

Hot work permit



Company name: _____

Permit Number: _____

Location: _____

Part 1 – Risk assessment and authorization

Work method assessment: Have less hazardous methods been considered? Yes No
 Why are less hazardous methods not being applied? _____

Project specific work method statement: Will a project specific work method statement be used and copy attached? Yes No

Work by: In-house staff Contractor - name: _____ Supervisor and Worker qualifications verified? Yes No

Work area risk assessment

Completed by: _____ Position: _____

- a. Work area is not a "hot work prohibited" area? Yes No
- b. Automatic sprinkler fully operational (see note 1 on back)? N/A Yes No
- c. Hot work equipment is functional, secure and in good repair? Yes No
- d. Within 10 m (35 ft) of the work area:
 - 1) Flammable liquids removed? Yes No
 - 2) Combustible materials removed or covered with fire resisting materials? Yes No
 - 3) Floors swept and overhead structure clean from dust, lint, and debris? Yes No
 - 4) Floor and wall openings protected against spread of sparks or embers? Yes No
- e. Does work involve enclosed equipment? (If yes, complete items 1 to 4)
 - 1) Adequate ventilation provided? Yes No
 - 2) Thoroughly cleaned to remove all flammables and combustibles? Yes No
 - 3) Flammable vapors purged? Yes No
 - 4) Purging and ventilation verified with gas detector? Yes No
- f. Fire watch (provided during and after hot work)
 - 1) Number of personnel required? _____ Yes No
 - 2) Location of fire watch personnel: _____ Yes No
 - 3) First aid firefighting equipment to be provided: _____ Yes No
 - 4) Fire watch duration (minutes) after work complete: 30 60 > 60 minutes _____

Note: 60 minute minimum for torch applied roofing
 g. Additional precaution required for this job: _____

Authorization: Work method assessment approved Work area risk assessment approved

1) Work location: _____

2) Work description: _____
 Permit valid for work on: Date: _____ Times - From: _____ To: _____
 Frequency: Continuous 15 minutes 30 minutes 60 minutes Other _____

Specify frequency of inspections made by the Supervisor during the hot work and the fire watch:
 Authorizer name (print): _____ Date: _____
 Authorizer signature: _____ Position: _____

Part 2 – Worker acknowledgement (completed by worker before work begins)

Worker and Fire Watch been briefed on precautions and emergency procedures? Yes No

Worker name (print): _____ Date: _____
 Worker signature: _____ Position: _____

Part 3 – Periodic work area inspections (completed by supervisor during hot work and post-work fire watch period)

Inspection time:	am / pm	Work in compliance	<input type="radio"/> Yes <input type="radio"/> No	Initials:
Inspection time: _____	_____ am / pm	Work in compliance	<input type="radio"/> Yes <input type="radio"/> No	Initials: _____
Inspection time: _____	_____ am / pm	Work in compliance	<input type="radio"/> Yes <input type="radio"/> No	Initials: _____
Inspection time: _____	_____ am / pm	Work in compliance	<input type="radio"/> Yes <input type="radio"/> No	Initials: _____
Inspection time: _____	_____ am / pm	Work in compliance	<input type="radio"/> Yes <input type="radio"/> No	Initials: _____
Inspection time: _____	_____ am / pm	Work in compliance	<input type="radio"/> Yes <input type="radio"/> No	Initials: _____

Description of any non-compliance and actions taken: _____

Part 4 – Final work area inspection (completed by supervisor at end of fire watch)

Time hot work ended: _____ am / pm

- All areas where sparks or heat might have spread have been inspected with no sign of fire.
- All fire alarm detectors isolated during the work have been reinstated.
- Work completed in accordance with this permit.

Supervisor name (print): _____ Date: _____
 Supervisor signature: _____ Position: _____ Time: _____

Part 5 – Permit close out (completed by authorizer at end of fire watch)

Permit closed based upon (check one):
 Permit and work completed in satisfactory manner
 Permit withdrawn due to: _____

Authorizer name (print): _____ Date: _____ Time: _____
 Authorizer signature: _____ Position: _____

WARNING

HOT WORK IN PROGRESS

WATCH FOR FIRE!

In case of emergency, take these actions:

Note 1: Fire protection impairments

- Only fire alarm system smoke detectors in the immediate vicinity should be isolated to avoid unwanted alarms.
- Hot work should not be permitted in any area equipped with automatic sprinklers while sprinklers are impaired.
- Where hot work cannot be avoided during a sprinkler impairment, consult with Zurich before any hot work proceeds.

Note 2: Fire watch

- Maintain an uninterrupted fire watch throughout the work area and adjacent areas.
- This includes during lunch, breaks, and shift changes.
- After work is completed, maintain the fire watch for the timeframe indicated in Part 1 of this permit.