



Hot Work Permit Instructions

PURPOSE:

The purpose of this document is to provide instructions on how to properly perform the required task involved when assigned or using a Hot Work Permit in the Bel Brands USA Little Chute facility.

SCOPE:

This program is required for any work activities with potential to produce ignition sources or excess heat, such as welding or cutting, brazing, grinding, soldering, thermal resistance heating, or torching.

RESPONSIBILITIES:

The Maintenance Lead is responsible for filling out a Hot Work Permit for any jobs that require it.

PROCEDURES:

These are general instructions that the Maintenance personnel must follow when performing a job with a Hot Work Permit.

1. The Maintenance Lead fills out the Hot Work Permit, assigns to one of the Maintenance department employees and provides with the Work Order.
2. The Maintenance employee tarps off area (floor to ceiling) if work occurs during production hours.
3. A flash shield is set up along the perimeter of work area.
4. The Maintenance employee completes the task according to the Work Order and hot Work permit.
5. The Maintenance employee cleans tools and debris, and remove tarps and flash shield.
6. The Maintenance employee signs off on the Work Order and forwards to Sanitation department if the Sanitation checkbox is marked.
7. Maintenance employee writes the SAP work order on the Hot Work Permit and in the SAP work order header description section. Please reference work instructions [Q3LCM029 Hot Work Permit and Sanitation Instructions for SAP PM Work Orders](#).
8. Sanitation completes the cleaning of the equipment / area and signs off on the Work Order.

Policy Effective Date: 4/13/2012	Creation Date: 4/13/2012 Revision Date: 5/5/2014	Document #:Q3LCM030 Revision No.: 1
----------------------------------	---	--



Hot Work Permit Instructions

EXAMPLES:

Sample of Hot Work Permit:

Proforma T & L Forms Inc. (887) 275-0222 PRO-2898 (11/11)

HOT WORK PERMIT

0056906

A hot work permit is required for any work activities with potential to produce ignition sources or excess heat, such as: cutting or welding operations, brazing, grinding, soldering, thermal resistance heating, or torch applied roofing work, if the operation cannot be performed in a designated hot work area.

Effective Date 3/12/14

Permit Expires: Date 3/12/14 Time 2:00 PM

Location (Building and floor) PH 3
WO 708 63172

Description of hot work to be performed WELD POST

Special/Other Procedures _____

Emergency Notification Procedures 9-911

Name(s) of person(s) doing work SEAN

Name(s) of fire watch Bob

I have reviewed the hot work area and verify that all necessary hot work precautions have been taken, and I am authorizing the work to begin.

[Signature]
Signed (Authorized Issues)

Signed (Operations Supv.) _____

MATRIX RISK CONSULTANTS
redefining / services

937 886 0000
888 4 IMPAIR
info@axa-matrixrc.com

No hot work to be permitted:

- A. If work can be moved to a designated hot work area, or can be reasonably done without hot work.
- B. While sprinklers/hose systems are out of service.
- C. In the presence of flammable or explosive dust or gases and/or flammable, combustible or reactive chemical vapors and liquids.
- D. In areas or on equipment not specifically listed on the permit.

Verify and Check (✓) Hot Work Precautions before proceeding

- ☒ Shut down any hazardous operation that will be exposed by this hot work. Any containers or piping containing flammable liquids or vapors should be purged.
- ☒ Notify area supervisor when any hot work is performed in an operating area of the plant.
- ☒ Before hot work is started, the authorized permit issuer must personally examine the area and arrange for the necessary safeguards below prior to issuing permit.
- ☒ Assign fire watch, trained in the use of fire extinguisher/hose systems, and knowledgeable in sounding plant alarms.
- ☒ Provide fire watch for adjoining areas, including floors above and below hot work where applicable.
- ☒ Provide at least one portable ABC rated fire extinguisher. If combustibles are exposed, a charged fire hose should be provided.
- ☒ Retrace all combustibles 35 ft. from hot work operations if possible. Completely protect remainder with metal guards, flameproof taps or metal covers. Any floor or wall openings within 35 ft. of hot work should be tightly covered.
- ☒ Sweep floors clean and wet down floors and surroundings if combustibles are exposed. Combustible floors should be wet down and covered with damp sand or noncombustible sheets.
- ☒ Patrol the hot work area, including floors above and below, during any lunch or rest periods, and for at least 1 hour after work is completed.
- ☒ Assure hot work equipment is in good repair.
- ☒ Display permit in hot work area.

Policy Effective Date: 4/13/2012

Creation Date: 4/13/2012

Document #:Q3LCM030

Revision Date: 5/5/2014

Revision No.: 1



Hot Work Permit Instructions

Records:

Record	Storage Location	Responsibility	Minimum Retention	Indexing	Disposal
Hot Work Permit	Maintenance Department	Maintenance Lead	2 years	N/A	shred
Work Order	Maintenance Department	Maintenance Lead	2 years	N/A	shred

Document Revision History:

Document Author: Mark Riemer	Date Created: 4/13/12
-------------------------------------	------------------------------

Revision:	Sec./Para. Changed:	Change Made:	Effective Date:
New	New	Document creation	4/13/12
1	Updated for new WI & HWP	Added bullet 7 to reference Q3LCM426-WI and updated HWP picture reference	5/05/14

Document Distribution

Location	Number of copies
KII	electronic
Maintenance office	1

Policy Effective Date: 4/13/2012	Creation Date: 4/13/2012 Revision Date: 5/5/2014	Document #:Q3LCM030 Revision No.: 1
----------------------------------	---	--