Electric Job Briefing and Planning Checklist

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| **Qualified Electric Workers:** |  |
| **Division:** | **COO/FM&L** | **Location:** |  |
|  |  |  |  |

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| **Work Scope:** |
|  | Type of Work: |  |  | Subcontractor? |  | [ ]  Yes |  | [ ]  No |
|  |  | [ ]  Testing | [ ]  | Troubleshooting |  | SOTR: |  |
|  |  | [ ]  Maintenance | [ ]  | Repair |  |  |  |
|  |  | [ ]  Removal | [ ]  | Install |  |  |  |  |  |
|  | Equipment: |  |  |  |  |
| Does the work impact operations? |  |
|  |  | [ ]  Yes |  | [ ]  No |  |  |  |  |  |  |  |
|  | Have proper notifications been made? |  |  |
|  |  | [ ]  Yes |  | [ ]  No |  |  |  |  |  |
|  | List: |  |
|  |  |  |  |  |  |  |  |

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| **Work Hazards:** |
|  | Is the equipment energized? |  | Multiple power sources? |
|  |  | [ ]  Yes |  | [ ]  No |  |  | [ ]  Yes |  | [ ]  No |
|  | Can the equipment be de-energized? |  | Can you de-energize both power sources? |
|  |  | [ ]  Yes |  | [ ]  No |  |  | [ ]  Yes |  | [ ]  No |
|  |  |  | Primary Voltage: |
|  |  |  |  |  |  | [ ]  | 120/208 VAC | [ ]  | > 50VDC |
|  |  |  |  |  |  | [ ]  | 277/480 VAC |  |  |
|  |  |  |  |  |  | [ ]  | > 480 VAC |  |  |
|  | Shock Protection Boundaries: |  |  |
|  | Distance: |  42” |  |  | Arc Flash PPE 11Cals |
|  |  | Tape & Cones |  |  |  |  |  |  |  |
|  | Confined Space?  |  | Confined Space Permit? |
|  |  | [ ]  Yes |  | [ ]  No |  |  | [ ]  Yes |  | [ ]  No |

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| **Job Information:** Work Order Numbers: |
|  | Description of the work: |  |  |
|  |  |  |  |  |  |  |  |  |  |

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| **Authorizing Signatures:** |
|  | Lead Qualified Electrical Worker |  | Lead Qualified Electrical Worker’s **Supervisor** |
|  | Print |  |  |  |  | Print |  |  |  |
|  | Signature |  |  |  |  | Signature  |  |  |  |