

# ED-P1

## Procedure for Licensing and Competency Authorization



<b>Document Control</b>		
Department	Document Type	Document Title
ED	Procedure	Procedure for Licensing and Competency Authorization
<b>Issue Approval</b>		
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<b>Issue Record</b>		
Issue No.	Date	Reason for issuing the Procedure
0.0	16-04-2015	First issue of the Procedure.
1.0	26-04-2018	Document format changed as per new KM standard format. Revision in Conditions at 5.1.1 & 5.1.3.
2.0	<u>27-01-2022</u>	<u>Include of Pilot cable jointer test and standby technician test &amp; Revision in clauses - 1, 2, 3,4, 5.1, 5.2, 5.1.1, 5.1.3, 5.1.7, 5.1.8, 5.1.9, 5.1.13, 5.2.1, 5.2.3, 5.2.4, 5.2.6, 5.3.1, 7</u>
3.0		
4.0		
5.0		

**Review Frequency** : 3 Years

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## 1. Purpose

To describe the steps to be followed for below mentioned processes

- How to apply for a License (Cable jointer/Fitter/Pilot Cable jointer/MV Protection Testing Engineer/ MV Protection Testing Assistant/ LV Protection Testing Technician/Standby Technician)
- How to renew the license.
- How to request for a replacement license.
- How to Issue Competency Cards for KM Employees

## 2. Scope

The procedure is applicable for all those who are applying New, Renewing or Replacement of Licenses for

Electricity Distribution Maintenance Section	Electricity Distribution Protection Section
MV & LV Cable Jointers	MV Panel Protection Testing Engineer
<u>Linemen</u>	MV Panel Protection Testing Assistant
Fitters	LV Panel Protection Testing
<u>Standby Technician</u>	

### Electricity Distribution Maintenance Section

The scope of the licenses issued covers categories:

1. Low Voltage (LV) Electrical cable Jointers
2. 11 kV Cable Jointer.
3. 11 KV Linemen
4. 11 KV Fitter

Electrical jointing work includes underground and overhead line cables, joining lengths of cable together, fault-finding, repairing them when necessary and connecting them to overhead lines or other parts of the system.

Electrical Linemen license allows performing limited specialist work for installation, Maintenance work related to overhead line and equipment in Qatar up to voltage level of 11 KV.

Electrical Fitter work includes performing limited specialist work for installation, operation and Maintenance of switchgears and electricity distribution substation equipment and any machinery that control, protect and monitor the electricity flow.

The procedure is also applicable for issuing and Renewing Competency Cards to the following KM Employees

1. Jointer.
2. Fitter
3. Linemen (OHL)
4. Foreman (Cable Jointing)
5. Foreman (Fitting)
6. Foreman (OHL)

For issuing 22KV and 33KV Competency Card, the Management may decide the policy as required

### Electricity Distribution Protection Section

The scope of the licenses issued covers categories:

1. MV Panel Protection Testing Engineer.
2. MV Panel Protection Testing Assistant
3. LV Panel Protection Testing.

Protection Testing Engineers performing Pre commissioning work of 11kV Indoor and outdoor substations shall be the holder of Protection Testing Engineer License. It is mandatory that, Licensed Protection Testing Assistants/Technicians shall be present while Protection Testing Engineer carry out any kind of testing.

### Electricity Distribution Emergency Standby Office Section (EDE)

The scope of the licenses issued covers categories:

1. Standby Technician.

The Standby technician is be responsible for identifying and attending to all electricity distribution faults and issues that arise in equipment, instruments and facilities within electricity distribution network which are normally operated at a voltage not exceeding 1000V.

## **3. Responsibilities & Authorities**

Responsibilities and authorities for ensuring that the steps in this procedure shall be carried out are specified at relevant steps in the procedure and include:

- 3.1 **Electricity Distribution Department Manager**
- 3.2 **Head of Section** (Maintenance/Protection/Emergency Standby) & Senior Engineers
- 3.3 **Panel for Maintenance** (Conducting Electrical Jointer/Fitter/Linemen Trade Test and competency)
- 3.4 **Panel for Protection** (Conducting theoretical and practical Test assigned by EDR section head)
- 3.5 **Panel for Emergency Standby** (Conducting theoretical and practical Test assigned by EDE section head)
- 3.6 **Protection Engineers**
- 3.7 **Senior Clerk** (EDM/EDR/EDE)
- 3.8 **Document Users**

If the responsible personnel listed above are absent, these responsibilities and authorities shall be designated to the relevant staff.

Applicants – To adhere to the requirements of the respective application.

## **4. Abbreviations, Definitions of Terms & Key References**

### **Abbreviations**

KM	: Kahramaa	ED	: Electricity Distribution Dept.
EDM	: Electricity Distribution Maintenance Section	EDR	: Electricity Distribution Protection Section
LV	: Low Voltage	MV	: Medium Voltage
CT	: Current Transformers	REF	: Restricted Earth Fault
OHL	: Overhead line	<u>EDE</u>	: <u>Electricity Distribution</u> <u>Emergency Standby Office</u> <u>Section</u>
CSD	: Customer Service Dept	HOS	: Head of Section

