

# **STATUTORY INSTRUMENT**

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## **CERTIFICATION OF ELECTRICITY METERING SERVICES PROVIDERS RULES 2019**

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**STATUTORY INSTRUMENT NO. 17 OF 2019**

*Published 13th day of December, 2019*

**SIERRA LEONE ELECTRICITY AND WATER  
REGULATORY COMMISSION ACT, 2011  
(ACT NO. 13 OF 2011)**

CERTIFICATION OF ELECTRICITY METERING SERVICES PROVIDERS RULES 2019 **Short title**

In exercise of the powers conferred upon it by section 66 of the Sierra Leone Electricity and Water Regulatory Commission Act, 2011, the Commission makes the following rules –

**PART I – PRELIMINARY**

1. In these rules, unless the context otherwise requires –

**Interpretation**

“Act” means the Sierra Leone Electricity and Water Regulatory Commission Act, 2011;

“certificate” means the authorization issued by the Commission pursuant to an application for certification under these Rules;

“EIA” environmental impact assessment;

“ESI” means the electricity supply industry of Sierra Leone;

“meter” means a device that measures and registers the integral active energy or reactive energy over a certain interval and may include data recorder but excludes instrument transformers;

“metering system” means a meter and the associated current transformers, voltage transformers, metering protection equipment, including alarms, low voltage electrical circuitry,

associated data collectors, data transmitters, related to the measurement, recording and transmission to the data collection system, the active energy or reactive energy or both;

“meter test station” means a certified test laboratory which has the technical and infrastructural capability to perform accuracy tests for meters and metering systems;

“Electricity Act” means the National Electricity Act, 2011;

**2.** (1) These rules shall apply to a manufacturer, assembler, importer or installer of energy metering systems.

**Application of rules**

(2) These rules shall not apply to a licensee who undertakes metering activities itself.

## **PART II – APPLICATION FOR CERTIFICATE**

**3.** No person shall manufacture, assemble, import or install electric meters or metering systems unless that person holds a certificate issued by the Commission for that purpose.

**Requirement for certificate**

**4.** An applicant who wishes to undertake more than one activity under these rules shall apply for a multiple Certificate.

**Multiple certificate**

**5.** The types of certificates to be issued by the Commission shall be as follows-

**Types of certificate**

(a) the manufacturer or assembler’s certificate;

(b) the importer’s certificate;

(c) the installer’s certificate

**6.** (1) The Commission shall categorise installers of metering systems into the following categories –

**Installers**

(a) Class A

(b) Class B

(c) Class C

(2) The level of installation works and qualification required for each category referred to in sub-rules (1) shall be as follows

–

(a) Class A certificate holder may undertake any type of metering installation and shall satisfy the conditions specified in Schedule 2-A;

(b) a Class B certificate holder is authorized to undertake any metering works within the distribution network and shall satisfy the conditions specified in Schedule 2-B;

(c) a Class C certificate holder is authorized to undertake metering works only for voltages of 415V and lower and shall satisfy the conditions specified in Schedule 2-C

**7.** (1) A person who wishes to undertake any activity under these rules shall make a written application in the prescribed form to the Commission.

**Mode of application**

(2) A person applying for –

(a) manufacturer or assembler's certificate shall fill out the form set out in Schedule 1-A;

(b) importer's certificate shall fill out the form set out in Schedule 1-B;

(c) installer's certificate shall fill out the form set out in Schedule 1-C

(3) An application for a certificate shall be accompanied with all the supporting documents relevant to the certificate applied for.

(4) An application shall be signed by the applicant, addressed to the Commission and delivered by post or email.

**8.** The applicant shall submit the application with a non-refundable fee as determined by the Commission and published in the Gazette. **Application fees**

**9.** The Commission shall within 10 days of receiving an application issue a letter to the applicant acknowledging receipt of the application. **Decision of Commission**

**10.** (1) The Commission shall within 30 days from the date of receiving the application make a decision and notify the applicant of the decision in writing. **Receipt of application**

(2) An application shall be granted by the Commission unless the applicant fails to meet the technical, financial and managerial capability criteria under the Act and statutory instruments pursuant to the Act.

(3) If the Commission refuses the application, it shall in communicating the decision to the applicant state the reasons for the refusal.

### **PART III – DURATION OF CERTIFICATES AND RELATED PROVISIONS**

**11.** (1) The holder of a certificate shall pay the annual fee as determined by the Commission and published in the Gazette. **Annual fee**

(2) The annual fee shall be paid on or before each anniversary of the date of first issuance.

**12.** (1) A holder of a certificate shall not transfer the certificate to another person unless he makes an application to the Commission requesting approval to transfer the certificate. **Transfer of certificate**

(2) Subject to these rules the Commission shall not unduly withhold its approval of transfer.

**13.** (1) A certificate shall be valid for a period of 5 years subject to these rules. **Duration and renewal of certificate**

(2) Subject to these rules the certificate may be renewed by

the Commission at the end of its term.

**14.** (1) The Commission may suspend or cancel a certificate where it is satisfied that –

**Suspension or  
cancellation**

(a) the holder has

(i) contravened a term or condition of the certificate;

(ii) given information to the Commission which is false or misleading;

(b) it is in the public interest to do so.

(2) When the Commission has grounds for the cancellation of a certificate, it shall give notice to the holder to show cause why the certificate should not be withdrawn.

(3) If the holder of the certificate is unable to persuade the Commission or fails to respond to the notice, the Commission shall proceed to cancel the certificate in accordance with section 35 of the Act.

(4) The Commission shall restore the certificate when the holder remedies the matter that gave rise to the suspension or cancellation.

**15.** (1) The Commission shall maintain a register of holders of certificate and the type of services they are qualified to perform.

**Register**

(2) The Commission shall publish the list of holders of certificate in the on its website and on the Gazette.

**16.** (1) A holder of a certificate shall ensure that –

**Conditions of  
certification**

(a) the metering systems the person manufactures, deals in or installs are fit for the purpose and conform to the Sierra Leone standard as well as satisfy the requirements of statutory instruments relating to grid, distribution

and wiring respectively;

(b) the requisite level of facilities and equipment are deployed for undertaking the activities;

(c) it employs persons with the requisite training, knowledge and competence to undertake the activities authorized.

(2) A holder of a certificate shall provide service that is adequate and non-discriminatory to persons who apply for their services and satisfy the conditions relating to the service.

**17.** (1) A holder of a certificate shall submit an annual report to the Commission on meters, metering systems or knocked down parts supplied or installed in each calendar year for each type of activity undertaken.

**Annual report**

(2) The report shall be submitted on or before the end of the first quarter in the following year.

**18.** A certified installer of metering systems shall draft a procedure for resolving disputes with its customers and shall submit the draft procedure for the approval of the Commission, before implementation.

**Resolution of dispute**

#### **PART IV – MISCELLANEOUS PROVISIONS**

**19.** A person who –

**Offences and penalties**

(a) manufactures, assembles, imports or installs , electric meters or metering systems without a certificate;

(b) employs or allows to be employed persons not qualified to work in the provision of metering services; or

(c) obstructs or interferes with a member of the Commission, officer or a person employed by the Commission in the exercise of powers



commits an offence punishable under section 65 of the Act.

**20.** A person prior to the coming into effect of these rules who was engaged in an activity requiring a certificate under these rules shall apply for the relevant certificate within 3 months of the coming into effect of these rules.

**Transitional  
Provision**

**SCHEDULE 1-A: APPLICATION FORM  
FOR THE CERTIFICATION OF A MANUFACTURER OR  
ASSEMBLER OF METERING SYSTEMS**

**Rule 7(2)(a)**

**Section A**

Indicate type of certificate		Manufacturer	Assembler
1.	Full Name of Applicant		
2.	ID/Social Security No.		
3.	Business name:		
4.	Address		
5.	Contact person (if different from applicant)		
6.	Telephone number		
7.	Email		
8.	Indicate whether new application or renewal. If renewal state current Certificate Number.		
9.	List of key personnel		
10.	Qualification and experience of key personnel		
11.	List of relevant documents attached as required under Section B		
12.	Description of electric energy meter a) Make: b) Type: whether single or three phase		

13.	Annual production capacity	
14.	Technical data a) Nominal voltage:  b) Operating voltage:  c) Accuracy class:  d) Current rating:  e) Frequency:  d) Operating temperature:  e) Storage temperature:  f) Lifespan:	
15.	Purpose of manufacturing or assembling	

**Section B**

It is mandatory to provide the following information:

1. Business registration certificate
2. NRA Certificate
3. EIA Certificate
4. Type Test Certificate report
5. Meter Test Station Test report
6. Proof of existence or access to facilities
7. Others.

Name:	Signature:	Date:
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**SCHEDULE 1-B: APPLICATION FORM  
FOR THE CERTIFICATION OF AN IMPORTER IN METERING  
SYSTEMS**

**Rule 7(2)(b)**

**Section A**

1.	Full Name of Applicant	
2.	ID/Social Security No.	
3.	Business name:	
4.	Address	
5.	Contact person (if different from applicant)	
6.	Telephone number	
7.	Email	
8.	Indicate whether new application or renewal. If renewal state current certificate number.	
9.	Names and particulars of directors of company	
10.	List of relevant documents attached as required under Section B	
11.	Description of electric energy meter a) Make: b) Type: whether single or three phase	
12.	Estimated annual imports	
13.	Technical data a)Nominal voltage:	

	b) Operating voltage: c) Accuracy class: d) Current rating: e) Frequency: d) Operating temperature: e) Storage temperature: f) Lifespan:	
15.	Purpose of importing / main customers	

**Section B**

It is mandatory to provide the following information:

1. Business registration certificate
2. NRA Certificate
3. Type test certificate report
4. Meter test station test report
5. Proof of existence or access to facilities
6. Others.

Name:	Signature:	Date:
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**SCHEDULE 1-C: APPLICATION FORM  
FOR THE CERTIFICATION OF INSTALLER OF METERING  
SYSTEMS**

**Rule 7(2)(c)**

**Section A**

1.	Full Name of Applicant	
2.	ID/Social Security No.	
3.	Business name:	
4.	Address	
5.	Contact person (if different from applicant)	
6.	Telephone number	
7.	Email	
8.	Indicate whether new application or renewal. If renewal state current Certificate Number.	
9.	List of key personnel	
10.	Qualification and experience of key personnel	
11.	List of relevant documents attached as required under Section B	
12.	Description of electric energy meter a) Make: b) Type: whether single or three phase	

13.	Annual production capacity:	
14.	Technical data a) Nominal voltage: b) Operating voltage: c) Accuracy class: d) Current rating: e) Frequency: d) Operating temperature: e) Storage temperature: f) Lifespan:	
15.	Main customers:	

**Section B**

It is mandatory to provide the following information:

1. Business registration certificate
2. NRA Certificate
3. Type test certificate report
4. Meter test station test report
5. Others.

Name:	Signature:	Date:
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## SCHEDULE 2: QUALIFICATIONS

### SCHEDULE 2-A: QUALIFICATIONS OF INSTALLER OF METERING SYSTEMS – CLASS A

**Rule 6(2)(a)**

#### Qualifications of Installer of Metering System Class “A” Certificate

<b>No. of Employee</b>	<b>Education</b>	<b>Competency</b>
2 (1)	MSc Engineering – 5 years BSc Engineering – 7 years HND – 15 years	Experience in installation, maintenance and accuracy checks of grid meters (above 33 kV)
3 (2)	MSc Engineering – 3years BSc Engineering – 5years HND – 10 years	<ol style="list-style-type: none"> <li>1. Experience and demonstrable ability to recognize and effectively deal with hazards related to grid metering panels</li> <li>2. Competence in grid metering systems installation, maintenance, calibration, trouble shooting and repairs</li> <li>3. Ability to calculate meter constraints, multipliers and summation scheme values</li> <li>4. Enhanced safety skills at grid level</li> </ol>
4 (2)	BSc Engineering – 3 years HND – 7 years Master Electrician – 15 years Technician – 20 years	



**SCHEDULE 2-B: QUALIFICATIONS OF INSTALLER OF  
METERING SYSTEMS – CLASS B**

**Rule 6(2)(b)**

**Qualifications of Installer of Metering System Class “B” Certificate**

<b>No. of Employee</b>	<b>Education</b>	<b>Competency</b>
1	MSc Engineering – 3 years BSc Engineering – 5 years HND – 10 years	Experience in installation, maintenance and accuracy checks of distribution network meters (33 kV or below)
2	MSc Engineering – 1years BSc Engineering – 3years HND – 7years	1. Experience and demonstrable ability to recognize and effectively deal with hazards related to distribution network metering panels  2. Competence in grid metering systems installation, maintenance, calibration, trouble shooting and repairs  3. Ability to calculate meter constraints, multipliers and summation scheme values 4. Enhanced safety skills at the distribution network level
3	BSc Engineering – 2 years HND – 5 years Master Electrician – 10 years Technician – 15 years	

**SCHEDULE 2-C: QUALIFICATIONS OF INSTALLER OF METERING SYSTEMS – CLASS C**

**Rule 6(2)(c)**

**Qualifications of Installer of Metering System Class “C” Certificate**

<b>No. of Employee</b>	<b>Education</b>	<b>Competency</b>
1	BSc Engineering – 5 years  HND – 10 years	Experience in installation, maintenance and accuracy checks of low voltage energy meters of not more than 415V
1	BSc Engineering – 2 years  HND – 5 years  Master Electrician – 7 years  Technician – 10 years	<ol style="list-style-type: none"> <li>1. Experience and demonstrable ability to recognize and effectively deal with hazards related to low voltage wiring</li> <li>2. Competence in metering systems installation, maintenance, calibration, trouble shooting and repairs</li> <li>3. Ability to calculate meter constraints, multipliers and summation scheme values</li> <li>4. Safety skills at within a low voltage wiring system</li> </ol>
3	Technician – 7 years  Electrician – 5 years	

## **EXPLANATORY MEMORANDUM**

**(This explanatory memorandum is not part of these rules but is intended to indicate its general purport)**

This statutory instrument is made pursuant to section 66 of the Sierra Leone Electricity and Water Regulatory Commission Act 2011. This instrument is divided into 4 parts.

Part 1 covers the interpretation and application provisions. The interpretation provision defines words and expressions used throughout the instrument. The application provision stipulates that the instrument applies to manufacturers, assemblers, importers and installers of energy metering systems but does not apply to a licensee who undertakes metering activities itself.

Part II covers provisions on application for certificate. The instrument provides that no person should manufacture, assemble, import or install electric meters or metering systems unless that person holds a certificate issued by the Commission for that purpose.

Part III covers provisions on duration of certificates and other related provisions.

Part IV contains miscellaneous provisions.

*Made this 13th day of December, 2019.*

MOHAMED D. B. SESAY  
Chairman