

الهيئة الاتحادية للكهرباء و الماء  
Federal Electricity & Water Authority



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**PROCEDURES & GUIDELINES FOR  
INDEPENDENT TESTING LABORATORY  
PRE-QUALIFICATION**  
**Related to FEWA Electricity Network  
(Transmission & Distribution)**

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## **I. INTRODUCTION**

Federal Electricity & Water Authority (FEWA) is committed to provide adequate, safe, reliable and efficient electric service as per international best practice and standards. As such, FEWA is continuously monitoring, assessing and evaluating all Independent Testing Laboratories involve in providing services and/or testing materials / equipment used in FEWA's Transmission & Distribution Network Projects.

Only those laboratories who meet FEWA criteria, requirements and having sufficient capabilities & experiences will be considered pre-qualified, and shall be included in FEWA's "Approved List of Independent Testing Laboratories" and may be used by FEWA approved manufacturers for testing their materials / equipment.

This document is intended to provide the general procedures and guidelines for all Independent Testing Laboratories worldwide who would like to get pre-qualified with FEWA for their services (directly or indirectly). Laboratories interested in getting pre-qualified for inclusion in the "Approved List of Independent Testing Laboratories" are requested to read carefully these procedures & guidelines and submit their "Independent Testing Laboratories Pre-Qualification Documents" in the format suggested in this document. All laboratories are advised to comply with these procedures and guidelines and no deviation shall be accepted by FEWA.

## II. INDEPENDENT TESTING LABORATORY PRE-QUALIFICATION CRITERIA

Internationally accredited independent testing laboratories who are experienced and capable may be considered to be included in FEWA's "Approved List of Independent Testing Laboratories" subject to but not limited to the following mandatory criteria:

### A. General Testing Laboratory:

1. Shall have a valid ISO/IEC 17025 Accreditation Certificate issued by one of the Full Member (MRA Signatories) of the International Laboratory Accreditation Cooperation Mutual Recognition Arrangement (ILAC MRA).
2. Shall have the capability to conduct the required test (e.g. routine, special, type, and others) as per the international standards, engineering practices and FEWA requirement.
3. Shall have minimum five (5) years satisfactory experience record in various testing activities conducted for reputable Power Utilities / Authorities.

### B. Specialized Testing Laboratory (Short-Circuit Tests and Internal Arc Tests)

In addition to the above mentioned criteria in Item A, the following is mandatorily required.

1. Shall have an active membership in Short-Circuit Testing Liaison (STL) Organization.
2. Shall have minimum five (5) years satisfactory experience record in Short-Circuit and Internal Arc Testing conducted for reputable Power Utilities / Authorities.

### III. PROCEDURE FOR APPLICATION OF INDEPENDENT TESTING LABORATORY PRE-QUALIFICATION

1. Independent Testing Laboratory to download the application form from FEWA web site (<http://www.fewa.gov.ae/>). Annexure A is attached for your reference.
2. Fill the application form with complete information of the laboratory duly signed & stamped and submit with all necessary pre-qualification supporting documents required to:

**DIRECTOR OF PURCHASES, CONTRACTS & STORES DEPARTMENT**

*FEDERAL ELECTRICITY & WATER AUTHORITY*

P.O. BOX 1672, DUBAI, UNITED ARAB EMIRATES

3. This pre-qualification document shall accompany an Assessment Fee towards a non-refundable fee for the assessment of the laboratory's qualifications and capabilities for inclusion in FEWA's "Approved List of Independent Testing Laboratories".

Assessment Fee	Description
AED 2000	For Local UAE Laboratory
AED 2250	For Laboratory outside of UAE

4. FEWA's "Purchases, Contracts & Stores Department (PCSD)" will collect all the applications submitted by various laboratories for pre-qualification process and carry out initial scrutiny of the applications against FEWA compliances and rules & regulations. Thereafter, PCSD will distribute the Pre-qualification Document internally within FEWA for review and comments.

For Independent Testing Laboratories outside of UAE, kindly contact and coordinate with our Purchases, Contracts & Stores Department through email ([purchase.store@fewa.gov.ae](mailto:purchase.store@fewa.gov.ae)) for further inquiries.

5. Only "Purchases, Contracts & Stores Department" will be the point-of-contact between FEWA and the laboratory. The laboratory is advised not to deal / communicate directly with any FEWA employee/s involved in the pre-qualification assessment, unless otherwise called officially by FEWA. If the laboratory offers, or tries implicitly or

explicitly, to influence FEWA or any of its employees in favour of the laboratory in any form such as donations, gifts, rewards, etc., FEWA has the right to immediately reject its application and/or ban the laboratory indefinitely.

6. Whenever required and deemed necessary, FEWA through Purchases, Contracts & Stores Department may ask the laboratory as part of the pre-qualification assessment to:
  - a meeting for laboratory presentation, clarification and other discussions
  - visit their office and laboratory to inspect its capabilities
  - submit other supporting documents to substantiate its capabilities

The laboratory must comply and bear the responsibility to such expenses (including transportation, accommodation, travel documentation, etc.) that may occur without any cost implication to FEWA.

7. The Pre-qualification Documents submitted shall be assessed but not limited to the following criteria:
  - a. Compliance of laboratory to International Standards and FEWA criteria / requirements.
  - b. Testing capabilities.
  - c. Feedback from other utilities / authorities / industries
8. The FEWA pre-qualification of Independent Testing Laboratories application shall have the following categories:
  - a. Laboratory "Approved"
  - b. Laboratory "Rejected"
9. In case the laboratory is found meeting all the requirements and to the satisfaction of FEWA then the laboratory will be included in the "Approved List of Independent Testing Laboratories".
10. In case the outcome of the assessment is found unsuccessful then comments will be forwarded to the laboratory by "Purchases, Contracts & Stores Department".

11. A pre-qualified laboratory shall have a validity of THREE (3) years and must be renewed by the laboratory by paying the renewal fees and submitting the updated documents required subject to FEWA approval & discretion.

Renewal Fee	Description
AED 2000	For Local UAE Laboratory
AED 2250	For Laboratory outside of UAE

12. As part of the ongoing performance assessment, FEWA will consider the feedback from various FEWA Departments, other Utilities / Authorities, market, and other possible sources regarding the performance of the laboratory and if the performance is found dissatisfactory then the approval of the laboratory shall be revoked any time by FEWA and the same along with comments will be communicated to the laboratory.
13. Any changes on the laboratory's address, contact details, company structure, etc. should be relayed immediately to FEWA.

## IV. CHECKLIST FOR PRE-QUALIFICATION DOCUMENTS

The Independent Testing Laboratory's Pre-Qualification (PQ) Document shall be submitted both in the following manner:

<u>One (1) Hard Copy:</u>	<u>Two (2) Soft Copies (CD):</u>
<ul style="list-style-type: none"> <li>• Cover Letter</li> <li>• Pre-Qualification Application Form</li> <li>• Assessment Fee Receipt</li> </ul>	<ul style="list-style-type: none"> <li>• Cover Letter</li> <li>• Pre-Qualification Application Form</li> <li>• PQ Supporting documents</li> </ul>

For Independent Testing Laboratories outside of UAE, transmittal of PQ documents may be accepted through email subject to the discretion of Purchases, Contracts & Stores Department. Moreover, please note that all 3rd party Cloud File Sharing and Storage Websites (e.g. wetransfer, dropbox, etc.) are block in FEWA network.

The following shall serve as checklist and content of the Independent Testing Laboratory's Pre-Qualification (PQ) Document in proper order:

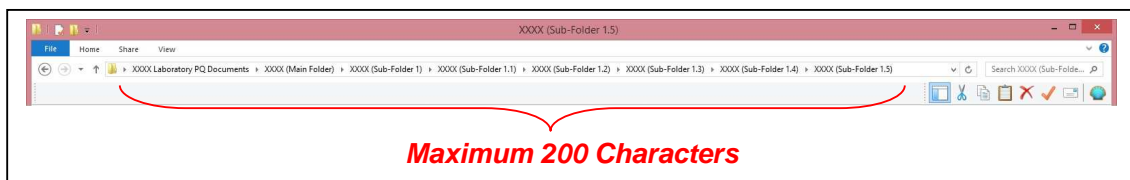
1. **Application Form:** Independent Testing Laboratory Pre-Qualification Form (Annexure A).
2. **Cover Letter:** Addressed to the Director of "Purchases, Contracts & Stores Department".
3. **Certificate:** Copy of valid ISO/IEC 17025 Accreditation Certificate and details / scope of test accredited.
4. **STL:** Proof of active membership in Short-Circuit Testing Liaison (STL) Organization, as applicable.
5. **Testing Capabilities:** Summary of capable test and maximum ratings. (Annexure B).
6. **Client List:** Summary of client reference list (Annexure C).



