

# CERTIFICATION SCHEME APPLICATION

Rev: 03, Date: 17 November 2017

|  |                      |                               |                 |                           |                               |            |                     |                     |
|--|----------------------|-------------------------------|-----------------|---------------------------|-------------------------------|------------|---------------------|---------------------|
| <b>NAME:</b>   | <b>FIRST NAME:</b>   |                               |                 |                           | <b>LAST NAME:</b>             |            |                     |                     |
| <b>NATIONALITY:</b>                                  |                      |                               |                 |                           | <b>GENDER:</b>                | Male       |                     | Female              |
| <b>ADDRESS:</b>                                      |                      |                               |                 |                           |                               |            |                     |                     |
| <b>CONTACT DETAILS</b>                               | <b>PHONE:</b>        |                               |                 |                           | <b>EMAIL ID:</b>              |            |                     |                     |
| <b>DATE OF BIRTH:</b>                                | dd                   | mm                            | yyyy            | <b>EMERGENCY CONTACT:</b> |                               |            |                     |                     |
| <b>BASIC QUALIFICATION:</b>                          |                      |                               |                 |                           |                               |            |                     |                     |
| <b>PROFESSIONAL QUALIFICATION:</b>                   |                      |                               |                 |                           |                               |            |                     |                     |
| <b>PHOTOGRAPHIC IDENTITY PROOF SUBMITTED (COPY):</b> | <b>QATAR ID</b>      |                               | <b>PASSPORT</b> |                           | <b>SPECIAL NEEDS (IF ANY)</b> |            |                     |                     |
| <b>FEES PAYMENT METHOD</b>                           | <b>CASH</b>          |                               | <b>CHEQUE</b>   |                           | <b>CARD</b>                   |            | <b>INVOICE</b>      | <b>CREDIT TERMS</b> |
| <b>BANK DETAILS - PAYABLE TO:</b>                    | <b>ACCOUNT NAME:</b> | ENERTECH QATAR COMPANY WLL    |                 |                           | <b>FEES</b>                   |            | <b>SALES PERSON</b> |                     |
|  | <b>ACCOUNT NO:</b>   | 100167443                     |                 |                           | <b>Application Fees</b>       | QAR. 100/- |                     |                     |
|  | <b>IBAN:</b>         | QA30QISB010892830070100167443 |                 |                           | <b>Certification Fees</b>     | QAR. /-    |                     |                     |
|  | <b>BANK NAME:</b>    | QATAR ISLAMIC BANK            |                 |                           | <b>Total</b>                  | QAR. /-    |                     |                     |

## TERMS & CONDITIONS

1. Application assessment fee of QR. 100/- (non-refundable) must be submitted along with the application.
2. EnerTech Qatar application assessment team will evaluate the application against the prerequisites for the specific certification scheme. If the application approved by EnerTech Qatar then the assessment date will be confirmed with the candidate (schedule date will depend on the next available schedule for particular certification scheme – minimum 6 delegates required for any certification scheme schedule) by the certification coordinator.
3. If selected as candidate, you must pay the full fees for the certification scheme prior to schedule the date for the assessment.
4. EnerTech reserves the right to cancel a schedule, in such case a 3 working days' notice will be given to candidates. Candidates can opt to request a full payment refund or can opt to shift to the next available schedule.
5. Applying for payment refund for certification scheme by the candidate cannot be accepted after scheduling.
6. Following SCETIONS included in this application form for your understanding compliance
  - a. Medical Disclaimer
  - b. Impartiality Declaration, Impartiality policy & norms
  - c. Confidentiality agreement
  - d. Code of conduct

# CERTIFICATION SCHEME APPLICATION

Rev: 03, Date: 17 November 2017

- e. Appeal / complaint procedure  
f. Use of certification status
7. Appeal against the application approval or certification decision shall be submitted by the applicant / candidate to the certification manager and the fees of QAR. 50/- shall be paid to initiate the process. **If the appeal become successful the appeal fees deposited for appeal shall be refunded.**
8. Any complaint shall be submitted to us through [feedback@enertechqatar.com](mailto:feedback@enertechqatar.com).

## CERTIFICATION SCHEME APPLYING FOR

| CERTIFICATION SCHEME NAME               | CERTIFICATION | RECERTIFICATION | (FOR RECERTIFICATION ONLY)    | (FOR ENERTECH USE ONLY) |          |                 |         |
|---|---------------|-----------------|-------------------------------|-------------------------|----------|-----------------|---------|
|   |               |                 | PREVIOUS CERTIFICATION NUMBER | REJECTED                | APPROVED | ASSESSMENT DATE | REMARKS |
| BASIC SCAFFOLDER                        |               |                 |                               |                         |          |                 |         |
| BASIC SCAFFOLDING SUPERVISOR            |               |                 |                               |                         |          |                 |         |
| BASIC SCAFFOLDING INSPECTOR             |               |                 |                               |                         |          |                 |         |
| RIGGER / SLINGER                        |               |                 |                               |                         |          |                 |         |
| LIFTING SUPERVISOR                      |               |                 |                               |                         |          |                 |         |
| APPOINTED PERSON FOR LIFTING OPERATIONS |               |                 |                               |                         |          |                 |         |

## DOCUMENT SUBMISSION CHECKLIST

| DOCUMENT NAME             | YES | NO | N/A | REASON IF NOT SUBMITTED | DOCUMENT NAME                        | YES | NO | N/A | REASON IF NOT SUBMITTED |
|---------------------------|-----|----|-----|-------------------------|--------------------------------------|-----|----|-----|-------------------------|
| APPLICATION FORM          |     |    |     |                         | CERTIFICATION SCHEME ACKNOWLEDGEMENT |     |    |     |                         |
| APPLICANT CV IN CV FORMAT |     |    |     |                         | EXPERIENCE CERTIFICATE               |     |    |     |                         |
| VALID CERTIFICATE COPIES  |     |    |     |                         |                                      |     |    |     |                         |

## MEDICAL DISCLAIMER

| Sl. No. | Description  | Yes | No |
|---------|--|-----|----|
| 1       | Are you currently taking any medication  |     |    |
| 2       | Have you suffered from chest problems / asthma / bronchitis  |     |    |
| 3       | Do you suffer from back / joint / limb problems  |     |    |
| 4       | Dislocated shoulder (specify which side of the shoulder if any)  |     |    |
| 5       | Have you suffered from a blood disorder or cancer  |     |    |
| 6       | Do you have acrophobia (fear of work at height)?   |     |    |
| 7       | Do you suffer from headaches / problems with balance / hearing / eyes  |     |    |
| 8       | Have you had any major surgery in the past 5 years   |     |    |
| 9       | Do you suffer from fits / fainting / blackouts   |     |    |
| 10      | Have you had psychiatric treatment recently  |     |    |
| 11      | Do you suffer from any other medical condition not included above? If the answer to the above question is YES, please specify: |     |    |

## IMPARTIALITY DECLARATION

I ..... (Name of the Applicant) applying for ..... (Certification Scheme Name / Number) fully understands the importance of impartiality in Personnel certification activities. I understand and will comply with the EnerTech Qatar procedure to conduct the assessment for the certification scheme impartially. I will therefore ensure that all my details given below are correct and true to the best of my understandings.

1. Have you obtained any other services from EnerTech Qatar in the past 2 years? If YES please specify the service

.....

2. If the answer to the question above is YES, please specify the name of the personnel from EnerTech Qatar involved in such service.

.....

3. Do you have any of your relative working with Enertech Qatar? If YES please give the name of the personnel  
.....
4. Do you handle any decision making designation in your company with related to the services obtain from Enertech Qatar? If YES, please mention the service name.  
.....
5. Have you worked with Enertech Qatar or contracted with Enertech Qatar or involved with any activities under taken through a sub – contracting services to Enertech Qatar? If YES, please specify the type and duration of service with Enertech Qatar.  
.....
6. Any other relationships which may conflict the interest of personnel certification service provided by Enertech Qatar? Please specify.  
.....  
.....  
.....

**I hereby acknowledge I am fit to attend the assessment as part of the certification scheme requirements.**  
**I assure you that any medical conditions which may affect my performance during the assessment shall be declared to the examiner / invigilator prior to the written or practical assessment.**

| APPLICANT |  | Candidate Number if application approved | Certificate Number if certified |
|-----------|--|--|---------------------------------|
| Signature |  |  |                                 |
| Date      |  |  |                                 |

## IMPARTIALITY POLICY

Enertech Qatar top management committed to ensure the impartiality of the personnel certification activity by complying with the following;

- **Enertech Qatar** Certificates are only issued following a review by an independent authorised and competent member of the management team (who has not been involved in the examination) to ensure that no interest shall predominate.
- Training obtained from **Enertech Qatar** shall never be considered as an advantage for the certification scheme assessment process.
- **Enertech Qatar** shall not offer (and has never offered) training related to personnel certification or any other form of consultancy to applicant, if in case the applicant completed any trainings with Enertech Qatar then instructor who conducted the training shall not be involved in the assessment process of the applicant.
- **Enertech Qatar** does not own or have any interest (financial or otherwise) in any other company that offers personnel certification services.
- **Enertech Qatar** does not have (and will not form) any relationships with companies who offer consultancy or training or other services that can be construed as having an impact on the certification services provided by **Enertech Qatar**. Any proposed relationship between **Enertech Qatar** and any other company will undergo a risk assessment by the Committee for Impartiality prior to that relationship being formalised. Any current relationships with companies, organisations and individuals will be risk assessed on a regular basis to ensure that the relationship does not impact upon the impartiality of the personnel certification process.
- Individuals employed by or otherwise contracted to **Enertech Qatar** are required to document and record their current and past relationships with all companies. Any situation past or present which may present a potential conflict of interest is required by **Enertech Qatar** to be declared. **Enertech Qatar** will use the information to identify any threats to impartiality and will not use that individual in any capacity unless they can demonstrate that there is no conflict of interest.
- **Enertech Qatar** will not allocate a member of staff or sub-contractor to a management system examination where any past relationship has existed. Exceptionally and at the discretion of the Certification Manager or Managing Director an individual or sub-contractor may be allocated to a personnel certification services where a past relationship has existed but there has been no relationship for a minimum of 2 years.
- **Enertech Qatar** does not and will not offer any commission, to any individual or company in respect of referrals of Candidates.
- **Enertech Qatar** will ensure that it is not linked or marketed in any way which links it with the activities of a training related to personnel

certification and will take appropriate action should any such link be identified.

- Examiners / Invigilator, Certification Manager and others involved in the certification process are not and will not be put under any pressure and will not be influenced in any way to come to a particular conclusion regarding the result of an examination.

All personnel involved in the personnel certification activities of Enertech Qatar shall comply with this policy.

## **Enertech Qatar's Impartiality Norms:**

- No outsourcing of Examinations to Training Institutes.
- No Referral Fees to be paid to Training Institutes / individuals.
- Facts based communication to Candidates / Companies.
- Adherence to all Accreditation and other **Enertech Qatar** Policies.
- **Enertech Qatar** shall not allow any of its Examiners and invigilators to market the services and conduct the examinations for the same candidate.
- **Enertech Qatar** shall not allow any of its Examiners / Invigilator to carry out financial transactions with Candidates / Companies.
- **Enertech Qatar** shall not carry-out business with any companies inducing pressures to compromise impartiality.
- **Enertech Qatar** shall not allow any of the Examiners / Invigilator to carry out examinations for the customer at least for 2 years from the date of relinquishment from their services for the candidate.
- **Enertech Qatar** shall not allow any Examiners / Invigilator to compromise on the assessment timing as required as per the accreditation / **Enertech Qatar** norms.
- **Enertech Qatar** shall maintain transparency with regard to all information.
- Utmost care / verification to be carried out for granting the right scope of certification.
- Any unethical practice observed should be notified to the management at the earliest.
- **Enertech Qatar** shall not allow any of its Examiners and invigilators to accept any gifts from applicants / individuals / companies.
- **Enertech Qatar** shall not allow any Examiners / Invigilator to conduct examination for the organization where any of its family members / close relatives are involved at a decision making position.
- Disciplinary actions for non-adhering to impartiality policies shall be taken by the Management in consultation with Impartiality Committee.

## **CONFIDENTIALITY AGREEMENT**

EnerTech Qatar receives information on all applicants / candidates who have applied / registered for certification scheme directly from candidates in application forms and through other means.

This means that the EnerTech Qatar is given, and retains, candidates' personal details (often including photographs of the candidates) together with details relating to candidates' assessment and their registration for and achievement of qualifications. Some of such information is provided by candidates directly to EnerTech Qatar. The information EnerTech Qatar holds on candidates can be made available to them on request to EnerTech Qatar in writing by disclosing their identity and shall be obtained from EnerTech Qatar subject to the approval of Managing Director. Where possible release of such information shall be done in personal (directly collect it from EnerTech Qatar) or by registered post (payment should be made by the requester).

The EnerTech Qatar will retain this information in its management information system, and some information may be held in an online secure database. Information obtained during the certification process, or from sources other than the applicant, candidate or certified person, will not disclose to an unauthorized party without the written consent of the individual (applicant, candidate or certified person), except where the law requires such information to be disclosed. EnerTech Qatar will not disclose other information for any other purposes.

**I fully understands the confidentiality agreement details mentioned above. I will therefore ensure that all my details given are correct and true to the best of my understandings.**

## **CODE OF CONDUCT**

1. Please arrive at the examination room at least ten minutes before the start of examination. Only in **very** exceptional circumstances will you be allowed to enter the examination room after the examination has started. You **must** bring this Examination Entry Confirmation & photographic ID with you.
2. The confirmation must be displayed on the desk throughout the examination. You are required to sign the assessment attendance in the presence of the examiner / invigilator before each unit examination. You may be asked for photographic evidence of identity (same as you have submitted along with the application form). Pens, pencils and a ruler may be brought into the examination room in a clear plastic bag.
3. Personalized answer books will be provided for the written papers. Your name, or any other identification apart from your student number, must not appear anywhere on the answer book. You must check that the student number on your Examination Entry Confirmation is identical to the student number on your answer book. Please notify the invigilator immediately if it is not.
4. You must not use any notes or books during the examination. All such material brought into the examination room must be handed to the invigilator before the examination begins. Infringement of this regulation may result in disqualification.
5. Please write clearly and legibly. The Examiners cannot award marks if they cannot read your writing. You must write in black or blue ink or ballpoint pen. You must not use correcting fluids, pens or tape or highlighter pens.
6. Strict silence must be maintained during the examination, and you must not communicate with, or try to copy from, others. Infringement of this regulation will result in disqualification. Mobile telephones, MP3 players, pagers, equipment producing audible signals and other products with text or internet facilities must be switched off and placed beyond reach. Calculators can be used in the examination and can be either battery or solar powered.  
**Calculators must not:**
  - be designed or adapted to offer language translation;
  - be designed or adapted to offer communication with other machines or the internet;
  - be borrowed from another candidate;
  - have retrievable information stored in them.
7. You will not be allowed to leave the examination room until the expiry of maximum time for the examination from the official start time and will not normally be allowed to return. If you leave early, please do so quietly and hand in both your examination question paper and script to the examiner / invigilator.
8. When the examiner / invigilator announces that the examination is over, you must stop writing immediately. Your script and question paper must be handed to the invigilator at the end of the examination. You must remain seated until all scripts have been collected.
9. All rules & regulations communicated to you through briefing prior to start the examination (written or practical) must be complied with. Any non-compliance to such rules & regulations will result in disqualification.  
Certified persons must comply with regulations, including regulations applicable to nations / regulatory body. Any violations to the aforementioned may lead to suspension or withdrawal of certification.

## **APPEAL / COMPLAINT PROCEDURE**

### **COMPLAINT PROCEDURE**

- If an applicant / candidate/ certified person wishes to appeal against a decision made by an assessor he or she must do so within seven (7) days, by providing a written explanation of the reason for the appeal.
- The examiner / invigilator will then respond in writing to the candidate indicating why the original decision was made.
- If no agreement reached, the candidate may wish to proceed further with the appeal. The candidate then has to write to the Certification Manager stating the grounds for the appeal.
- The Certification Manager may interview the candidate, invigilator, examiner or any other party involved with the assessment process and the evidence from the assessment.
- The certification manager submits the report to the impartiality committee. Impartiality committee makes the final decision regarding the outcome of the assessment decision based on all the evidence for all Certification Scheme.

### **APPEAL PROCEDURE**

- All appeals shall be received by the Certification Manager and details of appeals shall be submitted to impartiality committee within 24 hours and acknowledge the complainant regarding the status of the appeal regularly.
- Impartiality committee shall investigate the appeal made and inform the applicant / candidate / certified person about its plan of action for investigation and action there upon.
- An investigation report (Incident Report) for each individual appeal shall be maintained by the impartiality committee. In case, any further corrective action is required post actions identified and taken based on Incident report – Corrective action procedure is implemented.
- Impartiality committee shall ensure that no discriminatory action is taken against the appellants.
- The candidate / certified person is made aware of the appeals process given below and is available to him on request.

- If a candidate wishes to appeal against a decision made by an assessor he or she must do so within seven (7) days, by providing a written explanation of the reason for the appeal.
- The certification manager will then respond in writing to the candidate indicating why the original decision was made.
- If no agreement reached, the candidate may wish to proceed further with the appeal. The candidate then has to write to the Certification Manager stating the grounds for the appeal.
- The Certification Manager may interview the candidate, invigilator, examiner or any other party involved with the assessment process and the evidence from the assessment.
- The certification manager submits the report to the impartiality committee. Impartiality committee makes the final decision regarding the outcome of the assessment decision based on all the evidence for all Certification Scheme.
- Certification Manager provides the progress report to the appellant till the closure of appeal.
- Certification Manager will sent an official notice to the appellant after the closure of appeal.

### **USE OF CERTIFICATION STATUS**

Enertech Qatar does not provides a certification mark or logo to the certified person. Enertech Qatar is having sole ownership of the use of the certification marks and holds all rights related to use of marks. Any misuse of Enertech Qatar logo will result in suspension or withdrawal of certification status and may lead to legal actions.

- By signing this application form you agree on the following requirements with regard to the certification scheme once you become a certified person (who successfully complete the assessment to obtain certification of the specific scheme):
- As a certified person under the certification scheme, I shall ensure
- not to use Enertech Logo in for any purpose.
- to comply with the relevant provisions of the certification scheme;



- to make claims regarding certification only with respect to the scope for which certification has been granted;
- not to use the certification in such a manner as to bring the Enertech Qatar into disrepute, and not to make any statement regarding the certification
- which the certification body considers misleading or unauthorized;
- not to use the certificate in a misleading manner.
- to comply with the corrective action / preventive action communicated by Enertech Qatar in relation to the certification scheme.
- to discontinue the use of all claims to certification that contain any reference to the Enertech Qatar or certification upon suspension or withdrawal of certification, and to return any certificates issued by the Enertech Qatar;
- to undergo recertification of the certification scheme prior to the expiry of the previous certification.
- The certified person must inform certification body, without delay of matters which can affect the capability of the certified person to continue to fulfill the certification requirements.

Enertech Qatar by means of corrective measures avoid any misuse of its certification mark or logo.

**By signing this application form I hereby confirm that I understand all the requirements of the certification scheme, code of conducts for candidate, code of conduct for certified person, certification scheme process, assessment process & description, rights of an applicant & duties of certified person demonstrated through various documents provided to me as part of this application form. I shall assure that I comply with all the requirements, rules & regulations for the certification process of the certification scheme that I appear for.**

**APPLICANT**

**Signature**

| APPLICATION RECEIVED & VERIFIED BY |  | APPLICATION REVIEWED & APPROVED BY |
|------------------------------------|--|------------------------------------|
| <b>Signature</b>                   |  |                                    |
| <b>Name</b>                        |  |                                    |
| <b>Date</b>                        |  |                                    |