Interim Guideline for Registration of Waste Management Consultancy Offices in the Emirate of Abu Dhabi

Reviewed By:

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<th>Name</th>
<th>Position</th>
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<tr>
<td>Dr. Udayan Banerjee</td>
<td>EHS Specialist, CWM</td>
<td>27th March, 2013</td>
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Checked By:

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<tr>
<td>Eng. Hani Hosni</td>
<td>EHS Sector Director, CWM</td>
<td>27.3.2013</td>
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Approved By:

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<tr>
<td>Dr. Salem Al Kaabi</td>
<td>Deputy General Manager, CWM</td>
<td>27.3.2013</td>
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Effective from 5th April, 2013
## Document History

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<th>Author Name</th>
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<td>Issued for Implementation</td>
<td>Dr. Jayesh Panchal</td>
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Disclaimer

All information and data provided in this Interim Guideline is for awareness purposes and public information only. This information is owned by the CWM - Abu Dhabi, which in turn working to update and review them to be complete, correct, and accurate as far as possible without any prior notice. The CWM – Abu Dhabi has made all reasonable efforts to ensure that the contents of this document are factual and free of error. However the CWM shall not be liable for any damage or loss which may occur in relation to any person taking action or not on the basis of this document.
# Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>AD EHS Centre</td>
<td>Abu Dhabi Environment, Health, and Safety Centre</td>
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<td>CWMP</td>
<td>Construction Waste Management Plan</td>
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<td>EAD</td>
<td>Environmental Agency Abu Dhabi</td>
</tr>
<tr>
<td>EHS</td>
<td>Environment, Health, and Safety</td>
</tr>
<tr>
<td>EHSMS</td>
<td>Abu Dhabi Environment, Health, and Safety Management System</td>
</tr>
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<td>FOW</td>
<td>Field of Work</td>
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<td>RSP</td>
<td>Registered Service Provider</td>
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<td>SME</td>
<td>Subject Matter Expert</td>
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<td>SRA</td>
<td>Sector Regulatory Authority</td>
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<td>UAE</td>
<td>United Arab Emirates</td>
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<td>WMC</td>
<td>Waste Management Consultant</td>
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<td>WMCO</td>
<td>Waste Management Consultancy Offices</td>
</tr>
<tr>
<td>WMCR</td>
<td>Waste Management Consultant Reference</td>
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<tr>
<td>WMP</td>
<td>Waste Management Plan</td>
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Definition of Terms

Evidence of Completion
Documentation that the project has been completed or is still ongoing is required to prove that Waste Management Consultancy Offices (WMCOs) 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.

Waste Management Consultancy Office
A consultancy office that has suitably qualified staff and project experience to provide services in the specified FOWs. These offices may deliver only Waste Management Studies and Consultancy dependent on the evidence supplied by the WMCO.
1. Introduction

1.1 Purpose

The purpose of this interim guideline is to define the Center of Waste Management - Abu Dhabi's (CWM-AD) procedures for registering Waste Management Consultancy Offices (WMCOs) working in Abu Dhabi Emirate. WMCOs performing work in Abu Dhabi Emirate have to be registered with CWM. Once registered, WMCOs are permitted to work in a range of Waste Management areas of expertise. WMCOs are registered based on a combination of staff education, work experience, completed project work, and, where applicable.

Registered WMCOs prepare a variety of Waste Management studies and reports and may perform remediation, monitoring, and auditing. Waste Management consultants are prohibited from preparing studies unless there is documentation from CWM. Project proponents should provide the Waste Management consultants with this documentation when requesting them to prepare a study.

1.2 Legal Framework

This Interim Guideline was developed in accordance with Federal law No (24) for the year 1999 on the protection and the development of the environment, Law No (21) for the year 2005 on waste management in the Emirate of Abu Dhabi, Decree No 17 of 2008 establishing the Centre of Waste Management – Abu Dhabi, Resolution of the Executive Council number (2C24/2009) dated 13/9/2009, there will be fees that will be levied on the wastes in Emirate of Abu Dhabi on the carriers of the wastes of all types and producers from the commercial and industrial sectors, Centre of waste management Board of Directors Decree No 1/2010 for Waste Tracking System and Decree No 42 of 2009 requirements of the Abu Dhabi Emirate Environment, Health and Safety Management System (EHSMS) Regulatory Framework.

1.3 Applicability of the Interim Guideline

This interim guideline is of interest to the WMCOs registered with the relevant agencies of Abu Dhabi Emirate that provide waste management consulting services in the Emirate. These agencies include the Department of Economic Development and the Chamber of Commerce & Industry. For more information about these relevant agencies, please see their Web sites:

For the Department of Economic Development
http://www.adeconomy.ae

For the Chamber of Commerce & Industry
http://www.abudhabichamber.ae

The type of office is determined by the Department of Economic Development.

WMCOs must be registered with Environmental Agency (EAD) under Solid Waste Management and or Hazardous Waste Management as well as environmental compliance auditing Field of Work.
2. The Mechanism of Evaluating the Application of WMCOs

1. The application form is available in hard-copy format from CWM's Customer Service Office. The application form and all required documentation should be submitted to CWM's Customer Service Office for New / Renew application.
   - A list of all required documentation is provided in Section 3.1, below, as well as outlined in the application form.
   - The Owner (local office), Sponsor or Local Representative (foreign office), or authorized Manager (either local or foreign office) may appoint an authorized designee to follow up on all application-related issues in the applicant's absence (applicant as entered in application form). The authorization needs to bear the company stamp and should be signed by the Owner/Manager (as listed in the application form).

2. Renewal applications should be submitted within 1 month before the expiry date of the registration. If the renewal application is not submitted within 1 month before the license expires, the registration will not be renewed.

3. The Customer Service Office will verify all the documents and will transmit the application to the SME.

4. SME will review the application as per CWM requirement within 15 days time period.

5. The WMCO will be notified of any missing documents.

6. The SME will issue recommendation. If approved, a certificate will be issued. Section 4 of this interim guideline 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.

7. Within 15 calendar days of being informed of the assessment results, the applicant may submit a request to reconsider the specializations 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.

8. If the registration has been denied, the WMCO will be notified with no reasons.

9. A newly registered office is added to CWM's list of approved WMCOs.

10. WMCOs shall be audited randomly.

11. A WMCO registered for Hazardous Waste only can work for Hazardous Waste report similarly one registered for Solid Waste can only work for Solid Waste.

12. A WMCO shall be responsible to maintain their respective accreditation with EAD under the following categories:
   - Solid Waste Management
   - Hazardous Waste Management
   - Environmental Compliance Auditing

If the EAD registration / accreditation is cancelled / not renewed, the CWM registration of WMCO will automatically be cancelled.
3 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 1 & 2 of this interim guideline. In the case of completed projects, the documentation has to be issued within the past 6 years for consultants applying to CWM for the first time. Documentation older than 6 years will not be considered. The number of completion evidence required is mentioned in Section 5.
- Copy of valid Environmental Agency Permit.
- Copies of scientific degrees and Curriculum Vitae of the authorized Manager and environmental engineer and/or Waste Management specialists (also referred to as “specialists”).
- Copies of valid passport and visa of the Manager and environmental and/or EHS engineer and/or Waste Management specialists showing valid residencies in the case of foreign employees.
- A membership certificate from the Abu Dhabi Chamber of Commerce and Industry.
- The trade license of the office, obtained from the Department of Economic Development.
- 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 WMCO intends to subcontract work to another consultancy office, the registered WMCO 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, CWM reserves the right to request originals of all documents submitted to be brought in for authentication of copies.

Figure 2: WMCOs Detailed 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 WMCO applicants are registered based on a combination of staff education, staff work and project experience, and the number of completed projects or assignments as per EAD Classification Criteria specified in EAD Standard Operating Procedures for Registration of Environmental Consultancy Offices in Abu Dhabi.

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, WMCOs are classified based on the quality of reports or studies for projects, which were sent to CWM within the last renewal year.

5. The Application Form and Annexes

This section presents all forms necessary to complete an initial or renewal consultancy registration application (Questionnaire for Accreditation of Consultants - CWM.QMS.FO/01). This application form and all required documentation should be submitted to CWM’s Customer Service Office.
SECTION – 1: GENERAL INFORMATION

1.1 Company Information
As per legal licenses

<table>
<thead>
<tr>
<th>FULL COMPANY NAME</th>
<th></th>
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<tbody>
<tr>
<td>SHORT NAME (If Any)</td>
<td></td>
</tr>
<tr>
<td>DATE ESTABLISHED</td>
<td></td>
</tr>
</tbody>
</table>

A) Addresses:
- Legal name as per Licenses for your ABU DHABI Office:

<table>
<thead>
<tr>
<th>ABU DHABI OFFICE</th>
<th>P. O. Box No.</th>
<th>Tel. No.</th>
<th>Fax No.</th>
<th>Email Address</th>
</tr>
</thead>
</table>

- Legal name as per Licenses for your other Offices within UAE:

<table>
<thead>
<tr>
<th>Other Offices</th>
<th>P. O. Box No.</th>
<th>Tel. No.</th>
<th>Fax No.</th>
<th>Email Address</th>
<th>Emirate</th>
</tr>
</thead>
</table>

Note: Please attach any other addresses as deemed necessary with proper references.

