ED-P1

Procedure for Licensing and Competency Authorization
**Document Control**

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<tr>
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**Issue Approval**

<table>
<thead>
<tr>
<th>Prepared By</th>
<th>Reviewed By</th>
<th>Approved By</th>
</tr>
</thead>
</table>
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Head of Distribution Protection | |
| Signature: Original signed and filed separately | Signature: Original signed and filed separately | Signature: Original signed and filed separately |

**Issue Record**

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<tr>
<td>0.0</td>
<td>16-04-2015</td>
<td>First issue of the Procedure.</td>
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<td>2.0</td>
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</tbody>
</table>

**Issue Frequency**: 3 years

**Key Words**: Electrical Jointer License, Electrical linesman license, Electrical fitter license, Protection Testing Engineer, Protection Testing Assistant, LV Panel Protection Testing, Licensing, License Renewal, Competency Authorization, Competency Authorization Card

*When this document is approved for publishing on the intranet, a copy of its Document Control page should be sent to the QA section who is custodian of KM quality management system.*
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1. Purpose

To describe the steps to be followed for below mentioned processes

- How to apply for a License
- How to renew the license, and
- How to request for a replacement license.
- How to Issue Competency Cards for KM Employees

2. Scope

The procedure is applicable for all those who are applying New, Renewing or Replacement of Licenses for

<table>
<thead>
<tr>
<th>Electricity Distribution Maintenance Section</th>
<th>Electricity Distribution Protection Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jointers</td>
<td>MV Panel Protection Testing Engineer</td>
</tr>
<tr>
<td>Linesman</td>
<td>MV Panel Protection Testing Assistant</td>
</tr>
<tr>
<td>Fitters</td>
<td>LV Panel Protection Testing</td>
</tr>
</tbody>
</table>

**Electricity Distribution Maintenance Section**

The scope of the licenses issued covers categories:

1. Low Voltage (LV) Electrical Jointers
2. 11 kV Jointer.
3. 11 KV Linesmen
4. 11 KV Fitter

Electrical jointing work includes underground and overhead line cables, joining lengths of cable together, fault-finding, repairing them when necessary and connecting them to overhead lines or other parts of the system.

Electrical Linesman license allows performing limited specialist work for installation, Maintenance work related to overhead line and equipment in Qatar up to voltage level of 11 KV.

Electrical Fitter work includes performing limited specialist work for installation, operation and Maintenance of switchgears and electricity distribution substation equipment and any machinery that control, protect and monitor the electricity flow.

The procedure is also applicable for issuing and Renewing Competency Cards to the following KM Employees

1. Assistant Jointer
2. Jointer.
3. Service Technician
4. Assistant Fitter
5. Fitter
6. Assistant Linesman (OHL)
7. Linesman (OHL)
8. Foreman (Cable Jointing)
9. Foreman (Fitting)
10. Foreman (OHL)

For issuing 22KV and 33KV Competency Card, the Management may decide the policy as required
3. Responsibilities and Authorities

Responsibilities and authorities for ensuring that the steps in this procedure shall be carried out are specified at relevant steps in the procedure and include:

3.1 Electricity Distribution Department Manager
3.2 Head of Section (Maintenance/Protection) & Senior Engineers
3.3 Panel for Maintenance (Conducting Electrical Jointer/Fitter/Linesman Trade Test and competency)
3.4 Panel for Protection (Conducting theoretical and practical Test assigned by EDR section head)
3.5 Protection Engineers
3.6 Senior Clerk (EDM/EDR)
3.7 Fault Operator
3.8 Document Users

If the responsible personnel listed above are absent, these responsibilities and authorities shall be designated to the relevant staff.

Applicants – To adhere to the requirements of the respective application.

4. Abbreviations, Definition of Terms and Key References

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>KM : EDM</td>
<td>Qatar General Electricity and Water Cooperation</td>
</tr>
<tr>
<td>LV : CT : OHL</td>
<td>Low Voltage</td>
</tr>
<tr>
<td>CSD</td>
<td>Customer Service Dept</td>
</tr>
</tbody>
</table>

LV Electrical Jointer licence

Subject to particular conditions or restrictions included in the licence, a LV electrical jointer licence authorises the holder to perform electrical work on any apparatus, equipment and conductors which are normally operated at a voltage not exceeding 1000V to the extent of the following:

(a) installing, jointing and terminating cables to the extent the work requires specialised knowledge or skill;

(b) Electrical equipment work necessary for the work mentioned in paragraph (a).

11kV Electrical Jointer licence

Subject to particular conditions or restrictions included in the licence, a 11kV electrical jointer licence authorises the holder to perform electrical work on any apparatus, equipments and conductors of any voltage up to
11kV to the extent of the following:

(a) installing, jointing and terminating cables to the extent the work requires specialised knowledge or skill;

(b) Electrical equipment work necessary for the work mentioned in paragraph (a).

11 KV Electrical Linesmen License

Subject to particular conditions or restrictions included in the licence, an 11 KV electrical linesman licence authorises the holder to perform limited specialist electrical work for installation, maintenance work relating to overhead line and equipment with voltage levels up to 11kV.

11 KV Electrical Fitter License

Subject to particular conditions or restrictions included in the licence, an 11 KV electrical fitter licence authorises the holder to perform limited specialist work for installation, operation and maintenance of switchgears and electricity distribution substation equipment and any machinery that control, protect and monitor the electricity flow.

Low Voltage (LV)

In this document any apparatus, equipment and conductors which are normally operated at a voltage from 25V not exceeding 1000 Volts.

Medium Voltage (MV)

In this document any apparatus, equipment and conductors are normally operated at a voltage from 1000V not exceeding 33000 Volts.

Key References

5. Procedure

Key Shapes

<table>
<thead>
<tr>
<th>Shape</th>
<th>Purpose</th>
<th>Shape</th>
<th>Purpose</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>: Activity / Process</td>
<td></td>
<td>: On-Page reference</td>
</tr>
<tr>
<td></td>
<td>: Decision</td>
<td></td>
<td>: Off-Page reference</td>
</tr>
<tr>
<td></td>
<td>: Document</td>
<td></td>
<td>: Connector</td>
</tr>
<tr>
<td></td>
<td>: Predefined Process</td>
<td></td>
<td>: Terminator</td>
</tr>
<tr>
<td></td>
<td>: Data</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
5.1 Applying for New License

### Applicant

- **5.1.1** Fills up the Application for Licensing and submits to the ED Manager Online/Hard Copy (Applicant)
- **5.1.7** Applicant to remit the applicable fees in KM Cash Office and submit Original Cash Receipt to ED Office - EDM/EDR

### Manager ED/ EDM/EDR

- **5.1.2** Receive Online/Hard Copy - Application on behalf of ED Manager (Senior Clerk – EDM/EDR)
- **5.1.5** Update in the workflow system. Regret information is sent online to Applicant by automated email generated. (Senior Clerk – EDM/EDR)
- **5.1.6** Update in the workflow system & send Online information to the Applicant to remit fees (Senior Clerk – EDM/EDR)
- **5.1.11** Update the system in the workflow. Regret Letter/Online Information to Applicant by the automated email generated in the system (Panel)
- **5.1.13** EDM Approval to issue the License done by HOS EDM in the Work flow system
- **5.1.14** The License card is printed with the digital signature and sent to the applicant. The Certificate is automatically generated and sent to the applicant through an email.

### Maintenance/Protection Section (EDM/EDR)

- **5.1.9** Conduct the related Test (Theoretical and Practical) (Panel)
- **5.1.3** Forward the application and relevant attachments to the Panel/Cable/Fitting/ OHL/ Fault operator/EDR/Sr. Eng EDM to review and confirm whether the applicant is qualified or not qualified to attend the test
- **5.1.4** Qualified to attend
- **5.1.10** Test Result
- **5.1.12** Update the information in the workflow System (Panel)
5.2 Renewing the License

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Manager Electricity Distribution Department (ED)/HOS</th>
<th>Maintenance/Protection Section Engineers/Panel</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.2.1*</td>
<td>Fills up the Application for License Renewal and submits to the ED Manager Online/Hard Copy (Applicant)</td>
<td>5.2.2 Receive Online -Application/Hard Copy on behalf of ED Manager/HOS through the workflow system (Senior Clerk – EDM/EDR)</td>
</tr>
<tr>
<td></td>
<td>Application for Electrical Jointer/ Linesman/Fitter License / MV Panel Protection Testing Engineer / MV Panel Protection Testing Assistant / LV Panel Protection Testing (Online) as applicable &amp; License Application Form (ED-P1/FR)</td>
<td>5.2.5 Update in the workflow system to Inform Applicant online to remit fees for renewal of required License by the automated email generated (Senior Clerk – EDM/EDR)</td>
</tr>
<tr>
<td></td>
<td>*5.2.6 Remit Applicable Fees in KM Cash Office and submit the Original Cash Receipt to the ED Office – EDM/EDR (Applicant)</td>
<td>Online Information to remit fees</td>
</tr>
<tr>
<td></td>
<td>RENEWED Electrical Jointer Certificate &amp; License Card / Electrical Linesman Certificate &amp; License Card/Electrical Fitter Certificate &amp; License Card/Electrical Linesman Certificate &amp; License Card (Limited English) MV Panel Protection Testing Engineer Certificate &amp; License Card MV Panel Protection Testing Assistant Certificate &amp; License Card LV Panel Protection Testing Certificate &amp; License Card</td>
<td>5.2.7 Receive Original Cash Receipt and upload in the workflow system (Senior Clerk – EDM/EDR)</td>
</tr>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

5.2.4 License Expired more than 3 months ago? Or retesting required?

* YES

5.1 Applying for new License

5.1.13 The license card is printed with the digital signature and sent to the applicant. The Certificate is automatically generated and sent to the applicant by an email.
## 5.3 Replacing Lost or Damaged License

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Manager Electricity Distribution Department (ED)/HOS</th>
<th>Maintenance/Protection Section (EDM/EDR)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>5.3.1</strong> Fill up the Application for License Replacement and submit to the ED Manager Online/Hard Copy (Applicant)</td>
<td><strong>5.3.2</strong> Receive Online/Hard Copy - Application on behalf of ED Manager/HOS through the workflow system (Senior Clerk – EDM/EDR)</td>
<td><strong>5.3.3</strong> Forward the application and relevant attachments to Panel (Cable/Fitters/OHL)/Fault Operator in case of ED Maintenance and HOS/Sr.Engineer EDR in case of EDR to review the application</td>
</tr>
<tr>
<td>Application for Electrical Jointer/ Linesman/Fitter License / MV Panel Protection Testing Engineer / LV Panel Protection Testing Assistant License Card / LV Panel Protection Testing License Card Online as applicable</td>
<td><strong>5.3.5</strong> Update in the workflow system. Regret Letter/Online information is sent Online to the Applicant by an automatically generated email</td>
<td><strong>5.3.4</strong> Approved?</td>
</tr>
<tr>
<td>Regret letter /Online information</td>
<td><strong>5.3.6</strong> Upload in the workflow system and Information is sent online to the Applicant to remit fees (Fault Operator for EDM and Senior Clerk for EDR)</td>
<td><strong>5.3.8</strong> Receive the Original Cash receipt and upload in the system (Senior Clerk – EDM/EDR)</td>
</tr>
<tr>
<td>Online information to remit fees</td>
<td></td>
<td>Original Cash receipt</td>
</tr>
<tr>
<td><strong>5.3.7</strong> Applicant to remit the applicable Fees in KM Cash Office and submit the Original Cash Receipt to the ED Office – EDM/EDR</td>
<td><strong>5.3.9</strong> Issue replacement license card to the Applicant (Senior Clerk – EDM/EDR)</td>
<td></td>
</tr>
</tbody>
</table>
5.4 Issuing of Competency Authorization Cards for KM Employees (EDM)

5.4.1 Attend Orientation and Training Programme from Sr. Engineer/Engineer of respective sections
( Newly Recruited Asst. Jointer/ Jointer/Service Technician/Fitter/Assistant Fitter/Linesman/Assistant Lines Man )

5.4.2* Undergo the required tests
( Asst. Jointer/ Jointer/Service Technician/Fitter/Assistant Fitter/Linesman/Assistant Linesman )

5.4.3* Review and Evaluate the tests performed
( Cable/OHL/Fitting Unit Panel )

5.4.4 Have the recruit/candidate under upgrading Competency passed the criteria ( Panel )

5.4.9* Inform Recruit/Employee to attend more training and conduct re-test ( Cable/OHL/Fitting Unit Panel )

5.4.5 Inform Supervisor about the test result ( Cable/OHL/Fitting Unit Panel )

5.4.6 Apply for Competency Authorization Card / Renewal of Competency Authorization Card in Work Flow System ( Supervisor )

5.4.7 Approve and send it to Head of Section for Approval and Issuance ( Senior Engineer )

5.4.8 Approve the request for issuance of Competency Authorization Card ( Head of Section )

5.4.11* If the Validity of Competency Authorization Card is finished, ( Supervisor )

5.4.10* Upgrading of Competency Card
( Asst. Jointer/ Jointer/ Service Technician / Fitter / Linesman )

5.4.12 Maintain the Competency Authorization Card ( Asst. Jointer/ Jointer/ Fitter / Linesman )

END

YES

NO

Competency Authorization Card
5.1.1 Application for License should be submitted by the applicant online corresponding to the trade. The form must be filled properly and with all required information provided. The application fee is not refunded for unsuccessful candidate. Each application shall upload:
- Filled up License Application form ED- P1/F8 duly signed and stamped to be scanned and uploaded.
- One (1) passport size photograph,
- Copies of Qualification certificates,
- Experience & Training details,
- Passport copy with valid residence Permit and entry exit details.
- Copy of Company Commercial Registration

If the Online Application System does not work due to any reason, the applications need to be submitted in Hard copy to concerned Section.

5.1.3 The applicant shall have following pre-requisite qualifications and experience in order to be eligible for the Test:
- The applicant must have secondary level education and basic and fundamental knowledge in electricity. With Two (2) years minimum experience in the concerned field.
- The applicant must be able to read, write and understand English as well as instruction manuals and drawings. The applicant will have to attend and pass an oral test on English language in order to qualify for the practical test.
- If a Lineman has limited English Language skill but he qualifies oral test assessment and practical test, then Linesman 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.
- Good health (The applicant must not be color blind) to identify Red, Yellow, Blue and Green color and color boards.
- If applying for 11kV jointer license, the applicant must have a valid LV Electrical Jointer license as entry level. Also the applicant for 11KV jointer license should have at least 6 months experience as an LV jointer. Application directly for 11kV Electrical Jointer license without a valid LV Electrical Jointer license is not permitted.

The Application is reviewed online by the Supervisor on behalf of the Panel. (The Panel members are appointed by the Manager – ED and may be changed from time to time).
The Application may be reviewed by the Head of Section where required.
The applicant shall have following pre-requisite qualifications and experience to appear for the Test:

**For Protection Testing Engineer License**

- The applicant shall be graduate Engineer in Electrical or Electrical & Electronics engineering and have minimum 5 (Five) years’ experience or Graduate in Electronics Engineering with minimum 7 (Seven) Years’ experience in the concerned Protection Testing field.
- Conversant with protection and control schematic drawings
- Fluent to read, write and speak English.

**For Protection Testing Assistant / LV Panel Protection Testing License**

- Graduate Engineer in Electrical / Electrical & Electronics/ Electronics engineering with minimum 2 (two) years’ experience in the concerned Protection Testing or Diploma in Electrical / Electrical & Electronics/ Electronics engineering with 3 (Three) Years’ experience in concerned Protection Testing field.
- Fluent to read, write and speak English.

Each application is reviewed by the Protection Section, candidate can be called, if required for clarification of details mentioned in the CV.

*5.1.7* Payment receipt shall be issued by KM Customer Service Department cashier for the amount of:

- For LV Electrical Jointer Test **QR 3,000/-** (Three Thousand only) OR as per fees indicated in the system.
- For 11kV Electrical Jointer Trade Test **QR 5,000/-** (Five Thousand only) OR as per fees indicated in the system.
- For 11 kV linesmen Trade test **QR 2000/-** (Two Thousand only) or as per fees indicated in the system.
- For 11 KV fitter Trade test, **QR 1500/-** (Thousand Five hundred only) or as per fees indicated in system.
- For MV Panel Protection Testing Engineer, **QR 3000/-** (Three Thousand only) or as per fees indicated in system.
- For MV Panel Protection Testing Assistant, **QR 1000/-** (One Thousand only) or as per fees indicated in system.
- For LV Panel Protection Testing, **QR 2000/-** (Two Thousand only) or as per fees indicated in system.
*5.1.8 For Protection Testing Engineer, Protection Testing Assistant / LV Panel Protection Testing License

Panel for Conducting Theoretical and Practical test will be headed by EDR and members consisting of Senior Protection Engineer, Protection Engineers and Technicians whom will be appointed by the EDR Head of Section. Members of panel may be changed from time to time (Head of Section and Senior Protection Engineer will be Permanent Members)

**For Electrical Jointer/Linesman/Fitters/ License**

Panel for Conducting Theoretical and Practical test will be headed by Engineer/Supervisor. And the panel shall consist of members appointed by ED-Manager. The Members of the panel may be changed from time to time. The panel members present for the interview/test shall be based on their availability and it is not necessary that all members be present for

*5.1.9 Test procedures - EDM*

KAHRAMAA will advise all approved applicants of the date, time and venue for the interview and practical test.

The applicant must pass an interview and practical test covering at least:

1. **For LV electrical jointer:**
   - Total four (4) joints: –

<table>
<thead>
<tr>
<th>No</th>
<th>Type of LV joint</th>
<th>Specified Duration for the test</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>TEE joint (main cable-PILC, branch cable XLPE)</td>
<td>4 hours</td>
</tr>
<tr>
<td>1.2</td>
<td>One STRAIGHT joint (PILC x XLPE)</td>
<td>4 hours</td>
</tr>
<tr>
<td>1.3</td>
<td>One TERMINATION joint, XLPE</td>
<td>3 hours</td>
</tr>
</tbody>
</table>

2. **For 11kV electrical jointer:**
   - Total four (3) joints: –

<table>
<thead>
<tr>
<th>No</th>
<th>Type of 11KV joint</th>
<th>Specified Duration for the test</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>One TRANSITION joint (XLPE x PILC).</td>
<td>4 hours 30 min.</td>
</tr>
<tr>
<td>2.2</td>
<td>One TERMINATION joint + One Pole Box (XLPE)</td>
<td>4 hours 30 min.</td>
</tr>
</tbody>
</table>
2.3 One STRAIGHT joint (XLPE x XLPE). 4 hours

3. For 11 KV Electrical Linesman
   - Installation of different types of 11kV and LV OHL Equipments.
   - Maintenance of all types of 11kV and LV OHL Equipments.
   - Trouble shooting of all types of 11kV and LV OHL Equipments.
   - Safety regulations of OHL work requirements mentioned in KAHRAMAA Safety Rules.

4. For 11 KV Electrical Fitter
   - Installation of different types of 11kV and LV Equipment
   - Maintenance of all types of 11kV and LV Equipment
   - Trouble shooting of all types of 11kV and LV Equipment
   - Safety regulations of Fitting work requirement mentioned in KAHRAMAA Safety Rules

Interview shall be conducted at the Cable/Fitting/OHL Unit at Abu Hamour Workshop by the Panel Members OR any suitable place as per convenience of the Panel.

Practical Test will be carried out at KAHRAMAA Workshop or at site under the direct supervision of Panel Members.

**Test Procedures – EDR**

KAHRAMAA EDR will advise qualified and eligible applicants of the date, time and venue for the interview and subsequently the practical test on successful completion of theoretical interview/test.

The concerned Applicant must pass an interview and subsequently practical test related to the areas but not limited to Theory of Protection, setting calculations, Practical Relay configuration & Protection testing.

Interview will be conducted at Distribution Protection office by the Protection Section.

Practical Tests will be carried out at KAHRAMAA Distribution Protection Workshop if required at site also under the direct supervision of KM Protection Section.

The candidate should bring necessary test equipments and accessories while appearing for the test from their Company. For carrying test equipment helpers can deployed by the concerned company.

*5.1.10 Test result*

The result of the test will be communicated online.
Unsuccessful applicant will be allowed to apply for re-test after at least three (3) months later, in case of EDM and unsuccessful applicant can apply for new license after minimum period of six months from the previous date of appearance or as desired by the panel in case of EDR.

The decision of KAHARAMAA shall be considered as final and any complaint against the testing method or the result shall not be entertained.

*5.1.13 Electrical Jointer / linesman /fitter Certificate will be Generated Online and forwarded to the applicant by Email. Electrical Jointer/linesman/fitter License Card (photograph printed) will be issued to the successful candidate by KAHARAMAA. License must be carried during the work and produced on demand by KAHARAMAA. The validity of each license shall be up to one year from the date of issue.

For OHL linesman knowledge of English language is compulsory for safety documents holder because safety documents are in English language. If any license holder has un-sufficient 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.

