Hot Work Permit & Preplanning Information Sheet

Completed by Requestor

Job Name: _____ Job #_____ Date work being performed:_____

Work to be done: _____

Justification of why the circuit cannot be de-energized:_____

Completed by Electrical Qualified Person Doing the Work

Safe work practices to be employed: ☐ Qualified workers ☐ Protective shields ☐ Illumination

☐ **Verify meter before/after** ☐ Glove/tool inspection ☐ Remove all metal from body ☐ Left hand rule

☐ Verify other loads effected *(UPS*, Fire Alarm, Generator back up, Etc.)

☐ Other: _____

_____

What are the hazard exposures (voltage, amperage, arc flash potential):

☐ 120 volt ☐ 120/240 volt 1 to 100 amp ☐ 120/240 volt 101 to 400 amp ☐ 120/240 volt over 400 amp

☐ 277 volt ☐ 277/480 volt 1 to 100 amp ☐ 277/480 volt over 100 amp

Shock protection boundaries: Limited: _____ Restricted: _____

Shock protective equipment: ☐ Voltage-rated gloves ☐ Voltage-rated tools

Arc flash risk assessment – hazard/risk category: ☐ 1 ☐ 2 ☐ 3 ☐ 4

Arc flash boundary: _____ *see Table 130.7(C)(15)(A)(b) or calculate incident energy per 70E - Annex D*

Necessary PPE *(Clothing must meet or exceed hazard category of work to be performed):*

☐ AR long sleeve shirt	☐ AR pants	☐ AR coverall	☐ AR jacket/rainwear
☐ AR flash suit jacket	☐ AR flash suit pants	☐ Hard Hat	☐ Safety glasses
☐ AR face shield	☐ AR balaclava	☐ AR flash suit hood	☐ Ear canal inserts
☐ Leather gloves	☐ Leather work shoes		

Means employed to restrict access of unqualified persons: ☐ Safety monitor ☐ Warning line/signs

☐ Other: _____

Job briefing:

☐ Hazards, controls, and other permit details reviewed

☐ Affected personnel notified

☐ Emergency shut-off locations confirmed

☐ Standby person is first aid and CPR trained

☐ Location of fire extinguisher, fire alarm, and rescue equipment confirmed

☐ Other: _____

Do you agree that this work can be performed safely? Yes ◉ No ○ (If ***no***, return to requestor)

_____ _____ _____ _____

Electrically Qualified Person Date Electrically Qualified Person Date

Approval to Perform Work With Electrically Energized

_____ _____ _____ _____

Facility Owner / General Contractor Date Project Manager/Qualified Person Date

Table 130.4(D)(b) Approach Boundaries to Energized Electrical Conductors or Circuit Parts for Shock Protection, Direct-Current Voltage Systems

(1)	(2)	(3)	(4)
	Limited Approach Boundary		Restricted Approach Boundary; Includes Inadvertent Movement Adder
Nominal Potential Difference	Exposed Movable Conductor*	Exposed Fixed Circuit Part	
<100 V	Not specified	Not specified	Not specified
100 V–300 V	3.0 m (10 ft 0 in.)	1.0 m (3 ft 6 in.)	Avoid contact
301 V–1 kV	3.0 m (10 ft 0 in.)	1.0 m (3 ft 6 in.)	0.3 m (1 ft 0 in.)
1.1 kV–5 kV	3.0 m (10 ft 0 in.)	1.5 m (5 ft 0 in.)	0.5 m (1 ft 5 in.)
5 kV–15 kV	3.0 m (10 ft 0 in.)	1.5 m (5 ft 0 in.)	0.7 m (2 ft 2 in.)
15.1 kV–45 kV	3.0 m (10 ft 0 in.)	2.5 m (8 ft 0 in.)	0.8 m (2 ft 9 in.)
45.1 kV– 75 kV	3.0 m (10 ft 0 in.)	2.5 m (8 ft 0 in.)	1.0 m (3 ft 2 in.)
75.1 kV–150 kV	3.3 m (10 ft 8 in.)	3.0 m (10 ft 0 in.)	1.2 m (4 ft 0 in.)
150.1 kV–250 kV	3.6 m (11 ft 8 in.)	3.6 m (11 ft 8 in.)	1.6 m (5 ft 3 in.)
250.1 kV–500 kV	6.0 m (20 ft 0 in.)	6.0 m (20 ft 0 in.)	3.5 m (11 ft 6 in.)
500.1 kV–800 kV	8.0 m (26 ft 0 in.)	8.0 m (26 ft 0 in.)	5.0 m (16 ft 5 in.)

