

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 authorizing the work, the **Permit Authorizing 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 is 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. |
|---|---|

Within Minimum 11 meters 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)

- Wet down combustible floors, or cover with damp sand or other non-combustible shield.
- Pits, trenches, etc. and surroundings inspected and cleared of combustible materials, flammable liquids, gases or 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.
- Remove flammable liquids, volatile materials, dust, lint and oily deposits.

- Cover all wall, floor, and ceiling openings with non-combustible drapes or screens.
- Suspend fire resistant covers beneath work.
- Move or cover combustible materials and equipment with fire-resistant barriers.
- Protect personnel from electrical shock when floors are wet.
- Shutdown or protect ducts and conveyors that might carry sparks to other areas.

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

- Move combustibles a minimum distance of 2m away from both sides of walls.
- 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.

- Concealed and enclosed spaces with combustible materials or linings are removed and/or protected.
- Construction should ideally be non-combustible or covered with properly sized fire resistive barriers.
- Sweep floors clean of combustibles.
- Machinery and equipment is cleaned of combustible residue.
- 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.
- Remove from service, isolate or vent pressurized vessels, piping and equipment.

Fire Watch and Work Area Monitoring

- Fire watch should be provided during Hot Work and at least 60 minutes after work is completed.
- Train fire watch in use of hot work equipment and alarm systems.

- Fire watch may be required above, below and in adjacent areas from where the work takes place.
- Extend fire watch beyond 60-minutes per Permit Authorizing Individual. Yes No

Final Work Area Check

- 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 smoldering materials and flames.

- Fire protection/detection systems have been fully reinstated.
- 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	am/pm

Permit Authorization

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

Permit Authorizing 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 Authorizing Individual, or designate, on completion of the work)

Permit Authorizing 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 authorized by a Hot Work Permit. Permits can only be issued by designated personnel (Permit Authorizing 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 Authorizing 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 Authorizing Individual.
 - A Permit can be issued for a maximum period of either one shift or 12 hours. (As determined by the Permit Authorizing 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 Authorizing 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 Authorization" 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 Authorizing 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 Authorizing 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 Authorizing 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 Statement

Insurance Company of North America, Taiwan Branch (Chubb) is committed to protecting your privacy. This document provides you with an overview of how we handle your personal information. Our Privacy Policy can be accessed on our website at www.chubb.com/tw.

Personal Information Handling Practices

Collection, Use and Disclosure

We collect your personal information (which may include sensitive information) when you are applying for, changing or renewing an insurance policy with us or when we are processing a claim in order to help us properly administrate your insurance proposal, policy or claim.

Personal information may be obtained by us directly from you or via a third party such as your insurance intermediary or employer (e.g. in the case of a group insurance policy).

When information is provided to us via a third party we use that information on the basis that you have consented or would reasonably expect us to collect your personal information in this way and we take reasonable steps to ensure that you have been made aware of how we handle your personal information.

The primary purpose for our collection and use of your personal information is to enable us to provide insurance services to you. Sometimes, we may use your personal information for our marketing campaigns, in relation to new products, services or information that may be of interest to you.

We may disclose the information we collect to third parties, including service providers engaged by us to carry out certain business activities on our behalf (such as assessors and call centre in Taiwan). In some circumstances, in order to provide our services to you, we may need to transfer personal information to other entities within the Chubb Group of companies (such as the regional head offices of Chubb located in Singapore, UK or USA), or third parties with whom we or those other Chubb Group entities have sub-contracted to provide a specific service for us, which may be located outside of Philippines (such as in the Hong Kong or USA). Please note that no personal information is disclosed by us to any overseas entity for marketing purposes.

In all instances where personal information may be disclosed overseas, in addition to any local data privacy laws, we have measures in place to ensure that those parties hold and use that information in accordance with the consent you have provided and in accordance with our obligations to you under the Taiwan Personal Data Protection Act 2012.

Your Choices

In dealing with us, you agree to us using and disclosing your personal information as set out in this statement and our Privacy Policy. This consent remains valid unless you alter or revoke it by giving written notice to our Privacy Officer. However, should you choose to withdraw your consent it is important for you to understand that this may mean we may not be able to provide you or your organization with insurance or to respond to any claim.

How to Contact Us

If you would like a copy of your personal information, or to correct or update it, please contact our customer relations team on 0800 339 899 or email CustomerService.TW@chubb.com

If you have a complaint or would like more information about how we manage your personal information, please review our Privacy Policy for more details or contact Insurance Company of North America, Taiwan Branch via 0800 339 899 or email CustomerService.TW@chubb.com

About Chubb in Taiwan

Chubb is the world's largest publicly traded property and casualty insurance company. 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, via acquisitions by its predecessor companies, has been present in Taiwan for over 20 years. Its operation in Taiwan (Insurance Company of North America, Taiwan Branch) provides specialized and customized coverages, including Marine, Property, Liability, Energy, Professional Indemnity, Directors & Officers, Financial Lines, Utilities, as well as Accident & Health insurance, to a broad client base. Chubb is a major insurer of many of the country's largest companies. With five branches and over 150 staff in Taiwan, it has a wealth of local expertise backed by its global reach and breadth of resources.

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

Contact Us

Insurance Company of North America, Taiwan Branch, a member of Chubb Group

Grosvenor Place
Level 10, 8 Hsin Yi Road Sec. 5
Taipei 110, Taiwan
O +886 2 8758 1800
F +886 2 8758 1888
www.chubb.com/tw

Chubb. Insured.SM