

Appendix G – Hot Works Permit

Section 1: General Details

1	Plot Number and Postal Address:	
2	Person Issuing Permit:	
3	Position: <i>(e.g. Nominated Person, Supervisor)</i>	
4	Name of Company: <i>(if applicable)</i>	
5	Permit Number: <i>(This is your own reference number)</i>	

Section 2: Hot Work Details

1	Description of Hot Work: <i>(include materials and tools/equipment to be used):</i>		
2	Exact location:		
3	Date to be undertaken: <i>N.B: A permit is valid for one day only</i>		
	Time of Day:		Duration:

Section 3: Precautions

1	Detail the precautions to be implemented to prevent against ignition and potential spread of fire. You should include any agreements with neighbouring properties.

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2	Detail the fire alarm and fire-fighting equipment that will be located at the point of works:

Section 4: Statement of Permit Issuer

I certify that:

A.	This permit complies with all conditions and requirements contained in Section 8 of this document.
B.	Neighbours have been informed and consulted if required.
C.	The precautions outlined in this permit will be implemented.
Signature of Permit Issuer:	
Date and Time:	
Name in Block Capitals:	



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Hot Work Permit Number:	
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Section 5: Fire Watch Recording

Duration <i>Mark with 'X' whether ordinary or high risk applies:</i>	Ordinary <i>Watch to be 60 continuous minutes</i>	High Risk <i>Watch to be 60 continuous minutes followed by 60 minutes checking at 10-minute intervals</i>	
Ordinary Works and High Risk works	Time Watch Commenced	Time Watch Completed	
High Risk Works only	Recording Table for monitoring of High Risk Works		
	Time since Hot Works completed in minutes	Safe? Y/N	Signature
	60		
	70		
	80		
	90		
	100		
	110		
	120		

Section 6: Permit sign-off *(this section to be completed by the Permit Issuer)*

I certify the correct fire watch period has been completed and all areas which could have been subject to sparks or heat (such as floors or walls above, below or on the reverse side) from the work area, are free from smouldering materials and flames.

All work equipment involved including flammable materials, bottled gases or liquids, have been removed/ returned to a place of safe storage.

Signature:	
Date and Time:	
Name in Capitals:	

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Section 7: Permit Sign off-Counter Signatory

All permits should be countersigned, usually by the OSC. If there is no Counter Signatory, the reason why must be explained in the box below:

I confirm that the Permit conditions, including fire watch, have been complied with and the work area is free from smouldering materials and flames.

Signature:	
Time:	
Name in Capitals:	
Position:	
If no counter signatory available, explain why here:	



Section 8: Notes for Completion of the Hot Works Permit and undertaking Hot Work.

1.	Why do GHVDC have a Hot Works Permit system?
	<ul style="list-style-type: none"> ➤ Fire is the greatest single risk to property during construction and hot works provide an ignition source. ➤ It is a requirement of the Development fire insurance that this risk is properly controlled by a written hot works permit system in accordance with the current edition of 'Fire prevention on construction sites', the Joint Code ('Joint Code') and to take into account the special features of the multi-build environment at Graven Hill.
2.	What is Hot Work?
	<ul style="list-style-type: none"> ➤ All work that requires the operation of an open flame, grinding, welding, the local application of heat or generates sparks.
3.	What happens if I do not follow the Permit system?
	<ul style="list-style-type: none"> ➤ GHVDC will issue a Non-Conformance Notice and may take action in accordance with the Development Rules which may result ➤ In the event of a fire, an insurance claim by you may be adversely affected by non-compliance with the Joint Code requirements.
4.	What role does GHVDC have in the completion of a Hot Work Permit?
	<ul style="list-style-type: none"> ➤ None. It is the responsibility of the person issuing the permit to ensure it is completed correctly.
5.	Do I need to submit my Permit to GHVDC?
	<ul style="list-style-type: none"> ➤ No, you do not need to submit your Permit to GHVDC prior to carrying out your Hot Work, however, you must provide a copy of your completed permit to GHVDC no later than 5 days after the completion of your Hot Work. Submit your completed permit to Notifications@gravenhill.co.uk.

6.	What do I need to do if I am planning to carry out Hot Work?
	<p>You must carry out the following process:</p> <ol style="list-style-type: none"> 1. Ensure there are no reasonable alternatives to Hot Working. 2. If there are no reasonable alternatives, you must refer to the Joint Code, in particular paragraph 16 (Hot Work) to ensure Hot Work is correctly planned. 3. If necessary, consult with neighbouring plots on the proposed Hot Works to establish what, if any, precautions need to be implemented by either plot to allow the Hot Work to be carried out safely. 4. If consultation with any neighbours results in a dispute, you will need to inform GHVDC who will act as Arbiter. All parties must abide by and if necessary, implement the Arbiter's decisions. 5. On successful conclusion of neighbour consultation or GHVDC Arbitration, you must complete a Hot Works Notification Form (HWNF) and submit it to GHVDC at Notifications@gravenhill.co.uk a minimum of one day before the planned work. 6. Establish who will be the Permit Issuer and Counter Signatory. These are usually the person undertaking the Hot Work and OSC. Except in exceptional circumstances, these 2 persons must be present throughout the duration Hot Work is undertaken. 7. Complete the Hot Work Permit using form HWP, excluding the sign off sections (6 & 7). You do not need to submit this Permit to GHVDC at this stage. 8. Prior to undertaking the work ensure that all precautionary measures are in place then undertake the work. 9. After Hot Works have taken place complete the sign-off sections of the Permit. 10. Within 5 days of completion of the Hot Work, send a copy of the completed Permit to GHVDC at Notifications@gravenhill.co.uk. Original fully completed Permits must be retained on site for the duration of the Build.