

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 (bus)		Phone (mobile)	
Location of work			
Description of Work			
Equipment to be Used			

2. Permit duration (Maximum duration - 1 shift/12 hrs*)

Permit begins	Date	Time	am/pm
Permit expires	Date	Time	am/pm

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

- | | |
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| <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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| <ul style="list-style-type: none"><input type="checkbox"/> Wet down combustible floors, or cover with damp sand or other non-combustible shield.<input type="checkbox"/> Pits, trenches, etc. and surroundings inspected and cleared of combustible materials, flammable liquids, gases or vapours.<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"/> Remove flammable liquids, volatile materials, dust, lint and oily deposits. | <ul style="list-style-type: none"><input type="checkbox"/> Cover all wall, floor, and ceiling openings with non-combustible drapes or screens.<input type="checkbox"/> Suspend fire resistant covers beneath work.<input type="checkbox"/> Move or cover combustible materials and equipment with fire-resistant barriers.<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. |
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Work on or Near Walls, Floors, Ceilings, and Enclosed Equipment

- | | |
|---|---|
| <ul style="list-style-type: none"><input type="checkbox"/> Move combustibles a minimum distance of 2m away from both sides of walls.<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. | <ul style="list-style-type: none"><input type="checkbox"/> Concealed and enclosed spaces with combustible materials or linings are removed and/or protected.<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. |
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Fire Watch and Work Area Monitoring

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| <ul style="list-style-type: none"><input type="checkbox"/> Fire watch should be provided during Hot Work and at least 60 minutes after work is completed.<input type="checkbox"/> Train fire watch in use of hot work equipment and alarm systems. | <ul style="list-style-type: none"><input type="checkbox"/> Fire watch may be required above, below and in adjacent areas from where the work takes place.<input type="checkbox"/> Extend fire watch beyond 60-minutes per Permit Authorising Individual. <input type="checkbox"/> Yes <input type="checkbox"/> No |
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Final Work Area Check

- | | |
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| <ul style="list-style-type: none"><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. | <ul style="list-style-type: none"><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. |
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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	am/pm

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	am/pm

5. Work completed & area safe

Fire Watch (Trained personnel)

The work was completed at Time: _____ am/pm

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

Fire watch was completed at Time: _____ am/pm

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

am/pm

(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.

Privacy Notice

If you are providing personal data to Chubb Insurance Malaysia Berhad (Chubb), please read the following:

The Protection of Your Personal Data is Important to Us

We, Chubb, are committed to protecting your personal data and respect the privacy of individuals and the use of their personal data. We will deal with your personal data in compliance with the requirements of the Personal Data Protection Act 2010 (“PDPA”) and ensure that any personal data we collect about you is treated with the appropriate degree of protection and confidentiality.

What Personal Data Do We Collect?

Depending on the purpose, we may collect personal data that includes but is not limited to your name, date of birth, NRIC number, gender, family status, occupation, address including e-mail address, telephone number, financial details (including credit card or other payment details), previous and current insurance experience, and information relating to your insurance requirements.

We may also collect sensitive personal data, such as details about your health or condition, if any and if necessary.

Why Do We Collect Personal Data?

We collect and process personal data for the purpose of processing your insurance application/proposal, provision of insurance related products or services or any addition, alteration, variation, cancellation, renewal or reinstatement thereof, performing statistical/actuarial research or data study, promoting products and services, and other related purposes (collectively, “Purpose”).

How Do We Collect Personal Data?

We will only collect personal data by lawful and fair means. We collect personal data from time to time, when you fill up documents; liaise with us or our representatives; or give it to us or our representatives in person, over the telephone, through websites or from third parties you have consented to.

Consequence of Not Providing Us Your Personal Data

Although you are not obliged to provide us with your personal data, we will not be able to process your application for insurance cover or process your claim if you fail to provide all requested information.

Disclosure to Third Parties

Your Personal Data may be disclosed to any related company or any other company carrying on insurance or reinsurance related business, an intermediary, a claims, investigation or other service provider and to any association, federation or similar organisation of insurance companies that exists or is formed from time to time for the Purpose or to fulfil some legal or regulatory function or is reasonably required in the interest of the insurance industry. In such instances, it will be done in compliance with the PDPA.

We may also disclose your Personal Data where such disclosure is required under the law, court orders or pursuant to guidelines issued by regulatory or other relevant authorities, if we reasonably believe that we have a lawful right to disclose your Personal Data to any third party or that we would have had your consent for such disclosure if you had known of the same, and/or if the disclosure is in the public interest.

Your personal data may also be transferred to our related companies and third party providers, which may be located outside Malaysia for the Purpose. In the event that we use external service providers, specific security and confidentiality safeguards have been put in place to ensure your privacy rights remain unaffected.

How to Access, Correct, Update or Limit the Processing of Your Personal Data with Chubb

You may make inquiries, complaints or request for access to or correction of your personal data or limit the processing of your personal data at any time hereafter by submitting such request to us at:

Chubb Insurance Malaysia Berhad (9827-A)
Manager, Customer Service Unit
Wisma Chubb,
38 Jalan Sultan Ismail,
50250 Kuala Lumpur, Malaysia.
TF 1800-88-3226
E Inquiries.MY@chubb.com

About Chubb in Malaysia

Chubb is the world's largest publicly traded property and casualty insurer. With operations in 54 countries, Chubb provides commercial and personal property and casualty insurance, personal accident and supplemental health insurance, reinsurance and life insurance to a diverse group of clients. As an underwriting company, we assess, assume and manage risk with insight and discipline. We service and pay our claims fairly and promptly. The company is also defined by its extensive product and service offerings, broad distribution capabilities, exceptional financial strength and local operations globally. Parent company Chubb Limited is listed on the New York Stock Exchange (NYSE: CB) and is a component of the S&P 500 index. Chubb maintains executive offices in Zurich, New York, London and other locations, and employs approximately 31,000 people worldwide.

Chubb's operation in Malaysia (Chubb Insurance Malaysia Berhad) provides a comprehensive range of general insurance solutions for large corporates, small and medium-sized businesses, as well as individuals through a multitude of distribution channels. With a strong underwriting culture, the company offers responsive service and market leadership built on financial strength. Chubb in Malaysia has a network of 23 branches and more than 2,500 agents.

Notice

This form is furnished by Chubb as a matter of goodwill, and Chubb accepts no responsibility for the validity of this form.

Contact Us

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