

**Appendix A:****MEDIUM VOLTAGE SAFE OPERATING  
PROCEDURES ANNUAL INSPECTION**

Employee \_\_\_\_\_ Department \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Y	N	NA	Check the following	Notes/Comments
			Is the employee qualified to work as a medium voltage technician?	
			Does the employee have current medium voltage training adequately documented?	
			Is First Aid and CPR training current?	
			Are existing conditions related to the safety of the work to be performed determined before work is begun on or near electric lines or equipment?	
			Are daily or job specific briefings attended?	
			Is lockout/tagout used when appropriate and in accordance with the LOTO Procedure?	
			Is appropriate PPE used?	
			Is PPE inspected with appropriate documentation maintained?	
			Are ladders used in accordance with the appropriate safety-related work practices?	
			Are appropriate hand and power tools used?	
			Are portable and vehicle-mounted generators used according to appropriate safety-related work practices?	
			Are hydraulic and pneumatic tools used according to established guidelines?	
			Are appropriate live-line tools used?	
			Are live-line tools visually inspected before use, examined, tested, and removed as appropriate?	
			Are materials handling and storage maintained in accordance with accepted procedures?	
			Is work on or near exposed energized parts conducted in accordance with appropriate safe operating procedures for medium voltage electrical distribution equipment?	

Y	N	NA	Check the following	Notes/Comments
			Are at least two employees present when work involves more than 600 volts?	
			Are minimum approach distance procedures being followed?	
			Are proper working positions being used?	
			Is appropriate apparel being worn?	
			Are conductors and parts deenergized using proper procedures?	
			Are lines and equipment tested to ensure they are deenergized?	
			Are protective grounds installed as required using appropriate grounding procedures?	
			Are proper clearance procedures being followed and all employees notified of clearance release?	
			Are proper testing procedures being followed?	
			Is mechanical equipment thoroughly inspected before use?	
			Is mechanical equipment operated so that minimum approach distances are maintained?	
			Are proper procedures followed while work is performed on or near overhead lines?	
			Does line-clearance tree trimming follow appropriate guidelines?	
			Are appropriate guidelines followed for work in communication facilities?	
			Are appropriate safety-related work practices followed for work on underground electrical installations?	
			Are required safety-related work practices used for special conditions such as work with capacitors, current transformer secondaries, series street lighting, poor lighting, public work areas, potential backfeeds, and lasers?	