1.0 Introduction:
A HOT WORK Permit is required for any operation that involves open flames or producing heat and/or sparks. This includes, but is not limited to: brazing, cutting, grinding, soldering, torch-applied roofing and welding.

This procedure shall apply to all Texas A&M Health Science Center (HSC) employees, students or contractors performing work in an existing HSC building. When hot work is performed outdoors, necessary precautions should be taken to ensure combustible materials have been cleared and the risk of fire has been eliminated.

These procedures do not apply to areas that are specifically designed for such operations, (i.e. maintenance shop areas and designated welding areas) or to new construction where there is no attachment to existing buildings.

The Texas A&M Health Science Center will use the FM Global “Hot Work Permit System” to document its Hot Work Permit Procedures.

2.0 Before Hot Work:
• First, seek alternative methods to hot work.
  a) Search for an equally effective way to join, trim, or sever without compromising mechanical integrity.
  b) When practical, objects to be welded, cut or heated should be moved to a designated safe location, i.e. maintenance shops.
• If there is no alternative to hot work and the area in question is fire safe, a Hot Work Permit will be issued to authorize the hot work.
  a) If possible, perform the work when the facility is not occupied.
  b) Shut down hazardous processes in the affected area.
• Before issuing the permit, the responsible person representing the HSC shall be made aware of exactly what the work will involve, and verify all precautions listed on the permit have been taken in addition to the following:
  a) Verify existing automatic fire suppression systems remain in service.
  b) Verify portable fire extinguishers are available in immediate and surrounding areas.
  c) Advise the emergency response team and security personnel about the hot work activity, including its location and involved personnel.
  d) Make sure only qualified employees or contractors perform the hot work.
  e) Make sure all personnel involved with hot work job know when and how to summon emergency assistance, should it be needed.
  f) Explosives, compressed gas cylinders or stored fuel shall be moved at least 50 feet from the hot work area or have been protected from the hot work.
• Verify person performing hot work has prominently displayed the completed permit in the hot work area.
3.0 During Hot Work:
   A fire watch that is trained in the proper use of fire extinguishing equipment and emergency procedures shall be assigned to the hot work area (if work is being performed by an outside contractor, the contractor shall be responsible for providing fire watch personnel) and is responsible for the following:
   - Stay near the person performing the hot work.
   - Close all doors and fire doors and check to be sure there is no significant gap under the door or along its sides. Sparks can roll under a closed door and ignite combustible material outside the hot work area.
   - Make sure the work area remains free of combustible material and pads and blankets are not moved.
   - Never leave the area while work is in progress or during breaks unless relieved by a qualified replacement.
   - Stops the hot work if improper conditions develop.
   - Is ready to sound the alarm and use an extinguisher or fire hose if a fire starts.

4.0 After Hot Work:
   The appointed fire watch shall be responsible for the following:
   - Monitor the hot work area for at least four hours after the job is finished.
   - The first hour, monitor the work site and adjacent areas all the time.
   - The next three hours can be checked by electronic surveillance or another suitable option like a trained alternate for the fire watch or a security guard.

5.0 Permit Process:
   The responsible person representing the HSC shall complete the Hot Work Permit as the Fire Safety/Operations Supervisor.
   - HSC representative completes Part 1 of the permit verifying all precautions listed have been taken. (This part is retained for our records, and as a reminder a permit has been issued).
   - HSC representative completes top portion of Part 2 and section indicating when the permit expires. Permit shall expire at end of shift or 8 hours; whichever is shorter.
   - Part 2 is then issued to the person performing the work.
   - Person performing the work indicated time started and displays permit in work area.
   - After work is complete, the person performing the work indicates time finished on the permit, obtains required signatures, and returns permit to HSC representative.
HOT WORK PERMIT PROCEDURE

TAMHSC Hot Work Permit Program

Front Side of FM Global Permit

Back side of FM Global Permit: To be displayed in Hot Work Area