



Distribution Code **Review Panel**

Guideline on Requirements of Electrical Consultant To work in distribution system below 132 kV

**Ref: Electrical Contractors, PV Installers &
Consultants Certification Procedure Version 3.0**

1. Consultants Registration Process & Requirements:

The system of Consultants' registration within DCRP comprises Seven Categories. The license type with scope of work is detailed as below.

3.1 Scoop of Work:

Type	License Type	Scope of work
1	Network Construction Design & Supervision	A consultant who can provide expert surveying, design, tendering, engineering, and supervision services for electrical distribution network (< 132 kV)
2	Network Survey & Design	A consultant who can provide expert services on surveying, Designing, Bill of Quantities and Cost Estimation for electrical distribution network (< 132 kV)
3	Distribution System Studies	A consultant who can provide expert studies on Demand Forecast, losses, system modelling, system stability & reliability, power quality, assets performance and network masterplan services for electrical distribution network (< 132 kV)
4	SCADA & Control	A consultant who can provide expert services on SCADA Design, Troubleshooting, SCADA Testing & Commissioning and Cyber Security for electrical distribution network (< 132 kV)
5	Internal Wiring Design	A consultant who can provide expert services on Internal wiring for buildings, load balance calculations, streetlights wiring design, testing & commissioning for electrical for service connection
6	Protection System Study	A consultant who can provide expert services on Design, Engineering, Relays Selection and Function Understanding, Relays Setting Calculations, protection Scheme, Logics and wiring, testing & commissioning for electrical distribution network (< 132 kV)
7	Solar PV Design	A consultant who can provide expert services on PV system Design, Selection and Function Understanding, Engineering, setting Calculations for PV system and Relays, Testing & Commissioning, for electrical distribution network (< 132 kV)

3.2 Staff Requirement:

The company should have the staff mentioned below as a minimum registration requirement for each category:

Type 1: Network Construction Design & Supervision				
Category	Min. No.	Min. Qualification	Minimum Experience (In related Field)	Remarks
Project Manager	1	University Degree in Engineering	For expatriate: 15 years For Omanis: 10 years	Attested Copy of Degree
Design - Electrical Engineer	1	University Degree in Electrical Engineering	For expatriate: 10 years in Electrical Design Field For Omanis: 5 years' experience in electrical Design field	Attested Copy of Degree
Design – Civil Engineer	1	University Degree in Civil Engineering	For expatriate: 10 years in Electrical Design Field For Omanis: 5 years' experience in electrical Design field	Attested Copy of Degree Experience certificate in related Field.
Site/Resident Engineer	1	University Degree in Electrical/mechanical/	For expatriate: 7 years in Electrical field For Omanis: 3 years' experience in electrical field	Attested Copy of Degree
Protection Engineer	1	University Degree in Electrical Engineering	Holds Level 4 Protection License for Consultants	-

Type 2: Network Survey & Design				
Category	Min. No.	Min. Qualification	Minimum Experience (In related Field)	Remarks
Project Manager	1	University Degree in Engineering	For expatriate: 10 years For Omanis: 5 years	Attested Copy of Degree
Design Electrical Engineer	1	University Degree in Electrical Engineering	For expatriate: 5 years For Omanis: 3 years	Attested Copy of Degree
Surveyor	1	3 Years survey / Civil diploma	For expatriate: 5 years For Omanis: 3 years	Attested Copy of Degree

Type 3: Distribution System Studies				
Category	Min. No.	Min. Qualification	Minimum Experience (In related Field)	Remarks
Project Manager	1	University Degree in Engineering	For expatriate: 15 years For Omanis: 10 years	Attested Copy of Degree
System Studies Engineer	1	University Degree in Electrical Engineering	For expatriate: 15 years in system studies Areas For Omanis: 10 years in system studies Areas	Attested Copy of Degree

Type 4: SCADA & Control				
Category	Min. No.	Min. Qualification	Minimum Experience (In related Field)	Remarks
Project Manager	1	University Degree in Engineering	For expatriate: 10 years For Omanis: 5 years	Attested Copy of Degree
SCADA & Control Engineer	1	University Degree in Electrical/ communication/ Electronics Engineering/ computer science	For expatriate: 8 years in SCADA & Control system field For Omanis: 5 years in SCADA system field	Attested Copy of Degree

Type 5: Internal Wiring Design				
Category	Min. No.	Min. Qualification	Minimum Experience (In related Field)	Remarks
Design Electrical Engineer	1	University Degree in Electrical Engineering	For expatriate: 5 years in Electrical Wiring Design + cad design. For Omanis: 2 years in Electrical Wiring Design + cad design	Attested Copy of Degree AutoCAD certification
Electrician	1	To hold a valid Electrician License		

Type 6: Protection System Studies				
Category	Min. No.	Min. Qualification	Minimum Experience (In related Field)	Remarks
Project Manager	1	University Degree in Engineering	For expatriate: 10 years For Omanis: 5 years	Attested Copy of Degree
Protection Engineer	1	University Degree in Electrical Engineering	Holds Level 4 Protection License for Consultants	Attested Copy of Degree Copy of DCRP License

Type 7: Solar PV Design				
Category	Min. No.	Min. Qualification	Minimum Experience	Remarks
Senior PV Expert	1	University Degree in Engineering	10 Years in Solar Systems	Attested Copy of Degree
Testing Engineer	1	Hold Testing & Commissioning Engineer License – Level 2 Certified for Solar testing from accredited party.		
Solar PV Design	1	University Degree in Electrical Engineering	For expatriate: ➤8 years in related field For Omanis: ➤5 years in related field	Attested Copy of Degree

Note:

- For Project manager and design engineer staff requirements, can be accepted for more than one category.
- Distribution companies have the right to require approved Solar PV Design consultant registered in DCRP for the works of solar installers as internal process based on their business need.