B) Contact Persons:
(Please include names of Chief Executive, General Manager & Technical Manager of the Company)

<table>
<thead>
<tr>
<th>NAME</th>
<th>DESIGNATION</th>
<th>TEL. NO.</th>
<th>FAX NO.</th>
<th>Email</th>
<th>BRANCH</th>
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1.2 – Ownership, Nature of company and Authorized Person(s):

A) National Company / Establishment:

<table>
<thead>
<tr>
<th>100% OWNED BY UAE NATIONAL</th>
<th>&lt;100% up to 51% OWNED BY UAE NATIONAL</th>
</tr>
</thead>
</table>
B) National Partnership:

< 51% OWNED BY UAE NATIONAL

Please fill in this table with owners name starting with national owners and with higher % of ownership

<table>
<thead>
<tr>
<th>NAME OF OWNERS</th>
<th>NATIONALITY</th>
<th>% OF OWNERSHIP</th>
</tr>
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<tbody>
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</table>

C) Foreign company:

- Foreign Company with sponsor
- Branch of foreign company with sponsor

Please provide below the details of your Company's sponsor:

<table>
<thead>
<tr>
<th>Reg. No. (if any)</th>
<th>NAME OF SPONSOR / NATIONAL AGENT</th>
<th>ADDRESS</th>
<th>TEL. NO.</th>
<th>FAX NO.</th>
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D) Authorized Signatories (as per Statutes / Articles of Association):

** Please attach relevant documents (power of attorney, legal proof of authorised signatory)

<table>
<thead>
<tr>
<th>NAME</th>
<th>DESIGNATION</th>
<th>SPECIMEN SIGNATURE</th>
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E) EAD Registration Certificates:

(Please attach copy of EAD registration certificate)
Classified for **Solid Waste Services**? (Please tick a Box)
Classified for **Hazardous Waste Services**? (Please tick a Box)
Classified for **Environmental Auditing Services**? (Please tick a Box)

### F) Commercial Licenses:

<table>
<thead>
<tr>
<th>PARTICULARS</th>
<th>Issuing Dept.</th>
<th>REG. NO.</th>
<th>DATE OF REG.</th>
<th>REG. EXPIRY DATE</th>
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<td>1. TRADE / COMMERCIAL LICENSE</td>
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<th>Issuing Dept.</th>
<th>REG. NO.</th>
<th>DATE OF REG.</th>
<th>REG. EXPIRY DATE</th>
</tr>
</thead>
</table>

* Please attach copies of the company’s Trade / Commercial License and ADCCI membership certificate.

### SECTION-2: ORGANIZATION, MANPOWER & INFRASTRUCTURE

#### 2.1 Organization

**Organization Charts:**

Please enclose Organization chart for your **Company**

#### 2.2 Manpower:

Please provide details of your Key technical and professional staff e.g. Engineers, Consultants, etc. Please provide CVs of Key professionals.

**Specialization Categories (Engineers / Consultant) Professionals on the employment visa of Applicant:**

<table>
<thead>
<tr>
<th>Specialization category</th>
<th>Total Number</th>
<th>Permanent*</th>
<th>Hired / Associated</th>
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<tr>
<td>Solid Waste Engineers / Specialist</td>
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<td>Hazardous Waste Engineers / Specialist</td>
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<td>Waste Treatment Engineers / Specialist</td>
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<tr>
<td>Environmental Engineers</td>
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<tr>
<td>Specialization category</td>
<td>Total Number</td>
<td>Permanent*</td>
<td>Hired / Associated</td>
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<tr>
<td>Environmental / Waste Auditor</td>
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<td>Chemical / Process Engineers</td>
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<td>Hydogeologist</td>
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<td>Others (Please specify)</td>
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*Please attach copy of the passport & visa under the Company sponsorship.

APPLICANT may fill in specialization categories as applicable and use attached sheets with proper referencing.
### SECTION - 3: EXPERIENCE PROFILE

**LIST OF WASTE SECTOR EXPERIENCE FOR THE LAST 3 YEARS**

<table>
<thead>
<tr>
<th>SR. NO.</th>
<th>PROJECT TITLE</th>
<th>CLIENT LOCATION**</th>
<th>BRIEF SCOPE OF WORK</th>
<th>ROLE IN PROJECT</th>
<th>YEAR</th>
<th>TOTAL VALUE (DHS)</th>
<th>JOB SECTOR*</th>
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- Please indicate the experience in which sector example Solid waste, Hazardous waste, Waste Audit etc. Please attach separate sheet if required
- ** For each project attach completion certificate from the client
DECLARATION

We hereby declare that the information given in this form and its attachments is to the best of our knowledge and belief true and correct.

We acknowledge that submission of this Questionnaire doesn't give us the right whatsoever to be invited to tender for any work being tendered by CWM.

We also undertake that any changes to the information contained herein shall be notified immediately to – Consultant Accreditation Committee, (strategy@cwm.ae) Center of Waste Management- Abu Dhabi, P. O. Box No. 48448, Abu Dhabi, together with the relevant supporting documentation.

On behalf of

Name

Position

Signature

E-mail address

Official Seal

Date
## Declarations

For new registrations and the addition of new fields to an existing license, copies of evidence of project is still ongoing for projects listed in completion or evidence that the Annex (1 & 2). Evidence older than 6 years will not be considered.

- Copies of scientific degrees and CVs of the authorized Manager and specialists listed in Annex (3).
- Copies of valid passport and visa of the Manager and specialists listed in Annex (3), showing valid residencies in the case of foreign employees.
- The trade license, Chamber of Commerce membership, and the municipality license for the office
- The expired original certificate (for renewals).
- Documents showing technical and manpower capability of the head office (in case of foreign offices).

## Instructions

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).

- Submitted documents should be ordered as follows:
  - Copies of evidence of completion or evidence that the project is still ongoing should be attached to table of Annex (1), in the same order as in the table.
  - Copies of passport and visa and scientific degrees of specialists should be attached to table of Annex (3), in the same order as in the table.
  - Copies of the other documents should be attached to the main application, in the order of the corresponding clauses.
- Originals of passport and visa, scientific degrees, and evidence of completion or evidence that the project is still ongoing should be brought for authentication of copies.
- The authenticity of all information and documents submitted will be checked.
- Within 15 calendar days of being informed with the assessment result, applicant may submit a petition to reconsider the specializations approved for. Requests for reconsideration shall not be accepted after this period.
التعريف:

- الدولة: الإمارات العربية المتحدة
- إمارة: إمارة أبو ظبي
- المركز: مركز إدارة النفايات - أبو ظبي
- الاستشاري البيئي: الجهة المعتمدة لدى المركز والمنوط بها اعداد تقارير مدى الالتزام برامج خفض النفايات
- النظام:
- العميل:

أولاً: مهام المركز

1. المركز هو الجهة المسؤولة عن إدارة النظام وتحديد مدخلاته ومخرجاته.
2. يتولى المركز منفذاً إجراء التغييرات على النظام.
3. يقوم المركز باعتماد الاستشاريين البيئيين لديه وبعد سجلاً خاصاً لذلك يثبت به بيانات الاستشاري البيئي وتاريخ اعتماده ومدة اعتماده ورقم رخصته التجارية وتاريخ انتهائه على أن تحدث البيانات بشكل دوري، ولا يقبل المركز تقارير الاستشاري البيئي من غير المعتمدين لديه.
4. يعطي المركز شهادة قيد للمستشاري البيئي توضح تاريخ قيد السجل ومدة الاعتماد.
5. يوفر المركز للأعمال فائدة باسماء الاستشاريين البيئيين المعتمدين لديه عند تسليم العميل رمز المعاملة ويحق للعملاء التعامل مع أي من الاستشاريين البيئيين المعتمدين لدى المركز.

ثانياً: واجبات الاستشاري البيئي

1. يقوم الاستشاري البيئي باعداد وانجاز التقارير الخاصة بخفض النفايات وتكérer حجم انتاج النفايات للعمل.

محددًا به نسبة التخفيض ومدى الالتزام ببرنامج التخفيض للنفاط.
يلزم الاستشاري البياني بتقديم التقرير منضماً المستندات والوثائق التي اعتمدت عليها لإدخال البيانات اللازمة لتحديد نسبة الالتزام بخض العناية حسب متطلبات المركز.

يضم الاستشاري البياني دقة البيانات الخاصة بترقير فيما يتعلق بإحصاء كميات انتاج النفايات ونسبة تخفيفها ومدى الالتزام بمعايير الإدارة السليمة للنفايات.

على الاستشاري البياني اتباع المعايير العلمية في شأن البيانات والمعلومات والوثائق المتعلقة بإنتاج النفايات.

يلزم الاستشاري البياني بالالتزام بترقير خفض انتاج النفايات خلال عشرة أيام عمل من تاريخ دخوله على النظام برؤى المعايير.

يلزم الاستشاري بأرشيف جميع الوثائق والمستندات المرتبطة بالعملاء وفقاً لأحكام القانون رقم 7 لسنة 2008 بشأن المركز الوطني للوثائق والبحوث والتحقيق التنفيذية.

ثالثاً: شروط أمن وحماية النظام الإلكتروني

1. يلزم الاستشاري بتطبيق المعايير والإجراءات اللازمة لحماية الاتصال بالنظام الإلكتروني والتعامل معه وفقاً لمعايير وتصاميم تكنولوجيا المعلومات لإدارة أبوظبي الصادرة عن لجنة أبوظبي للنظم والمعلومات.

2. يلزم الاستشاري بضمان استخدام النظام من قبل الموظفين المختصين لديه ولا يسمح باستخدام النظام من قبل الأشخاص الغير مصنح لهم بذلك.

3. يلزم الاستشاري البياني بأن تكون جميع البيانات والنسخ الإلكترونية المحمية على النظام خالية من الفيروسات والتهديدات ذات العلاقة بالجريمة الإلكترونية.

4. يجب على الاستشاري البياني المحافظة على سرية المعلومات والبيانات التي يحصل عليها فيما يخص النظام الإلكتروني، وعدم استخدام هذه المعلومات في غير الأغراض المخصصة لها.

5. يقاصر الاستشاري البياني بتحمله كامل المسؤولية القانونية وما ينتج عنها من اضرار في حال ادخال بيانات خاطئة للنظام.

رابعاً: شروط وأحكام التدفق

1. يلزم الاستشاري البياني بتوفير أي معلومات أو إيضاحات أو مستندات أو وثائق إضافية بطلباً المركز خاصه بمعالجةه لغرض المراجعة والتذكير.

2. يلزم الاستشاري البياني بتوفير النسخ الأصلية من جميع الوثائق المقدمة عبر النظام الإلكتروني.

3. يحق للمركز التحقق والتحقق من صحة البيانات والمعلومات المقدمة إليه من قبل الاستشاري البياني.
خامساً: أحكام عامة

1. مدة استمداد الاستشاري البياني لدى المركز ستة اعتباراً من تاريخ القيد وسجل الاستشاريين البيئيين لدى المركز.
2. يحق للمركز إدارة النيافات إلغاء استمداد الاستشاري البياني لديه دون تحليف أو إلغاء أو إلغاء في حالة مخالفة الاستشاري البياني لأي من الشروط والحالات الخاصة باستخدام النظام الإلكتروني.
3. دخول الاستشاري البياني إلى النظام مستخدمًا رمز معاينة العميل يعترف مواقف من العميل بتعيين الاستشاري البياني، بما يلزم الاستشاري البياني باتمام المعاملة.
4. يلزم الاستشاري البياني بتقديم خدمات ذات جودة عالية بحسب معايير الأداء التي يحددها المركز.
5. يجوز على الاستشاري البياني تحويل أية رسوم مستحقة للمركز.

سادسًا: التحديد

1. يتطلب الاستشاري تقديم طلب تجديد استمداد قبل انتهاء الاستمداد السابق بـ 60 يومًا على الأقل.
2. يترتب على مخالفته ذلك تقديم طلب استمداد جديد.
3. يحق للمركز رفض طلب تجديد استمداد الاستشاري البياني لديه إذا ما تبين عدم كفائه والتزامه بالشروط والاحكام الخاصة باستخدام النظام والالتزام بما موجبه من الأحكام واللوائح في حالة استمداد السابق على طلب التحديد.
4. في حال مخالفة المركز على طلب تجديد استمداد الاستشاري البياني يحدد العمل بإعتماد الاستشاري وجميع شروط وأحكام استخدام النظام الإلكتروني لمدة مماثلة.

اقرار

أقرناً الموقع أدناه: 

الاستشاري البياني باطلائي على كافة الشروط والاحكام الواردة أعلاه وأقر بعملي بكل ما جاء بها وما اشتملت عليه من نصوص ومفردات ومعاني وأقر بالتزامي بها واتخاذ أية مسؤولية تترتب على مخالفتها وفقاً لما ورد بها وما نص عليه الأحكام والقوانين، وعليه أقر وأوقع:

المقرباً في

الاسم:
التوقيع:
الختم:
الرخصة:
Annexure 6: Registration Certificate Template

WMC-
WMCR-
Date of issue-

Registration of Waste Management Consultancy Office

The Center of Waste Management - Abu Dhabi issues the registration of:

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

Expiration date:
The registration will not be renewed if the renewal application is not submitted within 1 month after the date of expiry.

Licensing Officer
Center of Waste Management - Abu Dhabi
References


2. Decree No 17 of 2008 establishing the Centre of Waste Management – Abu Dhabi.


