

HOT WORK PERMITS - Things to Know:


- Creating this new phase on the work order is creating the permit. It is no longer necessary to send copies of the permit to anyone, all shop permit information will be contained within AiM.
- Do NOT create a hot work phase when an outside contractor is doing the hot work. If a UW employee is performing the Fire Watch, create a regular phase when necessary for the employee to use on their timecard [do not use hot work as the work code on the phase].
- If UW employees are doing both the hot work and the fire watch, but they are not in the same shop create the hot work phase for the person/shop doing the hot work. Be sure to mark the employee as “Primary” even though there is only one name assigned. Marking the name primary is what prints the employee’s name in the appropriate space on the permit. Manually write the name of the employee doing the fire watch in the appropriate space on the printed permit.
 - Create a second regular phase when needed for the employee doing the fire watch to use for their timecard [do not use hot work as the work code on the phase].
- Always create the hot work permit phase BEFORE you start doing the hot work. You should have the printed permit available on the job site when doing the hot work.
- Remember that the work situation can be a very dynamic process and allow enough time for the duration of the permit to actually get the hot work and fire watch done. When a large time frame is entered in the Estimated Start and End fields, someone will contact the shop to get a more exact time for the inspector.
- Take the printed permit to the job site when doing the hot work. After completion of the hot work, be sure to sign and date the permit, return it to your shop Supervisor to be kept on file for one year.
- Shop Supervisors who want to view their permits can create a personal query in AiM using the Shop field and Work Code = Hot Work.
- The hot work permit phase will need to have the Status changed to Work Complete like any other phase.
- If multiple instances of hot work are done on the same job, create a new hot work phase for each time hot work is done. This will preserve the history of all hot work completed on a job including the shop/trade, employee names, and the dates of each instance.

HOT WORK PERMIT AiM PROCESS STEPS

When it is required that a permit be obtained for doing "Hot Work," a new Phase must be created on the Work Order including the following:

1. [PHASE] **DESCRIPTION** should be a basic description of the work which will be displayed on the report under the heading "Type of Hot Work". For example: 1 - Grind Bolts, or 2 – Roofing.
NOTE: If the work location is not available on the Phase Location field, type it in here. For example: Grind Bolts – loading dock at back of building
2. [PHASE] **EXTRA DESCRIPTION** should include notes that will appear on the report under the heading "Special Conditions". This should include the preventive measures that will be taken. For example: 1 - "Sparks will be shielded from flammable materials," or 2 - "Have a bucket of water and a fire extinguisher"

Example 1 of the Hot Work Permit

University of Washington Facilities Services			
APPLICATION FOR TEMPORARY HOT WORK PERMIT			
Code 4913		Temporary Land-based Hot Work	
<u>Aug 26, 2014</u> Date Issued		<u>Aug 27, 2014</u> Permit Expiration Date	
1 SUPERVISOR NAME JOHN J. CARROLL	Supervisor Phone# 2066851445		
LOCATION of HOT WORK PLANT SERVICES BUILDING 101			
TYPE of HOT WORK TEST: GRIND BOLTS		Work Order 079809	
Person Performing Hot Work: JEFFERY R. BELSKY (858002349)			
Person Performing Fire Watch: ART WHEATLEY (853001521)		Watch Start 07:00:00 PST end 15:30:00 PST	
Permit applications may be submitted online at : *****			
2 Permission is hereby granted to conduct hot work at the location designated herein, in accordance with the attached conditions, all noted special conditions, and all applicable provisions of the Seattle Fire Code, federal, state and local regulations.			
Special permit conditions: SPARKS WILL BE SHIELDED FROM FLAMMABLE MATERIALS			
THIS PERMIT IS NULL AND VOID IF PERMIT CONDITIONS ARE NOT ATTACHED			
All of the following conditions must be met prior to the issuance of a permit.			
1. Management shall designate a facility employee to be the "responsible person" who shall be responsible for overseeing the			

Example 2 of the Hot Work Permit

University of Washington
Facilities Services



APPLICATION FOR TEMPORARY HOT WORK PERMIT

Code 4913 **Temporary Land-based Hot Work**

Aug 19, 2014 Aug 20, 2014
 Date Issued Permit Expiration Date

SUPERVISOR NAME	JACKIE E. HARRIS	Supervisor Phone#	2062214903
1 LOCATION of HOT WORK	PLANT SERVICES BUILDING NORTH ANNEX		
TYPE of HOT WORK	ROOFING	Work Order	079809
Person Performing Hot Work:	JAMES HURLESS (849008996)		
Person Performing Fire Watch:	DAVID PAUL (853000238)	Watch Start	07:00:00 PST end 15:30:00 PST

Permit applications may be submitted online at : *****

2 Permission is hereby granted to conduct hot work at the location designated herein, in accordance with the attached conditions, all noted special conditions, and all applicable provisions of the Seattle Fire Code, federal, state and local regulations.

