**HOT WORK PERMIT**

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| Hot work is any temporary or permanent operation that involves open flames or produces heat and / or sparks. This includes, but is not limited to brazing, cutting, grinding, soldering, torch-applied roofing, and welding. Where possible, the hot work should be relocated to a suitably arrange and isolated fixed hot workstation. Avoid hot work whenever possible and consider all alternative methods to hot work. | | | | | | | | | | | |
| **Date of Issue** | |  | | | **Valid from / to** | |  | | | | |
| 1. **WORKER DETAILS** | | | | | | | | | | | |
| **Hot Work undertaken by;** | |  | | | **Phone Number** | |  | | | | |
| 1. **PROJECT / WORKS DETAILS** | | | | | | | | | | | |
| **Location of work** | |  | | | | | | | | | |
| **Planned work activity** | |  | | | | | | | | | |
| 1. **ISOLATIONS REQUIRED** | | | | | | | | | | | |
|  | **Essential Services (gas, water, electricity)** | |  | **Fire Indicator Panel** | |  | | **Fire Supression Systems** | | |
| 1. **GENERAL WORK CONTROLS** | | | | | | | | | | | |
| **Controls (Identify those general Hot Work & Ignition controls to be undertaken as part of the Hot Work)** | | | | | | | | | **Yes** | **NA** | |
| Fire extinguishers supplied by are to be located immediately adjacent to the Hot Work area and within fifteen (15) metre of the work to be carried out | | | | | | | | |  |  | |
| Position Catch mats or boards over grid-mesh, flooring, or grates to catch sparks, slag, or other hot debris. Spark and flash screens are in place. | | | | | | | | |  |  | |
| Drains, cable racks, electrical cables and other heat/fire sensitive items are covered | | | | | | | | |  |  | |
| If working outdoors, the area has been wetted down prior to work commencing and water is available and onsite if required. | | | | | | | | |  |  | |
| One (1) metre clearance to any insulated sandwich panel (otherwise relocate work or provide thermal barrier). | | | | | | | | |  |  | |
| A four (4) metre cleared space around and above the area where Hot Work is to be performed. | | | | | | | | |  |  | |
| The worksite has been isolated and traffic/pedestrian movement restricted. | | | | | | | | |  |  | |
| Is the wind direction satisfactory for Hot Work to be done | | | | | | | | |  |  | |
| Is Hot Work Activity located at a level which has the potential for a fall hazard (Working at Heights Permit to be used in conjunction with Hot Work Permit) | | | | | | | | |  |  | |

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| 1. **COMPLETION SIGN OFF** | | | |
| **Fire Watch** | 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). | | |
| **Name** |  | **Signature** |  |
| **Completion date / time** |  | | |