



Client Procedure for Prequalification (New Application) and Renewal of Green Building Commissioning / Allied Specialists

PCFC- Entity (Business Unit) Name	:	Trakhees – Ports, Customs & Free Zone Corporation
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1. Purpose

Civil Engineering Division (CED) of Trakhees is the regulatory arm of Ports, Customs and Free Zone Corporation (PCFC) and responsible to implement CED Green Building Regulations for Green Building Sustainable Development implementation for New Constructions that has been effective since January 1, 2008. Building construction, operation and maintenance have massive effect on the environment and its natural resources. While Green Building regulations are mandatory for all the new constructions, few regulations necessitate the role of commissioning specialists and contractors to ensure that the sustainability is well embraced during the design, construction, commissioning and handing over stages. It is in this regard that organizations who wish to perform such services (Commissioning companies, commissioning agents, commissioning authorities etc.) are required to register with CED for Prequalification.

In addition, pre-qualified (registered) companies should renew their prequalification on a yearly basis and the certificate shall be valid till the Green Building certificate's issuance for the project, as assigned to the Commissioning Specialist Company

The purpose of this document is to assist our stakeholders in applying for prequalification and advising on the requirements of the approval process.

2. Scope

This procedure is applicable to CED Registration/ Listing of Approved Commissioning companies, commissioning contractors, commissioning agents, commissioning authorities and allied specialists for Green Building and Sustainability Work within PCFC jurisdictional areas

3. Definitions

- PCFC Ports Customs & Free Zone Corporation, the Corporation
- CED Civil Engineering Department
- GB Green Buildings
- Consultants / Specialist companies- Third party organization which administers the green building requirements into the project at design, construction and operational phases.
- Contractors - Business or Corporation, which supports commissioning specialists in doing project-related work in terms of materials

and resources, by following sustainability requirements in commissioning.

4. Procedure



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

4.1 INFORMATION & PREPARATION: For identification of Prequalification or Renewal approval stages and submission requirements, the Applicant has to visit the website ([PCFC.ae](#)) and refer PCFC-TRK-CED-GB-CP-02 (*this Client procedure*) with related forms

4.2 Client has to ensure that all prerequisites are to be identified beforehand and submitted prior to CED's review and approval. Any delays to timeline due to this negligence shall be solely at the risk and responsibility of the client.

4.3 APPLICATION:

***PCFC Trakhees-CED is proud to be a paperless organization.
All submittals are to be in soft copies only. No hard copies will be accepted***

Applications (Prequalification/ renewal) are to be submitted online via link: <http://online.Trakhees.ae>

4.3.1 For **New** applications (Prequalification): All details as per checklist (see below) needs to be submitted.

- A valid trade license copy. (With at least 6 months validity for New Applications). The activities listed in the license should be consistent with the service for which the prequalification is being sought
- CVs of locally available staff (engineers/architects)
- Evidence of a UAE / Dubai residence (passport copy with Visa page)
- Attested copies of academic and professional qualifications/certifications
- Quality certification copy
- Approval from other authorities



- Proven track record summary for major relevant studies
- Declaration regarding blacklisting/litigation with any local or international agency
- Declaration of conflict of interest
- Location map of the Dubai office
- Details of other local offices if any within UAE

4.3.2 For **Renewals**:

In addition to the above [section 4.3.1 requirements](#), consultants seeking **RENEWAL** of their registrations with CED should also furnish the following information.

- List of / PCFC projects wherein the consultant has successfully completed commissioning services with supporting documents such as commissioning reports, review documents etc.
- Status of ongoing projects with details of issues if any.
- Narrative of specific discussions if any with the authorities on any of their projects within the jurisdiction, during the previous year.
- Specific achievements / accomplishments if any during the previous year.
- Green performance of the completed projects where relevant.

Important Note:

Renewal process (application along with payment of renewal fee) should be completed within **1 month** (30 days) from the scheduled date of expiry of the prequalification failing which the application would be deemed NEW necessitating the entire process from the beginning including application fee. The company name will also be automatically deleted from the list on the website.

It is the responsibility of the prequalified company to ensure that they submit their renewal package on or before the expiry date. Please be advised that CED would not be sending reminders in this regard

4.3.3 After initial online submission, CED Helpdesk validates all requirements and accordingly advises customer if MORE INFO required (via system). Once all requirements are validated as ok, the customer is notified to proceed to pay for the initial appraisal.

4.3.4 **Payment:** For NEW applications, a non-refundable “Application fee” of AED 10,000/- will be charged for such applications at the time of initial submittal. Once reviewed and approved, the consultant/contactor will pay the “Approval fee” of an additional AED 10,000 prior to receiving “Certificate of Approval) from CED. CED approval for such consultants is valid for one year, and may be renewed on annual basis.

A Renewal fee of AED 10,000/- is required to be paid at the time of renewal every year. Renewals shall be done one month prior to the expiration of the validity of the application.

All payments should be made against the payment advice that would be sent by the department.

NOTE: The Certificate appraisal fee receipt is essential to proceed with review and approval.

Thereby, payment shall be made via below channels:

- Online payments
- Al Ansari Exchanges
- Bank Transfers

4.4 **Assessment of Applicants:** After the payment, CED shall register the company for the applied service after assessment of their pre-qualification application submission based on the following disciplines:

A. Technical Manpower Strength

- Certified Commissioning professionals
- FM professionals / FM resources
- LEED Accredited professionals
- MEP Engineers

NOTE:

The number of technical staff (core commissioning specialist team) within an organization depends on several factors such as the number of projects being handled, project size, extent of involvement, nature of deliverables etc. However, in order to provide the commissioning specialist service at the basic level, it is anticipated that the core team should have strength of at least three (3) members in order to effectively administer the activities at design, construction and handing over phases.



B. Management Strength

- Qualifications and experience of the management in undertaking similar works
- Experience in successfully administering green building projects in design and construction.

C. Geographical Presence

- Availability of the office and the core resources in Dubai, UAE

D. Infrastructure

- Office Area
- Necessary hardware such as instruments, gages, calibration tools etc
- Essential software such as building commissioning tools, measurement and verification, remote monitoring, reporting etc as relevant to the industry.

E. Education & Training

- Courses and trainings offered in relevance to fundamental commissioning of building energy systems, operations and maintenance.

F. Scientific Affiliations

- Regional / National
- International

4.5 Site Visit (For New Applications):

Subsequent to review of the prequalification package, the operations department may if necessary, undertake a formal /Virtual site visit to verify the data and information provided with/out notification. Applicants' technical staff whose CV's have been submitted shall be made available for online or personal interviews that may be conducted. The applicant shall not deny any interviews which shall be carried out on an agreed time, date and venue.

4.6 Approval:

There are 5 types of Prequalification online submissions that can be applied for, by of Commissioning / Allied Specialists:

1) Prequalification Commissioning / Allied Specialists – New:

For New Prequalification applications, for a new Specialist, not applied for before (as documented in client Form on website: TRK-CED-GB-CF02a), an initial Certificate Approval shall be sent to the “New” applicant through electronic Email (once Sustainability section is convinced and satisfied with the competence of the Third party) and to guide them on the official on-line submission with initial fees, while Final Fees will issued officially only upon approval.

2) Prequalification Commissioning / Allied Specialists – Renewal:

Commissioning Specialist with valid prequalification certificate could handle any project with PCFC jurisdiction from BP stage till the Green Building Certificate issuance. The revalidation certificate effective date shall be calculated one Year from the expiry date from last year’s certificate date

Important Note

Renewal process (application along with payment of renewal fee) should be completed within 1 month (30 days) from the scheduled date of expiry of the prequalification failing which the application would be deemed NEW necessitating the entire process from the beginning including application fee. The company name will also be automatically deleted from the list on the website.

It is the responsibility of the prequalified company to ensure that they submit their renewal package on or before the expiry date. Please be advised that CED would not be sending reminders in this regard

3) Prequalification Commissioning / Allied Specialists –Amendment:

An amendment shall be done for any change in the issued certificate to remove a particular condition in the original or previous certificate.

4.7 Disqualification / Removal from the list:

CED prequalified Commissioning specialists also referred to as Commissioning authorities have a crucial role to play in facilitating the green building project. They serve as a key interface in the whole process from the schematic stage to post-operative stage of the facility. Notwithstanding the fact that the nature, scope and extent of their services vary for different projects, the underlying fact is that they are vital links for its sustainability and it is precisely in recognition of this element that their services are sought.

Accordingly, CED reserves the right to review a Consultant's prequalification at any time and may, at its discretion, rescind the prequalification of the consultant based on:

1. Failure to submit for Green Building certificate with advanced Commissioning Report.
2. Failure to perform in a rational manner.
3. Not putting the success of the project as the first priority.
4. Unsatisfactory performance in terms of poor quality submissions brought about by cut paste errors, omissions of details, improper structure, misrepresentation of facts etc.
5. Poor site administration of the green building requirements brought about by inadequate site level participation and inadequate inspections / follow-ups.
6. Failure to respond to CED comments (NOC BP and NOC BCC review related) within the specified time frame.
7. Failure to respond adequately and appropriately to deliverables deemed to be part of their services
8. Failure to follow up the sustainability issues with the stakeholders for prolonged duration leading to a situation beyond restoration
9. Failure to respond satisfactorily to a performance report / enquiries from the department on a project/ group of projects, within a reasonable time.
10. Failure to respond to any query of general nature that CED initiates as part of its improvement processes.
11. Failure to update the department on the status of projects in terms of compliance at design, construction, changes to the green building / sustainability strategy, issues of non-compliance etc. This would be deemed withholding of vital information
12. Failure to communicate to CED in a timely manner on important developments pertaining to change of clients, contractors or consultants including green building

NOTES:

- a) Office visit / inspection are not mandatory for the pre-qualification process. This is subject to the overall judgement of the Green building department based on its earlier experience and assessment of the application. The operations department may undertake site visits based on its judgement of the application
- b) The office visit for Renewal is not mandatory. It has to be decided based on the overall assessment / performance of the company during the previous year as a pre-qualified Commissioning Authority / allied specialist.

- 4.8 Upon receiving notification of successful approval, Applicant ensures that additional** approval fees (if any) are fully paid for, prior to receiving document.
- 4.9 Applicant receives a download link to the 'Certificate of Approval', immediately after completion of additional payments (if any).

5. Service Completion Time

No.	Process Measurement	Completion Time (Working Days)
5.1	New approval for Commissioning Specialist	5 WDs
5.2	Renewals for Commissioning Specialist	5 WDs

For all submission types, Trakhees/CED is committed to complete review process within the above mentioned targets, however delays can occur due to the following:

- Missing documents
- Details clarification or calculations
- CPR System issue.
- Internal Sections clarification.
- Special approval from higher management
- Pre-requisites not met by client



6. Service Fees

Sr.	Service / Parameter Prequalification of Commissioning Specialist	Unit/ Parameter	Fee Code	Fees (AED)
6.1	Application Fee	NA	HSSU003	AED 10,000
6.2	Approval Fee	NA	HSSU004	AED 10,000
6.3	Renewal Fee	NA	HSSU005	AED 10,000
6.4	Exception fees	NA	EBBP037	AED 2,500
6.5	Amendments Fees	NA	EBBP052	AED 500

7. Related Documents/ Forms

7.1 Commissioning / Allied Specialist Pre-qualification form

TRK-CED-GB-CF02a

8. Applicable Regulations

- Guidelines PCFC-TRK-CED-GB-G02, Guidelines for General Deliverables of Commissioning Authorities

9. Workflow

