



## مركز الإمارات العالمي للاعتماد

### Emirates International Accreditation Centre

متطلبات اعتماد جهات منح شهادات المطابقة

مسؤول الصحة والسلامة في مساكن العمل

**Accreditation requirements for Certification Bodies providing certifications to Health and Safety officers working in laborers' accommodations**

*EIAC-RQ-CB-012*

Approved by:	EIAC CEO
Prepared by:	Director, Certification Bodies Accreditation Department

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## 1 Scope

- 1.1 This document is applicable to certification bodies (CBs) providing/intends to provide certifications to the **Health & Safety Officer (HSO)** for laborers' accommodations.
- 1.2 This persons' certification is regulated scheme in Dubai. The scheme is titled as "Certification scheme for Health and Safety Officer in Laborer Accommodations (DM-HSD-GU131-CSLA2). The Health and Safety Department-Dubai Municipality (HSD-DM) is the scheme owner.
- 1.3 The CBs are required to develop their certification programs compatible with the scheme of Health and Safety Department-Dubai Municipality.
- 1.4 In case certification body is based outside Dubai and intends to offer similar certification services in their respective country/emirate, then local regulations/laws of respective country/emirate shall also be applicable.



## 2 Definitions

All definitions given in ISO/IEC 17024 and schemes document Certification scheme for Health and Safety Officer in Laborer Accommodations (DM-HSD-GU131-CSLA2) are applicable.

### 2.1 Certification Body (CB)

For the purpose of this accreditation, certification body (CB) is an organization that has implemented the ISO 17024 standard and EIAC's accreditation requirements and providing certification to Health and Safety Officers (HSO) in Laborer Accommodations. The term awarding body is also used for such organizations in some parts of the world.

### 2.2 Shall

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

### 2.3 Interested Parties

For this certification schemes interested parties include members from relevant governmental authorities, certification bodies, training companies, certified health & safety officers, employers of HSOs, managers of laborers' accommodations, trainers and health and safety consultants etc.

## 3 General requirements

3.1 The certification body applying for accreditation under these schemes must have a management system in compliance with ISO 17024 standard.

3.2 The certification body shall employ suitable and qualified technical and administrative staff.

3.3 The certification body shall have at least one permanently employed qualified examiner and one decision maker for the relevant scheme.

3.4 Before applying for accreditation, the applicant CB must have met the following conditions:

- Operating a certification scheme/similar certification scheme for at least three months and examining minimum three batches of persons.
- Shall have carried out a minimum of one internal audit as per requirements of applicable accreditation criteria and one management review.

3.5 The certification body shall include inputs and viewpoints of relevant Interested Parties while making analysis regarding threats to impartiality of certifications and conflict of interests.



## 4 Requirements for Technical Competence of CB Staff

- 4.1 Requirements for invigilators, examiners and certification decision makers:
  - 4.1.1 This shall be in compliance with HSD-DM scheme requirements.
  - 4.1.2 The certification body shall develop a monitoring plan and periodically monitor the performance of application reviewers, examiners, invigilators, and certification decision makers.

## 5 Maintenance of Certification Program

- 5.1 The certification body shall have documented the certification procedure.
- 5.2 The CB shall develop and maintain a question data bank of questions to be used in examinations as per the HSD-DM scheme requirements.
- 5.3 The confidentiality and integrity of examinations shall be ensured all times during examinations.
- 5.4 The detailed record of examinations of each candidate shall be maintained.
- 5.5 The examination record shall include the examination question papers/answer sheets and marking with total score.
- 5.6 Detailed record of decision making for individual candidates shall be maintained. There shall be a clear certification decision for each candidate.
- 5.7 The examiner shall personally identify the candidate at the time of examination as per submitted legal identification documents (such as Emirates ID Card) and photograph.
- 5.8 The pass criteria shall be in line with the HSD-DM certification schemes.
- 5.9 After a positive certification decision, CB shall issue a certificate for the successful candidate with three (03) years validity as required by the HSD-DM certification schemes. Expiry date shall be mentioned on the certificate.
- 5.10 The CB shall issue the certificate after receiving design and content approval from EIAC.
- 5.11 The CB shall conduct recertification before the expiry of certificate in line with scheme requirements.
- 5.12 Detailed records of re-certification decision making for individual candidates shall be maintained. There shall be a clear re-certification decision for each candidate.
- 5.13 The CB shall maintain a documented system to suspend, cancel/withdraw the certification of those certified persons.



## 6 EIAC Accreditation Process for Certification Bodies

- 6.1 After receiving accreditation application and associated documents from applicant CB, EIAC shall conduct application review and document review.
- 6.2 Once CB's documents are found in compliance with standard ISO 17024 and EIAC requirements, EIAC shall conduct on-site initial accreditation assessment.
- 6.3 Note: Before an initial accreditation assessment, the CB can request pre assessment. Pre assessment is optional.
- 6.4 On-site initial accreditation assessment includes assessment of management system including certification process in CB's office and witness of examinations.
- 6.5 After completing the assessment, EIAC assessment team shall provide assessment results (findings) report to CB.
- 6.6 The CB is required to take corrective actions for assessment findings.
- 6.7 Once EIAC assessment team is satisfied with the corrective actions taken by the CB and it has accepted and closed the findings, the EIAC team leader/lead assessor shall submit the case file of CB for accreditation decision.
- 6.8 Upon a positive decision, the accreditation certificate shall be issued by the EIAC.
- 6.9 EIAC shall conduct annual surveillance assessments and reassessment before the expiry of accreditation certificate.

## 7 Use of EIAC Accreditation Symbol

- 7.1 The accredited CB is allowed to use EIAC accreditation symbol in conjunction with its own logo on the certificates issued under accreditation scope in line with EIAC-RQ-GEN-002.
- 7.2 After getting EIAC accreditation, the accredited CB shall submit the draft certificate design to EIAC and take approval from EIAC.

## 8 Obligations of Certification Body

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