

## Example of an Internal Audit Checklist

Item	Questions	Compliant		
		Yes	No	N/A
1.	Qualified Electrical Workers (QEWs) have received training on how to properly wear (don/doff), care, store and maintain all Electrical Specific PPE, Tools & Equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Arc flash & shock PPE have been selected based on an NFPA 70E-2021 or CSA Z462-2021 selection method?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Arc-rated PPE has been selected with consideration to human error? Examples include shield lens technology, fabric weight, garment design, and work task lighting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Underwear worn by workers under arc-rated everyday wear is made of either 100% natural fiber or arc-rated materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Arc-rated PPE label is compliant with ASTM F1506 labeling requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Does arc-rated PPE have an identifiable Level of Conformity as "Level 1, Level 2, or Level 3"? ANSI/ISEA 125 establishes criteria for conformity assessment of PPE that is used for Arc Flash and Shock protection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	If layering arc-rated protective garments for additional protection is the appropriate ASTM F1959 testing documentation on file and up to date with the most current edition of the standard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	When high-visibility striping is used on arc-rated protective garments the material is arc-rated or FR? The striping pattern is compliant with applicable Standard for High Visibility Safety Apparel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Arc-rated faceshields, hard hats, accessories and components are pre-use inspected before each use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Arc-rated faceshields and arc flash hood windows are marked with Z87.1+? All arc-rated faceshields and arc flash suit hoods shall meet the requirements of ASTM F2178 including ANSI Z87.1 High Impact protection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	All arc-rated faceshields and arc flash suit hoods have anti-scratch coatings (outside) and permanent anti-fog coatings (inside)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Arc-rated balaclavas of the equal or greater arc rating as the arc-rated faceshield are available to every worker?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	When electrical specific PPE is shared is it cleaned and disinfected before each use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Hood Ventilation system has no exposed non-FR or arc-rated components, e.g., Fan, hose, battery, wiring.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Arc Flash suits and all included components are pre-use inspected before each use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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16.	All applicable testing documentation for arc-rated PPE is on file and current to the most recent edition of the standards? i.e., ASTM F1959, ASTM F2178, ASTM F1506, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Hard hats worn with arc-rated faceshields or arc flash suit hoods are Class E, non-conductive to 20kV? Hard hat suspension consists of a ratchet style configuration?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Arc flash PPE within recommended 5 year service life? Date stamps on arc-rated faceshields, suit hood visors and hard hats are less than 5 years old?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	If industrial laundering, laundering at the workplace or home laundering is utilized for arc-rated clothing, have written laundering instructions been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.	Arc-rated or Leather work gloves are used for protection of hands where there is an arc flash risk related to an energized electrical work task and no shock risk?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.	Rubber insulating gloves with leather protectors rated for the working voltage are used for protection of hands when there is an arc flash risk related to an energized electrical work task and no shock risk?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.	QEWs are wearing approved safety footwear, Grade 1, Ohm rated (e.g., should have an Omega symbol tag)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.	Approved Safety Glasses or Goggles are available and worn underneath the arc flash suit hood and the arc-rated faceshield?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24.	Appropriately rated canal insert ear plugs and/or earmuffs (dual hearing protection) are available and worn underneath the arc flash suit hood and the arc-rated faceshield?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25.	If a fall arrest harness is required, is it ASTM F887 approved?			
26.	Electrical Specific PPE, Tools & Equipment are properly stored e.g., individual bags, cases, lockers used etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27.	Rubber insulating gloves are available, stored properly, not damaged, clean, tested current (e.g., within last 6 months) and adequately rated for the work task voltages?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28.	Rubber insulating gloves and leather protectors are pre-use inspected by QEWs, both visual and air test?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29.	Temporary Protective Grounding cables onsite and if yes, are they rated for maximum fault current, at the assumed clearing time? Have they been testing in the last 36 months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30.	Temporary Protective Grounding cables are pre-use inspected before each use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31.	Insulated hand tools for use on equipment rated for 1000 V (e.g., double triangle with 1000V beside the triangles), and stored properly in wrap or protective case? Not stored in the same toolbox or pouch with normal tools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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32.	Insulated hand tools are pre-use inspected before use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33.	Insulated hand tools are available and used for DC Battery termination work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34.	For DC Battery work where the batteries use liquid electrolyte are both chemical and electrical PPE, Tools & Equipment worn?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35.	Shotgun hot stick, 4' length available for use for application of temporary protective grounds? Test date indicates tested within last 24 months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36.	If a Rescue Hot Stick is available, has it been tested within the last 24 months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37.	All hot sticks are pre-use checked before use and kept clean and stored in manufacturer's storage bag (where one is available)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38.	Test Instruments such as Digital Multimeters and other electrical test equipment for <1000 V work certified to at least Category III, 600 V? Stored in protective case?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39.	Test Instruments such as Digital Multimeters and voltage detectors are pre-use inspected before use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40.	Test Instruments such as Digital Multimeters and voltage detectors are pre-use function tested on 120V receptacle before and after use to verify functioning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do you have any questions? We help employers make sense of applicable standards and provide practical solutions. Our products and services range from training to fully facilitated Electrical Safety Programs. To help assess your compliance gaps we offer complimentary scorecard services. Contact us for more information on how we can help.

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