



A list of frequently asked questions about engineering facilities classification services

No.	Question	Answer
1	What are the Classification services for engineering firms available on TAMM Platform?	<p>The Classification services available on TAMM portable have a group services as follows;</p> <ol style="list-style-type: none"> 1-Main Dashboard 2-Open an Engineering Firm Account 3-Create or Update the Record of an Engineering Firm 4-Manage an Engineering Firm's Record 5-Add and Update Previous Experiences from Engineering Firm Projects 6-Additional Project Scope Activities 7-Add Project Completed Works Value 8-Project Schedule Variance 9-Request Issuance of To Whom It May Concern Certificate 10.Manage an Engineering Firm's Activity Practicing Licence 11-Firm Users Management 12-Request to Add a Branch to a local Engineering Firm Registry
2	How can we get more information about Classification fundamentals and Classification requirements?	<p>You can get additional information about Classification fundamentals and Classification requirements by going to the following links:</p> <p>Classification requirements for Engineering Firms: https://pages.dmt.gov.ae/ar/Classification-Category</p> <p>Classification basics for Contracting Companies: https://pages.dmt.gov.ae/ar/Training-Contractors</p> <p>Classification basics for Engineering Consultanting Offices: https://pages.dmt.gov.ae/ar/Training-Consultants</p>
3	Engineering Firm's Classification Services are owned by which entity?	Engineering Firm's Classification Services are owned by the Department of Municipalities and Transport (DMT)
4	Who can avail the services of firm's classification?	Engineering firms including engineering consulting offices and engineering contracting companies can avail the services of firm's classification
5	Are there fees associated to the Engineering Firm's Classification services?	There are no fees associated with Engineering Firm's Classification services for the time being.



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6	What are the services that require documents to be submitted upon availing the service?	Services that require submitting documents when applying are:1-Manage an Engineering Firm's Record- Classification Criteria Record2-Add and Update Previous Experiences from Engineering Firm Projects3-Additional Project Scope Activities4-Add Project Completed Works Value5-Project Schedule Variance
7	What are the documents required to apply for classification services?	To find out the documents required for each service, you can go back to the user manuals, also, you can visit the classification fundamentals through the following links: Classification requirements for Engineering Firms: https://pages.dmt.gov.ae/ar/Classification-Category Classification basics for Contracting Companies: https://pages.dmt.gov.ae/ar/Training-Contractors Classification basics for Engineering Consultanting Offices: https://pages.dmt.gov.ae/ar/Training-Consultants
8	What are the needed process for obtaining a licence to practice an engineering activity?	To obtain a licence to practice an engineering activity, an active economic licence must be available for the Firm from the Department of Economic Development, which includes engineering activities approved for classification. You can start the process by going through our user manuals for each service and then follow the below procedures on the Tamm platform: 1-Open an Engineering Firm Account 2- Create a firm record 3-Creat classification criteria record 4- Add previous projects experience, if needed, according to the required classification category 5- Apply through the service "Manage an Engineering Firm's Activity Practicing Licence" to issue a licence



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9	How can I open an engineering firm account on TAMM Platform?	<p>An account can be opened for an engineering Firm that has an effective economic licence from the Department of Economic Development by following the following steps:1- Access to TAMM platform using an effective Emirati identity card for one of the following partners defined in the economic licence at the Department of Economic Development: partner, owner, manager, authorized signatory, representative of heirs2- Search for and apply for the “Open an Engineering Firm Account” service(The public relations officer or any other user can open an account for him after his identification number is defined in the firm record through the system administrator in the “Firm Users Management” service)</p>
10	What are the available classification categories offered for engineering consulting offices?	<p>Engineering consulting offices, can be classified into three categories arranged from the highest to the lowest as follows:</p> <p>1-Local Consultant Office</p> <ul style="list-style-type: none"> - Special - First - Second <p>2- Foreign Consultant Office</p> <ul style="list-style-type: none"> - Special - First



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11	What are the available classification categories offered for engineering contracting companies?	<p>Engineering contracting firms, can be classified into seven categories arranged from the highest to the lowest as follows:</p> <p>1- Local Contractor</p> <ul style="list-style-type: none"> - Special - First - Second - Third - Fourth - Fifth - Sixth <p>2- Foreign Contractor</p> <ul style="list-style-type: none"> - Special - First - Second - Third
12	How many licences to practice engineering activities can I have?	Only one active Classification licence is issued for each economic licence.
13	Can I add more activities to my licence to practice engineering activities after it has been issued?	You can add additional activities to your licence to practice engineering activities, if the additional activities are available in the economic licence. This can be done by amending the classification using the "Manage an Engineering Firm's Activity Practicing Licence" service.
14	When selecting engineers to assign them on activities, where can I see the list of engineers that are registered in my firm in the Licence to practice engineering activities request?	<p>Under "Manage an Engineering Firm's Activity Practicing Licence" service, to choose an engineer to invite from inside the firm, select the option "Within Firm" button. Under there will be two tabs for the matching and not matching engineers for the requirements of assigning engineers to the activity at your firm. Only one of the engineers who matches can be chosen to invite or assign him to the activity.</p> <p>The engineers registered on the firm can also be viewed through the Dashboard - Settings - Engineers</p>



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15	How long is the validity of my licence to practice engineering activities?	The licence to practice engineering activities is valid for 2 years from the issuance date
16	When can I renew my licence to practice engineering activities?	<p>The licence can be renewed within a period starting before the expiry of the classification by (30) thirty days and not exceeding (30) thirty days after the expiry.</p> <p>In case that the renewal application is not submitted within this period, the classification shall be suspended, and the firm shall not be allowed to apply for a permit or carry out any new business in the Building Permitting System. And in case that the renewal application is not submitted after (90) ninety days from the expiry date, the classification shall be considered cancelled.</p>
17	How long does it take to issue a licence to practice engineering activities after submitting the request?	This is an instant service if all prerequisites are met and no project from previous experience is assigned for review according to the desired classification category; otherwise, it will take up to 5 working days to review and approve projects assigned to the activities in the classification application and then obtain the licence.
18	How can I add more users and delegate user roles?	<p>1- When creating an account for the firm for the first time for the main user, the person who opens the account must be among the partners identified in the firm's register and be one of the following partners: Partner, owner, manager, authorized signatory, representative of heirs</p> <p>2- Owners of the following roles can create accounts for them after they are assigned to their respective roles in the firm:- Technical Manager-Activity Owner-The main engineering staff</p> <p>3- The public relations officer or any other user can open an account for him after his identification number is defined in the firm record through the system administrator in the "Firm Users Management" service.</p>



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19	What is the difference between "Create or Update Engineering Firm's Record" and "Manage an Engineering Firm's Record"	<p>The "Manage an Engineering Firm's record Service" is a service that contains three features as follows:</p> <ol style="list-style-type: none"> 1- "Open an Engineering Firm's account" through which a user name and password for the firm are created in the TAMM Platform 2- "Create or Update an Engineering Firm's Record" through which the owners' data, economic licence data and engineering activities are reviewed 3- "Create or update the Classification Criteria Record" through which the financial and administrative criteria are updated and the classification ceiling for the firm is determined
20	What are the different certificates offered through the "Request Issuance of To Whom It May Concern Certificate - Engineering firm classification"?	<p>The certificates currently issued are:</p> <ol style="list-style-type: none"> 1- To Whom It May Concern Certificate Engineering Practicing Licence Application - In Process 2- To Whom It May Concern certificate - Engineering Activities Practicing licence Certificate 3- Engineering Firm Record Certificate
21	What are the (granted) projects in the classification service?	<p>The system may grant the engineering firm; which were classified on the previous classification system; a number of "granted projects" as transitional provisions only to help them transfer their expertise from projects to the new system gradually during three phases to renew the classification of activities on the same category as the previous classification. Such "granted projects" are non-excitant but they have a monetary value and have an expiration date. Granted Projects cannot be granted if the classification category has been amended.</p>
22	How can I add previous projects into the firm's record?	<p>Projects can be added by accessing the service "Add and Update Previous Experiences from Engineering Firm's Projects" and entering the details of projects data.</p>
23	There are changes to actual payments and completed works to the projects that I have added to the	<p>You may add project payment variances for uncompleted projects by accessing the 'Add Project Completed Works' service provided that the project has been assigned to the classification request and its status is "accepted."</p>



