CONTRACT CLEARANCE HOLDER SUBSTATION CHECKLIST

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| *Date:* |  | *Location:* |  |
| *Clearance Holder:* |  | *Outage Number:* |  |

*Purpose: The purpose of the Clearance Holder checklist is to ensure that Contract Clearance Holders consider the following line items prior to holding a clearance. This self-check is not an all inclusive list, and does not replace the requirements outlined in the Rules of Conduct Handbook, the BPA Switching & Clearance Procedure, the Clearance Certification course, the CSHRPS or the Attestation Application. It is solely to be used as a tool to aid the Contract Clearance Holder.*

*Instructions: Contract Clearance Holders to complete checklist prior to holding a clearance as a self-check. Completed checklists are to be submitted to the COR or Field Inspector (through Procore if applicable). In addition, a copy of the checklist should be retained by the CH for the duration of the contract. A checklist shall be completed by each individual clearance holder for each clearance. If more than one Contract Clearance holder will hold a clearance, individual checklists shall be submitted.*

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| No. | Line Item to Check | ✔ |
| 1 | Hold orders needed for adjacent lines or bays? |  |
| 2 | Required check with district personnel conducted by both the clearance holder and worker supervision to include any special system conditions present that could effect worker safety completed*. Ref.: CSHRPS*. |  |
| 3 | Assess impact and coordinate with other ongoing work both Federal and Contractor that could impact or be impacted by this work. |  |
| 4 | Ensure a concurrent clearance meeting is conducted if required. *See CSHRPS, Switching & Clearance Procedure* |  |
| 5 | Check if any capacitor banks need to be set to local control. *Switching & Clearance Procedure* |  |
| 6 | Ensure a grounding plan been developed for all work that takes place entirely on or entirely off the ground grid to mitigate the hazards of transferred potential. – *Ref.: CSHRPS* |  |
| 7 | Ensure grounding plan meets BPA requirements – *Ref.: CHRPS, Work Standards* |  |
| 8 | Ensure no work will be performed on energized BPA high voltage conductors or equipment and will not come within the MAD of energized lines or equipment except under the provisions of the clearance with all conducting parts shorted and bonded together to a common ground. *Ref.: CSHRPS* |  |
| 9 | Ensure all conductors and equipment will be treated as energized unless the contractor has been informed by the Clearance Holder at their job site that the line or equipment is de-energized and a clearance has been issued with all conducting parts shorted and bonded together to a common ground. *Ref.: CSHRPS* |  |
| 10 | Ensure safety watchers are used for non-qualified electrical workers and workers holding a Substation Entry Permit whenever a Clearance is necessary for the accomplishment of the work. *Ref.: CSHRPS* |  |
| 11 | Ensure safety watchers are needed/being used in accordance with *CSHRPS requirements.* |  |
| 12 | Ensure escorts are assigned in accordance with the ROCH |  |
| 13 | Ensure multiple grounds required in multiple grounding tables. *See CSHRPS* |  |
| 14 | Ensure grounding of vehicle/power lift equipment as required. *See CSHRPS* |  |
| 15 | Ensure Limited approach boundary is clearly marked. *See CSHRPS* |  |
| 16 | Direct the installation of barriers or guards as necessary to prevent accidental contact with adjacent energized equipment before allowing work to begin. *See Switching & Clearance Procedure* |  |

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| No. | Line Item to Check | ✔ |
| 17 | Direct the application of portable protective grounds in accordance with BPA specifications before allowing any workers to touch or come within the applicable Minimum Approach Distance of normally energized electrical parts. *See Switching & Clearance Procedure* |  |
| 18 | CH will remain at the job site while work or testing is being performed on equipment under a Clearance. *See Switching & Clearance Procedure* |  |