



# Permit to Isolate/Hot Works

Estate & Built Environment  
Building N005, Workshop Rd  
University of New England  
Armidale NSW 2351  
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Please note EBE require at least 2 business days notice prior to isolation/hot works.

Requirement	Isolation	Hot Works
Company Name		
Contact Name (Staff Member or Contractor)		
		Mobile
Building Number/Name		
Brief Description of Work		
Reason for Isolation		
Further Information where applicable		
Isolation/Hot Works Required	Date or Dates	24hr Time : To 24hr Time :

Please note fire system is to be isolated for a period of no more than eight (8) hours

## Office Use Only

1. If the works will create a spark or generate a flame the Hot Works selection needs to be made. This will show a Risk Assessment Form which needs to be completed (page 2).
2. Trades staff and contractors are required to submit a Hot Works Permit/Isolation form at least 48 hours, or two (2) business days prior to a fire panel being isolated.
3. Saved forms are to be sent by attaching the file to an email. If this is not an option please print the form, and drop into the EBE office if possible.

Permit Received by		Date Received	/	/
Zones isolated				
Zones isolated by				
De-isolated by				

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# Fire Risk Assessment Form

Nature of the Work

Type of Equipment

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## Checks

The responsible officer is to ensure that the following checks have been made.

<b>1.</b> Have all combustible materials been removed and rendered safe?	No	N/A	Yes
<b>2.</b> Have the presence of flammable liquids/gases/dust been removed?	No	N/A	Yes
<b>3.</b> Is there sufficient ventilation?	No	N/A	Yes
<b>4.</b> Are spark/flash screens in place?	No	N/A	Yes
<b>5.</b> Is a fire watch required?	No	N/A	Yes
<b>6.</b> If requested, has a fire watch been organised?	No	N/A	Yes
<b>7.</b> Has personnel movement been stopped in the affected area?	No	N/A	Yes
<b>8.</b> Is fire fighting equipment still available and operational?	No	N/A	Yes
<b>9.</b> Does the principal know how to use fire fighting equipment?	No	N/A	Yes
<b>10.</b> Does the principal know how to raise the alarm and where the assembly area is?	No	N/A	Yes
<b>11.</b> Is the automatic fire alarm isolated for hot work area and adjoining sections? Note there may be smoke and dust.	No	N/A	Yes
<b>12.</b> Has the automatic fire alarm been restored to normal function following the completion of hot work?	No	N/A	Yes

Any Comments