



CCC Inc.

Managing Your Risk

Third Party Electrical Pre-Visit Checklist

STEP 1. Prior to our inspectors on site visit, please supply the following for review:

- a. At least one complete set of accurate drawings for the specific equipment to be evaluated. This should include:
 1. Layout drawing showing components with designators that match the schematic and actual marks on the components or adjacent to the components.
 2. Schematic of all the power circuits, line voltage, control, safety interlock and EMO circuits.

(**Note:** for simple equipment one set of basic electrical schematics of the power circuits should be provided)

- b. Bill of material for all critical components including certification(s).
- c. Conditions of acceptability for any recognized components.

Please note that it is best if these are sent via e-mail.

STEP 2: Before the actual visit, make certain that:

- a. The tool installation is complete:
 1. Power
 2. Water
 3. CDA
 4. All other utilities
- b. The tool is operational.
- c. A tool install permit has been issued by the AHJ if required.

STEP 3: At the time of our inspectors visit please be ready to demonstrate the following:

- a. The tool must be powered up and able to run process for a prolonged period (>1 hr)
- b. The tool must be in a state so that unannounced and unscheduled EMO and other power off operations can be performed without damage to the tool. If this is not possible, the reasons must be explained.

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