

# Hot Work Permit

**Before initiating hot work, ensure precautions are in place.  
Make sure an appropriate fire extinguisher is readily available.**

Completing this Hot Work Permit is required before starting any operation that involves an open flame or produces heat and/or sparks. This includes, but is not limited to: welding, brazing, cutting, grinding, soldering, roofing, thawing pipe, and similar applications involving heat.

## Step 1: Complete the Basic Precautions Checklist

Verify that all of the following precautions have been completed or do not proceed with the work.

### General precautions:

- Available sprinkler system, hoses and portable fire extinguishers are in service/operable
- All hot work equipment is in good repair

### Requirements within 50ft (15m) of work:

- Floors swept clean of combustibles
- Flammable liquids, dust, lint and/or oil deposits removed
- Explosive atmospheres eliminated
- All wall and floor openings are covered
- All combustibles removed or covered with fire resistive sheets or metal shields
- Combustible floors wet down, covered with damp sand or fire-resistive sheets

### Requirements for work on walls, ceilings or enclosed equipment:

- Building construction is non-combustible and without combustible covering or insulation
- Combustibles are moved away from the other side of the walls, ceilings or equipment
- Provisions are in place to guard against the danger of conduction of heat to another area
- Enclosed equipment is cleaned of all combustibles
- Containers are purged of flammable liquids/vapours, and inerted

### Fire watch and work area monitoring:

- A fire watch will be maintained during and for 60 minutes after the work is completed
- The fire watch person has an appropriate fire extinguisher and is trained in its use
- Fire watch includes monitoring applicable areas adjacent to the work
- A final check of the work area is to be made 4 hours after the work is completed

## Step 2: Complete and retain this permit

### Instructions

- 1) Persons performing hot work: Record time started and display permit in hot work area. After the hot work is completed, record the time and leave the hot work permit for fire watch.
- 2) Fire Watch: Watch the area during hot work and after completion. Prior to leaving the area, perform a final inspection, sign the permit, leave it displayed and notify the permit authorizer.

Date: \_\_\_\_\_ Job #: \_\_\_\_\_

Hot work is being done by:  Employee  Contractor

Name of the person doing the hot work: \_\_\_\_\_

Location (building/floor): \_\_\_\_\_

Work to be done: \_\_\_\_\_

Start time (a.m./p.m.): \_\_\_\_\_ Finish time (a.m./p.m.): \_\_\_\_\_

**I verify that the above location has been inspected and required precautions (e.g. Provincial Fire Code, CSA W117.2, NFPA 51B and FM 10-3) have been taken to prevent fire and permission has been granted to perform the work.**

Permit expires (date/time): \_\_\_\_\_ Signature: \_\_\_\_\_

Emergency contact name: \_\_\_\_\_ Emergency contact number: \_\_\_\_\_

**This permit is valid for one day only.**