

## OPERATING PERMITS

*This guide supplements Directive NO: D-E3 070801 7 revised on May 4, 2015.*

The following document provides guidance on the application of policy for BCSA. Please check with municipal authorities having jurisdiction for their requirements.

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### Contents

Scope	2
Definitions of Terms Used in this Guide	2
General Information about Operating Permits	3
Benefits of the Operating Permit Program	4
Duties and Responsibilities under an Operating Permit	5
Responsibilities of an Owner	6
Duties of the Field Safety Representative	7
Operating Permit Requirements for Existing Installations	8
Operating Permit Requirements for New Installations	9
Requirements for Naming a Field Safety Representative on an Operating Permit	9
Scope of Certification for a Field Safety Representative Named on an Operating Permit	9
Equipment operating over 750 V	10
Equipment operating at 750 V or less	10
Maintenance of electrical equipment	10
Installation work that exceeds scope permitted under an operating permit	11
Persons Who May Operate Electrical Equipment or Perform Electrical Work Under an Operating Permit	11
General requirements for qualification of workers	12
Work by licensed electrical contractors	12
Work done by employees of the operating permit holder	12
Training requirements for employees of an operating permit holder	13
Obtaining an Electrical Operating Permit	13
Applying for an Electrical Operating Permit	14
Renewing an Electrical Operating Permit	14
Notes and References	15
Links to referenced documents	15
References	15



## Scope

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This information bulletin explains requirements and obligations related to electrical operating permits issued by BC Safety Authority (BCSA). These explanations refer generally to operation and maintenance of electrical equipment, and specifically to equipment described in Directive No. D-E3 070801 7, Electrical Operating Permit Requirements. For the purposes of this guide, unless otherwise stated, the terms “regulated equipment”, “regulated product”, and “regulated work” refer specifically to electrical equipment, products, or work respectively. Owners of equipment or facilities located within other jurisdictions should contact those authorities for their specific operating permit requirements.

## Definitions of Terms Used in this Guide

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**contractor** – see **electrical contractor**

**electrical contractor** – a person who holds a licence issued by a provincial safety manager in respect of electrical equipment, products, or work respectively.

**electrical equipment** – any apparatus, appliance, device, instrument, fitting, fixture, luminaire, machinery, material, or thing used in or for, or capable of being used in or for, the generation, transformation, transmission, distribution, supply, or utilization of electric power or energy, and, without restricting the generality of the foregoing, includes any assemblage or combination of materials or things that is used, or is capable of being used or adapted, to serve or perform any particular purpose or function when connected to an electrical installation, notwithstanding that any of such materials or things may be mechanical, metallic, or non-electric in origin.

**electrical operating permit** – a permission, issued under the *Safety Standards Act*, to operate electrical equipment and to perform maintenance work on electrical equipment. The three types of electrical operating permits are:

- operating permit: must be obtained by the equipment or facility owner, and authorizes operation and maintenance of electrical equipment installed at a facility or premises.
- temporary entertainment operating permit (film, theatre, fairs, etc. for a maximum of one year): must be obtained by the equipment or facility owner, and authorizes installation, operation, and maintenance of electrical equipment for temporary entertainment purposes only.
- temporary construction operating permit (maximum of one year): must be obtained by the equipment owner and authorizes installation, operation, and maintenance of temporary construction service equipment only.

**electrical safety officer** – an individual qualified under the *Safety Standards Act* and appointed under section 11 as a safety officer in the electrical technology.

**equipment** – see **electrical equipment**.

## INFORMATION BULLETIN

**ESR** – refers to the Electrical Safety Regulation.

**facility** – may refer to any structure, building, business, or property where electrical equipment is being operated, used, or maintained.

**field safety representative** – an individual who holds a certificate of qualification issued under Safety Standards General Regulation, Section 23.

**FSR** – see **field safety representative**.

**industry training credential** – has the same meaning as defined in the Industry Training Authority Act.

**log** – A record containing information related to all electrical work on electrical systems (including electrical system maintenance) in on-site facility record books (records may be kept as electronic files).

**maintenance** – refers to any electrical work performed to ensure that electrical equipment is in safe and proper operating condition, and meets the maintenance requirements of the *British Columbia Electrical Code* and includes the definition found in Directive D-E3 070801 7, Electrical Operating Permit Requirements.

**operation (or operating)** – refers to equipment and means any electrical equipment that is connected to an electrical supply.

**owner** – any person who owns a facility in which electrical equipment is operated or maintained, and can refer to a lessee.

**qualified** – individuals identified in Electrical Safety Regulation, Section 4.

**scope of work** – refers to the type of electrical work or rating of equipment being worked on. Can include any work under a permit, licence or certificate.

**SSA or the Act** – refers to the Safety Standards Act.

**SSGR** – refers to the Safety Standards General Regulation.

**worker** – any individual who may be required to perform work on or around electrical equipment.

### General Information about Operating Permits

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BC Safety Authority (BCSA) is British Columbia's delegated authority responsible for public electrical safety; these responsibilities include administering and enforcing the *Safety Standards Act* and associated regulations. This includes licensing of contractors, certification of field safety representatives, issuance of permissions, and monitoring product safety and compliance with the BC Electrical Code Regulation. The following local governments issue electrical permits within their own respective jurisdictions: City of Burnaby, City of North Vancouver, City of Surrey, City of Vancouver, City of Victoria, District of Maple Ridge, District of North Vancouver, and Municipality of West Vancouver.

## INFORMATION BULLETIN

Business owners, managers, and supervisors have obligations, under federal and provincial legislation, to ensure safe work environments. BCSA's Operating Permit Program is designed to help business owners meet regulatory requirements by creating an environment that promotes continuous electrical safety. Under an operating permit, owners have access to qualified professional help that supports them in developing comprehensive customer specific solutions. The operating permit assists owners in meeting electrical due diligence in industrial, commercial, and institutional facilities.

Facilities that should have electrical operating permits include: education facilities such as public or private schools; hospitals; multi-occupancy buildings such as commercial or office high-rises, strata owned condominiums, apartment buildings, shopping centers, and retailers; manufacturers; municipalities; recreational facilities; industrial facilities; and facilities that operate equipment in hazardous environments.

Owners of facilities that use electrical equipment are responsible for meeting electrical safety regulations in British Columbia. That responsibility includes accountability for ensuring adequate training of workers who perform work on, or operate, electrical equipment, and for ensuring that electrical equipment is properly maintained. The *Safety Standards Act* requires persons to be authorized to operate<sup>1</sup>, or to perform work on<sup>2</sup>, regulated equipment. An electrical operating permit provides such authorization for owners of electrical equipment. Owners are responsible<sup>3</sup> for ensuring that they have obtained operating permits for their facilities. Non-compliance with electrical safety regulations can result in consequences including liability and risk.

An electrical safety program, designed under an operating permit, helps businesses to protect workers, visitors, and the public, by creating safer workplaces and facilities that meet regulatory and business requirements, increases awareness of potential electrical hazards, and strengthens employee safety practices through targeted training.

Reporting and inspection requirements for an operating permit allow BCSA to monitor compliance and track the condition of electrical equipment over time. This makes it possible to assess potential hazards and develop strategies to reduce or prevent accidents. Feedback provided through this program, along with guidance from their field safety representative (FSR), allows business owners to develop and enhance preventative electrical maintenance programs that contribute to reducing costly equipment failures and increases safety at workplaces.

### Benefits of the Operating Permit Program

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An operating permit ensures that facility owners have direct access to a BCSA-certified FSR who can provide technical guidance and direction, and can provide assistance for the development of a continuous preventative electrical safety program. The FSR named on the operating permit provides the owner with dedicated technical knowledge and is responsible for conducting regular inspections of electrical equipment at the facility. The FSR also provides advice and oversight of electrical work being performed for the facility owner.

Owners need to be able to conduct business in ways that help them to be successful, while managing their risk and liability. Managing electrical risks means that owners need:

BULLETIN NO: IB-EL 2015-03 **REVISION: 01**

Page 4 of 17



British Columbia Safety Authority

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## INFORMATION BULLETIN

- A dedicated electrical professional to identify defects and to provide guidance and interpretation on electrical safety regulations and standards;
- A way to demonstrate electrical due diligence;
- A process for documenting electrical work, and worker qualifications and training, which will assist them with managing risk and liability;
- A visual review of the electrical system and equipment at the facility to identify potential electrical hazards;
- Written reports that identify electrical defects and potential hazards that require attention;
- Qualified persons who do electrical work, and operate electrical equipment at the facility;
- Specialized and customer-specific training for general and technical electrical safety;
- To provide support during health and safety meetings to promote safe work practices related to electrical systems and equipment;
- To protect workers and the public by promoting safe work practices; and
- A streamlined approach to achieving electrical safety compliance.

An electrical operating permit provides owners with the means and the opportunity to achieve these goals.

### Duties and Responsibilities under an Operating Permit

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An operating permit requires collaboration between the owner, FSR, and BCSCA. Communication and interactions between these parties must be regular and ongoing. Owners have the primary responsibility for ensuring that electrical equipment and electrical work comply with regulatory requirements. They are responsible for developing and implementing programs that provide safe environments.

Owners may not have the technical skills and knowledge required to understand risks related to the use of electrical equipment or performance of electrical work and they may not have a good understanding of regulatory requirements and safety standards. It is for these reasons that an FSR must be available to the owner. The FSR is responsible for providing expertise to the owner along with guidance and direction on matters that are related to electrical safety. The FSR is responsible for providing the owner with technical guidance for the development of a preventative electrical maintenance program. If electrical equipment is being operated regularly or continuously, communication between the owner and the FSR must also be regular and appropriate for the equipment and work being conducted at the facility. This is necessary in order to ensure proper and ongoing monitoring of safety.

The primary role of BCSCA is to monitor implementation of electrical safety programs at facilities. This is customarily undertaken through regular assessments to verify compliance with regulatory requirements. Assessments by safety officers include inspection of electrical equipment and a review of the operating permit log. Upon completion of their assessment, safety officers will issue



## INFORMATION BULLETIN

an inspection report that provides the results of the assessment. These results must be reviewed by the FSR and the owner. Any non-compliances identified in the report must be corrected in a timely manner and recommendations should be considered for implementation.

### Responsibilities of an Owner

Owners are responsible for obtaining an operating permit if electrical equipment is being used or maintained at their facilities. Section 63<sup>4</sup> of the *Safety Standards Act* prohibits the use, operation, maintenance, or repair of electrical equipment unless authorized under a permit; unauthorized operation of electrical equipment and unauthorized electrical work are subject to penalties under the Monetary Penalties Regulation.

Owners must ensure that electrical work is only performed by persons who are authorized under the Act, and that those persons maintain current knowledge of the Act, relevant regulations, relevant directives, relevant safety orders, and any other relevant material that is made publicly available<sup>5</sup>. The owner may need to seek advice from the FSR regarding appropriate qualifications. The owner should request that the FSR review qualifications of persons prior to allowing them to perform electrical work at the facility, and provide a written report indicating the outcome of each review. If electrical work is performed by a licensed electrical contractor, the owner must ensure that a copy of the contractor's FSR declaration is obtained and recorded in the permit log.

The holder of an operating permit must ensure that all electrical work is recorded in a log. The log must include:

- A description of the work which identifies:
  - The specific equipment and circuit;
  - The names of persons who perform the work;
  - Circuit ratings and equipment ratings;
  - Location of the equipment;
  - The date the work was performed; and
  - Any declarations provided by an FSR.
- A Record of worker qualifications and training which must include:
  - Names of individuals who perform electrical work;
  - A description of relevant training or workers qualification;
  - The names of individuals who have completed training programs;
  - The dates training was completed; and
  - The scope of work for each worker.
- A record of all incidents related to electrical work or electrical equipment. These incidents must also be reported directly to BCSA in accordance with Section 36 of the Safety Standards Act and Directive No: D-E3 070115 1 Incident Reporting Requirements With Respect To Electrical Technology. Log entries for incidents must include:
  - The date and time of the incident;
  - Names of persons involved;

## INFORMATION BULLETIN

- Description of the incident;
- Description of damage or injuries;
- The date that the incident was reported to BCSA; and
- A copy of the BCSA Incident Investigation Report.

