

Circular

To: **All Business Units, Consultants & Contractors**

Subject: **CED – Systems & Procedures for Change of Consultant / Contractor**

Our Ref: **CIRCULAR - 52149/2009/sk**

Date: **27-Apr-2009**

Dear All,

In order to streamline the **Systems & Procedure for Change of Consultant / Contractor** and add to the efficiency of our service to you, we are pleased to provide you with the following documents pertaining to the **Systems & Procedure for Change of Consultant / Contractor**:

- Workflow Chart demonstrating the various stages of the process.
- Form for Change of Consultant / Contractor.

We are confident that your improved familiarity with our procedures and their various elements will help you communicate better with CED and be better prepared for aspects of the subject procedure.

The documents referred above will be effective immediately and until superseded by a further communication.

Yours faithfully,

ENGR. ABDULLA M. BELHOUL
DIRECTOR – CIVIL ENGINEERING DEPARTMENT
TRAKHEES – PCFC

Cc: M-file

Change of Consultant or Contractor

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- 1. Flowchart
- 2. Application Form

1 PURPOSE

The purpose of this process is to ensure that Change of Consultant/Contractor is in compliance with Trakhees Civil Engineering Department Regulations, Local Rules & Laws of Government of Dubai.

2 SCOPE

The scope of the process is from the receipt of the application for Change of Consultant/Contractor to the issuance of Trakhees Civil Engineering Department clearance. Application for Change of Consultant/Contractor may arise due to non-performance or financial disputes between the parties concerned. Trakhees Civil Engineering Department shall confirm status of permit administration and the construction progress of the site without any legal involvement.

3 REFERENCES

- 3.1 Prescribed Form and Document Checklist
- 3.2 Trakhees Regulations

4 DEFINITIONS

- 4.1 CED – Civil Engineering Department
- 4.2 NOC – No Objection Certificate
- 4.3 EHS- Environment Health and Safety and Section.
- 4.4 Dubai Electricity and Water Authority.
- 4.5 Etisalat
- 4.6 Du
- 4.7 DCA Dubai civil Aviation

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PROCEDURE

5.1 Front Desk Registration & Acknowledgement Process

- 5.1.1 Trakhees CED Front Desk shall receive the formal Application for Change of Consultant / Contractor.
- 5.1.2 Trakhees CED Front Desk shall return the submitted application if it is not in compliance with Trakhees CED requirement.
- 5.1.3 Trakhees CED Front Desk shall confirm that the submitted application is in compliance with Trakhees CED requirement.

5.2 Distribute Documentation to Respective Departments.

- 5.2.1 Trakhees CED Front Desk shall forward the documentation to the Permit Manager.
- 5.2.2 Permit Manager shall assign the task to a Permit Engineer for a technical review and feedback.
- 5.2.3 Permit Engineer shall return the submitted application if it is not in compliance with the Trakhees CED - Permit Section requirements.
- 5.2.3 Permit Engineer shall forward the application to Inspection Section to undertake site visit if the submission is in compliance with the Trakhees CED - Permit Section requirements.
- 5.2.4 Site Inspector shall visit the site and verify the progress status.
- 5.2.4 Site Inspector shall confirm the compliance of the submitted report with the actual progress on site and forward same to Permit Manager.

5.3 Feedback & Compile Summary

- 5.3.1 Permit Manager shall receive the feedback from Inspection Section, summarize his recommendations and forward it to Trakhees CED Management for approval / signature.
- 5.3.2 In the event of any major problems having been identified, Permit Manager shall return the submission with comments.

5.4 Notify Client

- 5.5.1 Permit Administrator shall prepare documentation
- a) Notify that the submitted application has been approved.
 - b) Appraisal fee to be paid.
 - c) Collection of documents.

