

# HOT WORK PERMIT

BEFORE INITIATING HOT WORK, CAN THIS JOB BE AVOIDED?  
IS THERE A SAFER WAY?

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

Date:

## Permit Checklist

Building:

Location:

Description of hot work:

Name of Hot Work Operator:

Is a Fire Watch required?

Yes  
 No

A Fire Watch should be posted if

- Combustible materials within a 35-foot radius of hot work cannot be removed.
- Wall or floor openings within a 35-foot radius of hot work expose combustible materials in adjacent areas, including concealed spaces in walls or floors.
- Combustible materials are adjacent to the opposite side of partitions, walls, ceilings or roofs and are likely to be ignited.
- It is deemed necessary by the Government Designated Authority.

— Flammable and combustible materials within a 35-foot radius of hot work have been removed or covered with fire retardant tarps or metal shields.

— All floors and surfaces within a 35-foot radius of the hot work area have been swept free of combustible dust or debris.

— Any openings or cracks in the walls, floors, or ducts that are potential travel passages for sparks, heat and flames have been covered.

— An operable fire extinguisher is nearby and accessible.

— Sprinkler heads that could be activated by hot work have been covered with a wet rag.

— Smoke detectors in the area of hot work have been covered to prevent false alarms.

— A Fire Watch has been posted, if it is required, during hot work operations and for 30 minutes after work has been completed.

**AUTHORIZATION:** The information on this permit has been evaluated, the site has been examined and all safety measures are in place.

Signed: \_\_\_\_\_  
Government Designated Authority

CELRE-SO

MEMORANDUM FOR All Area Office Employees

SUBJECT: Hot Work Permits

1. Reference EM 385-1-1(15 September 2008) Section 10.C. concerning fire protection in the vicinity of welding and cutting operations. Hot work permits are required when this work cannot be moved to a location free of combustibles.
2. A hot work permit shall be completed prior to performing any welding or cutting operation in a location where combustible or flammable materials are located. The Government Designated Authority (GDA) is required to inspect the work area prior to the start of operations, ensure safety measures are implemented and sign the permit.
3. The permit will be reviewed at the pre-work meeting and made available upon request. A copy of the completed permit shall be forwarded to the Safety Office.
4. Each employee is responsible for complying with applicable safety requirements, wearing prescribed safety equipment, reporting unsafe conditions, preventing avoidable accidents, and working in a safe manner.