



**IN CASE OF EMERGENCIES CALL 416-776-3033**

## Hot Work Sign-off Checklist

This Hot Work Sign-off Checklist must be fully completed as applicable, signed and posted near the immediate location of any operation involving: open flames or work producing heat and/or sparks within the limits of the Airport Lands.

Project Name & Specific Location(s):		FAP Number  HWP Number <i>(Contractor's Unique Number)</i>	
Contractor:		HWP Expiry Date	
Site Contact Name:	Cell Number:	<i>(Shall not exceed 30 days)</i>	
<b>Section B: Type of Hot Work Activities</b>			
Welding <input type="checkbox"/> Brazing <input type="checkbox"/> Cutting <input type="checkbox"/> Grinding <input type="checkbox"/> Soldering <input type="checkbox"/> Torch Applied Roofing <input type="checkbox"/>			
Other activities:			
<b>Required Precautions (to be completed &amp; posted prior to work commencing)</b>			
Available sprinklers, extinguishers and standpipe are in service/operable.			<input type="checkbox"/>
Fire detection devices protected or bypassed to eliminate false alarms.			<input type="checkbox"/>
Contractor's Equipment & Tools are in good repair.			<input type="checkbox"/>
<b>Requirements Within 15m of Work and Within Building</b>			
Flammable liquids, dust, lint and oily deposits removed.	<input type="checkbox"/>	Explosive atmosphere in area eliminated.	<input type="checkbox"/>
Floors swept clean.	<input type="checkbox"/>	Combustible floor/surfaces protected.	<input type="checkbox"/>
Remove other combustibles where possible or protect with fire-resistive tarpaulins or metal shields.	<input type="checkbox"/>	All wall and floor openings covered.	<input type="checkbox"/>
Fire-resistive tarpaulins suspended beneath work.	<input type="checkbox"/>	Combustibles on other side of walls moved	<input type="checkbox"/>
Enclosed equipment cleaned of all combustibles.	<input type="checkbox"/>	Containers purged of flammable	<input type="checkbox"/>
<b>Requirements Airside Areas</b>			
All non-essential vehicles/combustible materials to be removed from immediate area.	<input type="checkbox"/>	No open flame/cutting/welding etc. within 15m of aircraft/fueling operation.	<input type="checkbox"/>
Stand-by to be provided by GTAA Fire & Emergency Services if deemed necessary by the contractor's assessment due to the nature of work. Refer to <b>Airport Construction Code (ACC) – 7.6.2.3</b> . Upon mobilization, the Contractor may initiate a meeting/discussion with GTAA Fire Prevention to discuss this and any other potential fire safety issues or concerns.			<input type="checkbox"/>
<b>Fire Watch Work Areas Monitoring</b>			
Fire watch will be provided by the contractor during work and for 1-hr after (2-hrs for heavy beam welding). Refer to <b>ACC – 7.6.2.2</b> .	<input type="checkbox"/>	Fire watch supplied with suitable extinguishers <b>(Minimum Extinguisher Rating is 6A 80BC)</b>	<input type="checkbox"/>
A dedicated person shall be appointed to perform a fire watch who must be trained in the use of fire extinguishers, applicable emergency equipment and in sounding alarm/reporting emergencies.	<input type="checkbox"/>	Fire watch may be required for adjoining areas, above and below.	<input type="checkbox"/>
<b>Acknowledgment: Site Conditions Review, Checklist Completion and Sign-off Before Hot Work Commences</b>			
As a <b>Competent Person</b> employed by the <b>Contractor</b> who has been issued a FAP Placard, I declare that I have read, fully understand and have incorporated all the mitigating safety measures as detailed in the Project Specific Safety Plan submitted to and reviewed by the Construction Compliance & Permits Office which forms part of the conditions for the FAP issued for this project. I also have read and understand all the conditions noted on the back page of this sign-off checklist.			
Tradesperson Conducting Hot Work (Print):	Signature	Date	
Contractor's Competent Person (Print):	Signature	Date	

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Conditions for each Hot Work Permit (HWP) issued by the \*Contractor:

