



APPLICATION for CONTRACTOR PREQUALIFICATION

In accordance with Massachusetts General Laws Chapter 81, §8B, the undersigned offers the following information as evidence of the applicant's qualifications to perform the work to be bid upon according to all the requirements of the plans and specifications of the MassDOT – Highway Division.

Contractor Prequalification Application Checklist

The Application is in Adobe fill-in format. Form fields, drop-downs and check boxes are included in the form to make the document user friendly to assist in preserving the original format. Use the tab or arrow keys to scroll through the form. Information can be typed directly into "Text Form" fields. Single click in the "Drop-down" Select One box to open the field to make your selection. Single click in the "Check Box" field to make selection(s).

☐ **One (1): Complete a W9 form if your Firm does not have a Vendor Code**

☐ **Two (2): Welding, Cutting, & Other Hot Works (NEW ITEM) – Pages 16 & 17**

Applicants must provide evidence of training completion per 527 CMR 1.00; must be current and submitted with application.

Note Anyone that performs, supervises or delegates Hot Work must be trained.

☐ **Three (3): Electrical Contractors Only**

Applicants requesting ITS, Electrical all types & maintenance, Highway Lighting or Traffic Signals must have a current Massachusetts master electricians license & be a corporate officer. The name on the license must include the business name.

☐ **Four (4): Hazardous Waste Removal & Remediation**

Current Hazwoper Certificates and or Hazmat Transport License must be attached and current.

☐ **Five (5): Painting Contractors Only**

The category of Painting-Structural requires that the contractors for this Class of Work must be certified by the Society For Protective Coatings (SSPC), Painting Contractor Certification Program (PCCP), QP-1 and QP-2 must be attached and current.

☐ **Six (6): Contractor Information / Request for Classes of Work — Page 3**

Applicants MUST provide the company's full name, the state where the entity is registered, a mailing and shipping address, the Federal Employer Identification Number (FEIN), Vendor Code and check box to each class of work for which the company are experienced and are requesting consideration for Prequalification. **The name on the application MUST correspond with the name imprinted on your corporate seal (if a registered corporation) and the name that will appear on bids.**

☐ **Seven (7): Business Organization / Corporate Members or Managers — Pages 4 & 5**

- Applicants MUST provide type of business organization and full names & title of all corporate officers
- Certificate of Good Standing (if applicable)

☐ **Eight (8): Surety Company Letter and Bonding Capacity — Page 6**

Attach an original commitment letter from a Surety Company licensed in the Commonwealth of Massachusetts and whose name appears on the United States Treasury Department Circular 570, stating the Contractor's Aggregate Bonding Capacity and Single Contract Limit. A Power-of-Attorney or Attorney-in-Fact must be attached to the letter.

☐ **Nine (9) – a-d: Past Performance Information — Page 7**

☐ **Ten (10): Legal or Administrative Proceedings — Pages 8 & 9**

Question 9 (If you answer yes to any question, on a separate page provide a complete explanation of each proceeding or action and any judgment, decision, fine or other sanction or result).

☐ **Eleven (11): Class of Work – Completed Projects (within the past 10 years only) — Pages 10, 11 & 12**

List three completed projects for each of the requested Class of Work **(example attached)**.



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☐ **Twelve (12): Equipment List — Page 13**

- Complete this question and provide information in the format shown.
- If the firm leases equipment, please provide the owner's name and copies of all lease agreements.
- Please note that equipment lease agreements should be for a period of one year.

☐ **Thirteen (13): Subsidiaries List — Page 14**

Provide name, address and telephone number of all subsidiaries.

☐ **Fourteen (14): Confirm that there is NO Inaccurate or Falsified Information — Page 14**

☐ **Fifteen (15): Acknowledge that the Prequalification Committee has the Right to Request Additional Information, AT ANY TIME, Per 720 CMR 5.0 — Page 14**

☐ **Sixteen (16): Company Name and Original Signature Required — Page 15**

The full name of the company and the **original signature** and title of the signing authority is required and date on this page.

