

Hot Work Control Document – HWC 1

The Control Document only applies to the area specified below, and is only valid on the day as indicated.

Site	
Area to be worked on	
Date of work	

Please tick (✓) the Procedures below that will be actioned.
Those not actioned should be marked with a cross (x).

General Procedures and Rules	
	Have the Contractors been made aware of type of alarm sound
Type of Alarm Sound	
	Have the Contractors been made aware of alarm activation points
	Have the Contractors been given and signed Site Safety Rules SSR 1
	Have the Contractors been made aware of Escape Routes and the Assembly Point
	Will Access / Egress (Exit) routes be maintained at all times
	Have the Contractors been made aware of the nearest telephone for emergency use

Hot Work Area	
	Loose combustible materials cleared
	Non-moveable combustible materials covered
	Suitable fire extinguishers close to hand
	Gas cylinders secured in a vertical position on a trolley
	Gas cylinders fitted with a regulator and flashback arrestor
	Other personnel who may be affected by the work removed from area
	Hazard warning signs positioned correctly
	Smoke / heat detectors temporarily covered where required

Work on Walls, Ceilings and Partitions	
	Opposite side checked and combustibles removed
Welding, Cutting or Partitions	
	Work area screened to contain sparks
Bitumen Boilers, Lead Heaters etc.	
	Gas cylinders at least 3 metres from burner
	If sited on roof, heat insulated base provided

Job Information			
Exact Location of Job			
Nature of Job			
The above location has been examined and the precautions listed above have been taken			
Date		Time	am/pm
Signature of Contractor			
Print Name			
Job Title			
Company Name			

Completion and Final Checks			
The above work was carried out between		Time Commenced	am/pm
		Time Completed	am/pm
Work areas and all adjacent areas to which sparks and heat might have spread were inspected 1 hour after the work finished and were found to be fire safe			
Name of person carrying out final check			
Signature			
Date		Time	am/pm

