
Hot Work Permit & Fire Watch Master Template

1.0 Form Objective & Regulatory Context

This Hot Work Permit & Fire Watch Master Template is designed to document and control all hot work operations (welding, cutting, grinding, brazing, or any operation producing sparks or open flames) in industrial and manufacturing shop floors. It satisfies the requirements of WorkSafeBC Part 9 (Confined Spaces & Hot Work) and NFPA 51B (Standard for Fire Prevention During Welding, Cutting, and Other Hot Work). The form ensures that a designated fire watch is present, fire extinguishing equipment is ready, and all combustible materials are removed or protected before work begins.

Use this permit for each hot work job, regardless of duration. The permit is valid only for the specific location, date, and time listed. Any change in conditions or work scope requires a new permit. The fire watch must remain on site for at least 30 minutes after hot work ceases to monitor for smoldering fires.

2.0 Administrative Details

Permit Number: _____

Date of Issue: _____

Time of Issue: _____

Expiry Time: _____

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

Description of Hot Work (e.g., welding steel frame, cutting pipe): _____

Hot Work Supervisor Name: _____

Fire Watch Name(s): _____

Worker(s) Performing Hot Work: _____

3.0 Audit / Inspection Items

- ☐ Pass ☐ Fail - Area is free of combustible materials (paper, wood, oil, solvents) within 11 metres (35 feet) of hot work.
- ☐ Pass ☐ Fail - Combustibles that cannot be moved are covered with fire-resistant blankets or shields.
- ☐ Pass ☐ Fail - All floor and wall openings within 11 metres are sealed or covered to prevent sparks from entering.
- ☐ Pass ☐ Fail - Fire extinguisher (minimum 10 lb ABC rated) is within 10 metres and inspected monthly.
- ☐ Pass ☐ Fail - Fire watch is trained in use of fire extinguisher and emergency procedures.
- ☐ Pass ☐ Fail - Fire watch has no other duties during hot work and is positioned to observe the entire work area.
- ☐ Pass ☐ Fail - Sprinkler system (if present) is operational and not impaired for hot work.

- ☐ Pass ☐ Fail - Ventilation is adequate to remove fumes and smoke (mechanical or natural).
- ☐ Pass ☐ Fail - Personal protective equipment (PPE) is worn: welding helmet with proper shade, flame-resistant clothing, gloves, and steel-toed boots.
- ☐ Pass ☐ Fail - Gas cylinders (oxygen, acetylene) are secured upright, with caps on when not in use, and hoses are free of leaks.
- ☐ Pass ☐ Fail - Electrical equipment (welding machine, grinders) is inspected and grounded, with cords free of damage.
- ☐ Pass ☐ Fail - Emergency contact numbers (fire department, first aid) are posted nearby.

4.0 Corrective Actions & Deficiencies

Issue Description (e.g., combustible debris found within 11 metres): _____

Immediate Action Taken (e.g., debris removed, area re-inspected): _____

Corrective Action Completed By: _____

Time Corrective Action Completed: _____

Permit Suspended? (Yes/No): _____

Permit Reinstated? (Yes/No, with time): _____

5.0 Sign-off & Authorization

Hot Work Supervisor Signature: _____ Date: _____

Fire Watch Signature (pre-work): _____ Date: _____

Fire Watch Signature (post-work, 30-minute monitoring complete): _____ Date: _____

Worker(s) Performing Hot Work Signature: _____ Date: _____

Safety Manager / EHS Representative Signature (if applicable): _____ 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.