



NONPERMANENT ELECTRICAL INSPECTION PROGRAM

Purpose:

It is the [policy of The University of Texas at Austin](#) (“UT Austin”) to provide a safe educational, living, and working environment for its students, employees, affiliates and visitors. UT Austin recognizes the use of poorly maintained electrical equipment may threaten the safety of the community and disturb the educational goals of the University.

Scope and Audience:

This program applies to all UT Austin employees and contractors (who do not have a similar program) working under the supervision of any UT Austin department and covers all extension cords, receptacles which are not part of the building or structure, and equipment connected by cord and plug, which are available for use or used by employees or contractors during field work, maintenance activities, events, and construction projects.

This program must be followed in addition to any ground fault circuit interrupter (GFCI) requirements which are already in place.

Contractors utilizing their own Nonpermanent Electrical Inspection Program must have their, inspection requirements and color coding chart available on the jobsite.

Responsibilities:

The following responsibilities are identified by program roles:

All Employees:

- Perform visual inspection of each cord, plug, receptacle, and equipment prior to use and remove from site if damaged.
- Perform and document quarterly inspections and testing of each extension cord, receptacle, and equipment connected by cord and plug.
- Notify supervisor/superintendent of equipment that does not pass inspection and needs to be removed from service or repaired by a licensed electrician.

Supervisors & Superintendents:

- Confirm each extension cord, receptacles which are not part of building or structure, and equipment connected by cord and plug is inspected by employees prior to use.

- Ensure documentation of quarterly inspections and testing by employees.
- Remove extension cords with damaged or broken insulation from service until they can be repaired by a licensed electrician.
- Ensure plugs with missing or damaged ground prongs or which are otherwise damaged are removed from service until they can be replaced or repaired by a licensed electrician.
- Remove from use tools or other equipment that show damage to their case, power cord, or plug until they can be repaired or replaced by a licensed electrician.
- Remove and replace any cord, plug, tool, or equipment that is damaged beyond repair.

UT Hiring Department & Safety Representatives:

- Communicate damaged cords, plugs, tools, or equipment to the employee, supervisor, or superintendent on the jobsite.
- Communicate to employee, supervisor, or superintendent when quarterly inspections and testing are not documented on each cord, plug, tool, and equipment.

Requirements:

The following program requirements are to be used for testing, inspection, removal, and repair of cords, plugs, tools, and equipment.

Unplug cords, tools, or equipment prior to performing any inspection or testing.

All extension cords, receptacles which are not part of the building or structure, and equipment connected by cord and plug, except those which are double insulated, must be inspected for visible damage and tested to determine conductor continuity. These tests will be performed:

- On newly purchased units before first use;
- Before returning the unit to service after repair;
- After any incident, which may reasonably have caused damage to the ground circuit; or
- At least every three months

A record of these tests will be maintained by color coding with electrical tape each extension cord, receptacle which is not part of the building or structure, and equipment connected by cord and plug. The color of the tape will be alternated with each test period.

Any tool failing this inspection will be removed from service and tagged with “Do Not Use” until it is repaired and passes the test outlined in this section. Cords with broken insulation will not be repaired with electrical tape. They will be replaced or shortened to eliminate the damaged section.

Test Procedure:

- All tools will be tested for continuity and must be electrically continuous. This test will be performed with an ohmmeter, a continuity tester or other appropriate equipment.

- All power outlets, including those on portable generators, welding machines, and power cords shall be tested for the correct polarity and continuity of the equipment ground. This test will be performed with a receptacle tester or other appropriate equipment.
- All Ground Fault Circuit Interrupters (GFCI) shall be tested prior to use by pressing the test button. Plug in a tool and press the ON switch. The tool should NOT turn on. Press the RESET button on the GFCI to complete the test.
- Each extension cord, receptacle, or tool, which passes the above test, will be identified by color code applied with tape at the plug end. Extension cords should be marked at both ends. For receptacles, place the tape on the plate immediately above or below the receptacle or in a conspicuous location.

Color Coding Chart

First Quarter (1/1-3/31) <i>Winter</i>	White
Second Quarter (4/1-6/30) <i>Spring</i>	Green
Third Quarter (7/1-9/30) <i>Summer</i>	Red
Fourth Quarter (10/1-12/31) <i>Fall</i>	Orange

Document Management

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