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	firm, where can I update the information?	
24	There are changes to the scope of work in my projects that I have added to the firm's record, where can I update the information?	You may add project scope variances by accessing the 'Add Project Completed Works' service provided that the project has been assigned to the classification request and its status is "accepted."
25	There are changes to the schedule of my projects that I have added to the firm, where can I update the information?	You may add project schedule variances by accessing the 'Add Project Completed Works' service provided that the project has been assigned to the classification request and its status is "accepted."
26	I have a branch of my firm that I would like to add to the firm' record, which service should I apply for?	<p>1- The main local firm can add its affiliated branches by going to the "settings" section in the Dashboard on Tamm platform, under the "Branches" list choose to add a branch.</p> <p>2- When opening an account for a branch of a local firm, it must be chosen that this firm is a branch of the main firm and specify the main parent firm to verify the validity of the data</p>
27	In my Firm's Dashboard, where do I go to see the engineers registered in my firm?	You can view the registered engineers within the firm by accessing the main Dashboard- "Settings" - "Engineers"
28	How can we view the classified engineering activities in the practicing licence through the Dashboard?	After the issuance of licence to practice engineering activities to your firm, you can navigate the Dashboard and select 'Practicing Licence' section to view the activities associated with your issued licence.



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29	Where can I view the status of the applications I have applied within my firm's dashboard?	<p>1- You can navigate the status of the transactions by going to the transaction record in the related service</p> <p>2- The status of the submitted applications can be viewed through the Dashboard- select "Overview" and you can go to the following menus:</p> <p>Alerts: A list of returned transactions is displayed to the customer to complete the deficiencies.</p> <p>Rejected/Cancelled: A list of rejected and cancelled transactions is displayed</p> <p>- Incomplete Applications: A draft list of applications that have not yet been submitted is displayed</p>
30	Is it possible to navigate between the different firms which I have an account through Dashboard?	<p>1- Upon accessing the main dashboard of the engineering firm's classification system in the Tamm platform, a list of the active user accounts of the engineering firms will appear and he can navigate between them by clicking on their icon</p> <p>2- When you click on the "Overview" drop-down menu in the engineering firms classification system main dashboard, a list of the active user accounts with the engineering firms will appear and he can choose the account he wants to work on</p>
31	What is the earliest joining date that can be determined when sending the invitation to an engineer from outside the firm in the classification application?	When sending the invitation to an engineer from outside the firm through "Manage an Engineering Firm's Activity Practicing Licence" service", the agreed joining date must be no less than 37 days from the date of sending the invitation.
32	I have engineers inside my firm, but I cannot add them to the activity, what's the reason?	For the engineer who is invited from within the firm, he/she must comply with the requirements for classifying the activity on the desired category. The system will display a list of the conforming and non-conforming engineers with the reasons for non-conformity.
33	Can I cancel an engineer's invitation after sending it?	The firm cannot cancel the invitation after sending it to the engineer, however, after the engineer accepts the invitation, he/she can, through the Engineering Professionals Licensing System (EPLS) submit a request to cancel the invitation to the firm that has the invitation, and after the firm approves the cancellation request, the invitation is cancelled.



