



شركة أبوظبي للتوزيع
Abu Dhabi Distribution Co.

e-Competency HSE Online Certification Process

ADDC Contractors
Using Maximo
July 2017

*e*services

Steps To Follow

- Through ADDC web page – www.addc.ae
- When Contractor clicks on the Icon, he will get Maximo HSE Registration Screen.
- First time around, Contractor will not have Username and Password. He will simply click on HSE Registration and follow instruction for registration.
- Subsequently, when Username and Password received, Contractor will log in using his unique Username and Password combination (Contractor will be asked to change his given password upon first log in).



URL For ADDC Home Page

https://www.addc.ae/en-us/residential/pages/home.aspx

File Edit View Favorites Tools Help

Free Hotmail My Yahoo! RealPlayer Suggested Sites Web Slice Gallery Yahoo! Bookmarks Yahoo! Mail Yahoo!

MY HOME MY BUSINESS DOING BUSINESS WITH US OUTAGES AND MAINTENANCE LOG IN SEARCH عربي

Click HERE

Water, power, community and commerce - we keep things flowing.

Tarsheed

Tarsheed is an integrated, long-term program aimed at minimizing wasted water and electricity in all sectors within Abu Dhabi. It's time for us to rethink our consumption habits. For more information, [click here](#).

GET CONNECTED

COMMON QUESTIONS

HELP AND ADVICE

MY ACCOUNT

HOW TO CONNE...

ACTIVATE MY ONLINE ACCOUNT

PAY BILLS

URL For ADDC Home Page

https://www.addc.ae/en-US/distribution/pages/Home.aspx

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Abu Dhabi Distribution Co.

MY HOME MY BUSINESS DOING BUSINESS WITH US OUTAGES AND MAINTENANCE LOG IN SEARCH عربي

Water, power, community and commerce - we keep things flowing.

CLICK HERE

HEALTH & SAFETY

WORKING WITH US

PARTNER LOG IN

Online applications for new connections

Contractors and consultants can access online services here. To apply for new connections log in using your existing username and password.

[LOGIN](#)

CHAT ONLINE CALL CENTRE NUMBER 8002332 FIND A BRANCH

URL For ADDC Home Page

https://www.addc.ae/en-US/distribution/pages/Home.aspx

File Edit View Favorites Tools Help

Free Hotmail My Yahoo! RealPlayer Suggested Sites Web Slice Gallery Yahoo! Bookmarks Yahoo! Mail Yahoo!

MY HOME MY BUSINESS **DOING BUSINESS WITH US** | OUTAGES AND MAINTENANCE | LOG IN | SEARCH

شركة أبوظبي للتوزيع
Abu Dhabi Distribution Co.

Health and safety

Our people, our places, our planet; we take great care of them all. We're committed to achieving international standards for health, safety, environment and quality (HSEQ), in everything we do. [VIEW ALL](#)

CLICK HERE ↓

Policy and awards
Read our safety policy, which outlines our commitment to providing a safe working environment.

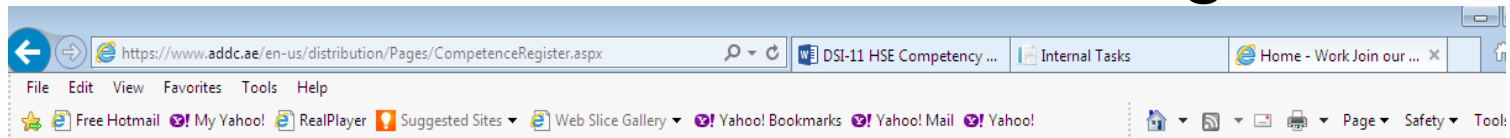
Join our competency programme
Everyone working on our networks must be listed on our HSEQ Competence Register. See our step-by-step guide to joining.

HSEQ documents
All of our HSEQ rules, documents and requirements are here in one place, ready for you to view or download

Read our Safety Golden Rules
Read our list of 15 essential safety practices that everyone working with us needs to know and obey.

WORKING WITH US
HEALTH & SAFETY
PARTNER LOG IN

URL For ADDC Home Page



Authorised Person (AP)	ADDc employees and private network contractors
Senior Authorised Person (SAP)	ADDc employees
Control Person	ADDc employees
HSE Engineer/Officer	Contractors and consultants
Testing and Commissioning Engineer	Contractors and consultants
Cable Joiner	Contractors

To make it easy, we've put the application process online. It uses Maximo 7 and works alongside the training course offered by our HSEQ department. You can start the process by clicking on the button below; please make sure you complete every field or your application won't be processed.

To help you complete your application, you can download a [step-by-step guide](#) to the process and a [list of the documents required](#).

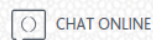
APPLY NOW

THIS TO REGISTER/
APPLY

If you need help or have any questions about the application process, please call us on 02 416 1879 or email hseq@addc.ae (8:00-15:00 Sunday – Thursday).

THIS
DOCUMENTS
NEEDED

THIS GUIDE



CHAT ONLINE



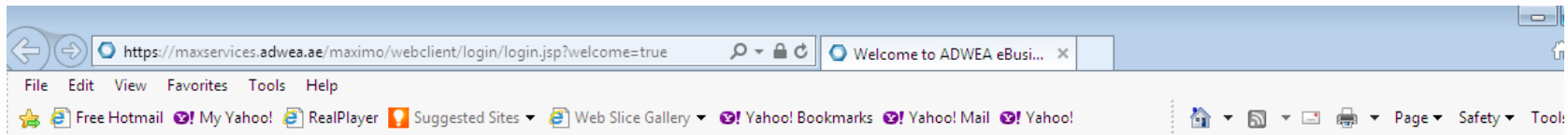
CALL CENTRE NUMBER 8002332



FIND A BRANCH



Maximo HSE Registration Screen



ADWEA - eBusiness

User Name

Password

[Forgot Password](#)



USE USER NAME AND
PASSWORD GIVEN TO
LOG IN AND MAKE YOUR
APPLICATION



FOR NEW REGISTRATION

- Register New Company
- HSE Registration
- Expression of Interest
- Open Tenders
- Technical / Commercial Opening Process



Maximo Request For HSE Registration Screen

Request for HSE Registration (Dev)
Site: ADDC

Exit ? Help

ADWEA Group Organization *	<input type="text"/>
Contractor Name	<input type="text"/>
Contact Person *	<input type="text"/>
Email *	<input type="text"/>
Mobile *	<input type="text"/>
Phone *	<input type="text"/>
Contract No	<input type="text"/>
Password Hint Question *	<input type="text"/>
Answer *	<input type="text"/>

Submit

Exit



شركة أبوظبي للتوزيع
Abu Dhabi Distribution Co.

Enter Company and Contact Details before submitting

Request for HSE Registration (Dev)
Site: ADDC

Exit ? Help

ADWEA Group Organization*	<input type="text" value="ADDC"/>	
Contractor Name*	<input type="text" value="003378"/>	<input type="text" value="INJAZAT DATA SYSTEMS LLC."/>
Contact Person*	<input type="text" value="SAIF CHOWDHURY"/>	
Email*	<input type="text" value="saif.chowdhury@injazat.com"/>	
Mobile*	<input type="text" value="050 6629326"/>	
Phone*	<input type="text" value="02 6943424"/>	
Contract No	<input type="text"/>	<input type="text"/>
Password Hint Question*	<input type="text" value="FIRSTPET"/>	<input type="text" value="Name of first pet"/>
Answer*	<input type="text" value="Lassie"/>	

Submit

Exit

Message after Contractor submits Request For Registration

Request for HSE Registration (Dev) Site: ADDC

Exit ? Help

ADWEA Group Organization*

Contractor Name*

Contact Person*

Email*

Mobile*

Phone*

Contract No

Password Hint Question*

Answer*

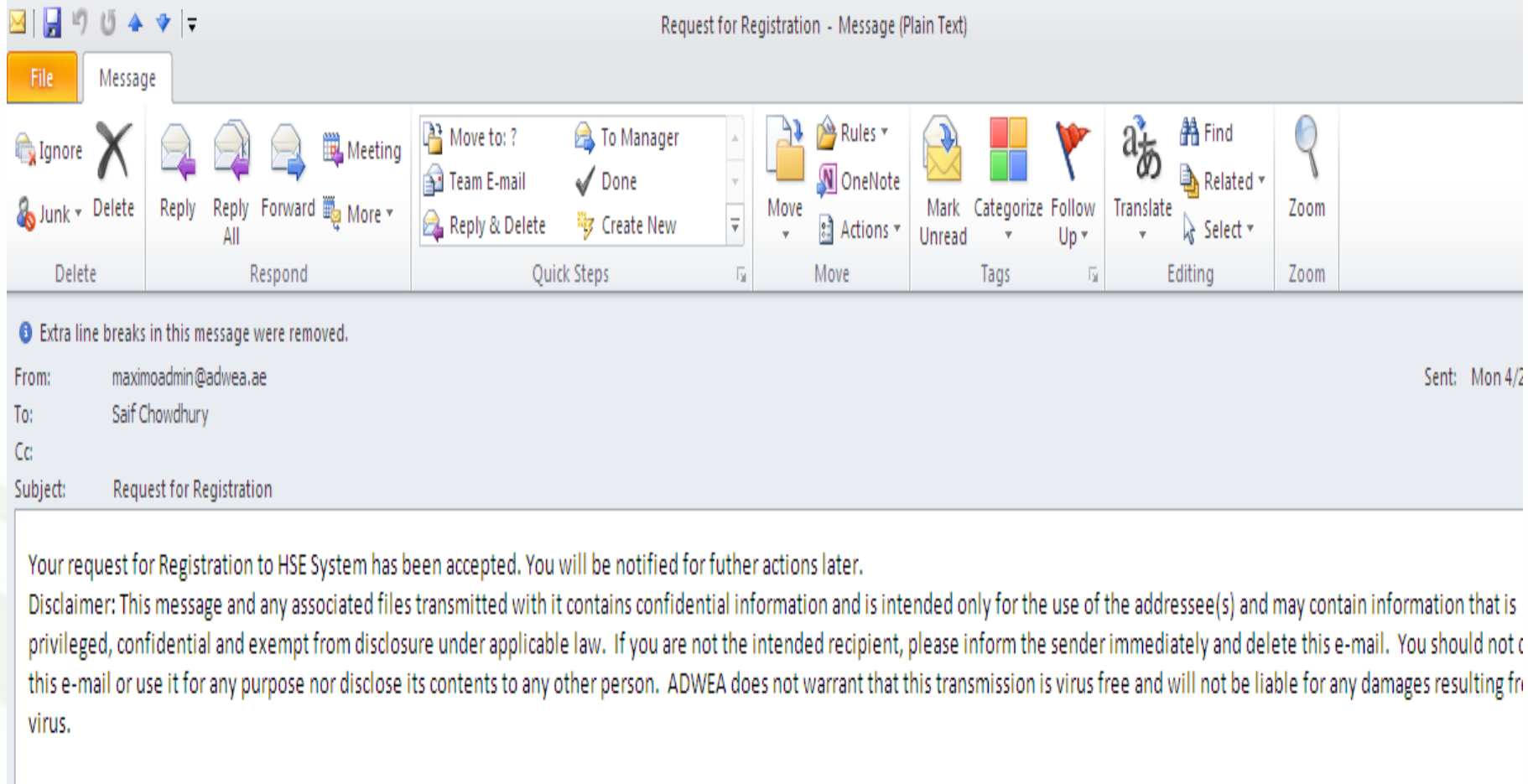
Submit

System Message

BMXAA3831I - Thank you!
Your registration is being processed.
You will be contacted via e-mail if we require more information or when your registration is complete.

OK

Message sent to Contractor.....Request For Registration has been accepted



Request for Registration - Message (Plain Text)

File Message

Ignore X Meeting
Junk Delete Reply Reply All Forward More
Delete Respond

Move to: ? To Manager
Team E-mail Done
Reply & Delete Create New
Quick Steps

Move
Rules OneNote
Actions

Mark Unread Categorize Follow Up
Tags

Translate Select
Editing

Find Related
Zoom

Zoom

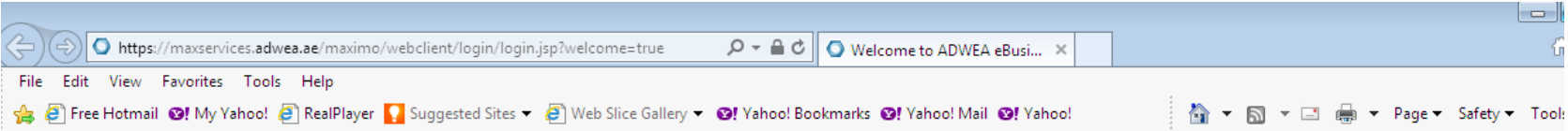
Extra line breaks in this message were removed.

From: maximoadmin@adwea.ae Sent: Mon 4/2
To: Saif Chowdhury
Cc:
Subject: Request for Registration

Your request for Registration to HSE System has been accepted. You will be notified for further actions later.

Disclaimer: This message and any associated files transmitted with it contains confidential information and is intended only for the use of the addressee(s) and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If you are not the intended recipient, please inform the sender immediately and delete this e-mail. You should not disseminate, distribute or use this e-mail or use it for any purpose nor disclose its contents to any other person. ADWEA does not warrant that this transmission is virus free and will not be liable for any damages resulting from the use of this e-mail.

Maximo Log-in Screen



ADWEA - eBusiness

User Name

Password

[Forgot Password](#)



USE USER NAME AND
PASSWORD GIVEN TO
LOG IN AND MAKE YOUR
APPLICATION



FOR NEW REGISTRATION

- Register New Company
- HSE Registration
- Expression of Interest
- Open Tenders
- Technical / Commercial Opening Process



Create Request For Each Candidate

Online Competency Request (Dev) Site: ADDC

Bulletins: (0) Go To Reports Start Center Profile Sign Out Help IBM.

Find: Select Action

List Main HSE Interview

Request Num: D1053 Request Type: NEW Certificate Type: Status: ENTERED Organization: ADDC Attachments

Contract/Contractor Details

Contractor Name	001169 AL MADINA AGENCES & SERVICES	Contractor Email	
Contract No	D-4263 Supply of manpower - Extension of the services of one Elect. for 6months for PND Cont	Contractor Tel	
Contract Duration	6 months	Contractor Fax	
Contract Start Date	22/02/2006	Focal Point Email	
Contract End Date	21/08/2006	Contractor Focal Point	
Project Engineer		Location	
Project Engineer Email		Region	

Candidate Details

Candidate Name		Visa Type		High Voltage(HV)?	<input type="checkbox"/>	Approval Letter of HSE Plan/Risk Assessment?	<input type="checkbox"/>	Colored Personal Photo?	<input type="checkbox"/>
Designation		Visa Expiry Date		Low Voltage (LV)?	<input type="checkbox"/>	First Aid Certificate?	<input type="checkbox"/>	Passport Copy?	<input type="checkbox"/>
Emirates ID		Old Certificate Number		Civil?	<input type="checkbox"/>	Education Certificate?	<input type="checkbox"/>	Visa Copy?	<input type="checkbox"/>
Tel		Certificate Issue Date		Mechanical?	<input type="checkbox"/>	Fire Fighting Training Certificate?	<input type="checkbox"/>	CV?	<input type="checkbox"/>
Mobile		Certificate Expiry Date		LAP Only?	<input type="checkbox"/>	Sub Contract Agreement?	<input type="checkbox"/>		
Email		Safety Experience							
Scope of Certificate									

Attachments

Miscellaneous

Requested By	D4263
Requested Date	
Remarks	

Consultant Details

Consultant Name		Fax	
Email		Tel	
Consultant Approval?	<input type="checkbox"/>		

Route the Request for Processing

Online Competency Request (Dev) - Windows Internet Explorer

http://10.150.10.95:7001/maximo/ui/?event=loadapp&value=hseqocreq&uisessionid=53

File Edit View Favorites Tools Help

Online Competency Request (Dev)

Online Competency Request (Dev)
Site: ADDC

Bulletins: (0) Go To Reports Start Center Profile Sign Out Help IBM.

Find: Select Action

List Main HSE Interview

Request Num: D1053 Request Type: NEW Certificate Type: 03 Cable Joiner Status: ENTERED Organization: ADDC Attachments

Contract/Contractor Details

Contractor Name	001169	AL MADNA AGENCIES & SERVICES	Contractor Email	
Contract No	D-4263	Supply of manpower - Extension of the services of one Elect. for 6months for PWD Cont	Contractor Tel	
Contract Duration	6 months		Contractor Fax	
Contract Start Date	22/02/2006		Focal Point Email	
Contract End Date	21/08/2006		Contractor Focal Point	
Project Engineer			Location	
Project Engineer Email			Region	

Candidate Details

Candidate Name	AMJAD KHAN	Visa Type	RESIDENT	High Voltage(HV)?	<input checked="" type="checkbox"/>	Approval Letter of HSE Plan/Risk Assessment?	<input checked="" type="checkbox"/>	Colored Personal Photo?	<input checked="" type="checkbox"/>
Designation	CABLE JOINER	Visa Expiry Date	31/07/2012	Low Voltage (LV)?	<input checked="" type="checkbox"/>	First Aid Certificate?	<input checked="" type="checkbox"/>	Passport Copy?	<input checked="" type="checkbox"/>
Emirates ID	123456789	Old Certificate Number		Civil?	<input checked="" type="checkbox"/>	Education Certificate?	<input checked="" type="checkbox"/>	Visa Copy?	<input checked="" type="checkbox"/>
Tel	02 7788999	Certificate Issue Date		Mechanical?	<input checked="" type="checkbox"/>	Fire Fighting Training Certificate?	<input checked="" type="checkbox"/>	CV?	<input checked="" type="checkbox"/>
Mobile	050 1122334	Certificate Expiry Date		LAP Only?	<input checked="" type="checkbox"/>	Sub Contract Agreement?	<input checked="" type="checkbox"/>		
Email	xyz@emirates.net.ae	Safety Experience							

Scope of Certificate: Cable Joiner

Attachments

Consultant Details

Consultant Name		Fax		Requested By	D4263
Email		Tel		Requested Date	
Consultant Approval?	<input type="checkbox"/>			Remarks	

Miscellaneous

Requested By: D4263

Requested Date:

Remarks:

Action Buttons: [Home] [Refresh] [Print] [Save] [Route Workflow] [Cancel]

Annotation: Click on Route Workflow icon

Attaching Documents For Each Request

Bulletins: (0) Go To Reports Start Center Profile Sign Out Help IBM

Status ENTERED Organization ADDC Attachments

Contractor Email
Contractor Tel
Contractor Fax
Focal Point Email
Contractor Focal Point
Location
Region

