



PRE-QUALIFICATION REGISTRATION FORM FOR THIRD PARTY CONSULTANTS

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Name and Address of Consultant

Date:

GENERAL

- Registration with RAKEZ is required for all HSE consultants who intend to work in RAKEZ jurisdictional areas. RAKEZ will maintain information on the qualifications and capabilities of registered consultants in its information system.
- Consultants who are seeking registration with RAKEZ shall submit:
 - Introduction letter addressed to RAKEZ, providing a general brief on their firm.
 - One copy of the attached questionnaire fully completed and signed by an authorised representative.
 - Copy of the supporting documents.

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1. GENERAL INFORMATION

1.1 Name of the Company:

Address:

Telephone No.:

Fax number:

E-mail:

1.2 Contact Person Name:

Designation:

1.3 Location Plan:

1.4 Bank Details:

Bank Name:

Address:

Contact Name:

Telephone No.:

1.5 TRN No.:

2. RANGE OF ENGINEERING SPECIALTIES

Please mark down on the table the type of services offered with respect to each discipline which best describes your consultancy services in accordance with your commercial registration certificate.

Please indicate ONLY those services of which you have appropriate experience and expertise, which can be verified by RAKEZ.

TYPE OF ACTIVITIES PROVIDED:

	Discipline
	Lifting Equipment Testing and Certification
	Lifting Accessories (Gears) Testing and Certification
	Pressure Vessels (Boilers & Receivers etc.) Testing and Certification
	Training Related to Lifting Equipment Operation
	Basic First Aid Training
	General Safety Awareness
	Process Auditing

3. OPERATING RESOURCES

Please provide details of the operating resources available within your firm.

3.1 Hardware

Item No.	Hardware	Number	Type	Capacity
1	Workstation			
2	Computers			
3	Other Equipment			

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4. HUMAN RESOURCES

Please indicate the availability of the following professionals. Please note that CV in the attached format is required for all the professionals.

No. of Technical Staff:

No. of Administration Staff:

5. RESUME FORMAT

1. Position:
2. Name:
3. Date of Birth:
4. Nationality:
5. Education:
(State the name of institution, its location and year of qualification obtained)
6. Other Training:
7. Language and Decree of Proficiency:
8. Membership of Professional Societies:
9. Experience with Current Company:
10. Work Experience in the UAE:
11. Work Experience in the Gulf:
12. Work Experience in Other Countries:
13. Current Base Address:

6. EXPERIENCE / PAST PERFORMANCE

Please provide details of involvement in 5 major projects

Sr No.	Project Name	Location	Client/Consultant/ Contractor	Project Description	Duties Performed

6.1 No. of Years the Business Has Been Operational

Please confirm the number of years' experience as a Consultant Engineer

International	Gulf	UAE

6.2 Record of Claims/Arbitration

Please provide 5-year record of Claims/Arbitration with your major clients.

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7. ORGANISATION & MANAGEMENT

7.1 Trade Licence

Please provide details of UAE Trade Licence (attach copy)

7.2 Pre-Qualifications

Please provide details of Prequalification's with International Gulf/UAE Organisation.

7.3 Organization Chart

Please indicate here or attach organisation chart showing the company structure showing the positions of directors and all key personnel.

7.4 Manager In-charge

Please indicate here the manager in-charge of the consultancy office and attach CV in the prescribed format.

7.5 Insurance

Please provide details of the possession of PL/PI Insurance (attach copy of the policy).

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8. QUALITY

8.1 ISO Accreditation

Please confirm whether your company is ISO accredited? Provide details.

8.2 Quality Statement

Please provide your company quality statement?

8.3 Quality Assurance Manual

Does your company have Quality Assurance Manual? If so, attach copies of the cover and table of contents pages.