

____/____/____ Fire Protection Board Copy #1
 DAY MONTH YEAR

HOT WORK PERMIT

This Hot Work Permit is required for any temporary operation involving open flames or producing heat and/or sparks. This includes, but is not limited to: Brazing, Cutting, Grinding, Soldering, Thawing Pipe, Torch Applied Roofing and Welding.

Area Dept. Equipment No. Work Order No.
 _____/_____/_____/_____

Location/Building & Floor: _____

Description/Nature of Work: _____
(Burning-Cutting-Grinding-Welding-Brazing-Soldering-Thawing)

REQUIRED PRECAUTIONS CHECKLIST
ALL PRECAUTIONS MUST BE CHECKED OFF

	Yes	N/A
Sprinklers in service (check at Impairment Board)	<input type="checkbox"/>	<input type="checkbox"/>
Hot Work equipment in good repair	<input type="checkbox"/>	<input type="checkbox"/>
Fire extinguisher and where practical a charged fire hose	<input type="checkbox"/>	<input type="checkbox"/>
Requirements within 35ft (11m) of Hot Work		
Remove all combustibles. If N/A use next step	<input type="checkbox"/>	<input type="checkbox"/>
Cover and protect combustibles that cannot be moved	<input type="checkbox"/>	<input type="checkbox"/>
Flammable Liquids removed	<input type="checkbox"/>	<input type="checkbox"/>
Explosive atmosphere in area eliminated	<input type="checkbox"/>	<input type="checkbox"/>
Floors swept clean	<input type="checkbox"/>	<input type="checkbox"/>
Combustible floors wet down	<input type="checkbox"/>	<input type="checkbox"/>
Cover floor gratings and wall openings	<input type="checkbox"/>	<input type="checkbox"/>
Protect cable trays, ducts and conveyors	<input type="checkbox"/>	<input type="checkbox"/>
Collection method for controlling sparks	<input type="checkbox"/>	<input type="checkbox"/>
Spark Watch		
Spark Watch assigned for HIGH HAZARD location	<input type="checkbox"/>	<input type="checkbox"/>
Spark Watch to inspect areas above and below	<input type="checkbox"/>	<input type="checkbox"/>

Important: This Permit Expires at the end of one work shift!

Tradesperson: _____ / _____
(Print Name) (Initial)

HIGH HAZARD Areas: before hot work can commence, the Precaution Checklist must be verified by a HSPP Supervisor/Representative
(Print Name) (Initial)

A Spark Watch will be assigned to watch the job site continuously including breaks when hot work is performed in HIGH HAZARD locations unless Hazard Assessment performed and designated as low hazard

DESIGNATED HIGH HAZARD LOCATIONS

- All Chip and Hog handling areas
- Chip and Hog storage areas
- Chip Silos - Kraft & TMP
- Chip Supply Buildings, Towers and Conveyor Systems
- Paper Machine Dry End
- Paper Roll Finishing
- Paper Warehouse
- Pulp Warehouse
- Pulp Machine Dryers
- Pulp Machine Layboy and Baling Lines
- Deep Sea Dock
- Tanks and Vessels that may or have contained flammable substances, a **Hazard Assessment** must be performed
- Where combustible materials are more than 35ft (11m) away from the point of operation but are easily ignited by sparks

Fire System Impairments: Check the Fire Protection Impairment Board for Fire Suppression Valve Impairments. **HOT WORK IS NOT PERMITTED IN BUILDINGS WHERE SPRINKLERS AND/OR FIRE HOSE VALVES ARE IMPAIRED!**

Heat and Smoke Detector: If the hot work area has heat and/or smoke detectors contact Fire Protection @2257 to request disabling. Otherwise Fire Alarms, Building Evacuation, Novec and Deluge System activation may result!

PLEASE REVIEW HOT WORK PERMIT PROCEDURE 1110000E
 Check: HSPP Maintenance Link
 (Available on the HSPP INTRANET for latest revision!)

HSPP NO: 50748

HOWE SOUND
 PULP & PAPER CORPORATION
 A PAPER EXCELLENCE COMPANY

1) (Fill in the Date Information as requested)
 2) Top Copy will be posted on Fire Protection Board once page 1 is completed

This section is not completely set up for Contractors. Complete it as follows:

- 1) Area – e.g. O2D, P&R, Digester
- 2) Equipment No. – Instead, write Contractor company name
- 3) Location – As requested
- 4) Description/Nature of Work – e.g. Welding,

Review all precautions

- 1) Check all of them off
- 2) The answer must be either Yes or N/A (Not Applicable)
 - a. E.g. if there are no sprinklers, the answer is N/A
- 3) High hazard and spark watch are critical – **DO NOT LEAVE BLANK**
- 4) Refer to the designated High Hazard Locations to verify the hazard status
- 5) Person completing the permit prints name and adds initials
- 6) High Hazard areas require HSPP Supervisor verification and Signature

Designated High Hazard Locations Information

Fire System Impairments Information

- 1) Read the Fire Protection Board
- 2) If the area you're working in is on the board notify your supervisor
- 3) If unsure, contact Fire Service (Pager 878)

Verify there are no heat and/or smoke detectors in your work area before you start

- 1) Ask the department Operator

Welding Permit Number

Job Site
Fire Watch Copy #3

DAY / MONTH / YEAR

**WARNING!
HOT WORK IN PROGRESS
WATCH FOR FIRE!**

Area Dept. Equipment No. Work Order No.

Location/Building & Floor:

Description/Nature of Work:

(Burning-Cutting-Grinding-Welding-Bracing-Soldering-Thawing)

REQUIRED PRECAUTIONS CHECKLIST
ALL PRECAUTIONS MUST BE CHECKED OFF

	Yes	N/A
Sprinklers in service (check at Impairment Board)	<input type="checkbox"/>	<input type="checkbox"/>
Hot Work equipment in good repair	<input type="checkbox"/>	<input type="checkbox"/>
Fire extinguisher and where practical a charged fire hose	<input type="checkbox"/>	<input type="checkbox"/>
Requirements within 35ft (11m) of Hot Work	<input type="checkbox"/>	<input type="checkbox"/>
Remove all combustibles, if N/A use next step	<input type="checkbox"/>	<input type="checkbox"/>
Cover and protect combustibles that cannot be moved	<input type="checkbox"/>	<input type="checkbox"/>
Flammable Liquids removed	<input type="checkbox"/>	<input type="checkbox"/>
Explosive atmosphere in area eliminated	<input type="checkbox"/>	<input type="checkbox"/>
Floors swept clean	<input type="checkbox"/>	<input type="checkbox"/>
Combustible floors wet down	<input type="checkbox"/>	<input type="checkbox"/>
Cover floor gratings and wall openings	<input type="checkbox"/>	<input type="checkbox"/>
Protect cable trays, ducts and conveyors	<input type="checkbox"/>	<input type="checkbox"/>
Collection method for controlling sparks	<input type="checkbox"/>	<input type="checkbox"/>
Spark Watch	<input type="checkbox"/>	<input type="checkbox"/>
Spark Watch assigned for HIGH HAZARD location	<input type="checkbox"/>	<input type="checkbox"/>
Spark Watch to inspect areas above and below	<input type="checkbox"/>	<input type="checkbox"/>

This portion must be completed before hanging the first page on the Fire Service Board. Be sure this is done!

Person filling out form prints their name and initials where indicated

Tradesperson: _____ / _____
(Print Name) (Initial)

Time Started: _____ and/pm & Time Finished _____ and/pm

HIGH HAZARD Areas: before hot work can commence, the Precaution Checklist must be verified by a HSPP Supervisor/Representative

(Print Name) _____ (Initial) _____

Control Room Operator:

(Print Name) _____ (Initial) _____

Crew: (_____)

Start time must be written in when meeting with the operator

Check Designated High Hazard Area information below.

- If a High Hazard Area, HSPP Supervisor must sign off

Control Room Operator must review the permit to ensure it is completed and sign of if complete (Print Name, Initials, Crew)

If Not completed:

- Instruct the person bringing the permit to complete the permit, then return

A Spark Watch will be assigned to watch the job site continuously including breaks when hot work is performed in HIGH HAZARD locations unless Hazard Assessment performed and determined as low hazard.

