1. PRE-JOB BRIEFING
• Are all essential team members, including onsite contractor and subcontractors, present at the pre-job meeting? Does everyone understand:
  • the hazards,
  • their roles & responsibilities,
  • what to do if an incident occurs.

2. PLANNING & PROCEDURES
• Does the job have clear and complete:
  • Scope,
  • Location,
  • Electrical Safety Procedures,
  • Permit to Work controls,
  • Mitigation measures,
  • Is there a rescue plan?

3. COMPETENCY & AUTHORIZATION
• Are all team members competent and authorized to carry out the assigned electrical work?
• Has signed authorization been obtained for switching, testing and work on electrical systems?
• Are all team members prepared to execute a rescue if necessary?

4. EQUIPMENT ISOLATION
• Has all electrical equipment been de-energized and isolated in line with Electrical Safety Rules and Procedures?
• Have remote methods been considered?

5. LOCK OUT-TAG OUT
• Have locks and tags been installed at electrical isolation points in accordance with Safe Isolation (LOTO) procedures?
• Are tags properly filled-in and substantial, weatherproof and secure?

6. TEST BEFORE TOUCH
• Has the isolation been tested to verify absence of voltage?
• Has the test device been verified?
• Has Earthing (Grounding) been applied, where required?
• Have the test leads been tested on a known live circuit?

7. BARRIERS & GUARDING
• Are physical barriers, protective equipment, special tools and other controls to prevent harm to personnel in place?

8. PERSONAL PROTECTIVE EQUIPMENT (PPE)
• Is the appropriate level of PPE used to minimize exposure to shock and arc flash hazards?
• Is the condition of the PPE acceptable for use?

9. UNDERGROUND & OVERHEAD POWERLINES
• Is it possible to make contact with underground cables or overhead power lines?
• Are adequate controls in place to avoid contact?

10. PORTABLE ELECTRICAL EQUIPMENT
• Has temporary and portable electrical equipment been inspected and approved prior to use?
• Are portable power tools and personal devices inspected and approved for the area classification?