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1.0 PURPOSE AND SCOPE

1.1 Purpose

This procedure provides a safe, uniform method for functionally testing Ground Fault Circuit Interrupter (GFCI) receptacles, circuit breakers and replacing Ground Fault Circuit Interrupter (GFCI) receptacles if not functioning.

1.2 Scope

This procedure provides a safe, uniform method for functionally testing Ground Fault Circuit Interrupter (GFCI) receptacles, circuit breakers and replacing Ground Fault Circuit Interrupter (GFCI) receptacles as necessary in non-radiological general purpose facilities.

2.0 INFORMATION

2.1 Terms and Definitions

- GFCI - Ground Fault Circuit Interrupter
- AWT - Authorized Workers Tag

3.0 PRECAUTIONS AND LIMITATIONS

3.1 Personnel Safety

3.1.1 If a lock and tag is required during the performance of this procedure, perform Lockout/Tagout in accordance with DOE-0336, Hanford Site Lockout/Tagout Procedure.

3.1.2 Compliance with DOE-0359, Hanford Site Electrical Safety Program is required when working with this procedure.

3.2 Radiation and Contamination Control

This procedure is to be performed in non-radiological areas only.

4.0 PREREQUISITES

4.1 Field Preparation

4.1.1 IF work is to be performed in an area owned or operated by Operations, OBTAIN release from Operations management prior to beginning performance of this procedure.
5.0 INSTRUCTIONS

Special Instructions:

If performance of any steps in this procedure are not required for procedure completion, steps not performed are to be marked, "N/A" in appropriate Data Sheet signoff space, and explained in comments/remarks section of Data Sheet.

NOTE - Depending on the component being tested (i.e. receptacle or breaker), Sections 5.1, 5.2 or 5.3 may be worked independently, simultaneously or not at all.

- Section 5.3 may be performed any time prior to FWS package closeout.

5.1 Receptacle Type Ground Fault Circuit Interrupters

5.1.1 VISUALLY INSPECT GFCI receptacle and associated hardware (e.g., cover plate) for deficiencies AND RECORD deficiencies on the Data Sheet.

5.1.2 IF GFCI is tripped, PRESS GFCI built-in reset button.

5.1.3 INSERT a load into receptacle.

5.1.4 PERFORM the following tests:

5.1.4.1 PRESS GFCI built in tester AND CONFIRM it trips.

5.1.4.2 CONFIRM no voltage at load using an electrical device, test meter, or GFCI outlet tester lights.

5.1.4.3 PRESS reset button on GFCI.

5.1.4.4 CONFIRM voltage restored at load using an electrical device, test meter, or GFCI outlet tester lights.

5.1.4.5 RECORD the results on the Data Sheet.

5.1.4.6 IF a GFCI fails either of the tests, INSTALL Out-of-Service device or tag into outlet(s) protected by GFCI unit AND GO TO Section 5.3.
5.2 Circuit Breaker Type Ground Fault Circuit Interrupters

NOTE: This Section may be performed on any GFCI connected receptacle(s) as deemed necessary by the Electrician.

5.2.1 VISUALLY INSPECT GFCI circuit breaker, receptacles fed by GFCI circuit breaker, and associated hardware (e.g., cover plate) for deficiencies AND

RECORD deficiencies on the Data Sheet.

5.2.2 INSERT a load into receptacle fed by GFCI circuit breaker.

5.2.3 PRESS GFCI built-in test button on the breaker.

5.2.4 CONFIRM no voltage at load using an electrical device, test meter, or GFCI outlet tester lights.

5.2.5 RESET breaker.

5.2.6 CONFIRM voltage restored at load using an electrical device, test meter, or GFCI outlet tester lights.

5.2.7 RECORD the results on the Data Sheet.

5.2.8 IF a GFCI fails either of the tests, INSERT plastic Out-of-Service device into outlet(s) protected by GFCI unit AND

GO TO Section 5.3.
5.3 GFCI Replacement

NOTE - This Section may be performed any time prior to FWS package closeout.

5.3.1 IF GFCI replacement cannot be performed, ENSURE the FWS initiates a replacement work request before package closure.

5.3.1.1 CONFIRM Out-of-Service device or tag is installed to prevent operation/use.

5.3.2 FWS INITIATE Lockout/Tagout per DOE-0336.

5.3.3 IF further testing can be performed, CONTINUE testing other GFCI devices while waiting on approved Lockout/Tagout.

5.3.4 INSTALL Lockout/Tagout per DOE-0336.

5.3.4.1 REMOVE plastic Out-of-Service device from GFCI unit.

5.3.4.2 REPLACE defective GFCI.

5.3.5 REMOVE Lockout/Tagout per DOE-0336.

5.3.6 PERFORM correct wiring checks.

5.3.7 TEST newly installed GFCI per appropriate Section 5.1 or 5.2

5.4 Restoration

5.4.1 IF any problems were encountered, INFORM FWS.

5.4.2 DISCONNECT AND REMOVE any Test Equipment.

5.4.3 CHECK equipment system restoration by observing indications are consistent with expected conditions.
5.5 Acceptance Criteria

Acceptance Criteria has been met when steps in this procedure have been satisfactorily performed.

5.6 Review

5.6.1 INFORM FWS test is complete.

5.6.2 FWS REVIEW AND ENSURE the following:

- Completed Data Sheets demonstrates satisfactory operation as defined by the acceptance criteria.
- Comments sections are filled out appropriately.
- Work requests needed as a result of this procedure are identified and generated.
- Work request number(s) of any work documents generated as a result of this procedure, are recorded in the Comments/Remarks section of the Data Sheet.

5.7 Records

The performance of this procedure generates no records. However, PM Data Sheets associated with the procedure, are records and are maintained in the work package as record material.

The record custodian identified in the Company Level Record Inventory and Disposition Schedule (RIDS), is responsible for record retention in accordance with TFC-BSM-IRM_DC-C-02.