Attachments

Attachments

High Voltage(HV)?	<input checked="" type="checkbox"/>	Approval Letter of HSE Plan/Risk Assessment?	<input checked="" type="checkbox"/>	Colored Personal Photo?	<input checked="" type="checkbox"/>
Low Voltage (LV)?	<input checked="" type="checkbox"/>	First Aid Certificate?	<input checked="" type="checkbox"/>	Passport Copy?	<input checked="" type="checkbox"/>
Civil?	<input checked="" type="checkbox"/>	Education Certificate?	<input checked="" type="checkbox"/>	Visa Copy?	<input checked="" type="checkbox"/>
Mechanical?	<input checked="" type="checkbox"/>	Fire Fighting Training Certificate?	<input checked="" type="checkbox"/>	CV?	<input checked="" type="checkbox"/>
LAP Only?	<input checked="" type="checkbox"/>	Sub Contract Agreement?	<input checked="" type="checkbox"/>		

Abu Dhabi Distribution Co.

Go To “Add New Files” for Attaching Documents

Bulletins: (0) Go To Reports Start Center Profile Sign Out Help IBM

Status ENTERED Organization ADDC View Attachments
Add New File Add New Attachments
Add New Web Page Add from Library

Contractor E
Contractor Tel
Contractor Fax
Focal Point Email
Contractor Focal Point
Location
Region

Attachments

High Voltage(HV)?	<input checked="" type="checkbox"/>	Approval Letter of HSE Plan/Risk Assessment?	<input checked="" type="checkbox"/>	Colored Personal Photo?	<input checked="" type="checkbox"/>
Low Voltage (LV)?	<input checked="" type="checkbox"/>	First Aid Certificate?	<input checked="" type="checkbox"/>	Passport Copy?	<input checked="" type="checkbox"/>
Civil?	<input checked="" type="checkbox"/>	Education Certificate?	<input checked="" type="checkbox"/>	Visa Copy?	<input checked="" type="checkbox"/>
Mechanical?	<input checked="" type="checkbox"/>	Fire Fighting Training Certificate?	<input checked="" type="checkbox"/>	CV?	<input checked="" type="checkbox"/>
LAP Only?	<input checked="" type="checkbox"/>	Sub Contract Agreement?	<input checked="" type="checkbox"/>		

Attaching Documents in Selected Folders

Create a File Attachment

Only files with the following formats can be enabled for printing: .pdf, .xls, .csv, .txt, .doc, .gif, .jpg, .ppt. Clear the check box beside the Print attached document with report if printable type option (Advanced Option) if the file being attached is not in one of these formats.

Select a Folder*

Specify a file

Name the document

Advanced Options

Copy document to the default location set by your administrator (recommended)?

Add document to the document library for others to use?

Print attached document with report if printable type?

Notification sent when Interview Scheduled

Online Competency Request (Dev) Page Tools

the Competency Request (Dev) ADDC Bulletins: (0) Go To Reports Start Center Profile Sign Out Help

Find: Select Action

Main **HSE Interview**

Request ID: D1411 Request Type: NEW Certificate Type: 01 HSE Officer Status: SCHED Organization: ADDC Attachments

Filter > 1 - 1 of 1 Download ?

Interview #	Interview Date/Time	Venue	Contractor Focal Point Email	Candidate Email	Result
1	30/03/2012 4:35 PM	HSE Meeting Room		naveedwasay@yahoo.com	

Interview Details

Interview #	1	Candidate Email	naveedwasay@yahoo.com
Interview Date/Time	30/03/2012 4:35 PM	Project Engineer Email	
Venue	HSE Meeting Room	Contractor Focal Point Email	
Result			

rs Filter > 1 - 5 of 5 Download ?

Interviewer Name	Primary E-mail	Scheduled
DE045185		<input checked="" type="checkbox"/>
DE045465		<input type="checkbox"/>
DE045825		<input type="checkbox"/>
DSAMSALLAM	dummyemail@dummyhost.com	<input type="checkbox"/>
NWASAY	naveed.wasay@adwea.ae	<input type="checkbox"/>

Questions & Answers



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