

Chapter 16 – Form 1: Hot Work Permit

CHECKLIST INSTRUCTIONS:

Permits for metal cutting and welding may be issued only by a Facilities Management Services supervisor and must be used for ALL cutting and welding done outside of designated hot work areas.

Hot work includes, but not limited to; temporary operations involving open flames or producing heat and or sparks, brazing, cutting, grinding, soldering, torch-applied roofing & welding.

Contact PUBLIC SAFETY one (1) hour PRIOR to starting cutting and welding @ 971-722-4902.

Complete the checklist below before issuing the permit.

Display the permit in a highly visible location at the job site.

Required Precautions Checklist

1. ☐ Check that available sprinklers, hose streams and extinguishers are in service and operable
2. ☐ Hot work equipment in good working condition

Requirements within 35 feet radial 'sphere' of hot work:

1. ☐ Ignitable liquid, dust, lint and oily deposits removed
2. ☐ Explosive atmosphere in area eliminated
3. ☐ Floor swept clean of combustibles
4. ☐ Combustible floor wet down, covered with damp sand or fire-resistive sheets
5. ☐ Remove other combustible material where possible
6. ☐ Otherwise, protect with Fire Marshal Approved welding pads, blankets and curtains, fire-resistant tarpaulins or metal shields
7. ☐ ALL wall and floor openings covered, or closed
8. ☐ Fire Marshal Approved welding pads, blankets and curtains installed under and around work
9. ☐ Protect or shut down ducts and conveyors that might carry sparks to distant combustible materials.

Work on walls, ceilings or enclosed equipment:

1. ☐ Construction materials verified as noncombustible and without combustible covering or insulation
2. ☐ Combustibles on other side of walls relocated or protected
3. ☐ Enclosed equipment cleaned and protected from all combustibles
4. ☐ Containers purged of flammable liquids/vapors

Fire watch/ hot work are monitoring requirements:

1. ☐ Fire watch will be provided during and for at LEAST 60 minutes after work and during any breaks
2. ☐ Fire watch is supplied with a suitable extinguisher/charged fire hose
3. ☐ Fire watch is trained in the use of this equipment and sounding alarms
4. ☐ Fire watch may be required in adjoining areas, above and below hot work activities
5. ☐ Monitor the hot work area for an additional three (3) hours after the one (1) hour fire watch.
6. ☐ Contact PUBLIC SAFETY after the fire watch has concluded and permit signed off @ 971-722-4902.

Other precautions that may be required:

1. ☐ Welding curtains in use
2. ☐ Proper ventilation
3. ☐ Confined Space or Lockout/Tagout required/used
4. ☐ Proper PPE selection/use.

Other precautions taken: _____

| | | |
|-----------------------|--------------------|---------------|
| Employee Name (print) | Employee Signature | Date (mmddyy) |
|-----------------------|--------------------|---------------|

| | | |
|-------------------------|----------------------|---------------|
| Supervisor Name (print) | Supervisor Signature | Date (mmddyy) |
|-------------------------|----------------------|---------------|

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**CAN THIS JOB BE DONE WITHOUT HOT WORK, OR IN THE SHOP?
IF NOT, ENSURE PRECAUTIONS ARE IN PLACE!
MAKE SURE SPRINKLERS ARE IN SERVICE AND FIRE EXTINGUISHERS ARE READILY AVAILABLE!**

This Hot Work Permit is required for any operation involving open flames or producing heat and/or sparks. This includes, but is not limited to, Brazing, Cutting, Grinding, Soldering, Thawing Pipe, Torch-Applied Roofing, and Welding.

WARNING!

HOT WORK IN PROGRESS WATCH FOR FIRE!

Instructions

1. **Person doing hot work:** Indicate time started and post permit at hot work location. After hot work, indicate time completed and leave permit posted for Fire Watch.
2. **Fire Watch:** Prior to leaving area, do final inspection, sign, leave permit posted and notify Permit-Authorizing Individual.
3. **Monitor:** After 4 hours, do final inspection, sign, and return to designated area.

Who, When, and Where?

| | |
|--|---------------------------|
| Hot Work Being Done By <input type="checkbox"/> Employee <input type="checkbox"/> Contractor | |
| Date | Job/Work Order No. |
| Location/Building and Floor | |
| Nature of Job/Object | |
| Name of Person(s) Doing Hot Work | |
| I verify the above location has been examined, the precautions checked on the Required Precautions Checklist have been taken to prevent fire, and permission is authorized for work. | |
| Signature of Permit-Authorizing Individual | |

Permit Expiration

| | |
|---|--|
| Time Started <input type="checkbox"/> AM <input type="checkbox"/> PM | Time Finished <input type="checkbox"/> AM <input type="checkbox"/> PM |
| Expiration Date | Expiration Time <input type="checkbox"/> AM <input type="checkbox"/> PM |

Work area and all adjacent areas to which sparks and heat might have spread were inspected during the fire watch period and were found fire safe.

| | |
|--------------------------------|-------------|
| Signature of Fire Watch | Time |
|--------------------------------|-------------|

Work area was monitored for a minimum of **4 hours** following hot work and found fire safe.

| | |
|-----------------------------|-------------|
| Signature of Monitor | Time |
|-----------------------------|-------------|

**THIS PERMIT IS GOOD
FOR 24 HOURS ONLY!**

WARNING!

**HOT WORK IN PROGRESS
WATCH FOR FIRE!**

IN CASE OF EMERGENCY:

CALL: _____

AT: _____

WARNING!

FIRE WATCH/MONITOR RECORD

| Checked by (initials) | Date | Time | Checked by (initials) | Date | Time |
|-----------------------|------|------|-----------------------|------|------|
| | | | | | |
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