

# Hot work permit



Company name:		Permit Number:
Location:		

Authoriser name (print): _____	Date: _____
Authoriser signature: _____	Position: _____

## Part 1 – Risk assessment and authorisation

**Work method assessment:** Have less hazardous methods been considered?  Yes  No  
 Why are less hazardous methods not being applied? \_\_\_\_\_

**Project specific work method statement:**  
 Will a project specific work method statement be used and copy attached?  Yes  No

**Work by:**  In-house staff  Contractor - name: \_\_\_\_\_  
 Supervisor and Worker qualifications verified?  Yes  No

**Work area risk assessment**  
 Completed by: \_\_\_\_\_ Position: \_\_\_\_\_

- a. Work area is not a “hot work prohibited” area?  Yes  No
- b. Automatic sprinkler fully operational (see note 1 on back)?  N/A  Yes  No
- c. Hot work equipment is functional, secure and in good repair?  Yes  No
- d. Within 10 m (35 ft) of the work area:
  - 1. Flammable liquids removed?  Yes  No
  - 2. Combustible materials removed or covered with fire 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 vapors purged?  Yes  No
  - 4. Purging and ventilation verified with gas detector?  Yes  No
- f. Fire watch (provided during and after hot work)
  - 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:  30  60  >60 minutes \_\_\_\_\_

Note: 60 minute minimum for torch applied roofing
- g. Additional precaution required for this job: \_\_\_\_\_

**Authorisation:**  Work method assessment approved  Work area risk assessment approved

- 1) Work location: \_\_\_\_\_
- 2) Work description: \_\_\_\_\_

Permit valid for work on: Date: \_\_\_\_\_ Times - From: \_\_\_\_\_ To: \_\_\_\_\_  
 Specify frequency of inspections made by the Supervisor during the hot work and the fire watch:  
 Frequency:  Continuous  15 minutes  30 minutes  60 minutes  Other \_\_\_\_\_

## Part 2 – Worker acknowledgement (completed by worker before work begins)

Worker and Fire Watch been briefed on precautions and emergency procedures?  Yes  No

Worker name (print): \_\_\_\_\_ Date: \_\_\_\_\_  
 Worker signature: \_\_\_\_\_ Position: \_\_\_\_\_

## Part 3 – Periodic work area inspections (completed by supervisor during hot work and post-work fire watch period)

- Inspection time: \_\_\_ : \_\_\_ am / pm Work in compliance  Yes  No Initials: \_\_\_\_\_
- Inspection time: \_\_\_ : \_\_\_ am / pm Work in compliance  Yes  No Initials: \_\_\_\_\_
- Inspection time: \_\_\_ : \_\_\_ am / pm Work in compliance  Yes  No Initials: \_\_\_\_\_
- Inspection time: \_\_\_ : \_\_\_ am / pm Work in compliance  Yes  No Initials: \_\_\_\_\_
- Inspection time: \_\_\_ : \_\_\_ am / pm Work in compliance  Yes  No Initials: \_\_\_\_\_

Description of any non-compliance and actions taken: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Part 4 – Final work area inspection (completed by supervisor at end of fire watch)

Time hot work ended: \_\_\_ : \_\_\_ am / pm

- All areas where sparks or heat might have spread have been inspected with no sign of fire.
- All fire alarm detectors isolated during the work have been reinstated.
- Work completed in accordance with this permit.

Supervisor name (print): \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 Supervisor signature: \_\_\_\_\_ Position: \_\_\_\_\_

## Part 5 – Permit close out (completed by authoriser at end of fire watch)

Permit closed based upon (check one):  
 Permit and work completed in satisfactory manner  
 Permit withdrawn due to: \_\_\_\_\_

Authoriser name (print): \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 Authoriser signature: \_\_\_\_\_ Position: \_\_\_\_\_

**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 isolated 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 Zurich 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.