

## مركز الإمارات العالمي للاعتماد

### Emirates International Accreditation Center

متطلبات اعتماد جهات منح شهادات المطابقة للأفراد للمنقذين

#### Accreditation requirements for certification bodies providing certification of persons - Lifeguards

*EIAC-RQ-CB-007*

Signatories	
Approved:	Head of Certification Bodies Accreditation Department

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## Contents

1	Scope .....	3
2	Definitions.....	3
4	Requirements for Technical Competence of CB Staff.....	5
5	Development and Maintenance of a Certification Scheme.....	6
6	EIAC Accreditation Process for Certification Bodies.....	8
7	Use of EIAC Accreditation Symbol .....	8
8	Obligations of Certification Body .....	8

## 1 Scope

This document is applicable to certification bodies providing/intends to provide certification to persons belong to following three categories:

- a) Shallow water lifeguard,
- b) Pool lifeguard,
- c) Beach lifeguard

1.1 EIAC accepts the certification schemes (criteria) that the certification bodies are using for certifying the above mentioned persons. However, accredited CBs are obliged to make their schemes compatible with the "Lifeguard scheme document" issued by the Public Health & Safety Department of Dubai Municipality and any specific requirements & applicable regulations/laws issued by the Dubai or UAE governmental authorities.

1.2 In case the certification body is based outside UAE and intends to offer similar certification services in respective country then local regulations/laws of respective country shall also be applicable.

## 2 Definitions

All definitions given in ISO/IEC 17024:2014 are applicable.

### 2.1 Certification Body

For the purpose of this accreditation, certification body (CB) is an organization that implements ISO 17024:2012 and provides certification to persons working in the field of life guarding which includes shallow water lifeguards, pool lifeguards and beach lifeguards. The term awarding body is also used for such organizations in some parts of the world.

### 2.2 Shall

The term "shall" is used throughout this document to indicate those provisions which, reflecting the requirements of EIAC Criteria is mandatory.

### 2.3 Interested Parties

For this certification scheme interested parties includes members from certification bodies, training companies, lifeguards, employers of lifeguards, owners of swimming pool facilities, first aid providers, trainers, consultants, relevant governmental authority etc.

### 3 General requirements

- 3.1 The certification body applying for accreditation under this scheme must have a management system in compliance with ISO 17024:2012.
- 3.2 The certification body shall employ suitable and qualified technical and administrative staff.
- 3.3 The certification body shall have at least one permanently employed qualified examiner for this scheme.
- 3.4 Before applying for accreditation, the applicant CB must have met the following conditions:
  - a) Operating a certification scheme/similar certification scheme for at least three months and examined or have applications for minimum three batches of persons.
  - b) Shall have carried out minimum one internal audit as per requirements of applicable accreditation criteria and one management review.
  - c) Conducted at least one review of risks to impartiality/potential conflict of interests, with consultation/participation of balanced interested parties.
- 3.5 The certification body shall include relevant Interested Parties in the committee for safe guarding impartiality.

#### 4 Requirements for Technical Competence of CB Staff

##### 4.1 Requirements for Examiners

This shall be ensured that examiner meet the following requirements:

- 4.1.1 Have a minimum of high school level education,
- 4.1.2 Have experience as a lifeguard for at least 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.
- 4.1.3 Have a valid BLS & first aid qualification
- 4.1.4 Is familiar with the relevant certification scheme,
- 4.1.5 Has a thorough knowledge of the relevant examination methods and examination documents,
- 4.1.6 Have attended training courses/sessions on how to conduct an examination for the scheme,
- 4.1.7 Is free from any interest so that he can make impartial and non-discriminatory judgments (assessments)

##### 4.2 Requirements for Certification Decision Makers

Those who make the certification decision shall not have participated in the examination or training of the candidate. They shall meet all qualification requirements of an examiner as stated in clause 4.1. In addition to that, decision maker shall have a thorough knowledge of the relevant certification scheme.

## 5 Development and Maintenance of a Certification Scheme

- 5.1 The certification body shall have documented scheme for certification of persons.
- 5.2 EIAC accepts the certification schemes (criteria) that the certification bodies are using for certifying the persons. However, accredited CBs are obliged to make their schemes compatible with scheme outline document issued by the Public Health & Safety department of Dubai Municipality and any specific requirements & applicable regulations/laws issued by the Dubai or UAE governmental authorities.
- 5.3 The CB shall fully document the procedure and protocol for conduct of examinations. The procedure and protocol shall cover the prior arrangements, conduct of examinations and post examination activities.
- 5.4 The CB shall have fully documented procedure and protocol for all types of examinations including written, Oral/verbal and practical.
- 5.5 The CB shall develop and maintain a question bank of questions to be used in examinations.
- 5.6 The question bank shall have as many questions for respective elements of examinations which are sufficient to design examinations for minimum three batches of candidates. This means at least three set of question papers can be designed.
- 5.7 The questions data available in question bank shall be reviewed and up dated at least on six monthly basis. The CB shall have a documented system for such reviews.
- 5.8 The confidentiality and integrity of examinations shall be ensured all times during examinations.
- 5.9 The detailed record of examinations of each candidate shall be maintained.
- 5.10 For written examination the record shall include the question papers/answer sheets and marking with total score.
- 5.11 For oral/verbal examination the record shall include the details of questions asked to candidate with all right and wrong answers and marking with total score.
- 5.12 For practical examination the record shall include the details of actions/moves performed by the candidate with detailed information of all right and wrong actions/moves and marking with total score.
- 5.13 Detailed record of decision making for individual candidate shall be maintained. There shall be a clear certification decision for each candidate.
- 5.14 The certification body shall require that all candidates who are based in UAE must submit the following documents along with duly filled application for certification:
- Passport copy with visa residence page/Emirates ID card/Labor Card
  - Colored photograph (not older than six months),
  - Proof of training (if relevant),

d) Evidence of working experience.

*Note: Candidates from other countries shall submit valid identification document issued by the relevant governments.*

- 5.15 The examiner shall personally identify the candidate at the time of examination as per submitted documents and photograph.
- 5.16 The examination shall be a combination of oral, written and practical exams. The method of examination shall be in line with approved certification scheme outline document.
- 5.17 The pass criteria shall be in line with approved certification scheme outline document.
- 5.18 After positive certification decision, CB shall issue a certificate for the successful candidate with two years validity. Expiry date shall be mentioned on the certificate.
- 5.19 For successful candidates, CB shall also issue a card for two years validity. Expiry date shall be mentioned on the card.
- 5.20 The card shall have a clear statement which declares the competent fields the card holder have.
- 5.21 The CB shall conduct recertification before the expiry of certificate.

## 6 EIAC Accreditation Process for Certification Bodies

- 6.1 After receiving accreditation application and associated documents from applicant CB, EIAC shall conduct application review and document review.
- 6.2 Once CB's documents are found in compliance with standard ISO 17024 and EIAC requirements, EIAC shall conduct on-site initial accreditation assessment.
- 6.3 Note: Before initial accreditation assessment, the CB can request pre assessment. Pre assessment is an optional short duration visit.
- 6.4 On-site initial accreditation assessment include assessment of management system including certification process in CB's office and witness of examinations (written/oral and practical).
- 6.5 After completing assessment, EIAC assessment team shall provide assessment findings to CB.
- 6.6 The CB is required to take corrective actions for assessment findings.
- 6.7 Once EIAC assessment team is satisfied with the corrective actions taken by the CB and it has closed the findings, the lead assessor shall submit the case file of CB for accreditation decision.
- 6.8 Upon positive decision, the accreditation certificate shall be issued by the EIAC.
- 6.9 EIAC shall conduct annual surveillance assessments and a reassessment before the expiry of accreditation certificate.

## 7 Use of EIAC Accreditation Symbol

The accredited CB is entitled to use EIAC accreditation symbol in conjunction with its own logo on the certificates issued under accreditation scope & scheme in line with EIAC-RQ-GNL-002. Before using EIAC accreditation symbol or any reference to EIAC accreditation symbol, the accredited certification bodies are required to take formal approval from EIAC for the use of EIAC accreditation symbol or any reference regarding EIAC accreditation. [Ref: Doc. EIAC-RQ-GNL-002]

## 8 Obligations of Certification Body

Accredited certification bodies are required to submit quarterly accumulated reports containing certification details under EIAC accreditation scheme(s) and up to date lists of authorized examiners for EIAC accreditation scheme(s) on prescribed formats on 10th January, 10th April, 10th July and 10th October every year.