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34	What happens if the firm rejects the request to extend an invitation by an engineer?	If an extension request is rejected, the joining date will be reset to the original agreed joining date. The engineer will be notified with the extension request results, and the engineer can request to cancel the invitation if there is no agreement with the engineering firm regarding the date of joining
35	Is it possible to upgrade the classification category while preparing the application to amend the licence to practice engineering activities?	You may upgrade the category of the classified activities as long as it does not exceed the firm's ceiling. In addition, you can add additional activities while amending your engineering practice licence. Please note you are not allowed to downgrade the category for any of the classified activities as part of the amendment process. After a period of one year from the classification date, the classification ceiling can be amended by upgrading to the next higher category for engineering consultancy offices, and to any higher category for contracting companies.
36	When is it permitted to downgrade the engineering firm's classification category?	Downgrading of the classification category is allowed at the time of the licence renewal.
37	In my economic licence, I have multiple activities added to the licence, while applying for my licence to practice engineering activities do I need to apply for all these activities?	It is not possible to practice any of the engineering activities without an Activity Practicing Licence, but it is possible to classify all engineering activities gradually starting with the activities for which classification requirements are available. It is possible to specify the required activities for which you want to request a licence to practice engineering activities.
38	Who gets the SMS code when opening an engineering firm account in TAMM Platform?	The verification code is sent to the contact number(s) associated with the commercial licence number at the Department of Economic Development- if available. The verification Code could also be sent to the contact numbers of the Public Relation Officer (PRO) if the firm contact details are not available.
39	Can I delete any of the Engineering Activities inside the Firm's Record?	The engineering activities' data is obtained from the economic licence issued by the Department of Economic Development, so it is not possible to delete the engineering activities from the record of the engineering firm in the classification system.



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40	What is the date of incorporation approved in the system for a foreign branch firm? Is it the date of incorporation of the company within the UAE or the date of incorporation in the home country?	The date of incorporation approved in the system is the date of incorporation of the firm in the home country
41	Are projects being reviewed as soon as they are entered into the classification system or at later stage?	Projects submitted are only reviewed when applying for the service "Manage an Engineering Firm's Activity Practicing Licence" and only projects assigned to activities required to be classified. Projects are reviewed according to their compatibility with the requirements of the classification of the activities assigned to, and according to the required classification category.
42	Is it possible to obtain a temporary To Whom It May Concern certificate until the classification procedures are completed? Such Certificate is needed in order to participate in current tenders, knowing that we have started the classification procedures?	<p>1- As for the Firms that were not previously classified in the system and have opened Firm Record and applied for the classification criteria, there is no certificate that can be given to them in this regard at the present time.</p> <p>2- As for the Firms that were previously classified in the classification system, it is possible to issue a certificate To Whom It May Concern Certificate (In Progress) valid for 30 days from the date of issuance in the following cases only:</p> <ul style="list-style-type: none"> -A classified Firm whose current classification has expired and has already applied for classification renewal within a period of 90 days -If the classified Firm has entered a period of "reformation situations" with continuity of work status -If the classified Firm is currently within the thirty days before the classification certificate expires and already applied for classification. - If the classified Firm has already submitted a request to amend (upgrade) the category
43	We have added new activities to the economic licence at the Department of Economic Development, but they did not appear in the Firm Record and we want to add them to the classification certificate	In order for the newly added activities to appear in the Firm Record, you need to go to the service "Open and Update Firms Record" so you can update the economic licence details, and then you can carry on to apply for Firm's Activity Practicing Licence.
44	Is it possible to delete a project that has been entered in the project portfolio?	<p>It's possible to cancel the request to review project data which the firm has submitted to the municipality for review in the following cases:</p> <ol style="list-style-type: none"> 1- The project was added to the portfolio of projects and was not assigned to the classification application 2- The project was reviewed by the municipality and returned to the customer for modifications



