READY TO INSPECT — FIELD CHECKLIST

Lightning protection system annual maintenance checklist

The annual lightning protection system service is the deep pass: the measurements, cleanings and tests a quarterly round doesn't reach. This checklist keeps the full service on record with the photos that make it defensible later. Work is commonly verified against NFPA 780, the applicable building code. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The facilities lead documenting the visit while the qualified lightning protection inspector performs the periodic inspection. When: On the periodic cycle, scheduled with the inspector so the continuity checks and any findings are witnessed and recorded, especially after major roof work.

Before the inspection

- [ ] Inspector's qualification and the prior report on file
  The inspector's lightning protection qualification recorded, and the last report and system drawings pulled so this visit is read against them.
  No photo required
- [ ] Inspector escorted on the roof under the fall protection plan
  Inspector briefed on the site's fall protection procedure, access route and edge controls agreed, and roof hazards from other trades pointed out first.
  No photo required

Inspection observed

- [ ] Inspector's continuity checks observed and recorded
  Watch the inspector check down-conductor continuity to ground, record which downleads were checked and the outcome the inspector reports.
  2 photos required
- [ ] Terminal, conductor and bond survey observed
  Inspector's survey of terminals, runs and bonds observed across the roof, deficiencies the inspector calls out photographed and listed.
  1 photo required
- [ ] Rooftop equipment added since the last inspection reviewed
  Each unit, antenna, rail or solar rack added since the last report listed for the inspector, and its bond into the system observed or noted missing.
  No photo required
- [ ] System compared against the as-built drawings
  Terminals, runs and downleads on the drawing matched to the roof with the inspector, and anything added, removed or rerouted marked up for the record.
  No photo required

Grounds and connections

- [ ] Ground connections and test wells opened and observed
  Test wells opened with the inspector, connections examined for corrosion or looseness, condition the inspector reports recorded.
  2 photos required
- [ ] Inspector's ground readings recorded by location
  Where the inspector measures ground resistance at the test joints, each reading and its downlead recorded against the last report for the inspector to judge.
  No photo required
- [ ] Tie to the building grounding electrode system observed
  The inspector's check of the interconnection between the system grounds and the building electrical ground observed at its accessible point and recorded.
  No photo required

- [ ] Every downlead left connected to ground after the inspection
  Each downlead seen connected to its ground, any test joint opened for the inspection remade with bolts tight and any well lid lifted seated again.
  1 photo required

Findings and records

- [ ] Inspection report filed and deficiencies assigned
  Inspector's report attached to the maintenance record, each deficiency given a follow-up owner and the next inspection date noted.
  1 photo required
- [ ] Last report's deficiencies checked off on the roof
  Each item on the prior report found repaired, or carried onto the new report with its original date so a repeat defect shows as repeated.
  No photo required
- [ ] Listed installer's inspection status recorded
  Where the system holds a UL or LPI certification, its status and the listed installer's inspection noted; renewal stays with the listing body and the installer.
  No photo required