

Wood Processing Facilities Operating Permit Holder Declaration

Payment Card Industry Data Security Standards prevent the use of credit card information sent through email or fax. A Client Service Representative will contact you within three business days to complete any payment process required.

Note: Technical Safety BC collects your personal information for the purpose of administering permits and other activities under the *Safety Standards Act* and may need to disclose this information to entities such as utilities, provincial agencies and municipalities.

By submitting this form you are consenting to the disclosure described above.

Any personal information collected is handled in accordance with the British Columbia *Freedom and Protection of Privacy Act*. If you have questions about the collection, use, or disclosure of this information, contact the Records, Information and Privacy Analyst for the Technical Safety BC at 1-866-566-7233.

The operating permit holder or owner must fill out and submit a completed copy of this declaration to the Technical Safety BC upon receipt. An additional copy must be kept on site for review and verification by local Safety Officer.

The Operating Permit holder confirms the following (*Tick all relevant boxes*):

Yes	Required Action:	Definitions on Appendix A
<input type="checkbox"/>	1. My electrical operating permit # _____ is current with an expiry date of: <div style="display: flex; justify-content: space-around; width: 100%;"> ____ ____ ____ </div> <div style="display: flex; justify-content: space-around; width: 100%; font-size: small;"> YYYY MM DD </div>	
<input type="checkbox"/>	2. I have a Field Safety Representative named on my operating permit.	Name of Field Safety Representative
		Field Safety Representative Number
<input type="checkbox"/>	3. This facility has a new owner.	
<input type="checkbox"/>	4. This facility no longer processes wood.	
<input type="checkbox"/>	5. All regulated equipment has been removed from this facility.	
<input type="checkbox"/>	6. The Field Safety Representative has reviewed and verified that operation and maintenance of the electrical equipment conforms to the requirements of the Safety Standards Act.	
<input type="checkbox"/>	7. The Field Safety Representative has provided a written report on the status of electrical equipment at this facility, and the report is available for review. See Appendix B for an example FSR report.	
<input type="checkbox"/>	8. A CDH location management plan (<i>see Appendix A</i>) has been prepared by a qualified professional(s) (<i>see Appendix A</i>). <i>If plan has been prepared after January 1, 2017, see bottom of page 2.</i>	
<input type="checkbox"/>	9. The report detailing the assessment results and process used to identify and classify CDH locations is available for review.	
<input type="checkbox"/>	10. The CDH location management plan has been implemented.	
<input type="checkbox"/>	11. The CDH location management plan is current and available for review.	
<input type="checkbox"/>	12. The CDH location management plan was revised within the year.	
<input type="checkbox"/>	13. Processes have changed in areas identified and classified as hazardous locations.	
<input type="checkbox"/>	14. New regulated equipment has been added in areas identified and classified as hazardous locations and has been recorded in the logbook.	
<input type="checkbox"/>	15. Relevant records are available for review to demonstrate the CDH location management plan is effective. (e.g. training records, housekeeping records, logbook, etc.)	
<input type="checkbox"/>	16. The fire safety plan is current and available for review.	

Technical Safety BC is working towards going paperless! Participate by signing up for email correspondence.

Legal company name:		
Facility address: <i>(Civic address, city & postal code)</i>		
Name of wood processing facility owner or owner representative signifying completion of declaration form:		
Position title:		
Email:		
Phone Number:		
Signature:		Declaration completion date:
		_____ YYYY MM DD
If submitting this form online, you MUST check the box below to confirm your declaration.		
<input type="checkbox"/>	Please note that checking this box and submitting this form to Technical Safety BC constitutes your declaration as the wood processing facility owner or owner representative named above that you have reviewed your responsibilities under the Safety Order, and the <i>Safety Standards Act</i> and regulations, with a Field Safety Representative or qualified professional. This has the same effect as submitting a handwritten signature.	
Form submission: Return all pages of this declaration form by email: WoodProcessingFacilities@technicalafetybc.ca An additional copy must be kept on site for review and verification by local Safety Officer.		

Note: If Item 8 is a CDH location management plan prepared after January 1, 2017, fill in the following:

Name of Qualified Professional(s)	Professional Designation (eg P.Eng, FSR, owner, etc)

APPENDIX A

DEFINITIONS:

“**CDH location**” means combustible dust hazardous location

“**CDH location management plan**” means a plan prepared in accordance with section 24, and includes any revisions to the plan made under section 25.

