



REGISTRATION PROCESSES FOR DES WORKERS PASS CARD

Registration Unit
Department of Electrical Services

Introduction

Our Purpose:

To ensure that only competent and authorized person can do works which involves electricity equipment as per DES Safety Rules and DES Safety Operating Regulations.

Our Objectives:

- To make sure contractors obey the safety rules & regulations to create a safe working practices and compliance to the Workplace Safety and Health Order, 2009.
- To make sure that all competent person has the necessary knowledge with their work scope to reduce work hazard and accidents.

Responsibilities

DES:

To make sure only those who have the necessary knowledge and skills are given workers pass card by directing or liaising with training companies for the relevant courses required according to the level of pass categories.

Contractors:

To make sure that they attended the relevant courses requirement in their work scope and making sure the workers pass is valid as per Duty of Employer 12 (3) (e) Workplace Safety and Health Order, 2009.

Fees Involved

- Registration Fee : \$5.00 Per New Application
- Pass Card Issuance Fee inclusive of \$5.00 Processing Fee:
 - Project Engineer : \$75.00
 - Technician : \$55.00
 - Electrician : \$25.00
 - Cable Jointer : \$25.00
 - General Workers : \$15.00
- Penalty Fee For Lost of Pass Card : \$20.00 Per Pass Card

Position

- Project Engineer

Must have a strong understanding of electrical theory and principles as they are responsible for designing, developing and implementing electrical equipment and systems.

- Technician

Perform general electricity maintenance and repair electrical systems, within an office or in the field. They support project engineers in the drawing and designing of plans.

Position

- Electrician

Specializes in electricity especially wiring cables.

- Cable Jointer

Specialist works for low and high voltage cable jointing works.

- General Worker

Take up manual labor tasks and support operations on worksites including but not limited to cleaning, assisting and transporting under the supervision of workers pass holder (E01, E02, E03 &/ E05)

Education Background

Engineers

Local Applicants

Minimum Level 6 BDQF (Bachelor's Degree) which curriculum is relevant to the electrical works.

Level 5 BDQF (HND or similar) with 5 years experience in electrical works.

Foreign Workers Applicants

Degree that is related to Electrical which must be certified and verified by the respective embassy in Brunei.

Education Background

Technician

Local Applicants	Foreign Workers Applicants
<p>Level 5 BDQF (HND, HNC or similar) which curriculum is relevant to the electrical works.</p> <p>Level 4 BDQF (ND or similar) which curriculum is relevant to the electrical works with 3 years experience in electrical works.</p>	<p>No education background required but position approved Foreign Workers License (LPA – Lesen Pekerja Asing) produced by Department of Labour must be Technician / Cable Jointer or similar.</p>

Education Background

Electrician

Local Applicants	Foreign Workers Applicants
<p>Level 4 BDQF (ND or similar) which curriculum is relevant to the electrical works.</p>	<p>No education background required but position approved Foreign Workers License (LPA – Lesen Pekerja Asing) produced by Department of Labour must be Electrician or similar.</p>
<p>Level 3 BDQF (NC or similar) with 4 years experience in electrical works.</p>	
<p>Level 2 BDQF (SC or similar) with 6 years experience in electrical works.</p>	

Education Background

Cable Jinter

Local Applicants	Foreign Workers Applicants
Level 4 BDQF (ND or similar) which curriculum is relevant to the electrical works.	No education background required but position approved Foreign Workers License (LPA – Lesen Pekerja Asing) produced by Department of Labour has to be Cable Jinter.
Level 3 BDQF (NC or similar) with 4 years experience in cable jointing works.	
Level 2 BDQF (SC or similar) with 6 years experience in cable jointing works.	

Education Background

General Workers

Local Applicants

Not applicable.

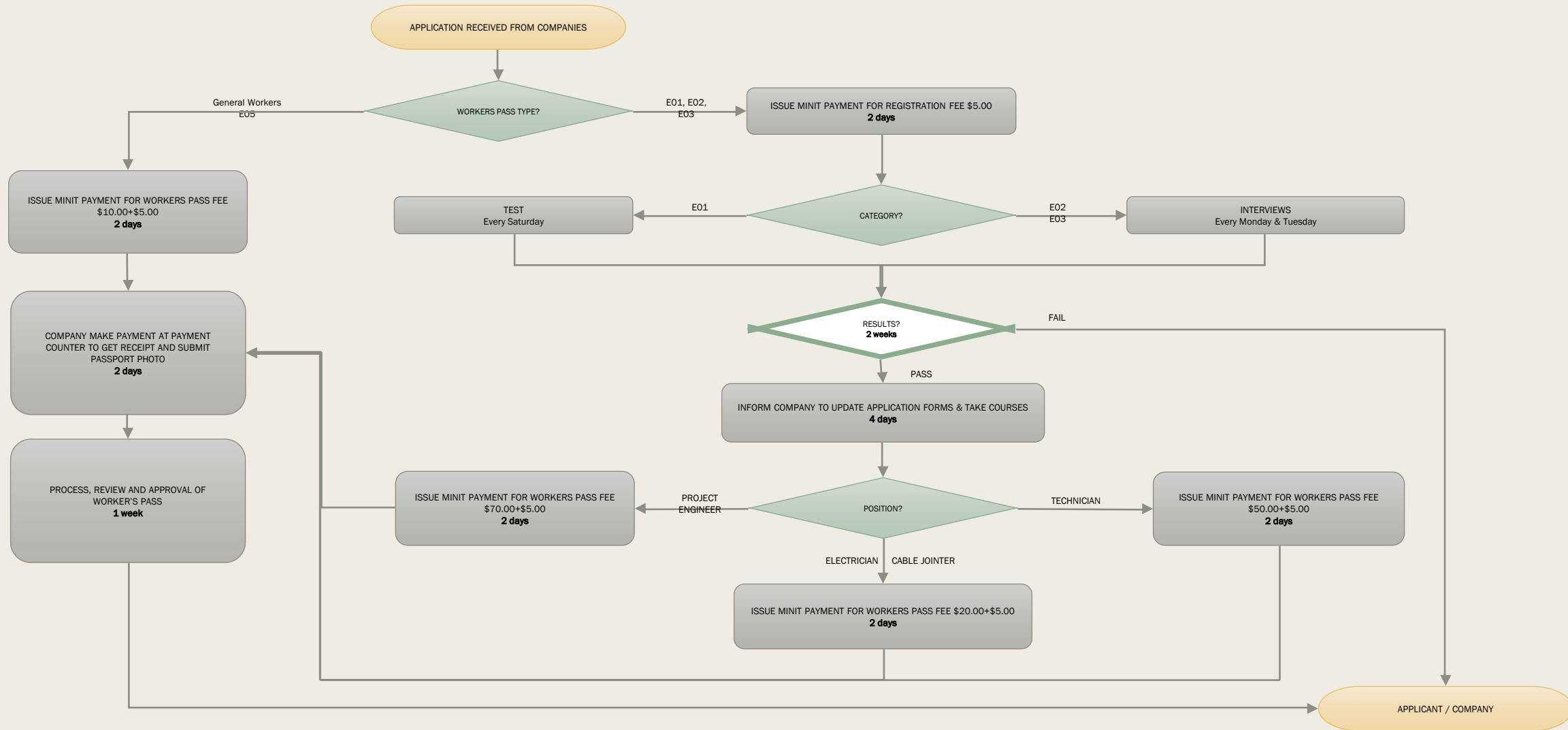
Foreign Workers Applicants

No education background required but position approved Foreign Workers License (LPA – Lesen Pekerja Asing) produced by Department of Labour must be General Workers.

Categories in DES

E01 Scope for Electrical Wiring	E02 Scope for Low Voltage Switching	E03 Scope for High Voltage Switching	E05 Scope for Cable Jointing	GW Scope for General Works
General wiring & control wiring work system not exceeding 1KV. Installation & maintenance of low voltage overhead lines & underground cables not exceeding 1KV. Also includes installation & maintenance of generating plant hardware & equipment not exceeding 1KV.	Installation & maintenance of low voltage underground equipment & cables, low voltage overhead lines including transmission towers not exceeding 1KV. Also includes installation & maintenance of generating plant hardware & equipment not exceeding 1KV.	Installation & maintenance of high voltage underground equipment and cables, high voltage overhead lines including transmission towers over 1KV. Also includes the installation and maintenance of generating plant hardware and equipment above 1KV.	Connecting electrical cables to maintain the transmission of electricity for low voltage, medium voltage and high voltage cables.	Manual labor tasks and support operations on worksites

Registration of DES Workers Pass Card Workflow



Registration Requirement for Workers Pass Card based on Categories

Step 1 : Mandatory Courses (Trainer : BPC)

E01	E02	E03	E05	GW
Contractors Safety Awareness	Contractors Safety Awareness	Contractors Safety Awareness	Contractors Safety Awareness	Contractors Safety Awareness
Electrical Installation Regulations	Road Safety Awareness	Safety Rules and System Operating Regulations	Cable Jointing & Terminations	
Wiring of Premises	Low Voltage Switching Applications	High Voltage Switching Applications Medium Voltage Switching Applications		

Registration Requirement for Workers Pass Card based on Categories

Step 1 : Mandatory Courses (Trainer : ExtTG Zones)

E01	E02	E03	E05	GW
General Safety Awareness, Including Tool Safety	General Safety Awareness, Including Tool Safety	General Safety Awareness, Including Tool Safety	General Safety Awareness, Including Tool Safety	General Safety Awareness, Including Tool Safety
Domestic & Industrial from Meter to final circuits both 1ph & 3ph	DES Electrical Safety Rules & System Operating Regulations	DES Electrical Safety Rules & System Operating Regulations	Cable Jointing & Terminations	
The Electrical Installations Requirements	Electrical Installation – Domestic & Industrial LV Main Distributions Street Lighting – Installation & Maintenance	Basic Protection Relays HV Electrical Work – Transmission & Distribution System		

Registration Requirement for Workers Pass Card based on Categories

Step 2 : Written test / Interview by DES

E01	E02	E03	E05	GW
Undergo written test with passing marks of 80%.	Undergo interview with DES.		Completed the mandatory courses.	
Test paper consists of Question on Single Line Diagram design and the Electrical Installation Requirements 2011 – First Edition.	Applicants will be asked with question to see their understanding on how cable planting methods, prevention of scenarios, difference of cables and sizes as well as their awareness on safety at site.			
The test will be on Saturday only (maximum of 6 people in one session).	The interview is only on Monday and Tuesday with maximum of 2 people per day.			

Registration Requirement for Workers Pass Card based on Categories

Step 3 : Notification and Registration of Electrical Categories with ABCi

The results of the written test and/or interview will be notified through letter including the notice to register the Electrical categories first with ABCi.

“Walaupun bagaimanapun, sebelum membaharui pendaftaran dan mengeluarkan pas kerja JPE, sukacita Jabatan mengingatkan supaya syarikat Tuan akan dapat mendaftarkan kategori **E01 / E02 / E03 / E05** di dalam Lesen Pembina dan/atau Sijil Pendaftaran Kontraktor yang disahkan dan dikeluarkan oleh Jawatankuasa Pendaftaran Kontraktor & Pembekal Kementerian Pembangunan, Brunei Darussalam.”

Registration Requirement for Workers Pass Card based on Categories

Step 4 : Submission of Registration Form and Supporting Documents (Local)

1. Company's Owner/Manager covering letterhead
2. Copy of identity card of Company's Owner(s) (signed)
3. Copy of applicants' identity card (signed)
4. Copy of valid company registration certificate issued by ABCi
5. Copy of valid Section 16 & 17 company registration certificate (for Enterprise company)
6. Copy of Chapter 39 / Form X (for Limited company)
7. Copy of courses certificate issued by DES Approved Training Companies under the requested categories
8. Copy of Education certificates and Curriculum Vitae

Registration Requirement for Workers Pass Card based on Categories

Step 4 : Submission of Registration Form and Supporting Documents (Foreigner)

1. Company's Owner/Manager covering letterhead
2. Copy of Identity card of Company's Owner(s) (signed)
3. Copy of Labour Department's LPA (Foreign Workers License Approval)
4. Copy of applicants' identity card (signed)
5. Copy of passport (Applicants details and Employment Pass expiry date)
6. Copy of valid company registration certificate issued by ABCi
7. Copy of valid Section 16 & 17 company registration certificate (for Enterprise company)
8. Copy of Chapter 39 / Form X (for Limited company)
9. Copy of courses certificate issued by DES Approved Training Companies under the requested categories
10. Copy of Education certificates and Curriculum Vitae (Endorsed by Embassy)

Registration Requirement for Workers Pass Card based on Categories

Step 5 : Issuance of DES Workers Pass Card

1. Registration Unit will review the application form and supporting documents before receipt minit issued
2. Receipt minit issued for payment purposes over the counter
3. Copy payment receipt from the counter submitted to Registration Unit
4. Registration Unit will enter data into the system and generate the pass card for approval
5. Approval of pass card by Director / Deputy Director of DES
6. Laminating the pass card
7. Pass card collected. Validity of pass card is based on expiry date of ABCi certificate for local or expiry date of either LPA or Employment Pass for foreigner whichever expired first.

Registration Requirement for Workers Pass Card based on Categories

Additional Info : Notices released

- Under the Employment Order 2009, the Department of Electrical Services will not register any foreign worker who is currently holding a **Managerial Post** to any Technical Position without prior approval from the Director of the Department of Immigration and Registration, Ministry of Home Affairs, Negara Brunei Darussalam.
- 1.

(25th June 2020)

- The Department of Electrical Services will only consider and process the application for **E01 – Installation of Electrical Wiring** for either **electrician** and **technician** post only for contractors who only have Builder's License (Lesen Pembina) issued by ABCi, Ministry of Development, Negara Brunei Darussalam.
- 2.

(19th September 2019)



THANK YOU!

Further enquiries:
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