

HOT WORK PERMIT - PART B

Instructions:

- Hot work supervisor completes Box 5 and posts Part B in vicinity of hot work (PAI must initial Box 4).
- Fire watch completes Box 6 before and after work, as appropriate.
- PAI/COTR finalizes in Box 7. Part B returned to PAI for records.

SI Tracking Number

(MMDDYY)	(Facility)	(ABC/#)

4 PAI Approval	Permit Start: Date <input style="width: 60px;" type="text"/>	Time <input style="width: 40px;" type="text"/>	Permit Expires: Date <input style="width: 60px;" type="text"/>	Time <input style="width: 40px;" type="text"/>
<i>(Permit is valid for a maximum of 24 hours.)</i>				

General Information:

Requestor <input style="width: 95%;" type="text"/>	<input type="checkbox"/> Work by contractor?
Facility <input style="width: 60%;" type="text"/> Building <input style="width: 60%;" type="text"/>	Hot Work Type <input style="width: 60%;" type="text"/> <input type="checkbox"/> Emergency Request (< 48hrs notice).
Room <input style="width: 95%;" type="text"/>	Description of Work <input style="width: 95%;" type="text"/>
Location <input style="width: 95%;" type="text"/>	Name of Hot Work Operator <input style="width: 95%;" type="text"/>

5 To be completed by Hot Work Supervisor within 1-hour of work:

	Yes	N/A	REQUIREMENTS WITHIN <input style="width: 30px;" type="text"/>	OF WORK
GENERAL PRECAUTIONS				
1	<input type="checkbox"/>	<input type="checkbox"/>	Sprinklers and hose stations in service/operable.	
2	<input type="checkbox"/>	<input type="checkbox"/>	Portable fire extinguisher available.	
3	<input type="checkbox"/>	<input type="checkbox"/>	Nearest phone identified.	
4	<input type="checkbox"/>	<input type="checkbox"/>	Nearest fire alarm pull station identified.	
5	<input type="checkbox"/>	<input type="checkbox"/>	Hot work equipment in good condition (e.g. power source, welding leads, torches, etc.)	
6	<input type="checkbox"/>	<input type="checkbox"/>	Adequate ventilation available to remove smoke/vapor from work area to a safe location.	
7	<input type="checkbox"/>	<input type="checkbox"/>	Flammable liquids, compressed gas cylinders, dust, lint, and oily deposits moved/removed.	
8	<input type="checkbox"/>	<input type="checkbox"/>	Explosive atmospheres in area eliminated (e.g. use of solvents halted).	
9	<input type="checkbox"/>	<input type="checkbox"/>	Combustible floors (wood, tile, carpeting) wet down, covered with damp sand or fire blankets	
10	<input type="checkbox"/>	<input type="checkbox"/>	Combustible materials moved where possible. Otherwise, protected with fire blankets, guards, or fire resistive shields.	
11	<input type="checkbox"/>	<input type="checkbox"/>	All wall and floor openings covered.	
12	<input type="checkbox"/>	<input type="checkbox"/>	Walkways below hot work area protected.	

Less common items:

	Yes	N/A	ENCLOSED EQUIPMENT, CONTAINERS, OR VESSELS
WORK NEAR WALLS/CEILINGS			
13	<input type="checkbox"/>	<input type="checkbox"/>	Construction is noncombustible or protected.
14	<input type="checkbox"/>	<input type="checkbox"/>	Combustibles on other side of wall shielded/moved away.
15	<input type="checkbox"/>	<input type="checkbox"/>	No risk of heat conduction into another room/area, or second fire watch required for that space.
16	<input type="checkbox"/>	<input type="checkbox"/>	Equipment Locked-Out/Tagged-Out where required.
17	<input type="checkbox"/>	<input type="checkbox"/>	Enclosed equipment cleared of all combustibles.
18	<input type="checkbox"/>	<input type="checkbox"/>	Containers/vessels purged of flammable liquids and vapors.
19	<input type="checkbox"/>	<input type="checkbox"/>	Atmosphere tested for flammable vapors (% LEL) Required: ≤ 10% LEL Test Results (%) <input style="width: 60px;" type="text"/>

Name of Hot Work Supervisor <input style="width: 95%;" type="text"/>	Hot Work Supervisor Signature <input style="width: 95%;" type="text"/>	Date <input style="width: 60px;" type="text"/> Time <input style="width: 60px;" type="text"/>
<i>I verify the stated location has been examined and precautions checked on the checklist. All deficiencies and instructions identified by the PAI have been resolved and followed, respectively.</i>		

6 To be completed by Fire Watch **before** work begins:

<input type="checkbox"/> Fire watch trained in use of fire extinguishers. <input type="checkbox"/> Fire watch trained in sounding fire alarm. <input type="checkbox"/> Fire extinguisher is provided at work site. <input type="checkbox"/> Additional fire watch on site (if required).	Before	After	Name of Fire Watch <input style="width: 95%;" type="text"/> Fire Watch Signature <input style="width: 95%;" type="text"/> Date <input style="width: 60px;" type="text"/>
<i>I verify that I performed fire watch duties and was on site for after the end of hot work activities.</i>			

