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## HOT WORK PERMIT

To establish precautions which should be followed prior to any hot work operation, and to provide procedures for using hot work permits. A valid, authorized, **Hot Work Permit** is required for each hot work operation performed in City owned and operated facilities by employees, contractors or their subcontractors. The person responsible (Firesafety Supervisor) for the completion of the hot work shall ensure that all Hot Work Permit requirements are satisfied.

### General Rules for Permits

- Hot work may not be performed when a fire protection system is not operational or is impaired. In the event of a sprinkler system impairment during work, the area supervisor or contractor must be notified to cease hot work operations until the impairment can be corrected.
- Permits must not be issued for work areas that cannot be made fire safe.
- A permit is not required for designated fire-safe areas where hot work operations are routinely conducted and proper fire safeguards are already in place.
- Additional training on hot work can be found at <https://fmglobaltraining.skillport.com>.

### Hot Work Permit – Work Instructions

The Hot Work Permit procedure is as follows:

1. **Prior to start** of any hot work operation, the Firesafety Supervisor must personally **examine the work area** to confirm that the following minimum precautions have been taken:
  - Hot work equipment inspected and in **good working condition**.
  - The equipment or material to be worked on is **thoroughly cleaned** of all deposits of oil, carbon, dust, or other combustible/flammable residues.
  - Whenever possible, the hot work operation should be moved to a **designated hot work area** Shop, to minimize the risk of fire in the facility.
  - **Sprinklers**, where provided, are in commission and will not be taken out of service while this work is being done.
  - All **combustibles materials** have been located at least 35 feet from the operation and any combustible materials that cannot be moved, protected with metal guards or flameproof covers (i.e. fire-resistant tarpaulins).
  - The work will be **confined to the area** or equipment specified on the permit.
  - **Surrounding floors** have been swept clean and, if combustible, wet down.
  - Ample **portable extinguishing equipment** has been provided and is easily accessible ( i.e. extinguishers are not from the immediate area, but are additional ones).
  - Exhaust and return air fans (HVAC) within 35 feet have been turned off.
  - All **floor, wall, and ceiling openings** within 35 feet of the operation have been tightly covered to prevent sparks or slag from entering an unobserved area.
  - Hot work areas must be **isolated with tape, barricades, or traffic horses** to warn personnel from walking into and under this area when work is in progress and divert them from hazards.

- **Compressed oxygen** is not to be used under any circumstances for the purpose of ventilation, comfort, cooling, blowing dust from clothes, or for cleaning the work area.
2. In order for a Hot Work Permit to **be valid**, it must be signed **and issued by the Firesafety Supervisor**.
  3. The Firesafety Supervisor will review all appropriate emergency procedures.
  4. The Firesafety Supervisor signs the permit, removes **Part 1** and gives **Part 1a** and **Part 2** to the person doing the work who must post it in a visible location in the hot work area. The original copy of **Part 1** will be kept by the Firesafety Supervisor until the job is complete.
  5. **The person performing the hot work will indicate the start and stop times on part 2.**
  6. **During and after hot work**, the following work rules must be implemented:
    - **Fire watch** will be provided **during and for 60 minutes after work**, including any coffee or lunch breaks.
    - **Fire watch person** is supplied with a suitable fire extinguisher and properly trained in use of fire extinguisher and activation of the nearest local fire alarm.
    - The hot work area and all adjacent area (including floors above and below) must be **monitored periodically for 3 hours after the work has been completed**. When hot work is performed on or near a wall, check the other side of the wall because there is a chance that heat was transferred or radiated through the wall.
    - The **Fire watch person must sign off on Part 2** of the permit confirming fire watch is completed.
  7. Upon completion of the work, the Firesafety Supervisor will conduct a **final inspection of the area and sign off on Part 2 of permit** only if the area is fire-safe.
  8. Collect both **copies of the permit** for documentation purposes. Copies of old permits should be kept on file in the Hot Work Permit file.

# HOT WORK PERMIT

**STOP!**

Avoid hot work or seek an alternative/safer method, if possible.

This *Hot Work Permit* is required for any temporary operation involving open flames or producing heat and/or sparks. This includes, but is not limited to: brazing, cutting, grinding, soldering, torch-applied roofing and welding.

First, are there any alternatives to the hot work?

What is hot work?

What precautions are required before the start of the hot work?

What are the details of the job?

Who authorized the work? (Supervisor who assigned the work)

When does the permit expire?

