



مركز الإمارات العالمي للاعتماد

Emirates International Accreditation Center

متطلبات اعتماد جهات منح شهادات المطابقة للأفراد العاملين في مجال معدات الرفع

Accreditation requirements for Certification Bodies of certification of Persons -

Lifting Equipment

EIAC-RQ-CB-006

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1 Scope

- 1.1 This document is applicable to certification bodies which are certifying the persons. At this point of time this document only refers requirement for certification of Lifting Equipment (various type of cranes & forklifts) operators, signal man & riggers. However, this document may be amended any time to include the particular requirements for other professions.
- 1.2 EIAC accepts the certification schemes (criteria) that the certification bodies are using for certifying the persons (crane operators, signal man & riggers). However, accredited CBs are obliged to make their schemes compatible with scheme outline document issued by the Public Health & Safety department of Dubai Municipality and any specific requirements & applicable regulations/laws issued by the Dubai or UAE governmental authorities.
- 1.3 In case certification body is based outside UAE and wants to offer similar certification services in respective country then local regulations/ laws of respective country shall also be applicable.

2 Definitions

The purpose of this section is to define the general and technical terminology that is used throughout this document.

2.1 Certification Body

For the purpose of this accreditation, a certification body is an independent impartial body, governmental or private, possessing the necessary competence and reliability to operate a persons certification system.

2.2 Shall

The term "shall" is used throughout this document to indicate those provisions which, reflecting the requirements of EIAC Criteria is mandatory.



3 General requirements

- 3.1 The Certification Body (CB) applying for accreditation under this program must have a management system in compliance with ISO/IEC 17024.
- 3.2 The CB shall employ suitable and qualified technical and administrative staff.
- 3.3 Before applying for accreditation, the applicant CB must have met the following conditions:
- Operating a certification scheme for at least three months and examined minimum three batches of persons.
 - Shall have carried out minimum one internal audit against the applicable criteria of accreditation and one management review.
 - Conducted at least one review of risks to impartiality/potential conflict of interests, with consultation/participation of balanced interested parties.
- 3.4 The CB shall have clear rules for the fees charged for the certification Services and for the issuance of the Certificate; and the terms of payments for each. Fees charged by the CB shall be for the Certification Services and not for the sake of issuing a Certificate.

4 Requirements for Technical Competence of CB Staff

4.1 Requirements for Examiners

- This shall be ensured that examiner meet the following requirements:
- May have bachelors degree in engineering (preferably mechanical, electrical, industrial, electronics, mechatronics) with minimum 3 years of experience or diploma in the above fields of engineering with minimum 6 years of experience,
- Required working experience shall be in relevant field, such as lifting equipment operation, inspection, operators' examinations etc.
- Degree/diploma qualification may not be required if the examiner has extensive specialized trainings directly related to the lifting equipment operation, inspection, operators' examinations and several years (more than ten years) of working experience in same field.
- Is familiar with the relevant certification scheme,
- Has a thorough knowledge of the relevant examination methods and examination documents,
- Have attended training courses/sessions on how to conduct an examination for the scheme,
- Has appropriate competence in the field to be examined,
- Is free from any interest so that he can make impartial and non-discriminatory judgments (assessments)



4.2 Requirements for Certification Decision Makers

Those who make the certification decision shall not have participated in the examination or training of the candidate. They shall meet the all qualification requirements of an examiner as stated above. In addition to that decision maker shall have a thorough knowledge of the relevant certification scheme.

5 Development and Maintenance of a Certification Scheme

- 5.1 The certification body shall have documented scheme for certification of persons.
- 5.2 EIAC accepts the certification schemes (criteria) that the certification bodies are using for certifying the persons. However, accredited CBs are obliged to make their schemes compatible with scheme outline document issued by the Public Health & Safety department of Dubai Municipality and any specific requirements & applicable regulations/laws issued by the Dubai or UAE governmental authorities.
- 5.3 The CB shall fully document the procedure and protocol for conduct of examinations. The procedure and protocol shall cover the prior arrangements, conduct of examinations and post examination activities.
- 5.4 The CB shall have fully documented procedure and protocol for all types of examinations including written, Oral/verbal and practical.
- 5.5 The CB shall develop and maintain a question bank of questions to be used in examinations.
- 5.6 The question bank shall have as many questions for respective elements of examinations which are sufficient to design examinations for minimum three batches of candidates. This means at least three set of question papers can be designed.
- 5.7 The questions data available In question bank shall be reviewed and up dated at least on six monthly basis. The CB shall have a documented system for such reviews.
- 5.8 The confidentiality and integrity of examinations shall be ensured all times during examinations.
- 5.9 The detailed record of examinations of each candidate shall be maintained.
- 5.10 For written examination the record shall include the question papers/answer sheets and marking with total score.
- 5.11 For oral/verbal examination the record shall include the details of questions asked to candidate with all right and wrong answers and marking with total score.



- 5.12 For practical examination the record shall include the details of actions/moves performed by the candidate with detailed information of all right and wrong actions/moves and marking with total score.
- 5.13 Detailed record of decision making for individual candidate shall be maintained. There shall be a clear certification decision for each candidate.
- 5.14 The certification body shall require that all candidates who are based in UAE must submit the following documents along with duly filled application for certification:
- Passport copy,
 - Valid residence visa copy,
 - Labor card copy,
 - Colored photograph (not older than six months),
 - Proof of training (if relevant),
 - Evidence of working experience.
- Note: Candidates from other countries shall submit valid identification document issued by the relevant governments.*
- 5.15 The examiner shall personally identify the candidate at the time of examination as per submitted documents and photograph.
- 5.16 The examination shall be a combination of oral, written and practical exams. The method of examination shall be in line with approved certification scheme outline document.
- 5.17 The pass criteria shall be in line with approved certification scheme outline document.
- 5.18 After positive certification decision, CB shall issue a certificate for the successful candidate with one year validity.
- 5.19 The CB shall conduct a re-certification yearly.

6 Requirement for Crane operators to Appear in Certification Examination

- 6.1 Mobile crane operators shall have valid driving license issued by relevant governmental authority,
- 6.2 Shall be able to read the load charts,
- 6.3 Shall have minimum one year experience of crane operation.



7 EIAC Accreditation Process for Certification Bodies

- 7.1 After receiving accreditation application and associated documents from applicant CB, EIAC shall conduct application review and document review.
- 7.2 Once CB's documents are found in compliance with standard ISO 17024 and EIAC requirements, EIAC shall conduct on-site initial accreditation assessment.
- 7.3 Note: Before initial accreditation assessment, the CB can request pre assessment. Pre assessment is an optional short duration visit.
- 7.4 On-site initial accreditation assessment include assessment of management system including certification process in CB's office and witness of examinations (written/oral and practical).
- 7.5 After completing assessment, EIAC assessment team shall provide assessment findings to CB.
- 7.6 The CB is required to take corrective actions for assessment findings.
- 7.7 Once EIAC assessment team is satisfied with the corrective actions taken by the CB and it has closed the findings, the lead assessor shall submit the case file of CB for accreditation decision.
- 7.8 Upon positive decision, the accreditation certificate shall be issued by the EIAC.
- 7.9 EIAC shall conduct annual surveillance assessments and a reassessment before the expiry of accreditation certificate.

8 Use of EIAC Accreditation Symbol

The accredited CB is entitled to use EIAC accreditation symbol on the certificates issued under accreditation scope & scheme in line with EIAC-RQ-GNL-002. Before using EIAC accreditation symbol or any reference to EIAC accreditation symbol, the accredited certification bodies are required to take formal approval from EIAC for the use of EIAC accreditation symbol or any reference regarding EIAC accreditation. [Ref: Doc. EIAC-RQ-GNL-002]

9 Obligations of Certification Body

Accredited certification bodies are required to submit quarterly accumulated reports containing certification details under EIAC accreditation scheme(s) and up to date lists of authorized examiners for EIAC accreditation scheme(s) on prescribed formats on 10th January, 10th April, 10th July and 10th October every year.