

Hot Work Permit

Warning! Hot Work in Progress

Watch For Fire!

In case of emergency, take these actions:

Note 1: Fire protection impairments

- Only fire alarm system smoke detectors in the immediate vicinity should be isolate to avoid unwanted alarms.
- Hot work should not be permitted in any area equipped with automatic sprinklers while sprinklers are impaired.
- Where hot work cannot be avoided during a sprinkler impairment, consult with Arch before any hot work proceeds.

Note 2: Fire watch

- Maintain an uninterrupted fire watch throughout the work area and adjacent areas.
- This includes during lunch, breaks and shift changes.
- After work is completed, maintain the fire watch for the timeframe indicated in part 1 of this permit.

Company Name		Permit Number
Location		

Arch Sign Off:		Date:	
Arch Signature:			

Part 1: Risk assessment and authorisation (to be completed by Contractor)

- Have less hazardous methods been considered? Yes No
 Why are less hazardous methods not being applied? _____
- A project specific work method statement is attached? Yes No
 Work to be carried out by: _____
- Work qualifications have been verified: Yes No

Work area risk assessment

- a. Work area is not a hot work prohibited area? Yes No
- b. Automatic sprinkler fully operational (see note 1)? Yes No
- c. Hot work equipment is functional, secure and in good repair? Yes No
- d. Within 10m (35 ft) of the work area: Yes No
1. Flammable liquids removed? Yes No
 2. Combustible materials removed or covered with resisting materials? Yes No
 3. Floors swept and overhead structure clean from dust, lint and debris? Yes No
 4. Floor and wall openings protected against spread of sparks or embers? Yes No
- e. Does work involve enclosed equipment? (if yes complete items 1 to 4) Yes No
1. Adequate ventilation provided? Yes No
 2. Thoroughly cleaned to remove all flammables and combustibles? Yes No
 3. Flammable vapours purged? Yes No
 4. Purging and ventilation verified with gas detector? Yes No
- f. Fire watch (provided during and after hot work) Yes No
1. Number of personnel required? _____
 2. Location of fire watch personnel: _____
 3. First aid firefighting equipment to be provided: _____
 4. Fire watch duration (minutes) after work complete: _____
- Note: 60 minute minimum for torch applied roofing
- g. Additional precautions required for this job: _____

Part 2: Authorisation (to be completed by Arch):

- Method Statement approved Yes No
- Risk Assessment approved Yes No
- Confirm work description _____

Permit Valid For:

Date and Time: _____
 Special frequency of inspections: _____

Part 3: Contractor acknowledgment (completed by Contractor before work begins)

- All workers and Fire Watch briefed on precautions and emergency procedures
- Contractor Print name: _____
- Contractor Print name: _____
- Date: _____

Part 4: Preiodic work area inspection/s

- Inspection time: _____ Compliant?
- Inspection time: _____ Compliant?
- Inspection time: _____ Compliant?
- Inspection time: _____ Compliant?
- Inspection time: _____ Compliant?
- Inspection time: _____ Compliant?
- Description of non compliances and actions: _____
- _____
- _____
- _____

Part 5: Final work area inspection (completed by Contractor)

- Time hot work ended: _____
- All areas where sparks or heat might have spread have been inspected
- NO sign of fire
- All fire alarm detectors isolated during works have been reinstated
- Work completed in accordance with permit

Part 6: Permit close out (completed by Arch)

- Permit closed based on (select one)
- Permit and work completed satisfactorily
- Permit withdrawn
- State reason: _____
- Authoriser Name: _____
- Authoriser Sign Off: _____
- Date and Time: _____