**Hot Works Permit**

Refer to eGuide ‘Hot Works’ section.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Event name |  | | | |
| Hall/location |  | | | |
| Dates | From: |  | To: |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| SECTION 1 – To be completed by permit issuer | | | | | | | | | | |
| **Pre-issue requirements:** | | | | | | | Y | | N | n/a |
| Have all work areas been checked and combustibles removed or protected? | | | | | | |  | |  |  |
| Have all systems associated with the work been isolated, including fire/smoke alarms? | | | | | | |  | |  |  |
| Are enough hand-held extinguishers (appropriate to the task) available for the work? | | | | | | |  | |  |  |
| Is there an assistant to stand by who is competent in fire extinguisher use? | | | | | | |  | |  |  |
| Has the person(s) doing the work been informed of any hazards specific to the work area? | | | | | | |  | |  |  |
| Is the person(s) doing the work aware of fire evacuation procedures for the area? | | | | | | |  | |  |  |
| Are any other permits applicable? If yes, list below and attach: | | | | | | | | | | |
| Additional precautions (if applicable) | | | | | | | | | | |
| Permission granted to: | | | | Company: | | | | | | |
| Work area: | | | | Contact no: | | | | | | |
| Date: | Time: | | From: | | | To: | | | | |
| Work to be undertaken: | | | | | | | | | | |
| SECTION 2 – ISSUANCE - To be completed by the permit issuer | | | | | | | | | | |
| Name: | | Signature: | | | Time: | | | Date: | | |
| SECTION 2 – ACCEPTANCE - To be completed by the person intending to carry out the work | | | | | | | | | | |
| I accept responsibility for the work and the personnel involved and agree to implement safe working procedures in accordance with the method statement and risk assessment, and confirm that all personnel involved are adequately trained and will only work on the job/equipment specified. | | | | | | | | | | |
| Name: | | Signature: | | | Time: | | | Date: | | |
| SECTION 4 – CLEARANCE - To be completed by the person intending to carry out the work | | | | | | | | | | |
| I confirm that the personnel and equipment have been withdrawn. The work \*has/\*has not been completed (\*Delete as applicable). Any uncompleted work will not be restarted until a new permit is issued. | | | | | | | | | | |
| Name: | | Signature: | | | Time: | | | Date: | | |