SAMPLE HOT WORK PERMIT

Completed by Crew
☐ There is no safer way than Hot Work.
Date: ______________ Time: ______________
Crew: _______________________________
Bldg./ Area: _______________________
Description of Work: ________________________

Anticipated Start Time: ________________________
Anticipated End Time: ________________________
Unusual Conditions:
☐ Confined Space  ☐ Close Quarters
☐ Potentially Hazardous Environment
☐ Work on Flammable or Combustible Containers (Follow NFPA 326)
☐ Other

Fire Watch Assigned: ☐ Yes ☐ No
Name of Fire Watch or Reasons Why None Assigned:

Post-Shift Fire Watch: ☐ Yes ☐ No
Name of Post-Shift Fire Watch or Reasons Why None Assigned:

Outside Contractor: ☐ Yes ☐ N/A
Contracts and Insurance Certificates obtained:
☐ Yes ☐ No ______________________
Hot Work Procedures have been explained to Contractor’s Rep. and will be followed:
Signed: ______________
   (Contractor’s authorized representative)
Name: __________________________
   (Contractor’s firm)

When above is complete submit permit to authorized personnel for approval, before starting work.

Time Work Start: ________ Completed: ________
Performed by: ______________________

*Post a copy of this Permit at the start of Hot Work, for 24 Hours. Bright color copy paper is recommended, to make the site evident.

Completed by Supervisor, who is the Permit Authorizing Individual (PAI). PAI must inspect the work area prior to approving Hot Work, inspect at least once each day while the hot work permit is performed to ensure that it is a fire-safe area, and make a final check. The PAI should personally see that the following fire precautions are in place.

Cutting and welding equipment in good repair............ ☐ Yes
Fire extinguishers readily available at the work site..... ☐ Yes
Water hose or 5-gallon pail(s) of water are readily accessible at the work site........................................... ☐ Yes
Sprinklers are in service.................................................. ☐ Yes ☐ N/A
Floor has been swept clear of combustibles within 35 feet of Hot Work.............................................................. ☐ Yes
Combustible floors and materials within 35 feet of Hot Work are wet down or otherwise protected........... ☐ Yes ☐ N/A
All combustible or flammable liquids within 35 feet removed.............................................................. ☐ Yes ☐ N/A
Combustibles and hydraulic lines are protected with covers, guards, welding blankets, welding pads or metal shields.......... ☐ Yes ☐ N/A
All wall and floor openings, including conveyor openings, within 35 feet of operations are covered with noncombustible material............................................ ☐ Yes ☐ N/A
Pads or protection beneath work to collect sparks....... ☐ Yes ☐ N/A
Partitions, walls, ceilings or roof in proximity of hot work verified as not containing combustible covering,
exposed foam, sandwiched foam or combustibles....... ☐ Yes ☐ N/A
Combustibles moved away from opposite side of wall on which Hot Work is performed.............................. ☐ Yes ☐ N/A
Enclosed tanks, ducts, dust collectors, other containers subject to Hot Work have been cleaned of all combustibles.... ☐ Yes ☐ N/A
Containers purged of all flammable or combustible vapors per NFPA 326 and tested........................................... ☐ Yes ☐ N/A
Confined Space Permit program also implemented..... ☐ Yes ☐ N/A
Fire watch will be provided during Hot Work and for 30 minutes thereafter........................................................... ☐ Yes ☐ N/A
Fire watch trained in the use of extinguishing equipment, fire alarm system, and procedures for notifying emergency response.................................................. ☐ Yes

THE LOCATION CITED HAS BEEN INSPECTED, THE NECESSARY PRECAUTIONS TAKEN AND PERMISSION IS GRANTED FOR THIS WORK.
(PAI responsible for cutting and welding authorization)

SIGNED: ____________________________ Time: ______________

For more Hot Work fire prevention info go to www.nfpa.org/51B  View 2009 edition online (free).

FINAL CHECK OF HOT WORK AREA MADE AT: (time & date) ________________________ (normally 1/2 hour after hot work)

PERFORMED BY: ____________________________
PAI should keep original copies of completed Permits on file.
Final inspection is usually made 1/2-hour after the completion of hot work to detect and extinguish possible smoldering fires. The inspector should be alert for circumstances that can require an extension of the final inspection interval. Management, the Permit Authorizing Individual (PAI), or the operator can extend the duration of the fire watch based on fire hazards or work being performed. An additional check, 2-hours after completion is highly recommended.