

	Quality Procedure Emirates Safety Services LLC	Document No.	QP-CB-18
		Revision No.	0
		Issue No.	1
		Date	01-08-2021
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	Name	Designation	Date	Signature
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Approved By	Mr. Mohamed Basheer	Managing Director	01.Aug.2021	

Revision History: -

Rev.	Date	Nature of Changes	Approved By
00	01-Aug-2021	Initial Issue	Managing Director

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1.0 Purpose

This procedure aims to ensure the examination conducted by **Emirates Safety Services LLC** administered properly as per standard protocol.

2.0 Scope

The procedure covers all pre and post examination activities and documents used during the examination **Emirates Safety Services LLC**.

3.0 Responsibility

General Manager, Management Representatives and Technical Manager, Quality Manager are responsible for the implementation of this procedure.

4.0 Description of Activity

Pre-exam Procedure

Examiner/invigilator shall receive a sealed Exam Packet for each candidate. Examination Packets are to remain sealed when given to the candidate and opened by the candidate as instructed by the Invigilator.

4.1. Examination Facility Requirements:

The following are the minimum requirements for the examination facility that will be available for the candidates:

- Provide an enclosed, professional environment that is clean, comfortable, smoke-free and conducive to testing.
- Place the exam delivery workstations in a permanently enclosed area that is separate from the rest of the office space. It should be in a low-traffic area away from any training rooms in use. Also, avoid placing the exam delivery room near an area where people gather.
- Provide adequate lighting and ventilation, along with comfortable seating and work surfaces.

Written/Oral Examination

1. In addition, for examining 5 Participants, the room should be at the size of 5 M X 5 M
2. Seating Arrangement shall be made by the examiner
3. There should be a gap of 1.5 M between each candidate in a row.
4. A gap of 1.5 M shall be kept between rows.
5. Room should be air-conditioned to balance the temperature.
6. It is a closed book exam and mobile phones, Bluetooth, iPad..etc. are not allowed in the examination hall.
7. Only standard calculator is allowed for basic computations

8. Candidates should not leave the examination hall prior to completion of process
9. Examination Hall should be kept closed to avoid external interferences

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4.2. **Student Arrival**

- The student should arrive at the scheduled day and time. A late arrival should not be given additional time to complete the exam and forfeits the time lost.
- Verify the identity of the student through a picture identification. Acceptable ID's include a driver's license, military ID, student ID card, and passport.
- Electronic devices are not allowed in the testing room.
- Personal items and unauthorized materials such as coats, hats, books, backpacks, computers, paper, dictionaries, reference materials, headsets, and calculators should be stored in a secure location away from the student.


4.3. **Late arrivals**

A student who arrives late at an examination but within 30 minutes of the scheduled start time will be given the examination and permitted to complete as much work as possible during the remaining time. A student who arrives more than 30 minutes late for an exam, or misses the exam altogether, may be permitted to take a makeup exam under certain conditions. The student may, of course, choose to complete the exam in the allotted time remaining.

4.4. **Begin the Exam**

- Give the student the exam. Write down the beginning time of exam on the Examination Form (the exam cover sheet).
- Confirm with the student the time allowed for the exam and any authorized materials that may be used. No electronic devices (calculators, desktops/laptops, PDA's, cell phones, pagers, iPods, digital media players, text messaging devices, etc...) or books and notes may be used unless instructed on the exam.
- Review any special instructions.
- The exam should be completed in one sitting. Students are not usually allowed to leave the room, however, if it is necessary to leave, make sure that all exam materials remain in the examination room. All absences from the exam room during the exam should be noted. The student does not get additional time to complete the exam.
- If the student encounters a problem with the exam, have him/her make a note on the exam for the instructor. Do not discuss the exam contents with the student.

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4.5. **During the Exam**

Written Examination:

- Monitor student progress to ensure that he/she is following directions for what can be or cannot be used when taking the exam.
- Announce when there are only 5 minutes left for the exam.
- Monitor student progress to ensure that he/she is following directions.

Practical Examination:


- Necessary PPEs shall be provided as per the site requirements.
- Certified Mobile Crane with adequate rigging gears (Certified) shall be available based on the type and capacity of crane certification required by the customer.
- Lifting Objects or loads (known weights) like Pipes, Concrete blocks should be provided.
- Certified Riggers and helpers shall be available during the assessment.
- Area has to be barricaded and cordoned off.
- Unauthorized personnel shall be kept away from the facility.
- Necessary Permit to Work (PTW) and/or Access Passes shall be provided by the customer.
- Safety Tool Box Talk shall be conducted the customer HSE Representative prior to the assessment.
- Lifting Plan to be provided where applicable.
- Size of the testing area shall be 15 M circumference minimum and it will vary depends on the size of the crane.
- Taglines shall be provided where necessary.

4.6. **The End of the Exam**

- Announce the end of the exam. Tell the student to stop writing.
- Collect the exam and related materials and ensure all tests have been handed in.
- All answer sheets have been handed in with names or other identification indicating whose test paper was whose.
- Do not give the student a copy of the exam or answers.

4.7. **Special accommodations:**



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The candidate must notify any special accommodations should be mentioned in application form. Any requests for special accommodations brought to the faculty member must be referred to the ESS examination committee.

4.8. Post Examination activities

- After collecting and counting all the test sheets must be put in an envelope and sealed.
- The sealed envelope are delivered to the certification manager by examiner or invigilator for final decision making.

4.9. All the sub-contractor will follow this procedure and there performance will be monitored in accordance with this procedure.

5.0 References

ISO 17024:2012, Clause No. 9.3 (9.3.3 – 9.3.5)

6.0 Reference Documents

QP-CB-15-F01 Attendance Form

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