SAFETY

Extension cord and GFCI inspection checklist

The before-use check of extension cords and cord-and-plug equipment that OSHA 1910.334(a)(2) requires on any shift, with a GFCI test and the grounding conductor checks of an assured equipment grounding conductor program.

How often: **Before use on each shift, and when a cord or tool is relocated**

Who: **Person using the equipment, or the competent person for the grounding program** **About 5 min** **17 items**

Site or area _____ Asset or line _____

Date and time _____ Completed by _____

Before you use it

- OSHA 29 CFR 1910.334(a)(2) requires portable cord- and plug-connected equipment and extension cords to be visually inspected before use on any shift for external defects, such as loose parts, deformed and missing pins, or damage to the outer jacket or insulation, and for evidence of possible internal damage, such as a pinched or crushed outer jacket. Items that stay connected once in place and are not exposed to damage need not be inspected until they are relocated. A defective or damaged item is removed from service until the repairs and tests that make it safe have been made.
- Under 1910.304(b)(3)(ii), during construction-like activities, including certain maintenance, remodeling or repair work, 125-volt, single-phase 15-, 20- and 30-ampere receptacle outlets that are not part of the permanent wiring and are in use by personnel need ground-fault circuit-interrupter protection; the cord connector of an extension cord used for temporary power counts as a receptacle outlet. Where GFCI protection is not available for other receptacles, an assured equipment grounding conductor program applies: a visual inspection before each day's use, and grounding conductor tests before first use, after repairs or suspected damage, and at intervals not exceeding 3 months (6 months for cord sets and receptacles that are fixed and not exposed to damage), with a record of each test.
- A flexible cord used with grounding-type equipment contains an equipment grounding conductor, and plugs, receptacles and adapters are not altered or used in a way that interrupts its continuity (1910.334(a)(3)). Cords are not used to raise or lower equipment or fastened with staples (1910.334(a)(1)). Test each GFCI as its manufacturer instructs.

Cord or equipment

NO.	ITEM	RESULT	NOTES
1	**Scan the cord or tool tag**	☐ Visited	
2	**Cord set or equipment ID**	_____	
3	**Item**	☐ Extension cord ☐ Cord-and-plug tool or equipment ☐ Portable GFCI or cord set with GFCI	

Visual inspection

NO.	ITEM	RESULT	NOTES
4	**Outer jacket and insulation undamaged: no cuts, abrasion or exposed conductors**	☐ Pass ☐ Fail ☐ N/A	
5	**No pinched or crushed jacket that could hide internal damage**	☐ Pass ☐ Fail ☐ N/A	

NO.	ITEM	RESULT	NOTES
6	**Plug and connector bodies not cracked, loose or missing parts**	☐ Pass ☐ Fail ☐ N/A	
7	**Pins straight and present, including the grounding pin**	☐ Pass ☐ Fail ☐ N/A	
8	**Cord for grounding-type equipment has an equipment grounding conductor**	☐ Pass ☐ Fail ☐ N/A	
9	**Not fastened with staples, hung so as to damage the jacket, or used to raise or lower equipment**	☐ Pass ☐ Fail ☐ N/A	
10	**Approved for the location where it is wet or conductive**	☐ Pass ☐ Fail ☐ N/A	

GFCI and grounding

NO.	ITEM	RESULT	NOTES
11	**GFCI protection in place for temporary power during construction-like work**	☐ Pass ☐ Fail ☐ N/A	
12	**GFCI trips on its test button and resets**	☐ Pass ☐ Fail ☐ N/A	
13	**Plug and receptacle configurations match; no adapter that interrupts the ground**	☐ Pass ☐ Fail ☐ N/A	
14	**Months since the last grounding conductor test, under an assured grounding program** Not more than 3 months; 6 months for cord sets and receptacles that are fixed and not exposed to damage.	_____ months Limit _____	

Result

NO.	ITEM	RESULT	NOTES
15	**Result**	☐ Fit for use ☐ Removed from service	
16	**Photo of any defect**	☐ Photo taken	
17	**Inspected by**	Name _____ Signature _____ Date _____	

Follow-up

For each failed check or reading out of limit: what was found, what was done, and the work order raised for it.

NO.	WHAT WAS FOUND	ACTION OR WORK ORDER	OWNER	DUE

References

- OSHA 29 CFR 1910.334, use of equipment
  https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.334
- OSHA 29 CFR 1910.304, wiring design and protection
  https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.304

Free to use and adapt. To run it on mobile, with checkpoint scans, readings checked against their limits as they are entered, and photos and signatures attached to the check, see vardian.io/templates/extension-cord-gfci-inspection-checklist.