

COUNTY OF HENRICO HOT WORK PERMIT

Before starting hot work, review all safety precautions.

Can this work be avoided or is there a safer way, if so, do not authorize work!

This hot work permit is required for any temporary operation involving open flames or producing heat and/or sparks such as welding, cutting, brazing, grinding, soldering, or torch-applied activities.

Rev. 0 – 03/2021	Part 1	Permit Number
Instructions		
Supervisor: 1. Complete precaution checklist at right 2. Complete this form and retain Part 1 3. Issue Part 2 to competent person performing hot work		
Permit Information		
Hot work permit requested by:		
<input type="checkbox"/> Employee <input type="checkbox"/> Contractor		
Location and/or floor:		
Description of hot work:		
PPE Required:		
<input type="checkbox"/> Welder's hood with appropriate lenses <input type="checkbox"/> Welder's gloves <input type="checkbox"/> Leather jacket/clothing <input type="checkbox"/> Head Protection <input type="checkbox"/> Hearing Protection <input type="checkbox"/> Respirator Type/cartridge: _____ <input type="checkbox"/> Other: _____		
Employee Performing Hot Work		
Name:		
Signature:		
<i>I verify the above information has been examined, the precautions checked on the Required Precautions Checklist have been taken to prevent fire, and permission is authorized for this work.</i>		
Hot Work Supervisor Approval		
Name:		
Signature:		
Date:		
Permit Dates		
Permit Activated	Date:	Time:
Permit Expires	Date:	Time:
Date and time work completed	Date:	Time:
Final Fire Watch Check-up	Date:	Time:
Fire Watch Inspector Signature (below)		
Signature:		
Required Precautions Checklist		
<input type="checkbox"/> Sprinkler protection in service (if present) and hose and extinguishers available <input type="checkbox"/> Hot work equipment is in good working order		
Requirements within 35 ft. of hot work		
<input type="checkbox"/> Flammable liquid, dust, lint and oily deposits removed and floor swept clean <input type="checkbox"/> Explosive atmosphere in area eliminated (hot work shall not to be conducted in a classified area unless the area is made safe) <input type="checkbox"/> Nearby activities evaluated for conditions that could be effected by hot work <input type="checkbox"/> Path of likely sparks evaluated <input type="checkbox"/> Combustible floors wet down, covered with damp sand or fire-resistive sheets <input type="checkbox"/> Remove other combustible material where possible. Otherwise, protect with approved welding pads, blankets and curtains or metal shields <input type="checkbox"/> All wall and floor openings covered <input type="checkbox"/> Fire resistive covers and metal shields provided as needed <input type="checkbox"/> Protect or shut down ducts and conveyors that might carry sparks to distant combustible material <input type="checkbox"/> An appropriate fire extinguisher is located in the hot work area		
Hot work on walls, ceilings or roofs		
<input type="checkbox"/> Construction is noncombustible and without combustible covering or insulation <input type="checkbox"/> Combustible material on other side of walls, ceilings or roofs is moved away		
Hot work on enclosed equipment (i.e., welding on the outside of tanks)		
<input type="checkbox"/> Enclosed equipment cleaned of all combustible material <input type="checkbox"/> Containers purged of flammable liquid/vapor <input type="checkbox"/> Pressurized vessels, piping and equipment removed from service, isolated and vented		
Hot work inside of enclosed spaces (i.e., inside of tanks)		
<input type="checkbox"/> Adequate ventilation provided <input type="checkbox"/> Atmosphere checked with gas detector per confined space permit <input type="checkbox"/> Area purged of any flammable or toxic vapors <input type="checkbox"/> If required, other safety compliance is in place: Lock-Out/Tag-Out, working at heights, live electrical work, etc.		
Hot work/Fire Safety Notifications		
<input type="checkbox"/> Location of nearest fire alarm known <input type="checkbox"/> If no alarm present, what method will be used to raise the alarm? (List in "Other Precautions/Special Instructions" space below)		
<input type="checkbox"/> Escape routes maintained and known by personnel		
Fire Watch/Hot Work area monitoring		
<input type="checkbox"/> Fire watch will be provided for a minimum of 60 minutes after work has ceased. The supervisor may extend fire watch period if necessary. <input type="checkbox"/> Fire watch personnel are provided with suitable fire extinguishers. <input type="checkbox"/> Fire watch trained in use of equipment and in sounding alarm <input type="checkbox"/> Hot work area monitored up to 3 hours after work ends		
Other Precautions/Special Instructions:		
<input type="checkbox"/> _____ <input type="checkbox"/> _____		

Warning!

Hot Work in Progress

Watch for Fire!

Rev. 0 – 03/2021	Part 2	Permit Number
Instructions		Required Precautions Checklist
Supervisor: 1. Complete precaution checklist at right 2. Complete this form and retain Part 1 3. Issue Part 2 to competent person performing hot work		<input type="checkbox"/> Sprinkler protection in service (if present) and hose and extinguishers available <input type="checkbox"/> Hot work equipment is in good working order
Permit Information		Requirements within 35 ft. of hot work
Hot work permit requested by: <input type="checkbox"/> Employee <input type="checkbox"/> Contractor		<input type="checkbox"/> Flammable liquid, dust, lint and oily deposits removed and floor swept clean <input type="checkbox"/> Explosive atmosphere in area eliminated (hot work is not to be conducted in a classified area unless made safe)
Location and/or floor:		<input type="checkbox"/> Nearby activities evaluated for conditions that could be effected by hot work <input type="checkbox"/> Path of likely sparks evaluated
Description of hot work:		<input type="checkbox"/> Combustible floors wet down, covered with damp sand or fire-resistive sheets <input type="checkbox"/> Remove other combustible material where possible. Otherwise, protect with approved welding pads, blankets and curtains or metal shields
PPE Required: <input type="checkbox"/> Welder's hood with appropriate lenses <input type="checkbox"/> Welder's gloves <input type="checkbox"/> Leather jacket/clothing <input type="checkbox"/> Head Protection <input type="checkbox"/> Hearing Protection <input type="checkbox"/> Respirator Type/cartridge: _____ <input type="checkbox"/> Other: _____		<input type="checkbox"/> All wall and floor openings covered <input type="checkbox"/> Fire resistive covers and metal shields provided as needed <input type="checkbox"/> Protect or shut down ducts and conveyors that might carry sparks to distant combustible material <input type="checkbox"/> An appropriate fire extinguisher is located in the hot work area
Employee Performing Hot Work		
Name:		
Signature:		
<i>I verify the above information has been examined, the precautions checked on the Required Precautions Checklist have been taken to prevent fire, and permission is authorized for this work.</i>		
Hot Work Supervisor Approval		
Name:		
Signature:		
Date:		
Permit Dates		
Permit Activated	Date:	Time:
Permit Expires	Date:	Time:
Date and time work completed	Date:	Time:
Final Fire Watch Check-up	Date:	Time:
Fire Watch Inspector Signature (below)		
Signature:		
<input type="checkbox"/> _____ <input type="checkbox"/> _____		

WARNING!
HOT WORK IN PROGRESS
WATCH FOR FIRE!

In case of emergency:

Call:
Phone:

FIRE WATCH

Maintain fire watch throughout work. Watch must be maintained uninterrupted throughout lunch, breaks and all shifts. **Complete inspection of work area and adjacent areas must be conducted every 30 minutes for between 1 and 4 hours after work is complete.** The supervisor will determine the appropriate length of time a fire watch is to be maintained depending on the type of hot work conducted and the potential for fire.

Return this hot work tag to the hot work supervisor upon completion of fire watch.