



DEPARTMENT OF ELECTRICAL SERVICES
PRIME MINISTER'S OFFICE
BRUNEI DARUSSALAM

DES ELECTRICAL WORKER REGISTRATION AND PASS CARD ISSUANCE POLICY (REGISTERED ELECTRICAL WORKERS)

Revision No	Date Issued
1	28 Feb 26

Approved by:

AHMAD RIDZA BIN DSS HAJI ABDUL RAHMAN
Acting Director of Electrical Services

This document is the property of the Department of Electrical Services, Prime Minister's Office, Brunei Darussalam. Any unauthorized usage, reproduction, translation, transmission either in part of or full without written permission from Department of Electrical Services is strictly prohibited. The Department of Electrical Services reserves the right to amend this document from time to time without any prior notification.

DEPARTMENT OF ELECTRICAL SERVICES
PRIME MINISTER'S OFFICE
BRUNEI DARUSSALAM

DES ELECTRICAL WORKER REGISTRATION AND PASS CARD ISSUANCE POLICY

1.0 Purpose

This Policy is established to provide an administrative and governance framework for the registration of electrical workers and the issuance of DES Electrical Worker Pass Cards under the jurisdiction of the Department of Electrical Services (DES).

The objectives of this Policy are to:

- Support DES operational and safety oversight by establishing clear internal procedures for worker registration and site access authorization;
- Enable DES to maintain and publish an official list of registered electrical workers as a reference for public confidence, industry transparency, and workforce recognition; and
- Ensure that only competent, identifiable, and accountable workers are authorised to access and perform electrical works within DES-controlled installations and projects.

This Policy does not replace statutory licensing requirements and does not impose mandatory registration on all electrical workers at this stage. Registration under this Policy is administrative in nature and intended to support safety, credibility, and industry readiness.

2.0 Corporate Information

The Department of Electrical Services (DES), under the Prime Minister's Office, is responsible for overseeing and ensuring the safe generation, transmission, distribution, and utilization of electricity within government-controlled installations and systems in Brunei Darussalam.

DES's mandate includes implementing competency frameworks, enforcing internal safety standards, and issuing Pass Cards to Electrical Workers and General Workers to support safe electrical practices across DES-controlled networks and projects.

This policy is framed within the framework of the DES Safety Rules and System Operating Regulations (latest revision), the Electricity Act (Cap. 223), and the Workplace Safety and Health Act (Cap. 277), as amended from time to time. It also aligns with the intent of the forthcoming Electrical Workers Regulations under Autoriti Elektrik Negara Brunei Darussalam (AENBD), which will establish the national licensing framework for electrical workers.

3.0 Scope

This policy applies to:

- Electrical workers (E01, E02, E03 and E05): Must be registered and hold a valid DES Electrical Workers Pass Card before carrying out any electrical installation, operation, maintenance, or testing activities on installations under the jurisdiction of DES.
- General Workers (GW): May be registered and issued with a DES Pass Card for site access, but they are not permitted to perform electrical works.
- Companies: Must be registered with the Registrar of Companies Brunei (ROCBN) with an approved electrical-related scope of business. Only companies whose registered activities cover electrical installation, wiring, maintenance, or related services are eligible to apply for DES Pass Cards for their workers.

4.0 Legal & Regulatory References

- DES Safety Rules and System Operating Regulations (latest version)
Set the operational requirements for safe electrical work practices, authorization, and the appointment of responsible persons. These rules require that only competent and authorized persons may carry out work on any electrical apparatus and provide the definitions and responsibilities of such persons within DES-controlled installations.
Access to the DES Safety Rules and System Operating Regulations (SR/SOR) is limited to trained and authorized personnel who have completed the required SR/SOR course. Compliance with the SR/SOR is therefore ensured through the appointment of qualified Persons in Charge (PICs) and competent electrical workers holding valid DES Pass Cards.
- Electricity Act (Cap. 223)
Provides the legislative framework for the control of electrical works in Brunei Darussalam. For the purposes of this policy, Cap. 223 is cited as a reference framework for the regulation electrical works.
- Workplace Safety and Health Order Act (Cap. 277)
Establishes the general duty of persons at work to take reasonable care for safety and health, cooperate with employers and authorities, and comply with established safety procedures. In the context of DES, the Pass Card system serves as a practical mechanism to enforce these duties by ensuring that only competent, trained, and authorized workers access and perform electrical works.

Note: The DES Guidelines on Electrical Workers Registration serve as the supporting administrative document for this policy. They outline the detailed processes and procedures for application, renewal, assessment, and record management. These Guidelines are updated periodically to reflect changes in requirements, and operational practices, ensuring that the registration and pass card issuance process remains consistent, current, and compliant with this policy.

