

ED-P1

Procedure for Licensing and Competency Authorization



Document Control

Department	Document Type	Document Title
ED	Procedure	Procedure for Licensing and Competency Authorization
Issue Approval		
Prepared By	Reviewed By	Approved By
<i>Satish Sudhakar Avachat</i> <i>Senior Engineer – Cable</i>	<i>Wesam Al Anqar</i> <i>Head of Maintenance Section</i>	<i>Nasser M. Al Naimi</i> <i>Manager, Electricity Distribution Department</i>
Signature: <i>Original Signed and filed Separately</i>	Signature: <i>Original Signed and filed Separately</i>	Signature: <i>Original Signed and filed Separately</i>

Issue Record

Issue No.	Date	Reason for issuing the Procedure
0.0	16-04-2015	First issue of the Procedure.
1.0	26-04-2018	<u>Document format changed as per new KM standard format.</u> <u>Revision in Conditions at 5.1.1 & 5.1.3.</u>
2.0		
3.0		
4.0		
5.0		

Review Frequency : 3 Years

Table of Contents

<u>Contents</u>	<u>Page</u>
Title Page	1
Document Control & Issue Record Page	2
Table of Contents	3
1. Purpose	4
2. Scope	4
3. Responsibilities & Authorities	4
4. Abbreviations, Definitions of Terms & Key References	6
5. Procedure	8-22
5.1 Applying for License	8
5.2 Renewing the License	9
5.3 Replacing Lost or Damaged License	10
5.4 Issuing Competency Cards for KM Employees	11
6. Key Performance Indicators (KPI's)	23
7. Records	23-24

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

Electricity Distribution Maintenance Section	Electricity Distribution Protection Section
Jointers	MV Panel Protection Testing Engineer
Linesman	MV Panel Protection Testing Assistant
Fitters	LV Panel Protection Testing

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

Electricity Distribution Protection Section

The scope of the licenses issued covers categories:

1. MV Panel Protection Testing Engineer.
2. MV Panel Protection Testing Assistant
3. LV Panel Protection Testing.

Protection Testing Engineers performing Pre commissioning work of 11kV Indoor and outdoor substations shall be the holder of Protection Testing Engineer License. It is mandatory that, Licensed Protection Testing Assistants/Technicians shall be present while Protection Testing Engineer carry out any kind of testing.

3. Responsibilities & 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, Definitions of Terms & Key References

Abbreviations

KM	: Kahramaa	ED	: Electricity Distribution Dept.
EDM	: Electricity Distribution Maintenance Section	EDR	: Electricity Distribution Protection Section
LV	: Low Voltage	MV	: Medium Voltage
CT	: Current Transformers	REF	: Restricted Earth Fault
OHL	: Overhead line	HOS	: Head of Section
CSD	: Customer Service Dept		

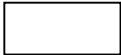

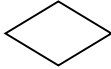




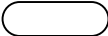

Term	Description
LV Electrical Jointer licence	Subject to particular conditions or restrictions included in the licence, a LV electrical jointer licence authorises the holder to perform electrical work on any apparatus, equipment and conductors which are normally operated at a voltage not exceeding 1000V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

