



Distribution Code Review Panel

Health, Safety & Environment

Approval Procedure

Version 1.1



HSE Approval Procedure

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Abbreviations

Abbreviation	Explanation
APSR	Authority of Public Service Regulation
MZEC	Mazoon Electricity company
MEDC	Muscat Electricity Distribution Company
MJEC	Majan Electricity Company SAOC
DPC	Dhofar Power Company
RAEC	Rural Area Electricity Company (Tanweer)
DCRP	Distribution Code Review Panel
HSE WG	Health Safety & Environment Working Group



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HSE Approval Procedure

1. Introduction

1.1 Objective

This document is prepared to identify HSE requirements for Contractors, Consultants, Solar PV Installers / Solar Consultants installer, HSE institutes and ESR instructors applying for DCRP Registration.

1.2 Scope

This document applies to the DCRP assessment of the following parties:

1. Electrical Contractors & Consultants working for Distribution Companies
2. Solar PV Installers / Solar Consultants
3. HSE Institutes
4. ESR instructors

1.3 Interpretation

In the event of any conflict in interpretation that may arise while exercising the procedures and responsibilities outlined in this Procedure, the interpretation will be raised for DCRP decision.

2. HSE Courses:

Courses	Minimum Duration	Comments
HSE Induction	1 day	
First Aid (AHA)	2 days	Valid for 2 years
Electrical Safety Rules (ESR)	2 days Including Theoretical & Practical	Valid for 3 years
IOSH Managing Safety	4 days	
Safety Leadership for Manager	2 days	
Incident & Accident Investigation	2 days	
Defensive Driving	1 day	

2.1 Details of HSE Courses requirements

The Contractor & Consultant shall train all technical staff in HSE at authorized HSE institutes and to attach the relevant certificates as proof. The following table shows HSE courses needed to be taken by each employee:

2.1.1 For Contractors:

Sr. No	Technical Staff	Minumum HSe Courses to be Taken	Comments
1	Electrical Engineer	HSE Induction, First aid (AHA), Electrical Safety Rules & IOSH	Should pass in ESR
2	Site Engineer	HSE Induction, First aid (AHA), Electrical Safety Rules & IOSH	Should pass in ESR
3	Protection Engineer	HSE Induction, First aid (AHA), Electrical Safety Rules & IOSH	Should pass in ESR
4	Testing & Commissioning Engineer	HSE Induction, First aid (AHA), Electrical Safety Rules & IOSH	Should pass in ESR
5	Foremen/Supervisor	HSE Induction, First aid (AHA), Electrical Safety Rules & IOSH	Should pass in ESR
6	Linemen	HSE Induction, First aid (AHA), Electrical Safety Rules	
7	Electrician	HSE Induction, First aid (AHA), Electrical Safety Rules	Should pass in ESR
8	Cable Jointer	HSE Induction, First aid (AHA), Electrical Safety Rules	
9	Draughtsman	HSE Induction, First aid (AHA)	
10	Surveyor	HSE Induction, First aid (AHA)	
11	Helper	HSE Induction, First aid (AHA)	
12	Driver	HSE Induction, First aid (AHA), Defensive Drive	

2.1.2 For Consultants:

Sr. No	Technical Staff	Minimum HSE Courses to be Taken	Comments
1	Design-Electrical Engineer	<ul style="list-style-type: none"> • HSE Induction, • First aid (AHA), • Electrical Safety Rules • IOSH (Managing Safely) 	Should pass in ESR
2	Site / Resident Engineer	<ul style="list-style-type: none"> • HSE Induction, • First aid (AHA), • Electrical Safety Rules • IOSH (Managing Safely) 	Should pass in ESR
3	Project Manager	<ul style="list-style-type: none"> • HSE Induction, • First aid (AHA), • Electrical Safety Rules • IOSH (Managing Safely) 	Should pass in ESR
4	Design Civil Engineer	<ul style="list-style-type: none"> • HSE Induction, • First aid (AHA), • Electrical Safety Rules • IOSH (Managing Safely) 	Should pass in ESR
5	Protection Engineer	<ul style="list-style-type: none"> • HSE Induction, • First aid (AHA), • Electrical Safety Rules • IOSH (Managing Safely) 	Should pass in ESR
6	Automation & Control Engineer	<ul style="list-style-type: none"> • HSE Induction, • First aid (AHA), • Electrical Safety Rules • IOSH (Managing Safely) 	Should pass in ESR
7	Surveyor	<ul style="list-style-type: none"> • HSE Induction, • First aid (AHA), • Electrical Safety Rules • IOSH (Managing Safely) 	Should pass in ESR
8	Testing & Commissioning Engineer	<ul style="list-style-type: none"> • HSE Induction, • First aid (AHA), • Electrical Safety Rules • IOSH (Managing Safely) 	Should pass in ESR

