

# Standard Operating Procedures for Registration of Environmental Consultancy Offices in Abu Dhabi

June 2010



الوكالة البيئية - أبو ظبي  
Environment Agency - ABU DHABI

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## **Acronyms**

AD EHS Centre	Abu Dhabi Environment, Health, and Safety Centre
AED	United Arab Emirates Dirham
CEMP	Construction Environmental Management Plan
DEMP	Decommissioning Environmental Management Plan
EAD	Environment Agency–Abu Dhabi
ECO	Environmental Consultancy Office
EHS	Environment, Health, and Safety
EHSMS	Abu Dhabi Environment, Health, and Safety Management System Regulatory Framework
EIA	Environmental Impact Assessment
EMP	Environmental Management Plan
ESA, Phases I/II	Environmental Site/Pollution Assessment
FOW	Field of Work
ITS	Information Technology Systems
OEMP	Operation Environmental Management Plan
PER	Preliminary Environmental Review
SEA	Strategic Environmental Assessment
SOP	standard operating procedure
SRA	Sector Regulatory Authority
TOR	Terms of Reference
UAE	United Arab Emirates

## **Definition of Terms**

**Evidence of Completion**—Documentation that the project has been completed or is still ongoing is required to prove that Environmental Consultancy Offices (ECOs) have a relevant work history. Acceptable documentation includes invoices or official written confirmation from the project owner and should indicate the scope of work so it can be determined if the work performed supports the Fields of Work (FOWs) applied for.

**Environmental Consultancy Office**—A consultancy office that has suitably qualified staff and project experience to provide services in the specified FOWs or environment studies. These offices may deliver only environmental studies, or health and safety studies, or a combination of both, dependent on the evidence supplied by the ECO.

## **1. Introduction**

### **1.1 Purpose**

The purpose of this standard operating procedure (SOP) is to define the Environment Agency–Abu Dhabi’s (EAD’s) procedures for evaluating, classifying, and registering Environmental Consultancy Offices (ECOs) working in Abu Dhabi Emirate. ECOs performing work in Abu Dhabi Emirate have to be registered with EAD. Once registered, ECOs are permitted to work in a range of environment, health, and safety (EHS) areas of expertise, called Fields of Work (FOWs). ECOs are classified based on a combination of staff education, work experience, completed project work, and, where applicable, the number and quality of environmental reports or studies in the FOWs for which the ECOs apply.

This SOP supports the requirements of the Abu Dhabi Emirate Environment, Health, and Safety Management System (AD EHSMS) Regulatory Framework (Decree 42 of 2009), and the requirements for ECOs to work in these fields are integrated into this SOP.

Registered ECOs prepare a variety of environmental studies and reports and may perform remediation and monitoring. In addition, they consult in health and safety and environmental management areas and in the development and/or protection of water and ecological resources and are familiar with the key principles and strategies of achieving sustainable conditions and developments (e.g., carbon and waste management, water conservation, energy conservation or renewable energy generation, urban green spaces promotion or expansion, green buildings). The individual FOWs that are available for registration are listed in Section 2 of this SOP.

Project designers and project managers are prohibited from rendering EHS consulting studies to the projects they are designing or managing.

Environmental consultants are prohibited from preparing studies unless there is documentation from EAD, or the EHS Centre, or Sector Regulatory Authorities, requesting them to do so. Project proponents should provide the environmental consultants with this documentation when requesting them to prepare a study.

Environmental consultants are also prohibited from undertaking any EHS fields of work for an entity if working with the entity’s relevant Sector Regulatory Authority in any capacity related to the EHSMS.

### **1.2 Applicability of the SOP**

This SOP is of interest to the ECOs registered with the relevant agencies of Abu Dhabi Emirate that provide EHS consulting services in the Emirate. These agencies include the Department of Planning and Economy and the Chamber of Commerce & Industry. For more information about these relevant agencies, please see their Web sites: for the Department of Planning and Economy, [http://dpeportal.adeconomy.ae/portal/page?\\_pageid=53,592454&\\_dad=portal&\\_schema=PORTAL](http://dpeportal.adeconomy.ae/portal/page?_pageid=53,592454&_dad=portal&_schema=PORTAL), and for the Chamber of Commerce & Industry, <http://www.abudhabichamber.ae/user/default.aspx>.

ECOs applying for registration should be one of the following types of offices:

- Local (100%)
- Local (51%)
- Foreign (100%)
- Branch of a foreign office.

The type of office is determined by the Department of Planning and Economy.

## 2. Fields of Work

The following is a list of areas of expertise with FOWs available for registration:

1. Environmental Studies\*
  - a. All environmental studies
  - b. Only industrial environmental studies
  - c. Only PERs and Action Plans
2. Remediation
3. Waste Management
  - a. Liquid Waste
  - b. Solid Waste
  - c. Hazardous Waste
  - d. Nuclear Waste
4. Environmental Monitoring and Associated Reporting
  - a. Air Quality
  - b. Surface and Ground Water Quality
  - c. Soil Quality
  - d. Ecological
  - e. Marine and Coastal Environment
  - f. Radiation
5. Water Resources (Water Well-Drilling)
6. Environmental Management Systems
  - a. Environmental Information Technology Systems (ITS)
  - b. Environmental Management Systems (e.g. ISO certifier [EMS])
  - c. Environmental Auditing
7. Nuclear Technology
8. Environment, Health, and Safety\*\*
  - a. EHS Consultancy and EHSMS Development/Implementation
  - b. Fire Risk Assessment/Management
  - c. Industrial Hygiene Technical Services and Management
  - d. Occupational Health Management.

\* Based on the documents attached to the application, the application reviewers decide which one of these subcategories the consultancy office can be registered for.

In addition, ECOs should be aware that if the proponent is a nominated entity under the AD EHSMS, additional requirements will apply to these studies. For an ECO to develop both elements of the indicated studies or plans, it should also be registered for FOW 8a.

\*\* ECOs should refer to Annex 8 for a detailed discussion of EHS FOWs.

ECOs applying for registration should select at least one of the above fields and are expected to prove that they have working experience in the respective FOW. This can be accomplished by providing evidence of project completion or evidence that a project is still ongoing. Acceptable documentation includes invoices, data sheets, proposals, contracts, or official written confirmation from the project owner, and documentation should indicate the scope of work so it can be determined if the work performed supports the FOWs for which the ECO is applying. The project completion evidence should include the completion date of the project, the scope of work, the proponent's name, and the

consultancy's name. In addition, ECOs should indicate the applicable EHSMS sector for each FOW/project combination.

### 3. The Mechanism of Evaluating the Application

1. The application form is available in hard-copy format from EAD's Customer Service Office (customerservice@ead.ae). This form is also available electronically on the EAD eServices Portal Web site. On the left side of the Home page is an EAD Portal Services tab with a link to <My Services>, which is where the form can be downloaded. An online registration system is currently being developed and will be available when it becomes functional (i.e., [https://eservices.ead.ae/portal/page/portal/ead\\_portal/home](https://eservices.ead.ae/portal/page/portal/ead_portal/home)); until this system is operational, the application form and all required documentation should be submitted to EAD's Customer Service Office.
  - A list of all required documentation is provided in Section 3.1, below, as well as outlined in the application form (Sections 15 and 16).
  - The Owner (local office), Sponsor or Local Representative (foreign office), or authorised Manager (either local or foreign office) may appoint an authorised designee to follow up on all application-related issues in the applicant's absence (applicant as entered in Section 9 of the application form). The authorisation needs to bear the company stamp and should be signed by the Owner/Manager (as listed in Section 9 of the application form).
2. The Customer Service Office transmits the application to the concerned department.
3. A committee comprised of staff from concerned EAD sectors, including the Abu Dhabi Environment, Health, and Safety Centre (AD EHS Centre), evaluates the application form, when required.
4. The ECO is notified of any missing documents.
5. The committee issues its recommendation. If approved, a certificate is issued with the classification of the office, either A, B, or C. Section 4 of this SOP describes the classification criteria for each of these classes, and Section 5 describes the functions that consultants are permitted to perform under the respective classes. The registration is valid for 1 year.
  - Renewal applications should be submitted within 6 months after the expiry date of the registration. If the renewal application is not submitted within 6 months after the license expires, the registration will not be renewed (Administrative Resolution #7 of 2006).
  - If a new, 100% locally owned ECO is unable to provide proof of the required experience for any class, the office is placed in Class C on the condition that the company has at least one expert staff with at least 10 years experience in the FOW requested. At the time of renewal, if unable to achieve the necessary requirements to go up a class, then the ECO remains in Class C.
6. Within 15 calendar days of being informed of the assessment results, the applicant may submit a petition to reconsider the specialisations approved and/or the class designation. Requests for reconsideration will not be accepted after this period. If the 15th calendar day falls on a holiday or weekend day, the period is extended until the first working day following the 15th calendar day.
7. If the registration has been denied, the ECO is notified of the rationale for denial.
8. A newly registered office is added to EAD's list of approved ECOs.
9. EAD imposes fees for consultant registration applications as follows:
  - Original application: 500 (United Arab Emirates Dirham [AED])
  - Renewal application: 250 (AED).

### **3.1 Documents Required to Be Presented with the Application Form**

The following documents should be submitted with the application form:

- Documentation containing evidence of project completion or evidence that a project is still ongoing for projects listed in Annex 3 of this SOP (see also Section 2, last paragraph). In the case of completed projects, the documentation has to be issued within the past 6 years for consultants applying to EAD for the first time. Documentation older than 6 years will not be considered. The number of completion evidence required is mentioned in Section 4.1.
- For renewals, no project completion evidence is required.
- Copies of scientific degrees and Curriculum Vitae of the authorised Manager and environmental, engineering, and/or natural resources specialists (also referred to as “specialists”).
- Copies of valid passports of the Manager and environmental, engineering, and/or natural resources specialists showing valid residencies in the case of foreign employees.
- A membership certificate from the Chamber of Commerce.
- The trade license of the office, obtained from the Department of Planning and Economy.
- The expired original certificate must be attached for renewal applications, in addition to the other necessary documents.
- For foreign offices, documentation showing technical and manpower capability of the head office.
- If the applying consultancy office is a joint venture of two or more companies, a duly signed and authenticated agreement or memorandum of understanding between the parties should be submitted with the application form.
- If a registered ECO intends to subcontract work to another consultancy office, the registered ECO needs to ensure that the subcontracted consultant is qualified.

Copies of all documents submitted should bear the office stamp. The authenticity of all information and documents submitted will be checked; therefore, EAD reserves the right to request originals of all documents submitted to be brought in for authentication of copies.

**Figure 1** outlines the registration application process.

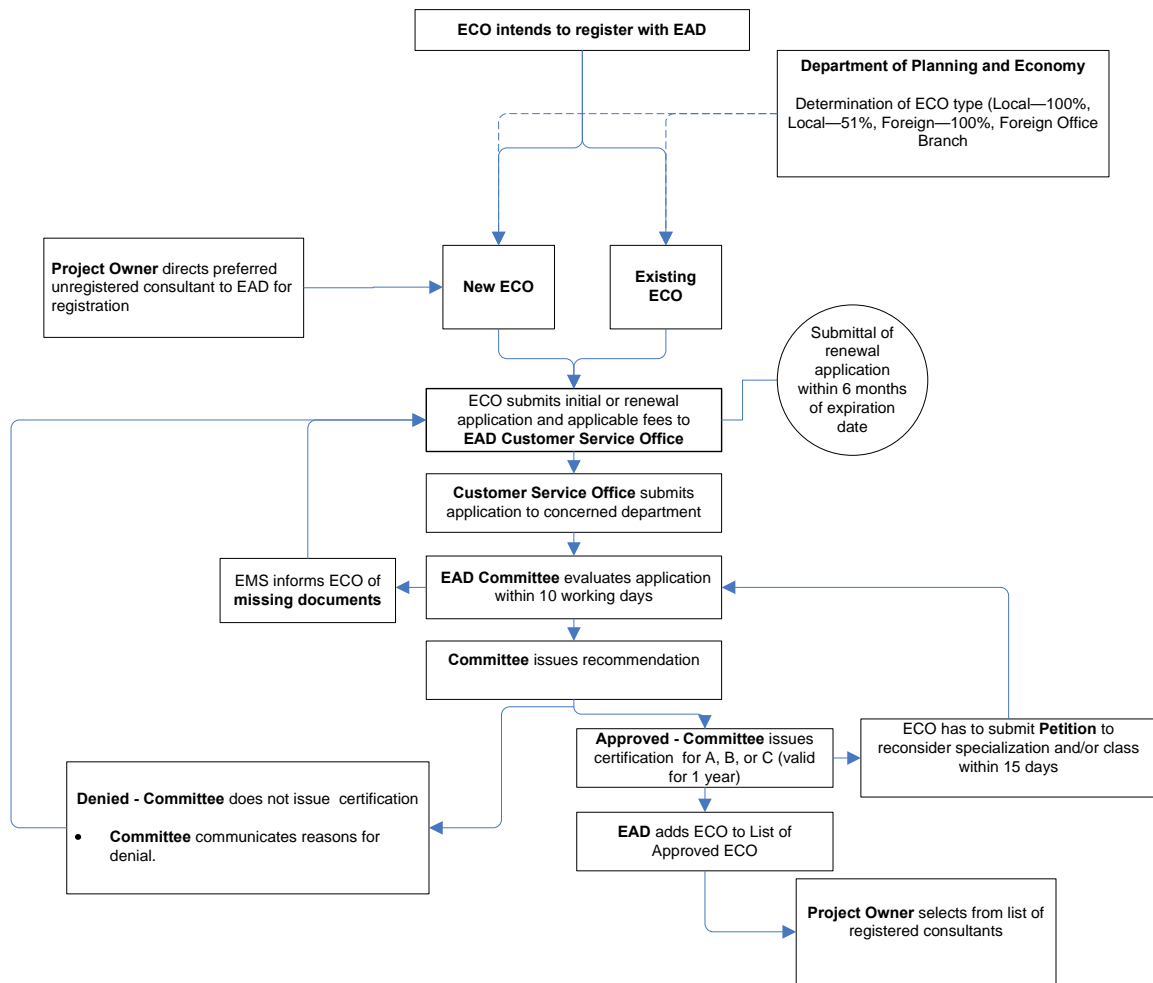


Figure 1. Registration process.

## 4. Classification Criteria

This section lists the education and experience requirements for each class for which the consultancy office can potentially qualify. Subsequently, Section 5 describes the functions that consultants are permitted to perform under the respective classes.

### 4.1 New Applicants

New ECO applicants are classified based on a combination of staff education, staff work and project experience, and the number of completed projects or assignments.

It should be noted that the classification relates only to the criteria below and not to the quality of the ECO. If a consultancy office is applying for multiple FOWs or studies and does not have similar experience or staff education in each FOW, then the lowest classification will be applied.

Also, as stated in #6 of Section 3, if new, 100% locally owned ECOs do not have the required experience for any class; they are placed in Class C.

#### 4.1.1 Class-A Offices

1. The Manager should hold a science or engineering degree, with at least a B.Sc. and a minimum experience of ten (10) years, or an M.Sc. and a minimum experience of seven (7) years, or a Ph.D. and a minimum experience of five (5) years.

2. Three (3) environmental, EHS, engineering, and/or natural resources specialists with a minimum experience of three (3) years for each specialist and a total experience of at least twenty (20) years related to the FOW for which the ECO is applying.
3. Seven (7) projects with evidence of completion or evidence that the project or assignment is still ongoing for each FOW for which the ECO is applying. Documentation older than six (6) years will not be considered.

#### **4.1.2 Class-B Offices**

1. The Manager should hold a science or engineering degree, with at least a B.Sc. and a minimum experience of ten (10) years, or an M.Sc. and a minimum experience of seven (7) years, or a Ph.D. and a minimum experience of five (5) years.
2. At least two (2) environmental, EHS, engineering, and/or natural resources specialists with a minimum experience of three (3) years for each specialist and a total experience of at least fifteen (15) years related to the FOW for which the consultancy office is applying .
3. Five (5) projects with evidence of completion or evidence that the project or assignment is still ongoing for each FOW for which the consultancy office is applying. Evidence older than six (6) years will not be considered.

#### **4.1.3 Class-C Offices**

1. The Manager should hold a science or engineering degree, with at least a B.Sc. and a minimum experience of ten (10) years, or an M.Sc. and a minimum experience of seven (7) years, or a Ph.D. and a minimum experience of five (5) years.
2. At least one (1) environmental, EHS, engineering, and/or natural resources specialist with a minimum experience of ten (10) years related to the FOW for which the ECO is applying .
3. Three (3) projects with evidence of completion or evidence that the project or assignment is still ongoing for each FOW for which the ECO is applying. Evidence older than 6 years will not be considered.

## **4.2 Renewal Applicants**

Renewal applicants are classified based on the same combination of staff education, and staff work experience as new applicants. In addition, for the Environmental Studies FOWs, ECOs are classified based on the quality of environmental reports or studies for projects, which were sent to EAD within the last renewal year. **Figure 2** presents an example of an environmental study evaluation form as used by the EAD to evaluate and score environmental studies or reports.

Environmental reports and studies are required as part of the permitting process for a wide range of development and construction projects. Administrative Resolution #7 of 2006 promulgated the registration of ECOs that conduct environmental studies on behalf of owners of projects. Accordingly, studies submitted by an environmental office that is not registered with EAD will not be accepted for review. ECOs applying for renewal of their registration for non-study/report-related FOWs are classified based on staff education, and work experience. EAD reserves the right to evaluate and score reports associated with other FOWs (e.g., environmental monitoring reports, EHSMS development) in the future.

Also, as stated in #6 of Section 3, if at the time of renewal, 100% locally owned ECOs are unable to achieve the necessary requirements to go up a class, then the consultancy remains in class C.

**Evaluation of the Studies Submitted by the Consultants**

<b>Evaluation of an Environmental Impact Assessment (EIA) Report</b>		
<b>Project Title:</b>		
<b>Consultant's Name:</b>		
<b>Reviewer's Name:</b>		
<b>Instructions</b>		
Fill out this evaluation form electronically for an automatic calculation of a score.		
Fill in the Rating box beside each criterion using a 1, 2, 3, or 4 rating scale.		
The rating numbers for each question are automatically weighted, and a numerical score is calculated.		
The overall grade and letter rating will be automatically calculated at the end of the evaluation.		
<b>Rating Scale for Each Criteria</b>		
Complete/excellent: Fully meets requirements and expectations.		4
Minor inadequacies: Requirements and expectations are met, but with minor inadequacies or omissions and/or insufficient detail or description.		3
Major inadequacies: Requirements and expectations are met, but with significant inadequacies or omissions and/or insufficient detail or description.		2
Unacceptable: Requirements and expectations are not met; criteria are not addressed or omitted.		1
<b>Review Criteria</b>	<b>Rating</b>	
<b>Submittals and Report Organisation</b>	<b>Ratings</b>	<b>Scores</b>
Developed by an Environment Agency–Abu Dhabi (EAD)–approved consultant, and the package includes four hard copies and two soft copies		0
Contains a complete list of abbreviations and definition of terms used in the document		
Follows the format for content outlined in the latest guidance; logical organisation with easy-to-review components, including annexes		0
Clearly written (i.e., uses minimal technical terms, adequate and appropriate use of graphics, and text could be understood by non-specialists)		0
<b>Executive Summary, Introduction, and Legal Framework</b>	<b>Ratings</b>	<b>Scores</b>
Executive Summary describes the proposed project and identifies the main environmental impacts and the ways in which they will be resolved.		0
Introduction contains contact details and information about the project proponent and consultants.		0
Introduction contains a description of the project and justification and chronology for the development of the EIA report.		0
Includes applicable laws, standards, protocols, and guidelines. Identifies the source(s) of the pollutant and contaminant standards limits adopted by the EIA Report.		0
<b>Project Description</b>	<b>Ratings</b>	<b>Scores</b>
Description of the economic and social benefits of the proposed project		0
Maps and descriptions of the location and scale of the proposed project		0
Adequate description of the project, including utilities, wastes, chemicals, raw materials, pollutants, and disturbances associated with all phases		0
Identification of project activities that are likely to cause significant impacts to the environment, including detailed descriptions		0
Contains a project status and schedule and project organisational chart		0
<b>Environment, Impacts, Mitigation, Monitoring, and Risk Assessment</b> <i>(The following criteria should be included for each environmental component)</i>	<b>Ratings</b>	<b>Scores</b>
Complete descriptions of the current environmental conditions (baseline conditions) for all applicable environmental components and adequate details regarding the data source or methodology used to collect new data		0
Descriptions of all potential environmental impacts associated with all phases of the project for each environmental component		0

<b>Evaluation of an Environmental Impact Assessment (EIA) Report</b>		
<b>Project Title:</b>		
<b>Consultant's Name:</b>		
<b>Reviewer's Name:</b>		
Documentation of the cause-and-effect relationships between planned project activities and environmental impacts		0
Includes an assessment of the significance of the impacts (magnitude, reversibility, permanence, and cumulative effects), including EIA impact matrix		0
Description of the potential cumulative environmental impacts		0
Acknowledgement and description of residual impacts		0
Detailed descriptions of the potential and selected mitigation measures to reduce or offset damaging environmental impacts, including their appropriateness and justification for selection		0
Description of the mitigation measures to address cumulative environmental impacts		0
Description of the schedule and person(s) responsible for implementing the mitigation measures		0
Detailed description of the monitoring program for selected mitigation measures		0
Description of a monitoring program for cumulative impacts and for residual, non-mitigated impacts		0
Description of the sources of human-health and accidental environmental impact risks and the procedures to be implemented to minimise these risks and potential impacts		0
Provides a detailed summary of the Hazards and Effects Register; a Control of Major Accident Hazards Report, if applicable; and the Occupational Health Risk Assessment		0
Description of the Environmental Management Framework that will be conducted to meet the objective and targets of the mitigation measures and monitoring program		0
Adequately uses maps and other visual materials to support the descriptions of the baseline conditions, environmental impacts, mitigation measures, and monitoring program		0
<b>Project Alternatives and Statement of Commitments</b>	<b>Ratings</b>	<b>Scores</b>
Alternatives to the current proposed project, including discussion of "no development" and "alternative location" options		0
Objective comparison of the alternatives and reasons for the selection of the current proposed project		0
Commitment to minimising the environmental impacts of the proposed project		0
Commitment to develop Environment, Health, and Safety and Environmental Management Plans		0
<b>Total Score</b>		<b>0</b>
<b>Letter-Grade Determination</b>		
	90–100	A
	80–89	B
	60–79	C
	≤59	F
<b>Final Numeric Grade:</b>	<b>0</b>	
<b>Final Letter Grade:</b>	<b>F</b>	
<b>Signature:</b>		
<b>Date:</b>		

Figure 2. Example of an environmental study evaluation form.

#### 4.2.1 Class-A Offices

1. The Manager should hold a science or engineering degree, with at least a B.Sc. and a minimum experience of ten (10) years, or an M.Sc. and a minimum experience of seven (7) years, or a Ph.D. and a minimum experience of five (5) years.
2. Three (3) environmental, EHS, engineering, and/or natural resources specialists with a minimum experience of three (3) years for each specialist and a total experience of at least 20 years related to the FOW applying for which the ECO is applying.
3. Average report quality to be Excellent, with no reports rated less than Good<sup>1</sup> (only applicable to the Environmental Studies and Environmental Management Plan FOWs). If more than one report is rated less than satisfactory, the ECO will be given a 1-year period to improve report performance. If the ECO does not achieve an improved report rating within 1 year, the ECO is restricted from further reapplications.
4. Application submitted within six (6) months of the expiry date of the registration.

#### 4.2.2 Class-B Offices

1. The Manager should hold a science or engineering degree, with at least a B.Sc. and a minimum experience of 10 years; an M.Sc. and a minimum experience of 7 years; or a Ph.D. and a minimum experience of 5 years.
2. At least two (2) environmental, EHS, engineering, and/or natural resources specialists with a minimum experience of 3 years for each specialist and a total experience of at least 15 years related to the FOW for which the ECO is applying.
3. Average report quality of reports determined to be Good, with no reports rated less than Satisfactory<sup>1</sup> (only applicable to the Environmental Studies and Environmental Management Plan FOWs). If more than one report is rated less than satisfactory, the ECO will be given a 1-year period to improve report performance. If the ECO does not achieve an improved report rating within 1 year, the ECO is restricted from further reapplications.
4. Application submitted within six (6) months of the expiry date of the registration.

#### 4.2.3 Class-C Offices

1. The Manager should hold a science or engineering degree, with at least a B.Sc. and a minimum experience of ten (10) years, or an M.Sc. and a minimum experience of seven (7) years, or a Ph.D. and a minimum experience of five (5) years.
2. At least one (1) environmental, EHS, engineering, and/or natural resources specialist with a minimum experience of ten (10) years related to the FOW applying for which the ECO is applying.
3. Average report quality to be Satisfactory, with no more than one report rated less than Satisfactory<sup>1</sup> (only applicable to the Environmental Studies and Environmental Management Plan FOWs). If more than one report is rated less than satisfactory, the ECO will be given a 1-year period to improve report performance. If the ECO does not achieve an improved report rating within 1 year, the ECO is restricted from further reapplications.
4. Application submitted within six (6) months of the expiry date of the registration.

## 5. The Functions of the Classes

As highlighted earlier, ECOs applying for multiple FOWs or studies that cannot demonstrate similar experience for staff education for each FOW will be given the lowest classification.

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<sup>1</sup> Environmental studies or reports submitted to EAD are given grades A (Excellent), B (Good), C (Satisfactory), or F (Unsatisfactory), depending on the quality of the report and adherence to regulations and guidelines. The grading system is under revision and may be subject to change.

### **5.1 Class A**

Environmental Studies and Environmental Management Plan FOWs: Consultancy offices are eligible to undertake all types of studies (e.g., EIAs/ SEAs, environmental surveys, PERs, Action Plans, CEMPs, OEMPs) for industrial projects and the development and infrastructure sectors.

Non-study/report-related FOWs: Consultancy offices are eligible to perform all FOW-related work in which they meet experience, education, and competency requirements.

### **5.2 Class B**

Environmental Studies and Environmental Management Plan FOWs: Consultancy offices are eligible to undertake all types of environmental studies for the industrial sector only (new and existing facilities).

Non-study/report-related FOWs: Consultancy offices are eligible to perform all FOW-related work in which they meet experience, education, and competency requirements.

### **5.3 Class C**

Environmental Studies and Environmental Management Plan FOWs: Consultancy offices are eligible to undertake PERs (for new facilities) and Action Plans (for existing industrial facilities only).

Non-study/report-related FOWs: Consultancy offices are eligible to perform all FOW-related work in which they meet experience, education, and competency requirements.

## **6. The Application Form and Annexes**

This section presents all forms necessary to complete an initial or renewal consultancy registration application.

This application form and all required documentation should be submitted to EAD's Customer Service Office.

P.O. Box: 45553- Abu Dhabi  
Head Office\ Abu Dhabi, Tel: 6817171 , Fax: 6815010  
Br./ Al Ain, Tel: 03-7222442 , Fax: 03-7222447



ص.ب: 45553 - أبو ظبي  
المقر الرئيسي/ أبو ظبي - هاتف: 6817171 ، فاكس: 6815010  
الفرع/ العين - هاتف: 03-7222442 ، فاكس: 03-7222447

## طلب تقييم فني لمكتب استشاري بيئي

### Application for Technical Evaluation of Environmental Consultant

**Note:** Please review attached instructions before filling the application

**ملاحظة:** يرجى الاطلاع على التعليمات المرفقة قبل تعبئة الطلب.

For Official Use		للاستعمال الرسمي
Application No.:	EC-	رقم الطلب:
Applicant Identification No.:	EPD-	الرقم المميز لصاحب الطلب:
Date Application Received:		تاريخ إستلام الطلب:

1. Type of Application		1. نوع الطلب
First-Time Evaluation	<input type="checkbox"/>	تقييم لأول مرة
Periodic Renewal of Evaluation	<input type="checkbox"/>	تجديد دوري للتقييم
Modification of Evaluation	<input type="checkbox"/>	تعديل التقييم

2. Office Name		2. إسم المكتب

3. Type of Office		3. نوع المكتب
Local (100%)	<input type="checkbox"/>	مواطن (100%)
Local (51%)	<input type="checkbox"/>	مواطن (51%)
Foreign (100%)	<input type="checkbox"/>	أجنبي (100%)
Branch of a Foreign Office	<input type="checkbox"/>	فرع مكتب أجنبي

4. Establishment Date		4. تاريخ التأسيس
Local Office/Local Branch	<input type="text"/>	المكتب المواطن / الفرع المحلي
Main Foreign Office (if applicable)	<input type="text"/>	المكتب الأجنبي الرئيسي (لو انطبق)

5. Address in Abu Dhabi/UAE		5. العنوان في أبو ظبي / دولة الإمارات
Address	<input type="text"/>	العنوان:
P.O. Box	<input type="text"/>	صندوق البريد:
Telephone	<input type="text"/>	الهاتف:
Fax	<input type="text"/>	الفاكس:
E-mail	<input type="text"/>	البريد الإلكتروني:

6. Address of Main Foreign Office (if Applicable)		6. عنوان المكتب الأجنبي الرئيسي (إن وجد)	
Address	_____	العنوان:	_____
P.O. Box	_____	صندوق البريد:	_____
Telephone	_____	الهاتف:	_____
Fax	_____	الفاكس:	_____
E-mail	_____	البريد الإلكتروني:	_____

7. Owner (of local office)/Sponsor or Local Representative (of foreign office)		7. المالك ( للمكتب المواطن) / الوكيل أو الممثل المحلي (للمكتب الأجنبي)	
Full Name	_____	الإسم الكامل:	_____
Address	_____	العنوان:	_____
P.O. Box	_____	صندوق البريد:	_____
Telephone	_____	الهاتف:	_____
Fax	_____	الفاكس:	_____
E-mail	_____	البريد الإلكتروني:	_____

8. Authorised Manager		8. المدير المفوض	
Full Name	_____	الإسم الكامل:	_____
Address	_____	العنوان:	_____
P.O. Box	_____	صندوق البريد:	_____
Telephone	_____	الهاتف:	_____
Fax	_____	الفاكس:	_____
E-mail	_____	البريد الإلكتروني:	_____
Scientific Degree (see Annex [1])	_____	الشهادة العلمية (انظر ملحق 1):	_____
Experience (see Annex [1])	_____	الخبرة (انظر ملحق 1):	_____

9. Applicant (if different from 8)		9. مقدم الطلب ( إذا اختلف عن البند 8 أعلاه)	
Full Name	_____	الإسم الكامل:	_____
Position	_____	الوظيفة:	_____
Address	_____	العنوان:	_____
P.O. Box	_____	صندوق البريد:	_____
Telephone	_____	الهاتف:	_____
Fax	_____	الفاكس:	_____
E-mail	_____	البريد الإلكتروني:	_____

<b>10. Requested Fields of Work</b>		<b>10. مجالات العمل المطلوبة</b>
<b>1. Environmental Studies</b>	<input type="checkbox"/>	<b>1. الدراسات البيئية</b>
<b>2. Remediation</b>	<input type="checkbox"/>	<b>2. إعادة تأهيل</b>
<b>3. Waste Management</b>		<b>3. إدارة النفايات</b>
<b>3.1 Liquid Waste</b>	<input type="checkbox"/>	<b>3.1 النفايات السائلة</b>
<b>3.2 Solid Waste</b>	<input type="checkbox"/>	<b>3.2 النفايات الصلبة</b>
<b>3.3 Hazardous Waste</b>	<input type="checkbox"/>	<b>3.3 النفايات الخطرة</b>
<b>3.4 Nuclear Waste</b>	<input type="checkbox"/>	<b>3.4 النفايات النووية</b>
<b>4. Environmental Monitoring and Associated Reporting</b>		<b>4. المراقبة البيئية ورفع التقارير المتعلقة بها</b>
<b>4.1 Air Quality</b>	<input type="checkbox"/>	<b>4.1 نوعية الهواء</b>
<b>4.2 Surface and Ground Water Quality</b>	<input type="checkbox"/>	<b>4.2 نوعية المياه</b>
<b>4.3 Soil Quality</b>	<input type="checkbox"/>	<b>4.3 نوعية التربة</b>
<b>4.4 Ecological</b>	<input type="checkbox"/>	<b>4.4 البيئة الحيوية</b>
<b>4.5 Marine and Coastal Environment</b>	<input type="checkbox"/>	<b>4.5 البيئة البحرية والساحلية</b>
<b>4.6 Radiation</b>	<input type="checkbox"/>	<b>4.6 الإشعاع</b>
<b>5. Water Resources (Water Well-Drilling)</b>	<input type="checkbox"/>	<b>5. الموارد المائية (حفر آبار المياه)</b>
<b>6. Environmental Management Systems</b>		<b>6. نظم الإدارة البيئية</b>
<b>6.1 Environmental Information Technology Systems (ITS)</b>	<input type="checkbox"/>	<b>6.1 نظم تقنية المعلومات البيئية</b>
<b>6.2 Environmental Management Systems (e.g., ISO certifier [EMS])</b>	<input type="checkbox"/>	<b>6.2 نظم الإدارة البيئية</b>
<b>6.3 Environmental Auditing</b>	<input type="checkbox"/>	<b>6.3 التدقيق البيئي</b>
<b>7. Nuclear Technology</b>	<input type="checkbox"/>	<b>7. التقنية النووية</b>
<b>8. Environment, Health, and Safety</b>		<b>8. البيئة والصحة والسلامة</b>
<b>8.1 EHS Consultancy and EHSMS Development and Implementation</b>	<input type="checkbox"/>	<b>8.1 الاستشارات ذات العلاقة بالبيئة والصحة والسلامة وأنظمة إدارة البيئة والصحة والسلامة</b>
<b>8.2 Fire Risk Assessment/Management</b>	<input type="checkbox"/>	<b>8.2 تقييم/ إدارة المخاطر الناجمة عن الحريق</b>
<b>8.3 Industrial Hygiene Technical Services and Management</b>	<input type="checkbox"/>	<b>8.3 إدارة الصحة الصناعية والخدمات الفنية ذات العلاقة</b>
<b>8.4 Occupational Health Management</b>	<input type="checkbox"/>	<b>8.4 إدارة الصحة المهنية</b>

<b>11. Experience</b>	<b>11. الخبرات</b>
Please fill in a copy of table in Annex (3) for each Field of Work requested for the office. Applicant may retype the table if needed.	يرجى تعبئة الجدول في الملحق رقم (3) لكل مجال عمل مطلوب للمكتب. و يمكن لمقدم الطلب إعادة طباعة الجدول بأكمله عند الضرورة.

<b>12. Technical Team</b>	<b>12. الفريق الفني</b>
Please fill in a copy of table in Annex (4). Applicant may retype the table if needed.	يرجى تعبئة الجدول في الملحق رقم (4). و يمكن لمقدم الطلب إعادة طباعة الجدول بأكمله عند الضرورة.

<b>13. References</b>	<b>13.</b>
Please fill in a copy of table in Annex (5). Applicants may re-type the table if needed.	يرجى تعبئة الجدول في الملحق رقم (5). و يمكن لمقدم الطلب إعادة طباعة الجدول بأكمله عند الضرورة.

**14. Declaration****14. إقرار**

I, the undersigned, being the Owner/Manager of the office, hereby:

- Declare that all information provided in this application and in the attached documents is true and accurate, and that I will be responsible for any consequences thereof.<sup>2</sup>
- Undertake to notify of any changes affecting the technical capability or legal status of the office.
- Undertake to abide with relevant environmental regulations, conditions, instructions, and guidelines to avoid legal action in case of violations.
- Agree to the addition of the company's name to EAD's list of registered consultants that will be published by EAD and to show office specialisations based on the information submitted with this application.
- Authorise applicant or authorised designee to follow up all transactions related to the office.

أنا الموقع أدناه، صاحب/ مدير المكتب:

- أقر بأن جميع المعلومات الواردة في هذا الطلب وفي الوثائق المرفقة صحيحة، وأتحمل جميع النتائج المترتبة عليها.
- أتعهد بالإبلاغ بأية تغييرات تؤثر على المقدرة الفنية أو الصفة القانونية للمكتب.
- أتعهد بالالتزام بالقوانين والشروط والتعليمات والإرشادات البيئية ذات العلاقة تحت طائلة العقوبة في حال المخالفة.
- أوافق على إضافة اسم المكتب إلى قائمة المكاتب الاستشارية البيئية التي ستنشرها الهيئة وتبين فيها تخصصات المكتب بناء على المعلومات المقدمة مع هذا الطلب.
- أفوض مقدم الطلب بمتابعة كافة المعاملات المتعلقة بالمكتب.

Full Name:

الإسم الكامل:

Position/Title:

الوظيفة/ الصفة:

Signature:

التوقيع:

Date:

التاريخ:

Company Stamp:

ختم الشركة:

تحتفظ الهيئة بحقها في إتخاذ إجراءات قانونية في حال تقديم معلومات خاطئة أو مضللة أو شهادات مزورة.

<sup>2</sup> Knowingly providing false or misleading information or certifications or making claims that are based on inadequately verified information is prohibited. EAD reserves the right to impose legal action.

15. Attachments	15. المرفقات
<ul style="list-style-type: none"> <li>For new registrations and the addition of new fields to an existing license, copies of evidence of completion or evidence that the project is still ongoing for projects listed in Annex (3). Evidence older than 6 years will not be considered.</li> <li>Copies of scientific degrees and CVs of the authorised Manager and specialists listed in Annex (4).</li> <li>Copies of valid passports of the Manager and specialists listed in Annex (4), showing valid residencies in the case of foreign employees.</li> <li>The trade license, Chamber of Commerce membership, and the municipality license for the office</li> <li>The expired original certificate (for renewals).</li> <li>Documents showing technical and manpower capability of the head office (in case of foreign offices).</li> </ul>	<ul style="list-style-type: none"> <li>شهادات إنجاز للمشاريع المذكورة في الملحق (3)، والتي أنجزت خلال (6) سنوات الماضية (للمكاتب الجديدة لإضافة مجالات جديدة للمكاتب المسجلة فقط).</li> <li>صور من الشهادات العلمية والسيرة الذاتية لمدير المكتب والأخصائيين المقيمين المذكورين في الملحق (4).</li> <li>صور من جوازات سفر سارية الصلاحية لمدير المكتب والأخصائيين المذكورين في الملحق (4)، حسب الحالة، وعليها إقامة سارية على المكتب في حال الموظفين غير المواطنين.</li> <li>الرخص التجارية للمكتب.</li> <li>الرخصة الأصلية المنتهية (للتجديد)</li> <li>وثائق تبين القدرة الفنية والبشرية للمكتب الأم (للمكتب الأجنبي).</li> </ul>

16. Instructions	16. التعليمات
<ul style="list-style-type: none"> <li>Copies of all submitted documents should bear the office stamp (in the case of renewal) or the signature of office owner (in the case of new application).</li> <li>Submitted documents should be ordered as follows: <ul style="list-style-type: none"> <li>Copies of evidence of completion or evidence that the project is still ongoing should be attached to table of Annex (3), in the same order as in the table.</li> <li>Copies of passports and scientific degrees of specialists should be attached to table of Annex (4), in the same order as in the table.</li> <li>Copies of the other documents should be attached to the main application, in the order of the corresponding clauses.</li> </ul> </li> <li>Originals of passports, scientific degrees, and evidence of completion or evidence that the project is still ongoing should be brought for authentication of copies.</li> <li>The authenticity of all information and documents submitted will be checked.</li> <li>Within 15 calendar days of being informed with the assessment result, applicant may submit a petition to reconsider the specialisations approved for. Requests for reconsideration shall not be accepted after this period.</li> </ul>	<ul style="list-style-type: none"> <li>صور الوثائق المقدمة تكون مختومة بختم المكتب (في حالة التجديد) أو عليها توقيع صاحب المكتب (في حالة الطلب الجديد).</li> <li>يتم ترتيب الوثائق المقدمة كالتالي: <ul style="list-style-type: none"> <li>صور شهادات الإنجاز ترفق مع جدول الملحق (3) بنفس ترتيب المشاريع في الجدول.</li> <li>صور جوازات سفر الأخصائيين المقيمين وسيرهم الذاتية ترفق مع جدول الملحق (4) بنفس ترتيب الأخصائيين في الجدول.</li> <li>صور باقي الوثائق ترفق مع الطلب الرئيسي بنفس ترتيب البنود المتعلقة بها.</li> </ul> </li> <li>يجب إحضار أصول جوازات السفر، الشهادات العلمية، وشهادات الإنجاز لمطابقتها مع النسخ.</li> <li>سيتم التحقق من صحة كافة الوثائق و المعلومات المقدمة.</li> <li>خلال 15 يوما من إشعار صاحب الطلب بنتيجة التقييم يمكن لمقدم الطلب الالتماس لإعادة النظر في التخصصات المعتمدة له، ولن يقبل أي طلب لإعادة النظر بعد انقضاء هذه المدة.</li> </ul>

## ملحق (1): معايير تصنيف المكاتب الاستشارية البيئية

## Annex (1): Classification of Environmental Consultancy Offices Criteria

New Applicants	جديد مقدم	الفئة Class
<ol style="list-style-type: none"> <li>The Manager must hold a science or engineering degree, with at least a B.Sc. and a minimum experience of ten (10) years, or an M.Sc. and a minimum experience of seven (7) years, or a Ph.D. and a minimum experience of five (5) years.</li> <li>Three environmental, EHS, engineering, and/or natural resources specialists with a minimum experience of three (3) years for each specialist and a total experience of at least twenty (20) years related to the FOW for which the ECO is applying.</li> <li>Seven (7) projects with evidence of completion or evidence that the project is still ongoing for each FOW applying for. Evidence older than 6 years will not be considered.</li> </ol>	<ol style="list-style-type: none"> <li>1. أن يكون لدى المدير شهادة علمية أو هندسية، وبدرجة بكالوريوس كحد أدنى مع خبرة عملية لا تقل عن عشرة سنوات، أو درجة الماجستير مع خبرة لا تقل عن سبعة سنوات، أو درجة الدكتوراه مع خبرة لا تقل عن خمسة سنوات.</li> <li>2. تعاقد المكتب مع 3 أخصائيين في مجال البيئة، الهندسة أو/ و المصادر الطبيعية مع خبرة لا تقل عن ثلاثة سنوات لكل أخصائي وخبرة إجمالية لا تقل عن عشرين عاما.</li> <li>3. على الأقل 7 مشاريع لكل مجال مطلوب مع شهادات الانجاز. مشاريع أقدم عن 6 سنوات لن تأخذ بعين الاعتبار.</li> </ol>	A
<ol style="list-style-type: none"> <li>The Manager must hold a science or engineering degree, with at least a B.Sc. and a minimum experience of ten (10) years, or an M.Sc. and a minimum experience of seven (7) years, or a Ph.D. and a minimum experience of five (5) years.</li> <li>At least two (2) environmental, EHS, engineering, and/or natural resources specialists with a minimum experience of three (3) years for each specialist and a total experience of at least fifteen (15) years related to the FOW applying for which the ECO is applying.</li> <li>Five (5) projects with evidence of completion or evidence that the project is still ongoing for each FOW for which the ECO is applying. Evidence older than 6 years will not be considered.</li> </ol>	<ol style="list-style-type: none"> <li>1. أن يكون لدى المدير شهادة علمية أو هندسية، وبدرجة بكالوريوس كحد أدنى مع خبرة عملية لا تقل عن عشرة سنوات، أو درجة الماجستير مع خبرة لا تقل عن سبعة سنوات، أو درجة الدكتوراه مع خبرة لا تقل عن خمسة سنوات.</li> <li>2. تعاقد المكتب مع 2 أخصائيين في مجال البيئة، الهندسة أو/ و المصادر الطبيعية مع خبرة لا تقل عن ثلاثة سنوات لكل أخصائي وخبرة إجمالية لا تقل عن 15 عاما.</li> <li>3. على الأقل 5 مشاريع لكل مجال مطلوب مع شهادات الانجاز. مشاريع أقدم عن 6 سنوات لن تأخذ بعين الاعتبار.</li> </ol>	B
<ol style="list-style-type: none"> <li>The Manager must hold a science or engineering degree, with at least a B.Sc. and a minimum experience of ten (10) years, or an M.Sc. and a minimum experience of seven (7) years, or a Ph.D. and a minimum experience of five (5) years.</li> <li>At least one (1) environmental, EHS, engineering, and/or natural resources specialist with at least ten (10) years experience related to the FOW applying for which the ECO is applying.</li> <li>Three (3) projects with evidence of completion or evidence that the project is still ongoing for each FOW for which the ECO is applying. Evidence older than six (6) years will not be considered.</li> </ol>	<ol style="list-style-type: none"> <li>1. أن يكون لدى المدير شهادة علمية أو هندسية، وبدرجة بكالوريوس كحد أدنى مع خبرة عملية لا تقل عن عشرة سنوات، أو درجة الماجستير مع خبرة لا تقل عن سبعة سنوات، أو درجة الدكتوراه مع خبرة لا تقل عن خمسة سنوات.</li> <li>2. تعاقد المكتب مع 1 أخصائي في مجال البيئة، الهندسة أو/ و المصادر الطبيعية مع خبرة لا تقل عن عشرة سنوات.</li> <li>3. على الأقل 3 مشاريع لكل مجال مطلوب مع شهادات الانجاز. مشاريع أقدم عن 6 سنوات لن تأخذ بعين الاعتبار.</li> </ol>	C

Renewal Applicants	عند التجديد	الفئة Class
<ol style="list-style-type: none"> <li>The Manager must hold a science or engineering degree, with at least a B.Sc. and a minimum experience of ten (10) years, or an M.Sc. and a minimum experience of seven (7) years, or a Ph.D. and a minimum experience of five (5) years.</li> <li>Three (3) environmental, EHS, engineering, and/or natural resources specialists with a minimum experience of three (3) years for each specialist and a total experience of at least twenty (20) years related to the FOW for which the ECO is applying.</li> <li>Average report quality to be Excellent, with no reports rated less than Good (only applicable to the Environmental Studies and Environmental Management Plan FOWs).</li> <li>Application submitted within 6 months of the expiry date of the registration.</li> </ol>	<ol style="list-style-type: none"> <li>أن يكون لدى المدير شهادة علمية أو هندسية، وبدرجة بكالوريوس كحد أدنى مع خبرة عملية لا تقل عن عشرة سنوات، أو درجة الماجستير مع خبرة لا تقل عن سبعة سنوات، أو درجة الدكتوراه مع خبرة لا تقل عن خمسة سنوات.</li> <li>تعقد المكتب مع 3 أخصائيين في مجال البيئة، الهندسة أو/و المصادر الطبيعية مع خبرة لا تقل عن ثلاثة سنوات لكل أخصائي وخبرة إجمالية لا تقل عن عشرين عاماً.</li> <li>يجب أن تكون نوعية التقارير / والدراسات المنجزة ممتازة وأن لا تكون نوعية أي تقرير أقل من جيد (ينطبق على مجالات الدراسات البيئية وخطط الإدارة البيئية)</li> <li>تقديم طلب التجديد خلال 6 أشهر من تاريخ انتهاء الاعتماد.</li> </ol>	A
<ol style="list-style-type: none"> <li>The Manager must hold a science or engineering degree, with at least a B.Sc. and a minimum experience of ten (10) years, or an M.Sc. and a minimum experience of seven (7) years, or a Ph.D. and a minimum experience of five (5) years.</li> <li>At least two (2) environmental, EHS, engineering, and/or natural resources specialists with a minimum experience of three (3) years for each specialist and a total experience of at least fifteen (15) years related to the FOW for which the ECO is applying.</li> <li>Average report quality of reports determined to be Good, with no reports rated less than Satisfactory (only applicable to the Environmental Studies and Environmental Management Plan FOWs).</li> <li>Application submitted within six (6) months of the expiry date of the registration.</li> </ol>	<ol style="list-style-type: none"> <li>أن يكون لدى المدير شهادة علمية أو هندسية، وبدرجة بكالوريوس كحد أدنى مع خبرة عملية لا تقل عن عشرة سنوات، أو درجة الماجستير مع خبرة لا تقل عن سبعة سنوات، أو درجة الدكتوراه مع خبرة لا تقل عن خمسة سنوات.</li> <li>تعقد المكتب مع 2 أخصائيين في مجال البيئة، الهندسة أو/و المصادر الطبيعية مع خبرة لا تقل عن ثلاثة سنوات لكل أخصائي وخبرة إجمالية لا تقل عن 15 سنة.</li> <li>يجب أن تكون نوعية التقارير / والدراسات المنجزة جيدة وأن لا تكون نوعية أي تقرير أقل من مقبول (ينطبق على مجالات الدراسات البيئية وخطط الإدارة البيئية)</li> <li>تقديم طلب التجديد خلال 6 أشهر من تاريخ انتهاء الاعتماد.</li> </ol>	B
<ol style="list-style-type: none"> <li>The Manager must hold a science or engineering degree, with at least a B.Sc. and a minimum experience of ten (10) years, or an M.Sc. and a minimum experience of seven (7) years, or a Ph.D. and a minimum experience of five (5) years.</li> <li>At least one (1) environmental, EHS, engineering, and/or natural resources specialist with a minimum experience of ten (10) years related to the FOW for which the ECO is applying .</li> <li>Average report quality to be Satisfactory, with no more than one report rated less than Satisfactory (only applicable to the Environmental Studies and Environmental Management Plan FOWs).</li> <li>Application submitted within six (6) months of the expiry date of the registration.</li> </ol>	<ol style="list-style-type: none"> <li>أن يكون لدى المدير شهادة علمية أو هندسية، وبدرجة بكالوريوس كحد أدنى مع خبرة عملية لا تقل عن عشرة سنوات، أو درجة الماجستير مع خبرة لا تقل عن سبعة سنوات، أو درجة الدكتوراه مع خبرة لا تقل عن خمسة سنوات.</li> <li>تعقد المكتب الاستشاري مع أخصائي واحد (كحد أدنى) في مجال في مجال البيئة، الهندسة أو/و المصادر الطبيعية مع خبرة لا تقل عن عشرة سنوات.</li> <li>يجب أن تكون نوعية التقارير / والدراسات المنجزة مقبولة وأن لا تكون نوعية أي تقرير أقل من مقبول (ينطبق على مجالات الدراسات البيئية وخطط الإدارة البيئية)</li> <li>تقديم طلب التجديد خلال 6 أشهر من تاريخ انتهاء الاعتماد.</li> </ol>	C

## ملحق (2): المهام المنوطة بالفئات

## Annex (2): The Functions of the Classes

Function	عند التجديد	الفئة Class
<p><b>Environmental Studies and Environmental Management Plan FOWs:</b> Consultancy offices are eligible to undertake all types of studies (e.g., EIAs/ SEAs, environmental surveys, PERs, Action Plans, CEMPs, OEMPs) for industrial projects and the development and infrastructure sectors.</p> <p><b>Non-study/report-related FOWs:</b> Consultancy offices are eligible to perform all FOW-related work in which they meet experience, education, and competency requirements.</p>	<p>هي المكاتب الاستشارية التي يحق لها إجراء جميع أنواع الدراسات البيئية للمشاريع الصناعية والتطويرية والبنية التحتية والمنشآت الصناعية القائمة، على سبيل المثال : دراسات تقييم الأثر البيئي / الاستراتيجي ، المسح البيئي، الدراسات البيئية الأولية، التدقيق البيئي، خطة الإدارة البيئية لعمليات الإنشاء، وخطة الإدارة البيئية لعمليات التشغيل... الخ. وجميع مجالات العمل البيئية التي لا تتطلب تقديم دراسات.</p>	<b>A</b>
<p><b>Environmental Studies and Environmental Management Plan FOWs:</b> Consultancy offices are eligible to undertake all types of environmental studies for the industrial sector only (new and existing facilities).</p> <p><b>Non-study/report-related FOWs:</b> Consultancy offices are eligible to perform all FOW-related work in which they meet experience, education, and competency requirements.</p>	<p>هي المكاتب الاستشارية التي يحق لها إجراء جميع أنواع الدراسات البيئية في القطاع الصناعي فقط للمشاريع الصناعية والمنشآت القائمة وجميع مجالات العمل البيئية التي لا تتطلب تقديم دراسات.</p>	<b>B</b>
<p><b>Environmental Studies and Environmental Management Plan FOWs:</b> Consultancy offices are eligible to undertake PERs (for new facilities) and Action Plans (for existing industrial facilities only).</p> <p><b>Non-study/report-related FOWs:</b> Consultancy offices are eligible to perform all FOW-related work in which they meet experience, education, and competency requirements.</p>	<p>هي المكاتب الاستشارية التي يحق لها إجراء دراسة بيئية أولية للمشاريع الصناعية الجديدة و خطط العمل للمنشآت الصناعية القائمة فقط وجميع مجالات العمل البيئية التي لا تتطلب تقديم دراسات.</p>	<b>C</b>

ملحق (3): خبرات المكتب الاستشاري

## Annex (3a): Consultancy Office Expertise

Required Field of Work:  
(Complete this table for each  
FOW)

مجال العمل المطلوب:  
(يجب إكمال الجدول لكل مجال  
عمل)

Projects Within the UAE (with evidence of completion)				مشاريع داخل الدولة (مع شهادات الانجاز)				
نطاق عمل المشروع	تاريخ البدء	تاريخ الانجاز	شهادة إنجاز؟ (نعم/لا)	القطاع (نظام إدارة البيئة و الصحة و السلامة)	مالك المشروع	الموقع	اسم المشروع	م
Scope of the Project	Starting Date	Completion Date	Project Evidence? (Y/N)*	EHSMS Sector	Project Owner	Location	Project Name	No.

\* Acceptable documentation includes invoices, data sheets, proposals, contracts or official written confirmation from the project owner; and documentation must indicate the scope of work so it can be determined if the work performed supports the FOWs for which the ECO is applying. The project completion evidence must include the completion date of the project (or must show that the project is ongoing), the scope of work, the proponent's name, and the consultancy's name. The projects must be no older than 6 years (or one year for renewal applications).

## ملحق (3): خبرات المكتب الاستشاري

## Annex (3b): Consultancy Office Expertise

**Required Field of Work:**  
(Complete this table for each  
FOW)

مجال العمل المطلوب:  
(يجب إستكمال الجدول لكل مجال عمل)

Projects Outside the UAE (with evidence of completion)				مشاريع خارج الدولة (مع شهادات الانجاز)				
نطاق عمل المشروع	تاريخ البدء	تاريخ الانجاز	شهادة إنجاز؟ (نعم/لا)	القطاع (نظام إدارة البيئة و الصحة و السلامة)	مالك المشروع	الموقع	اسم المشروع	م
Scope of the Project	Starting Date	Completion Date	Project Evidence? (Y/N)*	EHSMS Sector	Project Owner	Location	Project Name	No.

\* Acceptable documentation includes invoices, data sheets, proposals, contracts or official written confirmation from the project owner; and documentation must indicate the scope of work so it can be determined if the work performed supports the FOWs for which the ECO is applying. The project completion evidence must include the completion date of the project (or must show that the project is ongoing), the scope of work, the proponent's name, and the consultancy's name. The projects must be no older than 6 years (or one year for renewal applications).





ملحق (6): نموذج إعتداد مكتب استشاري بيئي

### Annex (6): Example Registration Certificate

EC- رقم المكتب  
ECR- رقم الطلب  
Date of issue تاريخ الإصدار



## إعتداد مكتب استشاري في مجال البيئة

### Registration of Environmental Consultancy Office Class A, B, or C

توصي هيئة البيئة - أبوظبي :

The Environment Agency - Abu Dhabi issues the registration of:

المكتب:

نوع المكتب:

العنوان:

الملاحظات:

Office Name:  
Type of Office:  
Address:  
Comments/Remarks:

**In the Following Environmental Fields:**

Environmental Fields	Registration	مجالات العمل
<b>1. Environmental Studies</b>		<b>1. الدراسات البيئية</b>
<b>1.1 All Environmental Studies</b>		<b>1.1 جميع الدراسات البيئية</b>
<b>1.2 Only Industrial Environmental Studies</b>		<b>1.2 الدراسات البيئية للمشاريع الصناعية فقط</b>
<b>1.3 Only PERs and Action Plans</b>		<b>1.3 فقط الدراسات البيئية الأولية و خطط العمل</b>
<b>2. Remediation</b>		<b>2. إعادة تأهيل</b>
<b>3. Waste Management</b>		<b>3. إدارة النفايات</b>
<b>3.1 Liquid Waste</b>		<b>1.1 النفايات السائلة</b>
<b>3.2 Solid Waste</b>		<b>1.2 النفايات الصلبة</b>
<b>3.3 Hazardous Waste</b>		<b>1.3 النفايات الخطرة</b>
<b>3.4 Nuclear Waste</b>		<b>1.4 النفايات النووية</b>
<b>4. Environmental Monitoring and Associated Reporting</b>		<b>4. المراقبة البيئية ورفع التقارير المتعلقة بها</b>
<b>4.1 Air Quality</b>		<b>4.1 نوعية الهواء</b>
<b>4.2 Surface and Ground Water Quality</b>		<b>4.2 نوعية المياه</b>
<b>4.3 Soil Quality</b>		<b>4.3 نوعية التربة</b>
<b>4.4 Ecological</b>		<b>4.4 البيئة الحيوية</b>
<b>4.5 Marine and Coastal Environment</b>		<b>4.5 البيئة البحرية والساحلية</b>
<b>4.6 Radiation</b>		<b>4.6 الإشعاع</b>
<b>5. Water Resources (Water Well-Drilling)</b>		<b>5. الموارد المائية (حفر آبار المياه)</b>
<b>6. Environmental Management Systems</b>		<b>6. نظم الإدارة البيئية</b>
<b>6.1 Environmental Information Technology Systems (ITS)</b>		<b>6.1 نظم تقنية المعلومات البيئية</b>
<b>6.2 Environmental Management Systems (e.g., ISO certifier [EMS])</b>		<b>6.2 نظم الإدارة البيئية</b>
<b>6.3 Environmental Auditing</b>		<b>6.3 التدقيق البيئي</b>
<b>7. Nuclear Technology</b>		<b>7. التقنية النووية</b>
<b>8. Environment, Health, and Safety</b>		<b>8. البيئة والصحة والسلامة</b>
<b>8.1 EHS Consultancy and EHSMS Development and Implementation</b>		<b>8.1 الاستشارات ذات العلاقة بالبيئة والصحة والسلامة وأنظمة إدارة البيئة والصحة والسلامة</b>
<b>8.2 Fire Risk Assessment/Management</b>		<b>8.2 تقييم/ إدارة المخاطر الناجمة عن الحريق</b>
<b>8.3 Industrial Hygiene Technical Services and Management</b>		<b>8.3 إدارة الصحة الصناعية والخدمات الفنية ذات العلاقة</b>
<b>8.4 Occupational Health Management</b>		<b>8.4 إدارة الصحة المهنية</b>

Expiration date:

The registration will not be renewed if the renewal application is not submitted within 6 months after the date of expiry.

Class:

Environment Agency–Abu Dhabi  
Environmental Management Sector

تنتهي صلاحية الترخيص بتاريخ:

لن يتم تجديد اعتماد المكتب إذ لم يجدد خلال ستة أشهر من تاريخ انتهاء الصلاحية.

فئة:

هيئة البيئة-ابوظبي  
قطاع إدارة البيئة

<b>Annex (7): For Official Use Only</b>					
<b>Name of Office:</b>					اسم المكتب:
<b>Type of Office:</b>					نوع المكتب:
FOW	FOW Certification		Project Experience (Number of Projects)		EAD Recommendation
	Existing FOWs (Renewals Only)	Requested FOWs	Number of Projects	Supporting Project Evidence	
<b>1. Environmental Studies</b>					
1.1 All Environmental Studies					
1.2 Only Industrial Environmental Studies					
1.3 Only PERs and Action Plans					
<b>2. Remediation</b>					
<b>3. Waste Management</b>					
3.1 Liquid					
3.2 Solid					
3.3 Hazardous					
3.4 Nuclear					
<b>4. Monitoring and Associated Reporting</b>					
4.1 Air					
4.2 Water					
4.3 Soil					
4.4 Ecological					
4.5 Marine & Coastal					
4.6 Radiation					
<b>5. Water Resources (Water Well-Drilling)</b>					
<b>6. Environmental Management Systems</b>					
6.1 ITS					
6.2 EMS					
6.3 Auditing					
<b>7. Nuclear Technology</b>					
<b>8. Environment, Health, and Safety</b>					
8.1 EHS Consultancy and EHSMS Development and Implementation					
8.2 Fire Risk Assessment/ Management					
8.3 Industrial Hygiene Technical Services and Management					
8.4 Occupational Health Management					

<b>Initial Application</b>				
<b>Education and Experience of Manager</b>	Ph.D. 5+ years <input type="checkbox"/>	M.Sc. 7+ years <input type="checkbox"/>	B.Sc. 10+ years <input type="checkbox"/>	
<b>Number of Specialists</b>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	
<b>Experience of Specialists</b>	Total Years of Experience of All Specialists _____			
<b>Renewal Applications Only:</b>				
<b>Projects with Evidence of Completion or Ongoing Status During the Past Year</b>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	
<b>Evaluation of Studies Submitted to EAD (if applicable)</b>	A <input type="checkbox"/>	B <input type="checkbox"/>	C <input type="checkbox"/>	F <input type="checkbox"/>
<b>Date Registration Expired:</b>				
<b>Date Application Submitted:</b>				
<b>Time Elapsed Between Expiration and Reapplication (Months)</b>	Less than 6 months <input type="checkbox"/>	More than 6 months <input type="checkbox"/>		
<b>Reasons for Denial or Down-Grade</b>	<b>Financial Irregularity*</b>	<b>Regulatory Non-Compliance**</b>	<b>Track Record of Negative Complaints</b>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Final Classification</b>	A <input type="checkbox"/>	B <input type="checkbox"/>	C <input type="checkbox"/>	Denied <input type="checkbox"/>
<b>Comments</b>				
<b>Name of Reviewer</b> _____	<b>Signature</b> _____		<b>Date</b> _____	
<b>Name of Management Staff</b> _____	<b>Signature</b> _____		<b>Date</b> _____	

\* Examples include accounting and financial reporting discrepancies reported by proponents or persons listed as references.

\*\* Examples include failure to reapply within 6 months of expiry date; failure to obtain required permits if applicable; operating under expired permits or registrations.

## **Annex (8): Environment, Health, and Safety Fields of Work**

The following EHS Fields of Work are broken down to clarify the content of each field for ECOs:

- EHS Consultancy & EHSMS Development/Implementation
  - General EHS Strategic Consultancy
  - EHSMS Development
  - EHSMS Implementation
  - EHS Risk Assessment and Management
  - EHS Impact Assessment Studies (Health and Safety Elements)
- Fire Risk Assessment/Management
  - Fire Risk Assessments
  - Fire Compliance Auditing
  - Development of Fire Management Plans
- Industrial Hygiene Technical Services and Management
  - Industrial Hygiene Programme Management
  - Occupational Exposure Assessment
  - Indoor Air Quality
  - Noise Monitoring
  - Ergonomics Assessment and Controls
  - Hazardous Materials Programme Management
  - Worksite Assessments, Controls, and Remediation: Ventilation, Lighting, Chemical Hazards, Noise Hazards, Lasers, Radiation, Dust, Asbestos, Lead, and Mold
- Occupational Health Management
  - Biological Exposure Assessment Monitoring
  - Occupational Health Programme Management
  - Employee Wellness Programme Management
  - First Aid Centre and Medical Centre Management
  - Fitness for Duty & Medical Exams
  - Injury/Return to Work Programme Management