

Hot Work Permit

PERMIT NUMBER: [REDACTED]

PROPOSAL *To be completed by the person proposing to undertake hot work*

Exact location of proposed hot work: [REDACTED]

Full details of proposed hot work: [REDACTED]

The proposed work cannot practicably be done in a more safe location or avoiding hot work. The above location has been examined and the general precautions, checklist and any additional requirements on page 2 will be fully complied with.

Signed: [REDACTED]

Print name: [REDACTED]

Date: [REDACTED]

Position: [REDACTED]

AUTHORISATION *To be completed by a nominated competent person ('the issuer')*

[tick]

Risk assessment/method statement satisfactory:

Work equipment suitable and in good order:

Public liability insurance suitable and adequate:

Fire extinguishers suitable and maintained:

This permit is issued subject to compliance with the general precautions, checklist and any additional requirements on page 2 and is strictly valid only between the issue and expiry times stated below.

Issue time: [REDACTED]

Expiry time: [REDACTED]

The duration of this permit must not exceed one working shift

Signed: [REDACTED]

Print name: [REDACTED]

Date: [REDACTED]

Position: [REDACTED]

COMPLETION *To be completed by the person undertaking hot work before return to the issuer*

Hot work has now been completed and all equipment and materials have been removed. I have thoroughly inspected the work area and all adjacent areas which are free of fire risk.

Time inspection completed: [REDACTED]

Minimum 1 hour after completion of hot work

Signed: [REDACTED]

Print name: [REDACTED]

Date: [REDACTED]

Position: [REDACTED]

CANCELLATION *To be completed by the issuer upon return from the person undertaking hot work*

I have undertaken a final thorough inspection of the hot work area which is free of fire risk. Any temporary suspension or restriction of activities has been lifted and disabled fire protections have been reinstated. This permit is now CANCELLED.

Time inspection completed: [REDACTED]

Signed: [REDACTED]

Print name: [REDACTED]

Date: [REDACTED]

Position: [REDACTED]

GENERAL PRECAUTIONS *Compliance is required by the person undertaking hot work*

Hot work is only to be undertaken where a safer means of working is not available. Where practicable, items to undergo hot work are to be removed to a designated safe position.

A continuous fire watch is to be undertaken during hot work and for a minimum period of 1 hour after completion. The work area and all adjacent areas to which heat/sparks/flames could spread (including floors below and above, areas on the other sides of walls and partitions, floor and ceiling voids and similar) are to be thoroughly inspected to ensure that they are free of smouldering materials or flames.

CHECKLIST *Compliance to be confirmed by the person(s) undertaking hot work* [tick]

- 1. Sprinklers and other fire suppression systems are to remain fully operational. Where it may be necessary to isolate automatic fire detection systems, isolation is to be limited to the area in which hot work is undertaken and detection reinstated promptly following the completion of hot work.
- 2. A minimum of 2 suitable fire extinguishers are to be provided in the immediate area of hot work operations and all persons involved in hot work and fire watch duties trained in their use.
- 3. Combustible materials including flammable liquids and compressed gases are to be removed for a minimum distance of 10 metres around the hot work area and all adjacent areas to which heat/ sparks/flames could spread.
- 4. Any combustibles that cannot be removed and any holes or gaps through which heat/sparks/flames could pass are to be covered by suitable heat and fire resistant materials.
- 5. Combustible floors in the hot work area are to be covered by suitable heat and fire resistant blankets, sand or wetted.
- 6. Investigations are to be undertaken to identify the composition of insulation linings and panels in walls, roofs and internal structures. Where this cannot be ascertained, insulation linings shall be presumed combustible. Hot work shall not be undertaken upon or in the vicinity of combustible insulation or panels.
- 7. Tanks, vessels and other enclosed spaces are to be adequately ventilated and tested to ensure that they are free of flammable and explosive substances. A confined space work permit may be required, particularly where other hazards may be present.
- 8. Any gas pipes or other services within and adjacent to the hot work area are to be identified and steps taken to ensure that these are suitably isolated and otherwise protected.
- 9. All persons involved in hot work are to be instructed how to raise the fire alarm, evacuate the premises and in any emergency procedures.
- 10. Personnel and contractors are to be informed of any suspended or restricted activities (for example regarding the handling and use of flammable liquids or gases) during hot work.
- 11. Any decanting of flammable liquids or replacement of gas cylinders is to be done outdoors.
- 12. Equipment to be used for hot work is suitable and in good repair, with flashback arresters fitted where appropriate.

ADDITIONAL REQUIREMENTS *To be completed by the issuer where any additional controls are required*

HOT WORK PERMIT – GUIDANCE AND INSTRUCTIONS FOR USE

MD001 Application of Heat Condition

It is a condition of your insurance policy that this permit is used for any repairs, alterations, extensions, maintenance or similar work involving heat, sparks or naked flames – activities collectively known as 'hot work' – by any workman or contractor.

Supporting documents

Before any permit is authorised, a satisfactory risk assessment and method statement are to be obtained from the person planning to undertake hot work, together with documentary evidence of suitable and adequate public liability insurance cover.

It is particularly important to ensure that your contractor's insurance cover provides a sufficient limit of indemnity and does not contain a hot work away exclusion.

Permit issue

Hot work permits are to be issued to the person undertaking hot work by an authorised competent person before any hot work is commenced. The duration of the permit must not exceed one working shift.

Upon completion of hot work, the permit is to be cancelled and retained by the issuer for a minimum period of one month.

Supervision

Regular supervisory checks by the issuer or other responsible person will be necessary whilst hot work is in progress, in order to ensure the workman or contractor is complying fully with the conditions of this permit.

Temporary disablement of fire protection systems

Where it is necessary to temporarily disable any fire detection, sprinkler or suppression system or part thereof, this is to be done in accordance with procedures agreed beforehand with the installing/ maintaining company, alarm receiving centre, local fire authority and Pen Underwriting.

Downtime is to be kept to a minimum and planned for periods when the fire risk is at its lowest. Systems are to be reactivated as soon as practicable.