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**PROCESS FOR APPROVING  
ELECTRICAL CONTRACTORS/CONSULTANTS/SOLAR PV  
INTEGRATORS WORKING ON ELECTRICAL  
INSTALLATIONS  
IN THE EMIRATE OF ABU DHABI**

(REVISION 2)

1/4/2023

APPROVED BY THE DEPARTMENT OF ENERGY  
IN ACCORDANCE WITH  
THE ELECTRICITY WIRING REGULATIONS

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# 1. GENERAL

## 1.1 CITATION

- 1.1.1 This document describes the process and requirements for Approving Consultants and Contractors to work on Electrical Installations in the Emirate of Abu Dhabi and shall be cited in this document as (**'The Process'**).

## 1.2 PURPOSE

- 1.2.1 Under the Electricity Wiring Regulations, Electrical Installations Works may only be carried out by an Electrical Contractor/Consultant/Solar PV Integrator who have been assessed and approved by the Distribution Company and issued a Competency Certificate.
- 1.2.2 The purpose of this document is to set out a process for approval of Consultants and Contractors to meet the requirements of Regulation 3.4 of the Electricity Wiring Regulations.
- 1.2.3 This Process is a revision of the previously approved document named "Process for Approval of Licensed Contractors in the Emirate of Abu Dhabi" dated 1 August 2015 and shall replace it as of the Effective Date.
- 1.2.4 This revision introduces new competency categories. Under this revised Process, Consultants involved in the design and specifications of Electrical Installations and Solar PV Integrators shall be required to get a Competency Certificate from the Distribution Company.

## 1.3 APPROVAL AND EFFECTIVE DATE.

- 1.3.1 This Process is issued by the Distribution Company and approved by the Department of Energy in accordance with the Electricity Wiring Regulations. Any review, amendment, or relaxation of any requirement under this Process requires the prior written approval of the Department of Energy.
- 1.3.2 Subject to the transitional provisions set out in Section 5.3 of this document, this Process shall take effect from 1/2/2023

## 1.4 SCOPE AND APPLICABILITY

- 1.4.1 This Process applies to Consultants, Contractors, Solar PV Integrators and any person working on the design, construction, installation, operation or maintenance of Electrical Installations in the Emirate of Abu Dhabi in accordance with the requirements of this Process.
- 1.4.2 Approving of High Voltage Electrical Installation Work is outside the scope of this Process.
- 1.4.3 Subject to the transitional provisions set out in Section 5.3 of this document, this Process supersedes any resolutions, requirements and processes relating to the approval of a Contractor or a Consultant by a Distribution Company to undertake Electrical Installation Work in the Emirate of Abu Dhabi, issued prior to the Effective Date.

- 1.4.4 This Process shall be applied on free zones/specialized areas in the Emirate of Abu Dhabi to the extent that it does not contradict with the legislations applicable on such areas.

## 1.5 COMPLIANCE WITH THE PROCESS

- 1.5.1 This Process should be read in conjunction with the Electricity Wiring Regulations.
- 1.5.2 Nothing in this Process is intended to conflict with or affect the operation of any Federal or Abu Dhabi legislation, regulation, decree, order, or other ordinance.
- 1.5.3 Failure to comply with this Process may be considered as a failure to comply with the Electricity Wiring Regulations. Such failure will be deemed as contrary to the Law and subject to enforcement actions in accordance with the Article (10) of Law No (11) of 2018, Article (66) of Law No (2) of 1998, and Section 5 of this Process.

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## 2. DEFINITIONS

### 2.1 INTERPRETATION

Words which are defined under this Section are used in the document beginning with capital letters.

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 relevant Regulations.

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

- 2.1.1 **Abu Dhabi Quality and Conformity Council (QCC):** is an Abu Dhabi government entity established in accordance with Local Law No. (3) of 2009 to raise the quality of Abu Dhabi's exports and products traded locally.
- 2.1.2 **Approving Committee:** a committee or a function within each Distribution Company which assesses Competency Certificate Applications. The Approving Committee shall establish and comply, at all times, with its own rules and procedures relating to the conduct of its business
- 2.1.3 **Authorized Area** means the area where the relevant Distribution Company is permitted by the DoE to carry out its regulated activities.
- 2.1.4 **Change of Control:** occurs if
- (a) the Electrical Contractor/Consultant/Solar PV Integrator transfers to another person any part of its business;
  - (b) a majority of the Electrical Contractor/Consultant/Solar PV Integrator'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 Electrical Contractor/Consultant/Solar PV Integrator; or
  - (d) any other transaction is completed which gives effective beneficial or legal control of the Electrical Contractor/Consultant/Solar PV Integrator to another person.
- 2.1.5 **Competency Certificate:** a specific certificate issued by a Distribution Company to an Electrical Contractor/Consultant/Solar PV Integrator assessed as competent for work on Low Voltage Electrical Installations, in a form approved by the DoE and in accordance with this Process.
- 2.1.6 **Competency Certificate Application:** an application form published by the Distribution Company to apply:
- (a) for a New Competency Certificate;
  - (b) to renew a Competency Certificate;
  - (c) to change a Competency category; or
  - (d) to modify information in a Competency Certificate.
  - (e) to terminate or suspend a competency Certificate.
- 2.1.7 **Electrical Consultant:** a company/establishment or corporate entity permitted in the Emirate of Abu Dhabi to work on the design and specifications of Electrical Installations.
- 2.1.8 **Electrical Contractor:** a company/establishment or corporate entity permitted in the Emirate of Abu Dhabi to carry out construction, installation, operation, maintenance, inspection and testing of Electrical Installation.

- 2.1.9 **Distribution Company:** a company or body holding a distribution licence, granted by the DoE, pursuant to the Law and presently being either Al Ain Distribution Company (AADC) or Abu Dhabi Distribution Company (ADDC).
- 2.1.10 **Department of Energy or DoE** means the Department of Energy of Abu Dhabi Emirate established under Abu Dhabi Law No (11) of 2018.
- 2.1.11 **Electrical Engineer:** an engineer, permitted to work as an engineer in the construction sector in the Emirate of Abu Dhabi, with an electrical engineering degree or equivalent qualification recognized in UAE and relevant work experience.
- 2.1.12 **Senior Electrical Engineer:** an engineer, permitted to work as an engineer in the construction sector in the Emirate of Abu Dhabi, with an electrical engineering degree or equivalent qualification recognized in UAE and relevant work experience of at least seven (7) years.
- 2.1.13 **Electrical Installation Work:** work performed on an Electrical Installation by an Electrical Contractor/Consultant/Solar PV Integrator and may involve the design, construction, installation, operation or maintenance of an Electrical Installation.
- 2.1.14 **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 and Solar Photovoltaic (PV) systems.). Fixed or portable electrical appliances are not considered part of the Electrical Installation.
- 2.1.15 **Electricity Wiring Regulations:** The Electricity Wiring Regulations issued by the DoE, as amended from time to time.
- 2.1.16 **Electricity Wiring Regulations Course E1:** the course to be undertaken and successfully completed by an Electrical Engineer to obtain an Engineer's Registration Certificate.
- 2.1.17 **Engineer's Registration Certificate:** a certificate issued by Abu Dhabi Quality and Conformity Council (QCC) to an Electrical Engineer for successfully completing the requirements of the Electricity Wiring Regulations Course E1.
- 2.1.18 **High Voltage (HV):** an AC voltage greater than Low Voltage and less than 36kV between phases or 21kV between any phase and Earth (internationally referred to as Medium Voltage).
- 2.1.19 **Law:** means Law No (2) of 1998 Concerning the Regulation of the Water, Wastewater and Electricity Sector in the Emirate of Abu Dhabi and Law No (11) of 2018 Concerning the Establishment of the Department of Energy.
- 2.1.20 **Low Voltage (LV):** an AC voltage below 1000V between phases, or below 600V between any phase and Earth or a DC voltage below 1500V between conductors, or below 900V between any conductor and Earth.
- 2.1.21 **Registered Engineer:** A Senior Electrical Engineer or Electrical Engineer as defined in Annex 1 who:  
(a) is employed by an Electrical Contractor/Consultant/Solar PV Integrator;  
(b) holds a valid Engineer's Registration Certificate; and  
(c) is named as an Electrical Contractor/Consultant/Solar PV Integrator representative and authorised signatory for Electrical Installation Work.
- 2.1.22 **Small-Scale Solar Photovoltaic Systems:** Solar PV electricity generators connected to the Distribution Network and do not exceed an aggregate capacity of 5000 kW in one Premises
- 2.1.23 **Solar PV Integrator:** a company/establishment registered with the Distribution Company to carry out Electrical Installation Work specific to Solar Photovoltaic (PV) systems.

2.1.24 **Working Day:** any day that is not a Saturday or Sunday or a day that is declared a public holiday in the Emirate of Abu Dhabi.

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## 3. COMPETENCY CATEGORIES

### 3.1 CATEGORIES OF COMPETENCY CERTIFICATE

- 3.1.1 There are seven categories of Competency Certificates. The categories and the requirements for each are set out in Annex 1, Annex 2 and Annex 3 to this document.
- 3.1.2 An Electrical Contractor/Consultant/Solar PV Integrator may apply to change a Competency Certificate to a different category provided it meets all requirements of that new category as outlined in Section 4 of this Process.
- 3.1.3 An Electrical Contractor/Consultant/Solar PV Integrator holding a Competency Certificate of either category (1), (2), (3), (6) or (7) is permitted to carry out Electrical Installation Work anywhere across the Emirate of Abu Dhabi.
- 3.1.4 An Electrical Contractor/Consultant/Solar PV Integrator holding a Competency Certificate of either category (4) or (5) is only permitted to carry out Electrical Installation Work within the Authorised Area of the Distribution Company issuing the Competency Certificate.
- 3.1.5 Notwithstanding the above Sections 3.1.3 and 3.1.4, an Electrical Contractor/Consultant/Solar PV Integrator holding an Abu Dhabi free zone/specialised area trade licence are only permitted to carry out Electrical Installation Work in the designated free zone/designated Abu Dhabi areas.

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## 4. APPLICATION PROCEDURE

### 4.1 GENERAL REQUIREMENTS

- 4.1.1 Competency Certificate Applications must be submitted either to Abu Dhabi Distribution Company or Al Ain Distribution Company based on the issue place of the applicant's trade licence.
- 4.1.2 The applicant must satisfy the following requirements for a Competency Certificate:
- (a) The applicant must have a valid trade licence issued by the Abu Dhabi Department of Economic Development (or other relevant Abu Dhabi free zone/specialised area).
  - (b) The technical staff to be named in the Competency Certificate Application must have passed any tests required by a Distribution Company.
  - (c) The job title mentioned in the residence visas of each of the technical staff to be named in the Competency Certificate Application must be similar or suitable to the relevant technical staff job title listed for the relevant category of Competency Certificate. See Annex 1 and Annex 2 for categories and technical staff requirements.
  - (d) For all categories of Competency Certificate, all technical staff to be named in the Competency Certificate Application must either hold a valid residence visa issued in the Emirate of Abu Dhabi, and such staff must be under the sponsorship of the applicant or possess a valid Golden Visa issued by the relevant authorities in the United Arab Emirates, and provide proper documents proving eligibility to work for the applicant in accordance with a valid employment contract and a valid work permit/labor card issued in the Emirate of Abu Dhabi.
  - (e) The applicant must ensure that its technical staff to be named in the Competency Certificate Application matches the technical staff requirements for the category of Competency to be applied for. See Annex 1 and Annex 2 for categories and technical staff requirements.
  - (f) The applicant must pay the required fee for the appropriate category of Competency Certificate as set out in Annex 3.

### 4.2 REQUIRED DOCUMENTS

- 4.2.1 The applicant must submit the following documents as part of the Competency Certificate Application:
- (a) Copies of sponsor's or national partner's passport and UAE ID.
  - (b) Copy of a valid trade licence issued by the Department of Economic Development (or any other relevant Abu Dhabi free zone/specialised area)
  - (c) Copy of a valid property deed or registered lease contract for the applicant's office and under its name.
  - (d) Copy of a valid Engineer's Registration Certificate (Electricity Wiring Regulation Course E1) for the person named as such in the Competency Certificate Application.
  - (e) For each technical staff member named in the Competency Certificate Application:
    - (i) a copy of passport, UAE ID copy and a valid Abu Dhabi residence visa page showing sponsorship of the applicant; and



- (ii) experience record or curriculum vitae along with references.
  - (f) A copy of the notarised Power of Attorney for the applicant's authorised signatory and his/her UAE ID copy.
  - (g) A copy of the notarised Power of Attorney for the Registered Engineer's authorised signatory and his/her UAE ID copy.
- 4.2.2 The Competency Certificate Application must be signed and dated by the applicant's authorised signatory and stamped by the applicant.
- 4.2.3 Originals of all documents required to make a new Competency Certificate Application must be presented at the Approving Committee interview.

### 4.3 APPLICATIONS FOR NEW COMPETENCY CERTIFICATE

- 4.3.1 An applicant wishing to obtain a Competency Certificate must complete a Competency Certificate Application and submit it to the Distribution Company along with the documents specified in Section 4.2.
- 4.3.2 Each Competency Certificate Application will be reviewed by the Distribution Company for completeness within two (2) Working Days of receipt and forwarded to the Approving 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 Approving Committee will assess the application and may request an assessment interview with any of the applicant's representatives/technical staff within twenty-five (25) Working Days from when a completed Competency Certificate Application is submitted to the Distribution Company. The applicant may request the assessment interview with the Approving Committee to be scheduled at a later date.
- 4.3.4 The applicant will be notified of the outcome of its Competency Certificate Application within four (4) Working Days of the Approving Committee interview if any.
- 4.3.5 If a Competency Certificate Application is successful, a Competency Certificate will be issued within two (2) Working Days of the issue of notice of outcome.
- 4.3.6 A Competency Certificate 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 An applicant who is notified that its Competency Certificate Application is unsuccessful will be given reasons why the application was unsuccessful. An applicant can re-apply for a Competency Certificate at any time following rejection of an application and must complete and submit a new Competency Certificate Application and pay the appropriate fee as specified in Annex 3, provided the reasons for the rejection have been rectified to the satisfaction of the Distribution Company.
- 4.3.8 Where a Competency Certificate Application is not successful in a particular category, the Approving Committee may, in its absolute discretion, offer to issue a Competency Certificate to the applicant in a

lower or a different category, provided that the Approving Committee is satisfied that all requirements of the lower or different category are met by the applicant.

## 4.4 APPLICATIONS TO RENEW COMPETENCY CERTIFICATE

4.4.1 An Electrical Contractor/Consultant/Solar PV Integrator wishing to renew a Competency Certificate must complete and submit a Competency Certificate Application for renewal.

4.4.2 An application to renew a Competency Certificate must be submitted not less than 30 days prior to the Competency Certificate expiry date.

4.4.3 Applications to renew a Competency Certificate submitted after the renewal application date set out in Section 4.4.2 will not be accepted and a new Competency Certificate Application will be required.

4.4.4 An Electrical Contractor/Consultant/Solar PV Integrator applying for a Competency Certificate renewal must fulfil all the requirements set out in Section 4.1.

4.4.5 An Electrical Contractor/Consultant/Solar PV Integrator applying for a Competency Certificate renewal must submit the following

- (a) A copy of a valid trade licence.
- (b) A copy of the previous Competency Certificate issued by the Distribution Company.
- (c) Summary of the Electrical Contractor/Consultant/Solar PV Integrator's activity in the last 12 months in the field of Electrical Installation Work.
- (d) Details of any changes to the Electrical Contractor/Consultant/Solar PV Integrator's technical staff.
- (e) 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 Approving 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 Approving Committee may conduct an interview with any of the Electrical Contractor/Consultant/Solar PV Integrator representatives/technical staff. The Approving Committee shall inform the Electrical Contractor/Consultant/Solar PV Integrator 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 (25) Working Days from when the Electrical Contractor/Consultant/Solar PV Integrator is informed of the requirement for an interview. The applicant may request the assessment interview with the Approving Committee to be scheduled at a later date.

4.4.8 The Electrical Contractor/Consultant/Solar PV Integrator will be notified of the outcome of its renewal application within four (4) Working Days of the interview with the Approving Committee, or where no interview is required, within four (4) Working Days following notification that no interview is required.

4.4.9 If an Electrical Contractor/Consultant/Solar PV Integrator renewal application is successful, a renewed Competency Certificate will be issued within two (2) Working Days of the issue of notice of outcome.

- 4.4.10 A renewed Competency Certificate 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 An Electrical Contractor/Consultant/Solar PV Integrator who is notified that its renewal application is unsuccessful will be given reasons why the application was unsuccessful. An Electrical Contractor/Consultant/Solar PV Integrator can re-apply for a new Competency Certificate at any time following rejection of renewal subject to completing and submitting a new Competency Certificate Application and upon payment of the appropriate fee as specified in Annex 3, 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 Approving Committee may, in its absolute discretion, offer to issue a renewed Competency Certificate to the Electrical Contractor/Consultant/Solar PV Integrator in a lower or a different category, provided that the Approving Committee is satisfied that all requirements of the lower category are met by the Electrical Contractor/Consultant/Solar PV Integrator.

## 4.5 APPLICATIONS TO CHANGE COMPETENCY CERTIFICATE CATEGORY

- 4.5.1 An Electrical Contractor/Consultant/Solar PV Integrator wishing to change its Competency Certificate category must complete and submit a Competency Certificate Application and pay the appropriate fee as specified in Annex 3.
- 4.5.2 New Competency Certificate requirements and fees will be applicable as outlined in section 4.3.

## 4.6 APPLICATIONS TO MODIFY COMPETENCY CERTIFICATE

- 4.6.1 An Electrical Contractor/Consultant/Solar PV Integrator wishing to modify a Competency Certificate must complete and submit an application for modification of a Competency Certificate. An Electrical Contractor/Consultant/Solar PV Integrator must apply to modify the Competency Certificate for any of the changes listed in the following Section 4.6.2.
- 4.6.2 Modification of a Competency Certificate consists of the following:
- a) any changes to the Electrical Contractor/Consultant/Solar PV Integrator's technical staff;
  - b) any address or location change;
  - c) any changes of the Electrical Contractor/Consultant/Solar PV Integrator's Registered Engineer(s);
  - d) any changes of the Electrical Contractor/Consultant/Solar PV Integrator's required document set out in section 4.2.1; or
  - e) any Change of Control of the Electrical Contractor/Consultant/Solar PV Integrator.
- 4.6.3 An Electrical Contractor/Consultant/Solar PV Integrator applying for a Competency Certificate modification must fulfil all the relevant requirements and payment of fees as set out in sections 4.1 and 4.2.

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

## 4.7 TERMINATE OR SUSPEND A COMPETENCY CERTIFICATE

According to the processes set out in Section 5.1 and without prejudice to Section 5.2, failure or likely failure, to comply with a condition of a Competency Certificate or any of the responsibilities listed in this Process or in the Electricity Wiring Regulations, may suspend or cancel a competency Certificate by a Distribution Company as deemed appropriate by the Approving Committee.

In the event that the contractor wishes to terminate his Competency Certificate, he may submit his termination request to the Approving Committee according to the procedures stipulated by the Distribution Company at least sixty days before the Competency Certificate expires, provided that this procedure does not affect or harm the interests of the projects' owners or stakeholders.

## 4.8 COMPETENCY CERTIFICATE

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

- (a) Competency Certificate identification number;
- (b) Name of Competency Certificate Holder;
- (c) Date of issue/expiry;
- (d) Category of Competency Certificate; and
- (e) Authorised work area for the Electrical Contractor/Consultant/Solar PV Integrator.

4.8.2 Electrical Contractor/Consultant/Solar PV Integrator must comply with the following conditions throughout the term of the Competency Certificate:

- a) the Electrical Contractor/Consultant/Solar PV Integrator must have a minimum of one member of staff who is a Health and Safety Officer as defined in Annex 1 and Annex 2.
- b) the Electrical Contractor/Consultant/Solar PV Integrator must have a minimum of one member of staff who is either a Senior Electrical Engineer or Electrical Engineer as defined in Annex 1 who holds a valid Registered Engineer's Certificate.
- c) the Electrical Contractor/Consultant/Solar PV Integrator 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 Electrical Contractor/Consultant/Solar PV Integrator;
- d) the Electrical Contractor/Consultant/Solar PV Integrator may, with prior approval from the UAE Ministry of Labour (where required), subcontract its Electrical Installation Work to another Electrical Contractor/Consultant/Solar PV Integrator, provided that the subcontractor has the relevant category of Competency for the work to be subcontracted. Such subcontracts must be notified to the Distribution Company. In such cases, the Electrical Contractor/Consultant/Solar PV Integrator remains responsible for the Electrical Installation Work undertaken by a subcontractor; and
- e) an Electrical Contractor/Consultant/Solar PV Integrator 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 (where required).

## 4.9 ELECTRICAL CONTRACTOR/CONSULTANT/SOLAR PV INTEGRATOR RESPONSIBILITIES

4.9.1 To obtain a Competency Certificate, an Electrical Contractor/Consultant/Solar PV Integrator authorised signatory must sign the Competency Certificate and agree to its terms and conditions.

4.9.2 An Electrical Contractor/Consultant/Solar PV Integrator 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 DoE;
- (b) ensure that only An Electrical Contractor/Electrical Consultant/Solar PV Integrator's 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 Certificate, or a Change of Control occurs;
- (d) not name a Registered Engineer on a Competency Certificate Application who is already named on another Competency Certificate or notify a change of name of Registered Engineer if that Registered Engineer is already named on another Competency Certificate;
- (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 DoE.
- (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 Certificate;
- (k) comply with any terms and conditions of its Competency Certificate;
- (l) notify the Distribution Company, as soon as it becomes aware that a Competency Certificate condition has been breached, or is likely to be breached, and the nature of such breach;
- (m) in accordance with Regulation 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 DoE;

- (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 on an annual basis, as per the requirements of the Distribution Company, 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, personnel, electrical equipment or Electrical Installation Work to the Distribution Company without delay.
- (r) have a valid Competency Certificate when making a connection application to the Distribution Company network;
- (s) comply with the UAE federal labour law requirements, such as:
  - provision of health insurance to its workers;
  - provision of valid residency visas to its workers; and
  - implementation of wages protection system applied by the UAE Ministry of Labour; and implementation of the rules and procedures of the federal labour law.
- (t) comply with all federal and Abu Dhabi laws, regulations and directives as may be amended from time to time; and
- (u) at all times maintain appropriate and adequate insurance for its activities and liabilities.

## **4.10 ELECTRICAL CONTRACTOR/CONSULTANT/SOLAR PV INTEGRATOR'S REGISTER**

- 4.10.1 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 Approved Electrical Contractor/Consultant/Solar PV Integrator, which will be made available to anyone upon request.

## **4.11 PROVISION OF INFORMATION TO THE DEPARTMENT OF ENERGY**

- 4.11.1 The Distribution Company and the Approved Electrical Contractor/Consultant/Solar PV Integrator shall provide to DoE any information related to Competency Certificates upon request by the DoE at any time.

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## 5. FAILURE TO COMPLY WITH COMPETENCY CERTIFICATE CONDITIONS

### 5.1 CONSEQUENCES OF FAILURE TO COMPLY WITH COMPETENCY CERTIFICATE

- 5.1.1 Failure, or likely failure, to comply with a condition of a Competency Certificate or any of the responsibilities listed in this Process or in the Electricity Wiring Regulations, 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 Approving Committee:
- (a) Review of a Competency Certificate;
  - (b) Issue a warning notice;
  - (c) Implement a monitoring/supervision programme.
  - (d) Suspend or cancel a Competency Certificate;
  - (e) Modify a Competency Certificate;
  - (f) Suspend action on processing Electrical Contractor/Consultant/Solar PV Integrator connection or site inspection applications: and/or
  - (g) Charge a fee to renew a suspended Competency Certificate or modify the same in accordance with Annex 3.
- 5.1.2 An Electrical Contractor/Consultant/Solar PV Integrator will be notified in writing by the Distribution Company, where a breach of Competency Certificate is considered to have occurred or is likely to occur. The notice will provide details on:
- (a) the Competency Certificate 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 Electrical Contractor/Consultant/Solar PV Integrator to remedy the breach;
  - (d) deadline for compliance where appropriate;
  - (e) reporting obligations; and
  - (f) the Electrical Contractor/Consultant/Solar PV Integrator's right of appeal and the appeal process.
- 5.1.3 Section 5.1.5 shall apply to Competency Certificates which have been suspended or cancelled in accordance with Section 5.1.1 and Section 5.1.4.
- 5.1.4 Where a Competency Certificate is suspended for breach, or likely breach of a Competency Certificate 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 Certificate, the Electrical Contractor/Consultant/Solar PV Integrator shall inform the Distribution Company of the status of remedial action as well as its intention to renew the Competency Certificate after completion of the actions and conditions specified pursuant to Section 5.1.2. Otherwise, the Competency Certificate shall automatically be cancelled on the expiry date of the Competency Certificate or end of compliance period and Section 5.1.5 shall apply.
- 5.1.5 An Electrical Contractor/Consultant/Solar PV Integrator whose Competency Certificate 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, an Electrical Contractor/Consultant/Solar PV Integrator whose Competency Certificate has been cancelled pursuant to Section 5.1.1 or Section 5.1.4 may apply for a new Competency Certificate 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.
- 5.1.7 Despite of any actions taken by the Distribution Companies, the Department of Energy may take further remedial or corrective actions in accordance with its enforcement powers under Law No (11) of 2018 and Law No (2) of 1998.

## 5.2 APPEALS

- 5.2.1 An Electrical Contractor/Consultant/Solar PV Integrator 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 Approving Committee of the Distribution Company and copied to the DoE
- 5.2.4 Appeals must be made in writing supported by relevant documents. It is the responsibility of the Electrical Contractor/Consultant/Solar PV Integrator to submit all documents it considers are relevant. Failure to do so may result in rejection of the appeal.
- 5.2.5 The Approving Committee has ten (10) Working Days to make a determination on the appeal and issue a written notice of decision to the Electrical Contractor/Consultant/Solar PV Integrator.
- 5.2.6 In the event the Electrical Contractor/Consultant/Solar PV Integrator is not satisfied with the Approving Committee's decision under Section 5.2.5, the Electrical Contractor/Consultant/Solar PV Integrator has the right to request the DoE to review the Approving Committee's decision.
- 5.2.7 The DoE decision pursuant to Section 5.2.6 shall be final and binding. Failure to comply with the Department of Energy decisions or directions may be considered as a failure to comply with the relevant regulations

## 5.3 TRANSITIONAL PROVISIONS

- 5.3.1 Subject to Sections 5.3.2 and 5.3.3, this Process shall be effective as of the Effective Date for any new Competency Certificate to be issued, or new application received, on or after the Effective Date.
- 5.3.2 An Electrical Contractor/Consultant/Solar PV Integrator holding a valid Competency Certificate to carry out Electrical Installation Work issued prior to the Effective Date, shall continue to comply with the Competency Certificate conditions as set out by the Distribution Company published requirements upon which the Competency Certificate was issued, until the expiry date of such Competency Certificate. Renewal or modification requests of such Competency Certificates 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, work experience, and fees outlined in Annex 1, Annex 2 and Annex 3 of this Process which shall be enforced for subsequent renewals or modifications from **effective date**.
- 5.3.3 For the newly introduced Categories 6 and 7 listed in Annex 1, Electrical Consultants and Solar PV Integrators shall have one year from the Effective Date to apply for a Competency Certificate for any of



these activities. After this period, no company/establishment shall be allowed to undertake the activities of Categories 6 and 7 without a Competency Certificate.

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# ANNEX 1. COMPETENCY CATEGORIES

## Category (1)

An Electrical Contractor carrying out Electrical Installation Work in the Emirate of Abu Dhabi specific to construction, installation, operation, inspection, maintenance and testing 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)

An Electrical Contractor carrying out Electrical Installation Work in the Emirate of Abu Dhabi specific to construction, installation, operation, inspection, maintenance and testing 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)

An Electrical Contractor carrying out Electrical Installation Work in the Emirate of Abu Dhabi specific to construction, installation, operation, inspection, maintenance and testing 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 or Technical Supervisor

#### Category (4)

An Electrical Contractor carrying out Electrical Installation Work in the Emirate of Abu Dhabi specific to construction, installation, operation, inspection, maintenance and testing 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 or Technical Supervisor

#### Category (5)

An Electrical Contractor carrying out Electrical Installation Work in the Emirate of Abu Dhabi specific to construction, installation, operation, inspection, maintenance and testing for loads up to and including 200 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 the Technical Supervisor

#### Category (6)

An Electrical Consultant carrying out Electrical Installation Work specific to design only. The number of registered staff should be suitable for the volume of workload and size of projects undertaken and must be competent to carry out the type of design work undertaken by the Electrical Contractor/Consultant/Solar PV Integrator. In any case, the minimum staffing requirements are shown below:

Load Requirements (kW)	Minimum Number Required	
	Senior Engineer	Engineer
Up to 1500 kW	-	1
Up to 5000 kW	1	1
Greater than 5000 kW	1	2

#### Category (7)

A Solar PV Integrator carrying out the design/supervision and installation of solar photovoltaic (PV) systems. The number of registered staff should be suitable for the volume of workload and size of projects undertaken and must be competent to carry out the type of work undertaken by the Solar PV Integrator. In any case, the minimum staffing requirements are shown below:

Subcategory	Generation Capacity (kW)	Minimum Number Required	
		Technical supervisor	Engineer
1	501- 5000 kW	2	2
2	51-500 kW	1	1
3	1- 50 kW	1	1

### Technical Staff Educational Qualifications and Work Experience Requirements for categories 1-6

Staff	Educational Qualifications	Work Experience
Senior Engineer	B.Sc. Electrical Engineering or equivalent Engineering Degree recognised in UAE	7*
Engineer	B.Sc. Electrical Engineering or equivalent Engineering Degree recognised in UAE	4*
Assistant Engineer	Electrical Engineering Diploma or equivalent qualification recognised in UAE	5*
Technical Supervisor	Electrical Industrial Certificate or high secondary school certificate	5
Electrician	Electrical Industrial certificate or High School certificate recognised in UAE	4
Assistant Electrician	Electrical Industrial certificate or High School certificate recognised in UAE	3
Health and Safety Officer	See below requirements	See Below requirements

\* 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 an Electrical Industrial certificate or High School certificate, duly attested and equalized by the Ministry of Education of UAE, with practical experience in Electrical Installation Work of at least three (3) years.

**Assistant Engineer:** a person with an Electrical Engineering diploma or equivalent qualification, duly attested and equalized by the Ministry of 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 B.Sc. degree in Electrical Engineering or equivalent qualification duly attested and equalized by the Ministry of 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 attested and equalized by the Ministry of Education of UAE, with practical experience in Electrical Installation Work of at least four (4) years.

