SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

Hot Work Permit Program Checklist

Regulation: 29 CFR 1910.252(a)(1)

FACILITY	AREA OR EQUIPMENT ID	DATE	SHIFT
INSPECTED BY (PRINT)		SIGNATURE	

1. Procedure checks

Tick each step as it is done, in this order.

DONE	CHECK	NOTES
☐	No permit, no hot work outside the designated area, contractors included	
☐	Can the piece move? Take the job to the welding bay instead	
☐	Clear or cover every combustible within 35 feet	
☐	Sweep the floor and cover cracks, drains, and openings	
☐	Stage a charged extinguisher at the job before the first spark	
☐	Post the fire watch; they do nothing else while work runs	
☐	Keep the watch at least a half hour after the last spark	
☐	Final inspection, sign the permit closed, file it	

2. Compliance checks

Tick each item that is in place. The citation after an item is the paragraph that requires it.

DONE	CHECK	NOTES
☐	A designated hot work area is established, and a written procedure with a designated permit authorizing individual governs hot work everywhere else **29 CFR 1910.252(a)(2)(xiii)**	
☐	The permit authorizing individual inspects the area before each job and grants authorization in the form of a written permit **29 CFR 1910.252(a)(2)(iv)**	
☐	Movable work goes to the designated area; movable hazards are relocated; immovable hazards are guarded; and where neither is possible the work is not performed **29 CFR 1910.252(a)(1)**	
☐	Combustibles are relocated at least 35 feet from the work site where practicable, and those remaining are protected with flameproofed covers or shielded with guards or curtains **29 CFR 1910.252(a)(2)(vii)**	
☐	Floors are swept clean for a 35 foot radius where combustible material is present, and combustible floors are wet down, covered with damp sand, or shielded, with shock protection for arc work on wet floors **29 CFR 1910.252(a)(2)(v)**	

☐	Floor and wall openings, cracks, open doorways, and open or broken windows are protected so sparks cannot reach combustible material below or in adjacent areas **29 CFR 1910.252(a)(2)(i)**	
☐	Suitable fire extinguishing equipment is staged at the work site in a state of readiness for instant use **29 CFR 1910.252(a)(2)(ii)**	
☐	Portable extinguishers used for hot work are maintained under the facility extinguisher inspection program **29 CFR 1910.157**	
☐	A fire watcher with equipment and training is posted whenever required, watches all exposed areas including the opposite side of worked-on partitions, and remains at least a half hour after work stops **29 CFR 1910.252(a)(2)(iii)**	
☐	No hot work occurs in unauthorized areas, while sprinkler protection is impaired, in actual or potential explosive atmospheres, or near large quantities of exposed readily ignitible material **29 CFR 1910.252(a)(2)(vi)**	
☐	Equipment worked on is isolated and locked out where the work requires de-energization **29 CFR 1910.147**	
☐	Contractors are advised of flammable materials and hazardous conditions they may not be aware of, and perform hot work only under this facility's permit **29 CFR 1910.252(a)(2)(xiii)**	
☐	Every permit is closed with a documented final inspection, and closed permits are filed and retrievable for insurance loss control review	

WARNINGS

Never start hot work while the sprinkler system is impaired or near flammable storage

Never skip or shorten the fire watch: smoldering fires ignite after the torch is gone

Never weld or cut a used drum, tank, or container that has not been thoroughly cleaned

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE