



DECODING PHARMA

QUALITY ASSURANCE DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Environment Health & Safety	SOP No.:
Title: Hot Work Permit	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down a procedure for Hot Work Permit.

2.0 SCOPE:

This SOP is applicable for the requirement of Hot Work Permit whenever Welding, Cutting, Burning, Drilling, Soldering or any other open flame work is carried out at

3.0 RESPONSIBILITY:

Officer / Executive - EHS

4.0 ACCOUNTABILITY:

Head – EHS

5.0 ABBREVIATIONS:

SOP Standard Operating Procedure
No. Number
QA Quality Assurance
Ltd. Limited
EHS Environmental Health & Safety

6.0 PROCEDURE:

- 6.1** A separate Hot Work Permit shall be required for each job by the concerned department. The Hot Work Permit shall have a definite starting and ending time. Separate Hot Work Permit shall be required beginning at each day.
- 6.2** The Hot Work Permit shall be originated after job details have been discussed between Concerned and Engineering Department. In no case advance date permit shall be authorized.
- 6.3** Hot Work Permit as shown in **Annexure-I**, shall be prepared in duplicate.
- 6.3.1** **1st Copy** - To be kept at Job site.
- 6.3.2** **2nd Copy** - Concerned Department (to be retained in the book).
- 6.4** Hot Permit shall be initiated by the concerned department indicating Description, Location, Equipment Details, Date and Time.
- 6.5** The EHS Officer/Executive shall then make necessary preparations at the job site as per checklist in the Hot Work Permit.
- 6.6** After completion of preparation related to safety, Hot Work Permit shall be forwarded to Engineering Department.



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- 6.7** Engineering Officer / Executive shall sign the Hot Permit after completion of all the preparations required.
- 6.8** The Engineering Manager shall check to ensure that all necessary precautions have been taken and will arrange a regular vigil till the job is completed.
- 6.9** Head-EHS shall conduct the explosive meter test (if required) and satisfy himself that the surroundings are safe for welding / hot work.
- 6.10** A trained EHS Officer / Executive shall be assigned to the job site. EHS Officer / Executive should know what action to take in case of a fire and how to get additional help. He should be conversant with the use of Fire Extinguishers. He will ensure that no unsafe act or unsafe condition is being created by the working of the maintenance men.
- 6.11 AUTHORISATION OF THE PERMIT:**
- 6.11.1** After completion of all preparations and signatures by concerned personnel, the permit shall be authorized for start of work by the authorized person.
- 6.11.2** Authorized persons for approving start of work are Engineering Manager for jobs around their own work areas. However, for the jobs to be carried out inside operating Flame proof production areas, the permit shall have to be specifically authorized by the Head Operations.
- 6.11.3** One fire watch may observe two jobs at the same time if authorized.
- 6.11.4** In case of a fire alarm, the entire hot permit issued will get suspended till clearance to restart the work has been given by the authorizer.
- 6.11.5** While carrying out hazardous jobs, information must be given to the adjacent departments about the work in progress.
- 6.11.6** At completion or suspension of work at the end of the day (within the validity period), the Engineering Officer/Executive will indicate time and date on the permit and return it to the issue department.
- 6.11.7** The fire watch will maintain a vigil for at least 10 minutes after the job has been completed & will ensure that all working tools & welding sets have been removed from the site.
- 6.12 PREPARATION FOR HOT WORK:**
- 6.12.1** Whenever practicable the equipment shall be moved to a designated safe area. If the equipment cannot be readily moved, all fire hazards in the vicinity shall be removed from the area.
- 6.12.2** Barriers in the form of fire resistant tarpaulins / blankets shall be used to confine, heat, spark and slag.



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6.12.3 Wall openings, holes and grated floor shall be covered to prevent discharge of hot material from one area to another.

6.12.4 When welding slag will be discharged from one floor level to another such as on metal grating floor, the fire watch shall monitor the place where slag will collect.

6.12.5 All flammable and combustible materials must be removed to a considerable distance so as to remove any chance of fire.

6.12.6 For hot work in confined space, vessel entry permit procedure must be additionally followed.

6.13 HOT WORK PERMIT NUMBERING SYSTEM:

HWP/YY/NNNN

Where,

- HWP** = Hot Work Permit
- /** = Separator
- YY** = Year
- NNNN** = Serial Number

For Example: HWP/22/0001

7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Hot Work Permit	

8.0 DISTRIBUTION:

- Controlled Copy No. 01 Head EHS
- Controlled Copy No. 02 Head Engineering
- Master Copy Quality Assurance Department

9.0 REFERENCES:

Not Applicable



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10.0 REVISION HISTORY:

CHANGE HISTORY LOG

Revision No.	Details of Changes	Reason for Change	Effective Date	Updated By
00	New SOP	Introduction of New SOP		



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ANNEXURE – I HOT WORK PERMIT

Hot Work Permit No.: _____

Department :

Date :

Valid From (in Hrs) :

Valid up to (in hrs.) :

Name of Welders:

1.

2.

3.

First copy : At the Job Site

Second copy : Operating Department

Location (in detail): _____

Type of work: _____

S.No.	Check List	Yes/No	Required/Not Required
1.	Equipment inspected personally		
2.	Equipment drained and flushed		
3.	Electrically isolated		
4.	Work area clear and safe		
5.	Proper ventilation		
6.	Sewer openings closed		
7.	Fire hydrant point / hoses checked		
8.	Fire extinguisher available (Specify type)		
9.	Personal protective equipments (specify)		
10.	Explosive meter test		
11.	Fire watch Available		
12.	Fire Watch (Name & Sign)		

Special Instructions, if any: _____

**Checked By:
Sign & Date
(EHS Manager)**

