DISTRIBUTION ENERGIZED WORK PLAN (EWP)
PROJECT SCOPE REVIEW AND CHECKLIST

Fill in by typing into the fields, or print this form and complete it by hand.

Location (911 Address):

Work Order #:

Risk Level (1-4):

Requested by:

Substation / Circuit:

Voltage (kV):

Framing:

Expected Job Start Date (where applicable):

1. Project Background and Description

Describe the job description, environmental condition, work/pole accessibility, special equipment needed, wire size and project overview for Energized Work Plan.

2. Is there a risk or danger to life, property, or public safety by working this project de-energized?

Describe the steps taken to minimize/eliminate as much energized work as possible. What are the customer impact/duration if not allowed to work energized?

3. What are the risks of working energized, and have the Hierarchy of Controls, Hazard Wheel, and applicable Safety Rules been reviewed?

Describe the steps taken to minimize/eliminate as much energized work as possible. Have you verified the adjacent facilities condition on either side of the work site to allow safe transfer of conductors?

4. Can you de-energize a portion of the work area to minimize energized work? Can alternate generation be provided (alternate feed, generator, etc.)?

Describe the steps taken to minimize/eliminate as much energized work as possible.

5. Work/Control Plan for the Energized Work

Describe in detail the control plan including what controls will be used and detailed critical steps for each energized task. Sample items to consider: how ground potentials will be isolated from the primary work zone, type of cover-up (what, where, when, by whom), insulated rubber goods, body positioning, back-feed mitigation, conductor handling and moving, sequence of tasks and roles, equipment/material used, rigging and lifting controls, etc.

Number each step (1, 2, 3 …). Include the cover-up installation sequence and the cover removal sequence.

6. Personnel that will be assigned to perform work

Name	Role	Qualification	Years

7. Leadership that will be on-site for duration of Energized Work

Name	Title	Qualification	Years

Approval and Authority to Proceed

The above has been reviewed. We approve the project as described above, and authorize the team to proceed.

Name	Title	Date/Time/Method