



HOT WORK PERMIT ISSUER PERFORMANCE EVALUATION FORM

Document Number: HSER-SAF-EXE-FRM-062
Version Number: 1.0

Effective Date: 03/24/25
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Trainee		Employee #	
Division or BU		Location	

Performance Objectives	Trainee(s) will demonstrate /simulate the ability to safely complete the Hot Work Permit process using appropriate materials and all applicable procedures. After completing all requirements with 100% accuracy, trainee(s) will be authorized to issue Hot Work Permits.
Instructions for Evaluator	<ol style="list-style-type: none"> 1. Remind the trainee(s) they are allowed to use the Hot Work Permit Standard as a reference document. 2. Brief the trainee(s) on the content and expectations surrounding this Form and the Evaluation. 3. Explain that coaching or prompting the trainee(s) during the evaluation is not allowed. 4. Explain that questions may be asked by the trainee(s) during the evaluation only to clarify/verify understanding of expectations. 5. Ask the trainee(s) if they have any questions before starting the evaluation. 6. Place a mark in the box indicating PASS or FAIL for each step. 7. Provide comments in the Comment Section if applicable. 8. Provide immediate one-on-one feedback after the evaluation is complete. 9. For disapproved evaluations the trainee(s) is allowed to repeat, but must wait a minimum of 24 hours. 10. Be sure to sign the Pass/Fail section! 11. Obtain the trainee(s)' signature and their supervisor's signature in the Approval Section. 12. Forward a copy of "approved" evaluation results to the HSER Training Department for entry in the Training Database. 13. File all approved and disapproved evaluations in the local HSER file directory.

Evaluator's Comments	
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Approval or Disapproval	<input type="checkbox"/> The trainee has met all requirements and is now authorized to issue Hot Work Permits. <input type="checkbox"/> The trainee has not met all requirements and requires additional training.			
Evaluator (Print)		Evaluator (Signature)		Date
Supervisor (Print)		Supervisor (Signature)		Date



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PROCESS	STEPS	PASS	FAIL
Hot Work Area Preparation	1. Trainee confirmed that energy isolation procedures (if applicable) have been implemented, verified the isolation points noted on the EIP have been LOTO'd.		
	2. Trainee identified and removed all flammable/combustible materials (that were able to be moved) from the hot work area. Where it is not possible to remove flammable/combustible materials, were the following precautions considered: <ul style="list-style-type: none"> • Relocating the hot work • Using fire-resistant covers / tarps / flame shields • Wetting combustible materials • Shutting in process equipment • Requiring additional fire watch / portable extinguishers <p>Note: Where cutting or welding is done near walls, partitions, ceiling, roof, etc. of combustible construction, fire-resistant shields or guards shall be provided to prevent ignition. Cutting or welding on pipes or other metal in contact with combustible walls, partitions, ceiling, roof, etc. shall not be undertaken if the work is close enough to cause ignition by conduction.</p>		
	3. All drains and sumps that could contain hydrocarbons/flammables were isolated.		

		PASS	FAIL
Work Site Review	4. Provided a clear description of sketch of the equipment, work area, and work to be performed on the permit.		
	5. Notified other personnel in the area that hot work operations are to be conducted.		
	6. Verified all equipment used in hot work operations is in proper working order and grounded, before beginning work.		

		PASS	FAIL
Atmospheric Testing	7. Trainee properly operated the multi-gas direct reading instrument (monitor and pump) being used in the area.		
	8. Trainee performed and recorded the following atmospheric tests in the following order: <ul style="list-style-type: none"> • Oxygen content (19.5 to 23.5%) • Flammable gas concentration (LEL) (<10%) • H2S concentration (<10 ppm) • Any potentially toxic materials in the work area. 		
	9. Designated an individual to continuously monitor the atmosphere during hot work operations and document readings on the permit.		



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		PASS	FAIL
Fire Watch	10. Assigned the appropriate number of Fire Watches to monitor for accidental fires during welding, cutting, grinding, and/or other open flame hot work activities, and ensured the Fire Watch remained posted after the hot work operations were completed.		
	11. Identified the number, size, and type of fire extinguishers required for the scenario of the permit.		

		PASS	FAIL
Emergency Preparedness	12. Established emergency communication plan and assembly points during the pre-job safety meeting and JSA review.		

		PASS	FAIL
Posting the Hot Work Permit	13. Posted the permit in the immediate vicinity of the actual work site while hot work operations were in progress.		

		PASS	FAIL
Basic Understanding Verification	14. How long are issued hot work permits valid? <ul style="list-style-type: none">A Hot Work Permit is valid for no more than 12 hours or one work shift.		
	15. List some scenarios that could result in the cancellation of a hot work permit. <ul style="list-style-type: none">An actuation of an ESD systemSounding of a fire / gas alarmDetection of any other non-permit, unsafe condition at the work site.		
	16. What steps are required in the LEL increases to 10%, or the Oxygen content moves outside the acceptable range, or a toxic gas concentration reaches the PEL during Hot Work operations? <ul style="list-style-type: none">Stop the work on locationCancel the hot work permit.Investigate the source of the unacceptable gas reading, and take appropriate action(s).Start the Hot Work Permit process anew to issue another Hot Work Permit and finish the job.		