



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

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.

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.

☐	N/A			Cargo areas – Terminal / Multi-cargo
☐				All contained D.G, including containers have been risk assessed regarding proximity.
☐				All D.G containers are clear of any sparks, slag and/or any substance that may create an ignition source.
☐	☐	☐	☐	Area has been blocked to / cleared of all vehicular traffic.
☐				Area will be unblocked by POAL Contact:
☐	☐	☐	☐	All non-essential personnel have been cleared from the area that may be affected by arc flash.
☐	☐	☐	☐	Appropriate screens have been erected to protect any machines with line of site from arc flash.
☐	☐	☐	☐	Risk assessment has been completed for work activity that is required to take place in the vicinity of hot work.
☐	☐	☐	☐	All PCBU's in area have been advised
☐				Engineering / Infrastructure
☐				Area has been handed over to Engineering. Operational area: Manager Name:
☐	☐	☐	☐	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.
☐	☐	☐	☐	Lockout Tag Number:
☐	☐	☐	☐	All PCBU's in area have been advised - PI projects
☐				Under Wharf work
☐				Escape route planned. Fire watch in place as required.
☐				Fire blanket over fuel tank. Fire extinguisher available at all times – minimum 4.5kg.
☐				Fire watch / hot work area monitoring
☐				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:
☐				Fire watch keeper is supplied with suitable extinguishers, and where practical, a charged small hose.
☐				Fire watch keeper is trained in use of equipment and in sounding alarm.
☐	☐	☐	☐	Fire watch will be stationed in adjoining areas, above and below, if required.
☐				Hot work on vessel
☐				The risk assessment has been completed as per requirements of ISM / SSM code.
☐				Ensure that bunkering operations are not taking place.
☐				Other vessel operations that effect environmental atmosphere ie Dusty cargo.
☐				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:

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

HWP #:

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 continous 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:.....		
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