

**For the  
ELECTRICITY (INSTALLATION PERMIT) REGULATIONS  
CERTIFYING AND LICENSING OF ELECTRICAL CONTRACTORS,  
ELECTRICIANS AND ENGINEERS**

**Purpose of Paper**

The purpose of this Paper is to seek the views of current and potential electricians, contractors, engineers, holders of licences issued under the *Electricity Supply Act 2006, No.10 of 2006, (the Act)*, other stakeholders that are involved in electrical installations and the general public on proposed regulations for the certification and licensing of electrical installers.

The Act at *Section 43, subsections 1 and 2*, gives the Commission the authority **to make Rules and Regulations that are intended to provide a framework for securing public safety in the utilization of electricity**. It states:

- (1) *The Commission may, with the approval of the Minister, make such rules and by-laws as it sees fit for the purposes set out in the Act, and such rules and by-laws shall be published in the Official Gazette and two local newspapers.*
- (2) *Rules and by-laws made pursuant to subsection (1) may be made for the following purposes: -*
  - (a) .....
  - (b) *protecting the general public from danger related to electrical works and installations;*
  - (c) *eliminating or reducing the risk of personal injury or property damage arising from the generation, supply and use of electricity;*
  - (d) .....
  - (e) *ensuring that the electricity fittings installed and used by persons to whom electricity is to be supplied are safe;*

An essential requirement for securing public safety in the installation and utilization of electricity is to ensure that individuals engaged in installation work are properly and suitably qualified. The Commission believes that a formal structure and framework has to be established to ensure that persons involved in electrical installations have the necessary theoretical knowledge and the competency required to carry out these functions. This absolutely essential in order to limit inadequacies which may place public safety at risk as a result of improper and sub – standard installations.

This consultation seeks to discuss the actions that are necessary to establish a formal framework for regulating the provision of electrical installation services. This document is structured such

that, it sets out the proposed regulation as the basis of the advice which the Commission intends to submit to the Minister, pursuant to its duty under *Section 20* 'to ensure the availability of health and safety guidance in regulation to electricity supply to the public'.

## **Proposed Regulations:**

### **THE ELECTRICITY (INSTALLATION PERMITS) REGULATIONS, 2020.**

#### **(Arrangement of Regulations)**

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## 1. Citation

These Regulations may be cited as the Electricity (Installation Permits) Regulations, 2020.

## 2. Interpretation

In these Regulations, unless the context otherwise requires-

“*the Act*” means the Electricity Supply Act 2006, No. 10 of 2006;

“*Commission*” means the Independent Regulatory Commission established under the Electricity Supply Act 2006;

“*Committee*” means the Installations Permits Committee established under this regulation;

“*electrician*” means collectively chargemen and/or wiremen as these terms are used in the Act and may be used interchangeably with *installations person* and holding a valid permit under these regulations;

“*electrical installation work*” means the installation, alteration or repair, wholly or partially, of any conductor or apparatus or system of wiring in or upon premises, connected or intended to be connected to a supply of electricity which supply may be provided from the public electricity supply system or from sources independent of the system or installation of generators, solar, wind and other small renewable systems;

“*installations person*” means a person holding a valid permit issued under these Regulations

“Minister” means the minister responsible for energy “permit” means a permit issued under these Regulations.

“*Minister*” means the Minister responsible for energy;

“*high voltage*” means voltage above 415 volts;

“*permit*” means a permit issued under these Regulations;

“*competency examinations*” means the examinations prescribed by the Commission pursuant to these regulations.

## 3. Establishment of a Committee

(1) There shall be an established committee to be known as the Installations Permits Committee.

(2) The Committee shall consist of the following members-

- (a) two persons representing the Commission who shall be Chairperson and Secretary respectively;
- (b) one person representing an Electrical Inspectorate;
- (c) one representative from the Engineers Registration Board;
- (d) a representative of the Consumers (with electrical knowledge and experience);
- (a) one person representing the Dominica State College and
- (b) two experienced electricians or two representatives of the electricians' association.

#### 4. Rules and Procedures.

The Committee shall with the approval of the Commission, make such rules and procedures as may, in the opinion of the Committee be necessary for the performance of the Committee's functions under these Regulations.

#### 5. Permit Required

- (1) A person shall not practice as an *installations person* unless he or she is in possession of a valid permit issued pursuant to these regulations.
- (2) Subject to *Section 5 (1)* no one shall engage in installation works unless under the direct supervision of an *installations person*.
- (3) A company that operates as a contractor which carries out *electrical installation work* shall require a *permit* issued pursuant to these Regulations. The company must have at least one (1) *electrician* engaged at a supervisory level on its staff, who shall take responsibility for the quality of the *electrical installation work* carried out by the company.
- (4) A person employed by a company which carries out *electrical installation work* shall be required to be in possession of a relevant permit or shall be supervised by a person who holds the relevant *permit* issued under these Regulations.

#### 6. Meetings of the Committee

- (1) The Committee shall regulate its own meetings.
- (2) The Committee shall meet at such times as the Committee may determine.

- (3) A quorum must be established with a majority of committee members (as agreed by the Committee at its inception).

## 7. Technical Qualifications

- (1) A person shall not be granted a permit under these Regulations unless he or she has passed or has been exempted from the *competency examinations* (which may be oral for existing practitioners).
- (2) Holders of qualifications which are exempted from the *competency examination* may be required to pass an oral test before a panel of examiners.
- (3) Holders of the following technical certifications will be exempt from the *competency examination*, but may be required to take the oral test: -
- a) a Master Craftsman's Certificate; or
  - b) a Craftsman's Certificate or Intermediate Certificate; or
  - c) any other technical certification recognized by the Committee.
- (4) The qualifications under sub-regulation (1) shall determine the class of permit which the Committee shall issue to each respective applicant.
- (5) In order to be exempt from the competency examination all new practitioners should have been granted their certification or qualification within the last 5 years.

## 8. Types of Permit

(1) The Committee may, subject to such conditions as it may impose, issue any of the following types of permit-

- (a) **CLASS A:** for carrying out all and any kind of class of specialized non-standard electrical installation and testing work. Example: electrical installation works for facilities such as refineries, chemical plants, airports etcetera.
- (b) **CLASS B:** for carrying out electrical testing and installation work of such medium value or complexity, including heavy low voltage (from split-phase 230/115V and 3-Phase WYE 400/230V) to simple high voltage connections up to 11 kV.
- (c) **CLASS C:** for carrying out electrical installation up to 3-phase WYE 400/230V to include: -
  - (i) installation in multi-storied flats and industrial, hotels, guest house and other public buildings; and
  - (ii) installation of light plant and the testing of electrical installations to the above stated voltages and to the required standards.
- (d) **CLASS D:** for carrying out work restricted to any specialized class of electrical installation work up to 230V single phase only to include:
  - (i) installation work at residential premises; and
  - (ii) repairs on equipment/appliances.
- (e) **CLASS S:** for specialized fields at voltages from 3-phase WYE 400/230V to 1500V DC to include:
  - (i) switch gear installation and repair.
  - (ii) installation of centralized cooling and refrigeration.
  - (iii) installation of fossil fuel generator sets.
  - (iv) installation of renewable energy systems for private or public use.
  - (v) electrical installation system design and testing to the required standards.

- (f) **CLASS T:** for fields related to low voltage electrical work such as in

telecommunications, setting up of computer network infrastructure and related fields such as automotive electrical wiring and installation of security devices from 12V to 230V.

- (2) The Commission shall establish the specific examination and other criteria to reflect the competencies necessary for an applicant to be granted a particular Class of Permit.
- (3) A permit issued under these Regulations are subject to renewal every two years, under conditions which may be set out in Rules and By-laws issued by the Commission.
- (4) Permit renewal will only be performed by proof of attaining at least two CEUs prior to the date of renewal. \*\*re-word.

### **9. Application for Permit**

- (1) An application for a permit shall be submitted on the prescribed form to the Committee and the permit shall be issued in a prescribed format and subject to such conditions as the Committee may determine.
- (2) Every person issued with a permit under these Regulations shall always exhibit such permit in his or her usual place of business.

### **10. Companies and Organizations**

- (1) An employee of a company or organization may apply for a permit in his or her own individual capacity or on behalf of the company or organization if such company or organization authorizes him or her in writing.
- (2) Where an employee of a company or organization applies for an individual permit and another for his or her company or organization, each permit shall be paid for separately in accordance with the procedures prescribed by the Committee.
- (3) Every company or organization applying for a permit under these Regulations shall have amongst its staff persons qualified to be issued with the class of permit as deemed suitable for the specific work that the company participates in.

### **11. Conditions to be Satisfied**

Any person who applies to the Committee for a permit shall be required to satisfy the Committee-

- (a) that he or she is at least eighteen years of age and that he or she is a fit and proper person to conduct the business of an installation's person and has the requisite certification;
- (b) that he or she has satisfactory knowledge of the latest edition of the rules and regulations, the local code of practice for electrical wiring and of all legislation applying to the type of installation specified in the particular permit;
- (c) that he or she has made adequate provisions for the carrying out of his or her work and for the supervision of his or her staff;
- (d) that he or she has suitable premises from which to conduct his or her business;
- (e) that he or she has suitable instruments to be able to carry out the recognized tests on the type of installation to which his or her permit applies; and
- (f) that in the case of renewal of a permit, the standard of work and the conduct of business have been satisfactory during the period of validity of the previous permit;
- (g) He or she may be required to take both an oral and written examination.

## **12. Voting**

In the event of disagreements among the members of the Committee when deciding whether to grant a permit or not, the matter shall be decided by a majority vote, the chairperson having a casting vote, taken at a meeting at which at least a quorum of the members are present.

## **13. Register**

The Committee shall keep a register of all installations persons for the time being permitted under these Regulations. This register must be annually published in the official Gazette. \*\*  
reword.

## **14. Cancellation of Permit.**

- (1) The Committee may at any time refuse to grant or renew a permit or cancel a permit if it is satisfied that the person has failed to comply with any conditions contained in these Regulations.



- (2) In case of refusal to grant a permit or cancellation of a permit, the Committee shall call upon the applicant or installation person concerned in writing, to appear in person or by representation, before the Committee and show cause why the Committee should not exercise its power under this regulation.

### **15. Obtaining Information**

In order to obtain any information and to carry out any inspection as provided under these Regulations the licensee may, at its direction, request any person to carry out any such inspection or tests as it may require and to furnish a report of such inspection to the licensee.

### **16. Information about Installation.**

Any installations person who completes or directs the completion of any electrical installation work which is to be connected to a supply system shall: -

- (a) when such supply is to be delivered by the licensee, submit to the licensee a “Completion of Installation” report in such form as the Committee shall require; and
- (b) in all other cases give information to a licensee under the Act, which information shall include the completion date and a summary of the work carried out.

### **17. Discipline**

- (1) Every person issued with a permit under these Regulations shall exhibit a high degree of discipline and professionalism in the performance of his or her work.
- (2) The Electrical Inspectorate monitors the professional performance of a permit holder under these Regulations and shall report any case of malpractices to the Commission.
- (3) The Committee may, at any of its sittings consider any case reported under sub-regulation (2) and may, depending upon the gravity of the case, suspend an installation’s person permit holder from practicing for a period determined by the Committee or revoke the permit.

### **18. Appeals**

A person aggrieved by any action of the Committee concerning the refusal or cancellation of a permit may appeal in writing within fourteen days of the date of such refusal or cancellation to the Commission.

### **19. Offences**

- (1) It is an offence for an owner or occupier of any premises to cause or permit any electrical installation work to be carried out on his or her premises in contravention of the provisions of these Regulations.
- (2) Any person who contravenes the provisions of these Regulations commits an offence and is liable on conviction to a fine not exceeding five thousand dollars for each offence and a further penalty not exceeding five hundred dollars for each day or part thereof on which the offence continues after a conviction.
- (3) Any person:
  - a) Who undertakes or carries out any electrical installation work without being the holder of a licence then in force appropriate to the work undertaken or carried out or without being under the direction of a suitably licensed electrician;
  - b) Who contravenes or fails to comply with any of the terms and conditions of any electrical installation licence granted under these rules or willfully gives false or misleading information in relation to electrical installation work;
  - c) Who fails to submit a completion certificate to the public supplier of electricity;
  - d) Who submits or causes to be submitted to a public electricity supplier a completion certificate which he knows or has reason to believe is false in any material particular;
  - e) Who, being an electrical contractor undertakes or carries out by himself, his servant, or agent any electrical installation work at any time whilst his business or any branch thereof is not registered or while registration of such business or branch is suspended or cancelled;
  - f) Who being an electrical contractor, undertakes or carries out, by himself his servant or agent any electrical installation work except under the direction of a licensed electrician holding a licence of a type appropriate to such work or;
  - g) Who being an owner or occupant of any premises or any developer or main contractor of any premises under construction, who causes or permits to be carried out upon the premises any electrical installation work in contravention of these Rules shall be guilty of an offence and shall be liable to a fine not exceeding five thousand dollars (\$5000.00).

Any person who contravenes or fails to comply with any of these rules or who fails to comply with any prohibition or order of the Commission under any of these rules shall, where no specific punishment is prescribed under paragraph (1) hereof, be guilty of an offence and shall be punishable with a fine not exceeding five thousand dollars or a term of imprisonment not exceeding three months or both.

## **20. Fees**

The Committee shall with the approval of the Commission prescribe-

- (a) annual fees to be paid by individual holders of the different classes of permits;
- (b) annual fees to be paid by companies or organizations; and
- (c) application fees to be paid by every applicant for an installation permit under these Regulations.
- (d) fees for temporary permits.

**The Schedule of fees is set out at Table 2.**

**Table 2.**  
**Fee Schedule for Permits**

<b>Licence Type</b>	<b>Application Fee</b>	<b>Licence Fee</b>	<b>Renewal Fee</b>
Class A	\$150.00	\$150.00	\$80.00
Class B	\$100.00	\$100.00	\$60.00
Class C	\$80.00	\$80.00	\$50.00
Class D	\$60.00	\$60.00	\$40.00
Class S	\$150.00	\$150.00	\$80.00
Class T	\$150.00	\$150.00	\$80.00
Company Permit	\$500.00	\$500.00	\$250.00
Temporary Permit	\$500.00	\$300.00	No renewal permitted

## **21. Failure of Committee to Meet**

Should the Committee fail to meet and as a result it becomes impossible to grant licences, then the Commission will grant such licences in these circumstances.

## **22. Temporary Licensing**

A process for temporary licensing may be developed with the expressed purpose for providing a temporary licence or renewing a temporary licence to electrical engineers, contractors and technicians from other jurisdictions, not previously licensed in Dominica to perform specified installations.

The technical certification/qualification must be verified in home country and a process for verifying the competence must be pursued.

### **23. Grant of Certificates of Competency and Registration**

A certificate of competency stipulating the class of the permit shall be issued by the Commission to each installation person. The certificate shall be in the form stipulated in the Rules and By-laws issued by the Commission.

# APPENDIX 1

**[SAMPLE APPLICATION]**  
**for**  
**ELECTRICAL INSTALLER CERTIFICATION AND LICENCE APPLICATION**

DRAFT

INDEPENDENT REGULATORY COMMISSION

42, Cork Street

Roseau

Commonwealth of Dominica

Tel: 767 440 6634 – Fax: 767 440 6635

e-mail: [admin@ircdominica.org](mailto:admin@ircdominica.org)

APPLICATION FOR:

**ELECTRICAL INSTALLER CERTIFICATION AND LICENCE APPLICATION**

PURSUANT TO REGULATION OF ELECTRICITY SUPPLY ACT, ACT 10 OF 2006

**Do Not Write in the Fee Area Immediately Below**

FEE	RECEIPT NUMBER	FEE AMOUNT	PAYMENT AMOUNT	MONEY TYPE
Licence Fee				

**DO NOT WRITE ABOVE THIS LINE**

You must submit this completed application to the Independent Regulatory Commission before scheduling your examination. If your application is approved, we will contact you to schedule your exam and interview.

**YOU MUST MEET ALL OF THE REQUIREMENTS FOR YOUR LICENCE WITHIN TWELVE (12) MONTHS OF THE FILING DATE OR THE APPLICATION WILL BE CLOSED.**

1. Full Name:

Initial Last First Middle

2. Date of Birth: - -

3. Gender ☐ Female ☐ Male

4. Social Security No: - - - - -

5. Mailing Address:

Number, Street, Apt. No. or P.O. Box

Village/Town/City  
Address

Phone Number

Email

6. Have you ever been convicted of a criminal offence?

☐ Yes

☐ No

Have you ever had an occupational licence, certification or registration suspended, revoked or denied?

☐ Yes

☐ No

**STATEMENT OF APPLICANT**

I certify that I have read and will comply with all applicable provisions of the Regulations under the Electricity Supply Act, Act 10 of 2006.

I understand that providing false information on this application may result in denial of this application and/or revocation of the licence I am requesting and the imposition of administrative penalties.

Date Signed

Signature of Applicant

# APPENDIX 2

**[SAMPLE FORM]**  
**for**  
**ELECTRICAL INSTALLATION CERTIFICATE**

DRAFT



**INDEPENDENT REGULATORY COMMISSION**  
**42, Cork Street**  
**Roseau**  
**Commonwealth of Dominica**  
 Tel: 767 440 6634 – Fax: 767 440 6635  
 e-mail: [admin@ircdominica.org](mailto:admin@ircdominica.org)

## **ELECTRICAL INSTALLATION CERTIFICATE**

<b>1. DETAILS OF THE CLIENT</b>	
.....	
.....	
<b>2. ADDRESS OF THE INSTALLATION</b>	
.....	
.....	
<b>3. DESCRIPTION AND EXTENT OF INSTALLATION</b>	New Installation <input type="checkbox"/>
Description of installation	Addition to and existing installation <input type="checkbox"/>
Extent of installation covered by this certificate	Alteration to an existing installation <input type="checkbox"/>



**4. FOR DESIGN, CONSTRUCTION, INSPECTION AND TESTING**

I being the one responsible for design, construction, inspection and testing of the electrical installation (as indicated by my signature below) particulars of which are described above, having exercised reasonable skills and care when carrying out the design, construction, inspection and testing, hereby **CERTIFY** that said work for which I have been responsible is to my best knowledge and belief in accordance with the electrical standards.

The extent of liability of the signatory is limited to the work describe above as the subject of the certificate

**Signature** .....

**Date**.....

**Name in Block letters** .....

Company.....

Address .....

Tel: .....

**5. NEXT INSPECTION**

I recommend that this installation is further inspected and tested after an interval of not more than..... months/years

**SUPPLY CHARACTERISTICS AND EARTHING ARRANGEMENTS**

Earthing Arrangement	Number and Type of Live conductors	Nature of Supply Parameters	Supply Protective Device Characteristics
TN-C <input type="checkbox"/>	1 phase, 2wires <input type="checkbox"/>	Nominal	Type.....
TN-S <input type="checkbox"/>	1 phase, 3wires <input type="checkbox"/>	Voltage .....V	
TN-C-S <input type="checkbox"/>	3 phase, 3wires <input type="checkbox"/>	Nominal	
TT <input type="checkbox"/>	3 phase, 4wires <input type="checkbox"/>	Frequency.....Hz	
IT <input type="checkbox"/>			
OTHERS <input type="checkbox"/>			Rated Current .....A
	Confirmation of Polarity <input type="checkbox"/>		

PARTICULARS OF INSTALLATION REFERRED TO IN THE CERTIFICATE		
<b>Means of Earthing</b>  Distributor's facility <input type="checkbox"/>  Installation earth electrode <input type="checkbox"/>	<b>Maximum Demand</b>  Maximum demand (load).....kVA/kW	
	<b>Details of Installation Earth Electrode</b> Type Location Electrode resistance to Earth ..... ..... $\Omega$	
	<b>Main Protective Conductors</b>  Earthing conductor: material .....csa..... connection verified <input type="checkbox"/>  Main protective bonding material.....csa ..... connection verified <input type="checkbox"/> Conductors	
<b>Main Switch or Circuit- breaker</b> Type and No. of poles..... Current rating ..... A Voltage rating .....V  Location ..... Fuse rating or setting ..... A		
<b>6. COMMENTS ON EXISTING INSTALLATION</b> ..... ..... ..... ..... ..... ..... .....		