

## Checklist/ Summary of Hot Work Procedures

### When Hot Work needs to be performed, these procedures shall be followed:

- There is a mutual responsibility for safety in Hot Work procedures between management, contractors, the PAI(s), HWO, and Fire Watch.
- Hot Work must be approved by the Project Manager, Facility Manager or Building or Site Supervisor.
- Determine if the work can be done any other way besides Hot Work
- If not, determine the PAI(s), HWO and Fire Watch.
- The PAI(s), HWO, Fire Watch are communicated with so everyone understands the possible hazards, protection needed and any restrictions.
- Contractors must complete the training and show certification.
- PAI(s) inspects the area thoroughly, (equipment, walls, ceilings, floor coverings) as stated in Sections 4.0 and 5.0 All hazards must be either removed or protected by UL Listed or acceptably rated coverings.
- PAI(s) completes permit, gets all signatures and posts the Hot Work Permit and all appropriate signs in the area.
- PAI(s) considers whether separate Fire Watch is needed. If so, establishes it and obtains appropriate signatures.
- The appointed HWO, after being authorized by the PAI(s), follows the procedures as stated in Section 5.0, proceeds with the Hot Work, and reports to the PAI(s) upon completion of Hot Work.
- The Fire Watch completes tasks as referred to in Section 8.0, and reports to the PAI(s) upon completion of Fire Watch activities.
- Fire Watch signs Permit before HWO begins, and after successful and safe inspection of area is completed (minimum of 60 minutes after Hot Work is completed).
- Fire Watch or PAI(s) monitors area for at least 60 minutes.
- PAI(s) re-inspects area to ensure safety, that there are no smoldering flames, waiting at least one hour after Hot Work is complete,
- PAI(s) sign off on Permit, removes signage and cancels Permit if area is safe and secure.
- PAI(s) file cancelled Permit with the applicable maintenance or project manager's office.
- PAI(s) must check the area one more time before leaving for the day to verify there are no smoldering flames or embers a minim