

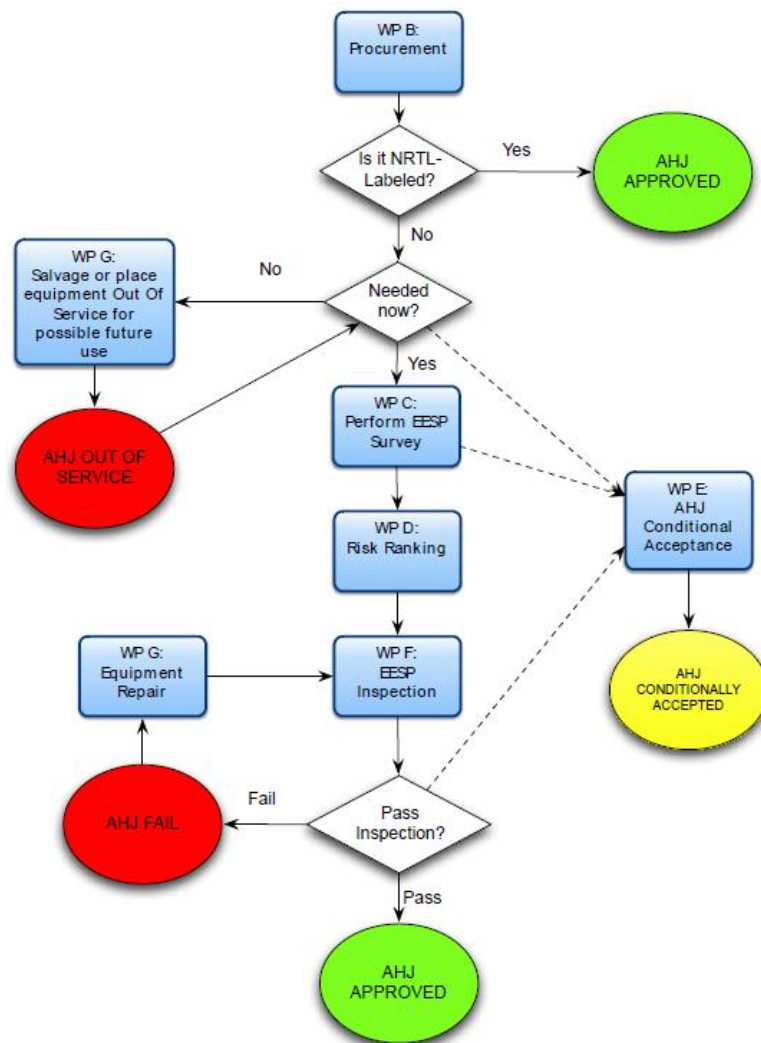
# EESP QB User's Guide

---

## Table of Contents

1.	Electrical Equipment Safety Program Flowchart .....	2
2.	Sign into Quickbase: LOTO Procedure System .....	3
3.	Accessing the Electrical Inspection Safety Program (EESP) Application .....	4
4.	EESP Home Dashboard .....	5
5.	Look up, create, or clone an Equipment Identification Record .....	6
	a) Search / Look up for an existing Equipment Identification Record .....	6
	b) Create a new Equipment Identification .....	7
	c) Clone an Equipment Identification Record .....	8
6.	Exemptions to the EESP Electrical Inspection Checklist. ....	9
	a) Equipment In-Use .....	9
	b) Equipment not found/moved from survey location .....	9
	c) Not Accessible .....	10
	d) Equipment does not require inspection .....	10
	e) 3rd party / Alternate Inspection was performed .....	11
	f) Equipment taken out of service .....	13
	g) Equipment has been salvaged .....	13
	h) LOTO Required for Inspection .....	14
	i) Equipment Previously Inspected .....	15
	j) Homemade power panel .....	16
	k) Interlock Equipment .....	16
	l) Special Connector Needed for Inspection .....	17
7.	Add a Level I inspection report .....	17
8.	Add a Level II inspection report .....	18
9.	Generate equipment inspection reports .....	18
	a) Generate a “Pass” inspection report .....	18
	b) Generate a “Fail” inspection report. ....	20
	c) Generate a “Conditional Accepted” inspection report. ....	22
	d) Generate a “Pass after re-inspection” inspection report .....	25

# 1. Electrical Equipment Safety Program Flowchart

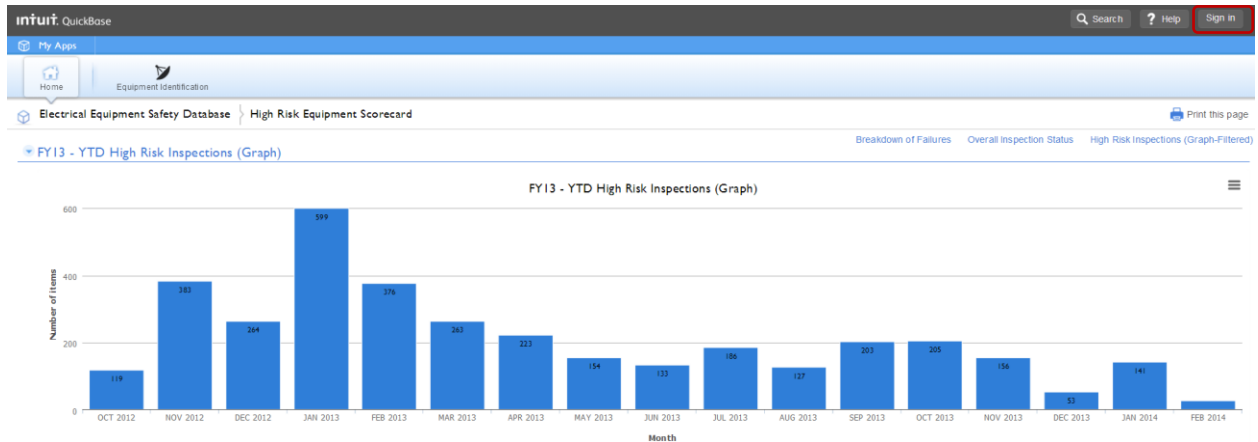


## 2. Sign into Quickbase: LOTO Procedure System

Step 1 - Navigate to: <https://lbnl.quickbase.com/db/bdmutze8t>

Step 2 - Click on the sign-in button in the upper right corner of the page.

2



Step 3 – Enter your LBNL Email Address and your password, then click the sign in button.

3

**\*\*Note: If logging in for the first time into Quickbase enter "Password" as your temporary password and click the sign in button. The system will then ask you to register and re-set your password.**

**\*\*Note: The Quickbase Password is not associated with your LDAP Password. In case of forgotten password click on the "I forgot password" and follow the directions.**

Email Address

or user name

Password

[I forgot my password](#)

**Sign in**

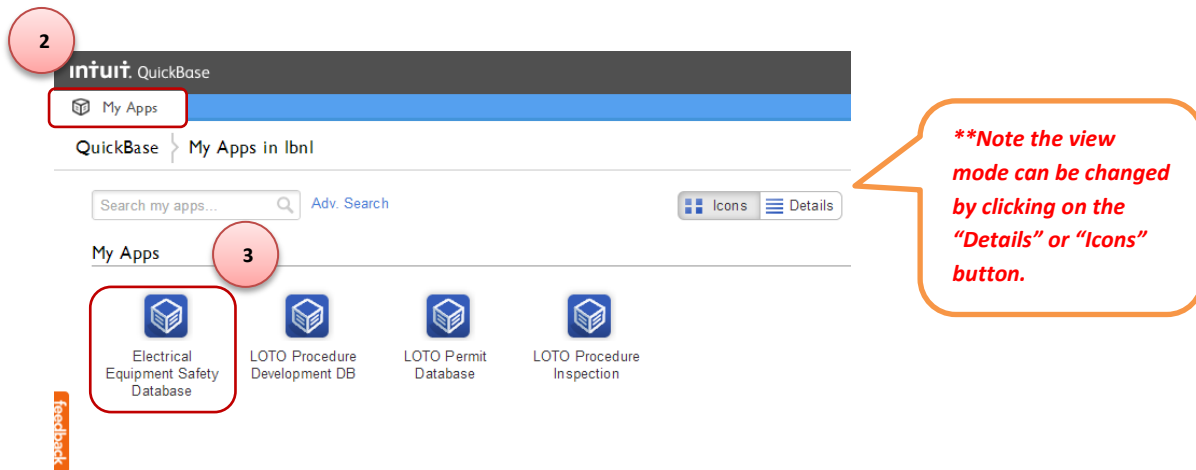
Keep me signed in on this computer

### 3. Accessing the Electrical Inspection Safety Program (EESP) Application

Step 1 – Log into quickbase Electrical Equipment Safety Database Application. (Refer to section 2 of this document)

Step 2 – Click on the “My Apps” tab on the left top of the page. (It will display the applications for which you have been granted access)

Step 3 – Click on the “Electrical Equipment Safety Database” icon or link to access the application. (This page might look different depending on the current mode see note below)



## 4. EESP Home Dashboard

Step 1 – Log into quickbase Electrical Equipment Safety Application. (Refer to section 2 of this document)

Step 2 – Access the Electrical Equipment Safety Application if needed. (Refer to section 3 of this document)

The Home Dashboard is the system point of reference. In the Dashboard you will find:

- a) A list of relevant reports. (These reports might look different depending on your role)
- b) List of other applications with access within Quickbase. (i.e. LOTO Permit system, EEWP)
- c) A list of tables for which you have been granted access within the currently accessed application.
- d) You can always return to this dashboard by clicking on the “Home” button.



## 5. Look up, create, or clone an Equipment Identification Record

### a) Search / Look up for an existing Equipment Identification Record

Step 1 – Log into quickbase Electrical Equipment Safety Database Application. (Refer to section 2 of this document)

Step 2 – Access the Electrical Equipment Safety Database Application. (Refer to section 3 of this document)

Step 3 – Click on the “Equipment Identification” tab

Step 4 – Select “Barcode (Reference)” link from the “Reports & Charts” menu.

Step 5 – Type the barcode number of the equipment (i.e. 48493)

Step 6 – Click on the “Display Report” Button.

Step 7 – Chose to “edit” or “view” Equipment Identification by clicking on the “pencil” or “eye” symbol respectively.

The screenshot illustrates the process of viewing a specific equipment record in the Quickbase Electrical Equipment Safety Database Application. The interface is divided into several sections:

- Top Navigation Bar:** Contains tabs for "My Apps", "LBNL Qualified Electric...", "Electrical Equipment Saf...", and "LOTO Permit Data".
- Left Sidebar:** Includes "Home", "Users", and "Equipment Identification". The "Equipment Identification" tab is selected and highlighted with a red box and a red circle labeled "3".
- Main Content Area:**
  - Under "Equipment Identification", there is a sub-menu "Barcode (reference)" which is highlighted with a red box and a red circle labeled "4".
  - Below this, there is a "Barcode" search field with a "New" button and an "Organize" button.
  - A list of reports is shown, including "Common", "Barcode (reference)", and "Barcodes needing stickering". The "Barcode (reference)" report is highlighted with a red box and a red circle labeled "4".
- Search Filter:** Below the reports, there is a section titled "Show equipment identification where" with a filter "Barcode is equal to" and a text input field containing "48493". This section is highlighted with a red box and a red circle labeled "5".
- Action Buttons:** Below the search filter, there are two buttons: "Display Report" (highlighted with a red box and a red circle labeled "6") and "Cancel".
- Table:** At the bottom, there is a table titled "Equipment Identification" with columns: Barcode, Site, Division, Building, Room Number, Location, Equipment Name, Equipment Type, Manufacturer, Model, Inspection Result, Equipment Status, Download File 1, Status, and Responsible Person. The first row is highlighted with a red box and a red circle labeled "7".

Barcode	Site	Division	Building	Room Number	Location	Equipment Name	Equipment Type	Manufacturer	Model	Inspection Result	Equipment Status	Download File 1	Status	Responsible Person
48,493	Main Site	AFRD	88	71	IBT Test Lab	Programmable Electrometer	Commercially made, 120V plug-in	Keithley Instruments, Inc.	617	Uninspected	Uninspected	View Attachment 1	Surveyed	Schankel, Thomas

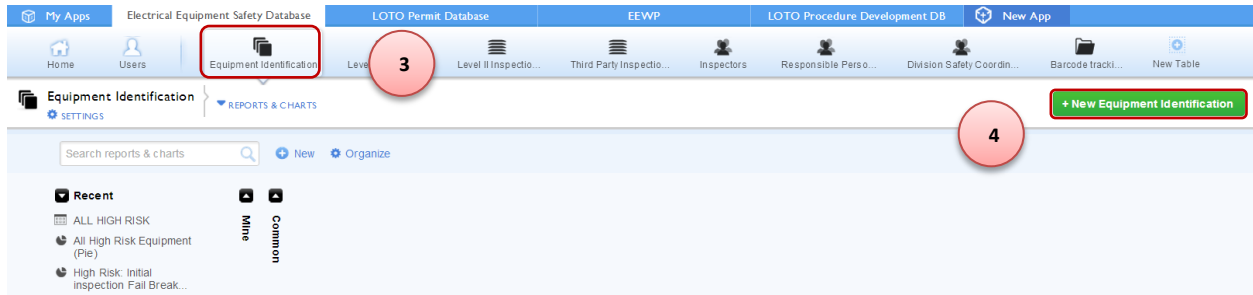
## b) Create a new Equipment Identification

Step 1 – Log into quickbase Electrical Equipment Safety Database Application. (Refer to section 2 of this document)

Step 2 – Access the Electrical Equipment Safety Database Application. (Refer to section 3 of this document)

Step 3 – Click on the “Equipment Identification” tab.

Step 4 – Click on the “+ New Equipment Identification” button.



Step 5 – Fill in the Equipment Identification Application form.

Step 6 – Click the “Save” button at the top of the page.

