

FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE		
Subject: HOT WORK PERMIT	FMEP-P-0780	Rev. No. 1
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1.0 PURPOSE

To define the requirements involved in the Hot Work Permit (HWP) process.

2.0 GENERAL

Subcontractors and Facilities Maintenance and Engineering (FME) representatives shall obtain Hot Work Permits when accomplishing any activity that produces sparks or flame. Typical activities requiring a HWP are open flame torch cutting, welding, soldering, grinding, etc, as outlined in the Environmental Health and Safety Compliance Manual Section C-18. The only exception is for work in a pre-approved designated area such as a shop environment.

3.0 PROCEDURE

The Hot Work Permit process is as follows:

- 3.1. A Hot Work Permit (Exhibit A) must be obtained from the Fort Detrick Fire and Emergency Services (FDFES) prior to any activity that requires Hot Work. The response time is usually less than 1 hour. The FDFES telephone number for a Hot Work Permit is 301-619-2528.
- 3.2. A Hot Work Permit shall be obtained for each new work activity or each new location as established by the requirements of the FDFES.
- 3.3. The Hot Work Permit shall be kept by the requester and made available for inspection for the duration of the permit.
- 3.4. A representative from the FDFES shall visit the site and make an inspection of the work area. After a brief discussion with the requester as to the nature of the work to be performed, they will advise on any specific or additional requirements, such as, a fire watch above or below, whether blankets or wet down are required, etc. These items will be noted on the permit in the sections of Mandatory Requirements, Additional Requirements, and Responsible Individual Requirements.
- 3.5. The Hot Work Permit will then be handed to the requester. The requester will fill out or augment lines 3,5,6 and the Special Requirements Section if needed.
 - 3.5.1. The Requester shall circle the appropriate type of work on line 3 and describe the means and methods of accomplishing the work with a brief description of the work being performed. Examples of this could be (torch cutting angle iron in room 12) or (welding and grinding handrail outside east stairs at door #107).
 - 3.5.2. The requester shall fill in line 5 stating the organization that they work for.
 - 3.5.3. The requester will print their name and sign where indicated on line 6.
 - 3.5.4. The Special Requirements Section can be used for additional details such as (need to torch cut sprinkler main and weld in flange for spool piece).

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- 3.6. The Hot Work Permit form shall be given back to the FDFES representative who will then fill in line 4 indicating the duration of the permit based on the information given by the requester. The FDFES representative shall then complete the form, print their name and sign on line 7, and provide the requester with their Hot Work Permit.
- 3.7. It shall be the responsibility of the requester to comply with all the requirements as outlined on the permit.
- 3.8. For all subcontracted work a copy of the Hot Work Permit shall be given to the Contracting Officer's Technical Representative (COTR) on the day that each permit is issued. The permit shall also be noted in the Contractors Daily Log as referenced in Daily Progress Report of Subcontractor Operations FMEP-P-0750.
- 3.9. For all FME shop related Hot Work Permits, the permit shall be forwarded to the requester's supervisor when the Hot Work has been completed and retained for a period of 1 year.

FMEP-P-0780 Exhibits

Exhibit A - Hot Work Permit (1 page)