WHS DOCUMENTS & TEMPLATES

DOC-HOT-CCV · Hot Work Fire and Explosion Critical Control Verification Pack

Product Overview

For: Businesses that do hot work: WHS advisers, maintenance and construction managers, permit issuers, supervisors and control owners

Version 1.0 · 15 November 2026

Field-ready Critical Control Verification forms for hot work fire and explosion: one for each of the 7 critical controls that stop a fire or explosion started by hot work, or limit the harm when it happens, with the bowtie, a verification schedule and a short guide.

Most workplaces have controls for hot work fire and explosion: cleared work areas, fire blankets, gas testing, fire watches, extinguishers and flashback arrestors. The question is whether they are working today. A critical control verification (CCV) is the proof: a planned check, in the field, that a control that matters most is in place, in good condition, working as designed, used properly and not bypassed.

This pack gives you one CCV form for each of 7 critical controls (4 preventing, 1 preventing and mitigating, 2 mitigating) for the unwanted event: fire or explosion started by hot work. Each form shows where the control sits on the bowtie, what it must achieve, how it fails, and a checklist scored Pass, Fail or Non-conformance. Physical controls are Pass or Fail only; Non-conformance is kept for administrative items such as records and training dates. A Fail stops the work and is escalated as a high potential incident. The last page of each form has prompts for talking to the operators, workers and supervisors who use the control.

The full bowtie shows every control on one page, the schedule sets who verifies each one and how often, and the guide explains the method. Every form is editable, so you can adapt it to your site. Made by Orana Skills Centre.

SAMPLE

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How to Use These CCVs

Hot Work Fire and Explosion Critical Control Verification Pack

What a critical control verification is

The key word here is proof. Not assumption, not guesswork. A critical control verification (CCV) is a planned check, in the field, that one critical control is doing its job. It checks that the control:

- Exist
- Are in place and in good condition
- Are functioning as designed
- Are being used properly
- Are not being bypassed or failing silently

Each CCV form tests one control against its performance requirements, item by item, grouped by those five checks and then the records. It is not a general inspection, an audit, or a maintenance check: keep those, and use the CCVs alongside them for the few controls that matter most.

The bowtie and the critical controls in this pack

Hazard: Hot work: welding, cutting, grinding and brazing. Unwanted event: Fire or explosion started by hot work. Welding, thermal and abrasive cutting, grinding, brazing, soldering, heating and any other work that produces sparks, flame or heat outside a dedicated workshop bay, including work on tanks, drums, pipes and vessels.

CCV	Critical control	Type	Sits on	At your site
CCV-01	Combustibles cleared or protected around the hot work	Preventing	T1	Use at every site where the threat or consequence is present.
CCV-02	Atmosphere tested for flammables, and hot work stopped on alarm	Preventing	T2	Use where flammable gases, vapours or dusts could be present. In a workshop with no flammables, record why it does not apply.
CCV-03	Tanks, drums, pipes and vessels cleaned, gas-freed and tested before hot work	Preventing	T3	Use where hot work is done on containers, pipes or vessels that held flammable material.
CCV-04	Fire watch during the work and for the set time after	Preventing and mitigating	T4 (preventing); C3 (mitigating)	Works on both sides (the owner's rule): on T4 it finds smouldering material before it ignites; on C3 it puts out a small fire before it spreads. The checklist tests both roles.
CCV-05	Fire extinguishing equipment at the hot work	Mitigating	C2, C3	Use at every site where the threat or consequence is present.
CCV-06	Oxy-fuel equipment and cylinders in good order, with flashback arrestors	Preventing	T5	Use where oxy-fuel equipment is used.
CCV-07	Emergency response with alarm, evacuation and first aid for burns	Mitigating	C1, C2	Use at every site where the threat or consequence is present.

Mitigating controls can be critical too, especially when they are the last line of defence. They are just as critical as prevention, and must be resourced, practised and verified.

