

# South Euclid Fire Department

# HOT WORK PERMIT

**CAN THIS JOB BE DONE WITHOUT HOT WORK, OR IN THE SHOP?  
IF NOT, ENSURE PRECAUTIONS ARE IN PLACE!**

**MAKE SURE SPRINKLERS ARE IN SERVICE AND FIRE EXTINGUISHERS ARE READILY AVAILABLE!**

This Hot Work Permit is required for any operation involving open flames or producing heat and/or sparks.

This includes, but is not limited to, Brazing, Cutting, Grinding, Soldering, Thawing Pipe, Torch-Applied Roofing, and Welding.

*Note: The Required Precautions are not optional. They are required for fire-safe hot work. Please explain all "No" responses below.*

## Instructions

### The Permit-Authorizing Individual must:

- Verify precautions listed at right (or do not proceed with the work)
- Complete and retain this page
- Give the second page to the person doing the work.

## Who, When, and Where?

### Hot Work Being Done By

- Employee  
 Contractor

Date

Job/Work Order No.

Location/Building and Floor

Nature of Job/Object

Name of Person(s) Doing 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 work.

Signature of Permit-Authorizing Individual

## Permit Expiration

Expiration Date

Expiration Time

- AM  
 PM

Name of Assigned Fire Watch

**THIS PERMIT IS GOOD  
FOR 24 HOURS ONLY!**

## Required Precautions Checklist

- Available Sprinklers in Normal Automatic mode and valve open.  
 Hot Work equipment in good repair.

### Assess 35 ft radial "sphere" of work for potential fire hazards:

- Floors, work level and below, cleaned or protected.  
 All other combustibles removed or shielded from sparks.
- Clean horizontal surfaces (e.g. building structures, equipment, ducts, cable trays, etc.) above and below where possible.
  - Remove flammable liquids, dust, lint, combustible waste, oil deposits, etc., where possible.
  - If removal/cleaning is impractical, protect with fire-retardant covers, or shield with fire-retardant guards and/or curtains.
- Transmission or conveying of sparks to adjacent areas eliminated or protected.
- Tightly cover wall/floor openings with fire-retardant material.
  - Where openings cannot be sealed, suspend fire-retardant tarpaulins to help protect areas beneath.
  - Isolate or shut down fans and conveyors to prevent the capturing and conveying sparks to other areas.
- Explosive atmosphere eliminated or potential not present.

### Work on walls, ceilings or enclosed equipment:

- Construction materials verified as noncombustible and without combustible covering or insulation.  
 Combustibles on other side of walls relocated or protected.  
 Enclosed equipment cleaned and protected from all combustibles.  
 Containers purged of flammable liquids/vapors.

### Fire watch/hot work area monitoring requirements:

- Continuous fire watch provided during and for *at least 30 minutes* after hot work, including all breaks.  
 Fire watch supplied with suitable extinguishers/hoses.  
 Fire watch trained in the use of fire equipment and sounding alarm.  
 Area to be monitored hourly for a *minimum 6 hours* after job is completed, or longer if required.

### Other precautions that may be required:

- Fire watch provided for adjoining areas, above, or below.  
 Confined Space or Lock-Out-Tag-Out required/used.  
 Area smoke or heat detection disabled to eliminate false trip.

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

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# WARNING! HOT WORK IN PROGRESS WATCH FOR FIRE!

### Instructions

- Person doing hot work:** Indicate time started and post permit at hot work location. After hot work, indicate time completed and leave permit posted for Fire Watch.
- Fire Watch:** Prior to leaving area, do final inspection, sign, leave permit posted and notify Permit-Authorizing Individual.
- Monitor:** After 6 hours, do final inspection, sign, and return to designated area.

### Who, When, and Where?

<b>Hot Work Being Done By</b>	
<input type="checkbox"/> Employee	
<input type="checkbox"/> Contractor	
<b>Date</b>	<b>Job/Work Order No.</b>
<b>Location/Building and Floor</b>	
<b>Nature of Job/Object</b>	
<b>Name of Person(s) Doing Hot Work</b>	
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 work.	
<b>Signature of Permit-Authorizing Individual</b>	
<b>Time Started</b>	<input type="checkbox"/> AM <input type="checkbox"/> PM
<b>Time Finished</b>	<input type="checkbox"/> AM <input type="checkbox"/> PM
<b>Expiration Date</b>	<b>Expiration Time</b> <input type="checkbox"/> AM <input type="checkbox"/> PM

Work area and all adjacent areas to which sparks, and heat might have spread were inspected during the fire watch period and were found fire safe.

<b>Signature of Fire Watch</b>	<b>Time</b>
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Work area was monitored for a minimum of 6 hours following hot work and found fire safe.

<b>Signature of Monitor</b>	<b>Time</b>
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### Required Precautions Checklist

*(must be retained as record of hot work activity for 6 months minimum)*

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  - Hot Work equipment in good repair.
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  - All other combustibles removed or shielded from sparks.
    - Clean horizontal surfaces (e.g. building structures, equipment, ducts, cable trays, etc.) above and below where possible.
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Other: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# WARNING!

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

IN CASE OF EMERGENCY:

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

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

# WARNING!

## FIRE WATCH/MONITOR RECORD

Checked by (initials)	Date	Time	Checked by (initials)	Date	Time