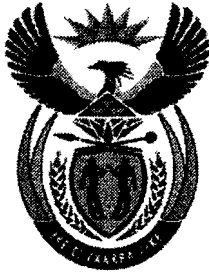

GENERAL NOTICE

NOTICE 258 OF 2012



labour

Department:
Labour
REPUBLIC OF SOUTH AFRICA

Explanatory notes on the Electrical Installation Regulations, 2009

Guidance Notes

Department of Labour

Occupational Health and Safety Act, 1993

Foreword

This document consists of explanatory notes on the implications and application of the more important regulations concerning electrical installations. The notes are meant to help and guide suppliers, contractors, registered persons, users, approved inspection authority for electrical installations and inspectors. They explain the purpose of the regulations, their meaning and suggested administration as far as suppliers, registered persons and contractors are concerned.

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1. Introduction

- 1.1 The purpose of the Act and specifically the Electrical Installation Regulations, 2009, is to ensure the safety of persons in so far as electrical installations and the performance of installation work is concerned and makes provision for –
- 1.1.1 the compulsory use of an approved health and safety standard for electrical installations;
 - 1.1.2 safety aspects relative to electrical installation work;
 - 1.1.3 the registered persons who exercise general control over electrical installation work and those persons who have to inspect electrical installations;
 - 1.1.4 the inspection and test of electrical installations by suppliers, persons registered with the Engineering Council of south Africa, competent persons and approved inspection authorities, only in so far as it is necessary and practical and in the interests of safety.
- 1.2 These guidance notes do not replace the Electrical Installation Regulations, 2009.

2. The definitions and the regulations

The relevant regulations are dealt with separately, sub-regulation by sub-regulation, and where a regulation introduces definitions, the definitions are dealt with at the same time.

2.1 *Regulation 2 - Responsibility for electrical installations*

2.1.1 *Sub-regulation 1*

Subject to subregulation (3), the user or lessor of an electrical installation, as the case may be, shall be responsible for the safety, safe use and maintenance of the electrical installation he or she uses or leases.

Definitions:

"electrical installation" means any machinery, in or on any premises, used for the transmission of electricity from a point of control to a point of consumption anywhere on the premises, including any article forming part of such an electrical installation irrespective of whether or not it is part of the electrical circuit, but excluding —

- (a) any machinery of the supplier related to the supply of electricity on the premises;

- (b) any machinery which transmits electrical energy in communication, control circuits, television or radio circuits;
- (c) an electrical installation on a vehicle, vessel, train or aircraft; and
- (d) control circuits of 50 V or less between different parts of machinery or system components, forming a unit, that are separately installed and derived from an independent source or an isolating transformer;

"point of control" means the point at which an electrical installation on or in any premises can be switched off by a user or lessor from the electricity supplied from the point of supply, or the point at which a particular part of an electrical installation on or in any premises can be switched off where different users occupy different portions of such premises;

"point of outlet" means any termination of an electrical installation which has been provided for connecting any electrical machinery without the use of tools;

"point of consumption" means any point of outlet or the supply terminals of machinery which is not connected to a point of outlet and which converts electrical energy to another form of energy: Provided that in the case of machinery which has been installed for any specific purpose as a complete unit, the point of consumption shall be the supply terminals which have been provided on the unit of machinery for that purpose;

"point of supply" means the point at which electricity is supplied to any premises by a supplier;

"supply terminals" in relation to machinery installed as a complete unit, means the terminals or connection clamps on such machinery where the external conductors supplying the machinery with electricity are terminated or connected.

"supplier" in relation to a particular electrical installation, means any person who supplies or contracts or agrees to supply electricity to that electrical installation;

"user", in relation to plant or machinery, means the person who uses plant or machinery for his own benefit or who has the right of control over the use of plant or machinery, but does not include a lessor of, or any person employed in connection with, that plant or machinery;

Notes:

1. The lessor is included into the regulations because the lessor is excluded from the definition of "user".
2. These electrical installations may be on a domestic property, commercial property, industrial property or agricultural property.

2.1.2 Sub-regulation 2

The user or lessor of an electrical installation, as the case may be, shall be responsible for the safety of the conductors on his or her premises connecting the electrical installation to the point of supply in the case where the point of supply is not the point of control.

Note: Self explanatory

2.1.3 Sub-regulation 3

Where there is a written undertaking between a user or lessor and a lessee whereby the responsibility for an electrical installation has been transferred to the lessee, the lessee shall be responsible for that installation as if he or she were the user or lessor.

Note: Self explanatory

2.2 Regulation 3 - Approved inspection authorities for electrical installations

2.2.1 Sub-regulation 1

The chief inspector may approve any person that has been accredited by the accreditation authority as an approved inspection authority for electrical installations.

"accreditation authority" means the South African National Accreditation System (SANAS) established by section 3 of the Accreditation for Conformity Assessment, Calibration and Good Laboratory Practice Act, 2006 (Act No. 19 of 2006);

Note: Self explanatory

2.2.2 Sub-regulation 2

An application to be an approved inspection authority shall be made to the chief inspector in the form of Annexure 2 together with —

- (a) a certified copy of the accreditation certificate issued by the accreditation authority; and*
- (b) the fee prescribed by regulation 14.*

Note: Self explanatory

2.2.3 Sub-regulation 3

An approved inspection authority for electrical installations shall inform the chief inspector of any change affecting its approval in terms of these Regulations within 14 days after such change.

Note: Self explanatory

2.3 Regulation 4 - Functions of approved inspection authorities for electrical installations

2.3.1 Sub-regulation 1

An approved inspection authority for electrical installations may enter premises and conduct an inspection, test or investigation only when —

- (a) contracted by the chief inspector or provincial director for a specific electrical installation; or*
- (b) requested by the user or lessor of an electrical installation to do so.*

Note:

1. Any person who has doubts that electrical installation work is not done according to these regulations and health and safety standards or has doubts over the validity of a certificate of compliance, should contact an approved inspection authority to investigate the case.

2.3.2 Sub-regulation 2

An approved inspection authority for electrical installations may not operate as an electrical contractor.

Definitions:

"electrical contractor" means a person who undertakes to perform electrical installation work on behalf of any other person, but excludes an employee of such first-mentioned person;

"installation work" means —

- (a) the installation, extension, modification or repair of an electrical installation;*
- (b) the connection of machinery at the supply terminals of such machinery; or*
- (c) the inspection, testing and verification of electrical installations for the purpose of issuing a certificate of compliance;*

Note: Self explanatory

2.4 Regulation 5 - Design and construction

2.4.1 Sub-regulation 1

No person may authorise, design, install or permit or require the installation of an electrical installation, other than in accordance with a health and safety standard incorporated into these Regulations under section 44 of the Act.

Notes:

1. The incorporated health and safety standard referred to is the SANS 10142-1 Code of practice for the wiring of premises as published in Government Notice No. R.243 of 6 March 2009 or any updated revision of the standard.
2. The standard has the power of a regulation only in so far as the regulation permits and it must therefore be noted that the standard is only applicable with respect to an "electrical installation" as defined i.e. from the "point of supply" to the "point of consumption", which expressions are clearly defined.
3. This sub-regulation will also apply to extension, modification and repair of an existing electrical installation.

2.4.2 Sub-regulation 2

No person may use components within an electrical installation unless those components comply with the standards referred to in the relevant incorporated standard referred to in subregulation (1), and proof of compliance shall be identifiable on the components or certification shall be available from the manufacturer or supplier of the materials or components in terms of the National Regulator for Compulsory Specifications Act, 2008 (Act No. 5 of 2008).

Note: Self explanatory

2.4.3 Sub-regulation 3

Items of an electrical installation not covered by an incorporated health and safety standard, and the conductors between the point of supply and the point of control, shall be installed in accordance with the by-laws or regulations of the supplier concerned.

Note: Self explanatory

2.4.4 Sub-regulation 4

A registered person shall exercise general control over all electrical installation work being carried out, and no person may allow such work without such control.

Definition:

"general control" in relation to electrical installation work that is being carried out, includes instruction, guidance and supervision in respect of that work;

Notes:

1. This sub-regulation emphasizes the point that no one may do installation work unless he or she does the work under the general control of a registered person or himself or herself is a registered person.
2. If the registered person does the work himself or herself, this general control will not be necessary.
3. The intention of the regulation is to ensure that installation work is carried out under clear instructions, guidance and proper supervision and that it complies with the health and safety standard.

2.4.5 Sub-regulation 5

Where the voltage exceeds 1 kV, a person deemed competent in terms of paragraphs (b), (c) or (d) of the definition of a competent person in regulation 1 of the General Machinery Regulations, 1988, or a person registered in a professional category in terms of the Engineering Profession Act, 2000, shall approve the design of that part of an electrical installation.

Note: Self explanatory

2.4.6 Sub-regulation 6

Where the intention is to supply five or more users from a new point of supply, the user shall appoint an approved inspection authority for electrical installations or a person deemed competent in terms of paragraph (b), (c) or (d) of the definition of a competent person in regulation 1 of the General Machinery Regulations, 1988, or a person registered in a professional category in terms of the Engineering Profession Act, 2000, who shall ensure the compliance contemplated in subregulation (1) from the commencement to the commissioning of the electrical installation.

Note: Self explanatory

2.4.7 Sub-regulation 7

No supplier may restrict the application of a health and safety standard referred to in subregulation (1) when an electrical installation is installed, except where the distribution system of the supplier may be adversely affected by the application thereof.

Note:

1. By-laws of a supplier are subordinate legislation to these regulations and may therefore not attempt to add to or detract from the provisions of these regulations.
2. A by-law which requires more than the regulations call for, or prohibits something that the regulations permit, could be challenged on dispute.
3. A supplier may make by-laws and regulations on anything outside the scope of the definition for an electrical installation and also on aspects of such by-law or regulation are meant to safeguard or fit in with the supplier 's distribution system.

2.5 Regulation 6 - Electrical contractor

2.5.1 Sub-regulation 1

No person may do electrical installation work as an electrical contractor unless that person has been registered as an electrical contractor in terms of these Regulations.

Note: Self explanatory

2.5.2 Sub-regulation 2

Any person who does electrical installation work as an electrical contractor shall register annually in the form of Annexure 3 with the chief inspector or a person appointed by the chief inspector.

Notes:

1. The registration of electrical contractors will be done at the 9 Provincial Offices in South Africa as from the 1st of June 2012.
2. The ECB's registration will stays valid till such time it lapse. As an example, if a contractor register with the ECB on 31 May 2012, that registration will be valid till 30 May 2013.

2.5.3 Sub-regulation 3

An application for registration as referred to in subregulation (2) shall be accompanied by the fee prescribed by regulation 14.

Note: Self explanatory

2.5.4 Sub-regulation 4

The chief inspector or a person appointed by the chief inspector shall register any person referred to in subregulation (1) as an electrical contractor and

enter such registration into the national database: Provided that such person

- (a) has a fixed address and a telephone; and
- (b) employs a registered person in a full-time capacity, or is himself or herself a registered person.

Note: Self explanatory

2.6 Regulation 7 - Certificate of compliance

2.6.1 Sub-regulation 1

Subject to the provisions of subregulation (3), every user or lessor of an electrical installation, as the case may be, shall have a valid certificate of compliance for that installation in the form of Annexure 1, which shall be accompanied by a test report in the format approved by the chief inspector, in respect of every such electrical installation.

Definition:

"certificate of compliance" means —

- (a) a certificate with a unique number obtainable from the chief inspector, or a person appointed by the chief inspector, in the form of Annexure 1, and issued by a registered person in respect of an electrical installation or part of an electrical installation; or
- (b) a certificate of compliance issued under the Electrical Installation Regulations, 1992;

"registered person" means a person registered in terms of —

- (a) regulation 11; or
- (b) regulation 9 of the Electrical Installation Regulations, 1992, as an electrical tester for single phase, an installation electrician or a master installation electrician, as the case may be;

"electrical tester for single phase" means a person who has been registered as an electrical tester for single phase in terms of regulation 11(2) for the verification and certification of the construction, testing and inspection of electrical installations supplied by a single-phase electricity supply at the point of control, excluding specialised electrical installations;

"installation electrician" means a person who has been registered as an installation electrician in terms of regulation 11(2) for the verification and certification of the construction, testing and inspection of any electrical installation, excluding specialised electrical installations;

"master installation electrician" means a person who has been registered as a master installation electrician in terms of regulation 11(2) for the

verification and certification of the construction, testing and inspection of any electrical installation;

"specialised electrical installations" means electrical installations in —

- (a) *explosive atmospheres as contemplated in SANS10086-1;*
- (b) *the petroleum industry as contemplated in SANS10089-2;*
- (c) *hazardous locations as contemplated in SANS10108; or*
- (d) *medical locations as contemplated in SANS10142-1,*
published by Standards South Africa;

Note:

1. Registered person may generate their own certificate of compliance with a sequential unique number for now. Unique numbers will be made available at a later stage.

2.6.2 Sub-regulation 2

Subject to the provisions of subregulation (3), every user or lessor of an electrical installation, as the case may be, shall on request produce the certificate of compliance for that electrical installation to an inspector, a supplier or, subject to regulation 4(1), an approved inspection authority for electrical installations.

Note: Self explanatory

2.6.3 Sub-regulation 3

Subregulation (1) shall not apply to an electrical installation that existed prior to 23 October 1992, and where there was no change of ownership after 1 March 1994: Provided that, if any addition or alteration is effected to such an electrical installation, the user or lessor of the electrical installation, as the case may be, shall obtain a certificate of compliance for the whole electrical installation, whereafter the provisions of subregulation (1) shall be applicable to such electrical installation.

Note: Self explanatory

2.6.4 Sub-regulation 4

Where any addition or alteration has been effected to an electrical installation for which a certificate of compliance was previously issued, the user or lessor of such electrical installation shall obtain a certificate of compliance for at least the addition or alteration.

Note: Self explanatory

2.6.5 Sub-regulation 5

Subject to the provisions of section 10(4) of the Act, the user or lessor may not allow a change of ownership if the certificate of compliance is older than two years.

Note: Self explanatory

2.6.6 Sub-regulation 6

The relevant supplier may at any reasonable time inspect or test any electrical installation: Provided that the supplier shall not charge any fee for such an inspection or test unless the inspection or test is carried out at the request of the user or lessor.

Note: Self explanatory

2.6.7 Sub-regulation 7

If an inspector, an approved inspection authority for electrical installations or supplier has carried out an inspection or test and has detected any fault or defect in any electrical installation, that inspector, approved inspection authority for electrical installations or supplier may require the user or lessor of that electrical installation to obtain a new certificate of compliance: Provided that if such fault or defect in the opinion of the inspector, approved inspection authority for electrical installations or supplier constitutes an immediate danger to persons, that inspector, approved inspection authority for electrical installations or supplier shall forthwith take steps to have the supply to the circuit in which the fault or defect was detected, disconnected: Provided further that where such fault or defect is of such a nature that it may indicate negligence on the part of a registered person, the inspector, approved inspection authority for electrical installations or supplier shall forthwith report those circumstances in writing to the chief inspector.

Note: Self explanatory

2.7 Regulation 8 - Commencement and permission to connect installation work

2.7.1 Sub-regulation 1

No person shall commence installation work which requires a new supply or an increase in electricity supply capacity unless the supplier has been notified thereof in the form of Annexure 4: Provided that the supplier may waive this requirement in respect of such types of work as it may specify.

Note:

1. The supplier needs this notice in order to be advised of any additional load and connection facilities which he may have to provide for, but also to be able to exercise his prerogative to arrange for inspection of the installation work while it is in progress.

2.7.2 Sub-regulation 2

No person shall connect or permit the connection of any completed or partially completed electrical installation to the electricity supply unless it has been inspected and tested by a registered person and a certificate of compliance for that electrical installation has been issued: Provided that the supplier may on request connect the supply to the electrical installation for the purpose of testing and the completion of the certificate of compliance by a registered person: Provided further that this subregulation shall not apply in a case where the electricity was disconnected for the non-payment of the electricity account or where there has been a change of tenant but not of ownership.

Note: Self explanatory

2.8 Regulation 9 - Issuing of certificate of compliance

2.8.1 Sub-regulation 1

No person other than a registered person may issue a certificate of compliance.

Note: Self explanatory

2.8.2 Sub-regulation 2

A registered person may issue a certificate of compliance accompanied by the required test report only after having satisfied himself or herself by means of an inspection and test that —

- (a) a new electrical installation complies with the provisions of regulation 5(1) and was carried out under his or her general control; or*
- (b) an electrical installation which existed prior to the publication of the current edition of the health and safety standard incorporated into these Regulations in terms of regulation 5(1), complies with the general safety principles of such standard; or*
- (c) an electrical installation referred to in paragraph (b), to which extensions or alterations have been effected, that —*
 - (i) the existing part of the electrical installation complies with the general safety principles of such standard and is reasonably safe, and*
 - (ii) the extensions or alterations effected comply with the provisions of regulation 5(1) and were carried out under his or her general control.*

Note: Self explanatory

2.8.3 Sub-regulation 3

If at any time prior to the issuing of a certificate of compliance any fault or defect is detected in any part of the electrical installation, the registered person shall refuse to issue such certificate until that fault or defect has been rectified: Provided that if such fault or defect in the opinion of the registered person constitutes an immediate danger to persons in a case where electricity is already supplied, he or she shall forthwith take steps to disconnect the supply to the circuit in which the fault or defect was detected and notify the chief inspector thereof.

Note: Self explanatory

2.8.4 Sub-regulation 4

Any person who undertakes to do electrical installation work shall ensure that a valid certificate of compliance is issued for that work.

Note:

1. Only in special cases will it be allowed through an exemption for another person to issue a certificate of compliance e.g. when an electrical contractor has closed his business.

2.8.5 Sub-regulation 5

No person may amend a certificate of compliance.

Note: Self explanatory

2.9 Regulation 10 - Disputes

2.9.1 Sub-regulation 1

Should a dispute arise over the interpretation of a health and safety standard referred to in regulation 5(1) between a user, a registered person, an electrical contractor, an approved inspection authority for electrical installations or a supplier, as the case may be, an affected person may appeal against that interpretation to the chief inspector.

Note: Self explanatory

2.9.2 Sub-regulation 2

A person who refers a dispute referred to in subregulation (1) shall serve a notice of dispute, setting out fully the nature and grounds of the dispute, on both the chief inspector and the person whose interpretation he or she is

disputing, by personally delivering the notice of dispute or sending it by registered post.

Note: Self explanatory

2.9.3 Sub-regulation 3

The person whose interpretation is disputed shall within 14 working days of the date on which he or she received the notice of dispute, forward a notice setting out the reasons for his or her interpretation to the chief inspector.

Note: Self explanatory

2.9.4 Sub-regulation 4

The chief inspector shall, after having considered the grounds and the cause of the dispute, confirm, set aside or vary the interpretation of the safety standard in question or substitute it for the interpretation, which in the opinion of the chief inspector, ought to have been given.

Note: Self explanatory

2.10 Regulation 11 - Application for registration as a registered person

2.10.1 Sub-regulation 1

An application for registration as a registered person shall be made to the chief inspector in the form of Annexure 5 together with the registration fee prescribed by regulation 14.

Note: Self explanatory

2.10.2 Sub-regulation 2

Any natural person who satisfies the chief inspector that he or she —

- (a) has sufficient knowledge of the rules applicable to electrical installations in the category for which the application is being made; and*
- (b) has appropriate practical experience in respect of the electrical installation, verification and certification of the construction, testing and inspection of the type of electrical installation for which application is being made,*

shall be registered as an electrical tester for single phase, an installation electrician, or a master installation electrician, as the case may be.

Note: Self explanatory

2.10.1 Sub-regulation 3

The chief inspector shall furnish a registered person with the appropriate certificate of registration and enter such registration into the national database.

Note:

1. All certificates of registration issued since 24 May 1982 are still valid, unless it has been cancelled or withdrawn.

2.10.2 Sub-regulation 2

A registered person shall on request produce his or her certificate of registration to an inspector, an approved inspection authority for electrical installations, a supplier or any person to whom he or she intends to issue a certificate of compliance.

Note: Self explanatory

2.10.3 Sub-regulation 3

A registered person shall inform the chief inspector of any changes affecting his or her registration within 14 days after such change.

Note: Self explanatory

2.11 Regulation 12 - Withdrawal of registration and approval

2.11.1 Sub-regulation 1

Subject to the provisions of subregulation (2), the chief inspector may withdraw an approval issued to an approved inspection authority, a registration issued to an electrical contractor or a certificate of registration issued to a registered person if such person —

- (a) no longer complies with any of the conditions referred to in regulation 3(2)(a), 6(4) or 11(2), respectively; or*
- (b) is convicted of an offence referred to in regulation 15.*

Note: Self explanatory

2.11.2 Sub-regulation 2

The chief inspector may not withdraw a registration or an approval unless he or she has —

- (a) *informed the holder of such registration or approval of the intended withdrawal thereof and of the grounds upon which it is based; and*
- (b) *afforded such holder a reasonable opportunity to state his or her case and, if the holder is a person contemplated in subregulation (1)(a), afforded such holder an opportunity to comply with those conditions within the period specified by the chief inspector.*

Note: Self explanatory

2.11.3 Sub-regulation 3

The chief inspector shall, in writing, inform the person concerned of the reasons for his or her decision.

Note: Self explanatory

2.11.4 Sub-regulation 4

Any person adversely affected by a decision of the chief inspector may, in writing, appeal to the Director-General against such decision.

Note: Self explanatory

2.11.5 Sub-regulation 5

An appeal referred to in subregulation (4) shall –

- (a) *be lodged within sixty days from the date on which the decision was made known; and*
- (b) *set out the grounds of appeal.*

Note: Self explanatory

2.11.6 Sub-regulation 6

After considering the grounds of appeal and the chief inspector's reasons for his or her decision, the Director-General shall as soon as practicable confirm, set aside or amend the decision.

Note: Self explanatory

2.12 Regulation 13 - Substitution of lost, damaged or destroyed certificate

2.12.1 Sub-regulation 1

If any registration certificate issued in terms of these regulations to an electrical contractor or a registered person is lost, damaged or destroyed, the person to whom the certificate was issued may apply to the chief inspector for a duplicate certificate in the form of Annexure 6, together with the relevant registration fee prescribed by regulation 14.

Note:

1. The following documents must accompany the Annexure 6:
 - o Certified copy of ID
 - o Two colour or black & white photographs (40 mm x 30 mm)
 - o A copy of the old registration certificate (blue, yellow or pink card) if available
 - o Proof of payment in the form of a receipt, deposit slip, print out of payment, etc.
 - o An affidavit to say what has happened with the old registration certificate
2. No faxed or e-mailed copies will be accepted.

2.12.2 Sub-regulation 2

After proof that a certificate referred to in subregulation (1) has been lost, damaged or destroyed has been submitted to the satisfaction of the chief inspector, the chief inspector shall issue a duplicate thereof on which the word "duplicate" shall appear.

Note: Self explanatory

2.13 Regulation 14 - Fees payable

The fees payable in respect of an application in terms of regulation 3(2), 6(3) and 11(1) or a duplicate certificate of registration in terms of regulation 13(1) shall be R120,00 and shall be payable in the form of uncanceled revenue stamps affixed to the application form when payable to the chief inspector.

Note:

1. Any payments to the Department of Labour shall be made at any Labour Centre or any branch of First National Bank. The banking details are as follow:
 - o Account holder: Department of Labour
 - o Bank: First National Bank
 - o Account number: 62025135577
 - o Branch code: 253145
 - o Reference: OHS: EIR – (your surname and initials).

2.14 Regulation 15 - Offences and penalties

Any person who contravenes or fails to comply with any of the provisions of regulations 3(3), 4, 5, 6(1), 7, 8, 9, 11(4) and 11(5) shall be guilty of an offence and liable upon conviction to a fine or to imprisonment for a maximum period of 12 months and, in the case of a continuous offence, to an additional fine of R200,00 for each day on which the offence continues or to additional imprisonment of one day for each day on which the offence continues: Provided that the period of such additional imprisonment shall not exceed 90 days.

Note: Self explanatory

2.15 Regulation 16 - Repeal of regulations

The Electrical Installation Regulations, 1992, promulgated by Government Notice R. 2920 of 23 October 1992, as amended by Government Notice No. R. 962 of 20 May 1994, are hereby repealed.

Note: Self explanatory

2.16 Regulation 17 - Short title and commencement

These Regulations shall be called the Electrical Installation Regulations, 2009, and shall come into effect on 1 May 2009: Provided that regulation 5(6) shall come into effect on 1 April 2010.

Note: Self explanatory

Annexure 1

DEPARTMENT OF LABOUR

OCCUPATIONAL HEALTH AND SAFETY ACT, 1993

CERTIFICATE OF COMPLIANCE



Certificate of compliance in accordance with regulation 7(1) of the Electrical Installation Regulations, 2009.	Certificate No.			
	Certificate Type_(Tick appropriate block)			
	Initial Certificate		Supplementary Certificate	
Supplement No.to Initial Certificate No.as issued on:				
Identification of the relevant electrical installation (Address or other unique reference, where applicable) Physical address: Name of building: GPS Coordinates..... Suburb/Township: Pole number: District/Town/City: Erf/Lot No.:				
Declaration by registered person				
I _____ (ID No. _____) a registered person, declare that I have personally carried out the inspection and testing of the electrical installation described in the attached test report as per the requirements of: (Tick appropriate box)				
(a) electrical installation regulations 9(2)(a) (new electrical installation); or				
(b) electrical installation regulations (9(2)(b) (existing electrical installation); or				

(c) electrical installation regulations 9(2)(c) (new part to existing electrical installation)		
and deem the electrical installation to be reasonably safe when properly used.		
I have entered the number of this certificate on the attached test report(s).		
I declare that the persons responsible for the design, specification, procurement, construction, commissioning and inspection and test have completed the relevant sections of the test report.		
Registered person registration number:Date of registration		
Type of registration: (Tick appropriate block)		
Electrical tester for single phase	<input type="checkbox"/>	
Installation electrician	<input type="checkbox"/>	
Master installation electrician	<input type="checkbox"/>	
Signature:.....		Date:
Contact details of registered person:	Tel No.	
	Fax No.	
	Cell No.	
	Email	
	Address
NOTE: 1. This certificate is not valid unless all the sections have been completed correctly and the test report in the format approved by the chief inspector is attached. 2. This certificate will be invalid if any corrections have been made.		
Declaration by electrical contractor		
I _____ (ID No. _____)		
declare that the electrical installation has been carried out in accordance with the requirements of the Occupational Health and Safety Act, 1993, and regulations made thereunder.		
Electrical contractor registration number: Date of registration		
Signature:.....		

Contact details of electrical contractor:

Name	
Address
Tel.	
Fax	
Cell	
Email	

Recipient name: Signature: Date:

Note:

1. The "declaration by electrical contractor" will not be applicable if no electrical contractor was involved with that installation work e.g. employers or users who have their own registered persons and who do installation work for his/her employer or user.
2. The "initial certificate" is the main certificate for an electrical installation. There may be more than one initial certificate from one point of control where you have a huge electrical installation. In such a case, an initial certificate shall be issued for each section.
3. The "supplementary certificate" is for alterations and extensions on an electrical installation where an initial certificate already exists.

Annexure 2

DEPARTMENT OF LABOUR

OCCUPATIONAL HEALTH AND SAFETY ACT, 1993 (ACT NO. 85 OF 1993)

**APPLICATION FOR APPROVAL AS APPROVED INSPECTION AUTHORITY FOR
ELECTRICAL INSTALLATIONS**

Department of Labour Occupational Health and Safety Private Bag X117 Pretoria 0001	R120, 00
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Sir/Madam

I hereby apply to be approved as an approved inspection authority for electrical installations in terms of regulation 3(2) of the Electrical Installation Regulations, 2009. I declare that the particulars given hereunder are, to the best of my knowledge and belief, correct.

1. PARTICULARS OF THE APPLICANT:

SURNAME OF APPLICANT:.....

NAME OF APPLICANT:.....

ID NO. OF APPLICANT:.....

REGISTERED NAME

TRADING NAME:.....

State whether your business is: **SOLE PROPRIETOR/PARTNERSHIP/COMPANY/CLOSE CORPORATION**
(delete which is not applicable).

BUSINESS REGISTRATION No.:.....

IN WHICH PROVINCE IS YOUR BUSINESS SITUATED?.....

PHYSICAL ADDRESS:.....

.....POSTAL CODE:.....

POSTAL ADDRESS:.....

.....POSTAL CODE:.....

TEL No.:.....CELL No.:.....

FAX No.:.....Email:.....

2. SCOPE OF APPROVAL (Tick appropriate block(s)):

(a)	Electrical tester for single phase	
(b)	Installation electrician	
(c)	Master installation electrician	

3. IN SUPPORT OF THIS APPLICATION, PLEASE SUBMIT THE FOLLOWING:

- (a) Certified copy of your ID of registered person(s);
- (b) Certified copy of business registration No.
- (c) Certified copy of a registration certificate of registered persons (both sides)
- (d) Certified copy of accreditation certificate from accreditation authority.

Signature of the applicant:.....Date:.....

FOR OFFICE USE ONLY

Application: **APPROVED/NOT APPROVED**

Reason/s for refusal:.....

Signature:..... Designation:.....

Registration No.:..... Renewal date:

Date:.....

Annexure 3
DEPARTMENT OF LABOUR
OCCUPATIONAL HEALTH AND SAFETY ACT, 1993 (ACT NO. 85 OF 1993)
APPLICATION FOR REGISTRATION AS ELECTRICAL CONTRACTOR

Department of Labour Occupational Health and Safety Private Bag X117 Pretoria 0001	R120,00
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Sir/Madam

I hereby apply to be registered as an electrical contractor in terms of regulation 6(2) of the Electrical Installation Regulations, 2009. I declare that the particulars given hereunder are, to the best of my knowledge and belief, correct.

1. PARTICULARS OF APPLICANT:

SURNAME OF APPLICANT:.....

NAME OF APPLICANT:.....

ID NO. OF APPLICANT:.....

REGISTERED NAME

TRADING NAME:.....

State whether your business is: **SOLE PROPRIETOR/PARTNERSHIP/COMPANY/CLOSE CORPORATION**
 (delete which is not applicable).

WRITE DOWN YOUR BUSINESS REGISTRATION No.:.....

IN WHICH PROVINCE IS YOUR BUSINESS SITUATED?.....

PHYSICAL ADDRESS:.....

.....POSTAL CODE:.....

POSTAL ADDRESS:.....

.....POSTAL CODE:.....

TEL No.:.....CELL No.:.....

FAX No.:.....Email:.....

2. STATE TYPE OF REGISTRATION YOU HAVE:

(a) ELECTRICAL TESTER FOR SINGLE PHASE **YES/NO**
 ETSP No.:.....

(b) INSTALLATION ELECTRICIAN **YES/NO**
 IE No.:.....

(c) MASTER INSTALLATION ELECTRICIAN **YES/NO**
 MIE No.:.....

3. **WHERE REGISTERED PERSON(S) IS/ARE EMPLOYED ON A FULL-TIME BASIS, COMPLETE THE FOLLOWING:** (Section 3 can be filled in as many times as the number of registered person/s employed by the business). Notify the chief inspector in case of any changes.

SURNAME OF REGISTERED PERSON:.....

NAME/S OF REGISTERED PERSON:.....

ID NUMBER OF REGISTERED PERSON:.....

TYPE OF REGISTRATION: TSP/IE/MIE (delete which is not applicable)

REGISTRATION NUMBER:.....DATE ISSUED:.....

4. **IN SUPPORT OF YOUR APPLICATION, PLEASE SUBMIT THE FOLLOWING:**

- (a) Certified copy of your ID and, where applicable, certified copies of ID's of registered person(s);
- (b) Certified copy of business registration No.;
- (c) Certified copy of the relevant registration certificate(s) (both sides)

Signature of the applicant:.....Date:.....

FOR OFFICE USE ONLY

Application: **APPROVED/NOT APPROVED**

Reason/s for refusal:.....

Signature:..... Designation:.....

Registration No.:..... Renewal date:

Date:.....

Annexure 4

REGULATION 8(1) OF THE ELECTRICAL INSTALLATION REGULATIONS, 2009

NOTICE OF COMMENCEMENT OF INSTALLATION WORK

Name of supplier:.....

Address of supplier:.....

.....

I hereby advise that electrical installation work will commence at —

ERF No.:..... Township:.....

Street address:.....

Name of building:..... Floor:.....

Name of tenant/occupier/agent/owner:.....

Note: Farms and agricultural holdings, full description as per title deed is required.

.....
 Description of proposed work:.....

Date of commencement of installation work:.....

New electrical installation	Extension	Modification	
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Estimated capacity of electrical installation.....kVA

Electrical Contractor/Registered person*:.....
 (block letters)

Fixed address:.....

Contractor's/Registered person's Registration Certificate No.*:.....

Signature:..... Office telephone No.:.....

Fax No.:.....

Cell No.:.....

Name of signatory:.....

Competent person/Approved Inspection Authority*.....
 (block letters)

Fixed address:.....

Approved Inspection Authority Certificate No* :.....
Signature:..... Office telephone No.:.....
Fax No.:.....
Cell No.:.....
Name of signatory:.....
*Delete whichever is not applicable

Annexure 5

OCCUPATIONAL HEALTH AND SAFETY ACT, 1993

REGULATION 11(1) OF THE ELECTRICAL INSTALLATION REGULATIONS, 2009

APPLICATION FOR REGISTRATION AS REGISTERED PERSON

Department of Labour
Occupational Health and Safety
Private Bag X117
Pretoria
0001

R120,00

Sir/Madam

I hereby, in terms of regulation 11(1) of the Electrical Installation Regulations, 2009, apply to be registered as electrical tester for single phase*/installation electrician*/master installation electrician* and hereby declare that the particulars given hereunder are, to the best of my knowledge and belief, correct. I further declare that I know of no reason why I should not be regarded as being physically able to inspect and test electrical installations.

