



Hot Work Designated (Fixed) Area Permit

1. SI Tracking #

Boxes 2-4 are to be completed by the Hot Work Supervisor or Requestor

2. NAME OF BUILDING AND CONTACT NUMBER	EMERGENCY PHONE
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Parent Building

Permit Issued To	Phone
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Requested By	Phone
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3. EXACT LOCATION OF WORK AREA (Specific Area Name & Room # and/or Exterior Location)

4. TYPE OF HOT WORK *	SI OFFICE OR SI WORK GROUP
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Select Type of Work from Drop Downs.

HOT WORK PERMIT DURATION CANNOT EXCEED 6 MONTHS FROM ISSUE DATE.

PERMIT START DATE			
PERMIT EXPIRATION DATE			

This fixed hot work area complies with all applicable fire protection regulations. Changes in the configuration and/or occupancy of the fixed hot work area SHALL void this permit. The supervisor is responsible for the fixed hot work location. He/she is responsible for requesting a new permit before the currently issued permit expires or the designated hot work process or location is modified. In the event of a fire suppression system impairment, the hot work must be discontinued for the duration of the impairment.

5. The Following Section to be Completed by PAI and Supervisor.
YES or N/A must be checked for every item before signing this permit

Required Precautions Checklist-the Following Precautions have been Taken		Supervisor		PAI (Permit Authorizing Individual)	
		Yes	N/A	Yes	N/A
A	Portable firefighting equipment readily available and Hot Work Operator is knowledgeable of the location of the nearest phone and manual pull station.				
B	Hot work equipment is in good repair and required personal protective equipment is available.				
C	Precautions have been taken to ensure surrounding area within required inspection distance of is kept free of flammable liquids, dust, lint, and oil deposits.				
D	Combustibles have been removed where possible and/or items are protected with fire resistant tarps and/or shields.				
E	All wall and floor openings are covered within required inspection distance of				
F	Construction is noncombustible or protected with fire resistant tarps.				
G	Adequate ventilation is available to remove smoke/ vapor from the work area and will be discharged to a safe location.				
H	All compressed gas cylinders have been moved to a safe location.				
I	Chemical hazards (coatings, paints, cleaners, fumes, etc.) have been evaluated and removed.				

6. The following section to be completed by the Supervisor and the Permit Authorizing Individual

I verify the above location has been examined, the precautions checked on the required precautions checklist have been taken to prevent fire and permit hot work in the above designated area.

Print Name (Hot Work Supervisor)	Print Name (Permit Authorizing Individual, PAI)
Signature and Inspection Date	Signature and Inspection Date

HOT WORK MAY BEGIN AFTER IT HAS BEEN VERIFIED THAT ABOVE CONDITIONS HAVE BEEN MET, PERMIT SIGNED FOR APPROVAL AND POSTED AT HOT WORK SITE. COPIES OF THIS PERMIT HAVE BEEN DISTRIBUTED TO BUILDING MANAGER, AND SAFETY COORDINATOR.

*If multiple types of hot work are taking place in the fixed hot work area, then choose the type with the greatest inspection distance requirement among them. See Item 4 on reverse side for corresponding distance requirements.

HOT WORK DESIGNATED (FIXED) AREA PERMIT

GENERAL INSTRUCTIONS

Summary

The Hot Work Designated (Fixed) Area Permit Form is to be issued only for permanent hot work areas that comply with all applicable fire protection regulations. Hot Work associated with construction repairs and other activities/sites with changing conditions require a Daily Hot Work Permit. Changes in the configuration and/or occupancy of the fixed hot work area shall void this permit. The Hot Work Area Supervisor is responsible for the fixed hot work location. He /She is responsible for requesting a valid permit before the currently issued permit expires or if the designated hot work location/operation is modified.

The Hot Work Area Supervisor and Permit Authorizing Individual (PAI) shall inspect the fixed hot work area to verify all precautions have been taken before signing off on the permit. The permit is void unless signed copies of the fixed hot work permit have been appropriately distributed to the respective Building / Facility Manager and Safety Coordinator by the PAI. The Hot Work Area Supervisor will return all void and / or expired permits to the issuing PAI. All fixed hot work permits must be visibly posted in the fixed hot work area.

Purpose

This permit is to be used for fixed hot work areas which comply with all applicable fire protection regulations.

Reference: SI Safety Manual Chapter 14 – Hot Work.

Completing the Form

1. SI Tracking Number– Enter the appropriate control number. The OFMR group will use an SWO for the tracking number. The tracking number will be used to record labor and material cost where applicable. All individuals in the Office of Facility Maintenance & Reliability (OFMR) working on this permit should use the same number.
2. Name of Building – Select from the drop down list the location of work. If unable to find a proper location use the blank and type in the building name.

Permit Issued To & Requested By – Provide first, last name (print) and phone number with area code (xxx xxx-xxxx)
Provide an emergency phone number (xxx xxx-xxxx).

3. Exact Location of Work Area – provide additional information for location.
4. Type of Hot Work – Select from drop down menus for type of hot work. The type of hot work will dictate the required inspection distance in the checklist as follows

Welding	35ft	Brazing	15ft
Grinding	35ft	Soldering	10ft
Cutting	35ft	{Other}	35ft

SI Office or SI Work Group- Provide the SI Office or Work Group in which your Designated (Fixed) Hot Work Area will be affiliated.

Permit Start Date and Time / Permit Expire Date and Time – Select from the drop down menu. Permit expires six months from start date.

These distances are measured from the point where hot work is being conducted. Conditions of the area within the designated inspection distance must comply with the precautions listed in Item 6.

5. Required Precautions Checklist – The Permit Authorizing Individual (PAI) and Hot Work Supervisor shall use the list and check those that are appropriate (yes or n/a). The permit is **NOT** to be signed unless all items listed are marked as either “yes” or “n/a.”
6. Permit Authorizing Individual (PAI) and Hot Work Supervisor will provide first, last name (print), signature, and date . Visibly post permit in work area and return all void and/or expired permits to the issuing PAI. PAI to distribute signed copies of the permit to the Facility Manager and the Safety Coordinator.