Special permit conditions: HAVE A BUCKET OF WATER AND A FIRE EXTINGUISHER

THIS PERMIT IS NULL AND VOID IF PERMIT CONDITIONS ARE NOT ATTACHED

All of the following conditions must be met prior to the issuance of a permit.

1. Management shall designate a facility employee to be the "responsible person" who shall be responsible for overseeing the onsite hot workers to ensure that required hot work safety measures are taken to prevent fires and fire spread. (2009 SFC

3. Enter a **LOCATION** on the Phase which will show under the heading “Location of Hot Work” along with the building name. NOTE: If the actual work location is not available on the drop down list for the Location field, add the location detail to the Phase Description field. For example: Plant Services Building 101, loading dock at rear (west side) of building

University of Washington
Facilities Services



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Code 4913

Temporary Land-based Hot Work

Aug 26, 2014 Aug 27, 2014
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4. Enter the appropriate **SHOP** in the Phase. The shop will not appear on the permit report, but will be used to filter the shop person assignments.
5. Enter **PRIORITY** as 500 SCHEDULED. This will help filter the phases to make a list of permit work going on throughout campus.

6. Select the **ESTIMATED START** date. This is the date when the permit starts and the start time of the day the permit is active for. (Combines fields for the Date Issued and the Watch Start.)
7. Select the **ESTIMATED END** date. This is the date when the permit expires and the time of the day when it would no longer be valid. (Combines the fields Permit Expiration Date and Watch End.)

8. Enter WORK CODE GROUP = PERMIT
9. Click on the Zoom button at the end of the WORK CODE field and choose HOT WORK

The screenshot shows a form with the following fields and values:

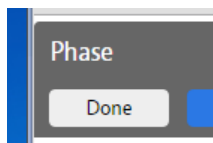
- Funding Method: Work Order
- Work Code Group: PERMIT
- Work Code: HOT WORK
- Request Method: (empty)

Callout 8 points to the search icon for the Work Code Group field. Callout 9 points to the search icon for the Work Code field.

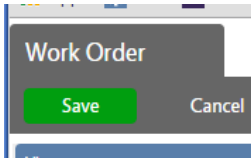
10. Enter two **SHOP PERSON** assignments: the first for the employee performing the Hot Work and the second for the employee performing the Fire Watch, and checkmark the employee performing the Hot Work as the Primary Shop Person. **SAVE** the new permit Phase. [NOTE: If you have a situation where the two employees are from different shops, mark the employee performing the Hot Work as the Primary Shop Person. The name of the employee performing the Fire Watch will need to be written in by hand on the printed permit report that is posted at the work site.]

Shop Person	Name	Primary	Certified	Assigned By	Assigned Date
<input checked="" type="checkbox"/> 853001154	JOEL TROTCHIE	No	No	SHENRIOT	Sep 30, 2015
<input type="checkbox"/> 860007907	JERRETT C. ROBERGE	Yes	No	SHENRIOT	Sep 30, 2015

