



FMD-F-11-02.14.4

- Work Permit
- Hot Work Permit

TENANT/UNIT/ESTABLISHMENT: _____ BUILDING: _____

WORK TO BE DONE (SPECIFY) _____

DATE (S): _____ TIME (from) _____ (to) _____

PERSONNEL TO BE ADMITTED INTO THE PREMISES:

PROJECT Engineer/Supervisor: _____ Contact No. _____

Name of Contractor / Company: _____ Emergency No. _____

PERSON-IN-CHARGE: _____

LIST OF POWER TOOLS / EQUIPMENT	QUANTITY	CHARACTERISTIC
_____	_____	_____
_____	_____	_____
_____	_____	_____

FOR HOT WORK PERMIT:

Fire watch Personnel: _____ Welder: _____

Portable Fire Extinguisher (QTY): _____ (Oxygen-Acetylene) Welder: _____

Prepared by: _____ Designation: _____

Contractor

I hereby certify that all works to be done within the duration of this permit will be in accordance with the HOUSE RULES & REGULATIONS/CONSTRUCTION GUIDELINES set by ALI/APMC. I have understood all provisions and rules in the pre-work SAFETY ORIENTATION as conducted by the Admin personnel.

MANAGER/ TENANT/OWNER:

CONTRACTOR REPRESENTATIVE/ PROJECT LEADER:

PRINTED NAME & SIGNATURE

PRINTED NAME & SIGNATURE

APPROVED BY: _____ ASSISTED BY: MOD _____

COMMENTS: _____

Received by: _____ Date Received: _____

PRINTED NAME & SIGNATURE

INSPECTED BY:

Guard on Duty
(To record workers time of entry / exit and
equipment at logbook)

PM / TA
(For inspection the ff. Morning)

1. Dedicated fire watch personnel must be at job site 30 minutes before and after scheduled hot work.
2. At least one (1) 20 lb. ABC fire extinguisher should be available at the work area.
3. There should be no combustible materials and if there are, they should be covered with metal sheet or non-combustible cover. Appropriate ventilation should be provided when working with flammable gas.
4. The contractor and the project Engineer/ supervisor shall make sure that there will be no damage to the surrounding area.
5. Any damage to the surrounding area caused by negligence shall be charged to the contractor.
6. Contractor must clean up the area after work.
7. **Hot Work Permit should be filed everyday for the whole duration of the work.**

* Accomplish this form in two copies: (1) Tenant's/Establishment Copy and (2) Security/APMC Copy *

TERMS AND CONDITIONS

1. All work permits shall be accomplished and submitted one week prior to work commencement, in case of urgent/emergency works; APMC PM/TA shall have the discretion for approval.
2. Workers shall accomplish a “Signed” Job Hazard Analysis (JHA) (under their company logo) that will cover all activities stated in this permit and shall be submitted to the APMC PM/TA prior to Work/ Hotwork Permit application or for urgent cases, prior to the commencement of work. Absence of JHA means non-approval of work mobilization.

SAMPLE FORM:

ACTIVITY: _____

ACTIVITY PROCEDURE / STEPS	HAZARDS / IMPACT of the PROCEDURE	CONTROL MEASURES to Implement for the HAZARD

3. All works to be done shall not cause damage to exceed utility capacities of the leased area or building and shall comply with pertinent government and safety regulations in accordance with the ALI/APMC House Rules and Regulations and Construction Guidelines.
4. Painting or spraying shall be done when building is non-operational and air-conditioning is off. The Property Manager has the right to confiscate the materials and equipment which are used for painting or spraying.
5. Any work to be done that affects the adjacent tenants / common areas would be subjected for work stoppage.
6. If the merchants/ workers continue to defy, work stoppage or orders from the PM, APMC / PM have the right to confiscate materials or equipment to affect the stoppage.
7. Tampering of Work permits without the authorization of PM and other authorized representatives will automatically render the work permit void.
8. Damages caused by construction works or any procedures of the like will not render ALI/ APMC liable.
9. Any person who shall be caught smoking within the building construction area shall be banned entry to Building and shall be fined as specified on the Construction Guidelines.
10. Use of common utility has corresponding charges to be determined by the Property Manager.