Note: All dimensions are distance from exposed energized electrical conductors or circuit parts to worker.

* *Exposed movable conductor* describes a condition in which the distance between the conductor and a person is not under the control of the person. The term is normally applied to overhead line conductors supported by poles.

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Table 130.7(C)(15)(A)(a) Arc Flash Hazard Identification for Alternating Current (ac) and Direct Current (dc) Systems

Task	Equipment Condition*	Arc Flash PPE Required
Reading a panel meter while operating a meter switch	Any	No
Normal operation of a circuit breaker (CB), switch, contactor, or starter	All of the following: The equipment is properly installed The equipment is properly maintained All equipment doors are closed and secured All equipment covers are in place and secured There is no evidence of impending failure	No
	One or more of the following: The equipment is not properly installed The equipment is not properly maintained Equipment doors are open or not secured Equipment covers are off or not secured There is evidence of impending failure	Yes
For ac systems: Work on energized electrical conductors and circuit parts, including voltage testing	Any	Yes
For dc systems: Work on energized electrical conductors and circuit parts of series-connected battery cells, including voltage testing	Any	Yes
Voltage testing on individual battery cells or individual multi-cell units	All of the following: The equipment is properly installed The equipment is properly maintained Covers for all other equipment are in place and secured There is no evidence of impending failure	No
	One or more of the following: The equipment is not properly installed The equipment is not properly maintained Equipment doors are open or not secured Equipment covers are off or not secured There is evidence of impending failure	Yes
Removal or installation of CBs or switches	Any	Yes
Removal or installation of covers for equipment such as wireways, junction boxes, and cable trays that does not expose bare energized electrical conductors and circuit parts	All of the following: The equipment is properly installed The equipment is properly maintained There is no evidence of impending failure	No
	Any of the following: The equipment is not properly installed The equipment is not properly maintained There is evidence of impending failure	Yes
Removal of bolted covers (to expose bare energized electrical conductors and circuit parts). For dc systems, this includes bolted covers, such as battery terminal covers.	Any	Yes

(continues)

Table 130.7(C)(15)(A)(a) ***Continued***

Task	Equipment Condition*	Arc Flash PPE Required
Removal of battery intercell connector covers	All of the following: The equipment is properly installed. The equipment is properly maintained Covers for all other equipment are in place and secured There is no evidence of impending failure	No
	One or more of the following: The equipment is not properly installed The equipment is not properly maintained Equipment doors are open or not secured Equipment covers are off or not secured There is evidence of impending failure	Yes
Opening hinged door(s) or cover(s) (to expose bare energized electrical conductors and circuit parts)	Any	Yes
Perform infrared thermography and other noncontact inspections outside the restricted approach boundary. This activity does not include opening of doors or covers.	Any	No
Application of temporary protective grounding equipment after voltage test	Any	Yes
Work on control circuits with exposed energized electrical conductors and circuit parts, 120 volts or below without any other exposed energized equipment over 120 V including opening of hinged covers to gain access	Any	No
Work on control circuits with exposed energized electrical conductors and circuit parts, greater than 120 V	Any	Yes
Insertion or removal of individual starter buckets from motor control center (MCC)	Any	Yes
Insertion or removal (racking) of CBs or starters from cubicles, doors open or closed	Any	Yes
Insertion or removal of plug-in devices into or from busways	Any	Yes
Insulated cable examination with no manipulation of cable	Any	No
Insulated cable examination with manipulation of cable	Any	Yes
Work on exposed energized electrical conductors and circuit parts of equipment directly supplied by a panelboard or motor control center	Any	Yes
Insertion and removal of revenue meters (kW-hour, at primary voltage and current)	Any	Yes
For dc systems, insertion or removal of individual cells or multi-cell units of a battery system in an enclosure	Any	Yes
For dc systems, insertion or removal of individual cells or multi-cell units of a battery system in an open rack	Any	No

