


BUSINESS FUNCTION:		CERTIFICATION OF PERSONS MANUAL				
DOCUMENT TITLE:		CERTIFICATION OF PERSONS SCHEME				
PREPARED BY:		MANAGEMENT REPRESENTATIVE				
APPROVED BY:		TECHNICAL MANAGER				
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1. SCOPE

This procedure defines the requirements and methods used by Carl Stahl for certifying persons in the field of Lifting equipment whose task is to operate, rig and signal safely.

2. TERMS AND DEFINITIONS

Terms included in this document are defined as follows:

PHSD

Public Health and Safety Department of Dubai Municipality

EIAC

Stands for Emirates International Accreditation Center

CS

Carl Stahl

Lifting Equipment

Any lifting equipment as described in EIAC-RQ-IB-002

Lifting Equipment Operator

Any person who are qualified and certified to operate certain type of lifting equipment

Rigger

A certified rigger is a person who has been trained and certified to handle and move loads. The level of certification depends upon the individual's training, knowledge, skill base and ability to perform functions related to the selection, inspection and proper use of rigging equipment

Rigger Level II

Person who is qualified and certified to lead and supervise the whole lifting activity

Examiner

Person competent to conduct and score an examination, where the examination requires professional judgement (assessment)

Decision Maker

Authority who makes the decision regarding the issuance of certification, complaints and appeals

Signal Person/Signalman


A person whose job to signal to the lifting equipment operator or the rigger or another signal man during any lifting operation as per the approved standard set of signals by Dubai Municipality

Examination

Mechanism that is part of the assessment which measures a candidate's competency by one or more means, such as written, oral, practical and observational defined in this document

Assessment

Process that evaluates a person's fulfilment of the requirements defined in this document

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3. GENERAL

CS provides certification in the following areas/specialties:

1. Lifting Equipment Operator
2. Rigger (Level I & II)
4. Signalman/Signalperson

The process of certification of persons is generally summed up in six steps:

1. Application
2. Review
3. Examination
4. Examination Evaluation
5. Decision making and Certification
6. Recertification

4. CERTIFICATION PROCESS REQUIREMENT


4.1 APPLICATION PRE-REQUIREMENTS

Before any certificate may be issued, a written application shall be in place. This application shall as a minimum contain:

- the scope of the application
- the applicant's full name
- company name and address
- examination type and category
- a statement that the applicant agrees to comply with the certification scheme requirements and to supply any information needed for the assessment

UAE based candidates shall submit the following documents along with the above application:

- a Passport copy
- b Valid residence visa copy
- c Labor card copy
- d Colored photograph (not older than 6 months)
- e Proof of training (if relevant)
- f Evidence of work experience (minimum 1 year experience for mobile & tower crane operators)
- g Valid driving license (for mobile crane operators)

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4.2 ELIGIBILITY

To be eligible for certification, the candidate must:

- Be at least 18 years of age
- Have valid occupational health card issued by relevant department (see clause 3.4).
- Have valid driving license from the relevant authority (for mobile crane operator)
- Able to read load chart (for crane operators)
- Comply with CS Substance Abuse Policy
- Comply with CS code of ethics
- Pass Written/Oral Examination(Core exam and at least one speciality exam) with score not less than 75%
- Pass Practical Examination(s) with score not less than 75%

4.3 EXPERIENCE

Lifting equipment operator certification examinations are designed for operators who are trained and who currently work in lifting equipment operation.

Rigger Level I and Level II certification examinations are designed for persons who have been trained to handle and move loads.

Signalman certification examinations are designed for signalpersons who are trained and who use hand and voice signals in crane operations.

4.4 OCCUPATIONAL HEALTH EVALUATION

Certified crane operators, riggers and signalpersons must continue to meet occupational health card requirements throughout their certification periods. It is the responsibility of the employer to ensure that the candidates are meeting this requirement.

4.5 APPLICATION REVIEW

A review and verification of the application and the submitted documentation shall be conducted by CS Engineer co-ordinator, confirming that the applicant satisfies the pre-requirements according to the certification scheme.


If the applicant found not eligible as per the above requirements, CS Engineer Co-ordinator shall notify the applicant or concerned personnel immediately.