☐ **Seventeen (17): Supplemental Information Attached — Beyond Page 17**

The applicant may also provide additional information such as resumes of principals or key personnel, company organization chart, letters of recommendation, any other information demonstrative of the applicant's experience, skill, ability and integrity.

Additional projects & equipment may be listed separately as long as the format mirrors the application.

Please mail the checklist with your completed application to:

MassDOT – Highway Division
Construction Prequalification / Records & Procedures Office
10 Park Plaza, Room 6260
Boston, MA 02116
ATTN: Director of Construction Prequalification

Questions? Call (857) 368-8660



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Six (6): Contractor Information / Request for Classes of Work		
6.1 Name of Applicant:		
Business Address:		
City:	State:	Zip:
Telephone No.:	Fax No.:	
Company Email Address:		
6.2 Massachusetts Vendor Code:		Tax ID No.:
6.3 Number of years applicant has been in business under present name:		
6.4 Please place a check mark next to each class of work to indicate what categories your firm is requesting consideration for Prequalification.		

CLASSES OF WORK

<input type="checkbox"/> Bridge – Construction	<input type="checkbox"/> Highway – Bike Paths	<input type="checkbox"/> Salt Marsh and Wetland Restoration
<input type="checkbox"/> Bridge – Culverts	<input type="checkbox"/> Highway-Construction	<input type="checkbox"/> Sewer and Water
<input type="checkbox"/> Bridge – Deck Repairs	<input type="checkbox"/> Highway-Lighting	<input type="checkbox"/> Signing – Non Structural
<input type="checkbox"/> Bridge – Joints	<input type="checkbox"/> Highway – Sidewalk and Curbing	<input type="checkbox"/> Signing – Structural
<input type="checkbox"/> Catch Basin Cleaning	<input type="checkbox"/> Impact Attenuators	<input type="checkbox"/> Street Sweeping
<input type="checkbox"/> Chemical Storage Sheds	<input type="checkbox"/> Intelligent Transportation Systems	<input type="checkbox"/> Traffic Signals
<input type="checkbox"/> Crack Sealing	<input type="checkbox"/> Landscaping Including Tree Planting	<input type="checkbox"/> Tree Trimming - Maintenance & Removal
<input type="checkbox"/> Dam Construction	<input type="checkbox"/> Marine Construction	<input type="checkbox"/> Waterways
<input type="checkbox"/> Demolition	<input type="checkbox"/> Mowing and Spraying	
<input type="checkbox"/> Drainage	<input type="checkbox"/> Painting–Structural	
<input type="checkbox"/> Drawbridge Maintenance	<input type="checkbox"/> Pavement Markings	
<input type="checkbox"/> Dredging	<input type="checkbox"/> Pavement–Milling and Cold Planing	
<input type="checkbox"/> Drilling & Boring	<input type="checkbox"/> Pavement - Reclamation	
<input type="checkbox"/> Electrical – All Types – Including Electrical Maintenance	<input type="checkbox"/> Pavement - Surfacing	
<input type="checkbox"/> Guard Rail & Fencing	<input type="checkbox"/> Pump Stations	
<input type="checkbox"/> Hazardous Waste Remediation & Transportation	<input type="checkbox"/> Recreational Facilities	



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Seven (7): Type of Business Organization:

***** Please attach official documentation of all other corporate officers or managers *****

7a. If Prequalifying as a Corporation:

State of Incorporation:

President:

Treasurer:

Secretary:

CERTIFICATE OF GOOD STANDING (FOREIGN CORPORATION) WITH THE SEAL:

In accordance with M.G.L. c. 30 §39L, corporations incorporated **outside** the Commonwealth of Massachusetts must attach a certificate from the Secretary of the State of Massachusetts, stating that the corporation has complied with M.G.L. c. 181, §§3 and 5, and the date of such compliance. **This can be obtained by calling 617-727-7030 or visiting: <http://corp.sec.state.ma.us/CorpWeb/Certificates/CertificateOrderForm.aspx>**

7b. If Prequalifying as a Partnership: (name all partners)

Name of Partner:

% of Ownership

Address:

