Street lighting SOP checklists

Field checklists based on the OpenSLMS Learn SOPs. Use them as templates. Add your national safety rules, company rules, and the maker's instructions.

1. Safe isolation before electrical work

Qualified electrician. EU: EN 50110-1 · USA: OSHA 1910.147, NFPA 70E · India: CEA Safety Regulations · Middle East: authority permit-to-work.

1	Permit to work issued (where required)	[ ]
2	Circuit identified on drawing and in OpenSLMS	[ ]
3	Circuit set to maintenance mode in the platform	[ ]
4	Disconnected at the source (not only at the contactor)	[ ]
5	Locked off and tagged with name and date	[ ]
6	Tester proved on a known live source	[ ]
7	All conductors tested dead	[ ]
8	Tester proved again	[ ]
9	Earthed and short-circuited where rules require	[ ]
10	Nearby live parts covered or barriered	[ ]
11	After work: locks removed, people told, circuit restored and tested	[ ]

Asset / job: _____ Name: _____ Date: _____

2. Replace a luminaire, driver, or node

Lamp crew. Do the isolation, traffic, and work-at-height checks first.

1	Work order opened; asset, model, and history checked	[ ]
2	Correct spare issued to the job	[ ]
3	Pole isolated at the pole fuse or circuit	[ ]
4	Luminaire label photographed before removal	[ ]
5	Part replaced (driver programmed the same; new node serial recorded)	[ ]
6	Gasket and gland checked; luminaire closed	[ ]
7	Power restored; light works; node reports	[ ]
8	Failed part labelled with asset and job number	[ ]
9	Job resolved with cause, part used, and photo	[ ]
10	Failed electronics and lamps sent to licensed e-waste / hazardous waste	[ ]

Asset / job: _____ Name: _____ Date: _____

3. Cabinet / feeder pillar inspection

Electrician. By the preventive plan.

1	Outside: door, lock, base, damage, labels, access	[ ]
2	Inside: water, insects, heat damage, missing covers	[ ]
3	Meter and controller readings match the platform	[ ]
4	Each earth leakage device tested and result recorded	[ ]
5	SPD status windows checked	[ ]
6	Thermal image of terminals and contactors (covers on)	[ ]
7	Isolated; terminals tightened to torque; photocell cleaned	[ ]
8	Restored; each circuit switched from the platform	[ ]
9	Checklist and photos added to the job	[ ]

Asset / job: _____ Name: _____ Date: _____

4. Make a damaged pole safe

Priority: Critical. Emergency crew with an electrician.

1	People kept away; nobody touches pole, door, or cables	[ ]
2	Traffic management and barrier in place	[ ]
3	Circuit isolated at the source	[ ]
4	Pole and area tested for voltage	[ ]
5	Cable ends made safe and insulated	[ ]
6	Pole and luminaire removed or secured	[ ]
7	Undamaged section restored if it can be isolated	[ ]
8	Scene photographed; vehicle details or police reference recorded	[ ]
9	Follow-up job raised for new pole and foundation	[ ]

Asset / job: _____ Name: _____ Date: _____

5. Mass outage after a storm

Supervisor. Start only when it is safe to go out.

1	Reports and alarms grouped by area and circuit	[ ]
2	Make-safe crews sent to fallen poles and exposed cables first	[ ]
3	Priority routes patrolled: hospitals, emergency services, main roads	[ ]
4	Circuits restored at cabinets before single lights	[ ]
5	One job raised per damaged asset, linked to the storm event	[ ]
6	All damage photographed for insurance and claims	[ ]
7	Daily progress report sent to the city or road owner	[ ]

Asset / job: _____ Name: _____ Date: _____

6. Clean and check a solar street light

Lamp crew. Interval by dust level.

1	Battery state and charge history read before the visit	[ ]
2	Shade from trees or buildings checked	[ ]
3	Panel cleaned with clean water and a soft brush	[ ]
4	Bracket, bolts, and panel angle checked	[ ]
5	Cables and connectors checked for damage and water	[ ]
6	Battery box checked for heat damage, swelling, water	[ ]
7	Light tested in controller test mode	[ ]
8	Result and photos recorded in the job	[ ]

Asset / job: _____ Name: _____ Date: _____