Instructions		Part 1	Required Precautions Checklist
1. Firesafety supervisor: A. Verify precautions listed at right (or do not proceed with the work). B. Complete and retain Part 1. (Part 1A is for quality assurance documentation, if necessary). C. Issue Part 2 to person performing hot work.			<input type="checkbox"/> Available sprinklers, hose streams and extinguishers are in service/operable. <input type="checkbox"/> Hot work equipment in good working condition. <input type="checkbox"/> Flammable liquids, dust, lint and oily deposits removed within 35 ft. (11 m) of hot work. <input type="checkbox"/> Flammable liquid, dust, lint and oily deposits removed. <input type="checkbox"/> Explosive atmosphere in area eliminated. <input type="checkbox"/> Floors swept clean. <input type="checkbox"/> Combustible floors wet down, covered with damp sand or fire-resistant sheets. <input type="checkbox"/> Remove other combustible material where possible. Otherwise, protect with FM Approved welding pads, blankets and curtains, fire-resistant tarpaulins or metal shields. <input type="checkbox"/> All wall and floor openings covered. <input type="checkbox"/> FM Approved welding pads, blankets and curtains installed under and around work. <input type="checkbox"/> Protect or shut down ducts and conveyors that might carry sparks to distant combustible material.
Hot work by: <input type="checkbox"/> Employee <input type="checkbox"/> Contractor			<b>Hot work on walls, ceilings or roofs</b> <input type="checkbox"/> Construction is noncombustible and without combustible covering or insulation. <input type="checkbox"/> Combustible material on other side of walls, ceilings or roofs is moved away.
Date: _____ Job number: _____			<b>Hot work on enclosed equipment</b> <input type="checkbox"/> Enclosed equipment cleaned of all combustible material. <input type="checkbox"/> Containers purged of flammable liquid/vapor. <input type="checkbox"/> Pressurized vessels, piping and equipment removed from service, isolated and vented.
Location/building and floor: _____			<b>Fire watch/hot work area monitoring</b> <input type="checkbox"/> Fire watch will be provided during and for 60 min. after work, including any break activity. <input type="checkbox"/> Fire watch is supplied with suitable extinguishers, and where practical, a charged small hose. <input type="checkbox"/> Fire watch is trained in use of equipment and in sounding alarm. <input type="checkbox"/> Fire watch may be required in adjoining areas, above and below. <input type="checkbox"/> Monitor hot work area for an additional three (3) hours after the 60-min fire watch.
Nature of job: _____			<b>Other precautions taken:</b> <input type="checkbox"/>
Name (print) and signature of person performing hot work: _____			
I verify the above location has been examined, the precautions checked on the Required Precautions Checklist have been taken to prevent fire, and permission is authorized for this work.			
Name (print) and signature of firesafety supervisor/operations supervisor: _____			
Permit Expires: _____ Date: _____ Time: _____ a.m. / p.m.			
Note: Emergency notification on back of form. Use as appropriate for your facility.			
To order additional hot work permits or other FM Global resources, order online 24 hours a day, seven days a week, at <a href="http://www.fmglobalcatalog.com">www.fmglobalcatalog.com</a> .			
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Instructions for the person completing the hot work. Part 2 is hung in the area where the hot work is being performed. Emergency contact information (9-1-1) is filled out on the back.

After approval for the hot work is given by the Firesafety Supervisor, the employee performing the work marks the time the hot work started and the time the hot work was completed.

Place signature of person completing the signoff and checkup in the allocated space.

**FM** **WARNING!**  
**HOT WORK IN PROGRESS. Watch for fire!**

**PART 2**

**Instructions**

- Person performing hot work: Indicate time started and post permit at hot work location. After hot work is completed, indicate time and leave permit posted for fire watch.
- Fire Watch:** Watch area during hot work and for 60 min. after completion. Prior to leaving area, perform final inspection, sign, save permit posted and notify firesafety supervisor.
- Monitor:** Monitor area for additional three (3) hours. Perform final inspection, sign and return to firesafety supervisor.

Hot work by:  
 Employee  
 Contractor

Date: \_\_\_\_\_ Job number: \_\_\_\_\_

Location/building and floor: \_\_\_\_\_

Nature of job: \_\_\_\_\_

Name (print) and signature of person performing hot work: \_\_\_\_\_

I verify the above location has been examined, the precautions checked on the Required Precautions Checklist have been taken to prevent fire, and permission is authorized for this work.

Name (print) and signature of firesafety supervisor/operations supervisor: \_\_\_\_\_

Time started: \_\_\_\_\_ Time finished: \_\_\_\_\_

Expires: \_\_\_\_\_

Fire watch signoff: Work area and all adjacent areas, to which sparks and heat might have spread, were inspected during the watch period and were found fire-safe.

Signed: \_\_\_\_\_

Final checkup: Work area was monitored for three (3) hours following completion of the 60-min. fire watch and found fire-safe.

Signed: \_\_\_\_\_

**Required Precautions Checklist**

- Available sprinklers, hose streams and extinguishers are in service/operable.
- Hot work equipment in good working condition.
- Requirements within 35 ft. (11 m) of hot work**
- Flammable liquid, dust, fat and oily deposits removed.
- Explosive atmosphere in area eliminated.
- Floors swept clean.
- Combustible floors wet, down, covered with damp sand or fire-resistant slabs.
- Remove other combustible material when possible. Otherwise, protect with FM Approved welding pads, blankets and curtains, fire-resistant tarpaulins or metal shields.
- All wall and floor openings covered.
- FM Approved welding pads, blankets and curtains installed under and around work.
- Protect or shut down ducts and coverages that might carry sparks to distant combustible material.

**Hot work on walls, ceilings or roofs**

- Construction is noncombustible and without combustible covering or insulation.
- Combustible material on other side of walls, ceilings or roofs is moved away.

**Hot work on enclosed equipment**

- Enclosed equipment cleaned of all combustible material.
- Containers purged of flammable liquid/vapor.
- Pressurized vessels, piping and equipment removed from service, isolated and vented.

**Fire watch/hot work area monitoring**

- Fire watch will be provided during and for 60 min. after work, including any break activity.
- Fire watch is supplied with suitable extinguishers, and where practical, a charged small hose.
- Fire watch is trained in use of equipment and in sounding alarm.
- Fire watch may be required in adjoining areas, above and below.
- Monitor hot work area for an additional three (3) hours after the 60-min. fire watch.

**Other precautions taken:**

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Hot Work Permit, Part 2 of 2