

Hot Work Permit Form

# Section I:

**HOT WORK PERMIT NO.**

\_\_\_\_\_

## Keep this section in logbook

Date Work Being Done: \_\_\_\_\_ Time Work Being Done: \_\_\_\_\_

Location (Building Name/Number or Area): \_\_\_\_\_

Description of Work to Be Done: \_\_\_\_\_

### UNUSUAL CONDITIONS:

- Confined Space
- Close Quarters
- Potentially Hazardous Environment

### WORK TO BE DONE BY:

Employee: \_\_\_\_\_  
(Welder/Cutter's Name)

Contractor: \_\_\_\_\_  
(Welder/Cutter's Name)

### PRE-HOT WORK CHECKLIST

- Inspect area
- Sweep and clean all floor areas and machinery within 30'
- Remove all combustible or flammable liquids within 30'
- Wet down 30' area or cover with damp sand, metal or other shield
- Protect all hydraulic lines with covers, guards or metal shields
- Cover all wall and floor openings with non-combustible covers
- Clean all hot work containers—including tanks, ducts and dust collectors—of combustible materials
- Purge all containers of vapor residues
- Arrange fire watch
- Arrange portable protection (fire extinguishers/hoses)
- Inspect equipment

\_\_\_\_\_ Date issued

\_\_\_\_\_ Approved by *(Person Authorized to Approve Hot Work)*

*Person Authorized to Approve Hot Work:*

**Remove this stub and give to welder/cutter performing hot work.**

**Upon completion of job, retain both parts in logbook.**

\_\_\_\_\_ *Welder/Cutter:*

**Upon completion of work, return this section of Hot Work Permit form to:**

\_\_\_\_\_ *(Person Authorized to Approve Hot Work)*



# Section II:

**Post this section at job site**

**HOT WORK PERMIT NO.**

\_\_\_\_\_

Today's Date: \_\_\_\_\_

**Permit valid for this date only!**

Time Work Started: \_\_\_\_\_

Time Work Completed: \_\_\_\_\_

## DURING HOT WORK CHECKLIST

- Automatic protection in service
- Portable protection (fire extinguishers/hoses) on hand
- Fire watch present (including during breaks and halts)
- Combustibles within 30' removed or covered
- All wall and floor openings covered
- Record time work started
- Record time work completed

## POST-HOT WORK CHECKLIST

- Remove covers used
- Wet down 30' area a second time
- Fire watch remains on hand for 30 minutes after completion
- Inspect work area final time
- Return this section of Hot Work Permit form to the individual identified on other side

Welder/Cutter verifies he/she has checked every item on the **During Hot Work** and **Post-Hot Work Checklists**, indicating all necessary precautions have been taken.

\_\_\_\_\_  
(Welder/Cutter's Signature)

\_\_\_\_\_  
(Welder/Cutter's Name)

Lined area for notes or additional information.