FREE TEMPLATE

Hot Work Permit

A one-job permit for welding, cutting, grinding and other spark- or flame-producing work, with the fire checks, fire watch and close-out built in.

How to use this template

Replace the text in [square brackets] with your own details, delete what does not apply and add what does. Blue hints inside the form cells describe what goes there; delete them as you fill the form in.

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Part 1 — Permit details

Permit number	
Site / project	
Exact location of hot work	[Building, level, room or grid reference]
Description of hot work	[e.g. arc welding of pipe supports; angle grinding of steel beam]
Equipment to be used	
Permit valid from (date / time)	
Permit valid to (date / time)	[Normally one shift; a new permit is needed for a new shift or a new location]
Person carrying out the hot work	[Name, company, contact number]
Fire watch person	[Name, company, contact number]
Related permits / documents	[Confined space entry permit, isolation certificate, SWMS reference]

Part 2 — Fire precautions (completed before the permit is issued)

Item	Yes	No	N/A
Combustible materials within 15 m have been removed, or protected with fire-resistant blankets or screens	☐	☐	☐
Floors are swept clean of combustible dust, rags and packaging; wall and floor openings within 15 m are covered	☐	☐	☐
Flammable liquids, gas cylinders and aerosols are removed from the area or isolated	☐	☐	☐
Containers, pipes, ducts and tanks that could hold flammable residue have been emptied, purged and gas tested	☐	☐	☐
Sprinklers, detectors and alarms in the area are in service, or isolated under a separate impairment notice with the site notified	☐	☐	☐
Ventilation is adequate for the fumes produced; exhaust extraction is in place where needed	☐	☐	☐
Fire extinguishers of the correct type (and a hose or water where appropriate) are at the work location and checked	☐	☐	☐

Item	Yes	No	N/A
Fire watch has been briefed on the area, the escape route and how to raise the alarm	☐	☐	☐
Welding screens, barricades and signage are in place to protect other workers and passers-by	☐	☐	☐
Gas equipment: hoses, regulators and flashback arrestors inspected; cylinders upright and secured	☐	☐	☐
Electrical equipment: leads tagged and tested, earth return clamp close to the work	☐	☐	☐
Workers hold the training and competence the task needs and wear the PPE the SWMS specifies	☐	☐	☐

Part 3 — Authorisation

I have inspected the hot work location, the precautions in Part 2 are in place and the work may proceed within the times stated in Part 1. Work must stop and the permit is void if conditions change, a fire or gas alarm sounds, or the permit time expires.

Role	Name	Signature	Date / time
Permit issuer (authorised person)			
Person carrying out hot work			
Fire watch			
Area owner / supervisor (if different)			

Part 4 — Fire watch and close-out

Hot work finished (time)	
Fire watch continued until (time)	[At least 30 minutes after the work finished, or longer if the site rules require; some sites require a final check at 60 minutes]
Final inspection of the area and adjacent areas	[No smouldering, hot slag, heat in walls, floors or ducts; combustibles returned only after the area is cold]
Fire protection systems restored (time)	
Permit closed by (name, signature, time)	

Stop work if

A fire or gas alarm sounds, flammable gas or vapour is detected, the fire watch leaves the area, or the work moves outside the location in Part 1. Re-inspect and re-issue the permit before restarting.

Need the document that goes with it?

Hot Works (Cutting, Grinding, Brazing) SWMS: swms.ohconsultant.com.au/swms/purchase/hot-works-cutting-grinding-brazing

The permit authorises one job. The SWMS is the method statement that sits behind it: hazards, controls and the hierarchy of control for the hot work itself, prepared for your state.

All free templates: swms.ohconsultant.com.au/swms/free-resources

General information, not legal advice. Work health and safety laws differ between states and territories: check the requirements that apply where the work is done, and the principal contractor’s own site requirements.