

## Certificate of Approval Requirements

### Distribution Company Awareness

The intent of this bulletin is to clarify the requirements for a Certificate of Approval to be deemed valid, under Section 7 of Regulation 22/04, with respect to the Professional Engineer signing off.

### ESA Direction

In order to be deemed a valid “Certificate of Approval” the documentation must satisfy the following criteria.

- A “Certificate of Approval” shall be signed by a Professional Engineer. At the time of the signing the Engineer must have a Licence Status of “Current” with the Professional Engineers of Ontario (PEO). Regulation 22/04 Auditors will be directed by ESA to verify this as part of the Audit, so maintaining auditable documentation is a requirement for compliance.
  - o Note: Licence Status declarations include “Current”, “Engineering Intern (EIT)”, “Cancelled”, “Revoked”, “Suspended” and “Resigned”.
- In the event that Regulation 22/04 is amended (e.g. Section 5 references current CSA Standards), LDCs are to ensure that “Standard Designs” (i.e. “Standard Drawings” and “Standard Specifications”) are reviewed and/or revised as required to meet the updated Standards. A new Certificate of Approval must be completed, by a Professional Engineer, where the Standard Designs are revised.
  - o Note: ESA will provide Auditors with information and/or tools regarding the changes, to ensure that Certificates of Approval remain valid.
- When a Professional Engineer provides a Certificate of Approval for a “Plan” (i.e. for a one-of build), but the LDC is reusing the “Plan” as if it were a “Standard Design” (i.e. for multiple builds). ESA would consider this to be reuse of documentation for purposes other than the one for which it was specifically intended. ESA would not deem the documentation for its reuse to be a valid “Certificate of Approval”.

### ESA Recommends

ESA recommends LDCs maintain documentation to show that at the time of signing a “Certificate of Approval” that the Professional Engineer is “Current”, as this status can be changed by the Professional Engineer at any time and there is no indication on PEO’s website that indicates when that change is made.