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**POSITION:** All Staff

**DEPARTMENT:** Engineering

**SOP:** Hot Works Permits

**ISSUE DATE:**

**REVISION DATE:** October 4, 2011

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<b>STANDARD:</b> Ensure proper procedure is followed when dealing with Hot Works Permits.
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<b>Procedure</b>
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1	The permit is to be issued at the beginning of each job/shift and the tag retained with the equipment in the area/location of the work
2	The office copy is to be retained by the Shift Manager responsible for that shift. If you are issuing a permit for another Manager, ensure he/she is aware of the activity by radio or other means. All instances must be logged in the Shift Managers Log Book.
3	Permits must be renewed on a shift per shift basis. The Employee/Contractor is responsible to ensure the permit is returned at the end of the shift. If this is not done, the permit will not be issued to the Employee/Contractor at the next shift. This will ensure compliance by all
4	The Contractor/Employee/Shift Manager is responsible to ensure the area is clear, both during and after the conclusion of the operation
5	Completed permits are to be retained for legal purposes
6	Please refer to permit for Fire Watch guidelines and ensure it is logged in the Shift Managers log book as a carryover item.