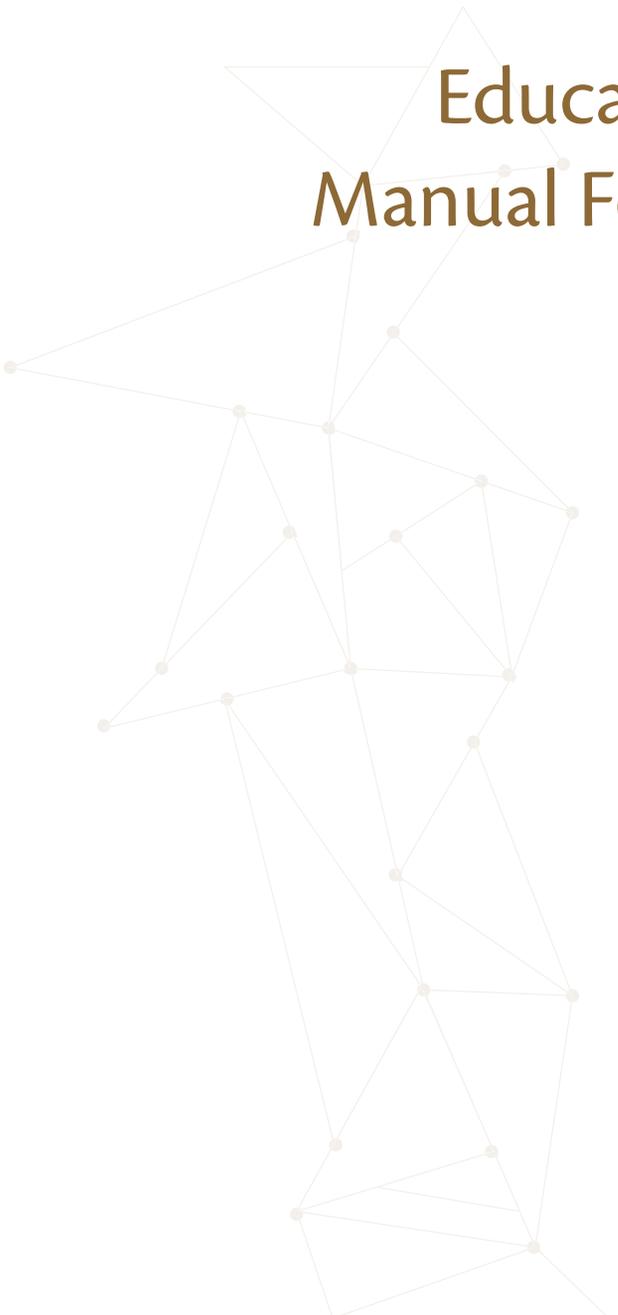


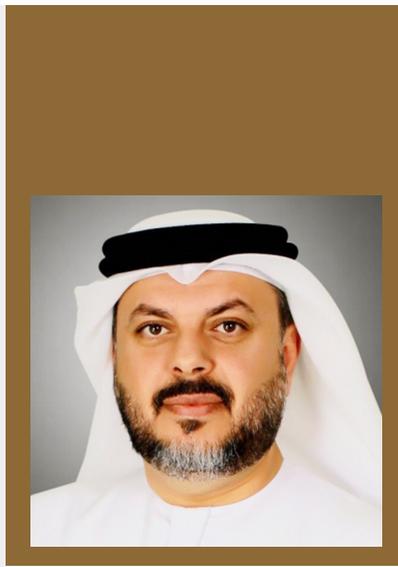


**Educational Inspection
Manual For General Education
Institutions**

2020





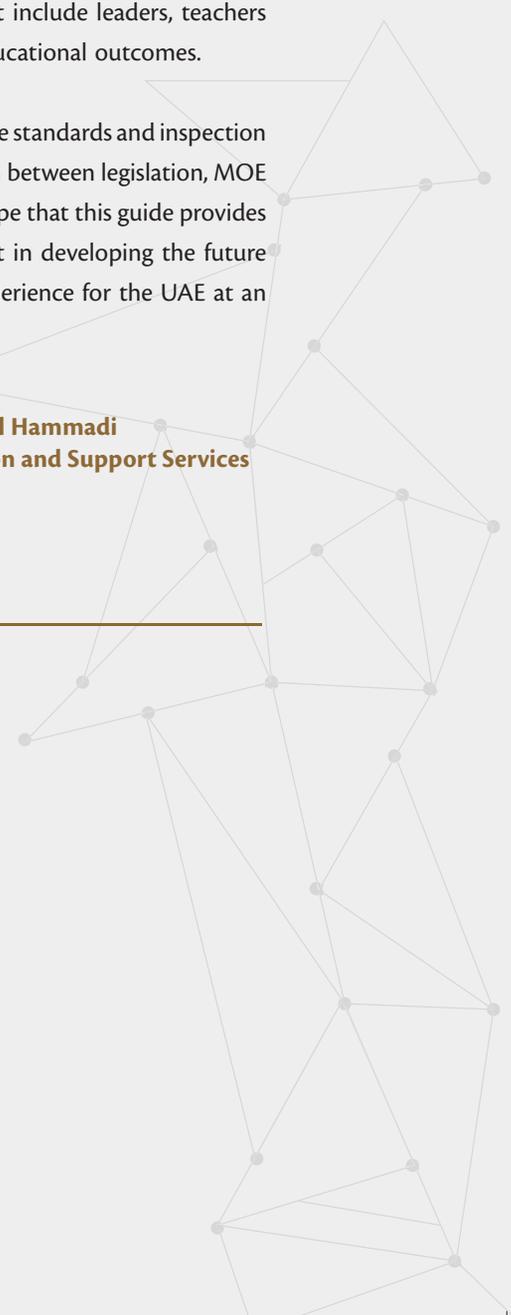


There is no doubt that education is a top priority on the national agenda. Our wise leadership has been keen to enhance educational services in the UAE School and create a globally competitive generation, especially with the world racing towards competitiveness. Our wise leadership looks forward to building an international economy based on knowledge and innovation.

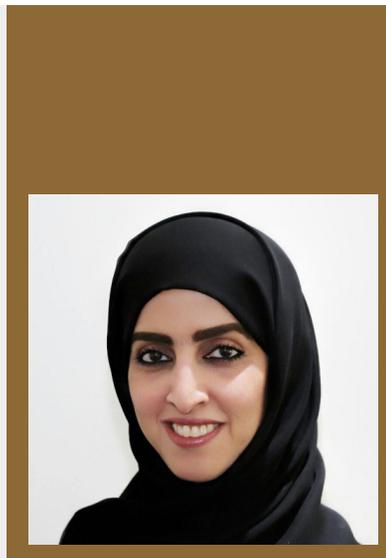
Since the establishment of the Education Inspection Sector in 2016, the Inspection Sector has been keen to implement the UAE education systems vision, included in the UAE Vision 2021 and the UAE Centennial 2071. The vision is being transferred into an integrated strategy that aims to raise the educational system and create distinguished educational institutions that include leaders, teachers and students capable of making the future and achieving the desired educational outcomes.

This procedural guide which we make available for you today, presents all the standards and inspection tools for which the Inspection Sector is based. This is to achieve integration between legislation, MOE systems and procedures followed in General Education institutions. We hope that this guide provides the required value added to all general education stakeholders and assist in developing the future school in line with modern standards, which will make this a unique experience for the UAE at an International level.

Eng. Abdul Rahman Al Hammadi
MOE Undersecretary for Inspection and Support Services







In light of the Ministry of Education's drive ensuring the vision and developed strategy to improve the education system and to create a qualitative leap in the educational process leading to an alignment with modern international trends, the MOE Educational Inspection Sector was established to ensure the integration of the educational systems including its inputs and processes. This is to ensure that the sector is capable of providing value added for the students and qualifying them for alignment with the rapid development of the Knowledge Society and its required skills.

The role of the inspection sector is to provide an organizational environment and an educational inspection process in partnership with all stakeholders through the development and implementation of a set of standards and tools to inspect educational institutions and ensure compliance with policies, regulations and rules specified by the MOE. This is to send a message of assurance to the community that all educational institutions in the country adhere to all the requirements of MOE policies and standards, meeting the needs and expectations of all the stakeholders in the educational process. The sector has a pivotal role in sustaining systemic development in the performance of educational institutions according to inspection indicators that enable decision makers to extrapolate and track the development of school performance.

Our ultimate goal is to enable the student to obtain a quality education that enables him/ her to integrate into the educational process and enhance his / her self-learning abilities and become responsible for his/her learning. Furthermore, the student will be able to build his/her experience and organize it in an interactive environment of renewed horizons, enhanced by a genuine partnership between all parties in terms of direction, support and follow-up. Our goal is also to support the country's march towards a transformation to the Knowledge Economy through empowering students, developing their skills and enriching the culture of innovation and leadership in all educational institutions, which we are developing today, to give a better future for our students.

Khulood Saqer Al Qassimi
Assistant Undersecretary of Inspection Sector



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Introduction

The UAE has witnessed a new dawn in the nation's process of development and economic prosperity. His Highness Sheikh Mohammed bin Rashid Al Maktoum launched the National Agenda seeking to achieve the UAE's 'Vision 2021'. The National Agenda comprises of a number of objectives and goals to be achieved. The project is in education, health, economic, security, housing, infrastructure and government service sectors. The National Agenda focuses on the education sector as a key pillar in the development and progress of the country.

Initially, to help facilitate the progress of education across the UAE, the Ministry of Education created the Inspection Sector. The Inspection Sector is tasked with monitoring the effectiveness of all education institutions within the scope of a unified framework with common standards. The Education Inspection Sector was given additional authorities of inspection through the Amendment No. (14) Federal Law of the United Arab Emirates No. (1) of 1971.

The Department of Education Compliance Inspection Sector was established as one of several Inspection Sectors. The Compliance Department has, as one of its primary objectives, to ensure that General Education Institutions of all formats comply with the policies, systems, regulations, decrees, laws and rules of work as specified by the Ministry of Education.

The Education Inspection Department (General Education) continually works to ensure all laws and regulations are reflected in its inspection process and are adhered to, in schools and education institutions. The Education Inspection Department (General Education) strives to ensure the inspection process remains current and relevant, reflecting evolving laws and regulations. The Department ensures its inspection process is fit for purpose and consistent across the United Arab Emirates.

Purpose of the Manual

The purpose of this manual is:

1. To provide adequate, current information regarding the inspection process to all general education institutions and its associated parties
2. To clarify the methodologies within the inspection process
3. To provide and explain the standards and domains within the self-compliance process
4. To outline the criteria by which the inspectorate will undertake inspections of general education institutions

Key References

This manual draws upon several key references. These include:

- Federal laws governing the education process in the United Arab Emirates
- The executive regulations of relevant Federal Laws
- Decisions of the Ministers' Council
- Ministerial and administrative decisions and circulars
- Regulations and manuals
- Decisions of Executive councils
- Decisions of Education Authorities
- Policies, regulations and controls issued the Ministry and Education Authorities

The current regulations, laws and systems as defined at the Federal and local level shall be reviewed before each inspection cycle to ensure the accuracy and relevance of all domains, standards, elements and indicators within the inspection framework.

First: Glossary of Terms

In order to ensure clarity and consistency across the inspection process of general education Institutions the manual provides a glossary of terms.

Within this manual, key terms are defined as:

- **Country:** United Arab Emirates
- **Ministry:** Ministry of Education
- **Relevant Ministry Leaders:** The leadership positions within the Ministry of Education in charge of education inspection. Leadership positions include the Minister of Education, the Undersecretary of the Ministry for Education for inspection and Support Services and the Assistant Undersecretary for the Inspection Sector
- **Sector:** Inspection Sector
- **Administration:** Department of Education Inspection (General Education Institutions)
- **Office:** Education Inspection Office within the relevant Education Zone
- **Education Bodies:** Local education authorities competent to supervise, organize and grant licenses to schools within their designated powers
- **Code of Conduct for Education Inspection Specialists:** The code that defines behavior and behavioral values expected of all inspectors while representing the Ministry. Such behaviors are consistent with those dictated by the Human Resource Authority of the Federal Government
- **Compliance:** The commitment of general education institutions to the policies, systems, regulations and rules of work specified by the Ministry of Education with respect to all processes and quality of services
- **Education Inspection:** A system that reports upon the compliance of general education and Technical Secondary Schools
- **Public Schools:** Any public school, delivering a Ministry of Education approved curriculum to students between Kindergarten and Grade 12 or any grades therein
- **Private Schools:** Any non-government school delivering a Ministry of Education approved curriculum to students between Kindergarten and Grade 12 or any grades therein
- **Kindergartens:** Education Institutions that deliver a curriculum to students between 4 and 6 years of age
- **Private training Institutes and Centers:** Any private institution that delivers education and/or training activities in the form of short courses. The duration of each course should not exceed six months in duration and should comply with the age-related admission regulations
- **Applied Technology and Technical Secondary Schools:** Any integrated, specialized technical education system delivering a technical-based curriculum seeking to enable students to achieve the highest academic and professional internationally-recognized standards

- **Education Inspection Specialists:** Any appropriately qualified representative of the Ministry of Education, who is employed to undertake inspection visits to monitor and report upon the compliance of education institutions. Education Inspection Specialists will operate within the prescribed framework for inspections
- **Inspection Visit Form:** Inspection Visit Forms are one of a number of tools used by the Inspectorate. The form reports the level of compliance of each element within the school. There are different forms for different types of inspection
- **Final report:** A detailed account reporting on all aspects of the inspection process relating to the general education institutions
- **Critical Situation:** Any situation, observation or violation that poses a threat to education, health and/or safety that requires immediate intervention
- **Quality Assurance:** The processes, procedures and rules that are followed to ensure the integrity and professionalism of the inspection processes
- **Electronic Education Inspection Program:** An electronic system for entering, analyzing and storing data
- **Self-Compliance:** An electronic system regarding all aspects of the inspection process that should be completed by all education institutions

Second: Education Inspection Framework for General Education Institutions

1. Objectives

The key objectives of the framework are to:

- Strive to contribute towards the realization of the UAE National Agenda and Vision 2021
- Contribute towards the vision, mission and strategic goals of the Ministry of Education
- Provide relevant senior staff in the Ministry with comprehensive inspection reports reflecting current regulations and policies
- Provide appropriate mechanisms and controls, together with supporting documentation for the inspection process
- Continually develop and update the inspection process
- Achieve a level of accountability through rigorous quality assurance

2. Code of Professional Conduct for Education Inspection Specialists

The code of professional conduct states that inspectors should:

- Issue accurate and fair reports based on valid and reliable evidence consistent with the approved regulatory framework
- Issue impartial reports that are not subject to any personal effects or prejudice and are not subject to any effects from inside or outside the educational institution that may negatively affect their objectivity and credibility
- Deal with courtesy and respect with all members of the administrative and teaching staff during the inspection visits
- Plan and manage the inspection processes to ensure maximum clarity and smoothness
- Ensure that no opinions or conclusions should be made except after examining the cases monitored in accordance with the relevant laws, legislation and regulations
- Practice all professional activities entrusted to the inspection teams with full impartiality and respect to the principles of responsibility and integrity in preparing Use Inspection reports
- Ensure the efficient use of available technical resources within their intended uses only
- Refrain from accepting gifts from representatives of educational institutions and reject all forms of privileges and favouritism that may hinder the implementation of the responsibilities assigned to the inspection teams or affect the content of the inspection reports issued
- Monitor regulatory observations without prejudice away from any prejudice or intent to cause harm
- Address issues without backgrounds, opinions or personal impressions
- Not abuse the authority granted to the inspection teams and respect the counter-parties regardless of their duties, positions, nationalities or religious or ethnic affiliations
- Disclose the existence of a conflict of interest to the inspection specialist such as the presence of a first-degree relative in the institution to be visited
- Work to strengthen the confidence of the community in the inspection processes in accordance with the Code of Conduct adopted for federal or local government employees

3. Competencies of Inspectors

The education inspection manuals relating to general education ensure that all education inspection specialists have a working knowledge and understanding of the:

- Vision and Mission of the Ministry
- Policies, systems, regulations and laws for general education institutions
- Processes and tasks in general education institutions
- Rules and regulations of professional conduct contained in the Code of Professional Conduct for educational inspection specialists
- Skill of planning and implementing inspection processes, documentation and analysis of results in accordance with the educational inspection system approved by the department

4. Responsibilities of Schools towards the Inspection Process

General Education Institutions should understand and respect their role in the inspection process. Schools co-operation and commitment to the process will contribute towards the continuous improvement and development of general education institutions.

Schools are expected to:

- Provide a self-compliance document
- Practice the highest professional standards during the implementation of inspection visits in the institution
- Deal respectfully with education inspection specialists
- Cooperate with educational inspection specialists by directing all concerned to provide the required documents and evidence

5. Responsibilities of Staff Overseeing Schools towards the Inspection Process

Schools are allocated within a series of clusters and each cluster has a nominated representative who oversees the effective running of their schools, including contributing to the inspection process

The responsibilities of such representatives include:

- Ensuring school principals are fully aware of to importance of the inspection role and the need to contribute fully to the process
- Following up on the recommendations of the inspection report and to ensure a response is sent to the relevant Department
- Ensuring schools are conversant with all current policies, regulations, systems and decisions with relation to public education institutions

6. Types of Inspection Visits

Types of General education Inspection visits vary according to the circumstances, objectives and goals. Visit types include:

- **General Inspection Visit:** Implemented on all general education institutions annually, including all domains and items and aims to ensure compliance with policies, regulations and rules of work set by the Ministry
- **School Readiness Visit:** Conducted at the beginning of the school year, second semester and third semester. This is to ensure educational institutions' readiness to receive both students and staff according to specified inspection standards
- **Examinations Follow-up Visit:** Conducted to ensure compliance of educational institutions with MOE examination rules and the regulations' policy
- **Follow-up Visit on Specialized Training Centers for Teaching Staff in Public Schools:** Conducted to ensure conformity of the training centers with main training requirements
- **Private Training Centers and Institutions Inspection Visit:** Conducted to ensure Training Centers and Institutions comply with MOE policies, regulations and laws
- **School Uniform Distribution Centers visit:** Conducted to ensure compliance of School Uniform Distribution Centers with MOE policies, regulations and laws
- **Purpose Oriented Visit:** Conducted to investigate certain complaints or directives from concerned MOE leaders to follow-up on a specific concern
- **Specialized visits:** Conducted as a follow-up visit to a specific subject. The visit type requires the existence of tools and procedures of its own in order to collect information, This type of inspection visit is carried out to follow up on a specific case/situation that requires particular tools and procedures for the purpose of gathering information, and preparing realistic studies, or to ensure the implementation of certain inspection items.

7. The Inspection Visits Plan

The Department of Education Inspection of General Education Institutions plans annual inspection visits in accordance with the school calendar and based on the data of all targeted general education institutions

8. Outline of the Inspection Process

Throughout the inspection process it should be noted that:

- Targeted education institutions should not be informed of the date of the planned visits
- The education inspection specialist should not share their personal contact details with any education institution
- Periodic inspection visits shall be carried out in accordance with the approved inspection visits plan
- The education inspection specialist is obliged to wear his/her ID card during the inspection visit
- At the beginning of the visit, the inspection team should hold a meeting with the principal or his representative to familiarize them with the purpose of the visit
- At the end of the visit, the education inspector specialist should hold a final meeting with the principal or his/her representative
- The education inspection specialist should implement the inspection visit according to the methodology approved by the Education Inspection Department

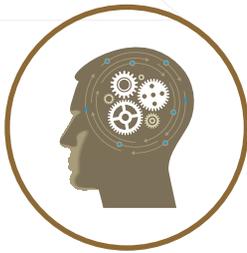
9. Inspection Outcomes

The outcomes of the inspection visit are:

- **Final Reports:** Collaborative and analytical reports which include significant findings, observations, violations and recommendations. Such reports are sent promptly to the relevant departments in the Ministry
- **Corrective Plans:** A plan that addresses violations and observations made during the inspection visit. Violations and observations are sent to the relevant authorities for appropriate action
- **Inspection reports for all types of visits:** A detailed report of the educational institute, which contains observations made during the inspection visit with attached pictures and documents, regarding the visit.

Third : Support Initiatives for Inspection Process

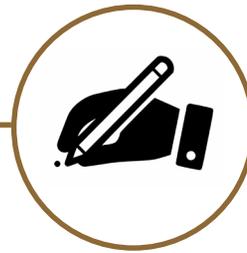
The Education Inspection Directorate is supported by four strands



Training for Inspectorate and Professional Development



Electronic System



Self – compliance Process



Quality Assurance Process

1. Professional Development and Training for Inspectorate

The continuous professional development and training of its inspectorate is a key priority for the sector. The sector strives to ensure all inspectors are qualified to lead inspections. All inspectors are involved in training courses led by local and international professionals to improve skills, standardize concepts and terminology and generally enhance the efficiency and professionalism of the inspection process.

