

Application Fee: 5.000 O.R

Application No.:

Application Form - E for Registration of Electrical Contractors to work in Distribution Systems below 132 KV level Grade-E

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

CHECK LIST FOR

COMPLIANCE WITH REQUIREMENTS CONTAINED IN THE APPLICATION FORM

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

Note:-

1. The Contractor should tick (a) 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 existing Contractors seeking New Registration as well as for Contractors seeking renewal of their Registration.

1. Registration Category: A B C D E
2. Date of Application (in case of Renewal of Registration, Indicate separately the date of expiry of previous Registration.) _____
3. Eligibility criteria as mentioned in Item-1 of the Application Form has been met
4. Proposed Technical Staff have the required qualifications and experience
5. Designations of the proposed staff match with the designations mentioned in their Resident Cards
6. Qualification Certificates of key staff have been attested by the Education Ministry and Omani Embassy in their relevant countries
7. All expatriate employees possess valid resident visa at the time of submission of application
8. Key staff of the Contractor have completed HSE Training 1 (For Grades A & B Only. Proof to be attached)
- 9 All Electricians have valid Electrician's License issued by DCRP
- 10.All Cable Jointers have valid certificate issued by approved manufacturers
- 11 All Tools and Equipment are available at the time of submission of this Application
- 12.Proper insurance coverage has been obtained for all the proposed employees of the Contractor
- 13.Protection Engineer is from In-house Outsourced (This is applicable for Grades A & B only)
- 14.Proposed Protection Engineer has passed the required test and holds a certificate issued by DCRP 1
- 15.HSE Officer is from In-house Outsourced (This is applicable for Grades A & B only)
- 16.All required Safety & Testing Equipment are available

Signature of the Contractor: _____ Date: _____

Name of the Contractor : _____

Application checked and found to be complete. Recommended for Approval 1 Not Recommended for Approval

Signature of CAWG Member: _____ Date: _____

Name of CAWG Member: _____

SL.No.	Table of Contents	Page No.
1	General Description of Registration Category	1
2	Schedule 1 - Application Form	5
3	Schedule 2 - Category of Post : Electrician 1	6
4	Schedule 3 - Category of Post : Electrician 2	7
5	Schedule 4 - Category of Post : Helper 1	8
6	Schedule 5 - Acknowledgment of Responsibility	9
7	Schedule 6 - Affirmation	10

Registration Categories:

The system of contractor's registration within DCRP comprises five grades (A, B, C, D, and E). Contractors who hold a higher grade registration will be permitted to undertake works pertaining to lower grades.

For first time Registration, unless otherwise approved by the DCRP (as a special case), the maximum Grade a contractor can apply for is Grade-C.

S. No	Grade	Scope of work
1	A	Works on 33 KV and above (< 132 kV) and 33/11 KV substations
2	B	33 KV overhead lines and cables 33/11 KV Out door substation up to 6MVA with out Breaker
3	C	415V overhead lines and underground cables, 11 KV overhead lines and underground cable extensions, and 11KV/ 415 V Distribution substation
4	D	LV U/G cable and LV O/H Line works (415V) and Internal wiring of buildings more than two floors
5	E	Internal wiring of buildings up to two floors

Validity of Registration Certificate

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.

1. Eligibility

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

- be registered in Oman with Government concerned authority as per the commercial law.
- implement diligently omanization requirements as per labor law.
- attach with its application a copy of the taxation certificate issued by the Secretariat General of Taxation.
- 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 Contractor for inspection prior to granting approval for registration)

2. Staff Requirement

A. Technical Staff

The company shall have staff mentioned below for each grade 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
1	E	Electrician	2	10 th Std with Vocational training certificate and Electrician license issued by the competent authority	3 years	Copy of Secondary Certificate, Vocational Training Certificate and License Issued by DCRP
2		Helper	1	Shall be literate		Nil.

Note:-

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.

Technical Staff Requirements Conditions:

- I. Vocational Training Certificate shall be from a recognized Institution attested by concerned authorities
- II. Age shall not be less than 17 years
- III. Experience for Omanis shall be reduced by 2 years
- IV. All expatriate employees should possess valid Omani resident visa
- V. Electrician should possess certificate issued by a licensed Distributor in Oman.

3. Tools and Equipment:

As a minimum, the contractor shall possess following Tools and equipment:

S. No	Requirement	Grade	Remarks
		E	
1	Insulation Tester 500 V	x	
2	Multimeter/Megger	x	
3	Electrician Tools	x	
4	Safety Tools	x	

The DCRP may demand an inspection of the tools any time during assessment.

4. Safety Equipment:

The contractor shall have following safety equipment and protective clothing for their staff:

S. No.	Requirements	Grade - E
1	All Tools should be insulated	X
2	LV Gloves and rubber Gloves (suitable to the standard voltage level)	X
3	Safety Shoes withstanding electrical hazard.	X
6	Helmets	X
10	Overall	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 Certificate.

Other related documents mentioned in the application forms.

Insurance policy for all employees.

