**HOT WORK PERMIT**

**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.

*Note: The required precautions are not optional. They are required for fire-safe hot work. Please explain all “No” responses below.*

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| **Instructions** |
| **The Permit-Authorizing Individual must:**1. Verify precautions listed at right (or do not proceed with the work)
2. Complete and retain this page
3. Give the second page to the person doing the work.
 |
| **Who, When, and Where?** |
| **Hot Work Being Done By**[ ]  Employee[ ]  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** |
| **Expiration Date** | **Expiration Time** | **[ ]  AM****[ ]  PM** |
|  |
| **Name of Assigned Fire Watch** |
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| **THIS PERMIT IS GOOD FOR 24 HOURS ONLY!** |

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| **Required Precautions Checklist** |  |
| [ ]  Available sprinklers in normal automatic mode and valve open. |  |
| [ ]  Hot work equipment in good repair. |  |
| **Assess 35 ft radial “sphere” of work for potential fire hazards:** |  |
| [ ]  Floors, work level and below, cleaned or protected. |  |
| [ ]  All other combustibles removed or shielded from sparks.* Clean horizontal surfaces (e.g. building structures, equipment, ducts, cable trays, etc.) above and below where possible.
* Remove flammable liquids, dust, lint, combustible waste, oil deposits, etc., where possible.
* If removal/cleaning is impractical, protect with fire-retardant covers, or shield with fire-retardant guards and/or curtains.
 |  |
| [ ]  Transmission or conveying of sparks to adjacent areas eliminated or protected.* Tightly cover wall/floor openings with fire-retardant material.
* Where openings cannot be sealed, suspend fire-retardant tarpaulins to help protect areas beneath.
* Isolate or shut down fans and conveyors to prevent the capturing and conveying sparks to other areas.
 |  |
| [ ]  Explosive atmosphere eliminated or potential not present. |  |
| **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:** |  |
| [ ]  Continuous fire watch provided during and for *at least 30 minutes* after hot work, including all breaks. |  |
| [ ]  Fire watch supplied with suitable extinguishers/hoses. |  |
| [ ]  Fire watch trained in the use of fire equipment and sounding alarm. |  |
| [ ]  Area to be monitored hourly for a *minimum of 6 hours* after job is completed, or longer if required. |  |
| **Other precautions that may be required:** |  |
| [ ]  Fire watch provided for adjoining areas, above, or below. |  |
| [ ]  Confined space or lock-out-tag-out required/used. |  |
| [ ]  Area smoke or heat detection disabled to eliminate false trip. |  |
| Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
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**HOT WORK PERMIT**

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

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| 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 6 hours, do final inspection, sign, and return to designated area.
 |
| **Who, When, and Where?** |
| **Hot Work Being Done By**[ ]  Employee[ ]  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** |
|  |
| **Time Started** | **[ ]  AM****[ ]  PM** | **Time Finished** | **[ ]  AM****[ ]  PM** |
| **Expiration Date** | **Expiration Time** | **[ ]  AM****[ ]  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 6 hours following hot work and found fire safe. |
| **Signature of Monitor** | **Time** |

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| **Required Precautions Checklist*****(must be retained as record of hot work activity for 6 months minimum)*** |  |
| [ ]  Available sprinklers in normal automatic mode and valve open. |  |
| [ ]  Hot work equipment in good repair. |  |
| **Assess 35 ft radial “sphere” of work for potential fire hazards:** |  |
| [ ]  Floors, work level and below, cleaned or protected. |  |
| [ ]  All other combustibles removed or shielded from sparks.* Clean horizontal surfaces (e.g. building structures, equipment, ducts, cable trays, etc.) above and below where possible.
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| [ ]  Fire watch trained in the use of fire equipment and sounding alarm. |  |
| [ ]  Area to be monitored hourly for a *minimum 6 hours* after job is completed, or longer if required. |  |
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| [ ]  Confined space or lock-out-tag-out required/used. |  |
| [ ]  Area smoke or heat detection disabled to eliminate false trip. |  |
| Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
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**WARNING!**

**HOT WORK IN PROGRESS**

**WATCH FOR FIRE!**

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| In Case of Emergency: |
| CALL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| AT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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**WARNING!**

**FIRE WATCH/MONITOR RECORD**

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