This screenshot shows the 'Add Equipment Identification' form. The form is divided into three main sections: Location Information, Equipment Information, and Attachments. The Location Information section includes fields for Site, Division, Barcode, Building, Room Number, Location, Responsible Person, Resp. Person email, Division Safety Coordinator, and Division Safety Coordinator Email. The Equipment Information section includes fields for Equipment Name, Manufacturer, Model, Serial No. (Optional), Equipment Type, Category, Operating Environment, Facilities Equipment, Equipment NRTL related Markings, Risk Group, and Comments. The Attachments section includes a note about file size limits and four attachment slots, each with a 'Choose File' button. The 'Save' button is highlighted in the top right corner, indicated by a red circle with the number 6. The form is outlined with a red border, and a red circle with the number 5 is placed near the top right corner.

Step 7 – Verify that the equipment record has been created by searching for the equipment using the barcode number. (Refer to section 5a of this document)



### c) Clone an Equipment Identification Record

Step 1 – Log into quickbase Electrical Equipment Safety Database Application. (Refer to section 2 of this document)

Step 2 – Access the Electrical Equipment Safety Database Application. (Refer to section 3 of this document)

Step 3 – Navigate to the desired record to be copied click on view. (Refer to section 5a of this document)

Step 4 – Click on “More” option on the top, then select the “Copy this Equipment Identification”

The screenshot shows the top navigation bar of the Quickbase application. The 'More' dropdown menu is open, displaying options: 'Copy this Equipment Identification', 'New notification...', 'Print', and 'Delete this Equipment Identification'. A red circle with the number '4' is placed over the 'More' button. The background shows a record view for 'Equipment Identification #31690' with fields for Site, Division, Barcode, Building, Room Number, Location, Status, Responsible Person, and Division Safety Coordinator.

Step 5 – Provide a new barcode number to the equipment identification record and make the appropriate changes to the rest of the data entry form fields.

Step 6 – Click on the “Save” button on the top left part of the screen.

The screenshot shows the 'Add Equipment Identification' form. A red box highlights the 'Barcode' field, which is marked with a red circle and the number '5'. The form is divided into two sections: 'Location Information' and 'Equipment Information'. The 'Location Information' section includes fields for Site, Division, Barcode, Building, Room Number, Location, Responsible Person, and Division Safety Coordinator. The 'Equipment Information' section includes fields for Equipment Name, Manufacturer, Model, Serial No. (Optional), Equipment Type, Category, Operating Environment, Equipment NRTL related Markings, Risk Group, and Comments. A red circle with the number '6' is placed over the 'Save' button in the top right corner.

Step 7 – Verify that the equipment record has been created by searching for the equipment using the barcode number. (Refer to section 5a of this document)

## 6. Exemptions to the EESP Electrical Inspection Checklist.

### a) Equipment In-Use

Step 1 – Log into the Electrical Equipment Safety Database Application *(Refer to section 2 of this document)*

Step 2 – Access the Electrical Equipment Safety Database Application *(Refer to section 3 of this document)*

Step 3 – Navigate to the desired record and open the record in “edit” mode. *(Refer to section 5a of this document)*

Step 4 – Scroll down to the “Equipment Inspection Result” section and change or verify the Equipment Status field has “In-use” as the option selected.

Step 5 – Provide details for the update in the “Inspection Notes” field.

The screenshot shows the 'Equipment Inspection Result' section of a form. The 'Equipment Status' dropdown menu is set to 'In-use', with a red circle and the number '4' next to it. Below it, the 'Inspection Result' dropdown is set to 'Uninspected'. To the right, the 'Inspected / Exempted by' dropdown is set to 'Ranvir Sahota'. There is a checkbox labeled 'Check this box if equipment does not need inspection i.e. UL listed surveyed by mistake'. Below these fields is a large text area for 'Inspection Notes', which is highlighted with a red rectangle and a red circle with the number '5' next to it.

Step 6 – Click on the “Save” button on the top left part of the screen.

### b) Equipment not found/moved from survey location

Step 1 – Log into the Electrical Equipment Safety Database Application *(Refer to section 2 of this document)*

Step 2 – Access the Electrical Equipment Safety Database Application *(Refer to section 3 of this document)*

Step 3 – Navigate to the desired record and open the record in “edit” mode. *(Refer to section 5a of this document)*

Step 4 – Scroll down to the “Equipment Inspection Result” section and change the Equipment Status field to “Could not Locate”

Step 5 – Provide details for the update in the “Inspection Notes” field.

The screenshot shows the 'Equipment Inspection Result' section of a form. The 'Equipment Status' dropdown menu is set to 'Could not Locate', with a red circle and the number '4' next to it. Below it, the 'Inspection Result' dropdown is set to 'Uninspected'. To the right, the 'Inspected / Exempted by' dropdown is set to 'Evan Matthews'. There is a checkbox labeled 'Check this box if equipment does not need inspection i.e. UL listed surveyed by mistake'. Below these fields is a large text area for 'Inspection Notes', which is highlighted with a red rectangle and a red circle with the number '5' next to it.

Step 6 – Click on the “Save” button on the top left part of the screen.

### c) Not Accessible

Step 1 – Log into the Electrical Equipment Safety Database Application *(Refer to section 2 of this document)*

Step 2 – Access the Electrical Equipment Safety Database Application *(Refer to section 3 of this document)*

Step 3 – Navigate to the desired record and open the record in “edit” mode. *(Refer to section 5a of this document)*

Step 4 – Scroll down to the “Equipment Inspection Result” section and change the Equipment Status field to “Not Accessible”

Step 5 – Provide details for the update in the “Inspection Notes” field.

The screenshot shows the 'Equipment Inspection Result' section of a web application. It includes a dropdown for 'Equipment Status' with 'Not Accessible' selected, a dropdown for 'Inspection Result' with 'Uninspected' selected, and a dropdown for 'Inspected / Exempted by' with 'Ranvir Sahota' selected. There is a checkbox labeled 'Check this box if equipment does not need inspection i.e. UL listed surveyed by mistake'. Below these is a text area for 'Inspection Notes' containing the text '[NOV-26-13 8:09 AM Ranvir Sahota] -----' and 'RS'. Red annotations highlight the 'Equipment Status' dropdown with a circle containing the number 4, and the 'Inspection Notes' text area with a circle containing the number 5.

Step 6 – Click on the “Save” button on the top left part of the screen.

### d) Equipment does not require inspection

Step 1 – Log into the Electrical Equipment Safety Database Application *(Refer to section 2 of this document)*

Step 2 – Access the Electrical Equipment Safety Database Application *(Refer to section 3 of this document)*

Step 3 – Navigate to the desired record and open the record in “edit” mode. *(Refer to section 5a of this document)*

*\*\*If equipment has already been inspected using the checklist, skip to Step 6 (The “Exemption to Inspection Checklist” section will not be available)*

Step 4 – Scroll down the page to the “Exemption to Inspection Checklist” section.

Step 5 – Under the exemptions field select “Equipment does not require Inspection” from the dropdown menu.

Step 6 – Scroll down to the “Equipment Inspection Result” section and change the Equipment Status field to “Inspection Completed”.

Step 7 – Provide details for the update in the “Inspection Notes” field.

▼ **Exemption to Inspection Checklist**

Exemptions:

Equipment does not require inspection ▼

▼ **Equipment Inspection Result**

Equipment Status \*

Inspection Completed ▼

Inspection Result      Inspection Date      Inspected / Exempted by

N/A (No inspection needed) ▼      02-20-2014 📅      Cruz Peregrina ▼

☐ Check this box if equipment does not need inspection i.e. UL listed surveyed by mistake

Inspection Notes

Step 8 – Click on the “Save” button on the top left part of the screen.

### e) 3rd party / Alternate Inspection was performed

Step 1 – Log into the Electrical Equipment Safety Database Application *(Refer to section 2 of this document)*

Step 2 – Access the Electrical Equipment Safety Database Application *(Refer to section 3 of this document)*

Step 3 – Navigate to the desired record and open the record in “edit” mode. *(Refer to section 5a of this document)*

Step 4 – Scroll down the page to the “Exemption to Inspection Checklist” section.

Step 5 – Under the exemptions field select “3<sup>rd</sup> party / Alternate Inspection was performed” from the dropdown menu.

Step 6 – Click on the “Add Third Party Inspection” button. *(This will open up a window and will asking to save changes. Choose “Yes”, the system will then take you to a different form)*

▼ **Exemption to Inspection Checklist**

Exemptions:

3rd party / Alternate Inspection was performed ▼

▼ **3rd Party / Alternate Inspection Report**

Third party inspections

Equipment Identification - Barcode	Inspected By	Date of Inspection	Attachment
No third party inspections found			

Add Third Party Inspection

Add Third Party Inspection

Step 6a – List the third party field evaluator.

Step 6b – List the Inspection Date.

Step 6c – Enter a description for the method used for inspecting the equipment

Step 6d – Attach the PDF report as an attachment in the field provided, then

Step 6e – Click the “Save” button on top of the page.

This screenshot shows the 'Add Third Party Inspection' form. At the top, there are tabs for 'Third Party Inspections' and 'Add Third Party Inspection', with sub-tabs for 'SETTINGS' and 'REPORTS & CHARTS'. A 'Save' button is highlighted with a red circle labeled '6e'. Below the header, the 'Equipment Barcode Reference' is '48,647'. The 'Inspection performed by:' field is highlighted with a red circle labeled '6a'. The 'Inspection Date:' field is highlighted with a red circle labeled '6b'. A large text area for 'Please explain the method used for the inspection of the equipment and attach any documentation in the fields below.' is highlighted with a red circle labeled '6c'. Below this, the 'Inspection Document' section is highlighted with a red circle labeled '6d', showing a 'Browse...' button and the text 'No file selected.'

Step 7 – Navigate back to the equipment record if needed. (See step 3 above)

Step 8 – Verify that the Third Party Inspection was created.

Step 9 – Scroll down the page and complete the Equipment Inspection Result Section as seen below.

Step 10 – Click the “Save” button on the top of the page.

This screenshot shows the 'Edit Equipment Identification #30011' form. At the top, there are tabs for 'Equipment Identification' and 'Edit Equipment Identification #30011', with sub-tabs for 'SETTINGS' and 'REPORTS & CHARTS'. A 'Save' button is highlighted with a red circle labeled '10'. Below the header, the 'Exemption to Inspection Checklist' section is expanded, showing 'Exemptions:' with a dropdown menu set to '3rd party / Alternate Inspection was performed'. The '3rd Party / Alternate Inspection Report' section is expanded, showing a table of 'Third party inspections'. The table has columns for 'Full Report', 'Grid Edit', 'Email', 'More', and 'I Third Party Inspection'. The first row is highlighted with a red circle labeled '8' and contains the following data: '42,216 ETI', '11-30-2012', and '3182125 RPT F.pdf'. Below the table, there is a button 'Add Third Party Inspection'. The 'Equipment Inspection Result' section is expanded, showing 'Equipment Status' with a dropdown menu set to 'Inspection Completed', highlighted with a red circle labeled '9'. Below this, there are fields for 'Inspection Result' (set to 'Pass'), 'Inspection Date' (set to '12-03-2012'), and 'Inspected / Exempted by' (set to 'Steve Chow'). There is also a checkbox labeled 'Check this box if equipment does not need inspection i.e. UL listed surveyed by mistake'. Below these fields is a text area for 'Inspection Notes' containing the text '[DEC-03-12 12:01 PM Steve Chow] Field evaluation from ETI conformity Ref# 3182125.'

#### f) Equipment taken out of service

Step 1 – Log into the Electrical Equipment Safety Database Application *(Refer to section 2 of this document)*

Step 2 – Enter the Electrical Equipment Safety Database Application *(Refer to section 3 of this document)*

Step 3 – Navigate to the desired record and open the record in “edit” mode. *(Refer to section 5a of this document)*

Step 4 – Scroll down to the “Equipment Inspection Result” section and change the Equipment Status field to “Equipment taken out of service”

Step 5 – Provide details for the update in the “Inspection Notes” field.

The screenshot shows the 'Equipment Inspection Result' section of a web application. A red circle with the number '4' points to the 'Equipment Status' dropdown menu, which is currently set to 'Equipment taken out of service'. Below this, the 'Inspection Result' dropdown is set to 'Uninspected', and the 'Inspected / Exempted by' dropdown is set to 'Evan Matthews'. A checkbox labeled 'Check this box if equipment does not need inspection i.e. UL listed surveyed by mistake' is present. The 'Inspection Notes' field is a large text area containing the text '[APR-22-13 2:28 PM Evan Matthews] OS, PP, RS & EM'. A red circle with the number '5' points to this text area.

Step 6 – Click on the “Save” button on the top left part of the screen.

#### g) Equipment has been salvaged

Step 1 – Log into the Electrical Equipment Safety Database Application *(Refer to section 2 of this document)*

Step 2 – Enter the Electrical Equipment Safety Database Application *(Refer to section 3 of this document)*

Step 3 – Navigate to the desired record and open the record in “edit” mode. *(Refer to section 5a of this document)*

*\*\*If equipment has already been inspected using the checklist, skip to Step 6 (The “Exemption to Inspection Checklist” section will not be available)*

Step 4 – Scroll down the page to the “Exemption to Inspection Checklist” section.

Step 5 – Under the exemptions field select “Equipment has been salvaged” from the dropdown menu.

Step 6 – Scroll down to the “Inspection Result” section and change the Equipment Status field to “Inspection Completed”.

Step 7 – Change the “Inspection Result” field to “Salvaged”, complete the “Inspection Date”, and the “Inspected by” fields.

Step 8 – Provide details for the update in the “Inspection Notes” field.

▼ **Exemption to Inspection Checklist**

Exemptions:

Equipment has been salvaged

5

▼ **Equipment Inspection Result**

Equipment Status \*

Inspection Completed

6

7 Inspection Result Inspection Date Inspected / Exempted by

Salvaged 02-20-2014 Cruz Peregrina

☐ Check this box if equipment does not need inspection i.e. UL listed surveyed by mistake

Inspection Notes

8

Step 9 – Click the “Save” button on top of the page.