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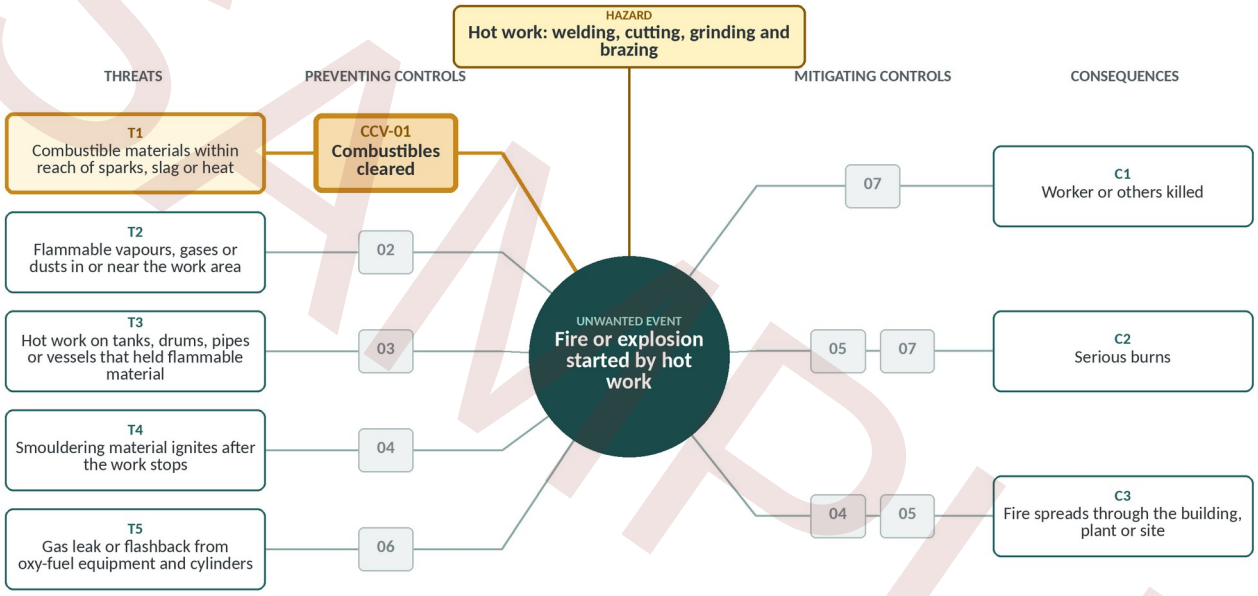
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CCV-01 Combustibles cleared or protected around the hot work

Critical Control Verification · Preventing control · Hot work fire and explosion

Site or location		**Plant or area verified**	
Date and time		**Shift**	
Verified by (name and role)		**Control owner**	

1 Where this control sits on the bowtie



Amber: this control, CCV-01, on threat line T1. Grey numbers: the other critical controls in this pack. Preventing controls sit left of the unwanted event and stop it happening; mitigating controls sit right of it and limit the harm.

2 The control

Control	Combustibles cleared or protected around the hot work
Type	Preventing: it stops the unwanted event happening.
It sits on	Threat T1: Combustible materials within reach of sparks, slag or heat
Hierarchy of control	Isolation
Objective	Remove combustible materials from the area where sparks, slag and heat can reach, at least **[Clearance distance]**, and protect anything that cannot be moved with fire blankets, screens or wetting, including below and behind the work.
Why it is critical	Sparks and slag travel further than people expect, drop through gaps and floors, and lodge in cracks. One hot spark in cardboard, dust or insulation is enough to start a fire that takes hold after everyone has left.

3 Performance requirements

What the control must achieve. The checklist in part 5 tests each one.

No.	The control must meet this requirement
R1	Combustibles are removed from within **[Clearance distance]** of the work, including on floors below and on the other side of walls.

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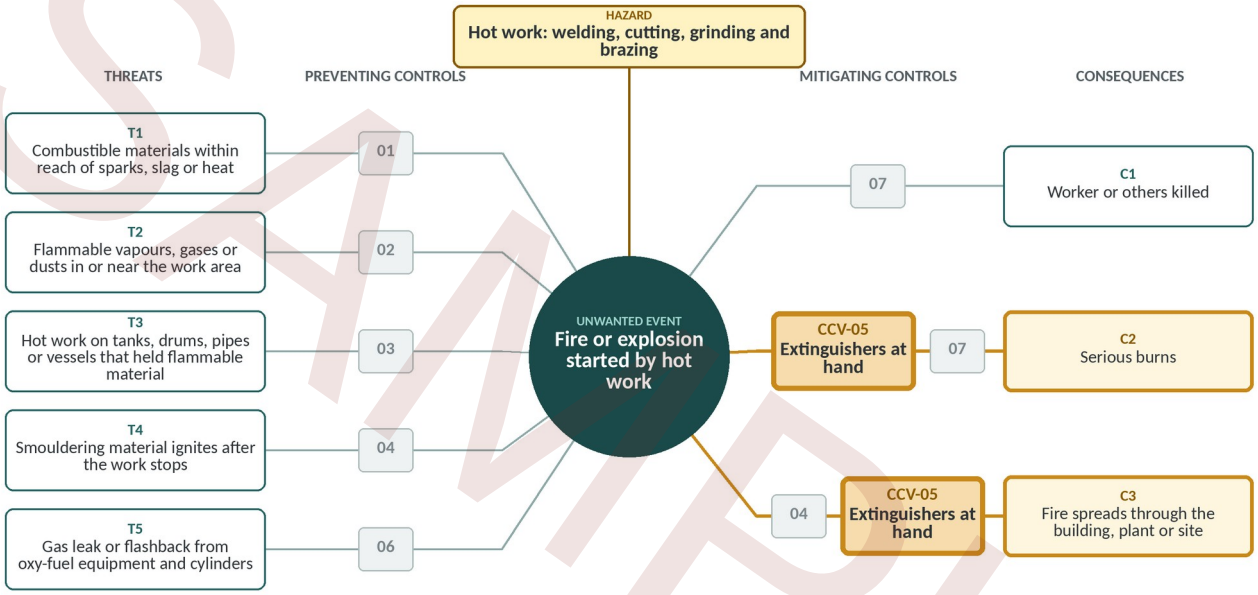
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CCV-05 Fire extinguishing equipment at the hot work

