

ELECTRICITY REGULATORY AUTHORITY



Guidelines for Installation Permits Procedures

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Technical Qualifications

Within the Electrical Engineering field, those persons engaged in electrical installation work will, for the purpose of these Permits procedures, be categorised as follows:

<u>Qualification:</u>	<u>Eligible Permit Class:</u>
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 D

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

Class C

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

Class B

- Heavy low voltage and simple high voltage connections up to **11 kV**
- Any work under Class C

Class A

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

Class Z

- Electrical installation systems designs
- Installation in specialized fields like switchgear; centralized heating; refrigeration; generator sets; solar systems; et cetera

Companies and organizations

An employee of a company or organization can be interviewed on his/her own and on behalf of the company **if the company authorizes him/her in writing**. If it is for both, a payment has to be made for each Permit separately. The company must have in its employment **at least two competent persons who possess Permits Classes A and/or B**.

Register of Installation Permit holders

The Electricity Regulatory Authority will keep a register of those persons who have been issued with Installation Permits. Additions and/or deletions will only be in accordance with the guidelines as set by the Installation Permits Committee.

Annual fees

The following fees apply to each of the Permit Classes:

<u>Category</u>	<u>Fees (Uganda Shs)</u>
Class A	100.000/=
Class B	75.000/=
Class C	50.000/=
Class D	25.000/=
Class Z	100.000/=
Registered Companies and/or organizations	500.000/=

All fees are payable to ERA bank Account No. 01056-132998-00 in Standard Chartered Bank.

Application fee

All applicants for the Installation permit will be subject to an application fee of **US\$10.000/=** payable to the above account.

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

Mechanism of transfer

Interviews will normally be carried out once, but those candidates who feel are ready to transfer from one class to another will be free to apply in writing using an ERA approved form and giving justifications for the request. If there are sufficient grounds, they will be required to appear before the Committee with their certificates and testimonials. The Committee may also require persons who are above the age of 60 to appear before it periodically to certify that they are still competent in their relevant installation skills.

Disciplinary action

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

PART B: SUBMISSION OF APPLICATION FORMS AND INTERVIEWS

Candidates must 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 must attach copies of **ALL academic documents** like O- and A-level certificates, diploma certificates, plus **any other academic qualification** the candidate possesses. **Pass slips are not accepted** and

candidates whose applications do not have copies of **ALL** academic **certificates** will be considered **incomplete and not ready for interviewing**.

Candidates whose Diploma, certificates, and other qualifications were not obtained from Uganda (UNEB) must have these diplomas, certificates and other qualifications **equated by UNEB** to Uganda-based ones prior to submitting applications.

Candidates whose Degree certificates and other higher qualifications were not obtained from Uganda (whose equivalents are not issued by UNEB) **must obtain the equivalency of these certificates from The Uganda Institution of Professional Engineers (UIPE)**. Written evidence of this equivalency must be submitted together with the applications.

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

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

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

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

Permits Class A (work on high voltage (HV) systems up to 132 kV)

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

These should highlight their **specific experiences** and the **voltage levels** at which one participated. The applicant's **direct involvement** on HV systems should be **clearly demonstrated**. Persons who have not had an extensive working experience involving high voltage systems will not be expected to apply for permits class A.

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

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

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

These should highlight their **specific experiences** and the **voltage levels** at which one participated. The applicant's **direct involvement** on MV systems should be **clearly demonstrated**. Persons who have not had an extensive working experience involving high voltage systems will not be expected to apply for permits class B.

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

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

Candidates for this class of permit will be expected to be **familiar with test methods** they normally carry out on completing an installation.

The following combination of UNEB certificates will be 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)**.

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

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

Candidates for this class of permit will be expected to be **familiar with test methods** they normally carry out on completing an installation.

The following combination of UNEB certificates will be 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)**.

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

Permit Class Z (work on specialized areas)

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

These should highlight their **specific experiences** and the **voltage levels** at which one participated. The applicant's **direct involvement** in the **area of specialization applied for** should be **clearly demonstrated**.

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

A candidate should **NOT** pay for a permit until the Class of Permit to be issued out has been determined by the Committee after interviewing the candidate.

The Committee reserves the right to refuse 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 will lead to them being suspended or cancelled.