#### h) LOTO Required for Inspection

Step 1 – Log into the Electrical Equipment Safety Database Application *(Refer to section 2 of this document)*

Step 2 – Enter the Electrical Equipment Safety Database Application *(Refer to section 3 of this document)*

Step 3 – Navigate to the desired record and open the record in “edit” mode. *(Refer to section 5a of this document)*

Step 4 – Scroll down to the “Equipment Inspection Result” section and change the Equipment Status field to “LOTO Required”

Step 5 – Provide details for the update in the “Inspection Notes” field.

▼ **Equipment Inspection Result**

Equipment Status \*

LOTO Required

4

Inspection Result Inspected / Exempted by

Uninspected Evan Matthews

☐ Check this box if equipment does not need inspection i.e. UL listed surveyed by mistake

Inspection Notes

5

Step 6 – Click the “Save” button on the top of the page.

### i) Equipment Previously Inspected

**\*\* Please limit this option to *exactly similar equipment* that *has been well tested repeated times with similar outcome.***

Step 1 – Log into the Electrical Equipment Safety Database Application (Refer to section 2 of this document)

Step 2 – Access the Electrical Equipment Safety Database Application (Refer to section 3 of this document)

Step 3 – Navigate to the desired record and open the record in “edit” mode. (Refer to section 5a of this document)

Step 4 – Scroll down the page to the “Exemption to Inspection Checklist” section.

Step 5 – Under the exemptions field select “Equipment Previously Inspected” from the dropdown menu.

Step 6 – Type the barcode for the piece of equipment that this equipment will reference. (This equipment must be a valid inspected piece of equipment)

Step 7 – Scroll down to the “Inspection Result” section and change the Equipment Status field to “Inspection Completed”.

Step 8 – Change the “Inspection Result” field to the outcome of the referenced equipment, complete the “Inspection Date”, and the “Inspected by” fields.

Step 9 – Provide details for the update in the “Inspection Notes” field.

The screenshot shows a web form with several sections. Section 5, 'Exemption to Inspection Checklist', contains a dropdown menu with 'Equipment Previously Inspected' selected. Section 6, 'Equipment Previously Inspected', includes a 'Check' button, a 'Barcode (reference)' field with the value '1834', and a 'View reference' button. Section 7, 'Equipment Inspection Result', features a dropdown for 'Equipment Status' set to 'Inspection Completed'. Section 8, 'Inspection Result', has a dropdown set to 'Pass', an 'Inspection Date' field with '02-20-2014', and an 'Inspected / Exempted by' dropdown with 'Cruz Peregrina'. Below these is a checkbox for 'Check this box if equipment does not need inspection i.e. UL listed surveyed by mistake'. Section 9 is a large text area for 'Inspection Notes'.

5

6

7

8

9

Step 10 – Click the “Save” button on the top of the page.



## j) Homemade power panel

Step 1 – Log into the Electrical Equipment Safety Database Application *(Refer to section 2 of this document)*

Step 2 – Enter the Electrical Equipment Safety Database Application *(Refer to section 3 of this document)*

Step 3 – Navigate to the desired record and open the record in “edit” mode. *(Refer to section 5a of this document)*

Step 4 – Scroll down to the “Equipment Inspection Result” section and change the Equipment Status field to “Homemade power panel”

Step 5 – Provide details for the update in the “Inspection Notes” field.

The screenshot shows the 'Equipment Inspection Result' section of a form. The 'Equipment Status' dropdown is set to 'Home made power panel' and is circled with a red '4'. The 'Inspection Result' dropdown is set to 'Uninspected'. The 'Inspected / Exempted by' dropdown is set to 'Ranvir Sahota'. There is a checkbox labeled 'Check this box if equipment does not need inspection i.e. UL listed surveyed by mistake' which is unchecked. The 'Inspection Notes' field is a large text area, circled with a red '5', and is currently empty.

Step 6 – Click the “Save” button on the top of the page.

## k) Interlock Equipment

Step 1 – Log into the Electrical Equipment Safety Database Application *(Refer to section 2 of this document)*

Step 2 – Enter the Electrical Equipment Safety Database Application *(Refer to section 3 of this document)*

Step 3 – Navigate to the desired record and open the record in “edit” mode. *(Refer to section 5a of this document)*

Step 4 – Scroll down to the “Equipment Inspection Result” section and change the Equipment Status field to “Interlock Equipment”

Step 5 – Provide details for the update in the “Inspection Notes” field.

The screenshot shows the 'Equipment Inspection Result' section of a form. The 'Equipment Status' dropdown is set to 'Interlock Equipment' and is circled with a red '4'. The 'Inspection Result' dropdown is set to 'Uninspected'. The 'Inspected / Exempted by' dropdown is set to 'Steve Chow'. There is a checkbox labeled 'Check this box if equipment does not need inspection i.e. UL listed surveyed by mistake' which is unchecked. The 'Inspection Notes' field is a large text area, circled with a red '5', and contains the text: '[JUL-02-13 1:19 PM Steve Chow] ----- Did an assessment before changing to "Interlock".'

Step 6 – Click the “Save” button on the top of the page.

## I) Special Connector Needed for Inspection

Step 1 – Log into the Electrical Equipment Safety Database Application *(Refer to section 2 of this document)*

Step 2 – Enter the Electrical Equipment Safety Database Application *(Refer to section 3 of this document)*

Step 3 – Navigate to the desired record and open the record in “edit” mode. *(Refer to section 5a of this document)*

Step 4 – Scroll down to the “Equipment Inspection Result” section and change the Equipment Status field to “Special Connector Needed for Inspection”

Step 5 – Provide details for the update in the “Inspection Notes” field.

Equipment Inspection Result

Equipment Status \*  
Special connector needed for inspection

Inspection Result  
Uninspected

Inspected / Exempted by

☐ Check this box if equipment does not need inspection i.e. III listed surveyed by mistake

Inspection Notes

Step 6 – Click the “Save” button on the top of the page.

## 7. Add a Level I inspection report

Step 1 – Log into the Electrical Equipment Safety Database Application *(Refer to section 2 of this document)*

Step 2 – Enter the Electrical Equipment Safety Database Application *(Refer to section 3 of this document)*

Step 3 – Navigate to the desired record and open the record in “edit” mode. *(Refer to section 5a of this document)*

Step 4 – Scroll down the page to the “Low / Medium Risk Inspection Report” section.

Step 5 – Click on “Add Level I Inspection” button.

Low / Medium Risk Inspection Report

Low / Medium Risk Inspections

Equipment Identification - Barcode	Inspection Result	Equipment Status	Initial Inspection by	Inspection Completed Date	Inspection Notes
No level i inspections found					

Add Level I Inspection

Add Level I Inspection

Step 6 – Continue on section 9a-d below for instructions on how to complete inspection reports.

