

HOT WORK PERMIT

STOP!

Avoid hot work or seek an alternative / safer method, if possible.

A Hot Work Permit System is used to help control the risk of fire. At Ports of Auckland Limited (POAL) a Hot Work Permit is required when:

- your work involves the use of, or may result in, an open flame, sparks or heat (hot enough to ignite nearby materials) – these jobs typically involve brazing, metal cutting, grinding, soldering or welding; and
- your work is performed at one of our sites (including Wiri Intermodal Freight Hub, Onehunga Wharf and Wynyard Wharf) or on a vessel berthed at one of our wharves; and
- your work is not performed in a designated area set aside specifically for hot work (such as our Engineering workshop or port infrastructure project site).

It is important to POAL that you always obtain a Hot Work Permit when required and ensure that all Required Precautions are complied with. Failure to do so may result in disciplinary measures if you are a POAL employee or breach of contract if you are a contractor.

Instructions for the person who will be performing the work:

1. Fill out this Hot Work Permit form.
2. Notify the relevant POAL Operational Representative for the area where the work is to take place.
3. If the work is:
 - a) On a Vessel – Obtain the approval and signature of the vessel's master and ensure a copy of the relevant Risk Assessment is attached.
 - b) On Land – Ensure a copy of the relevant Job Safety Analysis (JSA) / Risk Assessment has been completed and is attached.
4. The POAL Permit Issuer must approve/sign the permit.
5. Display the Hot Work Permit at POAL Site Office and don't remove until the fire watch is over.
6. While Undertaking the Work:
 - a) Ensure compliance of all the Required Precautions that are specified on the Hot Work Permit Checklist.
 - b) A copy of the Hot Work Permit is to be displayed at the Work Site where the work is carried out and must be available for inspection.
7. Contact POAL Operational Representative once Hot Work is completed.

Hot Work Under Taken By:	
<input type="checkbox"/> POAL Employee:	
<input type="checkbox"/> Contractor Company:	
Date:	Job #:
Work Location/Building and Floor/Wharf/Vessel's Name:	
Identify object / specific location:	
What specific type hot work operation will you be doing?	
<input type="checkbox"/> Gas Cutting/Welding	<input type="checkbox"/> Cut Off Saw
<input type="checkbox"/> Soldering	<input type="checkbox"/> Brazing
<input type="checkbox"/> Grinding	<input type="checkbox"/> Thermite Welding
<input type="checkbox"/> Arc Welding	<input type="checkbox"/> Plasma Cutting
POAL Contact: Name and Contact Number	
What level of qualification or competence does the person performing the operation hold?	
Name (PRINT) and Signature of Person Performing / Supervising Hot Work: (If a supervisor is signing, a list of individuals who will be conducting the hot work is to be included with permit)	
Name:	Signature:
Trades Person Contact Number/Radio Channel:	

