

Agreement form execution of hot work

CODAN

Before work begins, the person ordering the work, the contractor and the fire guard (if a fire guard is required by the client or its insurance company) shall complete and sign this agreement form. If the person ordering the work is a private individual (i.e. someone with no CVR/Company Registration Number), this individual is not required to sign the agreement form. In that case, this agreement form can be used in the internal inspections of the contractor.

Hot work is a term covering work processes in which tools generating heat are used or in which work involving or producing flames, sparks and flammable heating is performed. Hot work is performed e.g. in connection with roofing, welding, cutting, soldering, drying, heating and weeding by burning.

If hot work is performed, this shall be performed in accordance with the applicable Fire Safety Guide 10, (FSG 10), published by DBI. The guidelines on page 2 of this agreement form shall be observed before work begins.

| | | |
|---|---|--|
| Place of work | Name/Company | |
| | Address | |
| | Contact person | |
| Person or company ordering hot work (the authorised representative) | Name/Company | |
| | Contact person | |
| Scope of work | Place or work in or at the building | |
| | Description of the job | |
| The contractor | Company name | |
| | Contact person | Telephone number |
| | Person(s) performing the work | |
| Period of work | Start date | End date |
| | During the time interval from | to |
| Fire guard (if required by the client and/or its insurance company) | Name | |
| | Company | Emergency call from tel. no. |
| | Fire switch (fire alarm) is found in room | |
| | Fire guard duty ends | At least 60 minutes after the completion of the hot work |
| | o'clock | minutes |
| Fire guard rounds are performed at an interval of | | minutes and ends at |
| | | o'clock |

Declaration - date and signature

We hereby declare that the guidelines on the reverse of this agreement form shall be complied with and that relevant measures shall be taken. Reference is made to Fire Safety Guide 10.

| | | |
|---|--|--|
| Date | | |
| The person/company ordering hot work (The authorised representative) | The contractor (Proprietor or individual performing the work) | Fire guard (If a fire guard is required by the its/his insurance company) |
| | | |

Responsibilities of the person/company ordering hot work

Before work begins

- Investigate whether the building is listed which means that special conditions and agreements apply.
- Investigate whether there are special insurance conditions relating to hot work. If such special conditions apply, these must be communicated to the person/contractor.
- Appoint a fire guard who will monitor the place of work during the work and for at least one (1) hour after the hot work has been completed every day (if the client or its insurance company requires a fire guard).
- Disconnect any automatic fire prevention installations. In case of regulatorily required systems, the local fire authorities must be informed of the disconnection. In case of prolonged disconnection, the insurance company should also be informed.
- Ensure that the place of work is cleared of flammable material and dust.
- Ensure that flammable material and other furniture and equipment is moved at least 10 metres away from the place of work. If this is not possible, it must be securely and safely covered or an agreement should be reached as to how the planned work can be completed without using hot work.

- Ensure that cracks and openings are tightened, e.g. at bushings and other flammable material.
- Ensure that the company and individual performing the work as well as the fire guard are familiar with applicable safety requirements, including FSG 10.
- Inform the contractor of specific risks, building structures, ventilation systems, stock, etc.
- Ensure that it is possible to alert the fire brigade.
- Ensure that this agreement form is reviewed, completed and signed and that a copy is safely archived.
- Consider applicable rules relating to working environment coordination.
- Provide a plan for safety and health (PSH), if this is required.
- Other? Note:

Once work has been completed

- Connect any automatic fire prevention installations, once the hot work has been completed.
- Other? Note:

Responsibilities of the contractor performing hot work

Before work begins

- Check that the place of work has been cleared of flammable material and dust.
- Check that flammable material and other furniture and equipment is moved at least 10 metres away from the place of work. If this is not possible, it must be securely and safely covered or an agreement should be reached as to how the planned work can be completed without using hot work.
- Check that any cracks and openings are tightened and protected, e.g. at bushings and other flammable material.
- Ensure that the individual performing the hot work holds a certificate of completed training in performing hot work.
- Making ready and setting out fire extinguishing equipment at the place of work such as hose and/or suitable portable fire extinguishing equipment as prescribed in FSG 10.
- Ensure that access and escape routes to and from the place of work are not blocked and can be readily used in the event of fire.
- Other? Note:

During the work

- Perform the work in accordance with applicable safety requirements, including Fire Safety Guide 10 and any other specific requirements. Note specific requirements under the item 'Other? Note'.
- Monitor the place of work, be aware of any sign of fire and check the place of work before leaving it.
- Other? Note:

Once work has been completed

- Inform the fire guard of the time when the hot work was completed, if the hot work requires a fire guard.
- Ensure - on completion of the work - that there is no sign of fire (if there is no fire guard).

Responsibilities of the fire guard, if a fire guard has been agreed upon

Before work begins

- Be familiar with the work being performed and the conditions as well as familiar with the applicable safety requirements, including Fire Safety Guide 10.
- Check that fire extinguishing equipment has been set up at the place of work and be trained in the use of it.
- Ensure access to a telephone or another means of striking an alarm.
- Other? Note:

During the work

- Be present and in continuous contact with the persons performing the work, monitor the work from the beginning of the hot work and carry out planned inspection rounds. The guard must also be on duty during lunch breaks and the like.
- Other? Note:

Once work has been completed

- Be present and monitor the place of work for at least one (1) hour after the completion of the hot work.
- Carry out at least two (2) inspection rounds at agreed intervals after the completion of the hot work.
- Other? Note: