

# HOT WORK PERMIT

All temporary operations, outside of a designated fire safe area, involving open flames or producing heat and/or sparks require a Hot Work Permit. This includes, but is not limited to, brazing, cutting, grinding, soldering, thawing, and welding.

## PART A

### INSTRUCTIONS FOR PERMIT AUTHORIZED INDIVIDUAL (PAI)

- A. Specify the precautions to take (or do not proceed with the work).
- B. Fill out and keep **Part A** during the hot work process.
- C. Issue **Part B** to the person doing the job.
- D. Final signoff is on **Part B**.

DATE \_\_\_\_\_ JOB NO. \_\_\_\_\_

LOCATION/BUILDING & FLOOR (Be Specific) \_\_\_\_\_

DESCRIPTION OF WORK BEING PERFORMED \_\_\_\_\_

NAME OF PERSON DOING HOT WORK \_\_\_\_\_

The above location has been examined, the precautions checked on the Hot Work Checklist have been taken to prevent fire, and permission is authorized for this work.

SIGNED: \_\_\_\_\_  
(Permit Authorized Individual (PAI))

SIGNED: \_\_\_\_\_  
(Person doing Hot Work)

SIGNED: \_\_\_\_\_  
(Fire Watch)

TIME STARTED: Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM

PERMIT EXPIRES: Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM

FILL OUT EMERGENCY INFORMATION ON BACK OF PLY 2.

### HOT WORK CHECKLIST

- Sprinklers and fire hoses in service/operable.
- Hot Work equipment in good condition (e.g., power source, welding leads, torches, etc.)
- Multi-purpose fire extinguisher and/or water pump can.

### REQUIREMENTS WITHIN 35 FEET OF WORK

- Dust, lint, debris, flammable liquids and oily deposits removed.
- Explosive atmosphere in area eliminated.
- Combustible floors (e.g., wood, tile, carpeting) wet down, covered with damp sand or fire blankets.
- Flammable and combustible material remove where possible. Otherwise protected with fire blankets, guards, or metal shields.
- All wall and floor openings covered.
- Walkways protected beneath hot work.
- Protect or shut down ducts and conveyors that might carry sparks to distant combustibles.

### WORK ON WALLS OR CEILINGS

- Combustibles moved away from other side of wall.

### WORK IN CONFINED SPACES

- Confined space cleaned of all combustibles (example: grease, oil, flammable vapors).
- Containers purged of flammable liquids/vapors.
- Company confined space guidelines followed.

### FIRE WATCH/HOT WORK AREA MONITORING

- Fire watch will be provided during and after work, including any coffee or lunch breaks:
  - 30 minutes
  - 60 minutes
  - Other \_\_\_\_\_
- Fire watch is supplied with an extinguisher, and/or water pump can, also making use of other extinguishers located throughout work area.
- Fire watch is trained in use of this equipment and familiar with location of sounding alarm.
- Fire watch is required for opposite side of walls, above, and below floors and ceilings.

### OTHER PRECAUTIONS TAKEN

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

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## PART B

### INSTRUCTIONS FOR PERMIT AUTHORIZED INDIVIDUAL (PAI)

- A. Specify the precautions to take (or do not proceed with the work).
- B. Fill out and keep **Part A** during the hot work process.
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- D. Final signoff is on **Part B**.

DATE \_\_\_\_\_ JOB NO. \_\_\_\_\_

LOCATION/BUILDING & FLOOR (Be Specific) \_\_\_\_\_

DESCRIPTION OF WORK BEING PERFORMED \_\_\_\_\_

NAME OF PERSON DOING HOT WORK \_\_\_\_\_

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SIGNED: \_\_\_\_\_  
(Permit Authorized Individual (PAI))

SIGNED: \_\_\_\_\_  
(Person doing Hot Work)

SIGNED: \_\_\_\_\_  
(Fire Watch)

TIME STARTED: Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM

PERMIT EXPIRES: Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM

### FIRE WATCH SIGNOFF

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.

Signed: \_\_\_\_\_

### FINAL CHECKUP (minimum 30 minutes after Hot Work)

Work area was monitored for \_\_\_\_\_ minutes following Hot Work and found fire safe.

Signed: \_\_\_\_\_

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- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



# WARNING

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

**IN CASE OF AN EMERGENCY:**

**CALL:** \_\_\_\_\_

**AT:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_