POLICY

It is a requirement to use the FM Global Hot Work Permit system (or pre-approved equivalent) at Ageia facility for all hot work operations by employees, contractors or their subcontractors. The hot work operations requiring the use of the permit system are outlined on the following pages. The owner of this policy and all related material is Executive Director and will hereafter be referred to as the Firesafety Supervisor.

DEFINITIONS

To establish precautions which should be followed prior to any hot work operation, and to provide procedures for using hot work permits. A valid, authorized, Hot Work Permit is required for each hot work operation performed by the facility personnel, contractors or their subcontractors. It is the responsibility of the Firesafety Supervisor, or a properly trained and designated alternate, to ensure that all hot work permit requirements are satisfied.

General Rules for Permits

- Hot work permits must not be issued in areas affected by sprinkler system impairments. In the event of a sprinkler system impairment during work, the area supervisor or contractor must be notified to cease hot work operations until the impairment can be corrected.
- Permits must not be issued for work areas that cannot be made fire safe.
- A permit is not required for designated fire-safe areas where hot work operations are routinely conducted and proper fire safeguards are already in place.
- All employees who will authorize hot work, conduct hot work or serve as fire watch must be trained in the proper use of the hot work permit system. FM Global offers free online training on the use of the FM Global Hot Work Permit System at https://fmglobaltraining.skillport.com.

PROCEDURES

The Hot Work Permit procedure is as follows:

1. Prior to start of any hot work operation, the Firesafety Supervisor must personally examine the work area to confirm that the following minimum precautions (also listed on FM Global Hot Work Permit) have been taken:
   - Hot work equipment inspected and in good working condition.
   - The equipment or material to be worked on is thoroughly cleaned of all deposits of oil, carbon, dust, or other combustible/flammable residues.
   - Whenever possible, the hot work operation should be moved to a designated hot work area shop, to minimize the risk of fire in the facility.
   - Sprinklers, where provided, are in commission and will not be taken out of service while this work is being done.
2. In order for a hot work permit to be valid, it must be first signed and issued by the Firesafety Supervisor.
3. The Firesafety Supervisor will review all appropriate emergency procedures.
4. The Firesafety Supervisor signs the permit, removes Part 1 and gives Part 1a and Part 2 to the person doing the work who must post it in a visible location in the hot work area. The original copy of Part 1 will be kept by the Firesafety Supervisor until the job is complete.
5. The person performing the hot work will indicate the start and stop times on part 2.
6. During and after hot work, the following work rules must be implemented:
   - Fire watch will be provided during and for 60 minutes after work, including any coffee or lunch breaks.
   - Fire watch person is supplied with a suitable fire extinguisher and properly trained in use of fire extinguisher and activation of the nearest local fire alarm.
   - The hot work area and all adjacent area (including floors above and below) must be monitored periodically for 3 hours after the work has been completed. When hot work is performed on or near a wall, check the other side of wall because there is a chance that heat was transferred or radiated through the wall.
   - The Fire watch person must sign off on Part 2 of the permit confirming fire watch is completed.
7. Upon completion of the work, the Firesafety Supervisor will conduct a final inspection of area and sign off on Part 2 of permit only if the area is fire-safe.
8. Collect both copies of the permit for documentation purposes. Copies of old permits should be kept on file in the Hot Work Permit file.
• Alternatives?
• Hot Work Definition
• Who’s doing the work?
• What & where is the job?
• Who approved the start of work?
• When does the permit expire?
• Required Precautions Checklist
After work is complete the completion time should be logged.

After the 60 minute active fire watch is complete the fire watch signs here.

After the 3 hour passive fire watch is complete the supervisor collects permit and signs here.

RELATED POLICIES/REFERENCES

Fire Safety and Disaster Plan