

TECHNICAL ANNEX

ENERGIZED WORK PERMITS

Informative Annex J illustrates an energized electrical work permit. The format of this work permit example is not fixed by requirement, although many employers have used this template successfully. The basic purpose of a work permit is to ensure that people in responsible positions are involved in the decision whether or not to accept the increased risk associated with working on energized electrical conductors or circuit parts. An additional benefit of the work permit is that its review might initiate a decision to perform the work de-energized.

ENERGIZED ELECTRICAL WORK 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 done: _____	
(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 THE ELECTRICALLY QUALIFIED PERSONS DOING THE WORK:	
	Check when complete
(1) Detailed job description procedure to be used in performing the above detailed work: _____	<input type="checkbox"/>
(2) Description of the safe work practices to be employed: _____	<input type="checkbox"/>
(3) Results of the shock risk assessment: _____	
(a) Voltage to which personnel will be exposed	<input type="checkbox"/>
(b) Limited approach boundary	<input type="checkbox"/>
(c) Restricted approach boundary	<input type="checkbox"/>
(d) Necessary shock, personal, and other protective equipment to safely perform assigned task	<input type="checkbox"/>
(4) Results of the arc flash risk assessment: _____	
(a) Available incident energy at the working distance or arc flash PPE category	<input type="checkbox"/>
(b) Necessary arc flash personal and other protective equipment to safely perform the assigned task	<input type="checkbox"/>
(c) Arc flash boundary	<input type="checkbox"/>
(5) Means employed to restrict the access of unqualified persons from the work area: _____	<input type="checkbox"/>
(6) Evidence of completion of a job briefing, including discussion of any job-related hazards: _____	<input type="checkbox"/>
(7) Do you agree the above-described work can be done safely? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, return to requester.)	
Electrically Qualified Person(s) _____	Date _____
Electrically Qualified Person(s) _____	Date _____
PART III: APPROVAL(S) TO PERFORM THE WORK WHILE ELECTRICALLY ENERGIZED:	
Manufacturing Manager _____	Maintenance/Engineering Manager _____
Safety Manager _____	Electrically Knowledgeable Person _____
General Manager _____	Date _____
Note: Once the work is complete, forward this form to the site Safety Department for review and retention.	
© 2014 National Fire Protection Association	
NFPA 70E	

FIGURE J.1 Sample Permit for Energized Electrical Work.

NFPA 70E (2015) Handbook Annex J