Name of Partner:

% of Ownership:

Address:

Name of Partner:

% of Ownership:

Address:

7c. If Prequalifying as a Limited Liability Corporation: (name all members of the LLC)

Name of Member:

% of Ownership

Address:

Name of Member:

% of Ownership

Address:

Name of Member:

% of Ownership



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Address:
7d. If prequalifying as an individual doing business under a firm name:
Name of firm:
Name of individual:
Business address:
7e. If prequalifying as a continuous (one year) Joint Venture: (name of each company)
<u>Required for Full Yearly Joint Venture:</u>
Name of Company:
Address:
Company Telephone:
Name of Company:
Address:
Company Telephone:
7f. Additional requirements for those who wish to prequalify as a Joint Venture:
a. Submission of a notarized letter signed by an officer of each company authorizing one individual to sign the Bid Proposal Documents and Request for Proposal Form on behalf of the Joint Venture.
b. A certified copy of Power of Attorney from each Joint Venture partner.
c. A copy of the Joint Venture agreement.
Please note that a prequalification application does not have to be completed for a one-time per project Joint Venture request. Instead, the prequalification documentation listed below would need to be submitted on behalf of the Joint Venture partners.
1. A letter from each proposed Joint Venture partner company. The letter should include information such requesting approval for the Joint Venture, identifying which company will be designated as the lead entity and percentage of participation; and, if needed, requesting a waiver on behalf of the Joint Venture.
2. A completed Joint Venture Agreement.
3. A certified copy of the Power of Attorney from each Joint Venture partner.
7g. If Prequalifying as another form of business organization, please describe:



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<i>Eight (8) A: Surety Company which will furnish performance and payment bonds:</i>	
Name:	
Address:	
<p>Attach an <i>original</i> commitment letter from a Surety Company licensed in the Commonwealth of Massachusetts and whose name appears on the United States Treasury Department Circular 570, stating the Contractor's Aggregate Bonding Capacity and Single Contract Limit. A Power-of-Attorney or Attorney-in-Fact must be attached to the letter.</p>	
<i>Eight (8) B: Largest Performance Bond amount ever furnished by the Contractor to an Awarding Authority or Owner:</i>	
Class of Work:	
Bond Amount:	
Project Description:	
Location:	
Owner:	
Owner's Rep:	
Telephone#:	
Architect/Engineer:	
A/E contact person:	
Telephone#:	
Original contract amount: \$	Original completion date:
Final contract amount: \$	Final completion date:
Percentage of work self-performed:	



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Nine (9): Information regarding past performance:

9a. Has your firm ever failed to complete any work or has any officer, partner, member or principal, as listed in Question 5, been an officer, partner, member or principal of another firm that has failed to complete a project in the last 10 years? ☐ YES ☐ NO

If YES, please provide the following information for each project you or one of your officers, partners, members or principles have failed to complete: **To list multiple contracts, duplicate the following information format.**

Company awarded the contract:

Principal involved in this company, if company is not the Applicant:

Class of Work:

Project Description:

Location:

Scope of work:

Owner:

Owner's Rep:

Telephone#:

Contract Amount: \$

Reason for Failure to Complete:

9b. Is the company able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work? ☐ YES ☐ NO

If NO, attach full explanation.

9c. Is the company presently debarred or suspended from doing public construction work in the Commonwealth under the provisions of Section 29F of Chapter 29, or any other applicable debarment provisions of any other Chapter of the Massachusetts General Laws or any rule or regulation promulgated thereunder. ☐ YES ☐ NO

If YES, attach a copy of the debarment and a full explanation.

9d. Is the company debarred or suspended from performing work of any kind by any state other than the Commonwealth of Massachusetts or any Federal agency or authority? ☐ YES ☐ NO

If YES, attach a copy of the debarment and a full explanation.



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Ten (10): Legal or Administrative Proceedings; Compliance with laws:

Please answer the following questions. Information is to cover all judicial and administrative proceedings involving applicant's firm, which were instituted or concluded (adversely or otherwise) within the **past 5 years** prior to the date of submission of this application.