7 To be completed by PAI or COTR (for contractor work) upon completion of work:

Name <input style="width: 95%;" type="text"/>	<input type="checkbox"/> PAI <input type="checkbox"/> COTR	Signature <input style="width: 95%;" type="text"/>	Date <input style="width: 60px;" type="text"/>
<i>I verify that the above work is complete and the work site was inspected for signs of fire damage. Return Part B to be filed with Part A in records.</i>			
Comments or Issues <input style="width: 95%;" type="text"/>			
Last View <input style="width: 60px;" type="text"/>			

HOT WORK PERMIT FORM GENERAL INSTRUCTIONS

Summary:

The Hot Work Permit Form is to be used for conducting hot work outside of designated (fixed) hot work areas, meeting all applicable fire protection regulations. The supervisor is responsible for the hot work being performed. He / she is responsible for requesting a permit prior to work. He / she will ensure that all staff working in the area are trained and have read SI Safety Manual, Chapter 14 – Hot Work Management and Permit System. The Hot Work Supervisor will ensure that the area is inspected prior to work and that a Fire Watch is present during work and remains for at least 30 minutes after hot work is completed. The Permit Authorizing Individual (PAI) shall inspect the hot work area prior to granting a permit. The PAI will verify and sign off on the permit, with additional instruction to the Hot Work Supervisor if necessary. The permit is void unless copies of the permit are posted in the area and provided to Security Control Room Operator, Building Management and Safety Coordinator.

Part A is intended to remain with the PAI and be distributed to Security Control Room Operator, Building Management and Safety Coordinator. Part B is intended to be posted at the hot work site. The Hot Work Area Supervisor or Contracting Office Technical Representative (COTR) must return the completed Part B of the permit to the PAI on the next work day. The PAI will file both permit parts with the building records.

This form is a fill-able PDF document that can be saved with the form fields filled-in. It has been tested to work properly with Adobe Reader 10 and Adobe Reader 11. Earlier versions of Adobe Reader may not work properly.

Instructions:

- 1) The person/company requesting permission to conduct hot work fills out Box 1 on Part A. Most fields are self explanatory.
 - * Filling in the fields in Box 1 will automatically fill the same boxes on Part B of the permit.
 - * The "Facility" field should use acronyms where possible (e.g. "NMAH" instead of "American History").
 - * The "hot work type" drop-down has five basic hot work types that can be selected. If the work is not one of these types, it may be typed manually. The type of hot work will dictate the required inspection distance in the site checklist as follows:

Welding	35ft	Brazing	15ft
Grinding	35ft	Soldering	10ft
Cutting	35ft	{Other}	35ft
 - * If the requested permit start date and time is less than 48 hours from the present time, the Emergency Request check box will automatically be marked.
 - * The permit expiration date and time will be automatically calculated and filled in based on a 24-hour limit (can be manually edited to less than 24-hours if desired).
 - * The Requestor should save the filled-in permit PDF and email it to the PAI.
 - * The PAI should bring a hardcopy of Parts A & B to the site inspection.
- 2) The PAI should assign a tracking number for easier record keeping. The "MMDDYY" and "Facility" parts of the tracking number will be automatically assigned from the Requestor input. Only a number and/or letter sequence needs to be added.
- 3) The PAI must inspect the work site within 24-hours of the work, using the checklists in Box 3. Where the work is scheduled for Monday morning or after a holiday, the site may be inspected on the prior workday, if no work will occur at the site over the weekend or holiday. The PAI and Hot Work Supervisor may inspect the site together if it is within 1-hour of the work. Items 1 to 12 will always be inspected. Items 13 to 19 are less common, and may or may not be appropriate. Any items that are not applicable must be checked "N/A".
- 4) The PAI must approve or conditionally approve the hot work request and communicate the disposition to the Requestor. Where conditional approval is granted, the PAI must specifically inform the Requestor of actions required prior to the start of work. The PAI must confirm completion of required corrective actions and sign Part A (Box 3) and initial Part B (Box 4) before work begins.
- 5) The PAI must notify Building Security Control, Building Manager, and Building Safety Coordinator of approved hot work.
- 6) The Hot Work Supervisor must inspect the site within 1 hour of work using the checklist in Box 5 on Part B. The Hot Work Supervisor must follow all other instructions received from the PAI.
- 7) The Fire Watch must be on-site with a fire extinguisher prior to the start of work, and complete the appropriate parts of Box 6. Once work is complete, the Fire Watch must monitor the site for the required duration, then finish Box 6 on Part B.
- 8) The PAI or COTR must complete Box 6 on Part B, verifying that the work was complete and inspecting the work site for signs of fire damage. Any comments about or issues encountered during the hot work should be noted in Box 7. Part B must be returned and filed with Part A in the records. At the discretion of the PAI, an electronically scanned copy of the completed Part B may be returned for record.