

**1. Procedure and guidance for Hot Works Permit**

Before the commencement of any hot work, a permit must be offered by, or requested from, the person/company carrying out the work. 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. Hot Works Permits are required for any operation involving open flames or producing heat and/or sparks and must be prepared by a competent person. Hot works include brazing, torch cutting, grinding, soldering and welding.

A Hot Work Permit must not be issued without consideration of 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.

- A Hot Work Permit should be issued for a specific task that is to be undertaken in a clearly identified area.
- Hot Work Permits should not be issued for long periods of time. Separate Hot Work Permits should be issued for work that extends from morning to afternoon periods.
- Before completing the first part of the Hot Work Permit, the person who is carrying out the work should complete the checklist shown below to indicate that the fire protection measures are adequate, suitable precautions have been taken and the equipment to be used is safe.
- If the person/company issuing 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.
- The earliest time at which a final fire-check should be made will also be specified (this will normally be at least one hour after the time of expiry of the Hot Work Permit). If trained personnel are not available to make this check (for example in the case of a permit being issued late in the day) work must not commence until alternative arrangements are made.
- The Hot Work Permit should be completed in duplicate, with a copy being given to and retained by:
  - The worksite, and
  - The contractor carrying out the work.
- The issuer may wish to inspect the site of the work or instigate spot checks to ensure that conditions have been met and that work is completed before the Hot Work Permit expires.

Permit number:

Permit issued to:

Permit date and timescale of permit (in hours):

Permit issued by:

**2. Details of work (location, equipment for operation, fire hazards, other hazards, comments):**

**3. Fire precautions**

- Has the location of works been examined for all hazards / risks? **Yes / No**
- Cutting and welding equipment in good repair? **Yes / No**
- Fixed Thermal Imaging Camera operational? **Yes / No**
- Suitable PPE is being worn? **Yes / No**
- Floor clean of combustible materials? **Yes / No**
- Combustible / flammable liquids protected with non-combustible curtain or sheet? **Yes / No**
- Can sparks get through to combustible materials? **Yes / No**
- Site personal protected from welding flash by a screen? **Yes/ no:**
- Assess local conditions and add comments:

**If any of the answers above are No, work should not commence until the necessary controls have been provided and / or agreed**

**4. Fire watch**

- The employee/contractor and the operatives have had the nearest fire alarm/telephone pointed out to them and have been told what to do in the event of fire check that there are no combustible materials hidden behind walls or in partitions, particularly if the welding or cutting will go on for some time **Yes / No**
- Use flame-resistant sheets or covers to prevent hot particles passing through openings in floors and walls (doorways, windows, cable runs, etc.) **Yes / No**
- Warning notices have been displayed prior to the Hot Works, appropriate firefighting equipment will be place in area, this equipment will not be removed until the fire watch has been completed **Yes / No**
- The operatives have familiarised themselves with the means of escape from the working area and the building, and are fully competent in the use and operations of the equipment **Yes / No**
- The authorised person carrying out the fire watch will inspect the fire equipment to ensure that it has not been affected by the fire (such as sparks melting hoses) – please note that this procedure will also be carried out by the designated person during the Hot Works **Yes / No**
- The authorised person will carry out constant temperature checks for 30 minutes or until the area or equipment has cooled to an ambient temperature. The HSE document INDG297 Safety in gas welding, cutting and similar processes advises ‘It is normal to maintain fire watch for 30 minutes after hot work finishes’ **Yes / No**
- Hot works will be planned to finish no later than 3pm, to ensure that all staff are available on site to cover the fire watch **Yes / No**
- In any event, the area will not be left unattended until the area has cooled to ambient temperature and the fire risk has been negated **Yes / No**

**If any of the answers above are No, work should not commence until the necessary controls have been provided and / or agreed**

**4. Authorisation**

I have personally checked the precautions above and consider it safe to carry out this work.

**On behalf of Bower Recycling Ltd:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Time: \_\_\_\_\_

**Contractor (if applicable):**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Time: \_\_\_\_\_

**5. Acknowledgement**

I understand the hazards of this work and the precautions to be taken. These have also been fully explained to the operatives carrying out this work and I consider them competent. I will return my copy of this permit when the work has been safely completed.

**On behalf of Bower Recycling Ltd:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Time: \_\_\_\_\_

**Contractor (if applicable):**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Time: \_\_\_\_\_

**5. Final Inspection and closure of the Hot Works Permit**

Work area and all adjacent areas to which sparks and heat might have spread were thoroughly inspected on completion of the operation, and one hour later no smouldering fires were discovered.

This Hot Works Permit is now finished.

**On behalf of Bower Recycling Ltd:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Time: \_\_\_\_\_

**Contractor (if applicable):**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Time: \_\_\_\_\_