Ship: Date:

Description of work: Equipment to be used:

Location of work: Work Team Leader:

Officer responsible for work: ☐Staff Captain ☐Staff Engineer ☐Other: .....................

1. Permit validity

### From [time/date]: To [time/date]:

**Note:** This permit applies to all hot work involving high temperatures, open flame, electric arc or continuous source of sparks, etc., including but not limited to:  
- Welding  
- Burning  
- Grinding

**Caution:** The permit validity shall not exceed the duration of the work shift i.e. max 12 hours

1. Checks and preparations

The Officer responsible for the Hot Work completes these checks prior to its commencement:

|  |  |
| --- | --- |
| **✔** | Remarks |
| 1. **Hazards** related to the work identified⬜ |  |
| 1. **Risk Assessment** (Shipsure reference\_\_\_\_\_\_\_\_) performed/ reviewed⬜   Risk Assessment updated: Y⬜ N⬜  **Note:** A Competent Person (i.e. Safety Officer) shall perform RA or review an existing one together with you, the Work Team Leader and the Fire Watch   * 1. Control measures assigned as extra precautions below⬜ |  |
| 1. For Tank Hot Work, all relevant valves &pipelines cleaned / closed / isolated⬜ |  |
| 1. Other Permit to Work issued⬜   Entry into enclosed space ⬜ Aloft / Overside ⬜ Energy Isolation ⬜ |  |
| 1. Work area including adjacent boundaries are clean and clear of hazards and dangerous materials verified⬜ |  |
| 1. Adjacent areas/ compartments/ tanks are safe verified⬜ |  |
| 1. Hot Work area checked for combustible gases done⬜   **Note:** Carry out immediately prior to the commencement of Hot Work and at frequent intervals as long as work in progress |  |
| 1. Adequate &continuous ventilation provided⬜ |  |
| 1. Work equipment in good order⬜ |  |
| 1. Personal Protective Equipment available and ready for use⬜ |  |
| 1. Fire-fighting equipment in good order/near work area/ready for use⬜ |  |
| 1. Officers on watch on the Bridge (and ECR, if appropriate) advised of planned work⬜ |  |
| 1. PTW and safety procedures discussed with all concerned, incl. fire watch done⬜ |  |
| 1. If Hot Work is on external decks while in port permission from port authorities granted⬜ |  |
| Extra precautions (where assigned per the RA): | |

1. Authorisation and Approval

The Officer responsible for the Hot Work completes these checks:

1. Hazards, Risks and this PTW discussed in a Tool Box Talk (TBT) with all involved⬜
2. In the circumstances noted above it is considered safe to proceed with this work confirmed⬜

|  |  |  |
| --- | --- | --- |
| **Signature:** | **Name/ Rank:** | **Role:** |
|  |  | Officer Responsible For Work |
|  |  | Work Team Leader\* |
|  |  | Ship’s Safety Officer\* |
|  |  | Master / Staff Captain/ Chief Engineer\* (delete as appropriate) |

**\*Note:** Work Team Leader signs, affirming that he will comply with the requirements of the permit  
Safety Officer signs the PTW confirming:  
- Company procedures for Hot Work are complied with  
- The conditions of the permit are adequate and correct  
- The work described on the PTW does not conflict with any other works in progress or anticipated  
- His approval for the work to proceed as detailed  
Staff Captain or Chief Engineer signs the PTW authorising the work to proceed.  
Master signs the PTW whenever work involves penetration of bulkhead.

1. Upon completion of Work

The below persons sign off upon completion of work or expiry of the permit as applicable:

1. Work completed⬜
2. All persons, equipment and materials under my supervision withdrawn⬜

|  |  |  |
| --- | --- | --- |
| **Signature:** | **Name/ Rank:** | **Role:** |
|  |  | Officer Responsible For Work |
|  |  | Work Team Leader |
|  |  | Fire Watch/ Patrol |
|  |  | Fire Watch/ Patrol  (sign again after a further inspection about one hour later) |

**Note:** Original: To Safety Officer for filing Copy: To the work site