

FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE		
Subject: HOT WORK PERMIT	FMEP-P-0780	Rev. No. 0
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1.0 PURPOSE

To define the requirements involved in the Hot Work Permit process.

2.0 GENERAL

A Hot Work Permit shall be required to be obtained by the subcontractor or Lead Shop within FME processes producing sparks, flame or heat. The only exception is for work in a pre-approved designated area such as a shop environment.

3.0 PROCEDURE

The Hot Work procedure process is as follows:

- a. A Hot Work Permit (Exhibit A) must be obtained from the Fort Detrick Fire and Emergency Services (F.D.F.E.S.) prior to any use of open flame or welding operation. The F.D.F.E.S. number for a Hot Work Permit is 301-619-2528.
- b. The Hot Work Permit shall be obtained on a daily basis and at multiple locations within the site as required.
- c. The Hot Work Permit shall be posted in the area it was issued for and for the duration of the permit.
- d. A representative from the F.D.F.E.S. shall visit the site and make an inspection of the work area. They will advise on any specific requirements, such as, a fire watch above or below, whether blankets or wet down is required, etc. These items will be noted on the permit.
- e. Hot Work will cease ½ hour prior to the end of the shift and a re-inspection shall be made of the area ½ hour after cessation of hot work.
- f. The form shall be signed by the F.D.F.E.S representative and the responsible person requesting the Hot Work Permit.
- g. It shall be the responsibility of the requestor to provide and have at a minimum, a 10-pound multi-purpose dry chemical fire extinguisher on hand during all hot work.
- h. Smoking is prohibited in all NCI/SAIC-Frederick buildings.
- i. A copy of the Hot Work Permit shall be given to the Contracting Officer's Technical Representative (COTR) on a daily basis and shall be noted in the Daily Log as referenced in Daily Progress Report of Subcontractor Operations FMEP-P-0750.
- j. Further information regarding Hot Work Permits is available in the NCI-Frederick Health and Safety manual. Additional questions should be directed to the Safety office at 301-846-1451.

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FMEP-P-0780 Exhibits

Exhibit A-Hot Work Permit (1 page)