

# ELECTRICAL SETUP & INSPECTION

<p><b>Contact Information:</b></p> <ul style="list-style-type: none"> <li>▪ <b>City of Cambridge</b> Attn: Special Events Liaison Community Services Department 50 Dickson Street Cambridge, Ontario N1R 5W8 519.740.4681 ext. 4262 <a href="http://www.cambridge.ca/">http://www.cambridge.ca/</a></li> <li>▪ <b>City of Cambridge</b> Attn: Bob Paul, Director of Facilities Community Services Department 50 Dickson Street Cambridge, Ontario N1R 5W8 519.740.4681 ext. 4626 <a href="mailto:paulb@cambridge.ca">mailto:paulb@cambridge.ca</a> <a href="http://www.cambridge.ca/">http://www.cambridge.ca/</a></li> <li>▪ <b>Little Electric (licensed contractor)</b> Attn: Rakesh Singh 16 &amp; 17 - 225 Sheldon Drive Cambridge, Ontario N1R 5W8 Phone: 519.621.2500 ext 205 Fax: 519.621.0343 <a href="mailto:rakesh@little-electric.com">rakesh@little-electric.com</a> <a href="http://www.little-electric.com/">www.little-electric.com/</a></li> <li>▪ <b>Suntricity Inc. Electrical Contractors (licensed contractor)</b> 306 Dundas Street Cambridge, Ontario N1R 5P7 Phone: 519.623.5256 Fax: 519.623.9932</li> <li>▪ <b>Electrical Safety Authority</b> <i>Electrical Inspector (Primary Contact for Cambridge):</i> Ted Baker Cell: 519.223.0566 <a href="mailto:ted.baker@electricalsafety.on.ca">ted.baker@electricalsafety.on.ca</a> <i>Electrical Inspector (Secondary Contact for Cambridge):</i> Brian Drohan Cell: 519.223.1569 <a href="mailto:brian.drohan@electricalsafety.on.ca">brian.drohan@electricalsafety.on.ca</a> <a href="http://www.esainspection.net">www.esainspection.net</a></li> </ul>	<p><b>Due Date:</b> One month prior to the event</p>	<p><b>Cost:</b></p>
---	--	---------------------

## OVERVIEW:

- Electrical Inspections are a provincial requirement through the Electrical Safety Authority. Your Special Events Liaison and Director of Facilities will determine whether your event needs an electrical inspection.
- Electrical Inspections usually take place one hour before the start of the special event

- If your special event is affiliated with the City of Cambridge, the City of Cambridge will incur the costs. If not, it is your responsibility as the event organizer to cover the costs of the inspection.
- The City of Cambridge has two licensed electrical contractors that will ensure that your electrical components are hooked up correctly prior to your electrical inspection. These licensed contractors are responsible for all work past the point of supply and is subject to Electrical Safety Authority Inspection. The two electrical contractors that are licensed through the City of Cambridge are:
  - Little Electric
  - Suntricity Incorporation Electrical Contractors

### **YOUR RESPONSIBILITY:**

- Determine the electrical requirements/needs of every venue of your festival.
- Follow the proper steps to determine if an electrical inspection is required.
- Cover the costs of an Electrical Inspection (if required)
- Hire an electrical contractor to ensure that the electrical components are set up correctly and meet the Electrical Safety Authority standards. Please refer to the appendix of this section for a list of certification and field evaluation marks that are acceptable under the Electrical Safety Authority Code.
- Ensure that electrical components are not added after the Electrical Safety Authority Inspection has been completed. If additional electrical components are added after the inspection, the venue will be shut down under the authority of the Electrical Safety Authority and the City of Cambridge.
- Ensure that every food vendor, craft vendor, etc. is aware that they will be inspected for their electrical setup and equipment. If the Electrical Safety Authority does not approve their electrical equipment, the Electrical Safety Authority has the authority to charge a fine of up to \$5000. For more information on this fine, please refer to the “Notice of Violation” found in appendix of this section.

### **STEPS TO HAVING AN ELECTRICAL INSPECTION:**

1. Determine the electrical requirements or needs of every venue (i.e. food vendors, craft vendors, bands, beer tent, etc.) at your festival by asking each one to complete an Electrical Use for Special Events Form. For an example of this form, please refer to the appendix of this section.
2. After each of the venues have returned their Electrical Use Form, complete the chart entitled “Electrical Use for Special Events Chart” in the appendix of this section.
3. One month prior to your event, send a copy of the completed Electrical Use for Special Events Chart to your Special Events Liaison.
4. Your Special Events Liaison and Director of Facilities will determine whether your event needs an electrical inspection. If it is determined that your event should

have an electrical inspection, the Special Events Liaison will inform you and then contact the Electrical Safety Authority to book an inspection.

5. Whether you require an inspection or not, book a licensed contractor (see above) to complete the electrical setup for your event. This should be done prior to the Electrical Inspection, as after the inspection, electrical components cannot be added.
6. When the Electrical Inspector arrives, bring him/her to each venue that is using electricity.
7. After the inspection, it is your responsibility to ensure that additional electrical components are not added.

### **EXTRA INFORMATION:**

The Ontario Electrical Safety Code requires all electrical equipment be approved by a recognized certification agency. Specifically, the Code states –

- **Rule: 2-022 Sale or Other Disposal and Use**  
No person shall advertise, display, offer for sale, connect to a source of electrical power, or use any electrical equipment unless it has been approved in accordance with Rule 2-024.
- **Rule: 2-024 Approval of Electrical Equipment**  
The Ontario Electrical Safety Code recognizes certification organizations accredited by the Standards Council of Canada to approve electrical equipment. Only equipment bearing one of the recognized marks is approved.

ESA has the power to lay charges for selling unapproved products under the Electricity Act. The maximum fine is \$50,000 or prison for up to one year. However, the Act does not contain clear powers for ESA to order products be quarantined, seized or destroyed.

---

## Approval of Electrical Equipment

Ensuring the safety of vendors, staff and event attendees at any function is of utmost importance. The Ontario Electrical Code is the document that states the rules of electrical safety within the province of Ontario and is enforced by inspectors from the Electrical Safety Authority (ESA) who will inspect this event. Please take the time to ensure that any electrical equipment that you will bring on site is safe and approved.

Electrical equipment, by law, must be approved and bear the certification mark of an Accredited Certification Organization. Any equipment brought to an event without the proper approval listed below will not be energized. Vending trailers and assemblies with electrical equipment permanently installed must be approved as a whole unit, not as individual pieces of equipment.

For example, a food trailer that has been wired to a power appliance such as a fridge, microwave, blender, etc. must bear an approval marking. The certificate of approval must be on the whole unit as an assembly not on the individual pieces of equipment.

**All electrical equipment must be well maintained and in good electrical condition.** Frayed electrical cords, missing ground pins, missing box connectors, or any other electrical safety deficiency will result in your equipment not being powered.

### From the Ontario Electrical Safety Code:

#### 2-022 Sale or Other Disposal and Use

*(1) No person shall use, advertise, display, sell, offer for sale or other disposal any electrical equipment unless it has been approved in accordance with Ontario Regulation 438/07.*

*(2) If a certification report or a field evaluation report in respect of any approved electrical equipment requires that a notice indicating the proper and safe manner of use of the electrical equipment be affixed to the electrical equipment or be provided with it, no person shall use, advertise, display, sell, offer for sale or other disposal of the electrical equipment without affixing or providing the notice in the manner required, as required by section 5 (3) of Ontario Regulation 438/07.*

*(3) Despite subsection (1), electrical equipment does not require approval under Rule 2-024 or Ontario Regulation 438/07 if,*





















*(a) it is displayed at a trade show or is activated in a demonstration of its use; and*

*(b) permission to display or activate it is given by the Inspection Department.*








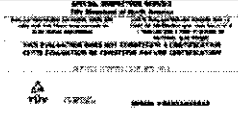

*(4) Where a certification report in respect of any approved electrical equipment requires that a notice indicating the proper and safe manner of use of the equipment be affixed thereto or furnished therewith, no person shall sell or otherwise dispose of the equipment without affixing or furnishing the notice in the manner required by the certification report.*

*? (5) Notwithstanding Subrule (1), unapproved electrical equipment shall be permitted to be displayed at trade shows when permission is given by the Inspection Department.*

## Certification Marks Acceptable Under the Ontario Regulation 438/07

Canadian Standards Association (CSA)	   
Entela	 
Intertek Testing Services	   
Met Laboratories Inc. (MET)	 
OMNI Environmental Services Inc.	
Quality Auditing Institute	
QPS	
TUV America	
TUV Rheinland	
Underwriters Laboratories Inc. (UL)	 
Underwriters' Laboratories of Canada (ULC)	

## Field Evaluation Marks Acceptable Under the Ontario Regulation 438/07

Canadian Standards Association (CSA)	
Electrical Safety Authority (ESA)	
Entela	
Intertek Testing Services	
Quality Auditing Institute (QAI)	
QPS	
TUV America	
TUV Rheinland (TUV)	
Underwriters Laboratories of Canada (ULC)	



16-225 SHELDON DR.  
CAMBRIDGE, ON N1T 1A1  
PH (519) 621-2500  
FX (519) 621-0343  
info@little-electric.com

## Accredited Certification Organization Contact Information

If your equipment does not have approval, please contact one of the following companies listed below:

### Electrical Safety Authority (ESA)

Ph: 1-800-559-5356  
E-mail: [field.evaluation@electricalsafety.on.ca](mailto:field.evaluation@electricalsafety.on.ca)  
[www.esapa.biz](http://www.esapa.biz)

### Canadian Standards Association (CSA)

PH: 416-520-6442  
E-mail: [specialinspection@csa-international.org](mailto:specialinspection@csa-international.org)  
[www.csa-international.org](http://www.csa-international.org)

### Entela

PH: 416-241-8427  
E-mail: [info@entela.com](mailto:info@entela.com)  
[www.entela.com](http://www.entela.com)

### Curtis Struass

PH: 978-486-8880  
E-mail: [kurt.marden@us.bureauveritas.com](mailto:kurt.marden@us.bureauveritas.com)  
[www.curtis-straus.com](http://www.curtis-straus.com)

### FM Approvals

PH: 514-876-7400  
E-mail: [servicedesk.myrisk@fmglobal.com](mailto:servicedesk.myrisk@fmglobal.com)  
[www.fmglobal.com](http://www.fmglobal.com)

### QPS

1-877-746-4777  
E-mail: [info@qps.ca](mailto:info@qps.ca)  
[www.qps.ca](http://www.qps.ca)

### TUV America

PH: 303-696-1888  
E-mail: [rludin@tuvam.com](mailto:rludin@tuvam.com)  
[www.TUVamerica.com](http://www.TUVamerica.com)

### TUV Rheinland

PH: 416-733-3677  
E-mail: [skraemer@us.tuv.com](mailto:skraemer@us.tuv.com)  
[www.us.tuv.com](http://www.us.tuv.com)

### Intertek Testing Services

PH: 1-800-668-8378

### Met Laboratories

PH: 410-354-3300  
E-mail: [info@metlabs.com](mailto:info@metlabs.com)  
[www.metlabs.com](http://www.metlabs.com)

### Quality Auditing Institute

PH: 416-707-1343  
E-mail: [sharris@qai.org](mailto:sharris@qai.org)  
[www.qai.org](http://www.qai.org)

# RECOGNIZED CERTIFICATION MARKS

## Recognized Certification Markings



## Recognized Field Evaluation Agency Markings







# NOTICE OF VIOLATION

The electrical equipment listed below is unapproved contrary to Rule 2-022 of the Electrical Safety Code adopted by reference in Ontario Regulation 10/02 pursuant to s.113 (1)(e) of the Electricity Act S.O. 1998, c. 15.

- Rule 2-022:
- (1) No person shall advertise, display or offer for sale or other disposal, or sell or otherwise dispose of any electrical equipment unless it has been approved in accordance with Rule 2-024.
  - (2) No person shall connect any electrical equipment to a source of electrical power until such electrical equipment has been approved in accordance with Rule 2-024.
  - (3) No person shall use any equipment unless it has been approved in accordance with Rule 2-024.

Rule 2-024 indicates all electrical equipment shall bear the mark or label of a certification organization, an accredited field evaluation agency, or the inspection department.

Violation of Rule 2-022 can result in prosecution under Section 113 of the Electricity Act, 1998, as amended, with possible fines up to \$5000.00.

**CONTACT THE CUSTOMER SERVICE CENTRE FOR APPLICATION FOR INSPECTION.**

DATE  dd/mm/yy	INSPECTOR
LOCATION NAME ADDRESS CODE	<u>MANUFACTURER / SUPPLIER</u>
PHONE NUMBER	PHONE NUMBER
FAX NUMBER	FAA NUMBER
COMPANY CONTACT	SUPPLIER CONTACT
<b><u>INSTALLATION CONSISTS OF:</u></b>	
NAME OF EQUIPMENT:	
MODEL NUMBER	SERIAL NUMBER
VOLTS	AMPS
	PH
COMMENTS:	

**UNAPPROVED EQUIPMENT WAS:  DISPLAYED  OFFERED FOR SALE  BEING USED**

**Electrical Safety Authority**  
 Western Territory  
 1069 Wellington Road South, Suite 222  
 London, ON N6E 2H6

Inspector should email completed copy to the Territory Technical Advisor and Security Officer.