Y	N/A	Required Precautions Checklist
<input type="checkbox"/>	<input type="checkbox"/>	The fire pump is in operation and switched to automatic.
<input type="checkbox"/>	<input type="checkbox"/>	Control valves to water supply for sprinkler system are open.
<input type="checkbox"/>	<input type="checkbox"/>	Hose streams and extinguishers are in service/operable.
<input type="checkbox"/>	<input type="checkbox"/>	Hot work equipment in good working condition.
Requirements within 35 ft. (11 m) of hot work		
<input type="checkbox"/>	<input type="checkbox"/>	Ignitable liquid, dust, lint and oily deposits removed.
<input type="checkbox"/>	<input type="checkbox"/>	Explosive atmosphere in area eliminated.
<input type="checkbox"/>	<input type="checkbox"/>	Floors swept clean.
<input type="checkbox"/>	<input type="checkbox"/>	Combustible floors wet down, covered with damp sand or fire-resistive sheets.
<input type="checkbox"/>	<input type="checkbox"/>	Remove other combustible material where possible.
<input type="checkbox"/>	<input type="checkbox"/>	Otherwise, protect with AS/NZS approved welding pads, blankets and curtains, fire resistive tarpaulins or metal shields.
<input type="checkbox"/>	<input type="checkbox"/>	All wall and floor openings covered.
<input type="checkbox"/>	<input type="checkbox"/>	AS/NZS approved welding pads, blankets and curtains installed under and around work.
<input type="checkbox"/>	<input type="checkbox"/>	Protect or shut down ducts and conveyors that might carry sparks to distant combustible material.
Hot work on walls, buildings, ceilings or roofs		
<input type="checkbox"/>	<input type="checkbox"/>	Construction is non-combustible and without combustible covering or insulation.
<input type="checkbox"/>	<input type="checkbox"/>	Combustible material on other side of walls, ceilings or roofs is moved away.
<input type="checkbox"/>	<input type="checkbox"/>	Heat/Smoke detectors have been disabled in the area for the period of hot work activity.
<input type="checkbox"/>	<input type="checkbox"/>	Heat/Smoke detectors will be enabled in the area post hot work activity by POAL Contact:
Hot work on enclosed equipment		
<input type="checkbox"/>	<input type="checkbox"/>	Enclosed equipment cleaned of all combustible material.
<input type="checkbox"/>	<input type="checkbox"/>	Containers purged of ignitable liquid/ vapour.
<input type="checkbox"/>	<input type="checkbox"/>	Pressurised vessels, piping and equipment removed from service, isolated and vented.
Environmental		
<input type="checkbox"/>	<input type="checkbox"/>	All drains within the catchment area of hot work have been identified and secured.

HWP #:

Y	N/A	Precautions
<input type="checkbox"/>	<input type="checkbox"/>	Cargo areas – Terminal / Multi-cargo
<input type="checkbox"/>	<input type="checkbox"/>	All contained D.G, including containers have been risk assessed regarding proximity.
<input type="checkbox"/>	<input type="checkbox"/>	All D.G containers are clear of any sparks, slag and/or any substance that may create an ignition source.
<input type="checkbox"/>	<input type="checkbox"/>	Area has been blocked to / cleared of all vehicular traffic.
<input type="checkbox"/>	<input type="checkbox"/>	Area will be unblocked by POAL Contact:
<input type="checkbox"/>	<input type="checkbox"/>	All non-essential personnel have been cleared from the area that may be affected by arc flash.
<input type="checkbox"/>	<input type="checkbox"/>	Appropriate screens have been erected to protect any machines with line of site from arc flash.
<input type="checkbox"/>	<input type="checkbox"/>	Risk assessment has been completed for work activity that is required to take place in the vicinity of hot work.
<input type="checkbox"/>	<input type="checkbox"/>	All PCBU's in area have been advised
Engineering / Infrastructure		
<input type="checkbox"/>	<input type="checkbox"/>	Area has been handed over to Engineering. Operational area: _____ Manager Name: _____
<input type="checkbox"/>	<input type="checkbox"/>	Crane back reach / Light towers – JSA has been completed. All practicable steps have been taken to reduce risk of fire – Fire blankets, weather watch and vehicle watch.
<input type="checkbox"/>	<input type="checkbox"/>	Lockout Tag Number: _____
<input type="checkbox"/>	<input type="checkbox"/>	All PCBU's in area have been advised - PI projects
Under Wharf work		
<input type="checkbox"/>	<input type="checkbox"/>	Escape route planned. Fire watch in place as required.
<input type="checkbox"/>	<input type="checkbox"/>	Fire blanket over fuel tank. Fire extinguisher available at all times – minimum 4.5kg.
Fire watch / hot work area monitoring		
<input type="checkbox"/>	<input type="checkbox"/>	Fire watch must be provided during hot work activity including any break times. On completion of activity, fire watch must be continued for at least 30 minutes (longer if necessary), followed by fire monitoring. Please refer to the table on the back of this form for required times. Time Watched: mins. Time Monitored: hours. Tradesman / Foreman: _____
<input type="checkbox"/>	<input type="checkbox"/>	Fire watch keeper is supplied with suitable extinguishers, and where practical, a charged small hose.
<input type="checkbox"/>	<input type="checkbox"/>	Fire watch keeper is trained in use of equipment and in sounding alarm.
<input type="checkbox"/>	<input type="checkbox"/>	Fire watch will be stationed in adjoining areas, above and below, if required.
Hot work on vessel		
<input type="checkbox"/>	<input type="checkbox"/>	The risk assessment has been completed as per requirements of ISM / SSM code.
<input type="checkbox"/>	<input type="checkbox"/>	Ensure that bunkering operations are not taking place.
<input type="checkbox"/>	<input type="checkbox"/>	Other vessel operations that effect environmental atmosphere ie Dusty cargo.
<input type="checkbox"/>	<input type="checkbox"/>	Vessel Risk assessment has been attached.
Other Precautions taken		

