

Date: _____ Time: _____

Building/Room Location: _____

Department: _____ Shop: _____

Contractor: _____ **NA** _____

Work Order/ Description of Work: _____

Special Precautions/Comments: _____

CSUN Hot Work Checklist

Before approving and signing the Hot Work Permit, the work area and equipment shall be checked by the Permit Authorizing Individual (PAI) to confirm that all applicable precautions noted in this checklist have been taken.

1. Check all items that apply to this job.

SAFETY AND PERSONAL PROTECTIVE EQUIPMENT REQUIRED

- Hard hat
- Goggles
- Safety glasses with side shields
- Face shield
- Welding helmet with tint protection
- Respirator
- Hearing protection
- Gloves
- Leather apron
- Emergency shower and eyewash
- Other _____

POTENTIAL HAZARDS

- Toxic
- Corrosive
- Radioactive
- Electrical
- Thermal
- Stored Energy
- Mechanical
- Spills
- Other _____

ISOLATION REQUIRED

- Cleaning/purging
- Ventilation
- Signs/barriers
- Welding curtain/shield
- Clothes/tarps
- Lockout/tagout
- Disconnect mechanical linkages
- Secure moving parts
- Other _____

2. The following procedures/precautions are required. Check compliance.

- Communication procedures and devices are in place
- Ventilation is acceptable
- Employees are trained in the hot work permit process, emergency notification, and evacuation procedures
- A first aid kit is available
- A fire extinguisher is available
- Egress is not blocked
- Welding and cutting equipment is in safe condition
- Tools and lighting are maintained in safe condition
- Barricades/cones are used **NA** _____
- Inside building, smoke detectors are in service **NA** _____
- In sprinklered building, sprinklers are in service **NA** _____
- Electric Shop or fire alarm maintenance contractor is contacted to assist with fire alarm system issues **NA** _____

3. The following procedures/precautions are required within 35 feet of the hot work. Check compliance.

- Combustible and flammable liquids and materials are removed or are protected from heat or sparks by barricades or shielding **If No, See Section 5**
- Floors are free of oil, grease, and solvent residue
- If applicable, wall and floor openings are covered with fire resistive material **NA** _____
- If applicable, fire resistive covers are suspended beneath work to collect sparks and protect floor from sparks **NA** _____
- If applicable, overhead structure is cleaned of dust, lint, and debris **NA** _____
- If applicable, surfaces are wetted down **NA** _____

**4. Is work being done in a confined space? Yes ___ No ___
If yes, please indicate compliance with the following required item.**

- Confined space permit is completed

5. A Fire Watch shall be required where any of the following conditions exist. Check all that apply.

- Combustible or flammable materials in building construction or contents are closer than 35 feet to the point of operation and are not protected from heat or sparks by barricades or shielding
- Combustible materials are more than 35 feet away but are easily ignited by sparks
- Wall or floor openings within a 35 feet radius expose combustible materials in adjacent areas, including concealed spaces in walls or floors
- Combustible materials are adjacent to the opposite side of partitions, walls, ceilings, or roofs and are likely to be ignited

**6. Is a Fire Watch Required? Yes ___ No ___
If yes, please indicate compliance with the following required items.**

- Fire Watch is provided during and 30 minutes after operation
- Fire extinguisher is provided and personnel are trained in use
- Personnel are trained in emergency procedures and notification
- Name of Fire Watch Personnel: _____

AUTHORIZATION

I have checked the location where the work is to be performed and necessary precautions as indicated on this permit checklist have been taken. The checklist is complete.

Permit Authorizing Individual: _____
Signature: _____

Employee Performing Work: _____
Signature: _____

Emergency Contact: _____

FINAL CHECK

A final check was made 30 minutes after completion of the hot work operation unless fire watch is provided. The work area and all adjacent areas to which sparks and heat may have spread (including floors above and below and on opposite sides of wall/s) were checked and were found fire safe.

Signed: _____
Permit Authorizing Individual

Time Completed: _____

- Fire Watch Complete **NA** _____

Signed: _____
Fire Watch Personnel