

HOT WORK Precautions Checklist

HOT WORK PERMIT NUMBER

NOTE: Remember to keep the Hot work permit on file, or scan and save on computer.

This checklist is to be printed out for convenience and used as a reminder when preparing the site and making good afterwards. It may be discarded when the job has been signed off on the [Hot work permit](#).

Precautions before and during hot work

Preparing the area	Completed	Not applicable (N/A)
Inspect and sweep the area.		
Wet down or apply damp sand to any timber floors.		
Cover or shield automatic sprinkler and/or fire detector heads if they are close enough to the hot works to be accidentally activated.		
Remove movable combustible items to at least 15m away, and make sure that any exposed levels below the hot work are also checked and cleared.		
Cover or shield with non-combustible tarpaulins or barriers any remaining combustibles within 15m of hot work area. (This distance should be greater for vulnerable objects on any levels below the hot works.)		
Isolate and/or remove from the area flammable/combustible gases, dusts and liquids.		
Shield any fuel lines and pipework.		
Cover all openings such as ducts and grilles.		
Decide on an escape route, in case of an emergency.		

Precautions before and during hot work (continued)

Prepare equipment and systems	Completed	Not applicable (N/A)
Check that automatic sprinklers/other fixed firewater systems are in service. (If they are out of service, seek guidance from the Fire Safety Manager.)		
Inspect hot work equipment to ensure it is in serviceable and safe condition.		
Arrange for portable extinguishers and/or water-charged hoses to be within 10m.		
Arrange a fire watch during pauses in hot work and for at least 30 minutes after completion. Revisit high-risk areas (e.g. difficult-to-see spaces) occasionally for at least 3 hours after hot work completion.		
Ensure that people involved in the work understand the company's emergency procedures, and that the fire watch person is ready to respond to any fire threat.		

Precautions after hot work

Time hot work completed:	Time fire watch completed:	
Make good the area	Completed	Not applicable (N/A)
Inspect the area, including exposed levels below work, or hidden behind work.		
Remove wet rags used to cover automatic sprinklers, and any caps used to cover fire detector heads.		
Remove non-combustible covers and shields.		
Ensure that the fire watch remains at the job site during breaks or pauses, and for at least 30 minutes after job completion. Revisit high-risk areas (e.g. difficult-to-see spaces) occasionally for at least 3 hours after hot work completion.		

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