

REGULATIONS

FOR

CONTRACTORS' APPROVAL WORKING

GROUP

(CAWG)

(Draft Document for Approval of DCRP)

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1.0 INTRODUCTION

These “Regulations” have been prepared to provide an operational framework for the Contractors’ Approval Working Group (CAWG) which is a sub-Committee of the Distribution Code Review Panel (DCRP).

The purpose of these Regulations is to aid the members of CAWG in processing of Applications pertaining to Registration of Contractors, evaluation, seeking clarifications and supporting documentation from the Contractors, approval or rejection of applications, forwarding recommendations to the DCRP for issue or cancellation of Registration Certificates, conducting audit of the Contractor’s facilities including HSE investigations, periodic updating of the Application Forms for Registration of Contractors and **particularly** to inform the new members of the CAWG their duties and responsibilities.

For the purpose of these Regulations, only Contractors’ Registration (New Contractors seeking Registration as well as Existing Contractors seeking upgrading of their Registration) has been taken into consideration. These Regulations do not cover Sub-Contracted Works.

2.0 DEFINITIONS AND INTERPRETATION

In this document and its recitals, the following words and expressions shall have the following meanings:-

“Appropriate Person” means the Chairman of the DCRP or in his absence any other member of DCRP acting as the Chairman.

“Approval” means the approval granted by the DCRP based on the recommendations of the CAWG which will enable a Contractor to obtain a Registration Certificate upon payment of the prescribed fee.

“Amendment” means any correction to a rule stated in the Application Form and/or Instructions to the Contractors attached thereto.

“Focal Point” means the person nominated by CAWG for coordinating the efforts of the CAWG including but not limited to issue of application forms, collection of completed application forms, issue of clarification letters to Contractors, organizing meetings, preparation of MOM, following up with members for carrying out their assigned duties, presenting recommendations of the CAWG to the DCRP for issue of Resolutions etc.

“Circular” means and includes any letter or circular issued by the DCRP signed by its Chairman to prospective Contractors informing them about important changes in the Application Form for Registration of Contractors, the Price for such Application Forms, the Validity of Registrations and circumstances which will lead to suspension/cancellation of a Registration Certificate.

“Competent Authority” means the Chairman of the DCRP who is empowered to make amendments to or changes to these Regulations as the situation demands.

“Specification” means the Oman Electrical Standard Specification (OES) or in the absence of relevant OES, relevant BS or any other Standards approved by the CAWG.

“Modification” means any amendment to the Application for Registration and/or Instructions to the Contractors attached thereto, to be effected during the course of operation of the CAWG. Any proposal for Modification shall be made in writing.

3.0 **MEMBERS OF THE C.A.W.G.**

The CAWG presently has four (4) members i.e., one each from the following ESSC Companies:-

- 1. Muscat Electricity Company SAOC**
- 2. Majan Electricity Company SAOC**
- 3. Mazoun Electricity Company SAOC**
- 4. Rural Areas Electricity Company SAOC**

The nominated representatives of the above Companies shall elect a Chairman for the CAWG.

4.0 **FUNCTIONS AND DUTIES OF THE C.A.W.G.**

Primary Functions & Duties :-

Detailed Scrutiny/Evaluation of Applications Submitted for Registration of Contractors.

Detailed Scrutiny of testimonials submitted by the Contractor for Engineers and other Technical Staff including verification of references, authenticity of qualification/experience certificates, seeking attestations from concerned authorities.

Recommend to DCRP on approval of Upgrading/New Registration

Visit to Contractor’s Premises to obtain firsthand information on the Contractor’s compliance with HSE Regulations, Availability of Fire Safety, First Aid Facilities, Availability of Basic

Infrastructure, Offices, Communication Facilities, Transport Facilities, Equipment and tools required, accommodation for staff etc.

Detailed evaluation of the Registered Contractor's performance, manpower availability, finance and infrastructure availability, including obtaining reports from ESSC companies.

Decide on Suspension and/or Cancellation of Registration granted to a Contractor. Detailed criteria for upgrading/suspension/cancellation of registration to be prepared and presented to DCRP.

Appraise the DCRP on the need to upgrade a Contractor's Registration in order to increase competition.

Periodically check the List of Registered Contractors and in case of doubt invite the Contractors to prove their preparedness to execute electrical works for the Electricity Sector. Surprise visits to the Contractors's site to be conducted if it is revealed that the Contractor is violating the registration requirements and or is implementing his own policies thereby jeopardizing the safety of the network in general and the workers in particular.

Recommend for DCRP approval, the a revision of categories of registration, validity of registration, registration fees, registration criteria, special conditions to be included in the Registration Application including qualification/experience requirements for technical staff and revised Registration Certificate.

Recommend (in coordination with HSE Officers of all ESSC Companies) for DCRP approval, a common HSE Policy to be followed by all Registered Contractors.

Secondary Functions & Duties :-

Organize periodic seminars for the Registered Contractors to create awareness of the importance of compliance with HSE Policies and availability of Safety and Communication facilities.

Specify in particular cases, the materials, tools, and equipment to be used by the Contractors to achieve the best results.

Interact with the Contractors to inform them about the need to comply with Registration Requirements and the need to comply with regulations concerning registration.

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Prepare handouts (to be issued to the Contractors) containing special instructions/directives issued by the DCRP pertaining to Registration of Contractors.

Publish the complete Application Form together with the latest List of Registered Contractors on the website. (it is advisable to have a dedicated website and mail ID for DCRP).

Obtain feedback from the Registered Contractors and maintain the same in our Register.

Work as a reliable partner to the DCRP in all matters related to Contractors Registration.

5.0 REPORTING TO D.C.R.P.

The methodology to be adopted by CAWG for reporting to DCRP shall be as follows:-

All reports raised to the DCRP shall contain only recommendation(s) of the CAWG. The CAWG being a sub-Committee is not authorized to take any decision to approve or suspend/cancel the registration of any Contractor without the prior approval in writing of the DCRP.

All reports raised to the DCRP shall be precise, to the point without much detailed narration. Detailed report shall only be presented if requested by the DCRP.

As a minimum, the CAWG shall report to DCRP on the following issues:-

- 5.1 Report to DCRP on the practical problems faced by the Contractors in complying with the Registration requirements.
- 5.2 Report on the anomalies observed in the Contractor's Organization during post registration stage.
- 5.3 Report to DCRP on the need to modify the Registration formalities to invite new Contractor's to seek registration.
- 5.4 Report on the relaxation of regulations concerning appointment of Safety Officer, Protection Engineer etc. to enable existing Contractors to upgrade their registrations.
- 5.5 Report on the cooperation and coordination between HSE Officers of all ESSC companies to ensure the Registered Contractors comply with HSE policies.

6.0 GENERAL

- 6.1 Every Registered Contractor shall appoint a Focal Point to whom all matters related to Registration/Upgrading/Suspension/Cancellation could be referred. Any commitment made by the Focal Point of a Company with regard to Registration shall be binding on the Company. The Focal Point of every Registered Company shall accompany the CAWG Team during its visits to the Site.
- 6.2 Any decision taken by the DCRP based on the recommendation of the CAWG shall be final and binding on the Contractor.

- 6.3 In order to maintain transparency, the CAWG members shall not entertain any private discussions with the Registered Contractors. All discussions with the Contractors shall be carried out in the presence of atleast two other members of CAWG or in the absence of two members, one member and Secretary of the CAWG.
