

# Your Company

Phone: (503) 555-1212  
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CCB# XXXXXX

## Hot Work Plan

Date: \_\_\_\_\_

Project: \_\_\_\_\_

Job #: \_\_\_\_\_

Location: \_\_\_\_\_

Equipment #: \_\_\_\_\_

Panel: \_\_\_\_\_

Circuit: \_\_\_\_\_

Equipment Description: \_\_\_\_\_

Start Date: \_\_\_\_\_ Finish Date: \_\_\_\_\_

Written Procedure (step by step) \_\_\_\_\_

Employees working on task  
(must be at least two (2) per OSHA guidelines)

Emergency contact  
(name and phone #)

First Aid/CPR

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Emergency Phone: \_\_\_\_\_

Nearest Emergency Care: \_\_\_\_\_

### Equipment

(check for current insulation/calibration as applicable)

- Nomex suit
- Head Protection
- Safety Glasses
- Face Shield
- Rubber Gloves
- Hot Work Blanket
- Insulated Tools
- Nylon Fishtape **ONLY**
- Grounding Tools and Equipment
- Testing equipment (test on hot circuit prior to use)
- Is lockout/tagout required?

### Procedures

- Spotter
- Hot Work Plan
- Barricade/Signage in place
- Cover or approved barrier in place
- Safe Housekeeping
- Step-bits only (check for wires behind)
- Contain metal shavings from drilling
- Provide proper torque of connections
- All hardware and covers replaced
- Vacuum and cleanup
- Other \_\_\_\_\_

Completed by Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Your Address