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Table 130.7(C)(15)(A)(a) ***Continued***

Task	Equipment Condition*	Arc Flash PPE Required
For dc systems, maintenance on a single cell of a battery system or multi-cell units in an open rack	Any	No
For dc systems, work on exposed energized electrical conductors and circuit parts of utilization equipment directly supplied by a dc source	Any	Yes
Arc-resistant switchgear Type 1 or 2 (for clearing times of <0.5 sec with a prospective fault current not to exceed the arc-resistant rating of the equipment) and metal enclosed interrupter switchgear, fused or unfused of arc resistant type construction, tested in accordance with IEEE C37.20.7: •Insertion or removal (racking) of CBs from cubicles •Insertion or removal (racking) of ground and test device •Insertion or removal (racking) of voltage transformers on or off the bus	All of the following: The equipment is properly installed The equipment is properly maintained All equipment doors are closed and secured All equipment covers are in place and secured There is no evidence of impending failure	No
	One or more of the following: The equipment is not properly installed The equipment is not properly maintained Equipment doors are open or not secured Equipment covers are off or not secured There is evidence of impending failure	Yes
Opening voltage transformer or control power transformer compartments	Any	Yes
Outdoor disconnect switch operation (hookstick operated) at 1 kV through 15 kV	Any	Yes
Outdoor disconnect switch operation (gang-operated, from grade) at 1 kV through 15 kV	Any	Yes

Note: Hazard identification is one component of risk assessment. Risk assessment involves a determination of the likelihood of occurrence of an incident, resulting from a hazard that could cause injury or damage to health. The assessment of the likelihood of occurrence contained in this table does not cover every possible condition or situation. Where this table indicates that arc flash PPE is not required, an arc flash is not likely to occur.

*The phrase *properly installed*, as used in this table, means that the equipment is installed in accordance with applicable industry codes and standards and the manufacturer's recommendations. The phrase *properly maintained*, as used in this table, means that the equipment has been maintained in accordance with the manufacturer's recommendations and applicable industry codes and standards. The phrase *evidence of impending failure*, as used in this table, means that there is evidence of arcing, overheating, loose or bound equipment parts, visible damage, deterioration, or other damage.

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Table 130.7(C)(15)(A)(b) Arc-Flash Hazard PPE Categories for Alternating Current (ac) Systems

Equipment	Arc Flash PPE Category	Arc-Flash Boundary
Panelboards or other equipment rated 240 V and below Parameters: Maximum of 25 kA short-circuit current available; maximum of 0.03 sec (2 cycles) fault clearing time; working distance 455 mm (18 in.)	1	485 mm (19 in.)
Panelboards or other equipment rated >240 V and up to 600 V Parameters: Maximum of 25 kA short-circuit current available; maximum of 0.03 sec (2 cycles) fault clearing time; working distance 455 mm (18 in.)	2	900 mm (3 ft)
600-V class motor control centers (MCCs) Parameters: Maximum of 65 kA short-circuit current available; maximum of 0.03 sec (2 cycles) fault clearing time; working distance 455 mm (18 in.)	2	1.5 m (5 ft)
600-V class motor control centers (MCCs) Parameters: Maximum of 42 kA short-circuit current available; maximum of 0.33 sec (20 cycles) fault clearing time; working distance 455 mm (18 in.)	4	4.3 m (14 ft)
600-V class switchgear (with power circuit breakers or fused switches) and 600 V class switchboards Parameters: Maximum of 35 kA short-circuit current available; maximum of up to 0.5 sec (30 cycles) fault clearing time; working distance 455 mm (18 in.)	4	6 m (20 ft)
Other 600-V class (277 V through 600 V, nominal) equipment Parameters: Maximum of 65 kA short circuit current available; maximum of 0.03 sec (2 cycles) fault clearing time; working distance 455 mm (18 in.)	2	1.5 m (5 ft)
NEMA E2 (fused contactor) motor starters, 2.3 kV through 7.2 kV Parameters: Maximum of 35 kA short-circuit current available; maximum of up to 0.24 sec (15 cycles) fault clearing time; working distance 910 mm (36 in.)	4	12 m (40 ft)
Metal-clad switchgear, 1 kV through 15 kV Parameters: Maximum of 35 kA short-circuit current available; maximum of up to 0.24 sec (15 cycles) fault clearing time; working distance 910 mm (36 in.)	4	12 m (40 ft)
Arc-resistant switchgear Type 1 or 2 [for clearing times of < 0.5 sec (30 cycles) with a perspective fault current not to exceed the arc-resistant rating of the equipment], and metal-enclosed interrupter switchgear, fused or unfused of arc-resistant-type construction, tested in accordance with IEEE C37.20.7, 1 kV through 15 kV	N/A (doors closed)	N/A (doors closed)
Parameters: Maximum of 35 kA short-circuit current available; maximum of up to 0.24 sec (15 cycles) fault clearing time; working distance 910 mm (36 in.)	4 (doors open)	12 m (40 ft)
Other equipment 1 kV through 15 kV Parameters: Maximum of 35 kA short-circuit current available; maximum of up to 0.24 sec (15 cycles) fault clearing time; working distance 910 mm (36 in.)	4	12 m (40 ft)

