
PROCESS FOR APPROVAL OF LICENSED CONTRACTORS IN THE EMIRATE OF ABU DHABI

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1. GENERAL

1.1 PURPOSE

- 1.1.1 Under the Electricity Wiring Regulations work on Electrical Installations may only be carried out by Licensed Contractors who have been assessed and approved by the Distribution Company and issued a Competency Licence.
- 1.1.2 The purpose of this document is to set out a process for approval of Licensed Contractors to meet the requirements of Regulation 3.4, "Licensed Contractors", of the Electricity Wiring Regulations.

1.2 EFFECTIVE DATE.

- 1.2.1 Subject to the transitional provisions set out in Section 5.3 of this document, this Process for Approval of Licensed Contractors in the Emirate of Abu Dhabi ('**Process**') shall take effect from **1 August** 2015 ("**Effective Date**").

1.3 SCOPE

- 1.3.1 This Process applies to a Contractor wishing to undertake Low Voltage Electrical Installation Work in the Emirate of Abu Dhabi.
- 1.3.2 Licensing of High Voltage Electrical Installation Work is outside the scope of this Process. A Contractor will need to refer to the relevant Distribution Company for advice.
- 1.3.3 This Process is issued by the Distribution Companies and approved by the Bureau.
- 1.3.4 Subject to Section 5.3.2 and 5.3.3, this Process supersedes any other resolutions, requirements and processes relating to the licensing of a Contractor by a Distribution Company to undertake Electrical Installation Work in the Emirate of Abu Dhabi.

2. DEFINITIONS

2.1 INTERPRETATION

Words which are defined under this section are used in the document beginning with capital letters. For example, “the Competency Licence issued by the Distribution Company shall be...”

Words and expressions other than those described in this section, which are defined in the Electricity Wiring Regulations, shall have the meanings ascribed to them in the Electricity Wiring Regulations.

Words using the singular or plural number also include the plural or singular number, respectively.

- 2.1.1 **Bureau:** the Regulation and Supervision Bureau for the Water, Wastewater and Electricity Sector in the Emirate of Abu Dhabi, as established under the Law.
- 2.1.2 **Change of Control:** occurs if
- (a) the Contractor transfers to another person any part of its business;
 - (b) a majority of the Contractor’s issued share capital is sold to another person;
 - (c) there is a change in the ability to appoint or elect the majority of the board of directors of the Contractor; or
 - (d) any other transaction is completed which gives effective beneficial or legal control of the Contractor to another person.
- 2.1.3 **Competency Licence:** a specific licence issued by a Distribution Company to a Licensed Contractor assessed as competent for work on Low Voltage Electrical Installations in a form approved by the Bureau and in accordance with the Process.
- 2.1.4 **Competency Licence Application:** an application form published by the Distribution Company for a Contractor to apply:
- (a) for a Competency Licence;
 - (b) to renew a Competency Licence;
 - (c) to upgrade or downgrade a Competency Licence; or
 - (d) to update or modify information in a Competency Licence.
- 2.1.5 **Contractor:** a company or corporate entity established in the Emirate of Abu Dhabi to carry out Electrical Installation Work.
- 2.1.6 **Distribution Company:** a company or body holding a distribution licence, granted by the Bureau, pursuant to the Law and presently being either Al Ain Distribution Company (AADC) or Abu Dhabi Distribution Company (ADDC).
- 2.1.7 **Electrical Engineer:** an engineer with an electrical engineering degree or equivalent qualification and with the relevant work experience.
- 2.1.8 **Electrical Installation Work:** work performed on an Electrical Installation by a Contractor and may involve the design, construction, installation, operation or maintenance of an Electrical Installation.
- 2.1.9 **Electrical Installation:** an Electrical Installation comprises any fixed or temporary cable, switchgear or other electrical equipment or apparatus within a Premises or other place where there is an electricity supply (including outdoor locations). Fixed or portable electrical appliances are not considered part of the Electrical Installation.

- 2.1.10 **Electricity Wiring Regulations:** the Electricity Wiring Regulations (Third Edition) issued by the Bureau, as amended from time to time.
- 2.1.11 **Electricity Wiring Regulations Course E1:** the course to be undertaken and successfully completed by an Electrical Engineer to obtain an Engineer's Registration Certificate.
- 2.1.12 **Engineer's Registration Certificate:** a certificate issued by the Bureau to an Electrical Engineer for successfully completing the requirements of the Electricity Wiring Regulations Course E1.
- 2.1.13 **High Voltage (HV):** an a.c. voltage greater than Low Voltage and less than 36 kV between any phases or 21 kV between any phase and earth (internationally referred to as Medium Voltage);
- 2.1.14 **Law:** means Law No (2) of 1998 Concerning the Regulation of the Water, Wastewater and Electricity Sector in the Emirate of Abu Dhabi, as amended.
- 2.1.15 **Licensed Contractor:** a person, entity or company which has been assessed by the Distribution Company as competent to work on Electrical Installations and issued a Competency Licence by that Distribution Company.
- 2.1.16 **Licensing Committee:** a committee within a Distribution Company which assesses Competency Licence Applications. The Licensing Committee shall establish and comply at all times with its own rules and procedures relating to the conduct of its business.
- 2.1.17 **Low Voltage (LV):** an a.c. voltage below 1000 V between phases, or below 600 V below any phase and earth or, d.c. voltage below 1500 V between conductors, or below 900 V between live conductors and earth.
- 2.1.18 **Registered Engineer:** a Senior Engineer or Engineer as defined in Annex 1 who:
- (a) is employed by a Licensed Contractor;
 - (b) holds a valid Engineer's Registration Certificate; and
 - (c) is named as the Contractor's representative and authorised signatory for Electrical Installation Work only.
- 2.1.19 **Working Day:** any day that is not a Friday, Saturday or day that is declared a public holiday in the government sector in the Emirate of Abu Dhabi.

3. LICENCE CATEGORIES

3.1 CATEGORIES OF COMPETENCY LICENCE

- 3.1.1 There are five categories of Competency Licence. The categories and the requirements for each are set out in Annex 1 to this document.
- 3.1.2 A Contractor may apply to upgrade a Competency Licence to a higher category provided it meets all requirements of the higher category as outlined in Section 4 of this Process.
- 3.1.3 A Contractor holding a Competency Licence of either category (1), (2) or (3) is permitted to carry out Electrical Installation Work anywhere across the Emirate of Abu Dhabi.
- 3.1.4 A Contractor holding a Competency Licence of either category (4) or (5) is only permitted to carry out Electrical Installation Work within the Abu Dhabi or Al Ain municipalities as appropriate to the Distribution Company issuing the licence.

4. APPLICATION PROCEDURE

4.1 GENERAL REQUIREMENTS

4.1.1 The Contractor must satisfy the following requirements for a Competency Licence:

- (a) The Contractor must have:
 - (i) a valid commercial licence issued by the Abu Dhabi Department of Economic Development (or other relevant department);
 - (ii) current Abu Dhabi Chamber of Commerce and Industry membership

Note: Applications submitted by a Contractor must be directed either to Abu Dhabi Distribution Company or Al Ain Distribution Company relevant to the issue place of the Contractor's commercial licence.

- (b) The technical staff to be named in the Contractor's Competency Licence Application must have passed any required tests from the above organizations.
- (c) The job title mentioned in the residence visas of each of the technical staff to be named in the Contractor's Competency Licence Application must be similar or suitable to the relevant technical staff job title listed for the relevant category of Competency Licence. See Annex 1 for categories and technical staff requirements.
- (d) For all Categories of Competency Licences, all technical staff to be named in the Contractor's Competency Licence Application must hold a valid residence visa issued in the Emirate of Abu Dhabi and such staff must be under the sponsorship of the Contractor.
- (e) The Contractor must ensure that its technical staff to be named in the Contractor's Competency Licence Application matches the technical staff requirements for the category of Competency Licence to be applied for. See Annex 1 for categories and technical staff requirements.
- (f) The Contractor must pay the required fee for the appropriate category of Competency Licence as set out in Annex 2.

4.2 REQUIRED DOCUMENTS

4.2.1 The Contractor must submit the following documents as part of the Competency Licence Application:

- (a) Copy of sponsor's or national partner's passport.
- (b) Copy of a valid Municipality, Department of Economic Development licence.
- (c) Copy of a valid Membership Certificate of Abu Dhabi Chamber of Commerce and Industry.
- (d) Copy of a valid office lease contract in the name of the Contractor.
- (e) Copy of a valid Engineer's Registration Certificate (Electricity Wiring Regulation Course E1) for the person named as such in the application.
- (f) For each technical staff member named in the application:

- (i) a copy of passport and a valid Abu Dhabi residence visa page showing sponsorship of the Contractor; and
 - (ii) experience record or curriculum vitae along with references.
 - (g) A copy of the notarised Power of Attorney for the Contractor's authorised signatory.
 - (h) A copy of the notarised Power of Attorney for the Registered Engineer's authorised signatory.
- 4.2.2 The Competency Licence Application must be signed and dated by the Contractor's authorised signatory and sealed by the Contractor.
- 4.2.3 Originals of all documents required to make a new Competency Licence Application must be presented at the Licensing Committee interview.

4.3 APPLICATIONS FOR NEW COMPETENCY LICENCE

- 4.3.1 A Contractor wishing to obtain a Competency Licence must complete a Competency Licence Application and submit it to the Distribution Company along with the documents specified in Section 4.2.
- 4.3.2 Each Competency Licence Application will be reviewed by the Distribution Company for completeness within two (2) Working Days of receipt and forwarded to the Licensing Committee for assessment if complete.
- Note: Incomplete applications will result in a delay in the process until all application requirements are met.
- 4.3.3 The Licensing Committee will conduct an interview with the Contractor within twenty five (25) Working Days from when a completed Competency Licence Application is submitted to the Distribution Company. The Contractor may request the assessment interview with the Licensing Committee to be scheduled at a later date.
- 4.3.4 A Contractor will be notified of the outcome of its Competency Licence Application within four (4) Workings Days of the Licencing Committee interview.
- 4.3.5 If a Contractor's Competency Licence Application is successful, a Competency Licence will be issued within two (2) Working Days of the issue of notice of outcome.
- 4.3.6 A Competency Licence is valid for one year from the date of issue, unless cancelled or suspended earlier in accordance with Section 5 of this Process.
- 4.3.7 A Contractor who is notified that its Competency Licence Application is unsuccessful will be given reasons why the application was unsuccessful. A Contractor is able to reapply for a Competency Licence at any time following rejection of an application pursuant to this section 4.3.7 on completion and submission of a new Competency Licence Application and upon payment of the appropriate fee as specified in Annex 2, provided the reasons for the rejection have been rectified to the satisfaction of the Distribution Company.
- 4.3.8 Where a Competency Licence Application is not successful in a particular category, the Licensing Committee may, in its absolute discretion, offer to issue a Competency Licence to the Contractor in a

lower category, provided that the Licensing Committee is satisfied that all requirements of the lower category are met by the Contractor.

4.4 APPLICATIONS TO RENEW COMPETENCY LICENCE

- 4.4.1 A Contractor wishing to renew a Competency Licence must complete and submit a Competency Licence Application for renewal.
- 4.4.2 An application to renew a Competency Licence must be submitted not less than 30 days prior to the licence expiry date.
- 4.4.3 Applications to renew a Competency Licence submitted after the renewal application date set out in Section 4.4.2 will not be accepted and a new Competency Licence Application will be required.
- 4.4.4 A Contractor applying for a Competency Licence renewal must fulfil all the requirements set out in Section 4.1.
- 4.4.5 A Contractor applying for a Competency Licence renewal must submit the following in addition to the required documents outlined in Section 4.2:
- (a) A copy of the previous Competency Licence issued by the Distribution Company.
 - (b) Summary of the Contractor's activity in the last 12 months in the field of Electrical Installation Work.
 - (c) Details of any changes to Contractor's technical staff.
 - (d) Details of any address or location change.
- 4.4.6 Each renewal application will be reviewed by the Distribution Company for completeness within two (2) Working Days of receipt and forwarded to the Licensing Committee for assessment if complete.
- Note: Incomplete applications will result in a delay in the process until all application requirements are met.
- 4.4.7 The Licensing Committee may conduct an interview with the Contractor. The Licensing Committee shall inform the Contractor whether an interview is required within seven (7) Working Days following receipt of the renewal application. If an interview is to occur, the interview shall take place within twenty (20) Working Days from when the Contractor is informed of the requirement for an interview. The Contractor may request the assessment interview with the Licensing Committee to be scheduled at a later date.
- 4.4.8 A Contractor will be notified of the outcome of its renewal application within four (4) Workings Days of the interview with the Licencing Committee, or where no interview is required, within four (4) Working Days following notification that no interview is required.
- 4.4.9 If a Contractor's renewal application is successful, a renewed Competency Licence will be issued within two (2) Working Days of the issue of notice of outcome.
- 4.4.10 A renewed Competency Licence is valid for one year from the date of issue, unless cancelled or suspended earlier in accordance with Section 5 of this Process.

4.4.11 A Contractor who is notified that its renewal application is unsuccessful will be given reasons why the application was unsuccessful. A Contractor is able to reapply for a new Competency Licence at any time following rejection of renewal pursuant to this section 4.4.11 on completion and submission of a new Competency Licence Application and upon payment of the appropriate fee as specified in Annex 2, provided the reasons for the rejection have been rectified to the satisfaction of the Distribution Company.

4.4.12 Where a renewal application is not successful in a particular category, the Licensing Committee may, in its absolute discretion, offer to issue a renewed Competency Licence to the Contractor in a lower category, provided that the Licensing Committee is satisfied that all requirements of the lower category are met by the Contractor.

4.5 APPLICATIONS TO UPGRADE/DOWNGRADE COMPETENCY LICENCE

4.5.1 A Contractor wishing to upgrade/downgrade to a higher/lower Competency Licence category must complete and submit a Competency Licence Application and pay the appropriate fee as specified in Annex 2.

4.5.2 New Competency Licence requirements will be applicable as outlined in section 4.3.

4.6 APPLICATIONS TO MODIFY COMPETENCY LICENCE

4.6.1 A Contractor wishing to modify a Competency Licence must complete and submit an Application for modification of a Competency Licence.

4.6.2 Modification of a Competency Licence consists of the following:

- a) any changes to Contractor's technical staff;
- b) any address or location change ;
- c) any changes of the Contractor's Registered Engineer(s) ;
- d) any changes of the Contractor's required document set out in section 4.2.1;
- e) any Change of Control of the Contractor.

4.6.3 A Contractor applying for a Competency Licence modification must fulfil all the relevant requirements set out in sections 4.1 and 4.2.

Note: The Licensing Committee may at its discretion assess the Contractor's new technical staff and/or Contractor's new Registered Engineer through an interview or request further information.

4.7 COMPETENCY LICENCE

4.7.1 Competency Licence will be issued by the Distribution Company and will consist of the following as a minimum:

- (a) Competency Licence identification number;
- (b) Name of Competency Licence Holder;
- (c) Date of issue/expiry;
- (d) Category of Competency Licence;

4.7.2 Licensed Contractors must comply with the following conditions throughout the term of the Competency Licence:

- (a) the Licensed Contractor must have a minimum of one member of staff who holds a valid Health and Safety competency certificate issued by the Distribution Company;
- (b) the Licensed Contractor must have a minimum of one member of staff who is either a Senior Engineer or Engineer as defined in Annex 1 who holds a valid Registered Engineer's Certificate;
- (c) the Licensed Contractor workload should be suitable for the number of its registered staff and must be competent to carry out the type of Electrical Installation Work undertaken by the Contractor;
- (d) the Licensed Contractor may, with prior approval from the United Arab Emirates Ministry of Labour, subcontract its Electrical Installation Work to another Licensed Contractor, provided that the subcontractor has the relevant category of Competency Licence for the work to be subcontracted. Such subcontracts must be notified to the Distribution Company. In such cases, the Licensed Contractor remains responsible for the Electrical Installation Work undertaken by a subcontractor; and
- (e) a Licensed Contractor carrying out Electrical Installation Works must provide a copy of the contract for each project under construction to the Distribution Company, duly registered and attested by the Ministry of Labour.

4.8 LICENSED CONTRACTOR RESPONSIBILITIES

4.8.1 To obtain a Competency Licence, a Contractor's authorised signatory must sign the Competency Licence and agree to its terms and conditions.

4.8.2 A Licensed Contractor must:

- (a) ensure that all Electrical Installation Work are carried out in accordance with the requirements of the Electricity Wiring Regulations along with any issued specifications and requirements of the Distribution Company as endorsed or approved by the Bureau;
- (b) ensure that only Licensed Contractor staff shall carry out Electrical Installation Work and ensure that all relevant staff are appropriately trained and knowledgeable in the Electricity Wiring Regulations and related documents and directives;
- (c) notify the Distribution Company immediately if there is a change in the status of a Registered Engineer, or a change in any technical staff named on the Competency Licence, or a Change of Control occurs;
- (d) not name a Registered Engineer on a Competency Licence Application who is already named on another Competency Licence or notify a change of name of Registered Engineer if that Registered Engineer is already named on another Competency Licence;
- (e) ensure that no Electrical Installation Work is performed unless prior written approval of the Distribution Company has been obtained;

- (f) consult with the Distribution Company before commencement and during Electrical Installation Works;
- (g) prepare and obtain Distribution Company's approval for electrical wiring and installation drawings in accordance with the Electricity Wiring Regulations before the commencement of any Electrical Installation Work;
- (h) implement all Electrical Installation Work in accordance with the Electricity Wiring Regulations and any specifications and requirements issued by the Distribution Company and endorsed or approved by the Bureau;
- (i) use only electrical materials approved by the Distribution Company in its Electrical Installations;
- (j) not engage in Electrical Installation Work outside the scope of category specified in its Competency Licence;
- (k) comply with any terms and conditions attached to its Competency Licence;
- (l) notify the Distribution Company, as soon as it becomes aware that a licence condition has been breached, or is likely to be breached, and the nature of such breach;
- (m) in accordance with Clause 3.3.3 of the Electricity Wiring Regulations, seek prior approval from the Distribution Company to any extension or alteration to an approved Electrical Installation and ensure that such extensions and alterations are in accordance with the Electricity Wiring Regulations and any issued specifications and requirements of the Distribution Company and endorsed or approved by the Bureau;
- (n) ensure that its Registered Engineer is present during any Electrical Installation inspection by the Distribution Company;
- (o) ensure its Electrical Installation testing equipment is calibrated and tagged by a certified entity on an annual basis and ensure that such equipment is made available upon request during any Electrical Installation inspection by the Distribution Company;
- (p) correct any non-compliances identified on an Electrical Installation inspection report;
- (q) report any health and safety incidents involving electrical equipment or Electrical Installation Work to the Distribution Company without delay;
- (r) have a valid Competency Licence when making a Connection Application;
- (s) ensure it is at all times compliant with Circular No (16) of 2014 Concerning the Contracting Standards with Private Companies, and all other applicable federal and local laws, regulations and directives as may be amended from time to time; and
- (t) at all times maintains appropriate and adequate insurance for its activities and liabilities.

4.9 LICENSED CONTRACTOR REGISTER

- 4.9.1 In accordance with the Clause 3.4.3 of the Electricity Wiring Regulations, the Distribution Company shall maintain and keep up-to-date a register of Licensed Contractors which will be made available to anyone upon request.

4.10 INFORMATION TO THE BUREAU

- 4.10.1 The Distribution Company shall provide to the Bureau any information related to Competency Licences upon request by the Bureau at any time.

5. FAILURE TO COMPLY WITH COMPETENCY LICENCE CONDITION

5.1 CONSEQUENCES OF FAILURE TO COMPLY WITH LICENCE CONDITION

5.1.1 Failure, or likely failure, to comply with a condition of a Competency Licence or any of the responsibilities listed in Section 4.8, may result in one or more of the following actions (in no particular order) being taken by a Distribution Company as deemed appropriate by the Licensing Committee:

- (a) Review of a Competency Licence;
- (b) Issue a warning notice;
- (c) Implement a monitoring/supervision programme;
- (d) Suspend or cancel a Competency Licence;
- (e) Modify a licence;
- (f) Suspend action on processing Contractor's connection or site inspection applications;
- (g) Charge a fee to re-instate, or renew a suspended Competency Licence, or modify the same in accordance with Annex 2.

5.1.2 A Licensed Contractor will be notified in writing by the Distribution Company where a breach of Competency Licence is considered to have occurred or is likely to occur. The notice will provide details on:

- (a) the licence condition breached, or likely to be breached, and the nature of such breach;
- (b) proposed course of action by the Distribution Company and associated timescales;
- (c) any remedial or corrective action required to be undertaken by the Licensed Contractor to remedy the breach;
- (d) deadline for compliance where appropriate;
- (e) reporting obligations; and
- (f) the Licenced Contractor's right of appeal and the appeal process.

5.1.3 Section 5.1.5 shall apply to Competency Licenses which have been suspended or cancelled in accordance with Section 5.1.1 and Section 5.1.4.

5.1.4 Where a Competency Licence is suspended for breach, or likely breach of a licence condition, and if the actions specified in the notice issued pursuant to Section 5.1.2 are not completed within the stipulated timescales and in any event before 30 days from the expiry date of the Competency Licence, the Contractor shall inform the Distribution Company of the status of remedial action as well as its intention to renew the Competency Licence after completion of the actions and conditions specified pursuant to Section 5.1.2. Otherwise the Competency Licence shall automatically be cancelled on the expiry date of the Competency Licence or end of compliance period and Section 5.1.5 shall apply.

5.1.5 A Contractor whose Competency Licence has been suspended or cancelled by a Distribution Company shall not undertake Electrical Installation Work within the Emirate of Abu Dhabi during either the period of suspension or immediately from the date of cancellation.

5.1.6 Without prejudice to Section 5.2, a Contractor whose licence has been suspended or cancelled pursuant to Section this 5 may apply for a new Competency Licence in accordance with Section 4 provided it can also demonstrate, to the satisfaction of the Distribution Company, that the circumstances giving rise to action pursuant to this Section 5 have been rectified.

5.2 APPEALS

- 5.2.1 Licenced Contractor has the right to appeal any of the decisions or actions taken by the Distribution Company outlined in Section 5.1.
- 5.2.2 Appeals must be made within fifteen (15) Working Days from the date of issue of the written notice by the Distribution Company.
- 5.2.3 Appeals must be addressed to the Licensing Committee of the Distribution Company and copied to the Bureau.
- 5.2.4 Appeals must be made in writing supported by relevant documents. It is the responsibility of the Licensed Contractor to submit all documents it considers are relevant. Failure to do sot may result in rejection of the appeal.
- 5.2.5 The Licensing Committee has ten (10) Working Days to make a determination on the appeal and issue a written notice of decision to the Contractor.
- 5.2.6 In the event the Contractor is not satisfied with the Licensing Committee's decision under Section 5.2.5, the Contractor has the right to request the Bureau to review the Licensing Committee's decision.
- 5.2.7 The Bureau's decision pursuant to Section 5.2.6 shall be final and binding.

5.3 TRANSITIONAL PROVISIONS

- 5.3.1 Subject to Section 5.3.2, this Process shall be effective as of the Effective Date for any new Competency Licence to be issued, or new application received, on or after the Effective Date.
- 5.3.2 A Contractor holding a valid licence to carry out Electrical Installation Work issued prior to the Effective Date, shall continue to comply with the licence conditions as set out by the Distribution Company published requirements upon which the licence was issued, until the expiry date of such licence. Renewal or modification requests of such licences on or after the Effective Date shall be in accordance, and in compliance with, the provisions set out in this Process, except for the requirements concerning minimum staff numbers, educational qualification and work experience outlined in Annex 1 of this Process which shall be enforced for subsequent renewals or modifications from 1 August 2016.

ANNEX 1. LICENCE CATEGORIES

Category (1)

A Contractor carrying out Electrical Installation Work in the Emirate of Abu Dhabi for loads more than 5000kW with the following minimum Staff Requirements:

Staff	Minimum Number Required
Senior Engineer	2
Engineer	4
Assistant Engineer	4
Technical Supervisor	8
Electrician	8
Assistant Electrician	8
Health and Safety Officer	1

Category (2)

A Contractor carrying out Electrical Installation Work in the Emirate of Abu Dhabi for loads up to and including 5000kW with the following minimum Staff Requirements:

Staff	Minimum Number Required
Senior Engineer	1
Engineer	2
Assistant Engineer	2
Technical Supervisor	2
Electrician	3
Assistant Electrician	3
Health and Safety Officer	1

Category (3)

A Contractor carrying out Electrical Installation Work in the Emirate of Abu Dhabi for loads up to and including 1500 kW with the following minimum Staff Requirements:

Staff	Minimum Number Required
Engineer	1
Assistant Engineer	1
Technical Supervisor	2
Electrician	3
Assistant Electrician	3
Health and Safety Officer	Can either be Engineer or Assistant Engineer

Category (4)

A Contractor carrying out Electrical Installation Work in the Emirate of Abu Dhabi for loads up to and including 500 kW with the following minimum Staff Requirements:

Staff	Minimum Number Required
Engineer	1
Assistant Engineer	1
Technical Supervisor	1
Electrician	2
Assistant Electrician	2
Health and Safety Officer	Can be either Engineer or Assistant Engineer

Category (5)

A Contractor carrying out Electrical Installation Work in the Emirate of Abu Dhabi for loads up to and including 150 kW with the following minimum Staff Requirements:

Staff	Minimum Number Required
Engineer	1
Technical Supervisor	1
Electrician	1
Assistant Electrician	1
Health and Safety Officer	Can be either Engineer or Assistant Engineer

Technical Staff Educational Qualifications and Work Experience Requirements

Staff	Educational Qualifications	Work Experience
Senior Engineer	B.Sc. Electrical Engineering or equivalent Engineering Degree	7*
Engineer	B.Sc. Electrical Engineering or equivalent Engineering Degree	4*
Assistant Engineer	Electrical Engineering Diploma or equivalent qualification	5*
Technical Supervisor	Electrical Engineering Diploma or equivalent qualification	4
Electrician	Electrical Industrial certificate or High School certificate	4
Assistant Electrician	Electrical Industrial certificate or High School certificate	3
Health and Safety Officer	Electrical Engineering Diploma or equivalent qualification and H&S certificate from the relevant Distribution Company	5

* In case of Technical Staff with UAE practical experience, the work experience requirement shall be satisfied with the following years of UAE practical experience in Electrical Installations Work, for Senior Engineers five (5) years, Engineers, and Assistant Engineers two (2) years.

Assistant Electrician: a person with a High School certificate, duly attested by the Ministry of Education of UAE, with practical experience in Electrical Installation Work of at least three (3) years.

NOTE: Where the Assistant Electrician is in possession of a valid National Occupational Skills Standard (NOSS) certificate issued by the Abu Dhabi Quality and Conformity Council (QCC), then this will supersede the educational qualification and work experience requirements stated above.

Assistant Engineer: a person with an Electrical Engineering diploma or equivalent qualification, duly attested by the Ministry of Higher Education of UAE, with practical experience in Electrical Installation Work of at least five (5) years.

Note: Equivalent qualifications may include but not limited to the following areas: Electromechanical, Electronics, Control, Mechatronic, Power and Communication.

Engineer: a person with a degree in Electrical Engineering or equivalent qualification duly accredited and attested by the Ministry of Higher Education of UAE, with practical experience in Electrical Installation work of at least four (4) years.

Note: Equivalent qualifications may include but not limited to the following areas: Electromechanical, Electronics, Control, Mechatronic, Power and Communication.

Electrician: a person with an Electrical Industrial certificate or High School certificate duly accredited and attested by the Ministry of Education of UAE, with practical experience in Electrical Installation Work of at least four (4) years.

NOTE: Where the Assistant Electrician is in possession of a valid National Occupational Skills Standard (NOSS) certificate issued by the Abu Dhabi Quality and Conformity Council (QCC), then this will supersede the educational qualification and work experience requirements stated above.

Health and Safety Officer: a person who has:

- (a) an Electrical Engineering diploma or equivalent qualification, duly attested by the Ministry of Higher Education of UAE;
- (b) practical experience in Electrical Installation Work of at least five years; and
- (c) an AADC or ADDC Health and Safety certificate.

Note: Equivalent qualifications may include but not limited to the following areas: Electromechanical, Electronics, Control, Mechatronic, Power and Communication.

Senior Engineer: a person with a degree in Electrical Engineering or equivalent qualification, duly attested by the Ministry of Higher Education of UAE, with practical experience in Electrical Installation Work of at least seven (7) years.

Note: Equivalent qualifications may include but not limited to the following areas: Electromechanical, Electronics, Control, Mechatronic, Power and Communication.

Technical Supervisor: a person with an Electrical Engineering Diploma or equivalent qualification, duly attested by the Ministry of Higher Education of UAE, with practical experience in Electrical Installation Work of at least four (4) years.

Note: Equivalent qualifications may include but not limited to the following areas: Electromechanical, Electronics, Control, Mechatronic, Power and Communication.

ANNEX 2. LICENCE FEES

Contractors that are wishing to obtain a Competency Licence to carry out Electrical Installation Work in the Emirate of Abu Dhabi shall pay the following fees to the Distribution Company:

No.	Competency License Category	Registration fee	Annual Renewal fee	Modification fee ¹
1	Category (1)	AED 5,000	AED 500	No Charge
2	Category (2)	AED 4,000	AED 500	No Charge
3	Category (3)	AED 3,000	AED 500	No Charge
4	Category (4)	AED 2,000	AED 500	No Charge
5	Category (5)	AED 1,000	AED 500	No Charge

Note: Registration fee for upgrading or downgrading a Competency Licence, or reapplication of a Competency Licence pursuant to Sections 4.3.7 and 4.4.11 will be treated as a new Competency Licence Application and the above Registration fees shall apply.