

مركز أبوظبي للصحة والسلامة المهنية  
ABU DHABI OCCUPATIONAL SAFETY AND HEALTH CENTER

اوشاد  
oshad

# Abu Dhabi Occupational Safety and Health System Framework

**(OSHAD-SF)**

**Mechanisms**

**Mechanism 8.0 – OSH Practitioner Registration**

**Version 3.0**

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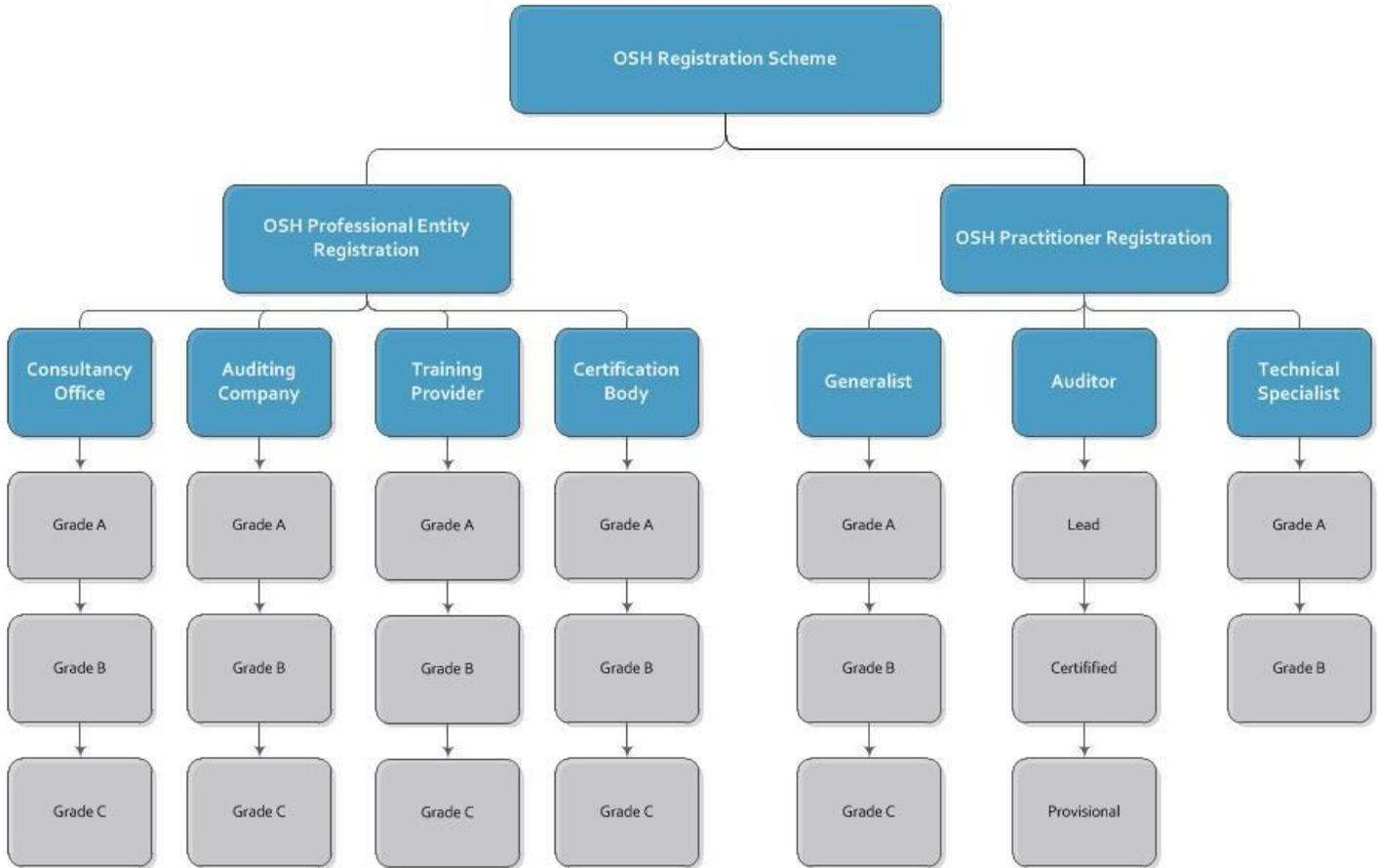
## 1. Introduction

### 1.1 Overview of the Abu Dhabi OSH Registration Scheme

- (a) The Occupational Safety and Health (OSH) profession is one that has the potential to exert a significant amount of influence over organizations and individuals. These influences must be managed in a responsible and competent manner. OSH services provided by those who are not competent to do so may lead to, or be the cause of, unsafe acts or unsafe conditions and result in sometimes catastrophic incidents.
- (b) The Abu Dhabi OSH Registration Scheme is established and designed to comprehensively assess the qualifications and competence of any individual or professional entity who wishes to perform OSH operations within the Emirate of Abu Dhabi and to ensure only those who are qualified and competent to perform the works are permitted to do so. The Scheme is comprised of two constituent Mechanisms
  - (i) *OSHAD-SF – Mechanism 7.0 – OSH Professional Entity Registration; and*
  - (ii) *OSHAD-SF – Mechanism 8.0 – OSH Practitioner Registration (this document).*
- (c) The OSH Practitioner Registration Mechanism provides a centralized process to objectively verify the qualifications and experience of any OSH Practitioner or Individual who seeks to operate in the Emirate of Abu Dhabi to ensure the individual meets, as a minimum, the requirements as set forth by OSHAD in the respective Field(s) of Work for which he/she has applied.
- (d) Figure 1- provides overview of Abu Dhabi Registration Scheme.

### 1.2 Objective of the OSH Practitioner Registration Mechanism

- (a) The purpose of the OSH Practitioner Registration Mechanism is to ensure the presence and maintenance of a formal and impartial process for the registration of OSH Practitioners in Abu Dhabi Emirate.
- (b) The main objective is to ensure that any OSH Practitioner or Individual who undertakes an OSH assignment or performs any OSH task within one or more pre-identified Fields of Work within the Emirate of Abu Dhabi is qualified and competent to do so by way of adequate and appropriate levels of experience, training, education and skills.
- (c) Refer to Appendix A for a brief overview of implementation process of this Mechanism.



**Fig 1: Overview of OSH Registration Scheme**

## 2. Roles and Responsibilities

### 2.1 OSHAD Director General

- (a) The OSHAD Director General (DG), is appointed the responsibility for the approval and endorsement of the Abu Dhabi OSH Registration Scheme and all components therein, including this OSH Practitioner Registration Mechanism.
- (b) The OSHAD DG shall consider all recommendations for endorsement presented by the OSHAD.
- (c) The OSHAD DG shall, and where appropriate or required, have final decision on any matter related to this OSH Practitioner Registration Mechanism.
- (d) The OSHAD DG may, at any time and at his own discretion, engage the expertise, advice or services of any individual or organization to assist with decision making or implementation. Any individual or organization engaged by the OSHAD DG shall be subject to the conflict of interest clause as prescribed in Section 9.3 of this mechanism.

### 2.2 OSHAD

- (a) OSHAD, in coordination with other relevant authorities, shall identify OSH Practitioner Categories, Fields of Work and Types to be opened for or withdrawn from registration; identify associated timeframes for implementation, and present recommendations to the OSHAD DG for approval and endorsement.
- (b) OSHAD shall develop, maintain and manage the electronic OSH Registration Website.
- (c) For registration Fields of Work and Types that are open for registration, OSHAD shall:
  - (i) receive, review and assess all applications submitted by, or on behalf of, an individual;
  - (ii) ensure that all applications received, inclusive of all related documents and information pertaining, are kept confidential at all times;
  - (iii) review and approve/reject each application and all subsequent documents submitted by, or on behalf of, the applicant, using the criteria as set forth for the particular Field of Work and Practitioner Type for which the applicant has applied;
  - (iv) upon approval/non-approval, inform the applicant, in writing, of the successful or unsuccessful outcome of his / her application;
  - (v) prepare the successful applicant's registration cards which shall clearly state the Practitioner Type and the associated Grade Level; and Field(s) of Works for which the applicant is registered;
  - (vi) receive appeals made by the applicants on results of their registrations, assess their validity, and forward those justified to the OSHAD DG for review and decision; and
- (d) OSHAD shall conduct an initial investigation of all reasonable and legitimate complaints or enquiries with regard to the registration mechanisms and/or registration criteria, resolve such complaints or enquiries where / if possible, or forward them to the OSHAD DG for review, investigation and decision.

- (e) OSHAD shall conduct an initial investigation of all reasonable and legitimate complaints made by individuals or entities with regard to the performance of registered Practitioners or Professional Entities, and forward them to the OSHAD DG for review, investigation and decision.
- (f) OSHAD shall monitor and advise the OSHAD DG of any emerging or outstanding issues.
- (g) OSHAD shall prepare periodic reports for submission to the OSHAD DG.
- (h) OSHAD may, at any time and at its own discretion, engage the expertise, advice or services of any individual or organization not currently employed by OSHAD to assist with decision making or implementation. Any individual or organization engaged by OSHAD shall be subject to the conflict of interest clause as prescribed in Section 9.3 of this mechanism.

### 2.3 Applicant

- (a) The applicant shall complete all sections of the registration application online at Qudorat portal <https://registration.oshad.ae/>, and provide all required information and documents, in good faith and in a truthful manner.
- (b) The applicant shall read, understand, agree and sign the Code of Conduct before consideration will be given to the application.
- (c) The applicant shall adhere to stipulations of the Code of Conduct when providing any and all OSH services.
- (d) For Fields of Work that are open and registration with OSHAD is mandatory, no applicant shall commence duties or tasks in any such Field of Work until official notification has been provided, in writing, to the applicant from OSHAD.
- (e) The applicant shall inform OSHAD immediately upon any change to his or her status, qualifications, certifications, licenses, memberships or the like that may have a potential impact on the registration process, appointed grade, or ability to continue to perform duties or tasks within a particular registered Field of Work.
- (f) Notwithstanding any successful registration/s with OSHAD, the registration of the OSH Practitioner is based solely on the review and assessment of the documents and information provided by the applicant. OSHAD shall therefore not be held accountable or liable for the actions of the OSH Practitioner, or the results thereof.

### 3. Terms and Definitions

- (a) Auditor - An auditor who is certified to an international standard and/or has demonstrable auditing experience and qualifications in conducting OSH audits.
- (b) Existing Practitioner – Refers to any OSH Practitioner engaged in OSH activities or duties in the Emirate of Abu Dhabi in a particular Field of Work at the time the Field of Work is opened for registration.
- (c) Field of Work – Predefined occupational safety and health related area of expertise for which a specified license, accreditation, certificate, qualification or the like is required.
- (d) Generalist – An OSH practitioner who is competent to undertake a range of general occupational safety and health as they relate to the safety and health management systems and the predefined Fields of Work. Examples of an OSH Generalist may include, but not limited to, an OSH Director, OSH Manager or OSH Officer.
- (e) Practitioner – Refers to any OSH Generalist, Auditor or Technical Specialist.
- (f) Practitioner Type – A practitioner type is the term used to group the OSH Practitioners based on the type of professional OSH services they provide, such as general, auditing and specialist. Refer to Section 4.2(a) of this mechanism.
- (g) Professional Entity – Refers to any private company, office, organization or similarly incorporated bodies providing OSH services.
- (h) Registration Category – A Registration Category is the term used to group a number of related OSH Fields of Work. Refer to Section 4.1 of this mechanism.
- (i) Sector of Experience – Refers to any of the concerned sectors identified by OSHAD and regulated by nominated Sector Regulatory Authority.
- (j) Technical Specialist – An OSH Practitioner who is competent to undertake specific technical activities as they relate to safety and health management systems. Examples of an OSH Technical Specialist may include, but not limited to, a Crane Operator, Scaffold Erector and Asbestos Management Specialist.

## 4. Classification of OSH Practitioners

### 4.1 OSH Practitioner Registration Categories

- (a) The Abu Dhabi OSH Practitioner Registration Mechanism shall recognize two practitioner registration categories:
- (i) Occupational Health & Safety Management System (OSHMS); and
  - (ii) Occupational Health and Safety (OSH) Specialized.
- (b) OSHAD may, with the approval of the OSHAD DG, change the above practitioner registration Categories, divide them in Subcategories as and when needed, or nominate others.

### 4.2 Practitioner Types and Grades

- (a) The Abu Dhabi OSH Practitioner Registration Mechanism shall recognize three types of OSH practitioners:
- (i) OSHMS Generalist;
  - (ii) OSHMS Auditor; and
  - (iii) OSH Technical Specialist
- (b) In accordance with requirements of established international OSH certification / professional membership schemes, each OSHMS Generalist and OSHMS Auditor shall be awarded one of three grade levels for each field of work it applies for, while each OSH Technical Specialist shall be awarded one of two grade levels, as indicated in the table below:

Practitioner Types & Grades		
Generalist	Auditor	OHS Technical Specialists
Grade A	Lead	Grade A
Grade B	Certified	Grade B
Grade C	Provisional	--

\* Refer to Schedules A and B for Registration and Grade determining requirements.

\* Grades are assigned for each field of work within a registration type.

- (c) The Abu Dhabi OSH Practitioner Registration Mechanism shall recognize the following OSH Practitioners as OSH Trainers:
- (i) Grade A or B Generalist holding a training qualification and / or 2 years of demonstrable training experience; or
  - (ii) Lead or Certified Auditor holding a training qualification and / or 2 years of demonstrable training experience; or
  - (iii) Grade A Technical Specialist holding a training qualification and / or 2 years of demonstrable training experience.

(d) OSHAD may change the above Practitioner Types and Grades or nominate others.

#### 4.3 Fields of Work

(a) Occupational Safety and Health Fields of Work subject for registration shall be defined and announced by OSHAD.

(b) The below table summarizes OSH Practitioner's Registration Category, Types and Fields of Work available under the OSH Practitioner Registration System.

No.	Registration Category	Registration Type	Fields of Work	Explanation
1.	Occupational Safety and Health Management Systems	OSHMS Generalist	<b>OSHMS Development and Implementation</b>	For practitioners who are (a) qualified in developing and implementing of Occupational Health and Safety Management Systems under the <i>OSHAD-SF</i> ; and (b) demonstrate knowledge of the requirements of the <i>OSHAD-SF</i> .
2.	Occupational Safety and Health Management Systems	OSHMS Auditor	<b>OSHMS Auditing</b>	For auditors who are (a) internationally certified as auditors of the OSHAS18001 standard; <b>and</b> (b) demonstrate knowledge of the requirements of the <i>OSHAD-SF</i> .
3.	Occupational Safety and Health (OSH) Specialised	OSH Technical Specialist	<b>Asbestos Management Specialist</b>	For technical specialists who are (a) qualified in asbestos management; and (b) demonstrate knowledge of the requirements of the <i>OSHAD-SF</i> .

## 5. Registration Requirements

### 5.1 Setting of Requirements

- (a) A requirements matrix has been developed, in accordance with requirements of select international OSH certification / professional membership schemes, to define the key minimum requirements for registration in each of the OSH Practitioner Registration Categories and Types identified in Section 4; and to define requirements for assigning the associated grades, The requirements stipulated based on this alignment exercise are documented in Schedules A and B, attached.
- (b) The requirements as set forth by this Mechanism for each respective Registration Type and Field of Work relate to various attributes that would reasonably be expected of an OSH Practitioner or any Individual performing works within the identified Registration Type and Field of Work. These may include, but are not limited to, experience, academic and professional qualifications, training, international certifications, fellowships and/or memberships.
- (c) OSHAD shall:
  - (i) where required, modify / update requirements for registration under each OSH Practitioner Category, Type, and Field of Work;
  - (ii) define and arrange delivery of prerequisite training on the *OSHAD-SF*;
  - (iii) set required application fees; and
  - (iv) define / modify / update processes for application, review, assessment and communication with applicants.
- (d) In addition to the requirements stipulated in (a) above, an applicant may request that the international certification he or she has received be a recognized Certification, and as such be accepted by OSHAD. In such cases:
  - (i) the applicant shall submit a copy of his / her Certificate together with the contact information for the organization that has provided the certification for which he or she is requesting consideration;
  - (ii) OSHAD shall evaluate the certification scheme thus identified to determine its equivalency to the International Certification and / or Membership schemes stipulated in Schedules; and
  - (iii) if equivalency is established, OSHAD shall amend Schedules as required and assess the applicant accordingly.

## 5.2 General Requirements

- (a) Any person wishing to perform OSH work in the Emirate of Abu Dhabi within the registration Type(s) and Field(s) of Work that are open for registration shall submit an application to be registered to do so in accordance with this OSH Practitioner Registration Mechanism.
- (b) Each applicant shall have completed training on the *OSHAD-SF* principles and requirements, as prescribed and arranged by OSHAD. Two (2) Days “Abu Dhabi Occupational Safety and Health Practitioner Course” on the *OSHAD-SF* is mandatory for registration of all practitioners.
- (c) All applications shall be submitted as prescribed in Section 6 - Applying for Registration.
- (d) All applications shall be accompanied with documentation and information covering the general requirements stipulated in Schedule B - OSH Practitioner General Registration Requirements, and the grade determining requirements stipulated in Section 5.3.

**Note:** OSHAD shall only notify the applicant of missing or invalid documentation. It is not the responsibility of OSHAD to provide recommendations or suggestion as to which documents are required for the applicant.

- (e) The application fees, if prescribed by OSHAD, shall be received in full prior to assessment of the application.
- (f) OSHAD may, at its own discretion, request additional information or the originals of submitted documents during the evaluation process.
- (g) OSHAD may, at its discretion, establish and implement mechanisms to verify authenticity of submitted documents (academic qualification, degrees, certificates, etc.) including asking the certificate of equivalency issued by UAE Ministry of Higher Education & Scientific Research.
- (h) OSHAD may, at its discretion, invite the applicant for an interview during the evaluation process.

## 5.3 Grade Determining Requirements

- (a) Grade levels shall be assigned to each Practitioner Type for which the applicant has applied, and for which sufficient evidence has been provided, in accordance with the Grades identified in Section 4.1 above.
- (b) All applications shall be assessed against the criteria prescribed in:
  - (i) Schedule B Table 1, 2 and 3, which includes the OSH Practitioner Grade Determining Requirements as Generalists;
  - (ii) Schedule B Table 4, which includes the OSH Practitioner Grade Determining Requirements for registering as Auditors;
  - (iii) Schedule B Table 5, which includes the OSH Practitioner Grade Determining Requirements for registering as Technical Specialists;
  - (iv) any amendment of Schedules including addition or removal of International Certification and Membership schemes as prescribed in Section 5.1 (d).
- (c) The applicant will receive a grade level for each applied Fields of Work, and in which he or she is deemed qualified and competent based on the evidence provided.

- (d) Appointed grade levels shall remain valid until such time as:
- (i) the applicant re-registers and is able to provide adequate evidence that justifies a grade change for any particular Practitioner Type and / or Field of Work;
  - (ii) OSHAD has just cause to revoke or lower the grade level for any particular Practitioner Type and / or Field of Work; or
  - (iii) the registration card expires and there is no evidence of renewal.
- (e) International Membership / Certification are not mandatory for Abu Dhabi OSH Registration Scheme; these are however accepted as alternate grading criteria keeping in view the alignment with OSH registration standards / requirements / systems / practices maintained by relevant International OSH Organizations.
- (f) OSH Practitioners (Auditors) Registration Scheme recognizes Auditors Certification / Registration with International Certification Bodies (IRCA etc.) to ensure consistency with the qualification and experience criteria stipulated by these organizations for OSH Auditors.
- (g) International Register of Certified Auditor (IRCA) has determined that, for the purposes of compliance with the OSH auditor certification criteria, the *OSHAD-SF* is considered an acceptable alternative to OHSAS 18001:2007. *OSHAD-SF* audit experience can therefore be accepted for IRCA Registration / Certification.
- (h) An applicant may, if he or she has reasonable and justifiable grounds to demonstrate that the grading level has been assessed incorrectly, appeal to have the assessment reviewed. Refer to Section 7.7 for Appeals.

## 6. Applying for Registration

### 6.1 Application Process

- (a) All applications shall be received through the OSHAD e-system located on the OSHAD website.
- (b) OSHAD shall post, and make readily available on the webpage, any updates or changes to the Practitioner Categories, Types and Fields of Work that need to be registered with OSHAD and the criteria and/or requirements of the registration mechanism, process or any part thereof.
- (c) In reviewing or using the information or forms on the OSHAD webpage, the applicant shall presume that:
  - (i) the criteria and requirements of the OSH registration system posted on the webpage are current, and shall be used for assessment at the time he or she submits his or her application; and
  - (ii) all instructions posted on the webpage are current and will need to be followed throughout the application process.
- (d) The applicant shall clearly indicate which Practitioner Type(s) and Field(s) of Work he or she is applying for and provide sufficient documents and information to support his or her application for each Type and Field of Work. For Non-UAE National applicants, the applied practitioner type and field of work should be supported by category of work visa. In case of discrepancy, OSHAD may, at its discretion reject the application or ask for further supporting evidence to establish the work relationship in compliance with UAE Ministry of Labour regulations.

**Note: OSHAD shall only assess the documents provided by the applicant against the Practitioner Type(s) and Field(s) of Work indicated by the applicant. It is not the responsibility of OSHAD to appoint grading levels for Practitioner Type(s) not indicated by the practitioner in his or her application.**

- (e) All applications shall be date and time labelled upon submission.
- (f) The application, and all subsequent supporting documents related to the application, shall be assessed in accordance with the criteria and requirements at the time the application was submitted to OSHAD.
- (g) In the case that the criteria and/or requirements have changed after an application and all supporting documents have been submitted, the previous criteria and/or requirements shall apply.
- (h) In the case that an applicant has saved the application to be completed at a later date, it is the responsibility of the applicant to ensure that the application he or she finally submits meets any updates of the criteria and/or requirements since the application was saved. See Section 7.2 (d) for maximum holding time of application in the system.
- (i) In the case that an application was submitted after being saved in the system, but criteria and/or requirements have changed between the time the application commenced and the time the application was submitted, the updated criteria and/or requirements shall apply and the application and all subsequent support documents shall be assessed against the updated criteria and requirements.

- (j) In the case that an application was submitted, however further supporting documents are still required to complete the application and the criteria and/or requirements have been updated between times of the initial submission and the submission of the further supporting documents, the previous criteria and/or requirements shall apply.

## 6.2 Completing the Application Form

- (a) The e-application form shall be completed in full.
- (b) All fields of the application form that are identified with an asterisk “\*” are mandatory and shall be provided. Any field that does not have an “\*” shall be considered optional but recommended.
- (c) All mandatory fields shall be completed to allow for the application process to move forward. Any mandatory fields that are not complete will be highlighted once the “Submit” option is selected to indicate the mandatory fields that still need to be completed.
- (d) If required, the application form may be saved to be completed at a later time.

**Note: The applicant shall be aware of stipulations of Section 6.1 and 7.2(d) with regard to potential impacts of a change in criteria and/or requirements over the period the application is saved.**

## 6.3 Submitting the Application and Payment of Applicable Fees

- (a) Once the applicant has completed the application form and provided all relevant supporting documents, the applicant may submit the application and proceed to pay the required application fee, if required, and the registration card delivery charge through the electronic payment module.
- (b) No application can be submitted without the concurrent payment of any relevant application fee and card delivery charges, as prescribed by OSHAD.
- (c) All / any application fees and charges shall be paid using the e-registration system by way of a major credit card.
- (d) All successfully submitted applications shall be electronically date and time labelled.
- (e) The applicant shall receive confirmation that the application has been submitted. This confirmation is strictly meant to inform of the application being successfully submitted, and in no way suggests or confirms that the applicant is registered. Refer to Section 7.1 below with regard to the Assessment Process.

## 7. Assessment

### 7.1 Assessment Process

- (a) The Assessment Process shall be in two stages, which may, at the discretion of OSHAD, be run simultaneously or consecutively.
- (b) The two stages shall include:
  - (i) confirmation that all information and documents required for carrying out the technical assessment are indeed submitted, complete and available; and
  - (ii) detailed assessment of the application and its supporting documents against the criteria and requirements for registration within each Practitioner Type the applicant has applied for.

### 7.2 Checking Document Adequacy

- (a) Upon submission of the application and its supporting documents, they shall be reviewed to ensure (see Section 5.2 - General Requirements):
  - (i) information provided in the application form is complete and appears to be valid;
  - (ii) all documents indicated to be uploaded are attached, legible, appear to be valid, and (where required, e.g., academic qualifications) attested by relevant authorities; and
  - (iii) any required application fees and card delivery charges has been received.
- (b) Only complete applications shall be advanced to detailed assessment of the application and their supporting documents against the pre-established criteria for registration.
- (c) In the case that information received is inadequate, require authentication by concerned authority, or a document has not been successfully uploaded, is illegible, requires clarification or is no longer valid, the applicant shall be notified to provide / upload the correct requirements (see Section 8 – Communication).

**Note: Checking information and document adequacy shall not be used to introduce any new information or documentation related to grade determining requirements. The review, assessment and grade determination shall be purely based on originally supplied information and supporting documents.**

- (d) A maximum holding period of 6 weeks shall be applied for applications to be held in the system until the additionally required documents or information is provided by the applicant. Applicants failing to provide the additionally required documents within the holding period thus prescribed will have to submit fresh applications. In these cases, any application fees already paid will not be refunded by OSHAD. The same criteria will be applicable to applications where the application process started (saved) however was not completed to submission status. If required, OSHAD shall, at its discretion, prescribe alternative maximum holding periods.

### 7.3 Assessment and Grade Determination

- (a) Assessment for registration and grade determination shall be carried out:
  - (i) only for registration Type(s) for which the applicant had explicitly applied for;
  - (ii) for each required registration Type and Field of Work independent of any other registration Type(s) or Field(s) of Work for which the applicant had applied for; and
  - (iii) strictly based on the evidence provided by the applicant for each registration Type and Field of Work.
- (b) Assessment per registration Type and Field of Work shall be made against the criteria prescribed in the following, as applicable:
  - (i) Schedule A – OSH Practitioner General Registration Requirements;
  - (ii) Schedule B, Table 1 to 3 – OSH Practitioner Grade Defining Requirements – Generalists;
  - (iii) Schedule B, Table 4 – OSH Practitioner Grade Defining Requirements – Auditors;
  - (iv) Schedule B, Table 5 – OSH Practitioner Grade Defining Requirements – Technical Specialists; and
  - (v) any amendment of Schedules including addition or removal of International Certification and Membership schemes as prescribed in Section 5.1.
- (c) To ensure proper assessment, OSHAD may, at its discretion (See 5.2):
  - (i) request additional information or the originals of submitted documents; and / or
  - (ii) invite the applicant for an interview with regard to their application to confirm and/or clarify contents of the application and/or supporting documents.
- (d) Registration grades shall be assigned to each successful applicant such that:
  - (i) a grading of A, B, or C is appointed to each registration Type and Field of Work for which the applicant provided the necessary evidence of qualification and/ or competence;
  - (ii) the grade level thus appointed shall apply only to the relevant registration Type and Field of Work; and
  - (iii) only one grade level is appointed to each combination of registration Type and Field of Work.

### 7.4 Assessment Review and Approval

- (a) Results of assessment of all applications shall be forwarded with recommendations for approval and grade, or non-approval and the reason for non-approval to the OSH Registration System Manager.
- (b) The OSH Registration System Manager shall:
  - (i) appoint System Officers to carry out a review of the applications in accordance with section 7.3 of this mechanism;
  - (ii) review each assessment to ensure this Mechanism was followed correctly;
  - (iii) request further assessment if required; and

- (iv) approve or reject applications as required.
- (c) OSHAD shall document deliberations and decisions on the OSH Registration process.

## 7.5 Communication of Outcomes

- (a) All decisions made with regard to the assessment of applications shall be communicated via the e-mail and electronic notification system described in Section 8 - Communications.
- (b) For each approved registration, OSHAD shall inform the applicant of:
  - (i) each combination of Practitioner Type, assigned Grade Level and specialised Field of Work in which he or she was registered; and
  - (ii) the date of registration.
- (c) For each non-approved registration, the applicant shall be informed:
  - (i) of reasons for the non-approval; and
  - (ii) that an appeals process exists, and that reasonable and justifiable appeals shall be accepted. Refer to Section 7.7 with regard to Appeals.

## 7.6 Issue of Registration Cards

- (a) An individual Registration Card shall be issued to the OSH Practitioner upon successful registration in at least one Field of Work.
- (b) The OSH Registration Card shall indicate / carry, as applicable:
  - (i) the name and photograph of the OSH Practitioner;
  - (ii) the practitioner registration number;
  - (iii) the registration expiry date;
  - (iv) the registered Practitioner Type(s);
  - (v) the registered Practitioner Filed(s) of Work; and
  - (vi) the assigned Grade Level(s)
- (c) The OSH Practitioner is responsible to report to OSHAD any discrepancy between the information that appears on the Registration Card and the communication sent to the practitioner's email account and OSH Practitioner User Inbox. In the case of a discrepancy, the information registered with OSHAD and communicated to the User electronically shall prevail.
- (d) The Registration Card shall not be altered in any manner. Any alternation, or attempt to do so, shall render the card invalid and subject to further action at the discretion of OSHAD.
- (e) The Registration Card shall remain the property of OSHAD, who may, with just cause, revoke or recall the Registration Card at any time.
- (f) Unless revoked or recalled by OSHAD, the Registration Card shall be retained by the OSH Practitioner and made available upon request by OSHAD or other parties.
- (g) Any lost, stolen, damaged or otherwise altered Registration Card shall be reported immediately to OSHAD.

- (h) Any request for a replacement Registration Card shall be made via email to OSHAD using the “Contact Us” option of the OSHAD website.
- (i) Replacement Registration Cards for those that have been lost, stolen, damaged or otherwise altered shall be subject to any replacement fee prescribed by OSHAD.
- (j) The replacement of a Registration Card that contains information other than that provided by the OSH Practitioner during the application process shall not be subject to a card replacement fee.
- (k) If the Registration Card expires and is not renewed, the Card holder shall refrain from using the expired Card. Violations shall be subject to the fullest enforcement action permitted by applicable laws.

## 7.7 Appeals

- (a) An applicant may file an appeal with OSHAD within 20 working days from the date of receipt of the approval / non-approval notification from OSHAD if the applicant has reasonable justification to believe:
  - (i) his or her application has not been assessed in accordance with this Mechanism; or
  - (ii) his or her assigned grade level for a particular combination of Registration Type and Field of Work is incorrect.
- (b) The appeal filed by the applicant shall provide clear justification and supporting evidence as to why he or she reasonably believes that:
  - (i) this Mechanism was not followed correctly; or
  - (ii) the support documents he / she provided support assignment of a higher grade.
- (c) The appeal process shall not be used as a means to introduce new documentation that the applicant did not provide initially. Consequently:
  - (i) the omission of any documents by the applicant at the application stage shall not be grounds for appeal; and
  - (ii) in case the applicant wishes his or her application to be re-assessed based on documents that were not submitted with the initial application, the applicant shall apply as a new applicant. Application shall be subject to any fees and charges prescribed by OSHAD.
- (d) OSHAD shall review each appeal that is filed for legitimacy and validity, and shall provide an initial response, in writing, to the applicant, based on (c) above. In its response OSHAD shall state decision to either:
  - (i) proceed with the appeal, together with the expected date for a decision, or
  - (ii) deny the appeal, together with clear justifications for denial.
- (e) The OSH Registration System Manager shall prepare and present any accepted appeal, with all supportive evidence, to the OSHAD DG for decision.
- (f) If, after the appeal the applicant was still not successful, he or she may, at a later date once all requirements have been fulfilled, re-apply as a new applicant.

## 8. Communications

### 8.1 Registered User Inbox

- (a) Every applicant who applies for registration through the OSHAD Registration System shall be assigned a personal OSH Practitioner User Inbox accessible through the OSH registration website.
- (b) The OSH Practitioner User Inbox is a tool to only receive communications from OSHAD and, therefore all communications to OSHAD (e.g., complaints, appeals, enquiries, requests for information, etc.) shall be through the 'Contact Us' feature of the OSHAD website.

### 8.2 Updates, Notifications and Announcements

- (a) Notifications related to applications in progress shall be sent by OSHAD to the e-mail address specified by the applicant at the time of application.
- (b) OSHAD shall prepare updates on the OSH Registration Scheme and distribute them, at regular intervals or when required, to all OSH Practitioners registered with OSHAD or to specified type of registered practitioners.
- (c) These updates may contain information relating to OSHAD and / or OSH Registration Scheme announcements, updates, forums, etc.
- (d) OSHAD shall post and deliver updates and other announcements to the registered applicants through their personal User Inboxes, e-mail addresses, on the registration webpage or a combination of these.
- (e) The applicant / OSH Practitioner shall be responsible for keeping up to date with all updates, notifications and announcements posted by OSHAD.

## 9. Maintaining Registration

### 9.1 Renewal of Registration

- (a) The OSH Practitioner's registration with OSHAD shall remain valid for one calendar year from the date of issuance of the Registration Card.
- (b) Every person wishing to maintain registration under the OSH Registration Scheme shall submit an application for registration renewal within one month before the expiry date of his or her registration. Requirements of Schedules A and B shall apply.
- (c) At the discretion of OSHAD applications received after the expiry date shall be:
  - (i) treated as new applications; or
  - (ii) subject to a new application fee, if and as prescribed by OSHAD.
- (d) Registration renewal applications shall be accompanied with a Continual Professional Development (CPD) log.

### 9.2 Continual Professional Development

- (a) Each OSH Practitioner shall maintain a Continual Professional Development (CPD) log detailing the relevant CPD. A downloadable version of this form (Form O) is available in the OSH Practitioner application e-form of the OSH Registration System.
- (b) Every OSH Practitioner is required to complete a minimum 16 hours of relevant Continual Professional Development (CPD) within the one calendar year between the date of initial registration or renewal registration with OSHAD and the date of expiry.
- (c) Continual Professional Development recognized by OSHAD shall be through a combination of:
  - (i) attendance of professional body / association meetings;
  - (ii) conventions, conferences, lectures, seminars, workshops;
  - (iii) participation in formal OSH training and short courses;
  - (iv) participation in relevant committees and working groups;
  - (v) public presentation of papers related to the field of specialization;
  - (vi) publication of articles in industry journals and newsletters related to the field of specialization; and
  - (vii) teaching of courses in the field of specialization.
- (d) In addition to the CPD requirements, the following shall also apply to maintain registration with OSHAD:
  - (i) an OSHMS Generalist shall provide a list of all OSHMS related projects and activities that he or she carried out or contributed to in the preceding year;
  - (ii) an OSHMS Auditor shall provide a list of OSHMS audits that he or she has carried out against the requirements of the *OSHAD-SF* over the preceding year; and

- (iii) an OSH Technical Specialist registered in a particular Filed of Work shall provide a list of all relevant OSH technical projects or activities engaged in over the preceding year.
- (e) OSHAD shall conduct random audits of 10% of the CPD submitted by the applicants to verify the truth and accuracy of information provided.
- (f) The OSH Practitioner submitting the completed CPD form shall ensure that all CPD activities are verified through the inclusion of a certificate, details and signature of the activity provider, or similar means of relevant evidence to indicate the Practitioner's involvement. In the event that a certificate, signature or other relevant means of evidence is not provided by the activity provider, the CPD may be verified, signed and stamped by the Practitioner's Line Manager or Employer representative such as the HR Manager, or Training Manager. Information should be provided about the signatory including name and designation.
- (g) In the cases when the OSH Practitioner is self-employed the completed CPD form shall be verified and signed by the OSH Practitioner.

### 9.3 Conflict of Interest

- (a) Each OSH Practitioner:
  - (i) shall strive to avoid any actual or perceived conflict of interest;
  - (ii) may seek a determination from OSHAD when in doubt;
  - (iii) shall remain bound and liable for its Conflict of Interest obligations even in the absence of clarification from OSHAD; and
  - (iv) shall complete and submit the OSH Practitioner Declaration and Code of Conduct (Form Q) as detailed in Section 9.4 below. This form shall legally bind the OSH Practitioner to the conflict of interest provisions within this mechanism.
- (b) OSH Practitioner working with OSH Consultancy Service / Certification body shall not engage in:
  - (i) auditing of an OSHMS or related components in which the practitioner has been involved, either at development or implementation stage;
  - (ii) other OSH related work where a conflict of interest exists.
  - (iii) For Professional Entities and Practitioners, minimum time lapse between consultancy project and OSHMS auditing / certification to avoid conflict of interest shall be 24 months from the completion of consultancy project.
- (c) Upon request by the OSH Practitioner or other concerned stakeholders, OSHAD shall:
  - (i) assess perceived conflicts of interest on a case by case basis;
  - (ii) review and assess all necessary information with regard to each perceived conflict of interest; and
  - (iii) inform the OSH Practitioner and / or other stakeholder affected, in writing, of its decision with regard to each perceived conflict of interest.
- (d) OSHAD shall base its determination on the information provided by the OSH Practitioner, and other relevant stakeholders, if necessary. Any omission, fraudulent or inaccurate information provided by the OSH Practitioner at the time of the assessment or revealed by OSHAD after the fact, may result in revocation or demotion of grade level of the OSH Practitioner registration status.

- (e) Where OSHAD has determined a conflict of interest, the application for registration as an OSH Practitioner shall be considered invalid.
- (f) Where OSHAD has determined that a potential conflict of interest has occurred in the production of the work submitted by the OSH Practitioner to the client, SRA, OSHAD or any other stakeholder, and this potential conflict of interest has not been declared to OSHAD, the completed work shall be considered invalid until such time as it can be determined if an actual conflict of interest exists. Refer to Section 9.5 of this mechanism. Should it be determined that a conflict of interest does exist, all work shall cease immediately. Any completed work may be considered invalid and may result in the revocation of the OSH Practitioner registration.
- (g) Any employee of OSHAD, or technical expert engaged by OSHAD, who has a conflict of interest with an entity registration shall declare this conflict of interest and be removed from the decision making process where the conflict of interest exists.

#### **9.4 Code of Conduct**

- (a) Every person registering under the OSH Registration Scheme shall read, understand, and adhere to the OSH Practitioner's Code of Conduct.
- (b) OSHAD shall not register any person in any Field of Work until such time as the Code of Conduct is agreed, signed and uploaded with the application by the OSH Practitioner. A downloadable version of Code of Conduct template (*OSHAD-SF Form Q*) is available in the OSH Practitioner e-application of the OSH Registration System

#### **9.5 Complaints about Registered OSH Practitioners**

- (a) Any person or organization may register a complaint through the OSHAD website with regard to the professional conduct or performance of an OSH Practitioner.
- (b) Every complaint shall be reviewed by the OSH Registration System Manager who will determine the legitimacy and validity of the complaint.
- (c) The OSH Registration System Manager shall initiate an investigation into all complaints determined, on the merits of the complaint, to have justifiable and verifiable cause for the complaint.
- (d) OSHAD may, at its own discretion, use any means within its authority to investigate and conclude to a level beyond a reasonable doubt the facts of the complaint.
- (e) OSHAD shall, upon conclusion of the investigation, make recommendation to the OSHAD DG with regard to necessary action, if any, against the OSH Practitioner.
- (f) In the case that an investigation reveals, with sufficient objective evidence, that an OSH Practitioner did not act in good faith or is in breach of the Code of Conduct, OSHAD may recommend to revoke or deny renewal of the OSH Practitioner's registration.
- (g) The OSHAD DG shall consider the recommendations of OSHAD and make the final decision on the recommended actions, if any.

## 9.6 Updating the Registration prior to Registration Renewal

- (a) The OSH Practitioner may wish to update their registration details such as the registration type and field of work, qualifications, and / or other practitioner related information.
- (b) In such cases, the OSH Practitioner shall directly contact OSHAD to request permission to electronically update the registration details, providing their reasons for this request.
- (c) OSHAD will allow the electronic update if and when the reasons for such requests are justified and it is established that failure to update this information will result in the OSH Practitioner being unable to carry out their legitimate professional duties or activities.
- (d) Updates shall be subject to any application fees and / or card delivery charges prescribed by OSHAD.

## 10. Register of Approved Practitioners

### 10.1 Public Register

- (a) When completing the application the OSH Practitioner shall acknowledge that he /she will be included in the Public Register and understands that basic information about the OSH Practitioner, his or her qualifications, and grade levels for each particular practitioner Registration Type will be visible to the public.
- (b) For any registered OSH Practitioner, OSHAD:
  - (i) shall ensure that only necessary information is provided in the Public Register;
  - (ii) shall only confirm, to any inquiring person or organization, that an OSH Practitioner's registration status is accurate and in good standing;
  - (iii) shall not provide, to any inquiring person or organization, recommendation, opinion, suggestion or any other influencing comment with regard to the OSH Practitioner; and
  - (iv) shall not be responsible or liable for any harm to human safety and health as a result of the actions of the registered OSH Practitioner.

### 10.2 Search Engine

- (a) The OSH Registration webpage shall provide the Public Register in a sortable and searchable format to allow for ease and efficiency when searching for a particular Practitioner Category, Practitioner Type, Practitioner Field of Work, Sector of Experience and/or Practitioner.

## 11. References

- Board of Canadian Registered Safety Professionals, BCRSP, 2011, *Qualifying For Your Professional Designation*, [online] Available at: <http://www.bcrsp.ca/designation.html#Registration> [Accessed May 2011]
- Board of Certified Safety Professionals, BCSP, 2011, *Associate Safety Professionals*, [online] Available at: <http://www.bcsp.org/asp> [Accessed May 2011]
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- Board of Certified Safety Professionals, BCSP, 2011, *Occupational Health and Safety Technologist*, [online] Available at: [http://www.bcsp.org/OSht\\_clcs](http://www.bcsp.org/OSht_clcs) [Accessed May 2011]
- Institution of Occupational Safety and Health, IOSH, 2011, *Membership categories*, [online] Available at: [http://www.iosh.co.uk/membership/about\\_membership/membership\\_categories.aspx#Chartered Member](http://www.iosh.co.uk/membership/about_membership/membership_categories.aspx#CharteredMember) [Accessed May 2011]
- International Register of Certified Auditors, IRCA, 2011, *Occupational Health and Safety Auditor Grades*, [online] Available at: [http://www.irca.org/certification/certification\\_9\\_1.html](http://www.irca.org/certification/certification_9_1.html) [Accessed May 2011]
- Exemplar Global Incorporated, 2011, *Competency-based OH&S Personnel Certification Auditor*,
- Safety Institute of Australia, SIA, 2011, *Membership Grades*, [online] Available at: <http://www.sia.org.au/membership/grades> [Accessed May 2011]

## 12. Standard Forms

### ***Form N – OSH Practitioner Resume Template***

OSH Practitioners are required to submit their resumes using this form. A downloadable version of this form is available in the OSH Practitioner application e-form of the OSH Registration System.

### ***Form O – OSH Practitioner CPD Form***

This form is to be submitted on annual basis (every 12 months) and records the Continual Professional Development activities of the OSH Practitioner. A downloadable version of this form is available in the OSH Practitioner application e-form of the OSH Registration System.

### ***Form Q – OSH Practitioner Declaration and Code of Conduct Template***

This form is to be submitted with the registration application. Every person registering under the OSH Registration Scheme shall read, understand, and adhere to the OSH Practitioner's Code of Conduct. The Code of Conduct shall be agreed, signed and uploaded with the application by the OSH Practitioner. A downloadable version of Code of Conduct template (*OSHAD-SF Form Q*) is available in the OSH Practitioner e-application of the OSH Registration System

## 13. Document Amendment Record

Version #	Revision Date	Description of Amendment (compared to previous version)	Page/s Affected
2.0	July 2012	First Issue	All
2.1	9 May 2013	Remove routine work from Registration Committee mandate, by amending: <ul style="list-style-type: none"> <li>responsibilities of the Committee (Clause 2.2 (f));</li> <li>responsibilities of the EHS Center (Clause 2.3(c));</li> <li>review and approval process (Section 7.4), by deleting previous clause (7.4(c)), and amending previous clauses 7.4(b) and (7.4(d));</li> <li>clause 9.3 (c); and</li> <li>Appendix A (Registration Process Flowchart).</li> </ul>	6, 7, 18, 19, 24, 49
		Allow the Center to verify compliance of work visa with the applied registration type (Clause 6.1(d) and Schedule B)	15, 33
		Define maximum holding time for inactive applications (clauses 6.1(h), 6.2(d)(Note), and 7.2(d)).	15, 16, 17
		Allow the Center to verify authenticity of submitted documents (new clause 5.2(g), clause 7.2(a), (c), Schedule B).	13, 17, 33
		Editorial changes in 7.5(a)	19
		Inserted reference to "Form O" for CPD – Clause 9.2 (a)	23
2.2	March 2014	Remove "Initial Roll Out (Section 11.2) as Registration is open for All Types of Practitioners	27
		Changed Title to "AD OSH Practitioners Registration"	Title
		Replaced <ul style="list-style-type: none"> <li>EHS to OSH</li> <li>EHSMS to OSHEMS and</li> <li>Removed EMS</li> </ul>	All
		Rephrased "environment, health and/or safety" to occupational health, safety and/or environment" – Clauses 3 (c) & (d)	9
2.2	March 2014	Classification of Practitioners <ul style="list-style-type: none"> <li>Added category "OSH Management System"–Clause 4.1(a)</li> <li>Removed Practitioner Types – EMS</li> <li>Rephrased Practitioner Types EHSMS to OSHEMS – Clause 4.2(a)</li> </ul>	10

		Added requirements for mandatory two days AD OSH Practitioner Course – Clause 5.2(b)	13
		Explained: <ul style="list-style-type: none"> <li>requirements for Int. Membership / Registration Acceptance Clause 5.3 (e, f)</li> <li>IRCA Acceptance of AD EHSMS RF as alternate to OSHAS-18001 – Clause 5.3 (g)</li> </ul>	14
		Schedule C: Grade Defining Requirements – Generalist <ul style="list-style-type: none"> <li>Revised experience requirements for Practitioners with OSH Qualification (Ph. D. &amp; Masters)</li> <li>Added Post-Secondary OSH Technical Qualification &amp; Experience</li> <li>Included the OSH Experience criteria for registration of Practitioners with Non-OSH Qualification</li> <li>Included IIRSM registration as acceptable Int. Membership</li> <li>Included explanatory notes about (a) Int. Membership &amp; Certification (b) training of practitioners not having sufficient OSH experience to qualify for “Grade C”, (c) AD OSH Practitioner Course</li> </ul>	33
		Schedule D: Grade Defining Requirements – Auditors <ul style="list-style-type: none"> <li>Included explanatory notes about (a) Int. Registration / Certification Requirements (b) IRCA acceptance of AD EHSMS RF as an acceptable alternative to OSHAS 18001 (c) AD OSH Practitioner Course</li> </ul>	39
		Schedule E: Grade Defining Requirements – Specialists <ul style="list-style-type: none"> <li>Included explanatory notes about (a) training delivery and support activities, (b) AD OSH Practitioner Course</li> </ul>	42
		Schedule F: Practitioner Types & Field of Work Open for Registration <ul style="list-style-type: none"> <li>Removed EMS registration Categories and Types.</li> <li>Updated Status to “Registration Open” for Generalists &amp; Auditors</li> </ul>	43
		Schedule G – OSH Practitioner Declaration and Code of Conduct <ul style="list-style-type: none"> <li>Replaced EHS to OSH</li> </ul>	44
		Appendix A: Practitioner Registration Mechanism Implementation Process <ul style="list-style-type: none"> <li>Replaced EHS to OSH</li> </ul>	46
2.03	Sept 2015	Change of Logo	All
		Change from AD EHS Center to OSHAD	throughout

		Change of document title: AD EHSMS RF to OSHAD-SF	Throughout
		EHS changes to OSH	Throughout
		Change of Document title from Regulatory Instrument to Mandatory Requirement	Throughout
		Section 11 deleted	26
		Section 9.3 added on Conflict of Interest (p. 23)	23
		Schedule B: Reformatted Table 1 & 2 (Generalist Grading requirements) for clear understanding (p. 30)	30
		Form O (CPD Record): Added signature box for Practitioners and some typo / rephrasing	N/A
		Code of Conduct removed (added as a form - OSHAD-SF Form Q)	N/A
		Code of Conduct: Added timeframe for conflict of interest (OSHAD-SF Form Q)	N/A
		Added Form Q in Section 12 "Standard Forms" (p. 28)	28
3.0	1 <sup>st</sup> July 2016	Updated version number to align with all OSHAD-SF documents	All

## Schedule A – OSH Practitioner General Registration Requirements

The practitioner shall provide Qualifications and experiences and / or International Membership / Certification as indicated on the below tables. In the case where an applicant's International Membership / Certification Level meets the requirements of a lower grade and the Qualification & Experience requirements of a higher grade are met, or vice versa, the applicant is awarded the higher grade.

**Table 1: General Registration Requirements**

1. Passport size photograph (white background)
2. Copy of Passport
3. Emirates ID
4. Proof of residency status for Non UAE Nationals:
  - a. UAE Residency Visa;
  - b. Labour Card;
5. Certified copy of Academic Qualifications Certificates, including certificate of equivalency issued by UAE Ministry of Higher Education & Scientific Research;
6. Resume completed in the format provided by OSHAD and downloadable in the OSH Practitioner Application e-form including:
  - a. Relevant Project Experience; and
  - b. Two professional referees.
7. Signed Declaration and Code of Conduct (*OSHAD-SF Form Q*)
8. Completion of Training on OSHAD-SF principles and requirements<sup>1</sup>.

**Note:** the applied practitioner type and field of work should be supported by category of work visa. In case of discrepancy, OSHAD may, at its discretion reject the application or ask for further supporting evidence to establish the work relationship in compliance with UAE Ministry of Labour regulations.

## Schedule B – OSH Practitioner Grade Defining Requirements

**Table 1: OSH Practitioner (Generalist) with OSH Qualification and Experience – Grade Defining Requirements**

OSH Academic Qualification <sup>1</sup>	Minimum Total OHS Experience <sup>2</sup>		
	Grade A	Grade B	Grade C
Ph.D.	5 Yrs.	3 Yrs.	0 Yrs.
Masters	7 Yrs.	5 Yrs.	0 Yrs.
Bachelor	9 Yrs.	7 Yrs.	0 Yrs.
Post-Secondary OHS Qualification <sup>3</sup>	11 Yrs.	9 Yrs.	0 Yrs.

**Table 2: OSH Practitioner (Generalist) with Non-OSH Qualification and OSH Experience – Grade Defining Requirements**

Academic Qualification <sup>1</sup>	Minimum Total OHS Experience <sup>2</sup>		
	Grade A	Grade B	Grade C <sup>4</sup>
Ph.D.	7 Yrs.	5 Yrs.	2 Yrs.
Masters	9 Yrs.	7 Yrs.	2 Yrs.
Bachelor	11 Yrs.	9 Yrs.	2 Yrs.
Post-Secondary OHS Qualification <sup>3</sup>	13 Yrs.	11 Yrs.	3 Yrs.

**Table 3: Practitioners (Generalist) with International OSH Membership / Certification<sup>5</sup> – Grade Defining Requirements**

Grade	International Membership / Certification Requirements
<b>A</b>	BCSP-CSP, Can-CRSP, UK-CMIOSH, AU- Chartered Fellow / Fellow SIA / CPMSIA, Fellow IIRSM or international equivalent of the above;
<b>B</b>	BCSP- ASP / GSP, UK-Grad IOSH, AU- Grad SIA, Member IIRSM (full member) or an international equivalent;
<b>C</b>	BCSP-OSHT / ASP, UK- Tech IOSH, Associate Member IIRSM or an international equivalent

**Table 4: OSHMS Training Practitioners<sup>6</sup> – Grade Defining Requirements**

Grade	Qualifications	Training experience
A & B	Evidence of Training Qualification	In addition to the registration as Generalist A and B a. Total of 2 years of OSHMS related training delivery b. Total of 40 days <sup>7</sup> OSHMS related training experience including training delivery and support activities <sup>8</sup> within the last one (1) year if wanting to renew registration as a training practitioner.

**Table 5: Auditors – Grade Defining Requirements**

Grade	International Membership / Certification / Registration <sup>9</sup>	Academic Qualifications and Experience
Lead	Lead / Principal OSH Auditor Registration / Certification with International Certification Body (e.g. IRCA-Principal / Lead Auditor)	As stipulated by the respective Auditor Certification body
Certified	OSH Auditor Registration / Certification with International Certification Body (e.g. IRCA-Auditor)	
Provisional	Provisional OSH Auditor Registration / Certification with International Certification Body	

**Table 6: Technical Specialist – Grade Defining Requirements**

Grade	Professional Qualifications	Related Experience <sup>2</sup>
A	Certified Copy of the certificate of the relevant training attained from an approved Training Provider;	Minimum three years relevant work experience in the area of certification.
B	Certified Copy of the specialist certificate clearly indicating the relevant specialist qualification and date attained from an approved Training Provider;	Minimum 60 working days in the area of certification.

1. Two (2) Days "Abu Dhabi Occupational Health & Safety Practitioner Course" on OSHAD-SF is mandatory for registration of all practitioners
2. Experience listed in OSHAD-SF Form N submitted with registration application shall be supported by a document (employment certificate, service certificate, experience certificate, etc.) issued by the concerned employer (including current employer) indicating employee's designation and duration of service at the concerned organization. Document should be signed and stamped by the concerned department of the organization.
3. Post-Secondary OSH Technical Qualification: Shall be minimum NEBOSH Int. General Certificate (IGC) or Local / Int. equivalent qualification.
4. Practitioners unable to qualify for 'Grade C' because of lack of OSH experience is allowed to work under direct supervision of a 'Grade A or B' practitioner, till achieving 'Grade C'.
5. International Membership / Certification are not mandatory for Abu Dhabi OSH Registration Scheme; these are however accepted as alternate grading criteria keeping in view the OSHAD-SF alignment with OSH registration standards / requirements / systems / practices maintained by relevant International OSH Organizations
6. Not applicable for Grade C Generalist
7. One full day of training delivery or support activities will be equivalent to 8 hours.
8. Training Support activities include consultation and preparation activities.
9. International Register of Certified Auditor (IRCA) has determined that, for the purposes of compliance with the OS&H auditor certification criteria, OSHAD-SF is considered an acceptable alternative to OSHAS 18001:2007. OSHAD-SF Audit experience can therefore be accepted for IRCA Registration / Certification

## ENQUIRY FORM

