

## HOT WORK NOTICE

NAME: \_\_\_\_\_ CONTACT PHONE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

WORKING ON BEHALF OF: \_\_\_\_\_

**Type of Works:** (circle one)      *Welding*                      *Grinding*                      *Gas Cutting*

Location: \_\_\_\_\_

Risks Identified: \_\_\_\_\_

Controls: \_\_\_\_\_

Between \_\_\_\_\_ Hrs and \_\_\_\_\_ Hours on \_\_\_\_\_ (Date)

**This form is for any Hot Work being undertaken on the Northport facility.**

**If the hot work is on a vessel, an NRC Hot Work application must be completed by the Master. Refer to Northland Regional Council (NRC) procedures for guidance. Forms are available on Northport's website.**

All work is subject to compliance with the following conditions; applicant must check each item carefully:

**General Fire Safety and Prevention:**

- The company must have auditable procedures covering the relevant tasks.
- Only suitable qualified and experienced personnel can carry out the task.
- All team members must be aware of Fire Exits and these must be checked prior to starting work.
- Ensure sprinkler and/or fire alarms are in service (or deactivated and notified if appropriate).
- All equipment must be in good repair and inspected and tagged appropriately.

**Within 10 metres of work:**

- No combustible liquids, vapours, gases or dusts.
- All combustible material must either be removed or suitably protected against heat & sparks.
- Any wall and floor openings must be covered.
- Covers must be suspended beneath and around work to collect sparks if practicable.
- Extinguisher/hose reel provided, with current certification.

**Work on enclosed equipment: (Tanks, containers, ducts, dust collectors, etc.)**

- Equipment must be cleaned of all combustibles materials.
- Containers must be purged of all flammable vapours and confirmed 'gas free'.

**Disclaimer:** A Hot Work Notice must be obtained prior to the commencement of any operation involving open flames or the production of heat or sparks on the Northport Facility. This includes, but is not limited to, Brazing, Cutting, Grinding, Soldering, Thawing and Welding. By applying for a Hot Work Notice the applicant assumes responsibility for the activity and the associated risks/consequences to Port Users, their assets and the Northport Facility. Failure to comply with the aforementioned conditions, agreed method of work or industry safety standards may result in restriction of access to the Facility.

- I agree to the conditions detailed above.
- Operations will be ceased immediately and Port Services notified should any issues arise (Tel: 09 432 5018)
- A copy of this notice is to be available on request for the duration of the work.
- I understand that Northport Ltd may inspect or audit the operation at any time.

**Applicant's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

---

Northport Ltd confirmation: (delete 4 or 5 as applicable)

1. The applicant has confirmed how they will comply with the conditions above.
2. There are no conflicts with other Port Users or activities.
3. I have notified other Port Users or Northport Ltd personnel as appropriate.
4. In my opinion, the work can be completed safely if the above precautions are complied with.
5. In my opinion, THE WORK CANNOT BE COMPLETED SAFELY (write REFUSED across page 1)

**Authorising Officer** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

---

**I declare the work area and all adjacent areas to which sparks and heat might have spread were thoroughly inspected and observed on completion of the work and no smouldering fires or areas with potential for fire were discovered (minimum 30 minutes observation time).**

**Applicant's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

*This notice must be returned to the Port Services Centre immediately on completion of the hot work and observation period.*