
Hot Work Fire Watch Log

1.0 Form Objective & Regulatory Context

This Hot Work Fire Watch Log is designed to document fire prevention and surveillance activities during and after hot work operations (e.g., welding, cutting, grinding, brazing, or soldering) in industrial and manufacturing shop floors. It satisfies the requirements of WorkSafeBC Part 9 (Confined Spaces and Hot Work) and NFPA 51B (Standard for Fire Prevention During Welding, Cutting, and Other Hot Work). The log ensures that a designated fire watch is maintained, fire hazards are controlled, and a post-work surveillance period is completed to detect smoldering fires.

This form is a critical component of a facility's hot work permit system and must be completed by the designated fire watch attendant for each hot work session. It provides a clear audit trail for regulatory inspections and internal safety reviews.

2.0 Administrative Details

Date of Hot Work: _____

Start Time of Hot Work: _____

End Time of Hot Work: _____

Location / Area of Hot Work (e.g., Bay 3, Welding Station 2): _____

Hot Work Permit Number (if applicable): _____

Fire Watch Attendant Name: _____

Hot Work Operator Name: _____

Type of Hot Work (e.g., Welding, Cutting, Grinding, Brazing): _____

3.0 Audit / Inspection Items

☐ Pass ☐ Fail - Pre-work inspection: Area is clear of combustible materials within 35 feet (10.7 m) of hot work zone.

☐ Pass ☐ Fail - Pre-work inspection: Fire extinguisher (minimum 10 lb ABC rated) is readily accessible and inspected within the last month.

☐ Pass ☐ Fail - Pre-work inspection: Fire watch attendant is trained and equipped with communication device (radio/phone) to call emergency services.

☐ Pass ☐ Fail - Pre-work inspection: All combustible floors, walls, and ceilings are protected with fire-resistant blankets or shields.

☐ Pass ☐ Fail - Pre-work inspection: Sprinkler system (if present) is operational and not impaired for hot work.

☐ Pass ☐ Fail - Continuous monitoring: Fire watch attendant remains within line of sight of hot work zone at all times during operation.

☐ Pass ☐ Fail - Continuous monitoring: No sparks or slag are observed igniting nearby materials; any small fires are extinguished immediately.

☐ Pass ☐ Fail - Post-work surveillance: Fire watch attendant conducts a thorough inspection of the hot work area and adjacent spaces for signs of smoldering or fire.

☐ Pass ☐ Fail - Post-work surveillance: Fire watch attendant remains on site for a minimum of 30 minutes after hot work ceases, per NFPA 51B requirements.

☐ Pass ☐ Fail - Post-work surveillance: Final inspection confirms no hot spots, smoke, or fire hazards remain.

4.0 Corrective Actions & Deficiencies

Issue Description (e.g., small fire ignited in debris, extinguisher not accessible):

Immediate Action Taken (e.g., fire extinguished with extinguisher, debris removed, work paused):

Time of Incident: _____

Root Cause (if known): _____

Corrective Action Required (e.g., retrain operator, relocate combustibles):

Assigned To (name of person responsible for corrective action): _____

Due Date for Corrective Action: _____

Status (Open / Closed): _____

5.0 Sign-off & Authorization

Fire Watch Attendant Signature: _____ Date: _____

Hot Work Operator Signature: _____ Date: _____

Entry Supervisor / Safety Manager Signature: _____ Date: _____

Date of Sign-off: _____ Date: _____

Regulatory Disclaimer: This audit log is a generic safety template. The end-user assumes all liability for validating all inspection parameters against WorkSafeBC, OH&S, and specific equipment manuals before active shop floor deployment.