



DIRECTIVE

No: D-E3 070801 7

THIS DIRECTIVE SUPERCEDES DIRECTIVES:
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ELECTRICAL OPERATING PERMIT REQUIREMENTS

This Directive is being issued by a provincial safety manager pursuant to section 30 of the Safety Standards Act. Stakeholders should consult with local authorities having jurisdiction prior to undertaking work, to determine local requirements.

Date of Issue: 1st August, 2007

Scope

This Directive clarifies provisions of Sections 17 & 18 of the Safety Standards General Regulation and Section 14 of the Electrical Safety Regulation with regard to Operating Permit Requirements for the operation or maintenance of regulated electrical equipment.

Operating Permit Requirements

A. Operation:

Section 18(1)(b) of the Safety Standards General Regulation specifies that an operating permit is required to operate a regulated product. An operating permit shall be obtained if;

- 1) the supply is > 250 kVA;
- 2) the supply is > 750 V when privately owned, (high voltage for neon signs is exempt from this requirement);
- 3) the installation is for a temporary entertainment site where an installation permit has not been obtained; or
- 4) required by an Electrical Safety Officer.

B. Maintenance

The British Columbia Electrical Code establishes the requirements for the maintenance of electrical equipment. The basic requirement of Rule 2-300(1) provides that all electrical equipment must be kept in safe and proper operating condition. In order to meet this requirement it is necessary that regular maintenance of operating electrical equipment be undertaken.

For the purpose of this Directive, the term "maintenance" may also include;

- 1) replacement of existing equipment with equipment intended to perform the same function, and
- 2) installation, relocation and alteration of electrical equipment, subject to the restrictions set out in paragraph **C** below.



C. Minor installations under Operating Permits

Installations may be performed under an operating permit provided that;

- 1) additional loads, or additional distribution capacity, is only added to **existing** plant structures, systems, and assemblies;
- 2) the existing main service is rated at 250 kVA or less and the additional load or capacity, per installation, does not exceed 12.5 kVA;
- 3) the main service is rated over 250 kVA and the additional load, per installation, does not exceed 36 kVA and; and
- 4) the work does not result in a change in the main service capacity.

All other installations require an installation permit.

D. Obtaining an Electrical Operating Permit

Electrical operating permits may be obtained by either the owner of the electrical equipment or the owner of the building where the electrical equipment is being maintained. When applying for an electrical operating permit the owner must, in accordance with Section 14 of the Electrical Safety Regulation specify:

- 1) the name of the Field Safety Representative (FSR) who will be responsible for the maintenance;
- 2) the class and certificate of qualification number of the FSR; and
- 3) renewals must include a declaration of compliance which has been signed by the FSR.

Note: When the owner specifies an employee as the FSR, that employee may be named on multiple operating permits for the same owner but may not represent more than one owner on operating permits. When a licensed electrical contractor has been engaged by the owner to be responsible for the operating permit, the designated FSR may be named on multiple operating permits for multiple owners, provided that it is reasonable for that FSR to be responsible for all the work involved.

As defined in Section 1 of the Safety Standards Act, "owner" includes a lessee.

A handwritten signature in black ink that reads "Stephen Hinde". The signature is written in a cursive, flowing style.

Stephen Hinde
Provincial Electrical Safety Manager
British Columbia Safety Authority



Relevant Legislation

Safety Standards General Regulation

Installation permits

- 17** (1) An installation permit is required to install or alter a regulated product.
- (2) An installation permit may be issued to any of the following:
- (a) a licensed contractor;
 - (b) a person who holds an operating permit;
 - (c) an owner of a regulated product;
 - (d) a homeowner who performs regulated work as permitted under the regulations.
- (3) Unless exempted by the regulations, an application for an installation permit must contain the name, certificate of qualification number and class of certificate of qualification of the field safety representative.
- (4) To issue an installation permit a safety officer may require a bond.

Operating permits

- 18** (1) A person must have an operating permit to do any of the following:
- (a) operate a regulated product;
 - (b) maintain a regulated product.
- (2) An operating permit may be issued to any of the following:
- (a) an owner of a regulated product;
 - (b) the owner of a building or other premises where regulated work is to be performed.



Responsibilities of operating permit holder

19 The holder of an operating permit must do all of the following:

- (a) if required under the permit, maintain a log of work performed under the permit;
- (b) in the case of a multi-year operating permit, pay any required installments of the permit fee;
- (c) submit any required declaration confirming compliance with the Act;
- (d) if a field safety representative is named in the permit, immediately notify the regulatory authority if the field safety representative ceases to be contracted or employed by the permit holder.

Electrical Safety Regulation

Operating permit

14 If electrical maintenance is performed on a building or premises, the application for the operating permit must include the name, class and certificate of qualification number of the field safety representative who will perform or supervise the regulated work under the permit.

For more information, contact your local Safety Officer or visit our website at:

www.safetyauthority.ca