

# FISP Permit

## Foam Insulated Sandwich Panel Work

### Scope

This Work Permit is required for any temporary procedure or operations being carried out on Foam Insulated Sandwich Panels (FISP), to ensure fire safety procedures are in place before work commences. The Work Permit should be applied to employees or contractors and completed signed documents to be kept in file for future reference.

In view of the combustible nature of the insulation core, any procedure involving the generation of heat, sparks or use of open flame (welding, grinding, cutting, high speed drilling etc.) should be forbidden on or in close proximity to the panels.

### Responsibility

#### Facilities Manager or Supervisor

- Ensure the FISP Work Permit is in place and adhered to when work is to be carried out on or in close proximity (within 10 metres) to Foam Insulated Sandwich Panels or exposed foam linings
- Ensure employees and contractors understand the scope and intent of the procedure
- Ensure the work is fully risk assessed and appropriate safe working methods adopted
- Ensure contractors engaged to carry out work on site have provided proof of current and adequate levels of Public Liability Insurance cover prior to commencement of any work

### Employees and Contractors

- Ensure employees and/or contractors involved in work have read, understood and fully adhere to the FISP Procedures, Precautions and Work Permit

### Procedures and Precautions

- The FISP Work Permit should provide details of the area where the work is to be performed, the nature of the work, equipment to be used and who will perform the work
- The FISP Work Permit should be issued by a designated and trained person in authority –Facilities Manager, Supervisor or nominee

- The signed and authorised FISP Work Permit must be prominently displayed at the site of the work
- It is the responsibility of the person performing the work to ensure the FISP Work Permit has been completed and authorised prior to commencement of work.
- The following precautions should be reviewed and considered during the Risk Assessment stage prior to establishing the safe working methods to be adopted. If it is agreed by the Facilities Manager, Supervisor or nominated person that not all following precautions are required, they are to strike them out of the FISP Work Permit and initial the amendment before signing the document.
  - **NO HOT WORK** to be undertaken on or in vicinity of Foam Insulated Panels
  - Where panels need to be cut, only cold cutting methods such as shearing (hand operated tools), low speed drills or hand tools are used.
  - Secure fixings to panels using adhesives (water based where possible) or mechanical fasteners. Where flammable adhesives must be used, ensure that no hazardous ignition sources (i.e. battery chargers, electrical panels or spark producing equipment) are operating within the area (approximately 3 metres).
  - Smoking and other ignition sources are not permitted during work on the panels.
  - Pipe penetrations should be sealed with a metal facing mechanically clamped or riveted onto the metal face of the panel.
  - Dispose of any panel off-cuts immediately. Waste panel material (especially cores) should be disposed of outside the building in a suitable waste bin situated at least 10 metres from the building.
  - A suitable serviceable fire extinguisher or hose-reel should be available at all times during the work.
  - All other fire protection/detection equipment (sprinklers, hose-reels, hydrants, fire alarm) should be in good working order.
  - At the end of the work, ensure that any exposed core has been resealed with a metal capping.

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## Before commencing work consider whether the job can be avoided.

When making penetrations through or undertaken cutting work involving Foam Insulated Sandwich Panels, it is important it is undertaken safely and the foam core not left exposed to avoid the risk of ignition and subsequent fire. Complying with this work permit will minimize the risk by ensuring the job is managed in a consistent manner in accordance with the necessary precautions.

Job Number:		
<b>PERMIT DURATION</b> (not to exceed one shift)		
Date:	Commencement Time:	Completion Time:
Work undertaken by:	<input type="checkbox"/> Employee <input type="checkbox"/> Contractor	
Location/Area:		
Work Involved:		
Equipment Used:		
Personnel Involved:		

Precautions Cochecklist			
<input type="checkbox"/>	No Hot Work to be undertaken	<input type="checkbox"/>	Operating equipment shut down & isolated
<input type="checkbox"/>	Sprinkler Protection in service	<input type="checkbox"/>	Automatic Fire Alarm in service
<input type="checkbox"/>	Fire extinguisher or Hose reel available	<input type="checkbox"/>	Personnel trained to use fire fighting equipment
<input type="checkbox"/>	Work area clear of debris, combustibles and flammable materials/liquids	<input type="checkbox"/>	Confined spaces checked for toxic and flammable gases, dust and oxygen levels.
<input type="checkbox"/>	Department manager/supervisor notified work to commence	<input type="checkbox"/>	All tools / equipment to be used checked and serviceable
<input type="checkbox"/>	Detail Special Precautions		

Authorisation	
<b>Authorisation</b> (Person authorizing the work)	Signed: _____ Print Name: _____
<b>Work Acceptance</b> (Person undertaking the work)	I have been briefed & understand the scope of the work to be performed, am aware of hazards present, the precautions necessary & agree to abide by these precautions. Signed: _____ Print Name: _____ Date: _____ Time: _____
<b>Post Work Check</b> (Person responsible for final checks)	Area checked and all penetrations sealed with no internal foam core exposed. Waste material has been removed and disposed securely outside building. Signed: _____ Print Name: _____ Date: _____ Time: _____

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