**This permit must only be used in conjunction with a Permit to Work.**

This permit must be completed for all cutting, grinding, and other hot work performed outside a dedicated workshop area. This permit must be signed by the Facilities Manager – prior to any work being performed.

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| **APPLICATION FOR HOT WORK PERMIT** |
| **ACU Permit to Work Reference** [see Permit to Work] | **PTW-** |
| **Dept. or Company Performing Work** |  |
| **Contact Name** |  |
| **Location of Work** |  |
| **Description of Work (Cutting, grinding welding)** |  |
| **Equipment being used** |  |
| **Permit Begins** | **Date: / / Time: am/pm** |
| **Permit Expires** | **Date: / / Time: am/pm** |
| **EMERGENCY INFORMATION** |
| **If a fire occurs, call** | **Phone: ( )** |
| **Nearest Fire Alarm/Fire Brigade Call Point** |  |
| **Call security on these numbers** | **GSM or 1300 729 452** |
| **AUTHORISATION BY ACU – FACILITIES MANAGEMENT** |
| The above work is authorised to proceed subject to the following action/s being taken prior to the work commencing & procedures being maintained for the duration of the work. Each item is to be checked by the authorised ACU Facilities Management Representative prior to the work starting and finish time.  |
| **Authorised by: Signature:**  |
| **Date / / Time: am/pm** |
| **WORK RISK ASSESSMENT** |
| Fire Sprinklers & or thermal detectors must be confirmed as operational (where fitted) | Tick | Combustible materials located within 10 metres must be removed or protected with non-combustible curtains, metal guards or flame proof covers. In office environments & where 10 metres is not practical, the minimum distance of 3 metres is to be observed. | Tick |
| Smoke detectors must be isolated in the work area & Impairment Procedures followed |  | All floors and wall openings within 10 metres must be covered to prevent transmission of sparks. |  |
| Firefighting equipment to be provided –Fire hose reel □Fire extinguisher □ |  | The hot work area & any adjoining areas must be patrolled from the start of work until 60 minutes after the work is completed (including break periods) |  |
| Work area, trenches, pits etc must be clear of flammable liquids, gasses and vapours |  | Relevant checks made to ensure that a total fire ban is not in place for the local area. |  |
| Barricades, warning signs and spark/flash screens must be provided |  | Special considerations (list on a separate sheet & attach to this form) |  |
| Fire watch required for a period exceeding 60 minutes after work has been completed |  | Email the signed form to the FM – ***PRIOR*** to works commencing  |  |
| **WORK COMPLETED – AREA INSPECTED – SAFE** |
| The work area associated with this Hot Works Permit has been inspected by an ACU Facilities Management Authorised Representative 60 minutes after the task has been completed and the area proven to be safe and returned to normal operating status.  |
| **Name: Signed: Date: / / Time: am/pm** |