DESIGNATED HIGH HAZARD LOCATIONS

1. All Chip and Hog handling areas
2. Chip and Hog storage areas
3. Chip Silos - Kraft & TMP
4. Chip Supply Buildings, Towers and Conveyor Systems
5. Paper Machine Dry End
6. Paper Roll Finishing
7. Paper Warehouse
8. Pulp Warehouse
9. Pulp Machine Dryers
10. Pulp Machine Layboy and Baling Lines
11. Deep Sea Dock
12. Tanks and Vessels that may or have contained flammable substance
a Hazard Assessment must be performed
13. Where combustible materials are more than 35ft (11m) away from the point of operation but are easily ignited by sparks

HSPP NO: 50748

HOWE SOUND
PULP & PAPER CORPORATION
A PAPER EXCELLENCE COMPANY

Job Site
Fire Watch Copy #3

**WARNING!
HOT WORK IN PROGRESS
WATCH FOR FIRE!**

Area Dept. Equipment No. Work Order No.

Location/Building & Floor:

Description/Nature of Work:

(Burning-Cutting-Grinding-Welding-Brazing-Soldering-Thawing)

REQUIRED PRECAUTIONS CHECKLIST
ALL PRECAUTIONS MUST BE CHECKED OFF

	Yes	N/A
Sprinklers in service (check at Impairment Board)	<input type="checkbox"/>	<input type="checkbox"/>
Hot Work equipment in good repair	<input type="checkbox"/>	<input type="checkbox"/>
Fire extinguisher and where practical a charged fire hose Requirements with in 35ft (11m) of Hot Work	<input type="checkbox"/>	<input type="checkbox"/>
Remove all combustibles. If N/A use next step	<input type="checkbox"/>	<input type="checkbox"/>
Cover and protect combustibles that cannot be moved	<input type="checkbox"/>	<input type="checkbox"/>
Flammable Liquids removed	<input type="checkbox"/>	<input type="checkbox"/>
Explosive atmosphere in area eliminated	<input type="checkbox"/>	<input type="checkbox"/>
Floors swept clean	<input type="checkbox"/>	<input type="checkbox"/>
Combustible floors wet down	<input type="checkbox"/>	<input type="checkbox"/>
Cover floor gratings and wall openings	<input type="checkbox"/>	<input type="checkbox"/>
Protect cable trays, ducts and conveyors	<input type="checkbox"/>	<input type="checkbox"/>
Collection method for controlling sparks	<input type="checkbox"/>	<input type="checkbox"/>
Spark Watch	<input type="checkbox"/>	<input type="checkbox"/>
Spark Watch assigned for HIGH HAZARD location	<input type="checkbox"/>	<input type="checkbox"/>
Spark Watch to inspect areas above and below	<input type="checkbox"/>	<input type="checkbox"/>

Already Completed

LEAVE THIS COPY AT THE WORK AREA

Write in time finished on this copy

Go to Control Room; write in Time Finished on Page 2

Tradesperson: _____ / _____
(Print Name) (Initial)

Time Started: _____ am/pm Time Finished _____ am/pm

HIGH HAZARD Areas: before hot work can commence, the Production Checklist must be verified by a HSPS Supervisor/Representative

(Print Name) _____ (Initial) _____

Control Room Operator:

_____ / _____
(Print Name) (Initial)

Crew: (_____)

HIGH HAZARD Spark Watch assigned to watch the job site continuously including breaks and 1 hour after hot work is complete

_____ / _____
(Print Name) (Initial)

Fire Watch after completion of Hot Work:

_____ / _____
(Print Name) (Initial)

Crew: (_____)

Initial _____ & Time _____

1st check @ (30 mins) _____ am/pm

2nd check @ (1.5 hrs) _____ am/pm

3rd check @ (2.5 hrs) _____ am/pm

4th check @ (4 hrs) _____ am/pm

Return Operations Copy #2 and Job Site Fire Watch Copy #3 to the Control Room Operator

Fire Watch: _____ / _____
(Print Name) (Initial)

Crew: (_____)

Date: _____ Time: _____ am/pm

Operations Supervisor: _____ / _____
(Print Name) (Initial)

Confirm Fire Watch is complete and return to Fire Protection.

Comments: _____

HSPP NO: 50748

HOWE SOUND
PULP & PAPER CORPORATION
A PAPER EXCELLENCE COMPANY

HSPS Supervisor will have already arranged this and signed off if in a high hazard area

Operating Department arranges fire watch after page 2 is signed off (Time job Finished)

Fire watch will conduct the checks, sign them off, then return this copy to the Control Room when all checks are complete

When all checks are complete and this copy returned to the Control Room, the Operating Supervisor:

1. Prints name and initials where indicated
2. Returns copies 2 & 3 to Fire Protection