The term "administrative proceedings" as used in this application for certificate of eligibility includes (i) any action taken or proceeding brought by a governmental agency, department or officer to enforce any law, regulation, code, legal or contractual requirement, except for those brought in state or federal courts, or (II) any action taken by a governmental agency, department or officer imposing penalties, fines or other sanctions for failure to comply with any such legal or contractual requirement.

The term "anyone with a financial interest in your firm" as used in this Section "T" shall mean any person and / or entity with a 5% or greater ownership interest in the applicant's firm.

If you answer YES to any question, on a separate page provide a complete explanation of each proceeding or action and any judgment, decision, fine or other sanction or result. Include all details (nature or basis of claim, name of court or administrative agency, title of case or proceeding, case number, date action was commenced, date judgment or decision was entered, fines or penalties impose, etc.).

	YES	NO
10a. Within the past 5 years have any civil, judicial or administrative proceedings involving your firm or a principal or officer or anyone with a financial interest in your firm been brought, concluded, or settled relating to the procurement or performance of any construction contract, including but not limited to actions to obtain payment brought by subcontractors, suppliers or others?	<input type="checkbox"/>	<input type="checkbox"/>
10b. Within the past 5 years have any criminal proceedings involving your firm or a principal or officer or anyone with a financial interest in your firm been brought, concluded or settled relating to the procurement or performance of any construction contract including, but not limited to, any of the following offences: fraud, graft, embezzlement, forgery, bribery, falsification or destruction of records or receipt of stolen property?	<input type="checkbox"/>	<input type="checkbox"/>
10c. Within the past 5 years have any judicial or administrative proceedings involving your firm or a principal or officer or anyone with a financial interest in your firm been brought, concluded or settled relating to a violation of any state's or federal procurement laws arising out of the submission of bids or proposals?	<input type="checkbox"/>	<input type="checkbox"/>
10d. Within the past 5 years have any judicial or administrative proceedings involving your firm or a principal or officer or anyone with a financial interest in your firm been brought, concluded or settled relating to a violation of M.G.L. Chapter 268A, the State Ethics Law?	<input type="checkbox"/>	<input type="checkbox"/>
10e. Within the past 5 years have any judicial or administrative proceedings involving your firm or a principal or officer or anyone with a financial interest in your firm been brought, concluded or settled relating to a violation of any state or federal law regulating hours of labor, unemployment compensation, minimum wages, prevailing wages, overtime pay, equal pay, child labor or worker's compensation?	<input type="checkbox"/>	<input type="checkbox"/>
10f. Within the past 5 years have any judicial or administrative proceedings involving your firm or a principal or officer or anyone with a financial interest in your firm been brought, concluded or settled relating to a violation of any state or federal law prohibiting discrimination in employment?	<input type="checkbox"/>	<input type="checkbox"/>



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<u>Legal or Administrative Proceedings; Compliance with laws (Section 2)</u>	YES	NO
10g. Within the past 5 years have any judicial or administrative proceedings involving your firm or a principal or officer or anyone with a financial interest in your firm been brought, concluded or settled relating to a claim of repeated or aggravated violation of any state or federal law regulating labor relations?	<input type="checkbox"/>	<input type="checkbox"/>
10h. Within the past 5 years have any judicial or administrative proceedings involving your firm or a principal or officer or anyone with a financial interest in your firm been brought, concluded or settled relating to decertification, debarment or suspension of your firm or any principal or officer or anyone with a financial interest in your firm from public contracting?	<input type="checkbox"/>	<input type="checkbox"/>
10i. Within the past 5 years have any judicial or administrative proceedings involving your firm or a principal or officer or anyone with a financial interest in your firm been brought, concluded or settled relating to a violation of any state or federal law regulating the environment, including but not limited to DEP and EPA?	<input type="checkbox"/>	<input type="checkbox"/>
10j. Within the past 5 years have your firm been fined by OSHA or any other state or federal agency for violations of any laws or regulations related to occupational health or safety? NOTE: this information may be obtained from the OSHA's Website at www.osha.gov	<input type="checkbox"/>	<input type="checkbox"/>
10k. Within the past 5 years has your firm been sanctioned for failure to achieve DBE/MBE/WBE goals, workforce goals or failure to file certified payrolls on any public projects?	<input type="checkbox"/>	<input type="checkbox"/>
10l. Other than previously reported in the above paragraphs of this Section "I", within the past 5 years have any administrative proceedings or investigations involving your firm or a principal or officer or anyone with a financial interest in your firm been brought, concluded or settled by any local, state or federal agency relating to the procurement or performance of any construction contract?	<input type="checkbox"/>	<input type="checkbox"/>
10m. Are there any other issues that you are aware which may affect your firm's responsibility and integrity as a construction contractor?	<input type="checkbox"/>	<input type="checkbox"/>
10n. Is your firm current with the provisions of 527 CMR 1.00:41 welding, cutting & other Hot-Works. Has all your required Staff completed an approved training program? Please attach evidence of such completed training program (see pages 16-17).	<input type="checkbox"/>	<input type="checkbox"/>
NOTE THAT ANYONE WHO PERFORMS, SUPERVISES OR DELEGATES HOT WORK MUST BE TRAINED		



