



## City of Surrey - Electrical Section Electrical & Fire Safety Initiative (EFSI) Safety Checklist

Upon completion of the safety check/repair performed by a **Licensed Electrical Contractor** (under a valid permit), the permit holder's field safety representative (FSR) is to complete this form in full. Once completed, this form is to be uploaded to the "Permit Supporting Documents" section in the online portal prior to inspection. The items indicated below must be verified by the FSR in addition to any deficiencies noted on the original certificate of inspection issued by the E&FSI Team to the property owner/tenant. Final acceptance must be granted for the safety check/repair electrical permit prior to completion of the remediation process.

As per BCEC Rule 2-304 (1) no repairs or alterations are permitted to be carried out on live equipment, except as provided in accordance with BC Regulation 296/97 "WSBC Occupational Health and Safety Regulation" and in conjunction with the safe work practices approved by Work Safe BC. In addition, CSA Standard Z462 (Workplace Electrical Safety) details safe work practices when working on or around energized electrical equipment.

Should regulated equipment require replacement, only "new", factory approved replacement components will be accepted. All service repairs and or upgrades are subject to BCSA Bulletin No: B-E3 091214 2. This bulletin is available at [www.technicalafetybc.ca](http://www.technicalafetybc.ca).

**NOTE:** The permit holder's FSR is responsible to arrange to meet the electrical safety officer on site at the time of inspection and have all the tools and ladders necessary to access areas of the building requiring inspection. If remediation is required under the "Controlled Substance Property By-law", 2006, No. 15820, a "Clean Air Certificate of Compliance" must be submitted to the By-Law Enforcement Section before the electrical inspection is arranged.

<b>Location</b>		<b>Date</b>	
<b>Contractor</b>		<b>Contractor License No.</b>	
<b>FSR Name</b>		<b>FSR License No.</b>	
<b>FSR Signature</b>		<b>Electrical Permit No.</b>	

<input type="checkbox"/>	1*	Meter base connections have been checked for integrity, damage, overheating, repaired as necessary and properly tightened to ensure integrity of termination.
<input type="checkbox"/>	2*	In cases of a BC Hydro diversion, supply service raceway is now exposed on surface or otherwise is encased in 2" concrete to underside of meter base.
<input type="checkbox"/>	3*	The meter base jaws have been checked for evidence of heating or loss of spring tension and replaced if necessary.
<input type="checkbox"/>	4*	The main service connections at the weather head have been checked for integrity, damage, overheating and repaired as necessary. (If the service supply is overhead)
<input type="checkbox"/>	5	All Aluminum connections have been remade removing any oxidation, applying anti-oxidation compound with approved connectors and properly tightened to ensure integrity of termination.
<input type="checkbox"/>	6	The grounding conductor and its connections are in good condition and the electrode(s) is either of the rods or plate type. If upgrading was required the current BCEC requirements have been met.
<input type="checkbox"/>	7	The bonding of the water/gas/tel./catv is in good condition or upgraded to current BCEC requirements.
<input type="checkbox"/>	8	Integrity of the service equipment bonding has been checked and lock nuts have been properly tightened. Where the integrity of the bonding is in question bonding bushings have been installed.
<input type="checkbox"/>	9	The proper bonding of the neutral has been checked, repaired as necessary and properly tightened to ensure integrity of termination.

<input type="checkbox"/>	10	All service equipment has been checked for condensation or water infiltration and corrective measures taken.
<input type="checkbox"/>	11	Main breaker connections have been remade and properly tightened to ensure integrity of termination.
<input type="checkbox"/>	12	Main breaker mounting pins have been checked for heating/discoloration/arcing etc. and replaced if necessary.
<input type="checkbox"/>	13	Branch circuit breakers have been checked for heating /discoloration /arcing /corrosion etc at their mounting pins as well as at their load connection terminals.
<input type="checkbox"/>	14	Branch circuit breakers have been checked for compatibility with panel board. i.e. Siemens breakers are not approved for use in Cutler Hammer panels etc.
<input type="checkbox"/>	15	Branch circuit breakers have been checked for proper rating relative to conductor size and calculated load.
<input type="checkbox"/>	16	All panel boards breaker mounting buss has been checked for heating, discoloration, arcing, corrosion, etc. and replaced if necessary.
<input type="checkbox"/>	17	All openings in electrical panels have been closed off with approved knockout or breaker fillers.
<input type="checkbox"/>	18	The proper use of connectors and bushings has been checked.
<input type="checkbox"/>	18	A complete, legible and accurate panel directory is provided for all panel boards.
<input type="checkbox"/>	19	All exposed or abandoned wiring has been removed.
<input type="checkbox"/>	20	Bathroom, washroom and exterior receptacles located within 2.5 metres of grade are GFCI protected.
<input type="checkbox"/>	21	All outlet boxes, luminaires and receptacles are bonded in accordance with section 10 or provided with GFCI protection. e.g. ungrounded 2 prong style receptacles replaced with U-ground type.
<input type="checkbox"/>	22	Switches in bathrooms and washrooms are located in accordance with rule 30-320.
<input type="checkbox"/>	23	Electric heating in bathrooms and washrooms is located in accordance with section 62.
<input type="checkbox"/>	24	Receptacles are connected only to circuits rated for the corresponding rating of the receptacle. See BCEC 26-700(2).
<input type="checkbox"/>	25	Dryer circuits are supplied with an approved receptacle to 26-744(3).
<input type="checkbox"/>	26	Range circuits are supplied with an approved receptacle to 26-744(6).
<input type="checkbox"/>	27	All switches, receptacle and junction boxes have cover plates installed.
<input type="checkbox"/>	28	All additional items indicated on the E&FSIT Certificate of Inspection have been completed.
<input type="checkbox"/>	29	Interconnected Smoke and Carbon Monoxide Alarms are installed as per BCBC and have been tested for proper operation.

**Items marked with an asterisk (\*) apply only if the E&FSI Team ordered BC Hydro to disconnect power to the property**

**Information regarding the Surrey Electrical and Fire Safety Initiative (EFSI) can be found at [www.surrey.ca/about-surrey/surrey-fire-service/electrical-fire-safety-initiative](http://www.surrey.ca/about-surrey/surrey-fire-service/electrical-fire-safety-initiative).**