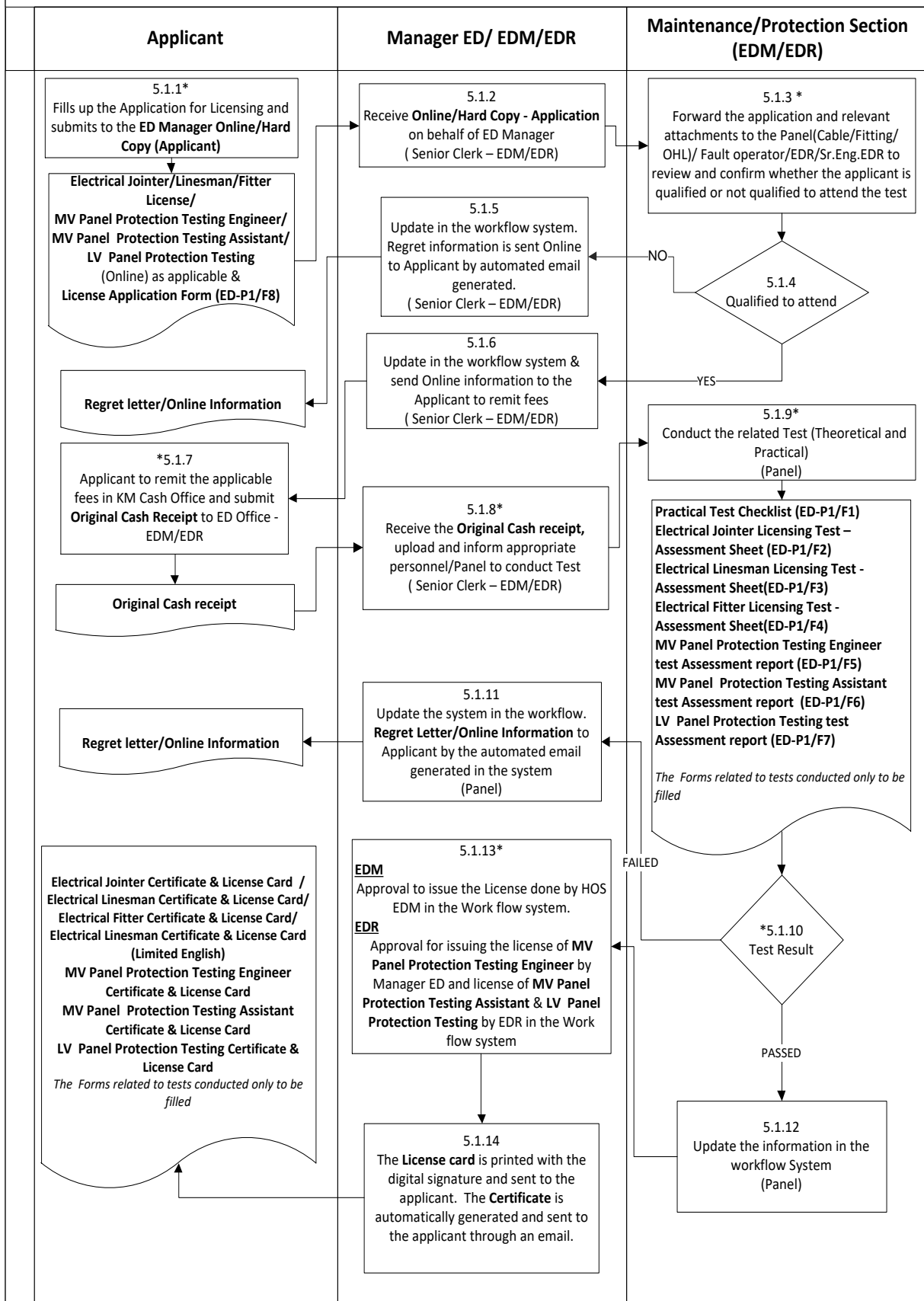
- 1) ISO 9000:2015 QMS Fundamentals and Vocabulary.
- 2) ISO 9001:2015 Quality Management Systems
- 3) Amendment in Trade Test License Procedure – Circular – ED/3676/2017 dt.: 30/08/2017.

4) 5. Procedure

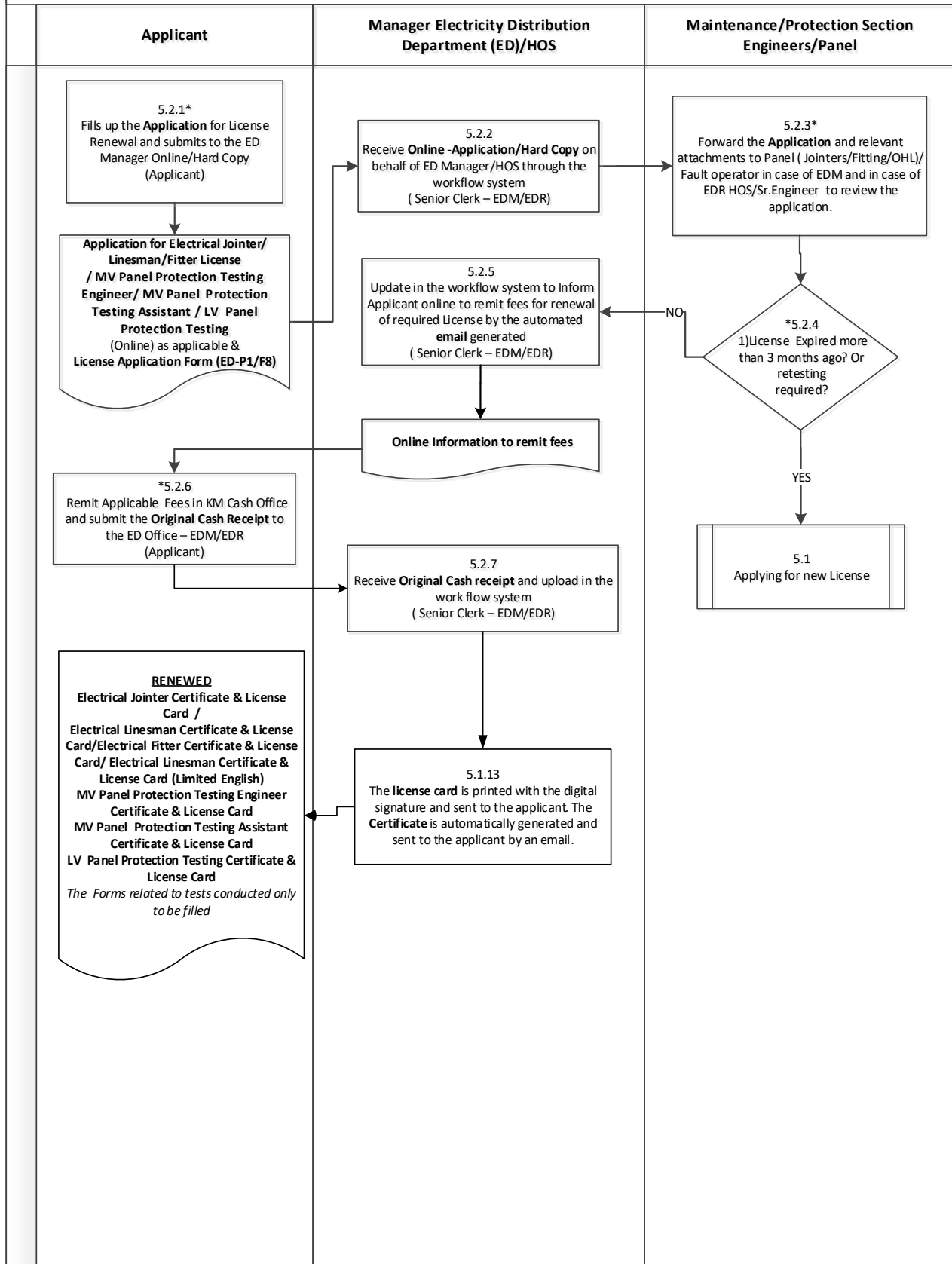
Key Shapes

Shape	Purpose	Shape	Purpose
	: Activity / Process		: On-Page reference
	: Decision		: Off-Page reference
	: Document		: Connector
	:Predefined Process		: Terminator
	:Data		

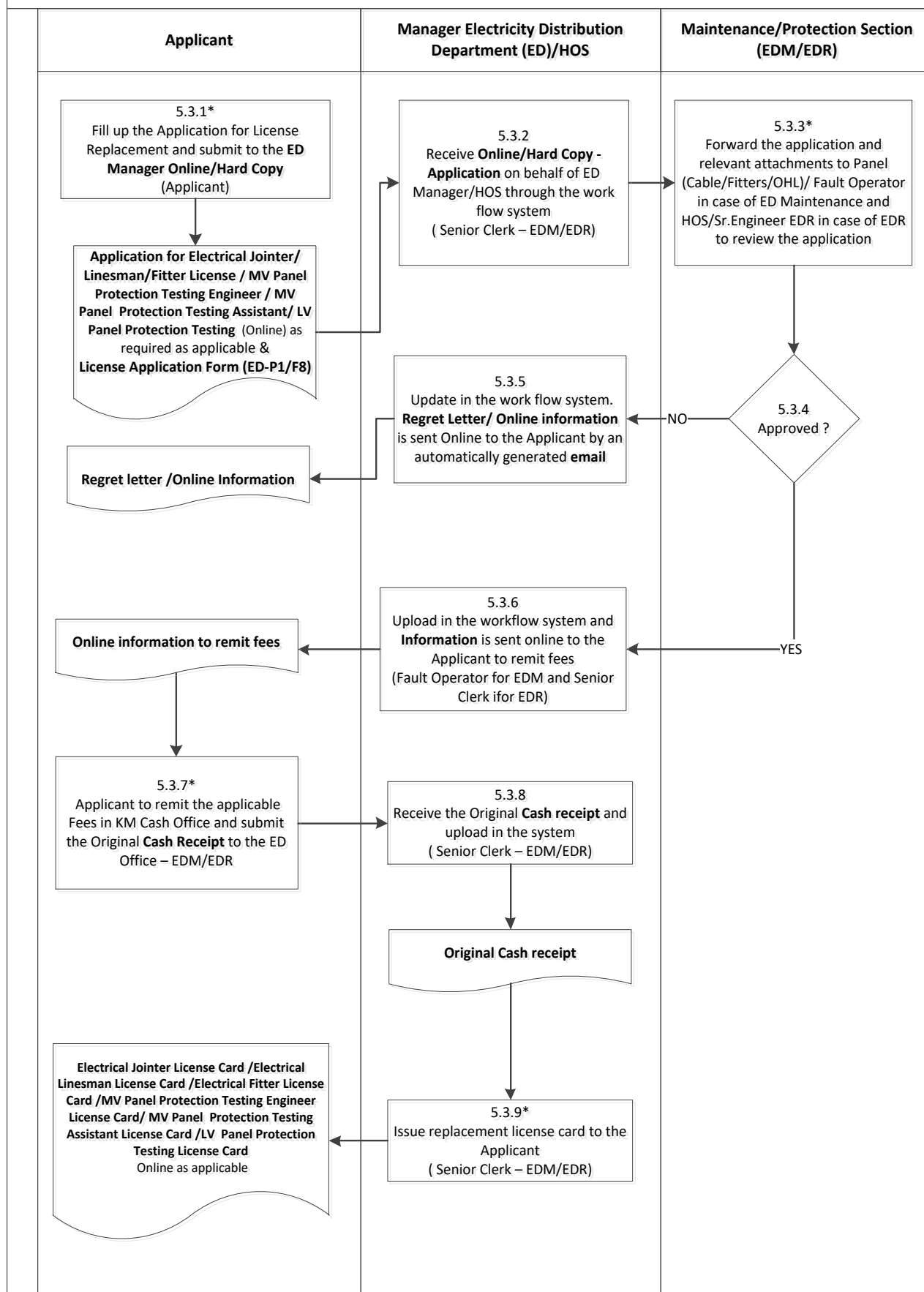
5.1 Applying for New License



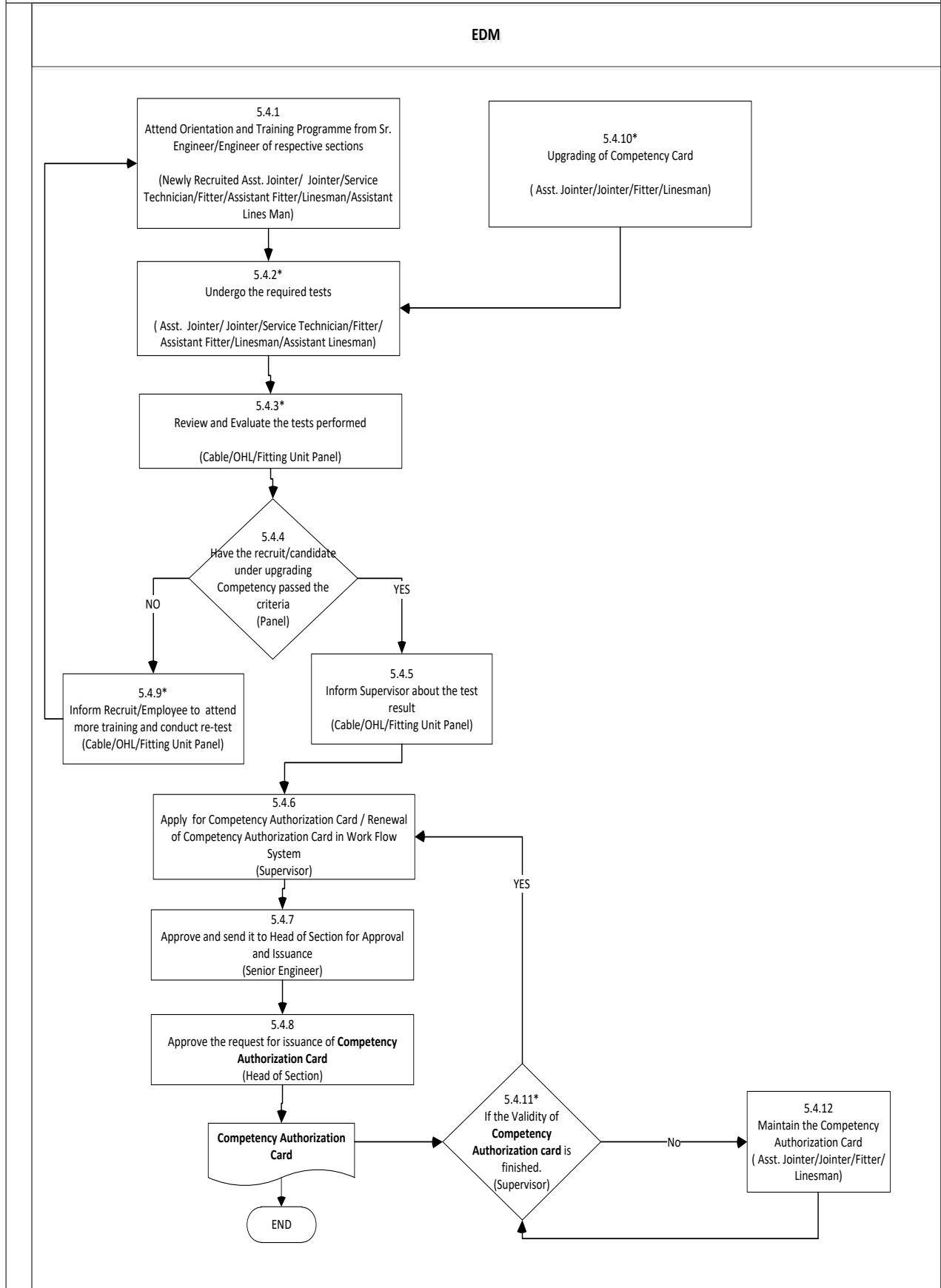
5.2 Renewing the License



5.3 Replacing Lost or Damaged License



5.4 Issuing of Competency Authorization Cards for KM Employees (EDM)



*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
- RP valid for at least 2 months

In case of change of sponsorship and the applicant possess 11kv valid Jointers license from old sponsor, this License is deemed to be cancelled.

In case of change of sponsorship, the applicant cannot apply for New LV / 11KV jointers License, until completion of minimum 5 years of holding the existing Jointers License.

If applying for 11kv jointer license after a gap (with the same sponsor) within one year of expiry, the applicant can apply for renewal of 11kv Jointers License directly (without applying for LV Jointers License) by submitting all the documents as required.

The condition applies that the Jointers License is not cancelled / forfeited previously by Kahramaa for the reasons of poor workmanship or any other reason.

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 Kahramaa LV Electrical Jointer license as entry level. Also the applicant for 11KV jointer license should have at least 3 months' experience and must have installed at least 20 Nos. of LV joints in KM Network 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: –

No	Type of LV joint	Specified Duration for the test
1.1	TEE joint (main cable-PILC, branch cable XLPE)	4 hours
1.2	One STRAIGHT joint (PILC x XLPE)	4 hours
1.3	One TERMINATION joint, XLPE	3 hours

2. For 11kV electrical jointer:

Total four (3) joints: –

No	Type of 11KV joint	Specified Duration for the test
2.1	One TRANSITION joint (XLPE x PILC).	4 hours 30 min.
2.2	One TERMINATION joint + One Pole Box (XLPE)	4 hours 30 min.
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 Equipment's.
- Maintenance of all types of 11kV and LV OHL Equipment's.
- Trouble shooting of all types of 11kV and LV OHL Equipment's.
- 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 equipment's and accessories while appearing for the test from their Company. For carrying test equipment helpers can be 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 KAHRAMAA 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 KAHRAMAA. License must be carried during the work and produced on demand by KAHRAMAA. 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 KAHRAMAA.

License must be carried during the work and produced on demand by KAHRAMAA. 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

In case of change of sponsorship and the applicant possess 11kv valid Joints license from old sponsor, this License is deemed to be cancelled.

In case of change of sponsorship, the applicant cannot apply for renewal of 11kv Joints License until completion of minimum 5 years of holding the existing Joints License.

If applying for 11kV jointer license after a gap (with the same sponsor) within one year of expiry, the applicant can apply for renewal of 11kv Joints License directly (without applying for LV Joints License) by submitting all the documents as required.

The condition applies that the Joints License is not cancelled / forfeited previously by Kahramaa for the reasons of poor workmanship or any other reason.

*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.
- It is the discretion of ED Manager whether to accept for renewal/ New application of the applicant after Cancellation of his License for above mentioned reasons.

EDM - If the license holder stayed out of work more than One Year and wants to renew the License with the same sponsor 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 if the applicant was out of Doha for more than 6 (six) months.

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 One (1) 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 Joints/ Joints who successfully pass the LV jointing Test are issued with the Competency Authorization card to receive the safety document of LOA only.
- D) Assistant Joints/ Joints 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 Joints/ Joints / 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 cancellation/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.

Specimen

Jointer/fitter/Linesman card snap shot

الهيئة العامة للصناعات الكهربائية - Qatar General Electricity & Water Corporation

Electricity Network Affairs شؤون شبكات الكهرباء

Electricity Distribution Dept إدارة التوزيع الكهربائي

LINESMAN LICENSE رخصة فني خطوط مرئية

License No :
 Name :
 QID :
 Company :
 Auth to : Lineman - Without PTW
 Validity :

الاسم :
 الرقم الشخصي :
 اسم الشركة :
 مرفوض لعمل :
 الصلاحية :

هذه الرخصة يجب أن تكون مع حاملها أثناء قيامه بأعمال اللحام ويجب إظهارها عند الطلب بواسطة مهندسي كهرباء أو المفتشين

This license must be with the holder while carrying out Over Head Line work and produce on demand by KAHRAMAA Engineers / Inspectors

He is not allowed to receive any Safety Documents and shall work under the direct supervision of a competent person who can receive Safety Documents

لا يحق له استلام مستندات السلامة بلون

سلطة الترخيص

الهيئة العامة للصناعات الكهربائية - Qatar General Electricity & Water Corporation

Electricity Network Affairs شؤون شبكات الكهرباء

Electricity Distribution Dept إدارة التوزيع الكهربائي

Cable Jointing Licence رخصة لحام كابلات

License No :
 Name :
 QID :
 Company :
 Auth to :
 Validity :

الاسم :
 الرقم الشخصي :
 اسم الشركة :
 مرفوض لعمل :
 الصلاحية :

هذه الرخصة يجب أن تكون مع حاملها أثناء قيامه بأعمال اللحام ويجب إظهارها عند الطلب بواسطة مهندسي كهرباء أو المفتشين

The holder must produce this licence on demand from KAHRAMAA Engineers / Inspectors while carrying out Jointing work.

يجوز لأستلام مستندات السلامة بلون

أذن عمل

أذن دخول محدود

سلطة الترخيص

الهيئة العامة للصناعات الكهربائية - Qatar General Electricity & Water Corporation

Electricity Network Affairs شؤون شبكات الكهرباء

Electricity Distribution Dept إدارة التوزيع الكهربائي

LINESMAN LICENSE رخصة فني خطوط مرئية

License No :
 Name :
 QID :
 Company :
 Auth to : Lineman - With PTW
 Validity :

الاسم :
 الرقم الشخصي :
 اسم الشركة :
 مرفوض لعمل :
 الصلاحية :

هذه الرخصة يجب أن تكون مع حاملها أثناء قيامه بأعمال اللحام ويجب إظهارها عند الطلب بواسطة مهندسي كهرباء أو المفتشين

This license must be with the holder while carrying out Over Head Line work and produce on demand by KAHRAMAA Engineers / Inspectors

يجوز لأستلام مستندات السلامة بلون

أذن عمل

أذن دخول محدود

سلطة الترخيص

الهيئة العامة للصناعات الكهربائية - Qatar General Electricity & Water Corporation

Electricity Network Affairs شؤون شبكات الكهرباء

Electricity Distribution Dept إدارة التوزيع الكهربائي

Electrical Fitter Licence رخصة فني تركيب وصيانة

License No :
 Name :
 QID :
 Company :
 Auth to : WORK AS FITTER
 Validity :

الاسم :
 الرقم الشخصي :
 اسم الشركة :
 مرفوض لعمل :
 الصلاحية :

هذه الرخصة يجب أن تكون مع حاملها أثناء قيامه بأعمال اللحام ويجب إظهارها عند الطلب بواسطة مهندسي كهرباء أو المفتشين

The holder must produce this licence on demand from KAHRAMAA Engineers / Inspectors while carrying out jointing work.

يجوز لأستلام مستندات السلامة بلون

أذن عمل

أذن دخول محدود

سلطة الترخيص

Specimen of EDR License Card

<p>Electricity Network Affairs شؤون شبكات الكهرباء Electricity Distribution Dept. إدارة التوزيع الكهربائي PROTECTION TESTING ENGINEER LICENSE رخصة مهندس وقاية License Number : ED-EDP/P1- 2</p> <p>NAME: الاسم QID NO: رقم الشخصي COMPANY: اسم الشركة AUTH TO: مرخص لعمل VALIDITY: الصلاحية</p>	<p>هذه الرخصة أن تكون مع حاملها أثناء قيامه بأعمال اختبارات أجهزة الوقاية ويجب أياها عند الطلب بواسطة مهندسي كهرباء أو المفتشين</p> <p>This license must be with the holder while carry out protection testing wok on LV panels and produce on demand by Kahramaa Engineers / Inspectors</p> <p>ED-EDP/P3- 1 سلطة الترخيص</p>
<p>Electricity Network Affairs شؤون شبكات الكهرباء Electricity Distribution Dept. إدارة التوزيع الكهربائي TESTING ASSISTANT LICENSE رخصة فني وقاية License Number : ED-EDP/P2- 3</p> <p>NAME: الاسم QID NO: رقم الشخصي COMPANY: اسم الشركة AUTH TO: مرخص لعمل VALIDITY: الصلاحية</p>	<p>هذه الرخصة يجب أن تكون مع حاملها أثناء قيامه بأعمال اختبار أجهزة الوقاية ويجب أياها عند الطلب بواسطة مهندسي كهرباء أو مفتشين</p> <p>This license must be with the holder while carry out Protection testing work and produce on demand by Kahramaa Engineers/ Inspectors</p> <p>ED-EDP/P2- 3 سلطة الترخيص</p>
<p>Electricity Network Affairs شؤون شبكات الكهرباء Electricity Distribution Dept. إدارة التوزيع الكهربائي LV PANEL PROTECTION TESTING LICENSE رخصة وقاية License Number : ED-EDP/P3- 1</p> <p>NAME: الاسم QID NO: رقم الشخصي COMPANY: اسم الشركة AUTH TO: مرخص لعمل VALIDITY: الصلاحية</p>	<p>هذه الرخصة أن تكون مع حاملها أثناء قيامه بأعمال اختبارات أجهزة الوقاية ويجب أياها عند الطلب بواسطة مهندسي كهرباء أو المفتشين</p> <p>This license must be with the holder while carry out protection testing wok on LV panels and produce on demand by Kahramaa Engineers / Inspectors</p> <p>ED-EDP/P3- 1 سلطة الترخيص</p>

Competency Authorization Card –Specimen

<p>Electricity Network Affairs شؤون شبكات الكهرباء Electricity Distribution Dept. إدارة التوزيع الكهربائي COMPETENCY AUTHORIZATION</p> <p>NAME: الاسم POST NO: رقم الوظيفة DESIGNATION: الوظيفة VALIDITY: الصلاحية</p>	<p>هذه الرخصة يجب أن تكون مع حاملها أثناء قيامه بأعمال ويجب أياها عند الطلب بواسطة مهندسي كهرباء أو المفتشين</p> <p>The holder must produce this licence on demand from KAHRAMAA Engineers / Inspectors while carrying out work.</p> <p>Authorized to receive safety documents (Colored) مخول لاستلام مستندات السلامة ملون</p> <p>LOA Licensing Authority</p> <p>سلطة الترخيص</p>
--	--

6. Key Performance Indicators

Process KPIs are covered under PQ-PQS-P1 Corporate Strategic Planning Procedure.

7. Records

Records	Custodian	Record Location	Information Sensitivity	Retention Time
Application for Electrical Jointer/linesman/fitter License (Online)	Sr. Engineer (Cable /OHL/Substation units)	Work Flow System	<u>Public</u>	1 year
Application for Protection Testing License (MV Testing Engineer/ Testing Assistant / LV Panel REF testing) - online	Protection Section (Secretarial)	Work Flow System	<u>Public</u>	2 year
Practical Test Checklist-jointer (ED-P1/F1)	Supervisor (Cable Jointing Unit)	Cable Jointing Unit, Abu Hamour	<u>Internal</u>	1 year
Electrical Jointer Licensing Test Assessment Sheet (ED-P1/F2)	Supervisor (Cable Jointing Unit)	Cable Jointing Unit, Abu Hamour	<u>Internal</u>	1 year
Electrical Linesman Licensing Test Assessment Sheet (ED-P1/F3)	Supervisor (OHL)	OHL Unit, Abu Hamour	<u>Internal</u>	1 year
Electrical fitter Licensing Test Assessment Sheet (ED-P1/F4)	Supervisor (Fitting Unit)	Fitting Unit, Abu Hamour	<u>Internal</u>	1 year
MV Panel Protection Testing Engineer test Assessment report (ED-P1/F5)	Protection Section (Secretarial)	Work Flow System	<u>Internal</u>	2 year
MV Panel Protection Testing Assistant test Assessment report (ED-P1/F6)	Protection Section (Secretarial)	Work Flow System	<u>Internal</u>	2 year
LV Panel Protection Testing test Assessment report (ED-P1/F7)	Protection Section (Secretarial)	Work Flow System	<u>Internal</u>	2 year
License Application Form(ED-P1/F8)	Senior Clerk (Secretarial-EDM/EDR)	Work Flow System	<u>Public</u>	1 year-EDM/2 year EDR

Records	Custodian	Record Location	<u>Information Sensitivity</u>	Retention Time
Electrical Jinter Certificate & Card (Generated Online – Forwarded to the applicant by email)	Sr. Engineer (Cable Unit)	Work Flow System	<u>Public</u>	1 year
Electrical linesman Certificate & Card (Generated Online – Forwarded to the applicant by email)	Sr. Engineer (OHL Unit)	Work Flow System	<u>Public</u>	1 year
Electrical fitter Certificate & Card (Generated Online – Forwarded to the applicant by email)	Sr. Engineer (Substation Maintenance Unit)	Work Flow System	<u>Public</u>	1 year
Electrical linesman Certificate & Card- for English illiterate (Generated Online – Forwarded to the applicant by email)	Sr. Engineer (OHL Unit)	Work Flow System	<u>Public</u>	1 year
MV Panel Testing Engineer Certificate & Card (Generated Online – Forwarded to the applicant by email)	Protection Section (Secretarial)	Work Flow System	<u>Public</u>	2 year
MV Panel Testing Assistant Certificate & Card (Generated Online – Forwarded to the applicant by email)	Protection Section (Secretarial)	Work Flow System	<u>Public</u>	2 year
LV Panel REF Testing Certificate & Card (Generated Online – Forwarded to the applicant by email)	Protection Section (Secretarial)	Work Flow System	<u>Public</u>	2 year