

1. Work Details (to be completed by contractor undertaking work) minimum 24hrs notice			
Site (Campus / Bldg / Flr)			
Specific Location			
Description of works			
Equipment to be used Potential hazards / Special requirements/			
Permit valid from (max 5 days)	:	/ /	Permit valid to : / /
Name of person & contractor undertaking work (Responsible Officer)	Print Name	Mobile No.	Signature
Name of Firewatcher (if required)	Print Name	Mobile No.	Signature
2. Is fire detector isolation required? (completed by Contractor)			
List the fire systems in immediate vicinity of the Hot Work area			
Smoke Detection	Sprinklers/Drain down	Hydrant	Hose Reel Fire Extinguishers
Will the Smoke Detectors in the area be affected during the Hot Works? YES NO			
Note to contractor: Section 3 below. Must have UTS PM review before this form is submitted to Facilities Manager/Security. Permit Authorisers (UTS Facilities Managers)			

3. Approval to proceed (completed by UTS Permit Authoriser)		
Permit Recommended (PM)	Print Name & Mobile No.	Date of recommendation
Approval Granted (FM)	Print Name & Mobile No.	Date of Approver
Note to contractor: Contact Facilities Manager/Security Services to ensure isolation has been undertaken.		
Note to Facilities Manager/Security: MUST complete the Isolation Register adjacent to the FIP (record the mobile No. of the contractor) & add the permit to the folder in the Fire Control Room.		

4. Completion (completed by Contractor) (Responsible Officer)	
<i>I have inspected the Work Site at completion of the works and 60 minutes after and declare it to be safe for normal operations to resume.</i>	
Signature	Print Name & Mobile No.
Note to contractor: Contractor to contact Facilities Manager/Security & return to Fire Control Room to complete and sign permit in folder after firewatch completed. (FM can also close this out)	

5. Building Services/Security Services		
<i>Building Services/Security to de-isolate of all isolated Smoke Detectors & complete register.</i>		
Date & time de-isolated	Print Name of de-isolation Officer	Signature
Completed permits kept in folder for 1 month after de-isolation. Permit Authoriser informed (Project Manager/Facilities Manager for records)		