3.3 Software/Tools Requirements:

Sl. No	Requirements
1	Power Systems Analysis Software (examples include DigSient, SINCAL, ETAP etc)
2	STRUCTURAL DESIGN software (example AutoCAD)
3	Project Management Software (examples include MS PROJECT, PRIMAVERA etc)

3.4 Fees of Consultants Application & Registration for New/Renewal:

Sr. No.	Category	Application Fees (OMR)	Registration Fees (OMR)
1	License Category	15	200
2	Additional category	15	20
3	DCRP Card Fees After approval	1.0 OMR per a card	

Note:

- All the above fees are subject to adding the VAT as per Tax Authority regulations

3.5 Documents Required for Verification:

The following documents should be produced for verification:

- Company related certificates.
- Commercial Registration Certificate.
- Chamber of Commerce.
- Industry certificate.
- Authorization Signature Certificate.
- List of Omani Employees from Social Protection Fund (SPF).
- Omanization Certificate.
- Workmen Compensation Document.
- Taxation Department Certificate.
- Municipality Certificate.
- Office tenancy Agreement.

3.6 Eligibility

To be eligible to apply for Registration as an Electrical Consultant, a Company shall:

- Be registered in Oman with Government concerned authority as per the commercial law.
- Implement diligently Omanization requirements as per labor law.
- Attach with its application a copy of the taxation certificate issued by the Secretariat General of Taxation.
- Designation of Employee mentioned in the Resident Card should be they should be relevant to Designation mentioned in the Application for Registration.
- For expatriates, attestation certificates should be obtained from the Education Ministry and Embassy of foreign affairs (apostille attestation is accepted).
- Have an established office with telephone, office facilities and email address. Also, the company should have facilities for transporting staff and materials to site.
- DCRP has the full right to visit the office of the Consultant for inspection/Audit at any time to confirm compliance with DCRP registration Requirements.
- Degree/Diploma/Vocational Training Certificate shall be from a recognized University/Institution attested by concerned authorities II.
- Age shall not be less than 24 years for Engineers.
- All expatriate employees should possess valid Omani resident visa.

3.7 Licensing Terms and Conditions:

- DCRP has full right to cancel or suspend the registration in case the contractor/consultant is found to be in breach of any of the licensing terms & conditions or not complying with the requirement of the category registered for. (Ref **Appendix 6.1**)
- The consultant must inform DCRP immediately for any changes in the following:
 - Technical staff of the organization.
 - Office Location.
 - Contacts information (i.e Telephone, Fax, Email,..etc)
- The consultant is prohibited from executing any electrical work without valid Registration.
- Consultant Technical Staff must hold a valid DCRP License according to the registration requirements.
- Registration Fees for New/Renewal are nonrefundable and shall be paid according to Point **3.4**
- The registered Consultant shall comply with the following:
 - Applicable prevailing Omani Laws.
 - Distribution Code and its Amendments
 - Health, Safety & Environment Rules for Licensed Companies.
 - Registration Requirements

3.8 HSE Requirements For Consultants:

Sr. No	Technical Staff	Minimum HSE Courses to be Taken	Comments
1	Design-Electrical Engineer	<ul style="list-style-type: none"> HSE Induction, First aid (AHA), Electrical Safety Rules IOSH (Managing Safely) 	Should pass in ESR
2	Site / Resident Engineer	<ul style="list-style-type: none"> HSE Induction, First aid (AHA), Electrical Safety Rules IOSH (Managing Safely) 	Should pass in ESR
3	Project Manager	<ul style="list-style-type: none"> HSE Induction, First aid (AHA), Electrical Safety Rules IOSH (Managing Safely) 	Should pass in ESR
4	Design Civil Engineer	<ul style="list-style-type: none"> First aid (AHA), Electrical Safety Rules IOSH (Managing Safely) 	Should pass in ESR
5	Protection Engineer	<ul style="list-style-type: none"> HSE Induction, First aid (AHA), Electrical Safety Rules IOSH (Managing Safely) 	Should pass in ESR
6	Surveyor	<ul style="list-style-type: none"> HSE Induction, First aid (AHA), Electrical Safety Rules IOSH (Managing Safely) 	Should pass in ESR
7	Testing & Commissioning Engineer	<ul style="list-style-type: none"> HSE Induction, First aid (AHA), Electrical Safety Rules IOSH (Managing Safely) 	Should pass in ESR
8	Electrician	<ul style="list-style-type: none"> HSE Induction, First aid (AHA), Electrical Safety Rules 	Should pass in ESR
9	Solar PV Design /Senior PV Expert	<ul style="list-style-type: none"> HSE Induction, First aid (AHA), Electrical Safety Rules IOSH (Managing Safely) 	Should pass in ESR

. Applicant shall submit the local courses certificates along with Ministry of labor (MoL) approval (MoL stamp)