

## Third Party Registration Renewal / Amendment (Submission Checklist)

S #	Requirements	Yes/No (Y/N)			Remarks
		Lifting Equipment	Pressure Vessels	First Aid Training	
1	Pre-Qualification Form (For New Registration only)	Y	Y	Y	Form available in our website to be submitted, dully filled.
2	Covering Letter (For Renewal/Amendment)	Y	Y	Y	Letter to be submitted with Company stamp & authorized signature
3	Company License	Y	Y	Y	Professional License copy to be submitted
4	Quality Manual/Certificate	Y	Y	Y	Quality Manual or ISO Certification copy to be submitted
5	Dubai Accreditation Center (DAC) Approval	Y	N	N	DAC Certificate copy to be submitted along with Scope of Accreditation
6	Dubai Corporation for Ambulance Service (DCAS) Approval	N	N	Y	DCAS approval copy for Training Center & Instructors to be submitted
7	External Body Accreditation	N	N	Y	External Body Certification copy to be submitted for the Training Center
8	Inspectors/Instructors List (Name, Designation and Nationality)	Y	Y	Y	Current List of Inspectors/Instructors to be submitted in Company letter head
9	Inspectors/Instructors CV's	Y	Y	Y	To be submitted as per list
10	Inspectors/Instructors Passport copy with visa page	Y	Y	Y	To be submitted as per list
11	Inspectors/Instructors Attested Professional Degree Certificate	Y	Y	Y	To be submitted as per list
12	Insurance Policies	Y	Y	Y	Copy of below policies to be submitted: - Liability policy - Workmen's Compensation
13	Testing Equipments (List & Calibration Certificates)	Y	Y	N	Equipment list and Calibration Certificates copy to be submitted
14	Formats (Test Certificates & Inspection Checklist)	Y	Y	N	Copies to be submitted for Lifting equipment & Pressure vessels (DAC scopes)
15	Inspection Procedures	Y	Y	N	Copies to be submitted for Lifting equipment & Pressure vessels (DAC scopes)
16	Formats (Certificate & Evaluation Sheet)	N	N	Y	Copies to be submitted
17	Training Procedure with course content	N	N	Y	Copy to be submitted
18	Offices Abroad (If any)	Y	Y	Y	Details to be submitted
19	Declaration regarding blacklisting/litigation with any local or international agency	Y	Y	Y	Duly filled Declaration form (IOF-06d) to be submitted
20	Conflict of Interest Clause	Y	Y	Y	Duly filled Conflict Clause form (IOF-06e) to be submitted
21	Payment				

**Note:**

- All submissions as per the requirements above shall be in orderly manner.
- All submissions shall be made in soft copies (CD or e-mail) and in readable format (PDF files only).
- Further documents (if any) required will be intimated to you for submission, during Registration/Renewal process.
- Amendment process requirements will be intimated, only upon the receipt of the application.