

PRE-QUALIFICATION PROCEDURE TO RENDER SERVICE (THIRD PARTY)

1.0 Purpose

Environment, Health and Safety (EHS) Department of Trakhees is the regulatory arm of Dubai World - Ports, Customs and Free Zone Corporation (PCFC) and responsible to implement and enforce EHS regulations. A standard operating procedure is outlined to unify the pre-qualification procedure for Independent Third Party Consultants and contractors within EHS.

2.0 Scope

This procedure covers all Third Party Companies such as certification/consultancy including servicing company approved by EHS to render their services to all Free Zone and Dubai World Clients.

3.0 Procedure to be followed

3.1 Requirements

- Third Party Pre-Qualification Application Form
- Covering Letter in Companies Letterhead
- Declaration for Pre-Qualification (*for Consultancy/ Certification Company only*)

3.2 Submission Process

- Client must completely fill-up the Third Party Pre-Qualification Application Form (*refer to FHF-03a*) available at EHS website: www.ehss.ae.
- All documents as required must be submitted in Softcopy (CD) with proper labelling or identification at EHS Main Office located at Jebel Ali Free Zone, Roundabout 5 (near Gate 3).
- Upon review, client must supply any additional information that EHS shall require to comply with the requirements.

3.4 Payment and Collection of Certificate

- Client must settle the service fee as per EHS Tariff upon submission.
- Approved Third Party Company must show a copy of the Invoice Receipt when collecting their Certificate and must sign the photocopied Certificate of Approval as a receiving copy for EHS.

3.5 Renewal

- Certificate of Approval for Third Party Company is valid for One (1) year; client must apply for renewal one (1) month before expiration.
- The same procedure must be followed by the client upon renewal.

- 4.0 Attachment** (also available in the website: www.ehss.ae)
Third Party Pre-Qualification Application Form (FHF-03a)
Declaration for Pre-Qualification (FHF-03b)
- 5.0 Applicable Regulations**
Food Safety Regulations and Standards
- 6.0 EHS Contacts**
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Or, send to: EHS.Food@Trakhees.ae