9	Electrician	<ul style="list-style-type: none"> • HSE Induction, • First aid (AHA), • Electrical Safety Rules 	Should pass in ESR
10	Solar PV Design /Senior PV Expert	<ul style="list-style-type: none"> • HSE Induction, • First aid (AHA), • Electrical Safety Rules • IOSH (Managing Safely) 	Should pass in ESR

2.1.3 For Solar PV Installers:

Sr. No	Technical Staff	Minimum HSE Courses to be Taken	Comments
1	PV Engineer	<ul style="list-style-type: none"> • HSE Induction 	
2	Sr. PV Engineer	<ul style="list-style-type: none"> • IOSH (Managing Safely) 	

3. HSE Competency Requirement

3.1 Minimum requirements for HSE Comptency for Grade A, B , C & D as the following;

- **Grade “A”**

Position	HSE Manager	
Competency	Qualifications	<ul style="list-style-type: none"> - Bachelor’s Degree - NEBOSH IGC
	HSE Courses	<ul style="list-style-type: none"> - ISO 45001 Certification Awareness (Course Type) - IOSH Managing Safety - First Aid - HSE Induction - Electrical Safety Ruels (ESR) - Safety Leadership for Managers - Incident & Accident Investigation
	Experience	<ul style="list-style-type: none"> - For Omanis: 7 Years of work experience (preferably 2 years in electrical field). - For Non-Omanis: 10 Years of work experience (preferably 2 years in electrical field).

• **Grade “B”**

Position	HSE advisor	
Competency	Qualifications	<ul style="list-style-type: none"> - Bachelor’s Degree - NEBOSH IGC
	HSE Courses	<ul style="list-style-type: none"> - ISO 45001 Certification Awareness (Course Type) - IOSH Managing Safety - First Aid - HSE Induction - Electrical Safety Ruels (ESR) - Safety Leadership for Managers - Incident & Accident Investigation
	Experience	<ul style="list-style-type: none"> - For Omanis: 5 Years of work experience (preferably 2 years in electrical field). - For Non-Omanis: 7 Years of work experience (preferably 2 years in electrical field).

• **Grade “C”**

Position	HSE officer	
Competency	Qualifications	<ul style="list-style-type: none"> - 3 Years high Diploma Safety / Engineering Certificate
	HSE Courses	<ul style="list-style-type: none"> - IOSH Managing Safety - First Aid - HSE Induction - Electrical Safety Ruels (ESR) - Incident & Accident Investigation
	Experience	<ul style="list-style-type: none"> - For Omanis: 7 Years of work experience (preferably 2 years in electrical field). - For Non-Omanis: 10 Years of work experience (preferably 2 years in electrical field).

- **Grade “D”**

Forman to be nominated as HSE focal point and to pass the competency assessment in Distribution Company.

3.2 HSE Assessment process:

- ❖ For Contractors certification, DCRP only to evaluate the HSE competency profile documents for each Grade according to the HSE competency profile requirements.
- ❖ Assessments to be conducted after certification by Distribution Companies.
- ❖ HSE WG can assess special cases of applicants in case found competent but doesn't meet all the requirements.
- ❖ Assessment fees are Nil.
- ❖ DCRP card will be issued for passed candidates.

3.3 Eligibility

- ❖ The applicant shall fulfill the qualification requirements.
- ❖ The applicant require to be sponsored by a company.

3.4 Verification

The following documents should be submitted for verification:

- ❖ Qualification certificate/s. (Not less than as specified in above)
- ❖ Other related documents mentioned in the application forms i.e. CV, valid passport and visa page copy, Valid resident card
- ❖ Registration In Ministry of Labour / Employee Details from Ministry of Labour/Social Insurance for expatriates and Omanis.

3.5 HSE Officer to acquire competence in the following areas:

- ❖ Ability to conduct and report HSE audits.
- ❖ Training ability in incident preventions.
- ❖ Knowledge of health requirements rules and regulations and ability to monitor compliance.
- ❖ Be fully conversant with techniques used in the management of hazards and advising on suitable
- ❖ measures which can be used for preventing and ultimately recovering from accident situation.
- ❖ Be able to facilitate and develop contract HSE Management plans.
- ❖ Be fully conversant with HSE document and emergency procedures.
- ❖ Be fully aware of Electrical Safety Rules in Electrical Distribution Network.

❖ Be fully aware of NAMA Life Saving Rules

4. Terms & Conditions for the use of the license

- the license shall not be used beyond the limitation of the Permit.
- The license is valid only in Electrical Distribution Companies Networks.
- The holder of the license shall comply with Oman Electrical Standards Regulations.
- The holder of the license shall comply with MD 286 / 2008 and general Safety.
- It is prohibited to give the license to another person or Sign instead of him.
- In case of breaching any of DCRP Conditions, the license shall be withdrawn without prior notice.

