UCF Building Department
UNIVERSITY OF CENTRAL FLORIDA

# UCF BD Panel Inspection Policy and Procedure

**POLICY STATEMENT**

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**No inspections are to be performed on live/energized panels.**

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**PROCEDURES:**

1. The Contractor shall locate the main source of power that feeds the panel needing inspection. (Ref. NFPA 70E 120.5(A)(1))

   A. If the main source is not within site, a 1-line diagram showing the source of power must be provided on site.
   B. IF NOT within site, then a Lockout-Tagout must be applied to the breaker feeding the panel. (Ref. NFPA 70E 120.4(C))

2. The contractor shall establish an ESWC (Electrically Safe Work Condition) for the area before the inspection can occur (Ref. NFPA 70E 110.2/NFPA 70E 110.2(C))

A. This will be established by an on-site voltage meter (supplied by the contractor) and shall be tested on a verified live circuit before testing the panel needing inspection. (Ref. NFPA 70E 110.6(E))

   i. Until an ESWC is established in the room where the panel is located, no person shall be in the area unless necessary. All persons in the area must wear appropriate PPE (Ref. NFPA 70E 120.5(B)(6))

3. Once the contractor establishes and confirms the ESWC, the inspection can begin.

4. The panel may not be re-energized until after the inspection passes and the area is cleared.

5. Only the responsible contractor may re-energize the panel, ckt, disconnect, device, etc.… (Ref. NFPA 70E 120.5(A)(3)

# References

**NFPA 70E Sections**

**PROCEDURE 1 References**

A. NFPA 70E 120. (A)(1) **Locating Sources.**

(1) Up-to-date single-line drawings shall be considered a primary reference source for such information. When up-to-date drawings are not available, the employer shall be responsible for ensuring that an equally effective means of locating all sources of energy is employed.

B. NFPA 70E 120.4(C) (C) **Lockout Device.**

The lockout device shall meet the following requirements:

(1) A lockout device shall include a lock — either keyed or combination.

(2) The lockout device shall include a method of identifying the individual who installed the lockout device.

(3) A lockout device shall be permitted to be only a lock, if the lock is readily identifiable as a lockout device, in addition to having a means of identifying the person who installed the lock, provided that all of the following conditions exist:

a. Only one circuit or piece of equipment is de-energized.

b. The lockout period does not extend beyond the work shift.

c. Employees exposed to the hazards associated with re-energizing the circuit or equipment are familiar with this procedure.

(4) Lockout devices shall be attached to prevent operation of the disconnecting means without resorting to undue force or the use of tools.

(5) Where a tag is used in conjunction with a lockout device, the tag shall contain a statement prohibiting unauthorized operation of the disconnecting means or unauthorized removal of the device.

(6) Lockout devices shall be suitable for the environment and for the duration of the lockout.

(7) Whether keyed or combination locks are used, the key or combination shall remain in the possession of the individual installing the lock or the person in charge, when provided by the established procedure.

**PROCEDURE 2 References**

A. NFPA 70E 110.2 (C) **Requirements Until Established.**
   (1) Electrical conductors and circuit parts shall not be considered to be in an electrically safe work condition until all of the applicable requirements of **120.2** through **120.6** have been met.
   (2) Safe work practices applicable to the circuit voltage and energy level shall be used until such time that electrical conductors and circuit parts are in an electrically safe work condition.

B. NFPA 70E 110.6(E) **Operation Verification.**
   (1) When test instruments are used for testing the absence of voltage on conductors or circuit parts operating at voltages equal to or greater than 50 volts, the operation of the test instrument shall be verified on any known voltage source before and after an absence of voltage test is performed.

C. NFPA 70E 120.5(B)(6) **Testing.**

The procedure shall establish the following:

(1) Test instrument to be used, the required PPE, and the person who will use it to verify proper operation of the test instrument on a known voltage source before and after use.

(2) Requirement to define the boundary of the electrically safe work condition.

(3) Requirement to test before touching every exposed conductor or circuit part(s) within the defined boundary of the work area.

(4) Requirement to retest for absence of voltage when circuit conditions change or when the job location has been left unattended.

(5) Planning considerations that include methods of verification where there is no accessible exposed point to take voltage measurements.

**PROCEDURE 5 References**

A. NFPA 70E (120.5(A)(3) **Person in Charge.**
   (1) The plan shall identify the person in charge and his or her responsibility in the lockout/tagout.