

Service Guide for TAMM portal

Manage an Engineering Firm's Record - Classification Criteria Record.



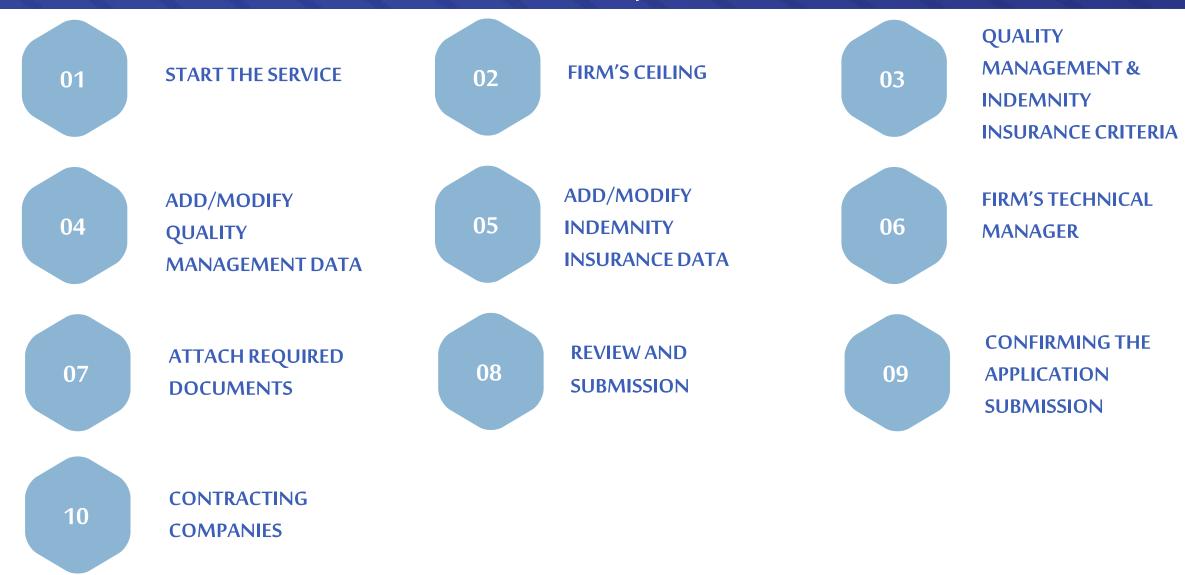


This service aims to provide the administrative requirements for classification and to determine the ceiling of the firm on the basis of which the classification will be carried out. Through it, the required data and documents are provided according to the desired ceiling. After applying for the service ,it is rreviewed and approved by the concerned municipality.

Service Link: Manage an Engineering Firm's Record

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Process Steps





Screens of creating Classification Criteria Record-Engineering **Consulting Offices**



Required documents to apply for the service

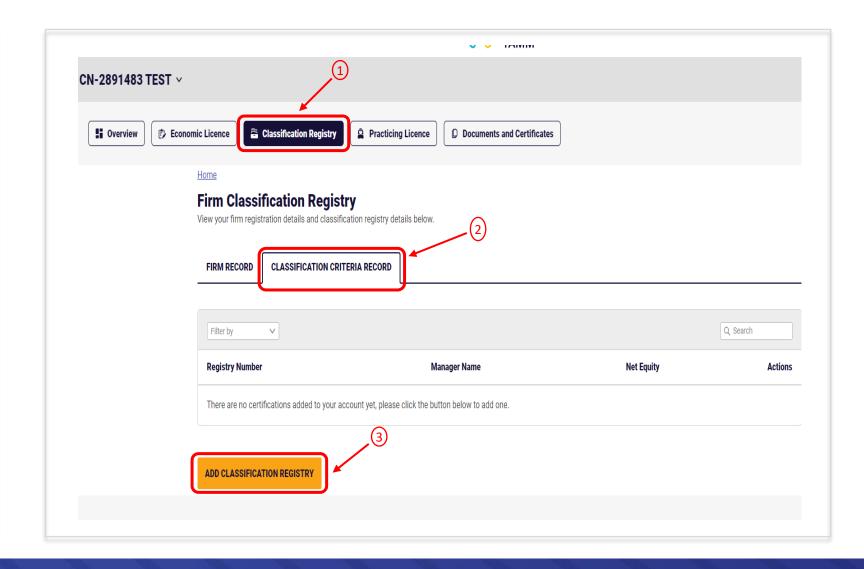
No	Document Name
1	Certificates of Quality ISO9001 for first and Special categories, Firms that does not have it can undertake to provide certificates on upgrading the ceiling or classification renewal
	130300 From this tand Special categories, Firms that does not have it can undertake to provide certificates on apgrading the centing of classification renewal
	A copy of the Professional Indemnity insurance certificate
	2 million dirhams per year, 200,000 dirhams per accident for the special category
2	1 million dirhams per year, 100,000 dirhams per accident for the first category
	500,000 dirhams per year, 50,000 dirhams per accident for the second category
	A statement of compliance issued by the approved/certified auditor confirming that the firm has met all the conditions, financial criteria and the required financial position
3	for the purposes of classification in accordance with the relevant legislation and as per the approved formats.
	Required for first and Special categories
4	A copy of the contract between the engineering firm and the accounting firm - Required for first and Special categories
5	A declaration to dedicate a specialized accounting staff for categories mentioned below - Required for second category
	Financial Documents
6	1- Download and fill in the required financial data as per the template shown in the classification system.
	2- A true copy of the financial report audited by the certified auditing office showing the financial position at the end of each fiscal year
	A copy of the establishment certificate for the foreign parent company in the country of origin
7	For firms of a foreign branch type and for the foreign Associate Contractor/Consultant, the certificate to be provided upon first time registration in the system.
	In the Special case of having a local Branch of an Engineering Consultancy office from another Emirate seeking classification (higher than the second category) in the
	Emirate of Abu Dhabi, The following documents are required:
	- The Trade license for Head office in the other emirate
8	- The Classification certificate for the Head Office in the other emirate
	- The trade license for any classified Local corporate partner in the other Emirate.
	- The Classification certificate any classified Local corporate partner in the other Emirate.

Manage an Engineering Firm's Record - Classification Criteria Record Start the Service

To create classification criteria record for the firm:

- 1- Click on "Classification Registry" from the main Dashboard.
- 2- Click on the "Classification Criteria Record" card.
- 3- Click on the "Add Classification Registry" card.

Or you can go directly to the search screen in the "TAMM" platform and search for the service under the name "Manage an **Engineering Firm's Record".**

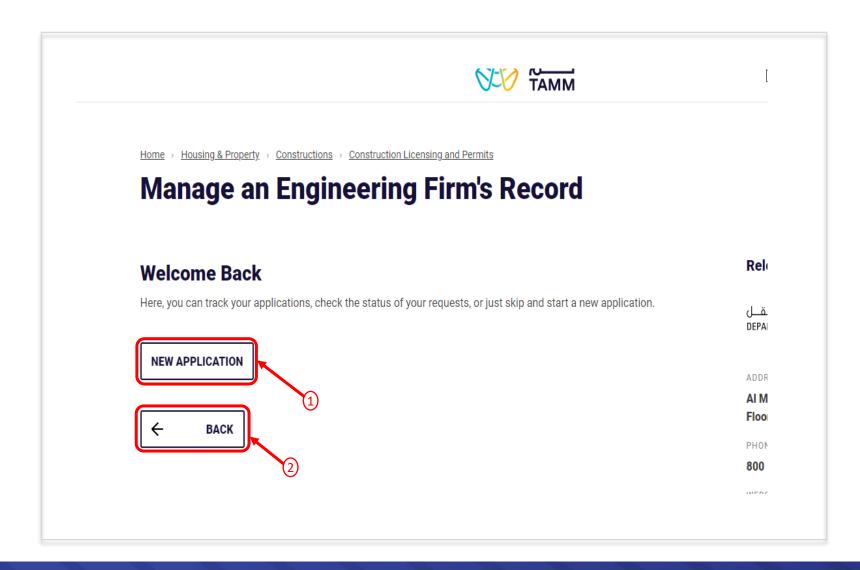




Manage an Engineering Firm's Record - Classification Criteria Record Start the Service

- 1- To create a new request for creating or updating the Classification Criteria Record, you can click on the "New Application" button to create an application.
- 2- When you press "Back", you will be returned to the previous screen.

To create Classification Criteria Record for you firm, we will go through five 5 stages in the following screens...



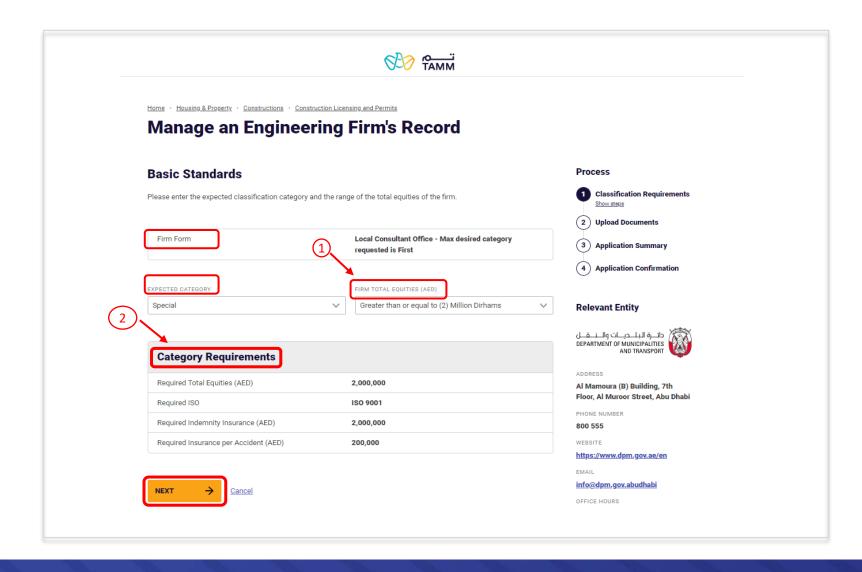


The first step is to display the office shape and the initial firm classification ceiling from the previously opened firm record, so you can choose the desired ceiling according to the previous data as follows:

- 1- you will choose the "Expected Category" of the classification ceiling and based on the financial report that will be attached, you have to select the value of the "Firm Total Equities".
- 2- After that, the system displays the "Category Requirements" that have been selected as a desired ceiling.

