

## Title: Procedure for EHS Safety Advisor Registration Scheme (SARS)

### 1.0 Purpose

The purpose of this procedure is to describe and outline the method, how the client working on Dubai World Development construction sites will apply & obtain SARS.

### 2.0 Scope

This procedure will apply to all safety advisors working for contractors and consultants on Dubai World Developments.

### 3.0 Procedure to be followed

3.1 It is mandatory for all safety advisors become registered as per the requirements of PCFC EHS Health & Safety and Fire Regulations & Standards (Third Edition 2006).

3.2 The applicants are required to hold appropriate health and safety qualifications relevant to their job functions and roles. The candidates should have working knowledge of health and safety prior to attending.

3.3 The decision of the Sr. Manager EHS-CS shall be final in deciding on any attendance on a course, examination results or registration on the Safety Advisor Scheme.

3.4 The registration scheme consists of a two day health and safety training course.

3.5 The booking form must be downloaded from EHS website, completed in all respect and submitted to EHS-CS at [ehs.construction@trakhees.ae](mailto:ehs.construction@trakhees.ae). EHS will confirm the exact date and time of the course to be attended by the safety advisor by an approval letter through e mail or fax.

3.6 Fees for the two days course will be AED 2100 and for one day refreshers course will be AED 1100. Fees to be paid in cash / cheque at EHS main office, as per the details mentioned in the approval letter.

3.7 In order to become a registered safety advisor each candidate must successfully pass a written examination at the end of the 2<sup>nd</sup> day of training course. This examination will be in the form of a 40 question multiple choice paper which will be available in English. The pass marks for the examination will be 80% and all candidates who successfully achieve a mark of 80% or above will be entitled to become registered safety advisors. Any candidate scoring below 80% but 65% or above will be entitled to re-sit the written examination again at the next training course. He has to secure min 80% of marks to pass the exam again and become registered safety advisors.

3.8 For candidates who score less than 65% in the first attempt will have to reapply for the SARS course. The candidate appearing for the 2<sup>nd</sup> time must clear the course by achieving 80% or more marks. If he fails, he will be eligible to attend the training course again after a period of 6 months provided they are able to demonstrate steps they have taken to develop professionally.

3.9 All candidates that successfully pass the safety advisor registration written examination will be issued with a registration card. The card will contain a photograph of the candidate and a unique serial number that the safety advisor will retain indefinitely. The registration card remains the property of EHS and must be surrendered upon request. All registered safety advisors are required to carry their registration card with them during work hours as they may be required to present it if requested by EHS or a Dubai World business unit.

3.10 Any safety advisor that loses his registration card must report it immediately to EHS where a replacement will be issued at a cost of AED 100, payable prior to the issue of the card. The registration card will be valid for a period of 2 years after which time all safety advisors will be required to attend a 1 day health and safety refresher course. This update will be provided to all registered safety advisors and will be an attendance based course without a written examination at the end. After attending the 1 day update the safety advisor will be issued with a new registration card which will be valid for a further 2 year period.

3.11 The flow charts provide a step by step guide to ensure that all parties are familiar with the process and can make the necessary applications.

#### 4.0 Attachments

- 4.1 SARS Training Course Booking Form (CSF-02a)
- 4.2 Flow Process Chart for SARS (CSF-02b)

