

Application Form Number:
 (Application Number Format: TRG/LEO/2021/001)

Applicant Information

Name of organization:			
Contact Person :			
Contact No:			
Email Id:			
Name of candidate	Date of Birth	ID No.	Contact No.
Authorized Signature: (of the organization)		Name:	

SCOPE OF SAFE & COMPETENT OPERATION ASSESSMENT:

	Scheme	Equipment Type	Tick which equipment assessment required.	Tick which equipment training required.
1.	MS-0050630	Cranes		
2.	MS-0050527	Industrial Lift Trucks		
3.	MS-0050528	Earth Moving Equipment		
4.	MS-0050529	Mobile Elevated Working Platform		
5.	MS-0050530	Rigger, Banksman, Rigging and Lifting Supervisor		
6.	MS-0050531	Offshore or Deck Cranes		
7.	MS-0050532	Flagman		
8.	State additional requirements applicable (QatarEnergy/ Ashghal etc.)			
9.	State applicable clauses under the scheme			

Special needs; if any: _____

NOTES

1. The assessors may need to take photographs at the time of assessment. The photo may be used for the crane operator's photo id certification card.
2. If participants not found competent on assessment, they may apply to be re-assessed. Re-assessment fees are applicable.
3. Training experience shall not be less than 15 to 20 hours for all schemes.

Documentation Check List:

- Valid Qatar ID / valid passport copy with visa page
- 1 recent passport size photograph
- Valid Driver's License (where applicable)
- Training completion certificate for the relevant assessment program
- Valid occupational health card issued by relevant department (if necessary)
- Were you certified earlier (if yes): Previous certification details - Please provide relevant details of training including name of institute and copy of previous certificate.

AGREEMENT**Please read all the terms, conditions and requirements carefully.**

The applicant must comply the following instructions. The instructions and the agreement is prepared considering personnel certification requirements of TUV Rheinland Gulf (CB).

- a) Comply with the relevant provisions of the certification scheme.
- b) To make claims regarding certification only with respect to the scope for which certification has been granted.
- c) Not to use the certification in such a manner as to bring the CB into disrepute, and not to make any statement regarding the certification which the CB considers misleading or unauthorized.
- d) To discontinue the use of all claims to certification that contain any reference to the CB or certification upon suspension or withdrawal of certification, and to return any certificates issued by the CB.
- e) Not to use the certificate in a misleading manner.

SUBSTANCE ABUSE POLICY

Certified personnel shall not use prescribed or over-the-counter substances that would impair their ability to operate lifting equipment safely. This includes illegal drugs, controlled substances (including trace amounts), look-alike drugs, designer drugs, or any other substance that may have an effect on the human body of being a narcotic, depressant, stimulant, or hallucinogen.

An exception to this rule is that an operator may use such a substance or drug if it is prescribed by a licensed medical practitioner who is familiar with the operator's medical history and all assigned duties, and who has advised the operator that the prescribed substance will not adversely affect the operator's ability to operate a lifting equipment safely.

UNSAFE ACT

If at any time during the Pre-Test Period or during the test, candidates commit an unsafe act, examiners 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 lifting equipment or Test Weight
6. Any action that in the judgment of the Examiner could endanger personnel or equipment at the Test Site

The Examiner has the authority to stop the test at any time for reasons of safety.

Confidentiality and Non-Disclosure Agreement

It is understood and agreed that the below identified disclosure of confidential information may provide certain information that is and must be kept confidential. To ensure the protection of such information, and to preserve any confidentiality necessary under patent and/or trade secret laws, it is agreed that,

1. The Confidential information NOT to be disclosed can be described as and includes:

- a) Examination Paper, Examination Questions
- b) Examination instruction and any other information related to examination
- c) Any other information within the certification scope unless it is publicly available

2. The Recipient and the certification body agree not to disclose the confidential information obtained from the disclosure to anyone unless required to do so by law.

3. This Agreement states the agreement between the parties concerning the disclosure of Confidential Information. Any addition or modification to this Agreement must be made in writing and signed by the parties.

4. If any of the provisions of this Agreement are found to be unenforceable, the remainder shall be enforced as fully as possible and the unenforceable provision(s) shall be deemed modified to the limited extent required to permit enforcement of the Agreement as a whole.

WHEREFORE, the parties acknowledge that they have read and understand this Agreement and voluntarily accept the duties and obligations set forth herein.

Rights and obligations of the customer / participants / certified Persons

- The customer / participants should be available for examination and any changes to be notified prior to one week of examination.
- Customer as clients shall appoint a contact person.
- Once the certificate has been issued, the customer / participant shall undertake to immediately inform the certification body in writing of any important changes that may affect the certification condition. E.g. health condition, loss of card.
- Customer / participants can make complaint and or appeal in event of un-satisfactory services provided to the customer.

- Customer / participants has to send back the certificate and other material in case of suspension, withdrawal and scope reduction of certificate.
- Customer / participants should only use certificate and customer identity card for the purpose as intended.
- Certified person must inform the Certification Body, immediately, of matters that can affect the capability of the certified person to continue to fulfill the certification requirements.

Rights and obligations of the certification body

- The certification body shall undertake to treat confidentially all information made available to it concerning the customer / participants and to use this information solely for the agreed purpose. Documents and information made available shall not be forwarded to third parties.
- The customer / participant may release the certification body from its obligation to professional secrecy for specific reasons.
- The certification body shall perform the certification based on the respective procedure and the regulations/standards and shall issue a certificate if the result is positive.
- The certification body shall inform the certificate holder of changes to the certification procedure that affect him directly.
- The certification body shall keep details of certified persons from customers / participants with details of the scope.
- The certification body shall record complaints from the customer / participant concerning the certification procedure. If no agreement is reached between the customer / participant and the certification body, the certification body shall inform the impartiality committee. The customer / participant has the right to refer directly to this committee in the event of complaints concerning the certification body.

Cessation of the right of use

- The right of the customer / participant to use the test mark and bear the certificate shall cease with immediate effect, without requiring notice of termination, if
- The customer / participant does not immediately indicate to the certification body changes to the circumstances of him / her -
 - that are decisive for the certification or any signs of such changes.
 - or the test mark and/or certificate is used in a manner in contravention with the policy.
 - or the results of the re-certification no longer justify maintaining the certificate.
- Disputes arise concerning the test mark in the area of competition law or intellectual property rights.
- Furthermore, certification body have the right to terminate the contract with immediate effect if the customer / participant is legally prohibited from using the test mark. The same shall apply for the certificate.
- The certification body have the right, if the reasons listed occur, to withdraw the certificate or declare it invalid.

Suspending, withdrawing or reducing the scope of certification

Failure to resolve the issues that have resulted in the suspension in the time established by CB will result in withdrawal or reduction of the scope of certification.

In the event of withdrawal of certification, the certified person refrains from the use of all references to be a certified status including advertising.

TUV Rheinland Gulf has established and implemented grounds for revocation of certification status if the following actions are noticed:

- False information given or fabrication document submitted to TÜV Rheinland Gulf
- Any violation of governmental rule or regulation
- Lifting Equipment operators if found hiding any critical information which need to be informed.
- Lifting Equipment operator fail to maintain moral, ethical or professional behavior satisfactory to TUV Rheinland Gulf or any misconduct that affects professional competency or health and safety.
- Period of certification exceeded without renewal.
- Non-compliance with Substance Abuse Policy
- Culpability in an accident during certification period
- Non-compliance with medical requirements required for the Occupational Health Card issuance.

DECLARATION

I/ We hereby declare that the particulars stated in this form are true and correct to the best of my/ our belief and knowledge.

Candidates Name	Signature	Date	Need Accredited Certificate: Yes/No

FOR OFFICE USE ONLY:

Application accepted (*circle anyone*) **Yes** **No**

Name and sign of Application Form Reviewer: _____

Date of application review: _____