

Smart Meter Installation Safety Checklist

Site / Project	_____	Address	_____
Inspector name	_____	Company	_____
Date	_____	Time	_____

Documentation aid only. Adapt this resource to the site, manufacturer instructions, and applicable local requirements. It does not replace a competent person, professional judgment, legal advice, or a required statutory form.

Inspection checklist

Pre-Installation Assessment & Planning

☐ Was a pre-pull voltage check performed on the meter base using a calibrated voltage tester (e.g., Fluke T6-1000) to verify absence of voltage? Document readings and socket condition with photos.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Visually inspect the meter base for signs of corrosion, arcing, or overheating (hot sockets). Document any defects with photos before proceeding.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Assess the property for potential animal hazards (dogs, cats, etc.). Have a plan for safe interaction or containment (e.g., customer notification, use of deterrents).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Verify that no backup power sources (generators, solar panels) are connected to the customer's electrical system without proper isolation or transfer switches. Confirm with homeowner.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Evaluate weather conditions (rain, snow, extreme temperatures). Are conditions safe for electrical work? Postpone if necessary.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Establish clear communication protocols with the homeowner regarding the installation process, potential power outages, and safety precautions.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Confirm the new smart meter is the correct type and rating for the existing meter base and service. Check AMI system for correct meter number.	☐ Pass	☐ Fail	☐ N/A	Notes: _____

☐	Verify that emergency contact information (supervisor, utility dispatch) is readily available and accessible.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Confirm that a site-specific Lockout/Tagout (LOTO) procedure is in place and understood for disconnecting and reconnecting the meter.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	If a ladder is needed, is it the correct type (fiberglass, rated for electrical work) and in good condition (no damage, current inspection tag)?	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Personal Protective Equipment (PPE)

☐	Are properly rated and tested rubber insulating gloves (e.g., Class 0 or Class 00) being worn and inspected for damage before each use? Use leather protectors.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are safety glasses with side shields being worn to protect against arc flash and debris?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is appropriate arc-rated clothing (e.g., shirt, pants) being worn based on the potential arc flash hazard assessment? (Minimum ATPV rating of 4 cal/cm ²)	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are all hand tools being used (e.g., screwdrivers, pliers) insulated and rated for the voltage being worked on (1000V)?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are steel-toe boots being worn to protect against foot injuries?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is high-visibility clothing (e.g., vest or shirt) being worn to ensure visibility to others?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is hearing protection available and used if noise levels exceed 85 dBA?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is a face shield available and used for additional arc flash protection during meter removal and installation?	☐ Pass	☐ Fail	☐ N/A	Notes: _____

On-Site Safety Procedures

☐	Is a clear and safe work zone established around the meter base to prevent unauthorized access?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	After LOTO, re-verify absence of voltage at the meter base using a calibrated voltage tester before commencing work.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are proper lifting techniques being used to prevent back injuries when handling the smart meter?	☐ Pass	☐ Fail	☐ N/A	Notes: _____

☐	Ensure the meter base is securely mounted and in good condition before installing the new smart meter. Repair or replace if necessary.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Ensure all connections and enclosures are properly weatherproofed to prevent moisture ingress.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Verify the meter seal is intact and properly installed to prevent tampering.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Maintain a clean and organized work area, free of debris and tripping hazards.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Maintain open communication with the homeowner throughout the installation process, addressing any questions or concerns.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	After installation, verify the smart meter is operating correctly and transmitting data to the AML system.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Conduct a post-installation inspection to ensure all connections are secure, the meter is properly seated, and the area is clean.	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Vehicle & Equipment Safety

☐	Is the vehicle inspected daily (tires, lights, brakes, fluid levels) using a pre-trip inspection checklist?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is the vehicle parked safely, avoiding obstructions to traffic or pedestrian walkways?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is the ladder properly secured in the vehicle to prevent shifting or damage during transport?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are tools and equipment properly secured in the vehicle to prevent them from becoming projectiles in the event of an accident?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is a fully stocked first-aid kit available in the vehicle?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is a properly charged and inspected fire extinguisher available in the vehicle?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are traffic control devices (cones, signs) available and used when working near roadways?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is the voltage tester calibrated per manufacturer's recommendations and within the calibration period? Document calibration date.	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Findings

#	Item	Location	Severity	Action required
1				
2				
3				
4				
5				
6				
7				
8				

Signature

Inspector signature _____

Name _____

Date _____