## Electrical Safety Program Appendix B-Annual Field Audit Level 1

Opening Electrical Enclosure (Up to AF PPE Category/Level 2) Corrected **Pass** Fail N/A (Supervisor's (Requires 7/10) Initials) Can worker determine AF PPE Level based on the Arc Flash Warning Label or using the AF PPE Category Method? Is worker wearing hearing protection? Is worker wearing safety glasses? Is worker wearing long sleeves (uncuffed) to open enclosure? Is worker wearing leather protectors to open enclosure? Does worker have any exposed flammable material or a flammable outermost layer? Is clothing is free from contaminants that could negate the arc rating? Did worker properly barricade the work area? Is worker wearing arc rated face shield and hard hat? Is worker wearing arc rated balaclava? Field Corrected **Pass** Fail N/A Using Electrical Test Instruments (Requires 6/9) (Supervisor's Initials) Can worker determine if meter is rated properly for application? Is worker using insulated gloves for voltage measurement? Is worker wearing leather protectors over insulated gloves for voltage measurement? Did worker give insulated gloves a field test prior to donning? Did worker inspect test leads of voltage meter prior to use? Did worker set the test instrument to the correct setting for a voltage measurement? Can the worker demonstrate a voltage measurement? Can the worker demonstrate a phase to ground voltage measurement? Can the worker demonstrate a phase to phase voltage measurement? Field Establishing an Electrically Safe Work Condition (ESWC) (Requires Corrected **Pass** Fail N/A (Supervisor's Initials) Can worker consult panel schedules, one line diagrams, or other labeling to locate upstream disconnecting means? Does worker know how to disconnect the upstream disconnecting means? Did worker properly interrupt load current before disconnecting the upstream disconnecting means? Did worker visually verify that the upstream disconnecting means is disconnected? Did worker properly apply LOTO devices? Is worker using proper PPE? Did worker set meter to right setting (Volts)? Did worker inspect test leads of voltage meter prior to use? Did worker properly test meter on a known voltage source? Did worker test phase to ground on all three phases? Did worker test phase to phase voltages (A to B, B to C, & A to C)? Did worker properly test meter on a known voltage source after testing circuit? Did worker properly remove LOTO device to reenergize system?

D	Fail	N/A	Corrected	Determining Boundaries from Label or Using AF PPE Category
Pass			(Supervisor's Initials)	Method (Requires 4/6)
				What is the Restricted Approach Boundary?
				What is the Limited Approach Boundary?
				At which boundary do insulated gloves need to be worn? (RAB)
				When do leather protectors need to be worn? (AFB)
				What is the Arc Flash Boundary?
				Can worker determine where barricades shall be placed? (Either Limited or Arc Flash
				depending on which is greater)
Pass	Fail	N/A	Field Corrected (Supervisor's Initials)	General Electrical Knowledge (Requires 4/6)
				Has worker removed all conductive jewelry?
				Can worker describe a safe method of release for a worker who is 'hung up' on a circuit?
				Does worker have knowledge of when insulated tools should be used?
				Do worker's shoes have leather uppers with rubber soles?
				Can worker identify personnel responsible for AED/CPR in an emergency?
				Can the worker describe when to utilize a GFCI?
			Field	
Pass	Fail	N/A	Corrected (Supervisor's Initials)	Electrical Equipment Knowledge (Requires 3/4)
				Can the worker demonstrate an application of the Ballast Risk Assessment?
				Can the worker determine proper steps for operating a 60 amp disconnect?
				Can the worker determine proper steps for operating a 100 amp disconnect?
				Can the worker demonstrate understanding of the risk assessment flowchart (refer to the
				written electrical safety program)?

Note: If a worker fails one of the 'blacked out' sections		
on the field audit, they must be retrained and re-	Maintenance Supervisor	Date
audited. All other areas may be 'field corrected' by the		
supervisor.		
•	Audit Administrator	Date