



Client Procedure for Accreditation

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1. Purpose

The aim of Accreditation is to ensure quality and performance of Design, Construction, Health, Safety, and Environment (HSE) in all projects under Trakhees' jurisdiction. Trakhees Regulations are introduced for all Construction Developments & HSE performances which undergo the process of Permits issued by Trakhees. Accreditation programs are designed to move these processes from Quality Control to Quality Assurance and to help them comply with the Authority's requirements.

2. Scope

This procedure will apply to All Concerned Clients, Consultants, Contractors, Master Developers and Green Building Representatives, Ship Agents & Third Party Agencies assigned to the projects under Trakhees jurisdiction. All interactions with Trakhees shall require accredited persons as per the issued circulars for Trakhees Accreditation Requirements available in Trakhees website.

<http://trakhees.ae/en/ced/Pages/Circulars.aspx>.

3. Definitions

- 3.1 CED - Civil Engineering Department
- 3.2 QMS - Quality Management System
- 3.3 Circular - a written legal restriction or concern which has the intention for wide distribution
- 3.4 Regulation - considered as legal restrictions publicized by government authority; it is the act of regulating or state of being regulated; an authoritative rule dealing with details or procedure

4. Procedure

4.1 Registration Procedure

- A. Accreditation & Training registration is available in Trakhees Online services
<http://online.Trakhees.ae>
- B. To register for Accreditation & Training courses, company admin focal point should Login through company account and Add staff for Course Enrolment.
- C. General Required Documents:
 - 1. Accreditation ID is applicable for participants under companies holding Dubai visa or UAE visa



2. Certificate of Attendance is applicable for personal attendance and for participants holding other Emirates visa.
3. Required Documents for Accreditation & Trainings as per the website [Required Documents](#)

4.2 Program Session

- 4.2.1 Trakhees Accreditation Program is composed of Online Materials, Activities and Assessment. Platform guide for Online Accreditation is available in Trakhees website: <http://accreditation.trakhees.ae/>
- 4.2.2 Registered participants can collect the available related Accreditation book & CD in advance OR can collect on the assessment day (one seat per registration, Book & CD).
- 4.2.3 Participants require going through the online materials in Trakhees website <http://accreditation.trakhees.ae/> for the registered course.
- 4.2.4 Candidate require to reserve/book for attending the assessment by selecting from the published assessment schedule. (Schedule is available online on monthly basis. Candidate must complete the assessment on time otherwise the registration will be cancelled and no refund for paid amount. The candidate has to re-apply for the course with the full course fee should he needs to attend the course.
- 4.2.5 Request for Urgent Assessment service is available, it should be submitted thru email Trakhees.Accreditation@trk.pcfc.ae.
- 4.2.6 Request to dedicate Group assessment session for companies staff is available, it should be submitted thru email Trakhees.Accreditation@trk.pcfc.ae.
- 4.2.7 Participants must be present at Trakhees office on the confirmed assessment date. For physical verification on the day of assessment, participants must present their Labour card or Emirates ID. Participant's system username/ password are required to be able to sit for the online assessment.
- 4.2.8 For the online assessment, participants are required to obtain at least 60% correct answers to pass successfully and complete the program.



Results will be released within five working days' maximum after the program and the notification will be received by the attended participants with Pass or Fail.

4.2.9 If the participant passes, then he will receive automatically an Electronic Card (Ecard). For Certificate of Attendance he can collect from CED-Trakhees office.

4.2.10 If participant fails, then they must re-attend the assessment. Assessment fee will be imposed for the Accreditation courses with validity of one year and participants have to make the payment and apply for the next available schedule. For Accreditation & Training Courses with validity of 2 – 3 Years the participants have to make the full amount of the course and apply for the next available schedule.

4.2.11 In case of an emergency postponing of session, the Postponement notification will be communicated by Accreditation Section to the participants, verbally and in writing, prior to the set program schedule.

4.3 Absence from schedule (No Show)

4.3.1 Absence from Scheduled Program fee will be imposed for the Accreditation courses with validity of one year when the participants do not show up on their approved assessment day and participants have to reschedule thru online portal and make the payment and apply for the next available schedule.

4.3.2 For the Accreditation & Training Courses with validity of 2 – 3 Years, Reschedule fee will be imposed and the participants have to reschedule thru online portal and make the payment and apply for the next available schedule.

4.4 Replacements of participants (Re-registration)

4.4.1 Replacement of a participant by another from the same company is allowed with a fee, if the assessment is not being attended. Participants have to make the payment in order to register for the next available schedule.

4.4.2 Company focal point has to login and request thru company account, the new participant should be added in online portal and upon successful adding staff then has to apply for change of participant.



4.5 Re-Assessment

Assessment fee will be imposed when the participants will obtain unsatisfactory result (failed) in the assessment.

Company focal point needs to login with company account and request to reschedule the participants

4.6 Renewal of Accreditation Card

4.6.1 Accreditation Card can be renewed online through company account in Trakhees Online Services <http://online.trakhees.ae>.

4.6.2 Accreditation Renewal services is applicable for Accreditation courses with validity of one year.

For Accreditation & Training Courses with validity of 2 – 3 Years, participants must be enrolled in the course and attend again.

4.6.3 Company focal point has to login and request thru company account, upload all required documents and once accept Ecard will be sent to Registered Candidate Email.

Following Documents are required to submit online for Card Renewal:

- Copy of Visa page or Labour ID
- Passport size photograph in JPG
- Copy of Previous Card
- Attested Qualification Certificate (UAE Attested)

4.7 Change of Company

4.7.1 Accredited participants who change their companies require applying for change of company to amend Accreditation Cards with the new company name.

4.7.2 Accreditation Card can be changed online for Accreditation courses with validity of one year through company account in Trakhees Online Services <http://online.trakhees.ae>

For Accreditation & Training Courses with validity of 2 – 3 Years, request should be submitted thru email Trakhees.Accreditation@trk.pcfc.ae.



4.7.3 Following Documents are required to be submitted for change of company:

- Copy of Accreditation Card.
- Copy of Visa or Labour Card showing the name of the new company.
- Official letter from the new company requesting the change of company name on the accreditation card.

4.8 Candidate left the company

4.8.1 For the candidate who left the company, the company should request for Remove staff through company account in Trakhees Online Services <http://online.trakees.ae> or by email thru Trakhees.Accreditation@trk.pcfc.ae.

4.8.2 Candidate can also request to remove his name from the previous company by communicating with Trakhees Accreditation thru email: Trakhees.Accreditation@trk.pcfc.ae.

4.9 Accreditation Card Re-Issuance / Physical card

4.9.1 Re-Issuance of Card for Accreditation courses with validity of one year can be applied online via the client company's account in Trakhees Online Services <http://online.trakhees.ae>

4.9.2 For Accreditation & Training Courses with validity of 2 – 3 Years, The candidate should request thru email: Trakhees Accreditation Email: Trakhees.Accreditation@trk.pcfc.ae.

4.10 Physical Cards and E-Cards:

4.10.1 Accreditation ID card valid for one & three years from the date of Assessment. Printing physical card service is available upon client request with additional fees.

4.10.2 E-Cards will be automatically available for passed participants once releasing grades. Related guidance for viewing Ecards

- Accreditation IDs are issued as Ecards and sent through email.



- eCards are sent to Candidate's email mentioned in the submission. Refer email received from 'Trakhees.eCard' with attached '.PKPASS' file.
- eCards can be viewed on Mobile/Tablet devices using appropriate APPS.
- For IOS device like iPhone/iPad use native APP – Wallet / Passbook.
- For Android device download 'Wallet Passes App' to view the attached .pkpass file.



- Candidates can carry eCards in their mobile phones for site verifications while for submission needs 'screenshots of front & rear sides' can be attached.

4.11 Accreditation Book and CD's Sale

Accreditation Books and CD's for some courses are available for purchase. Customers can request for purchase from Trakhees CED Accreditation & Helpdesk or through email and collect the book after making payment and declaring the receipt to Accreditation section.

5. Service Completion Time

All Accreditation & Training Services will be processed within a maximum of five (5) working days.

	Service Name	Target (WD)
7.1	Registration of Accreditation Programme	5 Working days
7.2	Card renewal	5 Working days
7.3	Card Re-Issuance	5 Working days
7.4	Change of Company	5 Working days
7.5	Certificate of Attendance	5 Working days

6. Service Fees

6.1 Accreditation Courses:

Accreditation Courses	AED	Validity
Building Regulations & Design Guidelines - Architecture	3750	1 Year
Building Regulations & Design Guidelines - Structure	3750	1 Year
Construction Materials & Quality Control & Structural Inspection Guidelines	3750	1 Year
Building Regulations & Design Guidelines - MEP	3750	1 Year
Fresh Concrete Testing in the Field	3750	1 Year
Urban Planning Guidelines	3750	1 Year
Dubai Universal Design Code	3750	1 Year
Port Accreditation Program for Third Party Agencies & Shipping Agents	1800	3 Years
Facility Permit Regulatory Compliance	1000	3 Years
Green Building Regulations for Warehouses and Industrial Developments	1000	3 Years
Health Manufacturing & Logistics	1000	3 Years
Free Zone Industrial Operation Awareness (FZIO)	1000	3 Years

6.2 Training Courses:

Training Courses	AED	Validity
Bunker Road Tanker	600	2 Years
Shipchandler Drivers Safety Training	600	2 Years
Permit to Work for Ship Repair - Surveyor	1000	2 Years
Permit to Work for Diving Activities	1000	2 Years
Permit to Work for Ship Repair - Supervisor	1000	2 Years
Permit to Work for Tanker Berth	600	2 Years
Safety Advisor Registration Scheme (SARS) New	2100	2 Years
Safety Advisor Registration Scheme (SARS) Renewal	1100	2 Years



Manager Safety Awareness Program (MSAP)	1200	2 Years
Safety Supervisor Registration Scheme (SSRS)	1000	2 Years
Health Establishments - Ladies Saloon	500	2 Years
Health Establishments - Gents Saloon	500	2 Years
Hazmat Safety Training	1000	2 Years

6.3 Accreditation Services:

Accreditation Service	AED
Card Renewal (per card per year)	250
Card Re-Issuance	250
Training reschedule	290
Change of Company	1000
Absence from Schedule (No show)	800
Re-registration	400
Regulatory Materials (Book & CD)	200
Regulatory Materials (CD)	100
Assessment	800
Certificate of Attendance	100
Accreditation Urgent Service	100

NOTE:

- Please refer to Trakhees payment method as indicated on all issued Payment Advices
- Accreditation Urgent Service is available for All Accreditation, Trainings & Services.

7. References

- Blue Code- Building Regulations & Design Guidelines – Architectural
- Grey Code- Building Regulations & Design Guidelines – Structural
- Red Code- Marinas & Small Craft Harbor Regulations & Design Guidelines
- Urban Planning & MEP Services Regulations & Technical Guidelines
- Green Code- Construction Materials and Quality Control Guidelines
- Turquoise Code- Regulations & Design Provision for People with Disability
- Yellow Code- Building Regulations & Design Guidelines – MEP



- Orange Code- Fresh Concrete Testing in the field
- Circular-08866/2006/PR- Building Control Regulations & Design Guidelines – 17th July 2006
- Circular 09139-06/sk- Building Control Regulations and Design Guidelines – 22nd July 2006
- Circular/17261/07/sk- Implementation of CED Color Card Accreditation Program – 1st May 2007
- Circular - IOC-17312/07- Additional Documents to be submitted whilst applying for Building Permit or NOC- 1st May 2007
- Circular-24709/2007/PR- Accredited Engineers Assignment to Projects – 15th November 2007
- Circular-36501/2008/PR- Implementation of CED Accreditation Program for the New Code: Regulations and Design Provision for People with Disability- 9th July 2008
- Circular/40958/08/sk- Accreditation for the Turquoise Code Regulations and Design Provisions for People with Disability – 25th September 2008
- Circular/44283/08/sk- Accreditation for the Turquoise Code Regulations and Design Provisions for People with Disability - 27th October 2008
- Circular-69162/2010- Trakhees Accreditation Requirements- 30th May 2010
- Circular-107060/2013/DA- Trakhees Accreditation Requirements- Amendment 10th March 2013
- Circular-CEDGR-7–Trakhees-CED Accreditation Requirements- 05 May 2015
- Circular-CEDGR-43 – Dubai Universal Design Code – 05th May 2017
- Circular-CEDGR-44 – Accreditation requirements (Updated) – 10th May 2017
- Circular-CEDGR-61 – Trakhees Accreditation Requirements for Environment Health and Safety – 17th Oct. 2017
- Circular-CEDGR-75 – Trakhees Online Program for 'MSAP' - 21st June 2018
- Circular-CEDGR-80 – Trakhees Online Accreditation Training Program for 'SARS' - 27th November 2018
- Circular-CEDGR-82 – Availability of New Course on Trakhees Online Accreditation Platform - 21st February 2019
- Circular CEDGR-88- Release of Enhanced Trakhees Online Accreditation Services – 03 Sep. 2019

8. Contact Details:

Trakhees Accreditation Email: Trakhees.Accreditation@trk.pcfc.ae

Trakhees Call Centre: +971-4-3636888