

EXTENSION CORD INSPECTION GUIDELINES

Forward Laser & extension cord checklists to Elaine in Payroll with the first timesheet submitted in Jan, April, July & Oct

Extension cords should be inspected prior to each use.

If extension cords become damaged during use cut the male end of extension cord off.

Extension cords are to be inspected and color coded quarterly:

- January thru March – **White**
- April thru June – **Green**
- July thru September – **Red**
- October thru December – **Orange**

What to look for:

- Cracks or damage to insulation or plugs/prongs on both ends
- Exposed wires, burn marks
- Broken, bent or missing prongs (ground prong)
- Continuity tested

Location of cord inspection _____

Please complete check and sign below

Quarters >>>	January-March White	April-June Green	July-September Red	October/December Orange
Date Inspected				
# of cords inspected				
# of cords failed inspection				
Tape replaced				
Continuity test				
Name of person inspecting				

Please turn cords that don't pass into your supervisor or Mike Pierce