

**GUIDELINES AND PROCEDURES FOR CERTIFICATION OF ELECTRICITY METERING
INSTALLATION PERSONNEL IN NIGERIA**

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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), other allied industries and premises.

2.0 BACKGROUND

The risks associated with bad installations of electricity meters are huge, hence the installation of all categories of electricity metering systems must be restricted to skilled, competent, and experienced (certified) technical personnel who are conversant with regulations, specifications and standards guiding the installation of electricity meters, metering systems and instruments to minimize the risk of electrical accidents, electrocutions, electrical fires and loss of lives and property in Nigeria.

2.1 NEMSA MANDATES WITH RESPECT TO ELECTRICITY METERING

In line with the provisions of NEMSA Act 2015, the Agency is responsible for the following:

- i Process and issue competency certificates to qualified electrical personnel working in the Nigerian Electricity Supply Industry [NEMSA Act 2015 Part 2 Section 6 (m)].
- ii Enforce the condition for installation of meters for transmission systems, distribution networks and supply of electricity [NEMSA Act 2015 Part 2 Section 6 (g)].
- iii Test, calibrate and certify every brand of electricity meters and instruments whether locally manufactured or imported before use in the NESI; and to periodically carry out sample test of such meters & instruments deployed in the NESI [NEMSA Act 2015 Part 2 Section 6(k)].

- iv Enforce all statutory technical electrical standards and regulations as published by Nigerian Electricity Regulatory Commission (NERC) and all other relevant statutory bodies [NEMSA Act 2015 Part 2 Section 6 (b)].

2.2 OBJECTIVE

The objective of certification of electricity metering installation personnel in Nigeria is to ensure that only skilled, competent, experienced technical personnel conversant with extant Regulations, Standards and Technical Specifications in the power value chain and utilization are allowed to handle the installation of Electricity Meters. This is to minimize the risk of electrical accidents, electrocution, electrical fires in building/premises and loss of property in Nigeria.

3.0 PROCEDURES FOR CERTIFICATION

3.1 CERTIFICATION OF ELECTRICITY METERING INSTALLATION PERSONNEL

Certification is a process by which NEMSA gives written assurance in the form of a competency certificate to Electricity Metering Installation Engineers, Technologists and Technicians upon proof of technical skills, knowledge, competence, and experience to undertake electricity metering installation works in accordance with extant regulations, standards and specifications.

3.2 PURPOSE

The purpose of this certification includes but not limited to:

- Ensure that only skilled, competent, and experienced personnel handle the installation of electricity meters to mitigate incidences of electrical fire and others electrical mishaps.
- Commit Electricity Metering Installation Personnel to undergo training and retraining to acquaint themselves with the modern technologies associated with electricity metering installation works.
- Ensure safety of lives and property in the power value chain and utilization.
- Promote and increase technical skills and competence of Electricity Metering Installation Personnel.

- Promote public confidence in the engagement of certified Electricity Metering Installation Personnel.
- Improve uniform professional standards by holding certified Electricity Metering Installation Personnel to adhere to Code of Ethics.
- Ensure proper accountability of energy produced, delivered, and utilized by consumers.

3.3 PROCEDURES

Applicants wishing to be certified as Electricity Metering Installation Personnel in Nigeria will need to fill the online application form for individual certification in which they will upload their credentials and other relevant documents onto NEMSA's website www.nemsa.gov.ng. The procedures for the certification of qualified individual Electricity Metering Installation Personnel shall be carried out through oral and / or written competency tests. The successful candidates shall be issued a competency certificate and a seal or a stamp according to the type of electricity metering installation works as indicated in the table below:

Table 1

S/No	TYPE	Seal/Stamp
1	Engineers/Technologists	Seal
2	Technicians	Stamp

The Corporate Certification of Electricity Metering Installation Companies shall be carried out at the NEMSA Corporate Headquarters, Abuja.

Successful companies shall be issued a corporate certificate and a seal or a stamp as indicated in the table below:

Table 2

S/No	TYPE	Seal/Stamp
1	Category 1	Seal
2	Category 2	Stamp

3.3.1 STEPS FOR REGISTRATION

Individual certification

- Read the guidelines and procedures for certification of Electricity Metering Installation Personnel before starting the process of registration for necessary guidance. The guidelines and procedures are available on the NEMSA website www.nemsa.gov.ng.
- Fill the appropriate application form on the NEMSA website (www.nemsa.gov.ng) and choose any NEMSA National Meter Test Station or Inspectorate Field Office nearest to you for your interview/examination center.
- Upon completion of the application form, submit online.

Corporate Certification

The process and procedures for application for corporate certification shall be carried out at the NEMSA Corporate Headquarters as follows:

- Write an application letter addressed to the MD/CEO & CEIF requesting for a corporate metering installation certificate.
- Attach company profile to include CAC certificate, form C02 & C07.
- Attach the required number of certified individual competency certificates as stipulated hereunder.
 - i. Corporate Certification (Category One (1)):
 - A minimum of Five (5) certified category 1 and Ten (10) certified category 2 Electricity Metering Installation personnel.
 - ii. Corporate Certification (Category Two (2)):
 - A minimum of Ten (10) certified category 2 Electricity Metering Installation personnel.
- Submit at nearest NEMSA Headquarters, National Meter Test Station or Inspectorate Field Office closest to you.
- Upon notice of approval of application, make payment for certificate and submit.

3.3.2 CERTIFICATION TIMELINE

Table 3: Certification Timeline

NOTE: Important information for prospective applicants

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 National Meter Test Station or Zonal Inspectorate Field Office has up to 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 is received at the Headquarters.

- i. Applicants for individual certification are to pay processing fee of ₦1,000.00 while Corporate Companies are to pay processing fee of ₦2,000.00 through REMITA into NEMSA TSA account and obtain NEMSA official receipt at the NEMSA office chosen for the examination / interview center.
- ii. If there are any challenges in submission of the application form online, print out the completed application form, attach four (4) recent passport photographs (white background, no cap or eyeglasses), attach photocopies of your credentials and relevant documents i.e. Educational / Professional Certificates, NYSC discharge Certificate, list of past electricity metering installation works executed, receipt of payment of processing fee and submit at the applicant's chosen National Meter Test Station or Inspectorate Field Office for examination / interview prior to the examination / interview date.

- iii. Competency exams / interview details will be communicated to shortlisted candidates via text message and / or email.
- iv. Any applicant who appears at an examination/interview centre without registering under that examination / interview centre will not be attended to.
- v. Any applicant willing to change his / her examination / interview centre should do so no later than 3 days prior to the certification exercise.
- vi. Any successful candidate who fails to make payment for the processing of his / her competency certificate within 90 days from the date of notification of result may forfeit the examination / interview result and will be required to re-apply for another certification process.
- vii. All information regarding scheduling of competency examinations / interviews in any NEMSA National Meter Test Station or Zonal Inspectorate Field Offices will be posted on the NEMSA website and available upon request.
- viii. All certified electricity metering installation personnel 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 installation of Electricity Meters. These may be used as part of requirements for renewal / re-certification of expired certificates.

3.4 CERTIFICATE VALIDITY PERIOD

The Individual Certification is valid for a period of six (6) years and renewable every year.

The Corporate Certification is valid for a period of two (2) years and renewable every year.

3.5 CERTIFICATION PANELS

The Certification Panels consists of the Zonal Electricity Metering Installation Personnel Certification Panels (ZEMIPCP) and the Central Electricity Metering Installation Personnel Certification Board (CEMIPCB).

3.5.1 CENTRAL ELECTRICITY METERING INSTALLATION PERSONNEL CERTIFICATION BOARD (CEMIPCB)

Upon completion of certification examinations / interview by the Zonal Panels, the chairman of each zonal panel shall forward results and recommendations of the certification examination / interview to the CEMIPCB for consideration and approval.

3.5.1.1 MEMBERSHIP OF THE CEMIPCB

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, Metering & Laboratory Services Department (MLSD).....Member
- v. Special Adviser (Technical) to CEIF..... Member
- vi. GM/Head (RSC).....Secretary

3.5.1.2 FUNCTIONS OF THE CEMIPCB

The Central Electricity Metering Installation Personnel Certification Board (CEMIPCB) 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 GM/Head (RSC) on issues pertaining to the conduct of the certification examinations / interviews by the zonal panels.
- iii. To consider for approval recommendations made by Zonal Electricity Metering Installation Personnel Certification Panels (ZEMIPCP) on the conduct of certification examinations / interviews.
- iv. To consider and / or deal with any complaint lodged against erring certified Electricity Metering Installation Personnel.
- v. To Consider and decide on any appeal against the decision and recommendations of the ZEMIPCPs.

3.5.2 ZONAL ELECTRICITY METERING INSTALLATION PERSONNEL CERTIFICATION PANEL (ZEMIPCP)

The Zonal Electricity Metering Installation Personnel Certification Panel (ZEMIPCP) 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 that applied in their respective zonal offices. Such notice shall be posted on NEMSA's website www.nemsa.gov.ng or may be published in the National Newspapers for information of the candidates.

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

3.5.2.1 MEMBERSHIP OF THE ZEMIPCP

The members of the Zonal Electricity Metering Installation Personnel Certification Panel (ZEMIPCP) shall be experienced electrical / instrumentation engineers / technologists drawn from the following organizations:

- i. Head, National Meter Test Station (NEMSA).....Chairman
- ii. Area Inspecting Engineer IFOMember
- iii. Nigerian Society of Engineers (NSE) / COREN.....Member
- iv. Standards Organization of Nigeria (SON).....Member
- v. Two representatives of DISCOs/TCN.....Member
- vi. An officer of NMTS NEMSASecretary
- vii. A representative of RSC (HQ)Observer

NOTE:

- A quorum of the ZEMIPCP shall be formed with four (4) members including the Chairman or anyone delegated to act in his/her capacity.
- The zonal panels shall be inaugurated by the Chief Electrical Inspector of the Federation.

3.5.2.2 FUNCTIONS OF THE ZEMIPCPs

- Receive and scrutinize submitted application forms with credentials and assess/determine suitability of each applicant.
- Compile the list of candidates suitable for oral and/or written interview.
- Schedule examination/interview date and invite candidates for the exercise.
- Forward the interview results to the CEMIPCB for further necessary action.
- Present the processed competency certificates to successful applicants.
- Maintain a Register of Certified Electricity Metering Installation Personnel within their Zones.
- Convene the zonal panel interview meetings before and after the conduct of examination/interview.

3.5.3 NEMSA NATIONAL METER TEST STATIONS AND INSPECTORATE FIELD OFFICES NATIONWIDE (EXAMINATION / INTERVIEW CENTRES)

Table 4: NEMSA NATIONAL METER TEST STATIONS / INSPECTORATE FIELD OFFICES NATIONWIDE

S/N	LOCATION	ADDRESS	CONTACT PERSON	PHONE No	EMAIL ADDRESS
NATIONAL METER TEST STATIONS					
1	Lagos (Oshodi)	Alasia Bus stop, Agege Motor Road, Near YTK Petrol Station (Formerly BECO), Oshodi – Lagos State	Engr. Sunny Adeoye Head, NMTS, Oshodi	08068716410 07052453410	sunny.adeoye@nemsa.gov.ng nmtsoshodi@nemsa.gov.ng
2	Port Harcourt	21, Industry Road Port Harcourt, Rivers State	Engr. Koproda Cyriacus Senior Manager Ag. Head, NMTS, Port Harcourt	08136842194	koproda.cyriacus@nemsa.gov.ng nmtsph@nemsa.gov.ng

3	Kaduna	PMB 2231, Behind Power Station, Kaduna State	Mr. Edward Agbo Head, NMTS, Kaduna	08160111557	edward.agbo@nems.gov.ng nmtskd@nems.gov.ng
4	Enugu	No 45 Abakaliki Road G. R. A, Enugu, Enugu State, Nigeria	Kumokou Ditari Timothy Head, NMTS, Enugu	08038881629	kumokou.ditari@nems.gov.ng nmtsenugu@nems.gov.ng
INSPECTORATE FIELD OFFICES					
5	Abeokuta	2nd Floor, Right Wing, Federal Secretariat Complex, Kobape Road, Abeokuta, Ogun State.	Engr. Abubakar Momoh	08055235210	abubakar.momoh@nems.gov.ng abeokutaifo@nems.gov.ng
6	Abuja	12, 611 road, 7 th Avenue, off Aural Awal Street, Gwarinpa, Abuja.	Engr. Eja Aloba	07035866004	eja.aloba@nems.gov.ng abujaifo@nems.gov.ng
7	Akure	Federal Secretariat Building, Igbatoro Road, Akure, Ondo State.	Engr Adura Tundun	08064430414	adura.tundun@nems.gov.ng akureifo@nems.gov.ng
8	Bauchi	Rm 85 & 86, 4th Floor, Federal Secretariat Complex, Bauchi, Bauchi State.	Engr. Muktar M. Abbas	08034644000	abbas.muktar@nems.gov.ng bauchiifo@nems.gov.ng
9	Benin	Federal Secretariat Complex, Opp. Aduwawa Quarters, P.M.B. 1319, Benin City, Edo State.	Engr. Jimoh A. Quadry	08033519956	jimoh.quadry@nems.gov.ng beninifo@nems.gov.ng
10	Maiduguri	No. 3 Nursery Street, Behind Lake Chad Hotel, Maiduguri, Borno State.	Mr. James Bata Sani	08099640301	james.sani@nems.gov.ng maiduguriifo@nems.gov.ng
11	Ibadan	Ministry of Energy Building, Beside Nitel Hqs, Inside Oyo State Secretariat, Agodi P.M.B. 5028, Ibadan, Oyo State.	Engr. Nelson Obiukwu	08034972623	osita.obiukwu@nems.gov.ng ibadanifo@nems.gov.ng
12	Lagos (Eko)	Federal Ministry of Works Building, Block D, Glass House, Moloney Street, by TBS, Lagos Island, Lagos state.	Engr. Salami Afeez Oladokun	07068881040	salami.oladokun@nems.gov.ng ekoifo@nems.gov.ng

13	Ilorin	No. 4 Salamatu Olatundun Street, Off Ahmadu Bello Way, Opposite Sharia Court, GRA, Ilorin, Kwara State.	Engr. Muyiwa T. Alabi	08033894077	tajudeen.alabi@nemsa.gov.ng ilorinifo@nemsa.gov.ng
14	Jos	Club Road Opposite ECWA Headquarter, by Land and Survey, Jos, Plateau State.	Kalu Ochu Ikpo	08037442084	kalu.ikpo@nemsa.gov.ng josifo@nemsa.gov.ng
15	Kano	Third Floor, Room 314, Federal Secretariat, Complex, Katsina Road, Kano.	Engr. M. G. Konduga	08035968534	mohammad.konduga@nemsa.gov.ng kanoifo@nemsa.gov.ng
16	Owerri	Behind FERMA, Federal Secretariat Complex, Owerri-P/H Road, Owerri, Imo State.	Engr. Gerald Ene	08161330625	gerald.ene@nemsa.gov.ng owerriifo@nemsa.gov.ng
17	Sokoto	EIS Building Complex, Near Kangiwa Square P.M.B. 2291, Sokoto, Sokoto State.	Baba Machina M.	08034480787	baba.machina@nemsa.gov.ng sokotoifo@nemsa.gov.ng
18	Uyo	2 nd Floor, Federal Secretariat Complex, Abak Road, Uyo, Akwa Ibom State.	Engr. Abdulrahman I. Igetsi	08030695738 07059914366	abdulrahman.igetis@nemsa.gov.ng uyoifo@nemsa.gov.ng
19	Yola	Rooms 044-048, Ground Floor Federal Secretariat Complex, 29A Mubi Road, PMB 2011, Jimeta, Yola, Adamawa State.	Ntuen Ekponton Anthony	08037039351	clergytony@gmail.com yolaifo@nemsa.gov.ng

3.6 CLASSIFICATION OF ELECTRICITY METERING INSTALLATION PERSONNEL CERTIFICATION

NEMSA Electricity Metering Installation Personnel certification is classified into individual certification and corporate certification.

3.6.1 INDIVIDUAL CERTIFICATION

Individual certification is for Engineers (Electrical, Mechatronics, Instrumentation) / Technologists / Technicians who have worked in the power sector and or allied industries for at least three (3) years and acquired skill, experience, and expertise in

Electricity Metering Installation Works / Projects. They are personally held responsible / accountable for any works / projects executed by them.

The individual Electricity Metering Installation Personnel certification is categorized into two categories as follows:

- i. **Category One (1)** – For Engineers / Technologists
- ii. **Category Two (2)** – For Technicians / Artisans

Prospective applicants may apply for certification under any category depending on their qualifications and years of practical field experience in the Nigerian Electricity Supply Industry and other allied industries.

3.6.2 CORPORATE CERTIFICATION

Corporate Certification is for registered businesses or limited liability companies. They are required under the law to engage the services of certified electricity metering installation personnel as highlighted hereunder.

The Corporate Certification is classified into (Category One (1)) and (Category Two (2)) with following requirements:

- i. Corporate Certification (Category One (1)):
 - The Company must have at least Five (5) certified category 1 Electricity Metering Installation personnel and Ten (10) certified category 2 Electricity Metering Installation personnel in its workforce.
- ii. Corporate Certification (Category Two (2)):
 - The Company must have at least Ten (10) certified category 2 Electricity Metering Installation personnel in its workforce.

The corporate certificate has a validity of two years and is renewable every year providing the company still has in its employment the required number of certified category 1 and 2 electricity metering installation personnel.

The corporate certification category one (1) and Individual certification category one (1) have the same scope of work while the corporate certification category two (2) and Individual certification category two (2) have the same scope of work.

NOTE: A company's Corporate Certification cannot be renewed unless the required number of certified category 1 & 2 electricity metering personnel is maintained amongst other requirements.

3.7 QUALIFICATION / REQUIREMENTS

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

3.7.1 CATEGORY TWO (2)

- i. Applicants shall have a National Diploma in Electrical / Electronics / Instrumentation Engineering or equivalent of a Secondary School Technical Education certificate and a training certificate on electricity metering installation from a recognized Metering Training Institute.
- ii. Must have at least 3 years evidence of proven field experience in the installation of single and three-phase meters at 400 Volts level in Nigeria.
- iii. Shall have good knowledge of internal wiring system of residential, commercial, and industrial premises.
- iv. Shall have good knowledge of how to achieve good earthing system.
- v. Should have knowledge of Metering Codes (Nigerian Metering Code Version 02, Nigerian Smart Metering Regulations, IEE, etc.), NESIS Regulations, Health and Safety Codes and other extant regulations.
- vi. Shall have good understanding of the use of relevant basic electrical and metering test instruments.
- vii. Shall be able to read and interpret electricity metering circuit drawings.
- viii. Shall be able to carry out load analysis of buildings to accurately determine the type of electricity meter to be installed.
- ix. Shall be familiar with single-phase and three-phase meter terminal configurations:
 - a. Single-phase electricity meter terminal configuration of P-N-N-P as stipulated in the Nigerian Metering Code.

- b. Three-phase electricity meter terminal configuration of R1R2 Y1Y2 B1B2 N1N2 as stipulated in the Nigerian Metering Code.
- x. Shall be conversant with electricity metering anti-tamper challenges and measures.
- xi. Shall be knowledgeable on the insulation resistance testing and cable colour codes identification for the installation of electricity meters.
- xii. Should be conversant with the importance of NEMSA sealing of electricity meter and due date certified label as stipulated in the Nigerian Metering Code V02.
- xiii. Should have proper knowledge of safety requirements in metering installation.

NB:

Certified electricity metering installation personnel should ensure that electricity meters without NEMSA seal and test label are not installed for use in Nigeria.

3.7.2 CATEGORY ONE (1)

- i. Applicants shall have a minimum qualification of Higher National Diploma / BSc in Electrical / Electronics / Instrumentation Engineering and registration with relevant government approved professional bodies will be an added advantage.
- ii. Must meet all the requirements listed in 3.7.1 (ii-xiii) above in addition to at least five (5) years field experience in electricity metering installation works on 33/11kV Maximum Demand (MD) meters and 330/132kV Grid Electricity Metering Installation Works.
- iii. Must be able to work independently and unsupervised.

3.8 SCOPE OF WORK FOR ELECTRICITY METERING INSTALLATION PERSONNEL

3.8.1 CATEGORY TWO (2)

Carry out installation of single and three phase Low Voltage Metering installation works up to and including 400 volts electrical systems.

3.8.2 CATEGORY ONE (1)

Carry out the installation of Maximum Demand (MD) Metering on 33/11kV networks and grid meters on 330/132kV networks in addition to Installation of electricity Meters as outlined in 3.8.1 above.

3.8.3 REQUIREMENTS FOR FOREIGN NATIONALS

- i. 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. Must attach a copy of the data page of their international passport and valid residence permit to the application form.
- iii. Must submit all necessary documents including items i & ii above to the National Meter Test Station / Inspectorate Field Office before the scheduled date of the examinations / interviews.

3.9 CONDITIONS FOR UPGRADING TO HIGHER CERTIFICATION CATEGORY

Any Certified Electricity Metering Installation Personnel wishing to upgrade from lower category to higher category MUST satisfy the following conditions:

- i. The Personnel must have requisite qualification and experience for the higher category.
- ii. The personnel must have evidence of proven ability / capacity on past metering installation works he / she has executed in the lower category.
- iii. The personnel must have spent at least three (3) years in the original category issued to him / her.
- iv. The personnel must showcase at least five (5) metering installation works executed by him in the lower category to NEMSA for assessment.
- v. The personnel must not have been involved in any act of misconduct or ever have been reported to be incompetent in the execution of Electricity Metering Installation works.

- vi. Must show all documents / evidence of Electricity Metering Installation works he / she has undertaken.

3.10 CONTINUOUS EDUCATION (CAPACITY BUILDING) FOR CERTIFIED ELECTRICITY METERING INSTALLATION PERSONNEL

Certified Electricity Metering Installation Personnel are required to participate in related metering installation or maintenance works' conferences, seminars, workshops or training at least minimum of once (1) every two (2) years. 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 fees and annual renewal fees for each category shall be as stated hereunder:

4.1 CERTIFICATION AND RENEWAL FEES

Table 5: Individual Certification Fees

CATEGORY	CERTIFICATION FEE (₦)	RENEWAL FEE (₦)
1	50,000.00	25,000.00
2	30,000.00	10,000.00

Table 6: Corporate Certification Fees

CATEGORY	CERTIFICATION FEE (₦)	RENEWAL FEE (₦)
1	300,000.00	150,000.00
2	200,000.00	100,000.00

NOTE:

- The fees shown in the table above are subject to review without notice.
- Certified personnel and corporate organizations shall renew their competency certificates within 30 days of expiration.
- 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 an Electrical / Electronics / Instrumentation / Control Engineering or other relevant University Degree certificate, Higher National Diploma, Full Technological Certificate of City and Guilds with at least 5 years of proven practical field experience in Electricity Meter Installation/Maintenance works in the Nigerian Electricity Supply Industry (NESI) shall be exempted from written test only. They shall however undergo an oral interview only to ascertain their competence.

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

Engineers / Technologists who have worked and retired from the Metering Departments of then NEPA / defunct PHCN / DISCOs / TCN / NEMSA 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 and Electronics / Instrumentation Engineering from a recognized institution.
- Applicant should have worked in Metering Services Department / Unit 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) Electricity Metering Installation works or maintenance works in which he / she participated in their execution/maintenance during the period of service with the previous organization.
- The chairman of the zonal panel must show the applicant's documented evidence of his/her eligibility through writing which shall be presented to the Zonal Panel Members for sighting.
- The chairman of the zonal panel shall forward a report for approval to NEMSA MD/CEO & CEIF detailing the experience and qualifications of the applicant.

6.0 ENFORCEMENT

- NEMSA shall enforce all standards and extant regulations as published by NERC and all other relevant statutory bodies and provisions of the guidelines for metering certification in line with NEMSA Act, 2015.
- Only Electricity Metering Installation works executed by certified Electricity Metering Installation Personnel / certified corporate companies shall be allowed to be put into use.
- All correspondence emanating from certified Electricity Metering Installation Personnel shall bear the stamp/seal.
- Upon completion of any Electricity Metering Installation works the Certified Electricity Metering Installation Personnel shall have the following markings engraved on a nameplate that would be displayed at a visible and accessible location on customers' premises or anywhere electricity meter is being installed with a view of identifying the Contractor, should the need arise.
 - i. Name of the Certificate holder:
 - ii. Company's Name
 - iii. Certificate Number
 - iv. Certificate Category
 - v. Date of Issue

- vi. Expiry Date
 - vii. Date Last Renewed
 - viii. Date of completion of the Installation
 - ix. Contact Address and Telephone Number
- Periodically, NEMSA shall obtain data of new electricity meters installed from Electricity Distribution Companies / Transmission Company of Nigeria (TCN) / Power Generating Companies / Rural Electrification Agency (REA), Captive Power Generation Companies, Mini Grids etc and perform random checks on the installed electricity meters of new customers for compliance. If any installations fall short of safety requirements, the certified Personnel / corporate organization who endorsed the metering installation shall be sanctioned. **Any organization / company / certified electricity metering personnel that connects electricity meters which has not been certified by NEMSA in any premises shall be sanctioned in accordance with NEMSA Act 2015.**

7.0 REVOCATION OF CERTIFICATE

Where a written complaint/allegation has been made against a certified Electricity Metering Installation Personnel for incompetence or misconduct, he/she shall be required to give a written explanation to the Central Electricity Metering Installation Personnel Certification Board (CEMIPCB). Where such Certified Personnel/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 Personnel / Corporate Organization 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 extract. The Certified Personnel / Corporate Organization will also be required to make a fresh payment for a new certificate.

9.0 RENEWAL OF CERTIFICATE

All Certified Electricity Metering Installation Personnel/Corporate Organization are expected to renew their certificate within 30 days after its expiration. Failure to renew will attract a penalty fee of 50% of the renewal fee.

- Metering Installation Certification can only be renewed at NEMSA Headquarters.
- Application letter should be addressed to the MD/CEO & CEIF through any NEMSA National Meter Test Station or Inspectorate Field Office with the following documents attached:
 - i. The original copy of the expired certificate.
 - ii. At least three (3) evidence of electricity meter installation works undertaken within the period of certification.
 - iii. 2 recent passport photographs of the certified electricity metering personnel (white background, no cap, no sunglasses).
 - iv. Receipt of payment of renewal fee as is applied.

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 ZEMIPCP 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 MLSDMember
- v. A representative of NSE.....Member

11.0 AUTHORITY

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

12.0 TERMS AND CONDITIONS

All certified Personnel / Corporate Organizations are expected to adhere to the following terms and conditions:

- i. All Certified Electricity Metering Installation Personnel / Corporate Organizations are expected at all times to carry out electricity metering installation works in accordance with laid down procedures, specifications, technical standards and regulatory requirements and ensuring safety.
- ii. Any Certified Electricity Metering Installation Personnel / Corporate Organizations in possession of a higher Certificate category 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 Electricity Metering Installation Personnel / Corporate Organizations, he/she shall be required to give a written explanation to the Central Electricity Metering Installation Personnel Certification Board. Where such certified Electricity Metering Installation Personnel / Corporate Organizations is unable to produce sufficient justification for the alleged misconduct, the CEMIPCB shall reserve the right to revoke his / her certificate or take any other necessary action.

- iv. Certified Electricity Metering Installation Personnel / Corporate Organizations shall personally supervise projects / metering installation works undertaken by them.
- v. Certified Electricity Metering Installation Personnel 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 personnel / Corporate Organization has defaulted.
- vi. Any Certified Electricity Metering Installation Personnel / Corporate Organizations who executes an electricity metering installation work outside the specified scope of their Certificate category, when discovered, shall have their certificate suspended for a period of not less than one (1) year.
- vii. Any Certified Electricity Metering Installation Personnel / Corporate Organizations who permits an apprentice or his employee to execute electricity metering 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 Electricity Metering Installation work without a competency Certificate shall be prosecuted in the Court of law.
- ix. Any Certified Electricity Metering Installation Personnel / Corporate Organizations who has been suspended twice and found guilty of another offense may have their Certificate revoked/withdrawn.
- x. Any Certified Electricity Metering Installation Personnel / Corporate Organizations who demonstrates gross negligence in executing Electricity Metering Installation works that results in damage to lives and / or property, etc shall have their Certificate revoked and they 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 Electricity Metering Installation Personnel 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.

13.0 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