**COMPLETING A HOT WORK PERMIT**

**1.**

The Hot Works (HW) Authorising Officer[[1]](#footnote-1), 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:

1. the date of hot work
2. the permit expiry time (maximum 12 hours)
3. the location where the hot work will be undertaken (Section 1 – Identification)
4. the description of the hot work and a safe work method statement (Section 2 – Description of Hot Work)
5. 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:

* until the work to which the permit relates is completed; or
* if a notifiable incident occurs in connection with the work to which the permit relates, for at least 2 years after the date on which the incident occurs.

**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. [↑](#footnote-ref-1)