Development and training are undertaken in the following areas:

- The introduction of legislation regulating the work of Education Inspection Specialists
- Introducing the Professional Code of Conduct of Education Inspection Specialists
- Training the inspection teams on the regulations and standards that should be implemented before and during the visit, as well as the procedures that should be followed after the visit
- Introducing skills and methods to ensure the attainment of correct conclusions and judgements and to enhance the confidence in the inspection process
- To update inspectors on all skills required to carry out their professional duties

2. Electronic System

All aspects of the inspection process have been converted into automated processes. This includes the phases of planning, implementation and reports preparation in order to ensure that the following requirements are met:

- Easy interface for inspection teams and all system users
- Plan inspection visits and distribute inspection teams electronically
- Automate all inspection tools on the electronic system
- Implement self-compliance by the coordinators of educational institutions
- Ability to classify the data and send information to relevant parties according to specialism
- The possibility of issuing reports on the quality and size of inspection processes and providing questionnaires capable of assessing all components of the inspection system

3. Self-Compliance

To ensure transparency and quality assurance of the inspection process

A. All general education Institutions must implement the self-compliance process to:

- Improve institutions awareness of the regulations, laws and policies in place
- Enable education institutions to measure their level of compliance against approved items and mechanisms
- To provide a tool for self-development for educational institutions and a relevant set of goals and targets against the inspection standards
- To enhance the commitment of education institutions to the inspection process

B. The function of the inspection coordinator nominated by the school is:

- Complete the self-compliance forms on the electronic system
- Contribute to the process of providing required documents during the inspection process

- Attend training programs for the electronic inspection (self-compliance) system

4. Quality Assurance Process

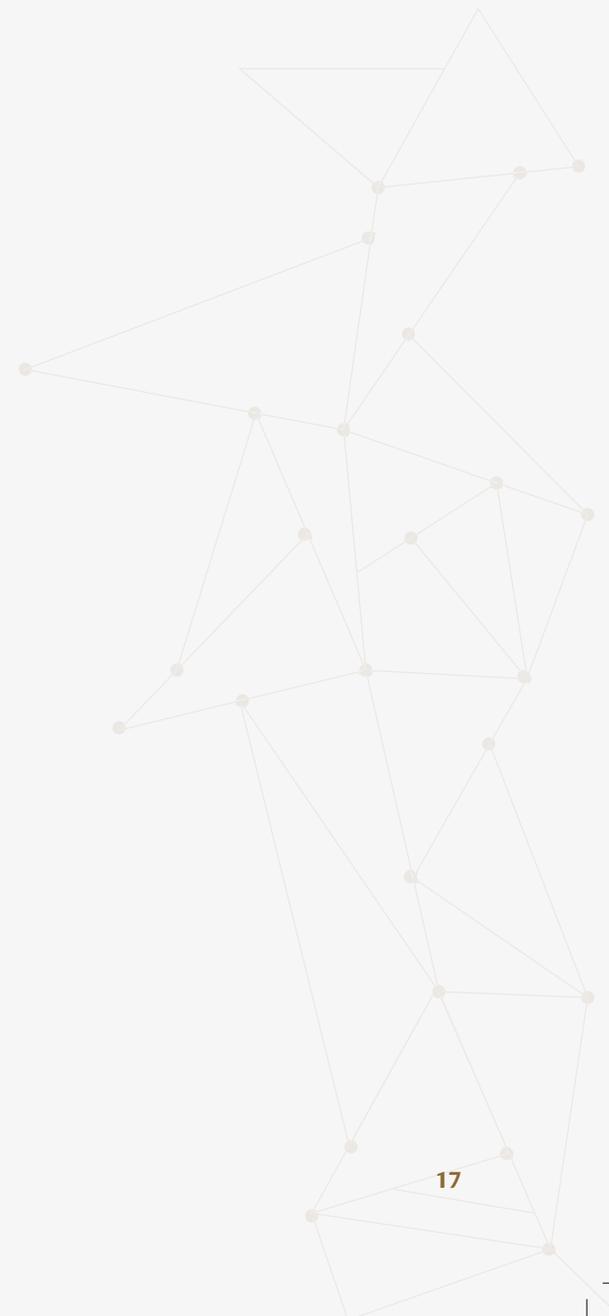
The success of the inspection process depends on several key elements, such as, the efficiency of the process, its effectiveness and the quality of its output. This is achieved through the following:

1. **Existence of a pre-plan for the inspection process:** in which the dates and target institutions are determined, together with the inspection team, tools and forms required
2. **Efficiency of the inspection team:** with respect to the teams' qualifications, knowledge and capabilities including a working knowledge of all relevant policies, systems and regulations of the Ministry. Inspectors should also be proficient in all aspects of inspection including the ability to observe, monitor and document, write effective reports and possess strong communication skills
3. **Clarity of Objectives:** The objectives of the inspection processes should be clear to everyone involved with the inspection process
4. **Documenting of Observations:** All observations and findings must be supported by evidence, facts and documents. No decisions should be taken unless there is documented evidence
5. **Implementation of visits to ensure the quality of, and review the operations of, the electronic system scrutinizing the accuracy of the inspection reports**

Quality assurance standards include:

- Transparency and integrity of the inspection process
- Implementing the inspection visit according to the plan and approved methodology
- Inspection teams' skills
- Credibility of evidence

Annex



General Inspection of Public Schools



Standard ID	Domain	Standard ID	Sub-Domain	Standard ID	Element
1	Administration and Professional Commitment	1.01	UAE National Identity	1.01.01	Raising the flag in accordance with UAE guidelines
				1.01.02	Official photographs of the rulers are displayed in the school in accordance with the policy specified to arrange official photographs in each Emirate
				1.01.03	The National Anthem is performed
				1.01.04	Adherence to the appreciation of values and culture of the UAE
		1.02	Reception	1.02.01	The school's name is prominent in front of the main entrance
				1.02.02	Availability of a school map and signs indicating the direction of the school facilities
				1.02.03	Availability of the facilities outline of the school building
				1.02.04	Availability of a reception desk for customer services in the school entrance
				1.02.05	Students morning assembly is implemented
				1.02.06	Adherence to implementing a daily morning program during the morning assembly
		1.03	Self Compliance	1.03.01	Activating the role of the Inspection Co-ordinator
				1.03.02	Completing Self- monitoring in the system
				1.03.03	The school administration\Compliance Co-ordinator follows up the correction plan

Standard ID	Domain	Standard ID	Sub-Domain	Standard ID	Element
1	Administration and Professional commitment	1.04	Professional Commitment	1.04.01	Teachers abide by the Code of Ethics of the teaching profession and public service
				1.04.02	The approved daily supervisory duty list is implemented by the assigned teachers and supervisors
				1.04.03	Staff maintain a general appearance that is compliant with the UAE social norms and traditions
				1.04.04	Teachers commitment to speaking in classical Arabic in classrooms (Subjects taught in Arabic)
				1.04.05	Students' adherence to wearing the school uniform
		1.05	Capacity	1.05.01	School abides by the approved maximum number of students permitted per class
				1.05.02	The school abides by the approved number of class sections
		1.06	Information Management Systems	1.06.01	Information management system for employee data (Al Manhal program) is updated
				1.06.02	Information management system for student data (Al Manhal program) is updated daily
				1.06.03	The information management system (Al Manhal) for students of determination is updated
				1.06.04	The information management system (Al Manhal) for data regarding financial affairs is updated
		1.07	Students Registration (Enrollment and Admission)	1.07.01	The school complies with the enrolment and admission regulations approved by the Ministry
				1.07.02	The school abides by the procedures adopted to admit the children of expatriates

Standard ID	Domain	Standard ID	Sub-Domain	Standard ID	Element
1	Administration and Professional commitment	1.08	Study Plan and Curriculum	1.08.01	The commitment to the school timings
				1.08.02	The timetable is stable
				1.08.03	The distribution of the teaching load is in accordance with the approved system
				1.08.04	The availability and the distribution of the school books
				1.08.05	Books and teacher guides are available for the teacher
				1.08.06	Adherence to implementing the study plan approved by the Ministry for public education schools
				1.08.07	Adherence to the timing of periods prescribed in the schedule
	1.09	Financial Affairs	1.09.01	A financial committee is formed	
			1.09.02	The financial committee is activated	
			1.09.03	Revenues and expenses match the approved financial system	
	1.10	Sufficiency of Administrative and Teaching Staff	1.10.01	The school has a sufficient number of admin staff	
			1.10.02	The school has a sufficient number of teaching staff	
			1.10.03	The number of teaching classes for Arabic teachers is not above the approved number	
			1.10.04	The number of teaching classes for Arabic teachers is not below the approved number	
			1.10.05	The number of teaching classes for English teachers is not above the approved number	
			1.10.06	The number of teaching classes for English teachers is not below the approved number	

Standard ID	Domain	Standard ID	Sub-Domain	Standard ID	Element
1	Administration and Professional Commitment	1.10	Sufficiency of Administrative and Teaching Staff	1.10.07	The number of teaching classes for Islamic education teachers is not above the approved number
				1.10.08	The number of teaching classes for Islamic education teachers is not below the approved number
				1.10.09	The number of teaching classes for social studies teachers is not above the approved number
				1.10.10	The number of teaching classes for social studies teachers is not below the approved number
				1.10.11	The number of teaching classes for moral education teachers is not above the approved number
				1.10.12	The number of teaching classes for moral education teachers is not below the approved number
				1.10.13	The number of teaching classes for mathematics teachers is not above the approved number
				1.10.14	The number of teaching classes for mathematics teachers is not below the approved number
				1.10.15	The number of teaching classes for science/integrated science teachers is above the approved number
				1.10.16	The number of teaching classes for science/integrated science teachers is not below the approved number
				1.10.17	The number of teaching classes for design and technology teachers is not above the approved number
				1.10.18	The number of teaching classes for design and technology teachers is not below the approved number
1.10.19	The number of teaching classes for arts teachers (music and visual arts) is not above the approved number				

Standard ID	Domain	Standard ID	Sub-Domain	Standard ID	Element
1	Administration and Professional Commitment	1.10	Sufficiency of Administrative and Teaching Staff	1.10.20	The number of teaching classes for arts teachers (music and visual arts) is not below the approved number
				1.10.21	The number of teaching classes for physical and health education and Jujitsu teachers is not above the approved number
				1.10.22	The number of teaching classes for physical and health education and Jujitsu teachers is not below the approved number
				1.10.23	The number of teaching classes for computer teachers is not above the approved number
				1.10.24	The number of teaching classes for computer teachers is not below the approved number
				1.10.25	The number of teaching classes for physics teachers is not above the approved number
				1.10.26	The number of teaching classes for physics teachers is not below the approved number
				1.10.27	The number of teaching classes for chemistry teachers is not above the approved number
				1.10.28	The number of teaching classes for chemistry teachers is not below the approved number
				1.10.29	The number of teaching classes for biology teachers is not above the approved number
				1.10.30	The number of teaching classes for biology teachers is not below the approved number
				1.10.31	The number of teaching classes for business teachers is not above the approved number
				1.10.32	The number of teaching classes for business teachers is not below the approved number
				1.10.33	The number of teaching classes for creative design and innovation teachers is not above the approved number

Standard ID	Domain	Standard ID	Sub-Domain	Standard ID	Element
1	Administration and Professional Commitment	1.10	Sufficiency of Administrative and Teaching Staff	1.10.34	The number of teaching classes for creative design and innovation teachers is not below the approved number
				1.10.35	The number of teaching classes for life and health skills teachers is not above the approved number
				1.10.36	The number of teaching classes for life and health skills teachers is not below the approved number
				1.10.37	The number of teaching classes for third language teachers is not above the approved number
				1.10.38	The number of teaching classes for third language teachers is not below the approved number
				1.10.39	The number of teaching classes for statistics teachers is not above the approved number
				1.10.40	The number of teaching classes for statistics teachers is not below the approved number
				1.10.41	The number of teaching classes for specialized skills teachers is not above the approved number
				1.10.42	The number of teaching classes for specialized skills teachers is not below the approved number
				1.10.43	The number of teaching classes for drama/theatre teachers is not above the approved number
				1.10.44	The number of teaching classes for drama/theatre teachers is not below the approved number
				1.10.45	The number of teaching classes for domain 1 teachers is not above the approved number
				1.10.46	The number of teaching classes for domain 1 teachers is not below the approved number
				1.10.47	The number of teaching classes for domain 2 teachers is not above the approved number
				1.10.48	The number of teaching classes for domain 2 teachers is not below the approved number

Standard ID	Domain	Standard ID	Sub-Domain	Standard ID	Element
1	Administration and Professional Commitment	1.10	Sufficiency of Administrative and Teaching Staff	1.10.49	The number of teaching classes for agricultural science teachers is not above the approved number
				1.10.50	The number of teaching classes for agricultural science teachers is not below the approved number
				1.10.51	The number of teaching classes for Chinese teachers is not above the approved number
				1.10.52	The number of teaching classes for Chinese teachers is not below the approved number
				1.10.53	The number of teaching classes for creative arts teachers is not above the approved number
				1.10.54	The number of teaching classes for creative arts teachers is not below the approved number
				1.10.55	The number of teaching classes for physical science teachers is not above the approved number
				1.10.56	The number of teaching classes for physical science teachers is not below the approved number
				1.10.57	The school abides by the procedures of recruiting day substitute teachers in accordance with the regulations approved by the Ministry
				1.10.58	All school staff are approved by the MOE
				1.10.59	The school has a sufficient number of cleaning staff
				1.10.60	The school has a sufficient number of security guards
		1.11	Attendance and Dismissal	1.11.01	The students are committed to daily attendance
				1.11.02	The students are committed to attending every Thursday
				1.11.03	The staff are committed to daily attendance
				1.11.04	The school is committed to entering the leaves and absence of the staff in the Bayanati system

Standard ID	Domain	Standard ID	Sub-Domain	Standard ID	Element
2	The school Building	2.01	General Facilities	2.01.01	There is a sufficient number of toilets
				2.01.02	Toilets are well equipped
				2.01.03	There are separate students toilets for both genders
				2.01.04	There are separate staff toilets for both genders
				2.01.05	There are a sufficient number of parking lots for buses
				2.01.06	There are a sufficient number of parking lots for staff cars
				2.01.07	There are a sufficient number of parking lots for parents' cars
				2.01.08	There are a sufficient number of entrances and exits for buses
				2.01.09	There are a sufficient number of entrances and exits for cars
				2.01.10	There are a sufficient number of entrances and exits based on the number of students
				2.01.11	The school utilizes the furniture appropriately
				2.01.12	The school replaces damaged furniture and equipment
				2.01.13	The lighting is suitable in all school facilities
				2.01.14	The air-conditioners (A/C's) work efficiently
				2.01.15	There are a sufficient number of storage rooms
				2.01.16	The storage rooms are organized
				2.01.17	The school has a prayer room
				2.01.18	The School's commitment to use the school building in accordance with the plans approved by the Department of Facilities at the MOE

Standard ID	Domain	Standard ID	Sub-Domain	Standard ID	Element
2	The school Building	2.02	Classrooms	2.02.01	The classrooms are appropriately furnished & equipped
				2.02.02	The school has lockers for cycle 1 students
				2.02.03	Lockers for cycle 1 students are activated
				2.02.04	The lighting is suitable in all classrooms
		2.03	Caring for People of Determination	2.03.01	Restrooms are available for people of determination
				2.03.02	The availability of ramps for people of determination
				2.03.03	The availability of an elevator for people of determination
				2.03.04	The availability of parking lots for people of determination
		2.04	Administrative and Teaching Staff Rooms	2.04.01	The administrative staff have a sufficient number of appropriate staff rooms
				2.04.02	The staffrooms are equipped to meet the needs of the admin staff
				2.04.03	The teaching staff have a sufficient number of appropriate staffrooms
				2.04.04	The staffrooms are equipped to meet the needs of the teachers
		2.05	School Laboratories	2.05.01	The school has a sufficient number of suitable science laboratories
				2.05.02	The science laboratories are ready for use
				2.05.03	Science laboratories are activated
				2.05.04	Health science rooms are adequate
				2.05.05	Health science rooms are ready
				2.05.06	Digital Manufacturing Labs (Fab Labs) are equipped and ready for use
				2.05.07	Robot labs are ready

Standard ID	Domain	Standard ID	Sub-Domain	Standard ID	Element
2	The school Building	2.06	Computer Labs	2.06.01	Computer labs are adequate
				2.06.02	Computer labs are ready
		2.07	Learning Resource Centre	2.07.01	The size of the school Learning Resource Center is appropriate
				2.07.02	The learning resource center is appropriately equipped
				2.07.03	The learning resource center is in use
				2.07.04	The Learning Resource Center is equipped with age-appropriate material (according to school cycle)
				2.07.05	The Learning Resource Center does not contain materials that contradicts with UAE policies, values, and culture
		2.08	Activities Halls	2.08.01	The school has a sufficient number of activity rooms
				2.08.02	Activity rooms are ready for use
		2.09	Stadiums, Gyms and Swimming Pools	2.09.01	The gym is ready for use
				2.09.02	External stadiums are ready
				2.09.03	Indoor gyms are activated
				2.09.04	External stadiums are activated
				2.09.05	The swimming pool is ready
		2.10.	Internet	2.10.01	The internet in classrooms is efficient
				2.10.02	The internet is efficient in all educational facilities
		2.11	School Yards	2.11.01	School yard spaces are suitable for the number of students
				2.11.02	Shaded spaces are suitable for total school spaces

Standard ID	Domain	Standard ID	Sub-Domain	Standard ID	Element
3	School Services	3.01	Public Services	3.01.01	Periodic maintenance is executed for the building and its facilities
				3.01.02	All school facilities are clean
				3.01.03	Free potable water is available for staff and students
				3.01.04	There are seats for students' located around the facility
				3.01.05	There are a sufficient number of buses for the number of students
		3.02	Publications and Lectures	3.02.01	The school has obtained Ministry approval for issuing magazines and flyers
				3.02.02	The school has obtained Ministry approval for holding lectures and/or professional development workshops
		3.03	Activities, Events, and Field Trips	3.03.01	The school has obtained the necessary approval for activities and events
				3.03.02	Commitment to the approved procedures during the execution of activities and events
				3.03.03	Commitment to obtaining the necessary approvals for field trips
				3.03.04	Commitment to approved procedures during the execution of field trips
				3.03.05	School's nursery is approved by Ministry (If available)

Standard ID	Domain	Standard ID	Sub-Domain	Standard ID	Element
3	School Services	3.04	Student Clubs	3.04.01	Formation of the Council of Student Clubs and its Functions
				3.04.02	The school offers at least two major clubs from each of the five student areas
				3.04.03	Activation of the special forms of student clubs and sending them to the skills development department specialists
				3.04.04	All students of determination are allocated to an appropriate club
				3.04.05	Any clubs that are out-sourced should have appropriate approval from the MoE
				3.04.06	The Council of School Clubs submits plans and reports to the Department of Skills Development
				3.04.07	The clubs do not have a negative affect on the delivery of the school's curriculum
		3.05	Curricula and Textbooks	3.05.01	The school obtains MoE approval for the implementation of any additional enrichment programs
				3.05.02	The implementation of additional enrichment programs (if any) has no negative impact on the curriculum study plans
		3.06	Psychological Care	3.06.01	The school psychologist performs regular periodic visits according to the schools needs
				3.06.02	All cases of psychological care are documented by the psychologist

Standard ID	Domain	Standard ID	Sub-Domain	Standard ID	Element
3	School Services	3.07	Special Education	3.07.01	A special needs (SEN) teacher is available and follows a specified time-table
				3.07.02	Formation of a school support team for the students of determination
				3.07.03	Availability of evaluations or reports from the support centers for the students of determination
				3.07.04	Individual educational plans are available for the students of determination
				3.07.05	Availability of equipment and supporting tools for supporting the different cases of the students of determination
	3.08	Code of Conduct	3.08.01	The school applies the approved students' Code of Conduct	
			3.08.02	Implementation of awareness programs for students about the Code of Conduct	
			3.08.03	Implementing awareness programs for parents about the Code of Conduct	
			3.08.04	Application of the policy of distinguished behaviour listed in the Code of Conduct	
			3.08.05	Application of the policy of positive behaviour listed in the Code of Conduct	
			3.08.06	Activation of the role of the conduct management committee in the school and documenting its work	

Standard ID	Domain	Standard ID	Sub-Domain	Standard ID	Element
3	School Services	3.09	Child Protection	3.09.01	Banning corporal/psychological punishment in the school in all grade levels
				3.09.02	The cleaning staff are only females in kindergarten, cycle 1and (mixed gender cycle two and secondary level)
				3.09.03	The cleaning staff are only males in cycle two and secondary level boys schools
				3.09.04	Bus attendants are only females in kindergarten, cycle 1and (mixed gender cycle two and secondary level)
				3.09.05	Bus attendants are only males in cycle two and secondary level boys schools
				3.09.06	There is a clear separation between the different grade levels/ cycles
				3.09.07	Adherence to separating male and female students in swimming classes and dressing rooms
				3.09.08	Adherence to prohibit students from dressing/changing in open spaces or in front of each other
				3.09.09	The bus attendant provides the school administration with the names of the students who board the bus in the morning
				3.09.10	The school administration contacts the parents of the absent students' daily to inquire about the reasons of absence
				3.09.11	The school has clear procedures to protect the students from bullying and harassment
				3.09.12	School does not assign students to work that harms their corporal health
				3.09.13	The school follows procedures that ensure that students are not left without supervision during school time

Standard ID	Domain	Standard ID	Sub-Domain	Standard ID	Element
3	School Services	3.10	Assessment and Exams	3.10.01	Adherence to applying the approved continuous assessment tools
				3.10.02	Adherence to monitoring and recording the results of continuous evaluations and exams
				3.10.03	Storing all the documents of exams in a safe way
				3.10.04	Participation in international tests
		3.11	Smart Learning	3.11.01	Smart learning rooms are appropriately equipped
				3.11.02	Technical support is available in the smart learning rooms
				3.11.03	The students are committed to bringing tablets
				3.11.04	The teachers are activating smart learning systems
				3.11.05	Following up and monitoring smart learning by the school management
		4	Community Partnership	4.01	Community Events
4.01.02	The school participates in religious, cultural, and community events				
4.02	Parents Council			4.02.01	A parent's council is formed
				4.02.02	The parent's council has an active role
				4.02.03	The school has a database of the children's parents
				4.02.04	The efficiency of communication with parents

Standard ID	Domain	Standard ID	Sub-Domain	Standard ID	Element
5	Environment, Health & Safety	5.01	School Building	5.01.01	The external areas surrounding the building are clean and free of debris
				5.01.02	Maintenance request registers for school premises and requirement are maintained
				5.01.03	All walls, ceilings and floors are free of damage and defects
				5.01.04	The availability of a pest control contract with an approved company
				5.01.05	All corridors, stairways and walkways are safe, clear and passable
				5.01.06	The availability of ramps for people of determination in all appropriate areas
				5.01.07	Provision of an appropriate warning sign on wet floors while cleaning is in progress
				5.01.08	Enforcing the no-smoking policy in the school and display "No Smoking" signs in its premises
				5.01.09	All chemicals and cleaning materials are stored safely in a secure place
				5.01.10	All materials are stored in their original containers with Material Safety Data Sheets (MSDS) provided for them
				5.01.11	Each room has appropriate signage reflecting the correct usage
				5.01.12	Building renovations and modifications need to have approval from the concerned authorities
				5.01.13	Stairways are equipped with proper height handrails and vertical spindles
				5.01.14	All stairways steps are provided with non-slip surfaces

Standard ID	Domain	Standard ID	Sub-Domain	Standard ID	Element
5	Environment, Health & Safety	5.01	School Building	5.01.15	All gas supplies are regularly tested by a licensed company
				5.01.16	The school building is completely free of gas cylinders except in laboratories where they are required
				5.01.17	All gas cylinders must be stored outside in a safe manner as per civil defence requirements and the necessary licenses must be obtained
				5.01.18	Provision of qualified security guards at all building entrances. Guards should be certified by the competent authorities
				5.01.19	Installation of CCTV security cameras both inside and outside of the school building
				5.01.20	Using approved control systems to monitor staff and customers' attendance and movements via ID card
				5.01.21	The entrance gates and internal roads are appropriate for the access of fire-fighting and rescue equipment
				5.01.22	The risk assessment and management procedures are appropriately maintained and reviewed regularly
				5.01.23	The availability of a designated EHS Specialist in the school
				5.01.24	The health and safety committee are established and holds periodic meetings
				5.01.25	Conducting EHS awareness and training programs for all concerned personnel
				5.01.26	An evacuation plan is maintained and emergency management procedures are implemented
				5.01.27	An emergency assembly point (EAP) must be in an appropriate place and its location is well-known to everyone
5.01.28	Emergency Safety Signs are well positioned and clearly visible				

Standard ID	Domain	Standard ID	Sub-Domain	Standard ID	Element
5	Environment, Health & Safety	5.01	School Building	5.01.29	Emergency evacuation drills are conducted in accordance with the evacuation policy
				5.01.30	The building is equipped with fire control and alarm systems, which are maintained on a regular basis by a certified company
				5.01.31	The school should have a valid compliance certificate from the Civil Defence ensuring it meets fire prevention requirements
				5.01.32	The school premises are provided with an adequate number of primary and secondary emergency exits including illuminated emergency exit signs
				5.01.33	All emergency exits doors are opened towards the outside (i.e. toward traffic flow) and they are provided with a push bar
				5.01.34	The wall-size of educational displays and posters are in compliance with safety requirements
				5.01.35	Fire pump rooms temperatures and ventilation levels are within the normal allowed limits
				5.01.36	Ensuring that the fire pump works properly and is maintained regularly by a certified company
				5.01.37	The fire pump room is free of any storage and is equipped with appropriate fire control and alarm systems. There should also be a manual fire extinguisher
				5.01.38	Electrical rooms and cabinets are locked and display warning signs are available
				5.01.39	The electrical rooms must be free from stored materials and are equipped with an appropriate fire alarm system. There should be a portable CO2 fire extinguisher
				5.01.40	All electrical connections in the building must be safely intact. Electrical sockets also must be properly isolated and out of reach of students

