

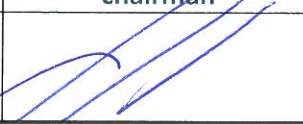
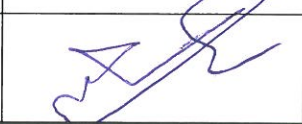




DCRP Approval Procedures For HSE Institutes, Courses and Instructors

Prepared by	Reviewed by (1)	Reviewed by (2)	Approved by
DCRP HSE Section Head	DCRP Manager	HSE working group chairman	DCRP Chairman
			

DCRP Approval Procedures for HSE Institutes, Courses and Instructors

➤ **Objective:**

- To assist institutes to be registered with the DCRP with minimum requirements.
- To assess the quality of training to be delivered for the staff of distribution contractors.

➤ **Registration Requirements:**

Requesters may register in DCRP-HSE Department in following steps:

Step1:

They should Request an appointment for a meeting with DCRP-HSE department to start the process (meeting date will be set up by DCRP).

Step2:

Requester should submit a file that includes the following documents:

1. A covering letter seeking DCRP registration as an approved HSE training/courses provider. (Only courses that need to be undertaken by contractor staff as per the DCRP contractor approval procedures need to be included).
2. A copy of Institute Registration certificate issued by the ministry of manpower (Institute should be registered in first or second categories).
3. Approved Courses letter/documents from the ministry of manpower.
4. Approval certificate issued by an international training body in conducting out international certified courses, if applicable.
5. For each course to be considered, an outline of the course objectives and the subjects to be covered, plus an explanation of the practical part of the course.
6. The material of the courses, including details of how the material will be delivered.

7. CVs, certificates and experience of the trainers who will deliver courses.
DCRP expects trainers to have at least 3 years of training experience, including a minimum of 2 years' experience in the same (or similar) to be assessed by DCRP, subject to the same criteria used to grant the original approval.
8. It is required that an instructor of electrical safety rules course should:
 - Have an electrical engineering certificate,-
 - Pass an interview with senior electrical engineer nominated by DCRP, and be-
 - Knowledgeable in electrical rules of the distribution companies.
9. Courses should be provided in Arabic and English languages. However, in the event that a course is only available in English (or Arabic) then the institute must demonstrate to the satisfaction of DCRP that they are working toward providing the relevant courses in Arabic (or English, if applicable).
10. The institute should agree in writing that the DCRP have the right to:
 - visit institute site periodically & randomly.
 - interview the trainers initially or during the period of the license.
 - attend the courses to check the quality of the courses presented. (Note, any DCRP member attending a course on behalf DCRP shall not be entitled to any certificate).
11. The institution should provide the format of the certificate of course which should include the validity date of the certificate ,if any, and they should mention the status of the trainee as:
 - Pass (Competent)
 - Not Passed (Not competent)
12. Number of institute's branches, address & location map.

Step3:

DCRP HSE department have 10 working days to audit the file and contact the institution for:

- a- Completing the file in case of missing a document or for the clarifications, if any.
- b- If the above point is not required or completed to set a date for initial site visit to see the institute physically and meet the required personal.

Step4:

Once the above process is completed, a recommendation will be made to the next DCRP meeting, and subject to the approval of the panel in accordance with DCRP constitution, DCRP certificate will be issued by the DCRP Chairman. This certificate will be valid for 2 years. Institution are required to renew the certificate following the same above steps.

➤ **New registration/ Renew registration:**

Institution are advised to start their new registration/ renew registration process at least 4 months before the date when a new or renewed valid certificate is required.

➤ **Additional requirement after registration:**

- a- Keep separate files for DCRP approved courses provided, this should be done for each course title divided company wise.
- b- Changing of trainers who carry out DCRP courses need to be approved by DCRP.
- c- Opening of new branch need to be informed which can be subjected to an audit.

➤ **Cancellation of the registration license:**

The Registration License may be cancelled if:

- 1- Any of the information provided to the DCRP is proven to be incorrect or ceases to be correct.
- 2- Any changes made and not informed and approved as is required by this document.
- 3- Cancellation of other certificate issued by the government.
- 4- Providing international courses without the international body approval.
- 5- Any HSE breach of the laws, regulations and standard followed by the Sultanate.

In the event that any license is cancelled the institution will not be able to register again for the full cycle of the license which is 2 years from the date of the cancellation.

➤ **Formats and check lists:**

- 1- Required documents of the file submitted.
- 2- Trainer evaluation sheet.
- 3- Site audit check list.
- 4- Course attended check list.
- 5- File evaluation check list.
- 6- Final evaluation sheet.
- 7- License cancellation sheet.
- 8- Electrical safety rules trainer assessment

This procedures will be reviewed annually and if any changes made, it will be circulated to all licensed institutes and they shall do the needful to comply with the new changes within a period of time specified by the DCRP

And all formats and check lists will be up dated.