

**Application for Special Acceptance of  
 Unapproved Electrical Equipment  
 The Electrician's Licence Act**

ITS ED Form - 06

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 ADDRESS	
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)
<input type="checkbox"/> A "Bill of Materials" and wiring diagram for control panels <input type="checkbox"/> Engineered Drawings for any installations in a hazardous location <input type="checkbox"/> 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

<b>IV. MISCELLANEOUS INFORMATION</b>		(PLEASE PRINT)
DATE READY FOR INSPECTION (YYYY-MM-DD)		
COMMENTS:		
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		
<b>V. DECLARATION</b>		
Is this equipment going to be located in a hazardous area as defined in the in the Electrical Code? <input type="checkbox"/> YES <input type="checkbox"/> 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 <i>The Electrician's Licence Act</i> . I have further confirmed that the electrician holds a valid Manitoba electrical licence.		
<b>APPLICANT SIGNATURE</b>	<b>DATE</b> (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
<input type="checkbox"/>	<input type="checkbox"/>	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.).
<input type="checkbox"/>	<input type="checkbox"/>	2) All electrical equipment has a complete set of accurate wiring diagrams.
<input type="checkbox"/>	<input type="checkbox"/>	3) All electrical control panels have a Bill of Materials (BOM).
<input type="checkbox"/>	<input type="checkbox"/>	4) All electrical equipment is the appropriate kind or type and is rated for the specific purpose for which it will be employed.
<input type="checkbox"/>	<input type="checkbox"/>	5) All equipment supply cords are an approved type and are suitable for the intended use and secured with proper strain relief.
<input type="checkbox"/>	<input type="checkbox"/>	6) All equipment supply cords have been subject to push, pull and turn tests.
<input type="checkbox"/>	<input type="checkbox"/>	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).
<input type="checkbox"/>	<input type="checkbox"/>	8) Bonding conductors are not terminated by mechanical means being used for securing electrical components to the enclosure.
<input type="checkbox"/>	<input type="checkbox"/>	9) A Ground Conductor is present in all flex raceways to remote components.
<input type="checkbox"/>	<input type="checkbox"/>	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).
<input type="checkbox"/>	<input type="checkbox"/>	11) All fuses are marked as to the type and rating adjacent to fuse holder.
<input type="checkbox"/>	<input type="checkbox"/>	12) All exposed (bare) live parts are guarded against accidental contact, per Canadian Electrical Code Rule 2-202.
<input type="checkbox"/>	<input type="checkbox"/>	13) Enclosures are labeled "Disconnect Supply before Servicing" and "Warning! Shock Hazard".
<input type="checkbox"/>	<input type="checkbox"/>	14) Enclosures with more than one supply are marked "This unit has more than one supply. Disconnect all supplies before servicing".
<input type="checkbox"/>	<input type="checkbox"/>	15) All unused enclosure openings are adequately sealed.
<input type="checkbox"/>	<input type="checkbox"/>	16) All enclosure doors that house operating components are bonded.
<input type="checkbox"/>	<input type="checkbox"/>	17) All conductors in control panels must terminate on proper field wiring terminals (no joints in conductors).
<input type="checkbox"/>	<input type="checkbox"/>	18) All control panel conductors are type "TEW" or equivalent. No solid building wire (except field wiring).
<input type="checkbox"/>	<input type="checkbox"/>	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.