



# Hot Work Permit

Before completing this form, review planned hot work operations for less hazardous alternatives such as moving to exterior location or using non-sparking/non-flame mechanical methods for repair.

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## Part 2 Instructions:

1. Person Conducting Work: Post issued permit in visible location near work area. Upon completion, record date/time and notify the permit issuer or fire watch.
2. Fire Watch: After conducting required fire watch, sign permit and record the date/time of fire watch completion. Notify the permit issuer fire watch has ended.
3. Final Work Area Reviewer: Conduct final area review, sign and date time of final completion, and remove permit from area for records retention.

## Work Details:

Work Performed by: ☐ Employee ☒ Contractor  
Name(s): Central Roofing  
Work Location (Building/~~Area~~): \_\_\_\_\_

## Hot Work Type:

- ☐ Brazing ☐ Thawing Pipe  
☐ Cutting ☐ Welding Torch  
☐ Grinding ☒ Applied Roofing  
☐ Soldering ☐ Burning  
☐ Other \_\_\_\_\_

## Approval & Tracking:

Work area has been fully inspected, necessary precautions have been taken, and permission is granted for this work: ☒ Yes ☐ No

Permit Issuer Name: \_\_\_\_\_

Jim Brookshaw

Signature: \_\_\_\_\_

[Signature]

Permit Issue Date: 7/7/25

Permit Expiration: \_\_\_\_\_

Date: 31/10/25 Time: 1630

Job/Task/PO Number: Newport Civil Code  
Hot Work Permit Number: \_\_\_\_\_

## Completion Signatures:

Person Conducting Work: \_\_\_\_\_

Date/Time: \_\_\_\_\_

Fire Watch: \_\_\_\_\_

Date/Time: \_\_\_\_\_

Final Completion: \_\_\_\_\_

Date/Time: \_\_\_\_\_

## Required Precautions Checklist

General Precautions:

☒ Planned task and permit information reviewed with

precautions taken as necessary.

☒ Work confined to area/equipment specified in permit only.

☒ Sprinkler protection, hose streams & fire extinguishers in-service, unobstructed and fully operational.

☒ Operational fire extinguishers (or charged fire hose lines) within reach of each fire watch.

☒ Hot work equipment is approved and in good condition.

☒ Area Within 35 ft. (11 m) of Hot Work:

☒ Noncombustible construction confirmed with no combustible coverings, insulation, or core material.

☒ Combustible roof and floor construction protected by fire resistive tarpaulins or curtains, metal shields or other noncombustible shields/barriers.

☒ No work is being done on walls, roofs, or floors with combustible sandwich-type panel construction.

☒ All wall, floor, and duct openings have been covered.

☒ Combustibles have been removed from opposite sides of walls, ceilings, roofs, and floor or additional fire watch has been added where applicable.

☒ Fire resistive tarpaulins have been suspended beneath work area to collect sparks where applicable.

## Hot Work With Enclosed Equipment:

☒ Equipment has been cleaned of all combustibles.

☒ Containers have been purged of flammable/combustible liquids, vapors and gases.

☒ Pressurized vessels & piping have been removed from service, isolated & vented.

☒ Stored and electrical energy equipment has been removed from service and isolated.

☒ Work area atmosphere LEL reading, if required: \_\_\_\_\_

## Fire Watch & Monitoring:

☒ Fire watch continuous during entire hot work task and for one hour after completion.

☒ Fire watch trained in use of fire extinguishers and/or charged fire hose line(s).

☒ Fire watch trained on inherent area and hot work hazards, those conducting hot work and with authority to take necessary actions including stopping work if required.

☒ Additional fire watch posted on lower floors and adjacent areas subject to spark or heat source spread or drop below.

☒ Area monitoring for three hours after fire watch conclusion by approved method.