

Permit-to-work for Hot Work 熱工作准許證

Part 1 第一部份 Application 申請: (to be filled in by the Con. Person in-charge/ HKBU in-house Artisan 由分判商負責人/浸大直屬技工填寫)

Details of Applicant 申請人資料

a. External Name of Company 公司名稱 _____

Name and Post of the Person in-charge 負責人姓名及職位 _____ Contact No 聯絡電話 _____

b. Internal Section/ Unit 部門名稱 _____

Name of Artisan 技工姓名 _____ Contact No 聯絡電話 _____

Detailed Working Location 詳細工作地點: _____

Type of Hot Work to be Undertaken 有關熱工作種類:

Arc Welding 電弧焊接 Flame Welding & Cutting 氣體焊接及切割 Abrasive Grinding 打磨 Others 其他

Brief description of work 工序簡述: _____

Equipment Used 工具儀器應用: _____

Duration of Work 工作時間: From 由: _____ To 至: _____ (Date & Time 日期及時間)

Name of Worker(s) Involved 參予有關工作的工人姓名: _____

Relevant Certificate No. (If Applicable) 有關證書編號(如適用): _____

Name of Watchman 火警看守員姓名: _____

Working location fenced off and with proper warning sign 工地圍開及有合適警告牌 Yes 是 No 否 N/A 不適用

Fire fighting equipment in the vicinity 附近的地方設有滅火器 Yes 是 No 否 N/A 不適用

All flammable materials removed from the vicinity 移除所有附近的易燃物料 Yes 是 No 否 N/A 不適用

Sufficient ventilation at the working location 工地有足夠的通風 Yes 是 No 否 N/A 不適用

Adequate cover for all floor/ wall openings/ cracks 蓋好地台或牆孔口 Yes 是 No 否 N/A 不適用

Hot work equipments in good conditions. Gas cylinders with anti-flashback arrestor. Yes 是 No 否 N/A 不適用

熱工作工具良好。氣樽裝設回火器

All workers wear suitable PPE 所有工人已配戴合適個人防護裝備 Yes 是 No 否 N/A 不適用

Specific safety precautions applied if applicable 如適用, 請註明已實施特別安全措施 _____

I have personally checked all the above-mentioned items and certified that the information provided is correct and true.

本人已檢查上述事項並證明所有提供的資料為正確無誤。

Name & Signature of Con. Person-in-charge/ HKBU in-house artisan

分判商負責人/浸大直屬技工姓名及簽署 _____

Date and Time of Application 申請日期及時間 _____

Part 2 第二部份 Approval 批准申請: (Should be Approved by HKBU Project-in-charge 由浸大負責人填寫)

I hereby certified that the requirements are fulfilled and approved this hot work permit 本人證明以上的申請符合要求及批准申請

Name & Signature of HKBU Project-in-charge _____ Date & Time _____

浸大負責人姓名及簽署 _____ 日期及時間 _____

Important Instruction 重要指示

If fire occurs, please put out the fire immediately by using suitable fire extinguisher nearby. If the fire is out of control, please activate the fire alarm by breaking the break glass and contact campus security (Tel: 3411 7777).

如遇火警, 請立即使用附近合適滅火器救火。如未能控制火勢, 請擊碎火警鐘玻璃啟動火警鐘並通知校園保安(電話: 三四一一 七七七七)。

Part 3 第三部份 Completion 完成工序: (to be filled in by the Con. Person in-charge/ HKBU in-house Artisan 由分判商負責人/浸大直屬技工填寫)

The work has been completed and any ignition source was removed 工作已完成並已移除任何可燃源頭.

Name & Signature of Con. Person-in-charge/ HKBU in-house artisan

分判商負責人/浸大直屬技工姓名及簽署

Date and Time of Completion 完工日期及時間:

Part 4 第四部份 Cancellation 註銷: (to be filled in by HKBU Project-in-charge 由浸大負責人填寫)

The above work had been completed. The area was inspected and no fire potential hazards were noted.

上述工作已完成經檢查並無發現火種留下

Name & Signature of HKBU Project-in-charge

浸大負責人姓名及簽署

Date & Time 日期及時間

Remarks 備註

- ✓ **Approved permit should be posted in a prominent area adjacent to the work spot.**
將已批准的准許証張貼在工作地點當眼處。
- ✓ **HKBU Project-in-charge should counter check the completed work spot and return the permit to EHSU for record.**
浸大負責人應再檢查已完成工序的工作範圍及將准許証交回環境健康及安全組。
- ✓ **The permit is only valid for the applied work process and should be within one day.**
准許証只適用於同工作情況、地點、工序及有效期不可超過一天。