

Hot work permit

Company name:

Permit Number:

Location:

Part 1 – Risk assessment and authorisation

Work method assessment

Have less hazardous methods or work in a designated area been considered?

☐ Yes ☐ No

Why are less hazardous methods not being applied?

Work location:

Work description:

Work by ☐ In-house staff ☐ Contractor (print name):

Has the supervisor and worker qualifications been verified?

☐ Yes ☐ No

Specific work area method statement

Has the work area method statement been completed and copy attached?

☐ Yes ☐ No

Has the written risk assessment for torch applied roofing been completed in accordance with the NFRC Safe2Torch guidance and a copy attached?

☐ Yes ☐ No

Work area risk assessment

Completed by:

Position:

- | | | | | | | |
|---|--------------------------|-----|--------------------------|-----|--------------------------|----|
| a) Work area is not a "hot work prohibited" area? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | | |
| b) Automatic sprinkler fully operational (see note 1 on back)? | <input type="checkbox"/> | N/A | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| c) Hot work equipment is functional, secure and in good repair? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | | |
| d) Within 10 metres (35 ft.) of the work area: | | | | | | |
| i) Flammable liquids removed? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | | |
| ii) Combustible materials removed or covered with fire resisting materials? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | | |
| iii) Floors swept and overhead structure clean from dust, lint, and debris? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | | |
| iv) Floor and wall openings protected against spread of sparks or embers? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | | |
| e) Does work involve enclosed equipment (if yes, complete items 1 to 4)? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | | |
| i) Adequate ventilation provided? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | | |
| ii) Thoroughly cleaned to remove all flammables and combustibles? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | | |
| iii) Flammable vapours purged? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | | |
| iv) Purging and ventilation verified with gas detector? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | | |

Part 1 – Risk assessment and authorization (continued)

f) Fire watch to be provided **continuously** during and after hot work:

i) Number of personnel required? _____

ii) Location of fire watch personnel: _____

iii) First aid firefighting equipment to be provided: _____

iv) Fire watch duration (minutes) after work completed: _____

☐ 60

☐ 120

☐ _____

Important note: for torch-applying roofs, maintain fire watch at least 120 min

g) Additional precautions required for this job: _____

Part 2 – Worker acknowledgement (completed by worker before work begins)

Has the worker and fire watch been briefed on precautions and emergency procedures?

☐ Yes

☐ No

Has the observation been supported by visual images and/or thermal imaging?

☐ Yes

☐ No

Supervisor

(print name) _____

(signature) _____

Worker

(print name) _____

(signature) _____

(Lead) Fire watch

(print name) _____

(signature) _____

Note: fire watches must cover lunch, all breaks and shift changes

Part 3 – Permit Valid on (date):

From (time):

To:

Authoriser

(print name) _____

(signature) _____

Part 4 – Final work area inspection (completed by supervisor at end of fire watch)

This permit is being closed on the basis of:

a) Work area inspected with no signs of hot or smoldering conditions present?

☐ Yes

☐ No

b) All fire alarm detectors/fire protection systems isolated have been reinstated?

☐ Yes

☐ No

Hot work ended (time): _____

(Worker's initials) _____

Part 5 – Permit close out (completed by authoriser at end of fire watch)

Permit closed by Authoriser

(date) _____

(time) _____

(signature) _____

Hot Work Permit

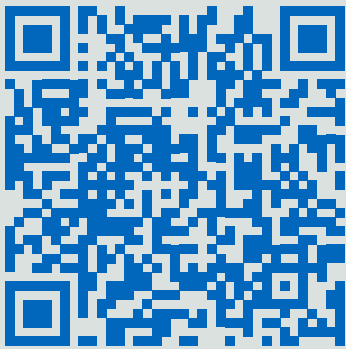
Work related to heat, flames, sparks, electrical arcs, etc.



Zurich Smart Permit

Did you know you could do this electronically? Zurich Smart Permit was co-created with customers and contractors and is a web-based solution for managing permits associated with construction and maintenance work, removing the need for paper permits, and providing a reliable audit trail.

[Click here to find out more,](#)
or scan the QR code below.



Hot Works Training

If you require support to minimise the potential exposures of utilising Hot Works in your organisation, then contact us at zrs.enquiries@uk.zurich.com. We'd be happy to help.



Warning!

Hot work in progress,
watch for fire.

In case of emergency, take this action:

Call:

Note: Fire protection impairments

- Only smoke detectors should be isolated to avoid unwanted alarms.
- Hot work should not be permitted in any area equipped with automatic sprinklers while sprinklers are impaired.
- Where hot work cannot be avoided during a sprinkler impairment, consult with Zurich before hot work proceeds.

Note: Fire watch

- Maintain an uninterrupted fire watch throughout the work and adjacent areas.
- This includes during lunch, breaks, and shift changes.
- After work is completed, maintain **continuous** fire watch for at least 60 minutes (120 minutes for torch applied hot work)

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