Energized Electrical Work Permit

PART I: TO BE COMPLETED BY REQUESTER

1. Description of circuit/equipment location: ________________________________________________

2. Description of work to be done: _______________________________________________________

3. Justification of why the circuit/equipment cannot be de-energized or the work deferred until the next scheduled outage:

Requester/Title: ___________________________ Date: ___________________________

PART II: TO BE COMPLETED BY ELECTRICALLY QUALIFIED PERSONS DOING THE WORK

1. Detailed job description procedure to be used in performing the above detailed work:

2. Description of the safe work practices to be employed: _________________________________

3. Results of the Shock Hazard Analysis: _________________________________________________
   (a) Limited Approach Boundary
   (b) Restricted Approach Boundary
   (c) Prohibited approach boundary
   (d) Necessary shock personal and other protective equipment to safely perform assigned task

4. Results of the Flash Hazard Analysis: _________________________________________________
   (a) Available incident energy or hazard/risk category
   (b) Necessary arc flash personal and other protective equipment to safely perform assigned task
   (c) Arc flash boundary

5. Means employed to restrict the access of unqualified persons from the work area:

6. Evidence of completion of a job briefing, including discussion of any job-related hazards:

7. Do you agree the above work can be done safely? yes [ ] no [ ]

Electrically Qualified Person(s): ___________________________ Date: __________

Electrically Qualified Person(s): ___________________________ Date: __________

Form Resources:
Annex J of NFPA 70E
Standard for Electrical Safety in the Workplace
etap Power System Software
PART III: APPROVAL(S) TO PERFORM THE WORK WHILE ELECTRICALLY ENERGIZED

Signature of the Electrically Qualified Person performing the job/task at hand.

Name:                                                            Signature:                                                            Date:

Manufacturing Manager
Name:                                                            Signature:                                                            Date:

Safety Manager
Name:                                                            Signature:                                                            Date:

General Manager
Name:                                                            Signature:                                                            Date:

Maintenance or Engineering Manager
Name:                                                            Signature:                                                            Date:

Electrically Knowledgeable Person
Name:                                                            Signature:                                                            Date:

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Part IV: CHECKLIST

Identify: □ The Hazards                                      □ Any “foreign” (secondary) voltage source
          □ The voltage levels involved                           □ The shock protection boundaries
          □ Skills Required                                      

Ask:     □ Can the equipment be de-energized?                  □ Is a ”standby person“ required?
          □ Are the backfeeds of the circuits possible?           

Check:   □ Job plans                                          □ Safety procedures
          □ Single or One Line Diagrams                           □ Vendor information
          □ Status board                                         □ Individuals are familiar with the facility
          □ Up to date plant and vendor resource info              

Know:    □ What the job is                                   □ Who is in charge
          □ Who else needs to know - communication!
Part IV: CHECKLIST (Continued)

Think:
- ☐ About the unexpected event - What if?
- ☐ Lock-Tag-Test-Try
- ☐ Test for voltage - first
- ☐ Use the right tools and equipment + PPE

Prepare:
- ☐ Is the standby person CPR trained?
- ☐ Where is the nearest telephone?
- ☐ Where is the fire alarm?
- ☐ Is confined space rescue available?
- ☐ Are radio communications available?
- ☐ What is the exact work location?
- ☐ Is the required emergency equipment available? Where?
- ☐ Are the emergency phone numbers available?
- ☐ Where is the fire extinguisher?
- ☐ How is equipment shut off in an emergency?

Note: Once the work is complete, forward this form to the site Safety Department for review and retention.

Part V: FLOW CHART

Start

What is the voltage level?
- ≥ 50 volts
  - Yes
    - What type of work is to be performed? Will any physical alterations be done, such as making or tightening connections or removing or replacing components?
    - Yes
      - Will the equipment be put in an electrically safe work condition?
        - Yes
          - Follow Lockout/Tagout (section 120.2)
          - Permit to work required (as applicable to location)
        - No
          - Follow section 130.7 for PPE requirements. Permit to work required (as applicable at location)
          - No
            - Energized electrical work permit required.
            - No
              - Follow section 130.7 for PPE requirements. Permit to work required (as applicable at location)
            - Yes
              - Is the equipment now in an electrically safe work condition?
                - Yes
                  - Proceed to Work SAFELY
                - No
                  - Follow section 130.7 for PPE requirements. Permit to work required (as applicable at location)
          - Yes
            - Energized electrical work permit required.
            - No
              - Follow section 130.7 for PPE requirements. Permit to work required (as applicable at location)
            - Yes
              - Proceed to Work SAFELY

- < 50 volts
  - Yes
    - Follow Lockout/Tagout (section 120.2)
    - Permit to work required (as applicable to location)
  - No
    - Follow section 130.7 for PPE requirements. Permit to work required (as applicable at location)

The decision to de-energize should include consideration of the capacity of the electrical source and any overcurrent protection (fuse or circuit breaker) between the source and the worker.

Apply good maintenance practices and protect the electrical systems and parts from mechanical damage.

Follow section 130.7 for PPE requirements. Permit to work required (as applicable at location)

No energized electrical work permit required.

Test Before Touch - Identify the Hazards - Follow All Safe Work Practices That Apply

Proceed to Work SAFELY