



Abu Dhabi Occupational Terms

اشتراطات أوظيفي المهنية



ABU DHABI OCCUPATIONAL TERMS

ADOT / 2023

ش أم / 2023

First Edition

الاصدار الأول

Abu Dhabi Occupational Terms  
Designation: - Gas Pipe Welding  
Helper

اشتراطات أوظيفي المهنية للأفراد  
العاملين في مهنة مساعد لحام أنابيب  
الغاز

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## 1. Amendment Page

To ensure that each copy of this technical document (Abu Dhabi Occupational Terms) contains a complete record of amendments, the Amendment Page is updated and issued with each set of revised/new pages of the document. This ADS is a live document which can be amended when necessary. QCC operates working group for (preparation of the ADOT for the Personals' Services working in the field of petroleum products and LPG Gas) which prepared this document and can review stakeholder comments to review and amend this document and issue an updated version when necessary.

Edition Number	Year of Approval	Number of pages	Sections Changes	Notes
1	2023	12	New Edition	-

## 2. About the Abu Dhabi Quality and Conformity Council

Abu Dhabi Quality and Conformity Council (QCC) is an Abu Dhabi government entity established in accordance with Local Law No. (3) of 2009 to raise the quality of Abu Dhabi's exports and products traded locally. QCC consists of a council of regulators and industry with a mandate to ensure provision of quality infrastructure in line with global standards.

- o QCC's functions are divided into six key areas:
  - Developing standards and specifications
  - Capacity building of metrology systems
  - Strengthening testing infrastructure
  - Launching conformity schemes
  - Protecting consumer interests
  - Ensuring fair trade
- o QCC's key stakeholders include regulatory authorities, consumers, retailers and wholesalers, industry, conformity assessment bodies (CABs) and importers.

QCC supports regulators and government organizations through offering quality and conformity facilities, expertise and resources that allow them to implement products safety and compliance requirements and regulations. Additionally, QCC works towards promoting a culture of quality and protecting the interests of consumers. In doing this, QCC seeks to promote the Emirate's competitiveness to become one of the world's most attractive regions for investments and human capital, and to support the competitiveness of national industries in world markets.

### 3. Acknowledgement

QCC would like to thank the members of the Working Group listed below.

S.#	Name	Entity
1	Ahmed Atef Helal (Chairman)	ADNOC City Gas
2	Karl Brownson	Department of Energy (DOE)
3	Khaled Alhajeri	Environment Agency – Abu Dhabi (EAD)
4	Jamal Almansoori	
5	Ibrahim Alali	Abu Dhabi Public Health Center (ADPHC)
6	Yousif Alhammadi	ADNOC Distribution Company
7	Saoud Alhamadi	Abu Dhabi Civil Defence Authority (ADCDA),
8	Saeed Almansoori	Abu Dhabi Police
9	Omar Alshehhi	Integrated Transport Center (ITC),
10	Khaled Bin Saeed	Al Fanar Gas
11	Mohamed Adly	Royal Gas
12	Mondher Gedidi	SERGAS
13	Shahbaz Mohammed Khan	Union Assessment and Certification (UAC)

## 4. Forward

The Department of Energy (DoE) has recently been mandated as the Competent Authority to regulate all aspects of trading petroleum products (for all non-government private operators) – as defined in Federal Law 14 (2019) and mandated within the Emirate of Abu Dhabi through Abu Dhabi Law No.5 (2023).

In response to this new mandate, as regulator for the petroleum products sector, the DoE is in the process of developing a comprehensive regulatory framework to cover all components of the petroleum products value chain – through transport, storage and consumption. As part of the new framework, the DoE requested the support of QCC to establish a more comprehensive and systematic definition of key occupational roles within the sector, to ensure the appropriate competencies are well defined and conformity schemes developed to formally define appropriate skills to training which can be assessed and certified for all occupational grades.

## 5. Working Group

The Professional Working Group was organized by Abu Dhabi Quality and Conformity Council and established in June 2023, which was requested by (DoE), to prepare Abu Dhabi Occupational Terms and to develop conformity scheme (for the Personals' Services working in the field of petroleum products and LPG Gas), in cooperation with the related stakeholders including representatives from government and private sectors.

## 6. Purpose

The purpose of this Abu Dhabi Occupational Terms (ADOT) is to be used as main reference for development of conformity assessment for the relevant Occupation, which will support the systematic assessment of the operators to ensure they hold appropriate qualifications and demonstrate the necessary competencies to undertake the works.

Subsequently, the requirement to be formally certified against the (ADOT) requirements through Certificate of Conformity for Personals' Services issued by QCC will be a mandatory obligation within the DoE regulatory framework, for all companies operating under a petroleum product trading activity in Abu Dhabi Emirate.

## 7.Occupational Terms

No.	Field	Details				
1	Occupation (Standard Unit)	Gas Pipe Welding Helper Technician				
2	Description	This standard specifies the outcome required to handle job responsibilities, schedules and ensuring performance of work are being followed.				
3	Unit type	<input type="checkbox"/> Knowledge and Skills <input checked="" type="checkbox"/> Application				
4	Elements	No	Element			
		E1	Familiarity with the requirements and standards of occupational Health and Safety			
		E2	Duties & Responsibilities to ensure an effective performance of the job			
		E3	Work efficiency in a team.			
		E4	Additional requirements for the regulatory entities			
5	QF Emirates Level	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
		<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10
6	Function	<input type="checkbox"/> Policy and Strategy			QF	9 -10
		<input type="checkbox"/> Managing			QF	7 - 8
		<input type="checkbox"/> Specifying			QF	6 - 7
		<input type="checkbox"/> Controlling			QF	6
		<input type="checkbox"/> Maintain capability			QF	4 - 6
		<input checked="" type="checkbox"/> Performing/Carry out			QF	1 – 4
7	Entry information and prerequisites	1.Primary school certificate / High School Certificate / Technical Diploma or equivalent 2. 3 Years min experience in carbon steel Pipe welding helper				
8	Grading	<b>Application unit:</b> <i>Competent/Not Yet Competent</i> <input checked="" type="checkbox"/> Competent				

No.	Field	Details	
		<input type="checkbox"/> Not Competent	
9	Industry Sector	Petroleum & LPG Gas	
10	Developed by	<b>Government Entities</b>	Integrated Transport Center (ITC), Abu Dhabi Police, Abu Dhabi Civil Defence Authority (ADCDA), Environment Agency – Abu Dhabi (EAD), ADNOC Distribution Company, ADNOC City Gas, Department of Energy (DOE), Abu Dhabi Public Health Center (ADPHC).
		<b>Private Sector</b>	Al Fanar Gas, Royal Gas, SERGAS, Union Assessment and Certification (UAC).
11	Endorsement	September/2023	
12	Frequency of review	2 Years	
13	Version No.	1	
14	ISCO-08	International Standard Classification of Occupations (ISCO-08) Minor Group 712 – Building Finishers and Related Trades Workers Unit Group 7126 – Plumbers and Pipe Fitters.	

## 8. Terms and Definitions

Terms		Definition
8.1	<b>Gas Pipe Welding Helper Technician</b>	Accountable to help in preparation all pre-fabrication and welding activities of gas pipes.
8.2	<b>Equipment</b>	Plant / Equipment is a general term referring to machinery, equipment and appliances. Common types of plant found in many workplaces include: (a) powered mobile plant, such as an excavator, forklift or bulldozer; (b) static or fixed plant / equipment / machinery such as a compressor, woodworking machine, steel press, appliance, pressure vessel, implement / tool, steel press; (c) plant that lifts people, such as a mobile elevating work platform (MEWP) or mast climber; and a component of plant and a fitting, connection, accessory, or adjunct to plant.
8.3	<b>Supervisor</b>	a person who is in charge of a group of people or an area of work and who makes sure that the work is done correctly and according to the correct process and/or procedure.
8.4	<b>Performance Criteria</b>	All personnel must continue to meet the minimum standards of performance for the time being in place provided by the related entity.
8.5	<b>Hazard</b>	Any substance, physical effect, or condition with potential to harm people or property.
8.6	<b>Personal Protective Equipment (PPE)</b>	Any device, appliance or equipment (including clothing or sunscreen affording protection against the weather) designed to be worn or held by an individual for protection against one or more health and safety hazards, or minimize their exposure to workplace risks. It includes, but is not limited to, items such as facemasks and respirators, eye protection, high visibility clothing, coveralls, goggles, helmets, safety harnesses, gloves and footwear.
8.7	<b>Risk</b>	Risk is the product of the measure of the likelihood of occurrence of an undesired event and the potential adverse consequences which this event may have upon people – injury or harm to physical or psychological health.  Risk = likelihood x Consequences

Terms		Definition
8.8	Maintenance	Routine checking of the equipment and its components to ensure proper function and safety. This also includes cleaning the equipment and using authorized products and techniques to prevent health hazards.
8.9	Material Safety Data Sheets (MSDS)	<p>A safety data sheet is a form containing data regarding the properties of a particular substance, It is intended to provide employees and emergency personnel with procedures for handling or working with that substance in a safe manner, and includes information such as physical data (melting point, boiling point, flash point, etc.), toxicity, health effects, first aid, reactivity, storage, disposal, protective equipment, and spill handling procedures. The exact format of an SDS can vary from source to source.</p> <p>SDS information may include instructions for the safe use and potential hazards associated with a particular material or product. SDS must be available anywhere chemicals are being stored and used.</p>

## 9. Performance Criteria

### 9.1 Criteria One: Familiarity with the requirements and standards of occupational Health and Safety

Elements	Definition
1.1	Carry out your work in accordance with your level of competence, workplace instructions, and follow local health and safety laws and regulations
1.2	Follow the workplace instructions, Material Safety Data Sheets (MSDS) and suppliers' or manufacturers' instructions for the safe use of equipment, materials, and products
1.3	Ascertain that the workplace is free from potentially hazardous conditions that are causing or are likely to cause injury or physical harm to life and property.



Elements	Definition
<b>1.4</b>	Use personal protective equipment while providing the service as required to avoid any possible risk.
<b>1.5</b>	Provide, where necessary, for measures to deal with emergencies and accidents, including first-aid arrangements
<b>1.6</b>	Observe all applicable environmental directives and avoid practices that may have negatively impact the environment.
<b>1.7</b>	Inform the line manager about any situation that involves potentials risks to life and property.

## 9.2 Criteria Two: Duties & Responsibilities to ensure an effective performance of the job

Elements	Definition
<b>2.1</b>	Make proper arrangement of tools as per the attached list
<b>2.2</b>	Make sure that the proper place is available for pipe fitting.
<b>2.3</b>	Cut the pipe with sharp disc by using the cutting oil.
<b>2.4</b>	Perform the pipe fitting operation as per regulations
<b>2.5</b>	Underground piping or pipes running through the walls should be well protected by coating and sleeving.
<b>2.6</b>	Close all the unused piping outlets with plug or cap.
<b>2.7</b>	Perform the finishing operation by checking the fittings by making sure that it is leak-free.
<b>2.8</b>	Use the suitable strap,clamp or other devices for the proper support of the pipe.
<b>2.9</b>	Report to the Foreman/Supervisor on the completion of the job
<b>2.10</b>	Adhere to the HSE procedure & wear the mandatory safety gears when required.

### 9.3 Criteria three: Work efficiently in a team

Elements	Definition
<b>3.1</b>	Remains open to the team members for sharing their suggestions and worries.
<b>3.2</b>	Must be willing and able to share his/her knowledge and experience with other team members.
<b>3.3</b>	Show ability to anticipate, identify and resolve conflicts
<b>3.4</b>	Guide the team and set required goals and rules to drive the team members in pursuit of successful job completion.
<b>3.5</b>	Delegate responsibility based on team members capabilities
<b>3.6</b>	Develop and build teamwork - Encourage and build mutual respect, and cooperation among team members.

### 9.4 Criteria Four: Additional requirements for the regulatory entities

Elements	Definition
<b>4.1</b>	Medically fit for the job and provide fitness certificate from an approved Health Care Provider in UAE.
<b>4.2</b>	HSE mandatory Training valid certificate covering Life Saving Rules (LSRs) and basic HSE rules.

## 10.References

- ADNOC City Gas and ADNOC Distribution requirements for similar positions as applicable.
- Abu Dhabi Occupational Safety and Health System Framework- “OSHAD SF.