



Permit/Reg. No.: \_\_\_\_\_

Facilities Management Office (FMO)

Hot Work Permit

The **Validity** of this Permit

Commences at \_\_\_\_\_ (Time) on \_\_\_\_\_ (Date) and expires at \_\_\_\_\_ (Time) on \_\_\_\_\_ (Date)

**Part I - To be completed by Contractor**

Name of Operator on site: \_\_\_\_\_ Contact Phone No. : \_\_\_\_\_

Name of Site Agent\*\*/Safety Officer\*\*: \_\_\_\_\_ Contact Phone No. : \_\_\_\_\_

Certificate No. \*\*: \_\_\_\_\_

Name of Contractor: \_\_\_\_\_ Job/Contract Ref: \_\_\_\_\_

Details of Hot Work involved: \_\_\_\_\_

\_\_\_\_\_

Location of Hot Work: \_\_\_\_\_

The Hot work is expected to be commenced at \_\_\_\_\_ (Time) on \_\_\_\_\_ (Date) and

Completed by \_\_\_\_\_ (Time) on \_\_\_\_\_ (Date)

*Site Agent\*\*/ Safety Officer\*\* of the contractor (to ensure strict compliance with all safety precautions on overleaf)*

Signature: \_\_\_\_\_

Name in BLOCK Letter: \_\_\_\_\_

Date: \_\_\_\_\_

\*\* Please delete as appropriate

**Part II - To be approved by Facilities Management Office (FMO)**

Special Precaution required: \_\_\_\_\_

This Permit will expire at \_\_\_\_\_ (Time) on \_\_\_\_\_ (Date).

Approved by: \_\_\_\_\_ Permit returned to: \_\_\_\_\_

Delegated Person

Time: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ (Date): \_\_\_\_\_

**Part III - To be completed by FMO upon completion of Hot Work**

The above hot work areas were inspected after the work had been completed and no fire potentials were noted. This permit is now cancelled.

Signed: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_

Delegated Person

\*This permit is required **to be displayed in a conspicuous spot** near the work site during the conduction of hot work.

\*\*For gas welding and flame cutting, in accordance with F&IU (Gas welding & Flame cutting) Reg, operator must hold a **valid certificate**

The contractor is responsible for complying with all the Safety Precautionary Measures and Notes stated in this Hot Work Permit.

## **Safety Precautionary Measures and Notes**

### **1. Before hot work commences, the Site Agent or Safety Officer of the contractor shall ensure :**

- Extreme care must be taken when carrying out any hot work.
- All combustible materials should be removed from the immediate vicinity.
- A portable fire extinguisher should be placed at immediate readiness.
- No naked flame is allowed at the vicinity.
- Excessive flammable materials should be stored in appropriate D.G. stores. Any unused flammable material should be returned to and stored at approved stores.
- No obstruction should be caused to any fire escape route.
- The work area should be adequately ventilated and where necessary, mechanical ventilation shall be provided.
- Floor opening should be adequately covered to prevent welding sparks from falling through.
- To ensure fire safety on site, the following safety precautions deemed necessary should be taken :

### **2. Upon completion of hot work:**

- The work area and all adjacent areas where sparks might have spread were inspected for shouldering fire.

#### **IMPORTANT INSTRUCTION**

If a fire occurs, immediately extinguish it with the proper extinguisher nearby and report the incident to the Site Agent/Safety Officer or Project Manager who shall submit a report to FMO/FMO for follow-up inspection. If the fire is out of control, immediately activate the alarm by breaking the nearest break glass and then contact the FMO by dialing at 3190 6600 FMO general office (Mongkok Campus).

- “√ “ for the items found in compliance

### **3. Notes:**

1. Definition – “Hot Work” shall refer to electric arc, gas welding and cutting, lighting of fires or any other activities which could result in the deliberate introduction of an ignition source (such as hot sparks or ember) into the work area.
2. Part I of this Permit must be completed by the Site Agent/Safety Officer of contractor and be submitted to the FMO/FMO one day in advance for approval before commencement of the hot work.
3. The original copy of this Permit must be displayed at a conspicuous spot near the work site and the duplicate copy shall be retained by the Site Agent/Safety Officer of contractor or Project Manager for reference.
4. This Permit (original) must be returned to the FMO immediately upon completion of hot work.
5. The hot work must be stopped immediately if any non-compliance with the safety precautions stipulated in this Permit is found.
6. The Permit will be cancelled by the FMO upon satisfying with the inspection to check any fire potentials after hot work.