

	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 E-S Coordinator. 3. Safe work permit request should be raised daily before start of work & permit register shall be available with E-S Coordinator.	Doc. No: ESHMS/P/04
		Rev No: 1
		Rev Date: 13-Nov-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/25/00120	13-Nov-2025 12:26 AM	From 13-Nov-2025 12:26 AM To 13-Nov-2025 06:00 PM	Stores	

Work Description:	
--------------------------	--

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

Attachments


2. Control Measures

If any of the above criteria required is not met, then do not issue the work permit.:

YES	NO	NA	Check Points for the Initiator
			Has the equipment mechanically locked to avoid rotation?
			Has the insulation of electrical equipment been checked before the work start?
			Have all the hand tools inspected & green tag provided?
			Have all flammable or combustible material been removed from work site (at least 3 meters away)?
			Has proper ventilation & lighting provided?
			Is Fire blanket required & provided?
			Is fire hydrant & fire water pump system in operation
			Is a fire extinguisher available and ready?
			Is gas monitoring carrying for hot work carrying in flammable storage area?
			Has a fire watch person been assigned while performing hot work? Name.....
			If sparks fall to lower levels, has adequate protection been provided?
			Has the work and adjacent areas been isolated with warning tapes and barricades.
			Flashback arrestor provided on nozzle torch as well as on cylinder regulator
			Monitor the Hot work area after completing of the work for 1 Hr Name..... Time.....
			Is the people planned for hot work is well experience & trained
			Is general safety induction given to the people working in hot work area
			Is the adequate PPEs listed in Section 3 is available with the work crew

3. Safety Equipment Requirement & PPE to be used

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

4. 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/25/00120
Site EHS	EHS Head
Name: Shreya Ved Approved On: 13-Nov-2025 12:27 AM	Name: Lalit Aditya Kola Approved On: 13-Nov-2025 12:34 AM

5. 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.

Name & Sign of the Job Performer / Contractor's Supervisor :	Name & Sign of the Permit Initiator:
--	--------------------------------------

6. 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 Closure
Closure Remarks
☐ Work completed & Housekeeping done ☐ Work Cancelled due to Operational Reasons ☐ Work Permit Rejected ☐ 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 stopped after permit rejection.

Work Permit History			
Date	Modified By	Comments	Attachments
13-Nov-2025 12:34 AM	Lalit Aditya Kola	Status has been updated to Approved	
13-Nov-2025 12:34 AM	Lalit Aditya Kola	Rem	
13-Nov-2025 12:27 AM	Shreya Ved	Status has been updated to Partially Approved	
13-Nov-2025 12:27 AM	Shreya Ved	r1	
13-Nov-2025 12:26 AM	Lalit Aditya Kola	A new record was created: Uid set to 'WP/TTK/COI/HOK/25/00120' Category Name set to 'Hot Work' Work Permit Status Name set to 'Submit'	