

Department	Environmental, Health and Safety	Document no	EHS-065
Title	Hot Work Permit Procedure		

4.10 All completed *Hot Work Permits* shall be retained for twelve months on site.

5.0 PROCEDURE

5.1. Initiation of Hot Work Permit

5.1.1 Prior to commencement of any hot work, the Engineering or Facilities representative must be contacted to obtain a blank *Hot Work Permit* form.

5.1.2 In consultation, all involved parties (person requesting permit, designated fire watch and Engineering representative) have to complete the *Hot Work Permit* form including the section for the safety precaution checklist. Alternatives for hot work can also be considered during the consultation stage.

5.1.3 The hot work to be performed must be discussed with the area manager highlighting the activities, length of the permit, and any possible impact the work will have on other colleagues / operations and products.

5.2. Utilization of Hot Work Permit

Hot work will be performed in accordance with the conditions, instructions and duration of the permit.

5.3. Completion of Hot Work Permit

5.3.1 The area must be checked for smouldering embers and hot slag after the hot work is completed.

5.3.2 The duration of the smouldering and hot slag check depends on the nature of the Hot Work performed. If a major work operation had been performed, the check needs to be done after a period of sixty minutes. Otherwise, if a minor hot work operation had been performed, the check can be done after a period of thirty minutes.

5.3.3 After the hot work has been deemed completed (including all checks), the EHS representative should be notified of the hot work completion and must sign the *Hot Work Permit* form to close the permit off.

5.3.4 The area manager should also be notified regarding completion of Hot Work Activity and closure of Hot Work Permit.

5.3.5 The completed permit should then be returned to the EHS Representative Engineering Representative who will then keep the Hot Work Permit on file.

6.0 DEFINITIONS / ACRONYMS

Major Hot Work Operation	A major hot work operation is classified as such if the hot work operation involves multiple welds, large scale fabrication and construction, or any other complex task.
Minor Hot Work Operation	A minor hot work operation is classified as such if the hot work operation involves single/double welds, small-scale fabrication and construction, or any other simple task.
PPE	Personal Protective Equipment