**HOT WORK PERMIT FORM**

Refer to Volume IV – [Hot Work Procedure](file:///D:\Users\852szetos\Volume%20IV\Hyperlink\Hot%20work%20procedure%20Rev%2001.doc)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Reference No. : | |  |  | Last Permit Reference No. (If any) : | | |  | |
| Vessel: |  | | | | Validity (not to exceed 12 hours) | | | |
|  | From | | To |
| Date |  | |  |
| Time |  | |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Approval from Shore or Terminal Granted, if applicable | | Yes | |  | No |  |
| Enclosed space entry form issued, if applicable? | | Yes | |  | No |  |
| Location of Hot Work area |  | | | | | |
| Description of Hot Work: |  | | | | | |
| Hot work equipment being used |  | | | | | |
| Personnel Carrying Out Hot Work |  | | | | | |
| Officer in Charge of Hot Work |  | | Engine: ( Chief Eng 2nd Eng ) Deck : ( Chief Off ) | | | |

**Vessel position / location at submitting hot work form?**

|  |  |
| --- | --- |
| Vessel in Port :  Vessel at anchor / adrift at: |  |
| Vessel underway in position | Lat. :  Long.: |

**Section 1 - Hazard Identification (C/O or C/E to complete)**

| Risk | Y | N | Hazard Description | Control Actions Taken |
| --- | --- | --- | --- | --- |
| Hazardous Atmosphere |  |  |  |  |
| Combustible Materials |  |  |  |  |
| Mechanical |  |  |  |  |
| Chemical |  |  |  |  |
| Electrical |  |  |  |  |

**Section 2.1 - Preparation and checks done by the Officer in Charge prior to starting and during the hot work.**

|  | **Yes** | **Time Completed** |
| --- | --- | --- |
| Confirm the hot work location is gas free, especially near oil tank vents? |  |  |
| Has the surrounding area been inspected and all precautions taken? |  |  |
| Has the structure/pipeline been cleaned, flushed, gas freed, de-pressured? |  |  |
| The structure / pipeline been isolated – State how: |  |  |
| Has the structure / pipeline been isolated electrically? (arc welding) |  |  |
| Is a Lock out/Tag out required (for those vessels where this is implemented)? |  |  |
| Is fire protection available on site? State what: |  |  |
| Is a fire watch posted? |  |  |
| Is the hot work location at least 30 meters from any cargo or slop tank (if applicable)? |  |  |
| Is there any full length of return cable from work station to welding machine? |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Section 2.2 - Status Of Hot Work Compartment and Adjacent Spaces prior to starting and during hot work.** | | | | | | |
| **Tank/Space:** |  |  |  |  |  |  |
| Content |  |  |  |  |  |  |
| Full/Empty/Part |  |  |  |  |  |  |
| Inert (Yes/No) |  |  |  |  |  |  |
| Washed (Yes/No) |  |  |  |  |  |  |
| Gas free (Yes/No) |  |  |  |  |  |  |
| Oxygen % |  |  |  |  |  |  |
| Hydro carbon gas content |  |  |  |  |  |  |
| Distance from Hot Work |  |  |  |  |  |  |
| Special conditions/precautions: | | | | | | |

In the circumstances noted, it is considered safe to proceed with this hot work.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Master Signature: |  |  | Officer In Charge Signature: |  |
| Safety Officer Signature: |  |  | Crew Member Signature: |  |
| Fire Watch Signature: |  |  |  |  |

|  |  |
| --- | --- |
| D/GM (MSD) Approval: |  |
| Date: |  |

|  | **Yes** | **Time Completed** |
| --- | --- | --- |
| Has the office been notified of the positive start of the hot work? |  |  |
| Has a copy of the approved hot work form posted near the site of hot work? |  |  |

**Record of checks carried out during the hot work.**

|  |  |  |
| --- | --- | --- |
| Tests and checks carried out as per section 2.1 and 2.2 | 3 hours after starting hot work. | Officer in Charge: |
| Tests and checks carried out as per section 2.1 and 2.2 | 6 hours after starting hot work. | Officer in charge: |
| Tests and checks carried out as per section 2.1 and 2.2 | 9 hours after starting hot work. | Officer in charge: |
| Tests and checks carried out as per section 2.1 and 2.2 | Time resumed after break | Officer in charge: |
| Tests and checks carried out as per section 2.1 and 2.2 | Time resumed after break | Officer in charge: |
| Tests and checks carried out as per section 2.1 and 2.2 | Time resumed after break | Officer in charge: |

**Important**

Carry out tests as per section 2.1 and 2.2:

·   Immediately before commencement of hot work.

·    Periodically while the work is in progress.

·    Following all breaks.

The oncoming officer in charge must countersign this form to indicate that all conditions associated with the hot work have been verified, fully understood, and will be maintained.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| On coming officer in charge: | | | | | |
| I have fully understood, verified, and will maintain the conditions that apply to this hot work form. | | | | | |
| From |  | To |  | Signature |  |
| From |  | To |  | Signature |  |
| From |  | To |  | Signature |  |
| From |  | To |  | Signature |  |

**Section 3 - To be completed when hot work is finished**

|  |  |  |  |
| --- | --- | --- | --- |
| The work has been completed. All persons, materials, and equipment under my supervision, have been withdrawn **and the fire watch is no longer required**. | | | |
|  | **Yes** | **Time Completed** | |
| Has the office been notified of the positive conclusion of the hot work? |  |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Officer in Charge |  | Time: |  | Date: |  |
|  | *(Signature)* |  | *(print time)* |  | *(print date)* |
|  | |  |  |  |  |
| MSD / SMD notified | | Time: |  | Date: |  |
|  |  |  | *(print time)* |  | *(print date)* |
|  |  |  |  |  |  |
| Master |  |  |  | Date: |  |
|  | *(Signature)* |  |  |  | *(print date)* |