Standard ID	Domain	Standard ID	Sub-Domain	Standard ID	Element
5	Environment, Health & Safety	5.01	School Building	5.01.41	Ensuring the noise levels are kept within the normal allowed limits
				5.01.42	The lighting in school premises is kept within allowable lighting levels
				5.01.43	The temperature ranges and ventilation levels are within allowable limits
				5.01.44	Providing drinking water either through, drinking water coolers or any other appropriate means. These are appropriately distributed in the school and subjected to periodical inspection by a specialized company
				5.01.45	The water tank is disinfected and checked its quality regularly through a specialized company
				5.01.46	Maintaining sufficient first aid kits within school premises
		5.02	Cars and Buses parking	5.02.01	All cars and buses are parked in specific and known areas. There are allocated parking spaces, near to the building entrance, for people of determination
				5.02.02	Staff parking area is separated from the buses' parking area
				5.02.03	Parking areas must not be designated as an emergency assembly point
				5.02.04	Parking shades are made of fire resistant materials and are well maintained
				5.02.05	The school bus drivers and supervisors have all the necessary permits to practice as per the requirements of each emirate
				5.02.06	The school must keep a written record of daily bus attendance
				5.02.07	Bus supervisors are present so as students are supervised when getting on and off the school buses
				5.02.08	Ensuring the quality of safety, and the level of cleanliness, of the school buses

Standard ID	Domain	Standard ID	Sub-Domain	Standard ID	Element
5	Environment, Health & Safety	5.02	Cars and Buses Parking	5.02.09	All buses free of pests and chemicals. Food items are prohibited on all buses
				5.02.10	All buses must be equipped with seat belts, seats and these are in good conditions
				5.02.11	All school buses must be subject to routine inspections
				5.02.12	Temperatures and ventilation levels in all buses must be within the allowed limits
				5.02.13	Fire extinguishers are available on all buses and also at each parking area within the school. These should be properly maintained
				5.02.14	All school buses are equipped with appropriately resourced first aid kits
				5.02.15	All school buses are equipped with appropriate internal and external CCTV cameras
				5.02.16	All emergency exit doors are in good condition and that the alarm sounds when these doors are opened
				5.02.17	All bus drivers are appropriately trained in the use of fire extinguishers
				5.02.18	There are separate entrance and exits for cars and buses. Alternatively there should be a recognized traffic management plan to regulate the entry and exit of cars and buses

Standard ID	Domain	Standard ID	Sub-Domain	Standard ID	Element
5	Environment, Health & Safety	5.03	Administrative Offices	5.03.01	All dangerous tools are kept away and secured from students when not in use
				5.03.02	All electrical devices in administrative offices are connected to different sockets to reduce loads
				5.03.03	All electrical devices are regularly inspected and maintained. Damaged equipment should not be used
				5.03.04	Unauthorized devices are not present in the offices
				5.03.05	Administrative offices are clean
				5.03.06	Temperatures and ventilation levels in the administrative offices are within the allowed limits
				5.03.07	Offices are completely free from chemical substances including flammable materials
				5.03.08	Furniture, cabinets, shelves, and curtains are adequately provided and installed well.
				5.03.09	All administrative offices have appropriate furniture, cabinets and shelves and these are properly installed
		5.04	Classrooms	5.04.01	KG and Grade 1 classrooms are located on the ground floor
				5.04.02	All classrooms are clean
				5.04.03	Temperatures and ventilation levels in all classrooms are within the allowed limits
				5.04.04	All furniture size and design are suitable for the students' age and educational cycle
				5.04.05	All window openings are limited to between 10cm and 20cm
				5.04.06	Distance between the board and the students is at least 1.5 meters
				5.04.07	All electrical devices in all classrooms are connected to different sockets to reduce loads
				5.04.08	All electrical devices are regularly inspected and maintained. Damaged equipment should not be used
				5.04.09	Classrooms are free from carpets and lights are free from hanging materials

Standard ID	Domain	Standard ID	Sub-Domain	Standard ID	Element
5	Environment, Health & Safety	5.05	Activity Halls	5.05.01	All Activity Halls are clean
				5.05.02	Activity rooms are equipped with warm and cold water, liquid soap and paper towels
				5.05.03	Art classrooms are equipped with warm and cold water, liquid soap and paper towels
				5.05.04	Use of water-based colors and dyes made of safe and environmentally friendly materials
				5.05.05	A copy of the relevant material safety data sheets (MSDS) are provided for all colors and dyes used in activity rooms
				5.05.06	The availability of instructions and labels that prescribe the safe use of equipment and materials
				5.05.07	There is an isolated and secured place for the safe storing of materials and tools used in Activity Halls
				5.05.08	Walls in music rooms are equipped with sound proofing materials
				5.05.09	Activity Halls are equipped with appropriate fire alarm systems
		5.06	Learning Resource Centers	5.06.01	Learning Resource Centers are clean
				5.06.02	Temperatures and ventilation levels in all Learning Resource Centers are within the allowed limits
				5.06.03	Cabinets and shelving in all Learning Resource Centers must be correctly installed in order to store books safely
				5.06.04	Chairs and furniture are comfortable and appropriate for users
				5.06.05	There are an adequate number of emergency exits including illuminated emergency exit signs
				5.06.06	Electrical cables in Learning Resource Center are isolated safely and in good condition
				5.06.07	All electrical devices in Learning Resource Centers are connected to different sockets to reduce loads
5.06.08	All electrical devices in Learning Resource Center are regularly inspected and appropriately maintained				

Standard ID	Domain	Standard ID	Sub-Domain	Standard ID	Element
5	Environment, Health & Safety	5.07	Theatres	5.07.01	Theatres are clean and well-organized in order to have easy access to emergency exit doors
				5.07.02	Theatres are provided with an adequate number of emergency exits including illuminated emergency exit signs (An additional emergency exit must be located behind the stage in a theatre)
				5.07.03	Furniture, curtains, floorings, and fabrics are made of fire retardant synthetic materials
				5.07.04	Electrical cables in all theatres are isolated safely and in good condition
				5.07.05	All electrical devices in all theatres are connected to different sockets to reduce loads
				5.07.06	Electrical devices in all theatres are regularly inspected and appropriately maintained
				5.07.07	All aisles in theatres are free of obstructions that may cause tripping, slipping or falling
				5.07.08	There is a handrail for all staircases of four steps or more
				5.07.09	All theatres backstage areas are not used for storing or any other inappropriate purpose

Standard ID	Domain	Standard ID	Sub-Domain	Standard ID	Element
5	Environment, Health & Safety	5.08	Computer Laboratories	5.08.01	All computer monitors are properly positioned and provided with curtains when necessary to avoid light reflections
				5.08.02	All computer workstation equipment is ergonomically designed and positioned
				5.08.03	There is adequate space around the workstation to enable ease of movement for the users
				5.08.04	Electrical devices are connected to different sockets to reduce loads
				5.08.05	Electrical cables in all computer labs are isolated safely and are in good condition
				5.08.06	All computer labs are quipped with portable CO2 fire extinguishers
		5.09	Science Laboratories	5.09.01	The availability of instructions and labels to prescribe the safe use of equipment and materials
				5.09.02	All chemicals are clearly identified by labels and listed including quantity of contents
				5.09.03	All chemical materials are provided with Material Safety Data Sheets (MSDS)
				5.09.04	The school must provide all appropriate safety and fire protection equipment
				5.09.05	All chemicals ,devices and equipment are stored and prepared in a secure and isolated location. No unauthorized persons should be allowed access to this location. There should be warning signs restricting entry to said location
				5.09.06	All flammable chemicals are stored in a fire-resistant cabinet
				5.09.07	All concentrated acids are stored in an appropriate acid cabinet
				5.09.08	The presence of laboratories' safety procedures and rules and they are clearly displayed

Standard ID	Domain	Standard ID	Sub-Domain	Standard ID	Element
5	Environment, Health & Safety	5.09	Science Laboratories	5.09.09	Providing a register outlining the safe use practice and potential accident event for each chemical. All students should be aware of this register
				5.09.10	The usage of appropriate personal protective equipment in laboratories
				5.09.11	The availability of a register of personal protective equipment including evidence of the safe disposal of expired equipment
				5.09.12	The Laboratories furniture meets the established standards
				5.09.13	All Laboratories' air quality and levels of ventilation, humidity, temperature and lighting are all within allowed limits
				5.09.14	All Laboratories' doors are fire rated
				5.09.15	Expired and waste chemicals are disposed of through companies that are approved by the concerned authorities and records of disposed chemicals are available
				5.09.16	All laboratories are appropriately equipped with sinks, liquid soap, paper towels and hand sterilizer

Standard ID	Domain	Standard ID	Sub-Domain	Standard ID	Element
5	Environment, Health & Safety	5.10	Indoor and outdoor playgrounds and gyms	5.10.01	The sports hall and all equipment are safe and all sides and edges are padded and do not endanger students' safety
				5.10.02	All columns in the middle of playgrounds are secured and covered with sponge or rubber material to absorb impacts
				5.10.03	All floors are covered with impact absorbing material
				5.10.04	All indoor play areas are equipped with air conditioners
				5.10.05	Temperatures and ventilation levels in the gyms are within the allowed limits
				5.10.06	All indoor playground wall corners/edges are covered with impact absorbing materials
				5.10.07	Gyms are equipped with appropriately resourced and stocked first aid kits
				5.10.08	There are enough emergency exits in gyms
				5.10.09	The availability of shower facilities that include warm and cold water, shower soap and dryers
				5.10.10	The availability of changing rooms in the gyms with lockers to keep clothes
				5.10.11	There is designated storage room for sports equipment. The room should be locked, well-organized and accessible by authorized staff only
				5.10.12	All floors are safe and appropriate in terms of specifications for practicing sport-related activities
				5.10.13	All outdoor playgrounds are located away from bus parking

Standard ID	Domain	Standard ID	Sub-Domain	Standard ID	Element
5	Environment, Health & Safety	5.11	Swimming Pools	5.11.01	Provision of a licensed and competent lifeguard. Equipped with rescue tools to deal with relevant emergencies
				5.11.02	Safety instructions are clearly displayed around the swimming pool area
				5.11.03	All floors are covered with anti-slip material and equipped with additional means to prevent accumulation
				5.11.04	Pool is clean and free of impurities
				5.11.05	Pool depth markers are available in different colors for each increment of depth
				5.11.06	Pools' steps are adequately and appropriately distributed, well fixed to the pools' sides, and maintained regularly
				5.11.07	All chemical and physical tests are made daily to ensure pool water safety. Results should be documented in a special register and displayed daily in the pool area
				5.11.08	Provision of a specialized contractor for periodical sampling and maintenance
				5.11.09	All chemicals are stored in a secure locked and isolated place where access is restricted
				5.11.10	All chemical materials are provided with Material Safety Data Sheets (MSDS) and quantities of chemicals are displayed
				5.11.11	The availability of shower facilities that include warm and cold water, shower soap and dryers
				5.11.12	The availability of changing rooms in the swimming pool area with lockers to keep clothes. There must be separate changing areas for males and females

Standard ID	Domain	Standard ID	Sub-Domain	Standard ID	Element
5	Environment, Health & Safety	5.12	Clinics	5.12.01	All clinics are appropriately equipped with sinks, liquid soap, paper towels and hand sterilizer
				5.12.02	A medical register is kept for each student including a register for critical and special cases
				5.12.03	All clinics are licensed and equipped according to the standards
				5.12.04	Temperatures and ventilation levels in all clinics are within the allowed limits
				5.12.05	All accidents are recorded and documented in a special accident register
				5.12.06	All clinics have a labelled, general waste container, medical waste container and sharps container
				5.12.07	All clinics' safely dispose of medical wastes through licensed companies
				5.12.08	All clinics are equipped with registered personal protective equipment
				5.12.09	All clinics have a licensed professional nurse, employed on a permanent basis and ensure that a replacement is available in case of absence
				5.12.10	A copy of the relevant material safety data sheets (MSDS) for all colors and dyes that are used in art rooms are available for use in emergencies
				5.12.11	A copy of the relevant material safety data sheets (MSDS) for all chemicals that are used in laboratories are available for use in emergencies
				5.12.12	A copy of the relevant material safety data sheets (MSDS) for all chemicals that are used in swimming pool areas are available for use in emergencies

Standard ID	Domain	Standard ID	Sub-Domain	Standard ID	Element
5	Environment, Health & Safety	5.13	Canteen	5.13.01	All canteens are licensed by appropriate authorities
				5.13.02	All canteens are maintained and cleaned regularly
				5.13.03	The availability of a pest control contract with an approved company
				5.13.04	All canteen staff are licensed and certified by an approved training center for food safety and they should hold health certificates from an approved authority
				5.13.05	All canteen staff are committed to personal hygiene and use appropriate Personal Protective Equipment (PPE)
				5.13.06	All canteens are equipped with food display equipment which is maintained at an appropriate temperature
				5.13.07	All canteen food is stored safely throughout and unused food is discarded
				5.13.08	There are systems to prevent overcrowding in canteens and there are more than one supervised canteen if required
				5.13.09	All canteens are equipped with warm and cold water, liquid soap and paper towels
				5.13.10	Displayed foods are labelled with production date, expiration date, ingredients and nutritional facts
				5.13.11	Canteen kitchen is adequately ventilated, and exhausts are properly maintained
				5.13.12	All display food handler's health certificates are visible and a register is available that maintains these records
				5.13.13	Keep daily samples of sold food in the canteen

Standard ID	Domain	Standard ID	Sub-Domain	Standard ID	Element
5	Environment, Health & Safety	5.14	Storage rooms	5.14.01	Storage rooms are kept clean, organized and arranged
				5.14.02	All materials are appropriately stored with separation between different stored materials
				5.14.03	There is a space of one meter between the ceiling and stored materials
				5.14.04	Storing shelves are appropriately fixed
				5.14.05	All electrical connections in the storage rooms are safely intact. Electrical sockets must be properly isolated and maintained
				5.14.06	Equipment required for transferring and handling materials is available and maintained
				5.14.07	All storage rooms are equipped with smoke detectors and fire-fighting equipment

Standard ID	Domain	Standard ID	Sub-Domain	Standard ID	Element
5	Environment, Health & Safety	5.15	IT Server Rooms	5.15.01	IT Server Rooms are equipped with effective cooling systems and monitored room temperature controllers
				5.15.02	All electrical cables in IT server rooms are isolated safely and maintained
				5.15.03	All electrical devices in all IT Server Rooms are connected to different sockets to reduce loads
				5.15.04	All electrical devices in IT Server Rooms are subject to regular maintenance and damaged items are discarded
				5.15.05	IT Server Rooms are equipped with smoke detectors and fire-fighting equipment
				5.15.06	IT Server Rooms are provided with floors made of insulating, non-conductive materials
				5.15.07	IT Server Rooms have fire rated doors and no windows
				5.15.08	IT Server Rooms have restricted access for authorized persons only
				5.15.09	IT Server Rooms are not used as Store
		5.16	Prayer rooms	5.16.01	All prayer rooms are clean and maintained
				5.16.02	Temperatures and ventilation levels in all prayer rooms are within the allowed limits
				5.16.03	All prayer rooms are equipped with smoke detectors and fire-fighting equipment

Standard ID	Domain	Standard ID	Sub-Domain	Standard ID	Element
5	Environment, Health & Safety	5.17	Restrooms	5.17.01	All restrooms are distributed equally across the school
				5.17.02	There are restrooms appropriately equipped for people of determination
				5.17.03	All restrooms are clean
				5.17.04	Restrooms are provided with liquid soap, cold and warm water and paper towels
				5.17.05	All restrooms are equipped with suction fans for ventilation
				5.17.06	All restrooms doors are intact and external doors automatically close
				5.17.07	All supplies are suitable and appropriate for different age groups
				5.17.08	Floorings are slip resistant with anti-slip material
				5.17.09	Floors, toilets, sinks and walls are kept free of damage or defects
				5.17.10	Staff and visitors' toilets are separate from students' toilets
				5.17.11	Windows are clean and covered with grating in good condition



General Inspection of Kindergartens



Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
1		1.01	UAE National Identity	1.01.01	Raising the flag in accordance with UAE guidelines
				1.01.02	Official photographs of the rulers are displayed in the school in accordance with the policy specified to arrange official photographs in each emirate
				1.01.03	The National Anthem is performed
				1.01.04	Appreciation of the values and culture of the UAE
		1.02	Reception	1.02.01	A sign-board is clearly visible at the entrance of the KG that clearly shows its name in Arabic and English
				1.02.02	The availability of a map and signs indicating the direction to the kindergarten facilities
				1.02.03	The availability of signs indicating the direction of the facilities
				1.02.04	The availability of a reception desk for customer service in the entrance of the KG
				1.02.05	Adherence to implementing the KG students' morning assembly
				1.02.06	Adherence to implementing a daily morning program during the assembly
		1.03	Self Compliance	1.03.01	Activating the role of the compliance Co-ordinator
				1.03.02	Carrying out self-compliance in the system
				1.03.03	The kindergarten administration compliance Co-ordinator follows up the corrective plan
		1.04	Professional commitment	1.04.01	Teachers abide by the code of ethics of the teaching profession and public service
				1.04.02	The approved daily supervisory duty list is implemented by the assigned teachers and supervisors
				1.04.03	Staff maintain a general appearance that is in compliance with the UAE social norms and traditions
1.04.04	Students' adherence to wearing the school uniform				

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
1		1.05	Capacity	1.05.01	KG abides by the approved maximum number of students permitted per class
				1.05.02	The school abides by the number of approved sections
		1.06	Information Management Systems	1.06.01	Information management system for employee data (AI Manhal program) is updated daily
				1.06.02	Information management system for students (AI Manhal program) is updated daily
				1.06.03	Information management system (Manhal program) for students of determination (SEN) is updated daily
				1.06.04	The information management system (Manhal program) for financial affairs is updated daily
		1.07	Study Plan and Curriculum	1.07.01	Commitment to school timings
				1.07.02	Stability of the school schedule
				1.07.03	The distribution of the teaching load is in accordance with the approved system
				1.07.04	The school has approved textbooks and ensures that the books are distributed to the students
				1.07.05	Books and teacher guides are available for teachers
				1.07.06	Adherence to implementing the study plan approved by the Ministry for public education schools
				1.07.07	Commitment to the class timings
		1.08	Sufficiency of Administrators, Teachers and Staff	1.08.01	The kindergarten adheres to the procedures of recruiting day substitute teachers according to the regulations approved by the Ministry
				1.08.02	All kindergarten staff are approved by the MoE
				1.08.03	The KG has a sufficient number of admin staff
				1.08.04	The KG has a sufficient number of teaching staff
				1.08.05	The KG has a sufficient number of cleaning staff
				1.08.06	The KG has a sufficient number of security guards

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
1		1.09	Attendance and Dismissal	1.09.01	The students are committed to daily attendance
				1.09.02	The staff are committed to daily attendance
				1.09.03	The commitment to record the sick leaves and absences of employees in the Bayanati system by the employees
		1.10.	Financial Affairs	1.10.01	A finance committee is formed
				1.10.02	Finance committee is active
				1.10.03	All transactions (income and disbursement) are in line with the approved financial system
2		2.01	General Facilities	2.01.01	The kindergarten has a sufficient number of parking lots for the school buses
				2.01.02	The kindergarten has a sufficient number of parking lots for staff cars
				2.01.03	The kindergarten has a sufficient number of parking lots for parents cars
				2.01.04	The kindergarten has a sufficient number of entrances and exits for buses
				2.01.05	The kindergarten has a sufficient number of entrances and exits for cars
				2.01.06	The kindergarten has a sufficient number of entry/exit points based on the number of students
				2.01.07	The A/C's work efficiently
				2.01.08	The lighting is suitable in all kindergarten facilities
				2.01.09	There are a sufficient number of storage facilities
				2.01.10	The storage rooms are organized
		2.02	Classrooms	2.02.01	The classrooms are appropriately equipped
				2.02.02	The lighting is suitable in all kindergarten facilities
		2.03	Caring for People of Determination	2.03.01	Availability of toilet facilities for people of determination
				2.03.02	The availability of ramps for people of determination
				2.03.03	The availability of elevator for people of determination

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
2		2.04	Rest-rooms	2.04.01	The school provides a sufficient number of rest-rooms
				2.04.02	Rest-rooms are ready for use
				2.04.03	Male and female students have separate rest-rooms
				2.04.04	Male and female staff have separate rest-rooms
		2.05	Administrative and Teaching Staff Rooms	2.05.01	There are enough rooms for the administration staff
				2.05.02	There are enough rooms for the teaching staff
				2.05.03	Administration rooms are furnished for the needs of staff
				2.05.04	Teacher rooms are furnished for the needs of staff
		2.06	Learning Resource Centre	2.06.01	The size of the learning resource center is appropriate
				2.06.02	The learning resource center is appropriately equipped
				2.06.03	The learning resource center is activated
				2.06.04	The learning resource center is equipped with age-appropriate material for the KG
				2.06.05	The learning resource center does not contain materials that contradicts with the UAE policies, values, and culture
		2.07	Art Room	2.07.01	The art workshop is well-equipped
		2.08	Multi-Purpose Room	2.08.01	The multi-purpose room is well quipped
				2.08.02	The multi-purpose room is activated
		2.09	Play Area	2.09.01	The play area is well equipped
				2.09.02	The play area is activated
		2.10.	School Yards	2.10.01	The kindergarten courtyard has an appropriate ratio of shaded areas in relation to its size
		2.11	Internet	2.11.01	The internet is working efficiently in all kindergarten facilities
2.11.02	The internet is working efficiently in all classrooms				

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
3		3.01	Public Services	3.01.01	Periodic maintenance of the building and facilities is executed
				3.01.02	All kindergarten facilities are clean
				3.01.03	Free potable water is available for workers and children
				3.01.04	Children's seating is available where they are located
				3.01.05	There are a sufficient number of buses for the number of children
		3.02	Activities, Events, and Field Trips	3.02.01	The school has obtained the necessary approval for activities and events
				3.02.02	Adherence to the approved procedures during the execution of activities and events
				3.02.03	Adherence to obtaining the necessary approvals on field trips
				3.02.04	Adherence to approved procedures during the execution of field trips
		3.03	Publications and Lectures	3.03.01	Obtaining the Ministry's/educational authorities approval on executing lectures and training courses
				3.03.02	Obtaining the Ministry's/ Educational authorities approval for issuing magazines and flyers
		3.04	Curricula and Textbooks	3.04.01	Adherence to obtaining the Ministry/ Educational authorities approval on applying the subject and other books not scheduled by the Ministry
				3.04.02	The additional subjects and books (if any) do not affect the curriculum study plans
		3.05	Speaking the Standard Formal Arabic	3.05.01	The teachers are committed to speaking the Standard Formal Arabic in classrooms (subjects are taught in Arabic)
		3.06	Psychological care	3.06.01	The designated Psychologist performs regular visits as per the needs of the kindergarten
				3.06.02	All cases of psychological care are documented

