



# Safe Code of Practice

## No.05

# Hot Works Request

**Version: 1.2**  
**Date: 14<sup>TH</sup> January 2020**

## INTRODUCTION

The aim of this Safe Code of Practice is to give the requirements for the preparation and conduct of hot work on all commercial wharfs at Shoreham Port. A hot work permit must be opened for all hot work carried out in the harbour area. The permit is authorised by the Harbour Master's representative to ensure that all hot work is carried out in a safe manner.

Hot work is usually taken to apply to operations involving the application of heat to tanks, vessels, pipelines etc, which may contain flammable vapour or where adjacent tanks or containers may hold flammable substances producing vapours. Hot work permits are often more generally applied to any type of work which involves actual or potential sources of ignition and which is done in an area where there may be a risk of fire or explosion, or sparking portable electrical equipment which is likely to cause ignition.

They should be used for any welding or flame cutting, the use of any tools which may produce sparks and the use of electrical equipment which is not intrinsically safe or of a suitably protected type. Some installations distinguish between high energy sources of ignition such as a naked flame, welding and spark producing grinding wheels, which are likely to ignite flammable atmospheres, and materials, along with low energy sources like hand tools and non sparking portable electrical equipment which are likely to cause ignition only if there is a fault.

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## **HOT WORK CARRIED OUT WITHIN THE JURISDICTION OF SHOREHAM PORT**

Certain clarification is required following feed-back reports concerning Hot Work being carried out on board vessels and in quay areas within the Jurisdiction of Shoreham Port.

Where repair and maintenance work is being carried out on board vessels/at premises within the port it is expected that responsible operators are following standard hot work procedures.

I am sure that terminal and ship operators have completely adequate systems in place and these are not in question, but as a responsible authority we have a duty to expect that correct procedures are being followed to create a safe environment for life and property.

The permission must therefore be sought before hot work can start within the port area by completing Shoreham Ports hot work request form giving details of the work to be undertaken.

If the work is of a routine nature regularly carried out in workshops/yards where hot work is not going to affect ships, cargo or stores permission may be given for a specified period rather than for each individual occasion.

A completed hot work request form (see attached) for work to be undertaken on vessels/on quays should be directed to the Duty Lockmaster at Shoreham Harbour Radio by hand or email; [HRadio@shoreham-port.co.uk](mailto:HRadio@shoreham-port.co.uk) who will assess the application and ensure that it is satisfactory.

A response from Shoreham Harbour Radio is necessary before work can commence.

A FIRE WATCH post Hot Works inspection confirmation is to be completed 30 minutes after Hot Works and the Duty Lockmaster at Shoreham Harbour Radio informed.

It is expected that those in charge of the operation will carry out the necessary risk assessments and take all the usual precautions.

**HOT WORK REQUEST FORM**

Request to carry out 'Hot Works' i.e. Burning, Welding or other work involving naked flames onboard vessels /Quays and/or associated Port Buildings of Shoreham Port

Name of Applicant/Agent..... Vessel/Location .....

Description of work.....

Who will carry out the Hot work.....

When will Hot Works commence? Date..... Time .....

When will Hot Works cease? Date ..... Time .....

Fax number or Email address Authorisation to be returned to: .....

**NOTE: NONE OF THE ABOVE WORKS ARE TO BE CARRIED OUT PRIOR TO PERMISSION BEING GRANTED**

Conditions: Any authorised request is only valid for the specified task and time constraints as entered within the application. Authorisation of a Hot Work request is subject to strict compliance to the Hot Work check list on page 2 of the permit which must be completed with all requests.

I am satisfied that all precautions have been taken and that safety arrangements will be maintained for the duration of work described in this permit.

Name of Master/Authorised person in charge: Print.....Signature.....

**FIRE WATCH post Hot Works inspection confirmation to be completed 30 minutes after the completion of Hot Works and Shoreham Harbour Radio to be notified.**

To be completed by Shoreham Harbour Radio

Time of Inspection..... Name: Print..... Signature.....

<p>Permission Granted ..... (Shoreham Port Authorised Person)</p> <p>Date..... Time.....</p>	<p>Permission Refused..... (Shoreham Port Authorised Person)</p> <p>Date.....Time.....</p>
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Reason for Refusal .....

## HOT WORK REQUEST CHECKLIST

### FIRE PROTECTION

	✓	✓	✓
	Yes	No	N/A
1 If fire detection needs to be disabled then Shoreham Harbour Radio will be informed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 A person not directly involved in the work will maintain a continuous 'Fire Watch' both During the work, and after the work is completed for a period of not less than 30 minutes, in the work areas to which sparks and heat may spread.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Adequate fire fighting apparatus should be on hand in the area where hot work is taking place. Only competent personnel are to undertake hot work and provide the fire watch.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Personnel involved with hot work and providing the fire watch are to be familiar with the means of escape and method of raising the alarm/calling the fire brigade.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### PRECAUTIONS WITHIN 5 METRES (MINIMUM OF THE WORK)

5 Combustible materials have been cleared from the area where hot work will take place. Where such materials cannot be cleared adequate protection has been used to shield them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 Flammable liquids have been removed from the work area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 Floors/decks have been swept clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 Combustible floors or decking have been covered with over-lapping sheets of a non-combustible material.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9 Protection, (non-combustible or purpose made blankets, drapes or screens) have been provided for: Walls, partitions and ceilings of combustible construction or surface finish. All holes and openings through which sparks could pass.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 Combustible materials have been moved away from the far side of any walls or partitions where heat could be conducted, especially where these incorporate metal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 Enclosed equipment and spaces (e.g. tanks, containers and dust collectors) Have been emptied and tested for, or is known to be free of flammable/explosive Concentrations of vapour, gas or dust.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### EQUIPMENT

12 All equipment/apparatus used to carry out the hot work has been checked, examined and Found to be in a fit for purpose condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13 Gas cylinders have been properly secured and sited a safe distance away from the area where the work is taking place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Checklist completed by:

Name:

Signed:

Date:

Position:



## REVISION RECORD

<b>Date</b>	<b>Description</b>	<b>Checked by</b>	<b>Approved by</b>
11/08/2004	First Issue	BF	TV
02/11/2007	Review	PV	CC
22/07/2009	Review	PJ	JS
09/05/2011	Review	PJ	JS
10/05/2013	Review	WB	JS
28/06/2016	Review – Version 1.0	JG	JS
05/01/2017	Update to the Hot Works Request Form – Version 1.1	MH	JS
14/01/2020	Review – Version 1.2	MH	JG