



**ELECTRICAL CONTRACTOR / SOLAR PV CONTRACTOR/ VENDOR)
FACILITY INSPECTION CHECKLIST**

| | |
|-----------------------|--|
| Application ID | |
|-----------------------|--|

| A. APPLICATION SUMMARY | |
|---|--|
| Business Name | |
| Reg./Incorporation No. | |
| Date of Registration | |
| Licence Class Applied For | |
| Electrical Contractor Licence No. held (if upgrading) | |
| 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 (Mandatory) | 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 | |



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B. OFFICE & BUSINESS DETAILS

| | | |
|----|--|--|
| 3 | Name of Contact Person | |
| 4 | Business/Contact Telephone Number | |
| 5 | Business/Contact Email Address | |
| 6 | KRA PIN number | |
| 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> | |
| 10 | Solar PV Design Tool (Solar PV Contractor/Importer Classes V1,V2 & C1) | |
| 11 | Completion Certificate and Warranties (Template) | |

C. LICENSED STAFF

| | | | |
|---|---|-------------|--|
| 1 | Details of Licensed Electrical Worker/Solar PV Technician <i>(The Electrical Worker/Technician should be in good standing)</i> | Name: | |
| | | ID No: | |
| | | Licence No: | |
| | | Tel. No: | |
| | | Email: | |
| 2 | Electrical Worker's Consent/Solar PV Technician (Complete the Template in Annex 2) | | |



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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 Electrical Classes C1, B & A1 and Solar PV Contractor V1,V2 & C1 |
| 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.

E. ELECTRICAL WORKER'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 Electrical Worker'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) | |



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| 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 (<i>Two Inspectors</i>) | | | |
| | | | |
| Checked By (Supervisor) | | | |
| Approved By (HOD) | | | |



**ELECTRICAL CONTRACTOR / SOLAR PV CONTRACTOR/ VENDOR)
LICENCING INSPECTION CHECKLIST**

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ANNEX 1: ATTENDANCE REGISTER (To be Signed by the Business Directors, Licensed Electrical Worker and ERC Inspectors)

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



ANNEX 2: ELECTRICAL WORKERS' / TECHNICIANS' CONSENT DECLARATION LETTER

To: The Chairman

Electricity and Renewable Energy Licensing Committee
Energy and Petroleum Regulatory Authority
P. O. Box 42681 – 00100 Nairobi, Kenya
Tel: +254202847000/+254722200947
Email : info@erc.go.ke

(i) Consent

I (Licensed Electrical Worker/Solar PV technician) of National ID No holding Electrical Worker/Technician Licence No valid till (insert Date) issued by the Energy and Petroleum Regulatory Authority, do hereby affirm that I am working for/engaged to (Electrical/ Solar Contractor) as their full-time licensed Electrical Worker/technician from (insert date)

(ii) Declaration

- I declare that based on my Electrical Worker/technician licence;
(i) I have not obtained any electrical contractor/ solar PV 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 Electrical Worker 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 Authority any malpractice related to electrical installation works involving the electrical contractor to whom I am engaged,



**ANNEX 2: ELECTRICAL WORKERS' / TECHNICIANS' CONSENT
DECLARATION LETTER**

(ii) When I intend to leave the present electrical contractor/solar PV contractor, I will report the same to the Energy and Petroleum Regulatory Authority thirty 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 Authority from time to time.

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

Signed

Licensed Electrical Worker / Licensed Solar PV Technician

Signature _____ ID No _____ Date _____

Postal Address _____ Post Code _____

Telephone Number _____ Email _____

Electrical Contractor/Solar PV Contractor (Director)

Signature _____ ID No _____ Date _____

Postal Address _____ Post Code _____

Telephone Number _____ Email _____

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



**ANNEX 2: ELECTRICAL WORKERS' / TECHNICIANS' CONSENT
DECLARATION LETTER**
