

Hot Work Permit Template

Permit no.: []	Site: []
Exact location of work: []	Date: [DD/MM/YYYY]
Valid from (time): [HH:MM]	Valid until (time, one shift at most): [HH:MM]
Contractor: []	Person doing the hot work: []
RAMS ref.: []	Fire watch period after work: [] minutes

Part A. The hot work

Tick the type of work and describe it. First ask whether a cold method (cutting, bolting, crimping) would do the job instead.

- ☐ Welding
- ☐ Cutting or burning
- ☐ Grinding
- ☐ Brazing or soldering
- ☐ Torch-on roofing
- ☐ Other (describe below)

Description, and why a cold method is not practicable

Part B. Precautions before work starts

- ☐ Combustible materials removed from the area, or protected with fire-resistant covers
- ☐ Floor swept; gaps, openings and ducts covered so sparks cannot fall through
- ☐ Other side of walls, floors and ceilings checked for combustibles
- ☐ Suitable fire extinguishers at the work point, and the user trained
- ☐ Fire alarm arrangements agreed; any isolated detector heads recorded below
- ☐ Gas cylinders upright and secured, hoses checked, flashback arrestors fitted
- ☐ Ventilation or fume extraction in place
- ☐ Other trades and the site manager told; fire watcher appointed

Detector heads isolated (location and who will reinstate them)

Part C. Issue and acceptance

Issued by (authorised person) Name Signature Date	Accepted by (person doing the work) Name Signature Date
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Part D. Fire watch

The fire watcher stays during the work and for the period set above after it stops, then makes a final check of the area and the spaces around it.

Fire watcher	Hot work stopped	Fire watch ended	Final check by	Time

Part E. Completion and cancellation

- ☐ Area inspected after the fire watch: no smouldering or heat
- ☐ Detector heads reinstated
- ☐ Cylinders and equipment removed or stored safely

Work completed by

Name

Signature

Date

Permit cancelled by (issuer)

Name

Signature

Date

Check HSE's guidance on fire safety in construction (HSG168) and your insurer's hot work conditions, which may set specific distances and fire watch times. This blank template is not legal advice.