Office *of the* Fire Commissioner
Inspection and Technical Services
508-401 York Avenue
Winnipeg, Manitoba Canada R3C 0P8
Phone: (204) 945-3373
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Application for Special Acceptance of Unapproved Electrical Equipment

The Electrician's Licence Act

Print **Email**

FOR OFFICE USE ONLY	
DATE RECEIVED (YYYY-MM-DD)	FEE, $
RECEIVED BY:	FILE #
ASSIGNED TO:	INSPECTOR SIGNATURE:

I. APPLICANT INFORMATION (PLEASE PRINT)

NAME OF APPLICANT OR FIRM		
MAILING ADDRESS	CITY, PROVINCE	POSTAL CODE
CONTACT NAME / CONTACT NUMBER / EMAIL		
INSTALLATION ADDRESS	CITY, PROVINCE	POSTAL CODE
INSPECTION ADDRESS IF DIFFERENT THAN ABOVE	CITY, PROVINCE	POSTAL CODE

II. REQUIRED DOCUMENTS (CHECK ALL REQUIREMENTS THAT ARE INCLUDED WITH THIS APPLICATION)

- ☐ A "Bill of Materials" and wiring diagram for control panels
- ☐ Engineered Drawings for any installations in a hazardous location
- ☐ SCHEDULE "A" (One schedule "A" must accompany each item)

III. ELECTRICAL EQUIPMENT INFORMATION (PLEASE PRINT)

ELECTRICAL CONTRACTOR COMPANY NAME	
ELECTRICIAN NAME	ELECTRICIAN LICENCE NO.
CONTACT NUMBER	EMAIL

ITEMS FOR FIELD APPROVAL

DESCRIPTION OF EQUIPMENT	NO. OF UNITS	MODEL NO.	SERIAL NO.	V	PH	AMPS / KW / KVA	NAME AND ADDRESS OF MANUFACTURER

This information is collected under the authority of *The Electrician's Licence Act* to be used for inspection purposes. Your personal information is protected by *The Freedom of Information and Protection of Privacy Act*. For more information, contact the Office of the Fire Commissioner.

Revised: April 2019

Manitoba

IV. MISCELLANEOUS INFORMATION	**(PLEASE PRINT)**
DATE READY FOR INSPECTION (YYYY-MM-DD)	
COMMENTS:	

V. DECLARATION	
Is this equipment going to be located in a hazardous area as defined in the in the Electrical Code? ☐ YES ☐ NO	
I declare that the information provided on this application is complete and accurate. I acknowledge that I am responsible for managing compliance of all electrical work performed. I have confirmed that the electrician named on this application is employed or contracted by me to fulfill the responsibilities of an electrician under *The Electrician's Licence Act*. I have further confirmed that the electrician holds a valid Manitoba electrical licence.	
APPLICANT SIGNATURE	**DATE** (YYYY-MM-DD)

Fee and payment information:

Electrical Special Acceptance:

The field approval fee for the inspection of unapproved electrical equipment is a minimum of $215.00. Re-inspection fees may apply. For information regarding field approval fees of unapproved electrical equipment, please refer to *The Electrician's Act*

Payment methods are as follows:

- Cash/Debit *(In person only)*
- Cheque/money order made payable to the Minister of Finance *(In person or by mail)*
- Credit Card *(In person or by mail by completing a credit card authorization form***)*

*** *Please note that industry standards for payment card data security prevent the use of credit card information sent via email or fax. Credit card authorization forms received by these methods will not be processed.*

SCHEDULE "A"
Special Acceptance of Unapproved Electrical Equipment
Minimum Requirements

In order to process your application, Inspection and Technical Services requires that the following information be verified or provided to the inspector at the time of the inspection.

DESCRIPTION OF EQUIPMENT

N/A	YES	MINIMUM REQUIREMENT
○	○	1) All electrical equipment has a proper name plate that identifies the electrical characteristics of the assembly, per Canadian Electrical Code Rule 2-100 and SPE – 1000 Model Code for the Field Evaluation of Electrical Equipment with the following information: A) The manufacturer's name, trademark, or other recognized symbol of identification. B) Catalogue / Model Number or Type, and Serial Number or Date Code. C) Related Input Voltage, whether for AC, or DC, or both, and Output if applicable. Note: If there is more than one source of Supply, all Circuits are required to be identified on the Nameplate. D) Rated Input Load Amperes, Watts, Volt-Amperes, Horsepower and Output if applicable. E) Number of Phases, Frequency in Hertz. F) Other markings as necessary to ensure safe and proper operation (Warnings, Cautions, Short Circuit Withstand rating etc.).
○	○	2) All electrical equipment has a complete set of accurate wiring diagrams.
○	○	3) All electrical control panels have a Bill of Materials (BOM).
○	○	4) All electrical equipment is the appropriate kind or type and is rated for the specific purpose for which it will be employed.
○	○	5) All equipment supply cords are an approved type and are suitable for the intended use and secured with proper strain relief.
○	○	6) All equipment supply cords have been subject to push, pull and turn tests.
○	○	7) All supply grounds are connected to a chassis ground, separate from all other grounds and bonds (bare metal contact is required, i.e. no painted surfaces).
○	○	8) Bonding conductors are not terminated by mechanical means being used for securing electrical components to the enclosure.
○	○	9) A Ground Conductor is present in all flex raceways to remote components.
○	○	10) All safety devices are the approved type and suitable for their intended use (Examples are: main door disconnect switches, fuses, fuse holders, overloads, circuit breakers, emergency-stops.
○	○	11) All fuses are marked as to the type and rating adjacent to fuse holder.
○	○	12) All exposed (bare) live parts are guarded against accidental contact, per Canadian Electrical Code Rule 2-202.
○	○	13) Enclosures are labeled "Disconnect Supply before Servicing" and "Warning! Shock Hazard".
○	○	14) Enclosures with more than one supply are marked "This unit has more than one supply. Disconnect all supplies before servicing".
○	○	15) All unused enclosure openings are adequately sealed.
○	○	16) All enclosure doors that house operating components are bonded.
○	○	17) All conductors in control panels must terminate on proper field wiring terminals (no joints in conductors).
○	○	18) All control panel conductors are type "TEW" or equivalent. No solid building wire (except field wiring).
○	○	19) Mechanical protection (wire loom or equivalent) installed on conductors attached to devices on hinged doors of control panels.

Note: The above criterion is required in order to perform a special acceptance inspection. If the above criteria is not met or made available to the inspector at the time of the scheduled inspection, an additional inspection will be required and fees will be applied in accordance with section 18(2)(b) of the Electricians' Licensing Regulation.