#### 5.0 Applicable Regulations

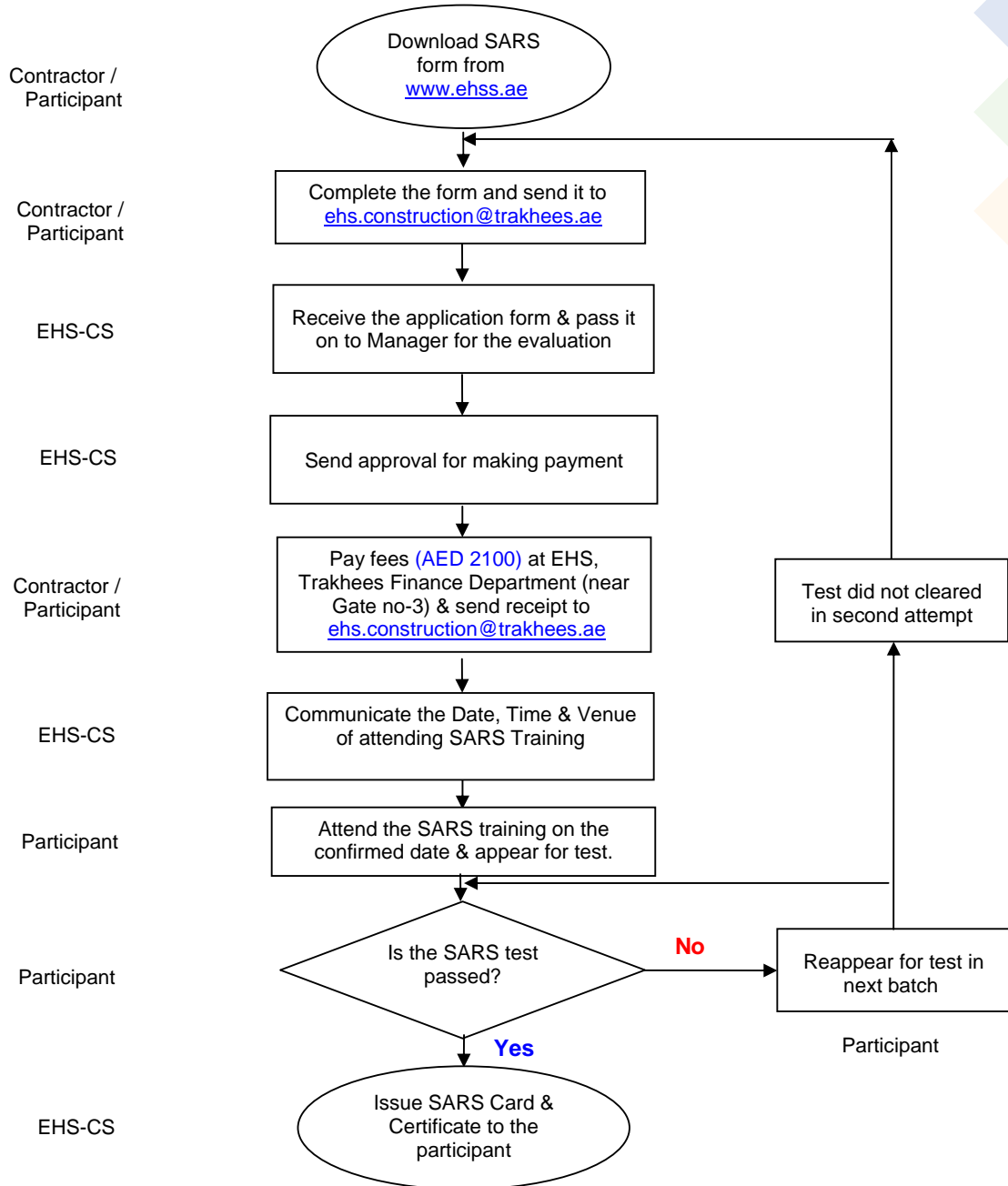
- 5.1 Environmental Control Rules & Regulations
- 5.2 Health, Safety & Fire Protection Regulations & Standards
- 5.3 Food Establishment Guidelines.
- 5.4 Green Building Regulations for Dubai World Developments.
- 5.5 FZ/DM Rules (Where applicable)
- 5.6 EHS Environmental Nuisance Regulations

#### 6.0 EHS Contacts

All queries with regards to SARS to be addressed to Ms. Caroline Teodoro via email or telephone

Telephone 04 881 2225. Email: [ehs.construction@trakhees.ae](mailto:ehs.construction@trakhees.ae)

## PROCEDURE FOR SARS TRAINING



**Note:** SARS card will be valid for two years. 1 day refresher course to be attended for renewal