

PAINT BOOTH, PREP ROOM AND HOT-WORK PERMIT

Controlled operational form - use with the applicable signed agreement and current Shop Rules

Job-specific permit. Complete before access. Approval is limited to the vehicle/job, area and time shown. This permit does not replace legally required licenses, fire permits, SDS, respiratory protection program requirements, medical evaluation, fit testing, training or manufacturer instructions.

1. PERMIT AND JOB IDENTIFICATION

Permit no.	Reservation no.	Auto Tech / business
Vehicle / job	Work order / customer reference	Location
		☐ Paint booth ☐ Prep room ☐ Designated hot-work area
Requested start	Requested end	Permit expires
☐ Surface prep/sanding	☐ Coating/painting	
☐ Mixing	☐ Curing/baking	
☐ Welding	☐ Cutting	
☐ Brazing/soldering	☐ Grinding/spark producing	
☐ Torch/heat gun/open flame	☐ Other: _____	

2. MATERIALS, EQUIPMENT AND SDS

Product/material	Manufacturer / product ID	Quantity	SDS available / location

Spray/heat equipment, gas cylinders, fuel sources and specialty tools: _____
 Waste, used thinner, filters, rags and container plan: _____

3. REQUIRED QUALIFICATIONS AND LINKED RECORDS

☐ Auto Tech Credential verified for task	☐ Helper authorization verified if applicable	
☐ Paint/chemical training verified	☐ Hot-work training verified	
☐ Respirator medical evaluation/fit-test/training current if respirator required	☐ Insurance status reviewed	
Record	Reference no. / date	Verified by
Auto Tech Credential		
Helper Authorization		
Insurance Renewal Log		
Reservation Check-In		

4. PRE-WORK AREA AND EQUIPMENT CHECK

☐ Ventilation operates and airflow indicator is acceptable	☐ Filters installed, seated and within service interval
☐ Booth/prep-room interlocks and controls functional	☐ Fire suppression status/inspection indicator acceptable
☐ Exits, aisles and emergency access unobstructed	☐ Combustibles and unapproved ignition sources removed
☐ Approved containers closed, labeled and grounded/bonded as required	☐ Electrical equipment and lighting appropriate for location
☐ Compressed-gas cylinders secured; hoses/regulators inspected	☐ Vehicle fuel/battery controls addressed as task requires
☐ Suitable extinguisher immediately available	☐ Required signs, barriers and access controls posted
☐ Required PPE selected and inspected	☐ Respiratory protection requirements verified before use
☐ Spill materials available; drain protection understood	☐ Weather/air intake conditions will not spread vapors

5. HOT-WORK CONTROLS - COMPLETE WHEN APPLICABLE

☐ Area authorized for hot work or separate legal permit obtained			☐ Floor/wall openings and nearby spaces checked		
☐ Combustibles removed or protected within applicable hazard radius			☐ Gas/vapor testing performed when required; results below		
☐ Fire watch assigned and understands authority/duties			☐ Sprinklers/suppression in service; impairment addressed		
☐ Torch valves, flashback arrestors, leads and grounds inspected			☐ Cylinders separated/secured and caps available		
☐ Vehicle tanks, lines and enclosed spaces evaluated			☐ Post-work fire-watch duration established		
Test location	Instrument / calibration status	Time	Oxygen %	LEL %	Other / result

Fire watch name: _____ Watch begins: _____ Required through: _____

6. AUTHORIZATION / STOP-WORK CONDITIONS

Work must stop immediately for ventilation or interlock failure, fire/smoke, unexpected vapor, alarm, spill, unsafe gas-test result, unauthorized entry, equipment defect, PPE failure, changed materials/process or any condition beyond the permit. The Auto Tech must notify Facility staff; work may resume only after documented reauthorization.

Auto Tech pre-work certification Signature: _____ Printed name: _____ Date/time: _____	Facility permit issuer Signature: _____ Printed name: _____ Date/time: _____
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7. ACTIVE-WORK MONITORING

Time	Ventilation / area check	Material/process change	Fire watch / observer	Initials

8. PERMIT CHANGE, EXTENSION OR SUSPENSION

Date/time	Change / reason	New expiration or status	Auto Tech	Facility

9. CLOSEOUT CHECKLIST

☐ Spraying/hot work stopped and energy sources isolated		☐ Containers closed, labeled and placed in approved storage	
☐ Waste/rags/filters managed under applicable SOP		☐ Booth/prep room cleaned without creating ignition or exposure hazard	
☐ Ventilation purge completed for required period		☐ Gas cylinders closed, disconnected/stored as required	
☐ No sparks, heat, smoke or smoldering material remains		☐ Fire watch completed required post-work period	
☐ Tools, grounds, leads and barriers removed		☐ Filters/overspray/defects documented for maintenance	
☐ Vehicle and keys transferred under checkout process		☐ Incident or spill record completed if needed	
Actual work stop	Ventilation purge end	Fire watch end	Final area inspection
			☐ Acceptable ☐ Corrective action required

Closeout observations, waste record, defect or incident reference: _____

Auto Tech closeout certification	Facility permit closure
Signature: _____	Signature: _____
Printed name: _____	Printed name: _____
Date/time: _____	Date/time: _____

Permit status: ☐ Closed ☐ Suspended ☐ Extended as recorded ☐ Equipment/area placed out of service - Form no.: _____