**Appendix 2 - Hot Work Permit**

**Part 1 - To be completed by the Requestor Permit No:**

Name: Date: Time:

School/Dept/Company: Location:

Work to be carried out:

Equipment to be used:

**Part 2 - To be completed by the Permit Approver (Responsible Person)**

1. Conduct physical check of on location of hot work before approving the hot work.
2. Inform affected building occupants or area owner about the hot work and the duration of hot works.
3. Inform UFSM/FCC prior to the hot work operation and isolate affected fire alarm system where applicable.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Items** | **Yes** | **No** | **N.A** |
|  | 1. Area free from combustible or flammable materials |  |  |  |
|  | 1. Equipment use for hot work check in good condition with safety devices in place, hoses and fittings tested without leak, etc. |  |  |  |
|  | 1. Gas cylinders properly secured and upright, oil/greasefree on oxygen regulators. |  |  |  |
|  | 1. Flashback arrester fitted on fuel and oxygen/air sources and check valve/non-return valve fitted between each gas torch inlet and gas hose |  |  |  |
|  | 1. Ventilation for the area provided |  |  |  |
|  | 1. Use of fire retardant sheets to shield or contain falling sparks |  |  |  |
|  | 1. Arc welding set has low voltage shock preventer, good insulation and approved electric plug/connectors used. |  |  |  |
|  | 1. Contractor or staff has done and submitted the risk assessment |  |  |  |
|  | 1. Warning signs and barricades put up at the work area |  |  |  |
|  | 1. Fire extinguishers available beside the hot work operation area |  |  |  |
|  | 1. PPE for hot work available |  |  |  |
|  | 1. Fire watch duties identified and person available on site |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Gas Check Record**   1. Reading must be taken regularly 2. Immediately after a meal break or any break of 1 hour or more before remaining of hot work. 3. For hazardous work environment, check for zero % LEL using valid calibrated meter. | | | | |
| **Model:** |  | Meter last calibrated date: |  | |
| **Serial No:** |  | Remarks: | | |
| **1st gas check** | Time: | LEL Reading% | O2 Reading% | Signature: |
| **2nd gas check** | Time: | LEL Reading% | O2 Reading% | Signature: |
| **3rd gas check:** | Time: | LEL Reading% | O2 Reading% | Signature: |
| **4th gas check:** | Time: | LEL Reading% | O2 Reading% | Signature: |
| **5th gas check:** | Time: | LEL Reading% | O2 Reading% | Signature: |

Other precautions to be taken:

Validity period for this permit

(Not exceeding **One** working day): Date: ­­­­­­­­­­­­­­ ­­­­­­­­ Time: to

**I confirmed the following before issuing the Permit:**

The work area has been duly inspected and precautions taken to prevent fire, i.e. area deemed satisfactory for work commencement.

Contractor or staff has been brief on the procedure. Hot work activity shall commence within 1 hour of this approved Hot Work Permit.

Name of Permit Approver: Designation/ Dept:

Date of approval: Time: Contact Number:

Signature:

**Part 3 - To be completed by the Requestor**

**I confirmed the following before work commencement:**

I have been brief by the Permit Approver and understood the precautions to be taken.

I am trained or possess the relevant experience on performing the hot work.

The permit is only valid for the nature of work, condition of work area and within the specify time period.

I shall display the permit at the work area and notify the Approver immediately for any occurrence.

Name: Date: Signature:

**Part 4 – Extension of hot work permit**

The hot work permit has been duly extended with the site conditions checked safe.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Extension gas check #1 | Time: | LEL Reading% | O2 Reading% | Signature: |
| Extension gas check #2 | Time: | LEL Reading% | O2 Reading% | Signature: |

The extended valid hot work operation hours: ­­­­­­­­­Time to

Requestor name: Time: Signature:

Approver name: Time: Signature:

**Part 5 - Fire Watch Check**

**Date & time of hot work completion:**

Hot work area was monitored for 1 hour following the completion of hot work and inspected with no signs of fire (smouldering, ember, etc.)

Fire Watch Personnel: \_\_ Sign: Date/Time:

**Part 6 - Permit Sign Off By Requestor and Permit Approver (Responsible Person)**

We certify that the hot work has been completed and area checked and made safe with housekeeping done.

We certify that the Fire watch has monitored the site after the hot work completed and area inspected with no signs of fire.

Requestor: Sign: Date/Time:

Permit Approver: Sign: Date/Time: