



Client Procedure for Pre-Qualification of Third Party Consultants, Service Providers and Inspection Testing, Training & Certification Agencies

PCFC- Entity (Business Unit) Name : Trakhees – Department of Planning & Development

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1. Purpose

The safety and integrity of all equipment (Lifting Equipment, Pressure Equipment, etc.), and Job specific trainings of employees, are essential/vital for safe operations at Warehouses, Manufacturing/Production floors, Construction Sites, To & From Vessels, Repair Yards, Workshops, etc.. To ensure Quality and Competent services are provided to our Clients/Stakeholders, all Training, Inspection and Testing agencies/Consultants shall need to be pre-qualified and registered with EHS (even if certified on Federal/State levels).

Also, development of projects under the jurisdiction of Ports, Customs & Free Zone Corporation (PCFC), that possess a significant risk of Fire, Safety due to the nature of activity, shall necessitate a Risk Assessment (RA) study as per the EHS- Risk Assessment Guidelines (PCFC-CSC-EHS-IO-G7), which needs to be carried out only by EHS Pre-qualified Third party, to ensure that all potential EHS related risks are mitigated to an acceptable level.

Accordingly, this procedure specifies the process of approving these Prequalified Third Party Agencies (viz. consultants, RA consultants, service providers and inspection, testing, training & certification agencies) who shall be appointed by clients to perform various services to be in compliance with EHS requirements.

2. Scope

Applicable to all clients subject under Trakhees jurisdiction areas requiring to be pre-qualified prior to providing third party services to all facilities under the jurisdiction of Ports, Customs and Free Zone Corporation (PCFC):

2.1 Inspection, Testing and Certification Agencies/ Consultants

- Lifting Equipment
- Pressure Equipment

2.2 First Aid Training and Certification Companies

2.3 Risk Assessment Consultants (Consultants having Dubai license can apply)

3. Definitions and Abbreviations

- EHS – Environment, Health & Safety Department
- TPA – Third Party Agency (Company Prequalified by EHS to provide approved services within EHS jurisdiction)
- OFC – Operation Fitness Certificate
- JAFZA – Jebel Ali Free Zone Authority
- PCFC – Ports, Customs & Free Zone Corporation
- DCAS - Dubai Corporation for Ambulance Services

- EIAC – Emirates International Accreditation Centre (formerly DAC)
- DAC – Dubai Accreditation Centre
- COA – Certificate of Approval
- RA – Risk Assessment

4. Procedure



For quick procedural info, please refer to the [Workflow](#) on last page.
For a more detailed approach, please read below.

4.1 INFORMATION & PREPARATION: For identification of process requirements, the Applicant Companies has to visit the website (<http://www.trakhees.ae/en/ehs/fio/Pages/proc-fz.aspx>) and refer client procedure PCFC-CSC-EHS-IO-CP-06 (this procedure) and necessary supporting documents (refer [section 7](#)).

4.2 PRIMARY REQUIREMENTS:

The following requirements are mandatory to submit an application, for EHS' review and approval process, under the respective scopes below:

4.2.1 DOCUMENTS:

4.2.1.1 For Inspection, Testing and Certification Agency – Lifting Equipment / Pressure Vessel and First Aid Training and Certification Companies:

Type of Third Party	Mandatory Documents (in PDF format)
Inspection, Testing and Certification Agencies – Lifting Equipment / Pressure Vessels	<ul style="list-style-type: none"> • Professional License, obtained from DED – Dubai • Safety Consultancy Activity in the Professional License • Accreditation Certificate obtained from Emirates International Accreditation Center (EIAC) for ISO/IEC 17020
First Aid Training and Certification Companies	<ul style="list-style-type: none"> • Professional License, obtained from DED – Dubai • First Aid Training Center Activity in the Professional License



	<ul style="list-style-type: none"> • Training Center and Trainer/Instructor Approval from Dubai Corporation for Ambulance Services (DCAS)
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4.2.1.2 For Risk Assessment (RA) Consultant Companies:

Documents enlisted below, need to be submitted for new registration as well as for renewal of registration, to ensure the consistency of applications and competency of RA Consultants conducting RA studies.

Type of Third Party	Mandatory Documents (in PDF format)
RA Consultants	A valid license with appropriate activity from any Dubai Licensing authority
	CV's of all engineers / consultants along with previous experience letters.
	Attested Marks sheet of 10 th Standard, 12 th Standard and other qualifications shall be submitted
	Proof of UAE residence of all engineers / consultants (Copy of passport with valid visa page)
	Attested copies of academic and professional qualifications/certifications
	Copy of ISO 9001, 14001 & OHSAS 18001 certification
	Approvals obtained from other authorities
	Proven track record of major relevant studies done
	Copy of receipt, of the fee paid for the review of their application
	Declaration regarding any blacklisting/ default/ litigation with any local or international agency (CSC-EHS-IO-CF06c)
	Declaration on Conflict of interest: A signed declaration shall be submitted, stating that the RA consultant shall not accept any other consultancy work (Design, Engineering, supervision consultancy, project management, chartered engineering services .etc.) for the same project or any other company related them, in any way or where conflict of interest may exist or arise in the course of the approval process & till the completion of the project. (CSC-EHS-IO-CF06d)
	A copy of Professional indemnity Insurance.

4.2 INSPECTOR/ INSTRUCTOR REQUIREMENTS:



4.2.1 Qualification & Experience:

The Inspector/Instructor/ Assessor of the Third Party Agency/Consultant shall have required Qualification from College/University and sufficient Experience in relevant scope, as per the Table below

Scope	Qualification	Experience
Testing & Certification of Lifting Equipment/Pressure Equipment	Degree Education in Engineering/Technology	Min. 3 years in GCC
	Diploma Education in Engineering/Technology	Min. 5 years in GCC
First Aid Training	Degree Education in any Discipline (Preferably Medical)	Min. 3 years in GCC
	Diploma Education in any Discipline (Preferably Medical)	Min. 5 years in GCC
Risk Assessment	Degree in Chemical Engineering or Fire Engineering	Min. 5 years in GCC Experience in Chemical Process & Manufacturing Industries (Experience with Risk Assessment Study for large industrial project)

4.2.2 Employment:

- The Inspector/Instructor shall hold a valid Residence Permit issued by UAE, under respective Third Party Agency/Consultant License Sponsorship.
- The Profession of the Residence Permit of Inspector/Instructor shall be strictly relevant to the Inspection/Training scope (Engineer/Inspector/Officer).
- Inspector/Instructor from other License Sponsorships will be accepted for respective Third Party Agency/Consultant, only if they have valid Work Permit obtained from relevant Ministry of Dubai, to work under respective License scope.



4.3 APPLICATION:

4.3.1 For New or Renewal requests, Third Party Applicants can submit to EHS via online system link <http://online.trakhees.ae> by attaching Pre-Qualification Form (CSC-EHS-IO-CF06a; CSC-EHS-IO-CF06b) together with mandatory documents (in PDF format, refer above 4.2) and by selecting the appropriate service, category and type.

Accordingly, ensure all Mandatory (*) fields/requirements of the application are filled and relevant documents shall be attached, as per the Document Codes defined in the attachments section of the Application.

4.3.2. Fees (refer [section 6.0](#)) for the review process shall be paid in advance, prior to the submission of application (Applicant is required to top-up their pre-paid account to enable submission to proceed in Online System). Submission will not get through if the complete fee amount is not available in the Prepaid account.

4.3.2 Upon receiving online submissions, EHS reviews and validates all requirements and accordingly advises Applicant if MORE INFO required (via system) such as deficiencies / clarifications and/or requirements to be submitted for further review.

NOTE:

EHS reserves the right to accept/reject the submission, if the submitted documents are not complete as per EHS requirements, and any claim of whatsoever nature in this regard shall not be entertained.

4.4 REVIEW & APPROVAL:

4.4.1 For Inspection, Testing and Certification Agency – Lifting Equipment / Pressure Vessel:

4.4.1.1 Submitted application will be accepted (within 2 Working days) based on the Primary requirements fulfillment and the status of the application will be updated to approved Third Party Client, after full review process (within 5-10 Working days).

4.4.1.2 If any pending compliances are observed in the submission during the review process, the same will be updated to Client through More Info comments in online for compliances.



4.4.1.3 If the submission is found Satisfactory and fulfills the requirements of Prequalification process, the application with all documents submitted, will be forwarded for EHS Management review and approval.

4.4.1.4 Certificate of Approval (COA) will be issued for respective scope, after Management approval and applicable payment (for NEW only) through Online.

4.4.2 For Risk Assessment (RA) Consultants:

RA consultants will be considered for registration after assessment and interview of Consultants / engineers and their pre-qualification application based on the following disciplines:

4.4.2.1 Range of specialties:

- a) Fire Risk Assessment
- b) Health Risk Assessment
- c) Chemicals / Dangerous Goods
- d) Environmental Risk Assessment
- e) Public Safety

4.4.2.2 Operating Resources

- a) Hardware / equipment
- b) Risk Assessment related Software's
- c) Specialized Human Resources
- d) Relevant Qualification / Experience/Past Performance
- e) Organization & Management
- f) Quality

4.5 APPROVAL / Rejection of Application:

4.5.1 Approval / rejection of the application shall be based on the competence of the applicant Third party and shall be notified to the same.

4.5.1.1 **For Inspection, Testing and Certification Agency – Lifting Equipment / Pressure Vessel:**
If Approved, the Certificate of Approval (COA) shall be issued within six (6) working days.

4.5.1.2 For Risk Assessment (RA) Consultants:

- At application, AED 5000 would be debited from Consultant's prepaid account as application review charges.

- Once the submission is got approved then remaining AED 5000 shall be paid to get the approval certificate (PA will be generated manually and sent to consultant).
- For renewal, AED 5000 shall be paid through online system, as mentioned above.

4.6 Renewal PROCESS:

Pre-qualification renewal application should be submitted through online system at least one (1) month prior to expiry date mentioned in the current Certificate of Approval (COA). Renewal application submitted beyond two (2) months of the current Certificate of Approval's (COA) expiry date will be considered **New** application. Company name will be automatically removed from the website list if the renewal process has not been completed by the Client within one (1) month after the current Certificate of Approval (COA) expiry date.

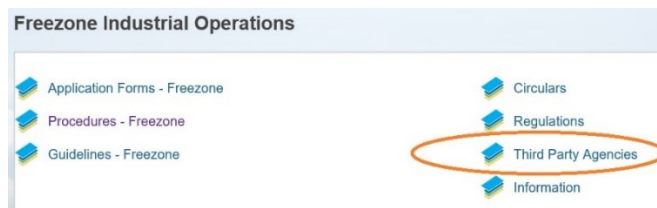
4.7 Amendment PROCESS:

EHS should be notified if there will be any changes in the scope of approval specified in the COA, turnover and / or future developments within the company that is relevant with the coverage of the Pre-qualification approval issued. Changes that were carried out/taken place in the Company (viz. Scope, Procedures, Inspectors, etc.) after the Last approval process, shall be amended in the COA issued, by submitting an Amendment Application through Online system for review and approval.

4.8 Website Listing - Third Party Agency information:

Once the COA is issued, the respective Third Party Agency/Consultant's name shall be listed on the website (see sample snapshot below) with relevant scope of approval and contact details, for our jurisdictional clients information for selecting and appointing a Third Party Agency.

Snapshot of Third Party Agencies list



4.8.1 Third Party Agencies registered with EHS, are approved to only provide services for which they are approved for.

4.8.3 From time to time, EHS Industrial Operation Section would review and revise the list on EHS -PCFC Website. EHS reserves the right to remove any consultant's name from this list at any time if the consultant's performance is found unsatisfactory.

4.9 PERFORMANCE MONITORING OF APPROVED THIRD PARTY TESTING & CERTIFICATION AGENCIES:

Failure to perform relevant services, as per the expectations at Federal / State or PCFC-EHS levels shall result in revocation of COA and exclusion from the Approved List of EHS' Pre-qualified Testing & Certification Agencies. This action could also be linked to (but not limit itself to) issuance of erroneous reports, incompetency, failure of equipment soon after certification by the Agency, unapproved Inspector/Instructor, out of scope operations by the Third Party Agency/Consultant.

5. Process Measurements

No.	Process	Target (Working days)
5.1	Inspection, Testing and Certification Agencies – New Application	6 WDs
5.2	Inspection, Testing and Certification Agencies – Renewal Application	6 WDs
5.3	Amendment	3 WDs
5.4	Risk Assessment Consultant – New Application	6 WDs
5.4	Risk Assessment Consultant - Renewal Application	6 WDs

6. Service Fees

Fee for review shall be paid prior to the submission of application, clients is required to top-up their pre-paid account to enable submission to proceed in Online System.

Type of Service Service Description		Fees* (AED)
6.1	Inspection, Testing and Certification Agencies – New Application	AED 8,000/-**
6.2	Inspection, Testing and Certification Agencies – Renewal Application	AED 4,000/-
6.3	Amendment	AED 3,000/-
6.4	Risk Assessment Consultant – Application Review charges (non-refundable) AED 5,000/-	AED 10,000/-
	Risk Assessment Consultant – Issuance of Approval Certificate AED 5,000/-	
6.5	Risk Assessment Consultant - Renewal Application	AED 5,000/-

* All applications are required to pay the Knowledge Dirham and Innovation fees at a total amount of AED 20/- for every payment transaction.

** 50% shall be paid during application submission as a non-refundable review fee; remaining 50% shall be paid upon application approval wherein the Client will be notified accordingly.



NOTE:

Once the Payment is invoiced/debited for the process, no Refund of Payment will be approved/accepted in any stage of the process, even when the application is Not Approved/ Cancelled/ Rejected.

7. Documents/ Forms

7.1	Third Party Registration-Renewal (Submission Checklist)	TRK-EHS-IO-CF06b
7.2	Declaration - Blacklisting and Litigation	TRK-EHS-IO-CF06c
7.3	Declaration - Conflict of Interest clause	TRK-EHS-IO-CF06d

8. Applicable References and Regulations

- PCFC Guidelines & Regulations <http://www.trakhees.ae>
- FZ/DM Rules (Wherever applicable)
- Dubai Municipality (DM) Technical Guidelines
- DM – ETGs # PH&SD-P4-TG01 & 27
- DM-DAC: Accreditation Requirements of Inspection Bodies for Lifting Equipment (DAC-REQ-06)

9. Contacts:

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