**HOT WORK PERMIT**

*(Spark/heat producing work without naked flame: drilling, reaming, tapping)*

**Company: Electric G Ltd (NICEIC Approved Contractor)**Use with Site Fire Risk Assessment and RAMS. This form does not authorise electrical live work.

**A. Permit Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Permit No |  | Site/Location |  |
| Exact Work Area |  | Work Description (e.g., drill Ø & material) |  |
| Valid From (Date/Time) |  | Valid Until (Date/Time) |  |
| Authorising Person (AP) | Signature / Phone | Person in Charge (PIC) / Company | Signature |
| Operative(s) (names) | Competence verified ☐ | Fire Watch (names) | Contact No |
| Other permits active (tick and attach) | ☐ Electrical PTW ☐ Work at Height ☐ Confined Space ☐ FA isolation auth | Penetration of fire compartment? | ☐ Yes (separate approval required) |

**B. Method & Linked Documents**

☐ RAMS Ref: \_\_\_\_\_\_\_\_\_\_ ☐ Method Statement ☐ Site Fire Risk Assessment ☐ DSEAR/atmospheric assessment (if applicable) ☐ Drawings / Cable/pipe scans ☐ Photos of work area

**C. Pre‑Work Controls (complete before issue)**

|  |  |  |  |
| --- | --- | --- | --- |
| Check | Yes/No/N/A | Initials | Time |
| Combustibles cleared within 10 m OR protected with FR blankets/boards |  |  |  |
| Flammable liquids/gases removed/sealed; bins with lids moved from area |  |  |  |
| Floors/work surfaces swept; dust/lint/debris removed; openings sealed to stop sparks |  |  |  |
| Workpiece secured (clamps/vice); correct drill speed/bit selected; cutting fluid ready to reduce heat |  |  |  |
| Suitable extraction/LEV or ventilation for metal fume/mist in place (if using fluids) |  |  |  |
| Guards in place on drill; leads routed safely; RCD protection present |  |  |  |
| Hidden services check completed (cables, gas, water, sprinkler pipes, fire stopping) |  |  |  |
| Suitable extinguishers present & in date (CO₂ or water mist) and operatives briefed |  |  |  |
| Fire alarm interface and emergency routes checked; any detector isolations authorised with reinstatement plan |  |  |  |
| Work area is NOT designated ‘Hot Work Prohibited’ |  |  |  |
| Briefing completed with operative(s) and fire watch on controls and emergency actions |  |  |  |

**D. Controls During Work**

• Maintain continuous fire watch during drilling. • Manage swarf: collect in non‑combustible container; cool if needed. • Keep lubricants away from sparks; wipe spills immediately. • Stop work on alarm activation, excessive heat/smoke, or loss of any control.

**E. Post‑Work Fire Watch & Reinstatement**

|  |  |  |
| --- | --- | --- |
| Action | Initials | Time |
| Hot work finished (time recorded); area cool; swarf removed to metal container |  |  |
| Fire watch maintained for: ☐ 30 min (default) ☐ 60 min (site policy/conditions) |  |  |
| Thermal/visual checks completed at intervals (e.g., 15/30 min) |  |  |
| Final inspection: no smouldering/hot spots present |  |  |
| All detectors/alarms reinstated (if isolated) and verified |  |  |
| Barriers/signage removed; area handed back safe |  |  |
| Photographic evidence filed at (path/ref) |  |  |

**F. Validity / Suspension / Extension**

|  |  |
| --- | --- |
| Suspended (reason/time) |  |
| Extended (new validity) |  |
| Cancelled (reason) |  |

**G. Signatures**

|  |  |  |  |
| --- | --- | --- | --- |
| AP Issue | Name/Sign | Date | Time |
| Operative(s) | Name/Sign | Date | Time |
| Fire Watch Start | Name/Sign | Date | Time |
| AP Close‑out | Name/Sign | Date | Time |

Note: This permit is adapted for low‑ignition hot work (drilling metal) using guidance from HSE HSG168 and insurer best practice (e.g., Zurich Hot Work Permit). Default fire watch 30 min; extend to 60 min if site policy or conditions dictate. Re‑enable any isolated detection immediately after checks.