

# ENERGY & PETROLEUM REGULATORY AUTHORITY

Formerly,



## ELECTRICAL CONTRACTOR (SOLAR PV CONTRACTOR/VENDOR) LICENCING INSPECTION FORM - EPRA/ERE/ELEC-1.03 (EPRA/ERE/SPV-1.03)

<b>Application ID</b>	
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<b>A. APPLICATION SUMMARY</b>	
Business Name	
Reg./Incorporation No.	
Date of Registration	
Licence Class Applied For	
Electrical Contractor Licence No. held (if upgrading)	
Application Fee Transaction No. and Date of Payment	
Application Submission Date	
Inspection Date	

<b>B. OFFICE &amp; BUSINESS DETAILS</b>		
No	Item	Details/Description
1	Evidence of Existence of Business Premises (Mandatory)	Physical Location (Building, Street and Town/Centre)
		<ul style="list-style-type: none"> <li>Title Deed/ Allotment Letter,</li> <li>Lease Agreement,</li> <li>Sale Agreement,</li> <li>Succession documents, or</li> <li>Other</li> </ul>
		Approx. Office Space (Sq. Ft)
		GPS Coordinates
		Valid Trading Licence (Single Business Permit)
2	Postal Address and Postcode	
3	Name of Contact Person	
4	Business/Contact Telephone Number	
5	Business/Contact Email Address	

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### B. OFFICE & BUSINESS DETAILS

6	KRA PIN number	
7	Valid Tax Compliance Certificate (Mandatory)	
8	CR12 (not older than one year) (Mandatory)	
9	Valid Work Permits for Foreign Directors (Mandatory)	
10	Solar PV Design Tool (Solar PV Contractor/Importer Classes V1,V2 & C1)	
11	Completion Certificate and Warranties (Template)	

### C. LICENSED STAFF

1	Details of Licensed Electrician/Solar PV Technician (The Electrician/Technician should be in good Licence renewal standing)	Name:	
		ID No:	
		Licence No:	
		Tel. No:	
		Email:	
2	Electrician's Consent/Solar PV Technician and Declaration Letter (Complete the Template in <b>Annex 2</b> )		

### D. ELECTRICAL MEASURING/TEST INSTRUMENTS.

No.	Instrument	Qty	Make/Model and Serial No	Condition/Remarks	Note
1	Phase Sequence Meter				Mandatory for Classes B & A1
2	Earth Loop Impedance Tester				Mandatory for Electrical Classes C1, B & A1 and Solar PV

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### D. ELECTRICAL MEASURING/TEST INSTRUMENTS.

No.	Instrument	Qty	Make/Model and Serial No	Condition/Remarks	Note
					Contractor V1,V2 & C1
3	Earth Resistance Tester				Mandatory for all Classes
4	Insulation Resistance Tester				Mandatory for all Classes
5	Clamp Meter/Multimeter				Mandatory for all Classes

**Note:** Take photographs of the instruments.

### E. ELECTRICIAN'S EQUIPMENT, ASSORTED TOOLS AND PPE

No.	Tool/Equipment	Qty	Condition/Remarks	Note
1	Equipment such as vehicles, ladder, drilling machine, computer, printer, etc. ( <i>attach a list of the equipment</i> )	Lot	Adequate? (Yes / No)	Take Photographs
2	Assorted electrician's tools such as toolbox, tape measure, pliers, spanners, hacksaw, bending springs, etc. ( <i>attach a list of the tools</i> )	Lot	Adequate? (Yes / No)	
3	Safety Signage & Personal Protective Equipment ( <i>attach a list of the items</i> ).	Lot	Adequate? (Yes / No)	
4	Office Furniture	Lot	Adequate? (Yes / No)	

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<b>F. INSPECTORS' RECOMMENDATION</b>

<b>G. SIGNED (For Official Use)</b>			
	<b>Name</b>	<b>Signature</b>	<b>Date</b>
Inspected By (Two Inspectors)			
Checked By (Supervisor)			
Approved By (HOD)			



Energy Regulatory Commission

**ELECTRICAL CONTRACTOR INSPECTION FORM - ERC/ELEC/LICEL-1.04 (Rev2)**

<b>Application ID</b>	
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**ANNEX 1: ATTENDANCE REGISTER (To be Signed by the Business Directors, Licensed Electrician and ERC Inspectors)**

<b>Business Name</b>					
<b>Date</b>				<b>Time</b>	
<b>No</b>	<b>Name</b>	<b>ID Number</b>	<b>Organization</b>	<b>Tel. No</b>	<b>Signature</b>
1					
2					
3					
4					
5					
6					
7					
8					
Electrical/Solar PV Contractor's Stamp/Seal				<div style="border: 1px dashed black; width: 150px; height: 100px; margin: 0 auto;"></div>	

## ANNEX 2: ELECTRICIAN'S/ TECHNICIAN'S CONSENT AND DECLARATION LETTER

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**To: The Chairman**

Electricity and Renewable Energy Licensing Committee  
Energy and Petroleum Regulatory Authority  
P. O. Box 42681 – 00100 Nairobi, Kenya  
Tel: +254202847000/ +254722200947  
Email : [info@erc.go.ke](mailto:info@erc.go.ke)

**(i) Consent**

I ..... (*Licensed Electrician/Solar PV technician*)  
..... of National ID No .....  
....., holding Electrician/Technician Licence No ..... valid  
till (*insert Date*) ..... issued by the Energy and Petroleum Regulatory  
Authority, do hereby affirm that I am working for/engaged to (*Electrical/ Solar Contractor*)  
.....  
..... as their full-time licensed  
electrician/technician from (*insert date*) .....

**(ii) Declaration**

I **declare** that based on my electrician/ technician licence;

- (i) I have not obtained any electrical contractor/ solar PV contractor licence,
- (ii) My licence is presently not engaged to another licensed electrical contractor,
- (iii) There will be no conflict of interest in the discharge of my duties when my electrician licence is engaged to this electrical contractor, and
- (iv) By engaging my licence to this electrical contractor, I shall not be in contravention of any law.

I further **assure** that;

- (i) I will report to the Authority any malpractice related to electrical installation works involving the electrical contractor to whom I am engaged,
- (ii) When I intend to leave the present electrical contractor/solar PV contractor, I will report the same to the Energy and Petroleum Regulatory Authority thirty days prior to leaving, and

## ANNEX 2: ELECTRICIAN'S/ TECHNICIAN'S CONSENT AND DECLARATION LETTER

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(iii) I shall abide by the provisions of the Energy Act, 2006 and regulations made thereunder; and instructions issued by the Authority from time to time.

I attach herewith copies of my National ID Card and Electrician Licence for your verification and record.

### **Signed**

#### **Licensed Electrician / Licensed Solar PV Technician**

Signature \_\_\_\_\_ ID No \_\_\_\_\_ Date \_\_\_\_\_

Postal Address \_\_\_\_\_ Post Code \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

#### **Electrical Contractor/Solar PV Contractor (Director)**

Signature \_\_\_\_\_ ID No \_\_\_\_\_ Date \_\_\_\_\_

Postal Address \_\_\_\_\_ Post Code \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

Contractor's Stamp/Seal	Attested by Commissioner for Oaths/Notary
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