



DEPARTMENT OF ELECTRICAL SERVICES

PRIME MINISTER'S OFFICE

BRUNEI DARUSSALAM

ELECTRICAL WORKERS' PASS CARD
REGISTRATION GUIDELINES FOR CONTRACTORS
UPDATED ON 1ST JANUARY 2025

ELECTRICAL WORKERS' PASS CARD REGISTRATION GUIDELINES

Purpose

The issuance of DES worker's pass card is mainly to ensure that only competent people and authorized person can do work which involves electricity equipment as per DES Safety Rules and DES Safety Operating Regulations. The purpose of this guideline is to provide a standardized procedure for registering workers for pass cards, ensuring secure and efficient access to the workplace within the Department of Electrical Services jurisdiction.

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Scope

DES worker's pass card requirement is specifically designated for contractors engaged in work related to the power grid within Brunei Darussalam. This includes, but is not limited to:

- Installation, maintenance, and repair of electrical systems connected to the power grid.
- Projects involving the integration of new technologies or equipment with the existing power infrastructure.
- Monitoring and assessment tasks that require direct interaction with electrical components or systems.
- Any activities necessitating access to restricted areas where power grid equipment is housed or maintained.

Responsibility

The Registration Unit within the Department of Electrical Services is responsible for ensuring that only competent individuals are issued workers' passes. To guarantee that recipients possess the necessary knowledge and skills for working on electrical equipment, the unit coordinates with training companies to offer appropriate courses tailored to each pass category level.

Contractors are responsible for attending the necessary courses related to their work position and scope as well as ensuring that their workers' passes remain valid while on the job, in accordance with the Duty of Employer 12 (3) (e) of the Workplace Safety and Health Act, Chapter 277, Laws of Brunei.

Position and Scope of works

❖ Project Engineers

- Design, develop, and implement electrical systems and equipment.
- Ensure compliance with DES standards, regulatory requirements, and industry best practices.
- Perform detailed technical analysis and calculations to support electrical design projects.
- Oversee project lifecycles, from conceptual design to commissioning and handover. Also includes finance.
- Provide supervision, technical guidance, and problem-solving support to project teams.
- Conduct quality control and safety checks to ensure standards are met throughout the project.
- Liaise with clients, regulatory bodies, and stakeholders to meet project requirements.

❖ Supervisors

- Implement and maintain electrical systems, ensuring they meet DES standards and regulatory requirements.
- Oversee the technical and safety aspects of electrical projects and installations.
- Supervise and guide Technicians to maintain project quality and safety.
- Perform hands-on tasks to troubleshoot and resolve technical issues.
- Ensure smooth coordination between Engineers and Technicians by translating design requirements into actionable tasks.
- Provide regular reports and updates on project progress and adherence to safety protocols.
- Bridge communication between design teams and site teams to ensure operational efficiency.

❖ Technicians

- Perform general electrical maintenance, troubleshooting, and repair for systems in office and field environments.
- Assist in the installation, testing, and commissioning of electrical systems.
- Support Project Engineers in drafting and reviewing project plans.
- Conduct routine inspections and preventive maintenance to ensure system functionality and safety.
- Follow safety protocols and procedures during all project activities.
- Provide hands-on assistance for modifications or upgrades as directed by Supervisors or Engineers.
- Report and document system conditions, repairs, and maintenance activities.

❖ Electricians

- Install, maintain, and repair electrical wiring, systems, and equipment in residential, commercial, and industrial settings.
- Interpret technical diagrams, blueprints, and instructions to complete electrical installations.
- Ensure all installations comply with DES standards, safety regulations, and building codes.
- Perform testing, troubleshooting, and diagnosis of electrical issues to identify faults and implement solutions.
- Assemble, install, and maintain electrical control systems and components, including circuit breakers, panels, and switches.
- Conduct preventive maintenance to optimize system performance and reduce downtime.
- Collaborate with Technicians, Supervisors, and Project Engineers to ensure project goals are met.
- Maintain accurate records of work performed, including service reports and inventory tracking.
- Follow strict safety protocols and wear appropriate personal protective equipment (PPE).

New Registration Process

A. Pre-Registration

1. Eligibility Verification:

- Submission of completed registration form with all the required documentation to Registration Unit, Corporate Services Section, Department of Electrical Services to check the eligibility of the applicants based on the education background and or experience.
- Valid identification documents
 - National ID for both local and foreign workers
 - Employment pass for foreign worker by Department of Immigration and National Registration
 - Foreign worker recruitment license (Lesen Pekerja Asing) issued by the Department of Labour for foreign worker
- Curriculum Vitae and copy of highest education certificate (verified and endorsed by embassy for foreign workers). The minimum educational qualification required for local applicants is:

❖ Electricians position

- Applicants are required to possess a qualification at Level 4 of the Brunei Darussalam Qualification Framework (BDQF), specifically in a curriculum relevant to electrical works. Candidates with a Level 3 or Level 2 qualification are also eligible to apply, provided they can demonstrate relevant work experience.

Level 4 BDQF includes the following:

- BDTVEC Diploma
- BDTVEC National Diploma
- BTEC Edexcel Level 3 Diploma
- BTEC Level 3 Diploma
- Higher National Technical Education Certification (HNTec)
- Informatics International Diploma
- LCCI – IQ Diploma (Level 3)
- LCCIEB Diploma (Level 3)
- NCC Education International Diploma
- NCC Education Level 4 Diploma
- Pearson BTEC Level 3 Diploma
- PB Level 4 Diploma

❖ Technicians and Cable Jointers position

- Applicants are required to possess a qualification at Level 5 of the Brunei Darussalam Qualification Framework (BDQF), specifically in a curriculum relevant to electrical works. Candidates with a Level 4 qualification are also eligible to apply, provided they can demonstrate relevant work experience.

Level 5 BDQF includes the following:

- Advanced Diploma
- BDTVEC Higher National Diploma (HND)
- Foundation Degree
- Pearson BTEC Level 5 HND
- PB Level 5 Diploma
- IBTE Diploma* (3 years)
- Diploma of Higher Education (DipHE)
- Diploma Tertinggi Perguruan Agama
- NCC Education Level 5 Diploma
- BTEC Higher National Certificate
- Pearson BTEC Level 4 Higher National Certificate
- Pearson BTEC Level 4 HNC Diploma
- BTEC Edexcel Level 4 Higher National Certificate
- Informatics Advanced Diploma
- Certified Accounting Technician (CAT) – BICPA

❖ Project Engineers position

- Applicants are required to hold a bachelor's degree corresponding to Level 6 of the Brunei Darussalam Qualification Framework (BDQF), with a curriculum that is relevant to electrical works. Individuals with degrees from non-technical curricula must demonstrate practical experience in electrical work to qualify. Candidates with a Level 5 qualification may also apply, provided they have relevant work experience. *Candidates are required to provide a copy of their registration with BAPEQS.*

❖ Supervisor position (new)

- Applicants are required to hold a bachelor's degree corresponding to Level 6 of the Brunei Darussalam Qualification Framework (BDQF), with a curriculum that is relevant to electrical works. Individuals with degrees from non-technical curricula must demonstrate practical experience in electrical work to qualify. Candidates with a Level 5 qualification may also apply, provided they have relevant work experience.
- Copy of business registration with the Registry of Companies and Business Names Division, Ministry of Finance and Economy, Brunei Darussalam (previously known as Section 16 & 17)
- Copy of Chapter 39 / Form X (for Limited Company)
- Copy of company registration with Ministry of Development issued by Autoriti Pembangunan dan Industri Pembinaan (ABCI), Brunei Darussalam (Builders License and/or Contractors Registration Certificate)

- Copy of National ID for all the owners / directors (as listed out in company registration issued by ROCBN or in Form X)

2. **Mandatory Course as per Surat Pemberitahuan Bil 01/2017 dated 22 February 2017 issued by DES:**

Following eligibility verification, the Registration Unit will issue a form detailing the mandatory courses applicants must complete before proceeding to the test and interview. Applicants are required to present this form to an approved training provider and return it to the Registration Unit upon completion of the courses for the next step in the process.

Presently, the Department of Electrical Services recognizes only two training providers: Berakas Power Company and Ex-TG Zones, both of which are approved by SHENA.

The mandatory courses required for applicants depend on the specific electrical category for which they are applying. The available electrical categories, along with their respective scopes of work and the corresponding mandatory courses, are detailed below:

1. E01 (Installation of Electrical Wiring)

Scope of work:

- General wiring and control wiring work system not exceeding 1KV.
- Installation and maintenance of low voltage overhead lines and underground cables not exceeding 1KV.
- Also includes installation and maintenance of generating plant hardware and equipment not exceeding 1KV.
- Low voltage works such as installation from meter up to distribution board/main switch board i.e. fuses, circuit breakers, plugs, socket outlets, cables & glanding, A.C. switches, street lightings etc.
- Focusing more on public installations, including government buildings, private properties, commercial sites, and residential areas.

Courses to take (to choose from one training provider only):

BPC	Ex-TG Zones
Contractors Safety Awareness	General Safety Awareness, Including Tool Safety
Electrical Installation Regulations	Domestic & Industrial from Meter to final circuits both 1ph & 3ph
Wiring of Premises	The Electrical Installations Requirements

2. E02 (Installation of Low Voltage)

Scope of work:

- Installation and maintenance of low voltage underground equipment and cables, low voltage overhead lines.
- Also includes installation and maintenance of generating plant hardware and equipment not exceeding 1KV.
- LV (Low Voltage) installations encompass the infrastructure from substations to premises, including overhead lines, underground cables, distribution feeder pillars, mini feeder pillars, switchboards, and street lighting.
- These installations primarily serve public and utility purposes, covering government buildings, private properties, commercial sites, residential areas, and utility installations.

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Courses to take (to choose from one training provider only):

BPC	Ex-TG Zones
Contractors Safety Awareness	General Safety Awareness, Including Tool Safety
Road Safety Awareness	DES Electrical Safety Rules & System Operating Regulations
Low Voltage Switching Applications	Electrical Installation – Domestic & Industrial LV Main Distributions
	Street Lighting – Installation & Maintenance

3. E03 (Installation of High Voltage)

Scope of work:

- Installation and maintenance of medium and high voltage underground equipment and cables, medium and high voltage overhead lines including transmission towers over 1KV.
- Also includes the installation and maintenance of generating plant hardware and equipment above 1KV.
- MV (Medium Voltage) and HV (High Voltage) equipment covers the infrastructure from substations to the main intake stations including transformers, feeders, overhead lines, switchgear, and ring main units.

Courses to take (to choose from one training provider only):

BPC	Ex-TG Zones
Contractors Safety Awareness	General Safety Awareness, Including Tool Safety
Safety Rules & System Operating Regulations	DES Electrical Safety Rules & System Operating Regulations
High Voltage Switching Applications	Basic Protection Relays
Medium Voltage Switching Applications	HV Electrical Work – Transmission & Distribution System

4. E05 (Cable Joiner)

Scope of work:

- An electrical cable joiner specializes in connecting and maintaining electrical cables across various voltage levels, including low and medium voltage. Key responsibilities include:
- Installation: Laying and positioning underground and overhead cables according to technical specifications.
- Jointing: Creating secure connections between cable ends using specialized tools and techniques.
- Termination: Connecting cables to electrical equipment such as switchgear and transformers, ensuring proper connections.

Courses to take (to choose from one training provider only):

BPC	Ex-TG Zones
Contractors Safety Awareness	General Safety Awareness, Including Tool Safety
Cable Jointing & Terminations	Cable Jointing & Terminations

5. GW (General Workers)

Scope of work:

- Engage in manual labor tasks and support operations at worksites, which include but are not limited to cleaning, assisting, and transporting materials, under the supervision of a Workers Pass holder certified in categories E01, E02, E03, or E05.

Courses to take (to choose from one training provider only):

BPC	Ex-TG Zones
Contractors Safety Awareness	General Safety Awareness, Including Tool Safety

B. Registration

1. Registration Form:

- Resubmission of the registration form submitted during eligibility verification and the completed courses form.
- Covering letter from the applying company to register their worker signed by the company owner or authorized representative (with authorization letter signed by the owner).
- Copy of passport size photo to be properly attached in the registration form.
- Copy of the mandatory courses certificate issued by the approved training provider.

2. Pre-Assessment Day:

- After completion of the above, the Registration Unit will issue a letter to inform the assessment date according to the applied electrical category.
 - Written test for E01. (Technician, Project Engineer, Supervisor)
Applicants are required to pass a written test with a minimum score of 88%. The test, which is administered only on Saturdays, comprises questions on single line diagram design and the Electrical Installation Requirements 2013 - First Edition. To ensure a focused testing environment, each session accommodates a maximum of six applicants.
 - Interview for E02 and E03.
Applicants will undergo an interview with the Department of Electrical Services to assess their knowledge of cable planting methods, scenario prevention, differences in cable types and sizes, and their awareness of safety practices at the worksite. Interviews are scheduled exclusively on Mondays and Tuesdays, with a maximum of two applicants interviewed per day.
- Upon completing the initial registration, the Registration Unit will issue a receipt. Applicants are required to present this receipt at the DES counter located on the ground floor for payment purposes. A processing fee of \$5 will be charged to cover the costs associated with the registration of worker pass application.

3. Assessment Day (Written Test and Interview)

On the day of the assessment, applicants must bring their identification ID, stationery items including a pen, pencil, eraser, ruler, and calculator for the written test, as well as copies of their CV for the interview. Applicants should arrive 15 to 30 minutes before their scheduled time slot. Late arrivals may be denied entry to the testing venue. Mobile phones must be set to silent and left with the registration unit personnel. Additionally, applicants are advised to refrain from speaking with others or engaging in discussions during the assessment period.

Results of the assessment will be communicated within two weeks (14 working days) following the assessment date. Successful applicants will be notified by phone to arrange for the next steps in the process. Unsuccessful applicants will receive an official letter detailing their results. Those who do not pass may retake the assessment three months from the date on the notification letter, providing sufficient time for revision and preparation.

4. Approval and Issuance of workers pass card

i. Review and Approval:

- Registration Unit Personnel will enter the successful applicants' details and information in the system.
- Before the issuance of the pass card, successful applicants must pay an issuance fee, which varies based on the position applied for. The Registration Unit will provide a receipt that applicants must present at the DES counter on the ground floor for payment purposes. A copy of this receipt must be submitted back to the Registration Unit before the workers' pass card can be issued. The fees are as follows:

Position	Issuance Fee
General Workers	\$15.00
Electrician (E01 / E02)	\$25.00
Cable Jointer (E05)	\$25.00
Technician (E01 / E02 / E03)	\$55.00
Project Engineer (E01 / E02 / E03)	\$75.00
Supervisor (E01 / E02 / E03)	\$75.00

ii. **Pass Card Issuance and Collection:**

- After proof of payment is received and photo taken for the pass card, the Registration Unit personnel will proceed with the printing of the workers' pass card. The Head of Registration Unit will check the documents again and pre-approve the application before forwarding it to Head of Corporate Services Section for review. The Deputy Director of Electrical Services (Growth and Support) will give the final approval.
- The collection of the approved DES workers' pass card and letter from 3rd Floor, Registration Unit, Corporate Services Section, Department of Electrical Services Headquarter, Old Airport Road, Berakas will be notified through phone call.
- The validity of the workers' pass is contingent upon the expiration date of the **earliest** document among the Builder's License (Lesen Pembina) & Contractors Registration Certificate (Sijil Pendaftaran Kontraktor) both issued by ABCi (MoD), the Foreign Worker Recruitment License (Lesen Pekerja Asing LPA) issued by Department of Labour, or the Employment Pass issued by Department of Immigration and National Registration.

C. **Compliance**

1. **Usage**

- The worker pass must be always worn when performing tasks on project sites or when conducting business with the Department of Electrical Services.
- Workers are prohibited to perform any electrical and mechanical work for companies other than the company listed in the worker pass.
- The worker pass must be worn when representing the company to collect tender documents, quotations, or to submit any application forms for electricity supply.
- Reproduction of the pass in any form is not allowed unless for filing purposes only.
- The worker pass is the property of the Department of Electrical Services and is valid only for use by the pass holder.

2. **Lost or Stolen Cards:**

- Immediately report lost or stolen cards to the Police.
- Submit a copy of the report to the Registration Unit for issuance of new application. A replacement fee of \$20.00 will be imposed.

D. Renewal and Termination

1. Renewal:

- Renew pass cards three months prior to expiry date.
- Update personal and employment information as necessary.
- Make sure the courses are still valid.
- Old workers' passes are to be returned to the Registration Unit.

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2. Termination:

- Collect workers' pass cards from employees leaving the company. Notify and return them to Registration Unit.
- In the event of termination by DES, companies are to return the void pass card to Registration Unit and the workers are not allowed to work on electrical equipment and/or enter areas where it is prohibited without the workers pass card.

E. Contact Information

- **Office number:** 2387000 ext 225
- **Whatsapp Hotline:** 7291219
- **Email:** registrationunit@des.gov.bn

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