Third Party Consultant Registration New / Renewal / Add of Activity (Submission Checklist)

Sr No	Requirements	Yes/No (Y/N)							Remarks
		Lifting Equipment & Accessories or Gears	Scaffolding	Pressure Vessels	Risk Assessment Study	Management System Auditing	Process Auditing & Operation Fitness Certificate Auditing	Occupational Health, Safety, and Environment Related Training	
1.	Pre-qualification Form (For New Registration only)	✓	✓	✓	✓	✓	✓	✓	Form available on our website to be submitted, and duly filled.
2.	Covering Letter (For Renewal/Amendment)	✓	✓	✓	✓	✓	✓	✓	Letter to be submitted with Company stamp & authorized signature
3.	Company License	✓	✓	✓	✓	✓	✓	✓	Professional License Copy to be submitted.
4.	HSE Manual / Certificate	✓	✓	✓	✓	✓	✓	✓	HSE Manual or ISO Certification copy to be submitted.
5.	Accreditation Certificate issued by UAE accreditation body.	✓	✓	✓	✓	✓	✓	✓	UAE accreditation body certificate copy to be submitted along with Scope of Accreditation.
6.	Certification from international bodies for trainers/consultants which can be verified electronically.	✗	✗	✗	✓	✓	✓	✓	Certification from international bodies is to be submitted.
7.	External Body Accreditation	✓	✓	✓	✓	✓	✓	✓	External Body Certification copy to be submitted for the Training Center
8.	Inspectors/Instructors/Consultants List (Name, Designation and Nationality)	✓	✓	✓	✓	✓	✓	✓	Current List of Inspectors/instructors to

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									be Submitted in Company letter head.
9.	Inspectors/Instructors/Consultant CVs	✓	✓	✓	✓	✓	✓	✓	To be submitted as per list
10.	Inspectors/Instructors Passport/Consultant copy with Visa Page	✓	✓	✓	✓	✓	✓	✓	To be submitted as per list
11.	Inspectors/Instructors/ Consultant Attested Professional Degree Certificate	✓	✓	✓	✓	✓	✓	✓	To be submitted as per list
12.	Insurance Policies	✓	✓	✓	✓	✓	✓	✓	Copy of below policies to be submitted: - Insurance Policies - Liability policy Workmen's Compensation
13.	Testing Equipment (List and Calibration Certificates)	✓	✓	✓	✗	✗	✗	✗	Equipment list and Calibration Certificates copy to be submitted
14.	Formats (Inspection Checklist)	✓	✓	✓	✗	✗	✗	✗	Copies are to be submitted for Lifting equipment & Pressure vessels (UAE accreditation body).
15.	Inspection Procedures	✓	✓	✓	✗	✗	✗	✗	Copies to be submitted for Lifting equipment &

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									Pressure vessels (UAE accreditation body)
16.	Templates with QR code with an embedded verification link hosted on the consultant's domain (Certificate & Reports)	✓	✓	✓	✓	✓	✓	✓	Copies to be submitted.
17.	Training Procedure with course content	✗	✗	✓	✗	✗	✗	✓	Copy to be submitted.
18.	Offices Abroad (If any)	✓	✓	✓	✓	✓	✓	✓	Details to be submitted.
19.	Recent Risk Assessment Study Report	✗	✗	✗	✓	✗	✗	✗	Copy of 2 Recent Risk Assessment Study Report shall be submitted
20.	Recent Audit Report	✗	✗	✗	✗	✗	✓	✗	Copy of 2 Recent Audit Report shall be submitted
21.	Fees Structure	✗	✗	✗	✓	✗	✓	✗	Submit fees structure
22.	Payment	✓	✓	✓	✓	✓	✓	✓	Please refer to HS&E Service & Fees – (DEV-SF01)

Note:
- All submissions as per the requirements above shall be in an orderly manner.
- Further documents (If any) required will be intimated to you for submission, during the Registration/Renewal process.