## 8. Add a Level II inspection report

Step 1 – Log into the Electrical Equipment Safety Database Application *(Refer to section 2 of this document)*

Step 2 – Enter the Electrical Equipment Safety Database Application *(Refer to section 3 of this document)*

Step 3 – Navigate to the desired record and open the record in “edit” mode. *(Refer to section 5a of this document)*

Step 4 – Scroll down the page to the “High Risk Report” section.

Step 5 – Click on “Add Level II Inspection” button.

High Risk Inspection Report

Barcode	Inspection Result (Checklist)	Equipment Status	Repair Status	Initial Inspection by	Re-inspected by	Inspection Completed Date	re-inspection date	Inspection Notes	Inspector recommended corrections	Corrections Made	Conditional Acceptance Notes
No level II inspections found											
Add Level II Inspection											
<div>Add Level II Inspection</div>											

Step 6 – Continue on section 9a-d below for instructions on how to complete inspection reports.

## 9. Generate equipment inspection reports

### a) Generate a “Pass” inspection report.

Step 1a – Follow steps 1-5 in section 7 initiate/create an inspection report or follow steps 1-4 in section 7 then proceed with step 1b below if the inspection report has already been created. *(Data entry inspection form will look different depending on the priority risk group of the equipment)*

Step 1b – Edit the existing inspection report by clicking on the “pencil” icon.

High Risk Inspection Report

Full Report	Grid Edit	Email	More	I Level II Inspection	Barcode	Inspection Result (Checklist)	Equipment Status	Repair Stz	Initial Inspection by	Re-inspected by	Inspection Completed Date	re-inspection date	Inspection Notes	Inspector recommended corrections	Corrections Made	Conditional Acceptance Notes
<div>New</div>					48.48.4	Pass after re-inspection	Inspection Completed	Repair Completed	Chow, Steve	Chow, Steve	04-01-2014	04-02-2014	[APR-02-14 9:33 AM Steve Chow] [MAR-18-14 3:32 PM Steve Chow] Tim Kneafsey ordered new heaters with correct 120 V / 1400 watt and with 3 ea.	[APR-03-14 8:35 AM Steve Chow] [MAR-19-14 2:34 PM Steve Chow] [MAR-19-14 2:16 PM Steve Chow] 1. Order unit	[APR-03-14 8:39 AM Steve Chow] installed 14/3 SJT UL/CSA cord	

Step 2 – List the inspection standards used for inspecting the equipment. *(Only applicable for High Risk Inspection reports)*

Step 3 – Run down through the various inspection categories listing the outcome of each.

My Apps Electrical Equipment Safety Dat... LOTO Permit Database EEWP LOTO Procedure Developmen... New App

Home Users Equipment Identification Level I Inspections Level II Inspections Third Party Inspections Inspectors Responsible Persons Division Safety Coord... Barcode tracking New Table

Level II Inspections Edit Level II Inspection #1357

SETTINGS REPORTS & CHARTS Save Cancel Delete Customize this Form

Barcode 8658 Return

Inspection Checklist (High Risk)

Inspection Standard Used:

☒ NFPA 79 ☐ NEC / 70E ☒ UL 508 ☒ UL 508A ☐ UL 60950-1 ☐ UL 61010-1

1. Construction Inspection:

i. Electrical Code Considerations.

(1) Presence of complete equipment nameplate(s)

Pass

(2) Equipment construction provides for a code-compliant installation

Pass

(3) Installation instructions include sufficient detail (showing raceway entry points, supply conductor wiring methods, supply conductor types, field wiring torque values, and installer supplied overcurrent protection)

Pass

(4) Adequate wire bending space for all field wiring terminals

Pass

ii. Construction of Enclosures.

(1) Suitable use of metallic and nonmetallic construction materials

Pass

(2) Enclosure-type rating (e.g., 1, 3R, 4X) suitable for the intended application or installation environment

N/A

(3) Methods of corrosion protection for internal and external parts

N/A

(4) Methods of fastening doors and covers

Pass

(5) Hinged doors open at least 90 degrees

N/A

(6) Bonding methods of dead metal parts likely to become energized

Pass

(7) Accessibility of live parts.

Pass

Step 4 – Fill out the “Inspection Result” section as “Pass” as shown in the example below. *(The equipment status will be updated latter in the process)*

(5) Temperature rise testing of terminals and heat producing devices (transformers, power supplies, coils, heaters) and components that could be affected by an elevated ambient caused by other heat producing components

Pass

(6) Safety interlock circuit function testing

Pass

(7) Emergency stop

Pass

Inspection Result

Final Inspection Result

Pass

Equipment Status:

Uninspected

Initial Inspection Completed By: Initial Inspection Date:

Peregrina, Cruz 03-07-2014

Inspection Notes

[FEB-07-14 11:30 AM Steve Chow] Inspected by Mark Scott - ETI and slchow on 2/6/14.

Step 5 – Click the “Save” button on the top of the page.

Step 6 –Navigate back to the equipment identification record, and verify that inspection report was generated. *(Refer to section 5a of this document)*

High Risk Inspection Report

Full Report	Grid Edit	Email	More	Level II Inspection	Equipment Status	Repair Status	Initial Inspection by	Re-inspected by	Inspection Completed Date	re-inspection date	Inspection Notes	Inspector recommended corrections	Corrections Made	Conditional Acceptance Notes
2723	Pass	Inspection Completed	Sahota, Ranvir	03-28-2013							[MAR-28-13 10:44 AM Ran vir Sahota] ----- DMM= 4 Ohms GB= 5 mOhms			

Step 7 – Scroll down to the “Equipment Inspection Result” section, and update the record with a “Pass” inspection result, and “Inspection Completed” equipment status as shown below.

Step 8 – Provide details for the update in the “Inspection Notes” field.


Step 9 – Click the “Save” button on the top of the page

## b) Generate a “Fail” inspection report.

Step 1a – Follow steps 1-5 in section 7 initiate/create an inspection report or follow steps 1-4 in section 7 then proceed with step 1b below if the inspection report has already been created. *(Data entry inspection form will look different depending on the priority risk group of the equipment)*

Step 1b – Edit the existing inspection report by clicking on the “pencil” icon.

High Risk Inspection Report

Full Report	Grid Edit	Email	More	Level II Inspection								Inspector recommended corrections	Corrections Made	Conditional Acceptance Notes
Barcode	Inspection Result (Checklist)	Equipment Status	Repair Status	Initial Inspection by	Re-inspected by	Inspection Completed Date	re-inspection date	Inspection Notes						
 42-219	Fail	Preliminary Inspection Completed		Chow, Steve		03-08-2014		[MAR-08-14 2:31 PM Steve Chow] Discrepancies: 1. No manufacturer's data plate. 2. No over current protection.				[MAR-13-14 9:40 AM Steve Chow] If this equipment is to be updated to LBNL Electrical Safety Standards, the following		

Step 2 – List the inspection standards used for inspecting the equipment *(Only applicable for High Risk Inspections)*

Step 3 – Run down through the various inspection categories listing the outcome of each. List as “Fail” any inspection items that fail inspection.

