

Application Form
For
“Grade-1”
for Registration of Electrical Consultants
to work in Distribution Systems below 132 KV level

Pursuant to the requirement of Distribution Code Review Panel (DCRP), any electrical consultant who wishes to work in the Oman Electrical Distribution System (below 132 KV level) has to register with the DCRP. A valid registered consultant in a particular grade is a firm complying with DCRP requirements set for that grade.

Distribution Code Review Panel
P.O.Box. 1239
P.C. 131 , Al Hamrya
Sultanate of Oman
Telephone No. 24588691
Fax No. 24588666
E-mail. Registration@medcoman.com

CHECK LIST
FOR
COMPLIANCE WITH REQUIREMENTS CONTAINED IN THE APPLICATION
FORM

(This Check List is to be filled, signed, stamped by the Consultant and submitted along with the Application Form)

Note:-

1. The Consultant should tick (✓) in the check box if the answer is "yes" and tick (X) in the check box if the answer is "No". Where check boxes are not provided, the relevant data is to be written by hand.
2. This Check List is meant for both Consultants seeking New Registration as well as for Consultants seeking renewal of their Registration.

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1. Registration Category: Excellent Grade-1 Grade-2
 2. Date of Application (in case of Renewal of Registration, Indicate separately the date of expiry of previous Registration.) _____
 3. Minimum manpower required for the category of Registration is available
 4. Proposed Technical Staff have the required qualifications and experience (Provide detailed CVs of Key Staff)
 5. Consultant has a well established local office in Sultanate of Oman
 6. Local Office in Oman has all equipment and facilities to enable the Consultant to provide all services under the category of registration
 7. Proposed staff of the Consultant are capable of preparing detailed Specification/SOW/Design/Drawings/Tender & Contract Documents and have thorough knowledge of different contract regimes . (Proof of experience to be submitted)
 8. Proposed staff of the Consultant are capable of providing complete supervision upto handing over of the project to the Client
 9. Degrees/Diplomas of key staff have been attested by the Ministry of Higher Education and Omani Embassy in their relevant countries
 10. All expatriate employees possess valid resident visa and are in the direct employment of the Consultant
 11. Details of outsourced staff (Details to be submitted)
 12. In-house HSE Manager is available to train Consultant's staff and to supervise HSE related works at Client's Works
 13. Details of local sponsor (in case of International Consultant) are submitted (provide copies of Regn. Certificates)
 10. Company Profile document is submitted
 11. Details of IT Capability of the Consultant are submitted
 12. Details of Quality Certification/Accreditation and HSE Certification are submitted
 13. Confirmation that insurance coverage has been obtained for all the proposed employees of the Consultant (provide copy of Insurance Policy)

Signature of the Consultant : _____ Date: _____

Name of the Consultant : _____

Application checked and found to be complete. Recommended for Approval Not Recommended for Approval

Signature of CAWG Member : _____ Date: _____

Name of CAWG Member : _____

Registration Categories:

The system of Consultant's registration within DCRP comprises three grades (Excellent, Grade-1, and Grade-2). Consultants who hold a higher grade registration will be permitted to undertake works pertaining to lower grades.

A Registration Certificate will be issued on fulfilling all requirements stipulated for each grade. Every Registration Certificate will be valid for a period of three years from the date of issue.

| SI No | Grade | Eligibility Criteria |
|-------|------------------|--|
| 1 | EXCELLENT | A Global leading edge consultant who can provide expert design, tendering, engineering and supervision services for power projects of all sizes in (< 132 kV) voltage grade and 33/11 KV substations whose leading staff have a minimum 10 years' experience in Oman and over 15 years' experience in other parts of the World |
| 2 | GRADE-1 | A consultant who is having its parent office in another country or tie-up arrangement with another Consultant to provide expert design, tendering, engineering and supervision services for power projects of all sizes in (< 132 kV) voltage grade and 33/11 KV substations whose leading staff have a minimum 7 years' experience in Oman and over 10 years' experience in other parts of the World. |
| 3 | GRADE-2 | A local consultant who can provide any one or more of the services (design, tendering, engineering and supervision services) for power projects of all sizes in (< 132 kV) voltage grade and 11/33KV & 33/11 KV substations whose leading staff have a minimum 5 years' experience in Oman. |