If the hot work is on a vessel the master of the vessel must approve the work and risk mitigations before the POAL Permit Issuer can approve/sign the permit.

Vessel Name:
Vessel Location:
NAME (PRINT) AND SIGNATURE PERSON DOING RISK ASSESSMENT:
NAME (PRINT) AND SIGNATURE OF MASTER OF VESSEL:

PERMIT APPROVAL

NAME (PRINT) AND SIGNATURE OF POAL PERMIT ISSUER:		
Permit Authorised	DATE:	TIME: a.m. p.m
Permit Expires	DATE:	TIME: a.m. p.m

WARNING!

HOT WORK IN PROGRESS Watch for Fire!

		Construction Factors					
		Non Combustible construction		Combustible construction without concealed cavities		Combustible construction with unprotected concealed cavities	
		Watch	Monitor	Watch	Monitor	Watch	Monitor
Occupancy Factors	Noncombustible with any combustibles contained within closed equipment (e.g. ignitable liquid within piping.)	30 mins	0 hours	1 hour	3 hours	1 hour	5 hours
	Office, engineering, retail or manufacturing with limited combustible loading	1 hour	1 hour	1 hour	3 hours	1 hour	5 hours
	Manufacturing/Engineering with significant combustible loading	1 hour	2 hours	1 hour	3 hours	1 hour	5 hours
	Warehousing	1 hour	2 hours	1 hour	3 hours	1 hour	5 hours
	Bulk storage of combustible materials capable of supporting slow growing fires (e.g. paper, pulp, textile fibres, wood, bark, grain, coal, or charcoal.)	1 hour	3 hours	1 hour	3 hours	1 hour	5 hours

Notes: Fire Watch means continuous watch over the entire hot work area.

Fire monitoring can include one of the following methods:

- A.** Automatic smoke detection system with remote alarm that sounds in a constantly-attended location.
- B.** Security video cameras with clear coverage of the hot work area. Locate camera displays in a constantly-attended location. Cameras with infrared capability are preferred.
- C.** Operators routinely present in the hot work area. Train operators to monitor for fire-safe conditions, maintain required precautions in place, and notify emergency contacts before making any attempt to extinguish the fire.
- D.** Personnel to intermittently patrol the hot work area for fire-safe conditions. At a minimum, patrol the hot work area at least every 15 minutes. Train personnel to monitor for fire-safe conditions, maintain required precautions in place, and notify emergency contacts prior to attempting to extinguish a fire, regardless of size.

**For more information, please consult FM Global Data Sheet 10-3 by visiting:
www.fmglobalsdatasheets.com.**

IN CASE OF EMERGENCY CALL:

Emergency Services	--	(1) 111
POAL Emergency Number	--	09 348 5777
Multi-Cargo Duty Supervisor	--	09 348 5346 (Mon to Fri 07:00 - 23:00, Sat/Sun 07:00-15:00)
Outside Operating Hours	--	09 348 5777 (please note a call out charge may apply)
Engineering Duty Supervisor	--	09 348 5261
Container Terminal Duty Manager	--	09 348 5322
Radio Channel	--	1A, 4A
	--	VHF ch12 (or RT ch5A)
For emergency on board ship, inform Harbour Control	--	VHF ch12

Other:.....
.....
.....