

Client Procedure for the Pre-qualification of Third Party Consultants and Service Providers

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1. Purpose

The purpose of this procedure is to facilitate information to PCFC – EHS 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 PCFC – EHS jurisdiction:

- 2.1 Environmental Consultant
- 2.2 Waste Service Providers
 - 2.2.1 Waste Collection and Transport Company
 - 2.2.2 Waste Processing Facility

3. Definitions

- 3.1 Environmental Consultant – Consultant that facilitate adherence and implementation of PCFC – EHS Standards and Regulations and to carry out environmentally related studies.

4. Procedure

- 4.1 Submit request for Pre-qualification application through the Trakhees Online Service (<https://online.trakhees.ae/oaservices>). Enter relevant login credentials then navigate through the site as per the below:
 - EHS Customer Service → Prequalification / Third Party Prequalification → Apply for Prequalification → Corresponding Category whichever is applicable –i.e. Environmental Consultant, Waste Collection and Transport Company, Waste

Processing Facility → fill-up and attach all required details and documents accordingly, then click Submit

- Ensure that your PCFC Pre-paid Account has sufficient balance corresponding to the relevant fees as the submission will not push through.

The required documents to be submitted are listed in the online application and shall be as follows:

Environmental Consultants	Waste Collection and Transport Company	Waste Processing Facility
<ul style="list-style-type: none"> • Valid Trade License with “Environmental Consultants and Studies” indicated under License Activities • CVs of Technical Staff • Evidence of UAE Residence of Technical Staffs • Attested Academic and Professional Qualifications • Approval from Other Authorities as Environmental Consultant • Studies and Approvals for each Scope of Environmental Services • Quality Manual • Quality Certification • Declaration Regarding Blacklisting 	<ul style="list-style-type: none"> • Valid Trade License with the relevant license activity • Dubai Municipality Waste Management Activity Permit • Declaration regarding Conflict of Interest and Blacklisting • Other document/s deemed necessary 	<ul style="list-style-type: none"> • Valid Trade License with the relevant license activity • Waste Processing Facility Report or EIA Report • Dubai Municipality Environmental Clearance or Trakhees Certificate of Environmental Compliance • Inventory Report (for renewal application only) • Declaration regarding Conflict of Interest and Blacklisting • Other document/s deemed necessary

<ul style="list-style-type: none"> • Declaration Regarding Conflict of Interest • Professional Indemnity Insurance • Other document/s deemed necessary 		
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4.2 The online submission shall be reviewed by EHS Environment Section accordingly. If there are any comments and / or documents required for the requested service, a notification shall be received in the Client's registered email address or the current status of the online application can be viewed in the online portal. Client shall respond and / or attach the required document/s through the online portal.

4.3 The relevant fees shall be automatically debited from your Pre-paid Account once the submission has been accepted for review. Client may deposit the required amount through any of the following payment channels:

- Finance Online Services (<https://online.trakhees.ae/oaservices>)
- Al Ansari Exchange
- Bank Transfer (PCFC Dubai Islamic Bank Account)

4.4 Corresponding Certificate of Approval (COA) shall be issued once the application is approved. Client can view and download the issued COA in the online portal.

5. Service Completion Time

#	Service	Completion Time
5.1	Pre-qualification of Third Party Environmental Consultants and Service Providers	5 working days

6. Service Fees

#	Service	Fees (AED)
6.1	Environment Consultant New Application – Initial Payment	5,000/-
6.2	Environment Consultant New Application – Approval Payment	5,000/-
6.3	Environment Consultant Renewal Application	5,000/-
6.4	Third Party Waste Service Provider (i.e. Waste Collection and Transport Company, Waste Processing Facility) New / Renewal Application	2,020/-

Knowledge Dirham and Innovation Dirham fees for a total of AED 20/- shall be added for each of the services mentioned above. Note that the relevant fees as per the above table including the knowledge dirham and innovation dirham fees are the minimum required amount to be available in the Client's Pre-paid Account for the application to be accepted by the online portal.

7. Related Forms

- 7.1 Declaration regarding Conflict of Interest and Blacklisting
([CSC-EHS-ENV-CF01a](#))

8. Applicable References and Regulations

- 8.1 EHS Regulations
8.2 Dubai Municipality (DM) Technical Guidelines