Testing Manual

ALADAA (OSHAD)

Submitted by:

Dubai (Head Office):
Infotouch FZ LLC
Office: 113, 114, 115, 1st Floor, Building No. 11
P.O. Box: 502551, Dubai Internet City, Dubai - UAE
Phone: +971 4 3643076, Fax: +971 4 3697476
Email: info@infotouchme.com
URL: www.infotouchme.com

Abu Dhabi:
Infotouch Global Technologies LLC
P.O. Box: 45396, Abu Dhabi- UAE
Phone: +971 2 6345333, Fax: +971 2 6344669
Email: info@infotouchme.com
URL: www.infotouchme.com
Requirement Analysis

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1. Introduction

1.1 Purpose and Scope
This Document contains the USER Manual for ALADAA – OSHAD (Environment Health Safety Management System – Database Management System, Abu Dhabi (UAE)). The project’s main aim is to create a Database management system which will define procedures to be utilized by AD-EHS–Center (OSHAD), Sector Regulatory Authorities (SRA), Entities, and Government Departments to manage the integration of EHS requirement throughout the Emirate of Abu-Dhabi.

1.2 Intended Audience and Reading Suggestions
- Abu Dhabi Environment Health & Safety Center – OSHAD
- Sector Regulatory Authorities- SRAs

1.3 Product Scope
The system will contain following features/functionalities-

- SRA Creation
  - Center will have access to introduce new sector in Abu Dhabi emirate and appoint Sector Regulatory Authority to handle EHS activities for respective sector.
  - SRA will upload Sector EHSMS Requirement Document and approval from Center.
  - SRA can create multiple Sub-SRA to carry their operations.
  - Center can block SRA operations due to non-compliance of activities.

- Form A1 – Identification of Multi-Disciplinary entity
  - SRA can initiate Form A1 if doubts on activities of particular entity arises.
  - SRA requests non-nominated entity to fill Form A1 (link will be sent through email as entity is not created in system)
  - SRA can take decision based on inputs receive from Form A1 and by consulting other involved SRA.
  - SRA can send request to Center to make final decision.

- Entity Identification & Nomination
  - SRA
    - SRA can search Entity based on Trade License Number.
    - SRA can create entity and classify entity based on Risk under four classifications – High, Medium Full EHSMS, Medium Mech 5.0, and Low.
    - SRA can import list of entities in the system through predefined excel template.
    - SRA will send list of entities to Center for approval before starting operations.
    - After approval, SRA starts communication with entity through system generated credentials.
  - Center
    - Center can create government departments directly communicating with them.
    - Center will define classification code and send system generated credentials to government departments.

- EHSMS Registration & Amendment
Entities Reporting to SRA
- Entity classified as High and Medium Full EHSMS need to follow Full EHSMS system.
- After communicated by SRA, entity will login to system and perform registration process.
- Entity can change basic profile information through profile update form.
- Entity will submit Form A – EHSMS Registration Form with target EHSMS submission date.
- SRA will approve/not approve Form A based on information provided and may ask for more clarification.
- Entity can amend EHSMS Document Submission Date through submission of Form B.

EHSMS Submission & Implementation

Entities Reporting to SRA
- Entity will submit EHSMS Documentation through Form C with according to Sector EHSMS Requirement Document.
- SRA will approve/not approve Form C and ask for more information.
- SRA will review EHSMS documentation and gives ratings in Form I which acts as either approval of EHSMS or need information/changes in EHSMS.
- Entity will receive Certificate once EHSMS approved.

Government Departments to Center
- Government Department will submit full EHSMS documentation through Form C.
- Center is responsible for Review, Approval of Form C.
- Center will review EHSMS documentation and gives ratings in Form I which acts as either approval of EHSMS or need information/changes in EHSMS.
- Government Department will receive Certificate once EHSMS approved.

Incident Reporting and Investigation
- Entities/Government department should report serious incident (Form G) through system to concerned SRA/Center with specified duration as per mechanism.
- Entities/Government department should submit investigation report (Form G1) for serious incident through system to concerned SRA/Center within a month since incident date.
- Approval of Form G1 by SRA/Center.
- Center can initiate Serious Incident Coordination Form (Form K) through system for serious incident and SRA will submit report to Center.
- Entities/Government Depts. are advised to report non-serious incidents (Form G2) in system.

Performance Reporting & Annual Audit Reporting
- Approved Full EHSMS entities need to submit quarterly performance report Form E (from next quarter of approval date) – initial calculation based on data available in system for reporting quarter.
- Entity/Government Depts. need to submit annual third party EHSMS audit report through Form F on annual basis.
- SRA will submit quarterly performance report Form E1 based on compilation of all data collected from Center.

Awareness Activities Notification
- SRA can submit awareness activity plan through Form L to Center for approval prior to event/activity.
- Entity can submit EHS awareness activity/event to SRA and SRA will inform same to Center for approval.
Entity/SRA need to update feedback after performing of activity.

- Appointment of Principal Contractor for Developer/Client
  - Appointment of Principal Contractor for Developer/Client (Form H) is available to public and developer/client need to submit it for approval from Building & Construction Sector before starting any construction work in Abu Dhabi emirate.

- Modification Requests in AD-EHSMS RF
  - Request for modification in AD-EHSMS RF (Form J) can be submitted by any EHS related person (open to public).
  - All requests/suggestions will be send to Center for approval.

This product will be developed to support two languages (English and Arabic)

The Forms matrix table will be as follows:

<table>
<thead>
<tr>
<th>Forms</th>
<th>Description</th>
<th>SRA</th>
<th>Private and Government Entity Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Government Departments</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>High</td>
</tr>
<tr>
<td>A1</td>
<td>Identification of Multi-Disciplinary</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>A</td>
<td>Registration of Entities</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>B</td>
<td>Amendments</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>C</td>
<td>Submission of EHSMS</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>E</td>
<td>Reporting Performance</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>E1</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>E2</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>E3</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>F</td>
<td>Reporting Third parties audit</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>G</td>
<td>Reporting Incidents</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>G1</td>
<td>Investigating Incidents</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>G2</td>
<td>Reporting Incidents</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>H</td>
<td>Notification for appointment of construction contractor</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>I</td>
<td>Review of EHSMS</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>J</td>
<td>Request to modify docs under AD EHSMS</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>K</td>
<td>Investigation of Incidents</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>L</td>
<td>Notification of Awareness Activities</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>
1.4 Definitions, Acronyms, and Terminology

<table>
<thead>
<tr>
<th>Item</th>
<th>Description/ Expansion</th>
</tr>
</thead>
<tbody>
<tr>
<td>OSHAD</td>
<td>AD EHS Center</td>
</tr>
<tr>
<td>SRA</td>
<td>Sector Regulator Authority</td>
</tr>
<tr>
<td>AD EHSMS</td>
<td>Abu Dhabi Environment, Health and Safety Management System</td>
</tr>
<tr>
<td>ENTITY OR ENTITIES</td>
<td>Any kind of private sector companies/government schools, hospitals</td>
</tr>
<tr>
<td>Government Depts.</td>
<td>Currently 74 government departments reporting to OSHAD</td>
</tr>
</tbody>
</table>

2. Work Description

2.1 User Access – Roles and Responsibilities
Different Users access

2.2.1 Center Access Level Roles and Permission

1. Center Admin
   - Create SRA/Sector
   - Create/Manage other Admin/Users for Center
   - Access Mappings for Center Users i.e. Allocation of Sector to particular User
   - SRA and Government Entities Management
   - Center User

2. Center User
   - SRA and Government Entities Management

2.2.2 SRA Access Levels – Roles & Permissions

1. SRA Admin
   - Create/Manage multiple sub-SRAs (Optional)
   - Create/Manage other Admin/Internal Users for SRA
   - Entities Management following under respective Sector
   - Move Entities from its account to another SRA.
   - Move Entities from SRA Head (SRA Main Account) to SRA Branch (SRA Sub Accounts)
   - Create multiple SRA Sub-Admin

2. SRA Sub-Admin
   - Manage multiple sub-SRAs
   - Create/Manage other Admin/Users for Sub-SRA
   - Entities Management following under respective Sub-Sector
   - SRA Internal User Management
   - Move Entities from its account to another sub account falling under that SRA.

3. SRA Internal User
   - Entities Management following under respective Sector or Sub-Sector
2.2.3 Entity Access Levels – Roles & Permissions

1. Entity Admin
   - Create/Manage other Admin/Users for Entity (Optional – if need to add more users)
   - EHS Process Implementation & Incident Reporting

2. Entity User
   - EHS Process Implementation & Incident Reporting

2.2 Home Screen

2.2.1 Landing Screen (User Login Screen)

Following is the Home Screen Layout:

![Home Screen Layout Image]
2.2.2 Home Screens (Navigation Menu)

I. **Home Screen for EHS-Center (OSHAD)**

For Center top Menu /main menu will be

1. User Management
   i. Center Admin - Profile Summary
   ii. Center Admin – Create Internal User
2. SRA Management
   i. Center Admin – Create SRA
3. Government Departments Management
   i. Center Admin – Create Government Departments
4. EHSMS Development and Implementation
   i. Form C - Requests
   ii. Form I - View
5. Incident Management
   i. Incident Investigation Co-ordination (Form G,G1 and K)
6. Performance Reporting
   i. Form E1 - Requests
   ii. Form E2 - Requests
7. Awareness
   i. Form L - Requests
8. Request for Modification (ADEHSMS-RF)
   i. Form J - Requests

II. **Home Screen for SRA**

For SRA top Menu /main menu will be

1. User Management
   i. SRA Admin - Profile Summary
   ii. SRA Admin – Create Sub Account Admin User
   iii. SRA Admin – Create Internal User
2. Sub-Account Management
   i. SRA Admin – Create SRA Sub Account
3. Entity Management
   i. SRA Admin – Create Entity (Private/Government)
4. Multiple Disciplinary Entities
   i. Form A1 - Requests
5. Incident Management
   i. Form G - Requests
   ii. Form G1 - Requests
   iii. Form K – Submit
6. Registration and Implementation (Full EHSMS)
   i. Form A - Requests
   ii. Form B - Requests
   iii. Form C - Requests
7. Performance Reporting
   i. Form E - Requests
   ii. Form E1 - Submit
8. Awareness
   ii. Form L - Submit
9. Request for Modification (ADEHSMS-RF)
   ii. Form J – Submit
10. Help (?)
III. **Home Screen for Entities**

For Entity top Menu /main menu will be

1. User Management
   i. Entity Admin Profile Summary
   ii. Entity Admin – Create Internal User

2. Registration and Implementation (Full EHSMS)
   i. Form A - Submit
   ii. Form B - Submit
   iii. Form C - Submit

3. Incident Management
   i. Form G - Submit
   ii. Form G1 - Submit
   iii. Form G2 - Save

4. Performance Reporting
   i. Form E - Submit

5. Awareness
   i. Form L - Submit

6. Request for Modification (ADEHSMS-RF)
   i. Form J – Submit
3. Application Features/Modules

3.1 Module 1: SRA Creation

Functional Module for SRA Creation will be as follows:

![Diagram of Module 1: SRA Creation]

**Figure M1.1:** Functional Module 1: SRA Creation

As OSHAD will be the owner of the application, therefore OSHAD will be having the complete control on the application as a Super Admin. OSHAD will be able to create any new SRAs (if required in future). At the start of the application all already existing 11 SRAs will be created in the application.

I. **Creation of SRA**

**Links to Refer:**

- Center (OSHAD) Admin will login to site
- Navigates to SRA Management>>Create SRA option from left hand side menu.
- The online form will be displayed with following fields:
  1. Sector drop down List containing 11 sectors:
     i. Food
     ii. Building and Construction
     iii. Commercial
     iv. Education
     v. Energy
     vi. Health
     vii. Industrial
     viii. Tourism and Culture
     ix. Transport
     x. Waste Water
     xi. Waste
  2. Sector Authority Name (English)
  3. Sector Authority Name (Arabic)
  4. Email Address: The email address of concerned contact person should be entered in this field
  5. Save and Cancel Button

**Note:**
The logo can be of any size will be adjusted into the thumbnail and will be displayed on home screen of SRA. All the fields mentioned with "*" are mandatory and complete validation will checks will be implemented as per the characteristic of the required field.
- User will enter all the above details and click on Save to create a new SRA.

**II. SRA Login and Profile Summary**

**Links to Refer:**

- Center (OSHAD) Admin will login to site
- Navigates to SRA Management>>SRA List option from left hand side Menu
- Center user clicks on Send Login Details button for the SRA it wants to send login details.
- Center once Clicks on Send Login Details option the User login details email will be sent to the email address mentioned in Contact Email of SRA as below:

![Welcome to OSHAD - Sector Regulation Authority - Waste](image)

**FigureM1.6:** Screenshot for Mail Notification to SRA- User Login Details

- SRA will login into the application after getting the login credentials by the Center via User login Page

**Alert!**

After Login there will be alert for SRA to fill and update its profile summary and Upload sector related documents.

- SRA User Navigates to User Management>>Edit profile summary from left hand side menu
- There will be provision to upload the logo of concerned SRA.
III. **Sector Related documents for SRA**

Each concerned SRA shall develop following documents:
1. Sector EHSMS requirement document (mandatory) – It has Approval process
2. Risk assessment document (Optional). – It has Approval process
3. OHS Policy Document (After approval of Sector EHSMS requirement document)

**Links to Refer:**

- SRA Admin will login to the site.
- Navigates to Sector EHSMS Requirement >> Upload document from left hand side menu
- Sector EHSMS requirement document -Download– Template for the document. User can Open and Save the template.
- Risk assessment document -Download– Template for the document. User can Open and Save the template.
- Sector EHSMS requirement document -Browse– Browse file for the document.
- Upload Documents: User can upload the documents he has browsed before.

**Note:**
For Sector EHSMS requirement document Word and Excel Format is supported
For Risk assessment document Word and Excel Format is supported

a) **Sector Requirement Document Upload process:**

- SRA will download the template for Sector Requirement Document from the template link.
- Name of the template will be “xxx Sector EHSMS Requirements” (Example for SRA1 name will be SRA1 Sector EHSMS Requirements)
- Table of Contents for the document is as following:
  1. Scope
  2. Sector EHS Policy
  3. Sector EHS Target and Objectives
  4. Additional Sector EHS Reporting Requirements
  5. Sector Emergency Management
  6. Sector Audit and Inspection Program
  7. Sector Non-Conformance and Enforcement Process (until standardized by AD EHS center)
  
  - Appendix A: Sector Emergency Plans
  - Appendix B: Legal and Regulatory Register
- SRA will fill in all the above details in the downloaded template.
- SRA will upload the completed template for Sector EHSMS requirement document and click on Upload documents.
b) **Sector Risk assessment Document Upload process:**

- SRA will download the template for Sector Risk assessment Document from the template link.
- Name of the template will be “xxx Sector Risk Assessment” (Example for SRA1 name will be SRA1 Sector EHSMS Requirements)
- SRA will fill in all the above details in the downloaded template.
- SRA will upload the completed template for Sector Risk Assessment document and click on Upload Documents.

c) **Sector OHS Policy Document Upload process:**

**Note:**
Once Sector EHSMS Document is uploaded SRA user can upload the Sector OHS Policy Document
SRA user will upload the OHS Policy document when Sector EHSMS document gets Approved
OHS Policy document is supports PDF

- SRA will download the template for Sector OHS Policy Document from the template link.
- Name of the template will be “xxx Sector OHS Policy” (Example for SRA1 name will be SRA1 Sector OHS Policy)
- SRA will fill in all the above details in the downloaded template, take sign and Scan the document
- SRA will upload the completed document for Sector OHS Policy document and click on Upload Documents.

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**Alert!!**
As SRA uploaded & submitted the sector related document Center will get the notification as screen alert and through email

- Centre Admin will log in to application, Navigate to SRA Management>>Sector EHSMS Requirement Document from left hand side menu
- The screen will facilitates Center to display the list of documents in Request List with the following columns:
  - Title: Document title
  - Created On: Date of document creation
  - Created By
  - Modified on:
  - Document Approval
    - **Approved:** All approved SRAs list will be displayed under this status
    - **Not Approved/Need More Info:** All Not Approved/Need More Info SRAs list will be displayed under this status
    - **In Progress:** All sent for approvals SRAs list will be displayed under this status

a) **Sector EHSMS Requirement Document:**

- The Center will open In Progress- Sector EHSMS Document from Task List and below screen will be displayed:
- Center can view the document and also edit it
- Comment box will be displayed to enter comments for approval and non-approval. Center will comment
- Following options will be displayed:
  - **Approve:**
    1. Center if clicks on approve option

---

**Alert!!**
An approval email notification and screen alert will be issued to SRA with approval comments on the email.
2. When SRA admin login to the system navigates Sector EHSMS Requirement Document >>View document following screen will be displayed.

![FigureM1.17: Screenshot for Approved Sector EHSMS Requirement Document screen - SRA](image)

- **Request Change (Need More Info):**
  1. If Center clicks on Request Change option below screen is displayed:

    | Alert!! |
    |---------|
    | A request change email notification and screen alert will be issued to SRA with comments on the email. |

2. Center Admin will Enter following:
   - **Request Change From:** Center user can enter the email address of the user to whom he wants the request (If not entered the request will go to the SRA user who has initiated the document)
   - **New Request:** Center can enter the request in this field
   - **Send:** When clicked on Send the request change is gone to SRA Admin user.

3. When SRA admin login to the application, navigates to **Sector EHSMS Requirement Document** >>View document from left hand side menu
4. The change request appears into task List
5. SRA user Clicks on the change request sends the response

**Note:**
Workflows start for SRA user upload new document or previously uploaded document. This loop will run until Center will approve the submitted EHSMS document by the SRA.

b) **Sector Risk Assessment Document:**

**Note:**
The workflow is same as Sector EHSMS Requirement Document.

c) **Sector OHS Policy Document:**

**Note:**
There is no approval process for OHS Policy document

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### 3.2 Module 2: Entity Multiple Disciplinary Identification (Form A1)

Functional Module for Entity Multiple Disciplinary Identification will be as follows:
Figure M2.1: Functional Module 2: Entity Multiple Disciplinary Identification (Form A1)

- SRA identifies the Entity.
- SRA will evaluate Entity based on activities under single/multiple disciplinary.
- In case of Multiple disciplinary SRA will ask the respective entity to submit Form A1.
- Once Form A1 is submitted by the Entity, SRA will fill details and submit it to the Center.
- If request is approved or rejected Center will Comment and mark requested sectors for respective entity and notify all categorized SRAs. Entity will be nominated under that SRA.

I. **Alerting Entity to fill Form A1**

- On Home screen of SRA there will be option “Initiate Form A1” to send request for Form A1
- SRA Login to the application and
- Navigates to Multiple Disciplinary from left hand menu.
- Clicks on Initiate Form A1 screen displayed as below:
- From Initiate Form A1 link SRA will send a request link to specific Entity via below screen:
- SRA will enter the Entity Name in Entity Name textbox for which he has doubt of multi-activities.
- SRA will then enter entity email address (Contact person email address).
- When SRA clicks on save option the Email with Request link to submit Form A1 will go to the Entity’s email address.

II. **Submission of Form A1**

Entity will open the link send by SRA via above email. Then he/she will fill form A1 and Submit to respective SRA from below screen:
- Entity will fill General Information, Entity Activities and selects sectors from Identification of Entity Main Operational Activity section.
- Entity will upload its Trade License or Any Authorization document from the DED to operate in a particular discipline.
- Entity will submit the Form A1 & a notification email will go to the respective SRA who sent the Form A1 request to the Entity.
- SRA Admin will login to the application

<table>
<thead>
<tr>
<th>Alert!</th>
</tr>
</thead>
<tbody>
<tr>
<td>After Login there will be alert for SRA that Entity has submitted Form A1 and SRA needs to Consult Center.</td>
</tr>
</tbody>
</table>

Navigates to Multiple Disciplinary>>Form A1 Request section

- The request List will display the non-editable Form A1 List with basic information
- The Task List will contain editable Form A1 link (Comments for SRA) along with Consult Center Button
- SRA Admin will open Form A1 from task List which is pending for Submission to Center.
- SRA Admin Enter Comments and Click on Save in Below Screen:
- SRA User then clicks on Consult Center from the Task list

III. **SRA Confirmation Process by Center**

- Centre Admin will login to the application.

<table>
<thead>
<tr>
<th>Alert!</th>
</tr>
</thead>
<tbody>
<tr>
<td>As soon as SRA will submit the Form A1 an email and screen alert will be sent to the Center for review and approval.</td>
</tr>
</tbody>
</table>

Project name
Page No. 15
• Navigate to multiple disciplinary Entities>>Form A1 Requests option from left hand side menu
• The screen will facilitates Center to display the list of Form A1 requests with below status
  ▪ **Approved**: All approved Form A1 list will be displayed under this status
  ▪ **In Progress**: All pending for approvals Form A1 list will be displayed under this status
  ▪ **Not Approved**: All not approved Form A1 list will be displayed under this status

**Note:**
Center will contact other SRAs also which are supposed to be handling the identified Entity with multi-activities. After the consultation (which is outside this application) Center will submit the final decision.

The Center will open Pending for approval request of Form A1
• Form A1 details will be displayed along with few additional fields.
• Center Admin will Enter following in the additional fields:
  ▪ **Meeting Date**: The date on which meeting with all the SRA’s involved took place.
  ▪ **Part SRA**: Select the Sectors who has participated in the meeting
  ▪ **Decision**: Select the SRA with whom Entity should be nominated
  ▪ **Center Remarks**: Enters Comments
  ▪ **Save**: to Save the updated additional fields
  ▪ **Inform Decision**: Inform Decision option to confirm SRA for the respective Entity

**Alert!**
This alert will be issued once Center approves Form A1. This alert will be sent to the requester SRA as well as all the SRA’s who were involved in meeting for discussion of Form A1

3.3 Module 3: Entity Identification and Creation

**SRA will initiate this process:**

Functional Module for Entity Creation will be as follows:

[Figure M3.1: Functional Module 3: Entity Identification and Creation by SRA]

I. **Import or Add Entities Details**

a) **Adding or Creating New Entity:**
SRA Admin will login to the application and navigates to Create Entity option, will be directed to below screen:
• The online form will be displayed with following fields:
  1. **Entity Name** – Mandatory and Unique
  2. **Main Undertaking** – Mandatory
  3. **Entity Type** – (Government/Private)
    ▪ If Entity Type is selected as Private SRA should enter Trade License number (mandatory and unique).
    ▪ If Entity Type is selected as Government (In case of government schools and hospitals) SRA should enter other number which is specific to them (mandatory and unique).
4. Risk Classification: High/Medium(full)/Medium(5.0)/Low – Mandatory
5. Registration Number – Registration Number will be auto-generated by the system and will be unique.
6. Classification Code – SRA can select the classification Code from the list.
7. Contact Details: Contact person and Contact Email Address.

- Submit Option to create Entity. Once clicked on Submit Option the user will be directed to below screen:

b) Importing the Entities Data:

At the application launch all the existing entities data will be uploaded to the system. All the SRAs will be provided with a standardized template, in which they have to fill the information of existing entities. Those filled templates will be uploaded to the application by Infotouch.

1. Import New Entities
   - The template will have standardized name (Example: SRA1_EntityList) and format which will include

<table>
<thead>
<tr>
<th>Name of Entity</th>
<th>Name of Entity Arabic</th>
<th>Trade License Number</th>
<th>Entity Type</th>
<th>Activities of the Entity</th>
<th>Contact Number</th>
<th>Contact Email Address</th>
<th>Risk</th>
<th>Classification Code</th>
</tr>
</thead>
</table>

   - SRA can download the Template of Entity List Excel file from Template Option.
   - SRA will then fill the downloaded template and Upload that excel file from “Upload your entity list” option

Note:
There will be validation messages in Status column if there is any discrepancy in entity’s data. Also application will not allow to save the list until this discrepancy is resolved.

   - SRA User can edit the discrepancy by clicking on Edit link and updating information
   - SRA will then edit the discrepancy and Update the data as below screen:
   - SRA will then save data as below screen:

2. Import Existing Entities
   - The template will have standardized name (Example: SRA1_EntityList) and format which will include

<table>
<thead>
<tr>
<th>Name of Entity</th>
<th>Name of Entity Arabic</th>
<th>Trade License Number</th>
<th>Entity Type</th>
<th>Activities of the Entity</th>
<th>Contact Number</th>
<th>Contact Email Address</th>
<th>Risk</th>
<th>Classification Code</th>
<th>Center Approval Status</th>
<th>Center Approval Date</th>
<th>EHSMS Implementation Status</th>
</tr>
</thead>
</table>

   - SRA can download the Template of Entity List Excel file from Template Option.
   - SRA will then fill the downloaded template and Upload that excel file from “Upload your entity list” option
   - Risk will be - High/medium
   - EHSMS Implementation Status will be
II. Send Entities List to Center

- SRA Admin can send the list of Entities uploaded (Import New entities) or created in the application to Center for approval.

Note:
The Entities which are newly created and uploaded via Import New Entities List those entities will be displayed in the Entity List which SRA user has to send to Center for Approval.
The Entities which are created in the system via Import Existing Entities are already approved and SRA user can directly send their login details.

- SRA will navigate to Entity Management>>Send List and directed to below screen:
- SRA selects the Entities by selecting checkboxes of those entities whose status is Pending for submission to Center (All the other status entities checkboxes will be non-editable).
- SRA then clicks on Send list option, (Center will receive a notification email from the SRA) and will be redirected to below screen:

III. Centre Approval Process for Entities

- Centre Admin will login to the application

Alert!
After Login there will be alert for Center to Approve/Not Approve the entities List send by SRA

- Navigate to Entity Management >> Entities List from left hand side menu option
- Center User will select the SRA for approving respective entities
- The screen will facilitates Center to display the list of Entities with below status
  - Approved: All approved Entities list will be displayed under this status
  - Not Approved: All Not Approved Entities list will be displayed under this status
  - Submit Changes: All sent for approvals Entities list will be displayed under this status
- The Center Admin will select checkboxes of the entities and similarly can Approve/Not Approve
- Center Admin will then click on Submit changes.

Alert!
After Login there will be alert for SRA for approved/not approved entities by Center

- Approved:
  - SRA User logins to the site and navigates to Entity Management >> Entities Selection Center Approval below screen is displayed:

- Not Approved:
  - SRA User logins to the site and navigates to Entity Management >> Entities Selection Center Approval below screen is displayed:

Once Entities has been approved/not approved by Center SRA user cannot send them to Center Approval. The checkboxes for these entities becomes disabled.

IV. Send login Details for Entities
• SRA will send the User Login details via Send Login Details:
• SRA Admin will login to the application, navigates to **Entity Management**>>**Send Login Details** from left hand side menu

**PLEASE NOTE**
- Only Entities of Approved Status is displayed

• When SRA clicks on this option the Send User login details will be send via email to the Email address mentioned while creation of Entity.

---

**Mail Notifications according to Risk classifications**

**Figure M3.14**: Screenshot for High Risk entities Email Notification

**Figure M3.14**: Screenshot for Medium (full EHSMS) Risk entities Email Notification
V. Block/Unblock User Login Details Entities

SRA will have facility to Block entities, in case of entities is non-operational or entities certificate needs to be revoked

- SRA will navigate to **Entity Management>>Block/Unblock Entities** from left hand side menu as below screen:
- SRA will comment in the comments box and then clicks on Block Login Details.
- SRA will be redirected to below screen:
After this action an email alert will go to entity that the activities on system are blocked for the Entity with the proper Reason.

When Blocked entity user try to login to the system the message will be displayed that Activities on the application are blocked and Contact Concerned SRA.

Unblock Login Details: If SRA clicks on Unblock Login Details an email alert will go to Entity that the activities on the application are unblocked for the Entity.

VI. **Center creates Government Departments (74):**

   a) Adding or Creating New Entity:

   - At the launch of the application all 74 Govt. Departments will be created with whom Centre is going to interact directly. Furthermore same like the SRAs, Centre will also be able to create new Govt. Depts. in the application if required in the future.
   - Center can create Government Departments/Entities the online form will be displayed with following fields:
     1) Entity Name – Mandatory and Unique
     2) Main Undertaking – Mandatory
     3) Risk Classification: High/Medium(full)/Medium(5.0)/Low – Mandatory
     4) Classification Code - SRA can select the classification Code from the list and will be unique.
     5) Contact Details : Contact person and Email Address
   - Submit Option to create Govt. Dept. Entities

   b) Import Existing Entities

   - The template will have standardized name (Example: SRA1_EntityList) and format which will include

<table>
<thead>
<tr>
<th>Name of Entity</th>
<th>Name of Entity</th>
<th>Trade License</th>
<th>Entity Type</th>
<th>Activities of the Entity</th>
<th>Contact No.</th>
<th>Contact Email Address</th>
<th>Risk Classification Code</th>
<th>Registration Date</th>
<th>Center Approval Date</th>
<th>Center Approval Status</th>
<th>EHSMS Implementation Status</th>
</tr>
</thead>
</table>

- SRA can download the Template of Entity List Excel file from Template Option.
- SRA will then fill the downloaded template and Upload that excel file from “Upload your entity list” option

**Note:**
There will no edit link for existing entities User has to update the entity list in excel file and then upload it
There will be no approval process for Govt. Dept. entities.
The rest of the functionality of batch upload, send login details and block/unblock entities will remain same.
1. After updating and filling all the mandatory details then only Entity can submit Forms G, G1, G2 and A
2. All this information will be pre-populated in all forms related to entity. If entity wants to edit this information from the form he/she needs to update profile summary page.
3.4 Module 4: Entity Registration, Development and Implementation of EHSMS

- As soon as Entity is classified, approved and received User Name & Passwords from the SRA. Entity will start interacting through the application.
- As per the classification (High, Medium or Low) Entity will automatically route to the classified or assigned process once login to the application.

3.4.1 Sector Entities reporting to SRA:

Note:
1. Sector Entities are High/Medium (full)/Medium (5.0)/Low Risk entities
2. High/Medium (full) risk entities should /can fill Form A,B,C,G1,G2,E,F
3. Medium (5.0)/Low Risk entities should /can fill Form G, G1, G2
4. Low Risk Entities will have access only when given.

I. Profile Summary Page:
- After Entity receives User Login Details Entity will login to the application & needs to update its Profile Summary Page and then only Entity can follow further process. An alert will be issued to the entity for the same.

Note:
1. After updating and filling all the mandatory details then only Entity can submit Forms G,G1,G2 and A
2. All this information will be pre-populated in all forms related to entity .If entity wants to edit this information from the form he/she needs to update profile summary page
Incident Management

I. Submission of Form G (Serious Incident Reporting):
   - Reporting Entity Information: Will be pre-populated by the system from profile Summary.
   - Three options are displayed
     - Reporting on Behalf of Non-Nominated Contractor: For this option, Entity has to fill extra fields for Contractor Details.
     - Reporting on Behalf of Nominated Contractor: For this option, Entity will only intimate its SRA, Nominated Entity and its SRA to fill Form G.
     - Reporting on Behalf of Entity: For this option, Entity will fill Form G.
   - Incident Information
     - Date of Incident / Time (24 hr.)
     - Type of Incident: Fatality, Serious Dangerous Occurrence, Serious Injury, Serious Occupational Illness
     - Incident Description:
     - Incident Location on Site:
     - Incident Workplace Address:
     - Applicable Reports: Police Medical Other
   - List of Injuries: User can add Injury here and all the injuries will be listed.
   - Add Injury contains:
     - Injury Type based on Immediate Judgment of the Severity:
       1. Injury causing the affected person temporarily unable to perform any regular job or restricted work activity on a subsequent scheduled workday or shift.
       2. Immediate medical treatment of the injured person(s) as an in-patient in a hospital.
       3. Medical treatment of the injured person(s) within 48 hours of exposure to a substance.
     - Immediate medical treatment of the injured person(s) for:
       - Fracture, loss of a distinct part or organ of body including the amputation of any part of body, loss of consciousness and/or requiring resuscitation a serious head injury, a serious eye injury including loss of sight (temporary or permanent) exposure to a hazardous material, penetration injury with a risk of infectious disease transmission (such as needle-stick injury), the separation of skin from any underlying tissue (such as scalping or degloving), electric shock or electrical burn serious burns due to thermal and chemical agents, entrapment of a body part in machinery / equipment / plant a spinal injury, dislocation of joints the loss of bodily function.
     - Serious laceration, Other
     - Injury Severity known at the time of Incident: Fatality, Permanent Total Disability, Permanent Partial Disability, Lost Workdays Injury, Lost Workdays Occupational Illness.
   - Injured Person’s Personal Details (For Injuries): Name, Occupation, Relationship with Entity, Entity Employee, Contractor Employee, Other Person (e.g. Visitor), Nationality, Date of Birth: Select a date from the calendar, Passport Number, Length of Service, Contact Phone Number, Gender.
   - Key Corrective Actions Taken Immediately after the Incident: User can Add Actions, Responsibility, Status.
   - Save Button: the incident will be saved as Draft.
   - Submit button: The incident will be submitted to concerned SRA.
   - Print Button: The incident can be printed.
Note:
1. Entity after submission of Form G can update the injury section in the form and resubmit it anytime.
2. For Form G for incident types Serious and Dangerous occurrence, Serious Injury and Serious Occupational Illness Schedules (A, B, C) should be attached.
3. After receiving the Notification of Form G from entity, if required SRA will send Form G to Center. Then Center can initiate Form K to SRA. Form K process is optional and initiation depends on decision of the Center.

II. **Form G - Approval SRA (Serious Incident Reporting):**
   - SRA can perform 3 actions on Form G:
     - **Approved** – Form G Approved by SRA. Form G goes to Center
     - **Not Approved** – SRA suggests amendments. Form G goes to Entity. Entity has to change and resubmit.
     - **Ignored** – Notification will be send to entity Incident not valid and Form G and G1 process stops

III. **Form G - Approval Center (Serious Incident Reporting):**
   - Center can perform 3 actions on Form G:
     - **Approved** – Form G Approved by Center. Center can initiate Form K
     - **Not Approved** – Center suggests amendments. Form G goes to SRA. SRA will either Approve/Not Approve /Ignore
     - **Ignored** – Notification will be send to SRA and entity Incident not valid and Form G and G1 process stops

IV. **Form K - Initiation Center and Submission – SRA:**
   - Center Initiates and fill Form K to SRA Approved
   - SRA submits comments in Form K to center

V. **Submission of Form G1 (Serious Incident Investigation):**
   - **Part A – Incident Information (as notified in Form G)** all the fields mentioned/filled in Form g will appear in this section and will be non-editable.
   - **Reporting Entity Information:** Will be pre-populated by the system from profile Summary.
   - Three options are displayed
     - **Reporting on Behalf of Non –Nominated Contractor** : For this option Entity has to fill extra Fields for Contractor Details
     - **Reporting on Behalf of Nominated Contractor** : For this option Entity will only intimate its SRA, Nominated Entity and its SRA to fill Form G
     - **Reporting on Behalf of Entity** : For this option Entity will fill Form G
   - Incident information
     - **Date of Incident / Time (24 hr.)**
     - **Type of Incident:** Fatality ,Serious Dangerous Occurrence ,Serious Injury ,Serious Occupational Illness
     - **Incident Description:**
     - **Incident Location on Site:**
     - **Incident Workplace Address:**

Note:
Center can initiate Form K to SRA if required. Form K process is optional and initiation depends on decision of the Center.
- **Applicable Reports:** Police Medical Other
- List of Injuries: User can add Injury here and all the injuries will be listed.
- Key Corrective Actions Taken Immediately after the Incident: User can Add Actions, Responsibility, Status
- Save Button: the incident will be saved as Draft
- Submit button: The incident will be submitted to concerned SRA
- Print Button: The incident can be printed.

- **Incident Causes Details:** To be supported with the incident investigation report
  - **Immediate Cause (Unsafe Act)** Failure to secure, Operating equipment without authority, Failure to warn, Servicing equipment in operation, Removing / Defeating Safety Devices, Using defective equipment / tools, Failure to use PPE properly Using equipment improperly, Operating at improper speed, Improper lifting/ loading/ placement, Lack of awareness / knowledge, Improper position for task, Lack of attention / concentration, Horseplay (practical joke with harmful impacts), Violation / taking shortcuts Others
  - **Immediate Cause (Unsafe Conditions)** Inadequate guards or barriers, Inadequate or improper protective equipment, Inadequate warning system or notice, Inadequate or excess illumination, Inadequate ventilation, Congestion/ restricted action/ poor access Fire and explosion hazards, Poor housekeeping, disorder, High / Low temperature exposure, Excessive noise exposure Hazardous gases/dusts/vapors/fumes, Radiation exposure, Defective tools, equipment or materials, Equipment failure, Others ,Root Causes
  - **(Personal factor)** Physical Capability,(Any sensory deficiency, Inadequate size or strength or physical disabilities)Physical Condition(previous injury/illness, Fatigue, blood sugar or Impairment due to drugs)Mental State(poor judgment, memory failure, poor condition, fears or emotional disturbance)Skill Level(Inadequate required skill, lack of coaching on skill or infrequent performance of skill)Behavior(save time, avoids discomfort, improper supervisory, inadequate disciplinary process or inappropriate aggression), Mental Stress(Frustration, confusion/conflicting directions, emotional overload, extreme meaningless activities or concentration/judgment demands)Human Error, Others
  - FORM G1
- Injury Details: To be supported with diagnosis by Licensed Health Care Professional and/or Medical Report
- Key Corrective Actions Taken Immediately after the Incident: (Attach additional pages if more space is required)
- Incident Root Cause(s): (Refer to Section 1. Attach additional pages if more space is required)
- Key Corrective Actions to Prevent Recurrence: (Attach additional pages if more space is required)
Incident Cost: (Approximate / Best Estimate)
Save Button: the investigation will be saved as Draft
Submit button: The investigation will be submitted to concerned SRA
Print Button: The investigation can be printed.

Note:
Entity cannot submit Form G1 till its Form G1 is been approve by Center

VI. Form G1 - Approval SRA (Serious Incident Reporting):
- SRA can perform 3 actions on Form G1:
  - **Approved** – Form G1 Approved by SRA. Form G1 goes to Center
  - **Not Approved** – SRA suggests amendments. Form G1 goes to Entity. Entity has to change and resubmit.
  - **Ignored** – Notification will be send to entity. Incident not valid and Form G1 process stops

VII. Form G1 - Approval Center (Serious Incident Reporting):
- Center can perform 3 actions on Form G1:
  - **Approved** – Form G1 Approved by Center
  - **Not Approved** – Center suggests amendments. Form G1 goes to SRA. SRA will either Approve/Not Approve /Ignore
  - **Ignored** – Notification will be send to SRA and entity. Incident not valid and Form G1 process stops

Registration and implementation
I. Submission of Form A (Registration to EHSMS):
- **General Entity Information**: Will be pre-populated by the system from profile Summary.
- **Scheduled of developing and Implementing of EHSMS**: Target Date for Completion of EHSMS
- **Additional Information of EHSMS already implemented by Entity.**
- **Submit** – To submit Form A to SRA

Note:
Entity cannot submit Form A till it updates its profile summary

II. Form A - Approval SRA (Registration of EHSMS):
- SRA can perform 2 actions on Form A:
  - **Approved** – Form A Approved by SRA. Form A goes to Center
  - **Not Approved** – SRA suggests amendments. Form A goes to Entity. Entity has to change and resubmit.

III. Submission of Form B (Amendments to Registration):
- In EHSMS RF Form B has 2 parts one is Profile summary Update and other is change in scheduled target date for EHSMS development.
- For first part Entity User can update Profile Summary page anytime. (Refer to section a) Profile summary) and which does not need any approval.
- For Second part which needs approval can be submitted using Form B.
- **General Entity Information**: Will be pre-populated by the system from profile Summary.
- **Scheduled of developing and Implementing of EHSMS**: Original Target Date for Completion of EHSMS, New target date Proposed, Reason for Extension of Time Request.
IV. Form B - Approval SRA (Amendments to Registration):

- SRA can perform 2 actions on Form B:
  - Approved – Form B Approved by SRA. Form A goes to Center
  - Not Approved – SRA suggests amendments. Form B goes to Entity. Entity has to change and resubmit.

V. Submission of Form C (Implementation of EHSMS):

- Entity will fill the details in the form.
- For Main and sub Sections of EHSMS document one check box is displayed. When User clicks on all the checkboxes for sub sections the main section checkbox gets enabled.
- User can enter the page numbers and other details of EHSMS document in the text box provided for each main and sub section.
- There will be facility to upload single document for EHSMS document which includes all the sections that user needs to ensure.
- Two options are displayed
  - Save: The form gets saved until the User submits the form.
  - Submit: The form gets submitted to respective SRA.

Note:
1. Entity cannot submit Form C till Form A has been Approved
2. For Form C all 20 documents sections will be expandable and collapsible.
3. In case of entity if any section/subsection is not checked then it will indicate in form of message.
4. In case of SRA if comments are not entered for any section/subsection it will indicate in form of message.
5. Form C - PDF & Word documents/zippered documents - Maximum size allowed - 150MB

VI. Form C Acceptance - SRA (Implementation of EHSMS):

- For SRA additional comment box at each sub section for acceptance/rejection of any particular sub-section.
- Form C details will be displayed.
- Comment box will be displayed to enter comments for approval and rejection. SRA will comment.
- Two options will be displayed
  - Not Accept: In case of SRA not accepts Form C following will be the action:
    - Entity will receive Form C with Form C status as Not Accepted with comments in all subsection and date of resubmission.
    - Entity needs to resubmit Form C with updated EHSMS documents (according to SRA comments) to SRA within specified date of resubmission.
  - Accept: In case of SRA accepts Form C following will be the action:
    - Entity will receive Form C with Form C status as Accepted.
    - For SRA the link for Form I gets enabled in Form C (As Form C is accepted by SRA means all the sections of EHSMS documents are attached).
VII. **Form C EHSMS Document Approval - SRA (Implementation of EHSMS):**

- SRA will review the EHSMS documents (uploaded by an Entity) and mark the ratings/comments in Form I.
- As soon as Form I will be saved in the system following will happen:
  - There will be 2 options Approved/Not Approved enabled for EHSMS documents.
    - **Not Approve:** In case of SRA not approve Form C following will be the action:
      - Entity will receive Form C with Form C status as Accepted and EHSMS status as Not Approved with comments in all subsection and date of resubmission
      - Entity will receive Feedback report in accordance with Form I but there will be no ratings
      - Entity needs to resubmit Form C with updated EHSMS documents (according to Feedback report) to SRA within specified date of resubmission.
    - **Approve:** In case of SRA Approve Form C following will be the action:
      - Entity will receive Form C with Form C status as Approved and EHSMS status as Approved with comments in all subsection
      - Entity will receive Approval Certificate in designated Format.
      - Entity has to collect hardcopy for that certificate from OSHAD.

**Note:**
1. External Consultancy synchronization:
   - In Form C and I - trade license + Qudorat number included
   - In case of External Consultancy Form I will be submitted to Center for any action by SRA
2. Re-issuing of EHSMS Certificate:
   - The expiry period for EHSMS certificate is of 3 years.
   - SRA will receive a reminder alert for the entity who’s approved EHSMS (Form C) has expiring (3 years is the expiry date).
   - SRA depending on Entity’s performance will either approve or not approve the EHSMS.
   - In case of SRA want to not approve i.e. revoke the EHSMS Certificate then SRA can block the respective entity.

**Performance Reporting**

Reporting period and Reminders:

1. Performance Reporting and Approval Quarter as below table:

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Due Date</th>
<th>Maximum Date to be allowed for submission/change of data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1</td>
<td>Mid of April</td>
<td>End of April</td>
</tr>
<tr>
<td>Q2</td>
<td>Mid of July</td>
<td>End of July</td>
</tr>
<tr>
<td>Q3</td>
<td>Mid of October</td>
<td>End of October</td>
</tr>
<tr>
<td>Q4</td>
<td>Mid of January (Next Year)</td>
<td>End of January (Next Year)</td>
</tr>
</tbody>
</table>

**E, E1 &E2 form submission Notifications (Reminders):**

<table>
<thead>
<tr>
<th>Reminder No.</th>
<th>Date of Reminder</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. 1</td>
<td>Before 1 week of due date</td>
</tr>
<tr>
<td>No. 2</td>
<td>On due date</td>
</tr>
<tr>
<td>No. 3</td>
<td>After 1 week of due date</td>
</tr>
<tr>
<td>Annual</td>
<td>End of the year</td>
</tr>
</tbody>
</table>
Reminder No. 1:

Greetings,

This is to kindly remind you to submit the Quarterly OHS Performance Report for Quarter …..of Year….on …..

For this purpose, we welcome any clarifications that you may need during the coming period, to ensure submitting your report on time.

Reminder No. 2:

Greetings,

As you are aware, the OHS Performance Report for Quarter ..of Year…. should be submitted today.

For this purpose, you are cordially requested to submit your report on time.

Reminder No. 3:

Greetings,

We would like to remind you to submit your OHS Performance Report, as you are past the deadline for submission.

Annual Reminder:

Greetings,

In order to correct any errors in the quarterly performance reports, we would like to inform you that all performance reports are editable until the middle of January as maximum date.

I. Submission of Form E – Quarterly Performance Reporting:

- Entity will fill the details in the form.
- Submit: The form gets submitted to respective SRA

- Options/fields (with formula and calculations):
- Please click on below “Form E “excel icon (excel sheet) for Form E Options/fields (with formula and calculations

II. Form E - Approval SRA (Quarterly Performance Reporting):
- SRA can perform 2 actions on Form E:
  - **Approved** – Form E Approved by SRA.
  - **Not Approved** – SRA suggests amendments. Form E goes to Entity. Entity has to change and resubmit.

### III. Submission of Form E1 – Quarterly Performance Reporting:

- The compilation of some of the data from Form E will be pre-populated in Form E1 for SREA
- SRA will fill the other details in the form.
- Submit: The form gets submitted to respective SRA

- Options/fields (with formula and calculations):
  - Please click on below “Form E1” excel icon (excel sheet) for Form E Options/fields (with formula and calculations

![Form E1.xlsx](image)

### IV. Form E1 - Approval Center (Quarterly Performance Reporting):

- Center can perform 2 actions on Form E:
  - **Approved** – Form E1 Approved by Center.
  - **Not Approved** – Center suggests amendments. Form E1 goes to SRA. SRA has to change and resubmit.

### V. Annual report

- Generation of Annual Report at end of Q4
- It will be only for view
- Annual Report will be compilation of all Form E of that Year

### VI. Submission of Form F – Annual External EHSMS Audit Form

- Entity will fill the details in the form.
- Submit: The form gets submitted to respective SRA

### 3.4.2 Government Departments reporting to Center – OSHAD:

#### I. Profile Summary Page:

- After Government departments receives User Login Details Entity will login to the application & needs to update its Profile Summary Page and then only Government department can follow further process. An alert will be issued to the entity for the same.

**Note:**

1. After updating and filling all the mandatory details then only Government department can submit Forms G,G1,G2 and C
2. All this information will be pre-populated in all forms related to entity. If entity wants to edit this information from the form he/she needs to update profile summary page

#### Incident Management

#### I. Submission of Form G (Serious Incident Reporting):
• Reporting Government department Information: Will be pre-populated by the system from profile Summary.

Three options are displayed

- Reporting on Behalf of Non–Nominated Contractor: For this option Entity has to fill extra Fields for Contractor Details
- Reporting on Behalf of Nominated Contractor: For this option Entity will only intimate its SRA, Nominated Entity and its SRA to fill Form G
- Reporting on Behalf of Entity: For this option Entity will fill Form G

• Incident information
  - Date of Incident / Time (24 hr.)
  - Type of Incident: Fatality, Serious Dangerous Occurrence, Serious Injury, Serious Occupational Illness
  - Incident Description:
  - Incident Location on Site:
  - Incident Workplace Address:
  - Applicable Reports: Police Medical Other

• List of Injuries: User can add Injury here and all the injuries will be listed.
  Add Injury contains:
  - Injury Type based on Immediate Judgment of the Severity:
    4. Injury causing the affected person temporarily unable to perform any regular job or restricted work activity on a subsequent scheduled workday or shift
    5. Immediate medical treatment of the injured person(s) as an in-patient in a hospital
    6. Medical treatment of the injured person(s) within 48 hours of exposure to a substance

- Immediate medical treatment of the injured person(s) for:
  fracture, loss of a distinct part or organ of body including the amputation of any part of body, loss of consciousness and/or requiring resuscitation a serious head injury, a serious eye injury including loss of sight (temporary or permanent) exposure to a hazardous material, penetration injury with a risk of infectious disease transmission (such as needle-stick injury), the separation of skin from any underlying tissue (such as scalping or de-gloving), electric shock or electrical burn serious burns due to thermal and chemical agents, entrapment of a body part in machinery / equipment / plant a spinal injury, dislocation of joints the loss of bodily function
  Serious laceration, Other

- Injury Severity known at the time of Incident Fatality, Permanent Total Disability, Permanent Partial Disability, Lost Workdays Injury Lost Workdays Occupational Illness

- Injured Person’s Personal Details (For Injuries): Name, Occupation, Relationship with Entity Entity Employee Contractor Employee Other Person (e.g. Visitor), Nationality, Date of Birth: Select a date from the calendar, Passport Number, Length of Service, Contact Phone Number, Gender

- Key Corrective Actions Taken Immediately after the Incident: User can Add Actions, Responsibility, Status
- Save Button: the incident will be saved as Draft
- Submit button: The incident will be submitted to concerned SRA
- Print Button: The incident can be printed.
Note:
4. Entity after submission of Form G can update the injury section in the form and resubmit it anytime.
5. For Form G for incident types Serious and Dangerous occurrence, Serious Injury and Serious Occupational Illness Schedules (A, B, C) should be attached.
6. After receiving the Notification of Form G from entity, if required SRA will send Form G to Center. Then Center can initiate Form K to SRA. Form K process is optional and initiation depends on decision of the Center.

II. **Form G - Approval Center (Serious Incident Reporting):**
   - Center can perform 3 actions on Form G:
     - **Approved** – Form G Approved by Center. Center can initiate Form K
     - **Not Approved** – Center suggests amendments. Form G goes to Government department.
     - **Ignored** – Notification will be send to Government department Incident not valid and Form G and G1 process stops

III. **Form K - Initiation Center and Submission:**
   - Center Initiates and fill Form K to SRA Approved
   - Center submits comments in Form K to center

Note:
Center can initiate Form K if required. Form K process is optional and initiation depends on decision of the Center.

IV. **Submission of Form G1 (Serious Incident Investigation):**
   - **Part A – Incident Information (as notified in Form G)** all the fields mentioned /filled in Form g will appear in this section and will be non-editable.
   - **Reporting Entity Information:** Will be pre-populated by the system from profile Summary.
   - Three options are displayed
     - **Reporting on Behalf of Non –Nominated Contractor** : For this option Entity has to fill extra Fields for Contractor Details
     - **Reporting on Behalf of Nominated Contractor** : For this option Entity will only intimate its SRA, Nominated Entity and its SRA to fill Form G
     - **Reporting on Behalf of Entity** : For this option Entity will fill Form G
   - **Incident information**
     - **Date of Incident / Time (24 hr.)**
     - **Type of Incident:** Fatality ,Serious Dangerous Occurrence ,Serious Injury ,Serious Occupational Illness
     - **Incident Description:**
     - **Incident Location on Site:**
     - **Incident Workplace Address:**
     - **Applicable Reports:** Police Medical Other
   - List of Injuries: User can add Injury here and all the injuries will be listed.
   - Key Corrective Actions Taken Immediately after the Incident: User can Add Actions, Responsibility, Status
   - Save Button : the incident will be saved as Draft
   - Submit button : The incident will be submitted to concerned SRA
   - Print Button: The incident can be printed.

- **Incident Causes Details:** To be supported with the incident investigation report
### Immediate Cause (Unsafe Act)
Failure to secure, Operating equipment without authority, Failure to warn, Servicing equipment in operation, Removing / Defeating Safety Devices, Using defective equipment / tools, Failure to use PPE properly Using equipment improperly, Operating at improper speed, Improper lifting/ loading/ placement, Lack of awareness / knowledge, Improper position for task, Lack of attention / concentration, Horseplay (practical joke with harmful impacts), Violation / taking shortcuts Others

### Immediate Cause (Unsafe Conditions)
Inadequate guards or barriers, Inadequate or improper protective equipment, Inadequate warning system or notice, Inadequate or excess illumination, Inadequate ventilation, Congestion/ restricted action/ poor access Fire and explosion hazards, Poor housekeeping, disorder, High / Low temperature exposure, Excessive noise exposure Hazardous gases/dusts/vapors/fumes, Radiation exposure, Defective tools, equipment or materials, Equipment failure, Others

### Root Causes
- **(Personal factor)** Physical Capability, (Any sensory deficiency, Inadequate size or strength or physical disabilities) Physical Condition (previous injury/illness, Fatigue, blood sugar or Impairment due to drugs) Mental State (poor judgment, memory failure, poor condition, fears or emotional disturbance) Skill Level (Inadequate required skill, lack of coaching on skill or infrequent performance of skill) Behavior (save time, avoids discomfort, improper supervisory, inadequate disciplinary process or inappropriate aggression), Mental Stress (Frustration, confusion/conflicting directions, emotional overload, extreme meaningless activities or concentration/judgment demands) Human Error, Others

### Root Causes:
- Inadequate Training / Knowledge transfer
- Inadequate Leadership Supervision
- Inadequate / Missing Work Procedures (SoP)
- Inadequate Incident Investigation / Analysis
- Inadequate Purchasing/Material handling
- Inadequate Engineering / Design / Controls
- Inadequate Tools/Equipment
- Inadequate Risk Assessment / Management
- Inadequate Communication
- Inadequate Contractor Management
- Inadequate Planned Inspections
- Inadequate Management of Change
- Inadequate Emergency Response Plan
- Others

**FORM G1**

- **Injury Details:** To be supported with diagnosis by Licensed Health Care Professional and/or Medical Report

- **Key Corrective Actions Taken Immediately after the Incident:** (Attach additional pages if more space is required)

- **Incident Root Cause(s):** (Refer to Section 1. Attach additional pages if more space is required)

- **Key Corrective Actions to Prevent Recurrence:** (Attach additional pages if more space is required)

- **Incident Cost:** (Approximate / Best Estimate)

- **Save Button:** the investigation will be saved as Draft

- **Submit button:** The investigation will be submitted to concerned SRA

- **Print Button:** The investigation can be printed.

**Note:** Entity cannot submit Form G1 till its Form G1 is been approve by Center
V. Form G1 - Approval Center (Serious Incident Reporting):

- Center can perform 3 actions on Form G1:
  - Approved – Form G1 Approved by Center
  - Not Approved – Center suggests amendments. Form G1 goes to Government department for amendments and resubmission
  - Ignored – Notification will be send to Government department Incident not valid and Form G1 process stops

Registration and implementation

I. Submission of Form C (Implementation of EHSMS):

- Entity will fill the details in the form.
- For Main and sub Sections of EHSMS document one check box is displayed .When User clicks on all the checkboxes for sub sections the main section checkbox gets enabled.
- User can enter the page numbers and other details of EHSMS document in the text box provided for each main and sub section.
- There will be facility to upload single document for EHSMS document which includes all the sections that user needs to ensure.
- Two options are displayed
  - Save: The form gets saved until the User submits the form.
  - Submit: The form gets submitted to respective SRA:

Note:
1. For Form C all 20 documents sections will be expandable and collapsible.
2. In case of entity if any section/subsection is not checked then it will indicate in form of message.
3. In case of Center if comments are not entered for any section/subsection it will indicate in form of message.
4. Form C - PDF & Word documents/ zipped documents - Maximum size allowed - 150MB

II. Form C Acceptance - Center (Implementation of EHSMS):

- For Center additional comment box at each sub section for acceptance/rejection of any particular sub-section.
- Form C details will be displayed.
- Comment box will be displayed to enter comments for approval and rejection. Center will comment.
- Two options will be displayed
  - Not Accept: In case of Center not accepts Form C following will be the action:
    - Entity will receive Form C with Form C status as Not Accepted with comments in all subsection and date of resubmission
    - Entity needs to resubmit Form C with updated EHSMS documents (according to Center comments) to Center within specified date of resubmission.
  - Accept: In case of Center accepts Form C following will be the action:
    - Entity will receive Form C with Form C status as Accepted
- For Center the link for Form I gets enabled in Form C (As Form C is accepted by Center means all the sections of EHSMS documents are attached).

III. **Form C EHSMS Document Approval- Center (Implementation of EHSMS):**

- Center will review the EHSMS documents (uploaded by an Entity) and mark the ratings/comments in Form I.
- As soon as Form I will be saved in the system following will happen:
- There will be 2 options Approved/Not Approved enabled for EHSMS documents.
  - **Not Approve:** In case of center not approve Form C following will be the action:
    - Entity will receive Form C with Form C status as Accepted and EHSMS status as Not Approved with comments in all subsection and date of resubmission
    - Entity will receive Feedback report in accordance with Form I but there will be no ratings
    - Entity needs to resubmit Form C with updated EHSMS documents (according to Feedback report) to Center within specified date of resubmission.
  - **Approve:** In case of Center Approve Form C following will be the action:
    - Entity will receive Form C with Form C status as Approved and EHSMS status as Approved with comments in all subsection
    - Entity will receive Approval Certificate in designated Format.
    - Entity has to collect hardcopy for that certificate from OSHAD.

Note:
1. External Consultancy synchronization:
   - In Form C and I - trade license + Qudorat number included
2. Re-issuing of EHSMS Certificate:
   - The expiry period for EHSMS certificate is of 3 years.
   - Center will receive a reminder alert for the entity who’s approved EHSMS (Form C) has expiring (3 years is the expiry date).
   - Center depending on Entity’s performance will either approve or not approve the EHSMS.
   - In case of Center want to not approve i.e. revoke the EHSMS Certificate then SRA can block the respective entity.

**Performance Reporting**

Reporting period and Reminders:

1. Performance Reporting and Approval Quarter as below table:

<table>
<thead>
<tr>
<th>E1 (to Center) form submission timeframe:</th>
<th>Quarter</th>
<th>Due Date</th>
<th>Maximum Date to be allowed for submission/change of data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1</td>
<td>End of April</td>
<td>Mid of May</td>
<td></td>
</tr>
<tr>
<td>Q2</td>
<td>End of July</td>
<td>Mid of August</td>
<td></td>
</tr>
<tr>
<td>Q3</td>
<td>End of October</td>
<td>Mid of November</td>
<td></td>
</tr>
<tr>
<td>Q4</td>
<td>End of January (Next Year)</td>
<td>Mid of February (Next Year)</td>
<td></td>
</tr>
<tr>
<td>Annual</td>
<td>End of February (Next Year)</td>
<td>End of February (Next Year)</td>
<td></td>
</tr>
</tbody>
</table>

**E, E1 &E2 form submission Notifications (Reminders):**

<table>
<thead>
<tr>
<th>Reminder No.</th>
<th>Date of Reminder</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. 1</td>
<td>Before 1 week of due date</td>
</tr>
<tr>
<td>No. 2</td>
<td>On due date</td>
</tr>
</tbody>
</table>
Reminder No. 1:

Greetings,

This is to kindly remind you to submit the Quarterly OHS Performance Report for Quarter ..... of Year ..... on ..... 

For this purpose, we welcome any clarifications that you may need during the coming period, to ensure submitting your report on time.

Reminder No. 2:

Greetings,

As you are aware, the OHS Performance Report for Quarter .. of Year ..... should be submitted today.

For this purpose, you are cordially requested to submit your report on time.

Reminder No. 3:

Greetings,

We would like to remind you to submit your OHS Performance Report, as you are past the deadline for submission.

Annual Reminder:

Greetings,

In order to correct any errors in the quarterly performance reports, we would like to inform you that all performance reports are editable until the middle of January as maximum date.

I. Submission of Form E1 – Quarterly Performance Reporting:

- Entity will fill the details in the form.
- Submit: The form gets submitted to respective Center

- Options/fields (with formula and calculations):
  - Please click on below “Form E1 “excel icon (excel sheet) for Form E Options/fields (with formula and calculations
II. **Form E - Approval Center (Quarterly Performance Reporting):**
   - Center can perform 2 actions on Form E:
     - Approved – Form E Approved by Center
     - Not Approved – Center suggests amendments. Form E goes to Entity. Entity has to change and resubmit.

III. **Submission of Form E1 – Quarterly Performance Reporting:**
   - The compilation of some of the data from Form E will be pre-populated in Form E1 for Center
   - Center will fill the other details in the form.
   - Submit: The form gets submitted to respective SRA
   - Options/fields (with formula and calculations):
     - Please click on below “Form E3 “excel icon (excel sheet) for Form E Options/fields (with formula and calculations

IV. **Annual report**
   - Generation of Annual Report at end of Q4
   - It will be only for view
   - Annual Report will be compilation of all Form E of that Year

V. **Submission of Form F – Annual External EHSMS Audit Form**
   - Entity will fill the details in the form.
   - Submit: The form gets submitted to respective SRA

---

### 3.5 Module 5: Request for Modification of AD-EHSMS (Form J)

<table>
<thead>
<tr>
<th>Module 5</th>
<th>Form J Request for Modification of the AD EHSMS RF</th>
</tr>
</thead>
</table>

#### I. **Submission of Form J – Request for modification of AD-EHSMS:**
   - Form J (Request for Modification of AD EHSMS RF) has been available on Landing Page
   - Open to Public. Also Form J can be initiated by stakeholders (Entity, SRA, Government Department) other than Center and tracked through list of all requests.
   - Requester has to provide information about document name, section number, and changes in contents.
   - For each request, Change Request Reference Number has been generated and send it to request originator through email and Center will get notification about new request.
   - User will fill the details in the form.
• Submit: The form gets submitted to respective Center

II. **Review/Acceptance of Form J Request**
• Center will evaluate requests of Form J. Center will process the request with either Accepted or Not Accepted along with comments.
• Also mention change implementation tenure in case of Acceptance.

III. **Notification to Originator**
• Once request of Form J has been processed by Center, notification will be sent to originator with decision about request along with comments supporting the decision.

### 3.6 Module 6: EHS Awareness Activity Notification Form (Form L)

#### I. Step 1: Form L Submission
- Entity/SRA needs to submit Form L for any kind of planned awareness activity, media publishing or unplanned media release.
- If Sector Entity initiates Form L request, request will be sent to SRA for first review and request will be either accepted by SRA and may ask for clarification.

#### II. Step 2: Form L Review
- All planned Form L request will be evaluated by Center once submitted by SRA or Govt Dept. Center can either Approved or Not Approved the request. In case of more clarification, center may request for more information.

#### III. Step 3: Form L Notification
- Once decision of Form L has been finalized by Center, notification will be sent to originator and respective SRA with comments.

### 3.7 Module 7: Notice of Appointment of Principal Contractor (Form H)

#### I. Step 1: Form H Request Submission by Nominated Entity
- Sector Entity or Government Department need to Submit Form H (Appointment of Principal Contractor) before starting of any Construction Activity.

#### II. Step 2: Form H Request by Non-Nominated Entity
- Outside user/non-nominated entity can submit Form H through landing page. Before submission of Form H, respective user need to register in the system and then user can log-in to the system and submit the Form H request and track the process of Form H requests.

### III. Step 3: Form H Requests Approval
- Form H requests has been routed to respective Municipality Sub-SRA (Building and Construction Sector) depending on selection and Sub-SRA reviews the request with decision as either Approved / Not Approved / Need More Information.

### IV. Step 4: Form H Decision Notification
- Once Form H request has been processed, Initiator will get notification with comments. Initiator has to submit Form H again in case of ‘Need More Information’ decision.

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**Client - ACCEPTANCE & SIGN-OFF**

<table>
<thead>
<tr>
<th>Customer Name</th>
<th>Abu Dhabi Environment Health &amp; Safety Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact name &amp; title</td>
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<tr>
<td>Date</td>
<td></td>
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<tr>
<td>Comments</td>
<td></td>
</tr>
</tbody>
</table>

**For Infotouch FZ LLC**

| Signature                   |                               |
|                            |                               |
| Contact name & title       |                               |
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| Signature     |                                             |
| Contact name & title |                                   |
| Date          |                                             |