



شركة أبوظبي للتوزيع
Abu Dhabi Distribution Company

**PROCEDURE
FOR APPROVAL OF AUTHORISED, COMPETENT
& CONTROL PERSONS AND CONTRACTOR'S
COMPETENT & HSE STAFF**

PR.GN.14

Effective Date: 01/05/2009

Procedure No: PR.GN.14

Issue : 2 | Revision : 0

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Approved by:

Managing Director:

**PROCEDURE
FOR APPROVAL OF AUTHORISED, COMPETENT & CONTROL
PERSONS AND CONTRACTOR'S COMPETENT & HSE STAFF**

Prepared by:


HSEQ Department

Date: 20/4/09

Reviewed by:


Management Representative

Date: 20.4.09

Approved by:


Managing Director

Date: 20.4.09



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AMENDMENTS SHEET

ISSUE/ REV. #	PAGE NUMBER	SUBJECT OF THE AMENDMENT	APPROVED BY (MR)	DATE
Issue 2	All	New Issue, as a result of integrating the HSE and Quality Management systems. This procedure replaces the following : HSE Procedure Vol 129, Ch-11, Version-02		



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1 PURPOSE

The purpose of this procedure is to formalize, simplify and organize the system by which ADDC and Contractors can get an approval for the Authorised, Competent and HSE staff to comply with the ADDC System Safety Rules.



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2 SCOPE

The scope of this procedure covers approval for the following category of personnel:

- All the ADDC Authorised, Competent and Control Personnel
- Contractor's Competent personnel
- Contractor's HSE personnel



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3 DEFINITIONS & TERMINOLOGY

3.1 ADWEA, Abu Dhabi Water and Electricity Authority

3.2 ADDC, Abu Dhabi Distribution Organization

3.3 Competent Person (CP)

A person who has sufficient technical knowledge and experience to recognise and avoid Danger and been appointed in writing by an appropriate officer of the Company to carry out defined duties. These may include the operation of Equipment and the receipt and clearance of specified Safety Documents, in accordance with a Competency Certificate

3.4 Authorised Person (AP)

A person who, in addition to having the duties of a Competent Person, has been appointed in writing by an appropriate officer of the Company to carry out defined duties. These may include the operation of Equipment and the preparation, issue, and cancellation of specified Safety Documents, in accordance with an Authorisation Certificate

3.5 Control Person (CN)

A person who has been appointed in writing by an appropriate officer of the Company to be responsible for the operational control and co-ordination of the System and the control and co-ordination of safety activities necessary to achieve Safety from the System, within and across defined boundaries.

For reference, refer to Definition Guidelines GL.GN.01

4 REFERENCES

- ISO 9001 Quality Management Systems Requirements
- ISO 14001 EMS Standard requirements
- BS- OHSAS 18001 requirements
- ADDC System Safety Rules
- ADDC Contractor HSE Guideline
- ADDC HSE Requirement of contractors Volume 19, Chapter 02, Version 0



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5 DOCUMENTS

The following documents are required for commencing the approval process:

5.1 ADDC Staff (New Certificate)

- 5.1.1 Nomination letter addressed to HSEQ Manager signed by the Function Manager.
- 5.1.2 Nomination form (FM.HSQ.125) filled and signed by his direct in-charge defining the scope of the certificate and declarations that the nominated person has been trained on site and technically meets the ADDC requirements.
- 5.1.3 HSE training certificate
- 5.1.4 Personal Photo

5.2 ADDC Staff (Renewal)

- 5.2.1 Renewal letter addressed to HSEQ Dept signed by the Function Manager.
- 5.2.2 Nomination form (FM.HSQ.125) filled and signed by his direct in-charge defining if there is any change in the scope of his certificate.

5.3 Contractor's Competent Person

- 5.3.1 Nomination letter addressed to HSEQ Dept and signed by the concerned Function Manager
- 5.3.2 Nomination form (FM.HSQ.124) approved by Project Consultant and ADDC Project Engineer
- 5.3.3 The Candidate's C.V
- 5.3.4 Qualification certificates
- 5.3.5 Fire Fighting Training certificate
- 5.3.6 First Aid training certificate
- 5.3.7 Passport copy with valid Company Visa
- 5.3.8 Personal Photo

5.4 Contractor's HSE staff

- 5.4.1 Nomination letter Addressed to HSEQ Dept and signed by the concerned Function Manager
- 5.4.2 Nomination form (FM.HSQ.124) approved by Project Consultant and ADDC Project Engineer
- 5.4.3 The candidate's CV with Qualification and Experience Certificates
 - 5.4.3.1 Qualification: BSc Engineering / Engineering Diploma, HSE Qualification
 - 5.4.3.2 Experience: Minimum three years experience in large size organization
- 5.4.4 HSE training certificates (as per the Scope of the Contract)
- 5.4.5 First Aid training certificate
- 5.4.6 Passport copy with valid Company Visa
- 5.4.7 Personal Photo



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6 PROCESS

According to ADDC IMS Policy and ensuring the compliance of ADDC Staff and Contractors working on behalf of ADDC with ADDC's System Safety Rules & IMS, Local and International HSE Standard Procedures- ADDC HSEQ Manager. has established this procedure for the approval of Authorised, Competent and Control personnel of ADDC and Contractor's Competent and HSE staff as follows:

6.1 ADDC Staff approval

6.1.1 New certificate (Attached Process)

- 6.1.1.1 The employee must be qualified and experienced to cover his scope (as defined in the System Safety Rules)
- 6.1.1.2 The employee must be trained on site to be familiar with the System Safety Rules requirements.
- 6.1.1.3 Nominated person's Function Manager should submit the nomination form (Form: FM.HSQ.125) to HSEQ Dept clearly defining the scope of certificate.
- 6.1.1.4 HSEQ Dept to arrange an appointment for written exam and oral interview for the nominated person.
- 6.1.1.5 Nominated Person must have undergone HSE training (conducted by HSE staff)
- 6.1.1.6 Nominated person must undergo written HSE exam (pass mark is 80%)
- 6.1.1.7 Nominated person must undergo Oral HSE interview.
- 6.1.1.8 Those who successfully pass the test will be issued a CARD for a period of Two Years.
- 6.1.1.9 Those who fail to qualify will be given a month's time to study before allowed to re-appear again.
- 6.1.1.10 Those who fail to qualify for two times would be subject to interview by a committee set between HSEQ and the nominated Function.

6.1.2 Renewal Certificate

- 6.1.2.1 Nominated person's Function Manager should submit nomination form (Form: FM.HSQ.125) for renewal, clearly defining if there are any changes in his scope.
- 6.1.2.2 If there are any changes in the scope of the certificate, the nominated person must attend HSE training followed by written and oral test to ensure that he is covering the new scope then follow the closes as 6.1.1.8 to 6.1.1.10
- 6.1.2.3 If there are No changes in his scope, the nominated person will be given refresher HSE training and oral interview then the new certificate issued.



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6.2 Contractors Competent Person

6.2.1 New Certificate

- 6.2.1.1 The contractor should submit the required document as defined in 5.3 above.
- 6.2.1.2 The Document will be evaluated by HSEQ Dept. and the nominated person will be called for HSE Exam and Interview.
- 6.2.1.3 Nominated person must undergo written HSE exam. (Pass mark 80%)
- 6.2.1.4 Those who successfully pass the written exam will be subject to an Oral Interview.
- 6.2.1.5 Competent Certificate will be issued to those who successfully pass the Written and Oral test as per the Scope of the Project (contract) for one year only.
- 6.2.1.6 Those who fail to qualify will be given a month's time to study before being allowed to re-appear again.
- 6.2.1.7 Those who fail to qualify for two times would be rejected.

6.2.2 Renewal Certificates

- 6.2.2.1 The Contractor has to submit the nomination form approved by the Project Consultant and ADDC Project Engineer along with the old certificate.
- 6.2.2.2 The process will be the same as new issue process. (6.2.1)

6.3 Contractor / Consultant HSE staff

6.3.1 New certificate

- 6.3.1.1 The Contractor / Consultant has to submit the documents as defined in 5.4.
- 6.3.1.2 The documents will be evaluated by HSEQ Dept .
- 6.3.1.3 The nominated person MUST fully understand the project HSE Plan and ADDC HSE Requirements and he shall work only for the designated project.
- 6.3.1.4 If the nominated person meets ADDC requirements, then he will be called for HSE Exam and Interview.
- 6.3.1.5 HSE Certificate will be issued to those who successfully pass the Written and Oral test as per the Scope of Project (contract) for one year only.
- 6.3.1.6 Those who fail to qualify will be given a month's time to study before being allowed to re-appear again.
- 6.3.1.7 Those who fail to qualify for two times would be rejected.



