

	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 is to define method and time frame of recertification of certified candidate.

2.0 Scope

The procedure covers all certified candidates from **Emirates Safety Services LLC**.

3.0 Responsibility

General Manager, certification Manager are responsible for the implementation of this procedure.

4.0 Description of Activity

The recertification period depend upon

Requirements	Crane Operator	Riggers	Signalman	Recertification Period
Regulatory requirement.	1 year (DAC Req 14)	1 year (DAC Req 14)	1 year (DAC Req 14)	1 year
Changes to normative document	After 2003 the next ISO 17024 published in 2012 and there is no big change in ISO 17000 for long time so not that much normative changes	After 2003 the next ISO 17024 published in 2012 and there is no big change in ISO 17000 for long time so not that much normative changes	After 2003 the next ISO 17024 published in 2012 and there is no big change in ISO 17000 for long time so not that much normative changes	1 year
Changes in the relevant scheme requirement. The nature and maturity of the industry or field in which the certified person is working.	Will check later after getting accreditation	Will check later after getting accreditation	Will check later after getting accreditation	-
The risk resulting from	Till now no such	Till now no	Till now no	-

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incompetent person.	risk arisen	such risk arisen	such risk arisen	
Ongoing changing in technology	There are changes in technology but not frequent	There are changes in technology but not frequent	There are changes in technology but not frequent	1 year
Requirement of interested parties	Till now no such requirement raised	Till now no such requirement raised	Till now no such requirement raised	-
The frequency and content of surveillance activities, if required by the scheme	No surveillance need for certification we are offering.	No surveillance need for certification we are offering.	No surveillance need for certification we are offering.	-

As per Regularity requirement of DUBAI Accreditation Center the recertification is done yearly. The renewal application shall be presented within the 3 weeks before the date of expiration of the certification with a Ref ID mentioned on previously issued certificate.

After receiving the application for recertification from the candidate the certification committee must check:

- A valid and proved record of experience.
- Physical capability in relation to the competence concerned.
- Structured interviews
- A complete examination (written/oral)
- Onsite practical assessment
- Confirmation on physical capability in relation to the competence concerned.
- Professional development

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Certificates showing successful completion all above requirement must be submitted with the application for Recertification.

To recertify, the candidate must successfully complete a practical recertification examination. If the individual fails to achieve a grade of at least 70 % one retest of the whole recertification examination shall be allowed after at least 7 days.

Certified Professionals who do not become **recertified** are automatically placed in either an Inactive or Retired status. Individuals in either category are not permitted to use their seal to sign plans or otherwise indicate in any way that they are active Certified Professionals. Individuals whose Certified status is Inactive or Retired for a period longer than one (1) year following Active status may apply for recertification provided that, in addition to the standard recertification criteria (outlined above), they take and pass the examination in their respective certification area.

5.0 References

ISO 17024:2012, Clause No. 9.6 (9.6.1– 9.6.5)

6.0 Reference Document

TR-CB-01 Training application form

TR-CB-02 Exam assessment form

TR-CB-03 Attendance form

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