



<b>Required precautions checklist</b>			
	Yes	No	N/A
Available sprinklers, fire hoses and fire extinguishers are in service and there are no active/current fire protection impairment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hot work equipment in good repair e.g. oxy acetylene fitted with flashback arrestors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Requirements within 10m of hot work</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flammable liquids, dust, lint and oil deposits removed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explosive atmosphere eliminated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Combustible floor wet down, covered with damp sand or fire-resistant sheeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Combustible material removed, if not possible then covered with fire resistant barriers or sheeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All wall and floor openings covered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire resistant sheeting or metal sheeting suspended beneath hot work, including mezzanine.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire watch is supplied with suitable extinguishers and/or hose reels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Area smoke detection has been isolated to prevent false alarms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Work on walls/ceilings or enclosed equipment</b>			
Construction is non-combustible and without combustible insulation or covering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Combustibles on either side of wall moved 1.5m away	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enclosed equipment cleaned of all combustibles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Containers purged of flammable liquids / vapours (if this is required refer to the relevant areas within the user notes to see if gas monitoring is required).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fire watch / hot work area monitoring requirements</b>			
A continuous fire watch must be provided during and for a minimum of 30 minutes after work, after which periodic checks are required for a further 60 minutes (with checks undertaken every 10-15 minutes). Fire watch is trained in the use of the equipment and general emergency procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other precautions</b>			
Other permits to work required (confined space, working at heights, fire protection impairment forms etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>After hot works completed</b>			
Smoke detectors reinstated (deisolated)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All fire protection equipment reinstated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Final checks</b>			
Overall time taken by the fire watch for continuous monitoring and period checking			
Minutes		Initials	
Permit issuer has declared the worksite is safe for normal operations to resume after completion of the monitoring period.			
Time	Initials		

### Issuer guidance notes

A Hot Work Permit should be used during use of equipment such as:

- Blow lamps
- Cutting and welding equipment
- Brazing and soldering equipment
- Bitumen boilers
- Temporary open flame heaters
- Any other equipment producing heat, flames or sparks.

The hot work permit will be needed whilst work is carried out within or on any part of the premises, except “dedicated hot works areas” designed for use of such equipment, such as welding bays within maintenance work shops. The Permit to Work must be issued to internal staff and/or to contractors for all hot works activities. A separate permit is required for ongoing works every 8 hours or during a shift change/s (if there are multiple shift changes required). The copy of the original permit is to be kept on file by the permit issuer.

### User notes

Large fires within commercial businesses have resulted from inadequate hot work controls. For property insurance purposes, insurers expect that the Hot Work Permit System to be followed with care and diligence by all concerned, to avoid the danger of fire outbreak.

Prior to any works, the third-party insurance cover held by any contractors working must be checked for their currency and adequacy. The adequacy of the insurance coverage should be discussed with your broker and would be dependent on the size of the works being undertaken.

It is best practice, particularly where major ongoing projects are concerned, that in addition to the issuance of hot work permits, that a “safe work method statement” be produced. This will involve a competent person preparing and recording relevant details such as the nature and purpose of the project; the time scales involved; the equipment to be used; the area/location of work; details of the persons carrying out the work and the personnel in charge; details of the particular fire hazards presented from carrying out this work in this location; the fire precautions taken; the fire protection equipment available; with details of inspections after work is completed.

It is preferable in all cases to conduct work either by a safer method not involving the application of heat, or to take the work to a safe location, such as an open area or dedicated hot works area (i.e. maintenance workshop etc). The experience and competence of the contractors or employee must always be established before the work is authorised and equipment checked for safety and condition. Fire protection/detection equipment should be checked to ensure that it is functioning properly and is not impaired. (NB - fire detection in the immediate vicinity may need to be isolated, but it should not be isolated in adjoining areas and must be deisolated immediately following the completion of hot work).

A hot work permit should only be issued by personnel authorised and trained to do so and a list of these persons should be maintained. The precautions listed as part of the Hot work permit should be strictly observed, and common sense applied where there is doubt. Areas should be kept clean and tidy during the work, combustible waste produced during operations should be removed regularly to a safe location. The organisations non-smoking policy must be adhered. When the work is complete, it is essential that a check is made after work is finished, to look for glowing embers,

smoke, areas of residual heat etc. The extent of this check is a function of the area of the hot work and is required for a minimum of 90 minutes, with continuous monitoring for the first 30 minutes and periodic checking (every 10-15 minutes) for a further 60 minutes. In hazardous operating environments, the minimum time for the fire watch may need to be extended. Where such checks cannot be carried out, issue of the permit should be deferred or delayed.

**Fire Protection Impairment**

For planned impairments, a fire protection impairment form is required to be completed where the fire protection system is impaired/ isolated for more than eight hours of operation during a 24- hour period, or where more than 10% of the building's fire services has been affected by maintenance works. The fire protection impairment form is a separate permit to this hot works permit. Any unplanned isolations or planned isolations for a shorter duration must be noted on a fire impairment register.

**Firewatch & Other Personnel**

During the process of hot work, the assigned fire watch and all other persons responsible for the safe operation of the hot works should ensure no condition arises, or action is taken, that would lead to a hazardous situation in the hot work area. Observation of safe practices and adjacent equipment checks are essential.

Users of this document are responsible for making their own assessment of whether this document is appropriate for their needs, circumstances and risk exposures. We (Risk Mitigators) do not warrant or accept any liability in relation to the reliance or use of this document or any part thereof, including accuracy or correctness. It is made available on the understanding that our employees and agents will have no liability (including but not limited to liability by reason of negligence) to the users of the document for any loss, damage, cost or expense whether direct, indirect consequential or special, incurred by, or arising by reason of, any person or company using or relying on the document and whether caused by reason of any error, omission or misrepresentation or otherwise. Material used in this Permit in part sourced from <https://www.qbe.com/au/news/hot-work-permit>