



Energizing Equipment Procedure Checklist

Prior to energizing circuits or equipment, even temporarily, the following requirements shall be met in the order listed:

A.

A qualified person shall verify that all tools, electrical jumpers, shorts, grounds and other similar devices have been removed so that the circuits and equipment can be safely energized.

B.

Individuals exposed to the hazards associated with re-energizing the circuit or equipment shall be warned to stay clear of circuits and equipment.

C.

All locks and tags shall be removed as specified in the lock out tag out procedure.

D.

A visual check shall be made to ensure that all individuals are clear of the circuits and equipment.

E.

Where appropriate, protective covers, shields, and shrouds should be secure.

F.

First time energizing or start-up of the equipment, or after completion of work or maintenance on the equipment or in the circuit breaker cubicle, racking, removal, or installation of circuit breakers; or open door operation (open/close) of circuit breakers or switches, PPE must be worn per the incident energy level determined at that point in the system. Complete the electrical pre-energization check list.



RESET FORM

Switching Sequence

Sequence	Device	Operation (OPEN; CLOSE; OTHER)	Completed
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Prepared by: _____ Signature: _____

Checked by: _____ Signature: _____

Switching Authorization

I hereby authorize 1st TechniCall Systems Inc. to act as my agent to operate the devices listed above.

Company: _____ Representative: _____

Date & Time: _____ Signature: _____

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Final Review Before Starting Work – Check (✓) or N/A with Explanation

- | | |
|---|---|
| <input type="checkbox"/> Emergency response procedures discussed
<input type="checkbox"/> First aid kit readily accessible
<input type="checkbox"/> All hazards identified and discussed
<input type="checkbox"/> PPE selected & available to match the hazards
<input type="checkbox"/> Fire extinguisher readily accessible | <input type="checkbox"/> Client’s single-line diagram requested & consulted
<input type="checkbox"/> Switching sequence completed
<input type="checkbox"/> Lockout discussed
<input type="checkbox"/> Personal protective grounding discussed
<input type="checkbox"/> Required tooling / equipment available for job |
|---|---|

Notes:

Pre-Energization Check List

Task Name	✓
Jumpers and test leads removed	<input type="checkbox"/>
Cables and bus connections tight	<input type="checkbox"/>
Down stream loads isolated (all interlocks satisfied)	<input type="checkbox"/>
Personnel clear of system – locks removed, permits submitted	<input type="checkbox"/>
Isolation of people working on other feeders proven / verified	<input type="checkbox"/>
Bus, feeders and/or cables insulation resistance tested	<input type="checkbox"/>
All grounds removed and counted	<input type="checkbox"/>
All persons outside of substation fence or switch room during energization	<input type="checkbox"/>
Appropriate PPE being utilized	<input type="checkbox"/>

Prepared by: _____ Signature: _____

Checked by: _____ Signature: _____