

## **Operational Readiness Checklist**

## EHS North America Program – Electrical Safety Qualified, Appendix I

OPERATIONAL READINESS for ENERGIZATION/RE-ENERGIZATION CHECKLIST			
PROJECT:	WO#:		
LOCATION:	EQUIPMENT/DEVICE:		
INSTALLER:	COMPANY:		
QUALIFIED ELECTRICAL WORKER (QEW):	DATE:		

	COMPLETE	QEW	
General Items	YES / NO	INITIALS:	Comments
1 - All electrical equipment and systems being energized are correctly installed and complete.     e.g. jumpers and test leads removed, cables and bus terminations torqued correctly?			
2 - All electrical equipment is CSA/UL approved and rated for the location in which it is installed?			
3 – Is System and Equipment installed as per design voltages, ratings, etc.?			
4 - All electrical components (wire, breaker, overloads etc.) are sized according to the Canadian Electrical Code or National Electrical Code requirements?			
5 - Grounding and Bonding is correct and complete?			
6 - All protective devices are properly rated and installed, programmed and tested?			
7 - All Protection and Coordination schemes have been approved by the Engineering Department?			
8 - Engineering Incident Energy Analysis Studies complete and detailed Arc Flash & Shock labels in place?			



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Quality Assurance / Quality Control	COMPLETE YES / NO	QEW INITIALS:	Comments
1 - All electrical connections checked for correct termination and tightness?			
2 - All instrument loops have been wire checked / continuity checked?			
3 - Megger and Hi-pot testing is complete and acceptable e.g. Megger ungrounded conductors to ensure no shorts exist (phase to phase, phase to ground)?			
4 - All vendor representative commissioning checks and manufacturers recommended checks are complete?			
5 - Ensure that all applicable quality control and assurance documentation has been completed and a copy is entered into the project file.			
6 – All tools, construction materials, removed and equipment is clean and free of any debris?			
7 – Equipment covers are in place and all bolts installed or if hinged doors, doors closed and latched?			
8 – Equipment labels are in place and match at source, load, and field start/stop station?			
	COMPLETE	QEW	
Switching & Isolation	YES / NO	INITIALS:	Comments
1. All branch circuit loads turned off, loads are isolated?			
2. All personnel are clear of equipment, locks and tags removed, permits released?			
3. All Temporary Protective Grounds or Ground Truck and Test Devices are removed and counted?			
4. For outdoor substations all personnel are outside the fence, away from transformers or outside of electrical rooms during energization?			
5. If required approved Electrical Specific PPE, Tools and Equipment are been used for work tasks related to energization and/or re-energization?			
The Electrical equipment or system is	s complete an	d safe to ener	gize: (signature and date required)
Qualified Electrical Workers (QEW)			



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PROJECT POST ENERGIZATION CHECKLIST							
System Phasing (if applicable)	System Phasing Checks Complete						
Voltage Verification	Volts A-B		_	Volts B-C	Volts C-A		
	Volts A-G		_	Volts B-G	Volts C-G		
Motor Checks	Rotation check		Amp	p DrawA	Uncoupled Run / RTD Temperatures Stable		
		QEW INITIALS:					
PROJECT POST ENERGIZATION CHECKLIST	COMPLETE YES / NO		S:		Comments		
			S:		Comments		
CHECKLIST  1. Has infrared scanning been completed under			S:		Comments		
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