Fire System Impairment & Hot Work Protocol
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1. Introduction
Before conducting any work activities that can potentially effect the fire safety of SFU properties, preventive measures must be developed, implemented and maintained. There are various work activities that are conducted on the University Campus, any work activities that can potentially activate the fire alarm/suppression system or cause fire must adhere to the Fire System Impairment & Hot Work Protocol. The purpose of the protocol is to prevent fire, ensure the safety of all personnel on campus and to protect life.

2. Definition

Hot Work
Hot work is any process that can be a source of ignition when flammable materials is present or can be a fire hazard regardless of the presence of flammable material in the workplace. Hot Work refers to any activity that will or potentially generate flames or sparks. Common hot work processes are welding, soldering, grinding, cutting and brazing.

Continuous Fire Watch
The work activity that involves a worker/person that is in the premise of the hot work activity or fire alarm/suppression system de-activation or failure, to ensure that no fire can accidentally start.

Hourly Fire Watch
The work activity that involves a worker/person to patrol the hot work area after the continuous 60 minute fire watch has been completed by the permit user. The Hourly Fire Watch has the worker/person to observe the area every hour for the next 4 hours.

Project Manager / Supervisors
A person(s) that is responsible for requesting, assigning, hiring or instructing another person or contractor to perform a specific task, work or job.

Fire Alarm/Suppression
Any system, equipment or device that is used for the purpose of alerting people of smoke/fire, or to extinguish a fire.
3. Roles and Responsibilities

Electrical Superintendent / Manager

- Review and update the Fire System Impairment & Hot Work Protocol as required.
- Ensure that the campus Fire System Impairment & Hot Work Protocol's procedures and requirements are followed.
- Ensure communication is maintained with all applicable parties to ensure hot work is performed safely, and the fire alarm/suppression system are properly disabled and activated.
- Understand and familiarize the Fire System Impairment & Hot Work Protocol.
- When the fire suppression system is impaired, submit a written confirmation to the Fire Department Inspector that the system has been fixed and restored to normal operation.
- Notify Campus Security if the fire alarm/suppression system failure is identified by them or by the Fire Department Inspector (Note: EHS must also be notified if the Fire Department Inspector issues and Order).
- Submit a service request or work order to FS Service Desk to impair or restore any fire alarm/suppression system.
- Oversee the Fire System Impairment & Hot Work Protocol to ensure the program is implemented, maintained and in compliance to any regulatory/legislative requirements.

Project Managers / Supervisors

- Set up a trade assist work order for fire alarm/suppression impairment at the beginning of each project and submit a copy of the work order to the FS Service Desk with details on the work area, the contractor’s name and contact number, and expected schedule.
- Provide feedback and/or comments to the Fire System Impairment & Hot Work Protocol program.
- Advise the contractors at the beginning of the project on the procedures that must be followed including FM trade assist work order number.
- Submit a request to the FS Service Desk to close off any completed work.
- Ensure that all contractors and/or SFU employee are aware and understand the procedure/requirement from the Fire System Impairment & Hot Work Protocol, prior to the start of any work.
- Provide the necessary information to contractors on SFU procedures and requirements, prior to the start of the project/work.
- Ensure compliance to the Fire System Impairment & Hot Work Protocol by all contractors working for them.
- Understand, familiarize and follow the Fire System Impairment & Hot Work Protocol.
- Ensure communication is maintained with all applicable parties to ensure hot work is performed safely, and the fire alarm/suppression system are properly disabled and activated.
FS Electricians

- Complete any fire alarm/suppression repair work requested by the Electrical Superintendent or Manager.
- Contact the contractor identified on the trade assist work order to confirm which fire alarm/suppression system or device are impacted by their activities.
- De-activate the fire alarm/suppression system by bypassing and/or covering sensors prior to the daily disruptive activities. Any smoke detector that is covered must also be bypassed.
- Return the fire alarm/suppression system to normal function at the end of each day after the contractor has finished their work or hot work.
- Understand, familiarize and follow the Fire System Impairment & Hot Work Protocol.
- Provide feedback and/or comments to the Fire System Impairment & Hot Work Protocol.
- Ensure communication is maintained with all applicable parties to ensure hot work is performed safely, and the fire alarm/suppression system are properly disabled and activated.

