



# UNIT MERINYU ELEKTRIK

## ELECTRICAL INSPECTORATE UNIT

### APPLICATION FOR CERTIFICATE OF COMPETENCY

(IN ACCORDANCE WITH THE ELECTRICITY RULES, 1999 SARAWAK)

I. ELECTRICAL SERVICES ENGINEER (ESE)

II. COMPETENT ELECTRICAL ENGINEER (CEE)

III. ELECTRICAL SUPERVISOR (ES)

ATTACHED PASSPORT-SIZED  
POTOGRAPH HERE.

ENCLOSED ANOTHER 2  
PHOTOGRAPHS WITH NAME  
AND IC NO. WRITTEN AT THE  
BACK

#### Part A. CATERGORY APPLIED

#### VOLTAGE LEVELS

\*Tick (✓) the appropriate box.

	415V	up to 11 kV	up to 33 kV	up to 132 kV	up to 275 kV
<input type="checkbox"/> (A) OVERHEAD LINES.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> (B) UNDERGROUND CABLES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> (C) ELECTRICAL SUBSTATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> (D) LV INSTALLATION & EQUIPMENT (415 V)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### Part B. REPORT SUBMISSION

Applicant is required to write a report for any or any combination of the categories of work in **Part A above**. The guideline for the report submission is attached in **Part K**. The report must illustrate the applicant's ability and knowledge for each of the categories of work that he/she intends to apply for. **4 copies** of the written report together with the duly completed application form are to be submitted to this office.

#### Part C. PARTICULARS OF APPLICANT

(Complete in capital letter. With \* mark, delete where not applicable)

Name: \_\_\_\_\_ Nationality: \_\_\_\_\_

(Attach photocopy of IC.)(For non-Sarawakian, attached photocopy of IC and/or passport & work permit)

IC No. (New) / Passport No.(Non-Sarawakian)\*: \_\_\_\_\_ IC No. (Old): \_\_\_\_\_

Date of birth: \_\_\_\_\_ (dd/mm/yyyy) Sex: Male/Female\*

Residential Address/Postal Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

#### Contact Particulars:-

Home Phone: \_\_\_\_\_ Handphone: \_\_\_\_\_

Office Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

#### Part D. PRESENT EMPLOYER/INSTITUTION PARTICULARS

Name of Employer/Institution: \_\_\_\_\_

Nature of Employer's Business: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**Part E. QUALIFICATION/CERTIFICATES ATTAINED****E.1 PROFESSIONAL QUALIFICATION (Not Applicable for Electrical Supervisor Applicant)**

Professional Engineer's Certificate Number: \_\_\_\_\_

Receipt Number for the Most Recent Renewal of Registration  
with the Board of Engineers, Malaysia: \_\_\_\_\_

Discipline: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

**E.2 ACADEMIC QUALIFICATION (The certificate must be from a recognised University or Institution :)**

DEGREE / DIPLOMA	DISCIPLINE	UNIVERSITIES / COLLEGES / INSTITUTIONS	PLACE	YEAR ISSUED	OVERALL GRADE

*Attached certified copies of certificates and certified copies of transcripts of subjects separately.***E.3 EMERGENCY RESPONSE / FIRST AID CERTIFICATES**

CERTIFICATE NAME	CERTIFICATE NUMBER	ISSUING ORGANISATION / INSTITUTION	PLACE	DATE ISSUED

*Attached copies of certificates separately.***E.4 COMPETENCY CERTIFICATES CURRENTLY IN POSSESSION (if any)**

COMPETENCY CERTIFICATE	CERTIFICATE NUMBER	RESTRICTION	ISSUING ORGANISATION / INSTITUTION	PLACE	DATE ISSUED

*Attached copies of certificates separately.*

**Part F. PROFESSIONAL EXPERIENCES**

**F.1 WORKING EXPERIENCES**

WORKING EXPERIENCES	DURATION (MONTHS)								
STATE CLEARLY: i. NAME AND ADDRESS OF EMPLOYER. ii. POSITION HELD AND SCOPE OF RESPONSIBILITY. iii. LOCATION OF WORK. iv. WORK AND ACTIVITIES INVOLVED.	STARTING & ENDING DATES	VOLTAGE LEVEL INVOLVED	GENERATION	TRANSMISSION	DISTRIBUTION	CUSTOMER SERVICE	PROTECTION / FAULT LOCATION	CALIBRATION / TESTING	REGULATION / PLANNING / DESIGN

For application for the certificate of Competency as an Electrical Supervisor only, the above submission on working experiences is to be certified by a Professional Engineer(PE).

Certified by: \_\_\_\_\_  
 (PE Stamp/Chop & signature of PE)

Name of PE.: \_\_\_\_\_

PE. No.: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

*Attached separately if insufficient space.*

**F.2 RELEVANT COURSES ATTENDED**

COURSES ATTENDED			TOPICS COVERED (PLEASE TICK)							
STATE CLEARLY: i. NAME AND VENUE OF COURSES ATTENDED. ii. NAME AND ADDRESS OF ORGANISER. iii. TOPICS AND SUBJECTS COVERED	STARTING & ENDING DATES	DURATION (DAYS)	GENERATION	TRANSMISSION	DISTRIBUTION	CUSTOMER SERVICE	PROTECTION / FAULT LOCATION	CALIBRATION / TESTING	REGULATION / PLANNING / DESIGN	

*Attached separately if insufficient space.*

**Part G. APPLICATION FOR AUTHORISATION TO PERFORM SWITCHING**

- I. Switching :  Class 1 (Authorised to issue & cancel Electrical Permit To Work)  
 Class 2 (Not authorised to issue & cancel Electrical Permit To Work)

Voltage Level: Up to 11 kV  Up to 33 kV  Up to 132 kV  Up to 275 kV

Area :  DESIGNATED PREMISE  
 OPEN

- II. A letter of recommendation to perform switching from a competent person or any certificate of authorisation to perform switching from a competency committee of management of the electrical installation.
- III. Specify
- a) the location of the premise(s) where switching is to be performed.
  - b) the purpose and nature of switching operations to be performed by the applicants  
(e.g. maintenance, new installation works, fault isolation, etc.)
  - c) the type and brand of switching equipment to be operated on.
- IV. Attach the locality map and a schematic diagram of the supply system on which switching operation will be performed.

*Attached separately if insufficient space.*

**Part H. CHECKLIST FOR COPIES OF DOCUMENTS ATTACHED.**

Please ensure the followings are enclosed to expedite processing of applications:

- 1  4 copies of written report on the working ability, knowledge and experiences according to the category applied.
- 2  3 pieces of photographs ( 1 piece attached to form and 2 pieces enclosed with form).
- 3  Certified true copy of I.C. (Front and Back) and/or Passport & Work Permit.
- 4  Certified true copy of Educational /Degree/Diploma Certificates (Certificates much recognized be LAN).
- 5  Certified true copy of Professional Engineer's Certificates ( For CEE and ESE applicants only).
- 6  Certified true copy of Receipt of the most recent renewal of registration with the BEM ( For CEE and ESE applicants only).
- 7  Attach Locality Map and Schematic Diagram for applicant applying for Switching Authorisation.
- 8  Attach a copy of any competency certificates currently in possession.
- 9  Attach copy of relevant courses attended (if any).
- 10  Attach a copy of emergency response/first aid certificate.

**Part I. DECLARATION**

I hereby declare that:

- I. I have in my possession (i) the Sarawak Electricity Ordinance (with all the amendments) and (ii) the Electricity Rules 1999; and
- II. I have good understanding of their contents and I am ready to be examined at any time.

I further declare that:

- I. All particulars given are correct; and
- II. The Director of Electricity Supply may reject this application if any particulars are found to be false, incomplete or appropriate copies of information are not attached.

\_\_\_\_\_  
**Signature of Applicant**

**Date:** \_\_\_\_\_

(IC No.: \_\_\_\_\_ )

**Part J. FOR OFFICE USE**

Date Received	Application Reference No.:	Resubmitted Report	Pending Interview

**Part K. REPORT GUIDELINE(Works and activities)**

## **Categories of work:**

- Please specify the category or categories of works you intend to apply for and the associated voltage level.
  - A. Overhead lines** (415 V, Up to 11 kV, Up to 33 kV, Up to 132 kV, Up to 275 kV).
  - B. Underground cables** (415 V, Up to 11 kV, Up to 33 kV, Up to 132 kV, Up to 275 kV).
  - C. Electrical substations** including transformer stations and all associated electrical auxiliaries. (415 V, Up to 11 kV, Up to 33 kV, Up to 132 kV, Up to 275 kV).
  - D. LV installation and equipment** (415V) where a main switchboard is not required. However, this may include control and communication systems used in consumer's premise, the public supply licensee or other licensees power systems.

## **Types of activities:**

- The report should include a listing of your working experience in the category of work applied.
- The applicant need to describe in detail the listed of work applied. Such descriptions shall focus on the activities that were actually carried out in your work experience. To assist you in writing your report, we append below the typical engineering projects or work that you have undertaken and demonstrate your role in the engineering activities involved. Any unique characteristics/ nature and special requirements in the category of works experienced would be useful.
- The report must highlight the safety aspects and requirements in the category of works as described above and the measures that were or can be taken to enhance safety.

### ***Planning***

- Perform data collection, engineering investigations, system modeling, simulation studies, technical calculations, engineering analysis, system integration and engineering, calculation of basic design parameters for system and equipment
- Perform scope of work calculation and costing
- Additional attributes - perform engineering economics (comparative studies)

### ***Design and Construction***

- Perform detailed design calculations for equipment, writing of technical specifications, procurement, technical evaluations
- Perform construction programming, cabling schedules, factory acceptance tests, site erection, site supervision, safety compliance programs
- Prepare drawings (configuration, schematics, layouts etc...)
- Perform review of drawings (schematics, layouts, shops etc) and approval
- Perform equipment testing, witness of tests, calibration and adjustment, system commissioning studies, equipment functional test and system commissioning test, equipment and system energisation, system tie in
- Additional attributes - perform design office management and construction site management, quality assurance programs, budgeting, cost control

### ***Operation and control***

- Perform real time system control, real time generator control (PF and QV)
- Switching operation of equipment
- Operation of switchgears in situ or remote
- Operation of transformers in situ or remote
- Perform system technical and security performance evaluation and contingency planning
- Perform system shutdown or restoration
- Additional attributes - perform economic operations

### ***Repair and maintenance***

- Perform system fault location, incident investigations
- Perform equipment inspection and trouble shooting, repair of defects and replacement of part, alteration of installation, additional of parts or the supervision thereof
- Perform maintenance planning and programming and/or its implementation
- Additional attributes - equipment technical performance management.

### ***Switching***

- Applicant who have worked under a competent person and applying for authorisation to perform high voltage switching is required to include in the report the switching program for switching on electrical installation.
- The applicant must highlight the various safety procedure when performing the electrical switching operation.

**Note: Please note that your report will form a very important part of the interview. Therefore, simply stating the positions you held, the functions, duties and responsibilities of your position is not acceptable.**