Hot Work Permit

Hollins & Reed Contracting Ltd

Permit no.	Site	Exact location
HR-0417	**Unit 3, Canal Side Business Park**	**Flat roof over the offices, north end**

Details					
Contractor	Hollins & Reed	**Issued to**	Priya Shah	**Valid from**	12/10/26 08:00
Valid to	12/10/26 17:00	**RAMS ref**	HR-RAMS-07	**Fire risk ref**	HR-FRA-03

The work	
Hot work to be done	Torch-on felt cap sheet to 30 m² of flat roof, with parapet upstands and two outlets.
Method	One torch, one cylinder. Laps rolled. Upstands on low flame, gaps behind sealed first.
Why cold methods fail	Cold-applied sheet and a heat gun failed a test patch on 9 October. Neither bonded.

Hazards							
Combustibles in 10 m	☑	**Openings and voids**	☑	**Flammables nearby**	☑	**Dust or lint**	☐
Roof or wall linings	☑	**Below, behind walls**	☑	**Sprinklers, alarms**	☑	**Occupied building**	☑

Precautions	Done	By
Combustibles removed or covered	☑	Priya Shah
Floors swept, combustible floors covered	☑	Priya Shah
Openings and voids sealed	☑	Priya Shah
Non-combustible screens up	☐	Not needed. Open roof
Detectors isolated: who restores them	☑	Dan Hollins, zone 3 only
Gas cylinders secured and checked	☑	Priya Shah
Two extinguishers within reach: type	☑	Two 9 kg dry powder
Fire watcher named, breaks covered	☑	Reece Ollerton
How to raise the alarm	☑	Break glass, ring 999
Hot work ends 2 hours before day end	☑	
Others shielded from arc and sparks	☐	Not needed. No arc
Fume: LEV or RPE	☐	Not needed. Outdoors
Permit shown at the work	☑	

Equipment							
Extinguishers	☑	**Fire blanket**	☑	**Hose reel**	☐	**Gas detector**	☐
Thermal camera	☑	**Welding screens**	☐		☐		☐

Other conditions
Cylinder on a heat-insulating base, 3 m from the torch. Never use water on a bitumen fire.
Zone 3 goes back on for any break and when hot work ends. Client told first. Site office 0161 496 0142.

Sign-off	Name	Signature	Date	Time
Issued: precautions checked	Dan Hollins	signed	12/10/26	07:50
Accepted: permit understood	Priya Shah	signed	12/10/26	07:55

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Fire watch: continuous for 1 hour, then a check at 2 hours

When	Time	By	Result
During breaks	12:15 to 12:45	Reece Ollerton	Torch off for the break. Watched roof and void. Nothing found.
End of hot work	14:45	Reece Ollerton	Torch off, cylinder shut. Continuous watch started.
1 hour after the end	15:45	Reece Ollerton	Watched roof and void the whole hour. Thermal image shows no hot spots.
2 hours after the end	16:45	Dan Hollins	Roof and roof void checked. Nothing found.

Cancellation	
Work stopped at	14:45 on 12 October. Cap sheet finished.
Area checked, images kept	Roof and roof void walked at 16:45. Three thermal images in the job file.
Detectors restored by	Dan Hollins. Back on 12:15, off again 12:45, back on 14:50. Panel normal.
Equipment removed	Torch, hose and cylinder off the roof by 15:20.

Handback	
Area returned to	Thornley Vale Estates Ltd, site keyholder
Notes	Outlets open again. Nothing to report.

Sign-off	Name	Signature	Date	Time
Extended: new end time	Not extended			
Cancelled: area checked	Dan Hollins	signed	12/10/26	16:50
Handed back: area returned	Dan Hollins	signed	12/10/26	16:55