Contractor

- Understand and follow the SFU safety requirements and procedures, the contractor’s own safety requirements and the applicable legislative requirements.
- Understand, familiarize and follow the Fire System Impairment & Hot Work Protocol.
- Notify the FS Service Desk (778-782-8647) one day prior to any activities that require fire alarm/suppression system de-activation/impairment. Reference must be made to the FM trade assist work order number.
- When contacted by FS Electrician confirm which fire alarm/suppression system or devices are impacted by their activities (preferably with an on-site visit).
- Notify the FS Service Desk at the end of each day when the fire alarm/suppression system can be brought back to normal operation.
- Maintain a fire watch for the duration that the fire alarm/suppression system is impaired, including any breaks taken.
- Notify the FS Electrician when the work activity is finished and the daily fire alarm/suppression system impairment is no longer required.
- Return the completed and signed Hot Work Permits to FS and/or EHS on completion of the hot work, or after it has been expired.
- If there are work activities requiring fire alarm/suppression system de-activation outside normal working hours, the FS Electrician may be requested to work overtime at project cost by the FS Project Manager or person in request.
- Obtain Hot Work permit from SFU Facilities Service or Environmental Health & Research Safety (EHS), prior to commencing any hot work.
- Ensure communication is maintained with all applicable parties to ensure hot work is performed safely, and the fire alarm/suppression system are properly disabled and activated.
Facilities Services

SFU Employees (performing Hot Work)

• Understand, familiarize and follow the Fire System Impairment & Hot Work Protocol.
• Obtain Hot Work permit from Facilities Services or EHS, prior to commencing any hot work.
• Notify the FS Service Desk (778-782-8647) one day prior to any activities that require fire alarm/suppression system de-activation/impairment.
• When contacted by FS Electrician confirm which fire alarm/suppression system or devices are impacted by their activities (preferably with an on-site visit).
• Inform Campus Security prior to commencing on the daily hot work activities for the duration of the Hot Work Permit.
• Ensure communication is maintained with all applicable parties to ensure hot work is performed safely, and the fire alarm/suppression system are properly disabled and activated.
• Maintain a continuous fire watch during and for 60 minutes after completion of daily hot work operation(s), including lunch and coffee breaks.
• After completion of the 60 minutes continuous fire watch, inform Campus Security that the continuous fire watch has been completed.
• Notify the FS Electrician at the end of each day when the fire alarm/suppression system can be activated.
• Notify the FS Service Desk when the hot work is finished and the daily fire alarm/suppression system impairment is no longer required.
• Return the completed and signed Hot Work Permits to FS and/or EHS on completion of the hot work, or after it has been expired.
• If there are construction activities requiring fire alarm system de-activation outside normal working hours, the FS Electrician may be requested to work overtime at the project’s cost.

Campus Security

• Understand, familiarize and follow the Fire System Impairment & Hot Work Protocol.
• Document calls from the SFU employees or Contractors on their hot work notification.
• Initiate an hourly fire watch for a duration of 4 consecutive hours after the SFU Employee or Contractor has completed their 60 minute continuous fire watch.
• Document the fire watch in the Incident Report System including time and name of the person conducting the fire watch.
• Submit the fire watch report to EHS.
• Respond to any emergency reported by SFU Employees or Contractors.
• Communicate all fire alarm/suppression de-activation/activation request to Facilities Services.
• Report any non-documented or non-permit hot work activities to Facilities Services.
FS Service Desk

- Familiarize the Fire System Impairment & Hot Work Protocol.
- Pass the fire alarm/suppression system impairment work orders submitted by the SFU Project Manager, to the FS Electrical Department.
- Refer calls from Contractors related to the fire alarm/suppression system de-activation to FS Electrical Department.
- Close off any completed trade assist work orders as advised by the SFU Project Manager.
- Ensure that work order status is updated in TMA.
- Assist the FS Permit Distributor on any hot work or fire alarm/suppression system tasks, as required.

Environmental, Health and Safety

- Understand and familiarize the Fire System Impairment & Hot Work Protocol.
- Review and update the Fire System Impairment & Hot Work Protocol as required.
- Maintain records of all completed documentation relating to Hot Work Permits and Fire Watch.
- Issue Hot Work Permit(s) to departments other than Facilities Services and their Contractors.
- Assist in the update and implementation of the Fire System Impairment & Hot Work Protocol.
- Provide feedback and comments on the Fire System Impairment & Hot Work Protocol process.
- Review the Fire System Impairment & Hot Work Protocol with Contractors and SFU Employees in the SFU Contractor Safety Orientation or New Employee Orientation.
- Schedule and train hot work FS Permit Distributors on the Fire System Impairment & Hot Work Protocol.

