

Hot Work Plan – Form 1: Hot Work Permit

CHECKLIST INSTRUCTIONS:

1. Contact PUBLIC SAFETY one (1) hour PRIOR to the start of cutting and welding @ 971-722-4902
2. Complete the checklist below before issuing the permit
3. Display the permit in a highly visible location at the job site
4. Return this *Hot Work Permit* to the Permit-Authorizing Individual or Project Manager

Required Precautions Checklist

Yes NA

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

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

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

Work on walls, ceilings or enclosed equipment:

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

Fire watch/hot work area monitoring requirements:

- ☐ ☐ Fire watch will be provided continuously for one (1) hour after work and during any breaks
- ☐ ☐ Fire watch is supplied with a suitable extinguisher or charged fire hose
- ☐ ☐ Fire watch is trained in the use of this equipment and sounding alarms
- ☐ ☐ Fire watch may be required in adjoining areas, above and below hot work activities
- ☐ ☐ Periodically monitor the hot work area for up to an additional three (3) hours after the one (1) hour fire watch, if conditions warrant.
- ☐ ☐ Contact PUBLIC SAFETY after the fire watch has concluded and permit signed off @ 971-722-4902.

Other precautions that may be required:

- ☐ ☐ Welding curtains in use
- ☐ ☐ Proper ventilation
- ☐ ☐ Confined Space or Lockout/Tagout required/used
- ☐ ☐ Proper PPE selection/use

Other precautions taken:

Person Doing Hot Work Name (print)

Signature

Date (mm/dd/yy)

Supervisor Name (print)

Supervisor Signature

Date (mm/dd/yy)

**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 the area, do final inspection, sign, leave permit posted and notify Permit-Authorizing Individual.
3. **Monitor:** After fire watch, do final inspection, sign, and return to Permit-Authorizing Individual.

Who, When, and Where?

Hot Work Being Done By <input type="checkbox"/> Employee <input type="checkbox"/> Contractor	
Date	Project/Work Order No.
Location/Building and Floor	
Description of Work	
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 (Hot Work Permits expire after 24-hours)

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
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Work area was monitored for up to **4 hours** following hot work and found fire safe.

Signature of Monitor	Time
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**THIS HOT WORK 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