

## **Distribution Code Review Panel**

### **HSE Procedures for Electrical Safety Rules**

**Pursuant to the requirement of Distribution Code Review Panel (DCRP) DOC5.1 , Licensed Distributors (and their agents) and Distribution System Users (and their agents) are required to Operate in accordance with approved Safety Rules, in order to ensure safe working conditions for Persons working on or in close proximity to Distribution System electrical apparatus and Plant and for Persons who may have to work or use Distribution System electrical apparatus and Plant at an interface.**

**April 2015**

**Distribution Code Review Panel  
P.O.Box. 3065  
P.C. 111 ,  
Sultanate of Oman  
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**i. Qualification & Experience requirement of ESR Instructor**

<b>Qualification requirement</b>	<ul style="list-style-type: none"><li>• Electrical Bachelor Degree</li><li>• attested by Embassy of the Country and Ministry of Foreign Affairs</li></ul>	<ul style="list-style-type: none"><li>• 3 years Diploma in Electrical Engineering attested by Embassy of the Country and Ministry of Foreign Affairs</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• 2 Years</li></ul>	<ul style="list-style-type: none"><li>• 4 years</li></ul>

**ii. The License Validity Period:**

The validity of the license will be for **1 year**.

**iii. Authorized Electrical Safety Rules Assessor ( AESRA ):**

The Authorized Electrical Safety Rules Assessor (AESRA) must fulfill the below requirements:

- i.** The licensee Authorized Electrical Safety Rules Assessor (AESRA) must be from DCRP.
- ii.** The licensee must Hold Electrical bachelor Degree in Power Systems and Energy.
- iii.** The licensee must have +4 years' experience in Distribution Electrical works of the followings:
  - 33kv and construction off 33/11kv substation
  - 11kV O/H lines and U/G cables and construction of 11/0.415 kV substations
  - 415V L.T. lines extensions and building services and Wiring of Buildings
- iv.** The licensee must have deep background and experience on Electrical Products used in the Distribution Network system.
- v.** The licensee must pass Assessment session conducted by HSE section.

#### iv. Eligibility

- I. The applicant for ESR Instructor shall fulfill the qualification requirements.
- II. the applicant must pass assessment training conducted by Authorized Electrical Safety Rules Assessor ( AESRA )
- III. The applicant must be a permanent employee with the Electrical Safety Rules course provider.
- IV. The applicant must pass Theoretical Assessment and Qualifying Interview.

#### v. Verification

The following documents should be produced for verification:

5.1.1 Qualification certificate/s. (Not less than as specified in -1 above)

5.1.2 Other related documents mentioned in the application forms i.e. CV, Experience Certificates, valid passport and visa page copy, Valid resident card.

#### vi. Fees

In addition to the application form fees, the applicant fulfilling all requirements shall pay following fees as shown in Table Below.

S. No	Type of Assessment	Fees Payable
1	Exam fees and shall paid for each repeated exam	5 O.R.
2	Issuance fees	50 O.R.
3	Renewal fees	50 O.R.
5	License Lost Charge	10 O.R.
6	Changing Sponsorship Charge	10 O.R.

The above fees will be deposit - after reviewing application - at any branch of Muscat Bank using our receipt voucher given to satisfactory Applicants, **the fees paid is non –refundable.**

**vii. Information about the Assessments:**

To prepare for the Assessments, the applicant shall refer to Oman Electrical Standards (OES) & Electrical Safety Rules Documents prepared by one of DCRP members (RAEC, MZEC, MJEC, MEDC, DPC).

**viii. Types of exam:**

The exam shall include two parts:

- A. Theoretical Assessment
- B. Qualifying Interview

And the applicants must pass both types in order to receive ESR Instructor license.

**ix. Procedure of Issuing Electrician license:**

- All ESR instructor licenses shall be issued from DCRP, after the applicant has passed both theoretical assessment and qualifying Interview.

**x. Cancellation of License**

DCRP has the right to cancel the license in case of license holder found delinquent.

The procedure for dealing with defaulting licensee shall be as follows:-

- Send First Warning letter in the first blunder
- Send Final warning letter in the second blunder
- Cancel the license in the third blunder

**xi. Renewal**

- The licensee shall submit his application for renewal **three month** before the expiry of the existing license.
- ESR instructors with expired license will not be allowed to conduct the training course unless he renewed his/her license.

**Distribution Code Review Panel  
Application for Electrical Safety Rules Instructor  
Schedule 1**

Name :  
Name of Company/ sponsor:  
Age :

**Passport No :** **Date of Expiry:**

- Copy of passport is to be attached

**Visa No (if applicable):** **Date of Expiry:**

- Copy of visa is to be attached
- (\*\* note –Visa under process /Visit visa will not be considered)

**Resident Card No.:** **Date of Expiry:**

- Copy of Labor card is to be attached

**Qualification:**

- above required degree
- equivalent to the required degree
- below required degree

**Qualification Details:**

S. No.	Degree	Specialization	Accrediting Institute	Year Qualified	Attested Qualification Cert. Copy is attached
					<input type="radio"/>
					<input type="radio"/>
					<input type="radio"/>
					<input type="radio"/>

- Copy of Qualification Certificate/s is to be attached with attestation from relevant authorities

**Experience:**

- More than the required
- equivalent to the required
- below the required

**Experience Details:**

S. No.	Name of Company	Country	Position Held	Total No. of years	Attested Experience Cert. Copy is attached
					<input type="radio"/>
					<input type="radio"/>
					<input type="radio"/>

- Copy of Experience Certificate/s is to be attached

**Signature of Authorized Person:**

**Designation:**

**Date:**

**Seal of the company**