

BERGEN COUNTY UTILITIES AUTHORITY HOT WORK PERMIT

This permit must be filled out and signed before any welding or cutting can be performed to the job specified below.
N/A means Not Applicable. (Please print using an ink pen.)

SECTION 1 To be filled out by designated Work Site Supervisor.

WORK DESCRIPTION	TIME:	BEGIN	END
LOCATION			
TOOLS TO BE USED/SPECIAL HAZARDS	DATE:		
PERMIT ISSUED TO (NAME/COMPANY)	PERMIT ISSUED BY (NAME)		

SECTION 2 To be verified by the designated Work Site Supervisor of area where work is to be performed.

ITEM	YES	NO	N/A	COMMENTS	ITEM	YES	NO	N/A	COMMENTS
Lines/Tanks Washed					Interfacing Areas Notified				
Lines/Tanks Drained					Extinguisher Present				
Lines/Tanks Pressure Vented					Confined Space				
Lines Blinded/Disconnected					Oxygen Level*				Level:
Valves Off Locked/Tagged					Lower Explosive Limit (L.E.L.)*				Level:
Power Off Locked/Tagged					Fire Watch	Name/Company:			

I certify all the items above have been completed and hereby authorize this permit.

BERGEN COUNTY UTILITIES AUTHORITY or CONTRACTOR

Atmosphere Tester Signature _____ Date: _____ Site Supervisor's Initials _____
(* items only)

SECTION 3 To be completed by Maintenance or Contractor personnel who is to perform the hot work.

ITEM	YES	NO	N/A	COMMENTS	ITEM	YES	NO	N/A	COMMENTS
Lines Blinded/Disconnected					Glasses/Gloves				
Valves Off Locked/Tagged					Protective Cloth				
Power Off Locked/Tagged					Area Roped/ Barricade/ Signs in Place				
Air Mask					Fire Watch Present				
Air Bottles Checked					Screens & Curtains				

I certify all the items above have been completed and hereby authorize this permit.

Maintenance Supervisor/Contractor signature _____ Date: _____

Upon completion of work, return permit to Supervisor/Individual In Charge.

SECTION 4 After all work has been completed, work area and adjacent areas were inspected for at least four hours and no signs of fire were found.

Maintenance Supervisor/Work Site Supervisor signature _____ Date: _____

Filling out the Hot Work Permit

The hot work permit lists required safe work practices that must be complied with during the specified hot work operations. Any of the safe work practice items listed in the permit that is not applicable to a particular work operation must be noted in the appropriate comment section.

The Bergen County Utilities Authority (BCUA) hot work permit is divided into four sections. The procedure for completing each of these sections is delineated below.

The hot work cannot proceed unless all items in Sections 2 and 3 are checked “yes” or indicated as not applicable (N/A) in the comment section. A check of “yes” by the designated BCUA Supervisor or Maintenance personnel or Contractor verifies that the indicated safe work practice has been accomplished.

Section 1 must be completed by the designated BCUA Work Site Supervisor. The supervisor must be trained on hot work safe work practices and permitting procedures. This section includes the following items:

- (1) Work description - Describe the location and the nature of the hot work.
- (2) Tools to be used/special hazards - Describe tools to be used in performing hot work (e.g., welding machine, oxy-acetylene, brazing equipment, etc.) Additionally, indicate any special hazards such as concerns for air quality while performing the hot work.
- (3) Permit issued to (name/company) - Enter the BCUA or Contractor employee name here and their company name (must be designated person and not just the company name).
- (4) Time - Time hot work is to begin and end.
- (5) Date - Effective date of permit. A new permit must be issued each day.
- (6) Permit issued by (name) - BCUA employee who issued the permit.

Section 2 requires that all actions must be completed and verified by the designated BCUA Work Site Supervisor. Check the appropriate box for each of the following items that have been completed, if applicable.

- (1) Lines/tanks washed - Lines/tanks have been washed and are free of chemicals and flammable materials.
- (2) Lines/tanks drained - Lines/tanks have been drained and flushed of chemicals/flammable materials.
- (3) Lines/tanks pressure vented - Pressure lines/tanks have been vented.

- (4) Lines blinded/disconnected - Lines undergoing hot work that might pose hazard to other connected parts/systems have been blinded/disconnected.
- (5) Valves off/locked/tagged - Affected valves in system/lines are closed and lockout/tag out is complete.
- (6) Power off/locked/tagged - All stored energy sources of affected system are placed in zero energy state and locked/tagged.
- (7) Adjacent areas notified - Adjacent buildings and rooms that might be affected by hot work are inspected and personnel in affected areas are notified of adjacent hot work.
- (8) Extinguisher present - An appropriately rated fire extinguisher is present at the hot work site.
- (9) Confined space - For hot work performed in a confined space, confined space entry by permit procedures have been completed. Always ensure oxygen and LEL levels are indicated.
- (10) Oxygen level - For hot work performed in a confined space, determines the oxygen level and enter the oxygen level in the comment section. This entry is made by the BCUA's qualified atmosphere tester for hot work performed by BCUA personnel and by the contractor's qualified atmosphere tester for hot work performed by the contractor.
- (11) LEL - For hot work performed in a confined space, determine the lower explosive limit (LEL) and enter the LEL in the comment section. This entry is made by BCUA's qualified atmosphere tester for hot work performed by BCUA personnel and by the contractor's qualified atmosphere tester for hot work performed by an outside contractor.
- (12) Fire watch - All hot work requires the stationing of a designated "fire watch." The fire watch team must be trained and remain on station for at least 30 minutes after completion of hot work to guard against reflash. For hot work not involving the application of direct flame, fire watch can be relieved of fire watch duties after a thorough inspection of hot work area has been made to ensure that there is no danger of reflash produced from hot metal chips/slag residue. Fire watch's name and company name must be entered on permit.
- (13) Atmosphere tester signature - If confined space LEL and oxygen testing is required, a qualified atmosphere tester for the BCUA will test the atmosphere and sign for hot work to be performed by BCUA personnel. For hot work to be performed by the contractor, the contractor's qualified atmosphere tester will test the atmosphere and sign.