

Quality Procedure

Procedure for Certification Scheme

QP 08



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1.0 Document Details

Document ID	QP 08
Document Name	Procedure for Certification Scheme
Document Owner	Management of Denan Sport Service
Revision No.	1
Revision Date	23 rd June 2017
Review Period	1 year

2.0 Approvals

The signatures below certify that this document has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements herein and are committed to ensuring their provision.

Created By	Mr. Alaa Atef	Examiner		
Reviewed By	Mr. Nabil Mejri	Management Representative / Operation Manager		
Approved By	Mr. Marwan Mohamed Saad	Executive Director		
	Name	Designation	Signature	Date

3.0 Amendment Record Sheet

Amd. No.	Date of amendment	Page No.	Present		Amended		Nature of change	Brief description of change	Reason for the amendment	Sign.
			Rev. No.	Issue No.	Rev. No.	Issue No.				
1	23 rd June 2017	7	1		0		Document	Certification process included	As per DAC findings	

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1.0 Purpose

To describe a procedure for development and maintenance of certification scheme covered under the scope of business of the company and under ISO/IEC 17024:2012 certification process.

2.0 Scope

This procedure applicable for all certification scheme.

3.0 Responsibility

3.1 Operation Manager is responsible for ensuring implementation of this procedure throughout the certification scheme process.

3.2 Decision Maker is responsible for making decision for granting certificate, re-certificate and renewal of certificate.

3.3 Administration Executive is responsible for receiving application, reviewing application to ensure applicant meets the requirement and providing information to Examiner. Also, he is responsible for maintaining all records of applicant, certification, examination and other relevant to comply with requirement of ISO/IEC 17024:2012 certification process.

3.4 Examiners is responsible for conducting examination, preparation and submission of examination reports to Operation Manager and Decision Maker for making decision.

4.0 Description of activity

4.1 Certification Pre-Requisite

4.1.1 Following pre-requisite required for person to be certified;

LIFEGUARD ASSESSMENT CRITERIA AND PRE-REQUISITES

- Lifeguard candidate aspiring to be certified as per Dubai Municipality standards needs to go through a qualifying examination.
- To be eligible for assessment the candidate must fulfil the under-mentioned prerequisites
- Candidate may enrol for assessment independently or be registered for assessment through any of the application with necessary qualification data

PRIOR TO ENROLLMENT THE CANDIDATE NEEDS TO PROVIDE ADEQUATE PROOF OF THE FOLLOWING:

- **MUST BE 16 YEARS OF AGE**

A. Must be able to swim continuously in a strong manner for:

- Shallow water Lifeguard: 50m nonstop in a comfortable manner in under 1.5m depth.
- Pool Lifeguard: 100m nonstop in a comfortable manner in over 1.5m depth
- Beach/ Water front Lifeguard: 200m nonstop in a comfortable manner for a Beach/Waterfront Lifeguard.

B. Perform a surface dive and recover a 4-kg weight at a depth of:



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- 1.5m for a Shallow Water Lifeguard, where shallow water means that the depth is maximum 1.5m.
- 3m, or to the deepest depth of the facility in which they will be lifeguarding for a Pool Lifeguard, where Pools means that the depth is more than 1.5m
- 5m for Beach/Waterfront Lifeguard.

C. Tread water for at least:

- 5 minutes for Pool lifeguards;
- 10 minutes for Beach lifeguards.

4.2 Examination and Assessment

WRITTEN/ORAL EXAMINATIONS:

Weightage 70% required to Pass Duration: 1.5 hr.

The lifeguard written or oral examination consist of a

A. Core examination (pertaining to general lifeguard duties) 70% Minimum score required

B. Specialty category(s) (pertaining to shallow water, pool or beach lifeguard duties- whichever is applicable)) 70% Minimum score required

All candidates are required to take the Core Examination, regardless of the Specialty(s) in which they wish to be certified.

The lifeguard specialty examinations can be divided into three main groups:

Shallow water lifeguard Pool lifeguard Beach /Beach front lifeguard


The core and specialty theory examination may be administered separately or combined on one exam. Exams shall be official exams from the certification agency. Exams shall be in multiple choice formats The exam may be administered orally only if the material and/or the exams are not available in the language the candidate can understand or if the candidate cannot read or write.

PRACTICAL EXAMINATIONS Weightage- 100% required to pass

Final scenario/s shall be administered to assess the competence level of the lifeguard candidate. The scenario/s must include:

- in-water rescue
- water exit/extrications
- pool side rescue the use of spine board
- out of water first aid/BLS for adult, child and infants
- The use of AED and Emergency Oxygen kit use (as a highly recommended skill).

Minimum education requirements: none.

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4.3 Qualification of personnel for certification

4.3.1 Examiners has following competency;

- a. High school level education,
- b. Have experience as a lifeguard for two years and as an instructor or examiner for at least two years. If the examiner does not have prior experience as instructor or examiner or is short of experience then total five years working experience as lifeguard may be acceptable.
- b) Valid BLS & first aid qualification
- c) Familiar with the relevant certification scheme,
- d) Knowledge of the relevant examination methods and examination documents,
- e) Attended training courses/sessions on how to conduct an examination for the scheme,
- f) is free from any interest so that he can make impartial and non-discriminatory judgments (assessments)

4.3.2 Requirements for other personnel involved in the assessment

4.3.2.1 Decision Maker having following competency;

- a. High school level education,
- b. Have experience as a lifeguard for two years and as an instructor or examiner for at least two years. If the examiner does not have prior experience as instructor or examiner or is short of experience, then total five years working experience as lifeguard may be acceptable.
- g) Valid BLS & first aid qualification
- h) Familiar with the relevant certification scheme,
- i) Knowledge of the relevant examination methods and examination documents,
- j) Attended training courses/sessions on how to conduct an examination for the scheme,
- k) is free from any interest so that he can make impartial and non-discriminatory judgments (assessments)
- l) a thorough knowledge of the relevant certification scheme

4.4 Development and maintenance of scheme

4.4.1 Certification scheme is developed as per the requirement of Dubai Municipality and ISO/IEC 17024:2012. Certification scheme is approved under Dubai Accreditation Centre requirements and ensure are validated by the DAC. Executive director ensures such requirement are met and always complied with.

4.4.2 Executive Director ensure to comply with all local requirement for Dubai Municipality and requirement of ISO/IEC 17024:2012.

4.4.3 Certification scheme is reviewed and validate by Executive Director time to time either based on change in regulation (which can be obtained from Dubai Musicality or received from Dubai Municipality) or reviewed of certification material internally.



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- 4.4.4 Any change to certification scheme will be reviewed and validated by Executive Director when it is needed and implemented.
- 4.5 *Certification Process
- 4.5.1 *Criteria for initial certification and re-certification*
- To be eligible for lifeguard certification, candidates must:*
- a) *Be at least 16 years of age*
 - b) *Valid first aid training and BLS (Health Care Provider CPR) – DCAS approved either trainer or training center*
 - c) *Have valid Occupational Health Card from Local Health Authority In the place he/she intend to work (if candidate is residence of UAE)*
 - d) *Pass Written/Oral Examinations assessment on the intended specialty – **Minimum 70%***
 - e) *Pass Practical Examination(s) **100% required to pass***
 - f) *Comply with PHSD Code of Ethics*
 - g) *Comply with PHSD Substance Abuse Policy*
- 4.5.2 *Assessment methods for initial certification and re-certification*
- Assessment method is defined and documented in Procedure issuance of certification QP 09.*
- 4.5.3 *Criteria for suspending and withdrawing certification is defined and documented QP 09*
- 4.6. Record of certification (Certification, Re-certification, Renewal, Re-Qualification, Suspension, Withdraw and Scope reduction)
- 4.6.1 All records of certification (Certification, Re-certification, Renewal, Re-Qualification, Suspension, Withdraw and Scope reduction) are maintained by Administration Executive as per security procedure (QP 12)
- 4.6.2 Certification process is followed as per procedure for certification process (QP 09 Procedure for Certification)
- 5.0 Reference
- 5.1 Procedure for certification QP 09
- 5.2 Procedure for security QP 12
- 6.0 Enclosure Nil
- 7.0 Records
- 7.1 ===== Records for review and validity of certification scheme