

مركز أبوظبي للصحة المهنية
ABU DHABI OCCUPATIONAL SAFETY AND HEALTH CENTER

أوشاد
oshad

Abu Dhabi Occupational Safety and Health System Framework

(OSHAD-SF)

Mechanisms

**Mechanism 10.0 – Request to Develop or Update OSHAD-SF
Document**

Version 3.1

March 2017

ABU DHABI PUBLIC
HEALTH CENTRE

مركز أبوظبي
للصحة العامة



Important Note:

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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 *OSHAD-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 OSHAD.

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

2. Requirements

- (a) Relevant stakeholders are encouraged to request the development of additional requirements or an update to the *OSHAD-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 *OSHAD-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 *OSHAD-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 *OSHAD-SF*.
 - (ii) “Significant” change includes changes having broad impact leading to changes in policy, strategy, processes, and/or requiring updating multiple documents in the *OSHAD-SF* (Elements, Mechanisms, Codes of Practice, Guidelines, etc.).

2.2 Considerations

- (a) OSHAD 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 *OSHAD-SF*.

2.3 Submission of Requests

- (a) Requests shall be submitted directly to OSHAD.
- (b) All requests shall be submitted using *OSHAD-SF - Form J – Request for Modification of the OSHAD-SF*.
- (c) Additional evidence shall be included in the proposed request, where applicable, as part of the justification for the change(s).
- (d) Requests made in any other manner shall not be considered.

2.4 Processing of Requests

- (a) All requests shall be reviewed and considered by OSHAD and the originator shall be informed (of approval, rejection or consideration otherwise) within one month of receipt by OSHAD.
- (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 OSHAD.
- (d) OSHAD may consult with the SRA's on relevant specific technical amendments or changes that result in a significant impact on the *OSHAD-SF*.
- (e) At the discretion of OSHAD, 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 OSHAD.
- (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 OSHAD website (www.oshad.ae).
- (h) All documents developed under the *OSHAD-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 OSHAD website.
- (i) Any new document developed under the *OSHAD-SF* shall be identified with its effective date and with the base Version Number of the current version of *OSHAD-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 *OSHAD-SF* documents.
- (l) For all *OSHAD-SF* and associated documents, the version listed on the OSHAD website shall be the officially approved version and all other previous versions are to be deemed obsolete.

2.5 Record Keeping

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

3. **OSHAD-SF – Standard Forms**

Form J – Request for Modification of OSHAD-SF.

This form is used to request a change to the *OSHAD-SF* or associated document.

OSHAD-SF Forms are available at www.oshad.ae

4. Document Amendment Record

Version	Revision Date	Description of Amendment	Page/s Affected
2.0	Feb 2012	First Issue	All
2.1	11 April 2013	<ol style="list-style-type: none"> 1. Change classification was added (clause 2.1 b) 2. New means for requesting change were added (under 2.3(a)). 3. Two clauses in previous version (2.4(e) and 2.4 (h)) were deleted. 4. Clauses were added to <ul style="list-style-type: none"> • Allow for timely amendment of individual RF documents (as opposed to reissuance with the next planned issuance of the entire RF). • Establish system for version control, including an amendment history table at the end of documents amended after their initial release. 5. Editorial changes (some in consequence to the above) for clarity. 6. Associated Form J was modified accordingly and was edited for clarity. 	4, 5, 7
3.0	1 st July 2016	Change of Logo	All
		Change from AD EHS Center to OSHAD	throughout
		Change of document title: AD EHSMS RF to OSHAD-SF	Throughout
		EHS changes to OSH	Throughout
		Minor amendments and editorial changes to provide further clarify without changing requirements.	Throughout
		Clause 2.3(a) updated	4
		Old clause 2.4(e) deleted	5
		Clause 2.4(h) added	5
		Current clause 2.4(d), (f), (i) & (j) updated to provide further clarity on requirements	5
3.1	19 th March 2017	Minor editorial amendments to provide further clarification without changing requirements	Throughout
		Clause 2.4(j) updated	5

