

ACP NEWS

March 2016

Inspectors to Give Advance Notice when they will not be attending Site Coming in April 2016

ESA is piloting a new process to advise contractors, in advance, when the inspector will not be attending an ACP site scheduled for inspection.

The new process **will apply to:**

- ACP New Residential work
- ACP Residential Renovation work
- ACP Residential Service work

WHAT is changing?

If you submit your scheduling request by phone or through ESA's Online Service **48 HOURS** in advance, ESA will advise you the next day via e-mail if the inspection has been passed without a visit. There will be a new "contact e-mail" field in the Online system where you can specify who the e-mail is to be sent to.

HOW will ESA let you know your inspection has passed?

If you give ESA 48 hours advance notice and if the inspector determines that the stage of construction is to be passed without a site visit, you will receive an e-mail the next day stating that the site is deemed inspected. The notice will be sent to the e-mail address ESA has on file for your correspondence or you may provide a specific e-mail address for the site contact for the notification. The site contact e-mail will not affect other correspondence; other correspondence will continue to go the e-mail address on file for your account.

WHAT DO YOU NEED TO DO?

- Schedule your work with enough notice (preferably 48 hours in advance) so the inspectors can give you advance notice when they will **not** be visiting the site.
- If you have arranged for someone to be at the site to provide access and you receive notice that an inspection will not take place, advise the person(s) that the inspector will not be coming to the site; **ESA will not be advising your customer if the inspector is not going to make a site visit.** If the inspector intends to visit a site and has not visited or called to make specific arrangements by 2 pm, the existing process of the inspection "deemed passed" will continue.

WHY IS ESA CHANGING THIS PROCESS?

This new auto messaging system is designed to help contractors plan work and avoid having people waiting on site for an inspection that will not happen. We anticipate many ACP Residential permits will follow this process. If ESA and Contractors find this change to be beneficial, ESA will explore introducing text messaging to the process.

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CONTACT THE ACP OFFICE AT 800-249-4583





Changes to Low Voltage Service Maintenance Effective April 6, 2016

Contractors on the ACP Commercial-Industrial Vertical are eligible to file Low Voltage Service Maintenance under ACP and receive a pre-authorized reconnection. Until now ESA has not required a Condition Report for this work. In response to feedback from Contractors, effective **April 6, 2016** the Contractor will be **required to submit a Low Voltage Service Maintenance Condition Report** for low voltage service maintenance filed under ACP .

The Low Voltage Service Maintenance Condition Report addresses 16 items and has space for additional comments at the end. A copy is included with this communication, and the form can be downloaded from the ESA website at www.esasafe.com/contractors/authorized-contractor-program/acp-application-for-inspection-forms

The Condition Report is to be e-mailed to substation.reports@electricalsafety.on.ca within 14 calendar days of the maintenance. When sending in the Report ensure the subject line of the e-mail includes “**Low Voltage, ESA Notification #, site name & address**”.

LV Maintenance Parameters – up to 600V, 4000A
Permitted Scope of Work

- Torquing connections in main switch
- Repair switch mechanism
- Megger service conductors
- Repair parts related to main switch

Filing On-Line, select “ACP Service Work” for the applicable location

Note: if the scope of work is beyond that stated above, the application must be filed as regular Commercial-Industrial work (non-ACP).

Reminder – New Code Training & purchase of Code Book are Mandatory for all ACP Contractors

To find an OESC training course near you, visit
www.esasafe.com/codetraining

To purchase your copy of the OESC book, visit
www.esasafe.com/2015oesc

Please e-mail a copy of your Code Book receipt to the ACP Office at
ACP.Office@electricalsafety.on.ca or fax it to 1-800-429-7667 as proof of purchase.

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