

Title: Procedure for Registration / Renewal of 3rd party scaffold training providers

1.0 Purpose

The purpose of this procedure is to describe and outline the method, how the consultants / agencies will apply to register / renew for 3rd party scaffold training providers.

2.0 Scope

This procedure will apply to the consultants and agencies involved in the scaffold training to contractor and consultants personnel on all Dubai World Developments.

3.0 Procedure to be followed

- 3.1. Agencies for the New Registration as a 3rd Party Scaffold Training Providers shall be required to complete the Prequalification form (SCF-07a) & submit to EHS.
- 3.2. EHS-CS will review the form and give preliminary approval. The agency will be requested to submit the necessary documents as mentioned under point no 3.9 along with the initial payment of AED 5000/- (Five Thousand Only) as evaluation fees (Evaluation fees will be non-refundable).
- 3.3. Meetings and premises visit will be done while evaluating the parties. Scaffold trainings to be prepared and provided for two categories A). Scaffold Competent Person (5 Days Training) and B). Scaffold Erector (3 Days Training).
- 3.4. On the basis of various requirements EHS will communicate the approval or rejection wide a letter. The procedure of approval will be completed within 8 weeks of submission of application.
- 3.5. On successful approval agency will pay AED 10,000/- (Ten Thousand only) as a Registration fees & will submit the scanned copy of fee receipt to ehs.construction@trakhees.ae.
- 3.6. Certificate will be issued to the approved 3rd party Scaffold Training Provider agency and their name will be included in the list displayed on EHS web site.
- 3.7. Failure to perform as per the expectations at Federal/State or DW levels shall result in removal from the list of EHS approved agencies. The decision of EHS for selection / rejection will be final and no claims will be entertained in this matter.
- 3.8. The Certificate will be valid for 1 year. Agency can renew the certificate by submitting the required documents as mentioned under point 3.9 & paying renewal fees of AED 5,000/-.

Flow chart reference no SCF-7b and SCF-07c details the steps to be followed for new registration and renewal.

3.9 Documents to be attached with the application (Refer Point no 3.2)

- 3.9.1 A valid trade license copy – the trade license of the applicant should reflect the activities/services being applied for,
- 3.9.2 CVs of engineers / technical staff – that are relevant to the activities / services being applied for,
- 3.9.3 Evidence of UAE residence (passport & Visa copy) – for the staff that are relevant to the activities/services being applied for,
- 3.9.4 Copies of academic and professional qualifications/certifications - for staff that are relevant to the activities/services being applied for,
- 3.9.5 Quality certification copies,
- 3.9.6 Approval from other authorities,
- 3.9.7 Proven track record summary for major relevant studies/experience
- 3.9.8 Evaluation fees – receipt copy
- 3.9.9 Declaration regarding blacklisting/litigation with any local or international agency – declaration that the company has never been blacklisted or litigated
- 3.9.10 Insurance details
- 3.9.11 Conflict of Interest Clause – a signed declaration stating that the company shall not accept any consultancy works to be conducted for their sister company or any company that is related to their firm in any way or where conflict of interest may exist

3.10 Following minimum topics to be covered in the 3 days & 5 days training.

- 3 days training to be arranged for Scaffold Erectors (1 Day Theory and 2 Day Practical)
- 5 days training to be arranged for Scaffold Competent Supervisors (3 Day Theory and 2 Day Practical)

Topics to be covered for 3 Days Training

1. Applicable regulations in UAE & Dubai (EHS & DM Regulations)
2. Overview of specific legal requirements relating to scaffolding
3. Introduction To Scaffold System,
4. Definitions and terminology used in scaffolding
5. Need and application of various scaffold
6. Capacity of scaffold (Light, Medium & Heavy)
7. Maximum height and Maximum no of levels
8. Tying scaffold with structure
9. Provisions for scaffold over 10 m. height
10. Requirements relating to Risk Assessment

11. Planning for scaffold erection & dismantling
12. Mobile scaffold erection
13. Basing out scaffolds and proper foundations
14. Basic work at height safety principles
15. Ropes. Knots, Hitches etc.
16. Correct use of ladders
17. Working platforms
18. Setting Up and use of Gin Wheel
19. Importance & Use Of PPE
20. Correct use of safety harnesses
21. Hazard identification and explanation of control procedures
22. Emergency - Rescue arrangements and timings
23. Handing Over The Scaffold
24. Completed scaffold checklist
25. Tagging, Notices / Sign boards & Handing over of scaffolds
26. Practical Demonstration (Overview)
27. Inspection of Scaffolding components
28. Practical exercise using the gin wheel to raise and lower materials
29. Material selection and inspection
30. Scaffold inspection practical
31. Theory Examination
32. Practical Examination based on scaffold erection techniques

Topics to be covered for 5 Days Training

Cover all the topics listed above in addition to following;

