

**Registered Civil Contractor Program  
Pre-job meetings and deficiency process**

Members of the **Registered Civil Contractor Program** are expected to meet all BC Hydro Distribution Standards outlined in the application process. These standards apply to the construction of civil underground infrastructure on both public and private property (Civil Works).

**Primary expectations:**

- **Adherence to standards:** All Civil Works must align with BC Hydro Distribution Standards and application requirements.
- **Quality assurance:** BC Hydro Civil Inspectors will review Registered Civil Contractor Program members' work to ensure it meets all program requirements.
- **Safety:** Prioritize safety, adhering to all relevant protocols and regulations.
- **Professionalism:** Maintain high standards of conduct, respectful behaviour, communication, and reliability.

By following these standards, Registered Civil Contractor Program members help ensure that Civil Works are completed to the highest standards of quality and safety. Registered Civil Contractor Program members must adhere to these standards to ensure the program's safety, quality, and efficiency.

**Pre-job conference:**

- Attendance at the pre-job meeting, receiving drawings, and procuring BC Hydro-supplied materials.

**Installation and compliance review:**

- Inspection and acceptance of the installation by a BC Hydro Civil Inspector before scheduling the electrical connection.
- Conditions for sign-off, including the final inspection and submission of as-built drawings.

**Deviation and records management:**

- Approval process for deviations from supplied construction drawings by the BC Hydro Design Representative.
- Maintenance of detailed records of inspections, repairs, and compliance documentation

**Compliance verification:**

- A checklist will be provided to the Registered Civil Contractor Program member on site to ensure the installation follows standards as indicated in the [Terms & Conditions](#).
- After the installation review, a compliance rating will be assigned based on the findings.

<b>Compliance Rating</b>	<b>Requirements</b>
Pass	<ul style="list-style-type: none"> <li>• Installation meets requirements</li> </ul>
Deficiency	<ul style="list-style-type: none"> <li>• Installation does not meet requirements and cannot be easily corrected resulting in a return visit to the project site</li> </ul>

### **Deficiency procedure:**

This procedure applies if installations are not built to standard, including if the Civil Works do not adhere to the Inspection Civil Pre-Job agreement and Distribution Technical Standards and guides, including:

- [ES54 Underground Civil,](#)
- [Class of work specifications \(No. 1323R10 and general quality control plan\),](#)
- [Working near power lines, and](#)
- [Digging near power poles \[PDF, 232 KB\]](#)

This procedure ensures that any deviations from expected standards are promptly addressed, maintaining high levels of quality, safety, and professionalism.

If a project receives a Deficiency rating, the Registered Civil Contractor Program member is responsible to address the deficiencies in the installation. Once the deficiency is resolved, the customer/developer, or civil contractor must reach out to the BC Hydro Civil Inspector via email. The BC Hydro Civil Inspector will then schedule another visit to reassess.

### **Deficiency rating and non-compliance process:**

In cases of non-compliance, the project will receive a "Deficiency" rating, and the following process will be implemented:

#### **1. First warning:**

- The Registered Civil Contractor Program member receives a written warning that clearly outlines the non-compliance issue and the required corrective actions.

#### **2. Formal removal:**

- If a second instance of non-compliance occurs, formal removal procedures are initiated immediately, leading to termination of membership in the Registered Civil Contractor Program or other disciplinary actions.

### **Non-Compliance evaluation period:**

- **Continuation:** Two or more deficiencies that occur within a consecutive 12-month period are defined as a continuation.
- **New non-compliance:** Non-compliance issues occurring 12 months after a previous Deficiency rating are considered a new non-compliance.

### **For More Information:**

Please refer to the documents [Request to join the registered civil contractor list](#) for more information on the standards required for this program.

If you have any questions about the program, please feel free to [email us](#).