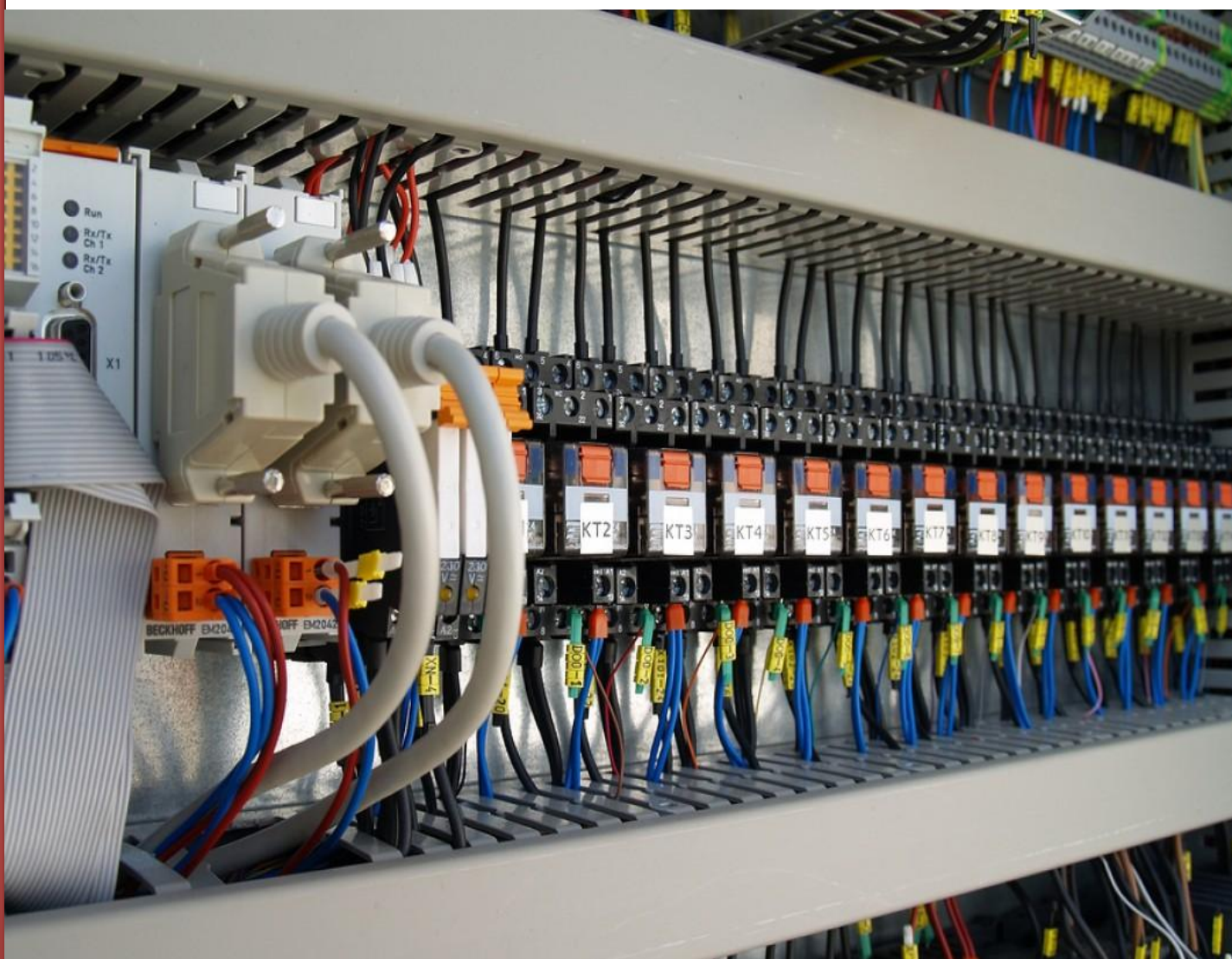




GUIDELINES FOR INSTALLATION PERMITS ISSUING PROCEDURES



AUGUST 2016

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TECHNICAL QUALIFICATIONS

Within the Electrical Engineering field, persons engaged in electrical installations will for the purpose of these guidelines, be categorised as follows:

Qualification:

Eligible Permit Class:

University Graduates in the relevant field-----	Class A
Higher Technician's Diploma-----	Class A
Ordinary Technician's Diploma-----	Class B
Master Craftsman's Certificate-----	Class C
Craftsman's Certificate Grade One-----	Class D

AUTHORISED WORK ACCORDING TO PERMIT CLASS

Class A

- Installation of any plants up to and including high voltage of **132 kV**.
- Any work under Class B.