FS Permit Distributor

- Notify Campus Security and EHS on any new or continuing Hot Work Permits issued.
- Understand, familiarize and follow the Fire System Impairment & Hot Work Protocol.
- Inform and plan the initial fire alarm/suppression system de-activation/activation with FS Electrical Department. If required, include FS Service Desk.
- Communicate with all applicable parties on the Hot Work Permit or fire alarm/suppression de-activation/activation process.
- Submit all completed documentation related to Hot Work Permits to EHS.
- Implement and maintain the Hot Work Protocol.
- Assist in the review and update of the Fire System Impairment & Hot Work Protocol.
4. Training and Education
Prior to performing any work activities at SFU, all SFU Employees and Contractors must successfully complete the University’s Orientation. Orientation can be requested and scheduled with EHS: 778-782-3867.

Other specific training/education can be completed through external providers or through SFU. The following tasks listed, personnel performing those tasks must be adequately trained and/or certified:

- Fire suppression device or equipment use.
- De-activation/activation of fire alarm/suppression systems.
- Welding, soldering, torching and any work that generates spark or an open flame.

5. Tools and Equipment
All tools and equipment used for the purpose to perform hot work activities must be in good working conditions. Tools or equipment that are required to be certified, inspected or serviced on a recommended/specified frequencies must be completed prior to their use on campus. Tools and equipment must not be altered, modified or changed in any way that is not authorized by the manufacturer.

6. Emergency
In the event that an emergency were to occur, SFU Campus Security is the primary contact that needs to be informed immediately. Campus Security if available 24/7/365 by calling 778-782-4500.

Emergency events includes, but not limited to:

- Fire/Smoke incidents.
- Smoke or burning odour/smell.
- Accidental activation of fire alarm/suppression systems
- Failure of fire alarm/suppression systems
7. Procedures

7.1. Fire Alarm/Suppression System Failure

Fire alarm/suppression system failure can be identified by Campus Security, Facilities Services Electrical Superintendent/Manager, or the Fire Department Inspector. Any failure with the fire alarm/suppression system requires an immediate response.

In the event that a fire alarm/suppression system has failed, the following procedure applies:

1. The failed fire alarm/suppression system will be reported to FS Electrical Superintendent or Manager and Campus Security.
2. The parties that were notified will:
   - FS Electrical Superintendent/Manager
     - Submit a service request to the FS Service Desk. FS Service Desk will then pass the service request to the FS Electrical Department. FS Service Desk will also ensure that the service request status is updated in the maintenance management system (TMA).
   - Campus Security
     - Initiate a continuous fire watch, if the area is unoccupied. If the area is occupied, then an hourly fire watch will be initiated.
     - Post notices on the access routes into the building/area.
3. Once the required repair or service work is completed by the FS Electrical Department, the FS Electrical Superintendent/Manager will be notified immediately.
4. The parties that were notified will:
   - FS Electrical Superintendent/Manager
     - Inform Campus Security that the repair/service work has been completed and resolved.
     - If the Fire Department Inspector has issued an order for the failure, submit a written confirmation to the Fire Department Inspector that the system has been fixed and restored to normal operation. When the Fire Department Inspector has notify FS Electrical Superintendent/Manager that the fire watch can be removed, the FS Electrical Superintendent/Manager can then inform Campus Security to remove the fire watch.
   - Campus Security
     - End the continuous fire watch or hourly fire watch.
     - Document the fire watch in the Incident Report System including time and name of the person conducting the fire watch.
     - Submit the fire watch incident report to EHS.
7.2. **Planned Fire Alarm/Suppression System De-Activation**

Various construction and maintenance activities are likely to generate heat, dust or smoke. These could trigger the fire alarm system and cause false alarms requiring the Fire Department’s response. It is essential that the fire alarm system is temporarily impaired during the construction activities by bypassing or covering heat and smoke detection systems.

Renovation projects sometimes involve rearrangement, addition or deletion of fire devices that are part of the fire protection system. Fire alarm devices or zones may need to be bypassed when these changes are being made.