6. Fees

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

S. No	Grade	Fees Payable
1	E	30 O.R.

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

General Information for Electrical Contractor Registration:

- **Cancellation of Registration**

In the event any of details/documents submitted are found to be false during the validity of registration or if the Contractor is found to employ unauthorized personnel at site, registration granted to the Contractor will be cancelled and the Contractor will be debarred for registration for one year.

- **Renewal**

The contractor shall apply for renewal of his registration 3 months before the expiry date and the fees renewal of registration will be same as mentioned in Clause 6.

- **Replacement**

In case any staff listed in the application is replaced, the contractor shall promptly inform the same to the Secretary, Distribution Code Review Panel within three months.

Procedure for filling-up of Application

1. The Contractor 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 contractor comply with the requirement for the grade applied, the Committee will recommend registration of the contractor for against the Grade applied.

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

Type of Application: New Registration Renewal Upgrade

Grade Applied for : "E"

Existing Registration No. (If applicable)

Grade Registered:

Date of Expiry:

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 :

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 Omani 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 Contractors to work in the Distribution System
Schedule 2
Grade Applied:
Category of Post: Electrician-1

Name of Company:

Name :

Age :

Passport No :

Copy of passport is to be attached

Date of Expiry:

Visa No (if applicable):

Copy of visa is to be attached

Date of Expiry:

Resident Card No.:

Copy of Labor card is to be attached

Date of Expiry:

Qualification:

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

Qualification Details:

S. No.	Certificate	Specialization	Accrediting Institute	Year Qualified	Attested Qualification Cert. Copy is attached
--------	-------------	----------------	-----------------------	----------------	---

Copy of Qualification Certificate/s is to be attached

Electrician License:

- Valid
- Expired
- Not Exist
- Copy of Electrician License is to be attached

Experience:

- more than the required
- equivalent to the required
- below the required

Experience Details:

S. No.	Name of Company	Country	Position Held	Total of years	Attested Experience Cert. Copy is attached
--------	-----------------	---------	---------------	----------------	--

Copy of Qualification Certificate/s is to be attached

Signature of Authorized Person:

Designation:

Date:

Seal of the company

Schedule 2

Distribution Code Review Panel
Application for Registration/Renewal of Contractors to work in the Distribution System
Schedule 3
Grade Applied:
Category of Post: Electrician-2

Name of Company:

Name :

Age :

Passport No :

Copy of passport is to be attached

Date of Expiry:

Visa No (if applicable):

Copy of visa is to be attached

Date of Expiry:

Resident Card No.:

Copy of Labor card is to be attached

Date of Expiry:

Qualification:

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

Qualification Details:

S. No.	Certificate	Specialization	Accrediting Institute	Year Qualified	Attested Qualification Cert. Copy is attached
--------	-------------	----------------	-----------------------	----------------	---

Copy of Qualification Certificate/s is to be attached

Electrician License:

- Valid
 Expired
 Not Exist
 Copy of Electrician License is to be attached

Experience:

- more than the required
 equivalent to the required
 below the required

Experience Details:

S. No.	Name of Company	Country	Position Held	Total of years	Attested Experience Cert. Copy is attached
--------	-----------------	---------	---------------	----------------	--

Copy of Qualification Certificate/s is to be attached

Signature of Authorized Person:

Designation:

Date:

Seal of the company

Schedule 3

Distribution Code Review Panel
Application for Registration/Renewal of Contractors to work in the Distribution System
Schedule 4
Grade Applied:
Category of Post: Helper-1

Name of Company:

Name :

Age :

Passport No :

- Copy of passport is to be attached

Date of Expiry:

Visa No (if applicable):

- Copy of visa is to be attached

Date of Expiry:

Resident Card No.:

- Copy of Resident card is to be attached

Date of Expiry:

Qualification:

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

Qualification Details:

S. No.	School	Specialization	Accrediting Institute	Year Qualified	Attested Qualification Cert. Copy is attached
--------	--------	----------------	-----------------------	----------------	---

- Copy of Qualification Certificate/s is to be attached

Experience:

- more than the required
 equivalent to the required
 below the required

Experience Details:

S. No.	Name of Company	Country	Position Held	Total of years	Attested Experience Cert. Copy is attached
--------	-----------------	---------	---------------	----------------	--

- Copy of Qualification Certificate/s is to be attached

Signature of Authorized Person:

Designation:

Date:

Seal of the company

Schedule 4

Distribution Code Review Panel
Application for Registration/Renewal of Contractors to work in the Distribution System
Schedule 6
Affirmation

We M/s _____ P.O.Box. _____ P.C. _____ hereby confirm that we and our relatives (names/positions/place of work/relationship mentioned below) till third generation who are working in Licensed Distribution Companies (Muscat Electricity Distribution Company, Majan Electricity Company, Mazoon Electricity Company and Rural Areas Electricity Company) are as follows:

S.No.	Name	Position /Company	Relationship Level	Remark

Note: in case none of the owners or their relatives till third generation are working in the licensed distributors companies, null should be written in name column.

This confirmation is for the purpose of Registration of our Company as an Electrical Contractor and we take full responsibility for the truth of above information.

Date:

Authorized Signatory:

Signature: