WHS DOCUMENTS & TEMPLATES

DOC-HOT-PACK · Hot Work Pack

Product Overview

For: Businesses whose workers weld, cut, grind or braze outside a dedicated workshop: owners, supervisors, WHS advisers and workplace assessors

Version 1.0 · 9 November 2026

SAMPLE

Editable hot work documents that work together: a safe work instruction, a hot work permit and fire watch record, a VOC and a supervisor's field verification.

Hot work fires start from sparks that land where nobody checked, or smoulder after everyone has gone. A permit book does not show that the area was prepared, the extinguisher was there, or the fire watch stayed.

This pack covers it end to end. The safe work instruction sets out the steps. The permit and fire watch record capture each job. The VOC checks each person can do their role. The field verification checks the controls at the work.

No high risk work licence covers hot work such as welding, cutting, grinding or brazing. The business must make sure the people who do it, keep fire watch and issue hot work permits are trained and competent, and that any trade or gas work done with it is done by people qualified or licensed for it where your state requires. A VOC is the business's own check that a worker can do hot work safely at its site. It is not a licence or a qualification.

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Hot Work Safe Work Instruction

How to do hot work safely at [Site name]: welding, cutting, grinding, brazing

Document number		**Version**	
Site		**Work area**	
Approved by		**Review date**	

1 Purpose and scope

This instruction sets out how to do hot work at **[Site name]** outside a dedicated hot work area: the permit, preparing the area, doing the work, the fire watch and closing the permit.

It applies to every hot work operator, fire watch and permit issuer, including contractors. It is used with the hot work permit and the fire watch record. Follow the manufacturer's instructions for the equipment as well.

2 Who may do hot work

- Is trained and competent in the process, and has a current hot work VOC
- Has fire extinguisher training
- Has a hot work permit from **[Permit issuer]** for the task and area
- Has read this instruction, or had it explained, and signed the acknowledgement at the end

Licences and training

No high risk work licence covers hot work such as welding, cutting, grinding or brazing. The business must make sure the people who do it, keep fire watch and issue hot work permits are trained and competent, and that any trade or gas work done with it is done by people qualified or licensed for it where your state requires. A VOC is the business's own check that a worker can do hot work safely at its site. It is not a licence or a qualification.

3 The equipment and the area

List the hot work equipment and the areas this instruction covers.

Equipment and processes used	
Dedicated hot work areas (where no permit is needed)	
Fire protection: [Extinguisher locations]	
Fire watch period after work: [Fire watch period]	
Gas detector (where testing is needed)	

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Hot Work VOC Assessment Tool

Verification of competency for one worker, in the hot work roles and processes in scope, at [Site name]

Purpose	To check, and record, that a worker can do hot work, keep fire watch or issue a hot work permit safely, at your site, following your procedures.
When to use it	Before a worker does hot work outside a dedicated workshop unsupervised; when they take on a new role, process or area; at the re-verification interval your business sets; and after any of the review triggers in Part K.
Who completes it	An assessor your business has chosen as competent to assess (see Part B). The candidate completes the knowledge questions and signs Part J.
What goes with it	The Knowledge Questions (Candidate), the Marking Guide (Assessor) with the model answers, and the VOC Register.

Before you start

- Agree the scope (Part C) with the candidate's supervisor: what the candidate will do, on what, and where.
- Do the pre-assessment checks (Part D) before anything else. If one fails, do not start.
- The candidate answers the knowledge questions. Mark them with the Marking Guide and record the result in Part E.
- Observe the practical work (Part F) in the real work area, during normal work where it is safe, with other people kept clear.
- Watch for the safety-critical fail criteria (Part G) the whole time. Any one stops the assessment.
- Record the evidence, the outcome and the re-assessment plan (Parts H and I), give feedback, and sign off with the candidate (Part J).

Licences, training and the VOC

No high risk work licence covers hot work such as welding, cutting, grinding or brazing. The business must make sure the people who do it, keep fire watch and issue hot work permits are trained and competent, and that any trade or gas work done with it is done by people qualified or licensed for it where your state requires. A VOC is the business's own check that a worker can do hot work safely at its site. It is not a licence or a qualification.

Part A Candidate details

Name		**Position or role**	
Employer (if a contractor or labour hire)		**Employee or worker ID**	
Trade or welding training (course and date)		**Fire extinguisher training (date)**	
Experience in hot work		**Last VOC or training (date)**	

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Supervisor Field Verification Checklist

Hot work: permits, fire watch, extinguishers, combustibles and gas testing

Site		**Areas checked**	
Date and time		**Shift**	
Verified by		**Permits sampled (numbers)**	

How to verify

- Visit the area while hot work is under way. Look at each control working, not at its paperwork.
- Mark each check Pass, Not met or N/A. Pass means you saw the control in place and working. If you did not see it, it is not a Pass.
- Write what you saw in the evidence column: a location, a photo reference, a record you sampled.
- Talk to the people doing the work, using the questions after the checks. They know where the near misses are.
- Record every Not met in the actions table, with an owner and a due date. Fix what you can on the spot, and record that too.

Escalate now

If a ★ critical control is Not met, act before you leave the area. Stop or restrict the hot work there until it is fixed or another control is in place, and tell **[Escalation contact]** the same shift. A failed critical control is a high potential incident: report it as one.

Checks

★ marks a critical control: one whose failure could let a fire start or spread, or an explosion occur. Delete checks that do not apply, and add your own.

No.	Look for (★ critical control)	Pass	Not met	N/A	What you saw (evidence)
Permits					
1	A current hot work permit is at each hot work task outside a dedicated area ★	☐	☐	☐	
2	The permit matches the task, the area and the people	☐	☐	☐	
Combustibles					
3	Combustibles have been removed or covered as the permit sets ★	☐	☐	☐	
4	Openings, gaps and drains are covered ★	☐	☐	☐	
5	The other side of walls, floors and ceilings has been checked	☐	☐	☐	
Extinguishers					
6	An extinguisher of the right type is at the work, charged and in date ★	☐	☐	☐	

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END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. Editable hot work documents that work together: a safe work instruction, a hot work permit and fire watch record, a VOC and a supervisor's field verification.

What the full product contains

- **Hot work safe work instruction: plan, prepare the area, equipment, the work, fire watch and close-out; hazards, controls and stop-work points**
  02_SAFE_WORK_INSTRUCTION/Hot Work Safe Work Instruction.docx and .pdf
- **Hot work permit: the area, combustibles, gas test, extinguisher, fire watch and close-out**
  03_PERMITS_AND_RECORDS/Hot Work Permit.docx and .pdf
- **Fire watch record: checks during and after the work**
  03_PERMITS_AND_RECORDS/Fire Watch Record.docx and .pdf
- **Supervisor field verification checklist: permits, fire watch, extinguishers, combustibles and gas testing, with Pass, Not met, actions, escalation and evidence**
  05_FIELD_VERIFICATION/Supervisor Field Verification Checklist.docx and .pdf
- **VOC assessment tool, the same as DOC-HOT-VOC**
  04_VOC_ASSESSMENT/Hot Work VOC Assessment Tool.docx and .pdf
- **VOC knowledge questions (candidate) and marking guide (assessor)**
  04_VOC_ASSESSMENT/Hot Work VOC Knowledge Questions (Candidate) and Hot Work VOC Marking Guide (Assessor), .docx and .pdf
- **Excel VOC register**
  04_VOC_ASSESSMENT/Hot Work VOC Register.xlsx
- **How the documents work together: one page**
  01_START_HERE/How the Documents Work Together.docx and .pdf
- **Setup guide: what to adapt before use**
  01_START_HERE/Setup Guide.docx and .pdf
- **Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information**
  01_START_HERE/ (four PDFs)

Formats

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