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6.3.2 Renewal Certificate

- 6.3.2.1 The Contractor / Consultant should submit the nomination form approved by the Project Consultant along with the old certificate.
- 6.3.2.2 The process will be the same as new issue process. (6.3.1)

6.4 General roles

- 6.4.1.1 Nominated person must be ready for Exam and Interview before the date of exam.
- 6.4.1.2 If the ADDC person failed in 2nd exam, he will not be allowed to reappear for the next three months in order to enable him to commence with field training, approval will be subject to the committee mentioned in 6.1.1.10.
- 6.4.1.3 New staffs who have qualified the HSE Exams will be monitored by a field expert for a period of one month.
- 6.4.1.4 Certificate is subject to be withdrawn, if the person has not fully implemented the HSE requirements / System Safety Rules.
- 6.4.1.5 If it is apparent after the Accident Investigation, that the cause of accident was due to AP/CP/CN persons fault, HSEQ Manager will withdraw the Certificate from him and he will not be reissued with other certificate for 3 months period and if required he MUST go for the process as a new issue certificate.
- 6.4.1.6 All those who qualify will be issued with the applicable CARD, which must be used all the time on site.
- 6.4.1.7 Approval of contractor staff will be after project / contract HSE Plan Approval.



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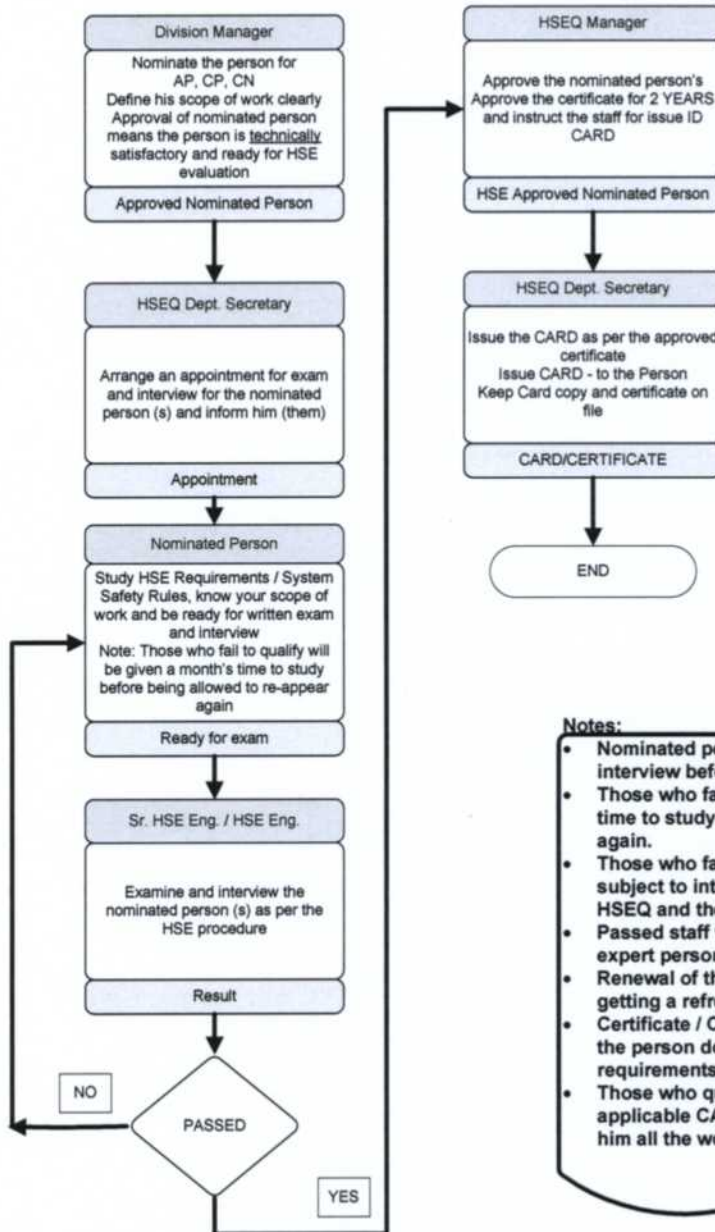
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7 PROCESS FLOWCHARTS

7.1 ADDC Staff Approval Process Flowchart

ADDCC Staff Authorization / Competency Process



Notes:

- Nominated person must be ready for exam and interview before the date of exam
- Those who fail to qualify will be given a month's time to study before being allowed to re-appear again.
- Those who fail to qualify for two times would be subject to interview by committee set between HSEQ and the nominated Division.
- Passed staff will be under monitoring from an expert person on field for one month
- Renewal of the certificate / CARD will be after getting a refresher course and verify the scope.
- Certificate / CARD is subject to be withdrawn if the person does not fully implement the HSE requirements / System Safety Rules..
- Those who qualify will be issued with the applicable CARD which must be available with him all the working time .



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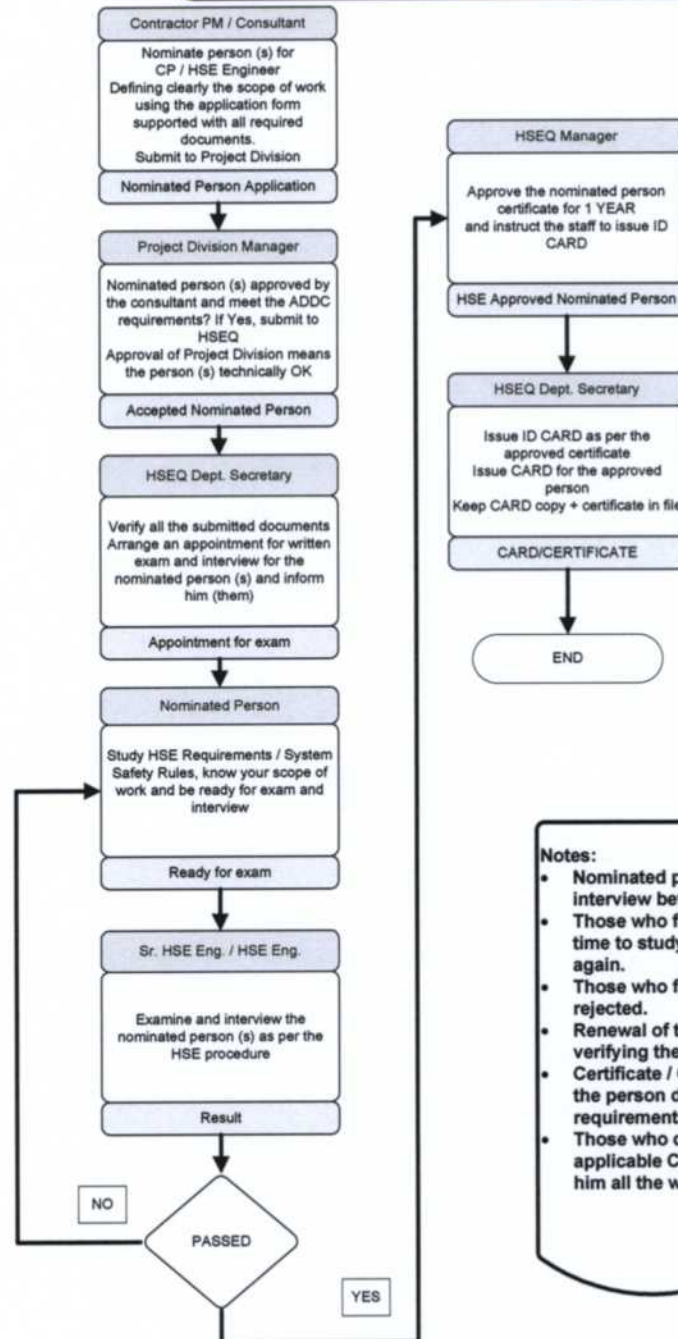
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7.2 Contractor's Competent & HSE staff Approval Process Flowchart

**Contractors Staff Competency / HSE Eng.
Approval Process**



Notes:

- Nominated person must be ready for exam and interview before the date of exam
- Those who fail to qualify will be given a month's time to study before being allowed to re-appear again.
- Those who fail to qualify for two times would be rejected.
- Renewal of the certificate / CARD will be after verifying the scope.
- Certificate / CARD is subject to be withdrawn if the person does not fully implement the HSE requirements / System Safety Rules.
- Those who qualify will be issued with the applicable CARD which must be available with him all the working time .



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8 ATTACHMENT

8.1 Forms

- 8.1.1 ADDC Staff Nomination Form (FM.HSQ.116)
- 8.1.2 CN Certificate (FM.HSQ.127)
- 8.1.3 AP Certificate (FM.HSQ.125)
- 8.1.4 CP Certificate (FM.HSQ.126)
- 8.1.5 Contractor Staff Nomination Form (FM.HSQ.124)
- 8.1.6 Contractor's Staff CP Certificate (FM.HSQ.115)
- 8.1.7 Contractor's HSE Staff Certificate (FM.HSQ.128)
- 8.1.8 Evaluation Form (FM.HSQ.121)
- 8.1.9 Authorization, Competent and Control CARD (sample)

HSE CERTIFICATE

This is to certify that

Mr. XXXXXXXXXXXXXXXXXXXXXXXX

of

M/s XXXXXXXXXXXXXXXXXXXXXXXX

Interviewed on Day. Month .Year for the following contract:

Project:

Contract No:

He has been found satisfactory and hence approved to work
as a

HSE Officer

HSEQ Manager
Abu Dhabi Distribution Company

Cert. No. : SO 000
Date of Issue :
Date of Expiry : Valid for the above mentioned project Contract period.

