

Hot Work Permit

Can this job be avoided? Is there a safer alternative?

Permit No.: _____

A Hot Work Permit is required for any non-production or maintenance operation involving cutting, welding, grinding, open flames or producing heat and/or sparks that is not completed in a permanently designated hot work area. This includes, but is not limited to, the use of any electric, oxy-acetylene, laser or similar welding or cutting equipment, grinders, gas torches or blow lamps (including electric hot air blowers) for brazing, soldering, thawing pipes, torch applied flooring or roofing materials or removal of any materials. The Permit must be displayed at the work site & returned upon completion of work. (See page 4 for additional information & instructions on completing this Permit.)

CAUTION: Hot Work is not to be completed on any type of plastic or foam insulated construction material (refer to the Chubb Plastic Foam Construction Material (PFCM) Permit). Special or High Hazard process or storage facilities may require additional precautions.

1. Application for Hot Work

Company performing work:		Dept.:	
Person performing work:			
Phone (business):		Phone (mobile):	
Location of work			

Description of Work:

Equipment to be Used:	
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2. Permit duration (Maximum duration - 1 shift/12 hrs*)

Permit begins:	Date:	Time:
Permit expires:	Date:	Time:

3. Emergency information

If a fire occurs, call:		At phone:	
Activate nearest fire alarm at:			

4. Authorisation by company representative

Prior to authorising the work, the **Permit Authorising Individual** shall inspect the work area and confirm that the following precautions have been taken. Each item is to be checked prior to commencement of the work. (Delete & initial if & where Not Applicable).
All applicable precautions are to be adhered to for the duration of the work.

General Precautions

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> In accordance with local health & safety requirements, perform a risk assessment to determine if there is a safer alternative to performing the job without using hot work. Available sprinkler &/ or heat detectors, other fire suppression systems, hose streams and extinguishers are in service and good repair. <input type="checkbox"/> Smoke detectors isolated in work area (where installed) & Chubb Impairment Procedures followed. Note only the zone where the hot work is being carried out should be isolated for the period whilst hot work is in progress. <input type="checkbox"/> Work area adequately ventilated. <input type="checkbox"/> Have appropriate fire extinguishers available for use, and where practical small hoses, at worksite. Ensure the hot work operators and fire watch are trained in the use of the extinguishing equipment. | <ul style="list-style-type: none"> <input type="checkbox"/> Ensure hot work equipment is in good repair prior to and for the duration of the hot work operation. <input type="checkbox"/> Special permission obtained to conduct hot work on metal vessels or piping lined with rubber, plastic, or any other combustible material. <input type="checkbox"/> Hot work not being performed in a hazardous/classified zone identified as having an explosive atmosphere, unless air samples have been taken and the area is certified as being safe. Constant hazard assessment (monitoring) should be performed prior to and during the duration of the hot work service. <input type="checkbox"/> Contractors and all hot work operators are aware of Company Fire Safety Procedures. <input type="checkbox"/> All parties involved with the hot work are familiar with means of escape and raising the fire alarm/calling the emergency services. |
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Within Minimum 11 metres of the Hot Work Area

(this may need to be extended in some circumstances depending on risk assessment - e.g. where overhead hot work is undertaken)

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|---|--|
| <input type="checkbox"/> Wet down combustible floors, or cover with damp sand or other non-combustible shield. | <input type="checkbox"/> Cover all wall, floor, and ceiling openings with non-combustible drapes or screens. |
| <input type="checkbox"/> Pits, trenches, etc. and surroundings inspected and cleared of combustible materials, flammable liquids, gases or vapours. | <input type="checkbox"/> Suspend fire resistant covers beneath work. |
| <input type="checkbox"/> Use certified ATEX rated and calibrated combustible gas detectors/meters to monitor potentially explosive atmospheres and do not perform Hot Work if quantities exceed recommended levels. | <input type="checkbox"/> Move or cover combustible materials and equipment with fire-resistant barriers. |
| <input type="checkbox"/> Remove flammable liquids, volatile materials, dust, lint and oily deposits. | <input type="checkbox"/> Protect personnel from electrical shock when floors are wet. |
| | <input type="checkbox"/> Shutdown or protect ducts and conveyors that might carry sparks to other areas. |

Work on or Near Walls, Floors, Ceilings, and Enclosed Equipment

- | | |
|--|--|
| <input type="checkbox"/> Move combustibles a minimum distance of 2m away from both sides of walls. | <input type="checkbox"/> Concealed and enclosed spaces with combustible materials or linings are removed and/or protected. |
| <input type="checkbox"/> Where Hot Work is being considered on or near composite panels/"sandwich panels"/Exterior Insulated Finishing Systems the type of insulation materials must be assessed as such systems can incorporate combustible materials. If combustible insulation is identified or suspected alternative methods must be adopted and no Hot Work carried out. If unable to determine the specification of insulation materials it must be assumed that combustible materials are present and alternative methods are adopted. Please also refer to Chubb Plastic Foam Construction Material (PFCM) Permit. | <input type="checkbox"/> Construction should ideally be non-combustible or covered with properly sized fire resistive barriers. |
| | <input type="checkbox"/> Sweep floors clean of combustibles. |
| | <input type="checkbox"/> Machinery and equipment is cleaned of combustible residue. |
| | <input type="checkbox"/> Purge equipment (enclosed plant) of flammable and other volatile vapors. Use certified ATEX rated and calibrated combustible gas detectors/meters to monitor potentially explosive atmospheres and do not perform Hot Work if quantities exceed recommended levels. |
| | <input type="checkbox"/> Remove from service, isolate or vent pressurized vessels, piping and equipment. |