As part of the project/work planning on de-activating any fire alarm/suppression system, the following procedures applies:

1. Contractor or worker that is responsible to perform work in an area that requires de-activation of the fire alarm/suppression system will evaluate the work environment. SFU Electrical Department, Project Manager/Supervisors and other applicable departments can be involved in the initial evaluation of the work area to help determine if deactivation of the SFU fire alarm/suppression system is required.

2. Once the fire alarm/suppression system has been identified to de-activate, the following parties will:
   - **FS Project Manager/Supervisor**
     - Set up a trade assist work order for the system de-activation/impairment, prior to the start of the project/work.
   - **Contractor/SFU Employee**
     - If the area was not evaluate with SFU Project Manager/Supervisor, inform and request from the SFU Project Manager/Supervisor about the required fire alarm/suppression system de-activation. Work can only start once the SFU Project Manager/Supervisor or a FS representative has confirmed the fire alarm/suppression system has been de-activated.
   - **FS Electrician**
     - Obtain work order from the FS Superintendent/Manager to de-activate the fire alarm/suppression system. Once received and understood, communicate and coordinate with the contractor or person to de-activate the system temporarily.
   - **FS Service Desk**
     - Obtain and pass the request work order to de-activate the fire alarm/suppression system to FS Superintendent/Manager. Ensure to update the TMA system.

3. Fire alarm/suppression system are temporarily de-activate/impaired by the FS Electrical Department (only) for the purpose of the project/work to commence without accidental activation of the fire alarm/suppression system in the work area. The Contractor or SFU Employee that is working in that area will ensure a continuous fire watch including coffee and any breaks taken, until the system has been confirmed by a SFU representative that the system has been fully restored/activated.

   **Note:** The fire alarm/suppression system must be re-activated at the end of each work day. The contractor or person working in the area must contact FS Service Desk to request and confirm that the system has been restored, prior to leaving campus.

4. Once the project/work for the area has been completed and no other work will potentially activate the fire alarm/suppression system, the contractor or SFU employee will inform the FS Electrical Department (i.e. FS Superintendent, Manager or Trades Staff) or the SFU Project Manager/Supervisor about the work completion and the system can be re-activated. As well, the following parties will:
   - **FS Electrician**
     - Close off the trade assist request and communicate the work completion, once the system has been fully restored back to its original operational format.
• FS Service Desk
  ▪ Update the TMA system and close off any completed trade assist work orders as advised by the FS Project Manager/Supervisor or FS Electrical Superintendent/Manager.
7.3. Hot Work

Hot work refers to any activity with an open flame, spark generating potential or activity which produces high amounts of heat. Hot work includes, but is not limited to, brazing, soldering, welding, torch cutting, torch applied roofing, grinding and may include demos, such as glass blowing. Prior to conducting hot work activities at SFU, all contractors and employees must have attended SFU safety orientation.

A Hot Work Permit must be obtained from FS Permit Distributor or EHS. A copy will be scanned by FS Permit Distributor or EHS and forwarded to Campus Security before hot work will be permitted on Campus. A Hot Work Permit will be issued for a maximal duration of 7 working days. If precautions cannot be met, hot work is not permitted and a Hot Work Permit will not be issued. In emergency situations, an FS Superintendent or designate may issue a Hot Work Permit. However, all permit requirements must be met, and a copy of the Hot Work Permit must be provided to Campus Security, FS Permit Distributor and EHS.

On completion of the hot work or the expiration of the permit, the completed and signed permit(s) are returned to FS Permit Distributor or EHS by the person conducting the hot work. The hourly fire watch report provided by Campus Security and logged in their Incident Report System is returned to EHS and attached to the completed Hot Work Permit.

As part of the project/work to perform hot work activities, the following procedures applies:

1. Contractor or worker that is responsible to perform the hot work will evaluate the work area to ensure that the necessary precaution to prevent accidental fire or system activation are in place, prior to the start of work. SFU Electrical Department, Project Manager/Supervisors and other applicable departments can be involved in the initial evaluation of the work area to help determine the appropriate controls and if there are fire alarm/suppression system that needs to be de-activated temporarily.
   - If the work area has system that needs to be temporarily de-activated, follow the procedure “Planned Fire Alarm/Suppression System De-Activation”.

2. Within 24 hour of the hot work activity, the contractor or worker will contact the SFU Permit Distributor or EHS to request for a Hot Work Permit. Ensure that an FM # or Trade Assist # is obtained from the SFU Project Manager, prior to Hot Work Permit request.

