

ELECTRICAL EQUIPMENT POLICY

PURPOSE

The Electrical Equipment Policy will ensure that all electrical equipment currently in use at the university or purchased by, loaned to, demonstrated to, fabricated or modified by, or otherwise obtained by the University shall meet the provisions of the Power Commission Act of Ontario.

RESPONSIBILITY

Compliance with the policy is the responsibility of:

- a) In the case of new equipment, the requisitioner;
- b) In the case of equipment on loan or used during a demonstration, the person responsible for the equipment; or
- c) In the case of equipment currently in use at the university, the budget unit head.

DEFINITIONS

a) **Electrical Equipment**

For the purpose of this policy, electrical equipment means any equipment which operates with or from a power supply of 30 (thirty) volts or greater.

b) **Requisitioner**

For the purpose of this policy, the requisitioner means the person who initiates and signs the purchase requisitions for the electrical equipment.

PROCEDURE

a) **New Equipment**

UWO Purchasing shall state clearly on all purchase or tender documents, that all electrical equipment must be certified by a testing laboratory acceptable to the Electrical Safety Authority of Ontario.

Requisitioners of electrical equipment shall ensure compliance by inspecting the equipment upon delivery for one of the acceptable certification marks. In the event that the equipment is not approved it must not be used until a field approval acceptable to the Electrical Safety Authority.

b) **Equipment currently in use**

This policy does not apply where an electrical system is constructed for research or instruction, out of components that may be interchanged, added, removed or altered in any way. However, any individual component of the system must be in compliance with the policy.

The Power Commission Act of Ontario prohibits the use of unapproved electrical equipment in the province, and it is therefore the responsibility of each budgetary unit to arrange for an inspection of unapproved equipment. The Physical Plant Department can be contacted to arrange for special, inspection by the Electrical Safety Authority of Ontario or other field approval testing laboratory, the cost to be borne by the budgetary unit.



Field Approval Marks

