



## HOT WORK PERMIT

Serial No: \_\_\_\_\_  
(To be filled by AES Division)

This form may take you 5 minutes to fill in. You will need the following information to fill in the form.

- 1) CAG Fire Safety Manual
- 2) Singapore Standard SS510, Code of Practice for Safety in Welding and Cutting (and other operations involving the use of heat)
- 3) Fire Patroller's (SAA Trained) Name, NRIC/FIN No, Date of issue

### PART 1: (To be filled by Applicant)

Name:	Office No:
	Urgent Contact Phone No:
NRIC/FIN No:	Email Address:
Designation:	Fax No:
Name and Address of Company / Organisation:	
Hotwork site: T1 / T2 / T3 / BT / Auxillary Bldg / Others Type of work to be performed:	
Location (Unit No / Grid Line / Aircraft Parking Bay):	
Date of Hot Work:	Duration: From _____ hrs to _____ hrs

(To be submitted at least 3 working days before works. Allowable Hot Work timings: Mon-Fri, 0830 – 1700 hrs. No Hot Works allowed after office hours, on weekends and public holidays unless with supporting documents from the CAAS/CAG project officer)

### PART 2: Required precaution and safeguard checklists (To be filled by Applicant) Please tick if in compliance with the fire safety regulations, directions and requirements. Please cross for non-compliances. Where items are not applicable, please indicate NA.

#### Fire Detection and Protection Systems

- Smoke/ Heat detector shall be isolated and sprinkler system shall be in service. No hot work shall be conducted in the isolated sprinkler zone and no concurrent isolation of detectors and sprinklers unless AES firefighter(s) engaged to patrol the area (protected by the isolated sprinkler valve) per floor per hour.

#### Equipment

- All equipment shall be in good mechanical and electrical conditions. Gas welding equipment shall have flashback arrestors at both ends of the hoses & the gas cylinders secured & upright.
- Flexible gas hoses, all joints and the main cylinder valve shall be thoroughly checked for any leakage.

#### Within 35 ft (11 m) of Hot Work

- No combustible or flammable materials / substances.
- Floor shall be swept clean of all dust and combustibles materials. Combustible floors shall be wet down, covered with damp sand, sheet metal or other fire resistant shielding material. To ensure that the edges of covers are tight to prevent sparks going underneath.
- All combustible walls / partitions shall be protected by fire-resistant shields and openings tightly covered. Combustible and flammable liquids shall be protected with covers, guards or metal shield and fire-resistant covers shall be suspended beneath work to collect sparks.
- All compressed gas cylinders shall be properly sited, secured and covered with fire resistant shielding material.

#### Within 9 ft (3 m) of Hot Work

- No Hot Work to be carried out within 3 meters radius of an air return duct unless special arrangements are made.

#### Hot Work on Wall or Ceiling

- Wall or ceiling shall be of non-combustible and without combustible covering. Combustibles shall be moved away from opposite side of wall to prevent ignition by conduction or radiation due to existence of metal partitions, etc.

**Hot Work on Enclosed Space (Tanks, Containers, Ducts, Dust Collectors, etc).**

Enclosed space shall be clear of all combustibles and shall be purged of flammable liquids / vapours.

**Hot Work on the Apron / Ramp**

Distance between hot work location and aircraft parking bay is \_\_\_\_\_ meters.

No hot work within 75 meters (50 meters if supervised by MOM registered Safety Officer) from any aircraft unless the aircraft parking bay(s) is/are closed (Permit to be obtained from Airside Operations at 6541-2257 (For Seletar Airport: 6481- 5077)).

**Fire Patroller (SAA Trained)**

NAME and NRIC/FIN No:

Date of certificate issued:

- \* To be present for monitoring of Hot Work during and 30 minutes after hot work is completed.
- \* Supplied with appropriate fire extinguisher(s), standing by within 15 meters from hot work site.
- \* Trained in use of fire fighting equipment and in raising fire alarm.
- \* To inform Fire Station 1 at 6541-2526 (For Seletar Airport: 6481-1246) before commencement and after completion of hot work.
- \* To display hot work sign or warning sign boards.
- \* To ensure that hot work permit and fire patroller certificate is prominently displayed.

Remark(s) if any: \_\_\_\_\_

Confirmation & Agreement: This is to confirm that the hot work is required by us and the location where the hot work is to be carried out, the fire safety regulations, directions and requirements stipulated above are complied with and the hot work carried out in accordance with the current CAG Fire Safety Manual and the Singapore Standard SS510, Code of Practice for Safety in Welding and Cutting. I/We agree that a stop work order and/ or an AES service charge of **SGD\$ 350.00** per vehicle per hour or part thereof (excluding the prevailing GST rate) may be issued to us by AES for any violation, fire outbreak or false fire alarm activation due to negligence or ignorance to the above aerodrome fire safety requirements.

Indemnity: I/We hereby indemnify and hold harmless the Changi Airport Group (Singapore) Pte Ltd, its employees or agents in respect of any liability, loss, claims or proceedings whatsoever arising under any statute or common law in respect of personal injury (including death) of any person or damage to any property movable or immovable, arising out of or in the course of or by reason of the services performed at my / our request as stated herein.

Name: \_\_\_\_\_

NRIC/FIN No: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature of representative authorized to sign for and on behalf of the above named company.

Please fax completed forms to AES Fire Safety Unit at 6545-7072 (For Seletar Airport: 6483-3482).

**Part 3: (To be filled by AES Division)**

APPROVAL

The above-mentioned work is

**approved**

**not approved**

Both smoke/heat detector and sprinkler system isolated and AES firefighter(s) engaged.

To arrange with Fire Station 1 at 6541-2526 (For Seletar Airport: 6481-1246) for fire vehicle standby for hot work at airside.

To confirm with Airside Operations at 6541-2257 (For Seletar Airport: 6481-5077) for the closure of aircraft parking bay and its adjacent bays.

Fire vehicle standby chargeable

Fire vehicle standby non-chargeable

Remark: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

**In case of fire, call AIRPORT EMERGENCY SERVICE at 6541-2525 (For Seletar Airport: 6481-3377)**