

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:

- Fill out this Hot Work Permit form.
- 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.

DATE:

DATE:

Permit Authorised

Permit Expires

TIME:

TIME:

a.m. p.m

a.m. p.m

- The POAL Permit Issuer must approve/sign the permit.

 Display the Hot Work Permit at POAL Site Office and don't remove until the fire 5.
- 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.

		- "	001	ntact POAL Operational Representative once Hot Work is completed.					
Hot Work Under Taken By:			N/A						
	AL Employee:		Ш	Cargo areas – Terminal / Multi-cargo					
	ntractor Company:]	All contained D.G, including containers have been risk assessed					
		_	•	regarding proximity.					
Date: Job #: Work Location/Building and Floor/Wharf/Vessel's Name:				All D.G containers are clear of any sparks, slag and/or any substance that may create an ignition source.					
3				Area has been blocked to / cleared of all vehicular traffic.					
			Ш	Area will be unblocked by POAL Contact:					
Identify object / specific location:				All non-essential personnel have been cleared from the area that may be affected by arc flash.					
What specific type hot work operation will you be doing? ☐ Gas Cutting/Welding ☐ Cut Off Saw ☐ Grinding ☐ Arc Welding				Appropriate screens have been erected to protect any machines with line of site from arc flash.					
Solo	dering Brazing Thermite Welding Plasma Cutting Contact: Name and Contact Number			Risk assessment has been completed for work activity that is required to take place in the vicinity of hot work.					
			П	All PCBU's in area have been advised					
			, LJ	Engineering / Infrastructure					
What level of qualification or competence does the person performing the operation hold?			J	Area has been handed over to Engineering. Operational area: Manager Name:					
	ADDINE TO THE PART OF THE PART		П	Crane back reach / Light towers – JSA has been completed.					
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)				All practicable steps have been taken to reduce risk of fire – Fire blankets, weather watch and vehicle watch.					
Name: Signature:				Lockout Tag Number:					
	•	_	ᅢ	All PCBU's in area have been advised - PI projects					
Trades Person Contact Number/Radio Channel:			ıЧ	Under Wharf work					
			1	Escape route planned. Fire watch in place as required.					
Y N/A	Required Precautions Checklist	╽┕	J	Fire blanket over fuel tank. Fire extinguisher available at all times – minimum 4.5kg.					
	The fire pump is in operation and switched to automatic.								
	Control valves to water supply for sprinkler system are open.	$ \cdot $	1	Fire watch / hot work area monitoring					
	Hose streams and extinguishers are in service/operable.	_	J	Fire watch must be provided during hot work activity including any break times. On completion of activity, fire watch must be continued					
	Hot work equipment in good working condition.			for at least 30 minutes (longer if necessary), followed by fire monitoring.					
	Requirements within 35 ft. (11 m) of hot work			Please refer to the table on the back of this form for required times. Time Watched: mins. Time Monitored: hours.					
	Ignitable liquid, dust, lint and oily deposits removed.]	Tradesman/Foreman:					
	Explosive atmosphere in area eliminated.		1	Fire watch keeper is supplied with suitable extinguishers, and where					
	Floors swept clean.		J 1	practical, a charged small hose.					
	Combustible floors wet down, covered with damp sand or	╽└		Fire watch keeper is trained in use of equipment and in sounding alarm.					
	fire-resistive sheets.			Fire watch will be stationed in adjoining areas, above and below, if required.					
	Remove other combustible material where possible.	$ \square$]	Hot work on vessel					
	Otherwise, protect with AS/NZS approved welding pads, blankets and curtains, fire resistive tarpaulins or metal shields.]	The risk assessment has been completed as per requirements of ISM / SSM code.					
-	All wall and floor openings covered.]	Ensure that bunkering operations are not taking place.					
ШШ	AS/NZS approved welding pads, blankets and curtains installed under and around work.]	Other vessel operations that effect environmental atmosphere ie Dusty cargo.					
	Protect or shut down ducts and conveyors that might carry sparks to distant combustible material.			Vessel Risk assessment has been attached.					
	Hot work on walls, buildings, ceilings or roofs			Other Precautions taken					
	Construction is non-combustible and without combustible covering or insulation.			ne hot work is on a vessel the master of the vessel must					
	Combustible material on other side of walls, ceilings or roofs is moved away.			prove the work and risk mitigations before the POAL mit Issuer can approve/sign the permit.					
	Heat/Smoke detectors have been disabled in the area for the period of hot work activity.		Vessel Name: Vessel Location:						
	Heat/Smoke detectors will be enabled in the area post hot work activity by POAL Contact:	·	NAME (PRINT) AND SIGNATURE PERSON DOING RISK ASSESSMENT:						
$\neg\Box$	Hot work on enclosed equipment								
\sqcup	Enclosed equipment cleaned of all combustible material.	$ ^{N}$	NAME (PRINT) AND SIGNATURE OF MASTER OF VESSEL:						
	Containers purged of ignitable liquid/ vapour								
	Pressurised vessels, piping and equipment removed from service,		PERMIT APPROVAL						
	isolated and vented.	l N	NAME (PRINT) AND SIGNATURE OF POAL PERMIT ISSUER:						
	Environmental								

HWP #:

All drains within the catchment area of hot work have been identified

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.fmglobaldatasheets.com.

IN CASE OF EMERGENCY CALL:

Emergency Services (1) 111POAL 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

