



UPF HOT WORK PERMIT

Before a Hot Work Permit is issued the PAI verified the following:			
Y	N	N/A	
			Available sprinklers, hose streams, and extinguishers are in service and operable?
			Hot work equipment is in good working condition in accordance with manufacturer's specifications?
			Special permission obtained to conduct hot work on metal vessels or piping lined with rubber or plastic?
Modification to 35 foot Radius (due to operations capable or incapable of generating slag, sparks, spatter or similar mobile sources of ignition.)			
			Horizontal distance from hot work extended from 35 ft. to ____ ft.
			Vertical distance below hot work extended from 35 ft. to ____ ft.
			Vertical distance above hot work extended from 5 ft. to ____ ft.
			Horizontal distance from hot work reduced from 35 ft. to ____ ft.
			Vertical distance below hot work reduced from 35 ft. to ____ ft.
Requirements within Hot Work Zone (normally 35 ft.)			
			Flammable liquid, dust, lint and oily deposits removed?
			Explosive atmosphere in area eliminated?
			Floors swept clean and trash removed?
			Combustible floors covered with fire-resistant/noncombustible materials or equivalent?
			Other combustible storage material removed or covered with listed or approved materials (welding pads, blankets, or curtains, fire resistant tarpaulins), metal shields, or noncombustible materials?
			All wall and floor openings covered?
			Ducts and conveyors that might carry sparks to distant combustible material are covered, protected, or shut down?
Requirements for 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 moved away?
Requirements for Hot Work on Enclosed Equipment			
			Enclosed equipment cleaned of all combustibles?
			Containers purged of flammable liquid/vapor?
			Pressurized vessels, piping, and equipment removed from service, isolated, and vented?
Requirements for Hot Work Fire Watch and Fire Monitoring			
			Is Fire Watch required? If yes, verify the following precautions.
			Is Fire Watch training current?
			Fire watch is provided during and for a minimum of 30 min. after hot work, including any break activity?
			Fire watch is provided with suitable extinguishers?
			Fire watch is trained in use of equipment and in emergency notification?
			Fire watch is required in adjoining areas, above and below?
Other precautions taken			
			Have actions been taken to prevent accidental activation of smoke or heat detection systems?
			Is ventilation adequate to provide fresh air to the work location?.
COMMENTS: (i.e. Special Instructions)			



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Hot Work Permit Completion Instructions

Hot Work Permit No.	Permit Authorizing Individual (PAI) sequence number.
Requestor	The individual in charge of these tasks. Requestor also completes form sections: Location, Work Description, and Hazardous Conditions.
Location/Building/Floor	Identify the location or location(s) for this work.
Work Description	Describe Hot Work to be performed.
Hazardous Conditions	List the principal hazards (i.e., physical, chemical, etc.).
PAI Signature	Signature and Date (Do not sign until checklist has been verified.).
Permit Start Date & Time	Record date and time.
Permit Expiration Date & Time	Based upon local conditions, record date and time.
Checklist Items	<p>PAI verifies the items on checklist to ensure Hot Work can proceed.</p> <p>PAI assess the Hot Work Zone and modifies based upon local conditions by answering the five yes and no questions within "Modification to 35 foot Radius." all yes answers require a number (in feet) to be inserted into space "___" provided.</p>

Completed Work Permits

Completed Hot Work Permits are maintained by the PAI for 1 month after use. After 1 month, the PAI is to submit the completed Hot Work Permits to Document Management Center (DMC) for storage by doing the following:

1. Attach the PAI Hot Work Permit Tracking Log sheets (or a copy of the log sheets) which show the same numbers as assigned to the Hot Work Permits being sent to DMC. The Hot Work Permit Tracking Log sheets are to be on top of the package.
2. If any blanks are found on the log sheets or Hot Work Permits, use the asterisk(s) or other process for all blanks (Blank information spaces will cause the package to be rejected by DMC).
3. At the top of the top log sheet, label the package with the date span covered by the Hot Work Permit(s), e.g., April 1, 2008 – April 30, 2008.
4. Underneath date span, print, and sign name and date the package.
5. The package is then submitted to DMC.



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Fire Watch Decision Tree