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
3		3.07	Special Education	3.07.01	A special needs teacher is available and follows a specific time-table
				3.07.02	Formation of school support team for the students of determination
				3.07.03	Availability of evaluations or reports from the support centers for the students of determination
				3.07.04	Individual educational plans are available for the students of determination
				3.07.05	Availability of equipment and supporting tools for supporting the different cases of the students of determination
		3.08	Child Protection	3.08.01	Prohibiting corporal/psychological punishment at all levels in the kindergarten
				3.08.02	Cleaning staff are females
				3.08.03	Bus attendants are females
				3.08.04	The bus attendants provide the administration of the kindergarten everyday with the name of the children who board the bus in the morning
				3.08.05	The administration of the kindergarten gets in touch on a daily basis with the parents of the absent students to inquire about the reason of absence
				3.08.06	The kindergarten has clear procedures to protect the children from bullying and harassment
				3.08.07	The kindergarten does not require children to perform any work that harms them physically
				3.08.08	The kindergarten has procedures that ensure children are not left unsupervised during school hours
		3.09	Assessment and Exams	3.09.01	Adherence to applying the assessment rules of kindergarten students
				3.09.02	Results of the formative assessments and examinations are kept in record

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
4		4.01	Community Events and Occasions	4.01.01	Participating in National events
				4.01.02	Participating in religious, cultural, and community events
		4.02	Parent's Council	4.02.01	Parent's council is formed
				4.02.02	The parent's council has an active role
				4.02.03	The kindergarten has a database of the children's parents
				4.02.04	The efficiency of communication with parents

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
5	Environment, Health & Safety	5.01	Kindergarten Building	5.01.01	External areas surrounding the building are clean
				5.01.02	Availability of a maintenance requests register for building and equipment
				5.01.03	Walls, ceilings and floors are free from defects and damages
				5.01.04	Availability of pest control contract with an approved company
				5.01.05	Corridors, stairways and walkways are safe, clear and passable
				5.01.06	Availability of ramps for people of determination in all corridors and stairways
				5.01.07	Appropriate warning signs are provided while cleaning floors
				5.01.08	There is a non smoking policy enforced in the kindergarten and signs for non smoking are available
				5.01.09	Chemicals and cleaning materials are stored safely in a secure place
				5.01.10	All materials are stored in their original containers with Material Safety Data Sheets (MSDS) provided
				5.01.11	All kindergarten rooms are labelled according to their assigned purpose
				5.01.12	All renovation, or modification is approved from concerned authorities
				5.01.13	Stairways are provided with handrails are proper height and have vertical spindles
				5.01.14	All stairways steps are provided with non-slip surfaces
				5.01.15	Gas supplies are tested regularly by a licensed and certified company
				5.01.16	The building is totally free of gas cylinders

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
5	Environment, Health & Safety	5.01	Kindergarten Building	5.01.17	Gas cylinders are stored safely outside according to civil defence requirements and have necessary licenses
				5.01.18	Qualified and certified security guards, are available at the building entrances
				5.01.19	Availability of internal and external surveillance cameras
				5.01.20	Monitoring employees and visitors access using an attendance and ID
				5.01.21	Suitability of building campus gates size and the internal roads for the access of fire-fighters and rescue equipment
				5.01.22	Implementing procedures and instructions for risk assessment, management and periodical review
				5.01.23	Availability of dedicated EHS Specialist in kindergarten
				5.01.24	Establishing EHS Committee that meets periodically
				5.01.25	Availability of EHS awareness and training programs for all concerned
				5.01.26	Approved evacuation plan is available and the kindergarten is committed to implement emergency-related procedures
				5.01.27	Assembly points are safe and known to everyone
				5.01.28	Clear and visible safety and emergency signs are available
				5.01.29	Conducting evacuation drills in accordance with the approved policies
				5.01.30	The building is equipped with fire control and alarm systems, which are maintained on a regular basis by a certified company
5.01.31	A valid compliance certificate is issued by the Civil Defense to prove that it meets fire prevention requirement				
5.01.32	The building provides a sufficient number of primary and secondary emergency exits and is provided with illuminated signs for "Emergency Exits"				

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
5	Environment, Health & Safety	5.01	Kindergarten Building	5.01.33	All emergency exit doors open to the outside (toward traffic flow) and are provided with a push bar
				5.01.34	Educational aids and paintings on the walls are compliant with safety requirements
				5.01.35	Temperatures and ventilation levels are within the normal allowed limits in fire pump rooms
				5.01.36	The fire pump is working properly and maintained on a regular basis by certified companies
				5.01.37	Fire pump room is free of any storage and equipped with fire control and alarm systems, in addition to a manual fire extinguisher
				5.01.38	The electrical rooms and boxes are locked with displayed warning signs
				5.01.39	Electrical rooms are free of storage and equipped with fire alarm system and a manual fire extinguisher (CO2)
				5.01.40	All electrical connections in the building are intact and electrical sockets are properly isolated and out of reach of students
				5.01.41	Level of noise is kept within the normal allowed limits
				5.01.42	The building lighting is suitable and within the normal allowed limits
				5.01.43	Temperatures and ventilation rates are within the normal allowed limits
				5.01.44	Drinking water provided through coolers or any other appropriate means are adequately distributed, and subject to periodical inspection, by a specialized company
				5.01.45	Water tank is disinfected periodically and a specialized company checks water quality regularly
				5.01.46	Sufficient first aid boxes are available in kindergarten

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
5	Environment, Health & Safety	5.02	Cars and Busses parking	5.02.01	Cars and buses are parked in specific and known areas. Special places are dedicated for people of determination near building entrances
				5.02.02	Employees parking area is separate from buses parking areas
				5.02.03	Parking areas are not used as assembly points in case of emergencies
				5.02.04	Parking shades are made of fire resistant materials, are in a good condition and free from defects
				5.02.05	The school bus drivers and supervisors have all required valid licenses and permits to practice the profession as per the requirements of each emirate
				5.02.06	The kindergarten maintains a daily attendance register for buses users
				5.02.07	Supervisors are available to control and regulate the students getting on and off the buses
				5.02.08	Quality and cleanliness of school buses
				5.02.09	The bus is free of pests and chemicals and eating is prohibited
				5.02.10	Buses are Provided with seat belts and seats in good condition
				5.02.11	The bus is subject to regular inspection by the kindergarten
				5.02.12	The temperature , rates of ventilation and humidity in the busses are within the normal allowed limits
				5.02.13	Fire extinguishers are available in the parking areas and in each bus, properly maintained
				5.02.14	First aid boxes are available in each bus and its items are enough
				5.02.15	Presence of internal and external surveillance cameras in the buses
				5.02.16	Emergency exit doors are in good condition and the alarm sounds when opened
				5.02.17	Bus drivers are trained on how to use the fire extinguisher
				5.02.18	Separate entrance and exit paths are dedicated for cars and buses otherwise, there is a recognized traffic management plan to regulate the entry and exit

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
5	Environment, Health & Safety	5.03	Administrative Offices	5.03.01	All dangerous tools are kept away from students and secured when not in use
				5.03.02	Electrical devices in administrative offices are distributed and connected to different sockets to reduce loads
				5.03.03	Electrical devices are constantly inspected and maintained, damaged ones are not used
				5.03.04	Offices are free from any unauthorized devices
				5.03.05	Cleanliness of administrative offices
				5.03.06	Temperatures and ventilation rates in administrative offices are within the normal allowed limits
				5.03.07	Offices are completely free from chemical substances including flammable materials
				5.03.08	Furniture, cabinets and shelves are available and installed properly
				5.03.09	An adequate space is available to ensure ease of movement
		5.04	Classrooms	5.04.01	KG and Grade 1 classrooms are located on the ground floor
				5.04.02	Cleanliness of Classrooms
				5.04.03	Temperatures and ventilation rates in classrooms are within the normal allowed limits
				5.04.04	School furniture size and design shall be suitable for the students' age and educational cycle
				5.04.05	Windows openings are limited to 10-20 cm
				5.04.06	The distance between the board and students is at least 1.5 meters
				5.04.07	Electrical devices are distributed and connected to different sockets to reduce loads
				5.04.08	Electrical devices are periodically and constantly inspected and maintained and damaged ones are not used
				5.04.09	Classrooms are free from carpets and lights are free from hanging material

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
5	Environment, Health & Safety	5.05	Activity Halls	5.05.01	Auditoriums are clean, and arranged to allow easy exit
				5.05.02	Enough emergency exits fitted with illuminated signs (An additional emergency exit must be available behind the stage).
				5.05.03	Furniture, curtains, floorings, and fabrics used are made of fire retardant materials
				5.05.04	Electrical cables in auditoriums are isolated safely and in good condition
				5.05.05	Electrical devices in auditoriums are connected to different sockets to reduce loads
				5.05.06	Electrical devices in auditoriums are constantly inspected and maintained
				5.05.07	Auditoriums crossing corridors are free of obstructions that may cause tripping, slipping and falling
				5.05.08	Providing a handrail (If the staircase has 4 steps or more)
				5.05.09	Auditoriums back stage or area is not used for storing purposes

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
5	Environment, Health & Safety	5.06	Indoor and Outdoor playgrounds	5.06.01	Toys are made of safe materials, free of defects and sharp edges/parts and equipment are placed in a way that ensures safety of children with a maximum height of 1.5 m
				5.06.02	Toys do not have small parts, which can be swallowed
				5.06.03	Columns in the middle of playgrounds are secured and covered with sponge or rubber material to absorb impacts
				5.06.04	Floors are fitted with a safe falling area covered with impact absorbing materials
				5.06.05	Sufficient space is maintained between toys/playing equipment
				5.06.06	Indoor playground walls edges are covered with impact absorbing material
				5.06.07	Sufficient first aid boxes in the gyms are available and items are stocked appropriately
				5.06.08	There is enough emergency exits in indoor gyms
				5.06.09	There are facilities for bathing fitted with warm and cold water, shower soap and dryers
				5.06.10	Availability of room in the gym with lockers to keep and change clothes
				5.06.11	There is a locked room for the safe and organized storing of tools and equipment and unauthorized persons do not access it
				5.06.12	Floors are intact and appropriate in terms of specifications for practicing sport-related activities
				5.06.13	Outdoor playgrounds are located away from bus parking

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
5	Environment, Health & Safety	5.07	Swimming Pools	5.07.01	Provision of a licensed and competent lifeguard, equipped with rescue tools. to deal with emergencies
				5.07.02	Safety instructions are placed in clear places around swimming pools areas
				5.07.03	All floors are made of anti-slip material and equipped with additional means to prevent water leakage and accumulation
				5.07.04	Pool water is clean and free of impurities
				5.07.05	Pool depth markers are available in different colors for each depth
				5.07.06	Pools' stairs are adequately and appropriately distributed, well fixed on the pools' sides, and maintained regularly
				5.07.07	Chemical and physical tests are made daily to ensure water safety and the results are documented in a special register and displayed daily in the pool area
				5.07.08	Provision of a specialized contractor for periodical sampling and maintenance
				5.07.09	Chemicals are stored in a secure locked and isolated place where access is restricted
				5.07.10	A copy of the related Material Safety Data Sheets (MSDS) for all chemicals and their quantities
				5.07.11	Facilities are available for bathing fitted with warm and cold water, shower soap and dryer
				5.07.12	Availability of room with lockers to keep and change clothes (separate for both males and females)

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
5	Environment, Health & Safety	5.08	Clinics	5.08.01	Clinics are equipped with basins, liquid soap, paper towels and hand sterilizers
				5.08.02	A medical register is kept for each student and another register for critical and special cases
				5.08.03	Clinics are licensed and equipped according to the standards and requirements of the competent authorities in the country
				5.08.04	Temperatures and ventilation levels in the clinics are within the normal allowed limits
				5.08.05	All accidents are recorded and documented in a special accident register
				5.08.06	Clinics have a general waste container, a medical waste container and sharps container and all are clearly labelled
				5.08.07	Safe disposal of medical wastes through a specialized company licensed by concerned authorities
				5.08.08	Clinics are equipped with required personal protective equipment and its register
				5.08.09	Clinics have an authorized and professional nurse on a permanent daily basis and a replacement in case of his/her absence or leave under any circumstances
				5.08.10	A copy of the related material safety data sheets (MSDS) is provided for all colors and dyes used in art classrooms to be used in cases of emergencies
				5.08.11	A copy of the related Material Safety Data Sheets (MSDS) is provided for all chemicals used in laboratories to be used in cases of emergencies
				5.08.12	A copy of the related Material Safety Data Sheets (MSDS) for all chemicals used in swimming pools to be used in case of emergency

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
5	Environment, Health & Safety	5.09	Dining rooms	5.09.01	Dining rooms are maintained clean throughout the day through periodical housekeeping
				5.09.02	Staff are licensed and certified by an approved training center on food safety and carry health certificates by concerned authorities
				5.09.03	Staff are committed to personal hygiene and use appropriate personal protective equipment during work which is registered
				5.09.04	Drinking water is provided through coolers or any other appropriate means are adequately distributed and subject to periodical inspection
				5.09.05	Eating rooms are equipped with liquid soap, cold and warm water and papers towels
				5.09.06	Display food handler's health certificates for all staff working in it, in visible places, as well as a register maintaining these records
				5.09.07	Availability of scheduled program of children' eating time
				5.09.08	Children' high chairs are available
				5.09.09	A refrigerator solely for the storage of baby food, milk, etc. is provided
		5.10	Storage rooms	5.10.01	Storage rooms are kept clean, organized and arranged
				5.10.02	Materials are appropriately stored considering proper separation between different stored materials
				5.10.03	There is a space of 1 meter between ceiling and stored materials
				5.10.04	Storing shelves are appropriately and well fixed
				5.10.05	All electrical connections shall be isolated, safely covered and subject to periodical maintenance
				5.10.06	Tools and equipment required for transferring and handling materials are available and in good condition
				5.10.07	Storage rooms are equipped with smoke detectors and fire-fighting equipment

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
5	Environment, Health & Safety	5.11	IT Server Rooms	5.11.01	IT Server Rooms are equipped with an effective cooling system and room temperature controllers and monitoring
				5.11.02	Electrical cables are isolated safely and in good condition
				5.11.03	Electrical cables in IT Server Rooms are connected to different sockets to reduce loads
				5.11.04	Electrical devices in IT Server Rooms are subject to periodic maintenance and damaged ones are not used
				5.11.05	IT Server Rooms are equipped with smoke detectors and fire- fighting equipment
				5.11.06	IT Server Rooms are provided with floors made of insulating and non-conductive materials
				5.11.07	IT Server Rooms are provided with fire rated doors, and has no windows
				5.11.08	Restricted for access except by authorized persons
				5.11.09	IT Server Rooms are free of storage
		5.12	Restrooms	5.12.01	Restrooms are distributed equally in school
				5.12.02	Restrooms are equipped with arrangements suitable for people of determination
				5.12.03	Restrooms are cleaned regularly
				5.12.04	Provided with liquid soap, cold and warm water and paper towels
				5.12.05	Restrooms are equipped with suction fans for proper and continuous ventilation
				5.12.06	Doors are intact, and the outer door closes automatically
				5.12.07	All supplies are suitable and appropriate for different age groups
				5.12.08	Floorings are slip resistant and is supplied with extra anti-slip material
				5.12.09	Floors, toilets, basins and walls are kept free of damage or defects
				5.12.10	Staff and visitors' bathrooms are separate from students' bathrooms
				5.12.11	Windows are clean and covered with mesh in good condition



General Inspection of Private Schools-Foreign Curriculum

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
1	Licensing and professional commitment	1.01	UAE National Identity	1.01.01	Raising the flag in accordance with UAE guidelines
				1.01.02	Official photographs of the Rulers are displayed in the school in accordance with the policy specified to arrange official photographs in each Emirate
				1.01.03	The National Anthem of the UAE is performed
				1.01.04	Appreciation of values and culture of the UAE
		1.02	Appearance	1.02.01	The presence of a sign-board outside the school that displays the school name in both Arabic and English
				1.02.02	The presence of a school map and signs indicating the direction of the school facilities
				1.02.03	A map of the school facilities is posted in the school lobby
				1.02.04	The presence of a reception desk in the school lobby
				1.02.05	Students' adherence to wearing the school uniform
				1.02.06	Students morning assembly is implemented
				1.02.07	The adherence to presenting a daily program during the morning assembly
		1.03	Professional commitment	1.03.01	The approved daily supervisory duties list is implemented by the assigned teachers and supervisors
				1.03.02	Staff maintain a general appearance that is aligned to the UAE social norms and traditions
				1.03.03	Teachers abide by the Code of Ethics of the teaching profession in accordance with the charters issued by the Ministry / educational authority
		1.04	Human Resources	1.04.01	Providing employee files with all required documents
				1.04.02	The presence of a valid residence visa for all school staff
		1.05	Capacity	1.05.01	The school's commitment to the approved student-number limits in classrooms
1.05.02	The school's commitment to the overall capacity to admit students				

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
1	Licensing and Professional Commitment	1.06	Employment Appointment Notifications	1.06.01	The Principal has a notification of approval issued by the MOE / educational authority
				1.06.02	All teaching staff have notifications of approval issued by the MOE / educational authority
				1.06.03	Employees abide by the job title and duties mentioned in the approval notifications issued by the Ministry / educational authority
		1.07	Licensing Requirements	1.07.01	The school has a valid MOE license
				1.07.02	The license obtained from the Economic department and the MOE / educational authority must be aligned
				1.07.03	The school adhere to the educational stages in conformity with the license issued by the Ministry / educational authority
				1.07.04	The school adheres to teaching the approved curriculum in accordance with the license issued by the Ministry / educational authority
		1.08	Information Management Systems	1.08.01	Information management system employee data (Al Manhal program) is updated for the MOE / educational authority
				1.08.02	Information management system (Al Manhal program) for employee students data is updated regularly for MOE / educational authority
				1.08.03	The information management system (Al Manhal program) for students of determination is updated for MOE / educational authority
		1.09	School Fees	1.09.01	The school abides by the MOE / educational authority approved fees
				1.09.02	The MOE approved school fees are placed in an area visible to all visitors or available on the school website
				1.09.03	The school does not charge extra fees for services without the approval of the MOE / educational authority
		1.10	Promotions and Advertisements	1.10.01	Obtaining the approval of the MOE / educational authority for the promotional advertisements

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
1	Licensing and Professional Commitment	1.11	School Calendar	1.11.01	The school abides by the academic calendar approved by the MOE / educational authority
		1.12	Administrators, Teachers and Employees	1.12.01	The school has a sufficient number of administrative staff
				1.12.02	The school has a sufficient number of teaching staff
				1.12.03	The school has a sufficient number of cleaning staff
				1.12.04	The school has a sufficient number of security guards
		1.13	Speaking Standard Formal Arabic	1.13.01	Teachers speak classical Arabic in the classrooms (Arabic medium subjects)
		1.14	Employees' Salaries	1.14.01	The school pays its employees regularly according to the pay system approved by the UAE
		1.15	School Attendance	1.15.01	The school follows up the students' attendance according to the requirements of the MOE / educational authority
				1.15.02	The staff are committed to attendance according to the MOE/ educational authority
		2	The school Building	2.01	School Facilities
2.01.02	The school has a sufficient number of entry/exit points based on the number of students				
2.01.03	Separation of male and female students in buildings, departments and facilities				
2.01.04	The Separation of students into their different stages\ cycles in buildings, sections and facilities				
2.01.05	The School has a sufficient number of storages				
2.01.06	The school has a prayer room				
2.02	Needs of People of Determination			2.02.01	The school facility meets the requirements of all students of determination
2.03	Maintenance of Buildings and Facilities			2.03.01	The school has valid maintenance services contracts
				2.03.02	Maintenance is regularly implemented for all school facilities

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
2	The school Building	2.04	Administrative and teaching staff offices	2.04.01	The administrative staff have a sufficient number of appropriate staff offices
				2.04.02	The teaching staff have a sufficient number of appropriate staff offices
				2.04.03	The staff-rooms are equipped to meet the needs of the teachers and admin staff
		2.05	Classrooms	2.05.01	The classrooms are appropriate in size and number according to the number of students
				2.05.02	Classrooms are appropriately equipped
				2.05.03	Air conditioners are efficient in classrooms
		2.06	Rest-rooms	2.06.01	The school provides a sufficient number of rest-rooms
				2.06.02	Rest-rooms are ready for use
				2.06.03	Male and female students have separate rest-rooms
				2.06.04	Male and female staff have separate rest-rooms
		2.07	Computer Labs	2.07.01	The school has a sufficient number of appropriate computer labs
		2.08	Science Labs	2.08.01	The school has a sufficient number of suitable science laboratories
				2.08.02	The School science laboratories are in use
		2.09	Learning Resource Center	2.09.01	The size of the school Learning Resource Center is appropriate
				2.09.02	The learning resource center is appropriately equipped
				2.09.03	The Learning Resource Center is equipped with age-appropriate material (according to school cycle)
2.09.04	The Learning Resource Center is clear of materials that contradict with UAE policies, values and culture				

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
2	The school Building	2.10.	Activity Halls	2.10.01	The school has a sufficient number of activity rooms
				2.10.02	Activity rooms are ready for use
				2.10.03	Indoor playgrounds are ready and in use
				2.10.04	Outdoor playgrounds are ready
				2.10.05	Indoor playgrounds are in use
				2.10.06	The swimming pool is in use
				2.10.07	The swimming pool is ready
		2.11	Internet	2.11.01	There is efficient internet coverage across all learning environments
		2.12	School Yards	2.12.01	The school yard spaces are in line with the school building plan approved by the Ministry/educational authority
				2.12.02	The school courtyard has an appropriate ratio of shaded areas in relation to its total area
		2.13	Cleanliness of the Building and Facilities	2.13.01	The school has valid cleaning service contracts
				2.13.02	All school facilities are clean

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
3	Educational and Academic Services	3.01	Publications and Lectures	3.01.01	The school has obtained MOE /educational authority approval for issuing magazines and flyers
				3.01.02	The school has obtained MOE/ educational authority approval to implement (lectures, seminars, courses and training workshops)
		3.02	Assessment and Exams	3.02.01	Complying with the examination and evaluation policy approved by the MOE / educational authority
				3.02.02	The school adheres to apply the continuous assessment tools approved by the Ministry /educational authority
				3.02.03	The school adheres to control and record the results of continuous assessment and examinations
				3.02.04	All examination related documents are securely kept
				3.02.05	The score on the examination paper matches the observed one on the records
				3.02.06	An approved decision by the school principal determines the tasks and responsibilities of the Exam Committee
				3.02.07	Distribution of the marks on the examination paper
				3.02.08	Providing special approved exams for students of determination according to their specific needs
		3.03	Extra-curricular Activities and School Trips	3.03.01	The school has obtained MOE / educational authority approval for extra-curricular activities and/or school trips
				3.03.02	Adherence to apply the approved procedures when implementing extra-curricular activities and/or events
				3.03.03	The school has obtained all required approvals for extra-curricular and/or field trips
				3.03.04	Adherence to apply approved procedures when implementing field trips

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
3	Educational and Academic Services	3.04	Academic Plan and Curriculum	3.04.01	Stability of the school timetable
				3.04.02	The distribution of the teaching load is in accordance with the approved system
				3.04.03	Books and educational courses are approved by the Ministry /Educational authority
				3.04.04	Books and educational courses are available to students
				3.04.05	Books and teacher guides are available to teachers as a hard copy or soft copy
				3.04.06	The existence of a curriculum study plan in accordance with the system adopted in the school
				3.04.07	Adherence to implement the curriculum study plan in accordance with the system adopted in the school
				3.04.08	Commitment to obtain the Ministry's approval to use any additional materials and books not planned by the Ministry/educational authority or affecting the curriculum study plans

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
3	Educational and Academic Services	3.05	Student Protection	3.05.01	The school has a written child protection policy
				3.05.02	Pure clean water is available and free for staff and students to drink
				3.05.03	The school provides seating areas for the students across all school facilities
				3.05.04	The school has a sufficient number of school buses based on the number of students
				3.05.05	A male PE teacher for male students/ A female PE teacher for female students is available in all grade ages
				3.05.06	A male swimming instructor for male students/ A female swimming instructor for female students is available in all grade ages
				3.05.07	Only female bus attendants are allowed to work in KG, Cycle 1, female /or mixed-gender Cycle 2 and high schools
				3.05.08	Male bus attendants are allowed to work in cycle 2 & high school boys schools
				3.05.09	Only female cleaners are allowed to work in KG, Cycle 1 and female student sections
				3.05.10	Only Male cleaners are allowed to work in cycle 2 & high school boys schools
				3.05.11	The school ensures that female and male students don't change their clothes in outdoor areas or front of each other
				3.05.12	Corporal/Psychological punishment is prohibited at all levels in the school
				3.05.13	The school does not mix both genders in the swimming classes and sports classes

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
3	Educational and Academic Services	3.06	Special Education	3.06.01	A Special educational needs (SEN) teacher is available and follows a specific timetable
				3.06.02	Formation of a school support staff team for students of determination
				3.06.03	Availability of Student of Determination (SOD) student reports provided by support centers
				3.06.04	Individual educational plans are available for students of determination (SOD)
				3.06.05	There is a policy to integrate students of determination in compliance with the requirements of the Ministry/ educational authority
				3.06.06	The school provides equipment that meets the requirements of any student of determination according to their specific needs
		3.07	Psychological Care	3.07.01	The school has a psychologist
				3.07.02	Student Care programs and plans are available in documented files
		3.08	Student Behaviour Management	3.08.01	Implementation of awareness programs for parents about students' Code of Conduct List
				3.08.02	Implementation of awareness programs for students about the Code of Conduct List
				3.08.03	Application of the student Code of Conduct approved by the MOE / educational authority
				3.08.04	Activation of the role of the school's behaviour management committee and documenting its work

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
3	Educational and Academic Services	3.09	Commitment to Teach Compulsory Subjects	3.09.01	The school adheres to assign teachers according to their specialties to teach non-Arabic-speaking students
				3.09.02	The school teaches the Arabic language curriculum to native Arab students
				3.09.03	The school teaches the Arabic language curriculum to non-Arab students
				3.09.04	The school teaches the Islamic Education curriculum to native Arab students
				3.09.05	The school teaches the Islamic Education curriculum to non-Arab students
				3.09.06	The school teaches the social studies curriculum to native Arab students
				3.09.07	The school teaches the social studies curriculum to non-Arab students
				3.09.08	The school abides by teaching the approved number of Arabic language classes to Arab students
				3.09.09	The school abides by teaching the approved number of Arabic language classes to Non-Arabs
				3.09.10	The school abides by teaching the approved number of Islamic Education classes to Arabs
				3.09.11	The school abides by teaching the approved number of Islamic Education classes for Non-Arabs
				3.09.12	The school abides by teaching the approved number of social studies classes for native Arabs
				3.09.13	The school abides by teaching the approved number of social studies classes for non-Arabs
				3.09.14	The school abides by teaching the approved number of moral education classes for non-Arabs
				3.09.15	The school abides by teaching the approved number of moral education classes for native Arabs
				3.09.16	The school abides by teaching the moral education curriculum to non-Arab students
		3.09.17	The school abides by teaching the moral education curriculum to native Arab students		
		3.10	Professional Development	3.10.01	The school implements professional development programs for its employees

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element		
4	community Partnership	4.01	Community Events and Occasions	4.01.01	The school participates in national events		
				4.01.02	The school participates in religious, cultural, and community events		
		4.02	Parents Council	4.02.01	A parent’s council is formed		
				4.02.02	The parent’s council has an active role		
				4.02.03	A detailed database of the parents is available at school		
				4.02.04	The school has effective communication with parents		
		5	Environment, Health & Safety	5.01	School Building	5.01.01	The external areas surrounding the building are clean and free of debris
						5.01.02	Maintenance request registers for school premises and requirement are maintained
5.01.03	All walls, ceilings and floors are free of damage and defects						
5.01.04	The availability of a pest inspection contract with an approved company						
5.01.05	All corridors, stairways and walkways are safe, clear and passable						
5.01.06	The availability of ramps for people of determination in all appropriate areas						
5.01.07	Appropriate warning signs are provided while cleaning the floors						
5.01.08	A no smoking policy is enforced in the school and there are signs for no smoking.						
5.01.09	Chemicals and cleaning materials are stored safely in a secure place						
5.01.10	All materials are stored in their original containers with Material Safety Data Sheets (MSDS) provided for it						
5.01.11	All school rooms are labeled according to their assigned purpose						

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
5	Environment, Health & Safety	5.01	School Building	5.01.12	All renovation, or modification approved from concerned authorities
				5.01.13	Stairways are provided with handrails with proper height and vertical spindles
				5.01.14	All stairways steps are provided with non-slip surfaces
				5.01.15	Gas supplies are tested regularly by a licensed and certified company
				5.01.16	The building is totally free of gas cylinders except in scientific labs if used
				5.01.17	Gas supplies are maintained outside safely according to civil defence requirements and attaining all necessary licenses from it
				5.01.18	Qualified security guards, certified by the competent authorities, are available at the building entrances
				5.01.19	Availability of internal and external Surveillance System
				5.01.20	Using approved control systems to monitor staff and customers' attendance and movements via ID card
				5.01.21	The entrance gates and internal roads are appropriate for the access of fire-fighting and rescue equipment
				5.01.22	Implementation of procedures and instructions for risk assessment, management and periodical review
				5.01.23	Availability of dedicated EHS Specialist in school
				5.01.24	Established EHS Committee that meets periodically
				5.01.25	Availability of EHS awareness and training programs for all concerned
				5.01.26	Approved evacuation plan is available and the school is committed to implement emergency-related procedures
5.01.27	Assembly points are safe and known to everyone				

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
5	Environment, Health & Safety	5.01	School Building	5.01.28	Clear and visible safety and emergency signs are available
				5.01.29	Conducting evacuation drills in accordance with the approved policies
				5.01.30	The building is equipped with fire control and alarm systems, which are maintained on a regular basis by a certified company
				5.01.31	A valid compliance certificate is issued by the Civil Defence to prove that it meets fire prevention requirement
				5.01.32	The building provides sufficient number of primary and secondary emergency exits and provided with illuminated signs for Emergency Exit
				5.01.33	All emergency exit doors open to the outside (toward traffic flow) are provided with a push bar
				5.01.34	Educational aids and paintings on the walls are compliant with safety requirements
				5.01.35	Temperatures and ventilation levels are within the normal allowed limits in fire pump rooms
				5.01.36	The fire pump is working properly and maintained on a regular basis by certified companies
				5.01.37	Fire pump room is free of any storage and equipped with fire control and alarm systems, in addition to a manual fire extinguisher
				5.01.38	The electrical rooms and boxes are locked with displayed warning signs
				5.01.39	Electrical rooms are free of storage and equipped with fire alarm system and a manual fire extinguisher (CO2)
				5.01.40	All electrical connections in the building are intact and electrical sockets are properly isolated and out of reach of students
				5.01.41	Level of noise is kept within the normal allowed limits

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
5	Environment, Health & Safety	5.01	School Building	5.01.42	The building lighting is suitable and within the normal allowed limits
				5.01.43	Temperatures and ventilation levels are within the normal allowed limits
				5.01.44	Drinking water provided through coolers or any other appropriate means are adequately distributed and subject to periodical inspection, by a specialized company
				5.01.45	The water tank is disinfected and checked its quality regularly through a specialized company
				5.01.46	Sufficient first aid boxes are available in school
				5.02.01	Cars and buses are parked in specific and known areas. Special places are dedicated for people of determination near building entrances
		5.02	Cars and Buses Parking	5.02.02	Employees parking area is separate from buses parking areas
				5.02.03	Parking areas are not used as assembly points in case of emergencies
				5.02.04	Parking shades are made of fire resistant materials, and in a good condition
				5.02.05	The school bus drivers and supervisors have all required valid licenses and permits to practice the profession as per the requirements of each emirate
				5.02.06	The school maintains a daily attendance register for buses users
				5.02.07	Supervisors are available to control and regulate the students getting on and off the buses
				5.02.08	Quality and cleanliness of school buses
				5.02.09	The bus is free of pests and chemicals and eating is prohibited
				5.02.10	Buses are Provided with seat belts and seats in good condition
				5.02.11	The bus is subject to regular inspection by the school
				5.02.12	The temperature, levels of ventilation and humidity in the buses are within the normal allowed limits
				5.02.13	Fire extinguishers are available in the parking area and in each bus, and properly maintained

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
5	Environment, Health & Safety	5.02	Cars and Buses Parking	5.02.14	First aid boxes are available in each bus and its items are enough
				5.02.15	Presence of internal and external surveillance cameras in the buses
				5.02.16	Emergency exit doors are in good condition and the alarm sounds when opened
				5.02.17	Bus drivers are trained on how to use the fire extinguisher
				5.02.18	Separate entrance and exit paths are dedicated for cars and buses (otherwise, there is a recognized traffic management plan to regulate the entry and exit)
		5.03	Administrative Offices	5.03.01	All dangerous tools are kept away from students and secured when not in use
				5.03.02	Electrical devices in administrative offices are distributed and connected to different sockets to reduce loads
				5.03.03	Electrical devices constantly inspected and maintained, damaged ones are not used
				5.03.04	Offices are free from any unauthorized devices
				5.03.05	Cleanliness of administrative offices
	5.03.06			Temperatures and ventilation levels in administrative offices are within the normal allowed limits	
	5.03.07			Offices are completely free from chemical substances including flammable materials	
	5.03.08			Furniture, cabinets and shelves are available and installed properly	
	5.03.09			An adequate space is available to ensure ease of movement	

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
5	Environment, Health & Safety	5.04	Classrooms	5.04.01	KG and Grade 1 classrooms are located on the ground floor
				5.04.02	Cleanliness of Classrooms
				5.04.03	Temperatures and ventilation levels in classrooms are within the normal allowed limits
				5.04.04	School furniture size and design shall be suitable for the students' age and educational cycle
				5.04.05	Windows openings are limited to 10-20 cm
				5.04.06	The distance between the board and students is at least 1.5 meters
				5.04.07	Electrical devices are distributed and connected to different sockets to reduce loads
				5.04.08	Electrical devices are periodically and constantly inspected and maintained and damaged ones are not used
				5.04.09	Classrooms are free from carpets and lights are free from hanging materials
		5.05	Activity Halls	5.05.01	Cleanliness of activity classrooms
				5.05.02	Temperatures and ventilation levels in activity classrooms are within the normal allowed limits
				5.05.03	Art classrooms are equipped with warm and cold water, liquid soap and paper towels
				5.05.04	Use of water-based colors and dyes made of safe and environmentally friendly materials
				5.05.05	A copy of the related material safety data sheets (MSDS) is provided for all colors and dyes used in art classrooms
				5.05.06	Availability of procedures and signboards, including the safe use of equipment and materials
				5.05.07	There is an isolated and secured place for the safe storing of materials and tools used in activity classrooms
				5.05.08	Walls in music rooms are equipped with sound proofing materials
				5.05.09	Audible and visible fire alarm systems shall be provided in music rooms

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
5	Environment, Health & Safety	5.06	Learning Resource Centers	5.06.01	Cleanliness of Learning Resource Centers
				5.06.02	Temperatures and ventilation levels in learning resources center are within the normal allowed limits
				5.06.03	Cabinets and shelves are well fixed and books are stored safely on them
				5.06.04	Chairs and furniture are comfortable for users
				5.06.05	There is a sufficient number of easily accessed emergency exits fitted with illuminated signs
				5.06.06	Electrical cables in the learning resource center are isolated safely and in good condition
				5.06.07	Electrical devices in learning resource center are distributed and connected to different sockets to reduce loads
				5.06.08	Electrical devices in learning resource center are constantly inspected and maintained
	5.07		Theatres	5.07.01	Auditoriums are clean, and arranged to allow easy exit
				5.07.02	Enough emergency exits fitted with illuminated signs (An additional emergency exit must be available behind the stage)
				5.07.03	furniture, curtains, floorings, and fabrics used are made of fire retardant materials
				5.07.04	Electrical cables in auditoriums are isolated safely and in good condition
				5.07.05	Electrical devices in auditoriums are connected to different sockets to reduce loads
				5.07.06	Electrical devices in auditoriums are constantly inspected and maintained
				5.07.07	Auditoriums crossing corridors are free of obstructions that may cause tripping, slipping and falling
5.07.08	Providing a handrail (If the staircase has 4 steps or more)				
5.07.09	Auditoriums back stage or area is not used for storing purposes				

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
5	Environment, Health & Safety	5.08	Computer Laboratories	5.08.01	Computer display screens properly positioned with curtains to avoid light reflecting on them
				5.08.02	Workstation equipment is ergonomically designed and set
				5.08.03	Adequate space is available around the workstation to enable ease of movement of the user
				5.08.04	Electrical devices are connected to different sockets to reduce loads
				5.08.05	All electrical cables are isolated and in good condition
				5.08.06	(CO2) Fire extinguisher is available in computer labs
		5.09	Science Laboratories	5.09.01	All equipment and tools have an ID and an information tag indicating the instructions of its safe operation
				5.09.02	Chemicals are identified by labels and listed with its quantities
				5.09.03	A copy of the related Material Safety Data Sheets (MSDS) is provided for all chemicals used
				5.09.04	Providing safety and fire protection equipment
				5.09.05	Chemicals ,devices and equipment stored and prepared in a secure and isolated place and unauthorized persons are not allowed to access. There are warning signs or signs banning entry into this place
				5.09.06	Flammable chemicals are stored in a fire-resistant cabinet
				5.09.07	Concentrated acids stored in an acid cabinet
				5.09.08	Presence of laboratories safety procedures and rules posters
				5.09.09	Providing register for chemicals and its risks, safe handling ,uses and the way to deal with accidents it causes and ensuring students are aware of it
				5.09.10	Using necessary personal protective equipment in laboratories
				5.09.11	Availability of register of personal protective equipment and safe disposal of expired ones

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
5	Environment, Health & Safety	5.09	Science Laboratories	5.09.12	Laboratories furniture meets the established standard
				5.09.13	Laboratories air quality and levels of ventilation, humidity, temperature and lighting are all within normal and allowed limit
				5.09.14	Laboratories doors are fire rated
				5.09.15	Expired and waste chemicals are disposed through companies certified and approved from concerned authorities and records of disposed chemicals are available
				5.09.16	Labs are equipped with basins, liquid soap, paper towels and hand sterilizer
	5.10	Indoor and Outdoor Playgrounds and Gyms	5.10.01	Sports equipment and tools are secured with padded sides and edges and do not endanger students' safety	
			5.10.02	Columns in the middle of playgrounds are secured and covered with sponge or rubber material to absorb impacts	
			5.10.03	Floors are covered with impact absorbing material	
			5.10.04	Indoor gyms are equipped with air conditioners	
			5.10.05	Temperatures and ventilation levels in the gyms are within the normal allowed limits	
			5.10.06	Indoor playground wall corners/ edges are covered with impact absorbing materials	
			5.10.07	Sufficient first aid boxes in the gyms are available and items are stocked appropriately	
			5.10.08	There is enough emergency exits in indoor gyms	
5.10.09	There are facilities for bathing fitted with warm and cold water, shower soap and dryers				
5.10.10	Availability of room in the gym with lockers to keep and change clothes				
5.10.11	There is a locked room for the safe and organized storing of tools and equipment and unauthorized persons do not access it				
5.10.12	Floors are intact and appropriate in terms of specifications for practicing sport related activities				
5.10.13	Outdoor playgrounds are located away from bus parking				

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
5	Environment, Health & Safety	5.11	Swimming Pools	5.11.01	Provision of a licensed and competent lifeguard, equipped with rescue tools. to deal with emergencies
				5.11.02	Safety instructions are placed in clear places around swimming pool areas
				5.11.03	All floors are made of anti-slip material and equipped with additional means to prevent water leakage and accumulation
				5.11.04	Pool water is clean and free of impurities
				5.11.05	Pool depth markers are available in different colors for each depth
				5.11.06	Pool stairs are adequately and appropriately distributed, well fixed on the Pool sides and maintained regularly
				5.11.07	Chemical and physical tests are made daily to ensure water safety and the results are documented in a special register and displayed daily in the pool area
				5.11.08	Provision of a specialized contractor for periodical sampling and maintenance
				5.11.09	Chemicals are stored in a secure locked and isolated place where access is restricted
				5.11.10	A copy of the related Material Safety Data Sheets (MSDS) for all chemicals and their quantities
				5.11.11	Facilities are available for bathing fitted with warm and cold water, shower soap and dryer
				5.11.12	Availability of room with lockers to keep and change clothes (separate for both males and females)

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
5	Environment, Health & Safety	5.12	Clinics	5.12.01	Clinics are equipped with basins, liquid soap, paper towels and hand sterilizers
				5.12.02	A medical register is kept for each student and another register for critical and special cases
				5.12.03	Clinics are licensed and equipped according to the standards
				5.12.04	Temperatures and ventilation levels in the clinics are within the normal allowed limits
				5.12.05	All accidents are recorded and documented in a special accident register
				5.12.06	Clinics have a general waste container, a medical waste container and sharps container and all are clearly labelled
				5.12.07	Safe disposal of medical wastes through specialized company licensed by concerned authorities
				5.12.08	Clinics are equipped with required personal protective equipment and its register
				5.12.09	Clinics have an authorized and professional nurse on a permanent daily basis and a replacement in case of his/her absence or leave under any circumstances
				5.12.10	A copy of the related material safety data sheets (MSDS) is provided for all colors and dyes used in art classrooms to be used in cases of emergencies
				5.12.11	A copy of the related Material Safety Data Sheets (MSDS) is provided for all chemicals used in laboratories to be used in cases of emergencies
				5.12.12	A copy of the related Material Safety Data Sheets (MSDS) for all chemicals used in swimming pools to be used in case of emergency

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
5	Environment, Health & Safety	5.13	Canteen	5.13.01	The school canteen is approved by concerned food control authorities
				5.13.02	Canteen is maintained clean throughout the day through periodical housekeeping
				5.13.03	The availability of a pest control contract through an approved company
				5.13.04	Staff are licensed and certified by approved training center on food safety and carry health certificates by concerned authorities
				5.13.05	Staff are committed to personal hygiene and use appropriate personal protective equipment during work, which is registered
				5.13.06	Equipped with food display equipment which maintain the appropriate temperature of the food
				5.13.07	Food is stored safely throughout the day and storing any kind of food after the school day ends is prohibited
				5.13.08	Necessary actions are taken to prevent overcrowding in canteen through the provision of more than one outlet or separating food items or presence of supervisors to organize students
				5.13.09	Equipped with liquid soap, cold and warm water and papers towels
				5.13.10	Displayed foods are labelled with production date, expiration date, ingredients and nutritional facts labels
				5.13.11	Kitchen is adequately ventilated, and the exhaust hood ventilation works properly
				5.13.12	Display foods handler's health certificates for all staff working in it is visible places as well as a register maintaining these records
				5.13.13	Keep daily samples of sold food in the canteen

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
5	Environment, Health & Safety	5.14	Storage Rooms	5.14.01	Storage rooms are kept clean, organized and arranged
				5.14.02	Materials are appropriately stored considering proper separation between different stored materials
				5.14.03	There is a space of 1 meter between ceiling and stored materials
				5.14.04	Storing shelves are appropriately and well fixed
				5.14.05	All electrical connections shall be isolated, safely covered and subject to periodical maintenance
				5.14.06	Tools and equipment required for transferring and handling materials are available and in good condition
				5.14.07	Storage rooms are equipped with smoke detectors and fire-fighting equipment
	5.15	IT Server Rooms	5.15.01	IT Server Rooms are equipped with effective cooling systems, room temperature controllers and monitoring	
			5.15.02	Electrical cables are isolated safely and in good condition	
			5.15.03	Electrical cables in IT Server Rooms are connected to different sockets to reduce loads	
			5.15.04	Electrical devices in IT Server Rooms are subject to periodic maintenance and damaged ones are not used	
			5.15.05	IT Server Rooms are equipped with smoke detectors and fire-fighting equipment	
			5.15.06	IT Server Rooms are provided with floors made of insulating and non-conductive materials	
			5.15.07	IT Server Rooms are provided with fire rated doors, and have no windows	
			5.15.08	Restricted for access except by authorized persons	
5.15.09	IT Server Rooms are free of storage				

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
5	Environment, Health & Safety	5.16	Prayer Rooms	5.16.01	Prayer rooms are clean and in a good condition
				5.16.02	Temperatures and ventilation levels in classrooms are within the normal allowed limits
				5.16.03	Prayer rooms are equipped with smoke detectors and fire-fighting equipment
		5.17	Restrooms	5.17.01	Restrooms are distributed equally in school
				5.17.02	Restrooms are equipped with arrangements suitable for people of determination
				5.17.03	Restrooms are cleaned regularly
				5.17.04	Restrooms are provided with liquid soap, cold and warm water and paper towels
				5.17.05	Restrooms are equipped with suction fans for proper and continuous ventilation
				5.17.06	Doors are intact, and the outer door closes automatically
				5.17.07	All supplies are suitable and appropriate for different age groups
				5.17.08	Floorings are slip resistant and is supplied with extra anti-slip material
				5.17.09	Floors, toilets, basins and walls are kept free of damage or defects
				5.17.10	Staff and visitors' restrooms are separate from students' restrooms
				5.17.11	Windows are clean and covered with mesh in good condition

General Inspection of Private Schools- Ministry Curriculum

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
1	Licensing and Professional Commitment	1.01	UAE National Identity	1.01.01	Raising the flag in accordance with UAE guidelines
				1.01.02	Official photographs of the Rulers are displayed in the school in accordance with the policy specified to arrange official photographs in each Emirate
				1.01.03	The National Anthem of the UAE is performed
				1.01.04	Appreciation of values and culture of the UAE
		1.02	Appearance	1.02.01	The presence of a sign-board outside the school that displays the school name in both Arabic and English
				1.02.02	The presence of a school map and signs indicating the direction of the school facilities
				1.02.03	A map of the school facilities is posted in the school lobby
				1.02.04	The presence of a reception desk in the school lobby
				1.02.05	Students' adherence to wearing the school uniform
				1.02.06	Students morning assembly is implemented
				1.02.07	The adherence to presenting a daily program during the morning assembly
		1.03	Self Compliance	1.03.01	Activating the role of the Inspection Co-ordinator
				1.03.02	Fulfilling self-compliance in the system
1.03.03	Follow-up of the school administration/Co-ordinator of the corrective plan				

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
1	Licensing and Professional Commitment	1.04	Professional Commitment	1.04.01	The approved daily supervisory duties list is implemented by the assigned teachers and supervisors
				1.04.02	Staff maintain a general appearance that is aligned to the UAE social norms, traditions and the Teachers Code of Conduct
				1.04.03	The commitment of the employees to the document of principles of professional conduct and public service ethics
				1.04.04	Teachers speak classical Arabic in the classrooms (Arabic medium subjects)
		1.05	Human Resources	1.05.01	The school has a staff policy that includes rights, duties, incentives and sanctions
				1.05.02	The school applies and implements a functional policy that includes rights, duties, incentives and sanctions
				1.05.03	The school has a emiratization policy in place
				1.05.04	Providing employee files with all required documents
				1.05.05	The presence of a Valid residence visa for all school staff
		1.06	Students Registration (Enrollment and Admission)	1.06.01	The school adheres to the enrolment and admission list approved by the Ministry / educational authority
				1.06.02	The school has a contract with the students guardian
		1.07	Capacity	1.07.01	The school's commitment to the approved student-number limits in classrooms
				1.07.02	The school's commitment to the overall capacity to admit students

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
1	Licensing and Professional Commitment	1.08	Employment Appointment Notifications	1.08.01	The principal has a notification of approval issued by the Ministry / educational authority
				1.08.02	All teaching staff have notifications of approval issued by the Ministry / educational authority
				1.08.03	The compliance of employees and teachers of all compulsory subjects with the appointment notifications issued by the Ministry / educational authority
		1.09	Licensing Requirements	1.09.01	The school has a valid Ministry license
				1.09.02	The school license is valid and issued by the Department of Economic Affairs or the concerned authority in the Emirate
				1.09.03	The license obtained from the Department of Economic Affairs and the Ministry / educational authority must be aligned in terms of (school name, grade levels, name of license holder and location)
	1.09.04			The school adheres to the educational stages in conformity with the license issued by the Ministry / educational authority	
	1.09.05			The school adheres to teaching the approved curriculum in accordance with the license issued by the Ministry / educational authority	
	1.10.	Promotions and Advertisements	1.10.01	Obtaining the approval of the Ministry / educational authority for the promotional advertisements	
	1.11	Information Management Systems	1.11.01	Information management system employee data (Approved Electronic Systems) is updated for the Ministry / educational authority	
			1.11.02	Information management system (Approved Electronic Systems) for employee students data is updated regularly for Ministry / educational authority	
			1.11.03	The information management system (Approved Electronic Systems) for students of determination is updated for Ministry / educational authority	

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
1	Licensing and Professional Commitment	1.12	School Fees	1.12.01	The school abides by the Ministry / educational authority approved fees
				1.12.02	The Ministry approved school fees are placed in an area visible to all visitors or available on the school website
				1.12.03	The school does not charge extra fees for services without the approval of the Ministry / educational authority
		1.13	Academic Plan and Curriculum	1.13.01	Stability of the school timetable
				1.13.02	The distribution of the teaching load is in accordance with the approved system
				1.13.03	Books and educational courses is available to students
				1.13.04	Books and teacher guides are available to teachers
				1.13.05	Commitment to obtain the approval of the Ministry / educational authority to apply additional materials and books
				1.13.06	The implementation of additional materials and books (if any) does not affect curriculum plans
				1.13.07	Commitment to the duration of the school periods
		1.14	School Calendar	1.14.01	The school abides by the academic calendar approved by the Ministry / educational authority
		1.15	Administrators, Teachers and Employees	1.15.01	The school has a sufficient number of administrative staff
				1.15.02	The school has a sufficient number of teaching staff according to the applied curriculum
				1.15.03	The school has a sufficient number of cleaning staff
				1.15.04	The school has a sufficient number of security guards
		1.16	Employees' Salaries	1.16.01	The school pays its employees regularly according to the pay system approved by the Ministry
		1.17	School Attendance	1.17.01	The school follows up the students' attendance
				1.17.02	The school follows up the employees' attendance

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
2	The School Building	2.01	School Facilities	2.01.01	The school is committed to the school building plan approved by the concerned parties in the Ministry / educational authority
				2.01.02	The school has a sufficient number of parking lots for the buses
				2.01.03	The school has a sufficient number of parking lots for the staff
				2.01.04	The school has a sufficient number of parking lots for the students guardians
				2.01.05	The school has a sufficient number of entrances and exits for buses
				2.01.06	The school has a sufficient number of entrances and exits for cars
				2.01.07	The school has a sufficient number of entry/exit points based on the number of students
				2.01.08	Separation of male and female students in buildings, departments and facilities
				2.01.09	The Separation of students into their different stages\ cycles in buildings, sections and facilities
				2.01.10	The lighting is suitable in all school facilities
				2.01.11	The efficiency of air conditioners
				2.01.12	The School has a sufficient number of storages
				2.01.13	The storage facilities are organized
				2.01.14	The school has a prayer room

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
2	The School Building	2.02	Needs of People of Determination	2.02.01	There are special rest-rooms for the students of determination
				2.02.02	There are special ramps for students of determination
				2.02.03	There are special elevators for students of determination
				2.02.04	There are special parking lots for students of determination
		2.03	Maintenance of Buildings and Facilities	2.03.01	The school has valid maintenance services contracts
				2.03.02	Maintenance is regularly implemented for all school facilities
		2.04	Administrative and Teaching Staff Offices	2.04.01	The administrative staff have a sufficient number of appropriate staff rooms
				2.04.02	The staff-rooms are equipped to meet the needs of the admin staff
				2.04.03	The teaching staff have a sufficient number of appropriate staff rooms
				2.04.04	The staff-rooms are equipped to meet the needs of the teachers
		2.05	Classrooms	2.05.01	The classrooms are appropriate in size and number according to the number of students
				2.05.02	Classrooms are appropriately equipped
		2.06	Rest-rooms	2.06.01	The school provides a sufficient number of rest-rooms
				2.06.02	Rest-rooms are ready for use
				2.06.03	Male and female students have separate rest-rooms
				2.06.04	Male and female staff have separate rest-rooms

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
2	The School Building	2.07	Computer Labs	2.07.01	The school has a sufficient number of appropriate computer labs
				2.07.02	The computer labs are ready for use
		2.08	Science Labs	2.08.01	The school has a sufficient number of suitable science laboratories
				2.08.02	The science laboratories are ready for use
				2.08.03	The School science laboratories are in use
		2.09	Learning Resource Center	2.09.01	The size of the school Learning Resource Center is appropriate
				2.09.02	The learning resource center is appropriately equipped
				2.09.03	The Learning Resource Center is equipped with age-appropriate material (according to school cycle)
				2.09.04	The Learning Resource Center is clear of materials that contradict with UAE policies, values, and culture
		2.10.	Activity Halls	2.10.01	The school has a sufficient number of activity rooms
				2.10.02	Activity rooms are ready for use
		2.11	Stadiums, Gyms and Swimming Pools	2.11.01	Indoor playgrounds are ready and in use
				2.11.02	Outdoor playgrounds are ready
				2.11.03	Indoor playgrounds are in use
				2.11.04	Outdoor playgrounds are in use
2.12	Swimming Pool	2.12.01	The swimming pool is ready		

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
2	The School Building	2.13	Internet	2.13.01	The internet is working efficiently in classrooms
				2.13.02	The internet is working efficiently across all educational facilities
		2.14	School Yards	2.14.01	The school yard spaces are in line with the school building plan approved by the Ministry/educational authority
				2.14.02	The size of the school courtyard is suitable for the number of students
				2.14.03	The school courtyard has an appropriate ratio of shaded areas in relation to its total area
				2.14.04	The school provides seating areas for the students
		2.15	Cleanliness of the Building and Facilities	2.15.01	The school has valid cleaning service contracts
				2.15.02	All school facilities are clean
		2.16	Drinking Water	2.16.01	Clean water is available for staff and students to drink

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
3	Educational and Academic Services	3.01	Publications and Lectures	3.01.01	The school has obtained Ministry /educational authority approval for issuing magazines and flyers
				3.01.02	The school has obtained Ministry/ educational authority approval to implement (lectures, seminars, courses and training workshops)
		3.02	Assessment and Exams	3.02.01	Compliance with the examination and evaluation policy approved by the Ministry
				3.02.02	The school adheres to control and record the results of continuous assessment and examinations
				3.02.03	All examination related documents are securely kept
				3.02.04	Participation in international tests
		3.03	Extra-curricular Activities and School Trips	3.03.01	Commitment to obtain the necessary approvals for the activities and events
				3.03.02	Compliance with the procedures adopted during the implementation of activities and events
				3.03.03	The school has obtained all required approvals for extra-curricular and/or field trips
				3.03.04	Adherence to apply approved procedures when implementing field trips
				3.03.05	Obtaining the necessary approvals from the Ministry / Educational Authority for the activities during the summer and school holidays
		3.04	Student Protection	3.04.01	Only female bus attendants are allowed to work in KG, Cycle 1, female /or mixed-gender Cycle 2 and high schools
				3.04.02	Only male bus attendants are allowed to work in cycle 2 & high school boys schools
				3.04.03	School drivers are not present near school facilities during school hours

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
3	Educational and Academic Services	3.04	Student Protection	3.04.04	Only female cleaners are allowed to work in KG, Cycle 1, Cycle 2, high schools, and/or mixed-gender schools
				3.04.05	Only Male cleaners are allowed to work in cycle 2 & high school boys schools
				3.04.06	The obligation to sure during the swimming lessons, that students do not change their clothes in an outdoor area or front of each other.
				3.04.07	The school does not mix both genders in the swimming classes
				3.04.08	The school has a written child protection policy
				3.04.09	Corporal/Psychological punishment is prohibited at all levels in the school
				3.04.10	The bus supervisor provides the school administration daily with the names of students who use the bus in the morning
				3.04.11	The school administration communicates with parents of absentee students every day to inquire about the reason for the absence
				3.04.12	The school has clear procedures to protect students from bullying and harassment
				3.04.13	The school does not charge students with work that harms their physical health
				3.04.14	The school implements procedures to ensure that students are not left unattended during school hours
				3.04.15	A male PE teacher for male students is available in all grade ages
				3.04.16	A female PE teacher for female students is available in all grade ages
				3.04.17	A male swimming instructor for male students is available in all grade ages
3.04.18	A female swimming instructor for female students is available in all grade ages				

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
3	Educational and Academic Services	3.05	Special Education	3.05.01	A Special educational needs teacher is available and follows a specific timetable
				3.05.02	Formation of school support staff for students of determination
				3.05.03	Availability of Student of Determination (SOD) student reports provided by support centers
				3.05.04	Individual educational plans are available for students of determination (SOD)
				3.05.05	The school has a license to integrate students of determination from the Ministry / educational authority
				3.05.06	The school provides equipment that meets the requirements of any student of determination
		3.06	Adequacy of buses	3.06.01	The school has a sufficient number of buses given the number of students
		3.07	Psychological Care	3.07.01	The school has a psychologist
				3.07.02	Student Care programs and plans are available in documented files
		3.08	Student Behaviour Management	3.08.01	The school applies the approved student Code of Conduct
				3.08.02	Implementing awareness programs for students about the Code of Conduct List
				3.08.03	Implementing awareness programs for parents about students' Code of Conduct List
				3.08.04	The school applies the policy of positive behaviour mentioned in the Code of Conduct
				3.08.05	The school applies distinguished behaviour policy that is included in the Code of Conduct
				3.08.06	The school applies the guidelines to students from grades 8 and below
				3.08.07	Activation of the role of the school's behaviour management committee and documenting its work

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
3	Educational and Academic Services	3.09	Professional Development	3.09.01	Implementation of professional development programs for the staff
				3.09.02	Commitment to attend training programs organized by the Ministry (curricula - assessment and examinations - the Code of Conduct - international tests ..)
4	Community Partnership	4.01	Community Events and Occasions	4.01.01	The school participates in National events
				4.01.02	The school participates in religious, cultural, and community events
		4.02	Parents Council	4.02.01	A parent's council is formed
				4.02.02	The parent's council has an active role
				4.02.03	A detailed database of the parents is available at school
				4.02.04	The school has effective communication with parents
5	Best Practice	5.01	Outstanding Initiatives	5.01.01	Participation in voluntary work
				5.01.02	Winning local and international educational awards
				5.01.03	Preparing the 12th grade students for higher education requirements
				5.01.04	Implementation of innovative and distinctive projects

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
6	Environment, Health & Safety	6.01	School Building	6.01.01	The external areas surrounding the building are clean
				6.01.02	Availability of maintenance requests register for building and equipment
				6.01.03	Walls, ceilings and floors are free of defects
				6.01.04	The availability of a pest inspection contract through an approved company
				6.01.05	All corridors, stairways and walkways are safe, clear and passable
				6.01.06	Availability of ramps for people of determination in all corridors
				6.01.07	Appropriate warning signs are provided while cleaning the floors
				6.01.08	A no smoking policy is enforced in the school and there are signs for no smoking
				6.01.09	Chemicals and cleaning materials are stored safely in a secure place
				6.01.10	All materials are stored in their original containers with Material Safety Data Sheets (MSDS) provided
				6.01.11	All school rooms are labelled according to their assigned purpose
				6.01.12	All renovation, or modification approved from concerned authorities
				6.01.13	Stairways are provided with handrails with proper height and vertical spindles
				6.01.14	All stairways steps are provided with non-slip surfaces
				6.01.15	Gas supplies are tested regularly by a licensed and certified company
				6.01.16	The building is totally free of gas cylinders except in scientific labs if used

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
6	Environment, Health & Safety	6.01	School Building	6.01.17	Safely outside according to civil defence requirements and attaining all necessary licenses from it
				6.01.18	Qualified security guards, certified by the competent authorities, are available at the building entrances
				6.01.19	availability of internal and external Surveillance System
				6.01.20	Monitoring employees and customers' access using the attendance and ID
				6.01.21	Suitability of building campus gates size and the internal roads for the access of fire-fighters and rescue equipment
				6.01.22	Implementing procedures and instructions for risk assessment, management and periodical review
				6.01.23	Availability of a dedicated EHS Specialist in school
				6.01.24	Established EHS Committee that meets periodically
				6.01.25	Availability of EHS awareness and training programs for all concerned
				6.01.26	Approved evacuation plan is available and the school is committed to implement emergency-related procedures
				6.01.27	Assembly points are safe and known to everyone
				6.01.28	Clear and visible safety and emergency signs are available
				6.01.29	Conducting evacuation drills in accordance with the approved policies
				6.01.30	The building is equipped with fire control and alarm systems, which are maintained on a regular basis by a certified company
6.01.31	A valid compliance certificate is issued by the Civil Defence to prove that it meets fire prevention requirement				

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
6	Environment, Health & Safety	6.01	School Building	6.01.32	The building provides a sufficient number of primary and secondary emergency exits, which are provided with illuminated signs for emergency exits
				6.01.33	All emergency exit doors open to the outside (toward traffic flow) and are provided with a push bar
				6.01.34	Educational aids and paintings on the walls are compliant with safety requirements
				6.01.35	Temperatures and ventilation levels are within the normal allowed limits in fire pump rooms
				6.01.36	The fire pump is working properly and maintained on a regular basis by certified companies
				6.01.37	Fire pump room is free of any storage and equipped with fire control and alarm systems, in addition to a manual fire extinguisher
				6.01.38	The electrical rooms and boxes are locked with displayed warning signs
				6.01.39	Electrical rooms are free of storage and equipped with fire alarm system and a manual fire extinguisher (CO2)
				6.01.40	All electrical connections in the building are intact and electrical sockets are properly isolated and out of reach of students
				6.01.41	Ensuring the noise levels are kept within the normal allowed limits
				6.01.42	The lighting in school premises is kept within allowable lighting levels
				6.01.43	The temperatures ranges and ventilation levels are within allowable levels
				6.01.44	Providing drinking water either through Drinking-Water Coolers or any other appropriate means. These are appropriately distributed around the school and subjected to periodical inspection by a specialized company

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
6	Environment, Health & Safety	6.01	School Building	6.01.45	The water tank is disinfected and checked its quality regularly through a specialized company
				6.01.46	Maintaining sufficient first aid kits within school premises
		6.02	Cars and Buses Parking	6.02.01	All cars and buses are parked in specific and known areas. There are allocated parking spaces, near to the building entrance, for people of determination
				6.02.02	Staff parking area is separated from the buses' parking areas
				6.02.03	Parking area must not be designated as emergency assembly point
				6.02.04	Parking shades are made of fire resistant materials and are well maintained
				6.02.05	The school bus drivers and supervisors have all the necessary permits to practice as per the requirements of each emirate
				6.02.06	The school must keep a written record of daily bus attendance
				6.02.07	Supervisors are available to control and regulate the students getting on and off the buses
				6.02.08	Ensuring the quality of safety, and the level of cleanliness, of the school buses
				6.02.09	The bus is free of pests and chemicals and eating is prohibited
				6.02.10	All buses are free of pests and chemicals. Food items are prohibited on all buses
				6.02.11	All buses must be equipped with seat belts, seats and these are in good condition
				6.02.12	All school buses must be subject to routine inspections

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
6	Environment, Health & Safety	6.02	Cars and Buses Parking	6.02.13	Temperatures and ventilation levels in all buses must be within the allowed limits
				6.02.14	Fire extinguishers are available on all buses and also at each parking area within the school. These should be properly maintained
				6.02.15	All school buses are equipped with appropriately resourced first aid kits
				6.02.16	All school buses are equipped with appropriate internal and external CCTV cameras
				6.02.17	All emergency exit doors are in good condition and that the alarm sounds when these doors are opened
				6.02.18	All bus drivers are appropriately trained in the use of fire extinguishers
	6.03	Administrative Offices	6.03.01	There are separate entrance and exits for cars and buses. Alternatively there should be a recognized traffic management plan to regulate the entry and exit of cars and buses	
			6.03.02	Electrical devices in administrative offices are distributed and connected to different sockets to reduce loads	
			6.03.03	Electrical devices constantly inspected and maintained, damaged ones are not used	
			6.03.04	Offices are free from any unauthorized devices	
			6.03.05	Cleanliness of administrative offices	
			6.03.06	Temperatures and ventilation levels in administrative offices are within the normal allowed limits	
			6.03.07	Offices are completely free from chemical substances including flammable materials	
			6.03.08	Furniture, cabinets and shelves are available and installed properly	
6.03.09	An adequate space is available to ensure ease of movement				

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
6	Environment, Health & Safety	6.04	Classrooms	6.04.01	KG and Grade 1 classrooms are located on the ground floor
				6.04.02	Cleanliness of Classrooms
				6.04.03	Temperatures and ventilation levels in classrooms are within the normal allowed limits
				6.04.04	School furniture size and design shall be suitable for the students' age and educational cycle
				6.04.05	Windows openings are limited to 10-20 cm
				6.04.06	The distance between the board and students is at least 1.5 meters
				6.04.07	Electrical devices are distributed and connected to different sockets to reduce loads
				6.04.08	Electrical devices are periodically and constantly inspected and maintained and damaged ones are not used
				6.04.09	Classrooms are free from carpets and lights are free from hanging materials

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
6	Environment, Health & Safety	6.05	Activity Halls	6.05.01	Cleanliness of activity classroom
				6.05.02	Temperature and ventilation levels in activity classrooms are within the normal allowed limits
				6.05.03	Art classrooms are equipped with warm and cold water, liquid soap and paper towels
				6.05.04	Use of water-based colors and dyes made of safe and environmentally friendly materials
				6.05.05	A copy of the related material safety data sheets (MSDS) is provided for all colors and dyes used in art classrooms
				6.05.06	Availability of procedures and signboards, including the safe use of equipment and materials
				6.05.07	There is an isolated and secured place for the safe storing of materials and tools used in activity classrooms
				6.05.08	Walls in music rooms are equipped with sound proofing materials
				6.05.09	Audible and visible fire alarm systems shall be provided in music rooms
		6.06	Learning Resource Centers	6.06.01	Cleanliness of Learning Resource Centers
				6.06.02	Temperatures and ventilation levels in learning resources center are within the normal allowed limits
				6.06.03	Cabinets and shelves are well fixed and books are stored safely on them
				6.06.04	Chairs and furniture are comfortable for users
				6.06.05	There is a sufficient number of easily accessed emergency exits fitted with illuminated signs
				6.06.06	Electrical cables in learning resource center are isolated safely and in good condition
				6.06.07	Electrical devices in learning resource center are distributed and connected to different sockets to reduce loads
6.06.08	Electrical devices in learning resource center are constantly inspected and maintained				

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
6	Environment, Health & Safety	6.07	Theatres	6.07.01	Theatres are clean and well-organized in order to have easy access to emergency exit doors
				6.07.02	Theatres are provided with an adequate number of emergency exits including illuminated emergency exit signs (An additional emergency exit must be located behind the stage in a theatre)
				6.07.03	Furniture, curtains, floorings, and fabrics are made of fire retardant synthetic materials
				6.07.04	Electrical cables in all theatres are isolated safely and in good condition
				6.07.05	All electrical devices in all theatres are connected to different sockets to reduce loads
				6.07.06	Electrical devices in all theatres are regularly inspected and appropriately maintained
				6.07.07	All aisles in theatres are free of obstructions that may cause tripping, slipping or falling
				6.07.08	There is a handrail for all staircase of four steps or more
				6.07.09	All theatres backstage areas are not used for storing or any other inappropriate purpose
		6.08	Computer Laboratories	6.08.01	All computer monitors are properly positioned or are provided with curtains when necessary to avoid light reflections
				6.08.02	All computer workstation equipment is ergonomically designed and positioned
				6.08.03	There is adequate space around the workstation to enable ease of movement for the users
				6.08.04	Electrical devices are connected to different sockets to reduce loads
				6.08.05	Electrical cables in all computer labs are isolated safely and are in good condition

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
6	Environment, Health & Safety	6.08	Computer Laboratories	6.08.06	All computer labs are quipped with portable CO2 fire extinguishers
		6.09	Science Laboratories	6.09.01	The availability of instructions and labels to prescribe the safe use of equipment and materials
				6.09.02	All chemicals are clearly identified by labels and listed, including quantity of contents
				6.09.03	All chemical materials are provided with Material Safety Data Sheets (MSDS)
				6.09.04	The school must provide all appropriate safety and fire protection equipment
				6.09.05	All chemicals ,devices and equipment are stored and prepared in a secure and isolated location. No unauthorized persons should be allowed access to this location. There should be warning signs restricting entry to this location
				6.09.06	All flammable chemicals are stored in a fire-resistant cabinet
				6.09.07	All concentrated acids are stored in an appropriate acid cabinet
				6.09.08	The presence of laboratories' safety procedures and rules and they are clearly displayed
				6.09.09	Providing a register outlining the safe use practice and potential accident event for each chemical. All students should be aware of this register
				6.09.10	The usage of appropriate personal protective equipment in laboratories
6.09.11	The availability of a register of personal protective equipment including evidence of the safe disposal of expired equipment				

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
6	Environment, Health & Safety	6.10	Indoor and Outdoor Playgrounds and Gyms	6.10.01	Toys are made of safe materials, free of defects and sharp edges/parts and equipment are placed in a way that ensures safety of children with a maximum height of 1.5 m
				6.10.02	Toys do not have small parts, which can be swallowed
				6.10.03	Columns in the middle of playgrounds are secured and covered with sponge or rubber material to absorb impacts
				6.10.04	Floors are fitted with a safe falling area covered with impact absorbing materials
				6.10.05	Sufficient space is maintained between toys/playing equipment
				6.10.06	Indoor playground walls edges are covered with impact absorbing material
				6.10.07	Sufficient first aid boxes in the gyms are available and items are stocked appropriately
				6.10.08	There is enough emergency exits in indoor gyms
				6.10.09	There are facilities for bathing fitted with warm and cold water, shower soap and dryers
				6.10.10	Availability of room in the gym with lockers to keep and change clothes
				6.10.11	There is a locked room for the safe and organized storing of tools and equipment and unauthorized persons do not access it
				6.10.12	Floors are intact and appropriate in terms of specifications for practicing sport-related activities
				6.10.13	Outdoor playgrounds are located away from bus parking

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
6	Environment, Health & Safety	6.11	Swimming Pools	6.11.01	Provision of a licensed and competent lifeguard, equipped with rescue tools. to deal with emergencies
				6.11.02	Safety instructions are placed in clear places around swimming pool areas
				6.11.03	All floors are made of anti-slip material and equipped with additional means to prevent water leakage and accumulation
				6.11.04	Pool water is clean and free of impurities
				6.11.05	Pool depth markers are available in different colors for each depth
				6.11.06	Pools' stairs are adequately and appropriately distributed, well fixed on the pool sides and maintained regularly
				6.11.07	Chemical and physical tests are made daily to ensure water safety and the results are documented in a special register and displayed daily in the pool area
				6.11.08	Provision of a specialized contractor for periodical sampling and maintenance
				6.11.09	Chemicals are stored in a secure locked and isolated place where access is restricted
				6.11.10	A copy of the related Material Safety Data Sheets (MSDS) for all chemicals and their quantities
				6.11.11	Facilities are available for bathing fitted with warm and cold water, shower soap and dryer
				6.11.12	Availability of room with lockers to keep and change clothes (separate for both males and females).

