

Appendix B: Energized Electrical Work Permit

Part 1: To be completed by the requester or supervisor of the job	
Description of Circuit & Equipment:	Job Location:
Description of work to be done:	
Justification of why the circuit cannot be de-energized or the work delayed until the next scheduled outage:	
Part 2: To be completed by the qualified person(s) completing the work	
(1) Detailed description of procedure to be used in performing the above work:	
(2) Description of safe work practices to be employed:	
(3) Voltage exposure (Shock Risk Assessment):	
(4) Determination of approach boundaries: Limited - Restricted -	
(5) Results of Arc-flash Risk Assessment:	
(6) Determination of the Arc-flash boundary:	
(7) PPE required to safely perform the task:	
(8) Alerting methods used to restrict access to the work area:	
A job meeting was conducted, including a discussion of the following: Yes <input type="checkbox"/> No <input type="checkbox"/>	
<input type="checkbox"/> Hazards associated with the job	<input type="checkbox"/> Energy Source Controls
<input type="checkbox"/> Work procedures involved	<input type="checkbox"/> PPE
<input type="checkbox"/> Special precautions	<input type="checkbox"/> Insulated Tools
<input type="checkbox"/> Others:	
Do you agree the above work can be done safely? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, return to requester)	
Qualified Person: _____	Date: _____
Qualified Person: _____	Date: _____
Qualified Person: _____	Date: _____
Part 3: To be completed by Supervisor	
Approvals:	
Name	Job Title
Date	
_____	_____
_____	_____
_____	_____
Note: A supervisor must approve all energized work before starting.	