



Client Procedure for Registration / Renewal of

3rd Party Scaffold Training Providers

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Section Name	:	Inspection & Compliance (Construction Safety)
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1. Purpose

The purpose of this procedure is to describe and outline the method, on how an applicant (viz. Consultants/ Contractors) can apply to register / renew their approval from Trakhees as Third (3rd) party Scaffold Training providers, within PCFC- Trakhees jurisdiction.

2. Scope

This procedure will apply to Consultants and Agencies, involved in Scaffold Training provided to Contractors and Consultant personnel, applicable for all construction developments within Trakhees' jurisdiction.


- 3 days training to be arranged for Scaffold Erectors **(1 day of Theory + 2 days of Practical)**
- 5 days training to be arranged for Scaffold Competent Supervisors **(3 days of Theory + 2 days of Practical)**

3. Definitions / Acronyms

- CED - Civil Engineering Department
- Local Regulation - The act of regulating under the local authority
- Clients - PCFC/DW Clients, Developers and Companies
- Projects - Projects under PCFC/DW Clients jurisdiction
- Consultant - Company for Design & Supervision of Projects
- Contractor - Company for Execution of Projects

- PCFC - Ports, Customs & Free Zone Corporation
- CS – Construction Safety (relates to CED's Inspection & Compliance section)
- Third Party Agencies – Party/Agency not related to Trakhees, but are approved to conduct their business services for Trakhees' clients, upon sole selection and responsibility of clients.

4. Procedure



For quick procedural info, please refer to the [Workflow](#) on last page.
For a more detailed approach, please read below.

This procedure is detailed as per below topics:

- Application process
- Documents required for the Application
- Minimum topics covered during the 3 days / 5 days of Trainings
- Template of CARD to be issued by the approved Agency.

4.1 Application process

4.1.1 Agencies for the New Registration as a 3rd Party Scaffold Training Providers shall be required to complete the [Prequalification form \(TRK-CED-CS-CF02a\)](#) and submit to Trakhees.

4.1.2 Trakhees (Inspection & Compliance) shall review the Form (TRK-CED-CS-CF02a) and initiate a Preliminary approval (within 5 working days). The agency will be requested to submit the necessary documents (as mentioned in **section 4.2 below**) along with the



initial payment of AED 5000/- (Five Thousand Only), as evaluation fees (Evaluation fees will be non-refundable).

4.1.3 Agencies for the New Registration as 3rd Party Scaffold Training Providers shall have sufficient/adequate premises/facility to demonstrate effective practical session for the attendees.

4.1.4 Meetings and premise visits will be done, while evaluating the applying Parties.

4.1.5 Scaffold trainings to be prepared and provided for two categories

A) Scaffold Competent Person (**5 Days Training**) - more info in [section 4.3.1](#)

B) Scaffold Erector (**3 Days Training**) - more info in [section 4.3.2](#)

4.1.6 On the basis of Trakhees requirements, Trakhees will communicate their evaluation (approval or rejection) vide a letter. The procedure of approval will be completed within 8 weeks of submission of application.

Trakhees' evaluation towards the selection / rejection will be final, and no claims will be entertained in this matter.

4.1.7 On successful approval agency will pay AED 10,000/- (Ten Thousand only) as a Registration fees and shall submit the scanned copy of fee receipt to EHS.construction@pcfc.ae.

4.1.8 Certificate will be issued to the approved 3rd party Scaffold Training Provider agency and their name shall be included in the **Third Party Agency** list, displayed on Trakhees web-site.

4.1.9 Failure to perform as per the expectations at Federal/State or PCFC-Trakhees levels shall result in removal from the list of Trakhees Approved Agencies.



4.1.10 The Certificate will be valid for 1 year. Agency can renew the certificate by submitting the required documents (as mentioned in **section 4.2 below**) and by paying renewal fees of AED 5,000/-.

4.1.11 Important Note:

Any changes in the Engineers/Technical staff related to the concerned activity/service in the registered Agency shall be notified to Trakhees, well in advance, in written format with all qualifications/ competence/ accreditation details.

4.2 Documents to be attached with Application

- 4.2.1 A valid Trade License copy – the trade license of the applicant should reflect the activities/services being applied for,
- 4.2.2 CVs of engineers / technical staff – that are relevant to the activities / services being applied for.
- 4.2.3 Evidence of UAE residence (passport & Visa copy) – for the staff that are relevant to the activities/services being applied for,
- 4.2.4 Copies of academic and professional qualifications/certifications - for staff that are relevant to the activities/services being applied for,
- 4.2.5 Quality certification copies,
- 4.2.6 Approvals from other authorities.
- 4.2.7 Proven track record summary for major relevant studies/experience
- 4.2.8 Evaluation fees – receipt copy
- 4.2.9 Declaration regarding blacklisting/litigation with any local or international agency – declaration that the company has never been blacklisted or litigated

4.2.10 Insurance details

4.2.11 Conflict of Interest Clause – A signed declaration stating that the company shall not accept any Consultancy works to be conducted for their sister company or any company that is related to their firm, in any way or where conflicts of interest may exist.

4.3 Topics (minimum) to be covered during the 3 days / 5 days Training.

4.3.1 Topics to be covered for 3 Days Training - for Scaffold Erectors (1 day of Theory + 2 days of Practical)

1. Applicable regulations in UAE & Dubai (EHS & DM Regulations)
2. Overview of specific legal requirements relating to scaffolding
3. Introduction to Scaffold System,
4. Definitions and terminology used in scaffolding
5. Need and application of various scaffold
6. Capacity of scaffold (Light, Medium & Heavy)
7. Maximum height and Maximum no of levels
8. Tying scaffold with structure
9. Provisions for scaffold over 10 m. height
10. Requirements relating to Risk Assessment
11. Planning for scaffold erection & dismantling



12. Mobile scaffold erection
13. Basing out scaffolds and proper foundations
14. Basic work at height safety principles
15. Ropes. Knots, Hitches etc.
16. Correct use of ladders
17. Working platforms
18. Setting up and use of Gin Wheel
19. Importance and the use of PPE
20. Correct use of safety harnesses
21. Hazard identification and explanation of control procedures
22. Emergency - Rescue arrangements and timings
23. Handing over the Scaffold
24. Completed scaffold checklist
25. Tagging, Notices / Sign boards & Handing over of scaffolds
26. Practical Demonstration (Overview)
27. Inspection of Scaffolding components
28. Practical exercise using the gin wheel to raise and lower materials
29. Material selection and inspection
30. Scaffold inspection practical
31. Theory Examination
32. Practical Examination based on scaffold erection techniques

4.3.2 Topics to be covered for 5 Days Training - for Scaffold Competent Supervisors

(3 days of Theory + 2 days of Practical)

Covers all the topics listed above, in addition to following;

33. Design of scaffold when height of the scaffold exceeds 10 m.
34. Load Bearing Capacity of soil & use of sole boards
35. Design of Tower Scaffold & Mobile Scaffold.
36. To study & implement the scaffold specifications and drawing
37. Scaffold Tagging system
38. Scaffold checklist & inspection
39. Scaffold erected for special purposes like Marine construction.

4.4 Scaffold Training Card to be issued by agency (upon Approval)

Below is a suggest sample template of the approved personnel to be issued by the agency, upon final approval by Trakhees,

LOGO	
SCAFFOLD COMPETENT PERSON	
Name :	<div style="border: 1px solid black; padding: 5px; width: 60px; margin: 0 auto;"> Photo Of Candidate </div>
Company :	
Nationality :	
Issue Date :	
Expiry Date :	
Card No :	
Issued by :	
This person is trained & certified as per the Trakhees Scaffold Training Regulations & Guidelines (Ref.No: EHS / CST / _ / _)	

5. Service Completion Time

	Service	Completion Time
5.1	Approval / registration as Third (3 rd) Party Scaffold Training Provider <i>(from receiving of all valid documents, and preliminary approval)</i>	4 weeks
5.2	Renewal, as approved agency for Third (3 rd) Party Scaffold Training Provider	4 weeks

** Includes Meeting, Presentations., Site visit, etc. to assess the applicant

6. Service Fees*

	Service	Fees (AED)
6.1	Approval / registration as Third (3 rd) Party Scaffold Training Provider (3 days training)	10,000
6.2	Approval / registration as Third (3 rd) Party Scaffold Training Provider (5 days training)	10,000
6.3	Renewal, as approved agency for Third (3 rd) Party Scaffold Training Provider	5,000

*The above fees might be subjective to 5% VAT.

* 10 AED Innovation fees and 10 AED for knowledge fees are to be added for each service.

7. Related Forms

7.1 [Prequalification Form for 3rd Party Scaffold Training Provider](#)

TRK-CED-CS-CF02a

8. References

- 8.1 TRAKHEES Construction Safety Rules & Regulations.
- 8.2 Health, Safety Protection Regulations & Standards.
- 8.3 FZ rules (where applicable)
- 8.4 Dubai Municipality – Code of Construction Safety Practices

9. Contacts:

All queries with regards to NOC procedures are to be addressed to TRAKHEES via:

- Telephone: +971 4 4485900
- Email: ced.inspection@trk.pcfc.ae

10. Workflow