5. Application Documents Required for HSE Card:

Application requirement for Renewal / Changing Sponsor / lost registration is defined below:

Items	Omani	Non- Omani
ID Card Copy	Required	Required
Old License (original)	Required	Required
Passport Copy	Not Required	Required
Visa Copy	Not Required	Required
Qualification	Required	Required
HSE courses	Required	Required
Experince certificate	Required	Required
Request Letter	Required	Required (from Company signed & Stamped)
Contact person Details	E-mail address and phone number	E-mail address and phone number

6. Cancellation of HSE License

DCRP has the right to cancel the HSE license in case of non-compliance with requirements, registration terms & conditions, violations of DCRP requirements and breaches in Distribution companies HSE policies & procedures.

7. HSE Institute Registration Requirements:

- **Eligibility**

An Institute shall be registered with Oman Chamber of Commerce and Ministry of Higher Education and Scientific Research.

- **Classification**

The Institute are classified to deliver awareness HSE courses for the contractors registered under Distribution Code Review Panel.

- **OPAL Registration:**

OPAL Registration certificate to be attached.

- **Logistic Facilities**

The Institute shall have an office with its own telephone, Postal Code and E-mail facilities.

- **Staff requirement**

Technical Staff

The Institute shall have at least HSE Trainers approved from Ministry of Higher Education and Scientific Research to carry out the required HSE courses

Administrative Staff:

The company shall have administrative staff as required.

- **Tools and Safety Equipment:**

The Institute shall have all HSE equipment which are required for candidates, safety equipment and PPE and suitable facilities.

- **HSE Institutes Fees**

The Institute fulfilling all requirements shall pay following non-refundable fees as shown in table below.

Sl.No	Type of application	Fees Payable
1	Institute Application	20 O.R.
2	Institute Registration	300 O.R.
3	Registration Renewal	300 O.R.

- **Cancellation of Registration**

In the event any of details submitted found to be false during the validity of registration or unauthorized personnel carrying out HSE courses, Registration will be cancelled and will be debarred for registration for one year.

- **Renewal**

The Institute shall apply for renewal in case he desires, 3 months before the expiry and the fees will be same as above

- **Replacement**

In case any staff listed in the application is replaced, the Institute shall inform Distribution Code Review Panel within two weeks.

- **Additional courses:**

In case institute request to add additional courses in their certificate they are required to submit a request for approval and a certificate will be amendment accordingly.

- **Procedure for Registration:**

The Institute shall submit the following to Distribution Code Review Panel:

- Application Form.
- Commercial Registration Certificate
- Technical Staff form
- Administrative Staff Form
- Tools and Safety Equipment Form
- OPAL Registration Certificate.

8. ESR Assessor Procedures

9.1 Qualification & Experience requirement of ESR Instructor

Qualification requirement	<ul style="list-style-type: none"> • Electrical Bachelor Degree 	<ul style="list-style-type: none"> • Collage Diploma in Electrical Engineering
Experience	<ul style="list-style-type: none"> • 8 years 	<ul style="list-style-type: none"> • 12 years

9.2 The License Validity Period:

The validity of the license will be for **3 years**.

9.3 Authorized Electrical Safety Rules Assessor (AESRA):

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

- The licensee Authorized Electrical Safety Rules Assessor (AESRA) must be from HSE working Group or nominated by the member.
- The Assesor must have deep background and experience on Electrical Distribution Network system.
- Mimum of Assessment committee to be 2 members from Distribution Companies and one representative from DCRP.

9.4 Eligibility

The applicant for ESR Instructor shall fulfill the qualification requirements:

- The applicant must pass assessment conducted by Authorized Electrical Safety Rules Assessor (AESRA)
- The applicant must be a permanent employee with the Electrical Safety Rules course provider.
- The applicant must pass Theoretical Assessment and Qualifying Interview.

9.5 ESR Instructor Fees:

The applicant fulfilling all requirements shall pay following non refundable fees as shown in Table Below:

S. No	Type of Assessment	Fees Payable (OMR)
1	Exam fees and shall paid for each repeated exam	250
2	Renewal fees	50
3	License Lost Charge	10
4	Changing Sponsorship Charge	10

9.6 Areas of Assessments:

To prepare for the Assessments, the applicant shall refer to Oman Electrical Standards (OES) [that is available at the website of Authority of Public Services Regulation (www.apsr.om) & Electrical Safety Rules Documents prepared by Distribution Companies (RAEC, MZEC, MJEC, MEDC, DPC)

9.7 Cancellation of License

DCRP has the right to cancel the ESR instructor license in case of incomppliance with requiements, registrations terms & conditions , violations of DCRP requirments and breaches in Distribution companies HSE policies & procedures.

9.8 Renewal

- The licensee shall submit his application for renewal **three month** before the expiry of the existing license.



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- ESR instructors with expired license will not be allowed to conduct the training course unless he renewed his/her license.
- Performance feedback to be provided and observed prior to the approval.