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# **Ministry of Urban Development and Construction**

## **Directives for the Registration of Construction Professionals and Contractors (Amended)**

**(Directive No 19)**

**August 2013  
Addis Ababa**

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## **P R E A M B L E**

Whereas, construction industry plays a vital role in the economic development of the country;  
Whereas, the private sector is the key stakeholder in the industry and to determine the capacity and extent of participation of the private sector, it is necessary to know the available manpower, field of specialization and equipment of the individuals and firms in view of overall planning;

Whereas, it is essential to safeguard the interest of the public at large and that of the government by regulating the participation of the persons and other legal entities engaged in the field of construction by setting certain rules and standards to be observed for purposes of safety, quality works and efficiency;

Now, therefore, the Ministry of Urban Development and Construction, in accordance with the powers and duties conferred on it by the definition of powers and duties of the Executive Organs of The Federal Democratic Republic of Ethiopia Proclamation No. 691/2010 Article 25 (1-1) which says "register and issue certificates of professional competence to engineers and architects; determine the grades of contractors and consultants, and issue certificates of competence to those operating in more than one regional states" has hereby issued these Directives for the Registration of Contractors and Construction Professionals.

## PART 1 – GENERAL

### 1 Short Title

This Directive may be cited as the “Amended Directives for the registration of Construction Professionals and Contractors No. 19 /2013”

### 2 Definition

In this Directive:

- 1) “**Advance diploma**” means a certification from a college or a technical school for a three years training after 12<sup>th</sup> grade (12+3) or level V in construction.
- 2) “**Applicant**” means any construction professional or contractor who has applied to the Ministry for Registration.
- 3) “**Bureau**” means Construction Industry Development and Regulatory Bureau.
- 4) “**Construction Professionals**” means technical professionals with educational level of degree, diploma or certificate in engineering related technical courses and want to take part in construction works or professionals who are certified for the different levels in the occupational standard for construction.
- 5) “**Contractor**” means a company which is registered to take part in construction projects.
- 6) “**Building contractor**” means a juridical person who is registered and issued with a work permit by the relevant authority as a Building contractor;
- 7) “**Road contractor**” means a juridical person who is registered and issued with a work permit by the relevant authority as a Road contractor;
- 8) “**General contractor**” means a juridical person who is registered and issued with a work permit by the relevant authority as general contractor;
- 9) “**Department**” means The Department for Registration of Contractors, Consultants, Professionals, and Construction Equipment in the Ministry under the Bureau.
- 10) “**Diploma**” means a certification from a college or a technical school for a three years training after 10<sup>th</sup> grade (10 +3) or a two years training after 12<sup>th</sup> grade (12 +2) or level IV in construction.
- 11) “**Heavy Equipment**” means Dozer, Crane, Loader, Crusher, Grader, Excavator and Roller or any other equipment equivalent to the aforementioned with purpose, volume, tonnage, horse power or other common comparing variables.
- 12) “**Intermediate Equipment**” means Dump Trucks and other equipment equivalent to the aforementioned with purpose, volume, axle load or other common comparing variables.

- 13) "**Ministry**" and "**Minister**" means the Ministry and the Minister of Urban Development and Construction, respectively.
- 14) "**Person**" means natural or juridical person.
- 15) "**Professional**" means an individual or legal personality registered with the Ministry after having satisfied the various requirements specified in Part II and III of this guideline.
- 16) "**Project**" means a construction projects
- 17) "**Register**" means the record containing entries of the names of the Construction Professionals and Contractors who are qualified to be registered as provided for in these Directives.
- 18) "**Small/Light Equipment**" means Pick up and 4W Drive vehicles and other equipment equivalent to the aforementioned with purpose, volume, axle load or similar comparing variables.
- 19) "**Relevant**" means applicant's involvement in undertakings projects related to the field applied for, type and size of projects handled by applicant in the practice of his or her profession - whether he or she practiced independently or under the supervision of other professionals.
- 20) Any expression in the masculine gender includes the feminine and firms.

### **3 Scope of Application**

This Directive shall apply to construction professional and Contractors who registered as a professional and contractor in the ministry and involved in construction business.

### **4 Powers and Duties of the Department**

- 1) The Department shall accept all applications submitted to the Ministry for registration, renewal and upgrading and shall examine such applications as objectively as possible on the basis of the requirements specified in these Directive.
- 2) The Department, having examined the application, may decide that the applicant may register, his license renewed, upgraded or may reject the application and does accordingly.
- 3) The Department shall keep an up-to-date register of all persons registered with the Ministry in accordance with these Directives.
- 4) The Department shall make a quarterly meeting with the relevant Associations to evaluate the registration activities.

### **5 Registration**

- 1) Any natural or juridical person who satisfies the requirements specified in these Directives may file an application with the Ministry to be registered and to have his name entered in the Registrar.
- 2) The application of contractors and construction professionals shall be submitted by filling FORM NO. 1 and FORM NO. 2, respectively.

- 3) All Construction professionals and Contractors desiring to carry out activity related to construction works are required to register with the Ministry in accordance with this Directive. No company or professional may carry out any construction without getting certificate of competence from the Ministry.
- 4) All foreign construction companies and their professionals who may undertake any activity related to construction works in the country are to be register in the Ministry.
- 5) All foreign contractors who want to take part in National Competitive Biddings shall be registered as Contractor of only class I for all category, and they shouldn't participate NCB below class one
- 6) Every person whose name is entered in the register shall keep the Department promptly informed on any change at the particulars listed in his application and the Department shall amend the Register accordingly.
- 7) Applicant shall submit photocopy of his authenticated degrees and work experience which needs to be pertinent to the field of practice applied for.
- 8) Foreign professionals or professionals with experience from foreign countries should submit documents authenticated by appropriate bodies.
- 9) Professional with foreign educational qualification shall present equivalent credential from Ethiopian higher education system certifying recognition by authorized body.
- 10) Foreign professionals who want to be registered should supply evidences of both work and residence permits.

## **6 Certificate of Registration**

- 1) Any person, who, according to the examination of the committee, has satisfied the requirements under these Directives, shall be entitled to have his name entered in the Register and to hold certificate of competence.
- 2) The Certificate of Competence shall contain:
  - a) Full name of the registered applicant and name of firm;
  - b) Category and grade or professional classification and specialized fields;
  - c) Date of first registration; and
  - d) Dates of all subsequent renewals.
- 3) Certificates of registration shall be signed by senior experts of the department, shall have a serial number and be under seal of the Ministry.
- 4) Replacement certificate is issued in case of loss of an original certificate provided that the applicant produces affidavit for genuine loss from police authorities and declaration from press agency. In case of damage, the applicant shall present the old certificate to customer service counter and in both loss and damage cases the replacement is given upon payment of Birr 100 (hundred Birr).

## **7 Renewal of Registration**

- 1) Registration of construction professionals may be valid for a period of two calendar years beginning from the date and year of such registration and may be renewed every two years.

- 2) For renewal of registration an applicant should bear a letter (authenticated by the relevant Association)
- 3) Registration of Contractors shall be valid from the date of such registration till end of October that comes after the date of registration.
- 4) No registration may be renewed unless the person seeking renewal has complied, with the requirements for registration set out herein.
- 5) Professionals applying for renewal within two years (one term) after the expiry date of their certificate of registration may renew their certificate upon payment indicated in tabel 1 of this directive.
- 6) Professionals applying for renewal within four years (two terms) after the expiry date of their certificate of registration may renew their certificate upon payment of the arrears plus Birr 100.00 (hundred) penalty for each renewal period.
- 7) Any registration that is not renewed within four years (two terms) of its expiry date, the previous registration shall be deemed to be canceled automatically. If the professional wants to be registered, he should start it as new registration.
- 8) For renewal the professional himself should apply or the employer should write a letter that request renewal.
- 9) Any professional who wants to take part in any construction activity should have a valid or renewed professional registration certificate.

## **8 Suspension of Registration Certificate**

A registration certificate may be suspended by the Department if its holder:

- 1) Shows misconduct or gross negligence in matters related to his professional practice; or
- 2) Contributes to the delays (does not assure the timely completion) of the project it is supervising; or Permanently employ Government employees without requiring them release of employment; or
- 3) Fails to abide by the requirements in this Guidelines and derivatives thereof and Rules and Regulations which may be issued by the Ministry from time to time.
- 4) On suspension, the certificate shall be returned to the office which issued it.
- 5) If its certificate of competence is cancelled, the contractor may be allowed to complete its ongoing projects provided that the contractual agreement allows it to do so.
- 6) The suspension time for registration shall be till the holder rectifies the causes which make the registration suspense.

## **9 Cancellation or Revocation of Certificate**

- 1) When the registered person dies, is incapacitated, quits the business or fails to comply with the requirements in this Directives or other Rules and Regulations which may be issued by the Ministry from time to time.



- 2) When the registered person exhibits the defects stated under this section article 8 Sub articles 1-3 twice.
- 3) If the person passes its registration certificate to other person without employment.
- 4) When registered juridical person is bankrupt or dissolved.
- 5) If its certificate of competence of a contractor is, cancelled or revoked, the contractor may be allowed to complete its ongoing projects provided that the contractual agreement allows it to do so.

## **10 Appeal**

- 1) Upon receipt of notification of the rejection of their application, or suspension, cancellation or revocation of their certificates of registration applicants or registered person may, within thirty (30) days from the date of receipt of the said notification, appear before the Bureau in defense of their application.
- 2) The Bureau shall fix the place and time of hearing and shall give adequate notice thereof to the concerned applicant.
- 3) If the applicant fails to defend his application within the prescribed thirty (30) days, no hearing shall take place.
- 4) Having heard the defense of the applicant, the Bureau shall submit its decisions in writing to the Minister for his approval or views thereon.

## **11 Representation, transfer and follow up**

- 1) Individuals and juridical persons registered or to be registered may be represented by legally authorized individuals. This representation does not apply for registration of professionals and contractors who acquire their certificate of competence due to their education and experience as per article 15 sub articles (3c);
- 2) If the bearer of a certificate of registration is incapacitated or dies, the certificate is eligible for transfer to the legal inheritor provided the inheritor fulfills the requirements of this directives;
- 3) The department shall be responsible to follow - up the decision it made and to make sure that each registered person under these Directive is operating legally and efficiently in accordance with the requirements under which his certificate of competence is issued.

**PART TWO**  
**REGISTRATION OF CONSTRUCTION**  
**PROFESSIONALS**

**12 Registration of Professionals**

- 1) This refers to the following professionals:
  - Civil Engineers or related professionals;
  - Architects or related professionals;
  - Associate Engineers Building or Civil;
  - Engineering Aides (Building or Civil); and
  - Professionals who are certified for the different levels in the occupational standards for Civil construction.

- 2) The requirement for Education and experience and the scope of professional engagement for each professional are given hereunder and registration in the field of construction may be effected as follows.

**a) Graduate Engineers (civil or related) and Architects**

1) Education

Applicant must hold at least a B.Sc. Degree, or the equivalent qualification in an approved course, in architecture or engineering (civil or related) from a recognized university or similar institutions.

2) Experience

Applicant may have zero to four years of experience relevant to the field applied for.

3) Professional Engagement

Applicant may be engaged either part-time or full-time in construction works of all categories of projects.

**b) Professional Engineers and Architects**

1) Education

Applicant must hold at least a B.Sc. Degree or the equivalent qualification in an approved course, in architecture or engineering (civil or related) from a recognized university or similar institution.

**2) Experience**

- a) Applicant shall submit satisfactory evidence of not less than four years of relevant experience in the field of construction. The testimony letter should bear reference number, sign and seal of the provider and should contain information on salary and taxes.

- b) The testimony of experience should show: duration; position; project type and size (in terms of money) and recommendations. The testimony letter should bear reference number, sign and seal of the provider and should contain information on salary and taxes.
- c) The testimony of experience shall be confirmed by the appropriate Associations. Experience from Construction companies shall be confirmed by Contractors Association; and experience from consulting firms shall be confirmed by Consultants Association. A freelancer may show one approved project for every year that he is not employed.
- d) If the applicant has previous experience with qualification below B.Sc. degree level, such experience shall be considered following the Civil Service Law. If the applicant fulfills the experience requirement taking in to account the ones acquired before B.Sc., he needs to have a minimum of one year of directly relevant experience after his B.Sc. degree to qualify for professional architect or engineer.
- e) The experience required for M.Sc and Ph. D shall be as per Civil Service Law

### **3) Professional Engagement**

Applicant must be engaged full or part time in responsible positions in Civil Construction works such as building, transport, dams, etc.

#### **c) Graduate Associate Engineer**

##### **1) Education**

Applicant must hold an advanced diploma (or should be certified for Level V in construction), or the equivalent qualification in an approved course in building or Civil Engineering from a recognized university or similar institution.

##### **2) Experience**

- a) Applicant may have up zero to four years of relevant experience in building or civil engineering construction works. However, lack of it does not disqualify him from this registration.
- b) The testimony of experience should show: duration; position; project type and size (in terms of money) and recommendation. The testimony letter should bear reference number, sign and seal of the provider and should contain information on salary and taxes.
- c) The testimony of experience shall be confirmed by the appropriate Associations. Experience from Construction companies shall be confirmed by Contractors Association; and experience from consulting firms shall be confirmed by Consultants Association. A freelancer may show one approved project for every year that he is not employed.

- d) If the applicant has previous experience with qualification below Advanced diploma level, such experience shall be considered following the Civil Service Law. If the applicant fulfills the experience requirement taking in to account the ones acquired before advanced diploma, he needs to have a minimum of one year of directly relevant experience after his B.Sc. degree to qualify for professional architect or engineer.
- 3) Professional Engagement  
Applicant may be engaged either part time or full time in building or civil engineering construction works.

**d) Associate Engineers**

- 1) Education  
Applicant must hold a advance diploma (or should be certified for Level V in construction) or the equivalent qualification in an approved course in building or civil engineering from a recognized university or similar institution.
- 2) Experience
  - a) Applicant shall submit satisfactory evidence of not less than four years of relevant experience in civil construction works.
  - b) The testimony of experience shall be confirmed by the appropriate Associations. Experience from Construction companies shall be confirmed by Contractors Association; and experience from consulting firms shall be confirmed by Consultants Association. A freelancer may show one approved project for every year that he is not employed.
  - c) If the applicant has previous experience with qualification below Advance Diploma (level V) level, such experience shall be considered following the Civil Service Law. If the applicant fulfills the experience requirement taking in to account the ones acquired before Advance Diploma, he needs to have a minimum of one year of directly relevant experience after his Advanced Diploma (level V) to qualify for the position of Associate Engineer.
- 3) Professional Engagement  
Applicant must engage full or part time in responsible positions in civil construction works.

**e) Graduate Junior Associate Technicians**

- 1) Education  
Applicant must hold a technical school certificate (10+3, 12 +2), (or should be certified for Level IV in construction) or the equivalent from similar institutions in Drafting, Surveying, Electrical, Building, Road, Construction, Plumbing, Carpentry, Masonry & Metal works.

- 2) Experience
  - a) Applicant shall submit satisfactory evidence of up to four years of relevant experience in civil construction works.
  - b) The testimony of experience shall be confirmed by the appropriate Associations. Experience from Construction companies shall be confirmed by Contractors Association; and experience from consulting firms shall be confirmed by Consultants Association. A freelancer may show one approved project for every year that he is not employed.
- 3) Professional Engagement
 

Applicant must engage full or part time in responsible positions in civil construction works.
- f) **Junior Associate Technicians**
  - 1) Education
 

Applicant must hold a technical school certificate (10+3, 12 +2), (or should be certified for Level IV in construction) or the equivalent from similar institutions in Drafting, Surveying, Electrical, Building, Road, Construction, Plumbing, Carpentry, Masonry & Metal works.
  - 2) Experience
    - a) Applicant shall submit satisfactory evidence of not less than four years of relevant experience in civil construction works.
    - b) The testimony of experience shall be confirmed by the appropriate Associations. Experience from Construction companies shall be confirmed by Contractors Association; and experience from consulting firms shall be confirmed by Consultants Association. A freelancer may show one approved project for every year that he is not employed.
  - 3) Professional Engagement
 

Applicant must engage full or part time in responsible positions in civil construction works.
- g) **Graduate Engineering Aides(10+2)And Graduate Junior Engineering Aides.(10+1).**
  - 1) Education
 

Applicant must hold a technical school certificate (10+1=level I ) (or should be certified for 10+2=Level II) in construction or the equivalent from similar institutions in Drafting, Surveying, Electrical, Building, Road, Construction, Plumbing, Carpentry, Masonry, metal work,... and four years of experience
  - 2) Experience
 

Applicant may have zero to four years of relevant experience in fields of construction, acquired after obtaining his certificate. However, lack of it does not disqualify him from this registration.

- 3) Professional Engagement Applicant may be engaged either part-time or full-time in civil construction works.

**h) Engineering Aides and Junior Engineering Aides**

1) Education

Applicant must hold a technical school certificate (10+1=level I) or(10+2= Level II) or the equivalent from a similar institution.

2) Experience

- a) Applicant Shall submit satisfactory evidence of not less then four years of relevant experience in fields of construction, acquired after obtaining his or her certificate.
- b) The testimony of experience should show: duration; position; project type and size (in terms of money) and recommendation. The testimony letter should bear sign and seal of the provider and should contain information on salary taxes.
- c) The testimony of experience shall be confirmed by the appropriate Association. Experience from Construction companies shall be confirmed by Contractors Association; and experience from consulting firms shall be confirmed by Consultants Association.

3) Professional Engagement

Applicant must be engaged in responsible positions in civil construction works.

- 4) Professional Engineers, Associate Engineers, and Engineering Aides are further categorized based on their experience and these different state of professions are shown in SCHEDULE I.

**13 Registration Fees for Professionals**

Registration Fee for professionals is shown in Table 1

*Table 1: Registration Fee for Professionals*

<b>Graduate Engineers and Professional Engineers</b>		<b>Grad. Associate Engineers, Grad. Junior Associate Tech., Associate Engineers &amp; Junior Associate Tech.</b>		<b>Graduate Engineering Aids, Graduate Junior Engineering Aids, Engineering Aids, &amp; Junior Engineering Aids</b>	
Registration & Upgrading	Renewal every two years	Registration & Upgrading	Renewal every two years	Registration & Upgrading	Renewal every two years
500 Birr	250 Birr	500 Birr	250 Birr	300 Birr	150Birr

**PART THREE**  
**REGISTRATION OF CONTRACTORS**

**14 Licensing**

Application for registration as a contractor in accordance with these Directive may be submitted in one of the following categories.

- 1) Categories
  - a) **"GC" General Contractors** ... Contractors who are qualified to undertake a variety of construction work such as building, roads railways bridges, airports, dams, water works... etc.
  - b) **"BC" Building contractors** ... Contractors who are qualified to undertake building construction and supplementary works to buildings.
  - c) **"RC" Road Contractors** ... Contractors who are qualified to undertake construction of roads and other related Civil Engineering works.
  - d) If portion of the project work that requires specialization exceeds 15 per cent of the total project cost, that part is to be subcontracted out to the appropriate specialized contractor.
  - e) **"SC" Specialized Contractors** ... These are contractors who are qualified to undertake construction activities in specialized fields as classified under the following sub-categories.

**Painting and Decorations (SC-PD)**

Contractors who are qualified to undertake specialized works such as painting, wall papering, curtain works, ceiling and wall decorations, neon and other forms of advertising etc.

**Sanitary Installation (SC-SI)**

Contractors who are qualified to undertake sanitary installation works such as interior plumbing, installation of water tanks, installation of water pumps, fixing of sanitary wares and other related activities.

**Wood and Metal Works (SC-WM)**

Contractors who are qualified to undertake wood and metal works such as:

- 1) Fabrication and Installation of wooden doors, windows, built-in cupboards, shelves wooden partition walls, glassing works, etc...
- 2) Fabrication and installation of metal doors, windows, steel trusses, form works, water, tanks etc...

**f) Landscaping (SC-LS)**

Contractors who are qualified to undertake Landscaping and other related activities:

- 2) For applicants whose areas of involvement does not fall in one of the understated sub-categories, their application may be considered as it comes and the Department prepares proposal for grades and requirements of the grades by using the participation of the relevant association/s and professionals. The proposal is to be approved by the minister before implementation.

## 15 Contractor Grades and project size

- 1) Contractors of categories "GC", "BC" and "RC" assume grades that ranges from 1 down to 10. Contractors may register in one of the 1 to 10 grades categorized based on equipment, man power and turnover requirement;
- 2) Contractors of category "SC" assume grades that ranges from 1 down to 6 based on the cost of construction or installation of the specialized trades;
- 3) The threshold project size for the different categories and grades of contractors and specialized contractors shall be as follows:
  - a) Contractors of categories GC, BC, and RC may register as shown in table 2:

**Table :- 2 Grades for BC, RC and GC**

Categories	Grade	Construction Cost (Birr)		
		BC	RC	GC
(GC,BC,RC)	1	Above 210,000,000	Above 300,000,000	Above 350,000,000
(GC,BC,RC)	2	Up to 210,000,000	Up to 300,000,000	Up to 350,000,000
(GC,BC,RC)	3	Up to 160,000,000	Up to 225,000,000	Up to 270,000,000
(GC,BC,RC)	4	Up to 110,000,000	Up to 154,000,000	Up to 185,000,000
(GC,BC,RC)	5	Up to 54,000,000	Up to 76,000,000	Up to 100,000,000
(GC,BC,RC)	6	Up to 27,000,000	Up to 38,000,000	Up to 45,000,000
(GC,BC,RC)	7	Up to 11,000,000	Up to 15,000,000	Up to 18,000,000
(GC,BC,RC)	8	Up to 5,400,000	Up to 7,500,000	Up to 9,000,000
(GC,BC,RC)	9	Up to 3,000,000	Up to 4,200,000	Up to 5,000,000
(GC,BC,RC)	10	Up to 1,000,000	Up to 1,500,000	Up to 1,800,000

- b) Contractors of Category "SC" may register in one of the grades shown in Table 3.

**Table 3. Grades for Specialized Contractors**

Category	Rank	Construction cost
SC	1	Above 100,000,000
SC	2	Up to Birr 45,000,000
SC	3	Up to Birr 18,000,000
SC	4	Up to Birr 9,000,000



c) Exceptions

**Civil Servants and Other Employed Professionals**

- a) Construction superintendents with Special Training in engineering works and Equivalent ..... 18 Years of service
- b) Engineering Aides or Equivalent ..... 15 Years of service
- c) Associate Engineers or Equivalent ..... 12 Years of service
- d) Professional engineers and Architects ..... 10 Years of service  
.....
- e) Practicing Professionals with 15 years and above experience in special works in specialized fields (such as highway, power, railway, irrigation, etc).
- f) Professionals stated in E above organized in a team of minimum three (with harmonized specialization), with sufficient experience in construction works, with proper release from their employers (both Government and private) and who wish to be contractors, may initially get certificates of competence for the following grades/classes without manpower, and equipment requirements. For female professionals, the experience requirement is lowered by two years.
  - A and B in Grade VII in one of the categories for which they are qualified;
  - C and D in Grade VI in their area of specialization;
  - E in grade V of their area of specialization;
  - F in grade IV of their area of specialization
- g) The testimony of experience from the private employers shall be confirmed by the appropriate Association. Experience from Construction companies shall be confirmed by Contractors Association; and experience from consulting firms shall be confirmed by Consultants Association.
- h) Once they are registered as contractors, they will have to provide sufficient manpower and equipment for the project they undertake to successfully complete the work in accordance with the terms of their contract. For upgrading they will have to fulfill all requirements in these Directives specified for the requested Grade.

**16 Substitution rules for Qualification Requirement**

Requirements for substitution rules for qualification requirements may alternatively be considered using the substitution guide depicted in the following Table 4.

**Table 4. Equivalence between Professionals**

1	PE VII				
2	PE VI				
3	PE V				
4	PE IV	AE VII			
5	PE III	AE VI			
6	PE II	AE V	JAT VII		
7	PE I	AE IV	JAT VI		
8	GE III	AE III	JATV		
9	GE II	AE II	JAT IV	EA VI	
10	GE I	AE I	JAT III	EA V	
11	GE	GAE III	JATII	EA IV	JEA VI
12		GAE II	JAT I	EA III	JEA V
13		GAE I	GJAT III	EA II	JEA IV
14		GAE	GJAT II	EA I	JEA III
15			GJAT I	GEA III	JEA II
16			GJAT	GEA II	JEA I
17				GEA I	GJEA III
18				GEA	GJEA II
19					GJEA I
20					GJEA

**Note.** GE I, GE II, GE III shows the work Experience of the professional 1,2,&3 years respectively the same applies for other professionals.

**Example: PEII could be replaced by either AE V or JAT VII**

Note:	
PE	Professional Engineer
GE	Graduate Engineer
AE	Associate Engineer
GAE	Graduate Associate Engineer
JAT	Junior Associate Technician
GJAT	Graduate Junior Associate Technician
EA	Engineering Aid
GEA	Graduate Engineering Aid
JEA	Junior Engineering Aid
GJEA	Graduate Junior Engineering Aid

**17 Professional, Equipment Requirement**

- 1) An applicant for registration as a contractor under these Directives shall submit:
  - a) Professionals require for the category and grade/class he has applied for;
  - b) Number, type and capacity of equipment.

- 2) The minimum number of equipment required for General Contractors registered in grades 1 to 6 is shown in SCHEDULE 2 of this Directive.
- 3) Equivalent Equipment could be replaced based on Table 5.

Table 5: Equipment (number or per cent) which could be replaced by Equivalent or Higher Equipment

Equipment Category	GC			RC			BC			SC
	I	II	III	I	II	III	I	II	III	All
<b>Heavy</b>	5	3	2	3	2	1	1	-	-	50 %
<b>Intermediate</b>	3	2	1	2	1	1	2	1	1	50 %
<b>Light</b>	3	2	2	3	2	1	1	1	-	50 %

- 4) Contractors of grade I up to III may temporarily be exempted from fulfilling some heavy, intermediate or light equipment as per Tables 6,7&8 for a period of two years from the date when they are registered by the Ministry for that grade.
- 5) All specialized contractors may replace 50 per cent of their equipment requirement by similar sized equipment of similar nature as long as the total capacity is matched.

Table 6: Temporary Exemption of Equipment Requirement for Contractors of Grades I to III (GC) (except crane)

Grade	Number and Category of Equipment for Temporary Exemption		
	heavy	intermediate	light
<b>I</b>	3	2	2
<b>II</b>	2	1	2
<b>III</b>	1	1	1

Table 7: Temporary Exemption of Equipment Requirement for Contractors of Grades I to III (RC)

Grade	Number and Category of Equipment for Temporary Exemption		
	heavy	intermediate	light
<b>I</b>	4	2	2
<b>II</b>	3	1	1
<b>III</b>	2	1	1

**Table 8: Temporary Exemption of Equipment Requirement for Contractors of Grades I to III (BC) (except crane)**

Grade	Number and Category of Equipment for Temporary Exemption		
	heavy	intermediate	light
<b>I</b>	1	1	1
<b>II</b>	0	1	1
<b>III</b>	-	1	-

- 6) The minimum number or equipment required for road contractors registered in grades 1 to 5 is shown in SCHEDULE 3 of this Directive.
- 7) The minimum number of equipment required for building contractors registered in grades 1 to 8 is shown is SCHEDULE 6 of this Directive.
- 8) The minimum number of equipment required for specialized contractors registered under sub-categories /a/, /b/, /c/, /d/, and /e/ grades 1 to 6 are shown in SCHEDULE 9 of this Directive.

### **18 Staff requirement**

- 1) Contractors are to employ staff required for their category.
- 2) The employment is to be authenticated by the responsible institution.
- 3) During renewal of certificate of competence, the contractor is required to submit pay roll of its employees considered to fulfill the certification requirements with salary tax settlement documents.

### **19 Registration and Renewal Fees for Contractors**

- 1) Registration and renewal fee for contractors  
All categories of contractors pay registration and renewal fee as per Table 9

**Table 9: Registration and Renewal Fee for Contractors**

<b>GRADE</b>	<b>REGISTRATION &amp; UPGRADING (BIRR)</b>	<b>RENEWAL (BIRR)</b>
<b>1</b>	<b>5000.00</b>	<b>2500.00</b>
<b>2</b>	<b>4750.00</b>	<b>2375.00</b>
<b>3</b>	<b>4400.00</b>	<b>2200.00</b>
<b>4</b>	<b>3300.00</b>	<b>1650.00</b>
<b>5</b>	<b>2200.00</b>	<b>1100.00</b>
<b>6</b>	<b>1500.00</b>	<b>750.00</b>
<b>7</b>	<b>1200.00</b>	<b>600.00</b>
<b>8</b>	<b>1050.00</b>	<b>525.00</b>
<b>9</b>	<b>1000.00</b>	<b>500.00</b>
<b>10</b>	<b>500.00</b>	<b>250.00</b>

2. Contractors applying for renewal within one year after the expiry date of their certificate of registration may renew their certificate upon payment of the arrear plus 100 birr penalty for the period not renewed.
3. Any registration that is not renewed within three years of its expiry date shall be deemed to be cancelled automatically.

## **20. Application form**

An applicant shall fill *MUDC* form N<sup>o</sup>1 related to equipment & man power for the category he/she applied for

## **21. Miscellaneous**

1. The number of pieces of equipment listed under each category and grade is minimum and is only for registration purposes. It should be noted that every contractor has to provide the actual number of pieces of equipment required for the individual project he undertakes.
2. Equipment having capacities other than shown in each schedule may be accepted. The corresponding number of pieces of equipment may then be determined in relation to the capacities unless differently assessed by the department.

There are many other equipment types which are important for construction but are not included in the above schedules. A contractor may have more equipment from one type but may lack equipment of other types.

**22. Effective Date**

These Directives shall inter into force as of Nehase 2005 EC.

**Mekuria Haile**  
**Ministry of Urban Development and Construction**  
**Minister**

**SCHEDULE I**  
**PROFESSIONAL TITLE IDENTIFICATION**

TITLE	SERVICE (YEARS)	QUALIFICATION
Graduate Junior Associate Technician	Up to 4	Diploma from Technical school or other similar institution (or Level IV)
Junior Associate Technician I	4	
Junior Associate Technician II	6	
Junior Associate Technician III	8	
Junior Associate Technician IV	10	
Junior Associate Technician V	12	
Junior Associate Technician VI	14	
Junior Associate Technician VII	16	
Graduate Junior Engineering Aid	Up to 4	Certificate from Technical school or other similar institution (or Level I)
Junior Engineering Aid I	4	
Junior Engineering Aid II	6	
Junior Engineering Aid III	8	
Junior Engineering Aid IV	10	
Junior Engineering Aid V	12	
Junior Engineering Aid VI	14	
Graduate Engineering Aide	Up to 4	Diploma from Technical school or other similar institution (or Level II)
Engineer Aide I	4	
" " II	6	
" " III	8	
" " IV	10	
" " V	12	
" " VI	14	
Graduate Associate Engineer	Up to 4	Diploma from university in Civil Eng. or other related fields (or level V)
Associate Eng. I	4	
" " II	6	
" " III	8	
" " IV	10	
" " V	12	
" " VI	14	
" " VII	16	
Graduate Engineer	Up to 4	B.Sc. in Civil Eng. or in other related fields
Professional Engineer I	4	

TITLE	SERVICE (YEARS)	QUALIFICATION
" " II	6	
" " III	8	
" " IV	10	
" " V	12	
" " VI	14	
" " VII	16	
Graduate Architects	Up to 4	B.Sc. in Architecture or in other related fields
Professional Architects I	4	
" " II	6	
" " III	8	
" " IV	10	
" " V	12	
" " VI	14	
" " VII	16	

*Note: If professionals with different academic achievements other than stated in the Schedules appear or a professional wants to get certification with title different from the face value of educational testimony, then they will be given both written and interview examinations that assesses their qualification for the position they have applied for. The Examinations are given by a committee formed from:*

- 1) The relevant Association/s;
- 2) The Ministry;
- 3) Other relevant Government Institutions.



**SCHEDULE - II**  
**EQUIPMENT REQUIREMENT FOR**  
**REGISTRATION OF GENERAL CONTRACTORS (GC)**

Item	EQUIPMENT	GRADES									
		1	2	3	4	5	6	7	8	9	10
1	Minimum Number of Dozer	4	3	2	1	-	-	-	-	-	-
	Minimum Capacity (HP)	140	140	140	140						
	Total Capacity (HP)	680 Hp	480 Hp	340 Hp	140 Hp						
2	Crane <ul style="list-style-type: none"> <li>• Tower Crane Minimum Tower Height =30 m Minimum lifting capacity 1 tonne</li> </ul>	1	-	-	-	-	-	-	-	-	-
	or <ul style="list-style-type: none"> <li>• Telescopic Mobile crane with Boom extendable up to 20m and above minimum lifting capacity 5 tonne</li> </ul>	1	-	-	-	-	-	-	-	-	-
3	Minimum Number of Loader	2	1	1		-	-	-	-	-	-
	Total Bucket Capacity (m <sup>3</sup> )	3.5	1.5	1.2							
4	Minimum Number of Crusher	2	1	1	-	-	-	-	-	-	-
	Minimum Crusher Capacity (tonne/hr)	60	60	40							
	Total Crusher Capacity (tonne/hr)	120	60	40							
5	Minimum Number of Grader	2	2	1	1	-	-	-	-	-	-
	Minimum capacity (HP)	100	100	90	90						
	Total Horse Power (HP)	250	200	90	90						
6	Minimum Number of Excavator	2	1	1	-	-	-	-	-	-	-
	Minimum Capacity (tonne)	20	20	20							
	Total Capacity (Tone) 0.5m <sup>3</sup> or above	45	20	20							
7	Minimum Number of Roller (vibratory, pneumatic)	3	2	1	-	-	-	-	-	-	-
	Minimum Number of Roller (static)				1						
	Minimum Weight of a Roller	10	10	8	8						
	Total Weight of Roller	36	26	8	8						
8	Minimum Number of Dump Truck	8	6	4	3	2	1	-	-	-	-
	Minimum Capacity of Dump Truck	10	10	10	7	7	7				
	Total Capacity of Dump Truck	100	75	50	25	20	7				
9	4W Drive	2	1	1	0	-	-	-	-	-	-
10	Pick Up (5 quintals & Above)	4	3	2	1	1	1	1	-	-	-

**SCHEDULE- III**  
**EQUIPMENT REQUIREMENT FOR**  
**REGISTRATION OF ROAD CONTRACTORS (RC)**

Item	EQUIPMENT	GRADES									
		1	2	3	4	5	6	7	8	9	10
1	Minimum Number of Dozer	3	2	1	-	-	-	-	-	-	-
	Minimum Capacity (HP)	140	140	140							
	Total Capacity (HP)	480 Hp	340 Hp	140 Hp							
3	Minimum Number of Loader	2	1	1	1	-	-	-	-	-	-
	Total Bucket Capacity (m <sup>3</sup> )	3.5	1.5	1.0	0.6						
4	Minimum Number of Crusher	2	1	1	-	-	-	-	-	-	-
	Minimum Crusher Capacity (tonne/hr)	60	60	40							
	Total Crusher Capacity (tonne/hr)	120	60	40							
5	Minimum Number of Grader	2	2	1	1	1	-	-	-	-	-
	Minimum capacity (HP)	100	100	90	60	40					
	Total Horse Power (HP)	250	200	90	60	40					
6	Minimum Number of Excavator	2	1	-	-	-	-	-	-	-	-
	Minimum Capacity (tonne)	20	20	-							
	Total Capacity (tonne) 0.5m <sup>3</sup> or above	45	20	-							
7	Minimum Number of Roller (vibratory, pneumatic)	3	2	1	-		-	-	-	-	-
	Minimum Number of Roller (static)				1	1					
	Minimum Weight of a Roller	10	10	10	8	4					
	Total Weight of Roller	36	26	10	8	4					
8	Minimum Number of Dump Truck	6	5	3	2	1	-	-	-	-	-
	Minimum Capacity of Dump Truck	10	10	10	7	7	-				
	Total Capacity of Dump Truck	75	60	35	20	7	-				
9	4W Drive	2	1	1	-	-	-	-	-	-	-
10	Pick Up (5 quintals & Above)	4	3	2	1	1	-	-	-	-	-

**NOTE:** Equipments having capacities other than shown in each schedule may be accepted.

**SCHEDULE IV**  
**STAFF REQUIREMENT FOR GENERAL CONTRACTORS**

	1	2	3	4	5	6	7	8	9	10
Professional Engineer IV	1	-	-	-	-	-	-	-		
Professional Engineer III	-	1	-	-	-	-	-	-		
Professional Engineer II	-	-	1	-	-	-	-	-		
Associate Engineer IV	1	-	-	1		-	-	-		
Associate Engineer III	-	1	-	-	-	-	-	-		
Associate Engineer II	-	-	1	-	-		-	-		
Associate Engineer I	-	-	-	1	-	-	-	-		
Engineering Aide III	1	-	-	-	1	1	-	-		
Engineering Aide II	-	1	-	-	-	-	1	1		
Engineering Aide I	-	-	1	-	1	-		-	1	
Graduate Engineering Aide II	-	-	-	-	-	-	-	-		1
Total	3	3	3	2	2	1	1	1	1	1

*NOTE: Staff above the stated qualifications is acceptable.*

*For grade 8 contractors Engineering Aid II could be replaced by Graduate Engineer II or Graduate Associate Engineer III or Junior Associate Technician I or staffs above the listed qualification*

**SCHEDULE V**  
**STAFF REQUIREMENT FOR BUILDING/ROAD CONTRACTORS**

	1	2	3	4	5	6	7	8	9	10
Professional Engineer III	1	1	-	-	-	-	-	-	-	-
Associate Engineer IV	-	-	1	-	-	-	-	-	-	-
Associate Engineer III	1	1	-	-	-	-	-	-	-	-
Associate Engineer II	-	-	1	1	-	-	-	-	-	-
Engineering Aide II	1	-	-	-	1	1	1	1	-	-
Engineering Aide I	-	1	1	1	1	-	-	-	1	-
Graduate Engineering Aide II	-	-	-	-	-	-	-	-	-	1
	3	3	3	2	2	1	1	1	1	1

*\*NOTE: Staff above the stated qualifications is acceptable*

- *For grade 8 contractors Engineering Aid II could be replaced by Graduate Engineer II or Graduate Associate Engineer III Or Junior Associate Technician I or staffs above the listed qualification*

**SCHEDULE- VI**  
**EQUIPMENT REQUIREMENT FOR**  
**REGISTRATION OF BUILDING CONTRACTORS (BC)**

Item	Equipment	Grade									
		1	2	3	4	5	6	7	8	9	10
1	Loader										
	Minimum Number	1	1	-	-	-	-	-	-	-	-
	Minimum Bucket capacity (m <sup>3</sup> )	1.5	1.2	-							
	Total Bucket Capacity (m <sup>3</sup> )	1.5	1.2	-							
2	Minimum Number of Excavator	2	1	1							
	Minimum Capacity (metric tonne)	20	20	15							
	Total Capacity (metric tonne)	40	20	15	-	-	-	-	-	-	-
3	Tower Crane										
	Minimum tower height = 30 m										
	Minimum lifting Capacity 1 Ton & above	1	-	-	-	-	-	-	-	-	-
	OR										
	Telescopic mobile crane with boom extendable up to 20 m										
	Minimum lifting Capacity 5 Ton & above	1	-	-	-	-	-	-	-	-	-
4	Minimum Number of Dump truck	6	5	3	2	1	1	-	-	-	-
	Minimum Capacity of Dump Truck	10	10	10	10	10	7				
	Total Capacity of Dump Truck	75	60	35	25	10	7				
5	Pick-up (5 quintals & Above )	3	2	1							
	Pick-up (4 quintals & Above )				1	1	1	1		-	-

**NOTE:** Equipments having capacities other than shown in each schedules may be accepted.

**SCHEDULE VII**  
**MINIMUM PROFESSIONAL AND SKILLED MANPOWER REQUIREMENT**  
**FOR**  
**REGISTRATION OF SPECIALIED CONTRACTORS (SC)**  
**(PILE FOUNDATION WORKS)**

Item	Professional or Skill	Required No. of professional	Remark
1	Professional Material Engineer (Pile test Engineer)	1	Should have a good experience in construction of pile foundation and similar work
2	Professional Construction Supervisor (Geo-technical Engineer)	1	
3	Rotary Rig. Operator	1	
4	Technical (For Geo-technical Equipment)	1	

**SCHEDULE VIII**  
**Minimum Equipment Requirement For**  
**Registration specialized Contractors (SC)**  
**Pile Foundation Works**

Item	Equipment & Machinery	Requirement
1	Rotary Rigs Big diameter pilling (drilling) (with torque capacity of 14 ton-meter and pilling capacity upto 1600 mm diameter)	1
2	Rotary Rigs Crawler mounted Big diameter (with torque capacity of 7 ton-meter and piling capacity upto 1000 mm diameter)	1
3	High Speed Rotary Diamond core drilling machine	1
4	Single piston Grouting Unit Capable of upto 70-100 bars	1
5	Mobile Concrete mixer	1
6	Pile Test Equipment	1
7	Load Test Equipment	1
8	Diesel Generator	1
9	Pick up	1

**SCHEDULE IX**  
**EQUIPMENT REQUIRED FOR**  
**REGISTRATION OF SPECIALIZED CONTRACTORS (SC)**

DESCRIPTION	GRADES					
	1	2	3	4	5	6
	QUANTITY					
<b>A/ PAINTING AND DECORATION</b>						
Pick up	1	1	1			
Hand drill machine	2	1				
Carpeting tools set	1	1	1			
Tile cutting machine	1	1				
Office	1	1				
<b>B/ SANITARY INSTALLATION</b>						
Pick up	1	1				
Hand drill machine	1	1				
Plumbing tool set	2	1	1			
Office	1	1				
<b>C/ WOOD AND METAL WORKS</b>						
Pick up	2	1	1			
Press break machine 4mm	2	1				
Shear cutting machine	1	1				
Rolling mach./for tubes & pipes	1					
Hand drill machine	1	1				
Welding mach. (40) WT above	1	1				
Table vice	1	1	1			
Compressor	2	1	1			
<b>D/ LAND SCAPING /SC-LS/</b>						
Pick up	1	1	1			
Land for plant freeing /100M	1	1	1			
Leveling instrument	1	1				
Office	1	1	1			

**በከተማ ልማትና ኮንስትራክሽን ሚኒስቴር  
በሥራ ተቋራጮች የሚሞላ የአገልግሎት መጠየቂያ ቅጽ**

1. የድርጅቱ ስም \_\_\_\_\_
2. የድርጅቱ ባለቤት ስም \_\_\_\_\_
3. የሥራ አስኪያጅ ስም \_\_\_\_\_
4. የድርጅቱ አድራሻ፣
  - 4.1 ክልል \_\_\_\_\_ ዞን \_\_\_\_\_ ወረዳ \_\_\_\_\_  
ከተማ \_\_\_\_\_ ክፍለ ከተማ \_\_\_\_\_ ቀበሌ \_\_\_\_\_ የቤ.ቁ \_\_\_\_\_
  - 4.2 ስልክ የቢሮ \_\_\_\_\_ ሞባይል \_\_\_\_\_ ፋክስ \_\_\_\_\_ e-mail \_\_\_\_\_
5. የሚሰጠው የኮንስትራክሽን አገልግሎት ዓይነትና ደረጃ \_\_\_\_\_
6. አሁን ያለውን ደረጃ ያገኛበት ዘመን \_\_\_\_\_
7. የባለሀብቱ ዜግነት ኢትዮጵያዊ  የውጭ ከሆነ የአገሩ ስም \_\_\_\_\_
8. የባለሀብቱ ሁኔታ  
ያታ፡ ሴት  ወንድ
9. የሽርክና ማህበር ከሆነ የአባሎች ብዛትና የሽርክና መጠን፣
  - 9.1. \_\_\_\_\_
  - 9.2. \_\_\_\_\_
  - 9.3. \_\_\_\_\_
10. ከአሁን ቀደም በድርጅቱ የተሠሩ ሥራዎችና ዋጋቸው /ብዙ ከሆኑ ምርጥ አምስት ኘሮጀክቶች /
  - 10.1. \_\_\_\_\_
  - 10.2. \_\_\_\_\_
  - 10.3. \_\_\_\_\_
  - 10.4. \_\_\_\_\_
11. ከአሁን ቀደም በጥፋት ወይም ግዴታን ባለመወጣት በአሠሪ መ/ቤት ወይም በከተማ ልማትና ኮንስትራክሽን ሚኒስቴር የተወሰደ እርምጃ ካለ ይጠቀስ \_\_\_\_\_
12. ከላይ የሞላሁት አድራሻ ትክክለኛ መሆኑን እና የአድራሻ ለውጥ ባደረግ ወዲያውኑ ለሚ/ር መ/ቤቱ ለማሳወቅ ግዴታ የገባሁ መሆኑን አረጋግጣለሁ፡፡
13. ለአገልግሎት ለማግኘት ያመለከቱበት ቀን \_\_\_\_\_ ሰዓት \_\_\_\_\_ ፊርማ \_\_\_\_\_
14. ምስክር ወረቀት ያገኛበት ቀን \_\_\_\_\_ ሰዓት \_\_\_\_\_ ፊርማ \_\_\_\_\_





**GOVERNMENT OF THE FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA**  
**MINISTRY OF URBAN DEVELOPMENT & CONSTRUCTION**  
**PROFESSIONALS REGISTRATION APPLICATION FORM**

I. Applied for : Construction  Design

II. Type of registration:

New Registration  Renewal  Upgrading

II. Name \_\_\_\_\_ sex \_\_\_\_\_

Address: City \_\_\_\_\_ Wereda \_\_\_\_\_ Kebele \_\_\_\_\_ House N<sup>o</sup> \_\_\_\_\_ Tel. N<sup>o</sup> \_\_\_\_\_

Currently working at (name of Employer): \_\_\_\_\_

IV. Education

Educational Institution	Field of Study	Professional Title (Certificate, Diploma , Degree)	Date Received

I hereby certify that the above information is true to the best of my knowledge. I know that giving wrong information on this application results in rejection.

Date \_\_\_\_\_ Signature of the applicant \_\_\_\_\_

V. For internal use only **Employment Record**

S.N <sup>o</sup>	Name of employer	From	Up to	Year	Month
1					
2					
3					
4					
5					
6					
Total...					

1. Registered as: \_\_\_\_\_
2. Registered No: \_\_\_\_\_
3. Valid for: \_\_\_\_\_
4. Date of issue: \_\_\_\_\_
5. Remark: \_\_\_\_\_

Filed by: \_\_\_\_\_

Approved by: \_\_\_\_\_