Note: For equipment rated 600 volts and below, and protected by upstream current-limiting fuses or current-limiting circuit breakers sized at 200 amperes or less, the arc flash PPE category can be reduced by one number but not below arc flash PPE category 1.

Table 130.7(C)(16) Personal Protective Equipment (PPE)

PPE Category	PPE
1	**Arc-Rated Clothing, Minimum Arc Rating of 4 cal/cm²** (see Note 1) Arc-rated long-sleeve shirt and pants of arc-rated coverall Arc-rated face shield (see Note 2) or arc flash suit hood Arc-rated jacket, parka, rainwear, or hard hat liner (AN) **Protective Equipment** Hard hat Safety glasses or safety goggles (SR) Hearing protection (ear canal inserts) Heavy duty leather gloves (see Note 3) Leather footwear (AN)
2	**Arc-Rated Clothing, Minimum Arc Rating of 8 cal/cm²** (see Note 1) Arc-rated long-sleeve shirt and pants of arc-rated coverall Arc-rated flash suit hood or arc-rated face shield (see Note 2) and arc-rated balaclava Arc-rated jacket, parka, rainwear, or hard hat liner (AN) **Protective Equipment** Hard hat Safety glasses or safety goggles (SR) Hearing protection (ear canal inserts) Heavy duty leather gloves (see Note 3) Leather footwear (AN)
3	A**rc-Rated Clothing, Minimum Arc Rating of 25 cal/cm²** (see Note 1) Arc-rated long-sleeve shirt (AR) Arc-rated pants (AR) Arc-rated coverall (AR) Arc-rated arc flash suit jacket (AR) Arc-rated arc flash suit pants (AR) Arc-rated arc flash suit hood Arc-rated gloves (see Note 1) Arc-rated jacket, parka, rainwear, or hard hat liner (AN) **Protective Equipment** Hard hat Safety glasses or safety goggles (SR) Hearing protection (ear canal inserts) Leather footwear
4	**Arc-Rated Clothing Selected so That the System Arc Rating Meets the Required Minimum Arc Rating of 40 cal/cm²** (see Note 1) Arc-rated long-sleeve shirt (AR) Arc-rated pants (AR) Arc-rated coverall (AR) Arc-rated arc flash suit jacket (AR) Arc-rated arc flash suit pants (AR) Arc-rated arc flash suit hood Arc-rated gloves (see Note 1) Arc-rated jacket, parka, rainwear, or hard hat liner (AN) **Protective Equipment** Hard hat Safety glasses or safety goggles (SR) Hearing protection (ear canal inserts) Leather footwear

Notes:
(1) Arc rating is defined in Article 100.
(2) Face shields are to have wrap-around guarding to protect not only the face but also the forehead, ears, and neck, or, alternatively, an arc-rated arc flash suit hood is required to be worn.
(3) If rubber insulating gloves with leather protectors are used, additional leather or arc-rated gloves are not required. The combination of rubber insulating gloves with leather protectors satisfies the arc flash protection requirement.