



HOT WORK PERMIT

IMPORTANT – PLEASE READ FIRST!

- (1) This hot work permit is required for any temporary operation involving open flames or producing heat or sparks that can be a cause of fire with or even without the presence of flammable material. These processes include, but are not limited to, welding, cutting, and soldering, and those which involve open flames and/ or ignition sources
- (2) This form must be prepared in 4 copies – (i) Safety Office (ii) MEWO (iii) Security Office (iv) Requesting Party
- (3) This form must be submitted to the University Safety Office within office hours (8:00am to 12:00pm and 1:30 pm to 5:00pm) no later than **two (2) working days** before the date of the activity
- (4) This form is considered **APPROVED** when signed by the Director of the Safety Office or his/ her representative

Permit is valid for 1 week if the hot work activity falls on the following category:

- * Same location
- * No changes of manpower
- * No changes on the scope of work
- * Valid 8 hours per day /per shift

HOT WORK DETAILS

Office/ Contractor		Local/ Contact No.	
Date		Location	
NATURE OF WORK		REQUIRED PRECAUTIONS CHECKLIST	
<input type="checkbox"/> Air con works <input type="checkbox"/> Cutting <input type="checkbox"/> Electrical works (Pls. specify): _____ <input type="checkbox"/> Grinding/ Sanding works <input type="checkbox"/> Plumbing works (Pls. specify): _____ <input type="checkbox"/> Soldering works <input type="checkbox"/> Thawing pipe <input type="checkbox"/> Torching Applied <input type="checkbox"/> (x) Welding works <input type="checkbox"/> (x) Others: _____		<input type="checkbox"/> Hot work equipment is in good operating condition <input type="checkbox"/> 11-meter rule - No combustibles (e.g. paper clippings, wood shavings, textile fiber) and or hazardous materials should be located within a radius of 11 meters from the location of hot work. Flammable liquids, dust, lint and oil deposits removed. <input type="checkbox"/> Opening or cracks in walls, floors, ducts; conveyor systems that might carry sparks to distant combustibles shall be protected with fire-retardant materials(covers, guards or curtains) or via other precautionary measures <input type="checkbox"/> Sprinkler head and smoke detectors in close proximity to the hot work are covered (wet rag) and will be removed after the hot work is done <input type="checkbox"/> Hot work shall NOT proceed when done in hazardous locations such as: <ol style="list-style-type: none"> I. Near walls, partitions, ceilings which have combustible coverings or insulations II. On walls or partitions of combustibles sandwich-type panel construction III. Pipes or metals in contact with combustibles, walls, partitions, ceilings, roofs <input type="checkbox"/> Confined spaces shall be adequately ventilated <input type="checkbox"/> Fully charged hose line and at least (1) fire extinguisher appropriate for the type of fire are immediately available. <input type="checkbox"/> Power supply and disconnection after the activity <input type="checkbox"/> Post the Hot Work Permit near the site of the hot work subject for inspection at least once a day <input type="checkbox"/> Requestor must designate / assign a fire watch <input type="checkbox"/> Fire Watch: _____ <input type="checkbox"/> Working area will be regularly checked for sparks and smoldering fires during the work and 30 minutes after the job is completed.	
Permit Validity			
From		To	
Date	Time	Date	Time
List of Persons doing Hot Work			
Name (Last, First, Middle)	Classification	Contact No.	
1.			
2.			
3.			
4.			
5.			
(Please attach a separate sheet if necessary following the format above)			

[1] REQUESTING PARTY	[2] CLEARANCE (Mechanical and Electrical Works Office)	[3] APPROVAL (Safety Office)	[4] ACKNOWLEDGE (Security Office)
Signature over printed name Date & Time	Signature over printed name Date & Time	Signature over printed name Date & Time	Signature over printed name Date & Time