

HOT WORK PERMIT

Authorisation for welding, cutting, grinding, brazing and any spark- or flame-producing work outside a designated hot work area. No work begins until Part 8 is signed at the job.

PERMIT NO.	FORM ARD-HWP-01	REV 1
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TWO JOBS THIS PERMIT DOES NOT COVER ON ITS OWN — STOP IF EITHER IS THIS ONE. (1) ANYTHING THAT HAS EVER HELD A FLAMMABLE — tank, drum, vessel, pipe or line — until it is cleaned, purged and certified gas free in writing by a competent person immediately before the work; rinsing proves nothing. **(2) ANY ENTRY INTO A CONFINED SPACE** — tank, pit, silo, duct, vessel or similar — which needs a Confined Space Entry Permit as well, whether or not it ever held a flammable.

PART 1 · THE WORK	
Business: _____	Site / address: _____
Area / plant / asset: _____	Company doing the work: _____ ☐ In-house ☐ Contractor
Description of the task — what is being welded, cut or ground, on what plant, and with what equipment. _____ _____	
Valid from: _____	Valid to: _____ No. in work party: _____ One continuous work period — never open-ended

PART 2 · RISK ASSESSMENT FOR THIS TASK		the JSEA/SWMS assesses the job — this permit does not repeat it
JSEA / SWMS / risk assessment no.: _____	Rev / date: _____	Prepared by: _____
☐ It is at the job and every person in the work party has signed onto it ☐ It covers the work as it is being done today		
Highest residual risk it records: ☐ Low ☐ Medium ☐ High A HIGH residual risk stops the job — add controls or escalate. A permit does not make a high risk acceptable.		
Works with — other permits for this job (nos.): _____	SOP / work instruction: _____	Rescue / emergency plan: _____

PART 3 · FIRE PRECAUTIONS VERIFIED AT THE JOB		walk the job and confirm each is physically true before authorising
☐ OPEN AIR? Not inside a roofed building closed in on all sides — a shed with a door open is open air. ☐ No, fully enclosed ☐ Yes — restrictions for this council today, at cfa.vic.gov.au: ☐ none		
☐ FIRE DANGER PERIOD — all of: spark shield or guard; 1.5 m around the work cleared or wetted down, on top of the 15 m in the next tick; mains hose or a fully charged 9 L knapsack spray ready to use; stubs and cut-offs into a fire-proof container; the fire out, or a person able to put it out left in charge, before anyone goes.		
☐ TOTAL FIRE BAN TODAY — DO NOT START. Open-air welding, cutting, grinding and soldering are prohibited by law unless the CFA — or Fire Rescue Victoria in its district — has granted a written total fire ban permit: no. _____		
☐ Combustibles within 15 m removed — or shielded / covered / wet down where they cannot be moved	☐ Firefighting equipment AT the work, suited to what could burn — and a person present can use it	
☐ The OTHER side checked — behind walls and partitions, below the work, inside ducts and cavities	☐ Fire detection / sprinklers considered — any isolation recorded in Part 6 and reinstated at close-out	
☐ Floor and wall openings within 15 m covered or guarded against sparks and slag	☐ Gas cylinders upright, secured; hoses, regulators sound; flashback arrestors fitted	
☐ Dust, lint and residue cleaned from the work area	☐ Nothing being cut or welded has ever held a flammable — or gas-free certification attached (cert no.: _____)	

PART 4 · ATMOSPHERIC TEST		required where flammable vapour, gas or dust is credible
☐ Not required — no credible flammable atmosphere. Detector / serial: _____ Calibration due: _____		
Time	LEL % (below 5)	Tested by
		Where tested
		Safe to proceed ☐ Y ☐ N

PART 5 · FIRE WATCH		named, present, and doing nothing else while hot work runs
Fire watch name: _____	During the work from: _____	☐ ≥ 30 min ☐ 60 min after the last hot work
Stays at the area after work stops; checks the far side of walls and below. Final check at: _____ by: _____		

PART 6 · EMERGENCY ARRANGEMENTS FOR THIS JOB		
Muster point: _____	First aid / first aider: _____	Raise the alarm by: _____
Emergency contact & number: _____	Fire / detection isolations (reinstate at close-out): _____	

PART 7 · WORK PARTY SIGN-ON					signing = briefed here on this permit and the risk assessment, and aware work must not start until Part 8 is signed
Name	Company	Signature	Name	Signature	

PART 8 · AUTHORISATION		signed at the job, after walking it — never from an office
Issuing authority (competent permit issuer): _____		Competency / ticket no.: _____ Expires: _____
☐ I have walked this job. The precautions in Parts 3–5 are physically in place, the fire watch is present and briefed, and the work party has been briefed here at the job. This permit is not valid beyond the expiry of my competency above.		
Signature: _____		Date / time: _____
Area / asset authority (where the work affects another area): _____		Time: _____
Work party leader — I accept this permit and its conditions: _____		Time: _____

IF ANYTHING CHANGES — NEW HAZARD, NEW CREW, ISOLATION DISTURBED, WEATHER TURN — WORK STOPS. THIS PERMIT IS VOID UNTIL THE ISSUER REASSESSES AND RE-AUTHORISES.

ANYONE HERE CAN STOP THIS JOB — you do not have to be signed on. Stop it if: the work is not what the front of this permit describes; the time has passed and nobody has revalidated it; sparks or slag are reaching combustibles, openings, or the far side of a wall; the fire watch has left, or is doing other work; you can smell or see flammable vapour, gas or dust near the work; someone is working here whose name is not signed on; or anything has changed and you are not sure. **Stopping work costs a conversation.** Tell the issuing authority named above — the permit stays void until they walk the job again.

THE LIFE OF THIS PERMIT

Everything after issue is recorded here, on the copy that becomes the record. The copy displayed at the work area stays there and is not written on again.

PERMIT NO.

FORM
ARD-HWP-01REV
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PART 9 · DAILY REVALIDATION

a permit spanning more than one shift is re-checked at the job and re-signed before work restarts

Date	Valid from – to	Conditions re-checked at the job	Issuing authority	Work party leader
		☐ Confirmed unchanged		
		☐ Confirmed unchanged		
		☐ Confirmed unchanged		

PART 10 · SHIFT CHANGEOVER

the incoming issuer holds a current competency and walks the job before accepting — never handed over from a desk

Outgoing issuer	Incoming issuer	Competency no. / expiry	Walked the job	Signature	Date / time
			☐		
			☐		

PART 11 · SUSPENSION & REINSTATEMENT

work stopped for any reason — the permit stays suspended until the job is walked again

Suspended at	Reason work was stopped	Suspended by	Reinstated at	Job re-walked	Reinstated by
				☐	
				☐	

PART 12 · CANCELLATION & CLOSE-OUT

somebody goes and looks — a permit never closes itself by lapsing

- | | | |
|---|--|--|
| ☐ Work complete, or stopped and made safe | ☐ Isolations removed; locks and tags retrieved | ☐ Displayed copy retrieved from the work area |
| ☐ All persons signed off and accounted for | ☐ Plant returned to service / handed back | ☐ Every page photographed for filing |
| ☐ Area cleared and cleaned; barricades removed | ☐ Fire watch period complete; area re-checked, including the far side and below | ☐ Fire detection / sprinklers reinstated |

Remarks / anything left outstanding: _____

Cancelled by (issuing authority): _____ Signature: _____ Date / time: _____

Plant accepted back by: _____ Filed in Ardmor as (permit number): _____

PART 13 · WORK AREA SKETCH

work position, combustibles moved, fire watch position, extinguisher, isolated detection zones

Transcribe into Ardmor within 24 hours of close-out — **Permits** → **File a paper permit** — and write the number it was filed as into the close-out part, so the paper and the register point at each other.

A fallback record form for use when the digital permit system is unreachable. It does not replace training, competency or supervision.

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