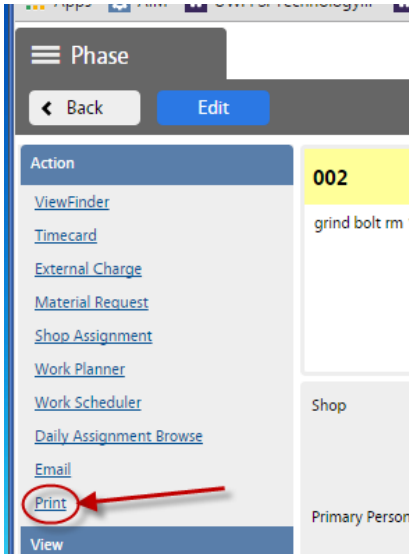
11. Press Done



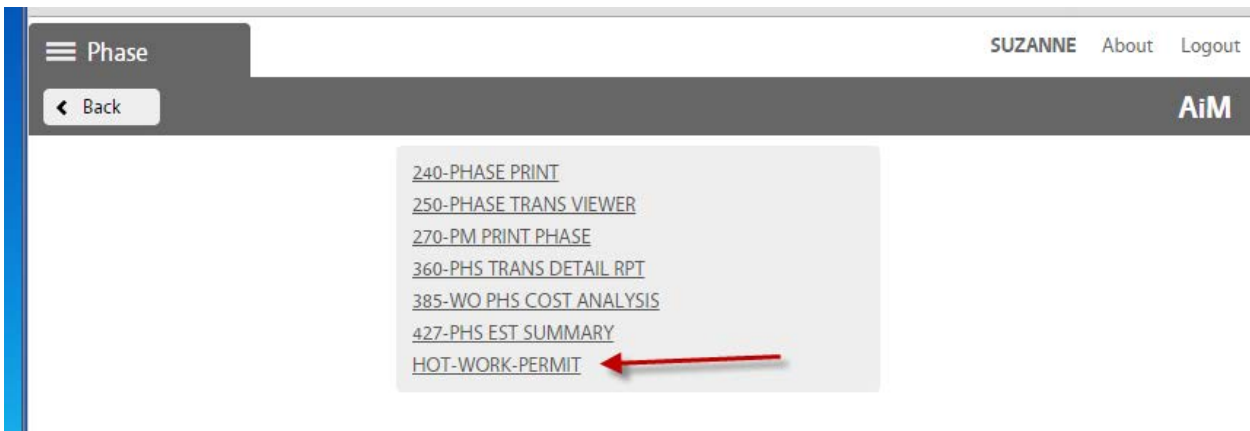
12. Press Save.




13. The Hot Work Permit Report can be printed from the AiM Phase. Go to the Phase where the Hot Work information is and press the Print link.



14. Selecting the Hot Work Permit option.



Example of the beginning of the Hot Work Permit printed report:

<p>University of Washington Facilities Services</p> <p style="text-align: center;">APPLICATION FOR TEMPORARY HOT WORK PERMIT</p> <p>Code 4913 Temporary Land-based Hot Work</p>																
<p><u>Aug 26, 2014</u> Date Issued</p>	<p><u>Aug 27, 2014</u> Permit Expiration Date</p>															
<table border="0" style="width: 100%;"> <tr> <td style="width: 40%;">SUPERVISOR NAME JOHN J. CARROLL</td> <td style="width: 20%; text-align: right;">Supervisor Phone#</td> <td style="width: 40%;">2066851445</td> </tr> <tr> <td colspan="3">LOCATION of HOT WORK PLANT SERVICES BUILDING 101</td> </tr> <tr> <td>TYPE of HOT WORK TEST: GRIND BOLTS</td> <td style="text-align: right;">Work Order</td> <td>079809</td> </tr> <tr> <td colspan="3">Person Performing Hot Work: JEFFERY R. BELSKY (858002349)</td> </tr> <tr> <td>Person Performing Fire Watch: ART WHEATLEY (853001521)</td> <td style="text-align: right;">Watch Start</td> <td>07:00:00 PST end 15:30:00 PST</td> </tr> </table>		SUPERVISOR NAME JOHN J. CARROLL	Supervisor Phone#	2066851445	LOCATION of HOT WORK PLANT SERVICES BUILDING 101			TYPE of HOT WORK TEST: GRIND BOLTS	Work Order	079809	Person Performing Hot Work: JEFFERY R. BELSKY (858002349)			Person Performing Fire Watch: ART WHEATLEY (853001521)	Watch Start	07:00:00 PST end 15:30:00 PST
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NOTE: If the Fire Watch person does not have an existing phase on the work order, a second phase will need to be added in order to put time on that day's timecard. This phase should not be coded as a permit phase, but added as a regular work phase.

Quick Step Instructions – Hot Work Permit Phase Setup

On the work order **add a new Phase**

- **DESCRIPTION** = basic description of hot work to be done
- **EXTRA DESCRIPTION** = notes on any special conditions / preventive measures / safety preparations
- **LOCATION** = location where the hot work is being done
- **SHOP** = include to filter shop person assignments
- **PRIORITY** = 500 SCHEDULED
- **ESTIMATED START** = date and time permit starts
- **ESTIMATED END** = date and time permit ends
- **WORK CODE GROUP** = PERMIT
- **WORK CODE** = HOT WORK
- **SHOP PERSON** assignments (enter two names)
 - PRIMARY = employee performing the hot work
 - 2nd assignment = employee performing the Fire Watch

SAVE the new phase

PRINT choosing the HOT WORK PERMIT option