 Discovery Labs	STANDARD OPERATING PROCEDURE			
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TITLE: HOT WORK PERMIT				

1.0 PURPOSE:

To describe the procedure for Hot work permit.

2.0 SCOPE:

This Standard Operating Procedure is applicable for all the employees working at Discovery Laboratories pvt.ltd.

3.0 RESPONSIBILITY:

3.1 EHS Department

3.1.1 Is the responsible to issue the work permit copy after allotting the number and give clearance to the work with necessary precautions.

3.2 User Department

3.2.1 Is the responsible to collect the permit copy from EHS department and take necessary measure to comply the check points as per permit.

3.2.2 It is the responsibility of user department to distribute the permit copies to respective department

3.3 Engineering Department

3.3.1 Is the responsible to comply the check points as per the permit.

4.0 DEFINITIONS:

4.1 Hot Work:

Hot work is any work that involves burning, welding, using fire- or spark-producing tools, or that produces a source of ignition. Welding and cutting operations are common to drilling and servicing operations.


5.0 PROCEDURE :

5.1 Hot work shall be done by the Engineering department. The hot work permit is not required in the engineering work shop.

5.2 Work place personnel / work carrying personnel shall collect the permit from EHS department.

5.3 EHS department will allot the permit number as mentioned below and issue the permit.


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Sign & Date			
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Department	EHS	Engineering	Quality Assurance

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- 5.4 The work permit numbering system as HWP/ XXX/ YY/ ZZ Where HWP is hot work permit, XXX is serial number, YY is the current month and ZZ is the current year. For example: HWP/ 001/01/14. Here HWP indicates hot work permit, 001 is permit number and 01 is current month and 14 is the current year.
- 5.5 The permit issue details should be record in the register.
- 5.6 Work place in charge shall initiate the permit by complying the check points 01 to 12 points as in the Current version EHS004-FM011. Work place in charge / head given clearance to work.
- 5.7 Engineering department shall comply the check points from 13 to 18. Points as in the Current version EHS004-FM011.
- 5.8 EHS department shall comply all the above 18 check points as given in the Current version EHS004-FM011-02. Work will start after getting the approval from Plant in charge or designee.
- 5.9 EHS department make intermittent check to ensure safety of job. If any of the conditions mentioned in the checklist are found violated, EHS department is authorized to cancel the permit.
- 5.10 Work permit is valid up only in general shift i.e. from 09.00 to 18.00 hrs and valid only for the mentioned date.
- 5.11 The permit can be extended for the same day beyond 18.00 Hrs, subject to the approval of the Plant in charge / designee based on the requirement.
- 5.12 Work place personal / work carrying personal should produce the permit whenever asked during the course work.
- 5.13 After completion of the job work place personal / work carrying personal should hand over the Permit copies to respective departments.
- 5.14 The permit is in triplicate. The original copy with the person, who will be doing the work, The other copy shall be with EHS department and the last copy shall be with the department where the work is being done.

6.0 FORMATS / ANNEXURE(S):

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6.1 Hot work permit : EHS004-FM011

7.0 CHANGE HISTORY:

Revision No.	Effective Date	Details of Revision	Ref. CCF No.
00	01-02-2013	New SOP	---
01		Revised as per current SOP & more clear and clarity.	---
02		1. SOP format changed in line with QA-SOP-001-05. 2. Hot work Definition Included. 3. Work permit format number changed	CCF/GEN/17017

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