



NATIONAL FIRE PROTECTION ASSOCIATION

The leading information and knowledge resource on fire, electrical and related hazards

NFPA® 70E® eForms

The enclosed forms have been provided to assist users of the 2018 edition of NFPA 70E®, *Standard for Electrical Safety in the Workplace®*. The first two forms have been extracted from Figures I.1 and J.1, and the content has been reformatted and form fields have been added for ease of use. The third form is a checklist to aid in the establishment of an electrically safe work condition based on Section 120.5.

The forms contained within are copyrighted by NFPA and are licensed to the end user on the basis of a non-exclusive, non-transferable, license to be filled in and used by you in business or professional activities concerning the information requested on the forms. These forms may be not be reproduced, given away, sold, or distributed for any other purpose, including, without thereby limiting, the commercial reproduction and distribution of these forms as blank forms. These forms are intended for record keeping and/or for submission to clients, property owners, civic officials, authorities having jurisdiction, or others with a direct interest in the information displayed on the forms. NFPA makes no guarantee or warranty that when completed these will be accepted by, or provide complete information for, any of these individuals, officials, or authorities. Each recipient of any completed form may have its own requirements replacing or expanding on the information required in these forms. All information provided on or inserted into any form is the sole responsibility of the party providing that information, not the NFPA. **NFPA disclaims any responsibility for the completeness of the information required by these forms or for their fitness for a particular purpose, even if advised of that purpose. NFPA disclaims and accepts no responsibility for any defect or failure of any nature of the building, structure, installation, or fabrication described or the subject of any form. By using these forms, you waive any claim of any kind or nature against the NFPA growing out of or as result of the form itself or the building, structure, installation, or fabrication described therein, or about which information is provided.**

Using NFPA eForms

The NFPA eForms are PDF versions of frequently used forms from an NFPA standard or handbook. These forms are recommended for use on computers and mobile devices and allow the user to fill in the form fields electronically and then save, email, print, or even text message.

Features of the forms include:

- Spell check
- An assortment of PDF tools, including highlighting, commenting, and signing electronically
- Easy file sharing or printing
- button that contains additional overview information about each form

The forms can be used with any PDF reader application for computer or mobile device; however, some functionality may be limited depending on the application used.

All available forms for a particular standard or handbook are compiled into one PDF. An active Internet connection is not needed to fill in and save the forms once they are stored on your device.

To Use:

1. Open the forms in your preferred PDF reader.
2. Select the field in which you would like to enter content by clicking on it with your mouse cursor. For touch screens and mobile devices, use your finger or a stylus to select.
3. Type in the desired content. For date fields, use the format mm/dd/yyyy. On some devices, date fields will have a scroll bar from which values can be selected. As long as spell check is enabled on your device, as you type your device will bring any misspellings to your attention.
4. Use the *tab* button to go to the next field or use the mouse cursor to select the field. Use the *shift + tab* buttons or the mouse to go back to the previous field. On a mobile device, there will be *next* and *previous* buttons on the keyboard that you may also use. You do not need to enter content in every field.
5. To delete content from a field either use the backspace button on your keyboard or use the reset button that some of the applications include.
6. You may add a logo to the forms. Recommended placement is on the top right of the form (a placeholder is shown). Insert the logo into this PDF by copying the logo from another application (Word, Paint, Photoshop, etc.) and then choosing paste on the placeholder. The logo then can be resized and repositioned with the mouse.
7. Once completed, you can save, email, print, or text message the form using your device settings.

TABLE OF CONTENTS

Sample Job Briefing and Planning Checklist	Page 2
Energized Electrical Work Permit	Page 3
Procedure to Establish an Electrically Safe Work Condition	Page 4

SAMPLE JOB BRIEFING AND PLANNING CHECKLIST

Job Number: _____ Circuit/equipment/job location: _____

Identify

- | | |
|--|--|
| <input type="checkbox"/> Hazards | <input type="checkbox"/> Shock protection boundaries |
| <input type="checkbox"/> Voltage levels involved | <input type="checkbox"/> Available incident energy |
| <input type="checkbox"/> Skills required | <input type="checkbox"/> Potential for arc flash (Conduct an arc flash risk assessment.) |
| <input type="checkbox"/> Any "foreign" (secondary source) voltage source | <input type="checkbox"/> Arc flash boundary |
| <input type="checkbox"/> Any unusual work conditions | <input type="checkbox"/> Any evidence of impending failure |
| <input type="checkbox"/> Number of people needed to do the job | |

Ask

- | | |
|--|-------|
| <input type="checkbox"/> Can the equipment be de-energized? | _____ |
| <input type="checkbox"/> Are backfeeds of the circuits to be worked on possible? | _____ |
| <input type="checkbox"/> Is an energized electrical work permit required? | _____ |
| <input type="checkbox"/> Is a standby person required? | _____ |
| <input type="checkbox"/> Is the equipment properly installed and maintained? | _____ |

