

# Recorra Ltd - **HOT WORK PERMIT**

*A copy of the completed permit should be retained for auditing purposes*

**ISSUING ADDRESS: Units 38/39, Juliette Way, Purfleet, RM15 4YA**

## **A PROPOSAL** (to be completed by the Permit Issuer)

|                                                                  |  |                             |  |
|------------------------------------------------------------------|--|-----------------------------|--|
| Exact location of proposed work                                  |  |                             |  |
| NATURE OF WORK TO BE UNDERTAKEN/TYPE OF HOT WORK/ITEMS WORKED ON |  |                             |  |
| NAME OF HOT WORK OPERATOR AND COMPANY                            |  |                             |  |
| NAME OF PERSON SUPERVISING THE WORKS                             |  |                             |  |
| PERMIT VALID ON DATE                                             |  | Start Time:<br>Expiry Time: |  |
| NAME OF FIRE WATCHER(S)<br>Specify whether during or post work   |  |                             |  |
| A final check of the work area shall be made, not before (time)  |  |                             |  |

## **B Isolations and Impairments**

|                                                                |  |                                |  |
|----------------------------------------------------------------|--|--------------------------------|--|
| DETAILS OF SYSTEMS AND AREA(S) ISOLATED                        |  |                                |  |
| NAME AND POSITION OF PERSON COMPLETING ISOLATION/REINSTATEMENT |  |                                |  |
| DATE AND TIME OF ISOLATION                                     |  | DATE AND TIME OF REINSTATEMENT |  |

## **C Issue**

I confirm the work area and other areas that may be impacted by the works have been inspected and checked for the presence of combustible materials. I have reviewed and completed the attached checklist, and I am satisfied that all appropriate precautions and risk controls are in place.

|                            |  |
|----------------------------|--|
| PRINT NAME                 |  |
| SIGNATURE OF PERMIT ISSUER |  |
| DATE AND TIME              |  |

## D Acceptance

I understand the scope of work and precautions to be taken and will adhere to the safe method of work and report any problems or difficulties to the Permit Issuer, in safely completing the works.

|                     | SIGNED | Date |
|---------------------|--------|------|
| HOT WORK SUPERVISOR |        |      |
| FIRE WATCHER        |        |      |

## E Following completion of work (contractor responsible for the work must ensure this section is completed)

|                                                                                                                                                                                                                                  |        |               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---------------|
| 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 smoldering materials and flames. |        |               |
| Stub ends of welding rods and other hot waste materials have been removed and disposed of safely.                                                                                                                                |        |               |
| All equipment, including gas cylinders, has been removed to a safe area.                                                                                                                                                         |        |               |
|                                                                                                                                                                                                                                  | SIGNED | DATE AND TIME |
| HOT WORK OPERATOR                                                                                                                                                                                                                |        |               |

## F Continuous Fire Watch – (the permit should then be returned to the issuer)

|                                                                                                                                                    |        |               |
|----------------------------------------------------------------------------------------------------------------------------------------------------|--------|---------------|
| TIME INSPECTION COMPLETED (this must be at least 60-minutes after work has been completed as determined by the fire risk assessment for the task): |        |               |
|                                                                                                                                                    | SIGNED | DATE AND TIME |
| FIRE WATCHER                                                                                                                                       |        |               |

## G – Closing (Sign off by issuer of Permit)

All fire protection systems are in service and operable, and equipment isolated has been reinstated where safe to do so.  
(Check Section B has been completed fully)

|        |  |               |  |
|--------|--|---------------|--|
| SIGNED |  | DATE AND TIME |  |
|--------|--|---------------|--|

I have inspected the works area, and all tools, equipment and waste has been removed.  
The fire watch has been completed in accordance with the risk assessment and thermal images taken of the work area and other areas that may have been affected by the works.  
The area has been returned to a condition which is safe for normal/planned occupancy and operations.

|        |  |               |  |
|--------|--|---------------|--|
| SIGNED |  | DATE AND TIME |  |
|--------|--|---------------|--|

## HOT WORK PERMIT CHECKLIST

The following checks should be carried out by the Permit Issuer prior to hot work commencing.  
The person carrying out these checks should tick the appropriate boxes and retain this with the permit.

### GENERAL

|                                                                                                                                                                             | Y | N | N/A |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|-----|
| Risk assessments and method statements have been provided and reviewed prior to authorisation of the works.                                                                 |   |   |     |
| Evidence of appropriate Public Liability Insurance has been provided.                                                                                                       |   |   |     |
| All fire protection systems are in service and operable (if not complete Section B on the permit).                                                                          |   |   |     |
| Competence of operatives have been reviewed and confirmed.                                                                                                                  |   |   |     |
| The works area and any other areas which could be affected have been investigated for the presence of combustible materials. This includes the identification of any voids. |   |   |     |
| Hot works will not take place on/or affecting combustible composite panels or other materials known to be combustible.                                                      |   |   |     |
| There are no other permits to work in operation or other planned activities that will be adversely impacted by these works.                                                 |   |   |     |

### PRECAUTIONS WITHIN 10 METRES (MINIMUM) OF THE WORK.

|                                                                                                                                                                                                                                                                                      |  |  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| 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.                                                                                               |  |  |  |
| Flammable liquids and gas cylinders have been removed from the area.                                                                                                                                                                                                                 |  |  |  |
| Floors have been swept clean.                                                                                                                                                                                                                                                        |  |  |  |
| 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.                                                                  |  |  |  |
| Protection (non-combustible or purpose-made blankets, drapes or screens) has been provided for:<br><br>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. |  |  |  |
| Where work is being carried out on building panels, an assessment has been made of insulating or other materials behind or forming the core of the panels which confirm they are non-combustible.                                                                                    |  |  |  |
| Combustible materials have been moved away from the far side of walls or partitions where heat could be conducted, especially where these incorporate metal.                                                                                                                         |  |  |  |
| Enclosed equipment (tanks, containers, dust collectors etc.) have been emptied, purged and tested, or are known to be free of flammable concentrations of vapour or dust. Where there is a possibility of such, atmosphere air sample monitoring must be in place.                   |  |  |  |
| Unauthorised access to the work area has been prevented.                                                                                                                                                                                                                             |  |  |  |
| Equipment for hot work has been checked and confirmed by contractor to be in good repair                                                                                                                                                                                             |  |  |  |
| Gas cylinders have been properly secured and any gas cylinders not in use have been removed at least 15-metres away from the work area                                                                                                                                               |  |  |  |

### FIRE PROTECTION

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |                |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------|--|
| Where an automatic fire detection system has been installed, it will be kept operative. Only the zone where the Hot Work is being carried out will be isolated for the period whilst Hot Work is in progress.                                                                                                                                                                                                                                                                                                                                                         |  |                |  |
| Where sprinklers are installed, they are operative. In sprinklered premises, hot work should not be carried out when the water supply to the sprinkler system is shut off.                                                                                                                                                                                                                                                                                                                                                                                            |  |                |  |
| A trained person not directly involved with the work will provide a continuous fire watch during the period of Hot Work. Following completion of each period of the work, the fire watch will continue for at least 60 minutes, with further checks at regular intervals, up to 180 minutes (for high hazard areas) after completion, to ensure that the working area and all adjacent areas, including the floors below and above, and areas on the other sides of walls, screens, partitions and above false ceilings are free of smouldering materials and flames. |  |                |  |
| At least two suitable extinguishers or a hose reel are immediately available. The personnel undertaking the work and providing the fire watch are trained in their use.                                                                                                                                                                                                                                                                                                                                                                                               |  |                |  |
| 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.                                                                                                                                                                                                                                                                                                                                                                                                        |  |                |  |
| Signed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  | Block Capitals |  |
| Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  | Time           |  |