

CONSULTATION PAPER ON

PROPOSED CHANGES OF ELECTRICAL INSTALLATION LICENSING PROCEDURES

Objective

1 The objective of this consultation paper is to seek the industry's views and comments on the proposed changes in the procedures for application and delivery of electrical installation licences to facilitate the introduction of electronic services.

Background

2 The Energy Market Authority (EMA) currently accepts licence applications made by licensed workers through the post or at EMA's service counter. EMA will be streamlining these licensing procedures and enabling electronic submissions at its web page for most of the applications currently made via post or at EMA's service counter.

3 There are two main categories of licence applications currently made by licensed workers, viz. applications for the respective types of workers' licences and applications for electrical installation licences which are usually submitted by licensed electrical workers (LEWs) on behalf of owners of the electrical installations. This consultation paper deals with the proposed changes to the procedures for application of electrical installation licences.

Proposed Changes

4 The proposed changes to the procedures for installation licence applications and delivery of licences upon approval by EMA via electronic means are given in the attachment.

Request For Comments

5 EMA invites licensees and interested parties in the industry to submit written comments on the proposed changes. There is no fixed format for your comments. You may give an overall view or just comment on the items that you are interested in. Your comments will be considered for adoption to improve our proposal.

6 Please send your views or comments by 30 June 2002, in writing, by post or email (soft copy in Microsoft Word) and include your personal or company particulars as well as your correspondence address to:

Mr Tan Hak Khoon
Dy Director (Consumer Safety)
Energy Market Authority of Singapore
111 Somerset Road #15-06
Singapore 238164

Email: tan_hak_khoon@ema.gov.sg

7 EMA will post all comments on its website.

PROPOSED CHANGES OF ELECTRICAL INSTALLATION LICENSING PROCEDURES

Introduction

1 An electrical installation refers to any electrical wiring, fitting or apparatus used for the conveyance and control of electricity in any premises. An EMA licence is required for the use or operation of an electrical installation of approved load exceeding 45 kVA for non-domestic purposes. Electrical installations, irrespective of their approved loads, in premises where hazardous materials are kept or at building sites or engineering construction works are also required to be licensed. Electrical installations are licensed to ensure that they are operated and maintained by licensed electrical workers and are safe to use.

Current Procedures

2 In order to obtain a licence for his electrical installation, the owner has to appoint a competent person, viz. a licensed electrical worker of appropriate grade, to carry out the design, installation, testing and inspection of his installation. Thereafter the owner and his appointed licensed electrical worker will have to fill in and sign a licence application form. The completed application form together with the licence fees (by cheque or GIRO) is then submitted to EMA through the post or at the service counter. If the application is in order, a licence in hardcopy form will be sent through the post to the owner and a separate letter will be sent to the licensed electrical worker within 10 working days. With this licence, the owner may then request the public electricity supplier to turn on electricity supply to his electrical installation; and in the case of a supply installation (i.e. an electrical installation receiving electricity from the owner's generating sets), the owner may request his licensed electrical worker to turn on electricity supply to his supply installation from the generating sets.

Proposed Changes to Procedures

3 The existing licence application procedure and the time taken for obtaining an installation licence can be improved with electronic submission. There are two main pre-requisites to realise a simple and user-friendly e-submission. The first is to allow a single party to submit the application instead of requiring both the owner and his licensed electrical worker to sign the application form and the second is to enable the licence fees to be paid in a safe and secure mode through the Internet.

4 Currently many licence applications are submitted at EMA service counter by the licensed electrical workers appointed by owners. The following changes are proposed:

- 4.1 The electrical installation licence application form will be simplified so that only the licensed electrical worker appointed by the owner needs to complete the electronic application form and submit it via the EMA web page:
- 4.1.1 For a new installation, the licensed electrical worker appointed by the owner of the installation shall submit the installation licence application to EMA electronically;
- 4.1.2 For renewal licence application, EMA will send a licence renewal notice bearing the licence No. and other particulars to the licensee (owner of the installation) two months before the licence expiry date. Upon notification and before the licence expires, the licensee shall appoint a licensed electrical worker to inspect the installation and authorise him to renew the installation licence on his behalf. The licensed electrical worker shall retrieve the licence record from the EMA web page using the identification number given in the renewal notice and submit the licence application to EMA electronically using his userid and password.
- 4.1.3 The LEW will be required to keep documentary evidence on his appointment by the owner to take charge of the installation and produce such documentary evidence to EMA when requested.

Question:

- 1 What is your view on requiring LEW to submit application for installation licence on behalf of the owner of the installation?

- 4.2 The licensed electrical worker who submits the licence application has to pay the licence fees through the Internet in order to complete the application. The payment modes available will be: Internet direct debit, NETS Virtual Card, Cashcard, GIRO-on-Demand and GIRO.

Question:

- 2 What is your view on payment of the licence fee by the LEW on behalf of the owner ?
- 3 What is your view on paying the installation licence fee over the Internet using one of the methods described ? Which mode will you be likely to use and why? Please also state if there is any other payment mode over the Internet that you prefer.

- 4.3 Upon approval of the application, the licensed electrical worker will be notified to log on to the EMA web page to download the licence file. After downloading the file, the LEW will have to print the licence and deliver the licence printed to the owner within 7 days upon notification by EMA.

Question:

- 4 What is your view on LEW having to print the installation licence and deliver it to the owner of the installation ?

- 4.4 If the licensed electrical worker is unable to download the file or unable to print the licence for any technical reason, he will have to inform EMA within 3 working days so that a new file can be reloaded for his retrieval and printing. Alternatively, he may come to the workstation at EMA to print the licence.

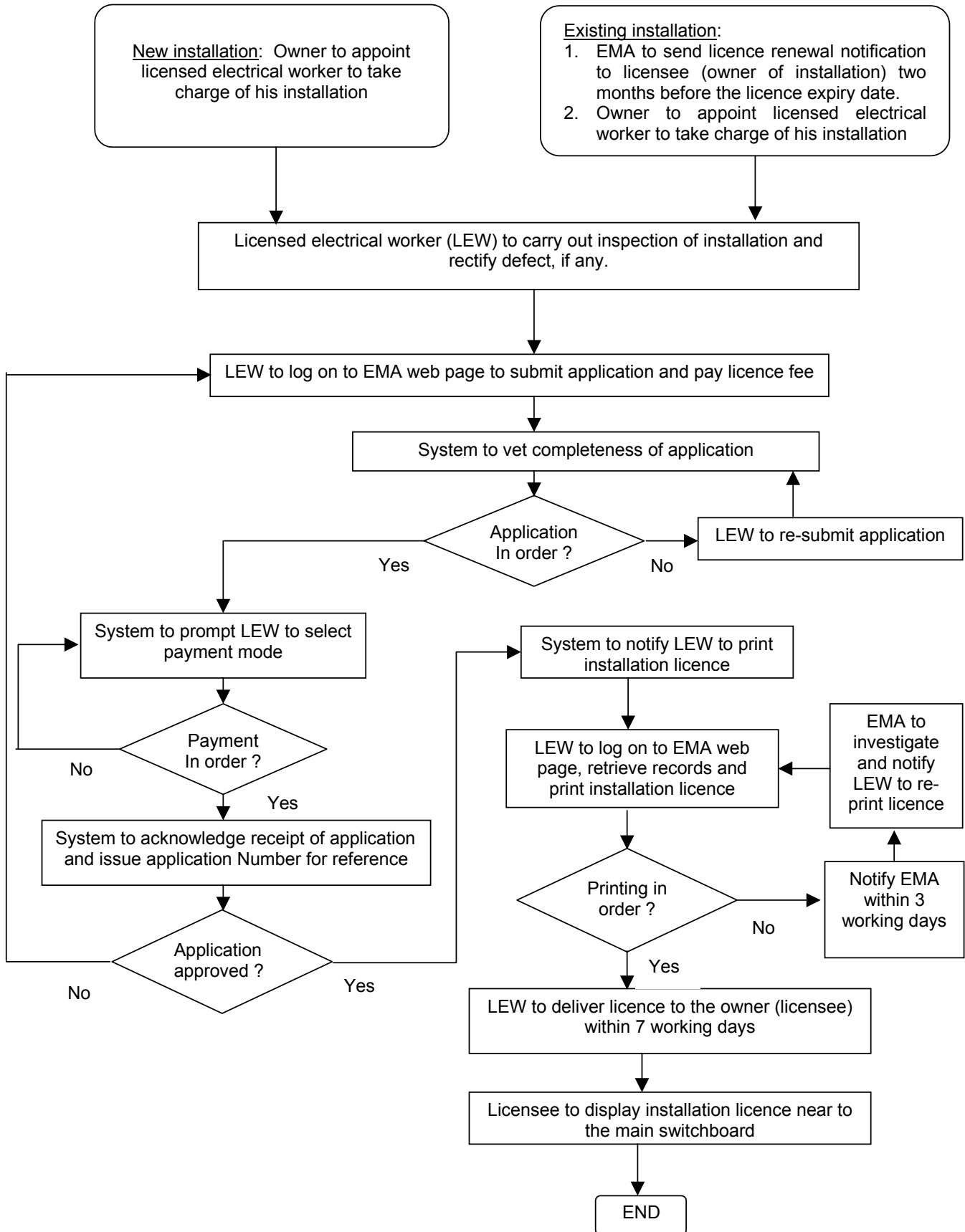
Question:

- 5 Is the proposed 3 working days time frame sufficient ?

- 4.5 The licensee may request his appointed LEW to arrange for turn-on of electricity supply to his installation upon receiving the installation licence.
- 4.6 If for some reason a replacement licence is required, an application via e-submission by the LEW may be made on behalf of the owner together with payment of the replacement licence fee. Upon EMA's approval of the application, a similar facility for electronically notifying the LEW to download the replacement licence file for printing and delivering the printed replacement licence to the owner, would be provided.

The proposed procedure is summarised in the Fig below.

Proposed Installation Licence Application Procedures



5 Facilities will be made available on the EMA web page to enable licensed electrical workers and the electrical installation licensees to verify their licence information including application status, licence validity period, payment history, etc.

Question:

6 Are there any other information that you would like to retrieve from the EMA web page in respect of the electrical installation licence application?

6 EMA will arrange training sessions for licensed electrical workers to use the e-services before the commencement of the new procedures. A step-by-step guide will also be issued to licensed electrical workers.