

Permit to Work – Hot Works

Shopping Centre			
Contractor Company			
Contact Name		Contact Number	
Location of Work			
Permit Valid from		Permit Valid to <i>(maximum 24 hour period)</i>	
Date & Time		Date & Time	
Description of Works / Type of Hot Works			

Step 1 - Contractor to Complete	Yes	N/A	Comments (for all N/A)
Will hot works impact any fire safety system? e.g. smoke detectors, sprinklers etc. <i>If "Yes", has a Fire System Impairment Notification form been completed and accepted by Centre Management</i>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>		
Is there flammable or combustible floors / walls / ceilings present in the area of hot works? <i>If "Yes", are control measures detailed in the Safe Work Procedure?</i>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>		
All workers have completed the AMP induction and understand the emergency evacuation procedures?	<input type="checkbox"/>		
Fire extinguisher and / or hose reels are available in the work area?	<input type="checkbox"/>		
All workers trained in the use of extinguisher/s and firefighting equipment?	<input type="checkbox"/>		
Smoke detectors have been isolated in work area?	<input type="checkbox"/>	<input type="checkbox"/>	
The work area is adequately ventilated?	<input type="checkbox"/>		
All wall and floor openings have been covered and protected?	<input type="checkbox"/>	<input type="checkbox"/>	
Barricades, warning signs and spark/flash screens (where relevant) will be in place?	<input type="checkbox"/>		
On completion of hot works, there is a 30 minute "fire watch" process in place to ensure nothing is smouldering or may ignite?	<input type="checkbox"/>		
Where oxygen and acetylene are being used for hot works, flash back arrestors are installed and maintained at both hose ends?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a total fire ban in place issued by the local fire service? <i>If "Yes" Work must not proceed.</i>	<input type="checkbox"/>	<input type="checkbox"/>	

Safety Check List

Step 2 - Centre Management to Complete	Yes	N/A	Comments (for all N/A)
All workers have completed the AMPC online and site induction?	<input type="checkbox"/>		
Is the impairment to the fire system continuous for greater than 12 hours or affects more than 10% of the building?	<input type="checkbox"/>	<input type="checkbox"/>	
<i>If "Yes", has the WHS015A - Impairment / Restoration Notification form has been completed and emailed to AMP Group Insurance?</i>	<input type="checkbox"/>		
Have physical system isolations been undertaken and the impairment log completed?	<input type="checkbox"/>	<input type="checkbox"/>	

Agreement

Step 3 - Compliance Agreement by Contractor Conducting the Works			
Name of Contractor Representative			
Signed		Date	

Step 4 – Permission to Commence Work - Sign off by AMPC Representative			
<i>Note - this sign off confirms that Centre Management has received and sighted the completed the Hot Works Permit. It does not imply that the AMPC Representative is a "competent person" regarding the work, only that Hot Works has been appropriately assessed by the Contractor before commencement.</i>			
AMPC Representative			
Signed		Date	

Final Checks

Step 5 - Completed by Centre Management	Yes	No	Comments (for all N/A)
Has a 30 minute fire watch process by Contractor been undertaken?	<input type="checkbox"/>		
The work area is rubbish free and combustible waste materials been removed by the contractor?	<input type="checkbox"/>	<input type="checkbox"/>	
Were fire extinguishers discharged during the work?	<input type="checkbox"/>	<input type="checkbox"/>	
<i>If "Yes", has a work order been raised to Fire Services Provider to replace?</i>	<input type="checkbox"/>		
De-isolation of the impaired fire services has been completed within 1 hour of completion of the hot works?	<input type="checkbox"/>		