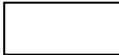

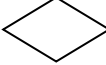





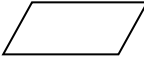
Term	Description
<b>LV Electrical Jointer licence</b>	Subject to particular conditions or restrictions included in the licence, a LV electrical jointer licence authorises the holder to perform electrical work on any apparatus, equipment and conductors which are normally operated at a voltage not exceeding 1000V to the extent of the following: (a) installing, jointing and terminating cables to the extent the work requires specialised knowledge or skill. (b) Electrical equipment work necessary for the work mentioned in paragraph.
<b>11kV Electrical Jointer licence</b>	Subject to particular conditions or restrictions included in the licence, a 11kV electrical jointer licence authorises the holder to perform electrical work on any apparatus, equipment and conductors of any voltage up to 11kV to the extent of the following: (a) installing, jointing and terminating cables to the extent the work requires specialised knowledge or skill. (b) Electrical equipment work necessary for the work mentioned in paragraph (a).
<b>11 KV Electrical Linemen License</b>	Subject to particular conditions or restrictions included in the licence, an 11 KV electrical <u>Linemen</u> licence authorises the holder to perform limited specialist electrical work for installation, maintenance work relating to overhead line and equipment with voltage levels up to 11kV
<b>11 KV Electrical Fitter License</b>	Subject to particular conditions or restrictions included in the licence, an 11 KV electrical fitter licence authorises the holder to perform limited specialist work for installation, operation and maintenance of switchgears and electricity distribution substation equipment and any machinery that control, protect and monitor the electricity flow
<b><u>Pilot Cable Jointer</u></b>	Subject to particular conditions or restrictions included in the licence, a <u>pilot cable jointer licence</u> authorises the holder to perform electrical work on any <u>apparatus, equipment and conductors which are normally operated at a voltage not exceeding 1000V</u> to the extent of the following: (a) <u>Installing, jointing and terminating cables to the extent the work requires specialised knowledge or skill.</u> (b) <u>Electrical equipment works necessary for the work mentioned in paragraph.</u>
<b><u>Technician (Standby Office)</u></b>	Subject to particular conditions or restrictions included in the licence, a <u>Standby technician licence</u> authorizes the holder to identify and attend to all <u>electricity distribution network faults and issues that arise in equipment, apparatus and facilities within electricity distribution network equipment which are normally operated at a voltage not exceeding 1000V</u> to the extent of the following: (a) <u>Identify the total cause of power failure.</u> (b) <u>troubleshoot/determine if the consumer having no power supply at Consumer End</u> (c) <u>Fix the HRC Fuses at the Fuse Carrier and feeder pillar.</u> (d) <u>Electrical equipment works necessary for the work mentioned in paragraph(a).</u>
<b><u>Low Voltage (LV)</u></b>	In this document any apparatus, equipment and conductors which are normally operated at a voltage from 25V not exceeding 1000 Volts
<b><u>Medium Voltage (MV)</u></b>	In this document any apparatus, equipment and conductors are normally operated at a voltage from 1000V not exceeding 33000 Volts

**Key References**

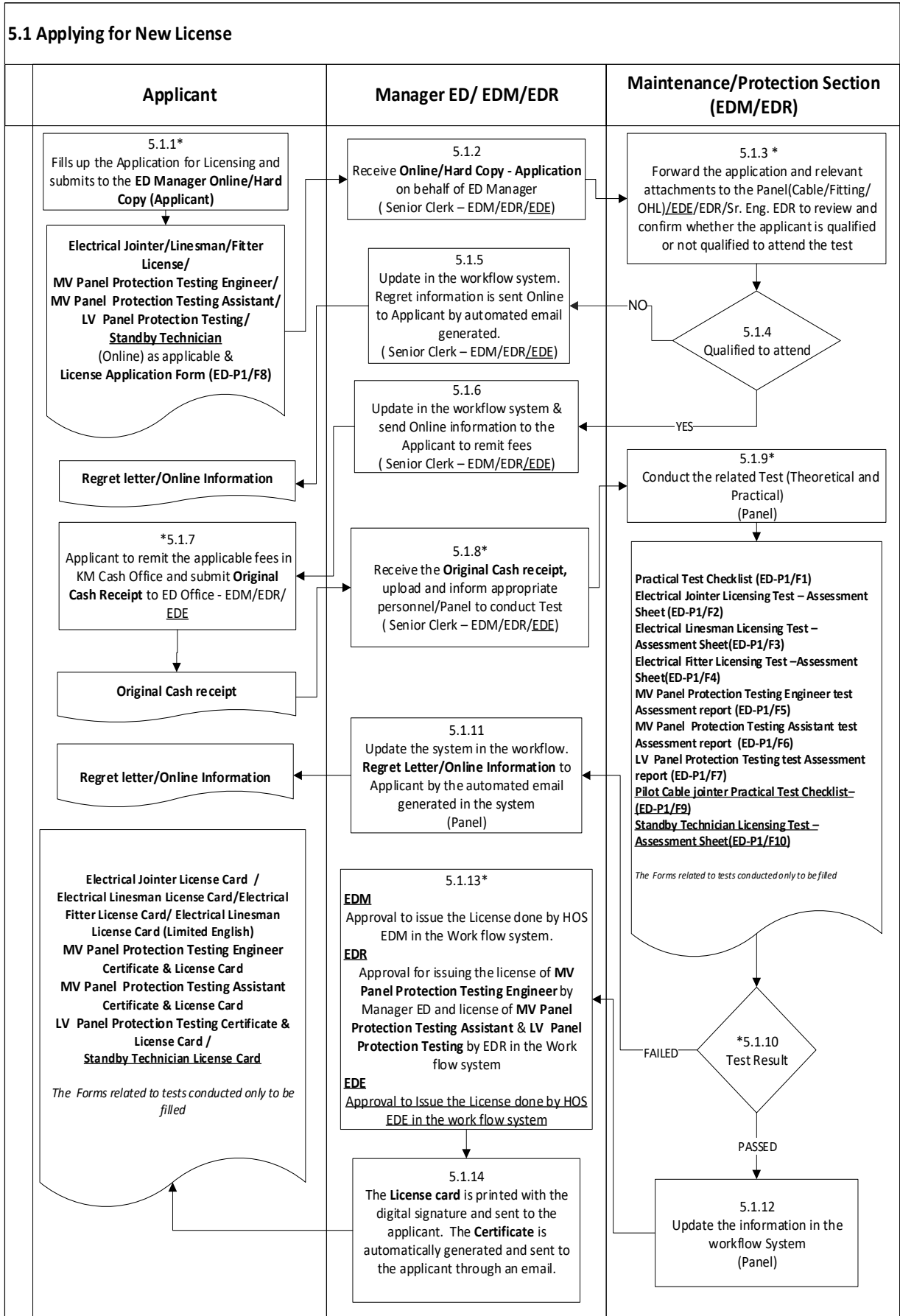
- 1) ISO 9000:2015 QMS Fundamentals and Vocabulary.
- 2) ISO 9001:2015 Quality Management Systems
- 3) Amendment in Trade Test License Procedure – Circular – ED/3676/2017 dt.: 30/08/2017.

4) 5. Procedure

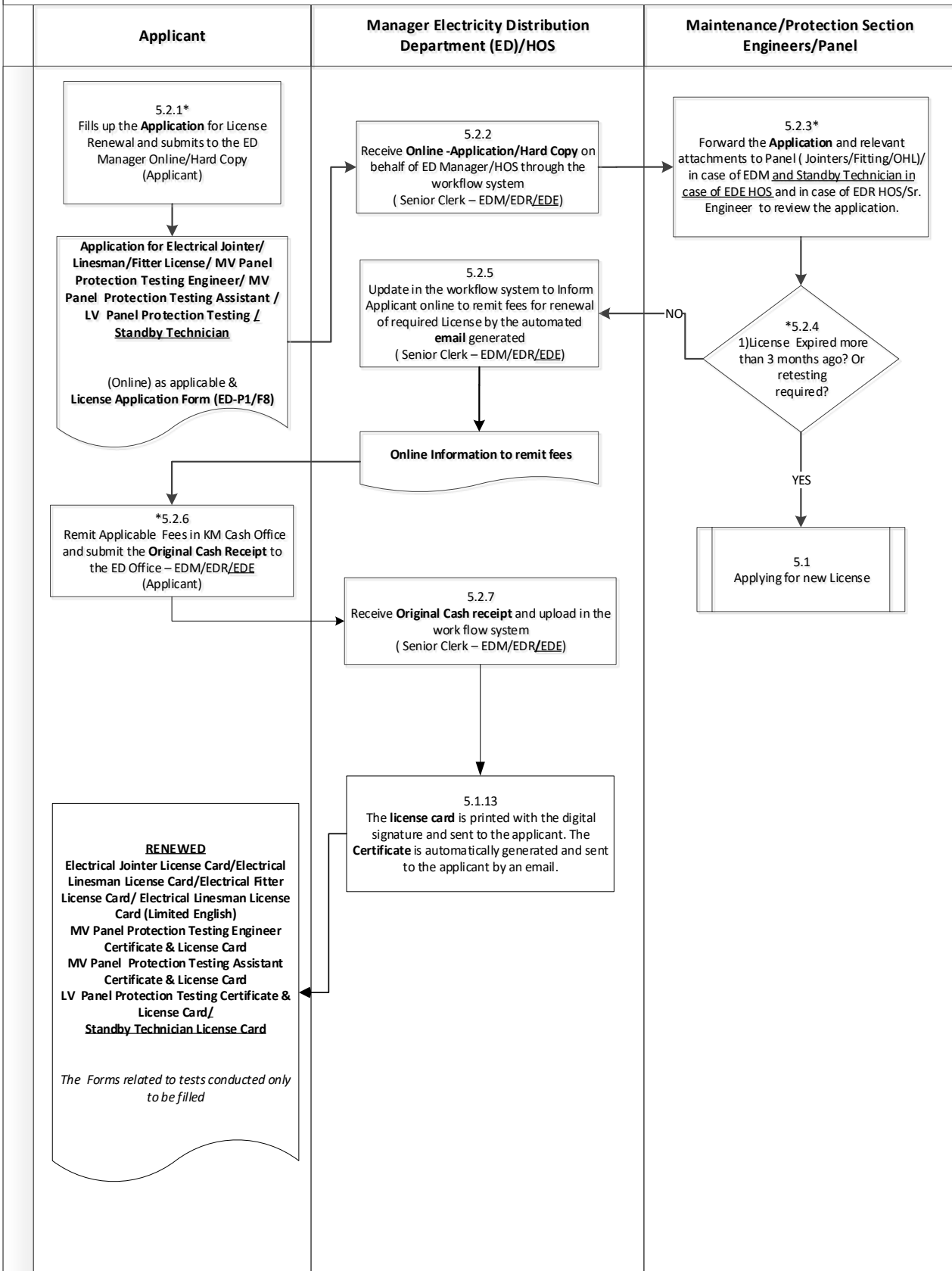
Key Shapes

Shape	Purpose	Shape	Purpose
	: Activity / Process		: On-Page reference
	: Decision		: Off-Page reference
	: Document		: Connector
	:Predefined Process		: Terminator
	:Data		

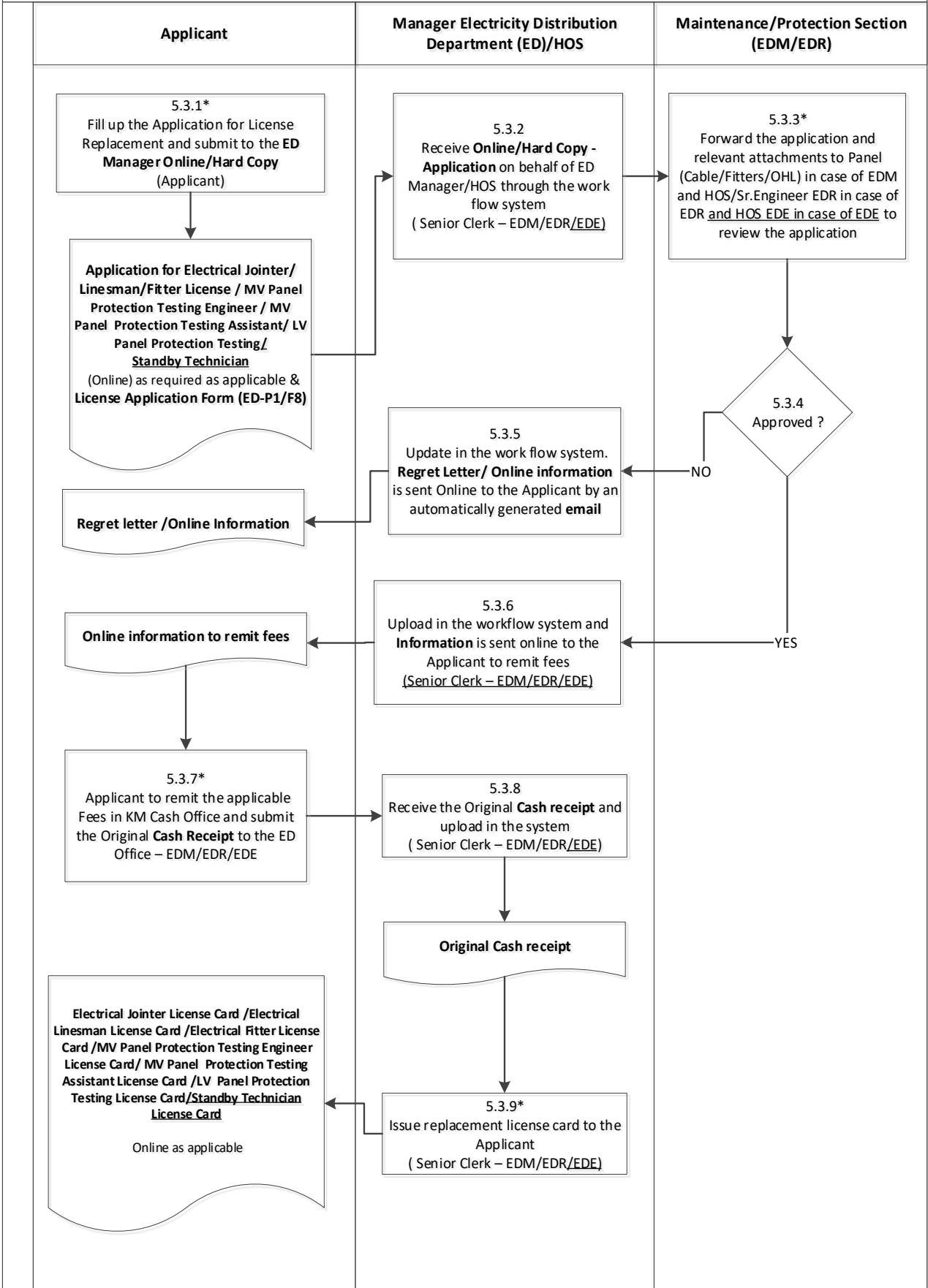




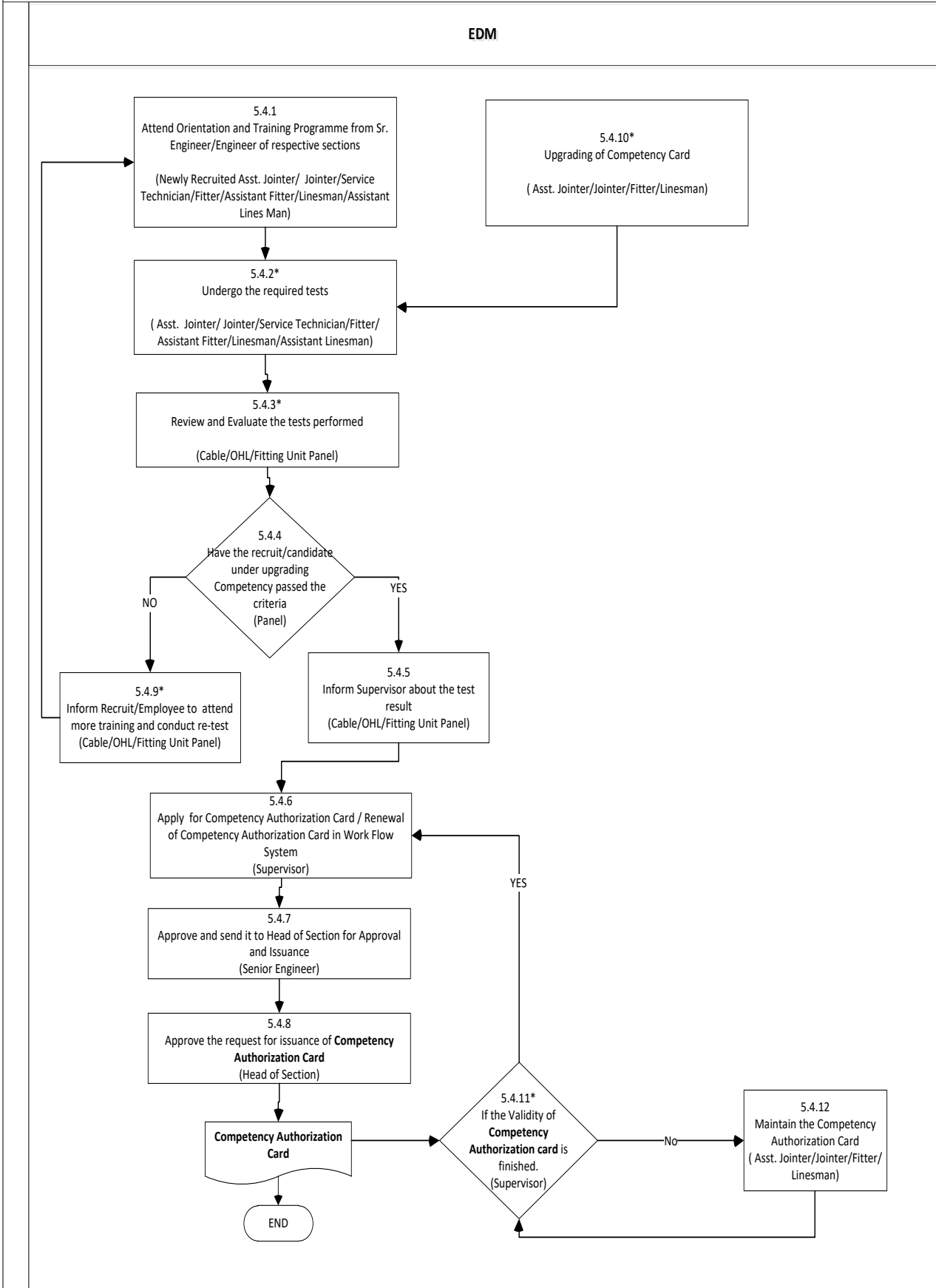
5.2 Renewing the License



5.3 Replacing Lost or Damaged License



5.4 Issuing of Competency Authorization Cards for KM Employees (EDM)



\*5.1.1 Application for **License** should be submitted by the applicant online corresponding to the trade. The form must be filled properly and with all required information provided. The application fee is not refunded for unsuccessful candidate. Each application shall upload:

- Filled up License Application form ED- P1/F8 duly signed and stamped to be scanned and uploaded.
- One (1) passport size photograph,
- Copies of Qualification certificates,
- Experience certificates
- Training certificates
- Passport copy with valid residence Permit and entry exit details.
- Copy of Company Commercial Registration
- RP (Qatar ID) valid for at least 2 months – RP (Qatar ID) shall mention the profession in Technical field.
- NOC from Old sponsor (If the sponsor is changed within 5 years).

In case of change of sponsorship within 5 years of the existing valid license and the existing license is through the old sponsor, the jointer cannot apply for the new license without NOC for transferring the license from the old sponsor.

In case of change of sponsorship (after 5 years of existing valid license from old sponsor OR within 5 years of existing valid license with NOC), the existing license will be cancelled. The applicant has to apply through new sponsor under renewal process, subject to fulfilling the requirements of documents as per new License application.

If applying for 11KV or LV jointer license, applicant may apply for either LV, 11KV License or Both (Separate application \*\*) as per the existing License available.

For above, the condition applies that the Jointer's License is not cancelled or forfeited previously by Kahramaa for the reasons of poor workmanship or any other reason.

***If the Online Application System does not work due to any reason, the applications need to be submitted in Hard copy to concerned Section.***

\*5.1.3 The applicant shall have following pre-requisite qualifications and experience in order to be eligible for the Test:

- The applicant must have secondary level education OR Trade certificate in Electrical field and basic and fundamental knowledge in electricity. With Two (2) years minimum experience in the concerned field.
- The applicant must be able to read, write and understand English as well as instruction manuals and drawings. The applicant will have to attend and pass an oral test on English language in order to qualify for the practical test.
- If a Lineman has limited English Language skill but he qualifies oral test assessment and practical test, then Linemen license can be issued with the condition that he will not be authorized to receive any safety documents and will execute the work at site under direct supervision of competent person.
- Good health (The applicant must not be colorblind) to identify Red, Yellow, Blue and Green color and color boards.

\*\*If any applicant wants to apply only for 11KV, he may apply without any condition of LV jointer License.

The Application is reviewed online by the Supervisor on behalf of the Panel. **(The Panel members are appointed by the Manager – ED and may be changed from time to time).**

The Application may be reviewed by the Head of Section where required.

The applicant shall have following pre-requisite qualifications and experience to appear for the Test:

For Protection Testing Engineer License

- The applicant shall be graduate Engineer in Electrical or Electrical & Electronics engineering and have minimum 5 (Five) years' experience or Graduate in Electronics Engineering with minimum 7 (Seven) Years' experience in the concerned Protection Testing field.
- Well conversant with protection and control schematic drawings
- Fluent to read, write and speak English.

For Protection Testing Assistant / LV Panel Protection Testing License

- Graduate Engineer in Electrical / Electrical & Electronics/ Electronics engineering with minimum 2 (two) years' experience in the concerned Protection Testing or Diploma in Electrical / Electrical & Electronics/ Electronics engineering with 3 (Three) Years' experience in concerned Protection Testing field.
- Fluent to read, write and speak English.

Each application is reviewed by the Protection Section. The candidate can be called if required for clarification of the details mentioned in the CV.

\*5.1.7 Payment receipt shall be issued by KM Customer Service Department cashier for the amount of:

- For LV Electrical Jointer Test **QR 3,000/-** (Three Thousand only) OR as per fee indicated in the system.
- For 11kV Electrical Jointer Trade Test **QR 5,000/-**(Five Thousand only) OR as per fee indicated in the system.
- For 11 kV Linemen Trade test **QR 2000/-** (Two Thousand only) or as per fee indicated in the system.
- For 11 KV fitter Trade test, **QR 1500/- (Thousand Five hundred only)** or as per fee indicated in system.
- For MV Panel Protection Testing Engineer, **QR 3000/- (Three Thousand only)** or as per fee indicated in system.
- For MV Panel Protection Testing Assistant, **QR 1000/- (One Thousand only)** or as per fee indicated in system.
- For LV Panel Protection Testing, **QR 2000/- (Two Thousand only)** or as per fee indicated in system.
- For Standby Technician, QR 1000/- (One Thousand only) or as per fee indicated in system

**\*5.1.8 For Protection Testing Engineer, Protection Testing Assistant / LV Panel Protection Testing License**

Panel for Conducting Theoretical and Practical test will be headed by EDR (or his deputy) and members consisting of Senior Protection Engineer, Protection Engineers, Foremen and Technicians who will be appointed by the EDR Head of Section. Members of panel may be changed from time to time.

**For Electrical Jointer/Linemen/Fitters/ License**

Panel for Conducting Theoretical and Practical test will be headed by Engineer/Supervisor. And the panel shall consist of members appointed by ED-Manager. The Members of the panel may be changed from time to time. The panel members present for the interview/test shall be based on their availability and it is not necessary that all members be present for

**For Electrical Standby Technician License**

Panel for Conducting Theoretical and Practical test will be headed by HOS/Supervisor. And the panel shall consist of members appointed by ED-Manager. The Members of the panel may be changed from time to time. The panel members present for the interview/test shall be based on their availability and it is not necessary that all members be present for

**\*5.1.9 Test procedures – EDM/EDR/EDE**

KAHRAMAA will advise all approved applicants of the date, time and venue for the interview and practical test.

The applicant must pass an interview and practical test covering at least:

1. For LV electrical jointer:

Total Three (3) joints: –

No	Type of LV joint	Specified Duration for the test
1.1	TEE joint (main cable-PILC, branch cable XLPE)	4 hours
1.2	One STRAIGHT joint (PILC x XLPE)	4 hours
1.3	One TERMINATION joint, XLPE	3 hours

2. For 11kV electrical jointer:

Total Four (4) joints: –

No	Type of 11KV joint	Specified Duration for the test
2.1	One TRANSITION joint (XLPE x PILC).	4 hours 30 min.
2.2	One TERMINATION joint + One Pole Box (XLPE)	4 hours 30 min.
2.3	One STRAIGHT joint (XLPE x XLPE).	4 hours
<u>2.4</u>	<u>One Pilot Cable Joint</u>	<u>1 hours 30 min.</u>

### 3. For 11 KV Electrical Linemen

- Installation of different types of 11kV and LV OHL Equipment's.
- Maintenance of all types of 11kV and LV OHL Equipment's.
- Trouble shooting of all types of 11kV and LV OHL Equipment's.
- Safety regulations of OHL work requirements mentioned in KAHRAMAA Safety Rules.

### 4. For 11 KV Electrical Fitter

- Installation of different types of 11kV and LV Equipment
- Maintenance of all types of 11kV and LV Equipment
- Trouble shooting of all types of 11kV and LV Equipment
- Safety regulations of Fitting work requirement mentioned in KAHRAMAA Safety Rules

### 5. For Standby Technician

- Identify the Blown Fuse (HRC) in the fuse carrier
- Replacement of HRC Fuse in the fuse carrier
- Inserting HRC fuse in the feeder pillar.
- Using of measuring devices (clamp meter & test lamp tester).
- Identification of different equipments and apparatus in electricity distribution networks.
- KAHRAMAA Safety regulations and Regulations.

Interview shall be conducted at the Cable/Fitting/OHL Unit (EDM) and Standby Section (EDE) at Abu Hamour Workshop by the Panel Members OR any suitable place as per convenience of the Panel.

Practical Test will be carried out at KAHRAMAA Workshop or at site under the direct supervision of Panel Members.

### **Test Procedures – EDR**

KAHRAMAA EDR will advise qualified and eligible applicants of the date, time and venue for the interview and subsequently the practical test on successful completion of theoretical interview/test.

The concerned Applicant must pass an interview and subsequently practical test related to the areas but not limited to Theory of Protection, setting calculations, Practical Relay configuration & Protection testing.

Interview will be conducted at Distribution Protection office by the Protection Section.

Practical Tests will be carried out at KAHRAMAA Distribution Protection Workshop (if required at site also) under the direct supervision of KM Protection Section.

The candidate should bring necessary test equipment's and accessories while appearing for the test from their Company. For carrying test equipment helpers can be deployed by the concerned company.



**Pilot Cable Jointer**

Pilot cable jointer test is part of the MV cable jointer license, but test will be arranged by EDR in coordination with EDM. Panel for Conducting Theoretical and Practical test will be headed by Protection Engineer and members will be consisting of engineers, Foremen, and Technicians. They will be appointed by the EDR Head of Section. The Members of the panel may be changed from time to time. The panel members present for the interview/test shall be based on their availability and it is not necessary that all members be present for the Theoretical and Practical test. Test result will be communicated with EDM.

**\*5.1.10 Test result**

The result of the test will be communicated online.

Unsuccessful applicant will be allowed to apply for re-test after at least three (3) months later, in case of EDM and unsuccessful applicant can apply for new license after minimum period of six months from the previous date of appearance or as desired by the panel in case of EDR

The decision of KAHRAMAA shall be considered as final and any complaint against the testing method or the result shall not be entertained.

**\*5.1.13 Electrical Jointer / Linemen /fitter Certificate will be Generated Online and forwarded to the applicant by Email. Electrical Jointer/Linemen/fitter License Card (photograph printed) will be issued to the successful candidate by KAHRAMAA. License must be carried during the work and produced on demand by KAHRAMAA. The validity of each license shall be up to one year from the date of issue.**

For OHL Linemen knowledge of English language is compulsory for safety documents holder because safety documents are in English language. If any license holder has un-sufficient English language skill but he qualifies oral test assessment and practical test, then license can be issued with the condition that he will not be authorized to receive any safety documents and will execute the work at site under direct supervision of competent person.

Electrical Linemen Certificate will be Generated Online and forwarded to the applicant by Email. Linemen License Card (photograph printed) shall be issued if candidate does not have Knowledge of English.

Electrical Standby Technician License Card (photograph printed) will be issued to the successful candidate by KAHRAMAA. License must be carried during the work and produced on demand by KAHRAMAA. The validity of each license shall be up to one year from the date of issue.

**EDR**

Protection license for MV Panel Protection Testing Engineer / MV Panel Protection Testing Assistant / LV Panel Protection Testing Certificate will be generated Online and forwarded to the applicant through Email.

MV Panel Protection Testing Engineer / MV Panel Protection Testing Assistant / LV Panel Protection Testing License Card (photograph printed) will be issued to the successful candidate by KAHRAMAA.

License certificate/ card must be carried during the work and produced on demand by KAHRAMAA. The validity of each license shall be up to one year from the date of issue.

- \*5.2.1 Application for renewal of the License should be submitted by the applicant online corresponding to the trade. The form must be filled properly and with all required information provided.

Relevant Documents to be submitted along with Renewal Application, Each application shall upload:

- Filled up License Application form ED- P1/F8 duly signed and stamped to be scanned and uploaded.
- Passport copy with valid residence Permit and entry exit details.
- Valid License Copy.
- Valid RP (Qatar ID) shall mention the profession in Technical field.
- To submit record of work done in one year within KM Network (Details of survey sheet) OR outside KM Network (with client confirmation)
- NOC from Old sponsor (If the sponsor is changed within 5 years).

In case of change of sponsorship within 5 years of the existing valid license through the old sponsor, the applicant cannot apply for renewal of license without NOC for transferring the license from the old sponsor

If applying for renewal of 11KV/ LV jointer license after change of sponsor, applicant may apply for either LV OR 11KV License renewal or Both (Separate application\*\*) as per the existing License available subject to fulfilling the requirements of documents as per new License application.

In case of change of sponsorship and the applicant possess 11kv / LV /valid Jointers license from old sponsor, this License is deemed to be cancelled. The applicant has to apply through new sponsor. In this case the process will be treated of renewal of license.

The condition applies that the Jointers License is not cancelled / forfeited previously by Kahramaa for the reasons of poor workmanship or any other reason.

- \*5.2.3 KAHRAMAA reserves the right to cancel or suspend any license at any time and may require to be re-tested without having to provide any explanations. Criteria for cancelation/suspension of the license:
- Any failure due to Licensee's mistake.
  - If the license holder is found responsible for bad workmanship.
  - Violation of safety rules.
  - Negligence in work code of practice.
  - It is the discretion of ED Manager whether to accept for renewal/ New application of the applicant after Cancellation of his License for above mentioned reasons.

#### **EDM –**

- If the license holder stayed out of work more than One Year and wants to renew the License, then he must appear for fresh trade test.
- If the license holder stayed out of work more than six month and less than one year, he can apply for renewal of license provided the license holder was not out of Qatar more than six (6) months, Company must submit his exit and entry document from Qatar Airport/Immigration along with renewal fee, ID copy and RP.

\*\*If any applicant wants to apply only for 11KV renewal, he may apply without any condition of LV jointer License.

**EDM/EDE** - The Application is reviewed online by the Supervisor on behalf of the Panel. (***The Panel members are appointed by the Manager – ED and may be changed from time to time***).

**EDR**- Each Application is reviewed by the HOS/Sr. Engineer

- \*5.2.4 All licenses must be renewed before the expiry. OR  
Maximum of Three (3) months period after expiry is permitted as grace period only in following conditions-
- The license holder is not available in Qatar at the time of date of expiry.
  - The license holder is medically unfit at the time of date of expiry.
  - Any other specific reason deemed suitable by the Panel.

If license is not renewed within three (3) months after expiry, then the License shall be cancelled, and the candidate has to apply for new test. If any license holder of a contractor is working without renewed license, a fine will be imposed to the contractor deemed suitable by the Manager ED.

