

- Please e-mail the completed form to substation.reports@electricalsafety.on.ca within 14 days of shutdown.
- Include the site name & address, and ESA Notification # in the subject line of the e-mail.
- This form must be completed in its entirety for all substation maintenance jobs & all situations where equipment replacements (equivalent rating/characteristics) are completed under RBO even if a full PM is not done.

Customer Name:		
Customer Address:	City:	Postal Code:
Station Address:	Station Location/Number (if applicable):	
Customer Contact Name:	Phone Number:	Date of outage:
Transformer kVA:	Liquid filled:	Dry type:
Transformer impedance:	Primary voltage:	Secondary Voltage:
Scheduled Maintenance:	Emergency Repairs:	ESA Notification #

NOTE:

- If deficiency represents a Life and/or Property situation and requires immediate repair DO NOT RE-ENERGIZE. Advise ESA immediately by calling 1-877-ESASAFE (1-877-372-7233); record actions below under column heading “Action Taken/Required – Immediately.”
- If deficiency represents a safety concern that needs to be corrected within 30 days, advise the ESA Plan Review office via email plan.review@electricalsafety.on.ca or phone 1-800-746-6480 no later than the next business day. Record information below under column heading “Action Taken/Required – Immediately.”
- Low risk defects that represent no immediate safety concern are to be recorded under the column heading “Action Taken/Required – Next Outage.”
- Condition N/A (not applicable) means item does not exist at this substation.

Items to Be Checked	Condition			Comments/Details (Action Taken / Required)	
	Yes	No	N/A	Immediately	Next Outage
Are required warning signs in place and legible? OESC Rule # 36-006	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
To prevent damage to electrical equipment, is there adequate protection installed such as bollards or a fence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

OESC Rules # 2-200, 36-308, Bulletins 36-10-*, 36-6-*					
If present, are existing steel bollards in good condition? OESC Rule # 2-200	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Is the station fence / enclosure code compliant, preventing unauthorized access and in adequate condition? OESC Rules # 26-010, 26-300	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Is fencing barbed wire in place and in good condition? OESC Rule # 26-306	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Is fence and barbed wire grounding in place and secure? OESC Rule # 36-312	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Is the bottom of fence fabric within 50 mm of the ground? OESC Rule # 26-312 3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Is the fenced area clear of vegetation? OESC Rule # 36-304 5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Are areas within close proximity of the substation, electrical equipment or power lines clear of trees that may create a dangerous situation and require trimming or removal? OESC Rules # 2-124, 75-712	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Is the station free of adjacent objects or structures that could create a potential access, touch voltage hazard, or fire hazard? OESC Rules # 2-200, 2-320	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Is equipment grounding and bonding in place and secure? OESC Rule # 36-308	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Is a ground gradient mat in place and grounded for non-metal enclosed switches? OESC Rule # 36-310 2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Are enclosures rust free and properly sealed to prevent water entry? OESC Rules # 2-112, 2-300, 2-400	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Are enclosures and switchboards free of unused openings? OESC Rule # 12-3024	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Are interlocks in place, properly sequenced and operational? OESC Rules #36-204, 36-208	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Where the possibility of feedback exists or where multi-cubicle metal enclosed switchgear is installed, is a current and legible Single Line Diagram present? (Not required for unit sub) OESC Rule # 36-006 4 b), 5 a), 5 d)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Is the equipment identified/labelled in accordance to the single line diagram if present? OESC Rule # 36-006	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
No alterations requiring inspection were made to equipment during maintenance? OESC Rule # 2-004	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Comments:

Contractor:

Report completed by:

Phone: _____ Signature: _____

NOTE:

- This report is required by Rule 2-012 of the Ontario Electrical Safety Code and must be emailed to ESA within fourteen days of the reconnection.
- Should the Substation Maintenance work be cancelled, the Contractor must contact the CSC at 1-877-372-7233, to have the connection authorization cancelled. When the maintenance work has been rescheduled, the Contractor needs to advise the CSC accordingly.

ESA is committed to maintaining the security and confidentiality of personal information in accordance with applicable privacy legislation and our Customer Privacy Policy. ESA also makes stipulated categories of information (not including personal information) available upon request as set out in our Access and Privacy Code.

If you submit personal information to ESA, you are consenting to ESA collecting, using and disclosing your personal information for the purposes set out in the Customer Privacy Policy. You represent that you have all necessary authority and/or have obtained all necessary consents from any other individuals about whom you provide information to ESA in order to enable us to collect, use and disclose such personal information for the purposes described above. Copies of our Customer Privacy Policy and Access and Privacy Code are located on our website at www.esasafe.com.