ABU DHABI PUBLIC
HEALTH CENTRE | مـركـز أبـوظـبـي
للصحة العامة

Abu Dhabi Occupational Safety and Health System Framework

(ADOSH-SF)

Mechanisms

Mechanism 10.0 – Request to Develop or Update ADOSH-SF Document

Version 4.0

July 2024

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1.   Introduction

This mechanism is designed to define the requirements to be met in requesting and processing a proposed change to any issued ADOSH-SF or associated document.

The purpose is to ensure that proposed changes are beneficial to the system, adequately described and justified and submitted in an appropriate manner for efficient review by ADPHC.

This mechanism has been designed to ensure fair, transparent and consistent processing of requests for changes in the ADOSH-SF requirements.

2. Requirements

(a) Relevant stakeholders are encouraged to request the development of additional requirements or an update to the *ADOSH-SF* and/or associated documents.

2.1 Document Development or Update

(a) Proposed changes may cover any or all of the following areas:

    (i) changes in policy direction on specific ADOSH-SF issues;

    (ii) update to revise or extend technical content;

    (iii) addition of technical content for OSH topic minimum requirements / standards; and

    (iv) update to an *ADOSH-SF* Form.

(b) Changes shall be classified as "Minor" or "Significant", as defined below:

    (i) "Minor" change includes editorial changes and changes limited to one document and not affecting the other components (documents) of *ADOSH-SF*.

    (ii) "Significant" change includes changes having broad impact leading to changes in policy, strategy, processes, and/or requiring updating multiple documents in the *ADOSH-SF* (Elements, Mechanisms, Codes of Practice, Guidelines, etc.).

2.2 Considerations

(a) ADPHC shall take the following points into consideration while evaluating change requests:

    (i) whether the proposed change(s) affect(s) other parts of the document being changed; and

    (ii) whether the proposed change(s) directly affect(s) other document(s), requirement(s) and/or processes of the *ADOSH-SF* .

2.3 Submission of Requests

(a) Requests shall be submitted directly to ADPHC.

(c) All requests shall be submitted using *ADOSH-SF - Form J – Request for Modification of the ADOSH-SF*.

(d) Additional evidence shall be included in the proposed request, where applicable, as part of the justification for the change(s).

(e) Requests made in any other manner shall not be considered.

2.4 Processing of Requests

(a) All requests shall be reviewed and considered by ADPHC and the originator shall be informed (of approval, rejection or consideration otherwise) within one month of receipt by ADPHC.

(b) Each request shall be assigned a unique sequential "Change Request Reference Number".

(c) Each change request shall be technically reviewed and a recommendation on whether the change shall be incorporated shall be made for approval by the authorized signatory of ADPHC.

(d) ADPHC may consult with the SRA's on relevant specific technical amendments or changes that result in a significant impact on the *ADOSH-SF*.

(e) At the discretion of ADPHC, approved changes may be incorporated immediately upon their approval or at 6-monthly intervals to allow for consolidation of changes requested on any specific document.

(f) The originator of each request shall be informed of the final decision of ADPHC.

(g) When a change request is incorporated, any new or updated documents that are officially approved shall be notified to the SRAs and other concerned stakeholders and shall be published on the ADPHC website (www.ADPHC.gov.ae).

(h) All documents developed under the *ADOSH-SF* shall have a specific effective date. This date shall be held in the footer of each document. The effective date may differ from the date in which the document is uploaded to the ADPHC website.

(i) Any new document developed under the *ADOSH-SF* shall be identified with its effective date and with the base Version Number of the current version of ADOSH-SF (i.e., 2.0, 3.0, etc.).

(j) Any existing document that becomes updated shall be identified with its new effective date and a new Version Number, where the decimal part of the Version Number is incremented but the integer part is kept the same (i.e. 2.1, 2.2, etc.). A document amendment record table shall be added to each document amended following its first release.

(k) Concerned SRA's are responsible for informing their entities of the update to the *ADOSH-SF* documents.

(l) For all *ADOSH-SF* and associated documents, the version listed on the ADPHC website shall be the officially approved version and all other previous versions are to be deemed obsolete.

2.5 Record Keeping

(a) ADPHC shall develop, implement and maintain an appropriate transparent change request record keeping system.

3. ADOSH-SF – Standard Forms

Form J – Request for Modification of ADOSH-SF.

This form is used to request a change to the *ADOSH-SF* or associated document. *ADOSH-SF Forms* are available at www.ADPHC.gov.ae

4. Document Amendment Record

Version	Revision Date	Description of Amendment	Page/s Affected
4.0	15th July 2024	System acronym updated from OSHAD-SF to ADOSH-SF to accurately reflect document title	Throughout
		Change from OSHAD to ADPHC	
		Change of Logo	
		Minor editorial changes throughout the document without changing requirements.	

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