



Hot Work Policy

Any time welding or cutting operations are to be carried out, a hot work permit system must be used by both employees or outside contractors. When a hot work request is received, the **[Welding Supervisor]** must personally inspect the proposed location of hot work and make sure that the work can be performed safely. Once this individual has determined that the area is safe, he or she signs a permit and gives a copy to the welder to post at the hot work location. The permit should list the precautions that must be taken. The hot work supervisor retains a copy as well.

A separate hot work permit should be issued for each location in which the work is to be performed. If the operation extends for longer than one shift, see the **[Welding Supervisor]**. A new permit may need to be issued.

During the operation, maintain a fire watch to observe for sparks in the hot work area as well as the floors above and below. Flameproof tarpaulins or shield screens should be used to cover nearby equipment and materials. During breaks in work, such as lunch or rest periods, fire patrols should inspect the area. After work is completed, patrols should maintain a watch for at least 30 minutes.

The following is the hot work permit form:



[XYZ COMPANY]
HOT WORK PERMIT

Permit No.: _____
Location: _____
Issued to: _____

Date: _____
Time: _____
Shift: _____

Precautions	Yes	No	Not Applicable
Atmosphere tested	_____	_____	_____
Spark-proof tools issued	_____	_____	_____
Combustible material moved	_____	_____	_____
Flameproof caps or covers in use	_____	_____	_____
Welding area enclosed	_____	_____	_____
Shield screens in use	_____	_____	_____
Standby fire watchers names:	_____	_____	_____
Ventilation checked	_____	_____	_____
Purge line with inert gas	_____	_____	_____
All openings closed to prevent spread of sparks	_____	_____	_____
Fire equipment on-site	_____	_____	_____
Type of equipment	_____	_____	_____

Additional Precautions: Patrol for 30 minutes after completion of work.

(Fire Patrol's Signature) _____

(Welding Supervisor's Signature) _____

(Production Supervisor's Signature) _____

COPY 1 - Post at worksite. Return to **[Welding Supervisor]** at completion of shift.

COPY 2 - **[Welding Supervisor]**