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45	Should the auditing company (serving either a local firm or a foreign Branch) be exclusively located inside the United Arab Emirates, or can it be from outside the country?	The auditor must be accredited inside the United Arab Emirates.
46	Is it possible to classify the firm if its legal form is a "Professional Establishment"?	The firm whose legal form is a "professional organization" can be classified if the requirements are met
47	Can we assign the engineer on more than one activity?	It is not possible to assign the engineer to more than one activity
48	When updating the technical manager's data, the manager's ID number is rejected for being not registered as a manager. How can I add the engineer as a technical manager?	The engineer's Licence must be modified through EPLS services in TAMM Platform with regard to the profession and to have it as "Technical Manager" in order to proceed with his/her new role.
49	Does building maintenance activity need to be classified?	Currently, Building Maintenance activity does not need to be classified
50	What is meant by the Activity Owner?	The specialized engineering professional whom the activity has been classified based on his number of years of experience in that engineering activity according to the required category.
51	Can I still apply for the service of postponing the cancellation of the licence to practice engineering activities through the classification system?	This service was previously provided -temporarily- on the MeCS platform and has been discontinued on the Tamm platform
52	Is it possible to combine engineering consultancy activities with contracting activities when classifying an engineering firm?	The Engineering firm seeking classification cannot combine the activities of engineering consultancy and contracting activities



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53	How can the Firm verify that the application for a licence to practice engineering activities has been officially submitted?	Upon completing the application for a licence to practice engineering activities, the Firm is officially notified in two ways: - The application number is confirmed and shown immediately on the service screen -A text message with the application number is sent to the registered mobile phone number
54	Is Engineering Firms' classification mandatory?	Classification is mandatory for establishments that have (in their register) activities approved for classification by DMT and the engineering firm cannot practice any of the engineering activities approved for classification without an Activity Practicing Licence (classification).
55	What are the requirements that must be furnished for documents from outside the country	First: For the service of Create or Update classification criteria record of an Engineering Firm, for both Consultants and Contractors, the following must be provided:1-At the time when the firm record is first established, a copy of the certificate of incorporation of the foreign parent company in the country of origin of the foreign partner/legal owner needs to be provided.2- For the foreign partner/legal owner, if the establishment form is an "associate firm" or a branch of a foreign establishment, a period of five (5) years must have elapsed since the establishment of the foreign partner in his country of origin upon classification.3- For the Associate Firm, a document must be provided from the Ministry of Economy stating that there are no branches of the participating foreign partner in the country.Second: For projects executed outside the country, and when applying at the service "Add and Update Previous Experiences from Engineering Firm Projects", the following must be provided:1- Project Completion Certificates issued by government agencies in the country in which the project was implemented, and duly authenticated.2- If the project was implemented outside the UAE by a foreign branch belonging to the main office, a document must be submitted from an official body confirming that the branch that implemented the project is wholly owned by the main office.



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56	Is the classification of the engineering Firm affected when an engineer leaves his position (i.e., resigns or joins another facility)?	<p>If the Activity Owner or one of the Engineering main cadre was no longer available during the classification period, the following shall be done:</p> <ol style="list-style-type: none"> 1- The firm will be notified that the engineer is no longer available, hence, a corrective action needs to take place on the affected activity within a period of (30) thirty days from the notice date. Moreover, the firm is required to have a sufficient number of valid engineering activities so the firm can maintain its classification category. If not, the firm has a period of (30) thirty days to rectify the conditions of the activities affected. 2- If no corrective action is taken within 30 days, the engineering activity shall be suspended and no longer have access to building permits services for new projects until its corrected. 3- If the firm classification licence has expired, and the firm did not correct the suspended activity/activities, the firm's classification will be fully stopped and the firm will be prohibited from accessing building permits system services until its situation is reformed through renewal. 4- After the lapse of (90) ninety days from detecting the engineer's unavailability and the expiry of the 30 days' notice for " reforming situations", or upon the expiry of the firm's classification, whichever is first, and in the case where no other valid activities exists to sustain the existing overall firm category, the classification of the firm shall be completely suspended and the firm will be prohibited from entering all the services of the building permit system until the situation is reformed through modification or renewal as the case may be.