



Insurance

Risk Management, Portland, OR

Property Protection Program 06/25/2015

HOT WORK PERMIT SYSTEM

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 by City of Portland personnel, contractors or their subcontractors. It is the responsibility of the responsible supervisor, or a properly trained and designated alternate, to ensure that all hot work permit requirements are satisfied.

General Rules for Permits

- Hot work permits must not be issued in areas affected by sprinkler system impairments. 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.
- All employees who will authorize hot work, conduct hot work or serve as fire watch must be trained in the proper use of the hot work permit system. FM Global offers free online training on the use of the FM Global Hot Work Permit System at <https://fmglobaltraining.skillport.com>.

Hot Work Permit – Work Instructions

The Hot Work Permit procedure is as follows:

- Prior to start of any hot work operation, the responsible supervisor must personally examine the work area to confirm that the following minimum precautions (also listed on FM Global Hot Work Permit) 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. These 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.
- In order for a hot work permit to be valid, it must be first signed and issued by the responsible supervisor.
- The responsible supervisor will review all appropriate emergency procedures.

- The responsible 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 responsible supervisor until the job is complete.
- The person performing the hot work will indicate the start and stop times on part 2.
- 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 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.
- Upon completion of the work, the responsible supervisor will conduct a final inspection of area and sign off on Part 2 of permit only if the area is fire-safe.
- Collect both copies of the permit for documentation purposes. Copies of old permits should be kept on file in the Hot Work Permit file.
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Figure 1

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.

Instructions

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.

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 _____

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 www.fmglobalcatalog.com.

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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, lint and debris removed.
- Explosive atmosphere eliminated.
- Area swept clean.
- Combustible floors wet down, covered with damp sand or fire-resistant sheets.
- Remove other combustibles where possible. Otherwise, protect with FM Approved welding pads, blankets and curtains, fire-resistant tape and fire 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 conveyors that might carry sparks to distant combustible material.
- Hot work on walls, ceilings or roofs**
- Construction is noncombustible 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 gas/vapor.
- Pressurized 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:

Figure 2

Completion time should be logged.

After the 60 minute active fire watch is complete, sign the permit.

After the 3 hour passive fire watch is complete, the supervisor collects the permit and signs.