

ASHGHAL PROCESS FOR APPROVING COMPANY / SERVICE PROVIDERS TO WORK IN ENVIRONMENTAL MANAGEMENT AND SUSTAINABILITY IN QATAR

Definitions

1. **MOECC** – Ministry of Environment and Climate Change.
2. **QCS** - Qatar Construction Specifications.
3. **QSD** – Quality and Safety Department, which is a department of Ashghal.
4. **QSD Manager** – Manager of Quality and Safety Department

General

The Public Works Authority (PWA) “Ashghal” was established in 2004 to be responsible for the planning, design, procurement, construction, delivery, and asset management of all infrastructure projects and public buildings in Qatar. That is why Quality and Safety Department (QSD), Ashghal started to establish a list of companies/service providers to work in environmental management and sustainability in Qatar (specifically in Ashghal projects). The eligible competent companies/service providers would be able to provide services in any Ashghal projects.

Selecting the right company/service provider for a project reduces the risks associated environmental permitting and management, which will result in improved performance as well as better acceptance by the communities experiencing the project.

The approved list of company/service providers required for Ashghal projects will be published periodically and can be reached through Ashghal internet page. Any services related to environmental management and sustainability required for Ashghal projects is limited to this list.

Pre-qualification Requirements

- Environmental surveys and management companies
 - Commercial registration (commercial registration should include the requested activity)
 - ISO 9001 accreditation (preferably)
 - ISO 14001 accreditation (preferably)
 - A team leader with the following qualifications:
 - A bachelor's or master's degree in environmental engineering or environmental sciences.
 - A minimum of 15 years of experience in the same field and the same job title in infrastructure and building projects, including a minimum of five (05) years in the State of Qatar or in the countries of the region.
 - Application Form (attached)
 - Company assessment report prepared by QSD, which will include observations on:
 - Organization chart with the nomination of the assigned staffs
 - Key personnel information, roles, and responsibilities

- Staff list with their training programs and certificates copies
 - List of references and examples of reports prepared for the task
 - Internal audit report
 - Last Management Review Report
- Environmental monitoring companies
 - Commercial registration (commercial registration should include the requested activity)
 - ISO 9001 accreditation (preferably)
 - ISO 14001 accreditation (preferably)
 - A team leader with the following qualifications:
 - A bachelor's or master's degree in environmental engineering or environmental sciences.
 - A minimum of 15 years of experience in the same field and the same job title in infrastructure and building projects, including a minimum of five (05) years in the State of Qatar or in the countries of the region.
 - Any scope related to sampling, testing, measurement, and reporting shall be included in "Ashghal List of Approved Tests in Independent Labs"
 - Application Form (attached)
 - Company assessment report prepared by QSD, which will include observations on:
 - Organization chart with the nomination of the assigned staffs
 - Key personnel information, roles, and responsibilities
 - Staff list with their training programs and certificates copies
 - List of references and examples of reports prepared for the task
 - Internal audit report
 - Last Management Review Report
 - Recycling facilities
 - Commercial registration (commercial registration should include the requested activity)
 - ISO 9001 accreditation (preferably)
 - ISO 14001 accreditation (preferably)
 - MOECC certificate for transportation of waste (if not available at the time of application, it can be provided within the time frame stated in Ashghal approval)
 - MOECC certificate for disposal of waste (if applicable) (if not available at the time of application, it can be provided within the time frame stated in Ashghal approval)
 - Application Form (attached)
 - Facility assessment report prepared by QSD, which will include observations on:
 - Organization chart with the nomination of the assigned staffs
 - Key personnel information, roles, and responsibilities
 - Staff list with their training programs and certificates copies

- List of references
 - Internal audit report
 - Last Management Review Report
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- Hazardous waste management/treatment facilities
 - Commercial registration (commercial registration should include the requested activity)
 - ISO 9001 accreditation (preferably)
 - ISO 14001 accreditation (preferably)
 - MOECC certificate for transportation of hazardous waste (if not available at the time of application, it can be provided within the time frame stated in Ashghal approval)
 - MOECC certificate for treatment of hazardous waste (if applicable) (if not available at the time of application, it can be provided within the time frame stated in Ashghal approval)
 - MOECC certificate for disposal of hazardous waste (if applicable) (if not available at the time of application, it can be provided within the time frame stated in Ashghal approval)
 - Application Form (attached)
 - Facility assessment report prepared by QSD, which will include observations on:
 - Organization chart with the nomination of the assigned staffs
 - Key personnel information, roles, and responsibilities
 - Staff list with their training programs and certificates copies
 - List of references
 - Internal audit report
 - Last Management Review Report
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- Rehabilitation of contaminated sites
 - Commercial registration (commercial registration should include the requested activity)
 - ISO 9001 accreditation (preferably)
 - ISO 14001 accreditation (preferably)
 - A team leader with the following qualifications:
 - A bachelor's or master's degree in environmental engineering or environmental sciences.
 - A minimum of 15 years of experience in the same field and the same job title in infrastructure and building projects, including a minimum of five (05) years in the State of Qatar or in the countries of the region.
 - Application Form (attached)
 - Company assessment report prepared by QSD, which will include observations on:
 - Organization chart with the nomination of the assigned staffs
 - Key personnel information, roles, and responsibilities

- Staff list with their training programs and certificates copies
 - List of references and examples of reports prepared for the task
 - Internal audit report
 - Last Management Review Report
- Ecology management (seagrass transplantation and tree, shrub, etc. translocation)
 - Commercial registration (commercial registration should include the requested activity)
 - ISO 9001 accreditation (preferably)
 - ISO 14001 accreditation (preferably)
 - MOECC certification (if applicable)
 - Application Form (attached)
 - Facility assessment report prepared by QSD, which will include observations on:
 - Organization chart with the nomination of the assigned staffs
 - Key personnel information, roles, and responsibilities
 - Staff list with their training program and certificates copies
 - List of references
 - Internal audit report
 - Last Management Review Report
- QSD will check the documents for completeness and compliance with the above requirements and will assign a date for onsite or online assessment for compliance. Following a facility visit by QSD, an assessment report will be prepared for QSD Manager.
 - If the assessment report highlights any non-conformity, the company/service provider will be contacted to resolve the non-conformity(ies) by taking necessary corrective actions within the time limit given in the assessment report.
 - QSD will check the suitability and effectiveness of actions taken by the company/service provider. If they are satisfactory, the company/service provider will be added in the approved list with approved scope.
 - If the company/service provider fails to resolve the non-conformity(ies) in the first attempt, QSD will give directions about the needed actions to resolve the non-conformity(ies).
 - If the company/service provider fails to resolve the raised non-conformity(ies) more than three attempts, its approval request will be rejected, and the company/service provider shall apply for new approval request and start the process from beginning.
 - The approved company/service provider shall inform QSD about any major changes in their management system, key staff, or changes in their accreditation scope.
 - The approved company/service provider shall expect a regular non-announced and announced assessments from QSD team to monitor their compliance with the requirements.
 - During annual assessment, any non-compliance found through the QSD visits will be reported directly to the company/service provider by an assessment report and the company/service

provider must take the necessary action to correct this non-conformity(ies) within the time limit given in the assessment report.

- If the company/service provider fails to resolve the raised non-conformity(ies) more than three attempts, its approval will be suspended, or company/service provider will be removed from the approved list with approved scope.
- Any approved company/service provider can apply for their new scope extension by submitting another application to QSD.
- If a major non-conformity is observed in the company/service provider management system or operational system, the company/service provider could be removed from the approved list or suspended in specific scope based on nature and impact of this non-conformity(ies).
- All the approved company/service providers shall comply with local legislation as well as Ashghal circulars especially those are related to their approved scope.
- It is the responsibility of the Applicant to ensure field of activities requested is totally independent and has no relationship, inclusive of format, family or legal or other with the Contractors or Contractors' Sub-Contractors to be worked in the future.

Attachment 1 – Application Form

Attachment 2 - Workflow