The log must be available to the FSR, and it must be available for review by a safety officer upon request.

The operating permit holder must ensure that the permit is kept current by renewing the permit and making sure that the FSR declaration is submitted along with the permit renewal.

The operating permit holder must also notify BCSA immediately if there is a change in the status of the FSR, or if the FSR ceases to be contracted or employed by the permit holder.

The owner must comply with any terms or conditions that are placed on a permit, and any terms or conditions of a variance on a permit, if applicable.

### Duties of the Field Safety Representative

The FSR represents the operating permit holder in all code, technical, and worker qualification matters that are within the scope of the field safety representative's certificate of qualification.

The FSR must provide guidance and direction to the equipment owner regarding regulatory safety requirements. This includes making sure that operation of electrical equipment and maintenance work is authorized, and that all worker qualifications have been verified. The FSR will be held accountable for demonstrating that the owner has been provided with the necessary guidance and direction.

The FSR must provide the owner with guidance and direction for a preventative electrical maintenance program that ensures regular equipment inspections occur and that equipment is maintained in a proper and safe working condition.

The FSR must review the permit log regularly and ensure that electrical work recorded therein is compliant. If non-compliances are identified, the FSR must immediately bring this to the attention of the owner and provide direction for appropriate corrective measures. If the FSR becomes aware of existing non-compliances that remain uncorrected, the FSR must immediately notify BCSA. Where the log contains a record of an incident, the FSR must ensure that the BCSA incident investigation report is reviewed with the owner. The FSR must ensure that the owner is provided with guidance on recommendations made in the report.

The FSR must provide guidance and direction on qualifications for any persons who perform electrical work at the facility, and for any worker training programs. The FSR must ensure that the owner understands requirements for persons who may be authorized to perform electrical work at the facility. This includes guidance on all requirements for licences, certificates, or permissions that may be acceptable. If requested by the owner, the FSR must review the qualifications of workers and, upon completion of the review, submit a written report to the owner indicating the results of each review. The report must include:

- Names of persons whose qualifications were reviewed; and

## INFORMATION BULLETIN

- Qualifications; or
- A description of relevant training;
- The dates that training was completed; and
- The scope of work for each worker.

The FSR must acknowledge ongoing participation under the operating permit by signing an annual verification, which is to be submitted by the permit holder along with the annual operating permit renewal form. If the FSR ceases to be associated with the permit, the FSR should immediately inform BCSA of this change.

### Operating Permit Requirements for Existing Installations

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According to the Safety Standards General Regulation (SSGR), an operating permit is required to operate and maintain regulated equipment, unless specifically exempted under a regulation. The regulation further requires that these permits must be obtained before electrical equipment is operated and before any maintenance work is performed.<sup>6</sup>

There is increased risk when equipment is not operated safely, regularly maintained, or where workers are not properly trained and qualified to perform work on, or in proximity of, electrical equipment. Risks are even greater for facilities that operate equipment where the supply is greater than 250 kVA or 750 V. Directive No. D-E3 070801 7, Electrical Operating Permit Requirements recognizes these higher risks and therefore specifically requires permits for these facilities. This includes any building, facility, or premises where the supply rating is greater than 250 kVA or 750 V. Directive No. D-E3 070801 7, Electrical Operating Permit Requirements clarifies that owners must obtain operating permits when:

- (1) the operation or design of electrical equipment is such that regular or ongoing maintenance is required;
- (2) the electrical equipment is operated within Class I, Class II, or Class III hazardous locations;
- (3) the electrical equipment is operated or maintained for emergency service;
- (4) the electrical equipment is part of a fire alarm system;
- (5) the supply is greater than 250 kVA;
- (6) the supply to privately owned equipment, except for high voltage neon signs, is greater than 750 volts;
- (7) the equipment is installed for temporary use and the supply is greater than 5 kVA.

In the case of multi-occupancy buildings, it is the responsibility of each owner to ensure that operation and maintenance is authorized under an operating permit. A 'lessee' is included as being an 'owner' under the Safety Standards Act.<sup>7</sup>



## INFORMATION BULLETIN

It is often necessary that electrical equipment be installed for temporary use at new or existing sites. Operation of temporary electrical equipment may be required for an extended period. An operating permit is required for this equipment. This permit allows for the temporary installation, operation, and removal of the electrical equipment. A time frame for operation must be specified on the permit application form. The use of the equipment must not extend beyond the duration authorized on the permit, and all electrical equipment must be disconnected prior to expiry of the permit.

### Operating Permit Requirements for New Installations

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Connection of services and equipment over 250 kVA or 750 volts is normally authorized by an electrical contractor under an installation permit. When authorizing connection of that equipment, the electrical contractor is responsible for the safe operation of that equipment during construction only. This responsibility may not be automatically relinquished upon completion of the project.

Although building owners are responsible for obtaining operating permits, contractors who have authorized connection of services over 250 kVA or 750 volts have a responsibility for those installations. They should work with the building or facility owner and BCSA with regard to operating permits for this installation prior to submitting a final declaration.

To avoid delays, early communication with the owner may help streamline the process and allow the contractor to obtain a final inspection sooner. Contractors may be able to speed up completion of their permit by providing information to the owner (or future owner), as early as possible, and advising them that an operating permit will be required upon completion of the work.

### Requirements for Naming a Field Safety Representative on an Operating Permit

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Any person with a valid FSR qualification may be named by the owner on an operating permit, provided the scope of certification for the FSR is appropriate for the scope of work and equipment present at the facility (see below for further details on scope).

The FSR may be named on the licence for an electrical contractor as well.

### Scope of Certification for a Field Safety Representative Named on an Operating Permit

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The Electrical Safety Regulation defines the various scopes of certification for field safety representatives (FSRs):

Facilities with equipment over 750 volts:

- The holder of an FSR Class A certificate of qualification may make declarations for any type of electrical work.

BULLETIN NO: IB-EL 2015-03 **REVISION: 01**

Page 9 of 17



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## INFORMATION BULLETIN

Facilities where the service is over 250 kVA and equipment is 750 volts or less<sup>8</sup>:

- The holder of an FSR Class B certificate of qualification may make declarations only with respect to electrical installations in which the voltage of the completed installation does not exceed 750 volts.

Facilities where the service is 250 kVA or less and equipment is 750 volts or less:

- The holder of an FSR Class C certificate of qualification may make declarations only with respect to electrical installations in which the current and voltage in the installation do not exceed current of 200 amps and voltage of 150 volts to ground, single phase power.
- The holder of a restricted class certificate of qualification may make declarations only with respect to electrical equipment and systems that are within the scope of that restricted class.

### Equipment operating over 750 V

Equipment that operates at voltages over 750 V requires specialized knowledge in order to ensure safe operation and maintenance. Maintenance of this equipment requires that the FSR have a Class A certificate of qualification (unrestricted). In the case of privately-owned overhead or underground primary lines only, a Class LI certification is also acceptable. The scope of Class LI certification does not extend beyond the overhead or underground line and does not include consumer's service equipment.

### Equipment operating at 750 V or less

Equipment that operates at 750 V or less requires that the FSR have a Class A or Class B certification. FSRs who have obtained a Class C certificate may be named on an operating permit, provided that the rating of the supply service, or any other equipment present at the facility, is single phase only and does not exceed 150 volts to ground or 200 A.

