

**PARTICLE PHYSICS DIVISION OPERATING MANUAL
REVIEW AND APPROVAL RECORD**

ELECTRICAL WORK PERMITS

Approved by _____ Date 12/26/2003
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This Procedure has been approved by the above people on the above date and has been e-mailed to all PPD Department Heads.

- Astrophysics
- CDF Department
- CDF Project
- CMS Project
- Directorate
- DZero Project
- Electrical Engineering
- Environment, Safety, & Health
- Experimental Physics Project
- Mechanical Department
- NuMI Project
- Particle Physics Office
- Site Department
- Support Services
- Technical Centers
- Theoretical Physics

ELECTRICAL WORK PERMITS

INTRODUCTION

Work on AC power distribution systems at Fermilab is controlled by Electrical Work Permits. This includes work performed by employees, T&M subcontractors, and Fixed Price subcontractors. The AC work control document presently in existence is described and included in the Fermilab ES&H Manual, Chapter 5042. PPD uses an electronic version of this form to authorize and control AC power distribution work in the division. The PPD form incorporates other Laboratory requirements to conduct and document a hazard analysis for work of this nature.

RESPONSIBILITIES

Supervisors, Project Managers and Task Managers shall ensure that the procedures in Chapters 2060, 5042 and 5048 of the Fermilab ES&H Manual are followed.

PPD Electrical Coordinators (designated by the Division Head and listed in the PPD Task Manager List) will approve Electrical Work Permits (EWP's). To ensure adequate and independent review, Electrical Co-ordinators may not approve EWP's for which they are the Task Manager.

The Task Manager shall transmit a copy of each signed work permit to the PPD Head immediately after it has been signed. The originator of the Electrical Work Permit form shall notify the appropriate building manager of the impending work.

The PPD Head will approve all permits involving work on energized electrical systems (see PPD_ADMIN_001).

DESCRIPTION

The originator of the Electrical Work Permit shall evaluate the work to be done and provide a description of the work, a list of hazards associated with the specific job, and details of how each hazard will be addressed and mitigated. Specific information with regard to Lock-out/Tag-out requirements shall be included on the EWP. The EWP will also function as the Hazard Analysis where the only hazard is of an electrical nature.

The Task Manager should sign as the Preparer and have the Electrical Work Permit approved by an authorized PPD Electrical Coordinator. Any permits involving work on energized electrical systems must be authorized by a designated PPD Electrical Coordinator AND the Particle Physics Division Head.

NOTE: Where Lock-out/Tag-out is required, both the person performing the electrical work AND the Task Manager will be required to independently verify that the electrical equipment is de-energized prior to beginning the work.