

ESTATES OFFICE

(B) HOT WORKS PERMIT (HWP)		HWP Ref No:
This HWP is requested in connection with Permit to Work (PTW) Ref:		
A Hot Works Permit is required for any operation involving open flames or producing heat / sparks. This includes Brazing, Cutting, Grinding, Soldering, Torch Applied Roofing and Welding.		
Contractor's Name:	HWP Request Date:	
Contact Name:	Contact Phone No:	
	Email Address:	
Location where Hot Works to be carried out:		
Description of Hot Works to be undertaken:		
Hot Works start time & date:		
Hot Work completion time & date:		
REQUIRED HOT WORKS PRECAUTIONS DETAILS		Delete as appropriate
1. General Precautions		
1.1 Has the area of the works been examined?	Yes / No	
1.2 Are there combustible liquids, vapours, dust or gases in the vicinity of the works?	Yes / No	
1.3 Floor within 15m swept clean of combustible materials and/or protected as appropriate.	Yes / No / NA	
1.4 Combustible materials within 15m to be removed or suitably protected.	Yes / No / NA	
1.5 All wall and floor openings within 15m covered with sheets of non-combustible material.	Yes / No / NA	
1.6 Work will be undertaken by and under supervision of trained personnel.	Yes / No	
1.7 A fire extinguisher will be retained at the work area for the duration of the hot works.	Yes / No	
1.8 Person undertaking the hot work know how/where to activate the fire alarm system.	Yes / No	
1.9 Will smoke detectors or other aspects of the fire detection system require to be isolated.	Yes / No	
1.10 The Estates office will be notified at the commencement and on completion of the work.	Yes / No	
2. Work on roofs, walls or Ceilings		
2.1 Does the associated with composite roof or wall claddings panels?	Yes / No	
2.2 When work is above floor level, non-combustible curtains or sheets suspended beneath the work to collect the sparks.	Yes / No / NA	
3. Work on enclosed equipment (tanks, containers etc)		
3.1 Equipment cleaned of all combustible substances.	Yes / No / NA	
3.2 Tanks, containers and the like free of flammable vapours.	Yes / No / NA	
4. Fire watch		
4.1 The contractor shall be in attendance for one hour after completion of the work, or any scheduled stop thereto, to inspect the work area and all adjacent areas to which sparks and heat may have spread and ensure that there are no smouldering fires.	Yes / No	
4.2 Where the fire detection system has been temporarily isolated/disarmed as noted at (1.10) above a fire watch will be maintained until same has been fully reinstated.	Yes / No	
I confirm that adequate safe systems of work will be maintained and that all of the required precautions noted in the above checklist will be undertaken. I further confirm that all aspects of the fire detection system temporarily isolated as noted at (1.9) will be reinstated upon completion of the works.		
PERMIT APPROVAL		
Contractor Signature:	Print Contact Name:	Date:
Approver Signature:	Print Approver Name:	Date:
Permit Cancelled by:	Date:	