*Note: Where a facility is fed from a high voltage supply to a transformer, and no equipment other than the supply service and the transformer operates at voltages over 750 V, the owner may apply for a variance to have a Class B field safety representative named on the operating permit. In this case, the Class B FSR is only responsible for the equipment that is connected to the secondary side (750 V or less) of the transformer. Terms and conditions of the variance will require that the owner obtain the services of a licensed electrical contractor who has a Class A certified FSR named on the licence, or other persons authorized under the Safety Standards Act, to perform regular maintenance on the high voltage equipment.*

### Maintenance of electrical equipment

Directive No. D-E3 070801 7, Electrical Operating Permit Requirements explains that the term "maintenance" can also include:

BULLETIN NO: IB-EL 2015-03 **REVISION: 01**

Page 10 of 17



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## INFORMATION BULLETIN

- 1) Replacement of existing equipment with equipment intended to perform the same function; and
- 2) Installation, relocation, and alteration of electrical equipment, subject to the conditions set out in section G (of the Directive).

The Directive acknowledges that some minor installation work may be necessary, under an operating permit, in order to facilitate business needs of the facility. This is intended to allow business owners to make minor alterations or additions to their facility without needing to obtain a separate installation permit for each minor alteration or addition being conducted. However, the Directive sets limits to the definition of “minor,” and that definition depends on the service capacity of the facility as follows:

- 1) Facilities, whose main service rating is 250 kVA or less, may make minor alterations to their facility, provided these alterations do not result in an increase greater than 12.5 kVA in additional loads.
- 2) Facilities, whose main service rating is greater than 250 kVA, may make minor alterations to their facility, provided these alterations do not result in an increase greater than 36 kVA in additional loads.

In both cases, this work is not allowed to result in a change in the main service capacity.

### Installation work that exceeds scope permitted under an operating permit

The Safety Standards General Regulation, Section 17 allows operating permit holders to obtain installation permits. However, this is only allowed where the FSR named on the operating permit is an employee of the owner. All other installation work must be done by a licensed electrical contractor. The electrical contractor will be held responsible for obtaining any required permits for the work.

### Persons Who May Operate Electrical Equipment or Perform Electrical Work Under an Operating Permit

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The vast majority of electrical equipment operates without direct interaction with people. However, it is necessary that operation of this equipment be monitored by qualified individual. This person must understand the equipment, its potential hazards and risks, and its maintenance requirements. The FSR is deemed to be the individual with that knowledge and understanding.

Workers who work on, or around electrical equipment need to know and understand the hazards associated with that equipment. The FSR is responsible for ensuring that the owner has access to the necessary information required to train these workers about the risks, and that these workers are qualified to perform the work.

Aside from work that simply involves interaction with equipment, workers may often be required to perform work on electrical equipment. This work may include repair of the equipment, replacement of components, removal or replacement of the equipment itself, or installation of new equipment. Workers who perform electrical work must be qualified under the Electrical Safety Regulation and the Occupational Health and Safety Regulation.

## INFORMATION BULLETIN

### General requirements for qualification of workers

Electrical Safety Regulation, Section 4 outlines requirements for individuals who do electrical work. Most electrical work, performed under an operating permit, requires that workers must have an industry training credential, or they must be supervised by a person who has an industry training credential. The industry training credential must be within the scope of work being performed. Other workers may be required to perform individual tasks that involve electrical work, or their work may involve indirect or occasional interaction with electrical equipment. These workers need to be qualified to perform their work properly and safely. The FSR named on the operating permit is responsible for ensuring that workers are properly qualified and that they meet regulatory requirements.

### Work by licensed electrical contractors

An operating permit authorizes electrical work to be performed by licensed electrical contractors. The owner is entitled to make decisions about the best way to ensure safe and proper work on electrical equipment and to obtain the services of a licensed contractor to perform electrical work at the facility. However, the FSR named on the permit must be capable of supervising and monitoring all electrical work performed under the operating permit. When a licensed contractor has been used to supply the FSR, the owner must demonstrate that a process has been developed to ensure the contractor's FSR has the ability to supervise and monitor electrical work performed by other contractors. This process must be documented, and the terms and conditions on the permit must authorize other contractors to perform work under the permit, or the permit holder must obtain a variance.

The owner must ensure that any contractor who is hired to perform work on equipment is properly licensed, that the FSR named on the operating permit is aware of the work being performed, and that the work is recorded in the operating permit holder's log. The FSR who has been named on the permit is responsible for ensuring that the owner is made aware of any regulatory or safety requirements that may arise during or as a result of the work.

