



# Hot Work Permit Process

A hot work permit is required for any work involving open flames, producing hot surfaces, generating sparks, molten material or sufficient energy to ignite combustible, ignitable or flammable materials. These includes work such as brazing, cutting, grinding, soldering, welding, torch applied roofing, torch cutting, gas fired burners, etc.

Alternatives to hot work should be undertaken whenever reasonably practicable where there is a risk of explosion. Where hot work is unavoidable, it should not be carried out unless authorised and supervised by an experienced manager or supervisor who has the knowledge of the work to be carried out, the risks involved and the precautions taken.

## What is a hot work permit?

It is a formal written system used to prevent fire or explosions and details the work to be carried out, how and when it is to be done and the precautions taken. The use of the permit by itself does not make the job safe. It supports a safe working system by providing a means of recording findings and the authorisations required to undertake hot work. The hot work permit is applicable to both contractors and personnel alike whenever hot work is carried out in places other than dedicated hot work areas such as workshops. A hot work permit is only valid for one day/shift. A new permit is required for every subsequent day/shift.

## Before the hot work, contractor/personnel to:

1. Inspect work areas and decide precautions to take
2. Determine length of the fire watch after the hot work
3. Determine whether a fire fighting system interruption is required and request for formal authorisation accordingly
4. Fill up the hot work permit and sign it to assure that the precautions will be implemented
5. The permit authorising individual to sign and endorse the permit. Work must not be started before the approval is obtained.
6. Copies of the permit to be retained and posted at job site while a second copy to be filed. Additional copies can be made for various filing purposes if deemed necessary.

## During hot work:

1. Carry out all necessary precautions as listed in the hot work permit
2. Carry out hot work within the time frame approved
3. Carry out continuous fire watch

## After hot work:

1. Indicate in the permit time work was completed
2. Maintain fire watch continuously for 1 hour (plus an additional 3 hours if required)
3. Sign the permit once the fire watch has been completed
4. Authorised personnel or permit authorising individual to carry out a final check before closing the permit

## Determining fire watch length:

Non-combustible construction and combustible/flammable materials	Semi rigid (i.e. metal) construction and non-combustible /non-flammable materials	Semi rigid (i.e. metal) construction and combustible /flammable materials
1 hour continuously + 3 hours (15 minute intervals)	1 hour continuously	1 hour continuously + 3 hours (15 minute intervals)