Electrical Linesmen Certificate will be Generated Online and forwarded to the applicant by Email. Linesmen License Card (photograph printed) shall be issued if candidate does not have Knowledge of English.

**EDR**

Protection license for MV Panel Protection Testing Engineer / MV Panel Protection Testing Assistant / LV Panel Protection Testing Certificate will be generated Online and forwarded to the applicant through Email.

MV Panel Protection Testing Engineer / MV Panel Protection Testing Assistant / LV Panel Protection Testing License Card (photograph printed) will be issued to the successful candidate by KAHARAMAA.

License must be carried during the work and produced on demand by KAHARAMAA. The validity of each license shall be up to one year from the date of issue.

*5.2.1 Application for renewal of the License should be submitted by the applicant online corresponding to the trade. The form must be filled properly and with all required information provided.

Relevant Documents to be submitted along with Renewal Application, Each application shall upload:

- Filled up License Application form ED- P1/F8 duly signed and stamped to be scanned and uploaded.
- Passport copy with valid residence Permit and entry exit details.
- Valid License Copy
**5.2.3** KAHRAMAA reserves the right to cancel or suspend any license at any time and may require to be re-tested without having to provide any explanations. Criteria for cancelation/suspension of the license:
- Any failure due to Licensee’s mistake.
- If the license holder is found responsible for bad workmanship.
- Violation of safety rules.
- Negligence in work code of practice.

**EDM** - If the license holder stayed out of work more than six (6) months, he must appear for fresh trade test. To prove the license holder was not out of Doha more than six (6) months, Company must submit his exit and entry document from Qatar Airport/Immigration along with renewal fees, ID copy and RP.

**EDM** - The Application is reviewed online by the Supervisor on behalf of the Panel. (*The Panel members are appointed by the Manager – ED and may be changed from time to time*).

**EDR** - Each Application is reviewed by the HOS/Sr. Engineer

**5.2.4** All licenses must be renewed before the expiry. OR maximum of three (3) month period after expiry in following conditions-
- The license holder is not available in Qatar at the time of date of expiry.
- The license holder is medically unfit at the time of date of expiry.
- Any other specific reason deemed suitable by the Panel.

If license is not renewed within three (3) months after expiry then it will be treated as cancelled and the candidate has to apply for new test. If any license holder of a contractor is working without renewed license, a fine will be imposed to the contractor deemed suitable by the Manager ED.

**5.2.6** Payment receipt shall be issued by KM Customer Service Department cashier for the amount of **QR 100/-** (One hundred only) OR as per the fees indicated in the system for renewal at least fifteen (15) days in case of EDM and thirty days (30) in case of EDR before expiry. The application fee is not refunded for unsuccessful candidate.

**5.3.1** If at any time, a License is lost or damaged, Application for replacement of the License should be submitted by the applicant immediately corresponding to the trade.

Relevant Documents to be submitted along with Replacing Lost/Damaged Application, Each application shall upload:
- Filled up License Application form ED- P1/F8 duly signed and stamped to be scanned and uploaded.
- Passport copy with valid residence Permit and entry exit details.
- Valid License Copy

*5.3.3 EDM- The Application is reviewed online by the Supervisor on behalf of the Panel. *(The Panel members are appointed by the Manager – ED and may be changed from time to time).*

**EDR-** Each Application is reviewed by the HOS/Sr. Engineer

KAHRAMAA reserves the right to reject any application for replacement without having to provide any explanations. Criteria for rejection:

- If the license holder is found responsible for bad workmanship, Violation of safety rules, Negligence in work code of practice/ testing and follow up.

*5.3.7 Payment receipt shall be issued by KM Customer Service Department cashier for the amount of **QR 100**/- (One Hundred only) OR as per the fees indicated in the system and amount of fine if applicable for replacement of lost/ damaged license, if the validity period of that license is not expired. And amount of **200**/- QR(Two Hundred only) fine for replacement of lost/ damaged license.

*5.3.9 New Certificate will be Generated Online and forwarded to the applicant by Email. License Card (photograph printed) will be issued to the applicant by KAHRAMAA. License must be carried during the work and produced on demand by KAHRAMAA. The validity of each license shall be upto one year from the date of issue.

