

## Service Guide for TAMM portal

Add and Update Previous Experiences from Engineering Firm Projects





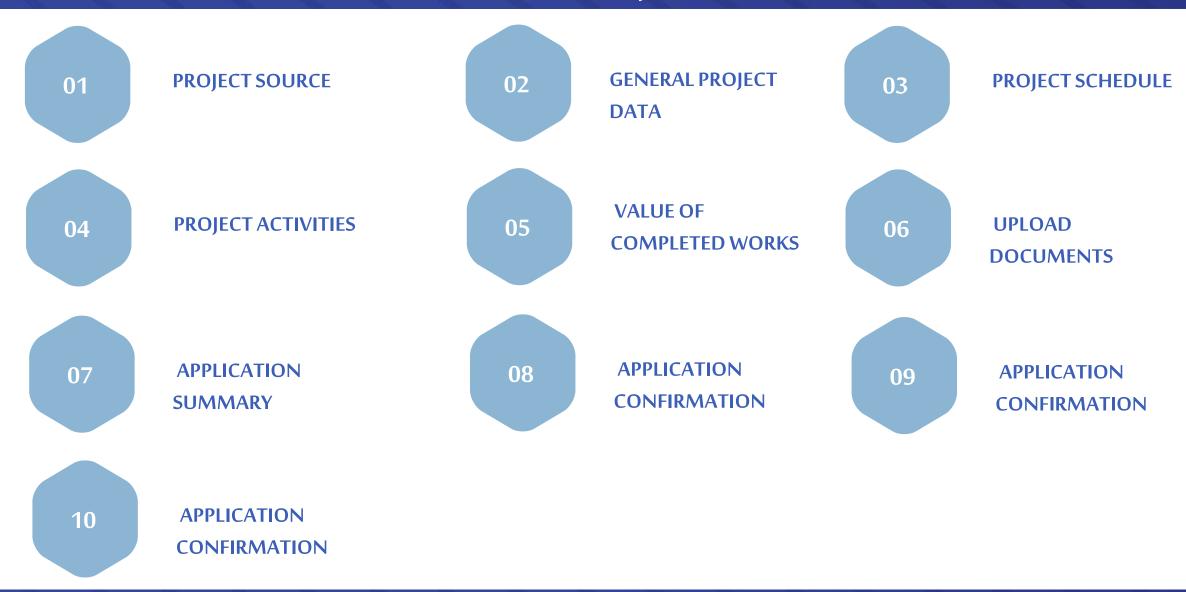
This procedure aims to enter the data of the projects that have been completed by the firm during the previous ten years to request the classification to be established, in addition to the projects being implemented. Completing the data of the previous experiences of the projects is one of the basic requirements for the purpose of classification, classification upgrade, renewal, maintaining the classification degree, or for the purpose of using these projects later.

\* In the case of the desired category for classification does not require previous experiences of projects, this procedure is not called.

Service Link: Add and Update Previous Experiences from Engineering Firm Projects

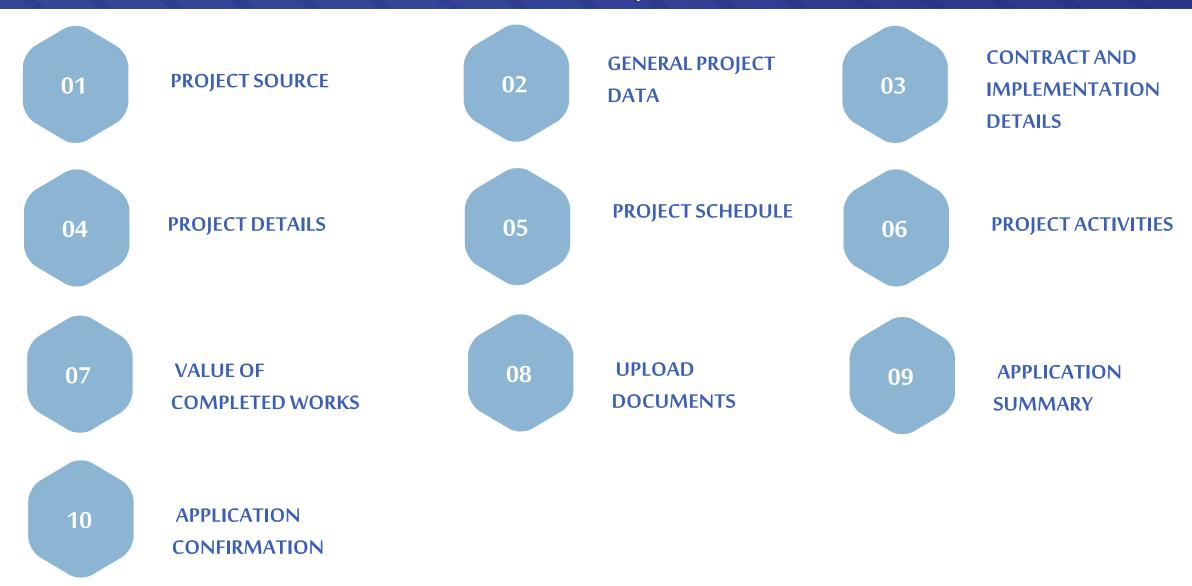
### Table of Content

**Process Steps** 



### Table of Content

**Process Steps** 

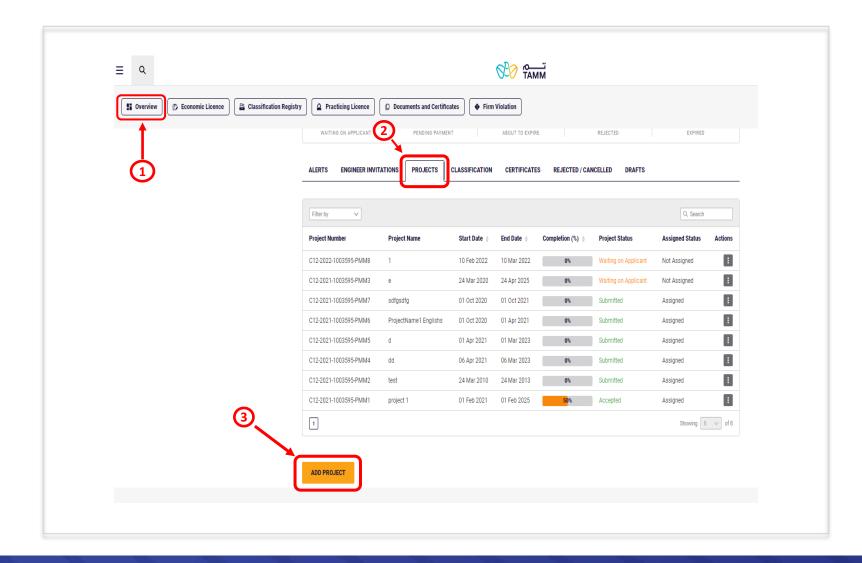




To add and update Previous Experiences from **Engineering Firm Projects:** 

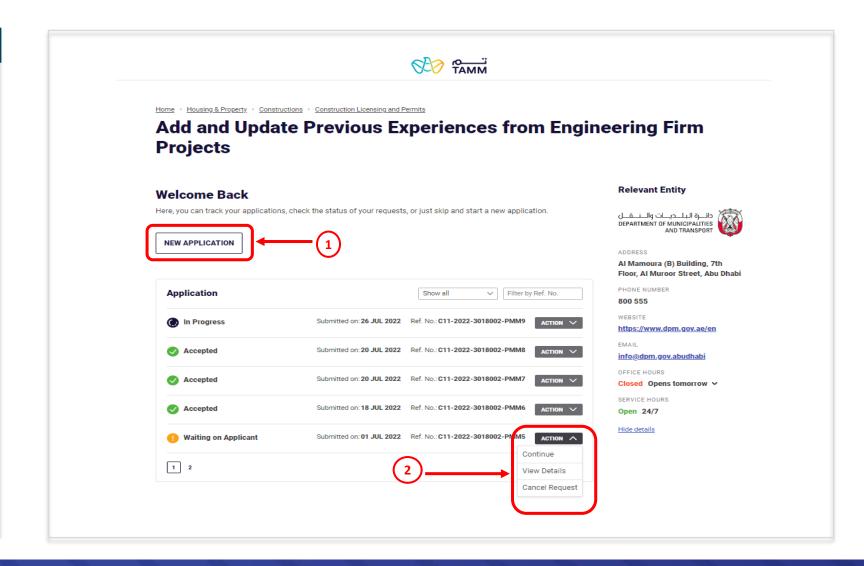
- 1- Click on the "Overview" button.
- 2- Click on "Projects" from the Control Panel
- 3- To add a project, click on the "Add Project" button within the project's portfolio, or

You can go directly to the search screen in the TAMM platform and search for the service under the name "Add and Update Previous **Experiences from Engineering Firm Projects** ".





- 1- To add a project, click on the "New Application" button within the section of the project's portfolio.
- 2- If you want to follow up on the status of the request for a project that was previously entered, select a project and click on the "Action" button is pressed and the choice between "Continue", "View Details" or "Cancel Request".



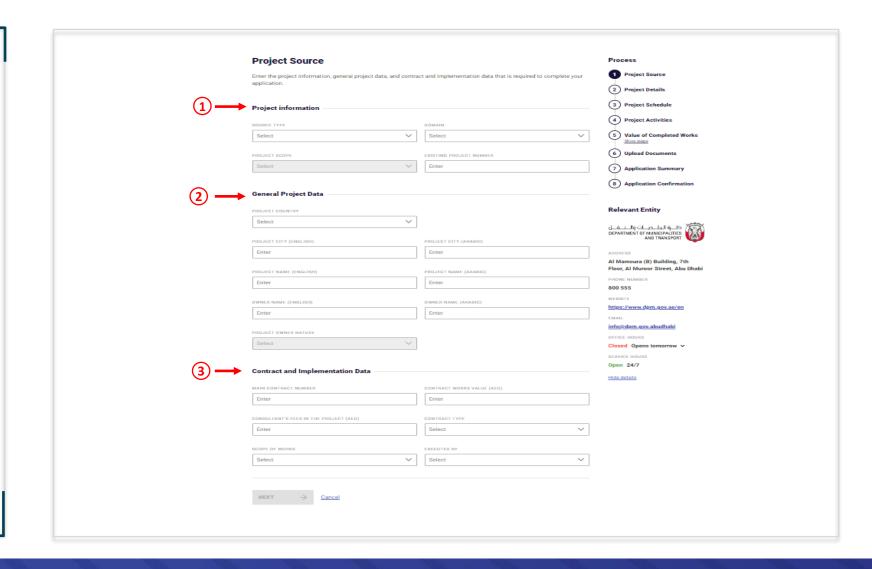
Project Source

#### **Project Source**

The Project Source page contains three sections:

- **1-** Project information
- 2- General Project Data
- 3- Contract and Implementation Data

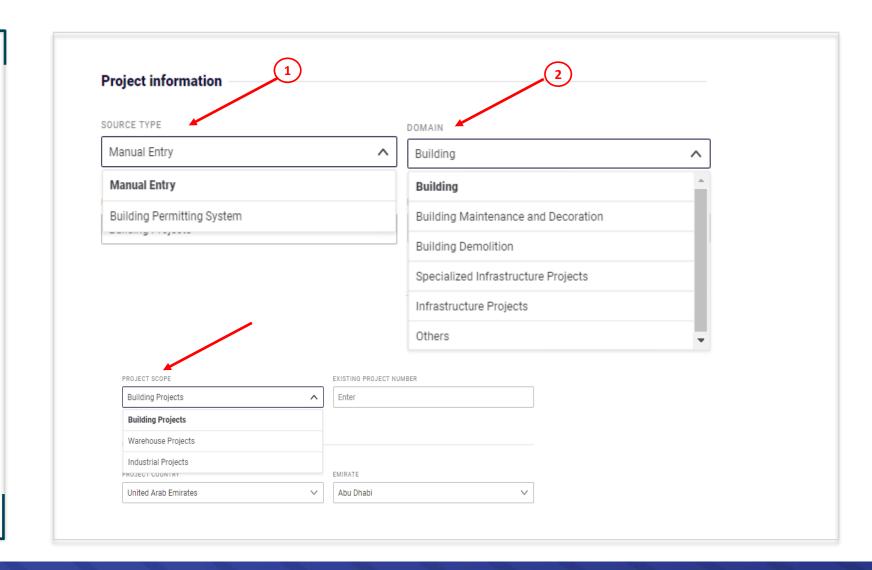
These parts will be detailed on subsequent pages.



**Project Source** 

#### **Project Details**

- 1- Source Type: If the project was previously registered with the building permits (MePS) system then you have to choose "Building Permitting System" from the list, or you have to choose "Manual Entry" if the project is not registered in MePS system.
- 2- Domain: upon choosing the project domain the relevant activities for each choice are shown as per the Project Scope list.



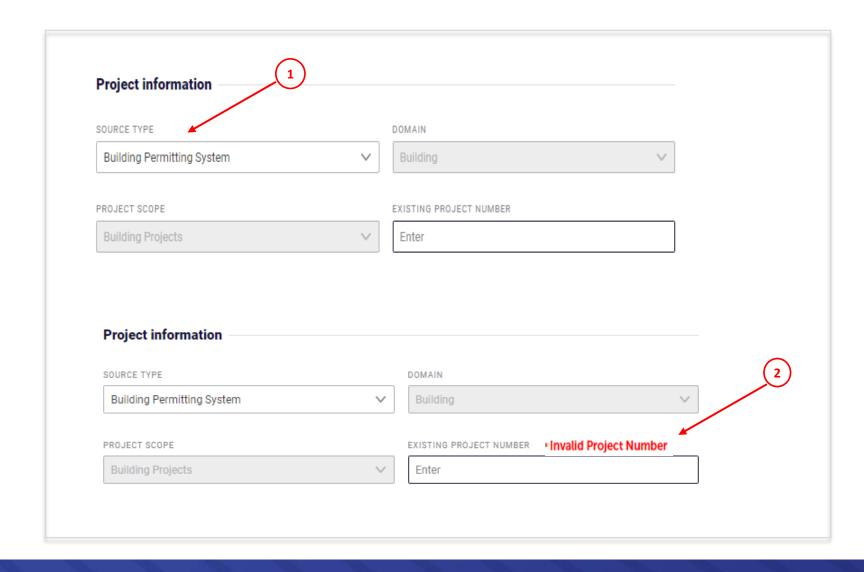


General Project Data

- 1- If the project source type is selected "Building Permitting System", the project Domain will be "Building" and the current project number must be entered as registered in the Building Permits System (MePS).
- 2- After filling the Existing Project Number, the system will validate and retrieve the project details from MePS system. If an incorrect project number is entered or not registered in the building permit system, the system will give the following message:

"Invalid Project Number".

\* If the project source is "manual entry", this data will be entered manually.

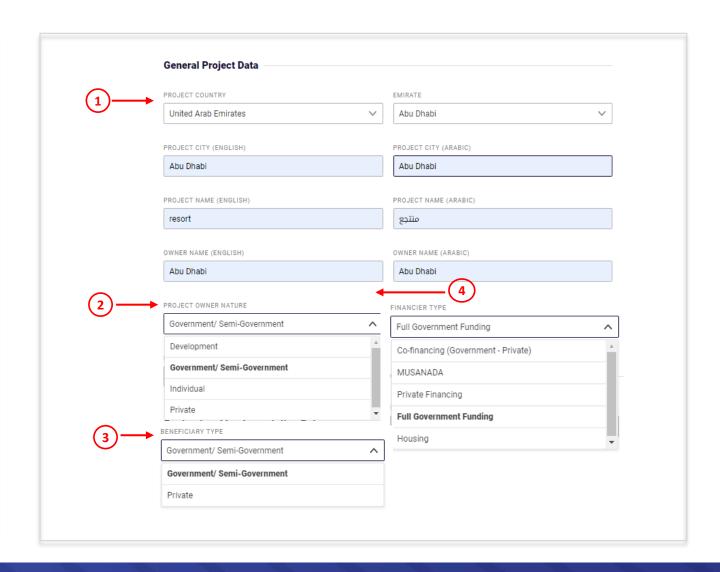




# Add and Update Previous Experiences from Engineering Firm Projects General project Data

#### **General Project Data**

- 1- Project Country: The country in which the project was executed. If the project was executed within the United Arab Emirates, the designated Emirate to be selected.
- If the project was executed outside the United Arab Emirates, certificates of implementation and completion issued by the country of origin to be attached.
- 2- Project owner nature to be selected from the list if it is (individuals-developmental entity-governmental/semi-governmental-private) and if a development entity is selected, the entity is selected from the list of development entities in the system.
- 3- Beneficiary Type: The beneficiary of the project to be selected from the list, whether it is a government entity or a private entity.
- 4- Financier Type: The type of entity financing the project to be selected from the list, and if it is joint financing (public-private), the percentage of government funding for the project is entered.

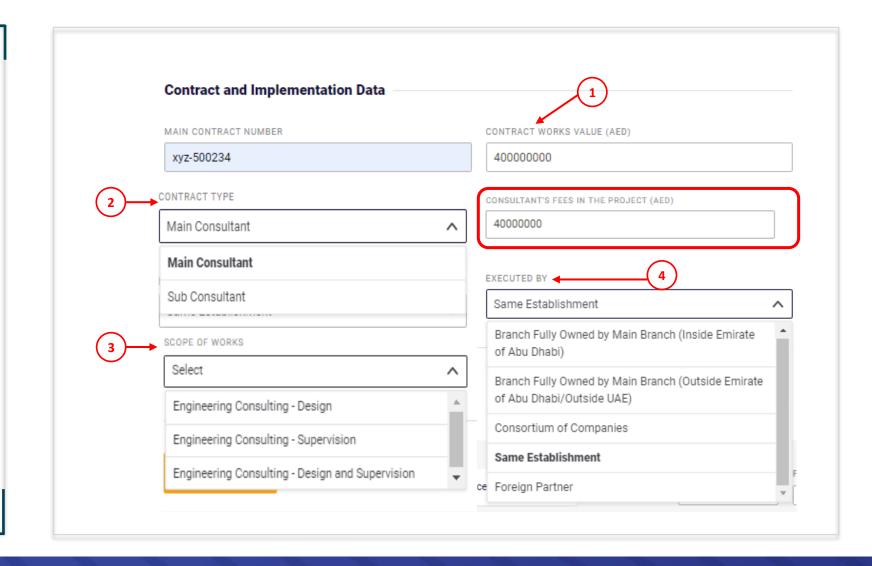




#### Contract and Implementation Details

## Contract Implementation Data Engineering Consultant Office

- 1- Contract Works Value: to be entered as well as the Consultant's fees In the project.
- 2- Contract Type: (main consultant or subconsultant).
- in the event of choosing a sub-consultant, the subcontract agreement will be requested in the required attachments screen later.
- 3- Scope of work: (design supervision design and supervision).
- 4- Executed by: as per the shown list.





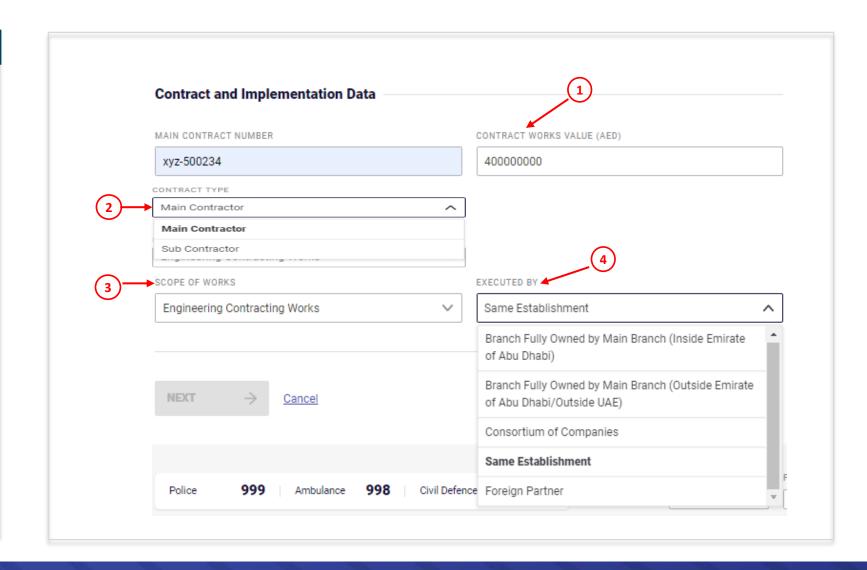
#### Contract and Implementation Details

## Contract Implementation Data Contracting Company

- 1- Contract Works Value: to be entered
- 2- Contract Type (main contractor or subcontractor).

in the event of choosing a sub-contractor, the sub-contractor agreement will be requested in the required attachments screen later.

- **3-** Scope of work: Engineering Contracting works.
- 4- Executed by: as per the shown list.



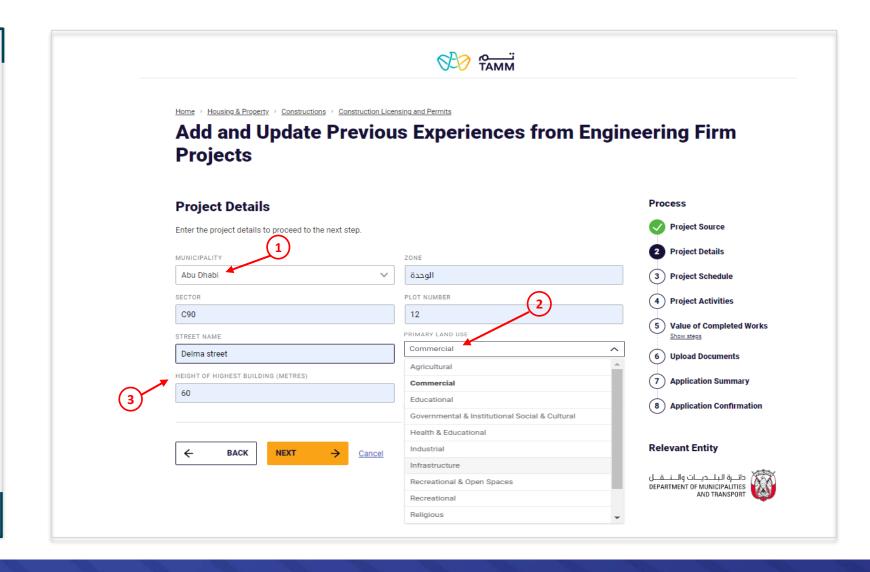


# Add and Update Previous Experiences from Engineering Firm Projects Project Details

#### **Project Details**

In case of a building project in the Emirate of Abu Dhabi and it contains the details of the land and the location of the project, the following information to be filled;

- 1- Municipality: The administrative boundaries of the municipality in which the project is executed (Abu Dhabi City Al Ain City Al Dhafra Region).
- 2- Primary land Use: Choose primary land use from the drop-down menu as shown.
- 3- Height of the highest Building: Enter the value of the highest building in the project in meters.



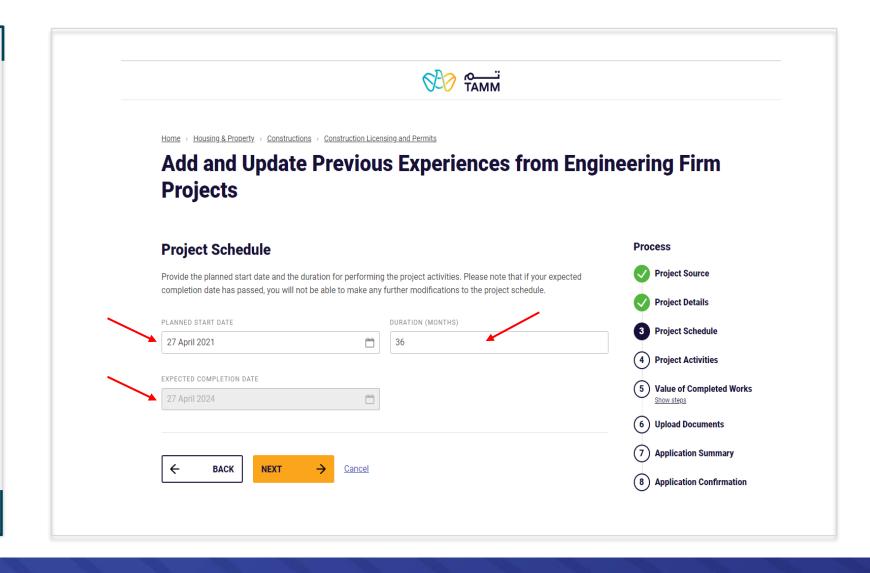


**Project Schedule** 

#### **Project Schedule screen**

Project Start Date, Duration (in months) are entered and then the system automatically fills in the expected completion date.

- 1- In the case the project is completed, it is not possible to add variations, except adding the value of completed works only, and an official certificate of completion is required to be attached.
- 2- If the project is incomplete, modifications can be added to the project (scopes batches of completed works time period).





**Project Activities** 

#### **Project Activities screen**

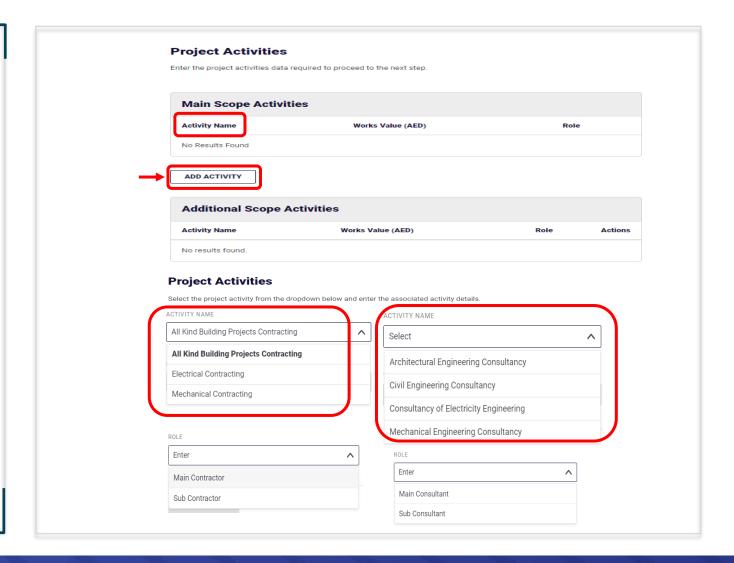
It contains a definition of the project scopes of the main and additional works, and then the definition of the activities of each of these scopes.

Main Scope Activities: Depending on the Project Domain (building- infrastructure), the activities which can be added (selected) are the ones which are listed (registered) in the Firm record.

To add an activity, click on the "Add Activity" button select the activity including the value and then add the Main Scope Description in the indicated space.

#### Note:

\*The activities of the main scope required to be provided are determined according to the nature of the project through predesigned work rules. You can choose from your classified activities provided that they are among the activities specified in these work rules.





**Project Activities** 

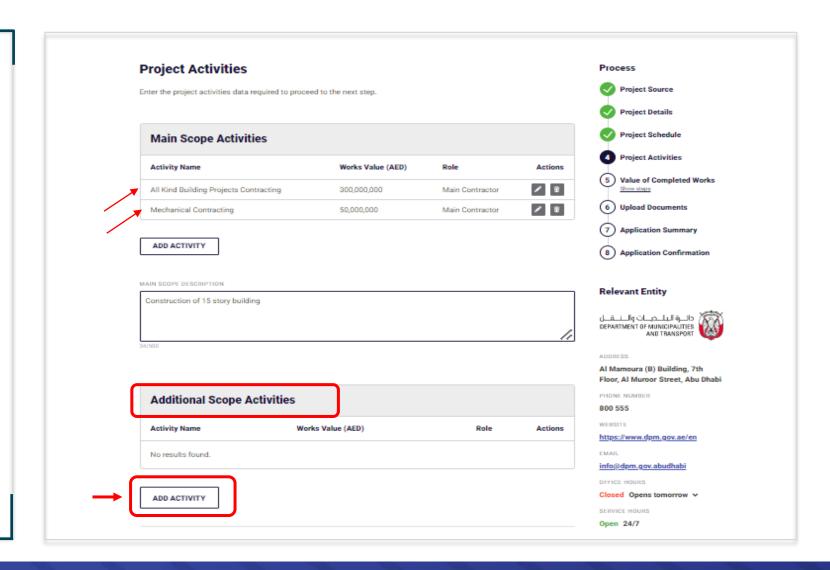
#### **Project Activities screen**

#### **Additional Scope Activities:**

After the Main Scope activities are entered, the Contractor or the Consultant can choose to add any additional scope not part of the main scope activities.

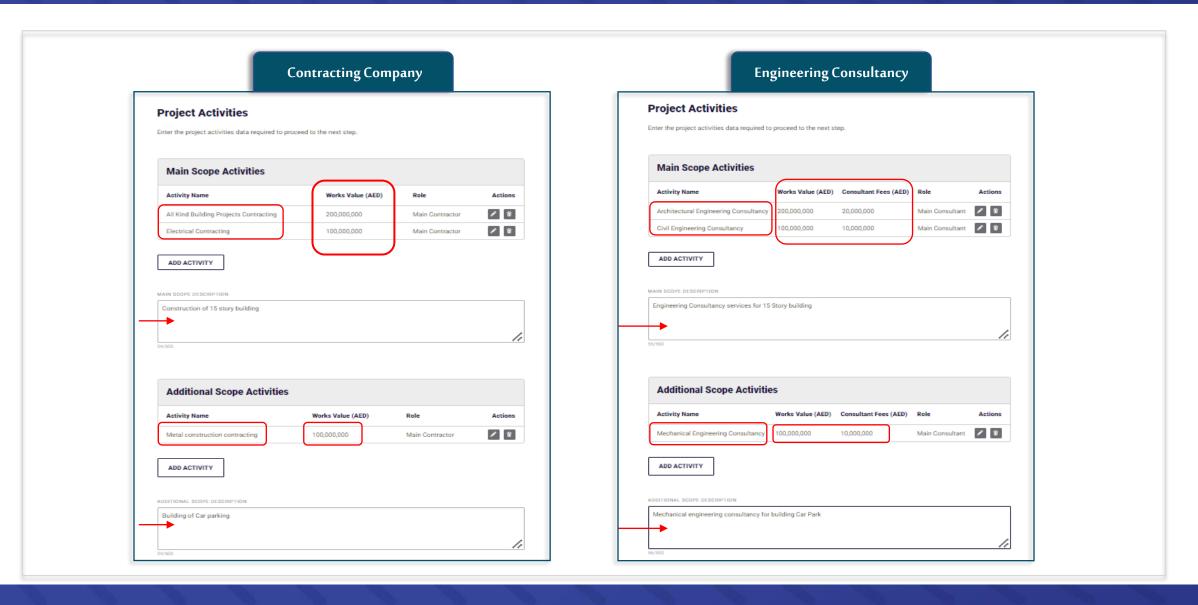
The additional scope activities are added (selected) from among the list of activities that represent the additional work in the project and not related to the nature of the project. The additional scope must be described in the provided space.

To add an activity, click on the "Add Activity" button select the activity including the value and then add the additional scope description in the indicated space.





### Project Activities





**Value of Completed Works** 

## Value of Completed Works Screen Contracting Companies

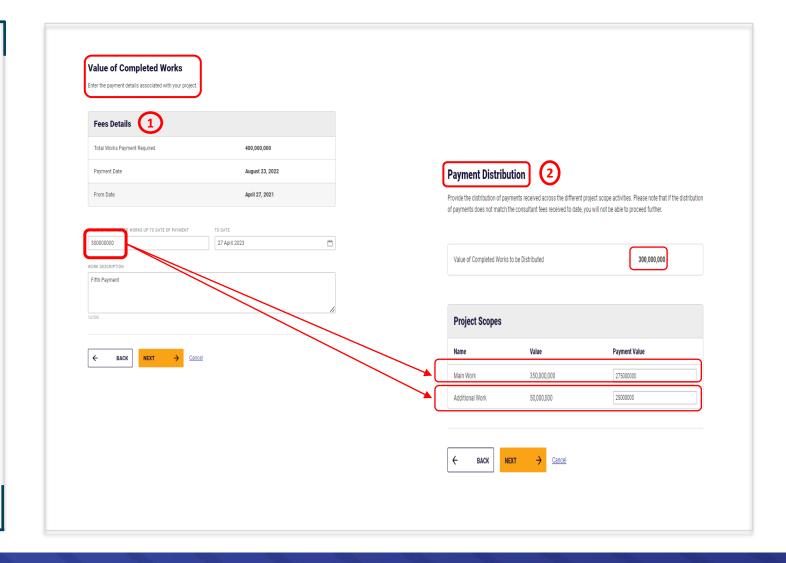
#### 1- Payment Details Screen:

First, enter the payment value of the completed works up to date. If the project is already completed put the full amount of the project completed work, and then move to the next screen to distribute the payments by clicking Next.

#### **2-** Payment Distribution Screen:

The same value of the completed work to be distributed on both Main Work & Additional Work.

The system automatically calculates the value of the work performed for each activity depending on the percentage of this activity from the total value of the scope and calculate the remaining value of the activity if there is previous works done on it.





Value of Completed Works

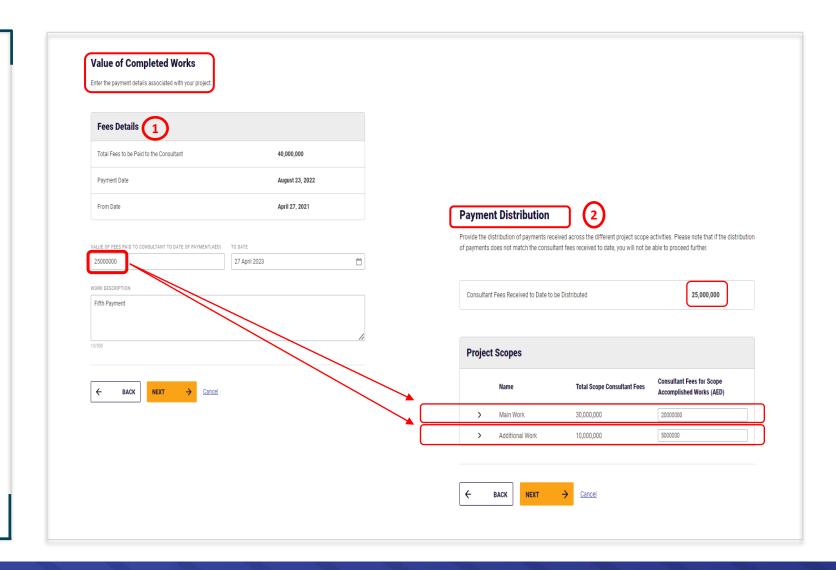
## Value of Completed Works Screen Engineering Consultancy Offices

#### 1- Payment Details Screen:

First, enter the payment value of the completed works up to date. If the project is already completed put the full amount of the project completed work, and then move to the next screen to distribute the payments by clicking Next.

#### 2- Payment Distribution Screen:

The same value of the completed work to be distributed on both Main Work & Additional Work. The system automatically calculates the value of the work performed for each activity depending on the percentage of this activity from the total value of the scope and calculate the remaining value of the activity if there is previous works done on it.





### **Required Documents**

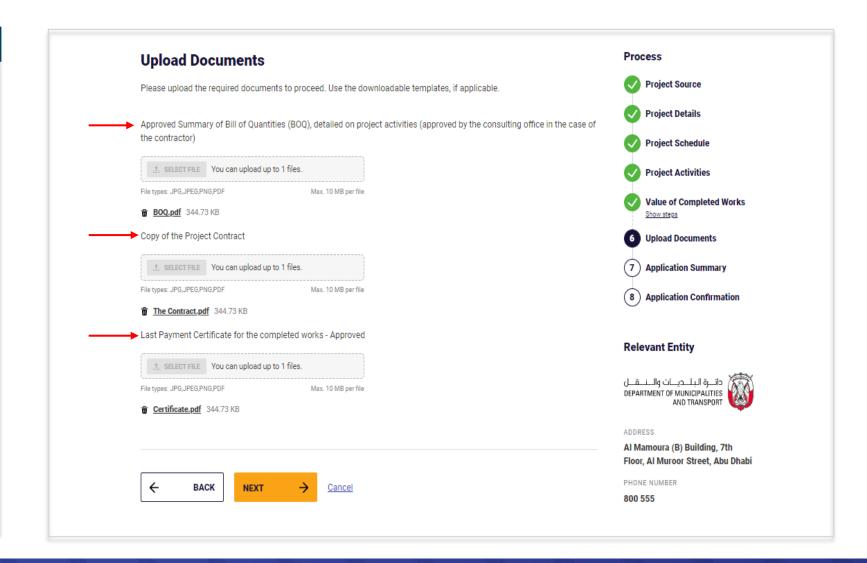
No	Document Name
1	Copy of the Project Contract:  Required for Both Consultant and Contractor
	Approved Summary of Bill of Quantities (BOQ) for each project detailed on its activities for which classification is required (approved by the consulting office in the case of the contractor):  Required for both consultant and contractor - only if the project has more than one activity
3	Clearance certificate from the project owner/Or the licensee authority of the project on the completion of works, or the final payment certificate:  Required for both consultant and contractor - only if the project is completed
4	Last Payment Certificate for the completed works (Approved) - Required For the consultant and contractor in case the project is not finished as follows: - Required for the consultant - the certificate is approved by the owner / owner authority - Required for the contractor - the certificate is approved by the consultant
5	Project Construction permit, or approvals for the project from the licensee:  - Required for the consultant - if his role is only supervision  - Required for the contractor - In case the project is in progress / not closed
6	Attested Joint Venture contract detailing the nature of the activities conducted by each member of the Joint Venture, and the percentage of these activities out of the total project value:  Required for both consultant and contractor - for projects implemented through Coalition of companies
7	Attested official certificates confirming that the branch is fully owned by the head office:  Required for both consultant and contractor — for the projects executed by branch fully owned by the head office(inside or outside UAE)
8	Completion certificate issued by the government agencies in the country where they were executed, and duly attested:  Required for both consultant and contractor - for projects implemented outside the country
9	Copy of the Subcontract project:  Required for Both Consultant and Contractor - for subcontracted projects only

# Add and Update Previous Experiences from Engineering Firm Projects Upload Documents

#### **Upload Documents screen**

In order to complete to service, documents to be uploaded according to the project type and status as explained in the previous.

Note: Accepted file types are JPG, JPEG, PNG, PDF



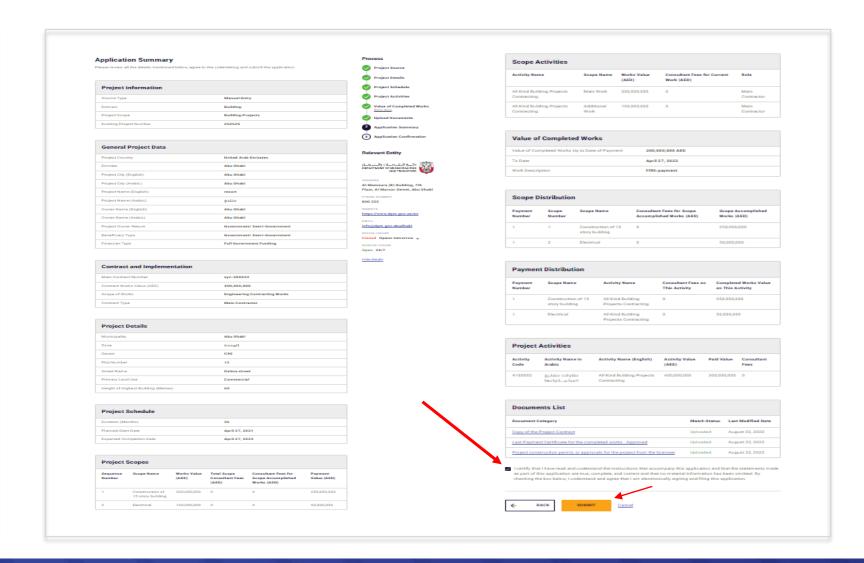
#### **Application Summary**

#### **Application Summary screen**

All the entered data to be reviewed for verification before sending the application.

The instructions attached to the application must be read, as well as acknowledgment of the validity of the entered data via clicking on the box indicated at the bottom of the page so that the applicant can complete the application by pressing the send button.

All transaction details can be viewed on the next screen.





#### **Application Confirmation**

#### **Application Confirmation screen**

Upon confirmation of the successful completion of the electronic application, the transaction number appears, and a text message is sent stating that the transaction has been submitted, including the transaction number as shown.

After that, you can complete the work by going to the main control panel by pressing the "Visit Dashboard" button. The applicant can also view the summary or track the status of the application.