With the acknowledgement of this Hot Work Sign-off Checklist, the Contractor who has been issue the FAP for a Project assumes full responsibility for all hot work activities being carried under their scope of work and accepts the following conditions:

1. The Contractor is responsible for reviewing, understanding, incorporating, and maintaining all applicable mitigating fire safety measures as per **Section 7.6 of the Airport Construction Code** and as detailed in the Contractor’s Project Specific Safety Plan (PSSP) which forms part of the conditions for the FAP issued.
2. A \*Competent Person employed by the Contractor must review and assess each applicable site where Hot Work will be carried out and then fully complete, sign & post the HWP Sign-off Checklist on site near the immediate location of the Hot Work activities.
3. Upon mobilization on site, the “Competent Person” may contact the GTAA Fire Prevention Office (416-776-4515) before any Work begins to discuss potential fire hazards, general fire safety issues or concerns, expectations and the requirements for the Hot Work Permits being issued by the Contractor under the FAP.
4. Prior to commencing any Hot Work activities each day or shift, **each worker** must have read, fully understand and have checked that all the required precautions as detailed in the posted **Hot Work Sign-off Checklist** are in place, and that it is safe to proceed with their work.
5. Digital copies of each completed **Hot Work Sign-off Checklist** must be emailed to [hotwork@gtaa.com](mailto:hotwork@gtaa.com) for potential follow-up/random site checks by CCPO or Fire Prevention.
6. Hard copies of all current & past **Hot Work Sign-off Checklists** must be kept on file for the duration of the project by the Contractor and must be produced when requested by the GTAA.
7. **Failure** of the Contractor, their sub-contractor(s), or individual employee(s) to follow the Contractor’s Hot Work Permit Process, or failure to implement, maintain and/or follow all fire safety precautions, will result in the **immediate stoppage of all work** under the applicable FAP. Work will then not be allowed to commence until the contractor submits an incident report to CCPO detailing the noncompliance with the Hot Work Permit Process; and the corrective actions taken to remedy the noncompliance.

**\*Definitions:**

Contractor – the organization who has taken responsibility for the Project through their submission of an NOP to the MOL, who has submitted a Project Specific Safety Plan to CCPO and to whom a FAP Placard has been issued to allow the commencement of the work under the project.

Competent Person – a person employed by the Contractor who is qualified by their knowledge, training and experience to organize the work and its performance, is familiar with all applicable laws that apply to the work and has knowledge of any potential or actual danger to health and safety in the workplace.

Acknowledgment: Fire Watch Completion and Sign-off <b>After</b> Hot Work Completion		
As the dedicated person appointed by the Contractor to perform a fire watch, I declare that I have fulfilled my duties of the fire watch for this HWP including the time required after the completion of the hot work under this permit.		
Dedicated Fire Watch Person (Print Name & Company):	Signature	Date
Time Hot Work & Fire Watch Started am <input type="checkbox"/> pm <input type="checkbox"/>	Time Hot Work Completed am <input type="checkbox"/> pm <input type="checkbox"/>	Time Fire Watch Stopped am <input type="checkbox"/> pm <input type="checkbox"/>
Comments:		

Note: where the fire watch is conducted by multiple individuals or for multiple shifts, a separate Fire Watch Log must be kept (use the following log) and attach to this HWP.

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## Fire Watch Log

Dedicated Fire Watch Person (Print Name & Company):	Signature	Date
Time Hot Work & Fire Watch Started am <input type="checkbox"/> pm <input type="checkbox"/>	Time Hot Work Completed am <input type="checkbox"/> pm <input type="checkbox"/>	Time Fire Watch Stopped am <input type="checkbox"/> pm <input type="checkbox"/>
Comments:		

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Time Hot Work & Fire Watch Started am <input type="checkbox"/> pm <input type="checkbox"/>	Time Hot Work Completed am <input type="checkbox"/> pm <input type="checkbox"/>	Time Fire Watch Stopped am <input type="checkbox"/> pm <input type="checkbox"/>
Comments:		

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Comments:		

*For Additional Comments - use back of page*