

	To be filled before starting the work and first copy to be available at work site with performer (internal / external), the second copy to be submitted to security post, & third copy shall be retained in the book itself. Note: 1. Under no circumstances permitted work should be carried out after the close time of the work permit. 2. Permit should be returned to the initiator by performer & thereafter submitted to EHS Coordinator. 3. Safe work permit request should be raised daily before start of work & permit register shall be available with EHS Coordinator.	Doc. No: ESHMS/P/04
		Rev No: 1
		Rev Date: 22-Sep-2025

Hot Work Permit

Permit No.	Date	Time (Max 8 hrs or end of the shift)	Work Performing Department	Location of Work
WP/TTK/COI/HOK/25/00100	22-Sep-2025 05:49:18 PM	From 22-Sep-2025 07:00:00 AM To 22-Sep-2025 03:00:00 PM	Maintenance	

Work Description:	
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1. Hazards Identified

<input type="checkbox"/> Presence of Toxic Gas Fumes	<input type="checkbox"/> Sharp Edges	<input type="checkbox"/> Poor Lighting	<input type="checkbox"/> Combustible Materials Nearby
<input type="checkbox"/> Work near Over Head Electrical Line	<input type="checkbox"/> Presence of Flammable Gas	<input checked="" type="checkbox"/> Tripp Hazard	<input type="checkbox"/> Static Electricity
<input type="checkbox"/> Flammable Materials Nearby	<input checked="" type="checkbox"/> Improper Access	<input type="checkbox"/> Unguarded Opening	<input type="checkbox"/> Slip Hazard
<input checked="" type="checkbox"/> Steam	<input type="checkbox"/> Oil Spillage Observed	<input type="checkbox"/> Moving / Running Machinery	<input type="checkbox"/> Confined Space
<input type="checkbox"/> Excavation Collapse	<input type="checkbox"/> Vibration	<input type="checkbox"/> Height Work	<input type="checkbox"/> Work on Fragile Roofs
<input type="checkbox"/> Mechanical / Electrical Spark	<input type="checkbox"/> Noise	<input type="checkbox"/> Pressurized Line	Other Hazard(s): Other Hazards

2. Control Measures

If any of the above criteria required is not met, then do not issue the work permit.:			
Yes	No	NA	Question
YES			Has the equipment mechanically locked to avoid rotation?
	NO		Has the insulation of electrical equipment been checked before the work start?
	NO		Have all the hand tools inspected & green tag provided?
	NO		Have all flammable or combustible material been removed from work site (at least 3 meters away)?
		NA	Has proper ventilation & lighting provided?
	NO		Is Fire blanket required & provided?
	NO		Is fire hydrant & fire water pump system in operation
	NO		Is a fire extinguisher available and ready?
	NO		Is gas monitoring carrying for hot work carrying in flammable storage area?
	NO		Has a fire watch person been assigned while performing hot work? Name.....
YES			If sparks fall to lower levels, has adequate protection been provided?
	NO		Has the work and adjacent areas been isolated with warning tapes and barricades.
		NA	Flashback arrestor provided on nozzle torch as well as on cylinder regulator
	NO		Monitor the Hot work area after completing of the work for 1 Hr Name..... Time.....
		NA	Is the people planned for hot work is well experience & trained
	NO		Is general safety induction given to the people working in hot work area
YES			Is the adequate PPEs listed in Section 3 is available with the work crew

3. Safety Equipment Requirement & PPE to be used

<input checked="" type="checkbox"/> Safety Glasses	<input checked="" type="checkbox"/> Nose Mask / Respirators	<input type="checkbox"/> Safety Harness / Lifeline	<input type="checkbox"/> Fire Extinguisher No.
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<input checked="" type="checkbox"/> Safety Shoes	<input type="checkbox"/> Hand Gloves	<input type="checkbox"/> Ear Plug/ Muff	<input checked="" type="checkbox"/> Scaffolds & Ladders
<input type="checkbox"/> LOTO	<input type="checkbox"/> Barricades & Warning Signs	<input checked="" type="checkbox"/> Face Shield / Welding Goggle	<input type="checkbox"/> Helmet
<input type="checkbox"/> Forced Ventilation	<input checked="" type="checkbox"/> Apron	<input type="checkbox"/> Any Other:	LOTO Tag Reference No.: LOTO

Work Permit Authorization	
Cross Referred Permits – To be filled by Initiator (Other type of Work Permits for Same Work)	Permit Type: Hot Work Permit No.: WP/TTK/COI/HOK/25/00100
NA	

Permit Acceptance		
I have been explained the contents of this permit. I shall be responsible to supervise the job as mention in permit. I will assure you to follow all the safety precautions including uses of required PPE's as per plant guideline.		
<table border="1"> <tr> <td>Name & Sign of the Job Performer / Contractor's Supervisor :</td> <td>Name & Sign of the Permit Initiator:</td> </tr> </table>	Name & Sign of the Job Performer / Contractor's Supervisor :	Name & Sign of the Permit Initiator:
Name & Sign of the Job Performer / Contractor's Supervisor :	Name & Sign of the Permit Initiator:	

Work Crew Tool Box Talk (Attached Separate sheet if require)						
S. No.	Name of Person Engaged in Activity	Job Profile	Signature	Name of Person Engaged in Activity	Job Profile	Signature
Contractual employees covered by ESI or any other policy - Yes / NO (HR Head & Plant Head approval is required if mentioned as NO) – Both Signatures: _____ / _____						

Work Permit Extension					
Permit Extension to the Next Shift - <u>No Extension for Roof Work, Confined Space activity after 6 pm</u> Should the permit be extended the affected / next operating shift will be fully informed...					
Work Permit Extension for next shift (Mention Date & Time For Extension)	Permit Initiator	Job Performer	Permit Hand Over By	Permit Take Over By	Extension Requested (Hours)

Work Permit Closure						
<table border="1"> <tr> <th colspan="2">Closure Remarks</th> </tr> <tr> <td><input type="radio"/> Work completed & Housekeeping done</td> <td><input type="radio"/> Work Cancelled due to Operational Reasons</td> </tr> <tr> <td><input type="radio"/> Work Permit Rejected</td> <td><input checked="" type="radio"/> Work Permit Not Approved</td> </tr> </table>	Closure Remarks		<input type="radio"/> Work completed & Housekeeping done	<input type="radio"/> Work Cancelled due to Operational Reasons	<input type="radio"/> Work Permit Rejected	<input checked="" type="radio"/> Work Permit Not Approved
Closure Remarks						
<input type="radio"/> Work completed & Housekeeping done	<input type="radio"/> Work Cancelled due to Operational Reasons					
<input type="radio"/> Work Permit Rejected	<input checked="" type="radio"/> Work Permit Not Approved					
Permit handed over to the EHS Coordinator by initiator after completion of the job & below mentioned details to be filled by initiator. Name..... Dept..... Time..... Sign.....						
Note: This permit to be kept at job site. Work can not be done with rejected permit or without permit & work shall be immediately stop after permit rejection.						

Work Permit History			
Date	Modified By	Comments	Attachments
22-Sep-2025 05:50:20 PM	Raj Kumar Pativada	Status has been updated to Closed	

22-Sep-2025 05:49:19 PM	Raj Kumar Pativada	A new record was created: Uid set to 'WP/TTK/COI/HOK/25/00100' Category Name set to 'Hot Work' Work Permit Status Name set to 'Submit'	
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