



Guideline for Application of Certificates to be Issued under the Electricity Rules, 1999 **ELECTRICAL SUPERVISOR**

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ENGLISH VERSION

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ELECTRICAL SUPERVISOR ELECTRICAL INSPECTORATE UNIT

A. Application and downloads

Electrical Supervisor (ES)	ONLINE	eMINDS.sarawak.gov.my	
	OFFLINE	New Application Form	Renewal Form
	OTHERS	Report Guideline	
		Log Sheet	
		Document Checklist (New PC Category)	
		Document Checklist ("Restricted" Switching Category)	
CERTIFICATE ISSUANCE	Fulfilling of requirements and pre-requisites can be in any sequence, but certificate issued upon ALL requirements and pre-requisites fulfilled		

B. General requirement

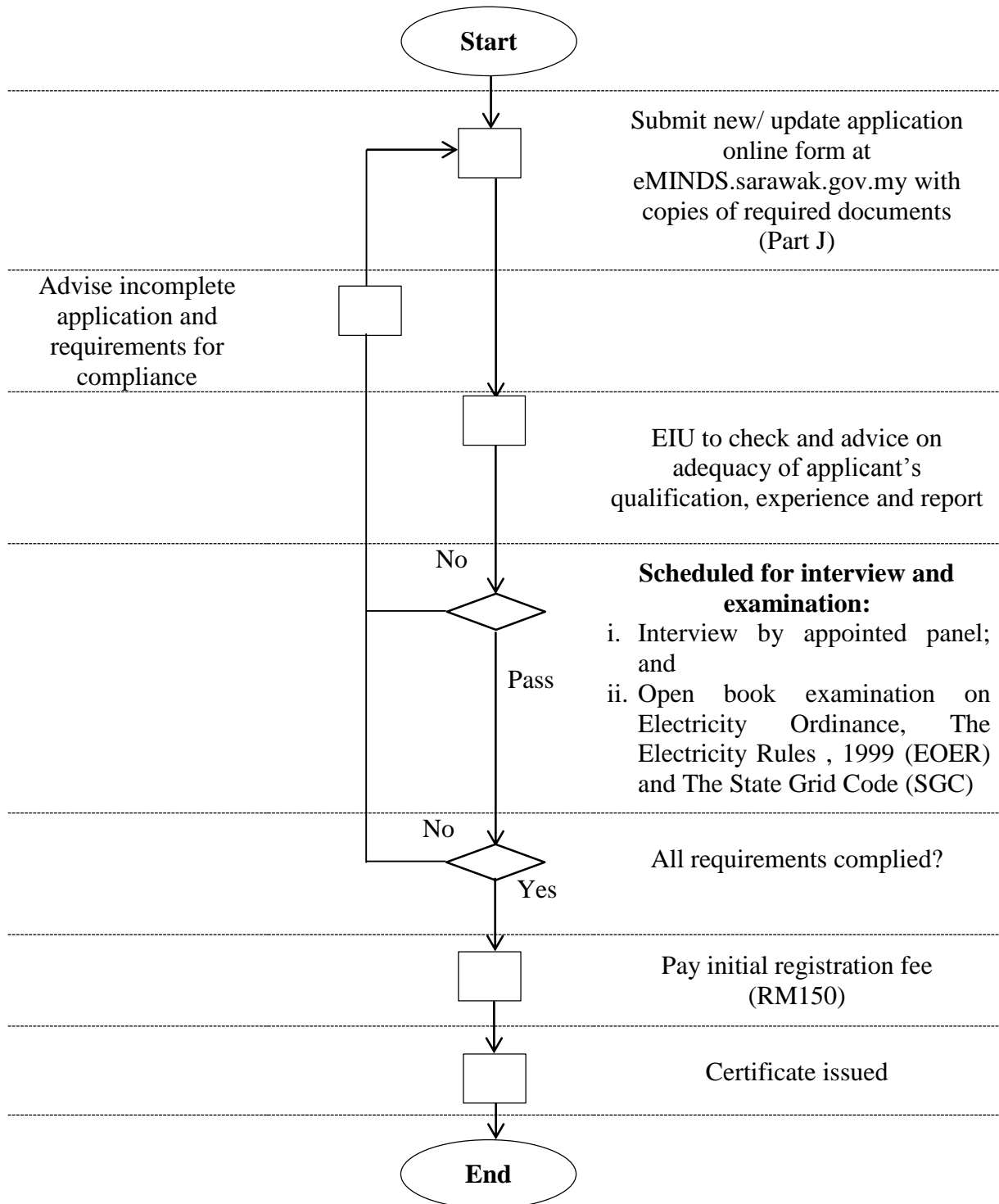
No	Description	Requirements
1	Citizen	Malaysian
2	Educational qualification	Holds a Diploma or equivalent qualification to a Diploma in electrical engineering from a recognised institution
3	Working experience	Not less than five years working experience in an environment where electrical equipment is in operation and has had experience of controlling live equipment
4	Skill and knowledge	<ul style="list-style-type: none"> • Submit report based on knowledge of modern electrical engineering practice, including the principles of operation of equipment used for generation, transmission, distribution, utilisation, protection and metering in electrical installations and energy efficiency management; • Knowledge of first aid, resuscitation and treatment of electric shock; • Pass open book examination for Electricity Ordinance and the Electricity Rules, 1999 (EOER) and State Grid Code (SGC), if required; and • Pass interview by a panel.

