COMPLETING A HOT WORK PERMIT

1.
The HW Authorising Officer, the employees carrying out the work and the firewatch complete a risk assessment of the hot work activity.

2.
The HW Authorising Officer documents on the permit:
   a) the date of hot work
   b) the permit expiry time (maximum 12 hours)
   c) the location where the hot work will be undertaken (Section 1 – Identification)
   d) the description of the hot work and a safe work method statement (Section 2 – Description of Hot Work)
   e) the control measures that were identified during the risk assessment (Sections 3 to 11)

3.
The employee(s) undertaking the work and firewatch sign the permit to indicate they understand the controls and requirements of the permit (Section 10).

4.
Once the HW Authorising Officer is satisfied that the risks have been identified and controlled the HW Authorising Officer authorises the permit:

   Signs and dates the permit – Section 12

   White Copy Retained by employees carrying out the hot work.
   Green Copy Retained by HW Authorising Officer for the duration of the hot work.
   Blue Copy Retained at a suitable, predetermined location (usually in the hot work permit pad).

5.
The employees carrying out the hot work and the firewatch(es) complete Sections 13 to 14 at the commencement and finish of the hot work.

6.
On completion of the hot work:

   White Copy Returned to the HW Authorising Officer.
   Green Copy Returned to the HW Authorising Officer.
   Blue Copy Returned to the HW Authorising Officer.

When satisfied that the area has been made safe and fire detection has been reactivated (where applicable) the HW Authorising Officer signs off and dates the permit (Section 15).

The HW permit is retained by the HW Authorising Officer for 1 month.

For further information refer to Hot work risk management procedure.

1 The HW Authorising Officer can not be the person carrying out the hot work.
**HOT WORK PERMIT**

**HOT WORK PERMIT NO:** SAMPLE – DO NOT USE

**DATE OF HOT WORK:**

**PERMIT EXPIRES:**

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**THIS PERMIT MUST BE COMPLETED AND SIGNED PRIOR TO ALL HOT WORK ACTIVITIES AND RETAINED FOR AT LEAST ONE MONTH**

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### 1. IDENTIFICATION

<table>
<thead>
<tr>
<th>BUILDING/LOCATION (eg level, room no.):</th>
<th>ADDRESS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORGANISATION:</td>
<td>WORK ORDER/BR NUMBER:</td>
</tr>
</tbody>
</table>

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### 2. DESCRIPTION OF HOT WORK

- HAS THE IMMEDIATE VICINITY BEEN ASSESSED FOR CONFLICTING ACTIVITIES?: **YES**
- SAFE WORK METHOD STATEMENT(S) AVAILABLE: **YES**

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### 3. CONFINED SPACE ENTRY

If answer is yes a Confined Space Entry Permit must also be completed

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### 4. ISOLATION

- ELECTRICAL ISOLATION: **YES**
- PIPELINE ISOLATION: **NO**
- MECHANICAL ISOLATION: **YES**
- OTHER: **YES**
- FIRE DETECTION SYSTEM: **YES**
- CONTACT WITH MAINTENANCE IS REQUIRED: **YES**
- REQUIRED ISOLATION IS CHECKED BY:

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### 5. COMBUSTIBLE MATERIALS

- ALL REMOVABLE COMBUSTIBLE MATERIALS HAVE BEEN CLEARED FROM THE AREA? **YES**

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### 6. SPARKS/HEAT

- CAN SPARKS/HEAT COME INTO CONTACT WITH FLAMMABLE LIQUIDS/GASES/DUST, PLANT/EQUIPMENT, PROPERTY/BUILDINGS? **YES**
- CONTROL:
  - ISOLATE SERVICES (point 4)
  - COVERED PENTRATIONS
  - BARRIERS
  - SCREENS
  - FIREWATCH (point 10)
  - PURGING/VENTILATION (point 3)
  - OTHER (List)

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### 7. FUMES

- WILL FUMES BE PRODUCED BY THE HOT WORK? **YES**
- VENTILATION: **YES**
- OTHER (List)

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### 8. COMMUNICATION

- CONTINUOUS COMMUNICATION HAS BEEN ESTABLISHED PRIOR TO HOT WORK? **YES**
- N/A
- DESCRIBE (Radio, visual, speaking etc):

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### 9. PPE AND OTHER EQUIPMENT

- TICK ITEMS OF PPE AND OTHER EQUIPMENT REQUIRED BY PERSONS CONDUCTING HOT WORK

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### 10. PERSONNEL

- OPERATOR(S) Hot work will be conducted as per the controls listed in this permit.
  - NAME
  - SIGNATURE
  - NAME
  - SIGNATURE
  - FIREWATCH
  - NAME
  - SIGNATURE

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### 11. EMERGENCY PLANS

- EMERGENCY CONTACT NUMBERS (List):

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### 12. SAFE TO COMMENCE

- HW AUTHORIZING OFFICER
  - NAME
  - SIGNATURE
  - DATE
  - TIME

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### 13. UNIVERSITY OF MELBOURNE START TIME

- CONTACT THE UNIVERSITY OF MELBOURNE FOR START TIME (List name and telephone number)
  - CONTACT:
    - NAME
    - SIGNATURE
  - NUMBER:
  - TIME PHONED (Start Time):

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### 14. UNIVERSITY OF MELBOURNE FINISH TIME

- CONTACT THE UNIVERSITY OF MELBOURNE FOR FINISH TIME (List name and telephone number)
  - CONTACT:
    - NAME
    - SIGNATURE
  - NUMBER:
  - TIME PHONED (Finish Time):

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### 15. SIGN OFF

- HW AUTHORIZING OFFICER
  - NAME
  - SIGNATURE
  - DATE
  - TIME

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**THE AREA HAS BEEN MADE SAFE, TOOLS/EQUIPMENT HAVE BEEN REMOVED FROM THE SITE, FIRE DETECTION HAS BEEN ACTIVATED (IF APPLICABLE). THIS JOB IS NOW CLOSED**