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Background

Q: Why was the Program for Acceptance of Retrofitted Luminaires developed?

A: When a luminaire is retrofitted, it is no longer approved. The program addresses safety and certification issues related to retrofitted luminaires.

Q: Who is eligible to perform Retrofitted Luminaire conversions?

A: The following parties are eligible to perform a Retrofitted Luminaire conversion:

- A Licensed Electrical Contractor (LEC) authorized under Regulation 570/05;
- An employee or agent of the original equipment manufacturer who has been trained by the manufacturer to perform maintenance, service or repair on the equipment;
- An owner, an operator or an employee of the owner or operator in an industrial establishment or on a farm; or
- An owner or occupant of the dwelling

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Inclusions & Exclusions

Q: What is included in the Program?

A: This program covers installation of retrofit devices or approved kits for luminaires, including:

- Tubular fluorescent*;
- Recessed (“pot lights”);
- HID (such as metal halide, sodium vapour, and mercury vapour);
- Wallpack or bollard;
- Roadway, parking lot, or post-top;
- Lighting for commercial refrigerators and freezers;

Note^(*): T12 to T8 fluorescent ballast replacements (with no other modifications to the luminaire) are added to the Program as of October 13th, 2016.

Q: What is not included in the Program?

A: This program does not cover (but Application for Inspection is required for all except lamp replacements only):

- Lamp replacements where the work is limited to changing the lamp only
- Complete replacement of a luminaire from one type to another
- “Like for like” ballast replacements
- LED signs and outline lighting conversions

Q: Are retrofitted luminaires installed in hazardous locations part of the program?

A: No, there is no approved retrofit kit for luminaires installed in hazardous locations (where combustible vapours, gases, dusts, etc. exist). The complete replacement of luminaires or field certification (certification by a Certification Body (CB) that has been accredited by Standards Council of Canada for this type of work) of the retrofitted luminaires is required.

Q: Are retrofitted luminaires installed in patient care areas part of the program?

A: Retrofitted luminaires can be installed in patient care areas.

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Application Process**Q: Who is responsible for submitting the Retrofitted Luminaires Application for Inspection form?**

A: The party responsible for performing the installation of the retrofitted luminaires must file the completed application form, including the section with the signed declaration.

Q: How can I submit my application?

A: You can submit via fax, e-mail, or mail. Applications cannot be submitted electronically through ESA Online Services, or by phone.

Q: Why can't I submit my Retrofitted Luminaires application by phone or online?

A: Every application must be completed in full and a declaration signed before the application will be processed. Incomplete applications will be returned.

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Pre-Assessment Process**Q: What is a pre-assessment?**

A: The pre-assessment process begins with the completion of the Retrofitted Luminaires Application for Inspection form, which helps installers determine if the selected retrofit kits are suitable for the luminaires to be retrofitted.

Pre-assessment for retrofit projects with more than 50 luminaires per site also involves review of additional supporting documents. A fee is charged for this service. You should not start the installation until the pre-assessment has been completed. The ESA pre-assessment does not relieve the installer of their responsibility to comply with the Ontario Electrical Safety Code requirements for all aspects of the project.

Q: What additional supporting documents must be provided at the time of the application for jobs involving >50 luminaires?

A: Supporting documents include:

- Spec sheets for all types of retrofit kits or devices to be installed;
- Installation instructions for each type of kit; and
- Data confirming approval of the kit for use in Canada (i.e. copy of the certification record or Certification Control (File) number)

Q: How long does a pre-assessment take for projects with more than 50 retrofitted luminaires?

A: Once the application has been processed and additional supporting documents provided, the pre-assessment will usually be completed within 2 business days. Once the pre-assessment is done, the application can be scheduled for inspection.

Q: How do I know if my pre-assessment has been completed?

A: ESA will send an e-mail informing you when the pre-assessment has been done and if more information is required. If you do not have an e-mail address, you may call the Customer Service Centre at 1-877-ESA-SAFE (372-7233) to inquire about your application status.

Q: Can a pre-assessment fee be refunded?

A: Once ESA has conducted the pre-assessment, the fee is non-refundable.

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Consultations

Q: Can I get a consultation on a luminaire retrofit project?

A: Yes, we offer optional consultations with the area inspector. For complex retrofit projects, consultations may be performed before any work has started. All relevant information specific to the project should be made available to the inspector at the time of the consultation. A separate permit will be issued for the consultation and the applicable fees charged. A consultation does not replace the need to file the Retrofitted Luminaires application.

The optional consultation is also applicable to ACP contractors and can be done before the installation is complete (mid-stream). A separate permit will be issued for the consultation and the applicable fees charged.

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Application Fees

Q: Where can I get information on pricing?

A: Refer to the Fee Schedule section 5.7.1, or click [here](#).

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Retrofit kits

Q: How do I know if I'm using an approved retrofit kit?

A: The kit is approved when it bears an approval mark by an accredited certification agency or a field evaluation agency. Approved retrofit kits include detailed installation instructions and warning labels that must be attached to the luminaires after they have been retrofitted.

Q: If I buy a retrofit kit from a supplier/manufacturer in Canada, does it mean it is approved?

A: No, the kit may not be approved by an accredited certification or evaluation agency. The kit must carry the official mark or label of the agency which indicate that the product has been independently assessed for safety. Check for approval markings before purchasing the product.

Q: My retrofit kit is not approved, but I used approved components. Do I still need a Field Approval?

A: Yes, a Field Approval is required. Although the components may be approved, when assembled as part of the retrofitted luminaire the assembly is not considered approved and there is no way to know if the luminaire is compliant or even safe. ESA encourages the use of approved retrofit kits to simplify this process.

Q: What is the process if I am not using an approved retrofit kit?

A: A Field Approval for all retrofitted luminaires is required prior to submitting your Retrofitted Luminaires application. EXCEPTION: For self-ballasted lamps, only one sample of retrofitted luminaire needs to be field evaluated. See Guide [here](#) for more information.

Q: How do I arrange for a Field Approval?

A: There are two options: Field Evaluation or Field Certification.

It is the installer's responsibility to contact a recognized certification agency or field evaluation agency for re-approval. For a full list of agencies, click [here](#).

Q: Are warning labels required on all retrofitted luminaires?

A: Yes. They are provided with approved retrofit kits. If you are not using an approved retrofit kit, you are responsible for applying warning labels to each luminaire as requested by field evaluation agency. For samples, refer to the Guide [here](#).

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Inspection/Site Visit

Q: How can I be prepared for the inspection?

A: The installer should be prepared to open 1 (one) luminaire of each type if the inspector requests. Also, have all supporting documents available on site for the inspector.

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ACP Program & Retrofitted Luminaires

Q: What is eligible for ACP under the Program for Acceptance of Retrofitted Luminaires?

A: Retrofitted luminaire projects, to a maximum of 200 luminaires, are eligible for ACP benefits under the ACP Commercial/Industrial vertical. Retrofit projects must be filed on the Retrofitted Luminaires Application for Inspection form.

Q: Where can I get more information about the ACP program as it relates to retrofitted luminaires?

A: Please see our document [here](#) for more information on ACP eligibility.

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