17. Complete the preliminary permit information & discuss it with the Requester of the work, OSEH, & the General Foreman.

18. Ensure the Requester understands the potential consequences of an unplanned power loss & get the Requester’s signature, if possible.

19. Get OSEH approval of permit. If an emergency and OSEH is not available, get approval of General Foreman.

20. Complete the details of work procedures on the permit.

21. Get the signature(s) of the qualified worker(s) that will be conducting the energized work, if possible.

22. Get General Foreman approval of permit.

23. Coordinate notification of energized work to affected facility occupants through Work Ctrl or other appropriate agencies.

24. Conduct work according to approved procedures.

25. Stop work if any incidents occur or unforeseen hazards arise.

26. Close out the permit when work is completed or stopped. Report any incidents or information to the supervisors and OSEH. If situation was considered an emergency, then initiate an after action review.

27. Keep the closed permit on file for at least 3 years.