

	Hot Work Permits		Revision: #3
	Document Control Number: 75W-04.0-02		Date: 8/27/19
SAF Procedure	Responsible Organization: WCF/Facilities Division		
	Approved By: Marcelo Dijamco	Signature: <electronically signed>	

1.0 Purpose:

The purpose of this procedure is to ensure that work involving burning, welding or similar operations capable of initiating fires or explosions is performed in a safe manner. This procedure describes the method for issuing and closing hot work permits at the Bureau of Engraving and Printing (BEP) Western Currency Facility (WCF).

2.0 Scope:

This procedure applies to all persons performing hot work at the WCF.

The permitting part of this procedure (Section 5) is not applicable to hot work performed in the designated areas within the Non-Production EM Shop, Production EM Shop, and designated areas within the Building O&M shop, designated area in platemaking or cooking activities performed in the facility or outdoors in a manufactured device.

3.0 Definitions

3.1 Authority Having Jurisdiction (AHJ) – The organization, office or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure. The Authority Having Jurisdiction at the WCF is the Manager of the Facilities Division or his/her designee.

3.2 Designated Area – A permanent location designated or approved for hot work operations, designed for the particular work that is free from flammable and combustible materials.

3.3 Hot Work – Work involving burning, welding, soldering, grinding or using an open flame. Activities that produce a significant amount of dust that could affect the Fire Management System are also included. Work involving the use of electric soldering irons is not considered hot work.

3.4 Permit Authorizing Individual (PAI) – The person designated by management to authorize hot work. The PAI is responsible for identifying hazards present or likely to be present and ensuring the protection of combustibles from ignition. The PAI will sign the line on Form 9279 reserved for the Safety Representative. The person performing the hot work cannot be the PAI.

- a. The PAI is a Safety Specialist during times when a Safety Specialist is on duty.
- b. The PAI is a BEP Facilities Management Specialist when a BEP Facilities Management Specialist is on duty and a Safety Specialist is not on duty.
- c. The PAI is the O&M Contractor Supervisor when the work is to be performed by the O&M Contractor or one of its subcontractors.
- d. The PAI is the Waste Treatment Contractor for work performed by Waste Treatment during times when no Safety Specialist or Facilities Management Specialist is on duty.
- e. The PAI is the Electro-Machinist (EM) Supervisor for work performed by Electro-Machinists when there is no Safety Specialist on duty.

4.0 Roles and Responsibilities:

4.1 The Facilities Division Manager shall:

- a. Serve as the Authority Having Jurisdiction; and
- b. Designate persons to serve as the Permit Authorizing Individual.

4.2 The Health and Safety Branch Manager shall:

- a. Designate persons within the Health and Safety Branch to serve as the Permit Authorizing Individual; and
- b. Maintain this procedure.

4.3 The Permit Authorizing Individual shall:

- a. Designate precautions to be followed in granting authorization to proceed with hot work;
- b. Ensure combustible and flammable materials are relocated at least 35 feet away from the worksite;
- c. Instruct the Hot Work Operator to use listed or approved covers (welding pads, blankets, or curtains; metal shields, or non-combustible materials) to protect combustibles where relocation is impracticable;
- d. Ensure floors are not made of combustible material and that they are free from trash and rubbish;
- e. Ensure hot work permits are not issued for hot work in prohibited areas including the following:
 - 1.) In sprinklered buildings while such protection is impaired.
 - 2.) In the presence of explosive atmospheres, or in areas where explosive gases, vapors, liquids or dusts may form.
 - 3.) In areas not authorized by management.
- f. Ensure ducts and conveyors that may carry sparks are suitably protected or shut down;
- g. Instruct the Hot Work Operator on alternative methods for communicating the presence of fire and sounding the alarm to the impacted area;
- h. Ensure fire watch personnel are trained and equipped with suitable extinguishers; and
- i. Ensure that containers have been emptied and purged of contents before hot work is performed.

