

# HOT WORK PERMIT REQUEST

Before beginning hot work, ask yourself, "Can this job be avoided? Is there a safer way?"

Hot work permits are required for any operation involving open flame, sparks or any heat-producing process. This includes, but is not limited to, brazing, cutting, drilling, welding, grinding, soldering and torch work.

The person performing the hot work must fill out this form in its entirety and submit it to the safety director for approval prior to beginning the project.

## General Information

Company: \_\_\_\_\_

Responsible person: \_\_\_\_\_ Phone number: \_\_\_\_\_

Date work to be performed: \_\_\_\_\_ Start time: AM / PM \_\_\_\_\_

Building: \_\_\_\_\_

Room number/area/equipment: \_\_\_\_\_

Type of work to be performed: \_\_\_\_\_

- Welding    Cutting    Grinding    Soldering    Drilling    Pipe thawing  
 Brazing    Torch-applied roofing    Electric tools    Other heat-producing process

## Planned Safety Precautions

- Perform fire watch. (List designated person.) \_\_\_\_\_
- Remove flammable and combustible materials within 35 ft of work zone.
- Guard flammable and combustible materials that cannot be removed.
- Maintain appropriate and adequate fire extinguishers.
- Sweep floors within 35-ft radius of work zone.
- Protect floors within 35-ft radius of work zone by wetting, covering with damp sand or by using fire-resistant shields.
- Protect or shut down ducts and conveyors.
- Protect walls, partitions, ceilings and roofs with fire-resistant shields or guards.
- Other

List: \_\_\_\_\_

# HOT WORK PERMIT

**A completed and signed hot work permit is required before any hot work process can begin. Both pages of this permit and the warning page are required to be posted at the work area during the hot work process or for the approved permit period.**

## Hot Work Safety Checklist

- Hot work process is located in the safest location possible or in an approved area.
- Precautions are in place to protect floors, walls, open doorways or open windows within a 35-ft radius of the work zone.
- Suitable fire extinguishing devices are available at the hot work site.
- If the worksite is inside a building equipped with a sprinkler system, the system is operational.
- If the worksite is inside a building equipped with a sprinkler system, the sprinkler heads within a 3-ft radius of hot work operations have been covered with a wet rag to prevent unwanted alarms.
- If the worksite is inside a building equipped with smoke detectors, the smoke detectors within a 3-ft radius of hot work operations have been covered to prevent unwanted alarms.
- Hot work equipment is in good repair.
- Fire watch personnel are trained on the proper use of extinguishing equipment and alarm operation.
- Fire watch is posted and will remain for at least 30 min after all hot work has been completed.
- No flammable or combustible fibers, dust, vapors, gasses or liquids are in the area.
- Floors are swept clean within a 35-ft radius of the work zone.
- Combustible floors are wet, covered with damp sand or protected by fire-resistant shields.
- Combustible materials are relocated at least 35 ft away from the work zone.
- Immovable combustibles are protected with flameproof covers or otherwise shielded with metal guards.
- Ducts and conveyors are protected or shut down.
- Combustible walls, partitions, ceilings and roofs are protected with fire-resistant shields or guards.
- No danger exists from conduction of heat through noncombustible walls, partitions, ceilings and roofs.
- There is adequate clearance between combustible material and pipes and other metals.
- There is adequate ventilation to remove smoke, vapor and dust from the work zone.
- All required lockout/tagout procedures are in place.
- Hot work operators are adequately trained.
- Contractors are advised about all hazardous materials and conditions they may encounter.
- Supervisors and employees are notified of nearby hot work operations.

# HOT WORK PERMIT

(page 2)

## Authorization

I have personally inspected the location where the above work is to be done, have checked for compliance with safety precautions listed on this permit and authorize the work to be performed.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Permit #: \_\_\_\_\_

Authorized duration of permit: \_\_\_\_\_ To: \_\_\_\_\_  
Date and Time Date and Time

**This permit is only valid as long as the working conditions existing at the time of issuance are maintained. The permit will automatically and immediately expire when any change in conditions adversely affects the safety of the work area while hot work is in progress. After a change occurs, another hot work permit must be issued before work can resume.**

**This permit and associated warning sign must be posted near the hot work site during all hot work.**

# **WARNING**

## **HOT WORK IN PROGRESS**

## **WATCH FOR FIRE**

**Stop work immediately if an emergency alarm  
signals an emergency situation in or near your work area.**

**If you have questions about these hot work operations:**

**Contact:**

\_\_\_\_\_  
(Safety Director)

**Phone number:**

\_\_\_\_\_

# **WARNING**