

GUIDELINES AND PROCEDURES FOR CERTIFICATION OF CORPORATE COMPANIES AND INDIVIDUAL ELECTRICAL INSTALLATION CONTRACTORS IN NIGERIA

1.0 INTRODUCTION

Nigerian Electricity Management Services Agency (NEMSA) was established by NEMSA ACT 2015 to carry out the functions of Enforcement of Technical Standards and Regulations, Technical Inspection, Testing and Certification of all categories of Electrical Installations, Electricity Meters and Instruments etc. to ensure the efficient production and delivery of safe, reliable and sustainable electricity power supply and guarantee safety of lives and property in the Nigerian Electricity Supply Industry (NESI) and other allied industries.

2.0 BACKGROUND

One of NEMSA's important mandate is the processing and issuance of competency certificates to qualified individual electrical installation contractors/personnel/practitioners/corporate organizations engaged in the practice of electrical installation works along the power value chain and utilization in NESI and other allied industries/workplaces. This is aimed at promoting and increasing the technical capability/capacity and competence of Certified Individual Electrical Installation contractors/personnel/practitioners/corporate organizations to ensure safe construction, installation and smooth operation of power equipment as well as safety of workmen, lives and property in the power industry.

The key objective of this certification is to ensure that only skilled, experienced and competent individual electrical installation contractors/personnel/practitioners/corporate organizations whose technical capacity has been duly tested and certified by NEMSA are allowed to carry out electrical installation works along the power value chain and utilization in the country.

NEMSA's mandate amongst others in relation to certification of individual electrical installation contractors/personnel/practitioners/corporate organizations addresses the following issues:

- Ensure that no person/corporate organization shall be allowed to undertake electrical installation work along the power value chain unless that person/corporate organization is duly certified by NEMSA;
- Ensure that all electrical materials/equipment and instruments used in NESI and other allied industries/workplaces are of the right quality, standards and specifications;

- Ensure that power systems, networks and all electrical installations executed by certified individual electrical installation contractors/personnel/practitioners/corporate organizations have been properly planned, designed and executed before use, to deliver safe, reliable and sustainable electricity supply to the consumers nationwide.

3.0. PROCEDURES FOR CERTIFICATION

3.1. CERTIFICATION

Certification is a process by which NEMSA gives written assurance in the form of a competency certificate that an individual electrical installation contractors/personnel/practitioners/corporate organizations has the skill, competence and experience to undertake electrical installation works/projects in accordance with specifications, standards and extant regulations upon proof of technical skills and competence.

3.2. PURPOSE

The purpose of certification of electrical installation contractors/personnel/practitioners/corporate organizations engaged in the execution of electrical installation works includes but not limited to:

- Ensure safety of lives and property in the power industry;
- Promote and increase technical skills and competence of individual electrical installation contractors/ personnel/practitioners /corporate organizations;
- Promote public confidence in the engagement of certified individual electrical installation contractors/ personnel/practitioners /corporate organizations;
- Improve uniform professional standards by holding certified individual electrical installation contractors/ personnel/practitioners /corporate organizations to adhere to Code of Ethics;
- Commit certified individual electrical installation contractors/ personnel/practitioners /corporate organizations to continued professional development through attending seminars, trainings, conferences and workshops.

3.3. PROCEDURES

Applicants wishing to get certified to undertake electrical installation works in Nigeria will need to fill the online application form for individual certification or for corporate certification in which he/she will upload his/her credentials and other relevant documents onto NEMSA's website (www.nemsa.gov.ng). The procedures for the certification of qualified Individual Electrical Installation Contractors/Corporate organizations shall be carried out through oral and written

competency tests. Successful applicants shall be issued a competency certificate and a seal or a stamp according to the categories as indicated in the table below:

Table 1

S/No	Category	Seal/Stamp
1	Corporate	Seal
2	A	Seal
3	B	Seal
4	C	Stamp
5	D	Stamp

3.3.1 Steps for registration

3.3.1.1 Read the guidelines and procedures for certification of electrical installation contractors before starting the process of registration for necessary guidance. The guidelines and procedures is available on the NEMSA website (www.nemsa.gov.ng).

3.3.1.2 Fill the appropriate application form on the NEMSA website (www.nemsa.gov.ng) and choose any NEMSA Inspectorate Field Office of your choice for your interview/examination center.

3.3.1.3 Upon completion of the application form, submit the application form online.

3.3.2 CERTIFICATION TIMELINE

Table 2 - Certification Timeline

S/n	Description	Deadline
1	Submission of completed Application form and payment of processing fee.	No later than 5 days prior to each examination exercise
2	Notification of Interview date	No later than 3 days before the interviews/examinations
3	Scheduling of examination/interview date	3 weeks prior to examination/interview exercise

4	Examination/interview period	Quarterly (four times in a year) or Whenever a Zonal Inspectorate Field Office has more than 60 registered candidates.
5	Notification of examination result through candidates e-mail address/text message	3 weeks after the conduct of each examination/interview exercise
6	Issuance of competency Certificate to successful candidates	No later than 4 weeks after payment of certification fees

NOTE: Important information for prospective applicants

- i. Pay processing **fee** of N4, 000.00 (Four thousand naira) only for Corporate certification and N2, 000.00 (Two thousand naira) only for Individual certification through REMITA into TSA account and obtain NEMSA official receipt at the NEMSA office chosen for your examination/interview center.
- ii. If you encounter any challenges in submission of application form online, Print out the completed application form and attach two recent passport photographs (white background, no cap or eye glasses), attach photocopies of your credentials and relevant documents i.e. Educational/Professional Certificates, NYSC discharge Certificate, past electrical installation jobs executed, receipt of payment of processing fee and in addition CAC certificate, CAC Form 02 , CAC form 07 and company's profile for corporate certification. These documents are to be submitted to your chosen Zonal Inspectorate Field Office for examination prior to the examination/interview date.
- iii. Competency exams/interview details will be communicated to applicants via text message and/or email.
- iv. Any applicant who appears at an examination/interview centre without registering under that zonal inspectorate field office will not be interviewed.
- v. Any applicant willing to change his/her examination/interview centre should do so no later than 5 days prior to the certification examination/interview exercise.
- vi. Any successful applicant who fails to make payment for the competency certificate within 90 days from the day of notification of result may forfeit the certification and will be required to re-apply for another certification process.

- vii. All information regarding scheduling of competency examinations/interviews in any of NEMSA Zonal Inspectorate Field Offices will be posted on the NEMSA website and also available upon request.
- viii. All certified individual electrical installation contractors/practitioners/corporate organizations are required to receive continuous professional training, seminars/workshops to update their technical skills/knowledge and align with current trends/international best practice in the execution of Electrical Installation Works. These may be used as part of requirements for renewal of expired certificates.
- ix. An Electrical Engineer/Technologist will not be allowed to represent more than one corporate organization for the NEMSA certification.
- x. An Electrical Engineer/Technologist who has been certified under the individual certification cannot represent a corporate organization for corporate certification.
- xi. An Electrical Engineer/Technologist who has been certified under Individual Category A Certification will not be allowed to convert his/her certificate to Corporate Certification and vice versa unless they undergo the full process for a new type of certification and such intention must be brought to the notice of the MD/CEO via a letter for approval.

3.4 CERTIFICATE VALIDITY PERIOD

3.4.1 The Individual Certification is valid for a period of six (6) years and renewable every year at any NEMSA Inspectorate Field Office.

3.4.2 The Corporate Certification is valid for a period of one (1) year and renewable every 1 year providing the company's Electrical Engineer/Technologist is still with the company.

3.5 CERTIFICATION PANELS

The certification panels consist of Zonal Electrical Installation Personnel Certification Panels (ZEIPCPs) with members from different stakeholder organizations in addition to NEMSA technical staff and Central Electrical Installation Personnel Certification Board (CEIPCB) with members from NEMSA Management team in addition to Certification Unit. The two panels shall be inaugurated by the Chief Electrical Inspector of the Federation.

3.5.1 CENTRAL ELECTRICAL INSTALLATION PERSONNEL CERTIFICATION BOARD (CEIPCB)

Subsequent to the first stage of the certification exercise at the zonal panels, the chairman of each panel shall forward results and recommendations of the certification examination/interview to the CEICCB for approval.

3.5.1.1 MEMBERSHIP OF THE CEIPCB

The board shall comprise of the following members:

- i Chief Electrical Inspector of the Federation.....Chairman
- ii. Executive Director, Technical Services.....Member
- iii. A representative of Legal unit.....Member
- iv. GM/Head, Technical Standard & Inspectorate Services.....Member
- v. GM/Head, Metering & Laboratory Services.....Member
- v. Special Adviser (Technical) to CEIF..... Member
- vi. GM/Head, Regulatory, safety & Certification Unit.....Secretary

3.5.1.2 FUNCTIONS OF THE CEIPCB

The Central Electrical Installation Personnel Certification Board (CEIPCB) shall carry out the following functions:

- i. To review the guidelines and procedures for the conduct of certification examinations/interviews;
- ii. To consider for approval recommendations made by the National Certification Coordinator on issues pertaining to the conduct of the certification examinations/interviews;
- iii. To consider for approval recommendations made by Zonal Electrical Installation Personnel Certification Panels (ZEIPCPs) on the conduct of certification examinations/interviews;
- iv. To consider and make appropriate recommendations to the CEIF on any complaint lodged against erring certified corporate organizations/individual electrical installation contractors/practitioners;
- v. To Consider and decide on any appeal against the decision and recommendations of the ZEIPCPs.

NOTE:

The National Certification Coordinator may periodically oversee the conduct of certification exams/interviews at the Zonal Inspectorate Field Offices.

3.5.2 ZONAL ELECTRICAL INSTALLATION PERSONNEL CERTIFICATION PANELS (ZEIPCPs)

The Zonal Electrical Installation Personnel Certification Panels (ZEIPCPs) are responsible for reviewing and scrutinizing applications for Certification to ascertain that all the information required

on the forms have been correctly supplied and the applicant is qualified for the examination/interview.

The Chairman shall fix a date for the examination/interview as specified in table 2 above and request the Secretary of the Zonal Panel to inform all qualified applicants in their respective zones. Such notice may be published in the National Newspapers for the information of the candidates and also posted on NEMSA's website www.nemsa.gov.ng. Guidelines and Procedures for the certification will be made available to all intending applicant upon receipt of payment of the processing fees.

Upon completion of the competency exams/interviews, the results of the exercise shall be compiled and forwarded to the Central Electrical Installation Personnel Certification Board (CEIPCB) for approval and further necessary action. The approved results shall be communicated to applicants by the secretary of the ZEIPCP in line with the scheduled certification timeline.

3.5.2.1. MEMBERSHIP OF THE ZEIPCP

The members of Zonal Electrical Installation Personnel Certification Panels shall be experienced electrical engineers/technologists from the following organizations:

- i. Area Inspecting Engineer (NEMSA).....Chairman
- ii. Head, National Meter Test Station (Oshodi/Enugu/Port Harcourt/Kaduna).....Co-Chairman
- iii. Nigerian Society of Engineers (NSE) / COREN.....Member
- iv. Standards Organization of Nigeria (SON).....Member
- v. Federal Ministry of Power, Works and HousingMember
- vi. Federal Ministry of Labour and Productivity.....Member
- vii. Licensed Electrical Contractors Association of Nigeria (LECAN).....Member
- viii. DISCOs/TCN.....Member
- ix. REA/ECN/REBs/REAN(Renewable energy expert).....Member
- x. An officer (Electrical Engineer) (TS & IS/NMTS) NEMSASecretary
- i. A representative of Regulatory, safety & Certification Unit (HQ)Observer

NOTE:

- A quorum of the ZEIPCP shall be formed with four (4) members including the Chairman or any one delegated to act for him in the capacity.

3.5.2.2 FUNCTIONS OF THE ZEIPCPs

- i. Receive and scrutinize submitted application forms with credentials and assess/determine suitability of each candidate;
- ii. Compile the list of candidates suitable for oral and/or written interview;
- iii. Schedule examination/interview date and invite candidates for the exercise;

- iv. Forward the interview results to the CEIPCB for further necessary action;
- v. Issue processed competency certificates to successful applicants;
- vi. Maintain a Register of Certified Electrical Installation Personnel/Contractors within their Zones;
- vii. Convene the zonal panel interview meeting before the conduct of each examination/interview.

**3.5.2.3 NEMSA ZONAL INSPECTORATE FIELD OFFICES NATIONWIDE
(EXAMINATION/INTERVIEW CENTRES)**

Table 3 NEMSA ZONAL OFFICES NATIONWIDE

S/N	AREA OFFICES	STATES COVERED	ADDRESSES
1	Abeokuta	Ogun State	2nd Floor, Right Wing, Federal Secretariat Complex, Kobape Road, Abeokuta, Ogun State.
2	Abuja	FCT and Niger States	Plot 1213, Birao Street, Off Adetokunbo Ademola Crescent, Wuse II, Abuja.
3	Akure	Ondo and Ekiti States	Federal Secretariat Building, Igbatoro Road, Akure, Ondo State.
4	Bauchi	Bauchi and Gombe States	Rm 85 & 86, 4th Floor, Federal Secretariat Complex, Bauchi, Bauchi State.
5	Benin	Edo and Delta States	Federal Secretariat Complex, Opp. Aduwawa Quarters, P.M.B. 1319, Benin City, Edo State.
6	Maiduguri	Borno and Yobe States	No. 3 Nursery Street, Behind Lake Chad Hotel, Maiduguri, Borno State.
7	Enugu	Enugu, Anambra and Ebonyi States	45 Abakaliki road, GRA, Enugu State.
8	Ibadan	Oyo and Osun States	Ministry of Energy Building, Beside Nitel Hqs, Inside Oyo State Secretariat, Agodi P.M.B. 5028, Ibadan, Oyo State.
9	Lagos (Eko)	Lagos State	Federal Ministry of Works Building, Block D, Glass House, Moloney Street, by TBS, Lagos Island, Lagos state.
10	Lagos (Oshodi)	Lagos State	Former NEPA Central Store, Beside YTK Filling Station, Alasia Bus - Stop, Oshodi, Lagos State.

11	Ilorin	Kwara and Kogi States	No. 4 Salamatu Olatundun Street, Off Ahmadu Bello Way, Opposite Sharia Court, GRA, Ilorin, Kwara State.
12	Jos	Plateau, Benue and Nasarawa States	Club Road Opposite ECWA Headquarter, by Land and Survey, Jos, Plateau State.
13	Kaduna	Kaduna State	No. 6 Yakubu Gowon Way, Kaduna Central, Kaduna State.
14	Kano	Kano, Jigawa and Katsina States	Third Floor, Room 314, Federal Secretariat, Complex, Katsina Road, Kano.
15	Owerri	Imo and Abia States	Behind FERMA, Federal Secretariat Complex, Owerri-P/H Road, Owerri, Imo State.
16	Port-Harcourt	Rivers and Bayelsa States	21 Industry Road, Port Harcourt, Rivers State.
17	Sokoto	Sokoto, Kebbi and Zamfara States	EIS Building Complex, Near Kangiwa Square P.M.B. 2291, Sokoto, Sokoto State.
18	Uyo	Akwa Ibom and Cross Rivers States	2 nd Floor, Federal Secretariat Complex, Abak Road, Uyo, Akwa Ibom State.
19	Yola	Adamawa and Taraba States	Rooms 044-048, Ground Floor Federal Secretariat Complex, 29A Mubi Road, PMB 2011, Jimeta, Yola, Adamawa State.

3.6 CERTIFICATION OF ELECTRICAL INSTALLATION CONTRACTORS

3.6.0 CLASSIFICATION OF CERTIFICATION

NEMSA certification is classified into individual certification and corporate certification

3.6.1 INDIVIDUAL CERTIFICATION

Individual certification is for Electrical Engineers/Technologist/Technicians/Artisans who have worked in the power sector for at least three (3) and above and have the skill, experience and expertise to carry out Electrical Installation Work/projects. They are personally held responsible/accountable for any electrical installation works/projects executed by them.

The individual Certification has been graded into four categories, namely, A, B, C & D. The lowest grade is Category D, while Category A is the highest grade. Prospective Electrical installation Contractors may apply for certification under any category depending on their qualifications and practical field experience in the Nigerian Electricity Supply Industry and other allied industries.

3.6.2 CORPORATE CERTIFICATION

Corporate Certification is for any registered business or limited liability company whose Chief Executive / Managing Director / Chairman or other Directors are not Electrical Engineers/Technologists. In order for such organizations to undertake electrical installation contracting works in Nigeria, they are required under the law to engage the services of an experienced and qualified Electrical Engineer/Technologist as their technical staff who shall be responsible for the execution/supervision of electrical installation works/projects executed by the company. The certified corporate company's Electrical Engineer/Technologist shall undergo the certification examination/interview to ascertain his/her qualifications, technical skills and competence in the field of electrical installation works.

Under this provision, the corporate certificate to be issued to any successful candidate(s) shall be endorsed only for the company's use. The corporate certificate has a validity period of one year which is renewable for another one year providing the company's Electrical Engineer/Technologist remains in the service of the organization.

The Corporate Certification is classified into Conventional Electrical Installation Works up to and including 330kV, Renewable Energy Installation Works of any type and Electricity Metering Installation Works.

The corporate certification and Individual category A certification are equal in status and have the same scope of work.

NOTE: When a company's Electrical Engineer/Technologist for Corporate Certification leaves the organization, the Corporate Certification becomes invalid.

3.6.3 SCOPE OF WORK FOR CERTIFICATION CATEGORIES:

3.6.3.1 CATEGORY D

- i Installation of Low Voltage (LV) distribution boards, cut-out fuses and internal wiring of all types, such as surface wiring and concealed conduits, etc. in small residential buildings with connected load not exceeding 50KVA
- ii. Installation and wiring of isolated standby generating plants up to 50KVA capacity along with their ancillary switchgear and change-over switches.
- iii. Should have a fair knowledge of Wiring Regulations, Electrical drawings/circuit diagrams and their interpretation, and other special requirements made by the Central Electrical Installation Contractors Certification Board (CEICCB).

- iv. Should have practical working knowledge of the use of test instruments/equipment like Avometer, Insulation testers, Earth Megger etc.

3.6.3.2 CATEGORY C

All installation works outlined in Category D in addition to the following;

- i Installation of Low Voltage distribution network, internal surface wiring and concealed conduits etc. in residential, commercial and industrial buildings with connected load not exceeding 100KVA.
- ii. Installation and wiring of standby generating plants up to 100KVA capacity along with their ancillary switchgear and change-over switches.
- iv. Installation of low-tension overhead lines and underground cables
- v. Installation and wiring of electric motors of capacities not more than 20kW along with their control panels and protective devices.
- vi. Should have a good knowledge of Wiring Regulations, Electrical drawings/circuit diagrams and interpretation, and other special requirements made by the Central Electrical Installation Contractors Certification Board (CEICCB).
- vii. Should have Practical working knowledge of the use of test instruments/equipment such as Avometer, Insulation testers, Earth Megger, Clip-on Ammeter, Voltmeter, Loop impedance tester etc.
- vii. Installation and wiring of fire and smoke detectors, alarm system, anti-burglary, Heating Ventilation and Air-Conditioners (HVAC) and lighting.

3.6.3.3 CATEGORY B

All installation works outlined in Category C in addition to the following;

- i. Installation of Low Tension and High Tension not exceeding 11KV overhead lines and underground cables with street lighting.
- ii. Installation of Low Voltage and High Voltage up to 11KV switch-gears indoor and outdoor substation, RMU auto-reclosure along with their protective equipment.
- iii. Installation and wiring of standby generating plants up to 2MVA capacity along with their panels, ancillary switchgear and change-over switches.
- iv. Installation of pole and ground mounted distribution transformers not exceeding 1000KVA, 11/0.415KV along with their ancillary switchgears.

- v. Installation of point load distribution transformers not exceeding 300KVA, 33/0.415KV down drop.
- vi. Should have thorough knowledge and interpretation of the Electricity Regulation.
- vii. Should be able to read and understand schematic drawings/diagrams, design specifications of LT and HT installation. Distribution Networks and any other special requirements made by the Central Electrical Installation Contractors Certification Board (CEICCB).
- viii. Should possess practical working knowledge of all electrical test equipment including DC high voltage pressure test equipment, primary and secondary injection test set, etc.
- ix. Wiring and Installation of High-rise buildings.

3.6.3.4 CATEGORY A

All installation works outlined in Category B in addition to the following

- i. Erection and installation of sub-transmission lines of 33kV, 132kV, 330kV and above along with their associated substations and switchgear control panels.
- ii. Laying of 33kV cables, switchgears of all types and associated substations and control panels.
- iii. Installation and Wiring of electric motors of capacity above 20KW along with their control panels.
- iv. Installation of Power Stations above 2MVA capacity along with ancillary equipment and step-up transformer substation.
- v. Installation of power and distribution transformers above 1000KVA capacity
- vi. Should have thorough workable knowledge of all types of electrical testing equipment including DC high voltage pressure testing equipment, primary and secondary injection test sets, etc.
- vii. Should be able to read and interpret electrical engineering drawings, specifications and other related drawings like survey route map, pole/tower schedule, line profiles, etc.
- viii. Should possess knowledge and interpretation of the Electricity Regulations and any other requirements made by the CEICCB.

3.6.3.5 CORPORATE CERTIFICATION (CONVENTIONAL)

All installation works outlined for Individual Category A (3.6.3.4) above

3.7 QUALIFICATION/REQUIREMENTS

The minimum qualification/requirements of an applicant under any category are as follows:

3.7.1 CATEGORY D

- i First Leaving Certificate
- ii. Federal Trade Certificate Grade III, II & I issued by Federal Ministry of Labour and Productivity and;
- iii. Apprenticeship certificate
- iv. Should have evidence of proven ability and at least five (5) years working experience in electrical installation works outlined in section 3.6.3.1 above.

3.7.2 CATEGORY C

- i. National Diploma or City and Guilds of London Final from a recognized institution, registration with relevant government approved professional bodies will be an added advantage.
- ii. The candidate shall have evidence of proven ability and at least three (3) years of practical working experience in the electrical installation works outlined in section 3.6.3.2 above.

3.7.3 CATEGORY B

- i. HND or B.sc in Electrical Engineering from a recognized institution, registration with relevant government approved professional bodies will be an added advantage.
- ii. The candidate shall have evidence of proven ability and at least three (3) years of practical working experience in electrical installation works outlined in section 3.6.3.3 above.

3.7.4 CATEGORY A

- i. HND or B.sc in Electrical Engineering from a recognized institution, registration with relevant government approved professional bodies will be an added advantage.
- ii. The candidate shall have evidence of proven ability and at least five (5) years of practical working experience in electrical installation works outlined in section 3.6.3.4 above.

3.7.5 CORPORATE CERTIFICATION (CONVENTIONAL)

- i. HND or B.sc in Electrical Engineering from a recognized institution, registration with relevant government approved professional bodies will be an added advantage.

- ii. The candidate shall have evidence of proven ability and at least five (5) years of practical working experience in electrical installation works or renewable energy install outlined in section 3.6.3.4 above

3.7.7 REQUIREMENTS FOR FOREIGN NATIONALS

- i. He/she must be COREN registered and a copy of the COREN certificate be uploaded/attached to the application form in addition to other relevant documents during the application process.
- ii. He/she must also attach a copy of the data page of the international passport and valid residence permit to the application form.
- iii. He/she must also submit all necessary documents including items i & ii to the Inspectorate Field Office before the scheduled date of the examinations/interviews.

NOTE: Electrical engineers/technologists representing companies for corporate certification must show proof that he/she is an employee of the company (either with employment letter or valid company ID card).

3.8 CONDITIONS FOR UPGRADING TO HIGHER CERTIFICATION CATEGORY

Any certified electrical contractor wishing to upgrade from lower category to higher category **MUST** satisfy the following conditions:

- i. The Electrical Contractor must have requisite qualification for the higher category;
- ii. The electrical contractor must have evidence of proven ability/capacity on past electrical installation works he has executed in the lower category;
- iii. The electrical contractor must have spent at least three (3) years in the original category issued to him/her;
- iv. The electrical contractor must showcase at least five (5) electrical installation works executed by him in the lower category to NEMSA electrical inspectors for assessment;
- v. The electrical contractor must not have been involved in any act of misconduct or ever have been reported to be incompetent in the execution of electrical installation works;
- vi. Must show all documents/evidence of electrical installation works he/she has undertaken.

3.9 CONTINUOUS EDUCATION (CAPACITY BUILDING) FOR CERTIFIED ELECTRICAL INSTALLATION CONTRACTORS

Certified Electrical Installation Contractors are required to participate in any related electrical installation conferences, seminars, workshops or training at least two (2) to three (3) times in every six (6) years of a validity period of the certification and at least once in every one (1) years of corporate companies' validity period of the certification. Certificates obtained from such program will be used as part of requirements for re-certification.

4.0 FEES PAYABLE FOR THE CERTIFICATION AND RENEWAL

The certification fee and annual renewal fees for each category shall be as stated hereunder:

Table 4 – Certification and Renewal Fees

CATEGORY	PROCESSING FEE (₦)	CERTIFICATION FEE (₦)	RENEWAL FEE (₦)
CORPORATE	4,000	100,000.00	50,000.00
A	2,000	50,000.00	25,000.00
B	2,000	35,000.00	12,000.00
C	2,000	15,000.00	5,000.00
D	2,000	10,000.00	4,000.00

NOTE:

- Failure to renew within Ninety days (90) of expiration shall attract **additional 50% of the renewal fee.**
- The fees shown in the table above are subject to review without notice.
- All payments shall be made in the form of a bank deposit into the Treasury Single Account (TSA).
- Account Details are shown below:

ACCOUNT NAME/NUMBER:

TSA CBN/ NIGERIAN ELECTRICITY MANAGEMENT SERVICES AGENCY

via REMITA

5.0 EXEMPTIONS

5.1 EXEMPTION FROM WRITTEN TESTS

COREN registered Engineers/Technologists with a University Degree, Full Technological Certificate of City and Guilds with at least 5 years of proven practical experience in Electricity Supply Industry shall be exempted from written test only. They shall undergo only an oral interview to ascertain their competence.

5.2 EXEMPTION FROM CERTIFICATION EXAM/INTERVIEW (WRITTEN & ORAL)

Engineers/Technologists who have worked and retired from then NEPA/ defunct PHCN / DISCOs / TCN / NEMSA / REA / EISD / STATES REBs etc. and meet the following requirements are exempted from attending certification examination/interviews:

- Applicant shall possess a minimum of Bachelor's degree/HND or their equivalent in Electrical Engineering from a recognized institution.
- Applicant shall have worked in a technical capacity and retired at Manager Level (grade level 12 and above) from the above stated organizations.
- Applicant shall have a genuine evidence of engagement/disengagement letter from the previous employer.
- The applicant shall be COREN registered
- The applicant shall list out at least ten (10) electrical installation projects in which he/she participated in their execution/maintenance during the period of service with the previous organization.
- The chairman of the zonal panel shall support the competence of any applicant in this category with documented evidence of his/her eligibility and shall be presented to the Zonal Panel Members for sighting.
- The chairman of the zonal panel shall present a report for approval to NEMSA MD/CEO & CEIF detailing the experience and qualifications of the applicant.

6.0 ENFORCEMENT

6.1 NEMSA shall enforce all standards and regulations, provisions of the guidelines in accordance with NEMSA Act, 2015.

6.2 Only electrical installations executed by certified corporate organizations/individual electrical installation contractors/practitioners in the Nigerian Electricity Supply Industry

and other allied industries/ workplaces will be put into use, upon satisfactory inspection, test and certification of such installations by NEMSA's Electrical Inspectors.

6.3 All correspondence emanating from certified corporate organizations/individual electrical installation contractors/practitioners shall bear the stamp/seal.

6.4 Upon completion of any electrical installation work/project, certified corporate organizations/individual electrical installation contractors/practitioners shall have the following markings engraved on a nameplate that would be displayed at a visible and accessible location on customers' premises or a substation with a view of identifying the electrical installation contractor, should the need arise.

- i. Certified Electrical Contractors name
- ii. Company's Name
- iii. Certificate Number
- iv. Certificate Category
- v. Date of Issue
- vi. Date Last Renewed
- vii. Date of completion of the Installation
- viii. Contact Address and Telephone Number

6.5 Certified corporate organizations/individual electrical installation contractors/practitioners shall keep signed copies of the following documents in customers' premises after electrical installation work.

- i. Electrical Installation Certificate;
- ii. Periodic Inspection Report; duly endorsed by the distribution utility servicing the area; and
- iii. Single line diagram of the wired installation or facility "As Wired Electrical Drawing".

Such reports and drawings shall be made available to NEMSA Officials on request for inspection, monitoring and/or enforcement purposes.

A copy of the "As Wired Electrical Drawing" shall be made available to the owner of the building or premises where the wiring was undertaken.

6.6 Periodically, NEMSA shall obtain data of new service connections from distribution utilities and perform random checks on the wiring of the new customers for compliance. If any wiring falls

short of safety requirements, the certified contractor who endorsed the wiring installation shall be sanctioned. Any distribution utility that connects any premises which has not been certified by NEMSA Field Inspectors shall be sanctioned.

7.0 REVOCATION OF CERTIFICATE

Where a written complaint/allegation has been made against an individual electrical installation contractor/practitioner certified or corporate organization for incompetence or misconduct, he/she shall be required to give a written explanation to the Central Electrical Installation Contractors Certification Board. Where such Certified Electrical Installation Contractor/Corporate Organization is unable to produce sufficient justification for their misconduct, the Board shall reserve the right to revoke the Certificate or take any other necessary action.

8.0 REPLACEMENT OF LOST CERTIFICATE

Any contractor who loses his/her Certificate will write an application addressed to the MD/CEO & Chief Electrical Inspector of the Federation supported by a sworn affidavit, a photocopy of the lost Certificate and a Police report. The Certificate can only be replaced after six (6) weeks from the date of the report.

9.0 RENEWAL OF CERTIFICATE

All Certified Electrical Contractors/corporate companies are expected to renew their certificate within 90 days after its expiration. Failure to renew will attract a penalty fee of 50% of the renewal fee.

Individual Certificates can be renewed in any of NEMSA Inspectorate Field Offices while renewal of Corporate Certification requires the following process:

- Application letter addressed to the MD/CEO & CEIF through any NEMSA Inspectorate Field Office with the following documents attached:
 - i. the original copy of the expired corporate certificate;
 - ii. at least three (3) Inspection Certificates issued by NEMSA Inspectorate Field Office and/or Job completion certificates issued for the electrical installation projects/works executed by the company during the period of certification;
 - iii. 2 recent passport photographs (white background, no cap, no sunglasses);
 - iv. Receipt of payment of N25, 000.00 (twenty-five thousand Naira) renewal fee.

10.0 APPEAL

10.1 DISPUTE RESOLUTION PANEL

The Dispute resolution panel shall be responsible for the resolution of all matters and issues related to appeal of results and recommendations of ZEICCPs on the performance of any candidate in the written / oral interviews and the decision of the panel shall be final.

The Dispute Resolution Panel will consist of the following members:

- i. General Manager Legal unit.....Chairman
- ii. A representative from Legal unit.....Secretary
- iii. Area Inspecting Engineer, Abuja.....Member
- iv. A representative from TS & IS.....Member
- v. A representative of NSE.....Member

11.0 AUTHORITY

Only Individual Electrical Installation Contractors/Corporate Organizations certified by NEMSA shall be permitted to tender for, and undertake electrical contracts with any public or private organization or Individuals, etc. This is with a view to ensuring that only skilled, experienced and competent Electrical Installation Contractors handle Electrical Installation works in the NESI and other allied industries, thus minimizing the risks of accidents/electrocution, fire outbreaks, and outright deaths which result from such electrical mishaps.

11.1 TERMS AND CONDITIONS FOR CORPORATE COMPANIES AND INDIVIDUAL CERTIFIED ELECTRICAL INSTALLATION CONTRACTORS

All certified electrical installation contractors/corporate organizations are expected to adhere to the following terms and conditions:

- i. All certified Individual Electrical Contractors/Corporate Organizations are expected at all times to carry out electrical installation works in accordance with laid down procedures, specifications, technical standards and regulatory requirements and ensuring safety;
- ii. Any Certified Individual Electrical Contractor in possession of a higher-grade Certificate shall qualify to undertake any lower grade contract;

- iii. Without prejudice to stipulations contained elsewhere in these guidelines, these terms and conditions are subject to any subsequent amendment as may be authorized by NEMSA;
- iv. If there is a report of misconduct on any certified electrical contractor, he/she shall be required to give a written explanation to the Central Electrical Installation Contractors Certification Board. Where such certified electrical contractor is unable to produce sufficient justification for the alleged misconduct, the CEICCB shall reserve the right to revoke his/her certificate or take any other necessary action;
- iv. Certified electrical contractors shall personally supervise electricity projects/electrical installation works undertaken by him/her;
- v. Certified Electrical contractors are required to renew their certificate within 30 days after its expiration. Failure to do so will result in penalty fees to be calculated based on how long the certified person/company have defaulted;
- vi. Any certified electrical contractor who executes any electrical installation work outside the specified scope of his/her Certificate category when discovered shall have his/her certificate suspended for a period of not less than one (1) year;
- vii. Any certified electrical contractor who permits an apprentice or his employee to execute any electrical installation work without supervision by him/her shall have his/her Certificate suspended for a period of 6 months;
- viii. Any person who engages in the execution of electrical installation work without a competency Certificate shall be prosecuted in the Court of law;
- ix. Any certified electrical contractor that has been suspended twice and found guilty of another offense may have his/her Certificate revoked/withdrawn;
- x. Any Electrical Contractor who demonstrates gross negligence in executing electrical installation that results in damage to lives and/or property shall have his/her Certificate revoked and he /she may be prosecuted in the court of law;
- xi. Any applicant who gives false information to obtain a certificate, if found after the issuance of the certificate shall have his/her Certificate revoked/withdrawn;
- xii. Any certified electrical contractor who is involved in hawking and touting of his/her certificate to certify work not done by him/her will have his/her certificate revoked/withdrawn.

NOTE: The terms and conditions are subject to amendment by NEMSA.

12.0 PUBLIC NOTICE OF SUSPENSION AND REVOCATION

Notice of suspension or revocation of a Certificate will be posted on NEMSA website to protect the public from engaging such persons.

NEMSA Corporate Headquarters,
No. 4 Dar es-Salaam Crescent,
Off Dar es-Salaam Street,
Off Aminu Kano Crescent,
Wuse II, Abuja.

E-mail: info@nemsa.gov.ng

Website: www.nemsa.gov.ng