

**Transmission & Distribution**  
**Material & Installation Specification**

**Hold Card System**

- A. A standard Hold Card System shall be used to provide electrical and mechanical clearance for the protection of employees and equipment.
- B. The Hold Card System, shall apply to all generating station and substation circuit breakers which are to remain in the open or de-energized position. The Hold Card shall be filled out to clearly explain why the breaker must remain in the open or de-energized position.
- C. The Hold Card System shall apply to all construction or maintenance crews working on electrical or mechanical operations. It applies to generating stations, substations, transmission and distribution lines or any other field work to which the system can be made adaptable.
- D. Hold Cards shall be made out in the name of the Supervisor who is in charge of the job.
- E. One Supervisor shall not work under another Supervisor's Hold Card.
- F. When it is necessary to provide electrical or mechanical clearance on a job; Division of Power and Contractor Personnel must contact City of Columbus, Division of Power, Central Dispatch Center at 645-7627 to notify them of exact location and work to be performed; as well as Hold Cards, properly filled out, shall be attached to the valves, switches, or other controlling devices before work is started and while it is in progress. When contractors are working on the above listed devices, the authorized contractor personnel shall comply with their company OSHA Lock Out/Tag Out Program and comply with the Division of Power's Safety Program.
- G. When it is necessary to test lines or equipment before returning them to normal service, it shall be done only on approval of all employees having Hold Cards on the control devices of the lines or equipment involved, and after they have reported in the clear for testing of said lines or equipment. When the testing has been completed, everyone who has clearance shall be so notified and advised that the established clearances are again in effect.
- H. Hold Cards shall not be removed until the Supervisor in charge of the job has reported in the clear to the employee in charge of the operation of the equipment upon which the work has been performed.
- I. The employee in charge of the operation of the equipment which is being held shall not accept the word of any employee that the equipment is ready to be returned to service, other than the same employee for whom the Hold Card was originally issued.
- J. In case the employee for whom a Hold Card was originally issued is unable to report because of illness, accident, or any unavailable contingency which may arise; a supervisor in line of authority shall delegate a qualified employee to take over his responsibility and report for him to the employee in charge of the operations of the equipment which is being held. The above mentioned Qualified Personnel must have attended the Division of Power Contractor Safety Orientation with Division of Power Safety Supervisor.
- K. After work is completed and all Hold Cards properly filled out; they will be forwarded to the Central Dispatch Center (CDC) for filing.
- L. City of Columbus, Division of Power, Central Dispatch Center (CDC) Telephone Number (614) 645-7627, or an alternate phone number (614) 645-9979.
- M. For questions or concerns, please contact Division of Power's Safety Supervisor at (614) 645-7179, or an alternate number (614) 774-9979.

CITY OF COLUMBUS DEPT. OF PUBLIC UTILITIES – DIVISION OF POWER HOLD CARD SYSTEM		
DRAWN BY: AEC	DATE: 01/01/2018	<b>TDMIS-1604</b>
APPROVED: <i>[Signature]</i>		
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