

# ILFRACOMBE HARBOUR

## HOT WORK REQUEST FORM

Request to carry out 'Hot Works' i.e. Burning, Welding or other work involving naked flames onboard vessels / on any Quay and/or any premise within Ilfracombe Harbour area

Name of Applicant/Agent

Vessel / Location

Description of work

Who will carry out the Hot Work?

When will Hot Works commence?  Date  Time

When will Hot Works cease?  Date  Time

Email address Authorisation to be returned to:

***NONE OF THE ABOVE WORKS ARE TO BE CARRIED OUT PRIOR TO PERMISSION BEING GRANTED.***

Conditions: Any authorised request is only valid for the specified task and the time constraints as entered within the application. Authorisation of a Hot Work request is subject to strict compliance to the Hot Work check list on page 2 of the permit which must be completed with all requests.

I am satisfied that all precautions have been taken and that safety arrangements will be maintained for the duration of the work described in this permit.

Name Authorised person in Charge

Signature

FIRE WATCH post Hot Works inspection confirmation to be completed 30 minutes after completion of Hot Works and Harbour Office notified.

### TO BE COMPLETED BY ILFRACOMBE HARBOUR OFFICE

<p>PERMISSION GRANTED: _____ <i>(Ilfracombe Harbour Authorised Person)</i></p> <p>DATE _____</p> <p>TIME _____</p>	<p>PERMISSION REFUSED: _____ <i>(Ilfracombe Harbour Authorised Person)</i></p> <p>DATE _____</p> <p>TIME _____</p> <p>Reason for Refusal: _____</p>
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## HOT WORK REQUEST CHECKLIST

### FIRE PROTECTION

1. If fire detection needs to be disabled then the Harbour Office will be informed.
2. A person not directly involved in the work will maintain a continuous 'Fire Watch' both during and after the work is completed for a period of not less than 30 minutes in the work areas to which sparks and heat may spread.
3. Adequate firefighting apparatus should be on hand in the area where Hot Work is taking place. Only competent personnel are to undertake Hot Work and provide the fire watch
4. Personnel involved with Hot Work and providing the fire watch are to be familiar with the means of escape and the method of raising the alarm/calling the fire brigade.

**YES**

**NO**

**N/A**













### PRECAUTIONS WITHIN 5 METRES (MINIMUM OF THE WORK)

5. Combustible materials have been cleared from the area where hot work will take place, where such materials cannot be cleared adequate protection has been used to shield them.
6. Flammable liquids have been removed from the work area.
7. Floors/decks have been swept clean.
8. Combustible floors or decking have been covered with over-lapping sheets of a non-combustible material.
9. Protection, (non-combustible or purpose made blankets, drapes or screens) have been provided for: Walls, partitions and ceilings of combustible construction or surface finish and all holes and openings through which sparks could pass.
10. Combustible materials have been moved away from the far side of any walls or partitions where heat could be conducted, especially where these incorporate metals.
11. Enclosed equipment and spaces (E.g. tanks, containers and dust collectors) have been emptied and tested for, or is known to be free of flammable/explosive concentrations of vapour, gas or dust.

**YES**

**NO**

**N/A**



















### EQUIPMENT

12. All equipment/ apparatus used to carry out the hot work has been checked, examined and found to be in a fit for purpose condition
13. Gas cylinders have been properly secured and sited a safe distance away from the area where work is taking place.
14. Appropriate Personnel Protective Equipment (PPE) for the task is available.

**YES**

**NO**

**N/A**










### CHECKLIST COMPLETED BY:

Name:

Signed:

Date:

Position: