



Distribution Code Review Panel

Guideline on Requirements of HSE Training Providers Authorization

**Ref: Training Providers
Certification Procedure Version 1.0**

1.1 Licensing Terms and Conditions:

- DCRP has full right to cancel or suspend the registration in case the training provider is found to be in breach of any of the licensing terms & conditions or not complying with requirement of the training program registered.
- Training Provider must inform DCRP immediately for any changes in the followings:
 - Technical staff of the organization / course instructor.
 - Amendments in the course materials.
 - Office Location.
 - Contacts information (i.e. Telephone, Fax, Email, contact Person, etc..)
 - Commercial registration
- Failing to provide the required updates in the above documents, the training providers will take full responsibility for the consequences.
- Registration will be limited to the course/s applied only.
- The training provider shall have a space for theoretical and practical course.
- The Training Providers is prohibited to execute any DCRP course without valid Registration.
- In the event any of details submitted found to be false during or after registration or unauthorized personnel carrying out courses, Registration will be cancelled and will be debarred for registration as specified by DCRP.
- DCRP has full right to request original copies of any submitted documents.
- Registration Fees for New/Renewal/add are nonrefundable and shall be paid according to Registration Fess section No. 1.10.
- For additional courses, the applicant needs to submit a new application form.
- The registered Training Provider shall comply with the followings:
 - Applicable prevailing Omani Laws.
 - Distribution Code and its Amendments.
 - Health, Safety & Environment Rules for Licensed Companies.
 - Registration Requirements.
 - Ministerial decree no 286/2008 and its amendments.

1.2 Validity of Registration

- Registration Certificate will be issued on fulfilment of all requirements stipulated for each program.
- Training Provider registration is valid for 3 years.
- Training Provider shall apply for renewal registration 6 months prior to expiry date.
- Any additional courses will have the same validity from the first issue date of the certificate.

1.3 Eligibility

To be eligible to apply for Registration as a DCRP Training Provider, the institute shall:

- Be registered in Oman with Government concerned authority as per the commercial law.
- Attach with its application a copy of the taxation certificate issued by the Secretariat General of Taxation.

- Training providers must have an established office with telephone, office facilities and email address.
- DCRP has the full right to visit the institute for inspection/Audit at any time to confirm compliance with DCRP Requirements.
- Degree/Diploma/Vocational Training Certificate shall be from a recognized University/Institution attested by concerned authorities.
- All expatriate instructors should possess valid Omani resident visa under the same sponsorship applied company/ institute.
- For Omani instructor shall be working under same institute or to have official work agreement with institute (from Ministry of labor).
- The designation of the instructor mentioned in the labor card should be related to the same activity as instructors.

1.4 Site Visit

During the process of approval / renewal, the training providers will be visited to check the compliance of the minimum requirement to be met to conduct any course, as follows:

- 1- To ensure availability of general Health, Safety & Environment Rules.
- 2- Institute facility and its condition (welfare facility and hygiene).
- 3- Tools and safety equipment.
- 4- Adequate classrooms and workshops.
- 5- Technical Setup.

DCRP has the full right to visit the institute for inspection/Audit at any time to confirm compliance with DCRP Requirements:

The Training Provider / Institute shall be responsible for all expenses related to official visits conducted outside the Muscat Governate including travel expenses (tickets, transportation, accommodation (if applicable) or any other logistical costs necessary to facilitate the visit.

1.5 Reporting System

The institute shall submit monthly reports and class rosters about outcome training to DCRP (for DCRP courses only) to ensure quality of training providers. In case there is any clarification about courses, or any other inquiries, the institute shall submit a clear report to DCRP in a sufficient time.

1.6 Training Providers Fees:

The table below shows the registration fees of training providers:

Sr. No.	Type of Application	Application Fees (OMR)	Registration Fees (OMR)
1	Institute Registration	20	300
2	Additional course for HSE institute registration categories	-	20
Note: VAT (All the above fees are subject to add the VAT assigned by the government)			

- Fees are nonrefundable.
- New/ Renewal of the certificate are subjected to above fees.
- Additional courses for HSE institute registration will be subjected to paying additional course fees mentioned above and have the same validity from the first issue date of the certificate.

2. HSE Institute Registration Requirements

2.1 Eligibility

- An Institute shall be registered with Ministry of Labor.
- The Institute shall have all HSE equipment which is required for candidates, safety equipment and PPE and suitable facilities in all branches.
- To be comply with General Eligibility conditions Section 1.10.

2.2 DCRP HSE Courses

DCRP approve the institutes in the following HSE courses:

1. HSE introduction.
2. Safety Leadership for Manager.
3. Incidents & accidents investigation.
4. Electrical Safety Rules (ESR).

2.3 Documents Required for verification:

2.3.1 Company/ Institute required documentation:

To provide the following documents:

- Application Form.
- Official request letter.
- Company profile.
- Commercial Registration Certificate
- Chamber registration
- Municipality authorization
- Employee list from Ministry of labor (Omani & Non-Omani)
- Social Protection Fund List.
- Institute approval from Ministry of Labor.
- OPAL Star Registration valid Certificate.
- Course approval from Labor.
- Tools and Safety Equipment list.
- Institute Facilities

2.3.2 Instructor/ Trainer required documentation:

To provide a clear copy of the following documents:

- ID Card
- Passport copy
- Qualification
- Experience certificate /s
- Trainer approval from Ministry of Labor.
- Part time Contract agreement from Ministry of labor (For Omani only).

2.4 ESR Instructor Requirement

Technical requirement of ESR Instructor		
Qualification requirement	<ul style="list-style-type: none"> Electrical bachelor's degree 	<ul style="list-style-type: none"> Collage Diploma in Electrical Engineering
Experience	<ul style="list-style-type: none"> 8 years experience on Electrical Distribution Network systems (at least 6 years). 	<ul style="list-style-type: none"> 10 years experience on Electrical Distribution Network systems (at least 6 years).

2.4.1 Eligibility

The applicant for ESR Instructor application should be submitted by the institute and shall fulfil the qualification requirements:

- The applicant must pass written assessment and interview conducted by Authorized Electrical Safety Rules Assessor (AESRA).
- The foreign instructor must be a permanent employee (with proves documents).
- The Omani instructor can be a permanent / part time employee with (with proves documents).
- The course provider must pay the Exam Fees (non-refundable) include theoretical, and interview according to section 2.4.8 and the applicant has one attempt in case of failing in a theoretical / interview without pay additional fees.

2.4.2 Documents Required for verification:

The institute shall submit the following documents for the ESR Instructor:

- Official Request Letter from the institute
- Resident Card and Passport copies
- Qualification copy
- Experience certificates
- Updated SPF and Ministry of Labor (MOL) List
- Instructor CV & Trainer Approval from Ministry of Labor (MOL)
- Course Approval from Ministry of Labor (MOL)
- Any completed training.

2.4.3 Areas of Assessments:

To prepare for the Assessments, the applicant shall refer to the following:

- NEDC Electrical Safety Rules Documents
- Oman Electrical Standards (OES)
- Distribution Companies Authorization Procedures

- Work Safety Plan
- NAMA Life Saving Rules (NLSR)

2.4.4 License Validity:

The Instructor License will be valid for **3** years.

2.4.5 Cancellation of License

DCRP has the right to cancel the ESR instructor license in case of incompliance with requirements, registrations terms & conditions, violations of DCRP requirements and breaches in Distribution Companies HSE policies & procedures or in case DCRP receive any performance issues.

2.4.6 Renewal

- To provide all required documents as a new application as mentioned in Section 2.4.2.
- The applicant shall submit his application for renewal three months prior to the expiry of the existing license.
- ESR instructors with expired license will not be allowed to conduct the training course unless he renewed his/her license.
- ESR instructor may be requested to be reassessed if there is any performance feedback received / any update in ESR manual / request by HSE WG etc.

2.4.7 Change sponsor

- To provide all required documents as a new application as mentioned in Section 2.4.2.
- The applicant should submit an official request letter from the institute.
- Submit old license.

2.4.8 ESR Instructor Fees

The applicant fulfilling all requirements shall pay following nonrefundable fees as shown in Table Below:

S. No	Type of Assessment	Fees Payable (OMR)
1	New* / Renewal Fees	250 +VAT
2	License Lost Charge	10 +VAT
3	Changing Sponsorship Charge	10 +VAT
Note:		
- VAT (All the above fees are subject to add the VAT assigned by the government)		

* Exam fees include for theoretical, and interview and the applicant have one attempt in case of failing in a theoretical / interview without paying additional fees.

2.4.9 ESR Practical setup

The practical of the training shall cover – but not limited – the following subjects:

1. Hazard identification, faults, emergencies and on – site response
2. General switching requirements
3. Technical use of earthing
4. Electrical circuit tester
5. Personal Protective Equipment
6. Distribution Transformers
7. Cautions and signs
8. Safety Documents
9. Off/On Load Isolation Points
10. Communication
11. Approach to electrical apparatus
12. Installation of U/G cables requirements
13. Installation of O/H lines requirements

***Notice:**

- **Additional documents may ask to provide in relation to ESR program.**