

Hot work permit

Issuing organisation

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 on the reverse side of this form have been complied with as indicated

Signed	Name (BLOCK CAPITALS)
Date	Position
Contractor (where applicable)	

B. Agreement

To be completed by the fire officer or other nominated person

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

Signed	Name (BLOCK CAPITALS)
Date	Position

C. Fire watch

To be completed by a member of staff or contractor responsible for the work before returning this permit to the issuer

The work area and all adjacent areas to which sparks and heat might have spread (such as floors below and above, and areas on other sides of walls) have been inspected and found to be free of fire following completion of the work

Time inspection completed

This must be filled in one hour after hot works have been completed.

Signed	Name (BLOCK CAPITALS)
Date	Position
Contractor (where applicable)	

* It is not desirable to issue permits for protracted periods. Fresh permits should be issued, for example, where work extends from morning to afternoon.

Note: where work is being carried out by a contractor, the issuer of the permit should ensure that the contractor has complied with the requirements prior to work being carried out, and should be satisfied that the area is free of fire when work is completed.

Procedure for hot work permits

- 1 The person nominated to authorise hot work, normally the fire or safety officer, must have experience or training in the problems associated with hot work and be of suitable status to ensure compliance with the procedures.
- 2 Prior to the commencement of work, a hot work permit should be obtained from the authorised person. This should be done on every occasion that hot work of any type is undertaken within or upon the fabric of established buildings or any structures or plant in the open. This procedure should also apply to construction sites once fitting out has commenced, and to all buildings which are being refurbished.
- 3 A hot work permit should not be issued without considering the significance of any other permits to work in the vicinity, or adjacent manufacturing processes which may involve the use of flammable liquids or gases.
- 4 A hot work permit should also be issued for a specific task that is undertaken in a clearly identified area. Hot work permits should not be issued for protracted periods. Separate hot work permits should be issued for work which extends from morning to afternoon periods.
- 5 Before completing the first part of the hot work permit, the person responsible for carrying out the work should complete the checklist shown below to indicate that fire protection measures are adequate, suitable precautions have been taken and the equipment to be used is safe.
- 6 If the person authorised to issue the hot work permit is not satisfied with the arrangements, further measures may be requested, and any additional conditions should be entered in the space provided in section B. The time within which a final fire check should be made is also specified in section B. This will normally be an hour after the time of expiry of the hot work permit, when work must be complete. If trained personnel will not be available to make this check (for example in the case of a permit issued late in the day) work must not be commenced.
- 7 The hot work permit should be completed in duplicate, with the top copy being handed to the person responsible for carrying out the work. The second copy should be retained by the issuer who may wish to inspect the site of the work or instigate spot checks to ensure that conditions have been met and that work is complete before the hot work permit expires.
- 8 The completed form should be returned to the issuer and retained for future reference.

Hot work permit checklist

Can this job be avoided? Is there a safer way?

(The person carrying out the check should tick the appropriate boxes)

Fire protection

1. Where sprinklers are installed they are operative
2. A trained person not directly involved with the work will provide a continuous fire watch during the period of hot work and for at least one hour after it ceases, in the work area and those adjoining areas to which sparks and heat may spread
3. At least two suitable extinguishers or a hose reel are immediately available. Both the personnel undertaking the work and providing the fire watch are trained in their use
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

Precautions within 10 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
6. Flammable liquids have been removed from the area
7. Floors have been swept clean
8. Combustible floors have been covered with overlapping sheets of non-combustible material or wetted and liberally covered with sand. All openings and gaps (combustible floors or otherwise) are adequately covered

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
 - all holes and other openings in walls, partitions and ceilings through which sparks could pass
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
11. Enclosed equipment (tanks, containers, dust collectors etc.) has been emptied and tested, or is known to be free of flammable concentrations of vapour or dust

Equipment

12. Equipment for hot work has been checked and found to be in good repair
13. Gas cylinders are sited at least three metres from the burner and have been properly secured in a vertical position and fitted with a regulator and flashback arrestor
14. Hazardous materials will be removed from the hot works location as soon as work is completed
15. Any lit tar boilers will not be left unattended



Methodist Insurance PLC, St Ann's House, St Ann's Place, Manchester M2 7LP.
Tel: 0345 606 1331 Fax: 0345 604 6302 www.methodistinsurance.co.uk

Methodist Insurance PLC (MIC) Reg. No. 6369. Registered in England at Benefact House, 2000 Pioneer Avenue, Gloucester Business Park, Brockworth, Gloucester, GL3 4AW, United Kingdom. MIC is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Firm Reference Number 136423.