

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

(Updated June 2021)

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.

**Please Note:** Pictures and video are only accepted when the Inspectors instructs the Licensed Electrical Contractor to submit them. Do not send images prior to receiving direction from the Inspector to do so.

### 1. What the Images Should Show

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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 installation 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.

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. As a guide, the following is a list of evidence that could be asked for by an inspector during a remote inspection.

#### Residential Service Repair/Upgrade

Images including, but not limited to:

- 1) The panelboard illustrating working space, height and clearances
- 2) Overall image(s) of the exterior showing the overhead service raceway or meterboard (as applicable), mast installation, point of attachment, and the service head for overhead installation
- 3) Overall meterbase, with cover off
- 4) Conductor size & type marking
- 5) Equipment approvals
- 6) Frost loops/ expansion joints

- 7) Interior of dwelling showing consumer service conductor length
- 8) Photo showing installation of duct seal and, if applicable, drain holes
- 9) Terminations in the service entrance compartment
- 10) Service entry compartment
- 11) The grounding electrode installation and terminations at the electrode (water main, ground plate, rods, etc. and at the service entrance neutral)
- 12) Any images not listed that are relevant to your site work or requested by the inspector

## Residential Renovation Rough-In

Images including, but not limited to:

- 1) Metal stud supports
- 2) Ganged, masonry and ceiling boxes and boxes larger than 100mm, showing fastening/support method
- 3) Outside light fixture and receptacle(s) locations
- 4) Wide view of each impacted room including hallways (layout if possible)
- 5) Cable supports and protection
- 6) Use of grommets/ bushings, as applicable
- 7) Show interior of switches and boxes including all conductors/splicing, as applicable
- 8) Each counter receptacle circuit from one outlet to another if 2 receptacles are on the same circuit
- 9) Kitchen layout including all circuitry (eg. range, fridge, under counter lighting, etc.)
- 10) Any images not listed that are relevant to your site work or requested by the inspector

## 2. Deemed Attestation

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ESA recognizes the honesty and integrity of its licence-holders, which is a condition of licensure. In this regard, if you submit photographs or videos for the purpose of inspection you are deemed to be agreeing to the following:

The submitted photographs and/or videos are a current, fair and accurate depiction of the electrical installation and work performed pursuant to the identified notification, at the identified address.

## 3. How to Submit the Images

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**When an inspector advises** that a site will be inspected remotely, the photos/videos should be sent by email (not text) to that 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 the below example:

To... [jackryan@electricalsafety.on.ca](mailto:jackryan@electricalsafety.on.ca) Inspector

Cc... Complete Site

Subject 12345678 864 Main St South Unit 5 Mississauga ON L5R 3X8 Electrical Services Company Inc

Attachments

- 20150822\_115512.jpg 4 MB
- 20150822\_105532.jpg 3 MB

Company

Hello Inspector,

As discussed earlier today I have provided the attached pictures of my rough in.