

Re: Site Preparedness

Background:

To prepare for an ESA inspection, keep the following in mind to help the process go smoothly, including verifying the accuracy of information contained in a Notification of Work and pre-planning for safe access to a jobsite.

Check Before You File:

Before submitting a Notification of Work to ESA, ensure it includes:

- **The correct address of the inspection site;**
- **Work contact information;**
- **An accurate description of the completed work**, including the number of devices installed, size and type of service and the type of work performed (residential, temporary, high voltage, etc.).
- **Any access or pertinent safety details regarding the job site**, including the designated entrance, disclosure of a dog on site or where a key to the premises can be found; and
- **GPS coordinates for a new construction site or remote location**; this will allow ESA to accurately locate the site, as well as assign the correct inspector and supply authority.

Pre-Planning Safe Access:

To ensure the safety of a job site before an inspection, ensure it includes:

- **An address and unit number posted in a conspicuous location;**
- **Easy access**, pre-empting the need for inspectors to climb fences or walk over slippery terrain;
- **Access paths clear of debris and other trip hazards;**
- **Safe access to all levels**, with temporary stairs or ladders installed according to *Occupational Health and Safety Standards*, as well as railings or coverings for floor openings; and
- For **renovation projects**, the Licensed Electrical Contractor must ensure the **inspection area is not contaminated with bugs, feces or any hazardous materials.**

Only Completed Work Can Be Inspected:

At service, the installation must be ready for energization. At rough-in, all joints and bonding must be complete. At final, all covers must be installed, with labelling and panel directories in place. **Looking for more guidance?**

Preparation checklists can be found at: [ESAsafe.com/compliance/preparing-for-your-inspection/](https://www.esasafe.com/compliance/preparing-for-your-inspection/).

Field Examples:

Not Ready for Inspection: Access Issues



An ESA inspector could not conduct a rough-in inspection at the above job site; it would have required walking across slippery mud and climbing over obstacles.

Ready for Inspection: Panel Labelling



The above panel shows equipment ready for final inspection. All cover screws are installed, cables are supported and circuit breakers are installed and labelled clearly.