

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.	<input type="checkbox"/>	
Wet down or apply damp sand to any timber floors.	<input type="checkbox"/>	
Cover or shield automatic sprinkler and/or fire detector heads if they are close enough to the hot works to be accidentally activated.	<input type="checkbox"/>	
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.	<input type="checkbox"/>	
Cover or shield with non-combustible tarpaulins or barriers any remaining combustibles within 15m of hot work area. <i>(This distance should be greater for vulnerable objects on any levels below the hot works.)</i>	<input type="checkbox"/>	
Isolate and/or remove from the area flammable/combustible gases, dusts and liquids.	<input type="checkbox"/>	
Shield any fuel lines and pipework.	<input type="checkbox"/>	
Cover all openings such as ducts and grilles.	<input type="checkbox"/>	
Decide on an escape route, in case of an emergency.	<input type="checkbox"/>	

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.)	<input type="checkbox"/>	
Inspect hot work equipment to ensure it is in serviceable and safe condition.	<input type="checkbox"/>	
Arrange for portable extinguishers and/or water-charged hoses to be within 10m.	<input type="checkbox"/>	
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.	<input type="checkbox"/>	
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.	<input type="checkbox"/>	

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.	<input type="checkbox"/>	
Remove wet rags used to cover automatic sprinklers, and any caps used to cover fire detector heads.	<input type="checkbox"/>	
Remove non-combustible covers and shields.	<input type="checkbox"/>	
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.	<input type="checkbox"/>	