

## Hot Work Permits

Version 1 May 2005

The use of welding, grinding and abrasive cutting equipment is a cause of many fires and explosions in industry. Where such work is not the part of day-to-day production processes, a **HOT WORK PERMIT** system should be used.

The Hot Work Permit system ensures that:

- The work is authorised by a Responsible Officer.
- Hazards are identified, isolated, removed, protected or disconnected as appropriate.
- The operator is trained to perform the work safely.
- Appropriate protective clothing and equipment is used.
- Appropriate warning and fire fighting equipment is on hand.

How the Hot Work Permit system functions:

- Supervisors are trained to ensure that all operators carrying out hot work in their area of responsibility hold a valid Hot Work Permit.
- Any person proposing to perform "hot work" should contact the Responsible Officer (usually a designated fire/safety officer).
- The Responsible Officer checks all aspects of the proposed work to ensure that all safety measures are taken.
- The Responsible Officer completes and signs the Hot Work Permit and issues it to the operator.
- The operator displays the Hot Work Permit in the area in which the work is to be carried out.
- At the completion of work (or shift) the Responsible Officer inspects the area for any signs of potential combustion or hazard.

To make the Hot Work Permit system work:

- The Responsible Officer and all Supervisors and operators must be trained in the aims and procedures of the system.
- Company policy and guidelines regarding hot work must be included in induction and other staff training manuals, safety procedure documents, etc.
- Signs indicating that a permit is required for hot work should be prominently displayed.
- Contractors entering the site must be made aware of the system.
- Breaches of the system must not be tolerated.
- 

**HOT WORK PERMIT** cards can be purchased from **FPA Australia**

Fire Protection Association Australia  
 PO Box 1049 Box Hill Victoria 3128  
 T 03 9890 1544 F 03 9890 1577  
 E [technical@fpaa.com.au](mailto:technical@fpaa.com.au) W [www.fpaa.com.au](http://www.fpaa.com.au)

© 2005 FPA Australia. The content of these datasheets is the property of FPA Australia and may not be reproduced without prior consent.

Disclaimer: Please note that the information provided here is basic fire safety information and that if you have questions or concerns, please contact FPA Australia, your local fire service or other professional body for clarification or additional information.

### HOT WORK PERMIT

TO BE DISPLAYED ON HEAT OR SPARK GENERATING APPARATUS AND RETURNED TO THE RESPONSIBLE OFFICER UPON COMPLETION OF THE WORK

Permission Granted to:

To use (type of equipment)

In (location)

On (date)

From (time)

To (time)

1. All combustible materials removed or made safe.
2. No flammable liquids, vapours, gases or dust present.
3. Extinguishers/hoses provided on site.
4. Operator has ready access to telephone/fire alarm.
6. Site inspected after completion of work.

Checked & Issued by (Responsible Officer)

Name

Signature

Published by the  
**Fire Protection Association Australia**  
 ACN 005 366 576  
 Phone: (03) 9890 1544 Fax: (03) 9890 1577  
 Website: [www.fpaa.com.au](http://www.fpaa.com.au)

