



GUIDANCE NOTES FOR EXTERNAL HEALTHCARE FACILITIES CONDUCTING OFFSHORE MEDICAL EXAMINATION FOR CONTRACTOR PERSONNEL OCCUPATIONAL HEALTH – HEALTHCARE DEPARTMENT

1. GENERAL

- Healthcare facility must have a valid license to operate from designated authority (e.g., in Qatar from MoPH).
- Healthcare facility must schedule for servicing and calibration of all equipment in accordance with the manufacturers' recommendations, with records to confirm compliance.
- Must verify proof of the identity of the contractor personnel (e.g., Passport/ National ID card/ Company photo ID).
- Inform the contractor personnel / company focal point about the following when scheduling appointment:
 - Fasting for 8 – 10 hrs. is required prior to blood test
 - Avoid smoking and exposure to noises at least 24 hrs. prior to assessment
 - Provide medication list and recent medical reports, if applicable
 - Bring spectacles or contact lenses if using for vision correction
 - Carry two coloured photographs, passport size taken recently
- Ensure that QatarEnergy approved 'Medical examination form for contractor personnel' is used during assessment.
- Healthcare facility must provide all types of medical reports / investigation reports in a standard format acceptable internationally and must be in English.

2. HEALTH QUESTIONNAIRE & MEDICAL HISTORY

- Prior to assessment contractor personnel shall complete 'Section A' of the medical examination form in legible English and sign the declaration part. If required, contractor personnel may seek assistance from company representative / healthcare facility nursing staff to complete the health questionnaire accurately.
- QatarEnergy has zero tolerance towards any unethical conduct e.g., providing false information / hiding information.

Examining Physician must review the completed health questionnaire prior to clinical assessment. Anything mentioned by the examinee in health questionnaire shall be discussed and elaborated during assessment and documented in the examination form.

3. ROUTINE NURSING ASSESSMENT – ALL JOB CATEGORY

- Height** - No shoes; record in centimeters
- Weight** - No shoes; using scales which are regularly calibrated, record in kg
- BMI** - calculate body mass index from height & weight
- Pulse rate** - Also note any irregularities
- Blood Pressure** - If high, repeat reading not less than two times during medical using acceptable method of relaxation
- Distant Vision** – Use Snellen chart either internally or externally illuminated either by daylight or by artificial illumination: lighting should be uniform without reflections
- Near Vision** - Use standard reading test card
- Colour Vision** - Use standard Ishihara plates
- Speech discrimination** - Conduct this test when there is evidence of moderate to severe hearing loss

4. ROUTINE CLINICAL INVESTIGATION – ALL JOB CATEGORY

- Complete Blood Count**
- Fasting Blood Sugar (FBS)**, do (HbA1c) when FBS is high
- Total Cholesterol, Low-density lipoprotein, Triglycerides**
- Alanine aminotransferase, Aspartate aminotransferase, Gamma-glutamyl transferase**
- Urea and Creatinine**
- Urinalysis** (Routine & Microscopy)
- Electrocardiogram (ECG)** - 12 lead ECG must be used
- Pure tone audiometry (PTA)** – At frequencies 0.5, 1, 2, 3, 4, 6, and 8 kHz
- Spirometry** – Must record FVC, FEV1, and FEV1/FVC ratio

Any abnormality in laboratory test or clinical investigation must be clearly highlighted in respective reports by the healthcare facility.

5. ADDITIONAL TESTING BASED ON JOB CATEGORIES / AGE

- VO₂ max by Chester step test / treadmill test** – All high effort jobs (e.g., Fireman, Driver, Emergency response, Diver, Security, Working in confined space, Marine pilot etc. including staff who are above 60 yr.)
- Stool test** (Food Handlers, Laundry man)
- Chest X-ray** (Any diving job, Pre-employment medical, if clinically indicated)
- Romberg test for balance and coordination** (Working at height, Tower crane operator)
- Epilepsy evaluation** (Tower crane operator, Working at height, All types of pilot, Heavy vehicle drivers)
- Thyroid Function Test** (Radiation worker)
- HBV, HCV, HIV & RPR** (Healthcare worker)

6. CLINICAL ASSESSMENT AND FITNESS TO WORK CERTIFICATION

- Examining Physician shall complete 'Section B' and 'Section C' of the Medical examination form meticulously.
- After taking comprehensive medical and occupational history, systemic examination shall be performed by a Physician having optimum knowledge of offshore work environment / industrial health requirements.
- Examining Physician shall review all laboratory test results and investigation reports.
- During review, if clinically indicated, examinee shall be referred to relevant specialist for evaluation and medical report.
- Examinee health status, working environment and job demands all must be considered during declaration of FTW status.
- FTW certificate with validity period shall be issued by the healthcare facility after final review of all relevant medical documents.
- FTW certificate is invalid without candidate's photograph, examining physicians' signature, and official stamp.

Health surveillance need must be clearly indicated in the examination form. Issuing an unrestricted two-year fitness to work certificate to any QatarEnergy offshore contractor personnel having any type of acute / chronic / disqualifying medical condition that has been declared by the worker or is apparent during clinical assessment or from investigation reports may result in derecognition of the external healthcare facility. Substandard medical report following specialist evaluation will not be accepted.

If you have any queries or require further information, please email to: dagig@qp.com.qa / akhter@qp.com.qa