When a licensed electrical contractor performs work under an operating permit, that contractor is responsible for ensuring that the work complies with the Act. The contractor must provide an FSR who will ensure that all work performed under the permit is compliant. Upon completion of the work, the contractor's FSR must provide a declaration to the permit holder confirming compliance of the work. Such declarations must be included in the permit holder's log.

### Work done by employees of the operating permit holder

The Electrical Safety Regulation, Section 4 specifies requirements for individuals who do electrical work. When the operating permit holder uses employees to perform electrical work, those workers must:

- a) Have an industry training credential that is appropriate for the scope of work being performed;
- b) Have training provided by the employer that is relevant to the scope of work being performed. The training must be acceptable to the provincial safety manager and the

## INFORMATION BULLETIN

- FSR named on the permit. A record of individuals who have completed this training must be documented in the operating permit holder's log; or
- c) Be supervised by an individual who meets the requirements of either a) or b) above. Supervision of these workers must be on site. Individuals who provide supervision must not supervise more than two individuals.

### Training requirements for employees of an operating permit holder

When an operating permit holder intends to perform electrical work using employees to who do not hold an industry training credential, the employer is responsible for ensuring that these workers are qualified by providing them with appropriate training. These training programs must be acceptable to the FSR named on the operating permit, and to the provincial safety manager.

To be acceptable to the provincial safety manager, training programs must be able to demonstrate that these individuals have the knowledge and skills needed to perform the tasks properly and safely. Training, for individuals who perform a limited scope of electrical work, must be equivalent to the training that would normally be received during an electrical apprenticeship for that scope of work. Therefore, training programs must, at minimum, demonstrate that they meet the following criteria in order to be acceptable:

- Classroom education, through a recognized education provider or FSR, appropriate for the scope of work;
- Work experience, within the appropriate scope of work, under the direct supervision of a qualified individual; and
- Performance monitoring;
- Training must include electrical safety, such as recognition of potential hazards and WorkSafe BC requirements;
- The scope would not normally allow these workers to "work live".

*Note: The training program would be expected to demonstrate continued education and performance monitoring on an ongoing basis. Retraining must be completed at intervals not to exceed three years.*

The operating permit holder must record the names of all individuals who have completed the training along with the scope of work for which these individuals are qualified. The owner must ensure that the FSR has provided written acknowledgement that verifies completion of training and scope of work for each individual who has completed the training. The permit holder must make all training records available for review by BCSCA upon request.

### Obtaining an Electrical Operating Permit

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Annual operating permits may be obtained by either the owner of the electrical equipment or by the owner/lessee of the building where the electrical equipment is being maintained.

Temporary entertainment operating permits can be obtained by either the owner of the electrical equipment or by a licensed electrical contractor.



## INFORMATION BULLETIN

Temporary construction service operating permit can also be obtained by either the owner of the electrical equipment or a licensed electrical contractor in order to supply construction power.

When applying for an electrical operating permit, the owner of the permit must, in accordance with Section 14 of the Electrical Safety Regulation, specify:

- 1) The name of the field safety representative (FSR) who will be responsible for the maintenance;
- 2) The class and certificate of qualification number of the FSR; and
- 3) Renewals must include a declaration of compliance which has been signed by the FSR named on the operating permit.

Note: Whether the FSR is a direct employee of the owner or not, the FSR must be able to fulfill their obligations under the Safety Standards Act, particularly section 26 of the Safety Standards General Regulation.

### [Applying for an Electrical Operating Permit](#)

To apply for an electrical operating permit:

1. Complete the Electrical Operating Permit Application Form 410,
2. Name a field safety representative (FSR) on the application.
3. Submit the form to BCSA.

An invoice will be mailed once the application has been processed. For information on applicable fees, please see the Electrical Fee Schedule.

If you have an operating permit, and your field safety representative has changed, you must submit a Notice of FSR Change to BCSA immediately.

### [Renewing an Electrical Operating Permit](#)

Renew your existing operating permit by completing the Operating Permit Renewal and Renew your existing operating permit by completing the operating permit - **FSR verification section** on page 3 of the **Operating Permit Renewal Invoice**.