4.4 The Hot Work Operator shall:

- a) Fully comply with all federal environment, safety and health regulations, standards, and codes, as well as all BEP policies, procedures, and requirements;
- b) Retain the pink copy of the permit at the work site in plain view;
- c) Inspect hot work equipment and ensure it is in safe working condition as designed by the manufacturer. If any hot work equipment is found to be incapable of reliable safe operation, the equipment shall be repaired by qualified personnel prior to its next use or be withdrawn from service;
- d) Provide adequate ventilation for the hot work operation; and
- e) Cease hot work operations immediately if conditions change or if instructed by the PAI, BEP safety, police officer, or supervisor.

5.0 Procedure

- 5.1 Persons desiring to perform hot work shall contact the PAI.
 - 5.2 Upon receipt of a request for a hot work permit, the PAI will proceed to the affected work area with BEP Form 9279, HOT WORK PERMIT.
 - 5.3 The PAI will discuss the nature of the hot work, inspect the area, establish the criteria for performing the work safely, and complete the permit accordingly. The 75W-04.0-02F Hot Work Permits Checklist shall be used while inspecting the area. The Hot Work Permit Decision Tree (See Appendix A) may be used to determine if a hot work permit is required.
 - 5.4 The O&M Contractor will determine which, if any, individual fire panels are affected and notate the determination on the Hot Work Permit.
 - 5.5 If a BEP Facilities Management Specialist is on duty, he/she will confirm the correct fire panel(s) to be disabled. A BEP Facilities Management Specialist shall sign the permit indicating concurrence on the O&M Contractor's determination.
 - 5.6 The designated O&M Contractor will disable any affected fire panels. The PAI shall notify EHS via radio or phone whenever a hot work permit has been issued and when it is closed. Any affected fire panels must also be communicated.
- Note:** There is no assumption that all hot work requires a fire panel to be disabled.
- 5.7 The PAI will then provide the pink copy to the person in charge of the hot work.
 - 5.8 When the hot work permit has expired, the PAI will close out the permit by inspecting the area and verifying that affected fire panels are returned to the proper status. The O&M Contractor will sign off on the hot work permit affirming that the fire panels are enabled.
 - 5.9 All closed permits (white copies) will be returned to WCF Safety on a weekly basis.

6.0 Training & Documentation:

- 6.1 The fire watch shall be trained to understand the inherent hazards of the work site and of the hot work.

- 6.2 The fire watch shall have fire-extinguishing equipment readily available and shall be trained in its use and the emergency notification procedures within the facility.
- 6.3 All individuals involved in hot work operations shall be trained in the safe operation of their equipment.

7.0 Related Documents:

- 7.1 OSHA 29 CFR 1910 Subpart I Appendix B
- 7.2 NFPA 51B *Standard for Fire Prevention during Welding, Cutting, and Other Hot Work*
- 7.3 OSHA 29 CFR 1910.252 General requirements for Welding, Cutting, and Brazing
- 7.4 BEP Form 9279-WF HOT WORK PERMIT
- 7.5 75W-04.0-02F Hot Work Permits Checklist

8.0 Document Revision History

REVISION	PURPOSE OF REVISION	EFFECTIVE DATE
1	Change document number. Signatory changed to Facilities Division Manager who is the Authority Having Jurisdiction (AHJ). Reformatting for consistency with other procedures. Edited Permit Authorizing Individual. Added roles and responsibilities for Hot Work Operator and PAI. Added related documents. More detail in Section 5 procedures.	6/23/17
2	Revised Section 5.5 to include requirement for PAI to notify EHS by radio or phone whenever a Hot Work Permit has been issued and when it is closed, and to identify affected fire panels. Changed signatory to Virginia Baldwin.	9/22/17
3	Added definition 3.2; added Section 6.0 to identify the training requirements; added Appendix A Hot Work Permit Decision Tree	8/27/19

Appendix A Hot Work Permit Decision Tree

