

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

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1. PURPOSE:

This procedure specifies the process of new and renewal pre-qualification applications of third party consultants, service providers and inspection, testing, training & certification agencies.

The safety and integrity of all equipment is essential for safe operations. to enable the safe operations of such equipment in Trakhees - PCFC jurisdictional areas, all Inspection, Training and Testing agencies/consultants shall need to be pre-qualified and registered with EHS (even if certified on Federal/State levels).

2. SCOPE:

The following needs 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

- Lifting Equipment
- Pressure Vessel

2.2 First Aid Training and Certification Companies

3. DEFINITIONS:

ID – Inspection Department of Trakhees

JAFZA – Jebel Ali Free Zone Authority

COA – Certificate of Approval (provided upon completion of Prequalification)

4. PROCEDURE

4.1 Submission of Pre-Qualification Application

Companies applying for new or renewal pre-qualification shall submit application through Online System

Type of Third Party	Relevant Pre-qualification Form
Inspection, Testing and Certification Agencies	• Pre-qualification Submission Checklist – Inspection, Testing and Certification of Lifting Equipment and Pressure
First Aid Training and Certification Companies	



	Vessel; and, First Aid Training and Certification
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As for the Inspection, Testing and Certification Agency – Lifting Equipment / Pressure Vessel and First Aid Training and Certification Company, the following documents are mandatory to be submitted together with the relevant forms mentioned above:

Type of Third Party	Mandatory Documents
Inspection, Testing and Certification Agencies – Lifting Equipment / Pressure Vessel	<ul style="list-style-type: none"> • Accreditation Certificate issued by Emirates International Accreditation Centre (EIAC)
First Aid Training and Certification Companies	Dubai Corporation for Ambulance Services (DCAS) for Training Centre and Instructors

4.2 Review of Pre-Qualification Application

The pre-qualification application shall be reviewed accordingly within five (5) working days. Client shall be notified of any deficiencies / clarifications and/or requirements to be submitted for further review.

4.3 Inspection (Inspection, Testing and Certification Agencies – Lifting Equipment / Pressure Vessel)

Premises / workshops may be inspected and verified for adequacy during the time of pre-qualification application review and / or at any time during the validity period of the pre-qualification approval, where deemed required.

4.4 Approval / Rejection of Pre-Qualification Application

Approval / rejection of the application shall be based on the competence of the applicant Third party and shall be notified to the same. For approvals, Certificate of Approval (COA) shall be issued within six (6) working days.

4.5 Payment

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
(Refer section 6.0 for more details)



4.6 Performance Monitoring of Approved Third Party Testing & Certification Agencies

Failure to perform as per the expectations at Federal / State or Trakhees levels shall result in exclusion from the List of Trakhees' Pre-qualified Testing & Certification Agencies. This action could also be linked to (but not limit itself to) issuance of erroneous reports, in competency or failure of equipment soon after certification by the Agency.

4.7 Pressure Vessel Testing / Certification

The agency shall be qualified, experienced and competent to evaluate the mechanical design of pressure vessels in accordance with the ASME Code Section VIII. A pressure vessel maintenance program based on API 510 and other industry practices should be developed as well, and then applies to typical pressure vessel maintenance situations. It is essential to understand how to apply API RP 579 "Fitness for Service" and API RP 580 "Risk Based Inspection" Lifting Equipment.

4.8 Renewal of Pre-qualification

Pre-qualification renewal application should be made one (1) month prior to expiry date mentioned in the Certificate of Approval. Renewal application submitted beyond two (2) months of the 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 expiry date.

4.9 Amendment

Trakhees 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. Notification shall include all relevant details and / or documents for evaluation and the way forward accordingly. Once accepted, Client shall be required to pay the relevant fee mentioned above in order to issue the amended COA.



5 SERVICE COMPLETION:

#	Service Description	Working days (WD)
5.1	Inspection, Testing and Certification Agencies – New Application	6 WD
5.2	Inspection, Testing and Certification Agencies – Renewal Application	6 WD
5.3	Amendment	3 WD

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 Pre-qualification	Amount
6.1	Inspection, Testing and Certification Agencies – New Application	8,000/-*
6.2	Inspection, Testing and Certification Agencies – Renewal Application	4,000/-
6.3	Amendment	3,000/-

**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.*

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

7 RELATED FORMS / ATTACHMENTS

N/A

8 APPLICABLE REGULATIONS / REFERENCES:

- 8.1 DM – ETGs # PH&SD-P4-TG01 & 27
- 8.2 DM-DAC: Accreditation Requirements of Inspection Bodies for Lifting Equipment (DAC-REQ-06)
- 8.3 Trakhees Regulations
- 8.4 Dubai Municipality (DM) Technical Guidelines