

Hot work permit

Blank permit for one hot work task, in one place, for one work period. Includes a pre-start checklist and a fire watch record.

Hot work is any process that produces flames, sparks or heat, such as welding, cutting, grinding, soldering and torch-on roofing. Use a cold method instead where you can.

Where hot work cannot be avoided, control it with a permit. Issue each permit for a defined job, place and time period. Never issue a blanket permit for hot work anywhere on site or over several days.

Check with your insurer whether the Joint Code of Practice applies to your project. Where it does, all hot work needs a permit once fitting-out has started on site and in any building being refurbished, and each permit is signed off at the end of its work period.

Permit details

Permit number

Issuing company

Site address

Building, floor and room

Exact location of the work

Type of hot work

Equipment to be used

Person in direct control of the work

Company doing the work

How to raise the alarm

Valid from (date and time)

Valid until (date and time)

Before work starts

The person doing the work checks each item at the work site before starting, and the issuer confirms it. If an item cannot be met, do not start.

Check	Yes	N/A	Notes
Loose combustible material removed from the work area, from below it, and from gaps in walls, floors and ceilings that heat or sparks could reach			
The other side of any wall or partition being worked on checked and cleared			
Combustible material that cannot be moved, and any openings, protected with non-combustible board or blankets			
Work area screened when welding, cutting or grinding			
Flammable liquids removed from the area			
At least two suitable fire extinguishers within reach of the work and the fire watch position			
People doing the work and the fire watch know how to raise the alarm and the way out			
Any fire detection isolated for the work is limited to the work zone, with someone named to reinstate it			
Hot work equipment checked and in good repair, and gas cylinders secured			
Gas detector or thermal imaging camera in use, where appropriate			

Fire watch

Keep a careful watch for fire while the work is going on and during breaks, including places the work could affect that cannot be seen from the work area.

After the hot work ends, keep a continuous fire watch for at least an hour, then make at least one more check two hours after the work ended. Finish hot work at least two hours before the end of the working day so there is time for these checks.

Where the Joint Code applies, after the first hour make further checks at intervals of no more than 20 minutes for at least another hour. Include areas within 10 metres on the other side of walls, partitions and ceilings, and floors below.

Fire watch carried out by _____ Hot work finished at (time) _____
Continuous fire watch ended at (time) _____ Final check at (time) _____

Time	Areas checked	Findings	Initials

Issue and acceptance

Only someone with clearly assigned authority issues or closes this permit. The person in charge of the work signs to accept it and briefs everyone doing the work. If the work carries on into another work period, issue a fresh permit.

	Name	Signature	Date and time
Issued by			
Accepted by (person in charge of the work)			

Close-out

Before the permit is closed, check the work area and every area sparks or heat could have reached, including floors above and below and the other side of walls.

Check	Done	Notes
Work area and nearby areas free of smouldering material and flames		
Hot waste, such as welding rod ends, removed safely		
Any isolated fire detection reinstated		
Equipment and gas cylinders moved to a safe place		
Photos or thermal images from the fire watch attached		

	Name	Signature	Date and time
Work finished: person in charge of the work			
Permit closed by issuer			

Based on: HSE guidance HSG168, Fire safety in construction (third edition, 2022), paragraphs 118 to 132; the Fire Protection Association's Joint Code of Practice, Fire Prevention on Construction Sites (10th edition incorporating Amendments 1 and 2), sections 2 and 16 and Annex A; HSE guidance HSG250 on permit-to-work systems.

- HSE, Fire safety in construction (HSG168, third edition): <https://www.hse.gov.uk/pubns/books/hsg168.htm>
- Fire Protection Association, Fire Prevention on Construction Sites: the Joint Code of Practice, 10th edition incorporating Amendments 1 and 2: <https://www.thefpa.co.uk/resource-download/858>
- HSE, Guidance on permit-to-work systems (HSG250): <https://www.hse.gov.uk/pubns/books/hsg250.htm>

Blank template from The Site Book, October 2026. Fill it in for the actual job and site.