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
6	Environment, Health & Safety	6.12	Clinics	6.12.01	Clinics are equipped with basins, liquid soap, paper towels and hand sterilizers
				6.12.02	A medical register is kept for each student and another register for critical and special cases
				6.12.03	Clinics are licensed and equipped according to the standards and requirements of the competent authorities in the country
				6.12.04	Temperatures and ventilation levels in the clinics are within the normal allowed limits
				6.12.05	All accidents are recorded and documented in a special accident register
				6.12.06	Clinics have a general waste container, a medical waste container and sharps container and all are clearly labelled
				6.12.07	Safe disposal of medical wastes through specialized company licensed by concerned authorities
				6.12.08	Clinics are equipped with required personal protective equipment and its register
				6.12.09	Clinics have an authorized and professional nurse on a permanent daily basis and a replacement in case of his/her absence or leave under any circumstances
				6.12.10	A copy of the related material safety data sheets (MSDS) is provided for all colors and dyes used in art classrooms to be used in cases of emergencies
				6.12.11	A copy of the related Material Safety Data Sheets (MSDS) is provided for all chemicals used in laboratories to be used in cases of emergencies
				6.12.12	A copy of the related Material Safety Data Sheets (MSDS) for all chemicals used in swimming pools to be used in case of emergency

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
6	Environment, Health & Safety	6.13	Canteen	6.13.01	The school canteen is approved by concerned food control authorities
				6.13.02	Canteen is maintained clean throughout the day through periodical housekeeping
				6.13.03	The availability of a pest control contract through an approved company
				6.13.04	Staff are licensed and certified by an approved training center on food safety and carry health certificates by concerned authorities
				6.13.05	Staff are committed to personal hygiene and use appropriate personal protective equipment during work, which is registered
				6.13.06	Equipped with food display equipment which maintain the appropriate temperature of the food
				6.13.07	Food is stored safely throughout the day and storing any kind of food after the school day ends is prohibited
				6.13.08	Necessary actions are taken to prevent overcrowding in canteen through the provision of more than one outlet or separating food items or presence of supervisors to organize students
				6.13.09	Equipped with liquid soap, cold and warm water and papers towels
				6.13.10	Displayed food is labeled with production date, expiration date, ingredients and nutritional facts labels
				6.13.11	Kitchen is adequately ventilated and the exhaust hood ventilation works properly
				6.13.12	Display food handler's health certificates for all staff working in it, are in visible places as well as a register maintaining these records
				6.13.13	Keep daily samples of sold food in the canteen

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
6	Environment, Health & Safety	6.14	Storage Rooms	6.14.01	Storage rooms are kept clean, organized and arranged
				6.14.02	Materials are appropriately stored considering proper separation between different stored materials
				6.14.03	There is a space of 1 meter between ceiling and stored materials
				6.14.04	Storing shelves are appropriately and well fixed
				6.14.05	All electrical connections shall be isolated, safely covered and subject to periodical maintenance
				6.14.06	Tools and equipment required for transferring and handling materials are available and in good condition
				6.14.07	Storage rooms are equipped with smoke detectors and fire-fighting equipment

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
6	Environment, Health & Safety	6.15	IT Server Rooms	6.15.01	IT Server Rooms are equipped with effective cooling system and room temperature controllers and monitoring
				6.15.02	Electrical cables are isolated safely and in good condition
				6.15.03	Electrical cables in IT Server Rooms are connected to different sockets to reduce loads
				6.15.04	Electrical devices in IT Server Rooms are subject to periodic maintenance and damaged ones are not used
				6.15.05	IT Server Rooms are equipped with smoke detectors and fire- fighting equipment
				6.15.06	IT Server Rooms are provided with floors made of insulating and non-conductive materials
				6.15.07	IT Server Rooms are provided with fire rated doors and have no windows
				6.15.08	Restricted for access except by authorized persons
				6.15.09	IT Server Rooms are free of storage
		6.16	Prayer Rooms	6.16.01	Prayer rooms are clean and in a good condition
				6.16.02	Temperatures and ventilation levels in classrooms are within the normal allowed limits
				6.16.03	Prayer rooms are equipped with smoke detectors and fire-fighting equipment

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
6	Environment, Health & Safety	6.17	Restrooms	6.17.01	Restrooms are distributed equally in school
				6.17.02	Restrooms are equipped with arrangements suitable for people of determination
				6.17.03	Restrooms are cleaned regularly
				6.17.04	Restrooms are provided with liquid soap, cold and warm water and paper towels
				6.17.05	Restrooms are equipped with suction fans for proper and continuous ventilation
				6.17.06	Doors are intact, and the outer door closes automatically
				6.17.07	All supplies are suitable and appropriate for different age groups
				6.17.08	Floorings are slip resistant and is supplied with extra anti-slip material
				6.17.09	Floors, toilets, basins and walls are kept free of damage or defects
				6.17.10	Staff and visitors' restrooms are separate from students' restrooms
				6.17.11	Windows are clean and covered with mesh in good condition

Inspection of examinations



Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
1	Exams	1.01	Examination Committee	1.01.01	The examinations committee chairperson or his/her representative is present at the school.
				1.01.02	The examinations committee chairperson and / or his\her representative has signed the latest version of the commitment document and for each trimester separately
				1.01.03	The examinations committee chairperson shall abide by the tasks assigned to them
				1.01.04	"All members of the examination committee in charge of examinations must have signed a commitment document to maintain the confidentiality and integrity of the examinations"
				1.01.05	The presence of sign boards to facilitate students access to the examination halls
				1.01.06	The school has made students aware of exam policy and regulations
				1.01.07	"The school has made parents aware of exam policy and regulations"
				1.01.08	Examination schedules have been circulated to students one week before the start of the exam
				1.01.09	The invigilators receive the envelopes of the exam booklets and open them inside the examination halls
				1.01.10	Ensure that teachers of the subject who teaches the subject being examined is not an invigilator during the examination; including teachers who have been assigned to observe from other schools.
				1.01.11	The teacher of the exam related subject is not allowed to enter the exam hall to clarify questions to students
				1.01.12	Invigilators perform their duties as required
				1.01.13	Invigilators are committed not to read questions for students in the exam halls
				1.01.14	All workers in the examination committees do not to have mobile phones or any other electronic devices inside the halls
				1.01.15	Supervisors carry out duties as required
				1.01.16	Staff of the exam committees have no conflicts or reasons of interest that prevent them from being present or take part in these committees

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
1	Exams	1.02	Readiness of The Exam Halls	1.02.01	The lists of students are distributed and available in the examination halls
				1.02.02	"Commitment to the number of invigilators in the exam hall (According to the Cycle\Grade and size of the exam hall)"
				1.02.03	Commitment of the school to the number of students scheduled for the examination halls in accordance with the specified controls
				1.02.04	Attendance of students on time to start the exam as scheduled by the Ministry
				1.02.05	Seats and tables are suitable for students
				1.02.06	There is an adequate amount of space between the students' desk.
				1.02.07	The A/C 's and ventilators work efficiently in the exam hall
				1.02.08	All exam data are recorded in each examination hall
				1.02.09	The exam halls are clear and free of anything related to the exam subject
				1.02.10	Students do not have mobile phones and/or other electronic devices in the examination hall
				1.02.11	Students are disciplined and well behaved during the examination inside and outside the exam halls
				1.02.12	The examination halls are clean
				1.02.13	The school documents all cases of cheating using the approved violation form
				1.02.14	The lighting in the examination halls is convenient
				1.02.15	A wall clock is available inside the examination halls and visible to all students
				1.02.16	The availability of free drinking water for students

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
1	Exams	1.03	System and Control Committee	1.03.01	The school has an official decision documented and signed by the school principal identifying the tasks and responsibilities of the examination committee
				1.03.02	Assigning a room (control room) for exams
				1.03.03	Supervisors carry out their duties as required
				1.03.04	The availability of a schedule that distribute observers and invigilators for the day of the exam
				1.03.05	A specialized team from the school is assigned to receive inquiries from the exam halls and provide responses
				1.03.06	Ensure the correctness of the data on the boxes and envelopes of exams
				1.03.07	Commitment of the examination Committee at the time of opening envelopes
				1.03.08	Handing over the envelopes of the exam papers to the assigned floor observers 10 minutes before the start of the exam
				1.03.09	Envelopes of exam papers are delivered to the exam hall invigilators 5 minutes before the start of the exam
				1.03.10	Observers and invigilators should abide by the places specified for them according to the schedule of distribution for the day of the exam
				1.03.11	The marking of the papers is done in groups
				1.03.12	The signature of the auditor and his name in the designated place are available on the examination paper
				1.03.13	All documents, minutes, and files related to examinations are securely kept for possible future reference

Standard ID	Domain	Standard ID	Sub- Domain	Standard ID	Element
1	Exams	1.04	Quality of the Exam Paper	1.04.01	The quality of printing the exam paper
				1.04.02	The shapes and drawings on the exam are clear
				1.04.03	The time allotted for the exam is adequate
				1.04.04	The break-down of the marks is provided on the exam paper
		1.05	Marking, Audit and Monitoring of Assessment	1.05.01	The marked answers on the exam papers and their scores match with the model answer form
				1.05.02	Scoring all continuous evaluation marks in the system approved by the Ministry / educational authority
				1.05.03	Accurate summation of exam paper scores
				1.05.04	Monitoring and recording the exam scores of all subjects in the system approved by the Ministry / educational authority
				1.05.05	The difference between the average score of the assessment and the exam score of the subject does not exceed 15%
				1.05.06	There is no systematic cheating
				1.05.07	The process of marking the examination paper has been conducted according to the specified guidance
		1.06	Special education	1.06.01	Ensure that the needs of students of determination are adequately met.
				1.06.02	The provision of exam halls for students of determination and learning difficulties
				1.06.03	The school provides approved exams for students with special needs
				1.06.04	Ensure that the needs of students of learning difficulties are adequately met, taking into account their individual recommendations.

Inspection visits of School Readiness to Receive Students



ID	Standard	Standard ID	Sub-Standard	Sub-Standard ID	Element
1	School Readiness to Receive Students	1.01	School Books	1.01.01	The school has Ministry approved textbooks and ensures that the books are distributed to the students
		1.02	The general Appearance	1.02.01	Raising the flag in accordance with UAE guidelines
				1.02.02	A sign-board is clearly visible at the entrance of the school that clearly shows the school name in Arabic and English
				1.02.03	The presence of signs indicating the direction of the school facilities
				1.02.04	The presence of a school map
				1.02.05	The school internal and external entrances are ready
				1.02.06	The school has created a welcoming environment for the students
		1.03	School Administration	1.03.01	The school abides by the academic calendar approved by the Ministry
				1.03.02	The school is implementing a consistent timetable
				1.03.03	Class rosters are ready and distributed to classes
				1.03.04	Students abide by school uniform policy
				1.03.05	The school has a sufficient number of admin staff
				1.03.06	The school has a sufficient number of teaching staff
1.03.07	The students are committed to daily attendance				
1.03.08	The staff are committed to daily attendance				
1.03.09	All maintenance work is completed in all school facilities				
1.03.10	School abides by the Ministry laws regarding the maximum number of students permitted per class				

ID	Standard	Standard ID	Sub-Standard	Sub-Standard ID	Element
1	School Readiness to Receive Students	1.04	School Facilities	1.04.01	The school building is adequately lit
				1.04.02	The school provides sufficient, working air-conditioners in all learning spaces
				1.04.03	Internet is readily available in all classrooms and school facilities
				1.04.04	Clean water is available for staff and students to drink
				1.04.05	Electricity and water are efficient in all school facilities
				1.04.06	The gym is ready
				1.04.07	Indoor and outdoor playgrounds are ready and safe
				1.04.08	The learning resource center is ready for use
				1.04.09	The science labs are ready for use
				1.04.10	Classrooms are ready for use
				1.04.11	Administration and teacher rooms are ready for use
				1.04.12	The school facility meets the requirements of all Special Needs Students
				1.04.13	The school has a sufficient number of parking lots for the school buses
				1.04.14	The school has a sufficient number of parking lots for staff
				1.04.15	The school has a sufficient number of parking lots for parents
				1.04.16	Activity rooms are ready for use (Theatre/visual Arts/Musical arts, etc.)

Inspection of uniform distribution centers for public schools

ID	Standard	Standard ID	Standard ID	Element
1	Organization	1.01	1.01.01	Consumable stationery items are supplied.
			1.01.02	The uniform selling points are easy to access by customers
			1.01.03	A sign-board is clearly visible at the entrance of the center displaying how to access the venue
			1.01.04	Sign-boards are clearly visible inside the venue
			1.01.05	The uniform selling venue has a sufficient number of staff
			1.01.06	The uniform selling venue has supervisors to help the customers
			1.01.07	The school uniform shown matches the Emirati school uniform in the school uniform manual
			1.01.08	Uniforms in all sizes are available
			1.01.09	Ease of school uniform delivery procedures
			1.01.10	The quick progress in selling school uniform
			1.01.11	The venue abides by the prices set by the Ministry
			1.01.12	The venue provides after sales services (...return, replace)
2	Services	1.02	1.02.01	Sufficiency of parking lots
			1.02.02	The area of the showroom is appropriate
			1.02.03	Seating is available for customers
			1.02.04	Uniforms for all grades are available
3	Showrooms	1.03	1.03.01	The boys' and girls' fitting rooms are separated
			1.03.02	Sufficiency of fitting rooms
			1.03.03	The venue is clean
			1.03.04	Selling venue has sufficient lighting
			1.03.05	Sufficiency of ventilation in the selling venue
			1.03.06	Sufficiency of air conditioning in the selling venue



Inspection on the implementation of specialized training programs for the teaching staff of public schools

ID	Standard	Standard ID	Inspection Element
1	Inspection on the Implementation of Specialized Training Programs for the Teaching Staff of Public Schools	1.01.01	Contents of the program are scheduled and delivered as planned
		1.01.02	Training programs are delivered as scheduled
		1.01.03	Training rooms are suitable
		1.01.04	Training center is in a suitable location
		1.01.05	Training resources are available
		1.01.06	Technical support is available
		1.01.07	Information boards are available
		1.01.08	Food and refreshments are available
		1.01.09	Quality and price of food is suitable
		1.01.10	Stationery is available
		1.01.11	Car parking facilities are available
		1.01.12	Prayer room is available
		1.01.13	Trainees attend all sessions
		1.01.14	Correct dress code is followed
		1.01.15	Lighting and ventilation is suitable
		1.01.16	Training center facilities are clean
		1.01.17	Training rooms have all necessary equipment
		1.01.18	The central alarm system and fire-fighting equipment are operational
		1.01.19	All the electricity connections are safe
		1.01.20	The evacuation system and emergency procedures are effective



Inspection on the Institute of Applied Technology and Technical School

ID	Standard	Standard ID	Sub-Standard	Sub-Standard ID	Element
1	Administration	1.01	The General Requirements	1.01.01	Raising the flag in accordance with UAE guidelines
				1.01.02	Official photographs are displayed in accordance with UAE guidelines
				1.01.03	The presence of a sign-board outside the institute that displays the Institute name in Arabic and English
				1.01.04	The presence of an institute map and signs indicating the direction of the school facilities
				1.01.05	Students morning assembly is implemented
				1.01.06	National Anthem is performed
				1.01.07	Students wear the school uniform
				1.01.08	The approved daily supervisory duties list is implemented by the assigned teachers and supervisors
				1.01.09	The timetable is consistent
				1.01.10	Appreciation of values and culture of the UAE
				1.01.11	Staff maintain a general appearance that is aligned to the UAE social norms and traditions
				1.01.12	Teachers abide by the Code of Ethics of the teaching profession
				1.01.13	Institute abides by the approved maximum number of students permitted per class
				1.01.14	The institute provides evidence of its system of governance that clearly defines the management roles and responsibilities of the senior management team and/or Governors
				1.01.15	The institute has an organizational chart that indicates the relationship between the board, senior management team, academic staff and administration teams
		1.01.16	The institute maintains job descriptions for all staff members, describing their roles and responsibilities		
		1.02	Classrooms	1.02.01	The institute abides by the approved number of class sections

ID	Standard	Standard ID	Sub-Standard	Sub-Standard ID	Element
1	Administration	1.03	The Academic Calendar	1.03.01	The institute abides by the academic calendar approved by the Ministry
		1.04	Information Management System	1.04.01	The employees data is updated on the electronic system
				1.04.02	The student data is updated on the electronic system
		1.05	Academic Plan and Curriculum	1.05.01	The distribution of the teaching load is in accordance with the approved system
				1.05.02	The availability and the distribution of the books
		1.06	19.06 Sufficiency of Administrators Teachers and Employees	1.06.01	All institute staff are approved
				1.06.02	The institute has a sufficient number of admin staff
				1.06.03	The institute has a sufficient number of teaching staff
				1.06.04	The institute has a sufficient number of cleaning staff
				1.06.05	The institute has a sufficient number of security guards
		1.07	Attendance	1.07.01	The students are committed to attendance
				1.07.02	The staff are committed to attendance
		1.08	Financial Affairs	1.08.01	The institute designates an Appointed Person who has responsibility for the financial matters of the institute and has the required qualifications and experience
				1.08.02	All transactions are in line with the approved financial system

ID	Standard	Standard ID	Sub-Standard	Sub-Standard ID	Element
2	Educational and Academic Services	2.01	Ongoing Assessment and Exams	2.01.01	All examination-related documents are securely kept
		2.02	Commitment to Teach Compulsory Subjects	2.02.01	The institute delivers the three compulsory subjects, Islamic education, Arabic language and Social Studies
		2.03	Extracurricular Activities and Trips	2.03.01	The institute has obtained all required approvals for extra-curricular activities and/or field trips
				2.03.02	Adherence to approved procedures when implementing extra-curricular activities and trips
		2.04	Student Behaviour Management	2.04.01	Code of Conduct awareness programs are implemented for students
				2.04.02	The code of Conduct is displayed around institute facilities
				2.04.03	The institute applies positive reinforcement as stated in the Code of Conduct
				2.04.04	The institute applies a policy regarding violations as stated in the Code of Conduct
				2.04.05	The behaviour management committee has an active role in the institute and documents its work
				2.04.06	Code of Conduct awareness programs are implemented for parents
				2.04.07	The institute applies a behavioural grading system in accordance to the Code of Conduct
2.04.08	The academic advisor actively participates in the implementation of the Code of Conduct				

ID	Standard	Standard ID	Sub-Standard	Sub-Standard ID	Element		
2	Educational and academic services	2.05	Student Protection	2.05.01	Corporal/psychological punishment is prohibited at all levels in the institute		
				2.05.02	The institute maintains an up to date Grievance Policy for all students		
				2.05.03	The institute has documented evidence that shows it implements the Grievance Policy and responds to complaints or appeals promptly		
		2.06	Ongoing Assessment and Exams	2.06.01	The institute implements the regulations concerning organizing approved examinations		
				2.06.02	Results of the examinations are kept in records		
		2.07	Publications and lectures	2.07.01	The institute has obtained approval for all newsletters and publications		
				2.07.02	The institute has obtained approval for lectures and/or professional development		
		3	Community Partnership	3.01	Community Events and Occasions	3.01.01	The institute participates in National occasions
						3.01.02	The institute participates in religious, cultural, and community occasions
3.02	Parent's Council			3.02.01	A parent's council is formed		
				3.02.02	The parent's council has an active role		
				3.02.03	Communication with parents is effective		

ID	Standard	Standard ID	Sub-Standard	Sub-Standard ID	Element
4	The School Building	4.01	General Facilities	4.01.01	The A/C's work efficiently
				4.01.02	The institute has a sufficient number of parking lots for the buses
				4.01.03	The institute has appropriate furniture and equipment
				4.01.04	The institute has a sufficient number of parking lots for staff & parents
				4.01.05	The institute has a sufficient number of entrances and exits for cars and buses
				4.01.06	The institute has a sufficient number of entry/exit points based on the number of students
				4.01.07	The lighting is suitable in all institute facilities
				4.01.08	The building is equipped with suitable furniture, teaching aids and technologies
				4.01.09	The institute uses the furniture and equipment appropriately and replaces damaged items
				4.01.10	The storage facilities are organized properly and are appropriate in location and size
				4.01.11	The institute has a prayer room
				4.01.12	The institute has maintenance contracts
				4.01.13	The lighting and ventilation are suitable
		4.02	Maintenance of Building and Facilities	4.02.01	Maintenance is regularly implemented for all institute facilities

ID	Standard	Standard ID	Sub-Standard	Sub-Standard ID	Element
4	The School Building	4.03	Cleanliness of the Building and Facilities	4.03.01	The institute has cleaning services contracts
				4.03.02	The institute courtyard and passages are clean and obstacle-free
				4.03.03	Classrooms, offices, laboratories, canteens and other facilities are clean
				4.03.04	The institute grounds, including the walls, are clean (inside the facility as well as outside)
		4.04	Rest-rooms	4.04.01	Rest-rooms are clean and well-ventilated
		4.05	The Requirements of the People of Determination	4.05.01	The institute facility meets the requirements of all special needs students
		4.06	Administrative and Teaching Staff-rooms	4.06.01	The staff-rooms are equipped to meet the needs of the teachers and admin
				4.06.02	The administrative staff have a sufficient number of appropriate staff-rooms
				4.06.03	The teaching staff have a sufficient number of appropriate staff-rooms
		4.07	Science Labs	4.07.01	The institute has a sufficient number of suitable science laboratories
				4.07.02	The science labs are appropriately equipped and are in use
		4.08	Learning Resource Center	4.08.01	The size of the Learning Resource Center is appropriate
				4.08.02	The Learning Resource Center is appropriately equipped and is in use
				4.08.03	The Learning Resource Center is equipped with age-appropriate material (according to institute cycle)
				4.08.04	The Learning Resource Center does not contain materials that conflict with UAE policies, values and culture

