

## PROCEDURE FOR NEW REGISTRATION & RENEWAL OF RA CONSULTANTS

### 1. PURPOSE:

To facilitate the adherence and implementation of EHS Standards and Regulations, clients may require the services of HSE consultant/engineers to carry out Risk Assessment (RA) study for their proposed projects. In a move to further strengthen the QHSE Practices in the areas under the jurisdiction of Trakhees-EHS permit section hereby document the procedures for registration of Risk Assessment (RA) consultants.

### 2. SCOPE:

All RA Consultants Having Dubai license with appropriate activity can apply.

### 3. PROCEDURE:

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

#### 3.1 Range of specialities:

- Fire Risk Assessment
- Health Risk Assessment
- Chemicals / Dangerous Goods
- Environmental Risk Assessment
- Public Safety

#### 3.2 Operating Resources

- Hardware / equipment
- Risk Assessment related Software's
- Specialised Human Resources
- Experience/Past Performance
- Organization & Management
- Quality

For new registration, an initial non-refundable payment of AED 5000 shall be paid and receipt of the same shall be submitted along with documents. Once the submission is got approved then remaining AED 5000 shall be paid to get the approval certificate. For renewal, AED 5000 shall be paid and receipt of the same shall be submitted along with renewal documents.

Documents enlisted as per checklist seen below, need to be submitted for new registration as well as renewal of registration, to ensure the consistency of all applications to EHS and to maintain control on the consultants conducting RA studies.

EHS permit section will evaluate and assess the applications on its merit as indicated in the prequalification form. Trakhees-EHS Authority reserves the right to approve or reject any application without mentioning any reason and any claim of whatsoever nature in this regard shall not be entertained.

For new registration and annual renewal of registration, the following documents are required to be submitted:

- A valid license with appropriate activity from any Dubai Licensing authority.
- CV's of all engineers / consultants

3. Proof of UAE residence of all engineers / consultants (Copy of passport with valid visa page)
4. Attested copies of academic and professional qualifications/certifications
5. Copy of ISO 9001, 14001 & OHSAS 18001 certification
6. Approvals obtained from other authorities
7. Proven track record of major relevant studies done.
8. Copy of receipt, of the fee paid for the review of their application.
9. Declaration regarding any blacklisting/ default/ litigation with any local or international agency.
10. 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.
11. A copy of Professional indemnity Insurance.

All the above mentioned documents along with payment receipt shall be submitted to Trakhees EHS reception on a CD.

The Approved consultants have the responsibility to act as a third party consultant and submit RA Scope of work and study reports directly to EHS, independently and professionally as per our guidelines.

From time to time EHS Permit Section would review and revise the RA Consultants list on Trakhees-EHS 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. LINKS:

- a) List of registered RA consultants  
<http://www.ehss.ae/en/ehs/ps/Pages/PS-Agencies.aspx>
- b) Third Party Prequalification Form for Consultants:

**PSF-06a**, at the below link:

<http://www.ehss.ae/en/ehs/ps/Pages/PS-Forms.aspx>

#### 5. EHS CONTACT:

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