RENEWAL APPLICATION FOR COMPETENCY CERTIFICATE – TECHNICAL (ELECTRICAL) & NON-TECHNICAL (NON-EMPLOYEE ONLY)

SUBMISSION CHECKLIST

Please tick to ensure the followings are enclosed to expedite processing of application.	
	A Copy of Completed CAC Application Form CAC 05
	A Copy of Previous CAC Certificate
	A Copy of Identification Card
	Two Copies of Passport Size Photos
	A Copy of Valid First Aid Certificate
	A Copy of Valid & Signed EIU Certificate of Competency (for Technical Competency Only)
	A Copy of Relevant Course Certificate & Result Slip
	All other relevant attachments as requested (for specific competency only).

For further enquiries and form submission, please email to CA.Certification@sarawakenergy.com

A. PARTICULARS

Applicant's Particulars	
Full Name	
Identification Card No.	
Date of Birth	
Mobile No.	
Email Address	
Applicant's Signature	
Employer's Particulars	
Company Name	
Company Address	
Email Address	
Telephone No.	
Position/ Designation	
Period in Present Position (Years)	

Fees for New Application and Renewal

A standard fee shall be charged for the initial application for CAC Certificate of Competency for non-employees, as follows:

a. RM 100.00 will be charged for application for CAC Certification.

b. No fee shall be charged for each subsequent renewal.

The fee shall be reviewed by the Committee from time to time.

B. SCOPE OF COMPETENCY APPLIED FOR

Applicant to choose one or more of the following competencies and fill in the appropriate sections.

1. For Technical Competency

Please indicate rated voltage and scope of work by ticking the appropriate box(es).

Scope of Work		Up to 1 kV	Up to 11 kV	Up to 33 kV	Up to 132 kV	Up to 275 kV
Overhead Lines					NA	
Underground Cables						
Substation Equipment					NA	
Power Station Electrical System					NA	
HV Equipment Testing **Please attach with copy of EIU Letter of Tester.*	**Class 1**	NA			NA	
	Class 2	NA			NA	
HV Cable Jointing		NA				NA
Protection, Control, and Instrumentation Work		NA	NA		NA	
Street Lighting Work						
Communication Infrastructure Installation Work						
(Authorisation) LV Switching **Please attach with a copy of SEB Letter of Award for standby contract service.*						

2. For Non-Technical Competency

Please indicate scope of work by ticking the appropriate box(es).

Scope of work	Please Tick
Vegetation clearing works	
Routine building and compound maintenance works within substation/power station	
General Works within substation/power station	

C. QUALIFICATIONS, TRAINING AND EXPERIENCE ACQUIRED IN THE PRECEEDING YEARS

1. List of technical training/ qualifications achieved.

Please attach photocopy of result / certificate

Certificate / Diploma / Degree	Year	Awarded by	Result

2. List of safety awareness training on safe practices and rules attended. (Including First Aid/ Emergency Response/ CPR)

Please attach photocopy of result slip/ certificate

Course name	Course Date	Awarded by	Result

3. Competency Application Practical Record

Requirements:

a) Minimum 5 practical records (relevant to SEB/SESCO System) for each competency category. Do duplicate this sheet for additional competencies.

b) For HV Cable Jointing, please attach with Cable Jointer Logbook. (11kV – Minimum 5 joints; 33kV – Minimum 3 joints).

Name:				**Competency Category:**			
No.	**Location of Work**	**Date**	**Detail and Scope of Works**	**Project/Ref. No.**	**Assessment (Good/Fair/Poor)**	**Name of supervisor/officer in charge of work**	**Signature**
1.							
2.							
3.							
4.							
5.							

D. WORK PERFORMANCE RECORD - ASSESSMENT BY SEB/SESCO's SECTION HEAD OR OFFICER IN CHARGE OF CONTRACT WORK

Please indicate the accurate assessment by ticking the relevant field.

Past Records	Poor	Satisfactory	Excellent
Accident/ incident/ near misses record			
Usage of PPE			
Technical working knowledge and skills			
Compliance with Electrical Safety Rules			

Recommendation and Other Remarks:	
Name	
Position	
Date	
Signature	