



# Hot Work Permit

Each permit must be registered, authorized by the person in charge, visible on site and promptly returned at the end of the last inspection.

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ am / pm

**Work executed by:** \_\_\_\_\_

Inland Star Associate       Outside Contractor

Project Manager: \_\_\_\_\_

Job Site (building and specific area): \_\_\_\_\_

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**Type of Work:** \_\_\_\_\_

Welding: \_\_\_\_\_       Grinding: \_\_\_\_\_

Cutting: \_\_\_\_\_       Brazing: \_\_\_\_\_

Heating: \_\_\_\_\_       Other: \_\_\_\_\_

Work will begin at: \_\_\_\_\_

Permit expiration: (max 8 hours) \_\_\_\_\_

**Permit issuer:**  
I inspected the worksite and verified the list of requirements handed to the worker.  
Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

**Worker:**  
I undertake to respect all of the requirements outlined on the permit.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

**Revoked permit:** Date: \_\_\_\_\_ Time: \_\_\_\_\_ am / pm

Reason: \_\_\_\_\_

Name of person who revoked the permit: \_\_\_\_\_

**Fire Supervisor required:**       Yes       No

Name (please print): \_\_\_\_\_

**Monitor the worksite during work, breaks, lunch breaks and 60 minutes after the work is complete.**

**Inspection of the site after completion of hot work:**  
An inspection is required upon completion of the hot work and a constant surveillance must be maintained 30 minutes after the end of the work by the fire supervisor. A final inspection is conducted 1 hour later by the permit issuer.

Inspections	Time	Name of Inspectors
Work ended ***		_____ (Contractor / worker)
After 30 minutes		_____ (Inspection by fire supervisor)
After 1 hour		_____ (Permit issuer or representative)

**\*\*\* Advise upon completion of work contact and provide permit to Permit Issuer and reactivate any disabled zone on the fire alarm system.**

**Required equipment:**

Portable extinguisher       Fire – resistant sheet

Pump tank       Spark screen

Charged fire hose       Radiation screen

Smoke evacuator       Other \_\_\_\_\_

**Fire Procedures: Evacuate endangered persons; immediately sound the alarm by pulling a manual fire station or other available means available on site; Extinguish an incipient fire with a portable extinguisher (if safe). Otherwise, evacuate using the nearest emergency exit.**

## List of Required Precautions:

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- Automatic sprinklers, hoses and portable extinguishers are in service and operational.
- Hot work equipment is in good operating condition and safely installed.

### Precautions within a 15-meter Radius (50 feet)

- Restrict access to the worksite.
- Install fire-resistant spark screens.
- Install fire-resistant radiation screens.
- Eliminate any risk of an explosive atmosphere in the area (combustible vapors or dust).
- Remove all flammable liquids, dust, powders and oily products.
- Remove all other combustible materials. Otherwise, use fire-resistant sheets, spark screens or metal partitions.
- Sweep the floors.
- Protect combustible floors with fire-resistant sheets or plates.
- Cover all wall and floor openings with fire-resistant sheets.
- Inspect the area to detect any hazards for the workers and set-up preventive measures accordingly.
- Suspend any nearby activity that may constitute a danger (dust collector, nearby painter, solvent, glue, etc.).
- Ventilate the area with appropriate ventilating equipment, if there is a risk of smoke.
- Ensure that sprinkler heads are covered.
- Ensure that detection devices are disabled in the area.

### Work on Walls and Ceilings

- Ensure that the construction is non-combustible, without combustible coating or insulation.
- Install fire-resistant salvage covers below the job site when work is being performed in upper levels.
- Move away combustible matters on the other side of the walls.
- Ensure that there is no heat transfer through conduction to adjoining areas.

### Work in Confined Spaces or Enclosed Equipment

- Apply the lockout procedure.
- Apply the confined space procedure.
- Remove any combustible matter from the equipment.
- Purge the containers to eliminate any flammable liquid/vapor.

### Fire Watch

- Appoint a fire supervisor.
- Ensure that the job site is monitored during work and one hour after, including breaks and lunch breaks.
- Ensure to have the proper extinguishers and small hoses.
- Be familiar with the use of extinguishers and sound the alarm.
- Determine if a fire watch is necessary in adjoining areas, upper and lower levels. If so, where? \_\_\_\_\_
- Apply any other conditions deemed necessary by the permit issuer.

### Verification of Equipment

- Conduct the necessary inspections on the equipment prior to use.
- Inspect hoses on gas equipment and protect against damage.
- Inspect gas bottles, pressure gauges and connections and protect against any damage (gas equipment).
- Protect electric cables against any damage.
- Have an appropriate and operational extinguisher in place, as well as a pump tank.

### Personal Safety Equipment

- Use the required personal safety equipment to protect the face, eyes and body against high heat, radiation, noise and smoke (ex. long sleeve shirt, welding helmet, visor, etc.).

# **WARNING!**

## **HOT WORK IN PROGRESS WATCH FOR FIRE!**

**IN CASE OF EMERGENCY:**

**CALL:** \_\_\_\_\_

**AT:** \_\_\_\_\_

# **WARNING!**