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***** **EXAMPLE** *****

FOR EACH CLASS OF WORK FOR WHICH PREQUALIFICATION IS REQUESTED THE APPLICANT MUST SUBMIT THREE (3) PROJECTS COMPLETED BY THE FIRM (within the past 10 years)

Eleven (11): Please provide 3 of your firm's recent <u>completed</u> projects similar in scope for each class of work checked in item number four (4) above. Please provide a <u>THOROUGH</u> description of the class of work. Contractors should not submit experience less than \$50,000 in project value. <div style="text-align: center; color: red; font-weight: bold;">Do not list contracts completed more than 10 years ago.</div>	
11.0 Class of work: Highway Construction	Dollar Value: \$20,000,000
1a. <u>Other Sub-Classes</u> of work performed:	<u>Dollar Value:</u>
Drainage	\$4,000,000
Sidewalk & Curbing	\$1,000,000
Signing Structural	\$500,000
Pavement Surfacing	\$2,000,000
Project Title: Route XXX Rehab	
Location: Boston, MA	
Owner: MassDOT	
Owner's rep: John Smith	
Telephone#: 857 368 8660	Email:jsmith@xxx.org
Architect / Engineer: MassDOT	
A/ E contact person:	
Telephone#: 857 368 8660	Email: jsmith101@xxx.org
Original contract amount: \$20,000,000	Original completion date: December 2016
Final contract amount: \$21,050,000	Final completion date: March 2017
Were you the Prime Contractor <u> X </u> Or Subcontractor <u> </u> for this project?	
Percentage of work completed with own forces: 75%	
Value of work completed with own forces: \$15,787,050	
Detailed class of work description: full road rehab on route XXX in Boston, from xxx to yyy, including roadway resurfacing, drainage installation, guardrails, sidewalk repairs & signing, etc., Detailed class of sub-work description: Drainage: installed 1000 ft. of 24, 1500 ft. of 48 and 1800 ft. of 60 inch RCP drainage pipe from xxx to yyy	



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11.1 Class of work:		Dollar Value:
2a. <u>Other Classes of work performed:</u>		<u>Dollar Value:</u>
Project Title:		
Location:		
Owner:		
Owner's rep:		
Telephone#:	Email:	
Architect / Engineer:		
A/ E contact person:		
Telephone#:	Email:	
Original contract amount: \$	Original completion date:	
Final contract amount: \$	Final completion date:	
Were you the Prime Contractor Or Subcontractor for this project?		
Percentage of work completed with own forces:		
Value of work completed with own forces: \$		
Detailed scope of work:		



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11.2 Class of work:		Dollar Value:
3a. <u>Other Classes of work performed:</u>		<u>Dollar Value:</u>
Project Title:		
Location:		
Owner:		
Owner's rep:		
Telephone#:	Email:	
Architect / Engineer:		
A/ E contact person:		
Telephone#:	Email:	
Original contract amount: \$	Original completion date:	
Final contract amount: \$	Final completion date:	
Were you the Prime Contractor Or Subcontractor for this project?		
Percentage of work completed with own forces:		
Value of work completed with own forces: \$		
Detailed scope of work:		



