

Application for Permit-to-work for Hot Work 熱工作准許證申請

Part 1: Application 第一部份: 申請

Details of Applicant 申請人資料

Name of Company 公司名稱 _____

Name of the Person in-charge 負責人姓名 _____

Post 職位 _____

Contact No 聯絡電話 _____

Details of Work 工作詳情

Working Location 工作地點: _____

Type of Hot Work to be Undertaken 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 所用的工具儀器: _____

Date and Time of Work 工作日期及時間: _____

(From 由: _____

To 至: _____

)

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

Relevant Certificate (If Applicable) 有關證書(如適用): _____

Name of Watchman 火警看守員姓名: _____

General safety measures 一般安全措施

- | | | | |
|--|--------------------------------|-------------------------------|----------------------------------|
| a. Working location fenced off and with proper warning sign 工地圍閉及有合適警告牌 | <input type="checkbox"/> Yes 是 | <input type="checkbox"/> No 否 | <input type="checkbox"/> N/A 不適用 |
| b. Check that welding and cutting equipment and the related safety devices are in good conditions 檢查焊接及切割設備和有關安全裝置處於良好狀態 | <input type="checkbox"/> Yes 是 | <input type="checkbox"/> No 否 | <input type="checkbox"/> N/A 不適用 |
| c. All inflammable or combustible materials have been removed from the workplace or covered with fire resistant materials 所有易燃或可燃物料搬離工作現場或蓋上抗火物料 | <input type="checkbox"/> Yes 是 | <input type="checkbox"/> No 否 | <input type="checkbox"/> N/A 不適用 |
| d. Floors have been swept clean; any holes on the walls, floors or pipe ducts have been covered with fire resistant materials 所有地板打掃乾淨，而牆壁、地板或管槽的孔洞被抗火物料覆蓋 | <input type="checkbox"/> Yes 是 | <input type="checkbox"/> No 否 | <input type="checkbox"/> N/A 不適用 |
| e. Use appropriate ventilation system such as local exhaust ventilation system to protect the health of workers 採用合適通風設備例如局部抽風系統保障工人健康 | <input type="checkbox"/> Yes 是 | <input type="checkbox"/> No 否 | <input type="checkbox"/> N/A 不適用 |
| f. Use appropriate solvents to clean and use inert gas to purge containers or pipes that may contain combustible fluids 利用適當溶劑清洗及惰性氣體淨化含有可燃流質的容器或喉管 | <input type="checkbox"/> Yes 是 | <input type="checkbox"/> No 否 | <input type="checkbox"/> N/A 不適用 |
| g. Set up proper protective screens to prevent nearby workers from the harm of sparks or radiation 架設適當保護屏障以防止附近工人被火花或輻射灼傷 | <input type="checkbox"/> Yes 是 | <input type="checkbox"/> No 否 | <input type="checkbox"/> N/A 不適用 |
| h. Make sure no work procedure involving the use of flammable materials near the work area and provide appropriate fire extinguishing equipment 確保在工作附近範圍沒有使用易燃物品的工序，並提供合適滅火設備 | <input type="checkbox"/> Yes 是 | <input type="checkbox"/> No 否 | <input type="checkbox"/> N/A 不適用 |

Other safety measures 其他安全措施: _____

Personal protection equipment 個人防護裝備:

- | | | | | |
|--|---|---|---|---------------------------------------|
| <input type="checkbox"/> safety helmet 安全帽 | <input type="checkbox"/> safety shoes 安全鞋 | <input type="checkbox"/> safety harness 安全帶 | <input type="checkbox"/> protection goggles 護目鏡 | <input type="checkbox"/> ear plugs 耳塞 |
| <input type="checkbox"/> face shield 面罩 | <input type="checkbox"/> coveralls 工作服 | <input type="checkbox"/> gloves 手套 | <input type="checkbox"/> hand-held protective shield 手提護盾 | |
| <input type="checkbox"/> respirator 呼吸器 | <input type="checkbox"/> apron 圍裙 | <input type="checkbox"/> lifeline 救生繩 | <input type="checkbox"/> other 其他 _____ | |

☐ I have 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 of Contractor Person-in-charge 分判商負責人姓名: _____

Signature of Contractor Person-in-charge 分判商負責人簽署: _____

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

Notify PIC(PMDP)/ PIC(BSS) for approval:

☐ Approved

☐ Rejected, reason(s): _____

Re-application required

Part 2: Completion of work 第二部份: 完成工序:

- ☐ The work has been completed and all ignition sources were removed. 工作已完成並已移除所有可燃源頭。
☐ All welding equipment was completely shut down and properly stored. 所有燒焊用具已關好，並妥善存放。

Name of Contractor Person-in-charge 分判商負責人姓名:

Signature of Contractor Person-in-charge 分判商負責人簽署:

Date and Time of Application 申請日期及時間:

Prompt the below message before filling in the form

Important Notice 重要通告

1. The permit is only valid for the applied work process and should be within one day.
准許證只適用於同工作情況、地點、工序及有效期不可超過一天。
2. If a fire occurs, please put out the fire immediately by using a 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: 3411 7777)。