



Policy:	Hot Works Permit	Reference:	HWPSES0043
		Review Date:	05/2022

Contract/Site/Location:		Date:	
Permit Issued to:			
Description of work to be carried out:			

Between:		And:		Work area:	
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(MAXIMUM 4 HOURS)

<i>To be Completed by Appointed Person (applicable)</i>					
1	The above location has been examined.		4	Suitable extinguishers are locally available and at adjoining risk areas.	
2	There are no combustible liquids, gases, or dusts.		5	The operatives have had the nearest fire alarm/phone pointed out and been told what to do in the event of a fire.	
3	All combustible materials have been removed, protected against heat and sparks in the immediate area and on floors above and below the working area		6	Additional supervision is required at high-risk areas below, or adjacent to/above or below the work area.	

AUTHORISATION: *I have personally checked the above conditions and consider it safe to carry out this work.*

Appointed Person:					
Title:					
Signature:					
Date:			Time:		

ACKNOWLEDGEMENT: *I have personally checked the above conditions and consider it safe to carry out this work. I also understand the hazards of this work and the precautions to be taken. These have also been fully explained to all operatives carrying out this work, and I consider them competent to do it safely. I will return my copy of this permit to SES Engineering (Newark) Ltd when this work has been safely completed.*

Contractors Representative: (print name)					
Title:					
Signature:					
Date:			Time:		

THE FOLLOWING INSPECTIONS OF THE WORK AREA/AND OTHER RISK AREAS HAVE TAKEN PLACE DURING THE COURSE OF OPERATIONS AND THE PROPER PROCEDURES ARE BEING FOLLOWED:

Time:		Signature:		Time:		Signature:	
Time:		Signature:		Time:		Signature:	



THE PERSON RESPONSIBLE FOR THE WORKS CONFIRMS THAT THE WORK IS COMPLETED AND THAT THE IMMEDIATE WORK AREA AND ADJACENT AREAS TO WHICH HEAT AND SPARKS MIGHT HAVE SPREAD HAVE BEEN THOROUGHLY INSPECTED BY THE SITE SUPERVISOR AT LEAST 60 MINUTES AFTER ALL WORK WAS COMPLETED.

CANCELLATION:

Contractors Representative Signed:		Time:		Date:	
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SES Engineering (Newark) Ltd Appointed Person: I accept that the work has been safely completed and a copy of this permit has been retained.

Signed:		Time:		Date:	
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AFTER SIGNING THIS PERMIT RETURN IT IMMEDIATELY TO THE SITE SUPERVISOR WHO WILL RETAIN IT WITHIN THE SITE SAFETY REGISTER FOR THE DURATION OF THE WORKS CONTRACT.

Using a Hot Work Permit.

An appointed person who is assigned by management can only issue the Hot Work Permit.

Hot works on site must not be undertaken without a hot work permit being raised. A guidance list of possible hot works is shown in the Hot Works Policy (Ref: HWPSES0043) but is not conclusive.

When the appointed person has satisfied themselves, it is safe to undertake hot working, they will issue a permit.

The written permit will not be allowed to operate for more than 4 hours at a time, after which a new permit will be raised. All the pre-qualification checks will be undertaken before the new permit is raised.

The Appointed person will raise and sign the permit to say they authorise the work to be carried out as described.

A signature is required at this time from the contractor to acknowledge receipt of the hot work permit. By signing the permit, it does not diminish their responsibility to have in place written risk assessments and method statements for the task.

During the term of the permit, the work area and other areas that may be affected will be inspected, the time noted and the person carrying out the inspection will sign it. The contractor acknowledging receipt of the permit will undertake these inspections and who is carrying out the hot working. The number of inspections required will be stated as part of the controls on the risk assessment/method statement.

After 4 hours or completing the hot working, whichever is the sooner, and after the final 60-minute inspection, the same person who acknowledged receipt will sign the permit as cancelled and give the permit back to the SES Engineering (Newark) Ltd appointed person, who will then sign it after satisfying themselves the work has been carried out safely and the area is safe to leave.

The permit will be kept in the safety records, it is a legal document and must not be destroyed.