(* Delete whichever is not applicable).

I attach two photographs of myself as required by the chief inspector.

Yours faithfully

.....
Signature Date

Notes:

- (i) The applicant must also sign this form in the three spaces provided for specimen signatures at the end of this form.
- (ii) The chief inspector requires the submission of two clear identical photographs of 40 mm by 30 mm showing the face and shoulders of the applicant.

(The photographs required are similar to those required for a passport and can be obtained from any photographer who renders such a service.)

Surname (block letters).....

First names (block letters).....

Postal address..... Code.....

Telephone No. (W)..... (H).....

(Fax)..... (Cell).....

Date of birth Place of birth.....

Identity number (immigration permit number).....

Details of training appropriate to installation work:

Note — Where paragraph (a) hereunder is applicable, applicant must submit with the application, testimonials from employers stating the duration and nature of training.

(a) Training other than under a contract of apprenticeship in terms the Manpower Training Act, 1981, or the Skills Development Act, 1998, in a trade appropriate to electrical installation work.

Name and address of employer	From	To

(b) Apprenticeship or training in terms of the Manpower Training Act, 1981, or the Skills Development Act, 1998, in a trade appropriate to installation work:

No. of contract **Trade in which trained**

Name and address of employer	From	To

7. Details of practical experience, other than that referred to in paragraph 6 (documentary proof, such as certificates of service, to be submitted).

Name and address of employer	From	To	Capacity in which employed

8. Details of certificates or diplomas held. (If you have passed a qualifying trade test and subjects such as Technica-electrical, Electrical Trade Theory, Installation Rules, etc., this should be stated and proof thereof submitted):

.....

SPECIMEN SIGNATURE OF APPLICANT

Note — The specimen signatures should be the normal signature of the applicant and should be carefully completed. One specimen will be affixed to each certificate of registration that may be issued.

1	2	3
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FOR OFFICE USE ONLY

Application: **APPROVED/NOT APPROVED**

Reason/s for refusal:.....

Temporary Registration No.:.....

Signature:.....

Designation:.....

Annexure 6
DEPARTMENT OF LABOUR
OCCUPATIONAL HEALTH AND SAFETY ACT, 1993 (ACT NO. 85 OF 1993)
APPLICATION FOR DUPLICATE CERTIFICATE ISSUED IN TERMS OF THE
ELECTRICAL INSTALLATION REGULATIONS, 2009

Department of Labour Occupational Health and Safety Private Bag X117 Pretoria 0001	R120,00
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Sir/Madam

I hereby apply for a duplicate certificate of registration issued to me in terms of regulation 13(2), of the Electrical Installation Regulations, 2009. I declare that the particulars given hereunder are, to the best of my knowledge and belief, correct.
 (*delete which is not applicable).

1. PARTICULARS OF APPLICANT:

SURNAME OF APPLICANT:.....
 NAME OF APPLICANT:.....
 ID No. OF APPLICANT:.....
 PHYSICAL ADDRESS:.....
POSTAL CODE:.....
 POSTAL ADDRESS:.....
POSTAL CODE:.....
 TEL No.:.....CELL No.:.....
 FAX No.:.....Email:.....

2. SCOPE OF APPROVAL:

- (a) REGULATION 11(2): ELECTRICAL TESTER FOR SINGLE PHASE
- (b) REGULATION 11(2): INSTALLATION ELECTRICIAN
- (c) REGULATION 11(2): MASTER INSTALLATION ELECTRICIAN

3. IN SUPPORT OF THIS APPLICATION, PLEASE SUBMIT THE FOLLOWING:

- (a) Certified copy of ID
- (b) Two clear identical photographs of 40 mm by 30 mm showing face and shoulders of applicant
- (c) Number of the lost, damaged or destroyed certificate.

Signature of applicant:.....Date:.....

4. AFFIDAVIT

SPECIMEN SIGNATURE OF APPLICANT

Note — The specimen signatures should be the normal signature of the applicant and should be carefully completed. One specimen will be affixed to each certificate of registration that may be issued.

1	2	3

FOR OFFICE USE ONLY

Application: **APPROVED/NOT APPROVED**

Reason/s for refusal:.....

Signature:.....

Designation:.....

Registration No.:.....

Date:.....

4. TELEPHONE LIST

Contact the Department of Labour at the following offices if any further information is required.

Head Office of the Department of Labour

Tel: (012) 309 4378

Provincial offices of the Department of labour

East London	(043) 701 3128
Bloemfontein	(051) 505 6200
Johannesburg	(011) 853 0300
Durban	(031) 366 2000
Polokwane	(015) 290 1744
Witbank	(013) 655 8700
Mmabatho	(018) 387 8100
Kimberley	(053) 838 1500
Cape Town	(021) 441 8000