3. The contractor or worker will meet with the SFU Permit Distributor or EHS to complete the Hot Work Permit. The contractor/worker and the SFU Permit Distributor/EHS will:
   - Complete the required section on the permit and provide a FM # or Trade Assist #.
   - Review the overall work and ensure the appropriate control measures and safety procedures are in place.

4. Once the permit has been completed and issued, the Permit Distributor/EHS will forward the permit to the appropriate SFU departments (Campus Security, Facilities Services and EHS).

5. While on site and preparing the hot work activity, the contractor or worker will ensure the appropriate fire control equipment are in place. At a minimum, a fire extinguisher capable of extinguishing the potential fire hazard must be available on site.

6. Prior to starting the actual hot work, the contractor or worker will contact Campus Security (778-782-3100). The information provided to Campus Security should include, but not limited to:
   - Reference to the Hot Work Permit #,
   - The hot work activity, and
   - The location of the hot work activity on campus.
Facilities Services

Note: Near the end of every work day, if hot work has been conducted a 60 minute fire watch must be conducted and logged on the permit. Once the fire watch has been completed, Facilities Services must be notified to re-activate any fire alarm/suppression system that was temporarily de-activated and Campus Security must be informed that the 60 minute fire watch has been completed.

7. Once the hot work has been completed, the contractor or worker will conduct a 60 minute continuous fire watch to ensure no fire hazards are present.
   • Ensure to remove all debris, tools and equipment out of the work area, as required.
8. When the 60 minute continuous fire watch is completed, the contractor or worker will contact Campus Security to inform them that the fire watch has been completed.
9. Submit all completed and expired Hot Work Permit to Facilities Services (i.e. FS Permit Distributor) or to EHS.
8. Documentation
There are various documentation that will be kept for records and maintained, in accordance to the Fire System Impairment & Hot Work Protocol document. The documentations are as followed, but not limited to:

- Hot Work Permits – submit final documentation to EHS.
- Written documentation to the Fire Department – kept by the department/person writing the documentation and receiving the documentation.
- Fire Department Orders – kept by the FS Superintendent/Manager and EHS.
- Fire Watch – kept by the Campus Security & EHS.

9. Review
The Fire System Impairment & Hot Work Protocol will be review on a scheduled interval to ensure compliance with the applicable regulation, legislation and standards.

10. Appendix
10.1. Hot Work Permit

See SFU Environmental, Health and Safety Department
Hot Work Permit

PERMIT DISTRIBUTOR TO COMPLETE

[ ] Contractor  [ ] SFU Employee

<table>
<thead>
<tr>
<th>Permit Distributor</th>
<th>SFU Representative</th>
<th>Hot Work Operator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: ___________________________</td>
<td>Name: ___________________________</td>
<td>Name: ___________________________</td>
</tr>
<tr>
<td>Department: ______________________</td>
<td>Department: ______________________</td>
<td>Company/Department: ______________________</td>
</tr>
<tr>
<td>Phone: ______________________</td>
<td>Phone: ______________________</td>
<td>Phone: ______________________</td>
</tr>
</tbody>
</table>

Hot Work Schedule

<table>
<thead>
<tr>
<th>YYYY MM DD</th>
<th>Location of Hot Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indoors</td>
<td>Building:</td>
</tr>
<tr>
<td>Soldering</td>
<td>Floor:</td>
</tr>
<tr>
<td>Welding</td>
<td>Room#:</td>
</tr>
<tr>
<td>Grinding</td>
<td>Others:</td>
</tr>
<tr>
<td>Brazing</td>
<td>Roof Building:</td>
</tr>
<tr>
<td>Heat Treating</td>
<td>Cutting</td>
</tr>
<tr>
<td>Glass-blowing</td>
<td>Torching</td>
</tr>
</tbody>
</table>

APPLICANT TO COMPLETE

Work/Project Description

Instructions for Hot Work Permit Holders

1. Prior to and during hot work operation(s), review the ventilation and fire detection systems with the Project Manager to ensure the appropriate actions are taken.
2. Daily, prior to and after hot work operations, Campus Security must be notified on the start of the hot work operation(s) and upon completion of the 60-minute continuous fire watch. Campus Security will then initiate an hourly fire watch for the next 4 hours.
3. Fire watch personnel must be trained in initiating the alarm system and in the safe use of the fire suppression equipment.
4. Fire watch must be continuous during the hot work and 60 minutes after the completion of the daily hot work operation(s), including lunch/coffee breaks.
5. A copy of the Hot Work Permit must be posted/available on site.
6. Contact Campus Security in case of any emergency (medical response, first aid, fire, chemical spill, etc).
7. This Hot Work Permit does not imply that work can be conducted in any Confined Spaces.