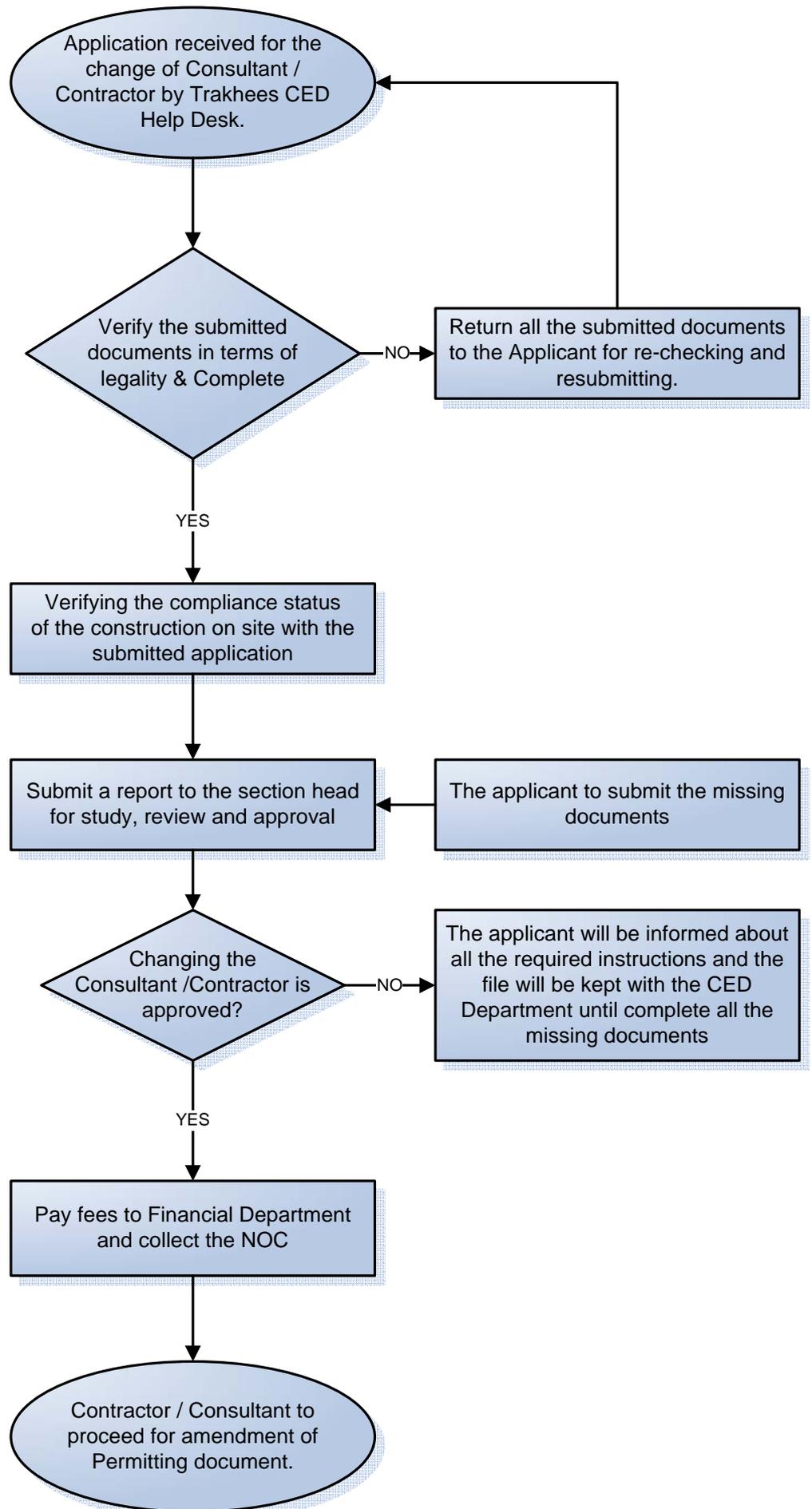
5.5 Submission Requirements

- 5.5.1 Copy of trade license of the proposed consultant / contractor.
- 5.5.2 Copy of Demarcation Certificate.
- 5.5.3 Appointment Letter of the new Consultant / Contractor.
- 5.5.4 Termination Letter of the current Consultant / Contractor.
- 5.5.5 Copy of the power of attorney of the authorized signatory for Consultant / Contractor (if applicable)
- 5.5.6 Submit technical report stating the construction progress on site.

6. RECORDS

| No | Record description | Retention Time |
|-----------|---|-----------------------|
| 6.1 | Form Trade License of consultant Trade License of contractor Approval Letter | |

FLOW CHART DIAGRAM FOR CHANGING CONSULTANT/CONTRACTOR



Application Form for Change of Consultant / Contractor

Client/Owner: _____ Telephone No: _____
E-mail Address: _____ Project ID: _____
Business Unit/Zone: _____ Building Permit ID: _____
Plot No: _____ Plot Area: _____
Building Permit No: _____ Date of issue: _____
Piling Permit No (If applicable): _____ Date of issue: _____
Shoring NOC No (If applicable): _____ Date of issue: _____
Mobilisation NOC No (If applicable): _____ Date of issue: _____
Dewatering NOC No (If applicable): _____ Date of issue: _____
Soil Improvement NOC No (If applicable): _____ Date of issue: _____

Project description: _____

Type of Building: Residential Commercial Industrial
Requisition Applied by: Owner Consultant
Party to be changed: Consultant Contractor
Reason for changing: Normal Dispute

Note: If the reason for changing is due to dispute and clearance letter has not been obtained from the concerned entities then Section 1 is not applicable

Section 1 - Current Consultant/Contractor Clearance

We hereby confirm that, we have No Objection in our client appointing any other consultant / Contractor for the above project.

Authorized Signature & Company Stamp with date.

Section 2 - Current Consultant/Contractor

Company Commercial Name: _____
Professional Trade License No: _____ Trakhees CED ID (if applicable): _____
Date of Issue: _____ Category (if applicable): _____
Date of Expiry: _____

Application Form for Change of Consultant / Contractor

Submission Requirements:

1. Copy of trade license of the proposed consultant / contractor.
2. Copy of Demarcation Certificate.
3. Appointment Letter of the new Consultant / Contractor.
4. Termination Letter of the current Consultant / Contractor.
5. Copy of the power of attorney of the authorized signatory for Consultant / Contractor (if applicable)
6. Submit technical report stating the construction progress on site.