

## Checklist for the execution of hot work, 1 January 2024

This must always be filled in and signed jointly **before** work is carried out.

Hot work is defined as work using work tools and equipment that generate sparks and/or heat that may cause fire.

Hot work includes the use of an open or concealed flame, hot air equipment, welding equipment, cutting equipment and grinding equipment.

Nature of the work:			
Worksite/address (describe where the work is to be carried out):			
Date and time when work is to begin:		Date and time when work is to end:	
Client, individual/company:	Mobile number:	Sign.:	
Person(s)/company doing the work:	Mobile number:	Sign.:	Certificate no.:
Fire watcher(s):	Mobile number:	Sign.:	Certificate no.:

### SAFETY REQUIREMENTS

Anyone carrying out hot work (person/company doing the work) is obliged to ensure that the work is done safely and in a manner compliant with applicable laws and regulations. Hot work must be completed well before the end of the working day.

Before the work begins:	
1	<input type="checkbox"/> The contractor has liability cover insurance appropriate to the scope of the work and the risk involved.
2	<input type="checkbox"/> A written risk assessment of roof work has been completed and enclosed with this checklist. This check box may be omitted for any work other than roof work.
3	<input type="checkbox"/> The risk posed by combustible insulation in structures has been assessed.
4	<input type="checkbox"/> Openings in floors, walls and ceilings/roofs are sealed.
5	<input type="checkbox"/> Concealed spaces have been checked (wooden joists, ventilation and extraction ducts, suspended ceiling cavities, pipes, etc.).
6	<input type="checkbox"/> Combustible materials/liquids have been removed.
7	<input type="checkbox"/> Combustible materials that cannot be relocated and combustible structural elements have been protected or wetted.
8	<input type="checkbox"/> A sufficient quantity of suitable extinguishing equipment (at least two 6 kg/litre handheld fire extinguishers) in regulation-compliant condition must be readily accessible. One handheld fire extinguisher may be replaced with a fire hose with a water supply reaching directly to the jet spray nozzle. A separate suitability and quantity assessment is enclosed with this checklist.
9	<input type="checkbox"/> Fire alarm detectors or loops have been disconnected. Disconnected by:.....
10	<input type="checkbox"/> The named fire watcher(s) is/are in attendance while the work is being carried out, during breaks and for the necessary time (at least one hour) after the work has been completed.
11	<input type="checkbox"/> The work equipment has been checked and found to be in working order.
12	<input type="checkbox"/> The need for an increased state of readiness to be able to cope with the onset of fire has been assessed.
13	<input type="checkbox"/> There are at least two escape routes from the risk zone.
14	<input type="checkbox"/> People are aware of emergency numbers and procedures for alerting others to fires and accidents. People are aware of the address of the worksite.

### Potentially explosive spaces and zones, not applicable

This section of the instructions is applicable to spaces, parts of spaces and zones where there is a risk of explosion on account of explosive substances or because the air is normally or may occasionally be mixed with flammable gas, vapours and/or combustible dust in such a ratio that the air admixture may become explosive. Use of an open flame of any kind, including welding, cutting, etc. without a written work permit signed by the inspector pursuant to Section 29-1 of the Regulations concerning the Performance of Work is not permitted.	
15	<input type="checkbox"/> The written work permit is signed by the inspector. Name of inspector:.....

Follow-up after work is completed:	
16	<input type="checkbox"/> Follow-up inspection to ensure there is no risk of fire.
17	<input type="checkbox"/> Fire alarm detectors or loop reconnected by:.....
18	<input type="checkbox"/> Gas cylinders are located near to an outer door/gate allowing their easy removal to a safe place in the event of a fire.