# Permit to Work
# Hot Work Certificate

Christchurch City Council

**PTW #____**

| **Site Inspection Before Work Starts – Permit Issuer must be satisfied that appropriate precautions are in place or planned to mitigate risk** | |
|---|---|
| Date of Site Inspection: | |
| Description of job : | |

| **Type of Work** | | | | | | | |
|---|---|---|---|---|---|---|---|
| Heat source | ☐ | Use of open flame | ☐ | Produces sparks | ☐ | Electrical ignition source | ☐ |
| Use of gas, welding, arc welding, oxyacetylene | ☐ | Use of rotary disc or grinding equipment | ☐ | Soldering | ☐ | Brazing or use of heat guns | ☐ |

| **Precautions** | | | | | |
|---|---|---|---|---|---|
| Automatic fire detection system isolated (Critical Safety Systems Permit Required) | ☐ Yes | ☐ NA | All wall, floor, roof penetrations covered, including risers | ☐ Yes | |
| Fire-fighting equipment (including fire hoses) fit for purpose and readily available adjacent to the work area | ☐ Yes | | Containment of all sparks (eg. grinding, drilling, welding) - screens, fire blankets and barriers | ☐ Yes | ☐ NA |
| Operator aware of the exits and exits are not obstructed | ☐ Yes | | Tanks, valves, vents, pipelines blanked off/isolated | ☐ Yes | ☐ NA |
| Cutting/welding equipment in good repair and fitted with flashback arrestors | ☐ Yes | | Combustible surfaces swept, wetted down, covered with damp sand or metal or fireproof sheets | ☐ Yes | ☐ NA |
| Operator has tools and protective gloves on hand to close off the gas in an emergency? | ☐ Yes | | Fire retardant sheets suspended under work area when working above | ☐ Yes | ☐ NA |
| Is ventilation adequate? | ☐ Yes | | Drains, pits, depressions checked, isolated and sealed | ☐ Yes | ☐ NA |
| Operator and Fire Watch have been instructed on action to be taken in case of fire and how to call Fire and Emergency New Zealand. Firewatch examines the area 1 hour after work. | ☐ Yes | | Combustible and flammable liquids removed or made safe (protected with fireproof tarpaulins or metal shields) | ☐ Yes | ☐ NA |
| Site of hot work is isolated and roped off, maintaining a 10-metre exclusion | ☐ Yes | | Conveyors and waste extraction systems stopped | ☐ Yes | ☐ NA |
| Wind direction suitable for hot work (NA if indoors) | ☐ Yes | ☐ NA | | | |
| **Work on enclosed equipment** | | | **Fire Watch** | | |
| Equipment purged and cleaned of all combustibles | ☐ Yes | ☐ NA | Allow for a Cool Down Period once work finished | ☐ Yes | |
| Fume extraction equipment available | ☐ Yes | ☐ NA | Supplied with appropriate firefighting equipment | ☐ Yes | |
| Adequate air flow through enclosed equipment to be provided while cutting and welding is done | ☐ Yes | ☐ NA | Trained in use of equipment and sounding alarms | ☐ Yes | |
| Fireproof screens in place | ☐ Yes | ☐ NA | Smoke detectors deactivated/covered – then reactivate once finished | ☐ Yes | ☐ NA |

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| Equipment and Emergency Arrangements – to be in place before work commences | | | |
|---|---|---|---|
| ☐ Fire blanket | ☐ Fire extinguisher | ☐ Fire hose reel | ☐ Light-transmitting screen/curtain |
| ☐ Emergency recovery equipment | ☐ Emergency Plan – practiced | ☐ Fume exhaust | ☐ Portable fume exhaust |

**The permit receiver must ensure** the following is in place before work commences:

☐ The building condition has been inspected, and cable runs, cavities, pipework, and poly panels have been identified and protected.

☐ All combustible material shall be cleared from the hot work area, where the hot work area cannot practically be cleared, all combustible material must be covered with fireproof blankets or similar protection and any other affected combustible parts of the premises must be similarly protected

☐ Combustible panels or liquids are not closer than 10 m to the worksite or have been inspected and covered with a fire blanket.

☐ Pipework and vessels for flammables have been purged with inert material and certified 'gas free'
Strike through if not applicable.

☐ Fire safety equipment on hand or nearby (e.g. extinguishers, hoses, fire blanket, etc.)

☐ Screens and barriers are in place to prevent the passage of others into the workspace and to protect personnel from arc flash.

☐ Sensitive electronic equipment has been isolated from welding current and conducted heat.

☐ Sufficient ventilation is in place to remove any toxic fumes generated.

☐ All escape routes have been walked and are clear from obstruction.

☐ Before applying any heat to metal built into or projecting through walls, floors or ceilings, an examination will ensure that the other end of the metal is cleared of combustible material, or such combustible material is covered with fireproof blankets or similar protective equipment.

☐ Hot work equipment will be lit, ignited or switched on for as short a time as possible before use and extinguished immediately after use and never left unattended whilst lit or ignited

☐ The insurance certificate does not impose any further hot works conditions.

Permit will only be open for a maximum 12 hours or until the end of shift, additional time will need to be documented and signed daily.

**On Closure:** After at least one hour after hot works has ceased a fire watch must return to prove the area safe

| **Permit Certificate –Hot Work Sign Off** | | |
|---|---|---|
| Issue date: | Sign: | |
| Change in hazards (circle) | Yes | No |
| If yes JSA will need to be changed and signed off | | |

**Permit Suspension and Revalidation – used when work is suspended and can be revalidated for up to 6 (six) shifts only. Only the Permit Issuer only revalidate the Permit.**

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Suspended by: | | Date/Time: | | Revalidated by: | | Date/Time: | |
| Suspended by: | | Date/Time: | | Revalidated by: | | Date/Time: | |
| Suspended by: | | Date/Time: | | Revalidated by: | | Date/Time: | |
| Suspended by: | | Date/Time: | | Revalidated by: | | Date/Time: | |
| Suspended by: | | Date/Time: | | Revalidated by: | | Date/Time: | |

**Permit Issuer and Permit Receiver: By signing below, we verify that the work described above has been completed.**

| | | | |
|---|---|---|---|
| Permit Issuer (name): | | Permit Receiver (name): | |
| Signature | | Signature | |
| Date | | Date | |