



# ENERGIZED EQUIPMENT WORK PERMIT

Permit #: \_\_\_\_\_

## PART I: TO BE COMPLETED BY THE REQUESTER:

Job/Work Order Number \_\_\_\_\_

- (1) Description of circuit/equipment/job location: \_\_\_\_\_  
\_\_\_\_\_
- (2) Description of work to be performed: \_\_\_\_\_  
\_\_\_\_\_
- (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 INVOLVED QUALIFIED E&I PERSONNEL:

- (1) Detailed description of actions required to complete the task: \_\_\_\_\_  
\_\_\_\_\_
- (2) Description of the Safe Work Practices to be employed: \_\_\_\_\_  
\_\_\_\_\_
- (3) Results of the Shock Hazard Analysis:
  - a. Voltage: \_\_\_\_\_
  - b. Shock Boundary: \_\_\_\_\_
  - c. Shock Protection PPE: \_\_\_\_\_
- (4) Results of the Arc Flash Hazard Analysis:
  - a. Arc Flash Protection Boundary: \_\_\_\_\_
  - b. Arc Flash PPE: \_\_\_\_\_
- (5) Means employed to restrict the access of unqualified persons from the work area: \_\_\_\_\_  
\_\_\_\_\_
- (6) Complete attached Electrical Job Planning Checklist

## PART III: APPROVAL(S) TO PERFORM THE WORK ON ENERGIZED ELECTRICAL EQUIPMENT:

Can Work Be Performed Safely?

\_\_\_\_\_  
E/I Coordinator or E/I Reliability Engineer

\_\_\_\_\_  
Date

Yes  No

\_\_\_\_\_  
Operations Manager or General Manager

\_\_\_\_\_  
Date

Yes  No

***Mill Security shall be notified before work performed under this permit begins.***

## PART IV: VERIFY WORK IDENTIFIED ON THE ENERGIZED ELECTRICAL WORK PERMIT WAS COMPLETED.

Was work completed?  Yes  No Comments: \_\_\_\_\_

\_\_\_\_\_  
E&I Tech

\_\_\_\_\_  
Date

\_\_\_\_\_  
E&I Coordinator

\_\_\_\_\_  
Date

***Mill Security shall be notified when work is completed.***

Return completed form to Area E&I Coordinator. After review E&I Coordinator will forward to Safety Coordinator for filing.

06-20-18

## Energized Equipment Job Planning Checklist

### Pre-job Safety Review

- Permit is properly filled out?
- Proper PPE available?
- Proper tools and equipment available?
- Are backfeeds to circuits possible?
- Any unusual work conditions?
- Special skills required?

### Emergency Preparedness

- Exact location work is to be performed?
- CPR trained personnel on site?
- Safety Permit Radio on the Emergency Channel?
- Radio communications tested?
- Location of MCC Interrupter?
- Location of Sheppard's Hook?
- Location of nearest fire extinguishers?
- Location of nearest Defibulator (AED)?
- Location of Rescue Entry/Exit will be?

**E&I Tech Signature:**

**Attendant Signature:**

**ERT Rep Signature:**

**End of shift time:**