

SF20A Hot Works Permit

The Safe Work Permit **must** be completed prior to any type of Hot Work taking place, to ensure all possible control measures are in place to reduce the risk of fire at the location where the task is taking place, if the client/occupier does NOT issue a work permit. The Operative or Sub-Contractor who is intending to carry out the task should complete the Safe Work Permit. Ensure that all questions are completed. Tick YES/NO as applicable. This Hot Work Permit should be displayed or available at all times in its use and should not exceed 8 hours in length. A new Permit should be completed at the start of each work shift. This Safe Work Permit should be included within the site job file

Company Name:			Project Title:		
Work Area:			Supervisor:		
Contractor:					
Equipment Used:					
Date of Works:		Between:	HRS	and	HRS
Precautions to be taken					Yes No N/A
Hot work must cease at least one hour before end of shift. If No, do not start work					
Have Services that affect the work been isolated before work commences? If No, do not start work					
Have smoke detectors within the vicinity of the hot works been isolated? If No, do not start work					
Has the closest possible means of raising the alarm been considered? If No, do not start work					
Do you know the location of the closest firefighting equipment? If No, do not start work					
Is there two suitable fire extinguishers kept close to hand, at all times? If No, do not start work					
Is suitable personal protective equipment being provided and worn by operatives? If No, do not start work					
Are all cylinders been transported and secured in the upright position? If No, do not start work					
Are all valves and hoses in good condition? If No, do not start work					
Do all cylinders have flash back arrestors fitted to them? If No, do not start work					
Are all cylinders that are not in use shut off and returned to the store? If No, do not start work					
Are all LPG cylinders stored in a lockable cage when not in use? i.e. over night					
If other operatives are working in the area, are they a minimum of two meters away from the hot works? A screen should be erected if needed. If No, do not start work					
Are all work areas kept tidy and are where possible, combustible materials removed from within 6 metres? (Check both sides of partition walls in case heat can be transferred by conduction.) If No, do not start work					
Operatives must conduct a one-hour fire watch following completion of work to ensure there is no ignition.					
Operatives carrying out hot work					Yes
Must understand the permit conditions and the fire and safety precautions.					
Must be in possession of a permit at all times.					
Must stop work if required to do so by an authorised person.					
Must report immediately any hazard likely to affect the fire and safety precautions.					
Must ensure a satisfactory access/egress from the work area.					
Confirmation by site supervisor: I confirm that the precautions specified above will be complied with and I will ensure that the persons carrying out the work, described above, are fully briefed on the safe method of work.					
Name:		Position:		Signature:	Date:
Confirmation by operative: I understand the precautions to be taken in carrying out the hot works.					
Name:		Position:		Signature:	Date:
Cancellation by operative: (Note: hot works must cease one hour before end of shift.) I confirm that the work has been completed and the area has been checked and is safe.					
Name:		Position:		Signature:	Date:
Cancellation by site supervisor.					
Name:		Position:		Signature:	Date:
Inspection of area covered by hot-work permit by fire warden/site supervisor after cancellation of permit				Inspection completed:	1HR
Name:		Position:		Signature:	Date: