

Scope permitted under RBO Low Voltage (LV) Service Maintenance program:

- Up to and including 600V, 4000A
- Torquing (tightening) connections in main switch
- Repair switch mechanism
- Megger service conductors
- Repair parts related to the main switch

If additional repairs, or any replacements, are required to re-energize the service, the pre-authorized reconnection is void and the Contractor is obligated to contact an ESA Inspector for approval to reconnect.

- This form must be completed in its entirety for all LV Service Maintenance filed under RBO.
- Please e-mail the completed form to substation.reports@electricalsafety.on.ca within 14 days of shutdown.
- Include the following in the subject line of email: "Low Voltage", ESA Notification #, site name & address.

Customer Name:		
Customer Address:	City:	Postal Code:
Site Address:	Station Location/Number (if applicable):	
Customer Contact Name:	Phone Number:	
Date of outage:		
Service Voltage:	Service Amperage:	
	Single Phase - # of wires: 2 <input type="checkbox"/>	3 <input type="checkbox"/>
	Three Phase - # of wires: 3 <input type="checkbox"/>	4 <input type="checkbox"/>
ESA Notification #		

NOTE:

- If a deficiency represents a Life and/or Property situation and requires immediate repair DO NOT RE-ENERGIZE. Advise ESA immediately by calling 1-877-372-7233; and record actions below under Comments (Action Taken/Required).
- If a deficiency represents a safety concern that needs to be corrected, but not in order to re-energize, document below under Comments (Action Taken/Required).
- Condition N/A (not applicable) means item does not exist as part of this service.

Items to Be Checked	Condition			Comments/Details (Action Taken / Required)
	Yes	No	N/A	
Do the terminations and connections look ok (i.e. no signs of arcing or discolouration)? OESC Rule # 2-300	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all covers of the service/distribution equipment in place and openings filled? OESC Rule # 12-3024	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the interior of service/distribution equipment dry and properly sealed to prevent water entry? OESC Rules # 2-300, 6-312	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the service/distribution equipment in good condition (i.e. no signs of damage/deterioration)? OESC Rule # 2-300	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the main overcurrent device set to protect the equipment? OESC Rule # 14-606	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the main overcurrent device set to protect the conductors? OESC Rule # 14-104	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is service equipment grounding in place and secure? OESC Rules # 2-200, 10-210	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Where ground fault protection is provided, is it functional? OESC Rule # 14-102	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
For a delta/ungrounded service, are the ground fault indicating lights on? OESC Rule # 10-400	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the area around the service/distribution equipment provide the required 1m working space (i.e. clear of stored items or materials)? OESC Rule # 2-308	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the area around the service/distribution equipment provide the means for safe egress? OESC Rule # 2-310	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Comments:

Contractor:

Report completed by:

Phone:

Signature: _____

NOTE:

- This report is required by Rule 2-012 of the Ontario Electrical Safety Code and must be emailed to ESA within 14 calendar days of the reconnection.
- Should the Service Maintenance work be cancelled, the Contractor must contact the CSC at 1-877-372-7233, to have the connection authorization cancelled; when the maintenance work is rescheduled, the Contractor must advise the CSC so a revised connection authorization can be issued.

ESA is committed to maintaining the security and confidentiality of personal information in accordance with applicable privacy legislation and our Customer Privacy Policy. ESA also makes stipulated categories of information (not including personal information) available upon request as set out in our Access and Privacy Code.

If you submit personal information to ESA, you are consenting to ESA collecting, using and disclosing your personal information for the purposes set out in the Customer Privacy Policy. You represent that you have all necessary authority and/or have obtained all necessary consents from any other individuals about whom you provide information to ESA in order to enable us to collect, use and disclose such personal information for the purposes described above. Copies of our Customer Privacy Policy and Access and Privacy Code are located on our website at www.esasafe.com.