Check

- | | |
|--|---|
| <input type="checkbox"/> Job plans | <input type="checkbox"/> Safety procedures |
| <input type="checkbox"/> Single-line diagrams and vendor prints | <input type="checkbox"/> Vendor information |
| <input type="checkbox"/> Status board | <input type="checkbox"/> Individuals are familiar with the facility |
| <input type="checkbox"/> Information on plant and vendor resources is up to date | |

Know

- | | |
|--|-------|
| <input type="checkbox"/> What the job is | _____ |
| <input type="checkbox"/> Who is in charge | _____ |
| <input type="checkbox"/> Who else needs to know — Communicate! | _____ |

Think

- | | |
|---|--|
| <input type="checkbox"/> About the unexpected event . . . What if? | <input type="checkbox"/> Install and remove temporary protective grounding equipment |
| <input type="checkbox"/> Lock — Tag — Test — Try | <input type="checkbox"/> Install barriers and barricades |
| <input type="checkbox"/> Test for voltage — FIRST | <input type="checkbox"/> What else? _____ |
| <input type="checkbox"/> Use the right tools and equipment, including PPE | |

Prepare for an emergency

- | | |
|--|-------|
| <input type="checkbox"/> Is the standby person CPR/AED trained? | _____ |
| <input type="checkbox"/> Is the required emergency equipment available? Where is it? | _____ |
| <input type="checkbox"/> Where is the nearest telephone? | _____ |
| <input type="checkbox"/> Where is the fire alarm? | _____ |
| <input type="checkbox"/> Is confined space rescue available? | _____ |
| <input type="checkbox"/> What is the exact work location? | _____ |
| <input type="checkbox"/> How is the equipment shut off in an emergency? | _____ |
| <input type="checkbox"/> Are the emergency telephone numbers known? | _____ |
| <input type="checkbox"/> Where is the fire extinguisher? | _____ |
| <input type="checkbox"/> Are radio communications available? | _____ |
| <input type="checkbox"/> Is an AED available? | _____ |

NFPA 70E



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:

☐

(2) Description of the safe work practices to be employed:

☐

(3) Results of the shock risk assessment:

☐

(a) Voltage to which personnel will be exposed

☐

(b) Limited approach boundary

☐

(c) Restricted approach boundary

☐

(d) Necessary shock, personal, and other protective equipment to safely perform assigned task

☐

(4) Results of the arc flash risk assessment:

☐

(a) Available incident energy at the working distance or arc flash PPE category

☐

(b) Necessary arc flash personal and other protective equipment to safely perform the assigned task

☐

(c) Arc flash boundary

☐

(5) Means employed to restrict the access of unqualified persons from the work area:

☐

(6) Evidence of completion of a job briefing, including discussion of any job-related hazards:

☐

(7) Do you agree the above-described work can be done safely? ☐ Yes ☐ 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.

NFPA 70E

PROCEDURE TO ESTABLISH AN ELECTRICALLY SAFE WORK CONDITION

Job Number: _____ Circuit/equipment/job location: _____

	Step	Procedure	NFPA 70E section	OSHA 29 CFR section	Comments
<input type="checkbox"/>	1.	Determine all possible sources of electrical supply to the specific equipment. Check applicable up-to-date drawings, diagrams, and identification tags.	120.5(1)	1910.333(b)(2)(ii)(A)	
<input type="checkbox"/>	2.	After properly interrupting the load current, open the disconnecting device(s) for each source.	120.5(2)	1910.333(b)(2)(ii)(B)	
<input type="checkbox"/>	3.	Wherever possible, visually verify that all blades of the disconnecting devices are fully open or that drawout-type circuit breakers are withdrawn to the fully disconnected position.	120.5(3)		
<input type="checkbox"/>	4.	Release stored electrical energy.	120.5(4)	1910.333(b)(2)(ii)(C)	
<input type="checkbox"/>	5.	Release or block stored mechanical energy.	120.5(5)	1910.333(b)(2)(ii)(D)	
<input type="checkbox"/>	6.	Apply lockout/tagout devices in accordance with a documented and established procedure.	120.5(6)	1910.333(b)(2)(iii)(A)	
<input type="checkbox"/>	7.	Use an adequately rated portable test instrument to test each phase conductor or circuit part to verify it is de-energized.	120.5(7)	1910.333(b)(2)(iv)	
<input type="checkbox"/>	7a.	An adequately rated permanently mounted listed test device is permitted to be used to verify the absence of voltage of the conductors or circuit parts at the work location.	120.5(7) Exception No. 1		
<input type="checkbox"/>	7b.	On electrical systems over 1000 volts, noncontact test instruments are permitted to be used to test each phase conductor.	120.5(7) Exception No. 2		
<input type="checkbox"/>	7c.	Before and after each test, determine that the test instrument is operating satisfactorily through verification on any known voltage source.	120.5(7)		
<input type="checkbox"/>	8.	Where the possibility of induced voltages or stored electrical energy exists, ground the phase conductors or circuit parts before touching them. Where it could be reasonably anticipated that the conductors or circuit parts being de-energized could contact other exposed energized conductors or circuit parts, apply temporary protective grounding equipment.	120.5(8)	1910.333(b)(2) 1910.333(c)(3)(ii)(C)	

NFPA 70E

