

Chapter 31 – Assurance Checklist

Amendment record

This Annex has been reviewed by Directorate of Defence Safety and Support (DDSS) together with relevant subject matter experts and key safety stakeholders. Any suggestions for amendments to this chapter should in the first instance be directed to the Defence organisation's [Safety Centre/Team Group Mailbox](#) and with their approval, sent to DDSS at: People-DDS-GroupMailbox@mod.gov.uk.

Version No	Date of publication	Text Affected	Authority
1.0	29 Jun 26	New Annex to assist in this Chapter assurance	DDSS

Unit / Establishment / Site / Platform Name	Accountable Person	
Date	Assessor	
Policy Expectation	Observation	Action Plan
Policy Statement 1 (Commander, Manager or Accountable Person)		
1. Is there evidence that suitable and sufficient risk assessments are completed by a competent person before any hot working activity?		
2. Is there evidence that safer alternatives to hot working (e.g. cold cutting, cleaning, gas-freeing or inerting) are considered and documented before hot work is authorised?		
3. Do risk assessments adequately consider all relevant hazards, including: - flammable/combustible materials and explosive atmospheres;		

- heat transfer and surrounding environment; and - specific risks such as tanks, drums or pressure build-up?		
4. Are appropriate control measures identified and implemented to prevent fire, explosion, or harm to personnel prior to commencing work?		
Overall	Rating	Observations
Policy Statement 1 Overall Rating	Choose...	

Policy Statement 2 (Commander, Manager or Accountable Person)	Observation	Action Plan
1. Are Safe Systems of Work (SSW) in place and implemented for all hot working activities?		
2. Is there evidence that hot working activities are appropriately planned, resourced, and supervised?		
3. Are personnel undertaking hot work demonstrably competent, trained, and instructed in hazards, equipment use, fire prevention and emergency procedures?		
4. Where applicable (e.g. tanks/drums), is there evidence that personnel receive additional task-specific training (e.g. residue hazards and gas-freeing)?		
Overall	Rating	Observations
Policy Statement 2 Overall Rating	Choose...	

Policy Statement 3 (Commander, Manager or Accountable Person)	Observation	Action Plan
1. Are all control measures identified in the risk assessment implemented, maintained and monitored throughout the hot work activity?		
2. Is there evidence that equipment used for hot work is suitable, maintained, inspected and operated safely by competent personnel?		
3. Where required, are environmental and fire-prevention controls in place, including: - removal or protection of combustible materials; - adequate ventilation; and - cleaning or preparation of contaminated surfaces?		
4. Where applicable, is atmosphere testing conducted by competent persons using suitable equipment (e.g. tanks, drums, confined spaces)?		
5. Are risks associated with gas equipment (e.g. leaks, flashback/backfire, hose damage, oxygen misuse) effectively controlled?		
6. Where required, are Permits to Work (PTW) in place and aligned with Chapter 30 requirements, including controls before, during, and after the activity?		

<p>7. Is there evidence that:</p> <ul style="list-style-type: none"> - hot work is actively monitored during execution; - fire watchers are appointed where required; and - monitoring continues post-work for the specified duration (not less than 60 minutes)? 			
<p>8. Where applicable, are additional controls applied for higher-risk environments (e.g. confined spaces, acetylene use, contractors, RPE requirements)?</p>			
<p>Overall</p>	<p>Rating</p>	<p>Observations</p>	<p>Action Plan</p>
<p>Policy Statement 3 Overall Rating</p>	<p>Choose...</p>		
<p>Policy Statement 4 (Commander, Manager or Accountable Person)</p>	<p>Observation</p>		<p>Action Plan</p>
<p>1. Are arrangements in place to ensure hot work areas are left safe after completion of the task?</p>			
<p>2. Is there evidence that post-work monitoring is carried out in accordance with the risk assessment or PTW, including fire-watching and checks for smouldering or heat transfer?</p>			

3. Are fire protection systems (for example alarms, detectors, fire doors) reinstated promptly after the completion of hot work?			
4. Is there evidence that: - hot materials, debris and equipment are safely removed; - heat-retaining equipment is monitored until safe; and - the area is returned to a safe condition?			
Overall	Rating	Observations	Action Plan
Policy Statement 4 Overall Rating	Choose...		
Policy Statement 5 (All Personnel)	Observation	Action Plan	
1. Do personnel comply with all Safe Systems of Work, risk assessments and Permit to Work requirements for hot working?			
2. Do personnel use equipment correctly and implement required fire-prevention measures during hot work?			
3. Are pre-use checks conducted on equipment (e.g. for leaks, damage, or incorrect fittings)?			
4. Do personnel report hazards, defects, unsafe conditions or control failures promptly?			

5. Where applicable, do personnel demonstrate understanding of specific risks (for example vapours, residues, tanks/drums)?			
Overall	Rating	Observations	Action Plan
Policy Statement 5 Overall Rating	Choose...		
	Rating	Observations	Action Plan
Overall Rating	Choose...		