

# HOT WORK Permit

HOT WORK PERMIT NUMBER

NOTE: Remember to keep this permit on file, or scan and save on computer.

This permit is used to help manage risks from hot work. Fires can be started from hot surfaces, from open flames (soldering, welding, brazing) or from sparks when grinding or cutting, for example. This permit is not applicable for works taking place in confined spaces or in gas-hazardous areas. If this is the case, contact Liberty through your broker for further guidance.

Is this hot work necessary?    Yes    No    Can the hot work be done at a safer location, in a formal workshop, or offsite?    Yes    No

**This permit applies to hot work as follows:**

Location:

Purpose/job:

Date:

## Prior to hot work

(refer to [checklist](#) overleaf)

Job site inspected, [checklist](#) fully complied with, and approval given for hot work permit.

Name of Fire Safety Manager (print):

Signature:

Contact number:

Hot work permit valid from  
(time hot work starts):

Hot work permit valid until  
(time hot work will end):

Date of issue:

(Maximum validity of 8 hours on the date of issue only. A new permit is required if hot work stops for more than 2 hours.)

Issued to hot work operator/permit holder, who acknowledges the precautions (refer to [checklist](#) overleaf).

Name of hot work operator (print):

Signature:

Company:

Contact number:

## After hot work

(refer to [checklist](#) overleaf)

Time hot work completed:

Time fire watch finished:

Hot work completed and precautions fully complied with, and acknowledged by:

Signature of hot work operator/permit holder:

Signature of Fire Safety Manager:

Date:

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This checklist is a summary of the Liberty [Hot work precautions checklist](#) which should be printed out for convenience and used as a reminder when preparing the site and when making good afterwards.

### Precautions before and during hot work

#### Prepare the area:

- Inspect and sweep the area.
- Wet down or apply damp sand to any timber floors.
- Cover or shield automatic sprinkler and/or fire detector heads if they are close enough to the hot works to be accidentally activated.
- Remove movable combustible items to at least 15m away, and make sure that any exposed levels below the hot work are also checked and cleared.
- Cover or shield with non-combustible tarpaulins or barriers any remaining combustibles within 15m of hot work area. (This distance should be greater for vulnerable objects on any levels below the hot works.)
- Isolate and/or remove from the area flammable/combustible gases, dusts and liquids.
- Shield any fuel lines and pipework.
- Cover all openings such as ducts and grilles.
- Decide on an escape route, in case of an emergency.

#### Prepare equipment and systems:

- Check that automatic sprinklers/other fixed firewater systems are in service. (If they are out of service, seek guidance from the Fire Safety Manager.)
- Inspect hot work equipment to ensure it is in serviceable and safe condition.
- Arrange for portable extinguishers and/or water-charged hoses to be within 10m.
- Arrange a fire watch during pauses in hot work and for at least 30 minutes after completion. Revisit high-risk areas (e.g. difficult-to-see spaces) occasionally for at least 3 hours after hot work completion.
- Ensure that people involved in the work understand the company's emergency procedures, and that the fire watch person is ready to respond to any fire threat.

#### Precautions after hot work

- Inspect the area, including exposed levels below work, or hidden behind work.
- Remove wet rags used to cover automatic sprinklers and any caps used to cover fire detector heads.
- Remove non-combustible covers and shields.
- Ensure that the fire watch remains at the job site during breaks or pauses, and for at least 30 minutes after job completion. Revisit high-risk areas (e.g. difficult-to-see spaces) occasionally for at least 3 hours afterward hot work completion.