



# DRYDOCKS WORLD DUBAI PERSONS CERTIFICATION SCHEME

## RIGGER I, RIGGER II & SIGNALMAN

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## 1. PURPOSE

The purpose of this document is to provide a standard outline of the requirements and methodologies where DDWD is accredited by Emirates International Accreditation Centre (EIAC) to perform such activity. This scheme is designed to pattern the scheme outline document issued by Dubai Municipality – Public Health & Safety Department (PHSD Scheme)

## 2. SCOPE

The scope of this scheme covers the field of Lifting Equipment Persons Certification for Rigger level 1, Rigger level 2 and Signalman. Any changes in the scope shall require amendment of this scheme.

## 3. REFERENCE

- ISO/IEC 17024:2012 - Conformity assessment – General requirements for bodies operating certification of persons
- EIAC-RQ-CB-006 - Accreditation requirements of Certification bodies of certification of persons
- Dubai Municipality Scheme outline document

## 4. DEFINITIONS

- **DDWD** – Drydocks World Dubai
- **Impartiality** - presence of objectivity
- **EIAC** – Emirates International Accreditation Centre
- **Assessor** – Person appointed by DDWD to administer all written/online, oral and practical examination and scores the examination, where the examination requires professional judgment
- **Decision Maker** – Person appointed by DDWD who has the authority to make decision regarding issuance of certification
- **Rigger I** – a person who has been trained and certified to handle and move loads.
- **Rigger II** – a qualified person who is certified to lead and supervise the lifting activity
- **Signalman** – A person who is tasked to provide signal to the lifting equipment operator or rigger or anyone involved in lifting activity during operation as per standard signals as mentioned in Annex of Dubai municipality PHSD scheme outline document.
- **Assessment** – a process the evaluates the candidate’s competency as he fulfils all the requirement stated in this scheme
- **LEOTF** – Lifting equipment operator task force – is a team formed from both government and private sector individual to set standards for fairly measuring the knowledge and proficiency required for the safe operation of lifting equipment, rigging, and signalling.

## 5. CERTIFICATION PROCESS DEVELOPMENT

### 5.1. Examination Development

Written/Oral Examinations components shall be developed as fair and objective assessments of the essential skills a rigger & signalman can rig and signal safely. Each examination may be developed by the examination body and shall contain a unique combination of questions from the question bank. Questions are selected for examinations based on the content areas and specialties defined later in this document.

### **For Rigger level 1:**

The Certified Rigger Level 1 Written/Online/Oral Examination shall consist of 30 multiple-choice questions.

### **For Rigger level 2:**

The Certified Rigger Level 2 Written/Online/Oral Examination shall consist of 40 multiple-choice questions.

### **For Signalperson:**

The Signalperson Written/Online/Oral Examination shall consist of 30 multiple-choice questions.

Candidates meeting the eligibility requirements may take the Written/Oral and Practical Examinations in any order.

**Practical Examinations** components shall be developed as fair and objective assessments of the essential skills for rigger & signalman to rig and signal safely

## **RIGGER**

The successful completion of a Certified Rigger Level I Practical Examination demonstrates a candidate's basic rigging competency. They can perform simple, repetitive rigging tasks when the load weight, centre of gravity, the rigging, and rigging configuration are provided or known by the rigger through experience or on-the-job training prior to the rigging activities.

**Level I Riggers** should be able to demonstrate or have knowledge of how to:

- Inspect rigging before use
- Identify and attach rigging with basic knowledge of hitch configurations, capacities, and basic knots
- Recognize associated hazards
- Signal operations
- Use various types of rigging equipment and basic hitches and their applications

The successful completion of a Certified Rigger Level II Practical Examination demonstrates a candidate's competency in rigging a load for a level lift and for rotating a load. In addition to knowing and demonstrating Rigger Level I knowledge and skills, they can select rigging components and procedures based on rigging capacity. Unsupervised, **Level II Riggers** can:

- Estimate load weight and centre of gravity
- Identify lift points
- Determine and select rigging based on loading
- Perform pre-use inspection of rigging and lift points
- Understand periodic inspection criteria
- Identify and attach rigging with knowledge of hitch configurations and load angle factors, rigging capacities, and load integrity
- Understand load dynamics and associated hazards.

As applicable, Level II Riggers will also have a working knowledge of hoisting equipment, winches, jacks, industrial rollers, and similar equipment.

## **SIGNALMAN**

The signalman practical examination requires the candidate to demonstrate proficiency in giving both hand signals and voice commands. The practical exam also assesses the candidate's understanding of crane dynamics and crane operations.

## **6. ELIGIBILITY**

- Be at least 18 years of age

- Have valid occupational health card
- Have valid driving license from the RTA for Lifting equipment operator
- Comply with LEOTF Substance Abuse Policy
- Pass Written/Oral Examinations (Core Exam and at least one Specialty Exam) with score not less than 75%
- Pass Practical Examination(s) with score not less than 75%
- Comply with LEOTF Code of Ethics

## 7. EXPERIENCE

Rigger certification examinations are designed for persons who have been trained to handle and move loads. Signalman certification examinations are designed for signalpersons who are trained and who use hand and voice signals in crane operations.

## 8. OCCUPATIONAL HEALTH EVALUATION

Certified riggers and signalpersons must continue to meet occupational health card requirements throughout their certification periods.

## 9. CERTIFICATION TIME FRAMES

Candidates must pass written/online/oral exams for rigger and signalman, including a practical exam in the category for which they seek certification. Candidates may take their written/online/oral exams in any order.

Candidates have one month after they pass their first exam (Written/Online/Oral) to pass the corresponding written/online/oral or practical exams in the same category.

## 10. COMPETENCY CERTIFICATION ISSUANCE

Competency certificate will be issued by DDWD Persons Certification Section and signed by the Assessor and Decision maker.

Certificate will include at least but not limited to the photo of the certified individual, unique identification number for tracking, machine type that the individual certified to operate, issue date and validity in addition to as required by the ISO 17024 standard and specified by EIAC.

## 11. RECERTIFICATION REQUIREMENTS

Certification is valid for one year. Recertification candidates must complete all recertification requirements prior to their certification's expiration date. This includes:

- Passing the Recertification Written/Online/Oral Examination(s)
- Continuing to meet Occupational Health card requirements
- Have valid driving license from the relevant authority where applicable
- Compliance with Substance Abuse Policy
- Compliance with the Code of Ethics

Recertification candidates who must take both practical and written/online/oral exams, however, must do so before their certification expires. Recertification candidates may take their Recertification Written/Oral and practical Examinations up to one month prior to their certification's date of expiration. Regardless of the date of the Recertification Examination, the new one-year certification period begins from the date of expiration of the candidate's initial certification.

## 12. TRAINING REQUIREMENT

Candidate who fails in either one or both written/oral or practical examination twice (two time in roll) shall not undertake any further assessment until undertake a relevant training. Training shall not be less than:

**Rigger Level I**, 1 day 5-7 hours a day.

**Rigger Level II**, 1 day 5-7 hours a day.

**Signalman** – 1 day 4-6 hours

EIAC will assess the knowledge and competencies of the operator's onsite randomly to ensure the regulation is being followed. Any company that violates either the training or the certification requirements will be subjected to legal action.

### **13. CODE OF ETHICS FOR CERTIFIED LIFTING EQUIPMENT OPERATORS, RIGGERS, AND SIGNALMAN**

- Free of bias with regard to religion, ethnicity, gender, age, national origin, and disability
- So as to place the safety and welfare of workers associated with the lifting operation above all other considerations
- So as to protect nearby general public property and the environment
- Make management aware if he has safety concerns relating to the lifting operations that he is performing
- Not knowingly violate safety-related regulations, warnings, or instructions set forth by the authority, recognized safety standards, the lifting equipment manufacturer, or relevant department.
- Not misrepresent or knowingly deceive others concerning the experience or the capabilities of himself or the crane he is operating
- Not misrepresent or misuse his certification card, both of which are the property; and understand that he must return the card to the issuing authority immediately if required to do so.

It is the responsibility of the DDWD Persons Certification Section to have the candidate understand the code of Ethics for Certified Lifting Equipment Operators, Riggers, and Signalman.

### **14. SUBSTANCE ABUSE POLICY**

Candidates who seek certification services from DDWD Persons Certification Section shall be made aware of the company's Alcohol & Substance Abuse Policy (Doc. No. SOP 07).

### **15. DISCIPLINARY POLICY**

The relevant department is responsible for establishing and implementing standards and codes of conduct, such as ethical standards and policies and procedures for disciplinary action. Grounds for revocation (until the issue is resolved and written approval from PSS (Public Safety Section) & EIAC is issued) of certification status shall include, but not be limited to, the following:

- Period of certification exceeded without renewal
- Evidence of falsification of any information on any documents submitted to the department or its agents
- Evidence of non-compliance with Substance Abuse Policy
- Evidence of culpability in an accident during certification period
- Evidence of non-compliance with medical requirements required for the Occupational Health Card Issuance
- Evidence of non-compliance with the Code of Ethics

DDWD Persons Certification Section will suspend or withdraw any certificate it has issued if the above mentioned have been committed.

DDWD Persons Certification Section has established policies and procedures to address alleged violations of the Code of Ethics fairly and consistently. The complaints procedures have been designed to ensure that only valid and actionable complaints are investigated and considered. These procedures also ensure that all parties involved in the complaint have an opportunity to document circumstances warranting the complaint and to respond to the complaint. The department has a two-tier process to ensure that issues regarding the practice and conduct of certified crane operators are fairly and reasonably investigated and determined, and that the public is protected against unprofessional and unethical conduct by certificants.

Complaints against certificants are initially investigated by Public Health and Safety Department. If the complaint is considered actionable, EIAC will be notified accordingly.

## 16. CERTIFICATION CARDS

Certified rigger and signalman shall keep their original card with them all the time for review and checking from the relevant authorities during inspection. Certificates will not substitute or replace the Driving license. Driving License shall be also available for checking. Certification card shall contain the sentence "**This is not a driving license**".

## 17. WRITTEN EXAMS OUTLINE

### RIGGER LEVEL I

The Certified Rigger Level I Written/Oral Examination tests the following knowledge areas relating to rigging, exam shall include 30 multiple-choice questions, below are sample guidelines for developing the exam questions:

#### Area 1: Scope of the Rigging Activity

Approximately 10% of test: 3 Questions

1. Know how to identify the load's travel path
2. Know how to identify load characteristics
  - Know how to verify the load weight
  - Know how to identify the attachment points.
3. Recognize special handling requirements
4. Recognize unsafe rigging practices such as Pinch points, Need for softeners, Load stability, Shock load, Side load, Body positioning, Electrical hazards
5. Know how to identify hazards
6. Know how to communicate hazard identification

#### Area 2: Identify Rigging Components

Approximately 20% of test: 6 Questions

1. Know how to identify slings like Chain, Wire rope, Metal mesh, Synthetic rope, Synthetic web. etc.
2. Know how to identify rigging hardware like Shackles, Adjustable hardware Links, rings, and swivels, Rigging locks, Hooks, Hoists etc. Dollies, skates, and rollers
3. Know how to identify below-the-hook lifting devices
  - Structural (lifting beams)
  - Mechanical lifting devices (including vacuum lifting devices)
  - Close proximity operated lifting magnets
  - Remotely operated lifting magnets
  - Scrap- and material-handling grapples
  - Plate clamps
  - Beam and girder clamps

#### Area 3: Technical Knowledge

Approximately 10% of test: 3 Questions

1. Hitches
2. Understand and apply local regulations for Materials Handling and Storage, Rigging Equipment for Material Handling, etc.
3. Understand and apply signals both hand and voice

#### Area 4: Inspection

Approximately 25% of test: 7-8 Questions

1. Know frequent inspection standards for slings, hooks, overhead hoists, rigging hardware, etc.
2. Know inspection procedures for slings, hooks, and other rigging hardware.
3. Understand the manufacturer recommendations for any of the rigging hardware.

### Area 5: Execution of Rigging Activity

Approximately 35% of test: 10-11 Questions

1. Know how to use slings like chain, wire rope, Metal mesh, Synthetic rope, Synthetic web etc.
2. Know how to select and use rigging hardware like Shackles, Adjustable hardware, Links, rings, and swivels, Rigging blocks etc.
3. Know how to use below-the-hook lifting devices such as Structural (lifting beams), Plate clamps, Beam and girder clamps
4. Know proper use of tag lines and know proper use of basic knots
5. Know post-load movement activities such as know how to secure the load, know how to disconnect the rigging, know how to stow the gear.

## RIGGER LEVEL II

Certified Rigger Level II written/online/oral examination tests the following knowledge areas relating to Rigging. Exam shall include 40 multiple-choice questions, below are sample guidelines for developing the exam questions

### Area 1: Scope of the Rigging Activity

Approximately 15% of test: 6 Questions

1. How to identify the load to be moved
2. How to identify the load's travel path
3. How load is to be positioned
4. How to identify load characteristics such as how to calculate the load weight, know how to determine the centre of gravity, know how to calculate the load dimensions, know how to identify the attachment points etc.
5. Recognize unsafe rigging practices 6. How to communicate hazards

### Area 2: Planning the Rigging Activity

Approximately 25% of test: 10 Questions

1. How to determine rigging equipment requirements
2. Know lifting characteristics of the rigging equipment
3. How to verify that the rigging can be removed
4. Know the responsibilities of the signalperson, equipment operator
5. Understand and apply voice and hand signals.

### Area 3: Selection of Rigging Components

Approximately 35% of test: 14 Questions

1. Know how to select slings such as chain, wire rope, and synthetic web etc.
2. Know how to select rigging hardware such as shackles, links, hoists, wire rope clips, jacks, eyebolt, rigging block etc.
3. Know how to identify below-the-hook lifting devices Structural (lifting beams) such as
  - Mechanical lifting devices (including vacuum lifting devices)
  - Close proximity operated lifting magnets
  - Remotely operated lifting magnets
  - Scrap and material handling grapples
  - Plate clamps
  - Beam/girder clamps

### Area 4: Inspection

Approximately 10% of test: 4 Questions

1. Know the periodic inspection procedures for slings, hooks, overhead hoist, etc.



2. Know periodic inspection procedures for rigging equipment for material handling.

### **Area 5: Execution of Rigging Activity**

Approximately 15% of test: 6 Questions

1. Know how to use slings such as chain, wire rope, synthetic rope etc.
2. Know how to use rigging hardware such as shackles, links, rings, hooks, hoists, eyebolts, and jacks etc.
3. Know how to use below-the-hook lifting devices
  - Structural (lifting beams)
  - Mechanical lifting devices
  - Close proximity operated lifting magnets
  - Remotely operated lifting magnets
  - Scrap and material handling grapples

## **SIGNALMAN**

The Written/Oral Examination for the signalperson certification program tests the following knowledge areas, exam shall consist of 30 multiple-choice questions, below are guidelines for exam development:

### **Area 1: Hand Signals**

Approximately 30% of test: 9 Questions

1. Know the standard method hand signals for mobile cranes, tower cranes, hoist etc.
2. Understand the necessity of moving with the load while remaining visible to operator.
3. Know the importance of providing clear and visible hand signals.
4. Know the importance of keeping constant communication and understanding with the operator.

### **Area 2: Voice Communication**

Approximately 15% of test: 4-5 Questions

1. Know the proper use of the equipment being used, as well as its benefits and limitations.
2. Be aware of communication barriers, i.e., wind, language, interference.
3. Know the importance of ensuring fully charged batteries are used and the communication device is in acceptable working order.
4. Know the importance of keeping continuous communications and understanding with the operator.
5. Know the standard method pertaining to function/direction, speed and/or distance, and function/stop.
6. Understand the importance of operator perspective while swinging.
7. Know what action to take if the operator is not following signals correctly

### **Area 3: Basic Knowledge of Crane Operations**

Approximately 25% of test: 7-8 Questions

1. Know basic crane terminology and definitions.
2. Understand the effect of size, shape, weight, and centre of gravity of load being lifted.
3. Understand boom deflection and how to compensate for it.
4. Know the effect a moving load has on a crane.
5. Understand that boom length, angle, and load weight may affect boom deflection.
6. Know the importance of keeping the hoist line vertical when a load is applied.
7. Understand what causes drift and how to compensate for it.
8. Know the effects of side loading.
9. Know the causes and consequences of two blocking.
10. Know the importance of keeping personnel from the load path.
11. Understand that when applying load to crane that centre of gravity needs to be below the boom tip.

### **Area 4: Situational Awareness (Site-Specific Considerations)**

Approximately 15% of test: 4-5 Questions

1. Know the importance of reviewing lift requirements with site supervision/operator/crew.
2. Know how to identify and avoid hazards and obstacles.
3. Understand the effects of weather conditions.
4. Know how and when to use voice or hand signals.
5. Know emergency procedures.

#### **Area 5: Safety Standards and Regulations**

Approximately 15% of test: 4-5 Questions

1. Know the applicable local regulation/standards, including but not limited to:
  - People under loads
  - Suspended personnel platforms c. Hand signal posting requirements
  - Know electric power line hazards, applicable regulations, and safety practices
2. Know electric power line hazards, applicable regulations, and safety practices

## **18. PRACTICAL EXAMINATION OUTLINE**

### **ELIGIBILITY**

Candidates must pass a Practical Exam to be certified. Candidates may take their Written/Oral and Practical Exams in either order.

### **PRACTICAL SCORING**

The Assessor's task is primarily to record the performance of the candidate. Scoring criteria must be set by the Assessor. Candidate minimum passing score is 75%.

### **PRACTICAL EXAMINATION OUTLINES**

Below are samples for the practical tests

**Note that the markings will be made on the practical exam sheet.**

### **RIGGER LEVEL I**

The following is sample outline of the practical testing procedure for Rigger Level I certification.

#### **TASKS:**

The Rigger Level I Practical Exam consists of four tasks:

#### **Task 1: Pre-Use Rigging Inspection**

Candidate will inspect minimum 5 nos. of rigging slings and hardware located in front of the candidate. Select those items that meet removal from service criteria.

#### **Task 2: Rigging Hitches**

Candidate must demonstrate at least six different hitches

- Vertical
- Basket
- Choker
- Two leg vertical
- Inverted basket hitch
- Double wrap choker hitch

### Task 3: Rigging Connections

Candidates have to review the available rigging equipment indicating whether or not it is safe for use. Candidates gather and assemble the rigging materials that are required to complete the assigned task. Candidate will then rig and suspend a square aluminium tube as described on the task assignment sheet / or as directed by the Assessor. Candidate must disassemble the rigging assembly before continuing to the next rigging assignment.

The rigging connections task has a time limit of 30 minutes.

### Task 4: Basic Knots

Candidate must demonstrate 5 different knots tying using a rope or ropes of different diameters. Candidates may use the 12cm round PVC pipe and eye bolt as your anchor point. Candidates must demonstrate the following basic knots:

- Square lashing
- Bowline
- Clove hitch
- Reef knot
- Sheet bend

Candidates will be required to complete all phases of the test in sequence. There are no time limits for the Certified Rigger Level I Practical Examination.

In all tasks, Assessor will brief the candidates on their rules and directions and performance requirement and when and how to start and stop.

## RIGGER LEVEL II

The following is sample of the practical testing tasks procedure for Rigger Level II certification.

### TASKS:

The Rigger Level II Practical Exam consists of two tasks:

#### 1. Level Lift

1. At Examiner's indication to start, at which point timing begins, candidates has to select and then apply slings and/or hardware to attachment points of his choice on the rigging frame in order to hoist the load and execute a level lift.
2. He is permitted a maximum of two lifting attempts to achieve a position that is within (20)two degrees of true level.
3. A measurement of greater than two degrees on his final attempt will result in a performance deduction.
4. If the candidate is unsuccessful in his first attempt, he must return to the original starting position before starting a second attempt.
5. He must use at least three, but no more than four sling legs on the rigging frame.
6. Once completed, the rigging set-up shall be evaluated.

#### 2. Rigging Frame Rotation

1. At the Examiner's indication to start, at which point timing begins, candidates has to select and then apply slings and/or hardware to attachment points of his choice on the rigging frame. He must lift the frame clear of the ground and rotate the load 90 degrees under control.
2. He is permitted a maximum of three attempts to rotate the frame to a position that is within (6 o) six degrees of true level. A measurement of greater than six degrees on his final attempt will result in a performance deduction.
3. A rope tied on the frame indicates which side must be in the final "up" position.
4. If he is unsuccessful during any rotation attempt, he must return to the original starting position before attempting the next rotation.
5. If the frame touches the ground during the first or second rotation attempt, he must return to the original starting position before attempting the next rotation.

6. He must initiate this task with a minimum of three slings but no more than four, and tension shall be on at least two pick points at the end of the task.
7. Once completed, the rigging set-up shall be evaluated.

The candidates shall have a maximum time of 30 minutes to complete this task.

The Level Lift task has a time limit of 15 minutes, and the Rigging Frame Rotation task has a time limit of 30 minutes.

## SIGNALPERSON

The following is sample outline of the practical testing procedure, as provided to candidates at the time of testing.

The signalperson Practical Examination consists of 2 scenarios. There is no time limit for this examination. Candidates will typically complete the exam in approximately 15 minutes.

### A typical Practical Examination instruction:

1. There are two types of scenarios to demonstrate proper hand or voice signals:
  - a. **Match Scenario:** In these scenarios, candidate will observe the crane performing certain functions and give the necessary hand or voice signal(s) that match or matches the function.
  - b. **Candidate-Initiated Scenario:** In these scenarios, candidate give the necessary hand or voice signals to initiate and direct lifting equipment movement based on assigned task by the Assessor.
2. All signals must be given in accordance with current standard signals (e.g., the swing signal is: Arm extended, point with finger in direction of swing of boom), see construction code of practice, hand signal.
3. The candidate shall be assessed in maintaining constant communication if they use voice signals.
4. In scenarios where multiple signals are required, candidates must give all signals correctly, Assessors to assess each signal and it's relevant to the move.

For all certification practical examination, examination area shall be for the exam purpose only. Do not integrate the practical exam with any actual ongoing job or task.

## 19. COMBINING CERTIFICATION REQUIREMENTS

**Written/Online/Oral:** Core exam may be administered separately if the candidate would like to take more than one specialty.

**Practical:** Once a practical examination starts for any certification area, it shall be finished prior starting other practical examination in other areas.

Assessors are not allowed to combine the performance requirement of different specialties into one specialty.

### UNSAFE ACT

If at any time during the Pre-Test Period or during the test, candidates commit an unsafe act, Assessors must disqualify candidates from continuing with the test if any of the unsafe acts present include but are not limited to the following:

1. Dropping the overhaul ball or Test Weight (on ground, in barrel, etc.)
2. Two blocking of the crane
3. Uncontrolled or reckless operation
4. Failure to respond to a stop signal
5. Contacting an obstruction with the crane or Test Weight
6. Any action that in the judgment of the Assessor could endanger personnel or equipment at the Test Site

The Assessor has the authority to stop the test at any time for reasons of safety. Assessors are responsible for informing Public Health and Safety Department in that case by either e-mails, letter or fax, record shall be kept. If the candidate is disqualified due to an unsafe act, the case will be reviewed by the relevant authority, and

candidate will be notified with the department decision of the eligibility for rescheduling the Practical Exam or otherwise.

## **CANDIDATE ID AND SIGNATURE**

Prior to beginning the examination, the Assessor must ask a candidate for a photo identification, such as a passport, driver's license, Emirates ID, or company ID.

## **WEATHER CONDITIONS AND EQUIPMENT PROBLEMS**

The Assessor must use an anemometer to check the wind speed and then will record the weather conditions on the score/assessment sheet.

The Assessor has the responsibility to determine if weather conditions or equipment problems are such that a test needs to be suspended. If the test is interrupted due to weather conditions or equipment problems, the procedure for restarting is as follows:

- Candidate will resume the test at the beginning of the task he/she was performing at the time of the interruption, as appropriate.
- If candidate resume the test on a different machine, candidates may start the entire test over from the beginning.
- If the testing is delayed to a different day, the test must be restarted from the beginning.

The Assessor must keep record for candidate performance.

## **EVALUATION OF EXAMINATION**

DDWD Persons Certification Section's Assessor will mark the written/online/oral and practical examination using pre-defined answers available in the question bank.

For practical examination, there will be a checklist mentioning the criteria identified for the specific scope in this scheme.

Based on the total marks for both written/online/oral and practical, the results will be forwarded to the Decision Maker for the final decision.

## **FEES FOR EXAMINATION**

For DDWD candidates, the fees for examination are budgeted by their respective departments. For external clients, the fees are as per approved price list which is controlled by the DDWD Finance team.

## **REQUIREMENTS FOR RECERTIFICATION**

Initially issued certificate is valid for one year. Candidates who wish to apply for certification must meet the requirements prior to their certification's expiration date. The requirements are as follows:

- Previous (current) certificate
- Has passed recertification written/online/oral examination
- Continuing to meet Occupational Health card requirements
- Compliance with Substance Abuse Policy
- Compliance with the Code of Ethics

Recertification candidates must take both practical and written/oral exams, however, must do so before their certification expires.

Recertification candidates may take their Recertification Written/Oral and practical Examinations up to one month prior to their certification's date of expiration.

Regardless of the date of the Recertification Examination, the new one-year certification period begins from the date of expiration of the candidate's initial certification.

Candidates who are not certified in all Specialties may add a new Specialty at the same time as they take their

Recertification Examinations by taking the full examination in that Specialty.

## CONFIDENTIALITY OF INFORMATION

Information supplied by an individual or employer is for the confidential use of DDWD Persons Certification Section and will not be disclosed without the written permission of the individual or employer concerned.

## DECLARATION OF CERTIFIED PERSONS

By signing **Candidate Acknowledgment Form (PC/APF/01)** at the end of this scheme/session, I verify that a medical professional has found me physically qualified to act according and the training mentioned above according to the relevant standard.

I further agree to the following conditions:

- To provide DDWD Persons Certification Section with truthful information necessary for the completion of assessment process and to comply fully with this scheme's requirements.
- To comply with DDWD Persons Certification Section examination policy in maintaining the integrity and security of the examination and be committed to not to release confidential examination materials or participate in fraudulent test-taking practices.
- To inform DDWD Persons Certification Section, without delay, of matters that can affect the capability of the certified person to continue to fulfil the certification requirements.
- Under no circumstances I will use any prohibited materials (e.g., mobile phone, smart watch, written aid, or any tool used for cheating), nor coach others and ask assistance from anybody within the examination room. If caught with this improper behaviour, DDWD Persons Certification Section's Assessor, at his discretion, suspend, disqualify, revoke certification, exclude candidate from future examinations. Assessor may intervene at any time to stop any of the foregoing and inform the DDWD Persons Certification Section's management, candidate's manager/coordinator, and the Advisory Committee.
- Not to use the certification in such a manner as to bring the certification body into disrepute, and not to make any statement regarding the certification which the certification body may consider misleading or unauthorized.
- To discontinue the use of all claims to certification that contains any reference to the certification body or certification upon suspension or withdrawal of certification, and to return any certificates issued by the certification body, and not to use the certificate in a misleading manner.
- In addition, I agree to abide by the conditions of certification and agree to inform the certifier of any changes affecting the status of the certification.
- For the applicant of special needs has opportunity to declare, within reason, a request for accommodation.
- If the candidate's language is not English, the coordinator of Talent Development will provide interpreters.
- Shall not be under the influence of drugs, alcohol or any other substance while carrying out operational activities that shall affect the judgement capability of the operator.
- I confirm during my certification I comply with code of ethics, substance abuse policy, Disciplinary policy as per PHSD and as mentioned in the certification scheme.
- I hereby attest that in the event of suspension of my certification I will refrain from further promotion of the certification while it is suspended.
- I commit to treat all information related to the examination confidential and will not share such information to others.
- I also attest that in the event of withdrawal of my certification, I will refrain from use of all references to a certified status