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Contact the ACP Office

Tel: 1-800-249-4583
Fax: 1-800-249-7667
E-mail: ACP.Office@electricalsafety.on.ca

Mail:
 400 Sheldon Dr, Unit 13
 Cambridge ON N1T 2H9

1.0 Program Overview

1.1 Purpose

The Authorized Contractor Program (ACP) provides selective inspections and pre-authorized service reconnections for specific repetitive electrical installations. Licensed Electrical Contractors and qualified installers who demonstrate consistent compliance with the Ontario Electrical Safety Code (OESC), based on current practices and previous work, and have a sufficient volume of applications are eligible for ACP.

1.2 Scope

The Authorized Contractor Program offers eligible Contractors fee discounts, audited inspection of installations and/or pre-authorized reconnections for specific installations within the following industry sectors:

- Residential HVAC
- Residential – New and Renovations; single unit apartment renovations
- Commercial-Industrial – Renovations; work in common areas only of existing apt bldg, Low Voltage Service Maintenance, Retrofitted Luminaires.
- Pole Line Maintenance
- High Voltage Substation Maintenance

1.3 Audit Process

The Authorized Contractor Program incorporates an audit-based system whereby eligible work receives less than 100% inspections. The audit ratio takes into account the associated risk for the scope of work and is unique for different types of installations.

Electrical safety will not be compromised. Code compliant installations will be the standard. Defects that may present a life and/or property hazard will be cause for immediate suspension.

1.4 Costs Associated with ACP Membership

Program	Annual Membership Fee
HVAC (LECs or qualified installers)	\$127 + Tax
Residential (includes HVAC)	\$127 + Tax
Pole Line Maintenance	\$127+ Tax
Commercial-Industrial	\$459 + Tax
HV Substation Maintenance	\$459 + Tax
Residential + Pole Line	\$191 + Tax
Commercial-Industrial + Residential	\$523 + Tax
Commercial-Industrial + Pole Line	\$523 + Tax
Commercial-Industrial + Substation	\$689 + Tax
Commercial-Industrial + Residential + Pole Line	\$586 + Tax
Commercial-Industrial + Substation + Pole Line	\$752 + Tax
Commercial-Industrial + Substation + Residential	\$752 + Tax
Substation + Pole Line	\$523 + Tax
ALL (includes C/I + Res + HVAC + Substation + PL)	\$816 + Tax

Whenever the OESC Code Book is updated it is mandatory that the current issue be purchased. ESA recommends that sufficient copies be purchased so a current Code Book is readily available to all staff. Contractors must e-mail or fax a copy of the receipt to the ACP Office as proof of purchase.

ESA New Code Training is mandatory for all ACP members at each Code cycle. Workshop schedule and fees are available on the ESA website at www.esasafe.com

1.5 Refunds

- Membership fee refunds will not be given to a Contractor who is suspended from ACP for defects, working without a permit, unauthorized connections, leaving hazards or failure to meet program eligibility criteria.
- Pro-rated refunds may be given to a Contractor who voluntarily withdraws from ACP during the first six (6) months of the contract.

1.6 Changes to Information

The Contractor must notify the ACP Office immediately if any Company or contact information changes. The Contractor is required to complete and submit a Notice of Change Form.

ACP status belongs to the Company. It is not automatically transferrable to a new Company.

2.0 Program Eligibility and Processes

2.1 What is Required to Become a Member of the ACP?

2.1.1 Application to ACP

Contractors interested in joining ACP must contact the ACP Office at 1-800-249-4583 to determine if the minimum Program eligibility requirements are met. Once eligibility has been reviewed, the Contractor then completes the on-line application process at www.esasafe.com.

Prior to completing the on-line membership application form, the Contractor must review the ACP Contractor Responsibilities information and the ACP Contractor Manual. The information highlights the eligible scope of work within each Vertical, and the rights and responsibilities of the ACP Contractor. There is sufficient information to enable the Contractor to make an informed decision as to whether or not to apply for ACP.

After reviewing the information, the contractor completes and submits the on-line Membership Application and Declaration. Copies of Certificates of Qualification and Certificate of Liability Insurance (HVAC only) can be attached to the on-line application or can be faxed to the ACP Office at 1-800-249-7667.

Once the application and supporting documents are received, an in-depth review of notification history and scope of work filed will be conducted. The Contractor will be advised of admission to ACP or denial of the application within three (3) weeks.

2.1.2 Licensing

Contractors on the Authorized Contractor Program must hold a valid ECRA/ESA Electrical Contractor's Licence as required under Ontario Regulation 570/05 made under the Electricity Act, 1998, and the appropriate Certificates of Qualification as required under the Ontario College of Trades and Apprenticeship Act for the work to be performed.

It is the expectation of ESA that the company's Master Electrician or certified HVAC installer(s) is responsible to oversee all installations done under ACP and to ensure that all electrical/HVAC installations are Code compliant.

In very specific circumstances, where there is no requirement for an appropriate Certificate of Qualification in accordance with the Ontario College of Trades and Apprenticeship Act and/or where there is no requirement for an ECRA/ESA Electrical Contractor's Licence, a Contractor (in accordance with Rule 2-004 (8)(c)) may be admitted to the Program if the Contractor has demonstrated competency through appropriate training and examination, holds the appropriate liability insurance, and has demonstrated knowledge of the OESC and the installations. A formal request must be made to the Director - Codes and Standards Support, who has complete authority to approve/deny in accordance with the requirements set out in the OESC. Program integrity and risk will be the two underlying principles considered at all times.

2.1.3 # of Notifications Required For Admission to ACP

Contractors wishing to participate in ACP must have filed and had final inspection, with no defects, for a minimum of 20 Applications for Inspection in the previous one-year period.

Contractors participating in the Pole Line Maintenance vertical who hold a 309A or D electrician's certificate only, must have filed and had final inspection, with no defects, for a minimum of 20 applications specific to this Line of Business, in the previous one-year period.

Contractors participating in the HV Substation Maintenance vertical who hold a CET or Professional Electrical Engineer only, must have filed and had final inspection, with no defects, for a minimum of 20 applications specific to this Line of Business, in the previous one-year period.

2.1.4 New Code Training, Code Book & Bulletins

Contractors wishing to join ACP must acknowledge and agree to comply with the following:

- Contractor must have taken ESA Code training for the Code in effect at the time of application.
- ESA offers Ontario Electrical Safety Code (OESC) training at each new Code cycle. When offered, this training is mandatory for all ACP Contractors.
- ACP Contractors must ensure all staff doing electrical installations under ACP receive training on each New Code.
- The Contractor shall ensure that a current issue of the OESC and ESA Bulletins are readily accessible to all staff doing installations under ACP.

2.1.5 Account History

Contractors requesting entrance to ACP must have a current account balance. ESA may deny admission to ACP if there is an unsatisfactory account payment history.

2.1.6 Performance Management

Contractor performance is measured by a "defect ratio". The defect ratio is calculated by dividing the number of notifications with one or more technical defects during the previous six months by the number of notifications with one or more site visits during the previous six months.

Contractors wishing to participate in ACP must have a defect ratio of less than 4%. For further details on the calculation, refer to subsection 2.2.6.1 Defect Ratio Methodology.

2.2 What is Required to Remain a Member of the ACP?

2.2.1 Probationary Period (excluding HVAC)

A three month probationary period will commence when a Contractor first joins ACP and when a Contractor elects to include an additional Vertical in the company's ACP membership. The probationary period is considered a training and evaluation period. During this time, additional inspections may be conducted. All defects will be written and sent to the Contractor. Any hazardous condition created by the Contractor will result in immediate suspension. Failure to adhere to the Contractor Accountabilities outlined in 2.3 may result in suspension.

If the Contractor does not successfully complete the probationary period the Contractor will be removed from the Program and will be unable to re-apply for a period of up to one year.

At ESA's discretion, the probationary period may be extended.

Note: HVAC Contractors operate under the Quality Assurance System (QAS) and are not subject to the probationary period.

2.2.2 # of Notifications Required to Remain a Member of ACP

A sufficient quantity of applications must be filed on an ongoing basis to ensure an adequate sample size once the audit ratio is applied.

Contractors participating in ACP must file a minimum of 20 Applications for Inspection in a rolling one-year period.

Contractors participating in the Pole Line Maintenance vertical must file a minimum of 5 applications specific to this Line of Business, in a rolling one-year period to remain on the Pole Line Maintenance vertical.

Contractors participating in the HV Substation Maintenance vertical must file a minimum of 5 applications specific to this Line of Business, in a rolling one-year period to remain on the HV Substation Maintenance vertical.

Application monitoring will occur quarterly. Contractors with <20 applications in the previous one-year period will be issued a Warning Letter. If a Contractor has <20 applications in the previous one-year period at the next quarterly review, the Contractor may be suspended from ACP. Contractors who do not meet the required volume for Pole Line Maintenance or HV Substation Maintenance may be suspended from those verticals.

2.2.3 Training

2.2.3.1 For Ongoing Membership Status

New Code Training is mandatory. All ACP Contractors must participate in ESA New Code Training at each new Code cycle, within 6 months of the Code coming into effect. The ACP Contractor must ensure that information on all relevant Code changes is communicated to all individuals performing electrical/HVAC work under ACP.

2.2.3.2 Due to Poor Performance

If a Contractor is removed from ACP due to poor performance, ESA may insist that an ESA technical training course, appropriate to the poor performance, be taken prior to reinstatement to ACP. The training will occur at the expense of the Contractor.

2.2.4 Account – Current

Contractors on ACP must maintain a current account balance. Contractors who fall into arrears will be issued a Warning Letter. If the account is not immediately made current, the Contractor may be suspended or deregistered. Should a previously warned or suspended Contractor's account fall into an overdue status again, ESA may immediately deregister the Contractor.

2.2.5 Renewal Form – HVAC Contractors only

On each anniversary date, a Renewal Form is issued to ACP HVAC Contractors. It must be signed and returned with copies of the Contractor's current commercial liability insurance and applicable trade certificates for the work being performed as an ACP Contractor.

2.2.6 Performance Management

ESA continually monitors a Contractor's performance for Code compliance.

- A Contractor who leaves a Life and/or Property hazard at a site will be immediately suspended for a minimum of three (3) months.
- Failure to file an Application for Inspection is a provincial offense and may result in suspension.
- Unauthorized reconnection is a provincial offense and may result in suspension.
- A Contractor whose defect ratio exceeds 4% for three consecutive months will receive a Warning letter. Continued Code non-conformance may result in suspension.
- Warning defects are monitored. Repeat warnings for the same Code rule may result in warning defects being re-categorized as technical defects.
- A Contractor may be warned, and then suspended, for failure to follow ACP Administrative and/or Process requirements.
- HVAC Contractor performance is managed under the Quality Assurance System (QAS) and is not subject to the defect ratio calculation.

- If a Contractor is suspended for leaving a Life and/or Property hazard:
 - All active ACP notifications will be changed to non-ACP status; and
 - Each notification changed to non-ACP status will be charged the minimum fee.
- To assist Contractors to self monitor, the Contractor’s Defect Ratio is communicated monthly on the Account Statement.
- If performance warrants closer scrutiny, charges for additional visits may be applied.

2.2.6.1 Defect Ratio Methodology

Contractor performance (except HVAC) is measured by the “defect ratio”. A Contractor’s defect ratio must not exceed 4%.

The defect ratio is calculated by dividing the number of ACP notifications with one or more technical defects by the number of ACP notifications with one or more site visits.

<u>Example</u>		
# of ACP Notifications with at least 1 technical defect	=	5
# of ACP Notifications with at least 1 site visit	=	132
Defect Ratio: 3.78% Acceptable Defect Ratio: ≤ 4%		

- Defect and visit information are based on the previous 6 months. Only ACP notifications and technical defects issued on ACP notifications are included in the defect ratio calculation.
- If a Contractor believes a defect has been issued in error, the Contractor must contact the issuing Inspector immediately to discuss.
- Note: a Contractor’s defect ratio is shown at the bottom of the monthly statement.

2.2.6.2 Quality Assurance System (QAS) for HVAC Contractors only:

Under ACP, HVAC Contractor performance is managed by way of the Quality Assurance System (QAS). QAS works as follows:

- Code infractions discovered on a work site will require inspection of an additional work site from the batch of ten (10) sites.
- If a Code infraction is discovered at the second work site, two additional sites from the batch will require inspection.
- If a Code infraction is discovered at one or both of these sites, all notifications in the batch will require inspection and the Contractor will be moved to QAS Phase 2 (2:10 audit ratio) for the next five batches.
- Also, if Code infractions are discovered at sites in each of two batches, within five consecutive batches, the Contractor will be moved to QAS Phase 2 (2:10 audit ratio).

- Once a 2:10 audit ratio is invoked, the Contractor is required to demonstrate defect free work for the next ten work sites inspected (5 batches).
- Failure to meet this requirement will force a 2:10 audit ratio for an additional five batches.
- If the Contractor does not have 10 consecutive defect free inspections within 10 batches, the Contractor will be moved to QAS Phase 3 (100% inspection)
- Once in Phase 3, a Contractor must have 30 consecutive defect-free sites. Failure to demonstrate Code compliant installations will result in suspension from ACP.

- Once Code infractions are eliminated, the Contractor will return to Phase 1, or normal.
- Correspondence is sent to the Contractor at each Phase Up/Down stage.

Terminology and associated Fees:

- Phase I: audit ratio 1:10 (normal) - regular Small Job fee /notification
- Phase II: audit ratio 2:10 - Small Job fee x 2 per notification
- Phase III: 100% inspections - minimum fee per notification

2.3 Program Processes

2.3.1 Small Job Batching Process

All 1:10 Small Job notifications are batched. As applications are filed, they are entered into the ESA system as "Will Notify". Once ten applications have been received from the Contractor, the system randomly selects one from the batch and sends it to the Inspector as ready for inspection. A Certificate of Inspection will be issued for all notifications within the batch once the Inspector passes one notification. If any notification within the batch contains an outstanding defect or has a pre-arranged inspection, the entire batch will be held until the defect and/or the pre-arranged inspection has been cleared.

2.3.2 Repeat Non-Conformance (Warnings) Process

In the event that a Warning defect is issued, it is the expectation of ESA that education will occur with the electrician(s) responsible and that the non-conformance will not be repeated at future installations.

Warning defect data is monitored quarterly. If there are 5 incidents of a Warning being issued for a given Code Rule, the Contractor is sent an Advisory letter. Continued incidents of Warning defects for the same Code Rule will result in progression through the 3 steps of the process.

Step 1: Advisory letter issued; Contractor required to submit a Corrective Action Plan within 2 weeks

Step 2: Advisory letter issued; Contractor required to submit a Corrective Action Plan within 2 weeks. Contractor will be contacted by the Regional General Manager to discuss.

Step 3: Warning defects issued for the given Code Rule are changed to “technical” defects; technical defects contribute to the defect ratio calculation.

The Contractor will remain at Step 3 until there has been no non-conformance with the given Code Rule for 9 consecutive months.

2.4 Contractor Accountability

It is the responsibility of the ACP Contractor to follow all Program, Administrative and Process requirements. Failure to adhere to the requirements may result in a defect, a Warning Letter or suspension from ACP.

2.4.1 Basic Program Requirements

- i. Contractors must work within the parameters of the Contractor Licensing Regulation 570/05 and/or Certificates of Qualification they hold.
- ii. Staff must be skilled and qualified according to the particular type of work being performed.
- iii. Contractors must work within the parameters of ACP; any work that falls outside the scope of the ACP Vertical must be filed on a separate Application for Inspection. This work is not subject to ACP benefits.
- iv. When ESA detects serious Code violations on an installation, the Contractor must verify in writing to ESA that similar defects are not present in any previous/other installations.
- v. All ACP Contractors must participate in an ESA New Code Training course at each new Code cycle. The ACP Contractor must ensure that information on all relevant Code changes is communicated to all individuals performing electrical/HVAC work under ACP.
- vi. ACP Contractors have a shared responsibility for safety with ESA. If a Contractor discovers existing hazards (see Glossary) while on a work site, the Contractor must advise ESA immediately.
- vii. The Contractor must ensure that safe access to installations is always available for ESA.
- viii. The Contractor must arrange access when requested by ESA.
- ix. The Contractor must ensure that the site is open and available until 2:00 pm on the day it is scheduled for inspection.
- x. The Contractor must ensure that their customers are aware that ESA might contact them to do an inspection of the electrical installation.

2.4.2 Administrative Requirements

- i. The Contractor shall pay an annual ACP membership fee.

- ii. The Contractor shall maintain a current account balance.
- iii. Copies of the current Ontario Electrical Safety Code including the Electrical Safety Authority Bulletins must be readily available to all staff.
- iv. The Contractor's business must be equipped with a telephone answering machine or voice mail.
- v. The Contractor must have a dedicated fax machine, or must have supplied ESA with a current e-mail address, in order to receive ACP related communications.
- vi. Contractors doing HV Substation Maintenance or Low Voltage Service Maintenance must have e-mail capability in order to submit the required Condition Reports to substation.reports@electricalsafety.on.ca
- vii. The ACP Contractor must ensure that all staff are familiar with the requirements of ACP and the eligible scope of work.
- viii. The ACP Contractor must immediately advise the ACP Office of any changes to contact information – address, phone number, e-mail address, fax number, contact person for ACP.

2.4.3 Process Requirements

- i. Applications must be filed for ALL electrical work as per the Ontario Electrical Safety Code, Rule 2-004.
- ii. When filing, the Contractor must disclose all information, including quantities, relating to the electrical installation to ensure ACP/non-ACP rules can be applied appropriately.
- iii. When filing, the Contractor must disclose if the electrical work is required as a result of a fire, flood, lightning strike or voltage surge.
- iv. All information, including specific directions to the site requiring inspection, must be provided on the application. If information is missing, the application will be returned to the Contractor requesting that it be completed and resubmitted.
- v. For 1:10 Small Job applications, the Contractor must provide the name and daytime phone number for the property owner in order for ESA to make access arrangements.
- vi. The Contractor must notify ESA's Customer Service Centre when each stage of construction is ready for inspection, i.e. service, rough wiring and final.
- vii. The Contractor must notify ESA's Customer Service Centre if a scheduled inspection is not ready, or is cancelled.
- viii. The Contractor must notify ESA's Customer Service Centre, in advance, of the pre-arranged outage date set up with the Utility.
- ix. The Contractor must notify ESA's Customer Service Centre, no later than the morning of, if an outage date is cancelled or re-scheduled. Connections can only take place on the date the pre-authorized connection is issued for.

- x. The Contractor must correct defects within 30 days from the date of issuance.
- xi. All Contractors doing HV Substation Maintenance work must complete the Substation Maintenance Condition Report and e-mail it to substation.reports@electricalsafety.on.ca within 14 calendar days of the maintenance date.
- xii. All Contractors doing Low Voltage Service Maintenance work must complete the Low Voltage Service Maintenance Condition Report and e-mail it to substation.reports@electricalsafety.on.ca within 14 calendar days of the maintenance date.

2.4.4 Sub-Contracting

ACP Contractors are permitted to sub-contract work and file the Application for Inspection under ACP provided the ACP Contractor:

- ensures that the sub-contractor holds the necessary ECRA/ESA Electrical Contractor's Licence as required under Ontario Regulation 570/05;
- takes full responsibility for all work done by the sub-contractor; and
- when the work is residential service work only, it can only be subcontracted to a contractor who has ACP status for Residential work.

The ACP Contractor must understand that his/her company may be removed from ACP should it be determined that sub-standard or non Code compliant work is being done – regardless of who has done the work on behalf of the company.

2.5 Program Procedures

2.5.1 Warning Letter

ESA may issue a Warning Letter if a Contractor:

- has a defect ratio >4% for 3 consecutive months (does not apply to HVAC vertical).
- fails to file an Application for Inspection in accordance with Rule 02-004.
- reconnects a service prior to the pre-authorized connection date or without ESA authorization
- fails to correct defects on a notification within 30 days.
- fails to disclose the full scope of work on the application.
- is found to be working live.
- schedules for service with no panel installed.
- has an overdue account balance.
- files fewer than 20 applications in a 12 month rolling window.
- neglects to advise ESA immediately when pre-existing hazards are found at a site.
- files an application under HV Substation or Pole Line Maintenance vertical, and does work outside the pre-defined scope of work allowed for the Vertical.
- fails to follow ACP Program, Administrative or Process requirements.

The Warning Letter will state the reason for the warning. A written “Corrective Action Plan”, with a stipulated reply date, may be requested.

Failure to adequately respond to the Warning Letter is sufficient reason for ESA to suspend the Contractor from ACP.

2.5.2 Suspension Letter

A Contractor may be suspended from ACP if the Contractor:

- does work without filing an Application for Inspection.
- leaves a life and/or property hazard at a site.
- re-energizes without a connection authorization from ESA.
- re-energizes prior to the pre-authorized connection date.
- schedules for service with no panel installed (is deemed a life &/or property hazard).
- sub-contracts to a non-licensed Contractor.
- fails to meet the conditions laid out in a Warning Letter.
- has a defect ratio persistently exceeding 4% and previously received a Warning Letter about the high defect ratio.
- repeatedly fails to follow ACP processes.

The Suspension Letter will state the reason for the suspension, advise that all ACP privileges are immediately removed, outline the requirement for a written Corrective Action Plan prior to reinstatement, stipulate the date at which the Contractor is eligible to seek reinstatement and advise that the suspension may be challenged.

Non-ACP inspection procedures and fees will apply to all applications filed during the suspension period. Unless suspension is for leaving a life and/or property hazard, applications filed under ACP prior to the suspension remain eligible for ACP benefits.

Responsibility rests with the Contractor to contact the ACP Office if the Contractor wishes reinstatement to the Program. If a Contractor is suspended and fails to seek reinstatement or is not eligible for reinstatement within 12 months, the Contractor will be deregistered.

Suspension for the above reasons will be for three (3) months. Upon reinstatement, the contractor will be on probation for a period of six (6) months. Failure to meet all Program criteria during the probationary period will result in deregistration for one year.

If a second suspension is incurred within the first year after reinstatement, the suspension will be for six (6) months. Upon reinstatement, the contractor will be on probation for a period of six (6) months. Failure to meet all Program criteria during the probationary period will result in deregistration for one year.

If grounds for suspension are incurred within the first year after reinstatement from the second suspension, the Contractor will be deregistered for a period of one year.

A Contractor will be suspended from ACP if the Contractor previously received a Warning Letter and:

- fails to file 20 applications in the preceding 12 months;
- has an outstanding account balance; or
- fails to take ESA New Code training when offered.

Suspension for the above reasons will be in place until the applicable eligibility criterion is met. If the Contractor fails to seek reinstatement or is not eligible for reinstatement within 12 months of the suspension, the Contractor will be deregistered.

2.5.3 Deregistration Letter

A Contractor will be deregistered if the Contractor:

- has been suspended for 12 months and has not requested reinstatement; or
- has been suspended for 12 months and does not qualify for reinstatement; or
- fails to meet the conditions laid out in a Suspension Letter.

A Contractor will be deregistered for up to 2 years if the Contractor:

- is convicted of an offense under the Electricity Act.

The Deregistration Letter will state the reason for deregistration, advise that all ACP privileges are immediately removed, outline the requirement for a written Corrective Action Plan prior to readmission, stipulate the date at which the Contractor is eligible to reapply for ACP membership and advise that the deregistration can be challenged.

Voluntary deregistration must be submitted in writing to the ACP Office.

2.5.4 Advisory Letter for Repeat Non-Conformance issued as Warning Defects

An Advisory Letter will be sent if there have been 5 or more incidents of a Warning defect issued for a given Code Rule in the previous 6 months.

The Advisory Letter will state the Code Rule(s), the “step” of the Repeat Non-Conformance process and will advise that a Corrective Action Plan must be submitted within 2 weeks.

2.5.5 Corrective Action Plan

A Corrective Action Plan (CAP) may be requested when a Warning Letter or Deregistration is issued to a Contractor and will be requested when a Suspension or Advisory Letter are issued to a Contractor. The purpose of the Corrective Action Plan is for the Contractor to advise, in writing, what processes have been implemented so ESA is assured the situation will not arise again.

2.5.6 Challenge Process

To ensure a fair and just system, a Contractor may challenge the decision if an application for ACP membership is denied or when suspended or deregistered from ACP. A written challenge must be submitted to the ACP Office by fax to 1-800-249-7667 or e-mailed to ACP.Office@electricalsafety.on.ca within 15 working days from receiving the refused application or notice of suspension or deregistration. A decision will be forthcoming within three weeks.

2.5.7 Reinstatement

It is the responsibility of the Contractor to request reinstatement to ACP after a suspension. Upon receipt of the request, ESA will issue a Reinstatement Letter, if:

- the time-period stipulated in the Suspension Letter has been fulfilled, a written Corrective Action Plan (CAP) has been filed, and ESA is satisfied with the CAP and Contractor performance; or
- a challenge, requesting that the suspension/deregistration decision be reconsidered, is successful. In this case, the reinstatement will be immediate, effective the date of the decision.

If ESA agrees to reinstate a Contractor, a Reinstatement Letter will be issued advising of the agreement to reinstate, the date reinstatement is effective, and the reinstatement conditions. Reinstatement conditions may include training for particular areas of concern.

If ESA does not agree to reinstate a Contractor, a letter will be issued advising the Contractor of the reason reinstatement is being denied.

3.0 Program Benefits

Members of the Authorized Contractor Program are advantaged by many benefits for ACP eligible work. Benefits will be immediately withdrawn if a Contractor fails to meet the criteria outlined in Program Eligibility and is subsequently suspended or deregistered from the Program.

3.1 24-Hour Benefit

ACP Contractors who file applications for ACP eligible work as per Code Rule 2-004 are entitled to a 24-hour turnaround on these applications. The process is as follows:

- The Contractor notifies the ESA Customer Service Centre (CSC), when an electrical installation is ready for inspection. (Only work that is “ready” qualifies for this benefit).
- All requests for inspection must be received in the CSC by 2:00pm for next business day service.
- The contractor is responsible for ensuring that the site is open and available until 2:00 pm on the day inspection is scheduled.
- After 2:00pm of the next business day, if the Inspector has not visited the site or made contact with the Contractor, an inspection shall be deemed to have taken place by ESA.
- An Inspector may notify the Contractor by 2:00pm on the day the inspection is scheduled, and advise that a physical inspection is going to take place on the installation at a date and time to be determined.
- The 24-Hour Benefit applies to all three stages of construction – Rough-In, Service, and Final (except where a final inspection is required).
- The 24-Hour Benefit applies to New Residential, Renovation Residential, Service Upgrades, 1:3 & 1:5 Commercial/Industrial Small Jobs, and Pole Line Maintenance.
- The 24-Hour Benefit does NOT apply to 1:10, T12 to T8 1:25 Retrofitted Luminaires or HV Substation Maintenance.
- This benefit is in effect during regular business hours; does not apply to emergency work.

3.2 Pre-Authorized Connections

Services that fall within the parameters listed under the specific Vertical that are disconnected and require reconnection on the same day are eligible to have a pre-authorized reconnection issued by an ESA Customer Service Centre CSR. This benefit applies to pre-planned work reported to ESA at least 24 hours in advance. The process to request a pre-authorized connection is as follows:

- The Contractor contacts the Supply Authority and makes arrangements for the power outage.
- The Contractor files an Application for Inspection and requests a pre-authorized connection for the specific outage date.
- The Contractor must provide ESA with 24 hours advanced notice of the power outage date (5 days advanced notice for HV Substation outage).
- The Contractor is responsible for notifying ESA, in advance, of any cancellations or postponements.
- If an outage is cancelled then rescheduled the contractor must advise the ESA Customer Service Centre of the new outage date so a new connection authorization can be issued to the Supply Authority.

A pre-authorized connection is only valid for the date it is issued for; connections occurring prior to or after the scheduled date will be viewed as unauthorized connections.

Pre-authorized connections are only issued by ESA Customer Service Centre CSRs for work to be done during normal business hours, and for pre-planned HV Substation Maintenance outages.

3.3 Same Day Emergency Connections

Under ACP, Contractors are entitled to a same day emergency connection for eligible work required as a result of:

- weather events, ie. ice storms, wind storms
- an accident, ie. vehicle hitting a pole, tree or limb falling on line
- burnt or broken meter
- an existing underground cable being damaged

Work that is eligible for a same day emergency connection includes:

- damaged stack, meterbase or pole; replacement of main breaker
- replacement of a main disconnect in a residential setting
- replacement of a burnt or broken jaw in a meterbase

The following items are NOT eligible for a same day emergency connection:

- Service upgrades/alterations not a result of circumstances noted above.
- All exclusions noted in Section 4.0 - Program Verticals, Chart entitled “Items Not Included in the ACP Program”, on page 19.

3.4 After-Hours Emergency Connections

Under ACP, Contractors who require a connection authorization in an after-hours emergency situation will contact the ESA after-hours service by calling 1-877-ESA-SAFE (877-372-7233). The Contractor will review the work that is to be/was done with the On-Call Inspector.

Contractors must provide their ACP # and the Utility meter # to the On-Call Inspector. The On-Call Inspector will determine if an inspection is required prior to reconnection and if not, will arrange a connection provided the Contractor has ACP status in the applicable Vertical.

ACP Contractors who utilize the After-Hours Emergency benefit must contact the On-Call Inspector before reconnection occurs. Reconnection cannot occur unless the On-Call Inspector makes a physical site visit or arranges reconnection with the LDC.

An Application for Inspection must be filed within 48 hours for the work done in an after-hours emergency situation.

3.5 Fee Discounts

ACP Contractors receive reduced fees on eligible work, as follows:

Vertical	Description of Work	Price as of Jan 2016
Residential - Small Job	Invoice Value to customer \$750 or less	\$30
Residential - Regular	Invoice Value to customer \$751 or above	20%** Discount
Residential - HVAC	Invoice Value to customer \$750 or less	\$30

Commercial/Industrial	Invoice Value to customer \$750 or less or 1-10 new devices only (regardless of invoice value) or 1-20 replacement devices only (regardless of invoice value)	\$30
	Invoice Value to customer \$751 - \$2000 or 11-30 new devices only (regardless of invoice value) or 21-50 replacement devices only (regardless of invoice value)	\$58
	Invoice Value to customer \$2501 - \$5500 or 31-50 new devices only (regardless of invoice value) or 51-100 replacement devices only (regardless of invoice value)	\$101
Retrofitted Luminaires	T12 to T8 with no additional modifications to the luminaires	\$30
	Retrofitted Luminaires with Qty 1 – 50	\$30
	Retrofitted Luminaires with Qty 51 – 200	\$88

** Note: when a single line item priced lower than the minimum fee as per the current Fee Schedule is submitted on an application, the system automatically adjusts the cost to the minimum fee then applies the 20% ACP discount.

3.6 Co-Advertising

Contractors who have been on ACP for at least one year, are not on probation and meet the criteria below, are eligible to receive an electronic file of the ACP logo for use on letterhead, business cards and web pages.

To participate in Co-Advertising the following criteria must be met:

- Acceptable defect ratio
- Current account balance
- No Warning letters in the previous 12 months

The Contractor must sign the ACP Logo Use Agreement agreeing to all terms and conditions prior to issuance of the electronic file. There is no charge for the electronic file. Contractors who wish to participate in Co-Advertising should contact the ACP Office at 1-800-249-4583.

Should a Contractor be suspended or deregistered from ACP, the Contractor must remove the ACP logo from all advertising and correspondence until the Contractor is reinstated.

3.7 Web Advertising

Contractors are listed on ESA’s website at www.esasafe.com under “Find a Licensed Electrical Contractor in my area”. ACP Contractors are highlighted by underlining and a different colour. Customers calling ESA to enquire about a Licensed Electrical Contractor in their area are directed to the website.

3.8 ACP Contractor Newsletter

The ACP Newsletter is a key communication tool. By way of the Newsletter, Contractors are advised of Program clarifications, revisions, and updates as well as ESA updates and technical information. Newsletters are sent to Contractors via e-mail or fax and each issue is posted on ESA’s website at www.esasafe.com > Contractors > ACP. It is imperative that the ACP Office be notified of changes to a Contractor’s e-mail/fax information so Contractors continue to receive Newsletter communications.

4.0 Program Verticals

Each Vertical includes information pertaining to:

- Scope of Work
- Required Licenses/Qualifications
- Notification Price
- Pre-authorized Connections (if applicable)
- Minimum Audit Ratios
- Any special notes relevant to the individual vertical
- Exclusions (as applicable, in addition to those noted below)
- Application Form(s)

Items NOT included in the ACP Program
Apartment buildings (except single unit apt renovations; work in common areas only that meets criteria for ACP C/I Small Jobs or Retrofitted Luminaires)
Electric vehicle chargers
Fire alarm systems
Fire, flood, lightning strike or voltage surge - any work done after
Ground source heat pumps (Geo Thermal)
Hazardous Locations including fuel dispensing devices
High Voltage installations
Generators, transfer switches, pole top switches & associated devices/equipment
Hot Tubs
Service connections after fire, flood, lightning strike or voltage surge
Section 24 installations (Patient Care Areas)
Solar panels or photovoltaic installations
Spas
Swimming pools and associated devices/equipment
Temporary wiring
Trade Shows

Note 1: The above list of exclusions represents the major items excluded from ACP at this time; additional items may be added.

Note 2: Contractors are required to advise the Customer Service Centre (CSC) if the work they are doing is the result of a fire, flood, lightning strike or voltage surge.

Note 3: Work on a building after a lightning strike is excluded from ACP. Pole line work (within the stated parameters) after a lightning strike is eligible for ACP.

Note 4: Contractors are required to provide all information regarding the installation to the CSC at the time of filing so the application is coded correctly.

Note 5: Trench work included in the service inspection will be subject to ACP benefits. Trench inspections requested separately will not be subject to ACP benefits; full inspections and full fees will apply.

4.1 Residential

Scope of Work	<p>Residential ACP includes electrical installations normally done within a “single family dwelling” as defined in the current Electrical Inspection Fee Guide (see Glossary).</p> <p>Also includes renovations within a single apartment/condo unit.</p> <ul style="list-style-type: none"> • Only if all the work is within the unit • An application must be filed for each unit • Covers: Additions/alterations with no service work; sub-panel; ACP eligible equipment; branch circuit only
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Required Qualifications	<p>A valid ECRA/ESA Electrical Contractor's Licence and the appropriate Certificates of Qualification for the work to be performed.</p>
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Notification Price	<p><u>Fee Guide Items – Eligible for 20% Discount</u></p> <ul style="list-style-type: none"> ▪ Residential Units – New and Renovation ▪ Separate living quarters in a new house ▪ Mobile Homes (Residential Trailer) ▪ Detached Outbuildings and Structures ▪ Additions or Alterations >\$750 invoice value to customer ▪ Consumer Service ▪ Service or Panel, Change or Repairs ▪ Miscellaneous Equipment <p><u>Note 1:</u> When a single line item priced lower than the minimum fee is submitted on an application, the system adjusts the cost to the minimum fee then applies the 20% ACP discount.</p> <p><u>New Residential</u></p> <p>The fee for inspection of a new installation on residential premises includes a service connection and all ACP eligible miscellaneous equipment installed at the same time by the same contractor. The miscellaneous equipment to be installed is to be reported when the application is filed.</p> <p>Additional fees apply for inspection of:</p> <ul style="list-style-type: none"> • Separate living quarters (granny suite, basement apt) • Detached outbuildings • Separate trench inspection required <p>A separate application is required for items excluded from ACP, including:</p> <ul style="list-style-type: none"> • Electric vehicle chargers • Ground source heat pumps • Generators, transfer switches and associated devices/equipment • Hot tubs, spas, swimming pools and associated devices/equipment • Solar panels or photovoltaic installations
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Pre-Authorized Connections			
Service Type	Parameters	Pre-Authorized Connections	Fee Discounts
New Service	Single Family Dwelling: up to, and including, 200 amp 120/240 1 phase Note 2: Single Family Dwelling >200 amp, 2 visits are required with the service being a mandatory visit Note 3: Conversion from a single gang meterbase to a multi-ganged meterbase (or vice-versa) is considered to be a New Service.	No	20%
Service Upgrades / Alterations	Single Family Dwelling: up to, and including, 200 amp 120/240 1 phase	Yes	20%
Service Upgrades / Alterations	Single Family Dwelling > 200 amp	No	20%

Minimum Audit Ratios	ACP works on an audit-based process. Minimum inspection ratios for residential ACP work, are as follows:	
Type of Work Applied For	Application Quantity	Passed With Visit / Passed With No Visit
New Residential ≤ 200 amp	1	1 of either rough-in, service or final passed with visit; the other 2 phases of inspection may be passed with no visit
>200 amp	1	2 visits are required with the service being a mandatory visit; the other phase of inspection may be passed with no visit
Additions/Alterations Permit value >\$100	1	1 of either rough-in, service or final passed with visit; the other 2 phases of inspection may be passed with no visit
Permit value < \$100	4	1 passed with visit / 3 passed with no visit
Service Upgrades ≤ 200 amp	3	1 passed with visit / 2 passed with no visit

Application Form	<ul style="list-style-type: none"> • New Residential Application for Inspection • Renovation Residential Application for Inspection • Apartment Application for Inspection (for renovations within a single apartment/condo unit only)
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4.2 Residential - Small Jobs

Scope of Work	<ul style="list-style-type: none"> • A Residential “Small Job” is defined as an electrical installation valued at seven hundred and fifty dollars (\$750) or less invoiced to the customer for labour AND materials. • Applications are to be filed: <ul style="list-style-type: none"> ○ When the Small Jobs Application Form (4 sites per page) is filled, or ○ On the 1st and on the 15th <u>of each month; whichever comes first.</u> <p>Note 1: A Contractor may file more frequently but in no case shall an application be filed more than two weeks after the job is done.</p> <ul style="list-style-type: none"> • Residential Small Jobs are filed when the work is ready for final inspection. • A job that requires a rough-in inspection and final inspection does not qualify as a Residential Small Job. • No work on service entrance equipment can be filed under Small Jobs; service work must be filed on a New Residential or Renovation Application for Inspection Form. A sub-panel (pony panel) can be filed as a Residential Small Job. • Residential Small Jobs are exempt from the 24-hour benefit.
Required Qualifications	A valid ECRA/ESA Electrical Contractor's Licence and the appropriate Certificates of Qualification for the work to be performed.
Notification Price	Residential Small Job notification price is \$ 30.00 Note 2: only one Small Job application is allowed per site (Contractor is not permitted to breakdown a large job and file as two or more Small Job applications).
Pre-Authorized Connections	N/A
Minimum Audit Ratios	For every ten (10) Small Job applications submitted by a Contractor, ESA will perform a minimum of one (1) inspection, provided the Contractor does Code compliant work. Non-Code compliant work may force additional inspections.
Application Form	ACP Small Jobs Form – Residential, Single Unit Apt & HVAC To assist ESA in gaining access to sites, it is imperative that the Contractor include the home owner/site contact name and <u>daytime phone #</u> on the Application Form at the time of filing. Contractors should advise their customers that ESA may contact them to arrange for an inspection.

4.3 Residential - HVAC

Scope of Work	<p>Heating, Ventilation, Air Conditioning Contractors on ACP must understand they are limited to the scope to work that is unique to this business and for which their staff are qualified under the Trades Qualification and Apprenticeship Act.</p> <p>HVAC Contractors on ACP must ensure they work within the scope of their C of Q.</p> <p><u>An HVAC “Small Job” is identified as follows:</u></p> <ul style="list-style-type: none"> • An HVAC installation valued at seventy hundred and fifty dollars (\$750) or less invoiced to the customer for <u>labour and miscellaneous materials.</u> • HVAC job value does not include the price of the appliance and associated non-electrical equipment. • Applications are to be filed: <ul style="list-style-type: none"> ○ When the Small Jobs Application Form (4 sites per page) is filled, or ○ On the 1st and on the 15th <u>of each month; whichever comes first</u> <p><u>Note1:</u> A Contractor may file more frequently but in no case shall an application be filed more than two weeks after the job.</p> <ul style="list-style-type: none"> • HVAC Small Jobs are filed when a final inspection is required • No service work is covered under HVAC Small Jobs. • HVAC Small Jobs are exempt from the 24-hour benefit. <p><u>For Air Conditioner installations at a New House</u></p> <p>If the wiring for a future A/C is run at the rough-in stage then the A/C unit is installed at a later date (ie) two stage installation, the Contractor must file two HVAC Small Job applications:</p> <ol style="list-style-type: none"> 1. Run wire for future A/C; Ready for Final 2. Installation of A/C unit; Ready for Final
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Required Qualifications	<p>A valid ECRA/ESA Electrical Contractor's Licence and the appropriate Certificates of Qualification as required under the Ontario College of Trades and Apprenticeship Act or as required under the Technical Standards and Safety Act for the work to be performed</p> <ul style="list-style-type: none"> • Electrician’s Certificate – 309A, C, D or E • Refrigeration and Air Conditioning Mechanic – 313A or D • Oil Burner Technician – OBT1, 2 • Gas Fitter Technician – G1, 2 • Plumber – 306A
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<p>Notification Price</p>	<p>Residential HVAC Small Job notification price is \$ 30.00</p> <p>Note 2: multiple items (ie – furnace & air conditioner) can go on one application provided both are ready for inspection at the same time and the maximum amount of \$750 for all labour and miscellaneous materials is not exceeded.</p> <p>Note 3: The Quality Assurance System (QAS) is applied to HVAC work. Non-Code compliant work may result in additional fees. (see Section 2.2.6.2)</p>
<p>Pre-Authorized Connections</p>	<p>N/A</p>
<p>Exclusions</p>	<p>All non-Residential sites. Ground source heat pumps (geo-thermal)</p>
<p>Minimum Audit Ratios</p>	<p>For every ten (10) Small Job applications submitted by an HVAC Contractor, ESA will perform a minimum of one (1) inspection, provided the Contractor does Code compliant work. Non-Code compliant work will force additional inspections.</p> <p>The Quality Assurance System (QAS) is applied to HVAC work. Non-Code compliant work can force an audit ratio of 2:10 or 10:10</p>
<p>Application Form</p>	<p>ACP Small Jobs Form – Residential, Single Unit Apt & HVAC</p> <p>To assist ESA in gaining access to sites, it is imperative that the Contractor include the property owner name and <u>daytime phone #</u> on the Application Form at the time of filing. Contractors should advise their customers that ESA may contact them to arrange for an inspection.</p>

4.4 Solar Photovoltaic Installations

ACP Contractors are permitted to file microFIT work on two applications to eliminate the need for a disconnect and hold.

This applies only to the retrofit of an existing single meter to a two-gang meter base for a PV microFIT installation, where an ACP Contractor wants a pre-authorized connection for the original service to the residence only.

The process is as follows:

<p>Contractor will arrange a disconnect/reconnect for the original residence service only in order to add a two ganged meter base - the second meter will be left blank. This will be pre-authorized and a connection authorization issued, providing the service does not exceed 200A. NOTE: A new meter is not being installed for the PV system at this point.</p>	<p>A 1:3 audit ratio will be applied to this work, as per ACP rules</p>
<p>NOTE: SERVICE SWITCH: if the alteration to the meter base is completed before the PV installation work is done, the service switch must be installed to the load side of the blank meter base at this time. This ensures the electrician will not work live.</p>	
<p>Contractor will do the PV installation</p>	<p>When the PV work is complete, a mandatory inspection will take place on the service switch and all other associated wiring. Once the site is passed, the Inspector will issue the Connection Order for the PV installation.</p>
<p>NOTE: SERVICE SWITCH: if the PV installation work is done before the alteration to the meter base, the Inspector will require the service switch be installed at this time, so he can complete the inspection on the PV installation.</p>	
<p>Filing the work over two permits eliminates the need for a Disconnect/Hold.</p>	

4.5 Commercial/Industrial

<p>Scope of Work</p>	<p>The ACP Commercial-Industrial Vertical includes:</p> <ul style="list-style-type: none"> • Small Job electrical installations and maintenance work with a Contractor invoice value to the customer of \$ 5500 or less (including the cost of parts/equipment/machinery) or the installation of up to 50 new devices or 100 replacement devices. • Pre-authorized reconnection for service upgrades, alterations or repairs • Low Voltage Service Maintenance • Retrofitted Luminaires <p>There are three Small Job tiers in Commercial/Industrial ACP.</p> <p><u>Under the Small Job tiers:</u> New devices include: switches, receptacles, low voltage controls, fixtures, high bay fixtures, track lighting, paddle fans, sentinel lights, fractional HP motors, heating/cooking devices ≤ 5 kw, self contained signs and control transformers < 1 KVA in non-classified areas.</p> <p>Replacement devices include: light fixtures, switches and receptacles in non-classified areas.</p>
	<p><u>1:10</u> - An audit ratio of 1:10 is applied to:</p> <ul style="list-style-type: none"> • an electrical installation value of \$750 or less invoiced to the customer for labour AND materials; or • Installation of 1 – 10 new devices only (regardless of invoice value); or • Replacement of 1 – 20 devices only (regardless of invoice value) <ul style="list-style-type: none"> • Applications are to be filed: <ul style="list-style-type: none"> ○ When the Small Jobs Application Form (3 sites per page) is filled, or ○ On the 1st and on the 15th <u>of each month</u>; whichever comes first <p><u>Note 1:</u> A Contractor may file more frequently but in no case shall an application be filed more than two weeks after the job is done.</p> <p>The following criteria are applicable to 1:10 C/I Small Jobs:</p> <ul style="list-style-type: none"> • 1:10 Small Jobs are filed when the work is ready for final. • A job that requires a rough-in inspection and final inspection does not qualify as a 1:10 Small Job. • No service work is covered under Small Jobs; service work must be filed on a regular Commercial/Industrial Application Form. • 1:10 Small Jobs are exempt from the 24-hour benefit.

	<p>1:5 – An audit ratio of 1:5 is applied to:</p> <ul style="list-style-type: none"> • an electrical installation value of \$ \$751 - \$2500 invoiced to the customer for labour AND materials; or • Installation of 11 – 30 new devices only (regardless of invoice value); or • replacement of 21 – 50 devices only (regardless of invoice value). <p>1:3 – An audit ratio of 1:3 is applied to:</p> <ul style="list-style-type: none"> • an electrical installation value of \$2401 - \$5500 invoiced to the customer for labour AND materials; or • installation of 31 – 50 new devices only (regardless of invoice value); or • replacement of 51 – 100 devices only (regardless of invoice value). <p>The following criteria are applicable to both 1:5 and 1:3 C/I Small Jobs:</p> <ul style="list-style-type: none"> • Applications are to be filed within 48 hours of the work commencing. • Provided these jobs are submitted on a Small Jobs Application Form <u>without any 1:10 jobs on the same form</u>, the work is entitled to the 24-hour benefit. • A rough-in and final inspection may be requested on this work. If this is required, the ACP Contractor must call at each stage of construction. • No service work is covered under C/I Small Jobs – all service work must be filed on a regular Commercial/Industrial Application Form.
	<p>Work in the Common Areas only of an existing Apartment Building</p> <ul style="list-style-type: none"> • Work can be filed as a Commercial-Industrial Small Job provided it meets the applicable criteria above. • If the work is Retrofitted Luminaires, it must be filed on the Retrofitted Luminaires application. • If any work is being done within the units as well, the application must be filed as apartment renovations.

Required Qualifications	A valid ECRA/ESA Electrical Contractor's Licence and the appropriate Certificates of Qualification for the work to be performed
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Commercial/Industrial ACP Pricing Structure as of Jan 8, 2016		
Notification Price	Audit Ratio	Permit Fee (+ Tax)*
	1 in 10	\$30
	1 in 5	\$58
	1 in 3	\$101

Pre-Authorized Connections			
Service Type	Parameters	Pre-Authorized Connections	Fee Discounts
New Service	None	No	None
Service Upgrades / Alterations	Up to and including 400amp, 120/240V single phase or 120/208V three phase Does not include conversion from single phase to three phase or vice-versa	Yes	None
Note2: 100% inspections are done on the above work			
LV Service Maintenance and Alterations to the service entrance equipment			
	Parameters	Pre-Authorized Connections	Fee Discounts
	Up to and including 600V, 4000amp, for the Specific Maintenance and Alterations work listed below	Yes	None
Specific Maintenance and Alteration List	<ul style="list-style-type: none"> • Torquing (tightening) connections in main switch • Repair switch mechanism • Megger service conductors • Repair parts related to main switch <p>If additional repairs are required in order to re-energize the service, the Contractor is obligated to contact an ESA Inspector for approval to reconnect.</p> <p>All Contractors doing Low Voltage Service Maintenance under ACP must complete the “Low Voltage Service Maintenance Condition Report” and e-mail it to the ACP Office at substation.reports@electricalsafety.on.ca within 14 calendar days of the maintenance.</p> <p>When sending the Report ensure the subject line of the e-mail includes “Low Voltage, ESA Notification #, site name & address”.</p> <p>Note: If the maintenance is being done downstream it is filed as a regular Commercial-Industrial application; it is not filed as ACP Low Voltage Service Maintenance.</p>		

Retrofitted Luminaires																	
Scope of Work	<p>The Acceptance of Retrofitted Luminaires processes are outlined in detail in a Guide found at http://www.esasafe.com/business/retrofitted-luminaires</p> <ul style="list-style-type: none"> • Like-for-like ballast changes can be filed under ICIA Small Jobs as “replacement devices”. • T12 to T8 ballast conversion where there is a different # of lamps or changes to the reflectors, sockets and/or end plates are processed under the Retrofitted Luminaires program as 1:10 or 1:5 based on quantity. • Retrofit projects with more than 200 luminaires are not eligible for ACP. 																
T12 to T8 Ballast Conversions	<p>T12 to T8 ballast conversions where there are no other modifications to the luminaire (same # of lamps, no changes to reflectors, sockets or end plates)</p> <ul style="list-style-type: none"> • Maximum of 200 luminaires • Audit ratio is 1:25 • File on the Retrofitted Luminaires Application for Inspection • File application when installation is complete and ready for final inspection <p>Application must be filed within 2 weeks of completing the installation</p>																
Minimum Audit Ratios and Notification Price	<table border="1"> <thead> <tr> <th>Qty</th> <th>File when</th> <th>Audit Ratio</th> <th>Fee (Jan 8/16)</th> </tr> </thead> <tbody> <tr> <td>T12 to T8</td> <td>Ready for Final</td> <td>1:25</td> <td>\$30</td> </tr> <tr> <td>≤ 50</td> <td>Ready for Final</td> <td>1:10</td> <td>\$30</td> </tr> <tr> <td>51 - 200</td> <td>Will Notify or Ready for Final</td> <td>1:5</td> <td>\$88</td> </tr> </tbody> </table>	Qty	File when	Audit Ratio	Fee (Jan 8/16)	T12 to T8	Ready for Final	1:25	\$30	≤ 50	Ready for Final	1:10	\$30	51 - 200	Will Notify or Ready for Final	1:5	\$88
Qty	File when	Audit Ratio	Fee (Jan 8/16)														
T12 to T8	Ready for Final	1:25	\$30														
≤ 50	Ready for Final	1:10	\$30														
51 - 200	Will Notify or Ready for Final	1:5	\$88														
Application Form	<p>Retrofitted Luminaires Application for Inspection must be filed by fax or e-mail; it cannot be phoned in or filed via on-line.</p>																

Exclusions	<ul style="list-style-type: none"> • High Voltage installations • The ACP C/I Program does not apply to maintenance work in any facility, building, business or other location where a Continuous Safety Services contract is in effect.
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Minimum Audit Ratios	<p>ACP works on an audit-based process. Minimum inspection ratios for Commercial/Industrial ACP work, are as follows:</p>	
	Scope	Inspection Ratio
	≤\$750 /1-10 new devices/1-20 replacement devices	1: 10

	\$751 - 2500/11-30 new devices/21-50 replacement devices	1: 5
	\$2501 - 5500/31-50 new devices/51-100 replacement devices	1: 3
	Service Upgrades/Alterations	100% inspection
	Low Voltage Service Maintenance	No defined ratio
	T12 to T8 ballast changes (no other modifications)	1 : 25
	Retrofitted Luminaires ≤ 50	1 : 10
	Retrofitted Luminaires 51 - 200	1 : 5

