

Hot work permit kit

A hot work permit is required for any operation involving open flames or producing heat or sparks, including brazing, cutting, grinding, soldering, torch applied roofing and welding.

New permits

Place all unused permits in the pocket below.

Completed permit retention

Please store all completed permits in a designated area for auditing and review. Ensure both parts of the permit are included.

Reordering permits

Reordering can be completed through your local Swiss Re Corporate Solutions Risk Engineer, insurance underwriter or insurance broker.

Need a permit urgently?

Print a copy of the permit from our digital copy available through your local Swiss Re Corporate Solutions Risk Engineer or insurance underwriter.

Digital permit printing guidance

Print the permit page in full on standard paper. Fold the printed permit in half along the line provided and tear or cut into two parts.

As this permit will not have a carbon-copy ability, it is important to ensure all details are transferred to both parts of the permit.

Active permit: If a permit is placed in the section below hot work is active and all precautions must be taken. Fire protection systems must be online and the fire-watch must be present with a working fire extinguisher ready.

Issuing a permit

A permit may only be issued by an authorised manager of hot work. Follow the actions below:

- Take a new permit and complete all the fields.
- Physically confirm all precautions on the permit have been activated.
- Separate the permit and place the front of the permit in the pocket below.
- Attach the rear of the permit to the hot work area.

Fire-watch and regular monitoring

A fire-watch is required during all hot work, breaks and after work has completed. Following this, the regular monitoring period is required to check for any possible re-ignition or smoldering.

The fire-watch period should be minimum of 60 minutes. A risk assessment will be required to determine the suitable regular monitoring period. See the tables below.

Hot Work zone

The 15 m radius around the hot work being conducted is the critical zone. It is important to ensure all combustibles, flammables and explosive atmospheres are eliminated before work can begin.

Consider the environment

If the permit is outside or in a wet environment, place the permit in a sealed plastic slip or container, then attach it to the work area.

NEW PERMITS

When do I use this permit?

This permit is required for any hot work operation regardless of the reason or duration of the work required.

Hot work includes but is not limited to:

- welding and soldering
- open flame operations
- torch applied roofing
- torch applied piping
- grinding and cutting
- any operation which can produce sparks or heat.

A permit is not required if the area is a designed and dedicated room for hot work. This room must meet the following criteria:

- Completely non-combustible occupancy and construction including the insulation.
- Welding curtains that reach the floor or solid non-combustible barriers to separate the room from other areas.
- Flammable and combustible liquids should be stored in a listed or approved cabinet.
- A planned regular housekeeping and inspection program to ensure the criteria is still met.

Who should issue this permit?

A competent individual within the organisation should be selected to be the authorised manager for approving hot work.

The person selected should have, at a minimum, knowledge in fire protection systems, is aware of the risks of hot work and ignition sources and how to reduce the exposure during hot work.

A contractor, temporary staff or third party employee (external) should not be selected as the authorised manager.

Enforcing precautions of the permit

It is the authorised manager's responsibility to ensure all precautions are taken prior to issuing the permit. The person(s) conducting the work is/are responsible for maintaining all agreed precautions on the signed permit to ensure safe hot work conditions.

When the authorised manager identifies a change in conditions or precautions are no longer met, work should be ceased.

Why do I use this permit?

Hot work is one of the leading sources of ignition developing into fire scenarios. These fires can be controlled by sprinklers or the fire brigade, but the damage caused by smoke and water is usually substantial.

The larger threat is when a fire becomes uncontrolled, spreading to all areas of your facility and resulting in a total loss.

In most cases, if not all, the loss could have been completely prevented with safe working methods, a strong hot work policy and enforcement by management and employees.

The permit provides contractors, employees and the authorised permit manager a clear set of expectations and precautions that must be followed to help prevent a fire from unnecessarily occurring.

Ensuring your facility, building or plant is operational tomorrow is the responsibility of everybody today.

ACTIVE PERMITS

Before hot work

- Ensure all parties are aware of the fire-watch and regular monitoring periods required. Plan for the permit to be fully completed before the close of business, including the monitoring period.
- Ensure there are no fire protection impairments to sprinkler or gas suppression systems in the area.
- Isolation of the detection system directly above the hot work area is permitted if at risk of incorrect activation.
- Ensure the dedicated fire-watch is provided with a dedicated portable fire extinguisher.
- The fire-watch should not be the person conducting the hot work.

During hot work

- Ensure the permit is attached to the hot work area and present in the active permit pocket at all times.
- The fire-watch person must be active and ready with an extinguisher at all times during hot work, on breaks and for 60 minutes after work is complete.
- If conditions change while the permit is active, hot work must cease and the authorised manager should close out and re-issue a permit as needed.
- Permits are only valid for a single business day and must be fully completed and closed prior to the close of business.

After hot work is finished

- Complete the 60 minute fire-watch and regular monitoring period as per below.
- Restore any automatic smoke or fire detection systems if they were isolated during the work.

Closing out the permit

A permit is complete when:

- Both the after work fire-watch and the regular monitoring period has been completed.
- The authorised manager has inspected the hot work area and received both parts of the completed permit.
- All fields, dates and times on the permit are completed and signed.

Regular Monitoring minimum times

Risk assessment within, below and above the area	Construction system in the area is non-combustible	Construction system in the area is combustible
Contents and equipment is non-combustible	60 mins	90 mins
Contents/equipment is combustible	90 mins	180 mins

Regular Monitoring frequency

Smoke or fire detection in the area	Minimum monitoring frequency
Detection system is online	Revisit the area at least every 30 mins
No detection or detection is offline/isolated	Revisit the area at least every 15 mins