

HOT WORK PERMIT FORM

Section 1: (to be filled out by the person doing the work)

NAME

BOAT

LOCATION

TYPE OF WORK		FLAMMABLES IN VICINITY	
<input type="checkbox"/> Welding	<input type="checkbox"/> Wood	<input type="checkbox"/> Rubbish Bins	
<input type="checkbox"/> Gas Cutting	<input type="checkbox"/> Dust	<input type="checkbox"/> Extraction Systems	
<input type="checkbox"/> Naked Flame	<input type="checkbox"/> Painting	<input type="checkbox"/> Planned Activities (see Danger Board)	
<input type="checkbox"/> Heaters	<input type="checkbox"/> Solvents	<input type="checkbox"/> Other	
<input type="checkbox"/> Other	<input type="checkbox"/> Rags		

WELDING

- Notify the crew to Isolate the Boat's Electrics

FIRE PREVENTION

- Hot Work Location marked on Danger Board
- Captain of Boat Advised
- Hot Work Signs Displayed
- Flammables Protected from accidental ignition
- Fire Watchers (name/s)
- Each Fire Watch has Fire Extinguishers and Fire Blankets
- Exit routes from adjacent areas are clear

Section 2: (supervisor to complete)

I have inspected the work area, the fire hazards and the fire prevention measures and authorise the work to proceed.

Name Signature

Date Time

Section 3: (person doing the work to complete)

I have inspected the work and adjacent areas immediately following completion of the work and again 30 minutes later and confirm there were no signs of fire or smouldering.

- The Danger Board is cleared
- Captain and/or crew member in charge advised

Name Signature

Date Time

Permit to be returned to Supervisor who is to retain it for one month, after which it can be destroyed.

HOT WORK PROCEDURE

Purpose:

A fire upon a boat under re-fit has the potential to destroy the boat and take lives. Also the financial viability of the yard and the security of employment for many staff could be affected. This procedure is to ensure that all practicable steps are taken to prevent such an event. Failure to follow this procedure may lead to instant dismissal.

Responsibilities:

Person Doing the Hot Work:

1. Check the boat's electricity has been isolated
2. Check the boat's Danger Board for flammables on board, mark welding and area on the Danger Board.
3. Inspect the work area and ensure that all flammables are protected from accidental ignition. Ensure you check what is on the other side of bulkheads etc.
4. Organise a trained fire watch person, or persons. Equip each with a fire extinguisher and fire blanket and ensure they know what to do.
5. Check that exit routes from all adjacent areas are clear.
6. Complete the 1st section of the Hot Work Permit and take it to your supervisor, who will inspect the area and sign off your permit.
7. When authorised to proceed, do the work.
8. Immediately after completion of the work inspect all adjacent areas for signs of fire or smouldering. Repeat the inspection after 30 minutes. Do not leave the boat during this time.
9. If no problems remove from the Danger Board, return the fire fighting equipment and complete the 3rd section of the permit.
10. Display permit in work area while Hot Work is in progress.

Fire Watch:

1. Inspect the Hot Work area and confirm the safety arrangements.
2. Position yourself at the most likely place of accidental ignition.
3. Keep your fire extinguisher and fire blanket with you at all times.
4. Do not leave the job without permission from the person doing the Hot Work.
5. Stay on location until the immediate after work inspection has been completed. Leave your fire extinguisher and fire blanket behind when you leave.

Supervisor:

1. Ensure that the person doing the Hot Work has a permit.
2. On receipt of a Hot Work permit inspect all the safety arrangements in place. When satisfied they are appropriate for the job complete the 2nd section of the permit.
3. Ensure the 3rd section of the permit is signed off and the Danger Board cleared by the end of each day.
4. Retain permit for one month after work is finished. It can then be destroyed.

Safety Officer:

1. When on rounds check that all Hot Work is notified on the Danger Board.
2. Ensure any areas not cleared on Danger Board at the end of shift are inspected and cleared prior to lock up.
3. Train appropriate staff in fire extinguisher use and fire watch duties.