My Apps Electrical Equipment Safety Data... LOTO Permit Database EEWP LOTO Procedure Development... New App

Home Users Equipment Identification Level I Inspections Level II Inspections Third Party Inspections Inspectors Responsible Persons Division Safety Coordi... Barcode tracking New Table

Level II Inspections Edit Level II Inspection #1357

SETTINGS REPORTS & CHARTS Save Cancel Delete Customize this Form

Barcode 8668

Return

Inspection Checklist (High Risk)

Inspection Standard Used: ☒ NFPA 79 ☐ NEC / 70E ☒ UL 508 ☒ UL 508A ☐ UL 60950-1 ☐ UL 61010-1

1. Construction Inspection:

I. Electrical Code Considerations.

(1) Presence of complete equipment nameplate(s)

Fail

(2) Equipment construction provides for a code-compliant installation

Pass

(3) Installation instructions include sufficient detail (showing raceway entry points, supply conductor wiring methods, supply conductor types, field wiring torque values, and installer supplied overcurrent protection)

Pass

(4) Adequate wire bending space for all field wiring terminals

Pass

II. Construction of Enclosures.

(1) Suitable use of metallic and nonmetallic construction materials

Fail

(2) Enclosure-type rating (e.g., 1, 3R, 4X) suitable for the intended application or installation environment

N/A

(3) Methods of corrosion protection for internal and external parts

N/A

(4) Methods of fastening doors and covers

Pass

(5) Hinged doors open at least 90 degrees

N/A

(6) Bonding methods of dead metal parts likely to become energized

Pass

(7) Accessibility of live parts.

Pass

Step 4 – Complete the “Inspection Result” section for a “Fail” inspection result as shown in the example below. *(The equipment status will be updated latter in the process)*

Step 5 – List the recommended corrections in the “Equipment Failed” section, and note if the equipment failed due to deterioration from equipment use over time using the provided checkbox.

Inspection Result

Final Inspection Result

Fail

Equipment Status:

Inspection Completed

Initial Inspection Completed By: Initial Inspection on Date:

Sowle, Oltmar 02-10-2014

Inspection Notes

[FEB-10-14 11:18 AM oltmar sowle] No Burned or Overheated parts visible

Equipment Failed Section

Inspector recommended corrections:

☐ Check this box if the equipment failed due to deterioration from use over time, rather than design/fabrication deficiencies.

Step 6 – Click the “Save” button on the top of the page.

Step 7 –Navigate back to the equipment identification record, and verify that inspection report was generated. *(Refer to section 5a of this document)*



My Apps Electrical Equipment Safety Dat... LOTO Permit Database EEWP LOTO Procedure Developmen... New App

Home Users Equipment Identification Level I Inspections Level II Inspections Third Party Inspections Inspectors Responsible Persons Division Safety Coordi... Barcode tracking New Table

Level II Inspections Edit Level II Inspection #1357

SETTINGS REPORTS & CHARTS Save Cancel Delete Customize this Form

Barcode 8668 Return

Inspection Checklist (High Risk)

Inspection Standard Used:

☒ NFPA 79 ☐ NEC / 70E ☒ UL 508 ☒ UL 508A ☐ UL 60950-1 ☐ UL 61010-1

1. Construction Inspection:

i. Electrical Code Considerations.

(1) Presence of complete equipment nameplate(s)

Fail

(2) Equipment construction provides for a code-compliant installation

Pass

(3) Installation instructions include sufficient detail (showing raceway entry points, supply conductor wiring methods, supply conductor types, field wiring torque values, and in installer supplied overcurrent protection)

Pass

(4) Adequate wire bending space for all field wiring terminals

Pass

ii. Construction of Enclosures.

(1) Suitable use of metallic and nonmetallic construction materials

Fail

(2) Enclosure-type rating (e.g., 1, 3R, 4X) suitable for the intended application or installation environment

N/A

(3) Methods of corrosion protection for internal and external parts

N/A

(4) Methods of fastening doors and covers

Pass

(5) Hinged doors open at least 90 degrees

N/A

(6) Bonding methods of dead metal parts likely to become energized

Pass

(7) Accessibility of live parts.

Pass

Step 4 – Complete the “Inspection Result” section for a “Conditional Acceptance” inspection result as shown in the example below. *(The equipment status will be updated latter in the process)*

Step 5 – Provide details for the update in the “Inspection Notes” field.

Step 6 – Provide the inspection report with an expiration date for the conditional accepted status, and list any details regarding the reason for the equipment being conditionally accepted.

Step 7 – List the recommended corrections in the “Equipment Failed” section, and note if the equipment failed due to deterioration from equipment use over time using the provided checkbox.



(6) Safety interlock circuit function testing  
 Pass

(7) Emergency stop  
 Fail

---

**Inspection Result**

Final Inspection Result  
 Conditionally Accepted

Equipment Status:  
 Uninspected

Initial Inspection Completed By: Initial Inspection Date:  
 Peregrina, Cruz 03-07-2014

---

**Inspection Notes**

[FEB-07-14 11:30 AM Steve Chow] Inspected by Mark Scott - ETI and slchow on 2/6/14.

---

**Conditional Acceptance Section**

Date conditional acceptance expires\*  
 04-07-2014

Conditional acceptance notes:  
 Conditional acceptance notes go here.

---

**Equipment Failed Section**

Inspector recommended corrections:  
 Fail notes go here.

☐ Check this box if the equipment failed due to deterioration from use over time, rather than design/fabrication deficiencies.

Step 6 – Click the “Save” button on the top of the page.

Step 7 –Navigate back to the equipment identification record, and verify that inspection report was generated. (Refer to section 5a of this document)

High Risk Inspection Report

Full Report	Grid Edit	Email	More	I Level II Inspection							
Barcode	Inspection Result (Checklist)	Equipment Status	Repair Status	Initial Inspection by	Re-inspected by	Inspection Completed Date	re-inspection date	Inspection Notes	Inspector recommended corrections	Corrections Made	Conditional Acceptance Notes
NEW 21493	Conditionally Accepted	Preliminary Inspection Completed				02-19-2013		[APR-04-14 10:29 AM Steve Chow] inspection by Mark Pack - ETI, assisted by slc on 2/19/13	[APR-04-14 10:33 AM Steve Chow] 1. Information on machine "Fed by 316A34A-9" should be labeled on		[APR-04-14 10:41 AM Steve Chow] Power supply was off due to Maintenance schedule, had to be operating in a few days.

Step 8 – Scroll down to the “Equipment Inspection Result” section, and update the record with a “Conditionally Accepted” inspection result, and “Preliminary Inspection Completed” equipment status as shown below.

Step 9 – Provide details for the update in the “Inspection Notes” field.

**Equipment Inspection Result**

**Equipment Status**  
Preliminary Inspection Completed

**Inspection Result**  
Conditionally Accepted

**Inspection Date**  
04-04-2014

**Inspected / Exempted by**  
Steve Chow

☐ Check this box if equipment does not need inspection i.e. UL listed surveyed by mistake

**Inspection Notes**

--- [MAR-04-13 2:34 PM Steve Chow] ---  
 Last Modified: MAR-04-2013 7:46 AM (PST) by Matthews, Evan?  
 Reference Standards used: NFPA 70, NFPA 79, UL 508 and 508A  
 1. Information on machine "Fed by 316A34A-9" should be labeled on Disconnect box.  
 2.

