

# 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. PROCEDURE:

#### Submission of Pre-qualification Application

Companies applying for new or renewal pre-qualification shall submit fully filled-up relevant pre-qualification application form (as per the below table) together with all the required documents listed in the relevant form / checklist. All submissions must be in electronic format only written in CD with the appropriate label (Annexure 1) and can be submitted at Trakhees Office (near Gate No. 3), Jebel Ali Free Zone. Hard copy submissions are not acceptable and file sharing sites are inaccessible from our system.

Type of Third Party	Relevant Pre-qualification Form
Inspection, Testing and Certification Agencies	<ul style="list-style-type: none"> <li>• Pre-qualification Form – Inspection, Testing and Certification of Lifting Equipment and Pressure Vessel; and, First Aid Training and Certification</li> <li>• Pre-qualification Submission Checklist – Inspection, Testing and Certification of Lifting Equipment and Pressure Vessel; and, First Aid Training and Certification</li> </ul>
First Aid Training and Certification Companies	



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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"> <li>Accreditation Certificate issued by Dubai Accreditation Centre (DAC)</li> <li>Authority Approval for the Inspector / Engineer</li> </ul>
First Aid Training and Certification Companies	Dubai Corporation for Ambulance Services (DCAS) for Training Centre and Instructors

- Review of Pre-qualification Application

The pre-qualification application shall be reviewed accordingly within three (3) working days. Client shall be notified of any deficiencies / clarifications and/or requirements to be submitted for further review and the corresponding fees to be settled.

- 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.

- Approval / Rejection of Pre-qualification Application

Approval / rejection of the application shall be based on the competence of the third party and shall be notified to the Client. Upon approval, Certificate of Approval (COA) shall be issued within six (6) working days.

- Payment

After receipt of the application, corresponding payment advice shall be sent together with the clarification/s and/or missing requirements (if any). All available payment modes are specified in the payment advice as well.

#	Type of Pre-qualification	Amount
1	Inspection, Testing and Certification Agencies – New Application	8,000/-*
2	Inspection, Testing and Certification Agencies – Renewal Application	4,000/-
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.*



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

- 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.

- 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.

- 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 six (6) 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.

- 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.

### 2.0 ATTACHMENTS

- Standard Pre-Qualification Form for Consultants
- Third Party Registration-Renewal (Submission Checklist)



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### 3.0 APPLICABLE REGULATIONS

- Trakhees Regulations
- Dubai Municipality (DM) Technical Guidelines

(SEE ANNEXURE-1 ON NEXT PAGE)



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## ANNEXURE 1 – CD Label Format

The CD itself not the case cover shall be labelled as per the below format:

**TRAKHEES  
CD Submittal Documents**

**Purpose of Submission :**

**Client :**  
**Email :**  
**Facility ID :**  
**Emirates :**  
**Date :**

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**Our Ref (If Any) :**  
**Your Ref :**

**Signature :** **Date / Time :**

Please attach the following information in Word document in the CD submission for our quick reference. The below information will be helpful for us in case the CD label is damaged or unreadable.

### Trakhees Documents Submittals

Purpose of Submission	:	_____
Client	:	_____
Email	:	_____
Facility ID	:	_____
Emirates	:	_____
Date	:	_____
Our Ref. (if any)	:	_____
Your Ref.	:	_____