5.0 Definitions

For the purposes of this policy:

- Person in Charge (PIC)

The individual designated on-site as responsible for the safe execution of electrical works by a contractor. The PIC must hold the highest applicable pass card category for the scope of work being performed.

- Registered Electrical Pass Card Holder

An electrical worker who has successfully registered with DES, passed the assessment, and been issued a valid DES Pass Card for one of the following categories:

E01 – Low Voltage (LV) Electrical Wiring Installation

E02 – LV Overhead Lines and Underground Cables

E03 – High Voltage (HV) Installations and Networks

E05 – LV and HV Cable Jointing

GW – General Workers

DES Pass Card Categories and Authorisation Mapping

Category	Scope of Authorisation (from DES Guidelines)	Typical Eligible Positions	Applicable Roles Person in Charge
E01	Installation, testing, supervision, maintenance, and repair of LV electrical wiring in buildings and premises not exceeding 1kV. Includes single-phase and three-phase systems.	Electrician, Technician, Supervisor, Project Engineers	Not Applicable
E02	Installation, jointing, termination, maintenance, and repair of LV overhead lines and underground cables not exceeding 1kV.	Electrician, Technician, Supervisor, Project Engineers	PIC for LV works
E03	Installation, commissioning, operation, maintenance, and repair of HV equipment and networks above 1kV.	Technician, Supervisor, Project Engineer.	PIC for MV and HV works

E05	Joining and terminating of LV and HV cables, including associated testing.	Cable Joiners	PLC for cable joining works
GW	Engage in manual labour tasks and support operations at worksites (no electrical works), which include but are not limited to cleaning, assisting, and transporting materials, under the supervision of a valid DES Pass Cards holders (E01, E02, E03 and E05).	General Workers	Not Applicable

6.0 Registration Process

(Refer to the *DES Guidelines on Electrical Workers Registration for detailed procedures.*)

A. Eligibility

Applicants must meet the following:

- Local Applicants:

Possess qualifications and/or experience relevant to the electrical category applied for (E01, E02, E03, or E05) in accordance with the Brunei Darussalam Qualification Framework (BDQF) as stipulated in the Brunei Darussalam National Accreditation Council Order, 2011 (Ministry of Education).
- Foreign Applicants:

Must be employed under a valid Labour Pass (LPA) with an electrical technical position title recognized by the Department of Labour, Ministry of Home Affairs. Only workers with electrical or electromechanical-related backgrounds will be considered eligible for registration.
- Mandatory Courses:

Complete and pass the mandatory courses for the category applied, in line with the duties imposed on employers (Section 12) and principals (Section 14) under the Workplace Safety and Health Act (Cap. 277), as well as the requirement for safety and health training courses under Section 31 of the same Act.
- Medical Fitness:

Applicants must provide a recent medical report or fitness-to-work letter issued by a registered medical practitioner in Brunei Darussalam confirming that they are medically fit to work. This requirement applies to both local and foreign applicants.
- Company Registration:

Be employed or engaged by a company registered with the Registrar of Companies Brunei (ROCBN) under an electrical scope. Companies must demonstrate that they are adequately equipped to carry out electrical works, including provision of appropriate tools, equipment, and personal protective equipment (PPE) required for their authorized category. Detailed verification procedures are set out in the DES Guidelines.

Note: While DES registration is open to qualified electrical workers employed by companies registered with ROCBN, contractors intending to participate in government tenders and quotations must hold a valid ABCi Electrical Category registration, as required by the procurement regulations.

B. Application Submission

- Applications must be submitted using the official DES Electrical Worker Registration Form.
- All supporting documents, including course certificates, curriculum vitae, and proof of employment, must be attached.
- Incomplete applications will be returned without processing.

C. Assessment & Approval

- The DES Registration Unit will review and verify the documents.
- Where applicable, applicants will be scheduled for written and/or interview assessments.
- Successful candidates will be issued a DES Electrical Worker Pass Card, valid for a specified period.

D. Renewal

- Renewal applications must be submitted before the expiry date of the current Electrical Workers Pass Card.
- Workers must demonstrate continued competence, including proof of refresher training where applicable.
- Failure to renew will result in removal from the register and prohibition from carrying out electrical works.

E. Re-Registration of Revoked Pass Card Holders

Any electrical worker whose Pass Card has been revoked for reasons including, but not limited to, misconduct, breach of DES Safety Rules, or failure to comply with this policy, is not eligible for direct renewal.

Such individuals may only be considered for re-registration if they:

- Re-apply through their employer using the standard application process;
- Successfully re-take and complete all mandatory courses required for their pass card category at the time of application; and
- Re-sit and pass the competency assessment prescribed by DES for their pass card category.

Re-registration will be treated as a new application and all applicable fees, documentation, and approvals must be resubmitted. DES reserves the right to reject any re-registration application if, in its assessment, the applicant continues to present safety, competence, or compliance risk.

7.0 Roles & Responsibilities

Department of Electrical Services (DES) – Registration Unit

The Registration Unit acts as the administrative custodian of the Pass Card system. Its responsibilities include:

- Maintain the official register of all electrical workers holding valid DES Pass Cards.
- Process applications, renewals, and category upgrades in line with the DES Guidelines on Electrical Workers Registration.
- Verify qualifications, training, and assessment results prior to card issuance.
- Publish and maintain a **public list of registered electrical workers** for reference by project owners, employers, and members of the public.
- Recommend suspension or revocation actions to Regulatory and Safety Compliance Unit (RSC) where breaches are identified.

Department of Electrical Services (DES) – Regulatory and Safety Compliance Unit

The RSC Unit is the designated enforcement unit for this policy. Its responsibilities include:

- Serve as the responsible unit for pass card compliance monitoring.
- Conduct inspections, audits, and investigations to verify adherence to safety and competency requirements.
- Issue Stop Work Orders and initiate enforcement actions (suspension/revocation) as outlined in Section 8.0 – Enforcement of this policy.

- Coordinate with the Registration Unit to ensure enforcement decisions are documented and communicated.

Contractors & Project Owners

- Contractors and Project Owners are accountable for ensuring that only competent and authorised workers carry out electrical works within DES-controlled installations. Their responsibilities include:
- Engage only electrical workers who hold valid DES pass cards for the relevant category.
 - Ensure a Person-in-Charge (PIC) is formally appointed (approved by DES).
 - The appointed PIC, whether from DES or the contractor, must always be physically present on site when electrical works are being carried out. Delegating the role to General Workers or leaving works unsupervised constitutes a breach of this policy. PICs are liable under the DES SR & SOR for ensuring safe supervision and compliance.
 - Prohibit General Workers (GW) from carrying out electrical works; GWs may only assist under the supervision of a PIC.
 - Facilitate inspections by DES/RSC and provide relevant records upon request.
 - Ensure all registered workers maintain valid training, assessments, and safety awareness requirements.

Registered Electrical Workers (DES Pass Card Holders)

Electrical Workers are individually accountable for performing electrical works safely and competently in line with their registered category. Their responsibilities include:

- Carrying their valid DES Pass Card at all times while on site.
- Performing only the works authorised under their pass card category (E01–E05, GW).
- Complying with DES Safety Rules, System Operating Regulations, and mandatory training requirements.
- Immediately reporting unsafe conditions or incidents to their Person-in-Charge (PIC) or employer.

8.0 Enforcement

Suspension and Revocation

The Regulatory & Safety Compliance (RSC) is responsible for administering the suspension or revocation of Pass Cards in accordance with this policy. Enforcement actions may be taken under the following circumstances:

- The holder is found in breach of this policy, DES Safety Rules, or System Operating Regulations.

- The holder is found to have provided false or misleading information during registration.
- The holder is no longer employed or engaged by a registered electrical contractor.
- The holder is absent from site while General Workers or other registered electrical workers under their supervision are performing electrical works.
- Any other reason deemed necessary by DES to protect safety, integrity, or compliance.

Consequences of Revocation

- A revoked Pass Card is no longer valid for site access or for carrying out electrical works.
- Workers whose Pass Cards are revoked may only be re-registered in accordance with Section 6.E: Re-registration of Revoked Pass Card Holders of this policy.
- Employers who repeatedly deploy unregistered, revoked, or unsupervised workers may face further sanctions, including suspension from DES-approved projects.

9.0 Review & Updates

This policy will be reviewed annually, or earlier if required by legislative, safety, or operational changes. Updates will be communicated through official DES circulars or directly to registered contractors to ensure transparency.

Disclaimer

This Policy is issued by the Department of Electrical Services (DES) to provide guidance on the registration and issuance of Electrical Worker Pass Cards. While every effort has been made to ensure accuracy and consistency with current laws and regulations, DES does not accept any responsibility or liability for any loss, damage, or injury arising from reliance on this document.

Compliance with all applicable laws, regulations, and safety standards remains the responsibility of the registered electrical worker, employer, and any party undertaking electrical work. DES reserves the right to interpret, amend, or revoke any part of this Policy to reflect updates in legislation, regulatory direction, or operational requirements.