- \*5.2.6 Payment receipt shall be issued by concerned KM department / online for the amount of **QR 100/-** (One hundred only) OR as per the fee indicated in the system for the renewal. In case of EDM the payment shall be done at least within fifteen (15) days. The application fee is not refunded for unsuccessful candidate.

- \*5.3.1 If at any time, a License is lost or damaged, Application for replacement of the License should be submitted by the applicant immediately corresponding to the trade.

Relevant Documents to be submitted along with Replacing Lost/Damaged Application, each application shall upload:

- Filled up License Application form ED- P1/F8 duly signed and stamped to be scanned and uploaded.
- Passport copy with valid residence Permit and entry exit details RP (Qatar ID) shall mention the profession in Technical field.
- Valid License Copy.

- \*5.3.3 **EDM/EDE**- The Application is reviewed online by the Supervisor on behalf of the Panel. (***The Panel members are appointed by the Manager – ED and may be changed from time to time***).

**EDR**- Each Application is reviewed by the HOS/Sr. Engineer

KAHRAMAA reserves the right to reject any application for replacement without having to provide any explanations. Criteria for rejection:

- If the license holder is found responsible for bad workmanship, Violation of safety rules, Negligence in work code of practice/ testing and follow up.

- \*5.3.7 Payment receipt shall be issued by concerned KM department / online for the amount of **QR 100/-** (One Hundred only) OR as per the fee indicated in the system and amount of fine if applicable for replacement of lost/ damaged license, if the validity period of that license is not expired. And amount of **200/- QR**(Two Hundred only) fine for replacement of lost/ damaged license.

- \*5.3.9 New Certificate will be Generated Online and forwarded to the applicant by Email. License Card (photograph printed) will be issued to the applicant by KAHRAMAA.

License must be carried during the work and produced on demand by KAHRAMAA. The validity of each license shall be upto one year from the date of issue.

### **General Instructions - EDR**

- If the testing engineer changing one company to other company, the existing license is invalid, new license shall be applied via new company.
- If the testing engineer stays out of Qatar for more than six months, the license shall be invalid and new license shall be applied after re-entry.
- KM holds the right to reject any application without any reason.
- If KM noticed poor quality of work from any licensed candidate, the license will be suspended / cancelled.
- If KM noticed repeated poor quality of work from particular license holder, KM shall disqualify the candidate, cancel all valid protection license and re application for any of the protection license from particular candidate shall not be entertained further for a period of minimum one year or desired by Management.
- If any application is rejected, the applicant can re-apply after 6 months from date of rejection.
- Instructions issued with each type of License shall be strictly followed
- Kahramaa has right to call the license holders to appear for re-interview, practical test or both whenever required. Once KM instructed for re-test, it is responsibility of license holders to coordinate with Kahramaa protection section to complete the re-test procedures within 3 months. If failed, it will be considered the license as invalid, and candidate have to apply for new license.

#### \*5.4.2

- 1) Jointers/Service Technician/Linemen/Fitters – The Practical test are conducted as per the test procedure mentioned in the notes of 5.1.9 of this procedure
- 2) LV/11KV Jointer – The Practical test checklist and assessment sheet to be used is the same that is used for licensing of cable jointers (ED-P1/F1). Any newly recruited cable jointer has to first undergo LV Jointer test. After sufficient time (to be decided by Sr. Engineer/HOS) of work as a LV jointer, this Jointer may be asked to undergo the test for 11KV Jointing.
- 3) Service Technicians /Assistant Fitters/Fitter – the Assessment Sheet to be used is ED-P1/F2
- 4) Assistant Linemen/Linemen- the Assessment Sheet to be used is ED-P1/F3

#### \*5.4.3 After Assessment of the Test, Panel conducting the Test to decide the type of Competency Authorization and recommend concerned Supervisor.

The type of Competency Authorizations is as follows-

- Authorized to receive the Safety document of **LOA** only.
- Authorized to receive the Safety document of **LOA and PTW** both.

#### \*5.4.9 Only New recruits will go back to Orientation. The Candidates undergoing test for up gradation will continue to work in their respective Positions & work with their existing competency

#### \*5.4.10 Management to decide whether a candidate can be asked to undergo a test for up gradation of his Competency.

#### \*5.4.11 The Validity of Competency Authorization card would be for two years. Renewal of the card to be done every two years.

**Competency Authorization Card**

- A) The Service Technician/ Assistant Fitter/Assistant Linemen Competency Authorization Card generally allows them to receive the safety document of LOA only after successful completion of the Tests.
- B) The competency Authorization card of Fitters/Linemen/Foreman allows them to receive the safety document of LOA/PTW after successful completion of the Tests.
- C) Assistant Jinter/ Jinter who successfully pass the LV jointing Test are issued with the Competency Authorization card to receive the safety document of LOA only.
- D) Assistant Jinter/ Jinter who successfully pass the 11KV jointing Test are issued with the Competency Authorization card to receive the safety document of LOA and PTW.

**Up gradation of Competency Authorization Card**

Assistant Jinter/ Jinter / Fitter/Linemen possessing the Competency Authorization card to receive the safety document of LOA only can undergo the Test for Competency Authorization to receive the safety document of LOA and PTW if and when Management permits him to do so.

**Foreman Competency Authorization Card**

Foreman Competency Authorization Card issued for the purpose of identification of their competency after their orientation is successfully completed for newly recruited. The type of Competency Authorization issued to Foremen is that to receive the Safety document of **LOA and PTW** both. Sr. Engineer to decide whether to issue the Competency Authorization Card to the Foreman after successful completion of their orientation.

**Cancellation/Suspension of Competency Authorization Card**

KAHRAMAA reserves the right to cancel or suspend any Competency Authorization Card at any time and may require to be re-tested without having to provide any explanations. Criteria for cancellation/suspension of the Competency Card:


- Any failure due to Card holder's mistake.
- If the card holder is found responsible for bad workmanship.
- Violation of safety rules.
- Negligence in work code of practice.

## Specimen

Jointer/fitter/Linemen/Protection Testing Engineer/ Protection Testing Assistant / LV Panel protection testing /Standby Technician card snapshot



Insert Photo



المؤسسة العامة القطرية للكهرباء والماء  
Qatar General Electricity & Water Corporation



بيادة أفضل  
better living

**Electricity Network Affairs**

**Electricity Distribution Dept**

شؤون شبكات الكهرباء

إدارة التوزيع الكهربائي

LICENSE NO : رقم الرخصة :

NAME : الاسم :

QID : الرقم الشخصي :

COMPANY : اسم الشركة :

VALIDITY : الصلاحية :

FIRST ISSUED ON : أول إصدار :


يجب على حامل الرخصة الاحتفاظ بها اثناء القيام بالعمل واظهارها عند الطلب من موظفي كهرباء (مهندس/ مشرف / مفتش)

This license must be with the holder while carrying out the work and produce on demand by KAHRAMAA Engineers /Supervisor/ Inspectors

مخول باستلام مستندات السلامة ( ملون )


PTW	<input type="checkbox"/>	اذن عمل	<input type="checkbox"/>	تصريح أعمال محدودة	<input type="checkbox"/>
<b>Authorized:</b>					
11KV CABLE JOINTER	<input type="checkbox"/>	LINEMAN WITH PTW	<input type="checkbox"/>	LV PANEL PROTECTION TESTING	<input type="checkbox"/>
LV CABLE JOINTER	<input type="checkbox"/>	ELECTRICAL FITTER	<input type="checkbox"/>	PROTECTION TESTING ENGINEER	<input type="checkbox"/>
LINEMAN WITHOUT PTW	<input type="checkbox"/>	STANDBY TECHNICIAN	<input type="checkbox"/>	PROTECTION TESTING ASSISTANT	<input type="checkbox"/>

Licensing Authority





His Position  
The Name

سلطة الترخيص



E B M / C J / 0 0 0 1

## Competency Authorization Card –Specimen

 المؤسسة العامة للكهرباء والماء Qatar General Electricity & Water Corporation	
<b>Electricity Network Affairs</b> شؤون شبكات الكهرباء <b>Electricity Distribution Dept</b> إدارة التوزيع الكهربائي	
<b>COMPETENCY AUTHORIZATION</b>	
NAME :	الاسم :
POST NO :	رقم الوظيفة :
DESIGNATION :	الوظيفة :
VALIDITY:	الصلاحية :
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هذه الرخصة يجب أن تكون مع حاملها أثناء قيامه بأعمال ويجب ابرازها عند الطلب بواسطة مهندسي كهرباء أو المفتشين

**The holder must produce this licence on demand from KAHRAMAA Engineers / Inspectors while carrying out work.**

Authorized to receive safety documents (Colored)	مخول لأستلام مستندات السلامة- ملون
<b>PTW</b>	إذن عمل
<b>LOA</b>	إذن دخول محدود
Licensing Authority	سلطة الترخيص

## 6. Key Performance Indicators

Process KPIs are covered under PQ-PQS-P1 Corporate Strategic Planning Procedure.

## 7. Records

Records	Custodian	Record Location	Information Sensitivity	Retention Time
Application for Electrical Jointer/ <u>Linemen</u> /fitter License (Online)	Sr. Engineer (Cable /OHL/Substation units)	Workflow System	Public	1 year
Application for Protection Testing License (MV Testing Engineer/ Testing Assistant / LV Panel REF testing) - online	Protection Section (Secretarial)	Workflow System	Public	2 year
<u>Application for Standby Technician - online</u>	<u>Emergency Standby Section (Secretarial)</u>	<u>Workflow System</u>	<u>Public</u>	<u>1 year</u>
Practical Test Checklist-jointer (ED-P1/F1)	Supervisor (Cable Jointing Unit)	Cable Jointing Unit, Abu Hamour	Internal	1 year
Electrical Jointer Licensing Test Assessment Sheet (ED-P1/F2)	Supervisor (Cable Jointing Unit)/ <u>Supervisor (Pilot Cable)</u>	Cable Jointing Unit, <u>Pilot Cable</u> Abu Hamour	Internal	1 year
Electrical <u>Linemen</u> Licensing Test Assessment Sheet (ED-P1/F3)	Supervisor (OHL)	OHL Unit, Abu Hamour	Internal	1 year
Electrical fitter Licensing Test Assessment Sheet (ED-P1/F4)	Supervisor (Fitting Unit)	Fitting Unit, Abu Hamour	Internal	1 year
MV Panel Protection Testing Engineer Test Assessment report (ED-P1/F5)	Protection Section (Secretarial)	Workflow System	Internal	2 year
MV Panel Protection Testing Assistant Test Assessment report (ED-P1/F6)	Protection Section (Secretarial)	Workflow System	Internal	2 year
LV Panel Protection Testing Test Assessment report (ED-P1/F7)	Protection Section (Secretarial)	Workflow System	Internal	2 year
License Application Form (ED-P1/F8)	Senior Clerk (Secretarial-EDM/EDR)	Workflow System	Public	1 year-EDM/ <u>EDE</u> 2 year- EDR



Records	Custodian	Record Location	Information Sensitivity	Retention Time
<u>Pilot cable Joints Practical Test Checklist (ED-P1/F9)</u>	<u>Protection Section (Secretarial)</u>	<u>Workflow System</u>	<u>Internal</u>	<u>2 year</u>
<u>Standby Technician Test - Assessment Sheet (ED-P1/F11)</u>	<u>Emergency Standby Section (Secretarial)</u>	<u>Workflow System</u>	<u>Internal</u>	<u>2 year</u>
Electrical Joints Card (Generated Online – Issued to the applicant ( <u>Notification send through email</u> ))	Sr. Engineer (Cable Unit)	Workflow System	Public	1 year
Electrical <u>Linemen</u> Card (Generated Online – Issued to the applicant ( <u>Notification send through email</u> ))	Sr. Engineer (OHL Unit)	Workflow System	Public	1 year
Electrical fitter Card (Generated Online – Issued to the applicant ( <u>Notification send through email</u> ))	Sr. Engineer (Substation Maintenance Unit)	Workflow System	Public	1 year
Electrical <u>Linemen</u> Card- for English illiterate (Generated Online – Issued to the applicant ( <u>Notification send through email</u> ))	Sr. Engineer (OHL Unit)	Workflow System	Public	1 year
MV Panel Testing Engineer Certificate & Card (Generated Online – Forwarded to the applicant by email)	Protection Section (Secretarial)	Workflow System	Public	2 year
MV Panel Testing Assistant Certificate & Card (Generated Online – Forwarded to the applicant by email)	Protection Section (Secretarial)	Workflow System	Public	2 year
LV Panel REF Testing Certificate & Card (Generated Online – Forwarded to the applicant by email)	Protection Section (Secretarial)	Workflow System	Public	2 year