*NOTE: In certain cases, Electrical Industrial Certificates equalized to a Secondary School Certificate can be accepted.*

#### **Health and Safety Officer:**

For Category 1 & 2 the minimum requirements are:

- Educational qualifications of Bachelor of Engineering, or Diploma of Engineering, or equivalent qualification recognized in the UAE.
- Experience of a minimum three years' HSE experience for bachelor's degree holders, and Minimum five years' HSE experience for Diploma degree holders.
- Professional HSE Training:  
OSHAD Approved Practitioner or NEBOSH certificate

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

For Category 3 to 5, the minimum requirements for the approved Engineer, Assistant Engineer, or Supervisor:

**Professional HSE Training:**

- IOSH Managing Safety/IOSH Working Safety.
- First Aid including CPR training

**Senior Engineer:** a person with a B.Sc. degree in Electrical Engineering or equivalent qualification, duly attested and equalized by the Ministry of 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 Industrial Certificate or High School certificate, duly attested and equalized by the Ministry of Education of UAE, with practical experience in Electrical Installation Work of at least five (5) years.

*Note1: Equivalent qualifications may include but not limited to the following areas: Electromechanical, Electronics, Control, Mechatronic, Power and Communication.*

*Note2: Where any of the occupations mentioned above is in the possession of a valid conformity certificate of the National Occupational Skills Standard (NOSS) certificate issued by Abu Dhabi Quality and Conformity Council (QCC), then this will be a satisfactory document in place of the educational qualification and work experience requirements stated above in accordance with the Approving committee procedures.*

**Technical Staff Educational Qualifications and Work Experience Requirements for Category 7**

Staff	Educational Qualifications	Work Experience Subcategory 1 & 2	Work Experience Subcategory 3
Engineer **	B.Sc. Electrical Engineering or equivalent Engineering Degree recognised in UAE	5 *	2*
Technical Supervisor	Electrical Engineering Diploma or equivalent qualification recognised in UAE	4*	2*

**\* 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.

**\*\* For Engineers:** The minimum number of executed projects required is 4 for subcategory 1 & 2 while for subcategory 3, 2 executed projects are required.

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## ANNEX 2. SOLAR PV INTEGRATORS

1. An Electrical Contractor/Consultant/Solar PV Integrator applying for a Category (7) Competency Certificate are required to submit the following information for evaluation of their Competency Certificate Application in addition to the ones required under Section 4 of this process:

- (a) Copies of sponsor's or national partner's passport and UAE ID.
- (b) Copy of a valid trade licence issued by the Department of Economic Development (or any other relevant Abu Dhabi free zone/specialised area).
- (c) Copy of a property deed or a valid and registered lease contract under the name of the applicant.
- (d) Copy of a valid Engineer's Registration Certificate (Electricity Wiring Regulation Course E1) for the person named as such in the Competency Certificate Application.
- (e) Copy of valid Engineer's Registration Certificate for the Solar PV Knowledge Scheme (Once Issued).
- (f) For each technical staff member named in the application:
  - Copies of passport, UAE ID and valid Abu Dhabi residence visa showing sponsorship of the applicant.
  - Experience record or curriculum vitae along with references.
- (g) A copy of the notarised Power of Attorney for the applicant's authorised signatory and his/her UAE ID.
- (h) A copy of the notarised Power of Attorney for the Registered Engineer's authorised signatory and his/her UAE ID.
- (i) The Competency Certificate Application must be signed and dated by the applicant's authorised signatory and stamped by the applicant.
- (j) HSE Certification and Training (at least one staff shall have any of the following certificates):
  - HSEQ certification (e.g., ISO 14001, OHSAS 18001, ISO 9001)
  - Distribution Company HSE certification
  - Personal Protective Equipment (PPE) and training for staff
- (k) PV Training:
  - List of any Solar PV Integrator training programme by an authorised trainer attended by the applicant staff (provide copies of the certificates).
- (l) Solar PV experience:
  - Total accumulated solar PV capacity installed to date.
  - List of solar PV experiences available at the staff

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## ANNEX 3. FEES

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

No.	Competency Category	New Application fee	Annual Renewal fee	Modification fee <sup>1</sup>
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
6	Category (6)	AED 1,000	AED 500	No Charge
7	Category (7)	AED 1,000	AED 500	No Charge

*Note: New Application fee for changing to a different competency category or reapplication of a competency category pursuant to Sections 4.3.7 and 4.4.11 will be treated as a new Competency Certificate Application and the above new Application fees shall apply.*

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<sup>1</sup> This is applicable for the modifications as listed under Clause 4.6, however; change of category whether upgrade or downgrade shall require new application fees in accordance with the modified Competency Category.