1. Eligibility

To be eligible to apply for Registration as an Electrical Consultant, a company shall

- i. be registered in Oman with Government concerned authority as per the commercial law.
- ii. implement diligently Omanization requirements as per labor law.
- iii. attach with its application a copy of the taxation certificate issued by the Secretariat General of Taxation.
- iv. have an established office with telephone, facsimile and E-mail facilities. Also, company shall have facilities for transporting staff and materials to site. (The DCRP or CAWG Members will visit the office of the Consultant for inspection prior to granting approval for registration)

2. Staff Requirement

A. Technical Staff

The company shall have the staff mentioned below as a minimum. Depending on volume of work, number of staff shall be increased for efficient and timely completion of the works awarded.

| S. No | Grade | Category | Min. No. | Min. Qualification | Minimum Experience | Documents Required along with Application |
|-------|-------|---------------------|----------|--|--------------------|---|
| | | Station Manager | 1 | University Degree in Management/ Electrical/Mechanical Engineering | 7 years | Attested Copy of Degree |
| | | Electrical Engineer | 1 | University Degree in Electrical Engineering | 7 years | Attested Copy of Degree |
| | | Civil Engineer | 1 | University Degree in Civil Engineering | 7 years | Attested Copy of Degree |
| | | QA & HSE | 1 | Degree/Diploma in HSE | 7 Years | Attested Copy of Degree/ Diploma |

Notes:-

1. Designation of Employee mentioned in the Resident Card should be the same as the Designation mentioned in the Application for Registration. The Application is likely to be rejected if the designation does not match.
2. For expatriates, attestation of certificates should be obtained from Education Ministry and Embassy of Oman in the country of origin or alternatively from the country of origin's embassy in Oman and the Ministry of Foreign Affairs, Oman.
3. The QA & HSE function could be combined with locally available Electrical/Civil Engineer with specialist advice from a non resident expert.

Technical Staff Requirements Conditions:

- I. Degree/Diploma/Vocational Training Certificate shall be from a recognized University/Institution attested by concerned authorities
- II. Age shall not be less than 24 years
- III. Experience for Omanis shall be reduced by 2 years
- IV. All expatriate employees should possess valid Omani resident visa

3. Equipment and Software:

As a minimum, the consultant shall possess all the tools, equipment and types of Software necessary for his Works (the following examples are typical of those presently used by licensees in Oman). A separate list showing other available equipment/software shall be provided:

| Sl. No | Requirements | Quantity | Remarks and Details |
|--------|---|----------|---------------------|
| 1 | Power Systems Analysis Software (examples include DigSient, SINCAI, ETAP etc) | x | |
| 2 | STRUCTURAL DESIGN (software) | X | |
| 3 | Project Management Software (examples include MS PROJECT, PRIMAVERA etc) | x | |
| 4 | LEARNING & DEVELOPMENT PROGRAM (Software for Omani Staff) | x | |
| 5 | Personal Protection Equipment (Provide List) | x | |
| 6 | | | |
| 7 | | | |

The DCRP may demand an inspection of the equipment & Software any time during assessment. Local Office of the Consultant shall possess a licensed version of all software listed.

4. Safety Equipment:

The consultant shall have all required safety equipment and PPE for their staff. A list of the equipment/PPE is to be provided

| Sl. No. | Description | Qty. |
|---------|---|------|
| 1 | Fire Fighting Equipment | X |
| 2 | First Aid Kits | X |
| 3 | Other specialized Safety Equipment (provide list) | X |
| 4 | | X |
| 5 | | X |

5. Documents Required for Verification

The following documents should be produced for verification:

Company related certificates

Commercial Registration Certificate, Chamber of Commerce & Industry certificate, Authorization Signature Certificate, list of Omanis Registered in the company, Omanization Certificate, Workmen Compensation Document and Taxation Department Certificate.

Technical staff related certificates:

Qualification, Experiences & HSE Certificate

Other related documents mentioned in the application forms.

6. Fees

The consultant fulfilling all requirements shall pay following fees as shown in Table Below.

| S. No | Grade | Fees Payable |
|-------|---------|--------------|
| 1 | Grade-1 | 150 O.R. |

The above fees shall be deposited - after scrutiny/acceptance of application at any branch of Bank Muscat.

