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1. Introduction

The standard operating procedure (SOP) for electrical equipment certification was developed by the Department of Environmental Health & Safety in accordance with the University's Policy Statement on Health and Safety and to ensure compliance with the Ontario Occupational Health & Safety Act and Regulations, as well as other applicable codes and standards.

The purpose of this SOP is to outline criteria for the purchase, installation, and inspection of electrical equipment and appliances.

2. Applicable Legislation

- Occupational Health and Safety Act
- Ontario (Canadian) Electrical Safety Code
- CSA International (Canadian Standards Association)
- National Electric Code
- Electricity Act, 1998

3. Scope

This SOP applies throughout the University and for off-site activities performed by Queen's University personnel. The SOP requires that all electrical equipment and appliances currently in use at the university or purchased by, loaned to, demonstrated to, fabricated, or modified by, or otherwise obtained by the University shall be suitable for its use and certified by a recognized certification agency.

4. Responsibilities

4.1 Department of Environmental Health and Safety

Responsibilities of the Department of Environmental Health & Safety (EHS) will include the following:

- Ensure that each department is aware of this

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6. Purchase and Installation Requirements

All electrical products sold, displayed or connected to a source of power must be approved by a recognized certification agency in Ontario.

When purchasing new equipment, ensure the equipment supplier is aware of the requirement for approvals acceptable to the ESA of Ontario.

Electrical products which have been imported from abroad are likely to require approval. Do not use this equipment until it receives the approval of one of the testing services acceptable to the ESA.

7. Internal Electrical Equipment Certification Inspection

Electrical equipment certification inspections shall be conducted annually to ensure that all equipment in the department meets compliance with current Ontario legislation and has been certified by a recognized certification agency. Equipment which has been approved will need to have a label from an accredited certification organization.

The labels shown below are found on approved equipment, usually near the power cord. The labels indicate that the equipment has been inspected, conforms to electrical safety standards, and presents no undue hazard to persons or property.

A list of recognized approval marks can be found on the following websites:

Electrical Safety Authority - <https://esasafe.com/electrical-products/recognized-certification-marks/>
Standards Council of Canada - <https://www.scc.ca/en/accreditation/approval-marks-electrical-products-safety>

Component Certification Markings that are not Recognized on Complete End-use Products



Note: Electrical components bearing these marks may have restrictions on their performance, or may be incomplete in construction, and are intended to be used as part of a larger approved product or system. The Component Recognition marking is found on a wide range of products, including some switches, power supplies, printed wiring boards, some kinds of industrial control equipment and thousands of other products.

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