Fire Watch and Work Area Monitoring

- | | |
|---|--|
| <input type="checkbox"/> Fire watch should be provided during Hot Work and at least 60 minutes after work is completed. | <input type="checkbox"/> Fire watch may be required above, below and in adjacent areas from where the work takes place. |
| <input type="checkbox"/> Train fire watch in use of hot work equipment and alarm systems. | <input type="checkbox"/> Extend fire watch beyond 60-minutes per Permit Authorising Individual. <input type="checkbox"/> Yes <input type="checkbox"/> No |

Final Work Area Check

- | | |
|--|---|
| <input type="checkbox"/> Work area and all adjacent areas to which sparks and heat may have spread, including floors above and below, and areas on either sides of walls, were inspected and found to be free of smouldering materials and flames. | <input type="checkbox"/> Fire protection/detection systems have been fully reinstated. |
| | <input type="checkbox"/> Waste materials such as welding rods have been removed and disposed of safely. |

Agreement by Hot Work Operator

I warrant that I am qualified to complete the work and to the best of my knowledge, my equipment is in good condition. I have read and agree to the precautions specified above and will cease work if the precautions cannot be maintained or I am aware of an unsafe condition.

Hot Work Operator/Applicant:	
Signed:	
Date:	Time:

Permit Authorisation

The work area has been inspected, the necessary precautions specified above have been taken and authorisation for this work is granted.

Permit Authorising Individual:	
Signed:	
Date:	Time:

5. Work completed & area safe

Fire Watch (Trained personnel)

The work was completed at Time:

The fire watch continued at least 60 minutes after the work was completed.

Fire watch was completed at Time:

The work and adjacent areas were inspected and found to be safe.

Name:

Signed:

Date:

(Permit to be returned to the Permit Authorising Individual, or designate, on completion of the work)

Permit Authorising Individual (Final Check)

1. The work area and all adjacent areas to which sparks and heat may have spread, including floors above and below and other sides of walls, were personally inspected between **60 minutes and 4 hours** after the work was completed and found to be safe.
2. Fire protection/detection systems have been re-instated.

Name:

Signed:

Date:

Time:

(Permit to be filed and retained for 12 months)

Hot Work Policy

The Company has established a Hot Work Policy so that all hot work conducted outside permanently designated hot work areas is authorised by a Hot Work Permit. Permits can only be issued by designated personnel (Permit Authorising Individuals) who have completed and passed the Company's Permit Issuers course. A register of Permit Issuers is to be maintained. Hot Work procedures and completed Permits will be reviewed on a regular basis through an audit process.

Permit Procedure

1. Personnel needing to carry out hot work are to complete Section 1 (Application for Hot Work) of the Permit.
2. The Permit Authorising Individual is to inspect the work area and complete Sections 2-4 of the Permit. All applicable precautions are to be adhered to without exception. Specific attention is drawn to the following points:
 - Sprinkler/thermal systems are to be operational during hot work as a standard procedure.
 - If fire protection/detection systems are isolated or operation is otherwise impaired, a Fire Protection Impairment Form is to be raised and additional precautions taken as determined by the Permit Authorising Individual.
 - A Permit can be issued for a maximum period of either one shift or 12 hours. (As determined by the Permit Authorising Individual*)
 - Hot Work, where possible, should be scheduled during planned shutdowns of hazardous operations.
3. Periodic checks of the work area to be completed by the Permit Authorising Individual (or designate) to ensure all precautions are being maintained and the work is being done in a safe manner.
4. On completion of the hot work, the fire watch is to continue for at least 60 minutes, after which time a check of the work area is to be carried out. The person responsible for the work is to complete the "Permit Authorisation" part of Section 4, recording the time the work was completed and the time the inspection of the work area was completed. The Permit is then to be signed and dated and returned to the Permit Authorising Individual (or designate).
5. The Permit Issuer (or designate) is to carry out a full check of the work area and all adjacent areas to which sparks and heat may have spread, including floors above and below and other sides of walls between **60 minutes and 4 hours** after the work was completed. The Permit Authorising Individual (or designate) is to sign and date the 'Final Check' part of Section 5 and the completed Permit placed on file for a minimum period of 12 months.

