**Electrically Safe Work Condition Checklist**

An authorized person will establish an electrically safe work condition by deenergizing energized circuits, parts, or equipment before starting service or maintenance work, unless it is demonstrated that deenergizing introduces additional or increased hazards or is infeasible due to equipment design or operational limitations.

Following are the basic steps the authorized person must follow to establish the electrically safe work condition as derived from NFPA 70E (2018), in the order that they are shown:

* Determine all the possible sources of energy supply to the equipment—check updated drawings, diagrams, and identification tags.
* Interrupt the load current, then open disconnecting device(s) for each energy source.
* Verify all elements or contact points of the disconnecting device are fully open or that circuit breakers are in the fully disconnected position, if possible.
* Release any stored electrical energy in cables, batteries, and other electrical components.
* Release any mechanical energy—that is, kinetic or stored—in springs, spinning blades, flywheels, or other energy stored in objects by the application of a force.
* Apply lockout/tagout devices according to established procedures.
* Test the voltage to verify that the circuit parts are deenergized using only testing equipment that is in perfect working condition, has been verified to operate properly on a known voltage source, and that is rated for the equipment being tested.
* Apply appropriate grounding devices as necessary to dissipate energy and eliminate the possibility that stored electrical energy still exists.

Once an electrically safe work condition is verified, there is no longer a shock or arc flash hazard from the circuits, parts, or equipment.