



# Hot Work Permit

Guidance Note 19

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## Hot Work Permit

### Introduction

This Guidance Note gives practical information about hot work permits

A sample template has been included in Appendix 1. If you wish to use this template to construct your own documents, you must ensure that all references to **Alcumus SafeContractor Accreditation** have been removed and the final documents are clearly incorporated into your existing safety management system.

Alternatives to hot work (i.e. cold cutting) should be undertaken whenever reasonably practicable where there is a risk of fire or explosion. Where hot work is unavoidable, it should not be carried out unless it is authorised and properly supervised by an experienced manager or supervisor who has knowledge of the work to be carried out, the risks involved and the precautions to be taken.

### What is a hot work permit?

A permit-to-work system is a formal written system and is an extension of the safe system of work. A hot work permit is used to prevent fire or explosion and will specifically detail the work to be carried out, how and when it is to be done and the precautions to be taken.

The use of a permit system does not, by itself, make the job safe. It supports the safe system, providing a ready means of recording findings and authorisations required to undertake hot work.

The hot work permit should check the following items (where appropriate):

- Preparation of work area, including isolation, emptying, cleaning, gas-freeing, inerting, etc.
- Good housekeeping
- Use of protective curtains
- All 'hot works' equipment should be regularly maintained and inspected
- Ensure a competent person visits the area after the hot works has finished to ensure that no smouldering embers or hot surfaces remain
- Provision of suitable fire extinguishers
- Ensure that sprinklers (if installed) are isolated and reactivated after the works

On satisfactory completion of the job, the authorising person should cancel the permit.

**Re-issue of the permit**

If the work has not been completed before the permit expires, a re-issue of the permit is required. The responsible person must visit the location and ensure that conditions have not substantially altered since the certificate was initially issued. If the conditions have altered the situation must be reassessed and, as necessary, further controls should be specified.

**End of operations**

On completion of hot work, the permit must be signed-off and returned to the permit issuer, stating that the work area is safe for normal operations and that all workers are clear from the work area. The process operator should check the essential services and if agreed, the permit should be cancelled.

**Operation review and revision**

Following each operation, the procedures will be reviewed and revised, as necessary. Periodically, persons in charge should review the permit-to-work system to ensure that permits are being correctly completed, and that the required controls are being adopted.

**Appendix 1**

**Company Hot Work Permit**

Permit number:.....
<p><b>THIS PERMIT IS ONLY VALID FOR THE DAY OF ISSUE. ON EVERY OCCASION HOT WORK IS CARRIED OUT A NEW PERMIT IS TO BE ISSUED.</b></p> <p><u>PART ONE</u></p> <p><b><i>To be completed prior to Hot Work</i></b></p> <p>Contracting Company: _____</p> <p>Exact location of work: .....</p> <p>Scope of Works: _____</p> <p>Between _____ and _____ hrs on _____ Day ____ - _____ Date</p> <p><i>At all times the contractor is responsible for ensuring compliance by all his workers of the Company Hot Work Fire Safety Precautions and for the following:</i></p> <p><input type="checkbox"/> The above location has been thoroughly inspected and safety precautions carried out</p> <p><input type="checkbox"/> Where applicable automatic fire alarm and detection systems/zones have been isolated</p> <p><input type="checkbox"/> All solid combustible material has either been removed or adequately protected against sparks</p> <p><input type="checkbox"/> There are no flammable liquids or gases within 15 metres</p> <p><input type="checkbox"/> Smoking is not permitted in any building, or workshop (except in approved designated areas)</p> <p><input type="checkbox"/> The operatives have had the nearest fire alarm and or telephone pointed out to them and have been informed what to do in the event of a fire or emergency</p> <p><input type="checkbox"/> A competent person is to stand by with the correct type and serviceable fire extinguisher/ hose reel while the operation is in progress</p> <p><input type="checkbox"/> The operatives have familiarised themselves with the means of escape from the working area and the building, and are fully competent in the use and operations of the equipment</p> <p><input type="checkbox"/> Protective clothing is to be worn at all times.</p> <p><b>Additional Restrictions:</b></p>

Signature of Company Responsible person: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Contractor responsible for the work: \_\_\_\_\_

(Print name): \_\_\_\_\_

(After signing the top copy of the permit it is to be handed to the contractor and the duplicate retained by the Company).

PART TWO

**To be completed after Hot Work**

This is to state that I have thoroughly inspected all work areas and all adjacent areas to which heat and sparks might have spread on initial completion of hot Work operations, and three hours after, no smouldering fires were discovered.

Where applicable automatic fire alarm and detection systems/zones have been re- instated.

Signature of person responsible for the work: \_\_\_\_\_

(Print Name) \_\_\_\_\_

Signature of Company Responsible person: \_\_\_\_\_

Date: \_\_\_\_\_

(TO BE COMPLETED IN DUPLICATE AND COPY RETAINED)

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