C. Competency certificate categories

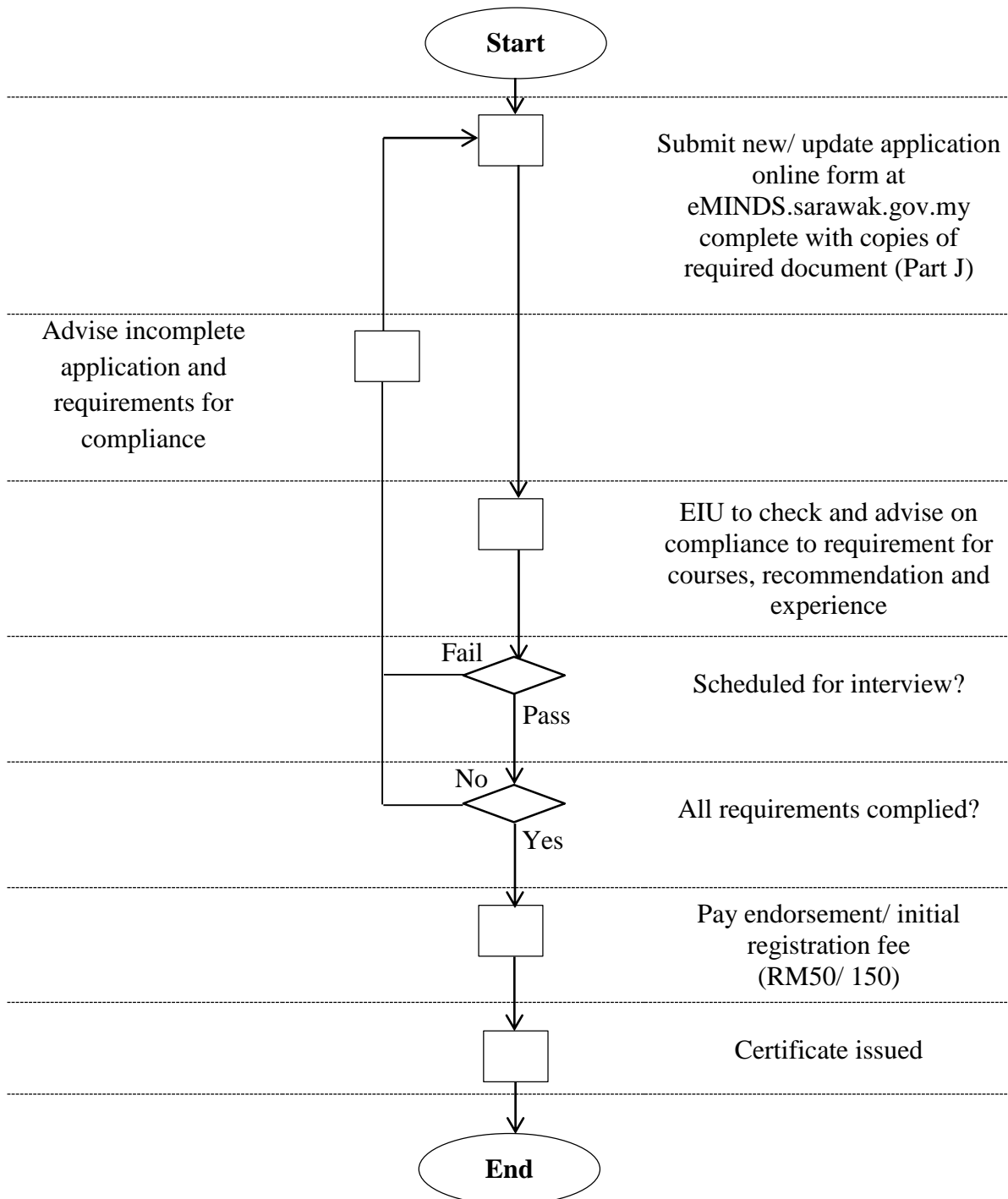
Categories	Voltage Level
Installation & Equipment	LV
Overhead lines	LV up to 11kV up to 33kV up to 132kV up to 275kV
Underground cables	
Electrical substation	

Switching	Voltage Level	Switching Classes	Pre-Requisite
Restricted (at designated premises)	up to 11 kV up to 33 kV up to 132 kV up to 275 kV up to 500kV	Class 1 - Authorize to issue and cancel electrical permit to work Class 2 - Not authorize to issue and cancel electrical permit to work	<ol style="list-style-type: none"> 1. Certificate holder with high voltage category/(ies) <ul style="list-style-type: none"> • If no longer employed, designated switching endorsement is removed. • Switching may be re-instated at new designated work premises. 2. Certificate holder with low-voltage category(ies) <ul style="list-style-type: none"> • If no longer employed, designated switching endorsement is removed. • Switching may be re-instated at new designated work premises. 3. Certificate without Category <ul style="list-style-type: none"> • If no longer employed at designated premises, Certificate is revoked. • Certificate may be re-issued if employed at new designated premises. 4. Submit required documents (Refer to checklist)
Open (throughout the state)	up to 11 kV up to 33 kV up to 132 kV up to 275 kV up to 500kV	Class 1 - Authorize to issue and cancel electrical permit to work Class 2 - Not authorize to issue and cancel electrical permit to work	<ol style="list-style-type: none"> 1. Only holder with high voltage category(ies); and 2. Attended relevant course and switching attachment

D. Procedure for certificate and new category of Certificate of Competency as an Electrical Supervisor



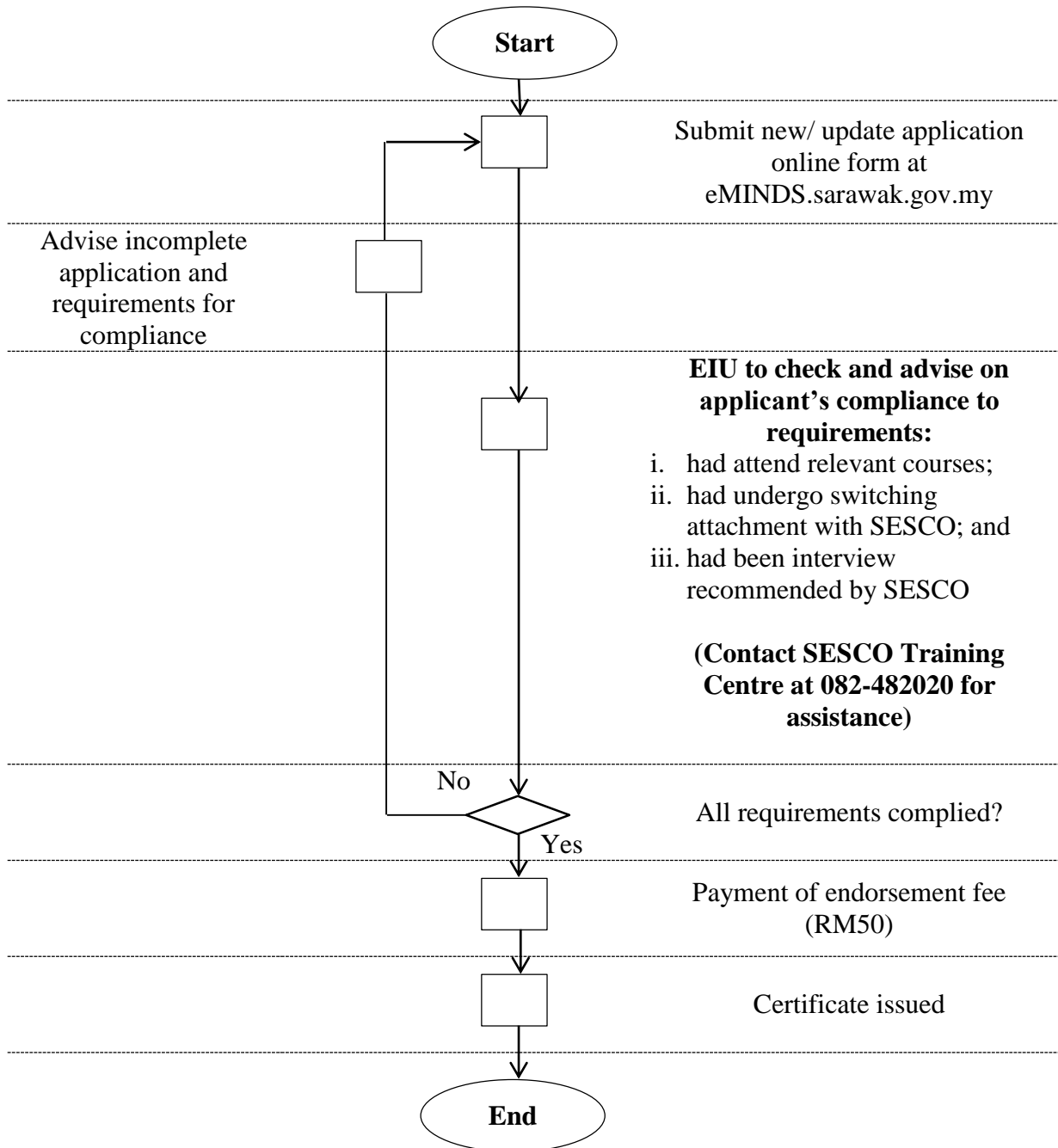
E. Procedure for upgrade of Certificate of Competency as an Electrical Supervisor with 'Restricted' switching



NOTE:

1. Restricted Switching endorsement/ category will indicate designated premises on Certificate of Competency for Chageman/ Electrical Supervisor/ Competent Electrical Engineer
2. Switching if:
 - "Restricted" applicable for designated premises.
 - "Open" applicable for throughout the state.

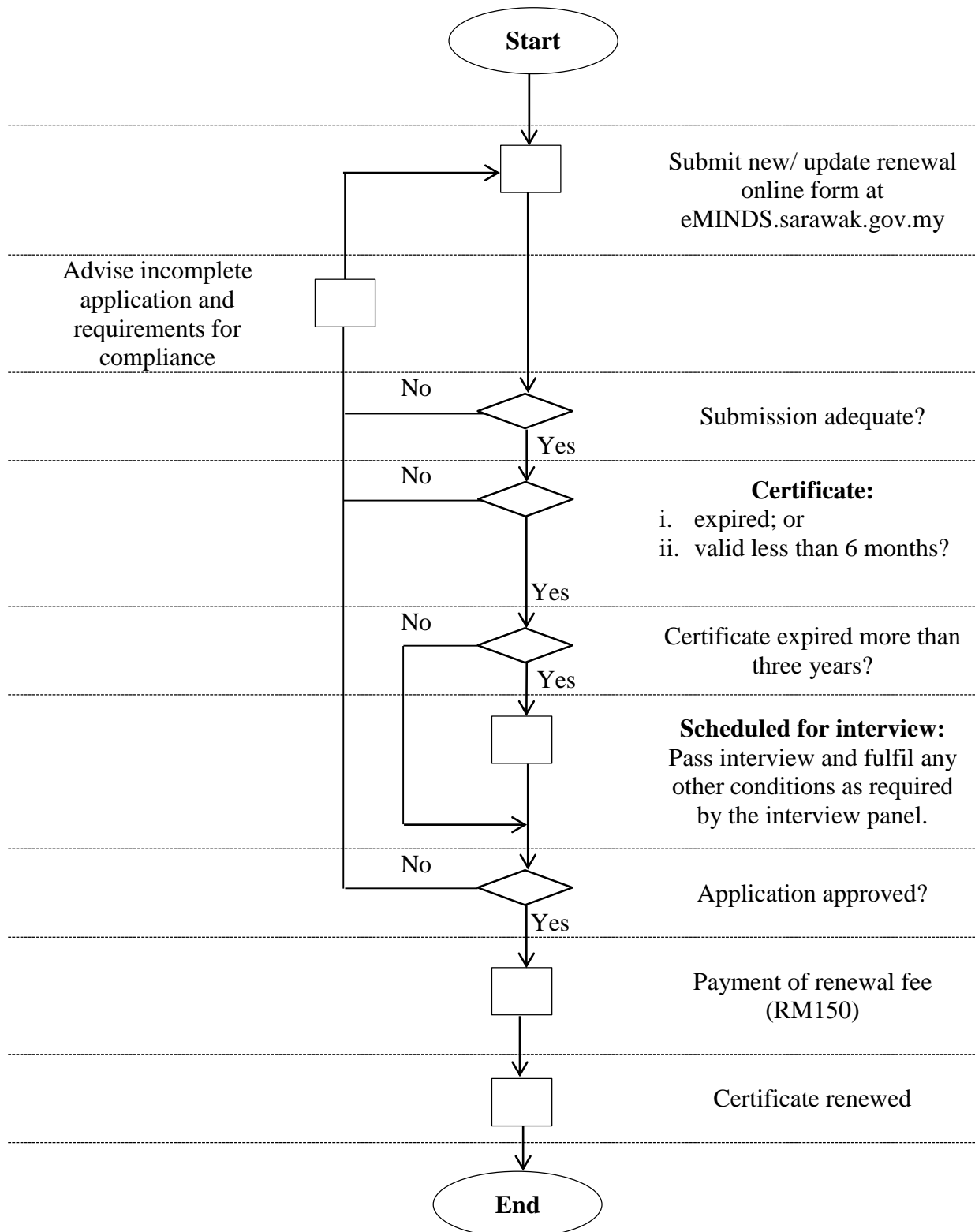
F. Procedure for upgrade of Certificate of Competency as an Electrical Supervisor with 'Open' switching endorsement



NOTE:

1. Restricted Switching endorsement/ category will indicate designated premises on Certificate of Competency for Chargeman/ Electrical Supervisor/ Competent Electrical Engineer
2. Switching if:
 - "Restricted" applicable for designated premises.
 - "Open" applicable for throughout the state.

G. Procedure for renewal of Certificate of Competency as an Electrical Supervisor



H. Fees

No	Types of Application	Fees
1	Examination (including interview)	RM 150
2	Initial Registration	RM 150
3	Renewal (annually)	RM 150
4	Endorsement (i.e. upgrade)	RM 50
5	Replacement (i.e. lost, destroyed)	RM 100

I. Syllabus

No	Document
1	Syllabus for First Aid Course

J. Preparation of document

No	Document	Copies
1	Electrical Supervisor category(ies)	
i	Document Checklist for Submission (CEE & ES)	1
ii	Photo copy of Identification Card (IC)	5
iii	Relevant diploma or degree certificate	5
iv	Testimonial of employment	5
v	Report according to the format in Part A	5
2	Electrical Supervisor with “Restricted” switching endorsement/ category	
i	Document Checklist for Submission (Restricted Switching)	1
ii	Form CAAC 11	1
iii	Photo copy of Identification Card (IC)	2
iv	Authorization letter and support letter from installation owner	2
v	Switching log	2
vi	Switching Procedure Manual	2
vii	Switching Schematic Diagram	2
viii	Testimonial of employment	2

All documents in item (J) are to be submitted to:

Electrical Inspectorate Unit
11th Floor Wisma Satok,
Jalan Satok,
93400 Kuching, Sarawak

K. Document for renewal of certificate

No	Document
1	Recent testimonial of employment (if any)
2	Copy of most recent valid First Aid certificate
3	Copy of certificate of recent relevant courses attended (if any)

All documents in item (K) are to be uploaded at:
eMINDS@sarawak.gov.my