Critical Control Verification · Mitigating control · Hot work fire and explosion

Site or location		**Plant or area verified**	
Date and time		**Shift**	
Verified by (name and role)		**Control owner**	

1 Where this control sits on the bowtie



Amber: this control, CCV-05, on consequence lines C2 and C3. Grey numbers: the other critical controls in this pack. Preventing controls sit left of the unwanted event and stop it happening; mitigating controls sit right of it and limit the harm.

2 The control

Control	Fire extinguishing equipment at the hot work
Type	Mitigating: it limits the harm once the unwanted event has happened.
It sits on	Consequence C2: Serious burns; consequence C3: Fire spreads through the building, plant or site
Hierarchy of control	Engineering
Objective	Make sure suitable, charged extinguishers, fire blankets or hose reels are at the hot work, and the people there can use them to put out a small fire or burning clothing at once.
Why it is critical	The first minute of a fire decides whether it is put out or spreads. An extinguisher at the work, used straight away, stops most hot work fires. One in a cabinet at the far end of the building does not.

3 Performance requirements

What the control must achieve. The checklist in part 5 tests each one.

No.	The control must meet this requirement
R1	An extinguisher of the right type for the materials nearby is within easy reach of the hot work.
R2	Extinguishers are charged, tagged and maintained at the set interval.
R3	A fire blanket is available for burning clothing where the risk assessment requires.
R4	People at the hot work are trained to use the equipment.

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END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. Field-ready Critical Control Verification forms for hot work fire and explosion: one for each of the 7 critical controls that stop a fire or explosion started by hot work, or limit the harm when it happens, with the bowtie, a verification schedule and a short guide.

What the full product contains

- **7 Critical Control Verification forms, one per critical control (4 preventing, 1 preventing and mitigating, 2 mitigating): each with its bowtie, objective, performance requirements, failure modes, a Pass / Fail / Non-conformance checklist, the overall result, actions, a page of prompts for talking to the people who use the control, and sign-off**
  03_CCV_FORMS/ (Word and PDF)
- **The critical controls: CCV-01 Combustibles cleared (preventing); CCV-02 Gas test, stop on alarm (preventing); CCV-03 Vessels gas-freed (preventing); CCV-04 Fire watch (preventing and mitigating); CCV-05 Extinguishers at hand (mitigating); CCV-06 Gas equipment sound (preventing); CCV-07 Emergency response (mitigating)**
  03_CCV_FORMS/CCV-01 to CCV-07
- **The full bowtie for hot work fire and explosion on one page: every threat, consequence and critical control**
  02_BOWTIE/Hot Work Fire and Explosion Bowtie.docx and .pdf
- **The CCV schedule: who verifies each control, how often by exposure, the method and the record**
  04_CCV_SCHEDULE/CCV Schedule.docx and .pdf
- **The CCV schedule workbook: suggested frequency by exposure, next due dates and status by formula, dropdowns, no macros**
  04_CCV_SCHEDULE/CCV Schedule.xlsx
- **How to use these CCVs: the method, scoring, the response to a Fail or Non-conformance, frequency, and adapting the set to your site**
  01_START_HERE/How to Use These CCVs.docx and .pdf
- **Read Me First, Product Overview, Permitted Use Terms and Version Information**
  01_START_HERE/ (PDF)

Formats

- Word (.docx), editable, with your logo and business name in the header
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