

Hot Work Fire Watch Record

A hot-work fire watch log recording the permit, watch area, responsible watchers, timed observations, handovers, incidents and authorised close-out.

1. Record details and scope

Project

Filled in from the project in SiteSurvey.

Site or premises address

Client or organisation

Record date *

Person completing the record *

This logs a planned hot-work watch. It is not a hot-work permit, a universal watch-duration rule or a waking-watch plan for occupied residential buildings.

HSE guidance identifies hot work as a construction fire risk requiring precautions and checks. Set the watch arrangements through the risk assessment and permit, including areas where heat or sparks could spread beyond the immediate work.

2. Permit and coverage

Hot-work permit and task reference *

Work location and adjacent or concealed areas to monitor *

Trained watcher and communication route *

Required watch period and basis in permit or assessment *

Alarm, evacuation and emergency response reference

3. Watch observations

Watch entry (copy this block for each one)

Date and time *

Watcher *

Areas checked and observations *

Observation outcome * (choose one)

☐ No concern observed ☐ Concern or incident

Immediate response, escalation and incident reference * (if applicable)

4. Handover and closure

Time hot work stopped

Change of watcher and coverage handover

Identify the area, observation period and outstanding concerns transferred to the next person. Use the duration set by the approved arrangements.

Final check time and evidence

Person authorising watch close-out and permit reference *

5. Actions and review

Are further actions required? * (choose one)

☐ Yes ☐ No

Further action (copy this block for each one; if applicable)

Action and evidence reference *

Person responsible *

Target date

Action status * (choose one)

☐ Open ☐ In progress ☐ Completed

Completion evidence * (if applicable)

Outstanding limitations and information to pass on

Record status * (choose one)

☐ Ready for review ☐ Further work needed ☐ Work or use stopped

Reviewed by

Review date

Author signature *

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.