

**HOT WORK PERMIT**

To be used for all work involving cutting, welding, hot air generation, brazing or grinding with portable gas or electrical equipment in or on a University facility.

**The Job Manager shall ensure that:**

- The hot work procedures are complied with
- Documentation is complete and handed in to the FMD Admin office
- Fire detection isolations are complete – 24 hrs notice required (Arrangements to be made through Robin Dunmall on 4074)
- Operatives have sufficient fire fighting equipment (Extinguishers and fire blankets are available from FMD)
- Any other hazards are spelt out to operatives
- Operatives clearly understand the procedures in case of fire
- A space plan has been provided showing the positions of hose reels
- The work area is inspected prior to and after completion of the work.
- Sufficient time is available for the fire watch at completion of the work

Only one of the following conditions apply – delete that which does NOT apply:

A large project which is **consistent** in nature and which will extend over several days

Permit issued for **more than one day**

Date of work period:

From ...../...../..... to ...../...../.....

Smaller projects **or** those which are variable in nature and will not extend over several days

Permit issued for **one day only**

Date of work: ...../...../.....

Areas affected: Building .....Level.....

Space(s): .....

Type of work being done: .....

Times: Hot work to commence: .....

Hot work to be completed: .....

Fire watch required till: .....

Alarm isolation undertaken ? .....Y / N

Emergency Procedures document supplied to operative ? ..... Y / N

Hose reel location confirmed ? ..... Y / N

Extinguisher(s) on site/supplied ? ..... Y / N

Job Manager: .....

Signature: ..... Date: .....

- Copies to:
- Contractor/Operative .....Y / N
  - University Security .....Y / N
  - FMD files .....Y / N
  - Job Manager (optional) ..... Y / N
  - Other (as required) .....Y / N

**The Contractor/Operative must ensure these precautions are in place:**

- Fire detection isolation has been arranged where necessary
- All cutting / welding / hot work equipment in good repair
- When possible work is to be done in a non-combustible area
- A person must be assigned to watch for sparks in the area (and the floor above / below if conditions warrant)
- A fire watch must be made for at least 30 minutes after welding or burning has ceased
- Proper fire extinguishers and hose reels must be immediately available (Extinguishers and fire blankets can be loaned from FMD if necessary)
- All wall and floor openings must be covered
- Floors must be swept clean and wet down where possible
- Combustibles must be kept away from the work area
- Non-combustible covers must be used to protect nearby combustibles and openings
- Area should be free of lint, dust or flammable vapours

**Attention:**

**Should the Contractor make any substitution of operatives, he must ensure that these operatives are fully briefed in all aspects / procedures of this permit**

Work on walls or ceilings:

- The construction must be non-combustible and without combustible covering. (NB: Special care needed on/adjacent to the outer fabric of Large Scale Laboratory Stage 1)
- Any combustible material must be moved away from the opposite side of the wall

Work on enclosed equipment (tanks, containers, ducts, etc):

- Equipment is to be cleaned of all combustibles
- Containers must be purged of all flammable vapours

**The Fire Watch must:**

- be provided during, and 30 minutes after, the operation
- be supplied with an extinguisher and be aware of the location of the fire hoses
- be trained in the use of the equipment and have a knowledge of fire procedures

**I have understood all the requirements as laid out within this permit and to the best of my knowledge I comply with these requirements.**

Operative: .....Company: .....

Signature: ..... Date: .....

**This permit is non-transferable and is issued for one job and for one person according to the details above.**

**Emergency Contact Numbers:**

University Security 838 4444 Job Manager: .....