



شركة العين للتوزيع
Al Ain Distribution Company

Health, Safety and Environment Management System Procedure

Assessment and Appointment of Personnel to System Safety Rules Roles and Responsibilities

Effective Date 01/ 06 / 2021

Procedure #: CP.HSEMS.17

Issue : 1

Revision : 2

Page 1 of 38

Approved by:

Managing Director

ASSESSMENT AND APPOINTMENT OF PERSONNEL TO SYSTEM SAFETY RULES ROLES AND RESPONSIBILITIES

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Assessment and Appointment of Personnel to System Safety Rules Roles and Responsibilities

Effective Date 01/ 06 / 2021

Procedure #: CP.HSEMS.17

Issue : 1

Revision : 2

Page 2 of 38

Approved by:

Managing Director

TABLE OF CONTENTS

AMENDMENTS SHEET

1.0 PURPOSE

2.0 SCOPE

3.0 APPLICATION

4.0 DEFINITIONS

5.0 RESPONSIBILITIES

6.0 PROCEDURE

7.0 REFERENCES

8.0 APPENDEICES

Appendix 1 - SSR Appointment Categories

Appendix 2 - SSR Technical Requirement Summary

Appendix 3 - SSR Minimum Technical Requirement

Appendix 4 - HSE Competency Matrix for Authorised, Control and Competent Persons



شركة العين للتوزيع
Al Ain Distribution Company

Health, Safety and Environment Management System Procedure

Assessment and Appointment of Personnel to System Safety Rules Roles and Responsibilities

Effective Date 01/ 06 / 2021

Procedure #: CP.HSEMS.17

Issue : 1

Revision : 2

Page 3 of 38

Approved by:

Managing Director

AMENDMENTS SHEET

ISSUE/ REV. #	PAGE NUMBER	SUBJECT OF THE AMENDMENT	APPROVED BY SIGNATURE	DATE
1/1		<p>Review to include:</p> <ul style="list-style-type: none">• Add AP5: Supervise Live Line work on the 11kV and 33kV networks and to receive and clear HV Live line consent form. This person is authorized and appointed by the HV Live line service provider and is duly assessed by Service Provider Consultant in page no. 16.• Amendments sheet		25/12/2019
1/2		<ul style="list-style-type: none">• Periodic review of the HSE-MS• Reviewed to include Abu Dhabi National Energy Company (TAQA).		02-06-2021



شركة العين للتوزيع
Al Ain Distribution Company

Health, Safety and Environment Management System Procedure

Assessment and Appointment of Personnel to System Safety Rules Roles and Responsibilities

Effective Date 01/ 06 / 2021

Procedure #: CP.HSEMS.17

Issue : 1

Revision : 2

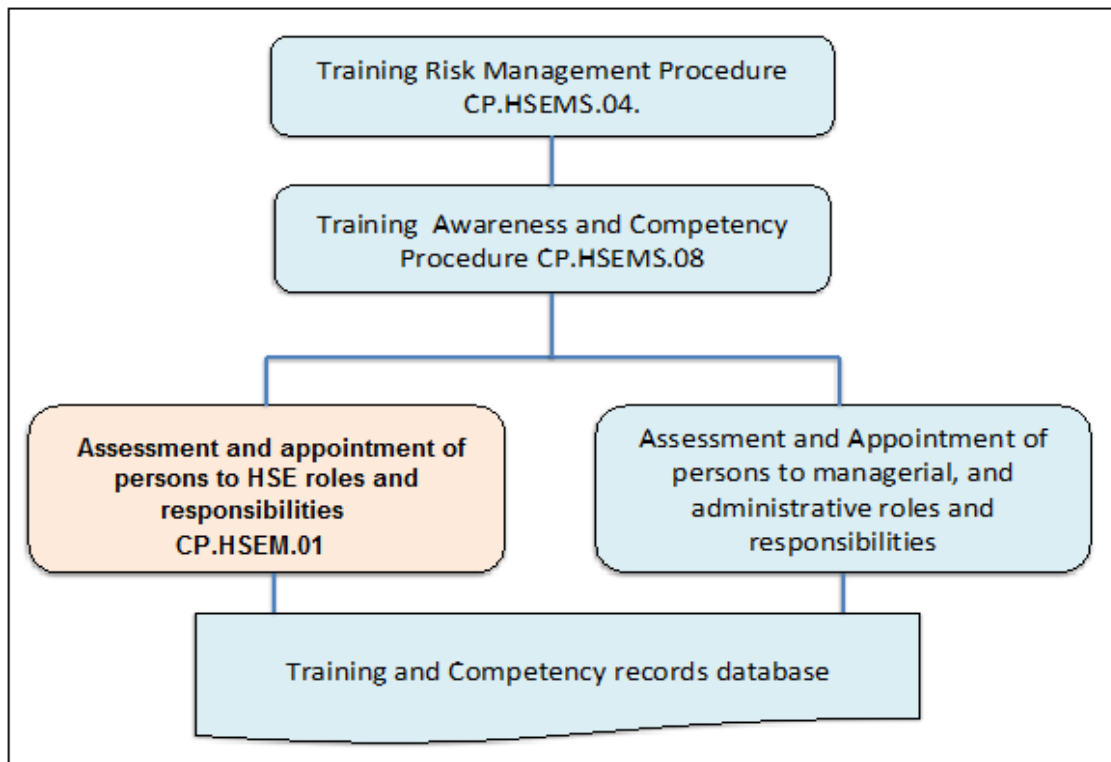
Page 4 of 38

Approved by:

Managing Director

1.0 Purpose

The purpose of this procedure is to describe the process to ensure that a systematic



approach is established to assess and appoint all personnel that are required to undertake duties on or near to the Electrical and Water Distribution Networks.

The System Safety Rules defines the categories of appointment and this procedure documents the assessment and appointment of persons to these defined roles. This assessment and appointment process is to ensure that all persons appointed to System Safety Rule roles have the required levels of knowledge, experience and skills to ensure safety from the system is achieved.

This procedure for the Assessment and Appointment of Personnel to System Safety Rule Roles and Responsibilities (highlighted Orange in the above structure) is part of the overall Health, Safety and Environmental Training Awareness and Competency Procedure.

This procedure is established to manage the selection, assessment and appointment of personnel to specific roles within AADC System Safety Rules in compliance to Procedure CP.HSEMS.08 Training, Awareness and Competence.



شركة العين للتوزيع
Al Ain Distribution Company

Health, Safety and Environment Management System Procedure

Assessment and Appointment of Personnel to System Safety Rules Roles and Responsibilities

Effective Date 01/ 06 / 2021

Procedure #: CP.HSEMS.17

Issue : 1

Revision : 2

Page 5 of 38

Approved by:

Managing Director

2.0 Scope

This procedure covers all domains of the AADC organisation, including all personnel who are required to undertake duties on or near the Electrical and Water Distribution Networks. This also includes contractors, consultants and third party service providers that are required to undertake these duties.

This procedure describes the assessment and appointment of suitable persons to undertake specific duties on or near to the Power and Water Distribution Networks:

- Planning work activities
- Supervision of work activities
- Operational tasks to establish Safety from the System
- Issue and acceptance of Safety Documents
- Undertaking work activities.

The procedure also includes the assessment of skills, competencies and behaviour of suitable persons to undertake specific duties to work Live on the Power, High Voltage and Low Voltage networks:

- Planning Live work activities;
- Supervision of Live work activities;
- Undertaking Live work activities.

The implementation of this procedure will ensure compliance to the requirements of Element 5 Training, Awareness and Competency of OSHAD SF Management System Element V 3.1 March 2017, our HSEMS in particular Procedure CP.HSEMS.08 Training, Awareness and Competence, applicable legislation and international management system models i.e. OHSAS 18001 and ISO 14001.

3.0 Application

This procedure applies to all employees, contactors, visitors and relevant stakeholders within AADC offices, operations and activities. Implementation of this procedure will ensure compliance to the requirements of Element 5 Training, Awareness and Competency of OSHAD SF Management System Element V 3.1 March 2017, our HSEMS in particular Procedure CP.HSEMS.08 Training, Awareness and Competence, applicable legislation and international management system models i.e. OHSAS 18001 and ISO 14001.

4.0 Definitions



شركة العين للتوزيع
Al Ain Distribution Company

Health, Safety and Environment Management System Procedure

Assessment and Appointment of Personnel to System Safety Rules Roles and Responsibilities

Effective Date 01/ 06 / 2021
Procedure #: CP.HSEMS.17
Issue : 1 Revision : 2
Page 6 of 38
Approved by:
Managing Director

TERM	DESCRIPTION
AADC	Al Ain Distribution Company
ADWEA	Abu Dhabi Water and Electricity Authority (SRA)
Appointed Person	A person appointed in writing as having the required competencies to undertake specific duties, safely and efficiently, on the AADC Electrical or Water Distribution Networks.
Appointing Officer	A person appointed in writing to undertake the role of reviewing the assessment of a candidate and when satisfied that the assessment has been robust and complete will appoint the candidate in writing to undertake specific duties on the AADC Electrical or Water Distribution Networks.
Appointment	The formal process to appoint a person in writing to undertake specific duties on the AADC Electrical or Water Distribution Networks.
Assessing Officer	A person appointed in writing to undertake the role of assessing candidates and recommended suitable persons to be appointed to a specific role under the System Safety Rules.
Authorized Person	A person who is appointed in writing by an appropriate officer of the Company to carry out defined duties. These duties may include the operation of equipment and the preparation, issue and cancellation of specified Safety Documents, in accordance with their Authorization Certificate.
Competence	The ability to perform specific duties in compliance with performance standards, in possession of required skill, knowledge, qualification and / or capacity.
Competencies	Competencies can be described as the knowledge, skills, abilities and personal attributes that effectively characterise key performance within a specific job, role or function. It refers to the way in which these desired outcomes are achieved (i.e. how they are achieved).



شركة العين للتوزيع
Al Ain Distribution Company

Health, Safety and Environment Management System Procedure

Assessment and Appointment of Personnel to System Safety Rules Roles and Responsibilities

Effective Date 01/ 06 / 2021	
Procedure #: CP.HSEMS.17	
Issue : 1	Revision : 2
Page 7 of 38	
Approved by:	
Managing Director	

Competent Person	A person appointed in writing as having the required knowledge, experience and skills to undertake specific duties, safely and efficiently on the Electrical and Water Distribution Networks.
HSE	Health, Safety and Environment
HSEMS	Health, Safety and Environment Management System
OSHAD SF	Abu Dhabi Occupational Health and Safety System Framework
TAQA	Abu Dhabi National Energy Company (TAQA).
Team Leader	Authorised Person (AP4) responsible for putting people to work.
Training	Organized activity aimed at imparting information and / or instructions to improve the recipient's performance or to help him / her attain a required level of knowledge or skill

5.0 Responsibilities

The HSE Manager is responsible for the distribution of this procedure to all involved parties and monitor its implementation. Added responsibilities:

Role	Responsibilities
MD, EOD, directors, division and department heads (Top Management)	<ul style="list-style-type: none"> • Ensuring an effective HSE training, awareness and competency system, based on the training needs of individuals, is established throughout AADC. • Directors, division and department managers shall ensure that an effective HSE training, awareness and competency system is established within their areas of responsibility.
Section, unit heads and departmental managers	<ul style="list-style-type: none"> • Ensures the effective implementation of the HSE training, awareness and competency system with their areas of responsibility; • Ensuring that HSE training needs analysis are conducted for their employees; • Developing of HSE training matrices as required;



شركة العين للتوزيع
Al Ain Distribution Company

Health, Safety and Environment Management System Procedure

Assessment and Appointment of Personnel to System Safety Rules Roles and Responsibilities

Effective Date 01/ 06 / 2021

Procedure #: CP.HSEMS.17

Issue : 1

Revision : 2

Page 8 of 38

Approved by:

Managing Director

	<ul style="list-style-type: none">• Ensures that employees are trained in accordance to the HSE training needs analysis and matrices;• Reviewing of the effectiveness of training once conducted to determine suitability.
HSE manager / department	<ul style="list-style-type: none">• Ensuring overall implementation and review of this procedure;• Determining minimum mandatory HSE competencies across the company;• Ensuring that HSE Department has sufficient and qualified personnel; and other resources required for effective implementation of this procedure;• Ensuring that all HSE personnel are suitably trained on the HSEMS requirements;• Providing support to the management in developing and implementing a suitable HSE training, awareness system;• Performing evaluation of training effectiveness of core HSE processes.
Human Resources	<ul style="list-style-type: none">• Integrating HSE training requirements into the overall AADC training process;• Performing evaluation of training effectiveness;• Developing and maintaining a training database thus ensuring that training remain valid;• Maintaining HSE training feedback reports & related records;• Ensuring that AADC's company objectives and regulatory requirements regarding HSE training of personnel are realized.
Employees/Candidates	<ul style="list-style-type: none">• Attending all scheduled HSE training;• Performing well at each training session;• Providing feedback on attended HSE training sessions;• Developing and maintaining own HSE competencies in line with the AADC career development process



شركة العين للتوزيع
Al Ain Distribution Company

Health, Safety and Environment Management System Procedure

Assessment and Appointment of Personnel to System Safety Rules Roles and Responsibilities

Effective Date 01/ 06 / 2021

Procedure #: CP.HSEMS.17

Issue : 1

Revision : 2

Page 9 of 38

Approved by:

Managing Director

	<ul style="list-style-type: none">• Understand the role of an Authorized or Competent Person and prepare for an assessment to one of these roles• Have an understanding of the relevant documents i.e. SSRs, OIs and SOPs.
Assessing Officer	<ul style="list-style-type: none">• Appointed in writing to undertake the role of Assessing Officer;• Undertake the assessment of candidates in a professional, unbiased and consistent way;• Clearly document the assessment and define the strengths and weaknesses of candidates.
Appointing Officer.	<ul style="list-style-type: none">• Appointed in writing to undertake the role of Appointing Officer;• Undertake the appointment of candidates in a professional, unbiased and consistent way;• Clearly document the appointment of candidates also define the strengths and weaknesses of candidates and any further development.
Contractor, Consultant, Third Party Service Provider Managers, Supervisors and Employees.	<ul style="list-style-type: none">• Implement a robust process to train and develop employees that are put forward to AADC for appointment to a role under the AADC System Safety Rules.



شركة العين للتوزيع
Al Ain Distribution Company

Health, Safety and Environment Management System Procedure

Assessment and Appointment of Personnel to System Safety Rules Roles and Responsibilities

Effective Date 01/ 06 / 2021

Procedure #: CP.HSEMS.17

Issue : 1

Revision : 2

Page 10 of 38

Approved by:

Managing Director

6.0 Procedure

6.1 General

All directors, division and department heads in AADC shall ensure that all personnel that undertake duties on or near to the Electrical and Water Distribution Networks are suitably competent and appointed in writing to specific duties. Managers shall be assisted by the HSE and human resources departments to ensure HSE training and competency needs of personnel are identified and analysed also when required refresher training is undertaken to ensure minimum competency levels are maintained.

This Procedure should be read in conjunction with: Training Awareness and Competency Procedure CP.HSEMS.08 Training, Awareness and Competence and the Training Risk Management Procedure CP.HSEMS.04.

6.1.1 This procedure requires the appointment of Assessing Officers and Appointing Officers in writing. The letter of appointment will specify the specific duties and responsibilities for each of these posts. This procedure will ensure that operatives that are submitted for appointment have the necessary competency, skills, knowledge and experience to safely work on the Electrical and Water Distribution Networks without risk of harm. The process also ensures that candidates who are submitted for appointment have been robustly assessed. This will be supported by the candidate's Assessment Folder, which will contain the relevant documentation to support the recommendation for appointment. The process will ensure that all managers, employees, consultants, contractors and third-party service providers maintain the relevant levels of competence to apply the System Safety Rules and this is described in the following sections.

6.1.2 The Assessing Officer and Appointing Officer shall not be the same person for the appointment of a candidate.

6.2 Candidate Preparation

The assessment of a candidate will commence with a proposal from a line manager or supervisor that there is a need for the appointment and that the candidate has the required knowledge, skill and experience to undertake the role for which they are being put forward. Human Resources will formally confirm that if successful the candidate can be appointed to the role for which they have been put forward.



شركة العين للتوزيع
Al Ain Distribution Company

Health, Safety and Environment Management System Procedure

Assessment and Appointment of Personnel to System Safety Rules Roles and Responsibilities

Effective Date 01/ 06 / 2021

Procedure #: CP.HSEMS.17

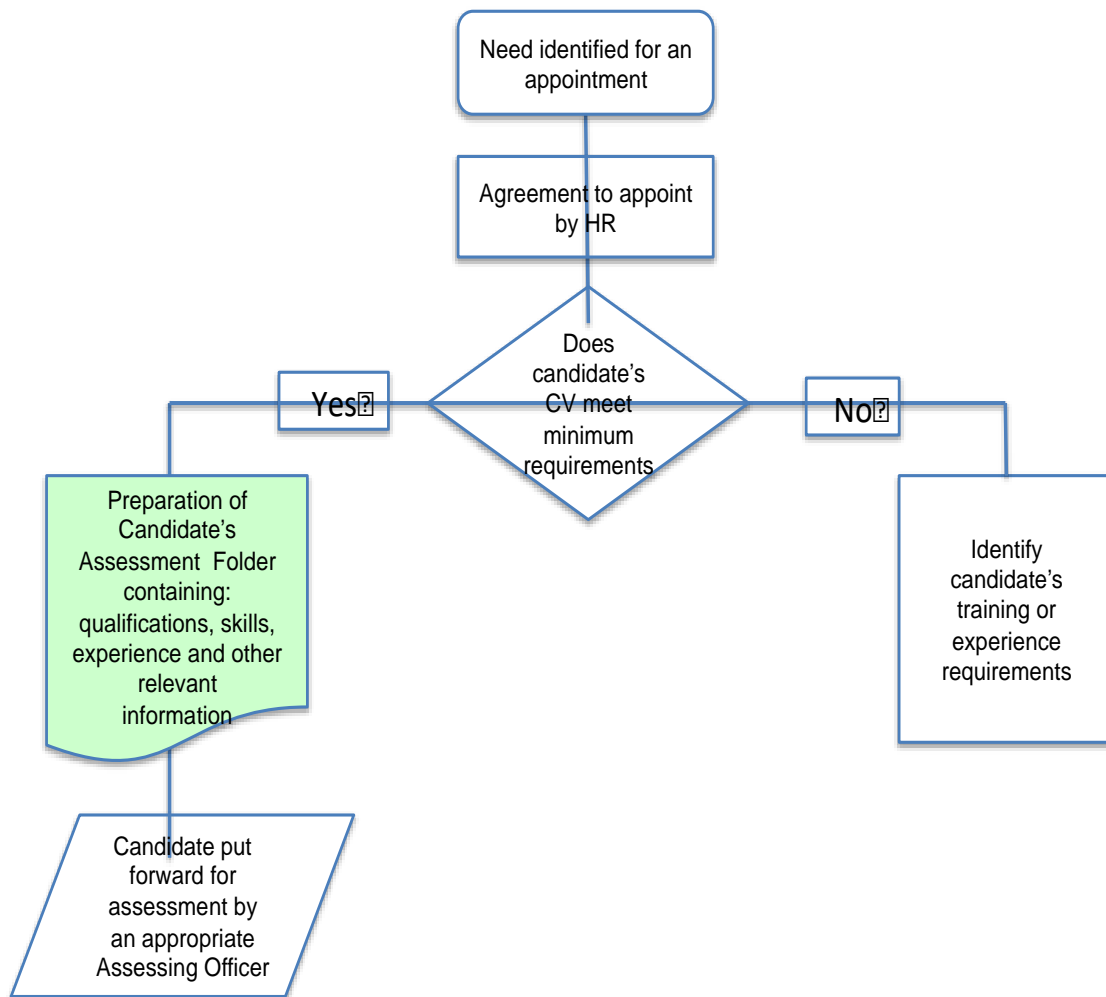
Issue : 1

Revision : 2

Page 11 of 38

Approved by:

Managing Director



The line manager putting the candidate forward for assessment will create a documented Assessment Folder that will contain the candidate's suitability for the role and include: clear definition of the role required, qualifications, experience, skills, suitability for the role and two passport size photographs of the candidate.

Training Awareness and Competency, Appendix 2. SSR Technical Requirement Summary and Appendix 3. SSR Minimum Technical Requirement specifies the requirement criteria for each role.

6.3 Assessment



شركة العين للتوزيع
Al Ain Distribution Company

Health, Safety and Environment Management System Procedure

Assessment and Appointment of Personnel to System Safety Rules Roles and Responsibilities

Effective Date 01/ 06 / 2021

Procedure #: CP.HSEMS.17

Issue : 1

Revision : 2

Page 12 of 38

Approved by:

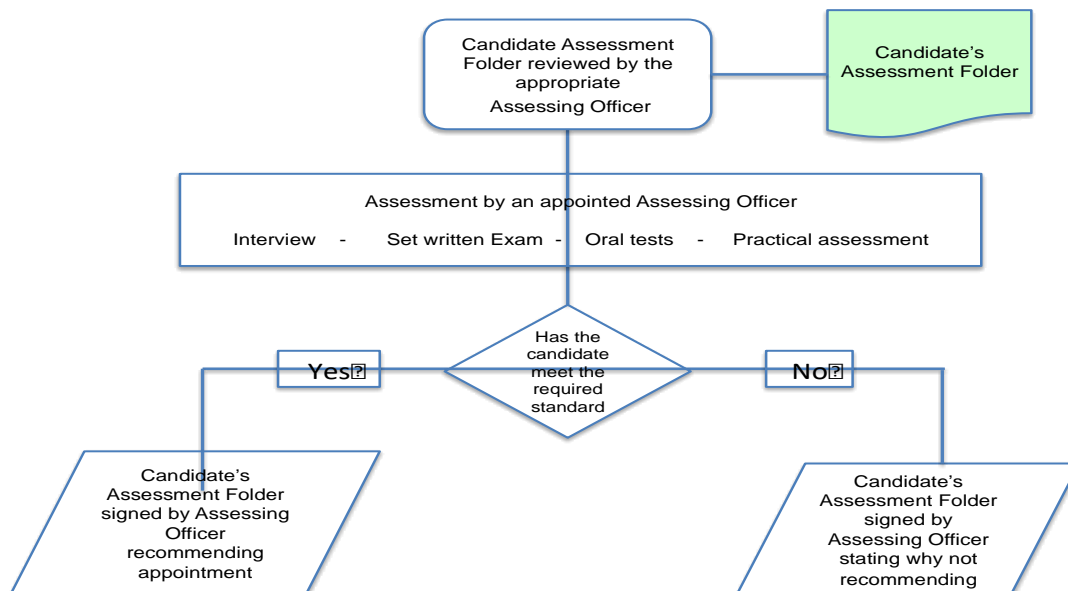
Managing Director

The Assessing Officer will be appointed in writing and the letter of appointment will outline the responsibilities and limits of the position. The Assessing Officer must have a good working knowledge of the AADC System Safety Rules, Operating Instructions and relevant Standard Operating Procedures in addition to any skills knowledge that are to be assessed.

The candidates Assessment Folder will be sent to the Assessing Officer who will then set the assessment criteria, which will be based on the procedure: One or more of the following methods will be used to assess the suitability of the candidate:

- Interview
- Set written examinations,
- Oral tests
- Practical skill tests

The Assessing Officer can accept competency skills tests undertaken by accredited training providers. Records of the assessment will be kept in the candidate Assessment Folder and will including copies of any examinations or tests. The Assessing Officer will then make a formal recommendation for appointment or rejection of the candidate and this will be recorded in the candidates Assessment Folder.



The Assessment Folder for successful candidates can then be put forward to the



Health, Safety and Environment Management System Procedure

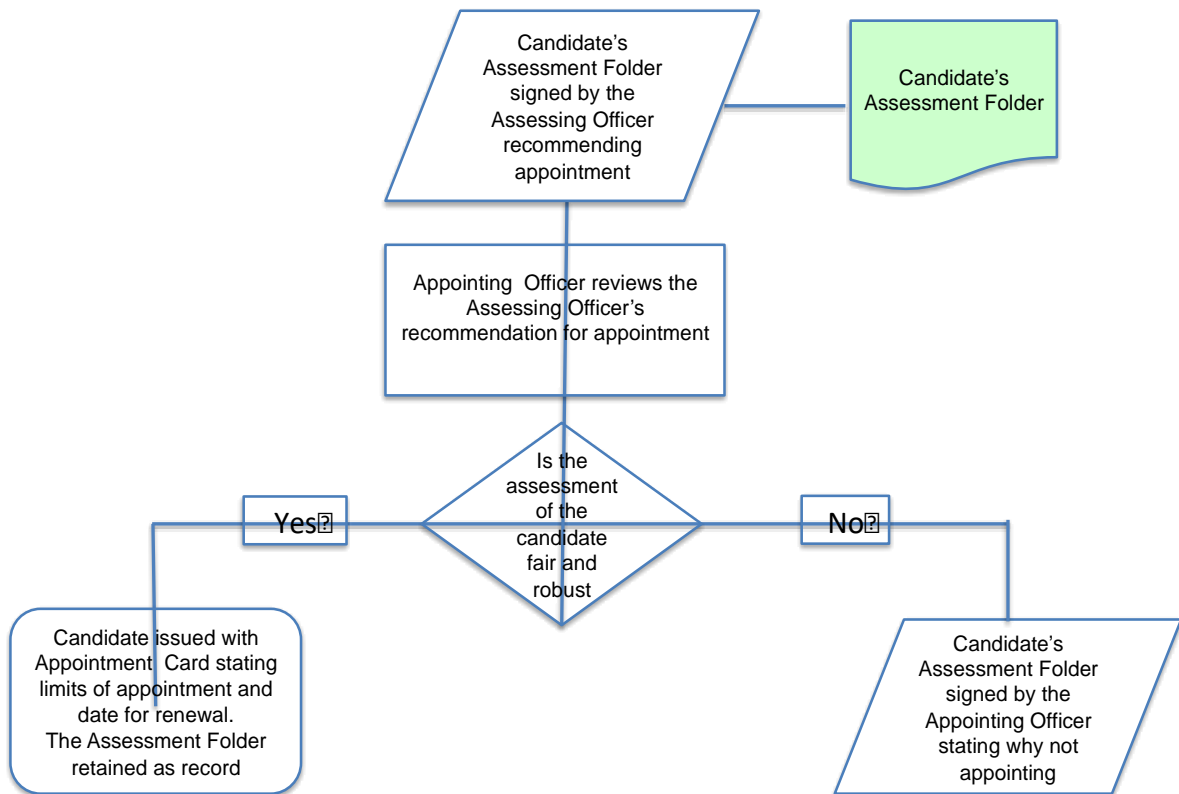
Assessment and Appointment of Personnel to System Safety Rules Roles and Responsibilities

Effective Date 01/ 06 / 2021	
Procedure #: CP.HSEMS.17	
Issue : 1	Revision : 2
Page 13 of 38	
Approved by:	
Managing Director	

Authorising Officer with the recommendation for appointment. For unsuccessful candidates the Assessment Folder will be returned to the candidates Line Manager with the reasons for the rejection clearly documented in the Assessment Folder.

6.4 Appointment

The Appointing Officer will be appointed in writing and the letter of appointment will outline the responsibilities and limits of the position. The Appointing Officer must have a good working knowledge of the AADC System Safety Rules, Operating Instructions and relevant Standard Operating Procedures. The Appointing Officer should also keep up to date with current safety legislation issued by Abu Dhabi Water and Electricity Authority (ADWEA) and Regulation & Supervision Bureau (RSB).



The Appointing Officer will receive the Assessment Folder with a signed declaration recommending the candidate for appointment together with the two signed passport



شركة العين للتوزيع
Al Ain Distribution Company

Health, Safety and Environment Management System Procedure

Assessment and Appointment of Personnel to System Safety Rules Roles and Responsibilities

Effective Date 01/ 06 / 2021

Procedure #: CP.HSEMS.17

Issue : 1

Revision : 2

Page 14 of 38

Approved by:

Managing Director

photographs of the candidate. The Appointing Officer must satisfy them self that the assessment of the candidate has been robust and fair and all the necessary checks and tests have been undertaken to demonstrate that the candidate has met the minimum requirements for appointment.

All the necessary documentation and supporting evidence must be available to the Appointing Officer for review. On the completion of a satisfactory review the Appointing Officer will sign the Assessment Folder confirming the appointment of the person also the commencement and renewal date for the appointment will be set.

The appointment of a person to a role shall be for a maximum of 3 years with a review to be undertaken to ensure that the required competence and skills have been maintained to a satisfactory standard before an appointment is renewed for a further 3 years.

The candidate will be issued with their signed copy of the AADC System Safety Rules and an Authorization Card with candidates photograph. The Authorization Card will detail the level of competency together with any limitations, the name, employer start and end date of the appointment. The candidates Assessment Folder will be returned to AADC Human Resources as a record.

6.5 Re-assessment

An unsuccessful candidate's Assessment Folder will be returned to the Line Manager with recommendation for further training and or experience. Candidates that are unsuccessful will be given an opportunity for further development and may be assigned a development plan that should be completed before the candidate is put forward for re-assessment. A limited period of work under personal supervision may be appropriate. Any development or retraining should be recorded in the candidates Assessment Folder.

7.0 References

- 7.1 Article 98 of Federal Law No. 8 for 1980 on Regulation of Labour Relations.
- 7.2 Abu Dhabi Occupational Health and Safety Management System Framework (OSHAD-SF) – Management Systems Elements – Element 05 – Training, Awareness and Competency, Version 3.1 March 2017.



شركة العين للتوزيع
Al Ain Distribution Company

Health, Safety and Environment Management System Procedure

Assessment and Appointment of Personnel to System Safety Rules Roles and Responsibilities

Effective Date 01/ 06 / 2021

Procedure #: CP.HSEMS.17

Issue : 1

Revision : 2

Page 15 of 38

Approved by:

Managing Director

- 7.3 Training Risk Management Procedure, CP.HSEMS.04
- 7.4 Training, Awareness and Competence, CP.HSEMS.08
- 7.5 Training Awareness and Competency Procedure Competency Matrix

8.0 Appendices

Appendix 1 - SSR Appointment Categories

Appendix 2 - SSR Technical Requirement Summary

Appendix 3 - SSR Minimum Technical Requirement

Appendix 4 - HSE Competency Matrix for Authorised, Control and Competent Persons



شركة العين للتوزيع
Al Ain Distribution Company

Health, Safety and Environment Management System Procedure

Assessment and Appointment of Personnel to System Safety Rules Roles and Responsibilities

Effective Date 01/ 06 / 2021	
Procedure #: CP.HSEMS.17	
Issue : 1	Revision : 2
Page 16 of 38	
Approved by:	
Managing Director	

Appendix 1. Appointment Categories

CONTROL PERSON	
CN1	Carry out the duties of a Control Person on the high voltage distribution network.
CN2	Carry out the duties of a Control Person on the low voltage distribution network.
CN3	Carry out the duties of a Control Person on mechanical (water) distribution network.

AUTHORISED PERSON	
AP1	Prepare, issue and cancel specified safety documents and undertake operations on the high voltage network.
AP2	Prepare, issue and cancel specified safety documents and undertake operations on the low voltage equipment.
AP3	Prepare, issue and cancel specified safety documents and undertake operations on mechanical equipment.
AP4	Team Leader responsible for putting people to work also prepare, issue and cancel specified safety documents (Limited Access Permit for Safety from the System, Confined Spaces, Excavation and Hot Work).
AP5	Supervise Live Line work on the 11kV and 33kV networks and to receive and clear HV Live line consent form. This person is authorized and appointed by the HV Live line service provider and is duly assessed by Service Provider Consultant .

COMPTENT PERSON	
CP1	Undertake switching activities on the 33kV, 11kV and LV networks also receive and clear specified safety documents.



شركة العين للتوزيع
Al Ain Distribution Company

Health, Safety and Environment Management System Procedure

Assessment and Appointment of Personnel to System Safety Rules Roles and Responsibilities

Effective Date 01/ 06 / 2021

Procedure #: CP.HSEMS.17

Issue : 1

Revision : 2

Page 17 of 38

Approved by:


Managing Director

CP2

Receive and clear specified safety documents on the 33kV, 11kV, LV networks and mechanical systems.


COMPETENT PERSON LIVE WORKING

CP3a	Live Operational Task LV network - remove and replace fuses.
CP3b	Live Operational Task LV network - electrical testing.
CP3c	Live LV work - disconnect and reconnect cables in service pillars and turrets.
CP3d	Live LV work - control panels and cubicles.
CP3e	Live LV work - disconnect and reconnect CT energy meters.
CP3f	Live LV work - connect and disconnect Smart generators.
CP3g	Live LV work - accompaniment for work and operational tasks.
CP3h	Live 33kV work - overhead lines to a defined procedure.
CP3i	Live 11kV work - overhead lines to a defined procedure.

 <p>شركة العين للتوزيع Al Ain Distribution Company</p>	Health, Safety and Environment Management System Procedure Assessment and Appointment of Personnel to System Safety Rules Roles and Responsibilities	Effective Date 10/ 01 / 2019	
		Procedure #: CP.HSEMS.17	
		Issue : 1	Revision : 0
		Page 18 of 38	
		Approved by: Managing Director	

Appendix 2. SSR Technical Requirement Summary

System Safety Ruled defined positions of appointment	Responsibility	Level of Understanding											
		System Safety Rules			Operating Instructions			Standard Operating Procedures					
		Basic	Proficient	Advanced	Basic	Proficient	Advanced	Basic	Proficient	Advanced			
Control Person	CN1	Control Person for the high voltage network				✓				✓			
	CN2	Control Person for the low voltage network				✓					✓		
	CN3	Control Person for the water distribution network				✓					✓		
Authorized Person	AP1	Prepare, issue and cancel safety documents for the high voltage network.				✓					✓		
	AP2	Prepare, issue and cancel safety documents for the low voltage network				✓					✓		
	AP3	Prepare, issue and cancel safety documents for the water network				✓					✓		
	AP4	Plan & prepare document to put people to work, issue and cancel specific LAPs			✓			✓					✓
Competent Person	CP1	Receive and clear safety documents and carry out specified switching duties			✓		✓						✓
	CP2	Receive and clear safety documents on the Power and Water networks.			✓		✓						✓
CP Live Working	CP3a	Live Operational Task LV network removing and replacing fuses			✓		✓						✓
	CP3b	Live Operational Task LV network testing			✓		✓						✓
	CP3c	Live LV work - disconnect and reconnect cables in service pillars and turrets.			✓		✓						✓
	CP3d	Live LV work - protection and control equipment			✓		✓						✓
	CP3e	Live LV work - disconnect and reconnect CT energy meters			✓		✓						✓
	CP3f	Live LV work - connect and disconnect Smart generators.			✓		✓						✓
	CP3g	Live LV - accompaniment for work and operational tasks.		✓			✓					✓	
	CP3h	Live 33kV work - overhead lines to a defined procedure			✓		✓						✓
	CP3i	Live 11kV work - overhead lines to a defined procedure			✓		✓						✓

 شركة العين للتوزيع Al Ain Distribution Company	Health, Safety and Environment Management System Procedure Assessment and Appointment of Personnel to System Safety Rules Roles and Responsibilities	Effective Date 01/ 06 / 2021	
		Procedure #: CP.HSEMS.17	
		Issue : 1	Revision : 2
		Page 19 of 38	
		Approved by:	
		Managing Director	


Appendix
Minimum Technical Requirement

3. SSR

Technical competency levels required for: Control Person (CN1) High voltage	Level of Competence			Remarks
	Basic	Proficient	Advanced	
Understanding of the System Safety Rules			✓	
Understanding of the Operating Instructions			✓	
Understanding Standard Operating Procedures	✓			
Types and function of switchgear 33kV and 11kV			✓	Oil, vacuum, SF ₆ , fuses, CBs, isolators and switch fuses
Transformers Primary 33/11kV			✓	Continuous Emergency Rating, tap changers, OFAF/ONAN cooling types,
Transformers 11/0.415kV ground & pole mounted		✓		Off load tap changers,
Types and ratings of underground cables			✓	Ratings and cyclic duty
Types of overhead lines construction	✓			Sag and regulation, minimum ground clearance.
Types and function of protection equipment			✓	Fault levels, discrimination, operating times
Earthing	✓			Types, HV and LV separation, impedance
Security of supply standards			✓	Firm capacity, N-1, CAIDI, SAIDI / SAIFI

Key:	Basic	Proficient	Advanced
	Being Aware	Having a good understanding	Being Competent

Control Person CN1 to be a minimum of 25 years of age and have at least 5 years experience in the Electrical Distribution industry. Have a basic qualification in electrical engineering relating to design principles, operation and maintenance and protection systems. Should be assessed in practical exercises on switching simulating high voltage radial distribution systems with interconnection. Attend Control Persons (CN1) refresher training every 5 years.

 <p>شركة العين للتوزيع Al Ain Distribution Company</p>	Health, Safety and Environment Management System Procedure Assessment and Appointment of Personnel to System Safety Rules Roles and Responsibilities	Effective Date 01/ 06 / 2021	
		Procedure #: CP.HSEMS.17	
		Issue : 1	Revision : 2
		Page 20 of 38	
		Approved by: Managing Director	

Appendix


Minimum Technical Requirement (Continued)

3. SSR

Technical competency levels required for: Control Person (CN2) Low voltage	Level of Competence			Remarks
	Basic	Proficient	Advanced	
Understanding of the System Safety Rules			✓	
Understanding of the Operating Instructions			✓	
Understanding Standard Operating Procedures		✓		
Types and function of switchgear 33kV and 11kV		✓		Oil, vacuum, SF ₆ , fuses, CBs, isolators and switch fuses
Transformers Primary 33/11kV	✓			Continuous Emergency Rating, tap changers, OFAF/ONAN cooling types,
Transformers 11/0.415kV ground & pole mounted		✓		Off load tap changers,
Types and ratings of underground cables		✓		Ratings and cyclic duty
Types of overhead lines construction	✓			Sag and regulation, minimum ground clearance.
Types and function of protection equipment	✓			Fault levels, discrimination, operating times
Earthing		✓		Types, HV and LV separation, impedance
Security of supply standards	✓		✓	Firm capacity, N-1, CAIDI, SAIDI / SAIFI

Key:	Basic	Proficient	Advanced
	Being Aware	Having a good understanding	Being Competent

Control Person CN2 to be a minimum of 25 years of age and have at least 5 years experience in the Electrical Distribution industry. Have a basic qualification in electrical engineering relating to design principles, operation and maintenance and protection systems. Should be assessed in practical exercises on switching simulating low voltage radial distribution systems also with interconnection. Attend Control Persons (CN2) refresher training every 5 years.

 <p>شركة العين للتوزيع Al Ain Distribution Company</p>	Health, Safety and Environment Management System Procedure Assessment and Appointment of Personnel to System Safety Rules Roles and Responsibilities	Effective Date 01/ 06 / 2021	
		Procedure #: CP.HSEMS.17	
		Issue : 1	Revision : 2
		Page 21 of 38	
		Approved by:	
		Managing Director	

Appendix


Minimum Technical Requirement (Continued)

3. SSR

Technical competency levels required for: Control Person (CN3) Water distribution	Level of Competence			Remarks
	Basic	Proficient	Advanced	
Understanding of the System Safety Rules			✓	
Understanding of the respective Operating Instructions			✓	
Types and functions of mechanical equipment on the water network			✓	Pumps, motors, actuators, pipelines, chemical dosing systems etc.
LV electrical isolation of equipment		✓		
LV electrical switching		✓		
Mechanical equipment – achievement of ‘zero potential’		✓		
Hazardous materials & dosing systems		✓		

Key:	Basic	Proficient	Advanced
	Being Aware	Having a good understanding	Being Competent

Control Person CN3 to be a minimum of 25 years of age and have at least 5 years experience in the Water distribution industry. Have a basic qualification in water and mechanical engineering relating to design principles, operation and maintenance and chemical systems. Should be assessed in practical exercises on operation of pumping stations and the water distribution systems. Attend Control Persons (CN3) refresher training every 5 years.

 <p>شركة العين للتوزيع Al Ain Distribution Company</p>	Health, Safety and Environment Management System Procedure Assessment and Appointment of Personnel to System Safety Rules Roles and Responsibilities	Effective Date 01/ 06 / 2021	
		Procedure #: CP.HSEMS.17	
		Issue : 1	Revision : 2
		Page 22 of 38	
		Approved by:	
		Managing Director	


Appendix 3. SSR Minimum Technical Requirement (Continued)

Technical competency levels required for: Authorized Person (AP1) High Voltage	Level of Competence			Remarks
	Basic	Proficient	Advanced	
Understanding of the System Safety Rules			✓	
Understanding of the Operating Instructions			✓	
Types and function of switchgear 33kV and 11kV			✓	Oil, vacuum, SF ₆ , fuses, CBs, isolators and switch fuses
Transformers Primary 33/11kV			✓	Continuous Emergency Rating, tap changers, OFAF/ONAN cooling types,
Transformers 11/0.415kV ground & pole mounted		✓		Off load tap changers,
Types of underground cables		✓		Ratings and cyclic duty, ID & Spiking
Types of overhead lines and construction	✓			Sag and regulation, minimum ground clearance.
Types and function of protection equipment			✓	Fault levels, discrimination, operating times, AR, Voltage control
Earthing			✓	Types, HV and LV separation, impedance
Security of supply standards	✓			Firm capacity, N-1, CAIDI, SAIDI / SAIFI

Key:	Basic	Proficient	Advanced
	Being Aware	Having a good understanding	Being Competent

Authorized Person AP1 to be a minimum of 23 years of age and have at least 3 years experience in the Electrical Distribution industry.

Have a basic qualification in electrical engineering relating to design principles, operation and maintenance and protection systems. Should be assessed in practical exercises on switching simulating high voltage ring and radial distribution systems. Attend Authorized Persons (AP1) refresher training every 3 years. Hold an Emergency First Aid certificate with refresher every 3 years.

 <p>شركة العين للتوزيع Al Ain Distribution Company</p>	Health, Safety and Environment Management System Procedure Assessment and Appointment of Personnel to System Safety Rules Roles and Responsibilities	Effective Date 01/ 06 / 2021	
		Procedure #: CP.HSEMS.17	
		Issue : 1	Revision : 2
		Page 23 of 38	
		Approved by:	
		Managing Director	

Appendix
Minimum Technical Requirement (Continued)


3. SSR

Technical competency levels required for: Authorized Person (AP2) Low Voltage	Level of Competence			Remarks
	Basic	Proficient	Advanced	
Understanding of the System Safety Rules			✓	
Understanding of the Operating Instructions			✓	
Types and function of switchgear 33kV and 11kV	✓			Oil, vacuum, SF ₆ , fuses, CBs, isolators and switch fuses
Transformers Primary 33/11kV	✓			Continuous Emergency Rating, tap changers, OFAF/ONAN cooling types,
Transformers 11/0.415kV ground & pole mounted		✓		Off load tap changers,
Types and ratings of underground cables	✓			Ratings and cyclic duty
Types of overhead lines construction	✓			Sag and regulation, minimum ground clearance.
Types and function of protection equipment	✓			Fault levels, discrimination, operating times
Earthing		✓		Types, HV and LV separation, impedance
Security of supply standards	✓			Firm capacity, N-1, CAIDI, SAIDI / SAIFI

Key:	Basic	Proficient	Advanced
		Being Aware	Having a good understanding

Authorized Person AP2 to be a minimum of 23 years of age and have at least 3 years experience in the Electrical Distribution industry.

Have a basic qualification in electrical engineering relating to design principles, operation and maintenance and protection systems. Should be assessed in practical exercises on switching simulating low voltage radial distribution systems with interconnection. Attend Authorized Persons (AP2) refresher training every 3 years. Hold an Emergency First Aid certificate with refresher every 3 years.

 <p>شركة العين للتوزيع Al Ain Distribution Company</p>	Health, Safety and Environment Management System Procedure Assessment and Appointment of Personnel to System Safety Rules Roles and Responsibilities	Effective Date 01/ 06 / 2021	
		Procedure #: CP.HSEMS.17	
		Issue : 1	Revision : 2
		Page 24 of 38	
		Approved by: Managing Director	

Appendix

Minimum Technical Requirement (Continued)


3. SSR

Technical competency levels required for: Authorized Person (AP3) Mechanical	Level of Competence			Remarks
	Basic	Proficient	Advanced	
Understanding of the System Safety Rules			✓	
Understanding of the respective Operating Instructions			✓	
Types and functions of mechanical equipment on the water network			✓	Pumps, motors, actuators, pipelines, chemical dosing systems etc.
LV electrical isolation of equipment		✓		
LV electrical switching		✓		
Mechanical equipment – achievement of ‘zero potential’		✓		
Hazardous materials and dosing systems		✓		

Key:	Basic	Proficient	Advanced
		Being Aware	Having a good understanding

Authorized Person AP3 to be a minimum of 23 years of age and have at least 3 years’ experience in the Water Distribution industry.

Have a basic qualification in mechanical / chemical and/or electrical engineering relating to the operation and maintenance of mechanical and chemical systems. Attend Authorized Persons (AP1) refresher training every 3 years. Hold an Emergency First Aid certificate with refresher every 3 years.

 <p>شركة العين للتوزيع Al Ain Distribution Company</p>	Health, Safety and Environment Management System Procedure Assessment and Appointment of Personnel to System Safety Rules Roles and Responsibilities	Effective Date 01/ 06 / 2021	
		Procedure #: CP.HSEMS.17	
		Issue : 1	Revision : 2
		Page 25 of 38	
		Approved by: Managing Director	


Appendix
Minimum Technical Requirement (Continued)

3. SSR

Technical competency levels required for: Authorized Person (AP4) Team Leader	Level of Competence			Remarks
	Basic	Proficient	Advanced	
Understanding of the System Safety Rules			✓	
Understanding of the Operating Instructions			✓	
Types and function of switchgear 33kV and 11kV		✓		Oil, vacuum, SF ₆ , fuses, CBs, isolators and switch fuses
Transformers Primary 33/11kV		✓		Continuous Emergency Rating, tap changers, OFAF/ONAN cooling types,
Transformers 11/0.415kV ground & pole mounted		✓		Off load tap changers,
Types and ratings of underground cables		✓		Ratings and cyclic duty
Types of overhead lines construction		✓		Sag and regulation, minimum ground clearance.
Types and function of protection equipment		✓		Fault levels, discrimination, operating times
Earthing		✓		Types, HV and LV separation, impedance
Security of supply standards		✓		Firm capacity, N-1, CAIDI, SAIDI & SAIFI

Key:	Basic	Proficient	Advanced
	Being Aware	Having a good understanding	Being Competent

Authorized Person AP4 Team Leader to be a minimum of 23 years of age and have at least 3 years experience in the Electrical Distribution industry. Have a basic qualification in electrical engineering relating to design principles, operation and maintenance and protection systems. Should be assessed in practical exercises on switching simulating low voltage radial distribution systems with interconnection. Attend Authorized Persons (AP4) refresher training every 3 years. Hold an Emergency First Aid certificate with refresher every 3 years.

 <p>شركة العين للتوزيع Al Ain Distribution Company</p>	Health, Safety and Environment Management System Procedure Assessment and Appointment of Personnel to System Safety Rules Roles and Responsibilities	Effective Date 01/ 06 / 2021	
		Procedure #: CP.HSEMS.17	
		Issue : 1	Revision : 2
		Page 26 of 38	
		Approved by: Managing Director	

Appendix


Minimum Technical Requirements (Continued)

3. SSR

Technical competency levels required for: Competent Person (CP1) Power & Water	Level of Competence			Remarks
	Basic	Proficient	Advanced	
Understanding of the System Safety Rules		✓		Issue and cancel safety documents
Understanding of the Operating Instructions	✓			Relevant to appointment scope
Standard Operating Procedures			✓	Relevant to appointment scope + generic SOPs
Risk Assessment		✓		Site RAs and mitigation actions
Switchgear types and function		✓		Oil, vacuum, SF ₆ , fuses, CBs, isolators, HV switch fuses and LV fuses.
Transformers 11/0.415kV ground & pole mounted	✓			Off load tap changers,
Underground cables	✓			Types HV, LV and protection cables
Types and function of protection equipment	✓			Types of basic protection schemes
Earthing	✓			Types, HV and LV separation, impedance

Key:	Basic	Proficient	Advanced
	Being Aware	Having a good understanding	Being Competent

Competent Person CP1 to be a minimum of 21 years of age and have at least 3 years experience in the Electrical Distribution industry. Have a basic understanding of the electrical or water network. Should be assessed in practical exercises on switching simulating high, low voltage and water networks. Attend Competent Persons (CP1) refresher training every 3 years. Hold an Emergency First Aid certificate with refresher every 3 years.

 <p>شركة العين للتوزيع Al Ain Distribution Company</p>	Health, Safety and Environment Management System Procedure Assessment and Appointment of Personnel to System Safety Rules Roles and Responsibilities	Effective Date 01/ 06 / 2021	
		Procedure #: CP.HSEMS.17	
		Issue : 1	Revision : 2
		Page 27 of 38	
		Approved by: Managing Director	


Appendix
Minimum Technical Requirement (Continued)

3. SSR

Technical competency levels required for: Competent Person (CP2)	Level of Competence			Remarks
	Basic	Proficient	Advanced	
Understanding of the System Safety Rules		✓		Issue and cancel safety documents
Understanding of the Operating Instructions	✓			Relevant to appointment scope
Standard Operating Procedures			✓	Relevant to appointment scope + generic SOPs
Risk Assessment		✓		Site RAs and mitigation actions
Switchgear types and function		✓		Oil, vacuum, SF ₆ fuses, CBs, isolators, HV switch fuses and LV fuses.
Transformers 11/0.415kV ground & pole mounted	✓			Off load tap changers,
Underground cables	✓			Types HV, LV and protection cables
Types and function of protection equipment	✓			Types of basic protection schemes
Earthing	✓			Types, HV and LV separation, impedance

Key:	Basic	Proficient	Advanced
	Being Aware	Having a good understanding	Being Competent

Competent Person CP2 to be a minimum of 18 years of age and have at least 2 years experience in the Electrical Distribution industry. Have a basic understanding of the electrical network. Should be assessed in relevant practical skills. Attend Competent Persons (CP2) refresher training every 3 years.

 <p>شركة العين للتوزيع Al Ain Distribution Company</p>	Health, Safety and Environment Management System Procedure Assessment and Appointment of Personnel to System Safety Rules Roles and Responsibilities	Effective Date 01/ 06 / 2021	
		Procedure #: CP.HSEMS.17	
		Issue : 1	Revision : 2
		Page 28 of 38	
		Approved by:	
		Managing Director	


Appendix
Minimum Technical Requirement (Continued)

3. SSR

Technical competency levels required for: Competent Person (CP3a) LV Operational task - remove and replace LV fuses	Level of Competence			Remarks
	Basic	Proficient	Advanced	
Understanding of the System Safety Rules		✓		Issue and cancel safety documents
Understanding of the Operating Instructions	✓			Relevant to appointment scope
Standard Operating Procedures for Live Working			✓	Relevant to appointment scope + generic SOPs
Risk Assessment		✓		Site RAs and mitigation actions
Switchgear types and function		✓		Relevant to appointment scope
Transformers ground & pole mounted	✓			Relevant to appointment scope
Underground cables	✓			Relevant to appointment scope
Types and function of protection equipment	✓			Relevant to appointment scope
Earthing	✓			Relevant to appointment scope

Key:	Basic	Proficient	Advanced
	Being Aware	Having a good understanding	Being Competent

Competent Person CP3a to be a minimum of 21 years of age and have at least 3 years experience in the Electrical Distribution industry. Have a basic understanding of the electrical network. Should be assessed in relevant practical skills including Live operational task procedure. Attend Competent Persons (CP3a) refresher training every 3 years.

 <p>شركة العين للتوزيع Al Ain Distribution Company</p>	Health, Safety and Environment Management System Procedure Assessment and Appointment of Personnel to System Safety Rules Roles and Responsibilities	Effective Date 01/ 06 / 2021	
		Procedure #: CP.HSEMS.17	
		Issue : 1	Revision : 2
		Page 29 of 38	
		Approved by: Managing Director	


Appendix
Minimum Technical Requirement (Continued)

3. SSR

Technical competency levels required for: Competent Person (CP3b) LV Operational task - electrical testing	Level of Competence			Remarks
	Basic	Proficient	Advanced	
Understanding of the System Safety Rules		✓		Issue and cancel safety documents
Understanding of the Operating Instructions	✓			Relevant to appointment scope
Standard Operating Procedures for Live Working			✓	Relevant to appointment scope + generic SOPs
Risk Assessment		✓		Site RAs and mitigation actions
Switchgear types and function		✓		Relevant to appointment scope
Transformers ground & pole mounted	✓			Relevant to appointment scope
Underground cables	✓			Relevant to appointment scope
Types and function of protection equipment	✓			Relevant to appointment scope
Earthing	✓			Relevant to appointment scope

Key:	Basic	Proficient	Advanced
	Being Aware	Having a good understanding	Being Competent

Competent Person CP3b to be a minimum of 21 years of age and have at least 3 years experience in the Electrical Distribution industry. Have a basic understanding of the electrical network. Should be assessed in relevant practical skills including Live operational task procedure. Attend Competent Persons (CP3b) refresher training every 3 years.

 <p>شركة العين للتوزيع Al Ain Distribution Company</p>	Health, Safety and Environment Management System Procedure Assessment and Appointment of Personnel to System Safety Rules Roles and Responsibilities	Effective Date 01/ 06 / 2021	
		Procedure #: CP.HSEMS.17	
		Issue : 1	Revision : 2
		Page 30 of 38	
		Approved by: Managing Director	


Appendix
Minimum Technical Requirement (Continued)

3. SSR

Technical competency levels required for: Competent Person (CP3c) LV Live work – disconnect & reconnect cables in pillars	Level of Competence			Remarks
	Basic	Proficient	Advanced	
Understanding of the System Safety Rules		✓		Issue and cancel safety documents
Understanding of the Operating Instructions	✓			Relevant to appointment scope
Standard Operating Procedures for Live Working			✓	Relevant to appointment scope + generic SOPs
Risk Assessment		✓		Site RAs and mitigation actions
Switchgear types and function		✓		Relevant to appointment scope
Transformers ground & pole mounted	✓			Relevant to appointment scope
Underground cables		✓		Relevant to appointment scope
Types and function of LV fuses	✓			Relevant to appointment scope
Earthing	✓			Relevant to appointment scope

Key:	Basic	Proficient	Advanced
		Being Aware	Having a good understanding

Competent Person CP3c to be a minimum of 21 years of age and have at least 3 years experience in the Electrical Distribution industry. Have a basic understanding of the electrical network. Should be assessed in relevant practical skills including Live operational task procedure. Attend Competent Persons (CP3c) refresher training every 3 years. Be trained in first aid and hold a valid first aid certificate.

 <p>شركة العين للتوزيع Al Ain Distribution Company</p>	Health, Safety and Environment Management System Procedure Assessment and Appointment of Personnel to System Safety Rules Roles and Responsibilities	Effective Date 01/ 06 / 2021	
		Procedure #: CP.HSEMS.17	
		Issue : 1	Revision : 2
		Page 31 of 38	
		Approved by:	
		Managing Director	


Appendix
Minimum Technical Requirement (Continued)

3. SSR

Technical competency levels required for: Competent Person (CP3d) LV Live work – protection & control equipment	Level of Competence			Remarks
	Basic	Proficient	Advanced	
Understanding of the System Safety Rules		✓		Issue and cancel safety documents
Understanding of the Operating Instructions	✓			Relevant to appointment scope
Standard Operating Procedures for Live Working			✓	Relevant to appointment scope + generic SOPs
Risk Assessment		✓		Site RAs and mitigation actions
Switchgear types and function		✓		Relevant to appointment scope
Transformers ground & pole mounted	✓			Relevant to appointment scope
Underground cables		✓		Relevant to appointment scope
Types and function of LV fuses	✓			Relevant to appointment scope
Protection and Controls Systems		✓		Relevant to appointment scope
Earthing	✓			Relevant to appointment scope

Key:	Basic	Proficient	Advanced
	Being Aware	Having a good understanding	Being Competent

Competent Person CP3d to be a minimum of 21 years of age and have at least 3 years experience in the Electrical Distribution industry. Have a basic understanding of the electrical network also protection and control schemes. Should be assessed in relevant practical skills including Live operational task procedure. Attend Competent Persons (CP3d) refresher training every 3 years. Be trained in first aid and hold a valid first aid certificate.

 <p>شركة العين للتوزيع Al Ain Distribution Company</p>	Health, Safety and Environment Management System Procedure Assessment and Appointment of Personnel to System Safety Rules Roles and Responsibilities	Effective Date 01/ 06 / 2021	
		Procedure #: CP.HSEMS.17	
		Issue : 1	Revision : 2
		Page 32 of 38	
		Approved by:	
		Managing Director	


Appendix
Minimum Technical Requirement (Continued)

3. SSR

Technical competency levels required for: Competent Person (CP3e) LV Live work – CT energy meters disconnect and reconnect	Level of Competence			Remarks
	Basic	Proficient	Advanced	
Understanding of the System Safety Rules		✓		Issue and cancel safety documents
Understanding of the Operating Instructions	✓			Relevant to appointment scope
Standard Operating Procedures for Live Working			✓	Relevant to appointment scope + generic SOPs
Risk Assessment		✓		Site RAs and mitigation actions
Switchgear types and function		✓		Relevant to appointment scope
Transformers ground & pole mounted	✓			Relevant to appointment scope
Underground cables		✓		Relevant to appointment scope
Types and function of LV fuses	✓			Relevant to appointment scope
CT Metering types and function		✓		Relevant to appointment scope
Earthing	✓			Relevant to appointment scope

Key:	Basic	Proficient	Advanced
	Being Aware	Having a good understanding	Being Competent

Competent Person CP3e to be a minimum of 21 years of age and have at least 3 years experience in the Electrical Distribution industry. Have a basic understanding of the electrical network also protection and control schemes. Should be assessed in relevant practical skills including Live operational task procedure. Attend Competent Persons (CP3e) refresher training every 3 years. Be trained in first aid and hold a valid first aid certificate.

 <p>شركة العين للتوزيع Al Ain Distribution Company</p>	Health, Safety and Environment Management System Procedure Assessment and Appointment of Personnel to System Safety Rules Roles and Responsibilities	Effective Date 01/ 06 / 2021	
		Procedure #: CP.HSEMS.17	
		Issue : 1	Revision : 2
		Page 33 of 38	
		Approved by: Managing Director	


Appendix
Minimum Technical Requirement (Continued)

3. SSR

Technical competency levels required for: Competent Person (CP3f) LV live work – Smart generators connect & disconnect	Level of Competence			Remarks
	Basic	Proficient	Advanced	
Understanding of the System Safety Rules		✓		Issue and cancel safety documents
Understanding of the Operating Instructions	✓			Relevant to appointment scope
Standard Operating Procedures for Live Working			✓	Relevant to appointment scope + generic SOPs
Risk Assessment		✓		Site RAs and mitigation actions
Switchgear types and function		✓		Relevant to appointment scope
Transformers ground & pole mounted	✓			Relevant to appointment scope
Underground cables		✓		Relevant to appointment scope
Types and function of LV fuses	✓			Relevant to appointment scope
Smart Generators		✓		Relevant to appointment scope
Earthing	✓			Relevant to appointment scope

Key:	Basic	Proficient	Advanced
	Being Aware	Having a good understanding	Being Competent

Competent Person CP3f to be a minimum of 21 years of age and have at least 3 years experience in the Electrical Distribution industry. Have a basic understanding of the electrical network and protection schemes. Should be assessed in relevant practical skills including Live operational task procedure. Attend Competent Persons (CP3f) refresher training every 3 years. Be trained in first aid and hold a valid first aid certificate.

 <p>شركة العين للتوزيع Al Ain Distribution Company</p>	Health, Safety and Environment Management System Procedure Assessment and Appointment of Personnel to System Safety Rules Roles and Responsibilities	Effective Date 01/ 06 / 2021	
		Procedure #: CP.HSEMS.17	
		Issue : 1	Revision : 2
		Page 34 of 38	
		Approved by:	
		Managing Director	


Appendix
Minimum Technical Requirement (Continued)

3. SSR

Technical competency levels required for: Competent Person (CP3g) LV Live accompaniment for work and operational tasks	Level of Competence			Remarks
	Basic	Proficient	Advanced	
Understanding of the System Safety Rules	✓			Issue and cancel safety documents
Understanding of the Operating Instructions	✓			Relevant to appointment scope
Standard Operating Procedures for Live Working			✓	Relevant to appointment scope + generic SOPs
Risk Assessment		✓		Site RAs and mitigation actions
Switchgear types and function		✓		Relevant to appointment scope
Transformers ground & pole mounted	✓			Relevant to appointment scope
Underground cables		✓		Relevant to appointment scope
Types and function of LV fuses	✓			Relevant to appointment scope
Rescue of person from Live equipment		✓		Relevant to appointment scope
Earthing	✓			Relevant to appointment scope

Key:	Basic	Proficient	Advanced
	Being Aware	Having a good understanding	Being Competent

Competent Person CP3g to be a minimum of 21 years of age and have at least 3 years experience in the Electrical Distribution industry. Have a basic understanding of the electrical network including danger from live exposed equipment. Understand the role of accompaniment to observe but not assist with the task of work. Should be assessed in relevant practical skills including Live operational task and work procedure. Attend Competent Persons (CP3g) refresher training every 3 years. Be trained in first aid and hold a valid first aid certificate and .


 <p>شركة العين للتوزيع Al Ain Distribution Company</p>	Health, Safety and Environment Management System Procedure Assessment and Appointment of Personnel to System Safety Rules Roles and Responsibilities	Effective Date 01/ 06 / 2021	
		Procedure #: CP.HSEMS.17	
		Issue : 1	Revision : 2
		Page 35 of 38	
		Approved by:	
		Managing Director	

Appendix 3. SSR Minimum Technical Requirement (Continued)

Technical competency levels required for: Competent Person (CP3h) Live 33kV work – on overhead lines	Level of Competence			Remarks
	Basic	Proficient	Advanced	
Understanding of the System Safety Rules		✓		Relevant to appointment scope
Understanding of the Operating Instructions		✓		Relevant to appointment scope
Live working procedures			✓	Relevant to appointment scope
Risk Assessment		✓		Site RAs and mitigation actions
Switchgear types and function		✓		Relevant to appointment scope
Transformers ground & pole mounted	✓			Relevant to appointment scope
Underground cables	✓			Relevant to appointment scope
Types and function of LV fuses	✓			Relevant to appointment scope
Maintenance of Live work tools and equipment		✓		Relevant to appointment scope
Pole top rescue techniques		✓		Relevant to appointment scope
Earthing	✓			Relevant to appointment scope

Key:	Basic	Proficient	Advanced
	Being Aware	Having a good understanding	Being Competent

Competent Person CP3h to be a minimum of 21 years of age and have at least 3 years experience in the Electrical Distribution industry. Have a basic understanding of the electrical network and overhead lines including conductors. Should be assessed in relevant practical skills including Live 33kV procedures. Attend Competent Persons (CP3h) refresher training every 3 years. Be trained in first aid and hold a valid first aid certificate.


 <p>شركة العين للتوزيع Al Ain Distribution Company</p>	Health, Safety and Environment Management System Procedure Assessment and Appointment of Personnel to System Safety Rules Roles and Responsibilities	Effective Date 01/ 06 / 2021	
		Procedure #: CP.HSEMS.17	
		Issue : 1	Revision : 2
		Page 36 of 38	
		Approved by:	
		Managing Director	

Appendix 3. SSR Minimum Technical Requirement (Continued)

Technical competency levels required for: Competent Person (CP3i) Live 11kV work – on overhead lines	Level of Competence			Remarks
	Basic	Proficient	Advanced	
Understanding of the System Safety Rules		✓		Relevant to appointment scope
Understanding of the Operating Instructions		✓		Relevant to appointment scope
Live working procedures			✓	Relevant to appointment scope
Risk Assessment		✓		Site RAs and mitigation actions
Switchgear types and function		✓		Relevant to appointment scope
Transformers ground & pole mounted	✓			Relevant to appointment scope
Underground cables	✓			Relevant to appointment scope
Types and function of LV fuses	✓			Relevant to appointment scope
Maintenance of Live work tools and equipment		✓		Relevant to appointment scope
Pole top rescue techniques		✓		Relevant to appointment scope
Earthing	✓			Relevant to appointment scope


Key:	Basic	Proficient	Advanced
	Being Aware	Having a good understanding	Being Competent

Competent Person CP3i to be a minimum of 21 years of age and have at least 3 years experience in the Electrical Distribution industry. Have a basic understanding of the electrical network and overhead lines including conductors. Should be assessed in relevant practical skills including Live 11kV procedures. Attend Competent Persons (CP3i) refresher training every 3 years. Be trained in first aid and hold a valid first aid certificate.

 <p>شركة العين للتوزيع Al Ain Distribution Company</p>	Health, Safety and Environment Management System Procedure Assessment and Appointment of Personnel to System Safety Rules Roles and Responsibilities	Effective Date 10/ 01 / 2019	
		Procedure #: CP.HSEMS.17	
		Issue : 1	Revision : 0
		Page 37 of 38	
		Approved by: Managing Director	

Appendix 4. HSE Competency Matrix for Authorised, Control and Competent Persons

General HSE Competency Levels required for Authorized Persons (AP) and Control Persons (CN)	Level of Competence			Remarks
	Basic	Proficient	Advanced	
Understanding of the HSE Policy and HSEMS		✓		
Showing HSE leadership attributes		✓		
Aware of roles, responsibility, authority and accountability			✓	
Understanding of risk assessment and JSA methodology			✓	
Aware of the HSE risks within their facilities and tasks			✓	
Knowledge of SSRs & safety documents			✓	
Knowledge of OI's & safety documents			✓	
Knowledge of SOPs		✓		
Understanding of risk mitigation controls		✓		
Method of conducting of workplace inspections			✓	
Incident investigation techniques		✓		
Knowledge of emergency response plans		✓		
Knowledge of Behavioural Based Safety Programme		✓		

 <p>شركة العين للتوزيع Al Ain Distribution Company</p>	Health, Safety and Environment Management System Procedure Assessment and Appointment of Personnel to System Safety Rules Roles and Responsibilities	Effective Date 01/ 06 / 2021	
		Procedure #: CP.HSEMS.17	
		Issue : 1	Revision : 2
		Page 38 of 38	
		Approved by:	
Managing Director			

Appendix

Competency Matrix for Authorised, Control and Competent Persons (Continued)

4. HSE

General HSE Competency Levels required for Competent Persons (CP1, CP2 and CP3)	Level of Competence			Remarks
	Basic	Proficient	Advanced	
Understanding of the HSE Policy and HSEMS	✓			
Showing HSE leadership attributes	✓			
Aware of roles, responsibility, authority and accountability	✓			
Understanding Risk assessment and JSA methodology		✓		
Aware of the HSE risks within their facilities and tasks		✓		
Knowledge of SSRs & safety documents		✓		
Knowledge of OI's & safety documents		✓		
Knowledge of SOPs			✓	
Comprehensive understanding of risk mitigation controls		✓		
Method of conducting of workplace inspections			✓	
Incident investigation techniques		✓		
Knowledge of emergency response plans		✓		
Knowledge of Behavioural Based Safety Programme		X		