Application Form	<p>ACP Small Jobs Form – Commercial/Industrial/Agricultural If filing on-line select: Commercial (or Industrial/Agricultural) ACP Small Job.</p> <p>To assist ESA in gaining access to sites, it is imperative that the Contractor include the site contact name and <u>daytime phone #</u> on the Application Form at the time of filing. Contractors should advise their customers that ESA may contact them to arrange for an inspection.</p> <p>ACP C/I service work and ACP Low Voltage Service Maintenance are filed on the Low Voltage ICIA Application for Inspection form. If filing on-line select: Commercial (or Industrial/Agricultural) ACP Service Work</p> <p>T12 to T8 conversions and Retrofitted Luminaires are filed on the Retrofitted Luminaires Application for Inspection. Since the application includes a signed declaration, this work cannot be filed on-line or phoned in to the CSC.</p> <p>Low Voltage Service Maintenance Condition Report is available at www.esasafe.com > Contractors > ACP Overview > ACP Inspection Forms & Fees or click here</p>
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4.6 Pole Line Maintenance

<p>Scope of Work</p>	<p>Pre-arranged pole line maintenance work, on temporary and/or permanent pole lines <50kV</p> <p>Allowable maintenance work is as follows:</p>													
	<table border="1" style="width: 100%;"> <tr> <td>Like for Like Replacements:</td> </tr> <tr> <td>Cable Terminators</td> </tr> <tr> <td>Fuse Cut Outs</td> </tr> <tr> <td>Guy and anchor replacement</td> </tr> <tr> <td>Insulator replacement</td> </tr> <tr> <td>Lightning Arresters</td> </tr> <tr> <td>Pole replacement (including transformer pole with Utility owned single phase transformer)</td> </tr> <tr> <td>Pole Top Extension</td> </tr> <tr> <td>Repair to grounding and bonding conductors</td> </tr> <tr> <td>Replacement of Cross Arm</td> </tr> <tr> <td>Secondary and HV Cable Repair</td> </tr> <tr> <td>Single Phase, ground operated HV switch</td> </tr> <tr> <td>Central Metering Service (CMS)</td> </tr> </table>	Like for Like Replacements:	Cable Terminators	Fuse Cut Outs	Guy and anchor replacement	Insulator replacement	Lightning Arresters	Pole replacement (including transformer pole with Utility owned single phase transformer)	Pole Top Extension	Repair to grounding and bonding conductors	Replacement of Cross Arm	Secondary and HV Cable Repair	Single Phase, ground operated HV switch	Central Metering Service (CMS)
	Like for Like Replacements:													
	Cable Terminators													
	Fuse Cut Outs													
	Guy and anchor replacement													
	Insulator replacement													
	Lightning Arresters													
	Pole replacement (including transformer pole with Utility owned single phase transformer)													
	Pole Top Extension													
Repair to grounding and bonding conductors														
Replacement of Cross Arm														
Secondary and HV Cable Repair														
Single Phase, ground operated HV switch														
Central Metering Service (CMS)														
<p>Note 1: Work not listed above is not covered under the Pole Line Maintenance vertical and will require a separate non-ACP notification.</p>														
<p>Note 2: Gang-operated switches and other replacement installations not covered under the maintenance list of like for like above (and <u>not including</u> new installations or exclusions) will be subject to preauthorized connections and emergency connections. Full inspections will occur on this work the next time the Inspector is in the area.</p>														
<p>Note 3: Contractors can install new, provided they are replacing like-for-like.</p>														
<p>After Hours Emergency Work Requiring a Connection Authorization</p>														
<p>Under ACP, Contractors belonging to the Pole Line Maintenance vertical who require a connection authorization in an after-hours emergency situation will contact the ESA after hours service by calling 1-877-ESA-SAFE (372-7233). The Contractor will review the work that is being/was done with the On-Call Inspector. Contractors must provide their ACP # and Utility meter # to the On-Call Inspector. The On-Call Inspector will determine if an inspection is required prior to reconnection and if not, will arrange a connection <u>provided the Contractor has ACP status.</u></p>														
<p>The Application for Inspection (non-ACP) must be filed the next business day.</p>														

<p>Required Qualifications</p>	<p>A valid ECRA/ESA Electrical Contractor's Licence and the appropriate Certificates of Qualification for the work to be performed.</p> <p>Electrician's Certificate 309A or D, or 434A or B</p> <p>* Contractors with a 309 C or Q only, require 20 notifications <u>specific to this line of business</u>, to join ACP.</p> <p>All Contractors, regardless of C of Q, must file 5 line of business applications in a rolling 12 month window to maintain ACP status in the Pole Line vertical.</p> <p>Line of Business fee items for Pole Line: C002 – HV Service Non-Metal enclosed C044 – Primary/secondary overhead line C069 – ACP Pole Line Maintenance</p>
<p>Notification Price</p>	<p>Flat fee of \$83.</p>
<p>Pre-Authorized Connections</p>	<p>Pre-authorized connections are allowed for Pole Line Maintenance work <50kV, on both temporary and permanent pole lines. Refer to Section 3.2 for the process to file and schedule.</p> <p>If the scheduled outage date is changed, the contractor must notify ESA no later than the morning of the scheduled outage.</p> <p>ACP Pole Line work must be scheduled during normal business hours. Work required after-hours, on weekends and/or holidays must be filed as non-ACP and the Contractor must contact the Inspector to discuss authorization to reconnect.</p>
<p>Exclusions</p>	<ul style="list-style-type: none"> • All new work • Relocating poles • 3 phase ground operated switch
<p>Minimum Audit Ratios</p>	<p>For every five (5) applications specific to Pole Line Maintenance work submitted by a Contractor, ESA will perform a minimum of one (1) inspection.</p>
<p>Application Form</p>	<p>High Voltage, Substation, Pole Line Application for Inspection</p>

4.7 HV Substation Maintenance

<p>Scope of Work</p>	<p>The ACP HV Substation Maintenance vertical is for pre-planned preventative maintenance on substations >750V.</p> <p>HV substation maintenance work up to and including 115kV/230kV, defined as “Minor” or “Like for Like replacements”.</p> <p>Minor Work:</p> <ol style="list-style-type: none"> 1. Alignment of breakers and switches 2. Inspection of breakers and switches 3. Tap changes 4. Testing of electrical equipment (transformers, breakers, switches) 5. Cleaning of electrical equipment and line insulators 6. Removal of vegetation <p>Like for Like Replacements (equivalent rating/characteristics):</p> <ol style="list-style-type: none"> 1. Cable Terminations 2. Cooling Fan motors 3. Fuse Cut Outs 4. Fuse Links 5. Fuses 6. Insulators 7. IPS Tubing 8. Lightning Arresters 9. Oil change 10. Stress Cones 11. Transformer Bushings 12. Transformer Regasketting 13. Wooden Poles 14. Minor Repairs to station electrode (ie) repair broken conductor or connector 15. Minor Repairs to fence and associated fence bonding (ie) reattaching barbed wire or bond conductors <p>Note 1: The pre-authorized connection issued for the original Substation Maintenance is void if major work is required. If major repairs are required in order to re-energize the substation, the Contractor must contact an ESA Inspector for approval to reconnect.</p> <p>Note 2: A separate non-ACP application must be filed for major work.</p> <p>Note 3: If a Contractor is doing only specific minor work or like-for-like replacements as above, but not a full preventative maintenance, the application may be filed under ACP but the Substation Maintenance Condition Report must be completed in its entirety – all items on the SBMCR must be assessed and reported on.</p>
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	<p>Major Work – for example but not limited to:</p> <ol style="list-style-type: none"> 1. Replacement of Low Voltage cables 2. Installation of Cooling Fans complete with wiring 3. Relocation of Fuse Cut Outs 4. Relocation of IPS Tubing 5. Replacement of Grid or ground electrode 6. Replacement of High Voltage Cables 7. Replacement of Insulators (not like for like) 8. Replacement of Structures supporting HV equipment 9. Replacement of switchgear, switches, breakers, capacitor banks 10. Replacement of transformers 11. Replacement of large portions of fence and/or fence bonding/grounding <p>Note 4: Gang-operated pole/structure mounted HV switches and other replacement installations not covered under the list of minor work or like for like replacements (not including “major” work) will be subject to preauthorized connections and emergency connections. The work must be filed on a regular wiring application and full inspections will occur on this work the next time the Inspector is in the area.</p> <p>Note 5: Poles that reside outside of the substation but are part of the substation service conductors are included as part of the substation maintenance for tree trimming, cleaning and replacement of insulators. Any additional work on the pole line requires a separate application to be filed.</p> <p style="text-align: center;">After Hours Emergency Work Requiring a Connection Authorization</p> <p>Under ACP, Contractors belonging to the Substation Maintenance vertical who require a connection authorization in an after-hours emergency situation will contact the ESA after-hours service by calling 1-877-ESA-SAFE (372-7233). The Contractor will review the work that is being/was done with the On-Call Inspector. Contractors must provide their ACP # and Utility meter # to the On-Call Inspector. The On-Call Inspector will determine if an inspection is required prior to reconnection and if not, will arrange a connection <u>provided the Contractor has ACP status.</u></p>
<p>Required Qualifications</p>	<p>A valid ECRA/ESA Electrical Contractor's Licence and the appropriate Certificates of Qualification for the work to be performed.</p> <p>Electrician's Certificate 309A or D, or 434A or B, or CET, or Professional Electrical Engineer</p> <p>CET must be recognized by Ontario Association of Certified Engineering Technicians and Technologists (OACETT)</p> <p>Professional Electrical Engineer must be recognized by the Professional Engineers of Ontario (PEO)</p> <p>Contractors with a CET or Professional Electrical Engineer must file 20 notifications <u>specific to this line of business, to join ACP.</u></p>