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11.3 Class of work:		Dollar Value:
3a. <u>Other Classes of work performed:</u>		<u>Dollar Value:</u>
Project Title:		
Location:		
Owner:		
Owner's rep:		
Telephone#:	Email:	
Architect / Engineer:		
A/ E contact person:		
Telephone#:	Email:	
Original contract amount: \$	Original completion date:	
Final contract amount: \$	Final completion date:	
Were you the Prime Contractor Or Subcontractor for this project?		
Percentage of work completed with own forces:		
Value of work completed with own forces: \$		
Detailed scope of work:		



The listing of equipment must be grouped by type of equipment (i.e. loaders, backhoes, pavers, rollers, etc.)

*** Attach copies of lease agreements***

[illegible]



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Thirteen (13): Contractors need to list all subsidiaries. Please note that each listing will be reviewed and non-collusion agreements may be required.

List all Subsidiaries:

Company Name:

Company Address:

Company Telephone:

Company Name:

Company Address:

Company Telephone:

Company Name:

Company Address:

Company Telephone:

Company Name:

Company Address:

Company Telephone:

Fourteen (14): Inaccurate or falsified information:

Failure to accurately and completely provide the information requested may result in rejection of the Application for Prequalification and additional penalties under the law. If information provided herein changes, a current and complete update statement must be provided by the Applicant.

Fifteen (15): The Prequalification Committee reserves the **right to request additional information, AT ANY TIME**, regarding the Applicant's experience, equipment, safety record or procedures, bonding capacity, financial status, completed projects, work currently under contract and any and all information pertinent to the applicant's skill, ability and integrity to perform work for the department. Note that this information must be provided to the Committee within 30 days of official request per 720 CMR 5.00 or your Prequalification can be subject to Revocation and or Revision.

Questions pertaining to information contained in this application should be directed to:

Contact Person

Phone Number

Email Address



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Sixteen (16):

The undersigned, on behalf of the Applicant, hereby certifies the foregoing information to be true and complete, under the penalties of perjury. The undersigned further certifies, under the penalties of perjury, that he or she is authorized to sign this application on behalf of the Applicant. In accordance with 720 CMR Section 5.04 (2) and under the penalties of perjury, I certify that my company will not request a project whose value plus the firm's uncompleted work would exceed the firm's aggregate bond capacity.

Company Name (print or type):

By:

Original Signature and Title

Date

Print Name and Title

In accordance with 720 CMR 5.02 (5), Applications for Prequalification shall be submitted at least 14 calendar days preceding the day set for opening of bids for work upon which a Contractor intends to bid.

If you should have any questions or concerns please direct them to prequal.r109@dot.state.ma.us or feel free to contact the Prequal Hotline at 857-368-8660

If an incomplete application is received, the following procedure will be followed:

a. The Prequalification Department will notify the applicant responsible for submitting the Prequalification Application via telephone/email or if applicable by letter that their application is incomplete. The Prequalification Department will state missing information that is required for Prequalification Committee review.

b. If after notifying the applicant the application remains incomplete for thirty days, the application will be voided and returned to applicant.

MAIL THIS COMPLETED APPLICATION TO:

COMMONWEALTH OF MASSACHUSETTS
MASSDOT – HIGHWAY DIVISION
CONSTRUCTION PREQUALIFICATION / RECORDS & PROCEDURES OFFICE
10 PARK PLAZA, ROOM 6260
BOSTON, MA 02116
ATT: DIRECTOR OF CONSTRUCTION PREQUALIFICATION

What are the additional duties of a hot work fire watch?

The fire watch must review and ensure the internal hot work permit is completed and posted. The fire watch must also remain on site for at least 30 minutes after the completion of all hot work.

Is an AHJ permit always required?

No. There are few exceptions where an AHJ permit is not required.

