

Electrical Safety Program

Appendix C-Annual Field Audit Level 2

Pass	Fail	N/A	Field Corrected (Supervisor's Initials)	Opening Electrical Enclosure (Up to AF PPE Category/Level 2) (Requires 7/10)
				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?
Pass	Fail	N/A	Field Corrected (Supervisor's Initials)	Opening Electrical Enclosure (Up to AF PPE Category/Level 4) (Requires 7/11)
				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 arc rated bee keeper style hood with hardhat?
				Is worker wearing arc rated long sleeves jacket or coveralls rated at 40 cal/cm ² ?
				Is worker wearing arc rated pants or coveralls rated at 40 cal/cm ² ?
				Is worker wearing leather protectors to open enclosure?
				Has worker removed hairnet/beard net prior to opening 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?
Pass	Fail	N/A	Field Corrected (Supervisor's Initials)	Using Electrical Test Instruments (Requires 8/12)
				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?
				Can worker demonstrate a resistance test?
				Can worker demonstrate a series current measurement?
				Can worker demonstrate a capacitance test?

Pass	Fail	N/A	Field Corrected (Supervisor's Initials)	Establishing an Electrically Safe Work Condition (ESWC) (Requires 11/15)
				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 verify that there were no capacitive equipment that needs grounding or time to discharge energy?
				Did worker verify that there are no induced sources that would require installation of grounding jumpers?
				Did worker properly remove LOTO device to reenergize system?
Pass	Fail	N/A	Field Corrected (Supervisor's Initials)	Determining Boundaries from Label or Using AF PPE Category 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 5/7)
				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?
				Does worker understand that non-contact voltage testers should not be utilized for verifying the absence of voltage (except when voltage exceeds 1000 Volts)?
				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?

Pass	Fail	N/A	Field Corrected (Supervisor's Initials)	Electrical Equipment Knowledge (Requires 4/7)
				Can worker identify nominal voltages of all conductors within the industrial control panel (including power and control voltage)?
				Can the worker distinguish which units are switchgear and/or switchboards in the distribution system?
				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 disconnect greater than 100 amp?
				Can the worker determine proper steps for operating a disconnect in systems 600V or greater?
				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-audited. All other areas may be 'field corrected' by the supervisor.

Maintenance Supervisor

Date

Audit Administrator

Date

