

**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. | |
|---|--|
| <input type="checkbox"/> | A Copy of Completed CAC Application Form CAC 05 |
| <input type="checkbox"/> | A Copy of Previous CAC Certificate |
| <input type="checkbox"/> | A Copy of Identification Card |
| <input type="checkbox"/> | Two Copies of Passport Size Photos |
| <input type="checkbox"/> | A Copy of Valid First Aid Certificate |
| <input type="checkbox"/> | A Copy of Valid & Signed EIU Certificate of Competency (for Technical Competency Only) |
| <input type="checkbox"/> | A Copy of Relevant Course Certificate & Result Slip |
| <input type="checkbox"/> | 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 and its subsequent renewal for non-employees which will be charged as follow:

- a. RM 100.00 will be charged for application for CAC Certification.
- b. RM 50.00 will 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 <i>*Please attach with copy of EIU Letter of Tester.</i> | 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 | | | | | | |
| (Authorization) LV Switching <i>*Please attach with a copy of SEB Letter of Award for standby contract service.</i> | | | | | | |

2. For Non-Technical Competency

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

| Scope of work | Please Tick |
|---|-------------|
| Line vegetation clearing works | |
| Routine building and compound maintenance works within substation/power station | |
| Meter reading within substation/power station | |
| Civil/ M&E works within substation/power station | |
| Patrolling and guarding duties 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 Sheet. (11kV – Minimum 10 joints; 33kV – Minimum 6 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 to Electrical Safety Rules | | | |

| | |
|-----------------------------------|--|
| Recommendation and Other Remarks: | |
| | |
| Name | |
| Position | |
| Date | |
| Signature | |