Excerpt from Electrical Safety Regulation, Section 24:

CDH location management plan

- 24 (1) An owner of a wood processing facility must retain a qualified profession to
- (a) Assess the wood processing facility for the purpose of identifying and classifying, in accordance with an acceptable industry standard, CDH locations within the wood processing facility; and
 - (b) Prepare the records referred to in this section.
- (2) Following an assessment, a qualified professional must prepare a written report that does all of the following:
- (a) details the results of the assessment and the process used to conduct the assessment, including confirming that the assessment was conducted using an acceptable industry standard;
 - (b) confirms that the results of the assessment are documented in records located at the wood processing facility;
 - (c) contains all further information, if any, required by a safety manager.
- (3) Following an assessment, a qualified professional must prepare a written CDH location management plan that does all of the following:
- (a) either
 - (i) satisfies a safety manager that electrical equipment in the wood processing facility complies with B.C. Electrical Code, or
 - (ii) includes a dust management plan made in accordance with subsection (4);
 - (b) Details a process for the regular evaluation of
 - (i) The currency of the assessment conducted under subsection (1), and
 - (ii) The effectiveness of combustible dust management practices used in the wood processing facility and, if applicable, the dust management plan;
 - (c) Contains all further information, if any, required by a safety manager.
- (4) A dust management plan must do all of the following:
- (a) set out the details of the processes that will be used to manage the combustible dust hazard;
 - (b) provide procedures for monitoring the implementation of the plan;
 - (c) provide procedures for recording and keeping the results of the monitoring referred to in paragraph (b), in sufficient detail and in a manner that a safety officer or safety manager, on inspection, will be satisfied that the plan is being implemented as intended.

“**qualified professional**” means an individual described in section 23

Excerpt from Electrical Safety Regulation, Section 23:

Who are qualified professionals

- 23 (1) An individual who acts independently of any other person is qualified professional for the purpose of this Division if the individual has, in the opinion of a safety manager, professional qualifications, or a combination of skills and experience, relevant to all of the following:
- (a) The operation of a wood processing facility, including knowledge of potential failure modes within the meaning of NFPA 664 that may cause a CDH location to form;
 - (b) The application of acceptable industry standards for the purpose of classifying CDH locations;
 - (c) The proper installation and operation of electrical equipment present on the premises of a wood processing facility;
 - (d) The application of the B.C. Electrical Code, the B.C. Fire Code, the B.C. Natural Gas and Propane Code and other relevant regulation.
- (2) An individual who is a member of a group is qualified professional for the purpose of this Division if
- (a) the group members collectively have, in the opinion of a safety manager, the professional qualifications or combination of skills and experience described in subsection (1), and
 - (b) The individual exercises the functions of a qualified professional under this Division only while acting together with other members of the group.

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APPENDIX B: FSR Report to Operating Permit Holder – applicable to wood processing facilities

Purpose of report: this report is to be completed by the named FSR on the operating permit of the wood processing facility, and it is to be provided to the owner of the facility.

Prepared by [FSR Name]:		Date:	
Prepared for [Name of Owner]:			
Facility [Name and Site Address]:			

Equipment Inspected	Condition of inspected equipment	Classified Location Yes / No	Dust Accumulation above 1/8 inch? Yes / No	Description of deficiencies corrected	Logbook updated? Yes / No
Ground Main					
<input type="checkbox"/>					
<input type="checkbox"/>					
Bonding					
<input type="checkbox"/>					
<input type="checkbox"/>					
Pole Line					

Equipment Inspected	Condition of inspected equipment	Classified Location Yes / No	Dust Accumulation above 1/8 inch? Yes / No	Description of deficiencies corrected	Logbook updated? Yes / No
<input type="checkbox"/>					
<input type="checkbox"/>					
Service					
<input type="checkbox"/>					
<input type="checkbox"/>					
Main Distribution					
<input type="checkbox"/>					
<input type="checkbox"/>					
Sub Distribution					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
Transformers					
<input type="checkbox"/>					

Equipment Inspected	Condition of inspected equipment	Classified Location Yes / No	Dust Accumulation above 1/8 inch? Yes / No	Description of deficiencies corrected	Logbook updated? Yes / No
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
Feeders					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
Branch Circuits					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
Motors					
<input type="checkbox"/>					

Equipment Inspected	Condition of inspected equipment	Classified Location Yes / No	Dust Accumulation above 1/8 inch? Yes / No	Description of deficiencies corrected	Logbook updated? Yes / No
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
Motors over 750V					
<input type="checkbox"/>					
<input type="checkbox"/>					
Fixtures and Fittings					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
Outlets					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Equipment Inspected	Condition of inspected equipment	Classified Location Yes / No	Dust Accumulation above 1/8 inch? Yes / No	Description of deficiencies corrected	Logbook updated? Yes / No
<input type="checkbox"/>					
Space Heating					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
Generators					
<input type="checkbox"/>					
<input type="checkbox"/>					