

June 5, 2020

## **GUIDANCE FOR LEC'S/STAKEHOLDERS ON THE SUBMISSION OF PHOTOS OR VIDEO FILES TO ESA INSPECTORS DURING COVID19 OUTBREAK**

In response to the COVID-19 pandemic, ESA has issued the '[ESA Guidance Regarding Inspections During the COVID-19 Outbreak](#)', which is published on our website. That Guidance supports ESA's inspection of electrical installations while prioritizing public health mandates. One of the ways it does this, is by identifying the option (at the inspector's discretion) of photos and/or recorded videos being sent to inspectors by LEC/Installers, to demonstrate compliance with the Ontario Electrical Safety Code.

If you have communicated with your inspector and a review of pictures and/or recorded video has been agreed upon, your inspector will guide you to follow the process below:

### **1. What the Photos/Recorded Videos Should Show**

The photos and/or recorded videos should capture the relevant elements of the electrical installation. If there is any question as to what is relevant, please discuss with the inspector.

In addition, the photos and/or recorded videos should:

- Be sufficiently clear and taken at an appropriate distance to allow the inspector to review the work being shown
- Not include any People (except to the extent that a hand/arm is necessary to identify or hold something in the image)
- Not capture unrelated documents, photos or personal effects adjacent to the work being shown

If the install is in an occupied residence, please obtain the owner or occupant's permission (if possible) before taking and sending photographs or recorded video to ESA.

### **2. Your Attestation**

Your email submitting photographs or videos should include the following statement:

The attached photographs and/or videos were taken on behalf of the notification applicant on [insert date]. I confirm that they are a fair and accurate depiction of the electrical installation and work performed pursuant to the above notification, at the above address, at that time they were captured.

If you are replying to an email from the inspector which includes this attestation language, you can simply state: “I agree to and accept ESA’s Picture Attestation.”

### 3. How to Submit Them

The photos/videos should be sent **by email** (not text) to the inspector.

The following information must be included in the subject line of the email:

- Notification #
- Full site address
- LEC name

If several emails are required, please copy and paste the same information in each subject line.

Please follow sample below:

The screenshot shows an email client interface with the following elements:

- To:** jackryan@electricalsafety.on.ca (circled in red, with a callout box labeled "Inspector")
- Cc:** (empty)
- Subject:** 12345678 864 Main St South Unit 5 Mississauga ON L5R 3X8 - Electrical Services Company Inc (circled in red, with callout boxes for "Notification #", "Complete Site", and "Company")
- Attachments:** 20150822\_115512.jpg (4 MB) and 20150822\_105532.jpg (3 MB) (circled in red, with a callout box labeled "Attached")
- Body:** Hello Inspector, (with a callout box labeled "Attached")  
As discussed earlier today I have provided the attached pictures of my rough in.  
I confirm that I am responsible for capturing the attached photographs and/or videos, which were taken on [April 24, 2020]. I confirm that they are a fair and accurate depiction of the electrical installation and work performed pursuant to the above notification, at the above address, at that time they were captured.