7. Check List

The Consultants requesting for registration shall complete, sign and stamp the Check List included in this application form. Any application received without the completed check list will not be considered.

General Information for Electrical Consultant Registration:

▪ Cancellation of Registration

The Registration granted to a Consultant will be cancelled by the Licensing Authority under the following circumstances:-

- In the event any of details/documents submitted are found to be false during the validity of registration.
- if the Consultant is found to employ outsourced/unauthorized personnel at site without obtaining prior approval from the Client/Employer
- If the Consultant uses the same Technical Staff for multiple projects for Supervision Services
- If the Consultant sub-lets all or a portion of the services awarded to him without obtaining approval from the Client/Employer

▪ **Renewal**

The consultant shall apply for renewal of his registration 4 months before the expiry date and the fees for renewal of registration will be same as mentioned in Clause 6.

▪ **Replacement**

In case any staff listed in the application is replaced, the consultant shall promptly inform the same to the Secretary, Distribution Code Review Panel. CV and testimonials of the newly appointed staff shall be submitted for CAWG approval.

Procedure for filling-up of Application

1. The Consultant shall submit the following documents to the Secretary Distribution Code Review Panel

- Covering Letter
- Application Form-(Schedule 1) with its required attachments.
- Technical Staff forms- with its required attachments for all technical staff separately.
- Tools and Equipment Form with its required attachments
- Safety Tools and Equipment List
- Undertaking Form

2. All the above documents will be verified for completeness.

3. Individual details will be checked with requirements stipulated for the grade applied

4. Tools and equipment submitted will be checked for physical availability.

5. Availability of Safety equipments and Tools will be checked physically.

When all details submitted by the consultant comply with the requirement for the grade applied, the Committee will recommend registration of the Consultant for the Grade applied.

Distribution Code Review Panel
Application for Registration of Consultants to work in the Distribution System
Schedule 1
Application Form

Type of Application: New Registration Renewal Upgrade

Grade Applied for : "Grade-1"

Existing Registration No. (If applicable): _____ Grade: _____ Date of Expiry: _____

(In the case of Renewal/Upgrade - copy of Previous Registration Certificate is to be attached)

Company Information:

Name of the Company :
Address :
Telephone No. :
Fax :
E-mail address :
Name of the Owner/Partners :

Commercial Registration Certificate Information:

Registration No: _____ Date of Expiry: _____
Company Legal Structure: Sole Proprietorship Partnership LLC
 Other (specify)
Copy of Commercial Registration Certificate is to be attached

Oman Chamber of Commerce Certificate Information:

Registration No: _____ Date of Expiry: _____
Grade of Commercial Registration:
 Copy of Chamber of Commerce Certificate is to be attached

Insurance Certificate under Workmen's Compensation:

Insurance Company:
No. of Workers (Electrical): _____
Policy No.: _____ Validity Period: From..... to

Copy of Workmen Compensation Document is to be attached

Omanization Details:

Required Omanization Percentage: _____ Covered Omanization Percentage: _____
 Copy of Omanization Certificate from Ministry of Man Power is attached
 Copy of list of Omanis registered within the company from Ministry of Man Power is attached.

Authorized Signatory information:

Name of authorized Signatory:
Designation:
 Copy of Authorization Certificate is attached

Signature of Authorized Person:

Date:

Seal of the Company

Distribution Code Review Panel
Application for Registration/Renewal of Consultants to work in the Distribution
System
Schedule 2
Acknowledgment of Responsibility

By signing this document, I hereby confirm the followings:

- That I the undersigned do not undertake any electrical contracting works either directly or in partnership with others.
- That I the undersigned is responsible for all works/services performed by our Company
- That I will comply with the Regulations issued by the Authority for Electricity Regulation, Oman including compliance with Oman Electrical Standards and Distribution Code ...etc
- That all information submitted in the application forms and all attached documents is true.
- That I will inform the Secretary, DCRP immediately if any of key staff mentioned in the registration documents are replaced by us.
- That the tools and equipments are as per the requirements and complying with safety standards stipulated.
- That I will fulfill any shortcomings in the registration requirements (if any) within a period of 3 months.

For & on behalf of the

Signature of Authorized Signatory

Date:

