

# HOT WORK PERMIT CHECKLIST

**Applicable to all operations involving flame, sparks, hot air or arc welding and cutting equipment, brazing and soldering equipment, blow lamps, bitumen boilers and other equipment producing heat of having naked flames.**

To be completed and signed by Campus Facilities Manager (CFM), Deputy CFM or Maintenance Technician Supervisor (MTS). **ALL** points must be ticked Yes, No or N/A

## FIRE PROTECTION

- |  | Yes                      | No                       | N/A                      |
|--|--------------------------|--------------------------|--------------------------|
| 1. If fire detection needs to be disabled or covered Security has been informed.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. A person, not directly involved with the work, will provide a continuous fire watch during the period of hot work in the work area and those adjoining areas to which sparks and heat may spread. A final fire check of the work area shall be periodically undertaken for one hour immediately after the hotworks have been completed and before the permit is signed off. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. At least two suitable extinguishers or a hose reel are immediately available. Personnel undertaking the work and providing the fire watch are trained in their use.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Personnel involved with the work and providing the fire watch are familiar with the means of escape and method of raising the alarm/calling the fire brigade.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## PRECAUTIONS WITHIN 5 METRES (MINIMUM) OF THE WORK

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 5. Combustible materials have been cleared from the area. Where materials cannot be removed, protection has been provided by non-combustible or purpose made blankets, drapes or screens.                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Flammable liquids have been removed from the area.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Floors have been swept clean.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Combustible floors have been covered with over-lapping sheets of non-combustible material or wetted and liberally covered with sand. All openings, and gaps (combustible floors or otherwise) are adequately covered. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Protection, (non-combustible or purpose made blankets, drapes or screens) has been provided for:  |                          |                          |                          |
| Walls, partitions, and ceilings of combustible construction or surface finish.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| All holes and other openings in walls, partitions, and ceilings through which sparks could pass.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Combustible materials have been moved away from the far side of walls or partitions where heat could be conducted, especially where these incorporate metal.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Enclosed equipment and spaces (e.g. tanks, containers or dust collectors) has been emptied and tested for, or is known to be free of, flammable /explosive concentrations of vapour, gas or dust.                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## EQUIPMENT

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 12. Equipment for hot work has been checked and examined and found in good repair.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Gas cylinders are sited at least 3 metres from the burner and have been properly secured in a vertical position, and fitted with a regulator and flashback arrester. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Hazardous materials will be removed from the hot works location as soon as work is completed.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Any lit tar boilers will not be left unattended.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## AUTHORITY FOR WORK REQUIRED WITHIN SCHOOL/OFFICE

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 16. Where work is required within a School/Office the Campus Facilities Manager, or other nominated person, has liaised/consulted with the relevant School/Office senior manager and agreed above points are satisfactory. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|--------------------------|

### Checklist completed by:

Name  Signature

Date  Position



# HOT WORK PERMIT

UNIVERSITY CAMPUS

PERMIT NO.

## A) PROPOSAL (to be completed by the person responsible for carrying out the work)

Building

Exact Location of Proposed Work

Nature of Hot Work to be undertaken

The above location has been examined and the precautions listed overleaf have been complied with as indicated.

Name

Signature

Date

Position

Contractor (where applicable)

## B) AGREEMENT (to be completed by the Campus Facilities Manager (CFM), Deputy CFM or Maintenance Technician Supervisor)

This Hot Work Permit is issued subject to the following conditions:

Time of issue of permit

Time of expiry of permit

A final fire check of the work area shall be periodically undertaken for one hour immediately after the hot works have been completed and before the permit is signed off.

Additional conditions required:

Name

Signature

Date

Position

Contractor name (where applicable)

Contractor signature

## C) FIRE WATCH (to be completed by UoG employee or contractor responsible for the work BEFORE returning this permit to the issuer)

This work area and all adjacent areas to which sparks and heat may have spread (such as floors below and above and areas on other sides of walls) have been inspected and found to be clear of fire risk following completion of the work.

Time inspection completed

(this must be at least 1 hour after work was completed)

Name

Signature

Date

Position

Contractor name (where applicable)

## D) CHECKED BY (CFM, Deputy CFM or MTS)

Name

Signature

Date

Position

