

ED-EDM-P-8

***PROCEDURE
FOR
LICENSING
ELECTRICAL LINESMEN***

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1. Purpose

In order to streamline the workmanship of linesmen working in the OHL Distribution Network, any linesman appointed by Contractors, Customers and KAHRAMAA must have Trade Test Licence issued by KAHRAMAA to carry out OHL works in the State of Qatar.

In addition to describe:

- how to apply for a Electrical Linesman Licence
- how to renew the licence, and
- how to request for a replacement licence.

An Electrical Linesman licence allows you to perform limited specialist work for installation, maintenance work relating to overhead line and equipment in Qatar. In Qatar, linesman licenses are issued to work in electricity distribution systems with voltage levels up to 11kV.

2. Scope

All persons performing electrical linesman work in Qatar are by law required to have a valid licence issued by KAHRAMAA.

3. Responsibilities & Authorities

KAHRAMAA Electricity Distribution Department is responsible for processing all applications for electrical linesman licences.

KAHRAMAA's authority is set out in Article no.4 of the Emiri resolution No.(45)-2009.

4. Abbreviations, Definition of Terms & Key References

KM	: KAHRAMAA	EDD	: Electricity Distribution Dept
OHL	: Overhead line	LV	: Low Voltage
IMP	: Intermediate Pole	SP	: Electricity Distribution Dept
TP	: Terminal Pole	AP	: Angle Pole
ABS	: Air Break Switch	A/R	: Auto Reclosure
PMT	: Pole Mounted Transformer	GMT	: Ground Mounted Transformer
L/A	: Lightening Arrestor	PB	: Pole Box
DOF	: Drop Out Fuse	MV Cut Out	: Medium Voltage Cut Out

Term	Description
Electrical Linesmen	Electrical Linesmen are technicians who perform limited specialist work for installation and maintenance work relating to Overhead Line.

5. Procedure

5.1 Applying for new licence

5.1.1 You will need to fill out the application form ***Licence Application Form for Electrical Linesman(ED-EDM-P-8/F1)(Appendix 1)***. Take care in completing the form and provide all the information required. Incomplete or incorrect applications may be considered withdrawn. The application fee is not refunded for unsuccessful candidate.

5.1.2 Pre-requisite qualifications and experience are:

- The applicant must have secondary level education basic and fundamental knowledge in electricity with (4-6) years experience in the concerned field.
- The applicant must be able to read, write and understand English as well as jointing instruction manuals and drawings. He must attend and pass an oral test on English language to qualify for the practical test.
- The applicant must not be color blind. (To identify Red, Yellow & Blue color boards at OHL .

5.1.3 What you need to include?

- Two passport size photographs.
- If your application is approved , then the payment receipt issued by KM Customer Service cashier for the right amount of fees as per schedule of fees in Appendix 2 (For Contractors)

5.1.4 KAHRAMAA EDD will advise all approved applicants of the date, time and venue for the practical test. Any Materials for the tests will be provided by KAHRAMAA.

5.1.5 Test procedures

a- The concerned Linesman must pass an interview and practical test for the following methods:-

- Installation of different types of 11kV and MV OHL Equipments.
- Maintenance of all types of 11kV and LVOHL Equipments.
- Trouble shooting of all types of 11kV and MV OHL Equipments.
- Safety regulations of OHL work requirements mentioned in KAHRAMAA Safety Rules.

b- Practical Test will be carried out at KAHRAMAA Workshop or at Site under the direct supervision of KAHRAMAA representative.

5.1.6. Test result

1. The result of the test will be communicated in writing after the test completion date within two weeks.

2. A certificate (as per appendix-3) and a trade license in laminated form with photograph (as per appendix-4) will be issued to the successful applicant by KAHRAMAA.
3. Unsuccessful applicant will only be allowed to apply for re-test after regular practices of at least three months to improve his skillness/proficiency of the weak points in the test.
4. The decision of KAHRAMAA shall be considered as final and any complaint against the testing method or the result shall not be entertained.
5. During the Linesman work, all Linesmen must carry the licence with them and produce on demand by KAHRAMAA Engineers/Inspectors.

5.2. Validity of the licences

The validity of each licence shall end on the last day of each calendar year i.e. 31st December (same year).

5.3 Renewing the Licences

- 5.3.1 The old licence shall be submitted to KAHRAMAA with the necessary fees for renewal at least 15 days before expiry.
- 5.3.2 You will need to fill out the application form, ***Licence Application Form for Electrical Linesman(ED-EDM-P-8/F1)(Appendix 1)***. Take care in completing the form and provide all the information required. Incomplete or incorrect applications may be considered withdrawn. The application fee is not refunded for incomplete or incorrect applications.
- 5.3.3 KAHRAMAA reserves the right to cancel or suspend any licence at any time and may require the applicant to be re-tested without having to provide any explanations.

5.4 Replacing Lost or Worn out or Destroyed Licences

- 5.4.1 If at anytime, a licence is lost or damaged, then an application for a replacement licence card must be made immediately.
- 5.4.2 You will need to fill out the application form ***Licence Application Form for Electrical Linesman(ED-EDM-P-8/F1)(Appendix 1)***. Take care in completing the form and provide all the information required. Incomplete or incorrect applications may be considered withdrawn. The application fee is not refunded for incomplete or incorrect applications.
- 5.4.3 KAHRAMAA reserves the right to reject any application for replacement without having to provide any explanations.

6. Cancellation of license and retest

KAHRAMAA reserves the right to cancel the license at any time may ask for retest if required.

The Lineman trade license will be cancelled if the license holder is found responsible for bad workmanship, violation of safety rules , negligence in work code of practice etc .

7. Issuing of License to Electrical Lineman having limited Knowledge of English

Knowledge of English language is compulsory for safety documents holder because safety documents are in English language. So these type of license holders (license holders having limited knowledge of English language) will not be allowed to receive safety documents.

If a Lineman has limited English language skill but he qualifies oral test assessment and practical test, then license can be issued with the condition that he will not be authorized to receive any safety documents and will execute the work at site under direct supervision of competent person.

Appendix – 1

Form No. - ED-EDM-P-8/F1

ELECTRICITY DISTRIBUTION DEPARTMENT

Licence Application Form for Electrical Linesman

Type of Application (circle the box):	New	Renew	Replace
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1. Company Details

Name			CR NO	
Address	P.O. Box:		Tel/Fax	
	City		Country	
Submitted on (date)			

Note: Applied Company should be a pre-qualified contractor of KAHRAMAA.

2. Candidate Details

Name			ID #																
Sponsor			D.O.B																
Qualification			Tel/Fax																
Address	P.O. Box:		City		Country														

Note: Applicant must not be a colour blind and over 21 years old.
 Applicant must have RP of the same Company with minimum six month validity
 Attachments: ID/Passport copy + 2 passport size photographs + Valid RP copy

3. Authorized Authority

Name :
Position :
Signature :
Company Stamp & Date :

Note: Incomplete/improper applications will be rejected.

4. Office use only

Approved / Not Approved*	
JASSIM ALI SHAMS	ABDULLA ALI AL DEYAB
HEAD OF MAINTENANCE	MANAGER ELECTRICITY DISTRIBUTION DEPT.

* Delete as required

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Appendix – 2: Schedule of Fees**

Type of Test	Cost of Test
LINEMAN TRADE TEST	QRs. 2000.00

*** 'Fees are subject to change without prior notice' & based on materials and manpower.*

Appendix – 3: Linesman Certificate from KAHRAMAA

Ref:

Date:

Mr.....

M/S.....

P.O. Box:

Doha - Qatar

SUB: LINESMAN TRADE TEST

I am pleased to advise you that, following your successful completion of Over Head Line (OHL) tests, you have demonstrated sufficient ability to carry out 11kV/LV OHL works.

This letter serves as your certificate of being a qualified Linesman within the State of Qatar.

This Certificate is valid until 31st December, 201....


With Regards,

MANAGER

ELECTRICITY DISTRIBUTION DEPARTMENT

CC: Head of Maintenance

Appendix – 4: Specimen Copy Linesman License

PHOTO	 المؤسسة العامة القطرية للكهرباء والماء KAHRA MAA Qatar General Electricity & Water Corporation	
	<u>Electricity Network Affairs</u> <u>Electricity Distribution Dept</u> <u>OHL Linesman Licence</u>	شؤون شبكات الكهرباء إدارة التوزيع الكهربائي رخصة فني خطوط هوائية
NAME :	الاسم:	
ID NO.:	الرقم الشخصي:	
CO.NAME:	اسم الشركة:	
AUTHORIZED TO :	مرخص لعمل:	
VALIDITY:	الصلاحية:	

This licence must be with the holder while carry out Over Head Line work and produce on demand by KAHRAMAA Engineers / Inspectors	هذه الرخصة يجب أن تكون مع حاملها أثناء قيامه بأعمال الخطوط الهوائية ويجب إبرازها عند الطلب بواسطة مهندسي أو مفتشي كهرباء .
Authorized to receive safety document. <input type="checkbox"/>	مخول لاستلام مستندات السلامة <input type="checkbox"/>
PTW <input type="checkbox"/>	إذن عمل <input type="checkbox"/>
LOA <input type="checkbox"/>	إذن دخول محدود <input type="checkbox"/>
LICENSING AUTHORITY..... سلطة الترخيص.....	

Appendix – 5: Linesman Licensing Test – Assessment Sheet

Date of Test	(dd/mm/yyyy):			
Type of Test (Tick the circle):	<input type="radio"/> New	<input type="radio"/> Renew	<input type="radio"/> Replace	<input type="radio"/> Re-test

Candidate Details

Name				ID #															
Sponsor				ID Validity															
Sponsor Tel./Fax				Birth date:															
P.O Box:			City			Nationality													

Oral Test Assessment Results:

DETAIL	Pass	Fail	Remarks
1. General Knowledge	<input type="radio"/>	<input type="radio"/>	
2. Knowledge on Overhead Lines	<input type="radio"/>	<input type="radio"/>	
3. Knowledge on Conductors	<input type="radio"/>	<input type="radio"/>	
4. Knowledge on Safety	<input type="radio"/>	<input type="radio"/>	
5. Knowledge on Linesman Tools	<input type="radio"/>	<input type="radio"/>	

English Language Skill

Speak	<input type="radio"/>	<input type="radio"/>
Read	<input type="radio"/>	<input type="radio"/>
Write	<input type="radio"/>	<input type="radio"/>
Colour blind test (Identify Red, Yellow & Blue color of color boards at OHL)	<input type="radio"/>	<input type="radio"/>

Allowed to proceed to Practical Test? Yes No

Name & Signature of Examiners (minimum two)

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Approved by Sr. Engr. Overhead Line

Date: _____

Practical Test Assessment Results:

Date of Test	(dd/mm/yyyy):											
Candidate Name						ID #						

DETAIL	Pass	Fail	Remarks
1. Binding of HT/LT Insulator	<input type="radio"/>	<input type="radio"/>	
2. Binding of Intermediate poles	<input type="radio"/>	<input type="radio"/>	
3. Stay wire nuzzling (Both type)	<input type="radio"/>	<input type="radio"/>	
4. Jointing HT/LT conductor	<input type="radio"/>	<input type="radio"/>	
5. Knowledge of ABS installations	<input type="radio"/>	<input type="radio"/>	
6. Knowledge of conductor stringing	<input type="radio"/>	<input type="radio"/>	
7. HT/LT Fixing	<input type="radio"/>	<input type="radio"/>	
8. Pole Climbing	<input type="radio"/>	<input type="radio"/>	
9. Knowledge in overhead lines patrolling	<input type="radio"/>	<input type="radio"/>	

PRACTICAL TEST RESULT

Passed

Failed

Name & Signature of Examiners (minimum two)

Name: _____

Signature: _____

Name: _____

Signature: _____

Name: _____

Signature: _____

Approved by Sr. Engr. Overhead Line

Date: _____