



Job Name _____ Job Number _____

☐ Review all essential documents - prints, one-lines, construction drawings, foundation plans, HASP and SWPPP

☐ Site foreman to discuss any as-built changes prior to work proceeding.

Are there any foreseen changes that need to take place?

☐ Review any safety hazards and concerns that have occurred previously - HASP updates or past incidents

☐ Discuss detailed scope of work to be performed

☐ Review work schedule - write up the step-by-step schedule for the job

☐ Outage schedule - review the existing outage schedule, ensure that it is adequate, make new requests if needed

☐ Verify with customer ALL equipment affected by outage - control points, device numbers or locations

☐ Review one-line diagrams and switching order with crews performing work - verify control points and grounding

☐ Discuss any special equipment and tooling needed

☐ Inventory all material. Do we need any additional material? Confirm there have been no changes in the design

☐ Assign roles and responsibilities to complete scheduled work - write it down and discuss

☐ Identify and review any foreseen hazards on the site

☐ Grounding locations based on outage schedule - must utilize OCE grounding log and GDIT

☐ Rigging, lifting and/or cable pulling plan needed?

If yes, where _____ Date approved _____

☐ PHA needed?

If yes, for what _____ Date approved _____

☐ Review the project specific LOTO, clearance and control procedures

☐ Identify all energized devices by using flags, bullseyes, and work zone demarcation? What is being used for them?

Notes: