

HOT WORKS PERMIT – Part 1

- **URGENT:** This permit consists of two pages and will not be accepted by the Building Manager if not executed and received in full at least 48 hours prior to any proposed works being undertaken. Works commenced without it will be stopped immediately.

Date Scheduled for Commencement: _____ / _____ / _____	Date Expected Completion: _____ / _____ / _____
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Area of Work – Store / Common Area Location: _____ _____
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Type of work to be done: _____ _____
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Time Started: _____ / _____	Expected time Completion: _____
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The area where the above work is to be done has been personally examined by an authorized company representative carrying out the designated works noted on this permit. The required precautions for safe cutting and welding practices appearing on this permit have been checked as indicated by the person noted herein and have been put into place prior to work commencement. Permission therefore is granted for this work to proceed.

Company Representative Authorised to inspect: _____	Position Held: _____
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Date Inspected: _____	24-Hour Contact Number for Company Representative: _____
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This Permit Expires:	
Date: _____	Time: _____

This work has been done and the works area and adjacent areas inspected – prior / during & 30 minutes after the completion of works and found to be safe with no risk to persons & or property.

Company person authorised to inspect: _____	Date: _____
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IF FIRE OR RISK OCCURS – PHONE: “000”

HOT WORKS PERMIT – Part 2

NO CUTTING OR WELDING WILL BE PERMITTED UNTIL THE FOLLOWING PRECAUTIONS HAVE BEEN TAKEN. THIS FORM MUST BE SIGNED AND RETURNED TO THE BUILDING MANAGER AT LEAST 48 HOURS PRIOR TO COMMENCEMENT OF WORKS & EXECUTED IN FULL AFTER THE FINAL INSPECTION HAS BEEN COMPLETED WORKS HAVE BEEN FINALISED. **Inspect each item thoroughly & carefully:**

1. No Cutting or Welding will be permitted:

- a. While Sprinklers are out of service or off line.
- b. In the presence of flammable vapours and liquids, lint, dust or unpurged tanks and or equipment previously containing such materials.
- c. In areas or on equipment other than those properly prepared for cutting and welding.
- d. With Cutting and welding equipment, which is not in good repair.
- e. By anyone other than a qualified individual employed by an licensed company.

2. The area must be & has been personally inspected and approved for works to proceed by an authorised / fully licensed individual who advises that the following necessary safeguards have been put into place & arranged prior too the issuing of this permit.

- a. Floors and surrounding areas have been swept clean and wet down.
- b. All combustibles have been relocated 10m from the proposed works site with the remainder items incl. fixtures / fittings etc protected with non-combustible curtains, metal guards or flame proofed covers (no ordinary non fire safe tarpaulins will be accepted).
- c. All floor & or wall openings within 10m of the proposed work site has been sealed with fire retardant / proof covers.
- d. A responsible / licensed & authorised company individual has been assigned to keep watch for dangerous sparks during and 30 minutes after works have been carried out. Floors below and above work site area are also to be inspected.
- e. At least 1 current & tagged fire extinguisher for the purpose of use has been provided at the work site prior to works being undertaken with a responsible company individual trained in its correct use & onsite during the works being undertaken. It is not acceptable for the service provider to use any fire extinguishers belonging to the property.

3. The work site was under constant monitoring during hot works program & also had fire fighting equipment at the ready in case of an emergency.

Name: _____ Signed: _____

4. An authorised / qualified individual personally inspected the area 30 minutes after the completion of the work for any signs of hot spots etc including floors above & below:

Name: _____ Signed: _____

Building Manager Acknowledgement:

Date:

HOT WORKS PERMIT – Part 3 - Internal

Permit Application Received by:	_____
Position Title:	_____
Date Received:	_____

Permit Application Reviewed:	_____
Position Title:	_____
Date Reviewed:	_____

Permit Application Approved By;	_____
Position Title:	_____
Date Reviewed:	_____

Bldg Mgr Notified Fire Brigade Central: <small>(prior to works commencing)</small>	Station: _____
	Unit Number: _____
	Sent Attention To: _____
	Position: _____
	Date Sent: _____

Building Insurer Advised: <small>(prior to works commencing)</small>	Company: _____
	Sent Attention To: _____
	Position: _____
	Date Sent: _____

Building Insurer Advised works completed & Safe:	Date: _____
Who was advised:	_____
Advised By:	_____