Homeowners and hobbyists conducting hot work are exempt from both training and permit requirements.

Individuals who conduct hot work operations on their premise or equipment shall be permitted to carry-out hot work, after consultation with the AHJ before hot work operations can be conducted.

When the hot work activity is performed by a person, or under the direct supervision of a person, licensed and permitted pursuant to a specialized code as defined in M.G.L. c. 143, §96 (ex. licensed plumbers, electricians, sheet metal workers, etc).

When the local fire and building officials have already pre-approved the location as a designated area.

What is the difference between permitted and designated area?

A designated area does not require either an AHJ or hot work permit, although these areas are still pre-approved by the building and fire official and must be reviewed annually by the PAI. The AHJ may require an annual permit issued for the designated area.

A permitted area must have a permit from the AHJ and a daily hot work permit issued from the PAI, unless exempt.

Contact Information

For information about the state fire code and fire safety, contact the DFS Code Compliance and Enforcement Unit at:

- Stow Headquarters (Eastern MA)
978-567-3375
- Springfield Office (Western MA)
978-567-3813

Welding, Cutting, and Other Hot Work



Fire Safety Requirements in Massachusetts



The Department of Fire Services (DFS) is pleased to provide this list of frequently asked questions (FAQ's) regarding hot works in Massachusetts. The brochure covers the most common questions concerning hot works safety in the state.

The DFS Code Compliance & Enforcement Unit works in conjunction with local communities to ensure that hot work is conducted safely and in accordance with the state fire code. We have listed the most important terms that you will need to understand.

Definitions

Hot Work - Work involving, burning, welding, or a similar operation that is capable of initiating fires or explosions. Examples include, but are not limited to: welding, cutting, grinding, soldering, heat treating, hot riveting, torch-applied roofing, abrasive blasting, and powder-driven fasteners.

Qualified Person – As of July 1, 2018, a qualified person is a person who has successfully completed training approved by the State Fire Marshal.

Permit Authorizing Individual (PAI) –An individual designated by management to authorize hot work.

Permissible Area – There are two types of permissible areas, designated area and permitted area.

Designated Area - A specific location designed and approved for hot work operations that is maintained fire-safe, such as a maintenance shop or a detached outside location, that is of noncombustible or fire-resistive construction, essentially free of combustible and flammable contents, and suitably segregated from adjacent areas.

Permitted Area - Any location, other than a designated area which is approved for hot work and is made fire-safe by removing or protecting combustibles from ignition sources.

Hot Work Permit – A permit issued by the PAI, which shall not be valid for more than 24 hours. Information on the permit should include work location, type of hot work, the work to be done, the operator, duration, equipment, and controls to ensure safety.

Fire Department (AHJ) Permit - A document issued by the AHJ to a qualified person for the purpose of authorizing that individual to carry out the activity of hot work.

Fire Watch - The assignment of a person or persons to an area for the express purpose of notifying the fire department, the building occupants, or both of an emergency; preventing a fire from occurring; extinguishing small fires; or protecting the public from fire or life safety dangers.

Frequently Asked Questions

What is the state fire code in Massachusetts? The state fire code is known as the Massachusetts Comprehensive Fire Safety Code, 527 CMR 1.00. Visit www.mass.gov/dfs and search for 527 CMR 1. The state fire code adopts NFPA 1 (2015 Edition), and includes Massachusetts amendments. Within the code are the appropriate editions of NFPA standards that must be met.

Where can the requirements for hot works be found within the state fire code? These requirements are found in Chapter 41. This section adopts NFPA 51B – Standard for Fire Prevention During Welding, Cutting, and Other Hot Work (2014 Edition), which also includes Massachusetts amendments.

Do the personnel involved in hot work need to be trained? As of July 1, 2018, for an individual to be qualified to be a PAI, perform fire watches, perform, supervise or delegate any activities of hot work they shall have documentation that he or she has successfully completed training approved by the State Fire Marshal.

What are the Permit Authorizing Individual's (PAI) primary responsibilities? The PAI issues the hot work permit and is charged with ensuring the health and safety within the permissible area.