**General Instructions - EDR**

- If the testing engineer changing one company to other company, the existing license is invalid, new license shall be applied via new company.
- If the testing engineer stays out of Qatar for more than six months, the license shall be invalid and new license shall be applied after re-entry.
- KM holds the right to reject any application without any reason.
- If KM noticed poor quality of work from any licensed candidate the license will be suspended / cancelled.
- If KM noticed repeated poor quality of work from particular license holder, KM shall disqualify the candidate, cancel all valid protection license and re application for any of the protection license from particular candidate shall not be entertained further for a period of minimum one year or desired by Management.
- If any application is rejected, the applicant can re-apply after 6 months from date of rejection.
- Instructions issued with each type of License shall be strictly followed
*5.4.2

1) Jointers/Service Technician/Linesman/Fitters – The Practical test are conducted as per the test procedure mentioned in the notes of 5.1.9 of this procedure

2) LV/11KV Jointer – The Practical test checklist and assessment sheet to be used is the same that is used for licensing of cable jointers (ED-P1/F1). Any newly recruited cable jointer has to first undergo LV Jointer test. After sufficient time (to be decided by Sr. Engineer/HOS) of work as a LV jointer, this Jointer may be asked undergo the test for 11KV Jointing.

3) Service Technicians/Assistant Fitters/Fitter – the Assessment Sheet to be used is ED-P1/F2

4) Assistant Linesman/Linesman- the Assessment Sheet to be used is ED-P1/F3

*5.4.3 After Assessment of the Test, Panel conducting the Test to decide the type of Competency Authorization and recommend concerned Supervisor. The type of Competency Authorizations is as follows-

- Authorized to receive the Safety document of LOA only.
- Authorized to receive the Safety document of LOA and PTW both.

*5.4.9 Only New recruits will go back to Orientation. The Candidates undergoing test for up gradation will continue to work in their respective Positions & work with their existing competency

*5.4.10 Management to decide whether a candidate can be asked to undergo a test for up gradation of his Competency.

*5.4.11 The Validity of Competency Authorization card would be for two years. Renewal of the card to be done every two years.

**Competency Authorization Card**

A) The Service Technician/Assistant Fitter/Assistant Linesman Competency Authorization Card generally allows them to receive the safety document of LOA only after successful completion of the Tests.

B) The competency Authorization card of Fitters/Linesman/Foreman allows them to receive the safety document of LOA/PTW after successful completion of the Tests.

C) Assistant Jointer/ Jointer who successfully pass the LV jointing Test are issued with the Competency Authorization card to receive the safety document of LOA only.

D) Assistant Jointer/ Jointer who successfully pass the 11KV jointing Test are issued with the Competency Authorization card to receive the safety document of LOA and PTW.
**Up gradation of Competency Authorization Card**
Assistant Jointer/ Jointer / Fitter/Linesman possessing the Competency Authorization card to receive the safety document of LOA only can undergo the Test for Competency Authorization to receive the safety document of LOA and PTW if and when Management permits him to do so.

**Foreman Competency Authorization Card**
Foreman Competency Authorization Card issued for the purpose of identification of their competency after their orientation is successfully completed for newly recruited. The type of Competency Authorization issued to Foremen is that to receive the Safety document of LOA and PTW both. Sr. Engineer to decide whether to issue the Competency Authorization Card to the Foreman after successful completion of their orientation.

**Cancellation/Suspension of Competency Authorization Card**
KAHRAMAA reserves the right to cancel or suspend any Competency Authorization Card at any time and may require to be re-tested without having to provide any explanations. Criteria for cancelation/suspension of the Competency Card:

- Any failure due to Card holder’s mistake.
- If the card holder is found responsible for bad workmanship.
- Violation of safety rules.
- Negligence in work code of practice.

**6. Key Performance Indicators (KPI’s)**

1. Applications decided within 10 working days of receiving the application form
2. New Licenses Issued to all the successful Applicants.
3. Renewed Licenses issued to all the Applicants after completing all the required formalities.
4. Competency Authorization cards to be renewed every 2 years.