Burnaby Campus Security: 778-782-3100 (Notification)  |  Facilities Service Desk: 778-782-8647 (Disable Smoke Detectors)

Site Specific Hazards

Hot Work Operation

<table>
<thead>
<tr>
<th>Hot Work Specific Hazards</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performed on a mobile equipment (i.e. scissor lift).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Requires disruption to any roads or walkways.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Near or beside hazardous materials (i.e. flammable, chemicals or in a laboratory).</td>
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<td></td>
</tr>
<tr>
<td>Near or beside an air intake, door, window or ventilation.</td>
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<td></td>
</tr>
<tr>
<td>Performed in a trench or excavation.</td>
<td></td>
<td></td>
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<tr>
<td>Near or beside power lines.</td>
<td></td>
<td></td>
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<tr>
<td>Performed alone.</td>
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</tr>
<tr>
<td>Conducted at heights of 10’ or greater, including work on roofs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conducted in a Confined Space.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will or potentially disturb Asbestos or Asbestos Containing Materials (ACM)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will or potentially disturb building materials (i.e. drywall, paint, windows, etc).</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Has the required site specific safety procedures been reviewed by EHS/SFU Representative?

If Yes, please indicate the EHS/SFU Representative Name:

Is this Hot Work Permit an extension?

If Yes, please indicate the last Hot Work Permit #:

Has the submitted site specific safety procedure(s) changed since the last submittal?

If Yes, has the new up to date site specific safety procedure(s) been submitted and reviewed by EHS/SFU?
Hot Work Permit

Hot Work Safety Checklist

Mandatory Requirements

☐ Safety and building issues have been addressed with the SFU Project Manager.
☐ Campus Security will be contacted (778-782-3100). Note, must be contacted prior to commencement of work activities and at the end of each shift.
☐ Fire safety system/control is in place.
☐ Hot work equipment is in good repair.
☐ Fire suppression equipment is provided and remains on site until the 60-minute continuous fire watch is completed.
☐ Personnel are trained in sounding alarms, safe operation of fire suppression equipment and operating hot work equipment.

Work within 11 meters and/or Limitation of Work Area

☐ Flammable liquids, dust, lint, and oily deposits are removed.
☐ Explosive atmosphere in work area is eliminated.
☐ Floors are swept clean.
☐ Combustibles are removed from work area, or properly shielded and protected with fire-resistant materials (e.g., damp sand, metal shields, fire-resistant pads).
☐ Fire-resistant pads are suspended beneath work.
☐ Cable trays are protected with fire-resistant sheets.

Personnel are trained in sounding alarms, safe operation of fire suppression equipment and operating hot work equipment.

Hot work conducted on Walls, Ceiling or Roofs

☐ Yes ☐ No

☐ Construction is noncombustible and without combustible covering or insulation.
☐ Combustibles on other side of walls/ceilings/roofs are removed.

Hot work conducted on Enclosed Equipment

☐ Yes ☐ No

☐ Enclosed equipment is cleaned and free from all combustibles.
☐ Containers are purged of flammable liquids/vapours.
☐ Pressurized vessels/piping/equipment are removed from service, isolated and vented.

I verify that the location has been reviewed, and the “Mandatory Requirements” are implemented and maintained.

Print: ___________________________ Signature: ___________________________ Date: ___________________________

COMPLETED ON SITE

Hot Work Schedule and Fire Watch Log

<table>
<thead>
<tr>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
<th>Day 6</th>
<th>Day 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>YYYY</td>
<td>MM</td>
<td>DD</td>
<td>YYYY</td>
<td>MM</td>
<td>DD</td>
<td>YYYY</td>
</tr>
</tbody>
</table>

Date of Work:

Time of Work: From: _______ To: _______
(24 hour clock)

Name of Fire Watch:

Time of Fire Watch: From: _______ To: _______
(24 hour clock)

Fire Watch Sign-off

All COMPLETED AND/OR EXPIRED HOT WORK PERMIT MUST BE SUBMITTED TO FACILITIES SERVICES AS SOON AS IT EXPIRES

Permit Expiration Date (yyyy, mm, dd): ___________________________