Step 10 – Click the “Save” button on the top of the page

#### d) Generate a “Pass after re-inspection” inspection report.

Step 1a – Follow steps 1-5 in section 7 initiate/create an inspection report or follow steps 1-4 in section 7 then proceed with step 1b below if the inspection report has already been created. *(Data entry inspection form will look different depending on the priority risk group of the equipment)*

Step 1b – Edit the existing inspection report by clicking on the “pencil” icon.

High Risk Inspection Report

Full Report	Grid Edit	Email	More	I Level II Inspection								
Barcode	Inspection Result (Checklist)	Equipment Status	Repair Status	Initial Inspection by	Re-inspected by	Inspection Completed Date	re-inspection date	Inspection Notes	Inspector recommended corrections	Corrections Made	Conditional Acceptance Notes	
<div>NEW</div>	48,484	Pass after re-inspection	Inspection Completed	Repair Completed	Chow, Steve	Chow, Steve	04-01-2014	04-02-2014	[APR-02-14 9:33 AM Steve Chow] [MAR-18-14 3:32 PM Steve Chow] Tim Kneahy ordered new heaters with correct 120 V / 1400 watt and with 3 ea.	[APR-03-14 8:35 AM Steve Chow] [MAR-19-14 2:34 PM Steve Chow] [MAR-19-14 2:16 PM Steve Chow] 1. Order unit	[APR-03-14 8:39 AM Steve Chow] installed 14/3 SJT UL/CSA cord	

Step 2 – List the inspection standards used for inspecting the equipment *(Only applicable for High Risk Inspections)*

Step 3 – Run down through the various inspection categories listing the outcome of each. List as “Pass (after re-inspection)” all the corrected discrepancies.

**Level II Inspections** | Edit Level II Inspection #1357

**Inspection Checklist (High Risk)**

**Inspection Standard Used:**  
☒ NFPA 79 ☐ NEC / 70E ☒ UL 508 ☒ UL 508A ☐ UL 60950-1 ☐ UL 61010-1

**1. Construction Inspection:**

i. Electrical Code Considerations

(1) Presence of complete equipment nameplate(s)  
 Pass (after re-inspection)

(2) Equipment construction provides for a code-compliant installation  
 Pass

(3) Installation instructions include sufficient detail (showing raceway entry points, supply conductor wiring methods, supply conductor types, field wiring torque values, and installer supplied overcurrent protection)  
 Pass

(4) Adequate wire bending space for all field wiring terminals  
 Pass

ii. Construction of Enclosures

(1) Suitable use of metallic and nonmetallic construction materials  
 Pass (after re-inspection)

(2) Enclosure-type rating (e.g., 1, 3R, 4X) suitable for the intended application or installation environment  
 N/A

(3) Methods of corrosion protection for internal and external parts  
 N/A

(4) Methods of fastening doors and covers  
 Pass

(5) Hinged doors open at least 90 degrees  
 N/A

(6) Bonding methods of dead metal parts likely to become energized  
 Pass

(7) Accessibility of live parts.  
 Pass

Step 4 – Complete the “Inspection Result” section for a “Pass (after re-inspection)” inspection result as shown in the example below. *(The equipment status will be updated latter in the process)*

Step 5 – Verify that the “Re-inspection Completed By” lists you as an inspector, and the re-inspection date is logged properly.

Step 6 – Provide details for the update in the “Inspection Notes” field.

Step 7 – List the recommended corrections in the “Equipment Failed” section, and note if the equipment failed due to deterioration from equipment use over time using the provided checkbox.

Step 8 – Change the Repair Status to “Repair Completed” and note the corrections that were made to the equipment.

Inspection Result

Final Inspection Result

Pass after re-inspection

Equipment Status:

Inspection Completed

Initial Inspection Completed By:

Chow, Steve

Initial Inspection Date:

04-01-2014

Re-Inspection Completed By:

Chow, Steve

Re-Inspection Date:

04-02-2014

Inspection Notes

[APR-02-14 9:33 AM Steve Chow] [MAR-18-14 3:32 PM Steve Chow] Tim Kneafsey ordered new heaters with correct 120 V / 1400 watt and with 3 ea. terminal. Amp is 11.6667

Equipment Failed Section

Inspector recommended corrections:

[APR-03-14 8:35 AM Steve Chow] [MAR-19-14 2:34 PM Steve Chow] [MAR-19-14 2:16 PM Steve Chow] 1. Order unit with 3 terminals(H, N and G)  
2. Terminate with a ac cord that matches the Wattage  
3. Completely cover the terminals and wiring with a cover to prevent damage.  
  
[APR-02-14 8:11 AM Steve Chow] New model ordered is MBH29666 A1431, 1400 watts,120V by Kneafsey.  
  
☐ Check this box if the equipment failed due to deterioration from use over time, rather than design/fabrication deficiencies.

Repair Section

Repair Status

Repair Completed

Corrections made

[APR-03-14 8:39 AM Steve Chow] installed 14/3 SJT UL/CSA cord  
  
.3 ohm-dvm, 26 milliohm-GBT

Step 9 – Click the “Save” button on the top of the page.

Step 10 –Navigate back to the equipment identification record, and verify that inspection report was generated. *(Refer to section 5a of this document)*

High Risk Inspection Report

Full Report	Grid Edit	Email	More	I Level II Inspection	Barcode	Inspection Result (Checklist)	Equipment Status	Repair Sta	Initial Inspection by	Re-inspected by	Inspection Completed Date	re-inspection date	Inspection Notes	Inspector recommended corrections	Corrections Made	Conditional Acceptance Notes
View					48,484	Pass after re-inspection	Inspection Completed	Repair Completed	Chow, Steve	Chow, Steve	04-01-2014	04-02-2014	[APR-02-14 9:33 AM Steve Chow] [MAR-18-14 3:32 PM Steve Chow] Tim Kneafsey ordered new heaters with correct 120 V / 1400 watt and with 3 ea.	[APR-03-14 8:35 AM Steve Chow] [MAR-19-14 2:34 PM Steve Chow] [MAR-19-14 2:16 PM Steve Chow] 1. Order unit	[APR-03-14 8:39 AM Steve Chow] installed 14/3 SJT UL/CSA cord	

Step 11 – Scroll down to the “Equipment Inspection Result” section, and update the record with a “Pass after re-inspection” inspection result, and “Inspection Completed” equipment status as shown below.

Step 12 – Provide details for the update in the “Inspection Notes” field.

11

Equipment Inspection Result

Equipment Status \*

Inspection Completed

Inspection Result

Pass after re-inspection

Inspection Date

04-01-2014

Inspected / Exempted by

Steve Chow

☐ Check this box if equipment does not need inspection i.e. UL listed surveyed by mistake

Inspection Notes

12