When you press the "Next" button, you will go to the next stage...

* Requirements for all categories can be found in Classification Basics.

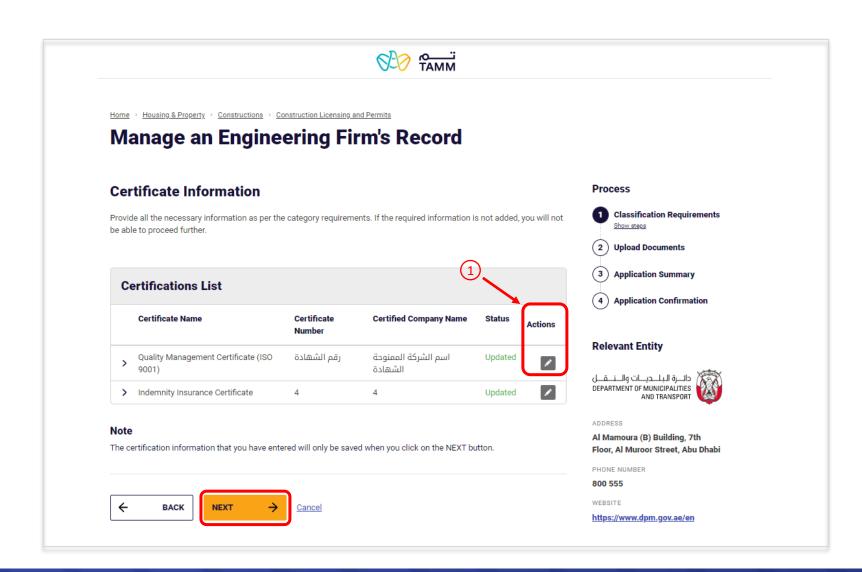


Quality Management and Indemnity Insurance Criteria

In this screen, the required certificates data are displayed, entered, and updated according to the form and type of the firm, It includes:

- 1- ISO 9001 Quality Management Certificate.
- 2- Professional insurance certificate.

To enter or update the certificate data, click on the update button under the "Actions" field, and then a page will appear for you to enter and update the data of the selected certificate.





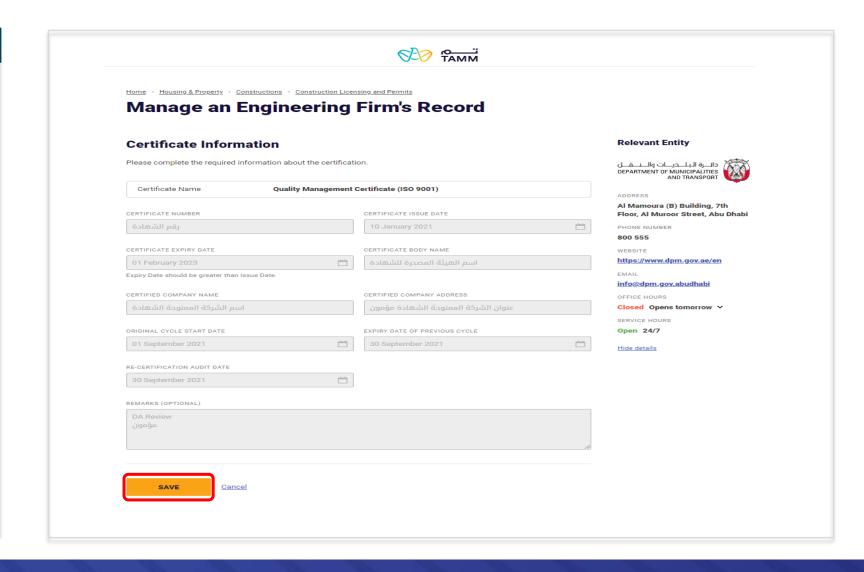
Add/Modify Quality Management Data

Adding and updating quality management certificate data:

Through this screen, the required quality management certificate data is added and updated according to the following fields:

- Certificate name
- Certificate Number
- Certificate Issuance Date
- Certificate Expiry Date
- Certification Body Name
- Certified Company Name
- Certified Company Address
- Original Cycle Start Date
- Expiry Date of the Previous Cycle
- Re-Certificate Audit Date
- Remarks

After filling the data press the "Save" button to save the changes and return to the previous page.





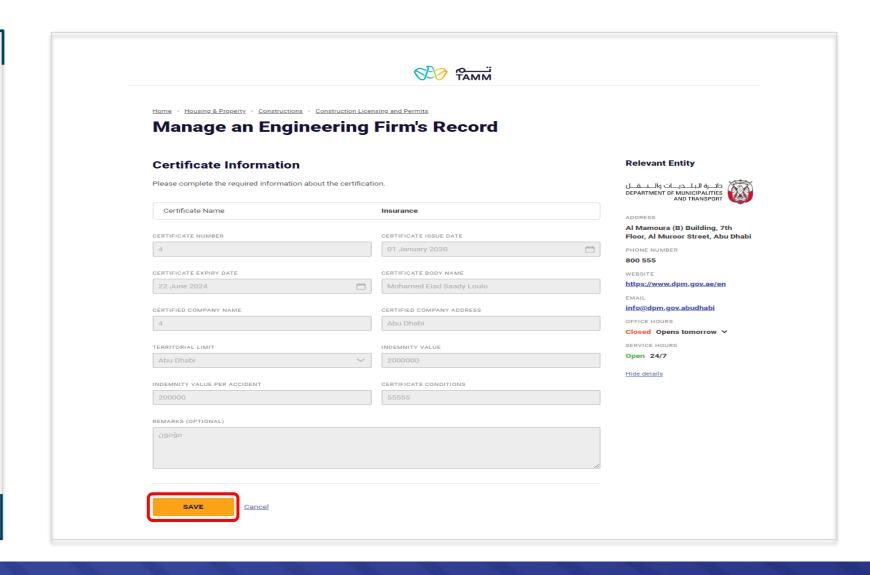
Manage an Engineering Firm's Record - Classification Criteria Record Add/Modify Indemnity Insurance Data

Adding and updating quality Indemnity Insurance certificate data:

Through this screen, the required Indemnity Insurance certificate data is added and updated according to the following fields:

- Certificate name
- Certificate Number
- Certificate Issuance Date
- Certificate Expiry Date
- Certification Body Name
- Certified Company Name
- Certified Company Address
- Territorial Limit
- Indemnity Value
- Indemnity Value per Accident
- Certificate Conditions
- Remarks

After filling the data press the "Save" button to save the changes and return to the previous page.





Manage an Engineering Firm's Record - Classification Criteria Record Firm's Technical Manager

Adding and updating the technical manager data for the firm:

In this part, the data of the Technical Manager of the engineering office is defined by entering his Emirates ID card number, then pressing the "Search" button, and the system reads the data from the Engineers Licenses System and makes sure that he is registered as a technical manager of the firm with the required experience.

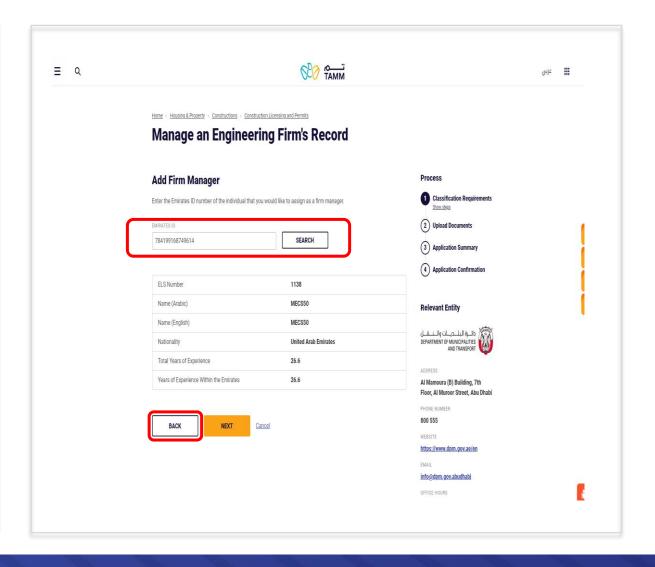
Cases and conditions of necessity to provide a Technical Manager:

- Foreign branch / Associate Engineering office: A technical director is required
- Local Engineering Office: A technical manager must be appointed for the office if one of the engineering office's Local partners is not practicing the engineering profession (Individual Partner) or not practicing engineering consultancy activities (Corporate Partner) in the emirate.

The technical director is required to:

- To be an engineer registered in the Engineers Licensing System.
- To be dedicated to the work of the engineering office.
- To have at least Ten (10) years of experience in engineering consultancy for the special category, Seven (7) years for the first category, and Four (4) years for the second category.

After filling the data press the "Save" button to save the changes and return to the previous page .

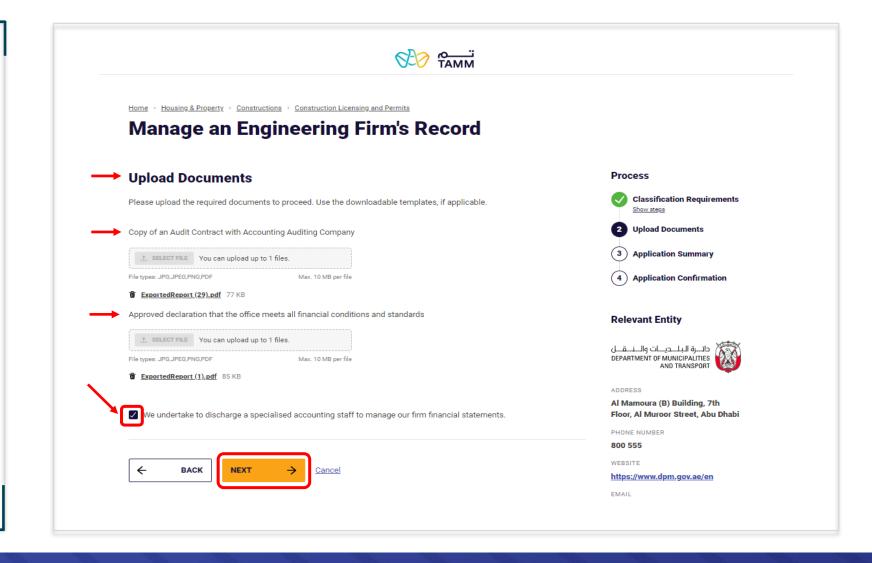


Manage an Engineering Firm's Record - Classification Criteria Record Attach Required Documents

Add the required documents according to the form and category of the firm's ceiling:

Here the service required documents are attached as mentioned previously, noting that some of the attachments are general and appear to all categories and the rest appear according to the conditions and options

After completing the entry of required documents, press the "Next" button to save the attachments and move to the last stage of review and submission.





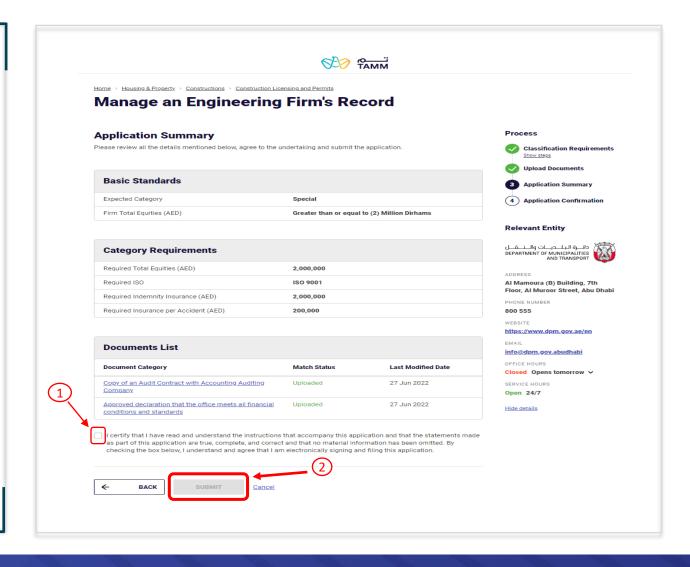
Review and Submission

Review previous steps and Submission:

This screen is to review all the previous steps, which enables you to make sure that all the steps, inputs and attachments are correct as follows:

- 1- The customer must acknowledge that he has read and understood the attached instructions by clicking on the declaration box at the bottom of the page.
- 2- After reviewing the data and acknowledgment, you will be able to press the "Submit" button, and accordingly the request will be submitted to the concerned municipality, which will review the data of the application to create and update the firm's classification criteria record submitted within 5 working days from the date of submission and respond to you either by "Acceptance" or by "Return to Complete Missing Requirements" if any, or "Rejection" of the application, depending on the case.

By approving the application, you will have created your firm's Classification Criteria Record, and thus you can start preparing the application for the issuance of a license to practice engineering activities.





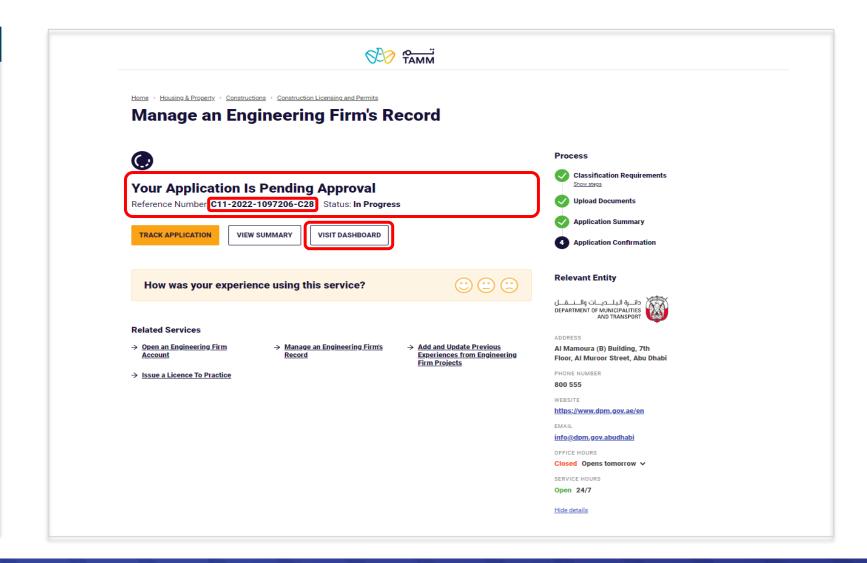
Confirming the Application Submission

After applying to the service,, the application is created to create classification criteria record for the first time or to update it if there is a previous record.

Also, you will get confirmation of the completion of the electronic application with the reference number as shown.

After that, you can complete the work by going to the main dashboard by pressing the "Visit Dashboard" button.

And through the Dashboard, you can complete the rest of the work by entering the previous experiences of projects and preparing the application for the issuance of a license to practice engineering activities.





Screens of creating Classification Criteria Record-Contracting

Companies



Required documents to apply for the service

Contracting Companies

No	Document Name
1	Certificates of Quality and Environment Management.
	ISO9001 and ISO 14001, for Special, First and Second categories, Firms that does not have it can undertake to provide certificates on upgrading the ceiling or
	classification renewal
2	A copy of the Professional Indemnity insurance certificate
	Required from contracting companies that have activities from the domain of design and implementation works (simple works) or the domain of supporting surveying
	works (currently not activated), and want to classify them as follows:
	- The activities of the domain of design and implementation works (simple works) :
	300,000 dirhams per year, 30,000 dirhams per accident for the Sixth category
	- The activities of the domain of supporting surveying works :
	2 million dirhams per year, 200,000 dirhams per accident for the Special and First category
	1 million dirhams per year, 100,000 dirhams per accident for the Second and Third category
	500,000 dirhams per year, 50,000 dirhams per accident for the Fourth and Fifth category
3	A statement of compliance issued by the approved/certified auditor confirming that the firm has met all the conditions, financial criteria and the required financial
	position for the purposes of classification in accordance with the relevant legislation and as per the approved formats.
	Required for first and Special, First and Second categories
4	A copy of the contract between the engineering firm and the accounting firm - Required for first and Special, First and Second categories
5	A declaration to dedicate a specialized accounting staff for categories mentioned below - Required for Third, Fourth, Fifth and Sixth category
6	Financial Documents
	1- Download and fill in the required financial data as per the template shown in the classification system.
	2- A true copy of the financial report audited by the certified auditing office showing the financial position at the end of each fiscal year
	Required for Special, First and Second category
7	A copy of the establishment certificate for the foreign parent company in the country of origin
	For firms of a foreign branch type and for the foreign Associate Contractor/Consultant, the certificate to be provided upon first time registration in the system.

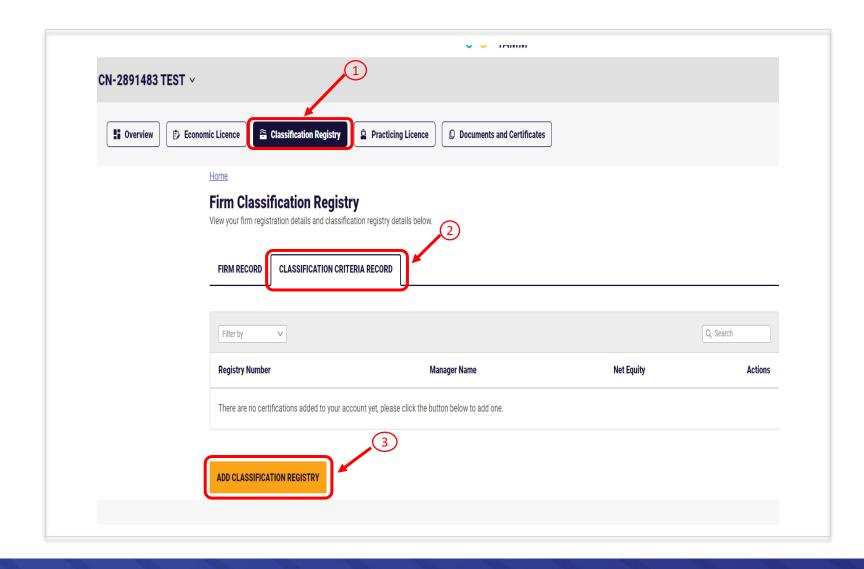


Manage an Engineering Firm's Record - Classification Criteria Record Start the Service

To create classification criteria record for the firm:

- 1- Click on "Classification Registry" from the main Dashboard.
- 2- Click on the "Classification Criteria Record" card.
- 3- Click on the "Add Classification Registry" card.

Or you can go directly to the search screen in the "TAMM" platform and search for the service under the name "Manage an Engineering Firm's Record".

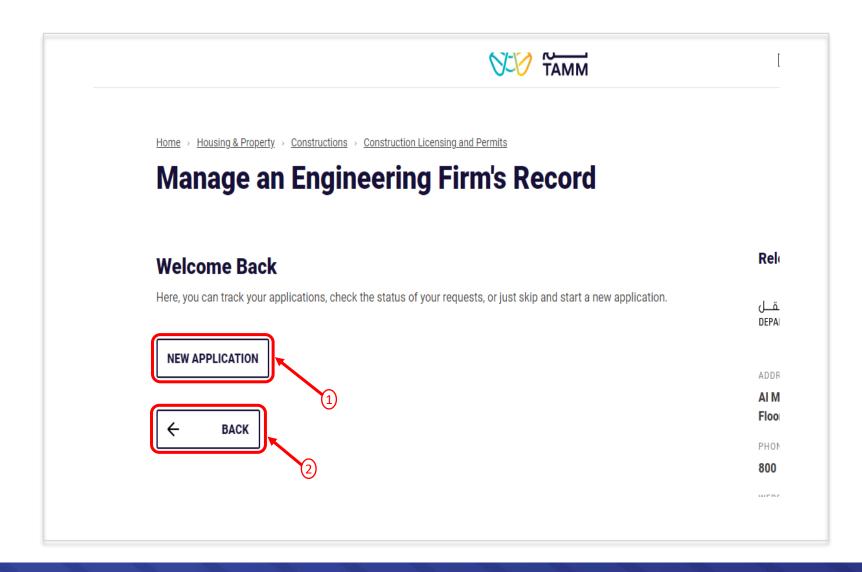




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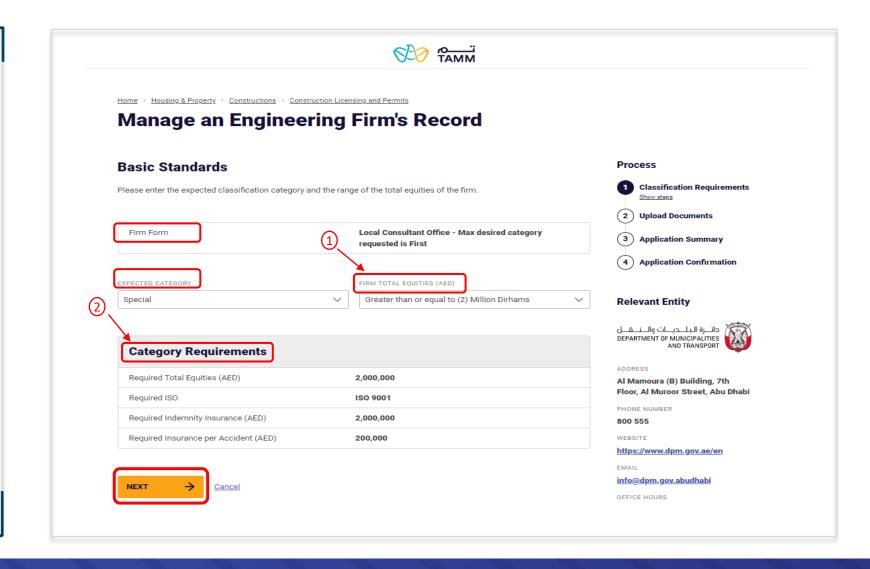


The first step is to display the office shape and the initial firm classification ceiling from the previously opened firm record, so you can choose the desired ceiling according to the previous data as follows:

- 1- You will choose the "Expected Category" of the classification ceiling and based on the financial report that will be attached, you have to select the value of the "Firm Total Equities".
- 2- After that, the system displays the "Category Requirements" that have been selected as a desired ceiling.

When you press the "Next" button, you will go to the next stage...

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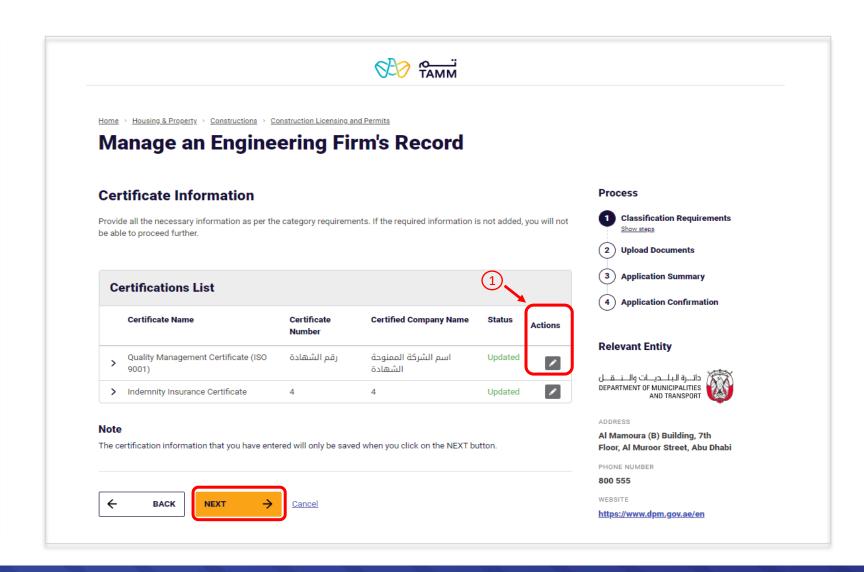


Quality Management and Indemnity Insurance Criteria

In this screen, the required certificates data are displayed, entered, and updated according to the form and type of the firm, It includes:

- 1- ISO 9001 Quality Management Certificate.
- 2- ISO 14001- Environmental Management System Certification .
- 3- Professional insurance certificate.

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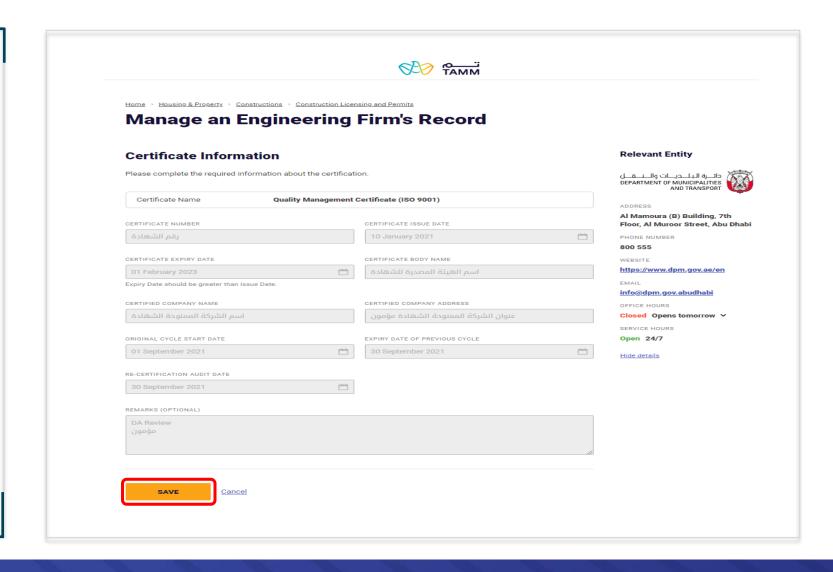
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- Remarks

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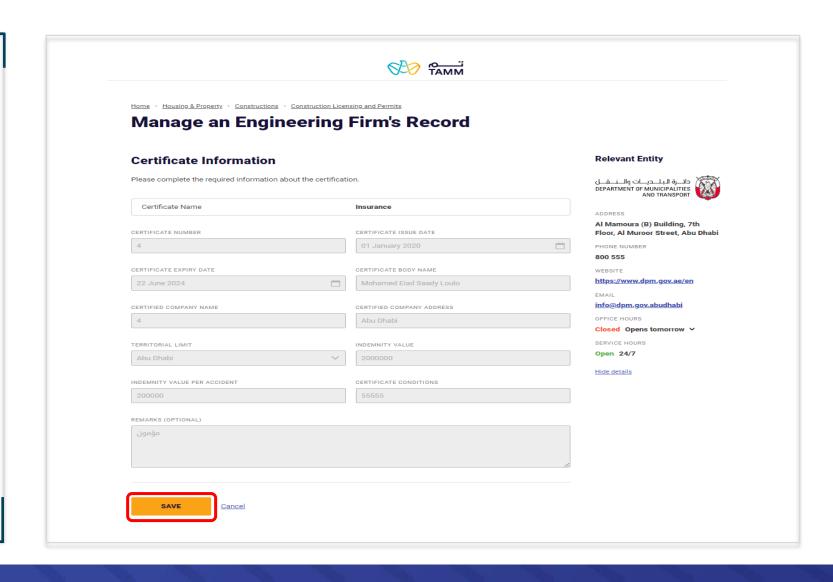
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Insurance certificate data is added and updated
according to the following fields:

- Certificate name
- Certificate Number
- Certificate Issuance Date
- Certificate Expiry Date
- Certification Body Name
- Certified Company Name
- Certified Company Address
- Territorial Limit
- Indemnity Value
- Indemnity Value per Accident
- Certificate Conditions
- Remarks

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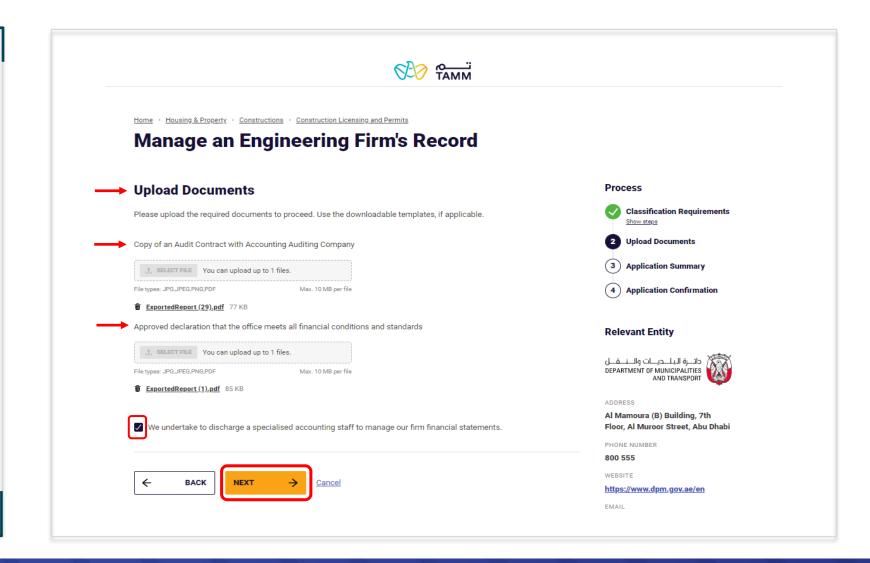


Attach Required Documents

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Review and Submission

Review previous steps and Submission.

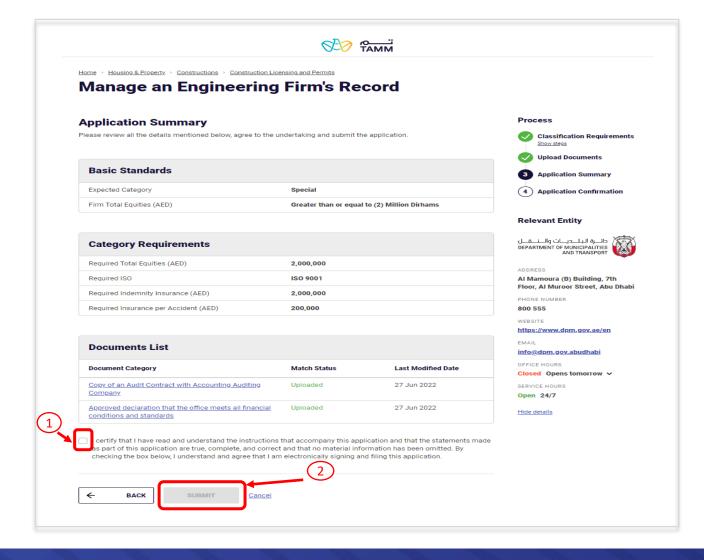
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 By approving the application, you will have created your firm's

Classification Criteria Record, and thus you can start preparing the

application for the issuance of a license to practice engineering activities.





Confirming the Application Submission

After applying to the service, the application is created to create classification criteria record for the first time or to update it if there is a previous record.

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