Hot Work Operator

1. Inspect all equipment to ensure it is in safe condition.
2. Obtain a "Hot Work Permit" from a Permit Authorising Individual prior to commencing hot work operations.
3. Display the "Hot Work Permit" at, or in close proximity to, the area where the hot work is being carried out.
4. Continually monitor and review the work site and cease hot work if unsafe conditions develop.
5. Know the procedure for sounding the alarm, and the location of the nearest telephone and fire alarm manual call point.

Fire Watch

1. Understand the hazards of the work site and the affect hot work has on them.
2. Ensure safe conditions are maintained during hot work operations. Cease hot work if unsafe conditions develop.
3. Ensure the fire fighting equipment is in good condition, in-date for service and readily available. Be trained in its use.
4. Check for fires in all areas and attempt to extinguish fires if it is safe to do so.
5. Know the procedure for sounding the alarm, and the location of the nearest telephone and fire alarm manual call point.
6. Maintain a fire watch during and for at least 60 minutes after completion of the hot work.

Personal Information Collection Statement

The Company (“We/Us”) want to ensure that Our **Insured Persons** (“You”) are confident that any personal data collected by Us is treated with the appropriate degree of confidentiality and privacy.

This Personal Information Collection Statement sets out the purposes for which **We** collect and use personally identifiable information provided by **You** (“**Personal Data**”), the circumstances when **Personal Data** may be disclosed and information regarding Your rights to request access to and correction of **Personal Data**.

(a) **Purposes of Collection of Personal Data**

We will collect and use **Personal Data** for the purposes of providing competitive insurance products and services to **You**, including considering Your application(s) for any new insurance policies and administering policies to be taken out with **Us**, arranging the cover and administering and managing Your and Our rights and obligations in relation to such cover. **We** also collect the **Personal Data** to be able to develop and identify products and services that may interest **You**, to conduct market or customer satisfaction research, and to develop, establish and administer alliances and other arrangements with other organisations in relation to the promotion, administration and use of Our respective products and services. **We** may also use your **Personal Data** in other ways with your consent.

(b) **Direct marketing**

Only with your consent, **We** may also use your contact, demographic, policy and payment details to contact **You** with marketing information regarding our insurance products by mail, email, phone or SMS.

(c) **Transfer of Personal Data**

Personal Data will be kept confidential and **We** will not sell Your **Personal Data** to any third party. **We** limit the disclosure of Your **Personal Data** but, subject to the provisions of any applicable law, Your **Personal Data** may be disclosed to:

- (i) third parties who assist **Us** to achieve the purposes set out in paragraphs a and b above. For example, **We** provide it to Our relevant staff and contractors, agents and others involved in the above purposes such as data processors, professional advisers, loss adjudicators and claims investigators, doctors and other medical service providers, emergency assistance providers, insurance reference bureaus or credit reference bureaus, government agencies, reinsurers and reinsurance brokers (which may include third parties located outside Hong Kong SAR);
- (ii) Our parent and affiliated companies, or any company within Chubb local and outside Hong Kong SAR;
- (iii) the insurance intermediary through which **You** accessed the system;
- (iv) provided to others for the purposes of public safety and law enforcement; and
- (v) other third parties with your consent.

With regard to the above transfers of **Personal Data**, where applicable, **You** consent to the transfer of Your **Personal Data** outside of Hong Kong SAR.

(d) **Access and correction of Personal Data**

Under the **Personal Data** (Privacy) Ordinance (“PDPO”), **You** have the right to request access to and correction of **Personal Data** held by **Us** about **You** and **We** will grant **You** access to and correct Your **Personal Data** as requested by **You** unless there is an applicable exemption under the PDPO under which **We** may refuse to do so. **You** may also request **Us** to inform **You** of the type of **Personal Data** held by **Us** about **You**.

Requests for access or correction of **Personal Data** should be addressed in writing to:

Chubb Data Privacy Officer
39/F, One Taikoo Place,
Taikoo Place, 979 King's Road,
Quarry Bay, Hong Kong
O +852 3191 6222
F +852 2519 3233
E Privacy.HK@chubb.com

Your request to obtain access or correction will be considered within forty (40) days of Our receipt of Your request. **We** will not charge **You** for lodging a request for access to Your **Personal Data** and if **We** levy any charges for providing information, such charges will not be excessive. No fee is charged for data correction requests.

About Chubb in Hong Kong SAR

Chubb is the world's largest publicly traded property and casualty insurer. With both general and life insurance operations, Chubb has been present in Hong Kong SAR for more than 90 years via acquisitions by its predecessor companies. Its general insurance operation in Hong Kong SAR (Chubb Insurance Hong Kong Limited) is a niche and specialist general insurer. The company's product offerings include property, casualty, marine, financial lines and consumer lines designed for large corporates, mid-sized commercial & small business enterprises as well as retail customers. Over the years, it has established strong client relationships by offering responsive service, developing innovative products and providing market leadership built on financial strength.

More information can be found at www.chubb.com/hk.

Contact Us

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