



Hot Work Permit



A) Details of work (to be completed by the employee responsible for the work.)	
Nature of hot work to be undertaken:	
Address / Location:	Job No:
Name:	Signature:
Date:	Position:

B) Agreement (To be completed by the supervisor or designated person prior to the works.)	
I confirm that:	
<ul style="list-style-type: none"> • All combustible and flammable materials have been moved from the immediate vicinity of the area where “hot work” will be undertaken. • All risk assessments and safe systems of work will be followed at all times. • Appropriate fire extinguishers are immediately available on site. • Adequate ventilation/extraction is provided to allow the user a clean supply of air. • Fire alarm in the area has been disabled if applicable. 	
A final check of the work area shall be made by the employee at the end of operation <u>and</u> <u>again</u> 30 minutes/1 hour after work has been completed.	
Issue Date and Time:	Expiry Date and Time:
Name:	Signature:
Department:	Position:

C) Fire Check (To be completed by the Supervisor or Duty Manager after the works are complete)				
The areas adjacent to the work where sparks and heat might spread (such as floors above and below and areas on sides of walls) have been inspected and found to be free of fire following completion of the works.				
Date	Time Finished	Time Checked	Name	Location

Cancellation of Permit (to be completed by supervisor or Duty Manager after works and checks are complete)	
I am satisfied that all work has been completed and this permit is now cancelled.	
Name:	Signature:
Date:	Time: