

ENERGY & PETROLEUM REGULATORY AUTHORITY

Formerly,



ELECTRICAL CONTRACTOR INSPECTION CHECKLIST - ERC/ERE/ELEC-1.03

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

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

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B. OFFICE & BUSINESS DETAILS			
7	Valid Tax Compliance Certificate <i>(Mandatory)</i>		
8	CR12 (not older than one year) <i>(Mandatory)</i>		
9	Valid Work Permits for Foreign Directors <i>(Mandatory)</i>		
C. LICENSED STAFF			
1	Details of Licensed Electrician <i>(The Electrician should be in good Licence renewal standing)</i>	Name:	
		ID No:	
		Licence No:	
		Tel. No:	
		Email:	
2	Electrician's Consent and Declaration Letter (Complete the Template in Annex 2)		

D. ELECTRICAL MEASURING/TEST INSTRUMENTS.					
No.	Instrument	Qty	Make/Model and Serial No	Condition/Remarks	Note
1	Phase Sequence Meter				Mandatory for Classes B & A1
2	Earth Loop Impedance Tester				Mandatory for Classes C1, B & A1
3	Earth Resistance Tester				Mandatory for all Classes
4	Insulation Resistance Tester				Mandatory for all Classes
5	Clamp Meter/ Multimeter				Mandatory for all Classes

Note: Take photographs of the instruments.

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

F. INSPECTORS' RECOMMENDATION

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



Energy Regulatory Commission

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

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

Business Name					
Date				Time	
No	Name	ID Number	Organization	Tel. No	Signature
1					
2					
3					
4					
5					
6					
7					
8					
Electrical Contractor's Stamp/Seal					

ANNEX 2: ELECTRICIAN'S CONSENT AND DECLARATION LETTER

To: The Chairperson

Electricity and Renewable Energy Licensing Committee

Energy Regulatory Commission

P. O. Box 42681 – 00100 Nairobi, Kenya

Tel: +254202847000/ +254722200947

Email : info@erc.go.ke

(i) Consent

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

(ii) Declaration

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

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

I further **assure** that;

- (i) I will report to the Commission any malpractice related to electrical installation works involving the electrical contractor to whom I am engaged,
- (ii) When I intend to leave the present electrical contractor, I will report the same to the Energy Regulatory Commission thirty (30) days prior to leaving, and
- (iii) I shall abide by the provisions of the Energy Act, 2006 and regulations made thereunder; and instructions issued by the Commission from time to time.

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



ANNEX 2: ELECTRICIAN'S CONSENT AND DECLARATION LETTER

Signed

Licensed Electrician

Signature _____ ID No _____ Date _____

Postal Address _____ Post Code _____

Telephone Number _____ Email _____

Electrical Contractor (Director)

Signature _____ ID No _____ Date _____

Postal Address _____ Post Code _____

Telephone Number _____ Email _____

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