

**ENERGIZED
ELECTRICAL WORK PERMIT**

Reference No.: _____

Date Issued:	Issued To:
Location:	Site Name:
Permit Valid From: / / Time:	Number of Workers:
Permit Valid To: / / Time:	

PART I: TO BE COMPLETED BY THE REQUESTER:

(1) Description of circuit/equipment/job location (single acquired and reviewed):

(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:

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

PROC.	(1) Detailed job procedure to be used in performing the above detailed work:	Initial When Complete <input type="checkbox"/>
	(2) Description of the safe work practices to be employed (Note: Test Before Touch procedure must be followed to confirm de-energized state and electrical safe work condition)	<input type="checkbox"/>
SHOCK	(3) Result of the Shock Hazard Analysis: (Circle Appropriate Voltage) 50-300V 301-750V 751-15kV	<input type="checkbox"/>
	(4) Shock Protection Boundaries:	
	Limited Approach	50-300V 301-750V 751-15kV 3.05 m 3.05 m 3.05 m
	Restricted Approach	Avoid Contact 304.8 mm 660.4 mm
	Prohibited Approach	Avoid Contact 25.4 mm 177.8 mm
ARC FLASH	(5) Result of Arc Flash Analysis:	<input type="checkbox"/>
	(6) Flash Protection Boundary	<input type="checkbox"/>
PPE	(7) Electrical PPE Required for task: Arc Rated Face Shield/Eye Protection <input type="checkbox"/> Hearing Protection <input type="checkbox"/> V-rated Gloves <input type="checkbox"/> Voltage Proximity Detector <input type="checkbox"/> Arc Flash Hood <input type="checkbox"/> Coverall Layering <input type="checkbox"/> Other _____ PPE Level = _____	<input type="checkbox"/>
SAFE WORK AREA	(8) Means employed to restrict the access of unqualified persons from the work area:	<input type="checkbox"/>
	(9) Evidence of a completion of a Job Briefing including discussion of any job-related hazards:	<input type="checkbox"/>

PART III: APPROVAL(S) TO PERFORM THE WORK WHILE ELECTRICALLY ENERGIZED:

Agreement:

- I have read and understand the conditions of the permit.
- I understand this permit is valid only so long as work conditions existing at the time of issue continue.
- I will communicate permit and work conditions to others covered by this permit **in a tailgate meeting.**
- If an incident or accident occurs or conditions change this permit is VOID and work plan must be reviewed/revised and new permit issued.

Electrically Qualified Person (Safe Work Permit Holder)

(Print Name)

(Signature)

Ph.#: _____

NOTE: THIS FORM MUST BE FILLED OUT AND SUBMITTED BEFORE A SAFE WORK PERMIT WILL BE ISSUED.
Emergency Contact number(s) _____

Detail Instructions:

Part I should be completed by a Qualified Operator on site.

Part I (1) Description of circuit/equipment/job location:

Clearly describe the MCC or Switchgear, the specific equipment to be worked on and the area of the facility that will be affected.

Part I (2) Description of work to be done:

This should be a summary or overview of the tasks that are to be completed.

Part I (3) Justification of why the circuit/equipment cannot be de-energized or work deferred:

Simply state why this work must be done now energized (i.e. troubleshoot motor circuit, isolate and make safe with grounds), or that this EEWP is verifying that there is no energized parts exposed.

Part II should be completed by an Electricity Qualified Person.

Part II (1) Detailed job procedure to be used in performing the above detailed work:

List the tasks to be performed in the order they will executed. Consideration must be given to obtaining an electrical safe work condition and confirming it, **TEST BEFORE TOUCH**. The development of job procedures needs to take into account how old the equipment being worked on is, how well it has been maintained and how complicated the equipment or system is. Clearance around gear, access methods, and egress are also important in the selection of procedures.

Part II (2) Description of the safe work practices to be employed:

The Safe Work Permit/Hazard Assessment Permit number shall be referenced. List all of the practices to be used. See SCHEDULE OF PROCEDURES & SAFETY BULLETINS for a list of procedures that may help.