ID	Standard	Standard ID	Sub-Standard	Sub-Standard ID	Element		
4	The School Building	4.09	Activity Halls	4.09.01	The institute has a sufficient number of activity rooms		
				4.09.02	Activity rooms are ready for use (Theatre/visual Arts/Musical arts, etc.)		
		4.10.	Playgrounds and Gyms	4.10.01	Indoor playgrounds are ready and in use		
				4.10.02	Outdoor playgrounds are ready and in use		
		4.11	Computer Labs	4.11.01	The institute has a sufficient number of appropriate computer labs		
				4.11.02	The computer labs are equipped with the appropriate furniture and technology		
				4.11.03	The educational computer programs are provided		
		4.12	Internet	4.12.01	The internet is working efficiently in classroom and institute facilities		
		4.13	Yards	4.13.01	The size of the institute courtyard is suitable for the number of students		
				4.13.02	The institute provides seating areas for the students		
		4.14	Drinking Water	4.14.01	Clean water is available for staff and students to drink		
		5	Environment, Health & Safety	5.01	School Building	5.01.01	The external areas surrounding the building are clean and free of debris
						5.01.02	Maintenance request registers for school premises and requirement are maintained
						5.01.03	All walls, ceilings and floors are free of damage and defects
5.01.04	The availability of a pest control contract with an approved company						

ID	Standard	Standard ID	Sub-Standard	Sub-Standard ID	Element
5	Environment, Health & Safety	5.01	School Building	5.01.05	All corridors, stairways and walkways are safe, clear and passable
				5.01.06	The availability of ramps for people of determination in all appropriate areas
				5.01.07	Provision of appropriate warning signs on wet floors while cleaning is in progress
				5.01.08	Enforcing the no-smoking policy in the school and display "No Smoking" signs in its premises
				5.01.09	All chemicals and cleaning materials are stored safely in a secure place
				5.01.10	All materials are stored in their original containers with Material Safety Data Sheets (MSDS) provided for them
				5.01.11	Each room has appropriate signage reflecting the correct usage thereof
				5.01.12	All building renovations and modifications need to have approval from the concerned authorities
				5.01.13	Stairways are equipped with proper height handrails and vertical spindles
				5.01.14	All stairways steps are provided with non-slip surfaces
				5.01.15	All gas supplies are regularly tested by a licensed company
				5.01.16	The school building is completely free of gas cylinders except in laboratories where they are required
				5.01.17	All gas cylinders must be stored outside in a safe manner as per civil defence requirements and the necessary licenses must be obtained

ID	Standard	Standard ID	Sub-Standard	Sub-Standard ID	Element
5	Environment, Health & Safety	5.01	School Building	5.01.18	Provision of qualified security guards at all building entrances. Guards should be certified by the competent authorities
				5.01.19	Installation of CCTV security cameras both inside and outside of the school building
				5.01.20	Using approved control systems to monitor staff and customers' attendance and movements via ID card
				5.01.21	The entrance gates and internal roads are appropriate for the access of fire-fighting and rescue equipment
				5.01.22	The risk assessment and management procedures are appropriately maintained and reviewed regularly
				5.01.23	The availability of a designated EHS Specialist in the school
				5.01.24	The health and safety committee are established and holds periodic meetings
				5.01.25	Conducting EHS awareness and training programs for all concerned personnel
				5.01.26	An evacuation plan is maintained and emergency management procedures must be implemented
				5.01.27	An emergency assembly point (EAP) must be in an appropriate place and its location is well-known to everyone
				5.01.28	Emergency Safety Signs are well positioned and clearly visible
				5.01.29	Emergency Evacuation Drills are conducted in accordance with evacuation policy
5.01.30	The building is equipped with fire control and alarm systems, which are maintained on a regular basis by a certified company				

ID	Standard	Standard ID	Sub-Standard	Sub-Standard ID	Element
5	Environment, Health & Safety	5.01	School Building	5.01.31	The school should have a valid compliance certificate from the Civil Defence ensuring it meets fire prevention requirements
				5.01.32	The school premises are provided with an adequate number of primary and secondary emergency exits including illuminated emergency exit signs
				5.01.33	All emergency exits doors are opened towards the outside (i.e. toward traffic flow) and they are provided with a push bar
				5.01.34	The wall-size of educational displays and posters are in compliance with safety requirements
				5.01.35	Fire pump room temperatures and ventilation levels are within the normal allowed limits
				5.01.36	Ensuring that the fire pump works properly and is maintained regularly by a certified company
				5.01.37	The Fire pump room is free of any storage and is equipped with appropriate fire control and alarm systems. There should also be a manual fire extinguisher
				5.01.38	Electrical rooms and cabinets are locked and have display warning signs
				5.01.39	The electrical rooms must be free from stored materials and are equipped with an appropriate fire alarm system. There should be a portable CO2 fire extinguisher
				5.01.40	All electrical connections in the building must be safely intact. Electrical sockets also must be properly isolated and out of reach of students
				5.01.41	Ensuring the noise levels are kept within the normal allowed limits
				5.01.42	The lighting in school premises is kept within allowable lighting levels

ID	Standard	Standard ID	Sub-Standard	Sub-Standard ID	Element
5	Environment, Health & Safety	5.01	School Building	5.01.43	Temperatures and ventilation levels are within the normal allowed limits
				5.01.44	Drinking water provided through coolers or any other appropriate means are adequately distributed and subject to periodical inspection, by a specialized company
				5.01.45	The water tank is disinfected and checked its quality regularly through a specialized company
				5.01.46	Sufficient first aid boxes are available in school
		5.02	Cars and Buses Parking	5.02.01	Cars and buses are parked in specific and known areas. Special places are dedicated for people of determination near building entrances
				5.02.02	Employees parking area is separate from buses parking areas
				5.02.03	Parking areas are not used as assembly points in case of emergencies
				5.02.04	Parking shades are made of fire resistant materials and are in a good condition
	5.02.05			The school bus drivers and supervisors have all required valid licenses and permits to practice the profession as per the requirements of each emirate	
	5.02.06	The school maintains a daily attendance register for buses users			
	5.02.07	Supervisors are available to control and regulate the students getting on and off the buses			
	5.02.08	Quality and cleanliness of school buses			
	5.02.09	The bus is free of pests and chemicals and eating is prohibited			

ID	Standard	Standard ID	Sub-Standard	Sub-Standard ID	Element
5	Environment, Health & Safety	5.02	Cars and Buses Parking	5.02.10	All buses must be equipped with seat belts and seats and these are in a good condition
				5.02.11	All school buses must be subject to routine inspections
				5.02.12	Temperatures and ventilation levels in all buses must be within the allowed limits
				5.02.13	Fire extinguishers are available on all buses and also at each parking area within the school. These should be properly maintained
				5.02.14	All school buses are equipped with appropriately resourced first aid kits
				5.02.15	All school buses are equipped with appropriate internal and external CCTV cameras
				5.02.16	All emergency exit doors are in good condition and that the alarm sounds when these doors are opened
				5.02.17	All bus drivers are appropriately trained in the use of fire extinguishers
		5.02.18	There are separate entrance and exits for cars and buses. Alternatively there should be a recognized traffic management plan to regulate the entry and exit of cars and buses		
		5.03	Administrative Offices	5.03.01	All dangerous tools are kept away and secured from students when not in use
				5.03.02	All electrical devices in administrative offices are connected to different sockets to reduce loads
				5.03.03	All electrical devices are regularly inspected and maintained. Damaged equipment should not be used
				5.03.04	Unauthorized devices are not present in the offices

ID	Standard	Standard ID	Sub-Standard	Sub-Standard ID	Element
5	Environment, Health & Safety	5.03	Administrative Offices	5.03.05	Administrative offices are clean
				5.03.06	Temperatures and ventilation levels in the administrative offices are within the allowed limits
				5.03.07	All administrative offices are completely free from chemical substances including flammable materials
				5.03.08	Furniture, cabinets, shelves, and curtains are adequately provided and installed well.
				5.03.09	All administrative offices have appropriate furniture, cabinets and shelves and these are properly installed
		5.04	Classrooms	5.04.01	KG and Grade 1 classrooms are located on the ground floor
				5.04.02	All classrooms are clean
				5.04.03	Temperatures and ventilation levels in all classrooms are within the allowed limits
				5.04.04	All furniture size and design are suitable for the students' age and educational cycle
				5.04.05	All window openings are limited to between 10cm and 20cm
	5.04.06			Distance between the board and the students is at least 1.5 meters	
	5.04.07			All electrical devices in all classrooms are connected to different sockets to reduce loads	
	5.04.08			Electrical devices are periodically and constantly inspected and maintained and damaged ones are not used	
	5.04.09			Classrooms are free from carpets and lights are free from hanging materials	

ID	Standard	Standard ID	Sub-Standard	Sub-Standard ID	Element
5	Environment, Health & Safety	5.05	Activity Halls	5.05.01	All Activity Halls are clean
				5.05.02	Activity rooms are equipped with warm and cold water, liquid soap and paper towels
				5.05.03	Art classrooms are equipped with warm and cold water, liquid soap and paper towels
				5.05.04	Use of water-based colors and dyes made of safe and environmentally friendly materials
				5.05.05	A copy of the relevant material safety data sheets (MSDS) are provided for all colors and dyes used in activity rooms
				5.05.06	The availability of instructions and labels that prescribe the safe use of equipment and materials
				5.05.07	There is an isolated and secured place for the safe storing of materials and tools used in Activity Halls
				5.05.08	Walls in music rooms are equipped with sound proofing materials
				5.05.09	Activity Halls are equipped with appropriate fire alarm systems
		5.06	Learning Resource Centers	5.06.01	Learning Resources Centers are clean
				5.06.02	Temperatures and ventilation levels in all Learning Resources Centers are within the allowed limits
				5.06.03	Cabinets and shelving in all Learning Resources Centers must be correctly installed in order to store books safely
				5.06.04	Chairs and furniture are comfortable and appropriate for users
				5.06.05	There are an adequate number of emergency exits including illuminated emergency exit signs

ID	Standard	Standard ID	Sub-Standard	Sub-Standard ID	Element
5	Environment, Health & Safety	5.06	Learning Resource Centers	5.06.06	Electrical cables in the Learning Resource Center are isolated safely and in good condition
				5.06.07	All electrical devices in the Learning Resource Centers are connected to different sockets to reduce loads
				5.06.08	All electrical devices in the Learning Resource Center are regularly inspected and appropriately maintained
		5.07	Theatres	5.07.01	Theatres are clean and well-organized in order to have easy access to emergency exit doors
				5.07.02	Theatres are provided with an adequate number of emergency exits including illuminated emergency exit signs (An additional emergency exit must be located behind the stage in a theatre)
				5.07.03	Furniture, curtains, floorings, and fabrics are made of fire retardant synthetic materials
				5.07.04	Electrical cables in all theatres are isolated safely and in good condition
				5.07.05	All electrical devices in all theatres are connected to different sockets to reduce loads
				5.07.06	Electrical devices in all theatres are regularly inspected and appropriately maintained
				5.07.07	All aisles in theatres are free of obstructions that may cause tripping, slipping or falling
				5.07.08	There is a handrail for all staircases of four steps or more
5.07.09	All theatres backstage areas are not used for storing or any other inappropriate purpose				

ID	Standard	Standard ID	Sub-Standard	Sub-Standard ID	Element
5	Environment, Health & Safety	5.08	Computer Laboratories	5.08.01	All computer monitors are properly positioned or are provided with curtains when necessary to avoid light reflections
				5.08.02	All computer workstation equipment is ergonomically designed and positioned
				5.08.03	There is adequate space around the workstation to enable ease of movement for the users
				5.08.04	Electrical devices are connected to different sockets to reduce loads
				5.08.05	Electrical cables in all computer labs are isolated safely and are in good condition
				5.08.06	All computer labs are quipped with portable CO2 fire extinguishers
		5.09	Science Laboratories	5.09.01	The availability of instructions and labels to prescribe the safe use of equipment and materials
				5.09.02	All chemicals are clearly identified by labels and listed, including quantity of contents
				5.09.03	All chemical materials are provided with Material Safety Data Sheets (MSDS)
				5.09.04	The school must provide all appropriate safety and fire protection equipment
				5.09.05	All chemicals ,devices and equipment are stored and prepared in a secure and isolated location. No unauthorized persons should be allowed access to this location. There should be warning signs restricting entry to said location
				5.09.06	All flammable chemicals are stored in a fire-resistant cabinet
				5.09.07	All concentrated acids are stored in an appropriate acid cabinet

ID	Standard	Standard ID	Sub-Standard	Sub-Standard ID	Element
5	Environment, Health & Safety	5.09	Environment, Health & Safety	5.09.08	The presence of laboratories' safety procedures and rules and they are clearly displayed
				5.09.09	Providing a register outlining the safe use practice and potential accident event for each chemical. All students should be aware of this register
				5.09.10	The usage of appropriate personal protective equipment in laboratories
				5.09.11	The availability of a register of personal protective equipment including evidence of the safe disposal of expired equipment
				5.09.12	The Laboratories furniture meets the established standards
				5.09.13	All Laboratories' air quality and levels of ventilation, humidity, temperature and lighting are all within allowed limits
				5.09.14	All Laboratories' doors are fire rated
				5.09.15	Expired and waste chemicals are disposed of through companies that are approved by the concerned authorities and records of disposed chemicals are available
				5.09.16	All laboratories are appropriately equipped with sinks, liquid soap, paper towels and hand sterilizer
		5.10	Indoor and Outdoor Playgrounds and Gyms	5.10.01	The sports hall and all equipment are safe and all sides and edges are padded and do not endanger students' safety
				5.10.02	All columns in the middle of playgrounds are secured and covered with sponge or rubber material to absorb impacts
				5.10.03	All floors are covered with impact absorbing material

ID	Standard	Standard ID	Sub-Standard	Sub-Standard ID	Element
5	Environment, Health & Safety	5.10	Indoor and Outdoor Playgrounds and Gyms	5.10.04	All indoor play areas are equipped with air conditioners
				5.10.05	Temperatures and ventilation levels in the gyms are within the allowed limits
				5.10.06	All indoor playground wall corners/edges are covered with impact absorbing materials
				5.10.07	Gyms are equipped with appropriately resourced and stocked first aid kits
				5.10.08	There are enough emergency exits in gyms
				5.10.09	The availability of shower facilities that include warm and cold water, shower soap and dryers
				5.10.10	The availability of changing rooms in the gyms with lockers to keep clothes
				5.10.11	There is designated storage room for sports equipment. The room should be locked, well-organized and accessible by authorized staff only
				5.10.12	All floors are safe and appropriate in terms of specifications for practicing sport-related activities
				5.10.13	All outdoor playgrounds are located away from bus parking
		5.11	Swimming Pools	5.11.01	Provision of a licensed and competent lifeguard. Equipped with rescue equipment to deal with relevant emergencies
				5.11.02	Safety instructions are clearly displayed around the swimming pool area
				5.11.03	All floors are covered with anti-slip material and equipped with additional means to prevent accumulation

ID	Standard	Standard ID	Sub-Standard	Sub-Standard ID	Element
5	Environment, Health & Safety	5.11	Swimming Pools	5.11.04	Pool is clean and free of impurities
				5.11.05	Pool depth markers are available in different colors for each increment of depth
				5.11.06	Pools' steps are adequately and appropriately distributed, well fixed to the pools' sides, and maintained regularly
				5.11.07	All chemical and physical tests are made daily to ensure pool water safety. Results should be documented in a special register and displayed daily in the pool area
				5.11.08	Provision of a specialized contractor for periodical sampling and maintenance
				5.11.09	All chemicals are stored in a secure locked and isolated place where access is restricted
				5.11.10	All chemical materials are provided with Material Safety Data Sheets (MSDS) and quantities of chemicals are displayed
				5.11.11	The availability of shower facilities that include warm and cold water, shower soap and dryers
		5.11.12	The availability of changing rooms in the swimming pool area with lockers to keep clothes, must be separate changing areas for males and females		
		5.12	Clinics	5.12.01	All clinics are appropriately equipped with sinks, liquid soap, paper towels and hand sterilizer
				5.12.02	A medical register is kept for each student including a register for critical and special cases
				5.12.03	All clinics are licensed and equipped according to the standards
5.12.04	Temperatures and ventilation levels in all clinics are within the allowed limits				

ID	Standard	Standard ID	Sub-Standard	Sub-Standard ID	Element
5	Environment, Health & Safety	5.12	Clinics	5.12.05	All accidents are recorded and documented in a special accident register
				5.12.06	All clinics have a labelled, general waste container, medical waste container and sharps container
				5.12.07	All clinics safely dispose of medical wastes through licensed companies
				5.12.08	All clinics are equipped with registered personal protective equipment
				5.12.09	All clinics have a licensed professional nurse, employed on a permanent basis and ensure that a replacement is available in case of absence
				5.12.10	A copy of the relevant material safety data sheets (MSDS) for all colors and dyes that are used in art rooms is available for use in emergencies
				5.12.11	A copy of the relevant material safety data sheets (MSDS) for all chemicals that are used in laboratories is available for use in emergencies
				5.12.12	A copy of the relevant material safety data sheets (MSDS) for all chemicals are that are used in swimming pool areas is available for use in emergencies
		5.13	Canteen	5.13.01	All canteens are licensed by appropriate authorities
				5.13.02	All canteens are maintained and cleaned regularly
				5.13.03	The availability of a pest control contract with an approved company
				5.13.04	All canteen staff are licensed and certified by an approved training center for food safety and they should hold health certificates from an approved authority
				5.13.05	All canteen staff are committed to personal hygiene and use appropriate Personal Protective equipment (PPE)

ID	Standard	Standard ID	Sub-Standard	Sub-Standard ID	Element
5	Environment, Health & Safety	5.13	Canteen	5.13.06	All canteens are equipped with food display equipment which is maintained at an appropriate temperature
				5.13.07	All canteen food is stored safely throughout and unused food is discarded
				5.13.08	There are systems to prevent overcrowding in canteens and there are more than one supervised canteen if required
				5.13.09	All canteens are equipped with warm and cold water, liquid soap and paper towels
				5.13.10	Displayed foods are labelled with production date, expiration date, ingredients and nutritional facts
				5.13.11	Canteen kitchen is adequately ventilated and exhausts are properly maintained
				5.13.12	All display food handler's health certificates are visible and a register is available that maintains these records
				5.13.13	Keep daily samples of sold food in the canteen
		5.14	Storage rooms	5.14.01	Storage rooms are kept clean, organized and arranged
				5.14.02	All materials are appropriately stored with separation between different stored materials
				5.14.03	There is a space of one meter between the ceiling and stored materials
				5.14.04	Storing shelves are appropriately fixed

ID	Standard	Standard ID	Sub-Standard	Sub-Standard ID	Element
5	Environment, Health & Safety	5.14	Storage Rooms	5.14.05	All electrical connections in the storage rooms are safely intact. Electrical sockets must be properly isolated and maintained
				5.14.06	Equipment required for transferring and handling materials is available and maintained
				5.14.07	All storage rooms are equipped with smoke detectors and fire-fighting equipment
		5.15	IT Server Rooms	5.15.01	IT Server Rooms are equipped with effective cooling systems and monitored room temperature controllers
				5.15.02	All electrical cables in IT server rooms are isolated safely and maintained
				5.15.03	All electrical devices in all IT Server Rooms are connected to different sockets to reduce loads
				5.15.04	All electrical devices in IT Server Rooms are subject to regular maintenance and damaged items are discarded
				5.15.05	IT Server Rooms are equipped with smoke detectors and fire-fighting equipment
				5.15.06	IT Server Rooms are provided with floors made of insulating, non-conductive materials
				5.15.07	IT Server Rooms have fire rated doors and no windows
				5.15.08	IT Server Rooms have restricted access for authorized persons only
				5.15.09	IT Server Rooms are not used as stores

ID	Standard	Standard ID	Sub-Standard	Sub-Standard ID	Element
5	Environment, Health & Safety	5.16	Prayer Rooms	5.16.01	All prayer rooms are clean and maintained
				5.16.02	Temperatures and ventilation levels in all prayer rooms are within the allowed limits
				5.16.03	All prayer rooms are equipped with smoke detectors and fire-fighting equipment
		5.17	Restrooms	5.17.01	All restrooms are distributed equally across the school
				5.17.02	There are restrooms appropriately equipped for people of determination
				5.17.03	All restrooms are clean
				5.17.04	Restrooms are provided with liquid soap, cold and warm water and paper towels
				5.17.05	All restrooms are equipped with suction fans for ventilation
				5.17.06	All restrooms doors are intact and external doors automatically close
				5.17.07	All supplies are suitable and appropriate for different age groups
				5.17.08	Floorings are slip resistant with anti-slip material
				5.17.09	Floors, toilets, basins and walls are kept free of damage or defects
				5.17.10	Staff and visitors' restrooms are separate from students' restrooms
				5.17.11	Windows are clean and covered with grating in good condition



Inspection visits to training centers and private institutes



ID	Standard	Standard ID	Sub-Standard	Sub-Standard ID	Inspection Element
1	Administrative and Academic Staff/ Training	1.01	The general Appearance	1.01.01	In the administration of the institute/center the official photographs are displayed in accordance with UAE guidelines
				1.01.02	The presence of a sign-board outside the institute/ center that displays the school name in Arabic and English
				1.01.03	The presence of a map and signs indicating the direction of the institute/center facilities
		1.02	License Requirements	1.02.01	Training programs implemented at the Institute/Centre are approved by the National Qualifications Authority
				1.02.02	The Institute/Centre license is valid
				1.02.03	The license obtained from the Economic department and the Ministry must match
				1.02.04	All activities, programs and courses implemented by the Institute/ center are licensed and approved by the Ministry
				1.02.05	All employees have valid residency visas
		1.03	Administrative and Academic Staff	1.03.01	The principal has an appointment letter issued by the Ministry
				1.03.02	There is a sufficient number of training staff
				1.03.03	Appreciation and respect of the values and culture of the UAE
				1.03.04	Staff maintain a general appearance that is aligned to the UAE social norms and traditions
				1.03.05	All staff have appointment letters issued
				1.03.06	All employees work in their Ministry approved appointment letter (position/training activities...)
				1.03.07	Trainee records are available
1.03.08	Staff files are available and include all the required documents				
1.03.09	The institute obtains Ministry approval for the publication of promotional advertisements				

ID	Standard	Standard ID	Sub-Standard	Sub-Standard ID	Inspection Element
1	Administrative and Academic Staff/ Training	1.03	Administrative and Academic Staff	1.03.10	Training times are different for both male and female trainees
				1.03.11	The Institute/Centre separates different age groups
				1.03.12	There is a customer service desk in the facility
		1.04	Information System	1.04.01	Information Management system for staff/trainers (AL Manhal system) is updated regularly
				1.04.02	Information Management system for trainees (AL Manhal system) is updated regularly
		1.05	Employees' Salaries	1.05.01	Employees' salaries are paid regularly according to the approved UAE system
		1.06	Fees	1.06.01	The approved list of fees is clearly displayed in institute/ center
		2	The Training Centers and Private Institutes Building	2.01	Activities and Training Halls
2.01.02	Furniture, equipment, and devices are suitable for the nature of the training activities				
2.01.03	The A/C 's and ventilators work efficiently				
2.01.04	The internet is working efficiently in training halls				
2.02	Building and facilities			2.02.01	The institute/center abides by the Ministry building plans
				2.02.02	The lighting is suitable in the institute/center
				2.02.03	The building is equipped with the required furniture and technologies
				2.02.04	All the institute/center facilities are clean
2.03	Rest-rooms			2.03.01	There are an appropriate number of rest-rooms for trainees
				2.03.02	Separate male and female rest-rooms are available for staff
				2.03.03	Separate male and female rest-rooms are available for trainees
				2.03.04	Rest-rooms are clean and well-ventilated
3	Services	3.01	People of Determination (Special Needs People)	3.01.01	The training facility meets the requirements of students of determination (rest-rooms, ramps, lifts)

