

ELECTRICAL SAFETY AUDIT CHECKLIST

COMPLETED BY: _____ DATE: _____

TASK/LOCATION: _____

Safety Audit Requirement	Yes	No
One-line diagram exists		
One-line diagram is legible		
One-line diagram is correct		
All persons who operate the power system have easy access to the current one-line diagrams		
Equipment is labeled correctly, legibly, and in accordance with the one-line diagram		
Persons who operate/maintain electrical equipment are trained for the voltage-class equipment they operate/maintain		
Working with de-energized equipment procedures exist and are followed		
Working with live equipment procedures exist and are followed		
Equipment is grounded properly		
Safety grounding equipment, PPE, and working tools (i.e., hot sticks, voltage testers) have been calibrated and tested		
Ground system is tested periodically		
Electrical equipment is free from corrosion		
Proper maintenance practices are followed, especially for fault-protection equipment		
Recent (less than five years old) coordination study exists, and overcurrent devices are calibrated to the setting recommended		
Up-to-date arc-flash hazard assessment is complete, equipment is labeled, and employees are aware of the hazard		
Power system is resistance grounded		
Written switching orders are reviewed and used		

Notes: