Hot Work Permits

For

Company:
Address:

Our safety evaluations, reports and recommendations are made solely to assist your organization in reducing hazards and the potential of hazards and accidents. These recommendations were developed from conditions observed and information provided at the time of our visit. They do not attempt to identify every possible loss potential, hazard or risk, nor do they guarantee that workplace accidents will be prevented. These safety evaluations, reports and recommendations are not a substitute for ongoing, well-researched internal safety and risk management programs. This report does not warrant that the property inspected and its operations are compliant with any law, rule or regulation.
I. General Unit:

   Address: __________________________________________

   Person Responsible for this System: ________________________________

   Telephone: ___________________ Title: _____________________

II. Purpose

   This purpose of the hot work permit system is to prevent fires and explosions whenever hot work such as welding, cutting, burning and spark-producing activities are performed outside of a regulated area set aside for this purpose such as the welding shop.

III. Approval

   Safety Coordinator: __________________________________________

   Ranking Manager: ____________________________________________

IV. Inspections

   A facility-wide inspection will be conducted by the safety coordinator, maintenance director, and department manager to designate fire and fuel source hazards and those areas that will require a hot work permit when welding, cutting, burning, or other hot work activity is performed. These inspections will be performed initially during implementation and annually thereafter.

V. Placarding

   Areas requiring hot work permits will be prominently marked with signs or placards.

VI. Training

   All employees who perform hot work activities will be trained about this procedure initially upon assignment. A refresher class will be provided annually.

VII. Procedure Review

   Each year, this procedure will be reviewed by the safety coordinator and approved by the ranking manager.

VIII. Hot Work Procedure

   A. Before any hot work is performed, a permit will be filled out by the area supervisor and the maintenance foreman to ensure the area is as free as possible from fire hazards. The permit will also designate that other precautions have been taken.

   B. The attached permit tag includes the pertinent information that must be addressed. Permits are available in the maintenance supervisor’s office.

   C. The maintenance foreman and the area supervisor will sign the permit once all precautions have been taken. The permit will be posted at the hot work site and will remain posted for at least 30 minutes after hot work has been concluded.

   D. Standby fire extinguishers and a fire watch will be present.

   E. Once the work and the 30-minute follow-up have concluded, the permit will be turned in to the maintenance supervisor and filed for 30 days.

   F. Any discharged fire extinguisher will be recharged.
Cutting – Welding – Hot Work Permit

This form is to be filled out in its entirety by the responsible person actually performing the "Hot Work" and then brought to the ____________________________ Department.

<table>
<thead>
<tr>
<th>Company:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible Person:</td>
<td>Start Time:</td>
</tr>
<tr>
<td>Work to be Performed:</td>
<td>Building:</td>
</tr>
<tr>
<td></td>
<td>Dept. Area or Equipment:</td>
</tr>
</tbody>
</table>

Is it possible to perform this work in the shop?  ☐ Yes  ☐ No

Please place a check mark if the following items have been completed

- Flame or spark-producing equipment to be used has been inspected and found in good repair.
- Sprinklers, where provided, are in commission and **will not be taken out of service while** this work is being done.
- There are no combustible fibers, dusts, vapors, gases or liquids in the area. Tanks and equipment previously containing such materials have been purged. The absence of gases or vapors has been verified by a combustible gas detection instrument. If there is a possibility of a leak developing in nearby piping, equipment or tanks, this area is being continuously monitored.
- Fire alarms **will not be taken out of service** while work is being performed. If alarm system must be inactivated during work then ________ will be contacted prior to taking alarm out of service so that a suitable "fire watch" can be coordinated.
- The work will be confined to the area or equipment specified on this permit.
- Surrounding floors have been swept clean and, if combustible, wet down.
- Contractor has ample portable fire extinguishers available and trained personnel to use them.
- All combustibles have been relocated 35 feet from the operation and the remainder protected with metal guards or flame-proofed curtains or covers (not ordinary tarpaulins).
- All floor and wall openings within 35 feet of the operations have been tightly covered.
- Responsible personnel have been assigned to provide a "Fire Watch" for dangerous sparks in the work area, as well as on floors above and below while work is being performed.
- Arrangements have been made to provide a "Fire Watch" to patrol the area, including floors above and below, during any lunch or rest period and for at least one-half hour after the work has been completed.

I attest that the above precautions have been taken.

Person Responsible for Performing Hot Work Approved