



HOT WORK PERMIT

Serial No: _____
(To be filled by AES Division)

This form may take you 5 minutes to fill in.

PART 1: (To be filled by Applicant)

Full Name :	Office Mobile Contact No:
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Email address :

Name and Address of Company / Organisation:

Hotwork site: T1 / T2 / T3 /T4 / Auxillary Bldg / Others	AOM / FM Work Permit No:
Type of work to be performed:	

Location (Unit No / Grid Line / Aircraft Parking Bay):
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CAG/ CAAS Project Officer :	Signature
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Date of Hot Work:	Duration From	hrs	to	hrs
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(To be submitted at least 3 working days before works) Allowable Hotwork timing: Mon-Fri, 0830-1800 hrs.
 *Hotwork outside the allowable timing required CAG project officer endorsement on this application form Part 1)

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 permission has been granted by AES in writing.

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 shall maintain upright & secured at all times.

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 debris and combustibles materials. Combustible floors shall be wet down, covered with damp sand, sheet metal or other non-combustible material. All edges of covers shall be flushed or sealed tight to prevent any sparks from going underneath.

All evacuation paths are to be remained clear and workers are to be familiarised with the Evacuation Route according to Evacuation Procedures

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 and secured.

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.

No hotworks such as welding, cutting and grinding shall be permitted within 3m from the safety net

Hot Work on Wall or Ceiling

Walls or ceilings shall be covered with non-combustible materials. All combustibles beneath shall be removed to a safe location away from the hotworks.

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).

Others

Main contractors are to brief all sub-contractors on AES fire safety requirements and shall be held accountable / responsible for their actions.

No extension of hotwork timing is allowed unless a joint approval from the CAAS/CAG project officer and AES has been sought.

Fire Patroller (SAA Trained)

Full Name	Date of certificate issued:
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- * 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 send photo evidence to the mobile phone of the duty FP officer at 9639 3843 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:
 1. The hot work is required by us and the location where the hot work is to be carried out; and
 2. 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 accept any stop work order(s) and/ or an AES service charge(s) (as per schedule of rates in fire safety manual) which 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.

Full Name :

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

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

Remarks To comply with ALL AES Requirements, Rules and Regulation

Name & Designation :	Signature & Date
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In case of fire, call AIRPORT EMERGENCY SERVICE at 6541-2525 (For Seletar Airport: 6481-3377)