Operating permits may take several weeks to issue from the date an application is received. For further information, please contact BCSA:

**Phone:** 1-866-566-7233 (7:00 am to 8:00 pm, Monday to Friday)

**Email:** [info@safetyauthority.ca](mailto:info@safetyauthority.ca)

## Notes and References

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### [Links to referenced documents](#)

[Municipal Authorities](#)

[Directive No. D-E3 070801 7, Electrical Operating Permit Requirements](#)

[Electrical Safety Regulation](#)

[Industry Training Authority Act](#)

[Safety Standards Act](#)

[Safety Standards General Regulation](#)

[Monetary Penalties Regulation](#)

[Directive No: D-E3 070115 1 Incident Reporting Requirements With Respect To Electrical Technology](#)

[BCSA Incident Reporting](#)

[Occupational Health and Safety Regulation](#)

[WorkSafe BC](#)

[Electrical Operating Permit Application Form](#)

[BCSA office](#)

[Electrical Fee Schedule](#)

[Operating Permit Holder Notice of change of FSR Form 1014](#)

### [References](#)

<sup>1</sup> **SSA, s. 69**

(1) If required by the regulations, a person must not operate a regulated product unless that person is

- (a) a licensed contractor,
- (b) authorized to do so under this Act, or
- (c) any other person approved by the appropriate safety manager if the safety manager is satisfied that the person is capable of safely operating the regulated product.

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### <sup>2</sup> SSA, s. 71

A person must not do regulated work unless the person is

- (a) a licensed contractor, or
- (b) authorized to do so under this Act.

### <sup>3</sup> SSGR, s.18

(1) A person must have an operating permit to do any of the following:

- (a) operate a regulated product;
- (b) maintain a regulated product.

(2) An operating permit may be issued to any of the following:

- (a) an owner of a regulated product;
- (b) the owner of a building or other premises where regulated work is to be performed.

### <sup>4</sup> SSA, s. 63

A person must not do any of the following:

- (a) assemble, manufacture, construct, test, install, operate, use, dispose of, maintain, repair or alter a regulated product contrary to this Act and the regulations;
- (b) if the regulations require a person to obtain a permit, certificate or other permission before starting regulated work, do, or continue to do, the regulated work without the required permit, certificate or permission;
- (c) if the regulations require a person to obtain a permit, certificate or other permission before using or operating a regulated product, use or operate, or continue to use or operate, the regulated product without the required permit, certificate or permission;
- (d) contravene a term or condition of a permit, a certificate or other permission or a licence;
- (e) contravene a requirement, term or condition of an alternative safety approach.

### <sup>5</sup> SSA, s. 28

- 1) In accordance with the regulations, a safety officer may issue an operating permit that allows the use of a regulated product listed in section 2 (1) (b) for one or more disciplines.
- 2) A permit issued under subsection (1) is subject to terms and conditions provided for under the regulations or attached to the permit by a safety officer.
- 3) An operating permit may be issued for a term up to 5 years.
- 4) A person who holds a permit issued under this section must comply with the terms and conditions of the permit.
- 5) A person who holds an operating permit must ensure that individuals who do regulated work under the permit maintain current knowledge of this Act, relevant regulations,

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relevant directives, relevant safety orders and any other relevant material that the minister makes publicly available.

- 6) A person who holds an operating permit must not allow regulated work to be undertaken by persons under the permit unless they are authorized under this Act.

<sup>6</sup> **SSGR, s. 12**

(1) A person must obtain the appropriate permit from the regulatory authority before performing regulated work or using a regulated product unless exempted from doing so under the Act.

<sup>7</sup> **SSA, s. 1**

"owner" includes a lessee;

<sup>8</sup> A Class B FSR may only take responsibility for operation and maintenance of equipment that is within the scope of that certification. A Class B FSR may be named on an operating permit, at a facility where only the main service equipment is rated over 750 volts. In such a case, the permit applicant must apply for a variance and provide for regular maintenance of the service equipment through a licensed electrical contractor with a Class A FSR.