1. Design of scaffold when height of the scaffold exceeds 10 m.
2. Load Bearing Capacity of soil & use of sole boards
3. Design of Tower Scaffold & Mobile Scaffold.
4. To study & implement the scaffold specifications and drawing
5. Scaffold Tagging system
6. Scaffold checklist & inspection
7. Scaffold erected for special purposes like Marine construction

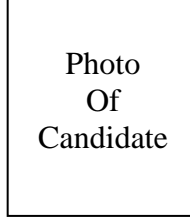
3.11 Scaffold Training Card to be issued by agency

1. Scaffold Competent Person and
2. Scaffold Erector

LOGO

SCAFFOLD COMPETENT PERSON

Name :
Company :
Nationality :
Issue Date :
Expiry Date :
Card No : SCP/___/001/YY
Issued by :



This person is trained & certified as per the EHS scaffold training procedure approved
Ref.No: EHS / CST / ___ / __

4.0 Attachments

- 4.1 Prequalification Form for 3rd Party Scaffold Training Providers (CSF-07a)
- 4.2 Flow Process Chart for Registration of new 3rd Party Scaffold Training Providers (CSF-07b)
- 4.3 Flow Process Chart for Renewal of 3rd Party Scaffold Training Providers (CSF-07c)

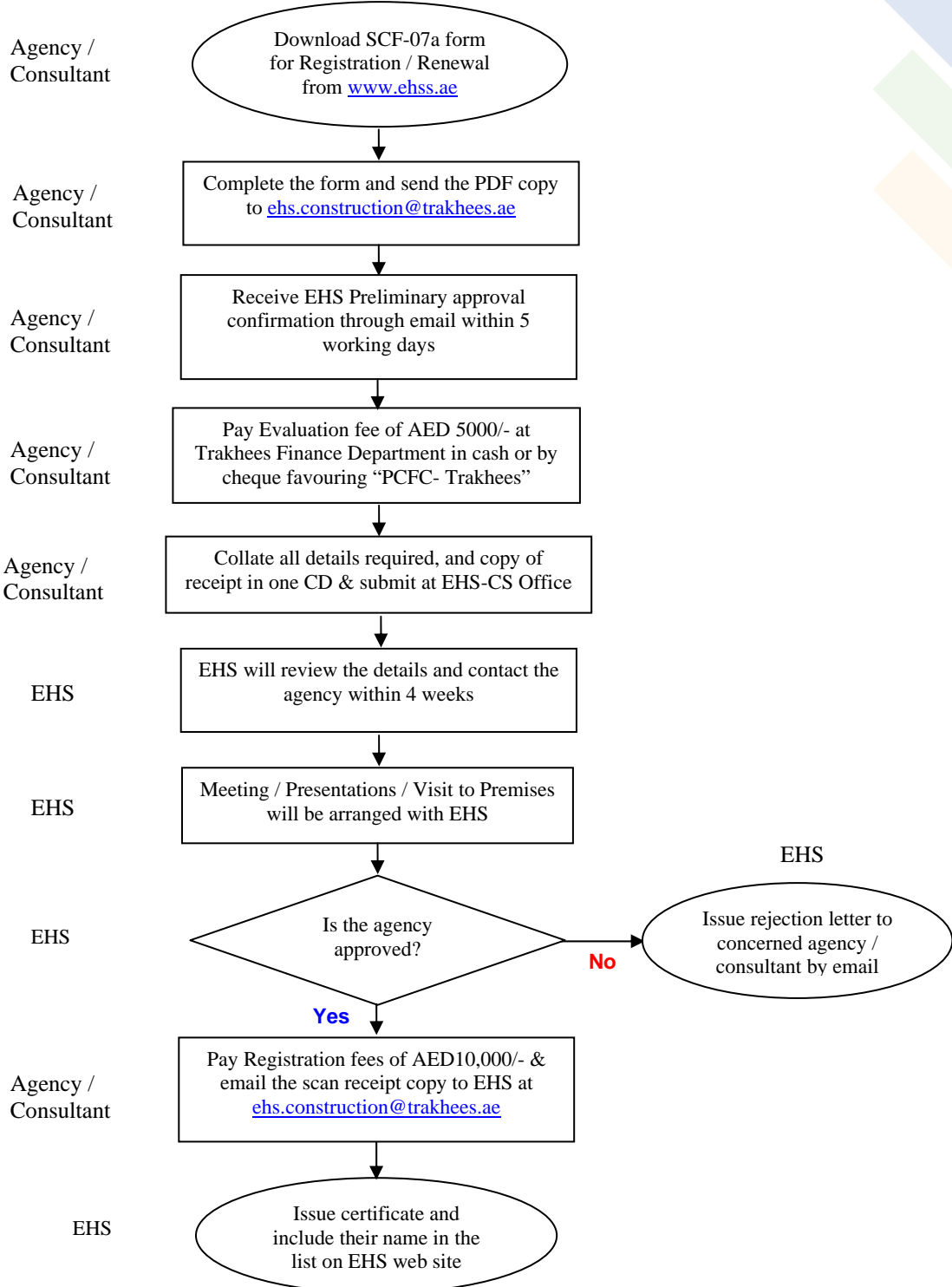
5.0 Applicable Regulations

- 5.1 EHS Construction Safety Regulations (Year 2010)
- 5.2 DM Code of Construction Safety Practices. (Year 2008)

6.0 EHS Contacts

All queries to be addressed to Khalid Khair via email ehs.construction@trakhees.ae
Or Telephone 04 881 2225

PROCEDURE FOR REGISTRATION OF 3RD PARTY SCAFFOLD TRAINING PROVIDERS



Note: EHS will correspond through email

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REVISION: 0

إدارة البيئة والصحة والسلامة

ص.ب. ١٧٠٠٠، دبي، الإمارات العربية المتحدة

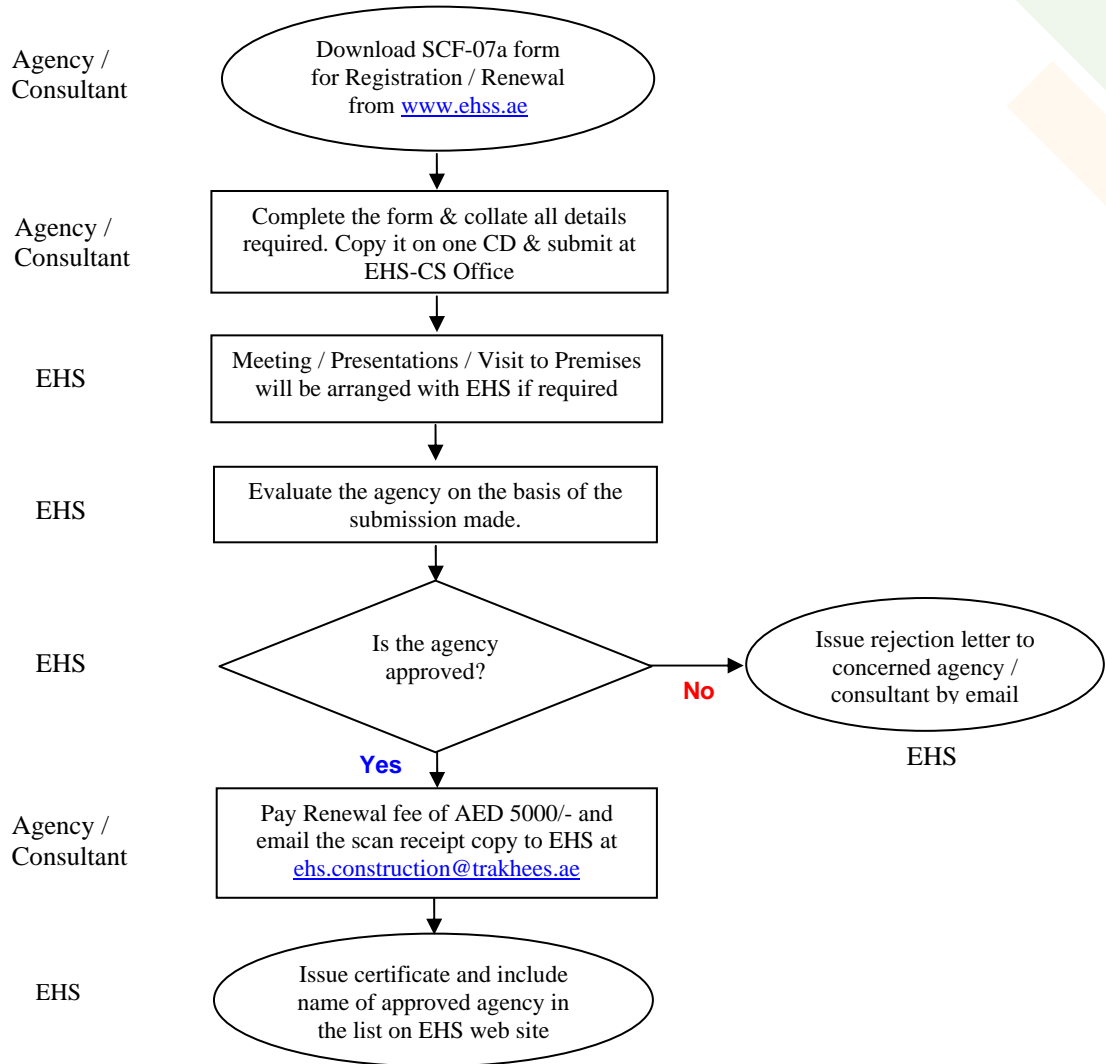
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Note: EHS will correspond through email