	<p>All contractors must file a minimum of 5 line of business applications in a rolling 12 month window to remain on the ACP HV Substation Maintenance vertical.</p> <p>Line of Business fee items for HV Substation Maintenance: C001 – HV Service Metal enclosed C002 – HV Service Non-Metal enclosed C003 – HV Switchboard/Panel C005 – HV Substation Maintenance - Open Air C063 – HV Substation Maintenance - TLO C064 - HV Substation Maintenance – Metalclad Switchgear C065 - HV Substation Maintenance - Indoor</p>
<p>Notification Price</p>	<p>No discount is applied to this work.</p>
<p>Pre-Authorized Connections</p>	<p>A pre-authorized connection is allowed for work defined as minor or like for like replacements at HV substations up to and including 115kV/230kV. Refer to Section 3.2 for the process to file and schedule.</p>
<p>Exclusions</p>	<ul style="list-style-type: none"> • Major work • Work not identified on the lists for minor work or like for like replacements. • Low voltage service maintenance (file under Commercial-Industrial ACP)
<p>Minimum Audit Ratios</p>	<p>For every five (5) applications specific to <u>open air</u> substation maintenance work, submitted by a Contractor, ESA will perform a minimum of one (1) inspection.</p> <p>For TLO, Metal Clad Switch Gear and Indoor Substations inspections will be determined by the Inspector, after review of the Substation Maintenance Condition Report and as per the internal Best Business Practice.</p>
<p>Application Forms</p>	<p>High Voltage, Substation, Pole Line Application for Inspection</p> <p>All Contractors doing Substation Maintenance Work must complete the “Substation Maintenance Condition Report” and e-mail it to the ACP Office at substation.reports@electricalsafety.on.ca within 14 calendar days of the maintenance. Any concerns beyond the Code Rules specifically outlined in the Report should be reported in the comments section.</p>

High Voltage Substation Maintenance Condition Report is available at www.esasafe.com > Contractors > ACP Overview > ACP Inspection Forms & Fees or click [here](#)

When filing the application ensure the Site Name is the **facility name** rather than the name of an LEC who has subcontracted the maintenance work.

When submitting the Report ensure the subject line of the e-mail includes “ESA Notification #, site name & site address”.

Note: Five days notice is required on all substation maintenance work. Failure to provide sufficient notice may result in a mandatory site visit with applicable fees.

If no Connection Authorization is required for work identified as “minor”, an Application for Inspection does not need to be filed.

5.0 Reference

5.1 Glossary

Defect - Administrative

Administrative defects do not contribute to the defect ratio calculation; Not all defects in Section 2 of the OESC are deemed Administrative.

Defect – Life and/or Property (L&OP)

High likelihood of shock or fire.

Defect

- Not a Life and/or Property. Moderate risk.
- Or previous Warning Defect has not altered behaviour.

Defect – Warning

- Low likelihood of shock, fire and/or low likelihood of exposure.
- Or previous Postponement has not altered behaviour.

Defect – Postponement

- Does not create undue hazard to persons or property, minor degree of deviation from OESC.

Defect – Deviation

- Does not create undue hazard to persons or property.
- Moderate degree of deviation from OESC.
- Site specific.
- Approval/agreement required from TA/Regulatory.

Defect - History

Historical defect information is maintained on all ACP Contractors. The defect ratio is based on the previous six-months.

Hazard – A known condition identified by a person with knowledge that may result in an injury to a person or damage to property.

Single Family Dwelling

A dwelling unit consisting of a detached house, one unit of row housing, or one unit of a semi-detached, duplex, triplex or quadruplex house, including the following homes: modular, prefab, mobile or a unit within a larger building where the main entrance to individual unit is not from an enclosed common area.

Vertical

The term “vertical” is used to describe the specific scope of work within ACP. There are five Verticals:

- Residential
- HVAC (Residential only)
- Commercial/Industrial
- Pole Line Maintenance
- HV Substation Maintenance

5.2 ACP Application Forms

Eight Application Forms are in use for ACP Contractors:

1. ACP Small Jobs Form – Residential, Single Unit Apt & HVAC
2. ACP Small Jobs Form – Commercial/Industrial/Agricultural
3. New Residential Application for Inspection and Fee Estimate
4. Residential Renovation Application for Inspection and Fee Estimate
5. Apartment, Retirement & Nursing Home Application for Inspection and Fee Estimate
6. Low Voltage Industrial/Commercial/Institutional/Agricultural Application for Inspection and Fee Estimate
7. High Voltage, Substation, Pole Line Application for Inspection and Fee Estimate
8. Retrofitted Luminaires Application for Inspection

5.3 Condition Reports

1. High Voltage Substation Maintenance Condition Report
2. Low Voltage Service Maintenance Condition Report

5.4 Filing applications On-Line

Select the type of application required *

Residential

- New Residential
- New Residential >7000 sq ft & 401A+
- Residential Renovation
- Residential ACP Service Work
- Residential ACP Small Job
- Residential ACP Pole Line
- New Apartment
- Apartment Renovation
- Apt ACP Single Unit Reno
- Apt ACP Small Job in Units
- Apt ACP Sub Station
- Apt ACP LV Serv Mtce.
- Apt ACP Small Job Common Areas

Commercial/ Industrial

- New Commercial
- Commercial Renovation
- Commercial ACP Service Work
- Commercial ACP Sub Station
- Commercial ACP Pole Line
- Commercial ACP Small Job
- New Industrial
- Industrial Renovation
- Industrial ACP Service Work
- Industrial ACP Sub Station
- Industrial ACP Pole Line
- Industrial ACP Small Job

Agricultural

- New Agricultural
- Agricultural Renovation
- Agricultural ACP Service Work
- Agricultural ACP Sub Station
- Agricultural ACP Pole Line
- Agricultural ACP Small Job
- New Street Lighting
- Street Lighting Renovation
- New Traffic Signal
- Traffic Signal Renovation

New Residential and Residential Renovation automatically process as ACP for an ACP Residential contractor based on the specific scope of work selected.

For all other types of ACP eligible work, the submitter must select the appropriate “ACP” application type in order for the application to be processed as ACP.

Commercial / Industrial / Agricultural “ACP Service Work” includes

- Service upgrades, alterations, repairs up to 400A, 120/240V or 120/208V; and
- Low Voltage Service Maintenance – up to 4000A, 600V

Commercial / Industrial / Agricultural “ACP Substation” includes

- HV Substation - Indoor
- HV Substation - TLO
- HV Substation – Open Air
- HV Substation – Metalclad Switchgear
- Note: if maintenance is being done on more than substation during the same outage, there needs to be an entry for each substation

Commercial / Industrial / Agricultural “ACP Small Job” includes

- CI SM \$2501-5500 etc
- CI SM JOB <=\$750 etc
- CI SM JOB \$751 – 2500 etc

Inspection Items – ensure you are recording the quantity correctly

Small Jobs – the quantity always defaults to “1”; you cannot change this. Scope of work details including the actual quantities are recorded in the “Work Location and Details” section.

Residential Renovation application – Input the actual quantity.

Example: Residential Small Job

Fee Code: R049 * **Fee Item:** ACP RES/APT WIRING SMALL JOB <=\$750

Qty: 1 * **Category:** ZTAD *

Amp: - Select - **Voltage:** - Select -

Service Type: - Select - **Service Sub-Type:** - Select -

Work Location and Details:

Outline the work details including quantities here
 Example: 1 light fixtures and 1 GFCI in en suite bathroom
 All information entered here will appear on the Certificate

Service Rendered Date: 6/22/2016


Code	Fee Item	Qty	Amp	Voltage
No records to display.				
				Tax: Grand Total

Comments:

This is where you enter driving directions and other information to assist ESA and the Inspector. Information entered here does not appear on the Certificate.

Example: Residential Renovation

Fee Code: R026 * **Fee Item:** ADDITIONS/ALTERATIONS NO SERVICE WORK

Qty: 35 * **Category:** ZTAD * 

Amp: - Select - **Voltage:** - Select -

Service Type: - Select - **Service Sub-Type:** - Select -

Work Location and Details:

Basement renovation (family room) – 20 potlights, 15 receptacles, 10 switches, 60A subpanel