

Application Fee: _____ O.R
Application No.:

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.

Handwritten signature and initials in blue ink.

Distribution Code Review Panel
P.O.Box. 3065
P.C. 111 , CPO
Sultanate of Oman
Telephone No. 24218800
Fax No. 24218899

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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: 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 up to 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. 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 DCRP : _____ Date: _____

Name : _____

Registration Categories:

The system of Consultant's registration within DCRP comprises two grades (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	GRADE-1	A consultant who can provide expert design, tendering, engineering, surveying and supervision services for power projects of all sizes in (< 132 kV) voltage grade and 33/11 KV substations.
2	GRADE-2	A consultant who is limited to provide expert design, tendering & surveying services only for power projects of all sizes in (< 132 kV) voltage grade and 33/11 KV substations.

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. (DCRP 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	Category	Min. No.	Min. Qualification	Minimum Experience	Documents Required along with Application
1	Project Manager	1	University Degree in Engineering	10 years	Attested Copy of Degree
2	Design - Electrical Engineer	2	University Degree in Electrical Engineering	7 years	Attested Copy of Degree
3	Site/Resident Engineer	2	University Degree in Electrical/mechanical/civil Engineering	7 years	Attested Copy of Degree
4	Project Engineer	3	University Degree in Electrical Engineering	7 years	Attested Copy of Degree
5	Civil Engineer	1	University Degree in Civil Engineering	7 years	Attested Copy of Degree
6	Protection Engineer	1	University Degree in Electrical Engineering	7 Years	Protection Engineer License from DCRP
7	Automation & Control Engineer	1	University Degree in Electrical Engineering	7 years	Attested copy of the degree
8	Quantity Surveyor	1	University Degree in Quantity Surveying	7 Years	Attested Copy of Degree
9	CAD OPERATOR	2	Degree/diploma in AutoCAD	3/5 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. Employees must have a minimum of 2 years' relevant experience in Oman.

B. Staff HSE Requirements:

S. No	Category	Min. No.	Minimum HSE Courses to be taken	Remarks
1	Design - Electrical Engineer	2	HSE Induction, First aid, Electrical Safety Rules & Manage Safety	Courses to be attested from Ministry of Manpower
2	Site/Resident Engineer	2	HSE Induction, First aid, Electrical Safety Rules & Risk Assessment	Courses to be attested from Ministry of Manpower
3	Project Engineer	3	HSE Induction, First aid, Electrical Safety Rules & Manage Safety	Courses to be attested from Ministry of Manpower
4	Civil Engineer	1	HSE Induction, First aid, Electrical Safety Rules & Manage Safety	Courses to be attested from Ministry of Manpower
5	Protection Engineer	1	HSE Induction, First aid, Electrical Safety Rules & Risk Assessment	Courses to be attested from Ministry of Manpower
6	Automation & Control Engineer	1	HSE Induction, First aid, Electrical Safety Rules & Manage Safety	Courses to be attested from Ministry of Manpower
7	Quantity Surveyor	1	HSE Induction, First aid, Electrical Safety Rules & Manage Safety	Courses to be attested from Ministry of Manpower

C. HSE Courses Details:

S	HSE Courses	Duration/days	Comment
1	HSE Induction	½ day	
2	First aid	2 day	valid for 2 years
3	Mange Safety	3 day	
4	Risk Assessment	1 day	
5	ESR	2 day	valid for 3 years

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 but not limited to: DigSlent, 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	
6	Others (as client requirements)	x	

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 the software listed.

4. Safety Equipment:

The consultant shall have all required safety equipment for their staff. A list of the equipment 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
5	Personal Protection Equipment (Provide List)	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	1	250 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:-

- (a) In the event any of details/documents submitted are found to be false during the validity of registration.
- (b) if the Consultant is found to employ outsourced/unauthorized personnel at site without obtaining prior approval from the Client/Employer
- (c) If the Consultant uses the same Technical Staff for multiple projects for Supervision Services
- (d) 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 DCRP 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 equipment 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/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 equipment 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:

