

Highlights of Changes to ACP Contractor Manual – December 2016

The Manual has been updated to include the changes/clarifications communicated via the ACP Newsletter over the past two years. Contractors are encouraged to read through the entire manual to ensure they have a thorough understanding of their benefits, rights, responsibilities and accountabilities. The wording in the Manual has been revised in many places throughout to help clarify the intent; clauses have been moved around and renumbered; some headings have been changed to better reflect the content.

The December 2016 ACP Contractor Manual replaces the previous Manual dated September 2014.

Changes to Note

1.0 Program Objectives

1.2 Scope

- Residential – includes single unit apartment renovations (**NEW**)
- Commercial-Industrial – includes work in common areas only of existing apartment building, (**NEW**) Retrofitted Luminaires (**NEW**) and changes to Low Voltage Service Maintenance

1.4 Costs Associated with ACP Membership

- There will be no change to the Annual Membership Fee for 2017.

2.0 Program Eligibility and Processes

2.2.2 # of Notification Required to Remain a Member of ACP

- Pole Line Maintenance Vertical – must file a minimum of 5 applications specific to this line of business in a rolling 12 month period. (Change)
- HV Substation Maintenance Vertical – must file a minimum of 5 applications specific to this line of business in a rolling 12 month period. (Change)

2.3 Program Processes

- 2.3.2 Repeat Non-Conformance (Warnings) Process – **NEW**

2.4 Contractor Accountability – renumbered (previously Section 2.3)

2.4.1 Basic Program Requirements

- (ix) The Contractor must ensure that the site is open and available until 2:00 pm on the day it is scheduled for inspection. (Moved from a different section)
- (x) The Contractor must ensure that their customers are aware that ESA might contact them to do an inspection of the electrical installation. (Clarification)

2.4.2 Administrative Requirements

- (vi) Contractors doing HV Substation Maintenance **or Low Voltage Service Maintenance (NEW)** must have e-mail capability in order to submit the required Condition Reports to substation.reports@electricalsafety.on.ca

2.4.3 Process Requirements

- (iii) When filing, the Contractor must disclose if the electrical work is required as a result of a fire, flood, lightening strike or voltage surge. (Clarification)
- (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. **(NEW)**

2.4.4 Sub-Contracting

- when the work is residential service work only, it can only be subcontracted to a contractor who has ACP status for Residential work. **(NEW)**

2.5 Program Procedures (New Section Title)

2.5.1 Warning Letter – may be issued if: (Clarifications)

- 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

2.5.2 Suspension Letter – may be issued if:

- schedules for service with no panel installed (is deemed a life &/or property hazard) **(NEW)**
- repeatedly fails to follow ACP processes **(NEW)**

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. (Clarification)

2.5.3 Deregistration Letter

A Contractor will be deregistered if the Contractor: (Clarification/**NEW**)

- 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.

2.5.4 Advisory Letter for Repeat Non-Conformance issued as Warning Defects **(NEW)**

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.

3.0 Program Benefits

3.1 24-Hour Benefit

- The contractor is responsible for ensuring that the site is open and available until 2:00 pm on the day inspection is scheduled. (Clarification; previously in Vertical section)
- The 24-Hour Benefit does NOT apply to 1:10, T12 to T8 1:25 Retrofitted Luminaires (Addition) or HV Substation Maintenance

3.2 Pre-Authorized Connections

This benefit applies to pre-planned work reported to ESA at least 24 hours in advance.
(Clarification)

The Contractor must provide ESA with 24 hours advanced notice of the power outage date (5 days advanced notice for HV Substation outage). (Clarification; previously in Vertical section)

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. (Addition)

3.5 Fee Discounts – updated; Retrofitted Luminaires added

4.0 Program Verticals

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. (Clarification)

4.1 Residential

Scope of Work - Also includes renovations within a single apartment/condo unit. **(NEW)**

- 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

4.5 Commercial/Industrial

The ACP Commercial-Industrial Vertical includes:

- Retrofitted Luminaires **(NEW)**

Scope - Work in the Common Areas only of an existing Apartment Building **(NEW)**

Low Voltage Service Maintenance **to the service entrance equipment** - 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. (Clarification)

When sending the Report ensure the subject line of the e-mail includes “Low Voltage, ESA Notification #, site name & address”. (Clarification)

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. (Clarification)

Retrofitted Luminaires – **NEW** Section

- Scope
- T12 to T8 conversions
- Minimum Audit Ratios & Notification Price
- Application Form

4.6 Pole Line Maintenance

- Pole replacement **(including transformer pole with Utility owned single phase transformer)**
(Change)

After hours Emergency Work - The Application for Inspection (non-ACP) must be filed the next business day. (Clarification)

Required Qualifications - 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. (Change)

Pre-authorized Connections - 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. (Clarification)

4.7 HV Substation Maintenance

Scope of Work - 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. (Clarification)

Required Qualifications - 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. (Change)

Application Forms - 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.** (Clarification)

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. (Clarification)

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

5.0 Reference

5.1 Glossary

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

5.2 ACP Application Forms (NEW)

Apartment, Retirement & Nursing Home Application for Inspection and Fee Estimate
Retrofitted Luminaires Application for Inspection

5.3 Condition Reports (Addition)

High Voltage Substation Maintenance Condition Report
Low Voltage Service Maintenance Condition Report

5.4 Filing applications On-Line – NEW Section