5. **EXAMINATION PROCESS**

CS conducts examination(written/oral and practical) and certification in the following areas/specialties:

1. Lifting Equipment Operator (Mobile Crane, Overhead Crane, Tower Crane, Forklift Truck etc.
2. Rigger Level I
3. Rigger Level II
4. Signalman/Signalperson

Candidates meeting the eligibility requirements may take the written/oral and practical examinations in any order

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5.1 WRITTEN/ORAL EXAMINATION OUTLINE

The Lifting equipment operator, rigger and signalmen written/oral examinations are carried out by multiple choice questions, which shall be developed as fair and objective assessments of the essential skills a lifting equipment operator needs to operate, rig and signal safely. Each examination shall contain a unique combination of questions taken from the question bank. Questions are selected for examinations based on the content area and specialities applied by the candidate

5.1.1 **Lifting Equipment Operator (Core and Speciality exams):**

The Core Examination shall include at least **30 multiple-choice questions**. Each Specialty Examinations consists of **20 multiple-choice questions** covering general and speciality knowledge areas including but not limited to Site, hazard identification, Operations, Technical, Load Charts etc.

5.1.2 **Rigger Level I:** The certified rigger Level I Written/Oral examination will consist of **30 multiple choice questions** covering areas from identifying rigging activity, hazards, selection of rigging components, technical knowledge, pre-use inspection requirements, hand signals etc

5.1.3 **Rigger Level II:** The certified Rigger Level II examination will consist of **40 multiple choice questions** covering additional knowledge areas apart from rigger level I examination including but not limited to technical calculations, estimation of weight, execution of rigging activities etc.

5.1.4 **Signalmen/Signalsperson:** The Written/Oral examination for the signalmen/signalsperson consists of **30 multiple choice questions** covering all major hand signals, basic crane operation knowledge etc.

5.2 PRACTICAL EXAMINATION OUTLINE

Candidates must pass a Practical Exam to be certified. Candidates may take their Written/Oral and Practical Exams in either order.

Candidate minimum passing score is 75%.


5.2.1 **Mobile Crane Operator:**

The crane Operator Practical Examination demonstrates crane operation proficiency. It is comprised of 4 main tasks that increase progressively in the skill level tested. An optimum time limit shall be set by the examiner for all the tasks assigned. Based on the lifting equipment type the examiner may modify the tasks.

TASK 1: PLACE BALL IN STOP CIRCLE

Sample optimum Time: 1½ minutes

1. Raise the ball and chain at least 3 meter off the ground to clear all obstacles and personnel.
2. Bring it from its starting position in the Start Circle to the Stop Circle.
3. Once the ball and chain reaches the Stop Circle, place it there such that the chain suspended from the hook makes contact with the ground inside the circle and remains there.

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Note: Points / percentage will be deducted for the following:

- a Dragging chain or contacting ground outside of the circle – maximum -20%
- b Hook or ball touching ground either inside or outside of the circle – maximum -25%
- c Hook or ball contacting any part of the course or crane – maximum -20%
- d Lifting the chain off the ground after it has made contact with the ground inside the circle – maximum -20%
- e Exceeding the optimum time – maximum -15%

TASK 2: FOLLOW HAND SIGNALS

This task is not timed.

1. Examiner must use standard signals.
2. The Examiner may select four signals from the following:
 - a Hoist and stop
 - b Swing and stop
 - c Lower the load and stop
 - d Lower the load slowly and stop
 - e Lower the boom, raise the load, and stop
 - f Raise the boom and stop
 - g Lower the boom and stop
 - h Raise the boom, lower the load, and stop
3. The Examiner may give the signals in any sequence.

