

Client Procedure for Prequalification and Renewal of Third Party Consultants and Service Providers

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1. Purpose

The purpose of this procedure is to facilitate information to Trakhees clients regarding the procedural requirements for prequalification, new and renewal applications, of third party consultants and service providers.

2. Scope

This procedure covers the pre-qualification of the below type of consultants and service providers who need to provide service within Trakhees jurisdiction:

- 2.1 Environmental Consultant.
- 2.2 Risk Assessment Consultant.
- 2.3 Waste Management Processing Facilities
 - 2.3.1 Industrial Waste Collection and Transport Companies.
 - 2.3.2 Recyclable materials Collection and Transport Companies.
 - 2.3.3 Waste Materials Processing Facilities.

3. Definitions

- 3.1 Environmental Consultant - Consultant that facilitate adherence and implementation of Trakhees Standards and Regulations and to carry out environmentally related studies

4. Procedure

4.1 Consultant or service providers should submit fully filled-up prequalification / application forms (as below_ together with all the supporting documents through CD to Inspection Department or by E-mail to

	Type of Third Party	Required application form
4.1.1	Environmental Consultant	Pre-qualification form – Environmental Consultant (CEN-F01a)
4.1.2	Risk Assessment Consultants	- Pre-qualification form - Risk Assessment Consultants - Pre-qualification submission Checklist form
4.1.3	Waste Management Processing Facilities	- Pre-qualification Form- Waste Collection and Transport Services (CEN-F01c) - Pre-qualification Form- Waste Processing Facility (CEN-F01d)

4.2 Inspection Department will review the submitted documents and will send copy of initial application payment advice to clients with the status of the submission as below:

- 4.2.1 Approved: once all required documents are available and information complying the requirements of Trakhees pre-qualification. Client should settle the payment and notify the inspection department.
- 4.2.2 More Details: in case of missing of any of submission requirements or more details need to be given by the client. Client should update the required information and settle the payment and send to inspection department.
- 4.2.3 Reject: in case the applied company does not comply with the Trakhees regulation, environment officer should state clearly in the mail the reason for rejecting the application.



4.3 Once the submission is approved by the inspection department and the initial application payment is settled by the client:

4.3.1 In case of new/ renew Waste Management Processing Facilities or in case of renew of Environmental Consultant / Risk Assessment Consultants: inspection department will send a copy of the prequalification certificate to consultant/ service provider through mail.

4.3.2 In case of Environmental Consultant / Risk Assessment Consultants new- applicant:

4.3.2.1 inspection department will prepare the prequalification certificate, send copy of initial approval payment advice

4.3.2.2 Client should settle the payment and notify the inspection department.

4.3.2.3: Once the client notify the payment settlement, inspection department will send a copy of the prequalification certificate to consultant/ service provider through mail.

4.4 Inspection department will update the list of prequalification company which will be available on Trakhees website.


4.5 In case the consultant/ service provider failed to renew the prequalification certificate within one month from the prequalification expiry date will cause the deletion of the consultant/ service provider from the approved prequalification companies.

5. Service Completion Time

	Service	Completion Time
5.1	Submission revision and send payment advise with the submission status if approved, rejected or need more information (from the date of submission)	3 working days
5.2	send the certificate "for waste management processing facilities" and the payment advice for initial approval "for Environment and Risk Assessment consultant" (from the date of client notifying closure of initial application payment)	3 working days
5.3	send the certificate "for Environment and Risk Assessment consultant" (from the date of client notifying closure of initial Approval payment)	3 working days
6.4	Update the list prequalification companies (from the date of sending the certificate to client)	3 Working Days

6. Service Fees

No.	Service	Fees (AED)
7.1	Environment consultant initial application payment	5,000
7.2	Environment consultant initial approval payment	5,000
7.3	Risk assessment Initial approval payment	5,000
7.4	Risk assessment Initial approval payment	5,000
7.5	New / Renew of waste management processing facilities	2,000



7.6	Renew of Environment consultant	5,000
7.7	Renew of risk assessment consultant	5,000

*The above fees might be subjective to 5% VAT.

7. Related Forms

- 7.1 CEN-F01a Pre-Qualification form –Environment Consultant
- 7.2 CEN-F01c Pre-qualification Form- Waste Collection and Transport Services.
- 7.3 CEN-F01d Pre-qualification Form- Waste Processing Facility

8. References

- 8.1 Trakhees Regulation and rules.
- 8.2 Dubai Municipality (DM) Technical Guideline

9. Workflow