

## ENERGIZED ELECTRICAL WORK PERMIT

**Instructions:**

- Complete this form to authorize energized electrical work and submit to person authorizing work (i.e., supervisor, director, etc.) prior to work being performed.
- Personnel must use the necessary procedures, tools, and personal protective equipment (PPE) when performing energized electrical work.
- Forward the completed permit to the Sr. Secretary of FM Energy Services and Operations and Maintenance within two business days. The complete permit will be maintained for one year.

**NOTE: ⚡PERMIT EXPIRATION:** The permit will expire when:

1. Work operations covered by this permit have been completed; or
2. The technical requirements listed on the permit are no longer suitable for the hazards present; or
3. The hazard category changes.

<b>PART I – WORK REQUEST</b> <i>(To be completed by the person requesting permit)</i>		
DESCRIPTION OF CIRCUIT/EQUIPMENT/JOB LOCATION:		
WORK ORDER/PROJECT #:		
DESCRIPTION OF THE WORK TO BE DONE:		
JUSTIFICATION OF WHY THE CIRCUIT/EQUIPMENT CANNOT BE DE-ENERGIZED OR WORK DEFERRED UNTIL NEXT SCHEDULED OUTAGE:		
REQUESTED BY:	TITLE:	DATE:
<b>PART II – JUSTIFICATION FOR REQUEST</b> <i>(To be completed by the electrically qualified persons performing work)</i>		
DETAILED JOB DESCRIPTION TO BE USED IN PERFORMING THE ABOVE DESCRIBED WORK:		
DESCRIPTION OF SAFE WORK PRACTICES TO BE EMPLOYED:		
RESULTS OF THE SHOCK RISK ASSESSMENT:	RESULTS OF THE ARC FLASH RISK ASSESSMENT:	
DETERMINATION OF SHOCK PROTECTION BOUNDARIES:	DETERMINATION OF THE ARC FLASH BOUNDARY:	
a. Limited approach boundary _____ b. Restricted approach boundary _____		
NECESSARY PPE AND OTHER PROTECTIVE EQUIPMENT TO SAFELY PERFORM ASSIGNED TASK:		

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**MEANS EMPLOYED TO RESTRICT THE ACCESS OF UNQUALIFIED PERSONS FROM THE WORK AREA:****EVIDENCE OF COMPLETION OF A JOB BRIEFING, INCLUDING DISCUSSION OF ANY JOB-RELATED HAZARDS:**DO YOU AGREE THE ABOVE DESCRIBED WORK CAN BE DONE SAFELY?  YES  NO\_\_\_\_\_  
(SIGNATURE, ELECTRICALLY QUALIFIED PERSON)\_\_\_\_\_  
(DATE)\_\_\_\_\_  
(SIGNATURE, ELECTRICALLY QUALIFIED PERSON)\_\_\_\_\_  
(DATE)**PART III - APPROVAL TO PERFORM WORK WHILE ELECTRICALLY ENERGIZED**LIVE WORK ON THIS EQUIPMENT IS:  APPROVED  NOT APPROVED\_\_\_\_\_  
(SUPERVISOR/MANAGER)\_\_\_\_\_  
(DATE)\_\_\_\_\_  
(SR. ELECTRICIAN/QUALIFIED DESIGNEE)\_\_\_\_\_  
(DATE)**PERMIT EXPIRATION DATE:** \_\_\_\_\_**PART I:**

- The requester shall describe and justify what work they believe needs to be performed energized.
- The requester shall sign and print his/her title and date the request.

**PART II:**

- The electrically qualified person assigned to perform the work shall review the request and evaluate if it is necessary to perform work under energized conditions.
- If the electrically qualified person concurs that it is necessary to work energized, he/she will then establish the PPE Category (1, 2, 3, 4), the Minimum Approach Safe Distance and establish the technical requirements in Section II to perform the work with proper precautions.
- If a written procedure is needed for the operation, the supervisor or qualified person will write the procedure (in consultation with the FM Engineering Services Electrical Engineer and the Environmental Health and Safety Office (EHSO)).
- Written procedures shall include descriptions or detailed list of the technical requirements noted on the permit (e.g., housekeeping requirements, limited work space, conductive material, conductive work apparel, or interlock considerations). Procedures will outline the steps necessary to complete the work safely along with any special precautionary "NOTES" or "WARNINGS". The written procedures shall be reviewed in the job briefing and attached to the permit.

**PART III:**

- The permit is approved by a Supervisor and Sr. Electrician (or qualified designee) before work is allowed to begin.