



**Description** Hot work: Is defined as any work activity which the heat used or generated by the work is intense enough to cause ignition of any flammable or combustible liquids, gases, or other combustible material.

**Regulatory Applicability** All aboveground pipelines or portions of a pipeline  
 Regulated Transmission Pipelines  
 Regulated Gathering Pipelines (Type A)  
 Regulated Gathering Pipelines (Type B)  
 Regulated Distribution Pipelines

**Frequency** Each time Work is performed inside a building such as but not limited to Compressor buildings, Town borders, Meter buildings, vaults, Well site buildings. Where combustible gasses and vapors exist under normal operating conditions or could exist under abnormal operating conditions.

**Reference**

**Forms / Record Retention** Hot Work Permit Form  
30 days after completion unless there is an incident associate with the work being completed.

**Related Specifications** Any WTG employee completing fire prevention training can issue a Hot Work Permit. The person issuing the permit and the person performing the work may also be the same person.

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**OQ Covered Task** OQ requirements are task specific, review these requirements with District Manager or Operations Manager or OQ Administrator



### **Safety Precautions**

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The following precautions should be taken while conducting this procedure: Safety precautions should be observed during hot work. These precautions should include, but are not limited to:

- 1) Proper PPE for tasks being complete.
- 2) No welding, other than approved hot tapping, spark producing equipment such as internal combustion engines, electric motors, electric switches, cell phones or other ignition sources shall be introduced around or on piping, stations containing a flammable substance unless, the contents have been rendered inert by testing LEL with a CGI or other means.
- 3) Prohibit smoking and open flames in area.
- 4) Complete Hot Work Permit Inspection and document findings on Hot Work Form.
- 5) Post warning signs and/or barricade area to prevent public access.
- 6) Provide a fire extinguisher of appropriate type and size at the hot work area.

### **Procedure Steps**

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- 1) Conduct tailgate meeting prior to hot work on the pipeline. Discuss the following, but not limited to:
  - a) Task to be completed.
  - b) Location of personnel and their duties.
  - c) Completion of Inspection/Documentation of Hot Work Permit
    - i) Proper PPE for task.
    - ii) Sequence of valve operations.
    - iii) Ensure valves have been closed and lock out and tag out procedure has been followed.
    - iv) Atmosphere been checked with CGI.
    - v) Location of firefighting equipment.
    - vi) Fire watch assigned.
  - d) The use of a CGI during the length of time for task at hand.
  - e) Always be aware of weather conditions such as (wind direction, thunder storms, etc.) and its effects concerning surrounding facilities for possible ignition sources.
  - f) A review of the impact on facilities and customers (including points of receipts, delivery and farm taps) including both upstream and downstream. Affected customers shall be notified prior to work being started.



- g) Work area been checked for possible venting gas.
- h) The Work Permit is valid for the work day indicated on the permit. Due to changing conditions in the work place, a new work permit will be required in the event of significant changes to work conditions or if work is delayed to the next day.
- i) Permit copies will be retained for a minimum of 30 days from project completion. In the event that the project is involved in a reportable incident, the record will be kept for the life of the system.



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