

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 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 “Permitted to Practice” with the Professional Engineers of Ontario (PEO). Regulation 22/04 Auditors have been 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 “Permitted to Practice” and “Not Permitted to Practice”.
- When a Professional Engineer provides a Certificate of Approval for a “Plan” (i.e. for a one-of build), but the Electrical Distributor 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 Electrical Distributors maintain documentation to show that at the time of signing a “Certificate of Approval” that the Professional Engineer is “Permitted to Practice”, as this status can be changed by the Professional Engineer or PEO at any time and there is no indication on PEO’s website that indicates when a change is made.