Class B

- Heavy low voltage and simple high voltage connections up to **33 kV**.
- Any work under Class C.

Class C

- Installation in multi - storied flats, commercial buildings, bungalows and mansions of complex design.
- Installation of light plants up to a level of **415 V**.
- Any work under Class D.

Class D

- Installation of any residential premises of 1 - 5 bedrooms.
- Repairs on equipment of up to **240 V**.

Class Z

- Electrical installation systems designs.
- Installation in specialised fields like switchgear; centralised heating; refrigeration; generator sets; solar systems; et cetera.

COMPANIES AND ORGANISATIONS

An employee of a company or an organisation can be interviewed on his or her own and on behalf of the company or an organisation, if he or she has been authorised by the company or organisation in writing. If a person wants to be interviewed for both individual and company or organisation Permit, payment has to be made for each Permit separately. The company or an organisation must have at least two competent employees possessing Permits Classes A and/or B.

REGISTER OF ELECTRICAL INSTALLATION PERMIT HOLDERS

The Electricity Regulatory Authority keeps a register of persons who have been issued with Installation Permits. Additions and/or deletions are done only in accordance with the guidelines set by the Installation Permits Committee.

ANNUAL FEES

The following fees apply to each of the Permit Classes:

<u>Category</u>	<u>Fees (UGx)</u>
Class A-----	140.000/=
Class B-----	105.000/=
Class C-----	70.000/=
Class D-----	35.000/=
Class Z-----	100.000/=
Registered Companies and/or organisations-----	695.000/=

All fees are payable to ERA Bank Account **No. 0105613299800**, Standard Chartered Bank, Speke Road Branch or **Account No. 9030005711605** Stanbic Bank, Corporate Branch.

APPLICATION FEE

All applicants for the Installation permits have to pay an application fee of **UGx 20.000/=**.

DOCUMENTATION

Installation Permits for Classes A, B, C, D and Z to be issued by ERA to qualifying persons in the respective classes.

Completion of Wiring Certificates booklets to be issued by a Licensed Distribution Utility to permit holders who will carry out the wiring/installation tasks and issue completion of wiring certificates to the customer. The certificates will form part of the documentation a customer submits to the licensed distribution utility for new connection.

INSPECTIONS

The Licensed Distribution Utility will inspect and connect installations which have been wired by persons with a valid Installation Permit.

INTERVIEWS (SEE ADDITIONAL NOTES ACCOMPANYING THESE GUIDELINES)

All candidates are required to apply in writing using the ERA approved form and are required to appear before the interview panel, with original documents, certificates and testimonials. They are also required to make a satisfactory presentation of their technical qualifications, training and skills to justify the award of the permit class applied for. Companies need to provide evidence of their registration and the nature of business done in form of: Company's Background/Profile; Certificate of Incorporation; List of Directors; Trading License; VAT Registration and TIN number. The qualifications and competence of persons being presented by the company also need to be indicated.

MECHANISM OF PERMIT CLASS TRANSFER

Interviews are normally carried out once, but candidates who feel ready to transfer from one permit class to another are free to apply in writing using the ERA approved form, giving justifications for their request to transfer. If the grounds indicated in the request for transfer are sufficient, they are required to appear before the Installation Permits Committee with their certificates and testimonials and sit for an interview. The Committee may also require persons who are above 60 years, to appear before it periodically to certify that they are still competent to do installation work.

DISCIPLINARY ACTION

The Licensed Distribution Utility is responsible for monitoring the professional performance of Permit Holders and report any mal-practices to the Electricity Regulatory Authority. At an appropriate Committee sitting, such cases and any others arising from the Public are be considered. Depending on the gravity of the offence, the offender can have his/her permit either suspended for a certain period or completely withdrawn.

PART B:

SUBMISSION OF APPLICATION FORMS AND INTERVIEWS

1. Candidates have to fill and sign application forms obtained from the Permits Office at ERA House, or downloaded from the ERA website (www.era.or.ug). Prior to submission, candidates have to attach copies of ALL academic documents like O- and A-level certificates, diploma certificates, and any other academic qualification possessed. Pass slips are not accepted and candidates whose applications do not have copies of ALL academic certificates are considered incomplete and not ready for interview.

(a) Candidates whose Diplomas, certificates, and other qualifications were not obtained from Uganda, they must have them equated to the Uganda-based ones, by UNEB before submission of the application.

(b) Candidates whose Degrees and other higher qualifications were not obtained from Uganda, must obtain the equivalency from The Uganda Institution of Professional Engineers (UIPE). Written evidence of the equivalency must be submitted together with the applications.

2. Unless announced otherwise via public media, interviews are normally scheduled for Thursdays of every week starting at 09.00 am. Applicants, who return filled and signed application forms and are ready to be interviewed, either book for a scheduled date with the Permits Office OR are called by ERA to appear for a scheduled interview, following the order in which application forms were received and recorded.

3. Irrespective of whether they have made their own booking or were called, candidates do register according to the order they arrive at ERA House (or the interview venue, if different from ERA House) on the interview date and are interviewed according to that order.

4. Candidates appearing for an interview must carry with them originals of ALL the academic documents submitted at the time of application.

5. At the time of the interview, candidates have to identify themselves positively by showing a valid identity card or a document that shows the candidates recent photograph, signed by a competent authority, and has an expiry date.

6. Permit Class A (work on high voltage (HV) systems up to 132 kV)

(a) Due to the complex nature of the work candidates are expected to engage in for this permit class and on voltage levels going up to 132 kV systems and subsequent high levels of responsibilities expected of the candidates, applicants for this class need to submit a detailed CV OR career report together with the application forms.

(b) Candidates have to highlight their specific experiences and the voltage levels at which they participated. The applicant's direct involvement on HV systems has to clearly be demonstrated. Persons who have not had an extensive working experience involving high voltage systems cannot apply for permit class A.

(c) Note that O- and A-level certificates must be submitted as well.

7. Permits Class B (work on medium voltage (MV) systems up to 11 kV)

(a) Due to the complex nature of the work candidates are expected to engage in for this class and on voltage levels going up to 11 kV systems and subsequent high levels of responsibilities expected of the candidates, applicants for this class need to submit a detailed CV OR career report together with the application forms.

(b) Candidates have to highlight their specific experiences and the voltage levels at which they participated. The applicant's direct involvement on MV systems has to clearly be demonstrated. Persons who have not had an extensive working experience involving high voltage systems cannot apply for permit class B.

(c) Note that O- and A-level certificates must be submitted as well.

8. Permit Class C (work on systems up to 415 V)

(a) Candidates for this permit class are expected to be familiar with test methods they normally carry out on completing an installation.

(b) The following combination of UNEB certificates are accepted for this class: Diploma Certificate together with Uganda Craftsman Grade One (Trade test); OR Master Craftsman together with Uganda Craftsman Grade One (Trade test); OR Crafts Course Parts II and III or B and C, together with Uganda Craftsman Grade One (Trade test).

(c) Note that O- and A-level certificates, where applicable, must be submitted as well.

9. Permit Class D (work on systems up to 240 V)

(a) Candidates for this permit class are expected to be familiar with test methods they normally carry out on completing an installation.

(b) The following combination of UNEB certificates are accepted for this class: Uganda Craftsman Grade One (Trade test); OR Crafts Course Parts II or B, together with Uganda Craftsman Grade One (Trade test).

(c) Note that O- and A-level certificates, where applicable, must be submitted as well.

10. Permit Class Z (work on specialised areas)

(a)Due to the complex nature of the work candidates are expected to engage in for this permit class, and subsequent high levels of responsibilities expected of them, applicants for this permit class need to submit a detailed CV OR career report together with the application forms.

(b)Candidates need to highlight their specific experiences and the voltage levels at which they participated. The applicant's direct involvement in the area of specialisation applied for has to clearly be demonstrated.

(c)Note that O- and A-level certificates must be submitted as well.

11. A candidate cannot pay for a permit until the Permit Class to be issued has been determined by the Committee after the interview.

12. The Committee reserves the right of refusal to grant a permit, renew a permit, or cancel a permit if it is satisfied that a person has failed to comply with conditions stipulated in The Electricity (Installation Permits) Regulations 2003. Candidates are further reminded that Installation Permits issued to them remain the property of ERA. Misuse of the permits lead to permit suspension or cancellation.