**7. Records**

<table>
<thead>
<tr>
<th>Records</th>
<th>Custodian</th>
<th>Record Location</th>
<th>Retention Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for Electrical Jointer/linesman/fitter License (Online)</td>
<td>Sr. Engineer (Cable/OHL/Substation units)</td>
<td>Work Flow System</td>
<td>1 year</td>
</tr>
<tr>
<td>Application for Protection Testing License (MV Testing Engineer/ Testing Assistant / LV Panel REF testing) - online</td>
<td>Protection Section (Secretarial)</td>
<td>Work Flow System</td>
<td>2 year</td>
</tr>
<tr>
<td>Practical Test Checklist-jointer (ED-P1/F1)</td>
<td>Supervisor (Cable Jointing Unit)</td>
<td>Cable Jointing Unit, Abu Hamur</td>
<td>1 year</td>
</tr>
<tr>
<td>Electrical Jointer Licensing Test</td>
<td>Supervisor (Cable)</td>
<td>Cable Jointing Unit</td>
<td>1 year</td>
</tr>
<tr>
<td>Assessment Sheet (ED-P1/F2)</td>
<td>Jointing Unit</td>
<td>Unit, Abu Hamur</td>
<td>1 year</td>
</tr>
<tr>
<td>-----------------------------------------------------------------</td>
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</tr>
<tr>
<td>Electrical Linesman Licensing Test Assessment Sheet (ED-P1/F3)</td>
<td>Supervisor (OHL)</td>
<td>OHL Unit, Abu Hamur</td>
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</tr>
<tr>
<td>Electrical fitter Licensing Test Assessment Sheet (ED-P1/F4)</td>
<td>Supervisor (Fitting Unit)</td>
<td>Fitting Unit, Abu Hamur</td>
<td>1 year</td>
</tr>
<tr>
<td>MV Panel Protection Testing Engineer test Assessment report (ED-P1/F5)</td>
<td>Protection Section (Secretarial)</td>
<td>Work Flow System</td>
<td>2 year</td>
</tr>
<tr>
<td>MV Panel Protection Testing Assistant test Assessment report (ED-P1/F6)</td>
<td>Protection Section (Secretarial)</td>
<td>Work Flow System</td>
<td>2 year</td>
</tr>
<tr>
<td>LV Panel Protection Testing test Assessment report (ED-P1/F7)</td>
<td>Protection Section (Secretarial)</td>
<td>Work Flow System</td>
<td>2 year</td>
</tr>
<tr>
<td>License Application Form</td>
<td>Senior Clerk (Secretarial-EDM/EDR)</td>
<td>EDM Office, EDR Office Abu Hamur</td>
<td>1 year</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>EDM/2 year EDR</td>
</tr>
<tr>
<td>Electrical Jointer Certificate &amp; Card (Generated Online – Forwarded to the applicant by email)</td>
<td>Sr. Engineer (Cable Unit)</td>
<td>Work Flow System</td>
<td>1 year</td>
</tr>
<tr>
<td>Electrical linesman Certificate &amp; Card (Generated Online – Forwarded to the applicant by email)</td>
<td>Sr. Engineer (OHL Unit)</td>
<td>Work Flow System</td>
<td>1 year</td>
</tr>
<tr>
<td>Electrical fitter Certificate &amp; Card (Generated Online – Forwarded to the applicant by email)</td>
<td>Sr. Engineer (Substation Maintenance Unit)</td>
<td>Work Flow System</td>
<td>1 year</td>
</tr>
<tr>
<td>Electrical linesman Certificate &amp; Card- for English illiterate (Generated Online – Forwarded to the applicant by email)</td>
<td>Sr. Engineer (OHL Unit)</td>
<td>Work Flow System</td>
<td>1 year</td>
</tr>
<tr>
<td>MV Panel Testing Engineer Certificate &amp; Card (Generated Online – Forwarded to the applicant by email)</td>
<td>Protection Section (Secretarial)</td>
<td>Work Flow System</td>
<td>2 year</td>
</tr>
<tr>
<td>MV Panel Testing Assistant Certificate &amp; Card (Generated Online – Forwarded to the applicant by email)</td>
<td>Protection Section (Secretarial)</td>
<td>Work Flow System</td>
<td>2 year</td>
</tr>
<tr>
<td>LV Panel REF Testing Certificate &amp; Card(Generated Online – Forwarded to the applicant by email)</td>
<td>Protection Section (Secretarial)</td>
<td>Work Flow System</td>
<td>2 year</td>
</tr>
</tbody>
</table>
8. Appendices

Jointer/fitter/Linesman card snap shot
Specimen of EDR License Card

Competency Authorization Card – Specimen