



**PORT OF EVERETT
MARINE TERMINALS**

HOT WORK PERMIT
(Non-shipyard vessels)

The Port of Everett Marine Terminals wishes to provide each vessel with general instructions, steps and guidelines of both the Port and the City of Everett Fire Department prior to any hot work being performed, for a safe and secure hot work activity. For questions and or notifications, please use the contact numbers at the bottom of the page.

Port of Everett Marine Terminals-Guidelines and Precautions

1. Verify all fire suppression systems are functioning properly on the vessel prior to any hot work.
2. A portable fire extinguisher should be within sight of the hot work being performed.
3. Before starting, sweep all floors of combustible materials. Shield combustible walls and floors with non-flammable materials, or sheet metal.
4. Non-fixed combustible material should be moved a minimum of 35 feet from the hot work activity.
5. Hot work should only be completed when the area can be observed for smoldering fires for at least 2 hours.
6. Do not use welding or cutting equipment near flammable liquids, closed fuel or combustible material tanks.
7. Welding and or cutting in confined spaces, requires that the vessel also have a hot work confined space plan and is operating from that plan.
8. Signage at the Gangway to the vessel must be in place noting "HOT WORK IN PROGRESS"
9. Approved Permits must be on hand at the vessel entry & terminal security, prior to commencing any work.
10. The vessel will notify the Security Guard at the gate (425-754-8421) at the start and end of all Hot Work.
11. If an emergency occurs during the hot work call 911 (fire dept) and Port Security Gate.
12. During HOT WORK, no fueling of the vessel or rolling stock within 500 feet of vessel can occur.
13. During all HOT WORK activities, the ships Master and/or Security Officer must be on the vessel.

CONTACT LIST

FIRE EMERGENCY	911
MEDICAL EMERGENCY	911
Marine Terminals	425-252-8629 Shack
Port Security	425-754-8421 Cell
Hot Work Permit Info	425- 257-8122
Facility Security Officer	425-754-0382 cell
Brad Olson Asst Fire Marshall, City of Everett	425-257-8122 office 425-754-0062 cell

EMERGENCY RESPONSE of FIRE/MEDICAL/POLICE

If a fire or related emergency occurs, the vessel is required to IMMEDIATELY contact the Fire Department at 911, and in addition contact Port Security staff IMMEDIATELY to advise of the emergency using numbers provided above.

Vessel Name: _____ **IMO #:** _____

Master's Signature of Acknowledgement: _____ **Date** _____

PORT OF EVERETT MARINE TERMINALS
HOT WORK PERMIT

Instructions:

Please complete the following application for welding type Hot Work at the Marine Terminals. Note this application is not for standard shipyard work, but only for vessels berthed at the Port of Everett as part of cargo type operations.

Steps:

- Complete form and email to:
 - Security Director (FSO/CSO) Port of Everett
 - EdM@portofeverett.com
- or fax completed form to:
 - Port of Everett C/O Facility Security Officer
 - 425-330-6125 (fax)
- Upon docking, contact security to receive the approved HOT WORK permit.
- There will be two original permits one for the guard shack and one for the vessel.
- Permits will be kept on the vessel at all times while in port, at the visitor entry logbook.
- Permits are not valid unless signed by the Master and appropriate Port personnel.
- Terminal Maintenance will provide a sign for the bottom of the gangway, ships crew is to ensure the sign is up and visible to visitors when ever hot work is being conducted.

Vessel Name	
Flag of Registry & IMO #	
Dates of Hot Work	
Area of vessel work will take place	
Type of Vessel Cargo	
ISSC Certification #	
Vessel Masters Name	
Vessel Masters Contact #	
Vessel Masters Email	
Stevedore Name	
Stevedore Contact Number	
Name of Operator	
Vessel Security Officers Name	
Vessel Security Officers Contact #	
Agent Name	
Agent Contact Phone Number	
Type of Fire Extinguisher at Hot Work Site	

As vessel master I have reviewed all requirements for Hot Work and acknowledges all safety precautions will be taken as noted in the International Fire Code, Chapter 26, sections 2601 through 2609.

X: _____ Date: _____
Signature of Master

Port of Everett Security Lead or FSO Approval ONLY

X: _____ Date: _____
Signature of Authorized Port of Everett Approving Official

HOT WORK PERMIT AND APPROVAL PROCESS

(Internal use)

Security

- 1. File copies to be kept at the guard shack**
- 2. All originals stay with port files, copies only are given to vessel**
- 3. Upon approval, a copy will be sent to the Maintenance Foreman for informational purposes**
- 4. If an emergency occurs, and EFD is responding a copy of the hot work file is to be given to the responding fire crew. At no time does the original copy leave the ports possession.**
- 5. Cross-reference all fueling activities with Hot Work activities.**
- 6. Security to call Maintenance to put Hot Work sign at base of ships gangway.
Security to call Maintenance to retrieve Hot Work sign at completion of Hot Work.**
- 7. Sign to be stored at the Guard Shack.**

Maintenance

- 1. Maintenance responsibilities will be to install sign as noted above.**
- 2. Maintenance to maintain the quality of the sign for use.**
- 3. Maintenance may be called upon by the Lead Security officer for safety review of the hot work area prior to hot work commencing.**