Arc Flash Analysis Preparation Checklist

1. Electrical Documentation

- Latest electrical one-line diagrams
- Panel schedules and equipment nameplate data
- Transformer ratings and impedance values
- Utility-provided available fault current or short-circuit data
- Up-to-date equipment maintenance records
- Any recent system modifications not yet shown on drawings

2. Field Access & Verification

- Electrical rooms unlocked and safe to enter
- Switchboards, panelboards, MCCs, and transformers accessible
- Ability to verify conductor sizes, lengths, and breaker settings
- Ability to photograph or record device nameplate information
- Confirmation of any unique site hazards for field staff

3. Short-Circuit & Coordination Data

- Utility fault current documentation received
- Breaker trip settings available and verified
- Protective device coordination records (if available)
- Motor horsepower and load data collected

4. Arc Flash Hazard Calculation Inputs

- Verified one-line diagram reflecting actual equipment layout
- Accurate fault current data for each bus
- Confirmed working distances and equipment types
- Notes on any equipment with restricted access or special operating conditions

5. Labeling & Reporting Requirements

- Determine labeling preferences (material type, size, layout)
- Identify all locations requiring arc flash labels
- Confirm PPE categories and incident energy values needed for training
- Final report recipients identified (safety manager, maintenance supervisor, EHS team)

6. Training & Compliance Follow-Up

- Schedule arc flash / NFPA 70E training for affected employees
- Develop a system for updating labels when electrical changes occur
- Review recommendations for lowering incident energy levels
- Determine next re-assessment date (recommended every 5 years or after major changes)