Part II (3) Results of the Shock Hazard Assessment:

A shock hazard analysis shall determine the voltage to which personnel will be exposed, boundary requirements, and the personal protective equipment necessary in order to minimize the possibility of electrical shock to personnel. Circle the appropriate voltage.

Part II (4) Shock Protection Boundaries:

Circle the appropriate voltage boundaries. Make note of the distances for you reference and safety

Excerpts from NFPA 70E Table 130.2 (C) Approach Boundaries to Live Parts for Shock Protection. (All dimensions are distance from live part to employee).

(1) Nominal System Voltage Range, Phase to Phase	(2) (3) Limited Approach Boundary,		(4) Restricted Approach Boundary; Includes Inadvertant Movement Adder	(5) Prohibited Approach Boundary,
	Exposable Movable Conductor	Exposed Fixed Circuit Part		
Less than 50	Not Specified	Not specified	Not specified	Not specified
50 to 300	3.05 m (10 ft 0 in.)	1.07 m (3 ft 6 in.)	Avoid Contact	Avoid Contact
301 to 750	3.05 m (10 ft 0 in.)	1.07 m (3 ft 6 in.)	304.8 mm (1 ft 0 in.)	25.4 mm (0 ft 1 in.)
751 to 15 kV	3.05 m (10 ft 0 in.)	1.53 m (5 ft 0 in.)	660.4 mm (2 ft 2 in.)	177.8 mm (0 ft 7 in.)
15.1 kV to 36 kV	3.05 m (10 ft 0 in.)	1.83 m (6 ft 0 in.)	787.4 mm (2 ft 7 in.)	254 mm (0 ft 10 in.)
36.1 kV to 46 kV	3.05 m (10 ft 0 in.)	2.44 m (8 ft. 0 in.)	838.2 mm (2 ft 9 in.)	431.8 mm (1 ft 5 in.)
46.1 kV to 72.5 kV	3.05 m (10 ft 0 in.)	2.44 m (8 ft. 0 in.)	965.2 mm (3 ft 2 in.)	635 mm (2 ft 1 in.)
72.6 kV to 121 kV	3.25 m (10 ft 8 in.)	2.44 m (8 ft. 0 in.)	991 mm (3 ft 3 in.)	812.8 mm (2 ft 8 in.)
138 kV to 145 kV	3.36 m (11 ft 0 in.)	3.05 m (10 ft. 0 in.)	1.093 m (3 ft 7 in.)	939.8 mm (3 ft 1 in.)

Part II (5) Results of Arc Flash Assessment:

Arc flash hazard assessment shall be done in order to protect personnel from the possibility of being injured by an arc flash. The incident energy level for each bus may be shown on the single line diagram for the facility and therefore can be recorded in this section. If not shown on the single line diagram then refer to the ARC FLASH HAZARD ASSESSMENT ELECTRICAL Safety Bulletin. The arc flash assessment may be noted as N/A if the equipment to be worked on operates at or below 135VDC and consists of a single circuit rated at 20 amps or less, or if the equipment operates at or below 240VAC unless it involves at least one 125kVA or larger low impedance transformer in its immediate power supply. (See IEEE-1584)

Part II (6) Flash Protection Boundary

The Flash Protection Boundary is the distance at which a person is likely to receive only a second-degree burn. The Flash Protection Boundary for each bus may be shown on the single line diagram for the facility and therefore can be recorded in this section. If not shown on the single line then it is considered to be 6.1m (21 feet) or the door of MCC room, which ever is shorter.

Part II (7) Electrical PPE Required for task:

Using the incident energy values from Part II (5) the appropriate PPE shall be recorded. When incident energy exceeds 50cal/cm2 at the working distance, you will isolate and de-energize before working on or near the exposed electrical conductors or circuit parts. Additional procedures may be required as well as potentially a Guarantee of Isolation from the Utility.

Part II (8) Means employed to restrict the access of unqualified persons from the work area:

List all means used to secure area. This means barricades, tape, watchman, safety watch, etc.

Part II (9) Evidence of a completion of a Job Briefing including discussion of any job-related hazards:

Include the minutes or notes of the tailgate meeting. If there are suggestions for improvement please ensure they are recorded and passed to the On-Site Coordinator.