TASK 3: PLACE BALL IN BARREL

Sample optimum times:

Telescopic Boom Crane—Fixed Cab: 3½ minutes


Telescopic Boom Crane—Swing Cab: 3½ minutes

Lattice Boom Crane: 4 minutes

1. Bring the overhaul ball from the Start Circle and place it into Barrel #1. (If you knock over Barrel #1 and put the ball in Barrel #2.)
2. The Examiner will determine when the horizontal white line painted around the center of the ball has dropped below the rim of Barrel #1, move the ball from Barrel #1 to Barrel #2.
3. The Examiner will determine when the horizontal white line painted around the center of the ball has dropped below the rim of the barrel. Hold the ball in Barrel #2 until instructed

Note: Points / percentage will be deducted for the following:

- a Moving barrel – maximum -25%
- b Knocking over barrel – maximum -30%
- c Hook or ball touching ground – maximum -30%
- d Exceeding the optimum time – maximum -15%

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TASK 4: NEGOTIATE ZIGZAG CORRIDOR WITH LOAD

Sample optimum times:

Telescopic Boom Crane—Fixed Cab: 4 minutes each direction

Telescopic Boom Crane—Swing Cab: 3 minutes each direction

Lattice Boom Crane: 3 minutes each direction

1. Lift the Test Weight into the air and swing, boom up or down, and hoist up or down as your judge necessary to guide the load through the Zigzag Corridor without touching the ground with the Test Weight, raising the Test Weight so high that the chain leaves the ground, or knocking over any part of the pole barrier.
2. Placed the Test Weight on the ground in the Stop Circle. The task is not complete until the load is placed completely within the outside perimeter of the circle.
3. Lift the Test Weight from the Stop Circle and travel through the corridor in reverse fashion.
4. Place the Test Weight on the ground in the Test Weight Circle. The task is not complete until the load is placed completely within the outside perimeter of the circle
5. At the Examiner's direction, swing the hook to the Start Circle

Note: Points / percentage will be deducted for the following:

- a Knocking ball off pole – maximum -15%
- b Moving pole base off line – maximum -15%
- c Knocking pole over – maximum -15%
- d Chain leaving ground – maximum -15%
- e Passing poles with chain off ground – maximum -10%
- f Load touching ground – maximum -10%
- g Circumventing the course – maximum -10%
- h Exceeding the optimum time – maximum -10%

In all tasks examiner will brief the candidates on their rules and directions and performance requirement and when and how to start and stop.

5.2.2 Over Head / Gantry Crane Operator and Tower crane operator:


TASK 1: PLACE BALL IN STOP CIRCLE

Sample optimum Time: 1½ minutes

1. Raise the ball and chain at least 3 meters off the ground to clear all obstacles and personnel.
2. Bring it from its starting position in the Start Circle to the Stop Circle.
3. Once the ball and chain reaches the Stop Circle, place it there such that the chain suspended from the hook contact the ground inside the circle and remains there.

Note: Points / percentage will be deducted for the following:

- a Dragging chain or contacting ground outside of the circle – maximum -20%

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- b Hook or ball touching ground either inside or outside of the circle – maximum -25%
- c Hook or ball contacting any part of the course or crane – maximum -20%
- d Lifting the chain off the ground after it has made contact with the ground inside the circle – maximum -20%
- e Exceeding the optimum time – maximum -15%

TASK 2: FOLLOW HAND SIGNALS

This task is not timed.

1. Examiner must use standard signals.
2. The Examiner may select four signals from the following:
 - a Hoist and stop
 - b Lower the load and stop
 - c Lower the load slowly and stop
 - d Forward long travel
 - e Reverse long travel
 - f Left Cross travel
 - g Right cross travel
 - h Emergency stop
3. The Examiner may give the signals in any sequence and each carry 25% of weightage

TASK 3: PLACE BALL IN BARREL

Sample optimum times:3½ minutes

1. Bring the overhaul ball from the Stop Circle and place it into Barrel #1
2. The Examiner will determine when the horizontal white line painted around the centre of the ball has dropped below the rim of Barrel #1,
3. Move the ball from Barrel #1 to Barrel #2.
4. The Examiner will determine when the horizontal white line painted around the centre of the ball has dropped below the rim of the barrel. Hold the ball in Barrel #2 until instructed


Note: Points / percentage will be deducted for the following:

- a Moving barrel – maximum -25%
- b Knocking over barrel – maximum -30%
- c Hook or ball touching ground – maximum -30%
- d Exceeding the optimum time – maximum -15%

TASK 4: NEGOTIATE ZIGZAG CORRIDOR WITH LOAD

Sample optimum time:3 minutes each direction

1. Lift the Test Weight from barrel/weight and pass through the Zigzag Corridor without touching the ground with the Test Weight, raising the Test Weight so high that it leaves the ground, or knocking over any part of the pole barrier.

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2. Place the Test Weight on the ground in the Stop Circle. The task is not complete until the load is placed completely within the outside perimeter of the circle.
3. Lift the Test Weight/barrel from the Stop Circle and travel through the corridor in reverse fashion.
4. Place the Test Weight on the ground in the Test Weight Circle. The task is not complete until the load is placed completely within the outside perimeter of the start circle

Note: Points / percentage will be deducted for the following:

- a Knocking ball off pole – maximum -15%
- b Moving pole base off line – maximum -15%
- c Knocking pole over – maximum -15%
- d Chain leaving ground – maximum -15%
- e Passing poles with chain off ground – maximum -10%
- f Load touching ground – maximum -10%
- g Circumventing the course – maximum -10%
- h Exceeding the optimum time – maximum -10%

In all tasks examiner will brief the candidates on their rules and directions and performance requirement and when and how to start and stop.

5.2.3 Rigger Level I:

TASK 1: PRE USE RIGGING INSPECTION

Candidate should inspect minimum 4nos. rigging slings and hardware located in front of the candidate. Select those items that meet removal from service criteria.

Note: Points / Percentage will be deducted for the following

- a. Major defects missed to notice- 50%
- b. Miss to find the markings and colour code if any – 50%


TASK 2: RIGGING HITCHES

Rigger shall demonstrate at least 2 different hitches

- a Vertical Hitch
- b Basket Hitch
- c Choker Hitch
- d Two leg vertical Hitch
- e Inverted basket Hitch
- f Double wrap choker Hitch

Note: Points / Percentage will be deducted for the following

- a) Correctness of hitch- 50%
- b) Capacity calculation from hitch- 50%

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TASK 3: RIGGING CONNECTIONS

- Candidates have to review the available rigging equipment indicating whether or not it is safe for use.
- Candidates gather and assemble the rigging materials that are required to complete the assigned task.
- Candidate will then rig and suspend a square aluminum tube as described on the task assignment sheet / or as directed by the examiner.
- Candidate must disassemble the rigging assembly before continuing on to the next rigging assignment.

Note: Points / percentage will be deducted for the following:

- a) For checking rigging equipment carry 50% of weightage
- b) For assembling rigging materials carry 25% of weightage
- c) For disassemble the rigging assembly carry 25% of weightage

5.2.4 Rigger Level II:

The rigger level II practical assessment consist of 5 tasks. First 3 tasks same as Rigger level-1:

TASK 5: LEVEL LIFT

1. At Examiner's indication to start, at which point timing begins, candidates has to select and then apply slings and/or hardware to attachment points of his choice on the rigging frame in order to hoist the load and execute a level lift.
2. He is permitted a maximum of two lifting attempts to achieve a position that is within two degrees of true level. A measurement of greater than two degrees on his final attempt will result in a performance deduction.
3. If the candidate is unsuccessful in his first attempt, he must return to the original starting position before starting a second attempt.
4. He must use at least three, but no more than four sling legs on the rigging frame.
5. Once completed, the rigging set-up shall be evaluated.

Note: Points / percentage will be deducted for the following:


Candidates will get a maximum time of 15 minutes to complete this task.

Selection of slings and overall safety 50% of weightage

Greater than two degrees while level lift after two attempts carry 50% of weightage

TASK 6: RIGGING FRAME ROTATION

1. At the Examiner's indication to start, at which point timing begins, candidates has to select and then apply slings and/or hardware to attachment points of his choice on the rigging frame. He must lift the frame clear of the ground and rotate the load 90 degrees under control.

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2. He is permitted a maximum of three attempts to rotate the frame to a position that is within six degrees of true level. A measurement of greater than six degrees on his final attempt will result in a performance deduction.
3. A rope tied on the frame indicates which side must be in the final “up” position.
4. If he is unsuccessful during any rotation attempt, he must return to the original starting position before attempting the next rotation.
5. If the frame touches the ground during the first or second rotation attempt, he must return to the original starting position before attempting the next rotation.
6. He must initiate this task with a minimum of three slings but no more than four, and tension shall be on at least two pick points at the end of the task.
7. Once completed, the rigging set-up shall be evaluated.

The candidates shall have a maximum time of 30 minutes to complete this task.

Note: Points / percentage will be deducted for the following:

Non suitability and inadequacy of sling 50% weightage.

The frame angle exceeded 6 degree after loading 50% of weightage.

5.2.5 **Signalman/Signalperson:**


The Signalman/Signalperson Practical Examination requires the candidate to demonstrate proficiency in giving both hand signals and voice commands as follows:

1. In order to demonstrate proper hand or voice signals, two types of scenarios to be followed:
 - a **Match Scenario:** In these scenarios, candidate will observe the crane performing certain functions and give the necessary hand or voice signal(s) that match or matches the function.
 - b **Candidate-Initiated Scenario:** In these scenarios, candidate give the necessary hand or voice signals to initiate and direct lifting equipment movement based on assigned task by the examiner.
2. All signals must be given in accordance with current standard signals (e.g., the swing signal is: Arm extended, point with finger in direction of swing of boom), see construction code of practice, hand signal.
3. The candidate shall be assessed in maintaining constant communication if they use voice signals.

In scenarios where multiple signals are required, candidates must give all signals correctly, examiners to assess each signal and it's relevant to the move.

Note: Points / percentage will be deducted for the following:

For each scenario carries 25% of weightage

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5.2.6 Forklift/Reach truck operator

TASK 1: Pre-use inspection

Sample optimum Time: 4 minutes

1. Walk around inspection for visible defective parts
2. Check of all fluids and engine, belt, fan, air filter condition
3. Functional check of switches, controls, lever, pedals and gauges etc.

Note: Points / percentage will be deducted for the following:

- Major defects missed to notice in walk around inspection 30%
- Not familiar or missed to check or understand the fluid level deficiency 20%
- Missed to do functional test partially 25%
- Or not noticed any deficiency during functional test 25%

TASK 2: Manoeuvre through Narrow path

Sample optimum Time: 6 minutes

1. Candidate start the forklift from the parking and drive to the pallet location
2. Pick up the pallet and travel through the narrow path straight
3. Make u turn from the end and come to initial position
4. Go reverse on the same narrow path
5. Drop the pallet on the designated location and park at parking area.

Note: Points / percentage will be deducted for the following:

- Fail to manoeuvre straight to pallet and fork safely 25%
- Touching or knocking the pole besides the narrow path 25%
- Touching the pole during U turn 25%
- Position and alignment of pallet when return to its location 25%

TASK 3: Negotiate Zig zag corridor

Sample optimum times: 6min

1. Candidate start the forklift and from the parking and drive to the pallet location
2. Pick up the pallet and travel through the zig zag corridor
3. And return through the corridor in reverse direction
4. Return the pallet to its location and back to the parking


Note: Points / percentage will be deducted for the following:

- Fail to manoeuvre straight to pallet and fork safely 25%
- Touching or knocking the pole besides the corridor 25%
- Touching the pole during reverse direction 25%
- Position and alignment of pallet when return to its location 25%

TASK 4: Stacking and Off stacking

Sample optimum times: 4min

1. Start the forklift and from the parking and drive to the pallet location
2. Pick the pallet and drive to the rack or elevated height

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3. Stack the pallet on its location
4. Back to parking location
5. Off stack the pallet and place back to its location
6. Return to parking area

Note: Points / percentage will be deducted for the following:

- Fail to manoeuvre straight to pallet and fork safely 25%
- Touching or knocking the rack or upright 25%
- Position and miss alignment of pallet on rack 25%
- Movement of pallet during forking/ off forking 25%

In all tasks examiner will brief the candidates on their rules and directions and performance requirement and when and how to start and stop

6 EVALUATION OF EXAMINATION

CS Examiner shall evaluate/correct the written/oral examination using the pre-defined answers given in the question bank. Practical examination shall be evaluated based on the evaluation criteria mentioned in 5.2. Thereafter, all the examination records shall be submitted to Engineer Coordinator for proceeding with certificate issuance


7 DECISION MAKING AND CERTIFICATE ISSUANCE

7.1 DECISION ON CERTIFICATION

- 7.1.1 Prior to the issuance of certificates, Engineer Coordinator shall submit all the candidate examination records and other relevant documents to the Decision maker for review and to take a decision on whether the certificate shall be issued to the candidate
- 7.1.2 The decision on certification of candidate shall be made solely by CS on the basis of the information gathered during the certification process. Personnel who make the decision on certification will not have participated in the examination of the candidate
- 7.1.3 Decisions for granting, maintaining, recertifying, extending, reducing, suspending or withdrawing certification shall be done by the CS and shall not be outsourced

7.2 ISSUENCE OF CERTIFICATES

If CS finds that all requirements are in compliance such as application form, complete documentation of pre-requirements and documentation of passed exam(s), decision maker approval, a certificate and a competency card shall be issued. Certificates are printed on Carl Stahl certificate paper and shall be signed by the examiner and certification decision maker.

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All CS certificates shall as a minimum contain the following information;

1. A unique certificate number and Work order number
2. Name of the certified person
3. Photo of the certified individual
4. Machine type that the individual certified to operate
5. The scope of certification, including range of validation and limitations
6. Date of issue and expiry date

All certified persons will receive a photo ID card at no extra cost when they certify for first time and when they complete the requirements of recertification along with the certificates.

Engineer/Examiner coordinator has the overall responsibility of establishing and maintaining a list of valid certificates.

8 CERTIFICATION TIME FRAME

Candidates must pass Written/Oral Exam and a Practical Exam in the category(s) for which they seek certification. Candidates may take their Written/Oral and Practical Exams in any order.


Candidates have one month after they pass their first exam (Written/Oral or Practical) to pass the corresponding Written/Oral or Practical Exam(s) in the same category(s).

If a certified operator subsequently becomes certified in additional Specialties by taking the appropriate written and practical exams, the one-year certification period for the additional Specialties begins at the same time as he/she was originally certified (i.e., all specialties expire on the same date, regardless of when in the one-year certification period the candidate passed them).

9 RECERTIFICATION REQUIREMENTS

Certification is valid for one year. Recertification candidates must complete all recertification requirements prior to their certification's expiration date. This includes:

- Passing the Recertification Written/Oral Examination(s)
- Continuing to meet Occupational Health card requirements
- Have valid driving license from the relevant authority where applicable
- Compliance with Substance Abuse Policy
- Compliance with the Code of Ethics

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Recertification candidates must take both practical and written/oral exams, however, must do so before their certification expires.

Recertification candidates may take their Recertification Written/Oral and practical Examinations up to one month prior to their certification's date of expiration. Regardless of the date of the Recertification Examination, the new one-year certification period begins from the date of expiration of the candidate's initial certification.

Candidates who are not certified in all Specialties may add a new Specialty at the same time as they take their Recertification Examinations by taking the full examination in that Specialty.

10. TRAINING REQUIREMENTS

Candidate who fails in either one or both written/oral or practical examination twice (two times in roll) shall not undertake any further assessment until undertake a relevant training.

Training shall not be less than:

Lifting equipment operator, 3 days-5-7 hours a day.

Rigger Level I, 1 day 5-7 hours a day.

Rigger Level II, 1 day 5-7 hours a day.

Signalman, 1 day 4-6 hours.

The regulatory authority will assess the knowledge and competencies of the operator's onsite randomly to insure the regulation is being followed.

11. SUSPENDING, WITHDRAWAL OR REDUCING THE SCOPE OF CERTIFICATION


If a certified person does not follow the terms of condition for maintaining the certificate, or in any other way misuses his/her certificate, this shall be immediately reported to CS in a written manner and achieved.

Such a report shall as a minimum contain, but not be restricted to the following information:

- Name and address of certified person
- Certificate number
- Employer's name and address
- Reason for and degree of breach

If a certified person is accounted by any govt. authority for violating rules such as the following, the certification status shall be suspended or withdrawn immediately by CS until the same is resolved and written approval from concerned govt. Authority is received. This shall include but not limited to:

1. Period of certification exceeded without renewal
2. Evidence of falsification of any submitted information on any documents
3. Evidence of non-compliance with Substance Abuse Policy
4. Evidence of culpability in an accident during certification period

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5. Evidence of non-compliance with medical requirements required for the Occupational Health Card issuance.

6. Evidence of non-compliance with the Code of Ethics

The defendant shall in a written letter/email be informed about the complaint(s) or non-conformity and, when applicable, the reason for the suspension/withdrawal.

Immediately after the decision of suspension or withdrawal is made, CS shall make sure that the certified person is removed from CS's list of certified persons. In the above mentioned letter, the certified person shall return CS certificate and refrain from promotion of the certification.

Whether the certificate should be suspended or withdrawn depends upon the gravity of the violation/misuse.

In the case of a suspension a time frame shall be established by CS providing the certificate holder with the opportunity to resolve the issues that have led to the suspension. In failure to do this in the given time frame the certificate will be revoked.

12. CODE OF ETHICS FOR CERTIFIED LIFTING EQUIPMENT OPERATORS, RIGGERS, RIGGER LEVEL IIS AND SIGNALMAN


Certified lifting equipment operators, riggers, Rigger Level IIs and signalman must comply with Code of Ethics during their certification, as set below:

1. Free of bias with regard to religion, ethnicity, gender, age, national origin, and disability
2. So as to place the safety and welfare of workers associated with the lifting operation above all other considerations
3. So as to protect nearby general public property and the environment
4. Make management aware if he have safety concerns relating to the lifting operations that he is performing
5. Not knowingly violate safety-related regulations, warnings, or instructions set forth by the authority, recognized safety standards, the lifting equipment manufacturer, or relevant department.
6. Not misrepresent or knowingly deceive others concerning the experience or the capabilities of himself or the crane he is operating
7. Not misrepresent or misuse his certification card, both of which are the property; and understand that he must return the card to the issuing authority immediately if required to do so.

13. SUBSTANCE ABUSE POLICY

It is the policy of CS that crane operators shall not use prescribed or over-the-counter substances that would impair their ability to operate cranes safely. This includes illegal drugs, controlled substances (including trace amounts), look-alike drugs, designer drugs, or any other substance that may have an effect on the human body of being a narcotic, depressant, stimulant, or hallucinogen.

An exception to this rule is that an operator may use such a substance or drug if it is prescribed by a licensed medical practitioner who is familiar with the operator's medical

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history and all assigned duties, and who has advised the operator the prescribed substance will not adversely affect the operator's ability to operate a crane safely.

14. CANDIDATE ID AND SIGNATURE

Prior to beginning of examination, the examiner must ask the candidate(s) for a photo identification such as a labour card and collect his signature

15. CERTIFICATION CARDS

Certified operators, Rigger Level IIs, rigger and signalman will receive a photo ID card at no extra cost when they certify for first time and when they complete the requirements of recertification.

They shall keep their original card with them all the time for review and checking from the relevant authorities during inspection.

16. IMPARTIALITY AND INDEPENDANCE

CS ensures Impartiality and Independence throughout its process. A documented Procedure CB-QP-1 is in place for the management of impartiality, which is available without request in our website www.carlstahl.ae

During the External recertification assessment (e.g.: EIAC), CS shall ensure to assess more than one candidate in all applicable assessment scopes

17. COMPAINTS AND APPEALS HANDLING PROCESS

Registrations and treatment of complaints and/or appeals shall be managed according to CS Procedure CB-QP-2, which is available without request in our website www.carlstahl.ae These are owned and managed by the Decision Maker and are reviewed by scheme committee as part of their impartiality review.

18. REFERENCES:

1. **BS EN ISO/IEC 17024:2012:** Conformity assessment – General requirements for bodies operating certification of persons
2. **EIAC-RQ-CB-006:** Accreditation requirements of Certification bodies of certification of persons
3. **PHSD Scheme outline document:** DAC email dated 29-10-2012
4. **CS-QM3:** Carl Stahl Quality Manual for certification of persons