**Hot Work Template Guide**

The template criteria provided below is a sample list of audit or inspection criteria that is potentially related to the operations at your organization. You may review the samples below and use them as jumping off points for creating custom audit or inspection templates in the SafetySkills Empower system. They may be used in their entirety without change or edited and expanded to suit the specific needs of your organization. Use of these criteria is entirely optional and to be used at your discretion.

**General Safety Considerations**

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| Are only authorized and trained personnel permitted to use welding, cutting, or brazing equipment? |
| Has a hazard analysis been completed for the job? |
| Is a hot work permit in place for the job being performed? |
| Has the work area been inspected to ensure that all fuel and ignition sources are extinguished or isolated? |
| Is the area free of excessive wind? |
| If work is being performed outside, are there currently no high fire warnings in place for the work area? |
| Has the air been tested? |
| When welders work in confined spaces is the atmosphere monitored and is there a means for their quick evacuation in an emergency? |
| The air is safe for work to be done? |
| Is correct and proper PPE available to the welder e.g., face shield, welder's vest, gauntlet gloves? |
| Is UV shielding proved for arc-welding? |
| Is an approved and appropriate fire extinguisher present? |
| Is a fire blanket within easy reach and deployment? |
| Is a backup extinguisher available? |
| Is the area free of non-essential equipment? |
| Is the area free of non-essential personnel? |
| Is adequate ventilation in place, with mechanical ventilation used when the generation or toxic fumes and vapors is expected? |
| Are SDSs available for the materials being worked with? |

**Flammable and Combustible Safety**

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| Have all combustible materials been removed from the immediate work area? |
| Is the area free of flammable vapors? |
| The area is free of vessels containing pressurized gas (except for approved cylinders if welding)? |
| Is the area free of flammable liquids? |
| When the object to be welded cannot be moved and fire hazards cannot be removed, are shields used to confine heat, slag, and sparks? |
| Are fire watchers assigned when welding or cutting is performed in locations where a fire might develop? |
| When welding is done on metal walls, are precautions taken to protect combustibles on the other side? |
| Before hot work begins, are drums, barrels, tanks, and other containers thoroughly cleaned and tested so that no substances remain that could explode, ignite, or produce toxic vapors? |
| Are any dangerous chemical reactions possible between materials being used and if so, have adequate precautions been taken to prevent this occurrence? |

**Hot Work / Welding Cylinders**

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| Are compressed gas cylinders regularly examined for signs of defect, deep rusting, or leakage? |
| Are cylinders kept away from sources of heat? |
| Have gas torches, gauges, and hoses been leak-tested? |
| Are employees prohibited from using cylinders as rollers or supports? |
| Are empty cylinders appropriately marked, their valves closed, and valve-protection caps placed on them? |
| Are signs posted that read “DANGER — NO SMOKING, MATCHES, OR OPEN LIGHTS,” or the equivalent? |
| Are cylinders, cylinder valves, couplings, regulators, hoses, and apparatus kept free of oily or greasy substances? |
| Unless secured on special trucks, are regulators removed and valve-protection caps put in place before moving cylinders? |
| Do cylinders without fixed hand wheels have keys, handles, or nonadjustable wrenches on stem valves when in service? |
| Are liquefied gases stored and shipped with the valve end up and with valve covers in place? |
| Before a regulator is removed, is the valve closed and gas then released from the regulator? |
| Are regulator-pressure adjusting screws released when welding or cutting is stopped for an extended period? |

**Electrical Considerations**

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| Is open circuit (no load) voltage of arc welding and cutting machines as low as possible and not more than the recommended limit? |
| Are electrodes removed from holders when not in use? |
| Are employees required to shut off the electric power to the welder when no one is using it? |
| Is suitable fire-extinguishing equipment available for immediate use? |
| Are welders forbidden to coil or loop welding electrode cable around their bodies? |
| Is work and electrode lead cable frequently inspected for wear and damage and replaced when needed? |
| Do the means for connecting cable lengths have adequate insulation? |