

APPLICATION FORM

Job Reference Number: _____

Applicant Information

Company Name & Address		
First Name		
Middle Name		
Last Name		
Date of Birth		
Nationality		
Mobile Number		
E-mail Id (if any)		
Desired scope of certification		
Language of Examination		
Certification	<input type="checkbox"/> Fresh	<input type="checkbox"/> Renewal

Please tick required competency type (s)

<input type="checkbox"/> Mobile Crane	<input type="checkbox"/> Tower Crane	<input type="checkbox"/> Forklift
<input type="checkbox"/> Rigger Level 1	<input type="checkbox"/> Rigger Level 2	<input type="checkbox"/> Banksman / Signalman

Any 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. (No hats, sunglasses).
2. If participants not found competent in one of one than one-assessment sections, they may apply to be re-assessed in that section. Re-assessment fees are applicable.
3. A use of camera, mobile phones with cameras are prohibited at the written exam venue
4. 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:
 1. Lifting equipment operator, 3 days-5-7 hours a day or minimum 15-20 hour of training
 2. Rigger Level I, 1 day 5-7 hours a day.
 3. Rigger Level II, 1 day 5-7 hours a day.
 4. Signalman, 1 day 4-6 hours.

Documentation Check List:

- Valid Emirates ID / valid passport copy with visa page
- 1 recent passport size photograph (not older than 6 months)
- 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 all the terms, conditions, and requirements carefully.

The applicant must comply the following instructions. The instructions and the agreement is prepare considering personnel certification requirements referring to **scheme document (PHSD-DM) from Dubai Municipality, UAE.**

- 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

LEOTF shall not use prescribed or over-the-counter substances that would impair their ability to operate cranes 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 the prescribed substance will not adversely affect the operator's ability to operate a crane 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 crane 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.

Examiners 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.

Confidentiality and Non-Disclosure Agreement

It is understood and agreed to 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 changes 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 must 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 a directory 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 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 TRME FZE 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.

TRME FZE has established and implemented standards and codes of conduct, such as ethical standards and policies and procedures for disciplinary action. Grounds for revocation of certification status shall include, but not be limited to, the following:

- False information given or fabrication document submitted to TÜVR Middle East
- Any violation of governmental rule or regulation
- Crane operators if found hiding any critical information which need to inform
- Crane Operator fail to maintain moral, ethical, or professional behavior satisfactory to TÜVR Middle East 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.
- Non-compliance with the Code of Ethics

DECLARATION

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

Applicant Signature

Date

Name and sign of Application Form Reviewer: _____

Date of application review: _____