

**Appendix A: HOT WORK PERMIT**

A hot work permit is required for any operation involving open flames or producing heat and/or sparks outside of a designated hot work area. It must be authorized by a Designated Supervisor and posted at the hot work site. File the finished permit in your department and send a copy to RMSO (Wyoming Hall, Room 102), Phone: (307) 766-3277, Fax: (307) 766-6116.

**If the required precautions cannot be satisfied, hot work is not permitted.**

<b>Inspection Date:</b>	<b>Work Order # (if applicable):</b>
<b>Location (building, floor, room #):</b>	<b>Name(s) and department(s) of Hot Work Operator(s):</b>
<b>Description of hot work and special precautions:</b>	
<b>Authorization</b>	
This permit is valid for the pre-designated time period listed below and only so long as safe work conditions exist. It expires on any change in condition that adversely affects safety in work area. Multi-day permits require a safety walkthrough at least once a day.	
<b>Designated Supervisor Name (print) :</b> _____ <b>Signature:</b> _____	
<b>Start Date and Time:</b> _____ <b>Expiration Date and Time:</b> _____	
<b>Precautions Checklist</b>	
<b>General</b>	
YES NO N/A	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Hot work operator, Fire Watch, and Designated Supervisor are familiar with the UW Hot Work Program.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Hot work equipment is in good working condition.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Workers are fitted with appropriate safety equipment.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Hot work area is adequately ventilated.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Workers know the locations of the fire alarm and firefighting equipment.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Fire detection and/or sprinkler system is in service.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Fire alarm has been silenced.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Hot work permit and warning sign are posted on site.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Other potentially affected persons (i.e., contractors, occupants) have been notified.
<b>Requirements within 35 ft. (11m) of work</b>	
YES NO N/A	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Combustibles and flammables within 35 feet of work are removed or protected with approved shielding.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Floor and wall openings are covered or sealed with non-combustible material.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Duct and conveyor systems are shielded, shut down or both.
<b>Work near walls or ceilings</b>	
YES NO N/A	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Construction is noncombustible and without combustible covering or insulation.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Combustibles adjacent to walls (on both sides) are removed.
<b>Work on and near containers and equipment</b>	
YES NO N/A	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Enclosed equipment cleaned of all combustibles.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Containers purged of flammable liquids and vapors combustible gas monitoring performed.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Fume hoods cleared by RMSO.
<b>Final inspection (to be performed after work is completed)</b>	
YES NO N/A	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Fire alarm was reactivated.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Hot work area was inspected 30 minutes after hot work was completed.