


<b>Group Permit</b>			
Document Name		Doc. No.	
Hot Work Permit		6.2.2	
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**This permit must be used for ALL cutting, welding and other hot work performed outside a dedicated workshop. The permit is valid for one (1) shift (8 hours) and must be re-validated or a new permit obtained if work exceeds this duration. This permit must be displayed at the work site and returned upon completion of work.**

PERMIT DATE: \_\_\_\_\_ COMMENCES: \_\_\_\_\_ AM / PM EXPIRES: \_\_\_\_\_ AM / PM

CONTRACTOR PERFORMING WORK: \_\_\_\_\_

CONTACT NAME & NUMBER: \_\_\_\_\_

DESCRIPTION OF WORKS: \_\_\_\_\_

LOCATION OF WORKS: \_\_\_\_\_ TENANCY (NUMBER & NAME): \_\_\_\_\_

PROCESS(ES) TO BE CARRIED OUT: CUTTING - YES / NO WELDING - YES / NO HEATING - YES / NO OTHER: \_\_\_\_\_

EQUIPMENT TO BE USED: \_\_\_\_\_

TYPE/S OF EXTINGUISHER AVAILABLE: \_\_\_\_\_


WILL THE HOT WORK BE CONDUCTED IN A CONFINED SPACE? YES / NO *If yes, a confined space permit must also be completed.*

<b>PERSON PERFORMING HOT WORK TO CHECK THE FOLLOWING</b>	
TICK (✓) ITEMS CHECKED	TICK (✓) ITEMS CHECKED
<b>EQUIPMENT &amp; TRAINING</b> Fire watch organised and in place <input type="checkbox"/> Fire extinguisher/s supplied (and in date?) <input type="checkbox"/> Trained in use of fire extinguisher <input type="checkbox"/> Cutting and welding equipment in good order <input type="checkbox"/> Sprinklers/thermal detectors operational throughout <input type="checkbox"/> Smoke detectors isolated in work area only <input type="checkbox"/> Fire Services Impairment Form complete <input type="checkbox"/> <b>TANKS, VESSELS, CONTAINERS, DUCTS, ETC</b> Flammable vapours purged <input type="checkbox"/> All combustible materials cleared from inside the vessel (confined space) <input type="checkbox"/>	<b>WITHIN 15 METRES OF THE HOT WORK</b> Electrical/mechanical isolation where risk of conduction exists <input type="checkbox"/> No combustible or flammable liquids, gases or vapours present <input type="checkbox"/> Ventilation provided for fumes generated <input type="checkbox"/> Combustible floors covered or wetted down <input type="checkbox"/> Combustibles on walls moved away or shielded <input type="checkbox"/> Barricades, warning signs and spark/flash screens in place <input type="checkbox"/> Where required, wall and floor openings are covered <input type="checkbox"/> Where required, covers are hung beneath work to catch sparks <input type="checkbox"/> Electrical wiring is not at risk <input type="checkbox"/>

<b>WORK SITE EXAMINED? - ALL NECESSARY PRECAUTIONS IDENTIFIED &amp; TAKEN - PERMISSION GRANTED FOR WORK</b>		
FACILITIES MANAGER - NAME	SIGNATURE	PERMISSION GRANTED
		TIME: AM / PM

<b>WORK COMPLETED – WORK AREA INSPECTED BY FACILITIES MANAGER/REPRESENTATIVE – PERMIT FINALISED</b>			
PERFORMING HOT WORK - NAME	SIGNATURE	WORK COMPLETED	FIRE WATCH COMPLETE (20 MINUTES MINIMUM)
		TIME: AM / PM	TIME: AM / PM
FACILITIES MANAGER - NAME	SIGNATURE	PERMIT FINALISED	
		TIME: AM / PM	

Prepared/Approved	Gary Costello	Next Review Date	01/04/2020
File Reference	6.2.2		

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