PROCEDURE FOR EHS SAFETY ADVISOR REGISTRATION SCHEME (SARS)

1.0 PURPOSE

The purpose of this procedure is to describe and outline the requirements for Safety Advisors/Officers/Engineers of Contractor/Consultant/Clients/Developers to get registered with EHS-Trakhees under SAFETY ADVISOR REGISTRATION SCHEME (SARS).

2.0 SCOPE

This procedure is applicable to all Safety Advisors/Officers/Engineers of all Contractor/Consultant/Clients/Developers working under the jurisdiction of PCFC Trakhees.

3.0 PROCEDURE

3.1 It shall be mandatory for all Safety Advisors/Officers/Engineers to be registered under SARS as per EHS Trakhees-Construction Safety Regulations.

3.2 The applicants are required to hold appropriate safety qualifications as described in the qualification criteria (item 4.0). The qualified candidates should have knowledge on Occupational Health and Safety requirements relevant to their job functions and roles prior to attending the SARS training.

3.3 EHS-Trakhees reserves the rights to take appropriate decision with respect to attendance, examination results & registration of successful participants as a Safety Advisor. The decision will be communicated to the concerned applicants & shall be binding on them.

3.4 The procedure for SARS registration consists of two options. (I) a two day Health and Safety training for fresh applicants and (II) a one day training for renewal of the existing registered Safety advisors.

3.5 The application form “CSF-02a” must be downloaded from the EHS website only (Link: http://www.ehss.ae/forms/csf-02a, trainingcoursebookingform-sars,rev-1.01.12-new.pdf). The form should be filled in all respects and should be sent in soft form to EHS.Accreditation@trk.pfc.ae, along with the supporting documents. EHS will review the application and send a payment advice to candidates who are eligible for SARS. After payment is done the payment receipt should be sent to the mentioned email address. EHS will then schedule the SARS training program and will inform the candidate one week prior to the training program.

3.6 Fees for the two days training will be AED 2,100/- and for one-day refresher training will be AED 1,100/-.. Fees shall be paid in cash at EHS main office at JAFZA or Trakhees Main office at Dragon Mart, as per the details mentioned in the payment advice.
3.7 In order to be a Trakhees-EHS registered Safety Advisor, each candidate must successfully pass a written examination at the end on the 2nd day of the training. The minimum passing marks for the examination will be 60% and only the successful candidates securing equal to or more than 60% will be registered as Safety Advisors with Trakhees-EHS. Candidate scoring less than 60% but equal to or more than 50% marks will be entitled to re-appear for the written examination with the next training batch. No fees will be charged for reappearing in the exam.

3.8 For candidates who score less than 50% marks in the first attempt, shall require to re-apply for the SARS course. These candidates must clear the course by securing equal to or greater than 60% marks. If the candidate fails in the second attempt, he/she shall be require to reappear the SARS training after a period of 3 months only, provided they are able to demonstrate the steps they have undertaken to develop proficiency in safety. A candidate shall be allowed a maximum of 3 attempts to appear in the examination.

3.9 All candidates who have successfully cleared the SARS written examination shall be issued with a registration card. The card will contain a photograph of the candidate along with a unique serial number for identification. The registration card remains the property of EHS-Trakhees and must be surrendered upon request by the issuing authority. All registered Safety Advisors are required to carry their registration card with them during working hours as they may be required to present to the site inspection authority.

3.10 In the event of losing the SARS registration card, the concerned safety advisor must report it immediately to EHS-Trakhees and a replacement card may be issued at additional cost of AED 100/-. The registration card shall be valid for a period of 2 years after which all safety advisors shall be required to attend 1 day refresher training and upon completion issued with renewed registration card valid for another 02 years.

3.11 Submission of any forged/false documents/statement (Certificates, qualifications, experience etc.) may lead to disqualification/ban of the candidate as well as legal actions against them.

3.12 Project Managers & Senior Managers may not be eligible to apply for the SARS Registration. Project Managers & Senior Managers can apply for “Managers Safety Awareness Program” (MSAP).

4.0 ELIGIBILITY FOR SARS REGISTRATION

The Criteria for an individual to be eligible for undergoing SARS Accreditation program are,

1. Academic Qualifications:
Full time degree/diploma/graduation program in Respective Engineering Field (Safety/Civil/ Mechanical/Electrical/Electronics/Chemical/Fire) or Bachelor Degree in Science (Chemistry & Physics).
2. **Professional qualifications:**
   Diploma in Construction Safety or Occupational Safety or Industrial Safety from Recognized Institutes or Universities.
   Or
   HSE Professionals who have worked and gained very good experience in the field of Occupational/Industrial/Construction Safety for more than 10 years (proof of experience, Certificates/Letters require to be submitted).

3. **Work Experience**
   2 to 4 Years of experience in the field of Construction or Manufacturing Industries. (proof of experience, Certificates/Letters require to be submitted).

5.0 **APPLICABLE REGULATIONS**

5.1 EHS Regulations
5.2 UAE Fire & Life Safety Code of Practices
5.3 CED/DM Regulations (Where applicable)

Following regulations are to be referred only for the chapters related to construction safety.

5.4 EHS Environmental Control Rules & Regulations
5.5 EHS Standards & Regulations for Food Establishments
5.6 EHS Green Building Regulations (If applicable)
5.7 EHS Environmental Nuisance Regulations

6.0 **EHS CONTACTS**

All queries with regard to the above procedures shall be addressed to EHS via email to EHS.Acccreditation@trak.pcfc.ae or telephone 04 8811881/direct 04 8068888
**FLOW CHART - SAFETY ADVISOR REGISTRATION SCHEME**

1. **Applicant**
   - Download SARS Form CSF-02a

2. **Applicant**
   - Complete the form and send it to EHS.Accreditation@trak.pfca.ae

3. **Trakhees**
   - Receive the application & pass it to screening committee for evaluation

4. **Application Approved**
   - Yes
   - Send approval and Payment advice for making payment
   - Pay fees at EHS, Trakhees Finance Department (near Gate no-3) / Dragon Mart & send receipt to ehs.construction@trakhees.ae
   - Communicate the Date, Time & Venue of the SARS Training
   - Attend the SARS training on the confirmed date and appear for test
   - Application Approved
   - Yes
   - Issue SARS Card & Certificate to the participant

5. **Application Approved**
   - No
   - Reject & inform the applicant

6. **Failed on the 2nd attempt**
   - Re-appear for test in the next batch (Marks below 60% & above 50%)

7. **No**
   - SARS test passed 60%
   - Re-appear for test in the next batch (Marks below 60% & above 50%)

8. **Yes**
   - Issue SARS Card & Certificate to the participant