7. **Test Certificates:** Attached test certificates issued to clients.
8. **Facilities & Test Equipment:** Laboratory's facilities and test equipment details (e.g. make, rating, number of equipment, year of manufacturing, etc.), preferably with pictures.
9. **Profile:** Include laboratory profile, brochure and various services offered.
10. **Other Information:** Copy of valid local and/or international certifications (ISO, OHSAS / HSE, QA / QC), etc) & documentations (policies, procedures, manuals, etc.), accreditations, organizational memberships, if available. Also, other pertinent data and information deemed necessary for the assessment of the laboratory's pre-qualification.
11. **Payment Receipt:** Copy of Assessment Fee Receipt.

*Note to Laboratory:*

- Only those laboratory who meet the complete FEWA criteria, requirements and having sufficient capabilities & experiences need to submit an application.
- Ensure that all pages of the PQ Document are signed and stamped accordingly by the laboratory.
- Client reference list from reputable Power Utilities / Authorities without any attached valid Test Certificate shall not be considered by FEWA for evaluation.
- Kindly follow all the reminders and required format to avoid delay and/or rejection of application.
- The above checklist items (1 to 11) highlighted in "**Bold & Underline**" text are the recommended individual names of the electronic files to be included in the CD.
- Maximum naming files, paths and namespaces length shall not exceed 200 characters.



## **ANNEXURE - A**

### **INDEPENDENT TEST LABORATORY PRE-QUALIFICATION APPLICATION FORM**



Electricity Directorate - Pre-Qualification Committee

دائرة الكهرباء - لجنة تقييم المقاولين و المواد

Form Name: Independent Testing Laboratory Pre-Qualification Application Form

اسم النموذج - مختبر اختبار مستقل نموذج طلب التأهيل المسبق

[ For the use of "FEWA Purchases, Contracts & Stores Department" only ]

**Application Date** (DD/MM/YYYY):

**Type of Application:**

New  Renewal  Update

**Application Number:**

Others, please state purpose:

[ PLEASE FILL THE BELOW FORM ELECTRONICALLY, AND NOT BY HAND ]

**PRE-QUALIFYING FOR:**

General Testing Laboratory

General Testing / Specialized Testing Laboratory

**Independent Testing Laboratory Details:**

Complete Name			
Acronym (If applicable)			
Address Line 1			
Address Line 2			
City	State / Province / Region		
ZIP / Postal Code	Country		
Business Office Number(s)*			
Business Fax Number(s)*			
Business E-mail Address(s)			
Business Website Address			
Contact Person (1) & Position			
Contact Person (2) & Position			

\* Include international dialling code + country code + area code, as applicable

**ISO/IEC 17025 Accreditation Details:**

Accredited by			
Accreditation No.			
Scope of Accreditation			
Date of issue	Date of Expiry		
Date of Initial Accreditation			

I, the undersigned, certify that I have read and understood fully the "Procedures & Guidelines for Independent Testing Laboratory Pre-Qualification" and all fees paid in accordance with this application is considered non-refundable regardless of the result of the Pre-Qualification Assessment. In addition, I am aware that FEWA is not bound to pre-qualify and may reject this pre-qualification document if found not meeting the requirements, which is the sole discretion of FEWA. Moreover, I understand that any wilful misstatement written herein or any part of the Pre-qualification Document may lead to the Rejection of our application.

[ Authorized Signature & Stamp of Laboratory ]

[ PRINTED NAME & POSITION ]

## **ANNEXURE - B**

### **LABORATORY TESTING CAPABILITIES LIST**

**(SAMPLE)**

## **LABORATORY CAPABILITIES**

*(To be filled by the Laboratory)*

SL.	General Capabilities	Maximum Ratings
<b>Electrical Tests</b>		
1.		
2.		
3.		
4.		
5.		
<b>Mechanical and Dimensional Test</b>		
1.		
2.		
3.		
4.		
5.		
<b>Electromagnetic Compatibility (EMC) Tests</b>		
1.		
2.		
3.		
4.		
5.		

*(Continue on next page, if additional space is required)*

## **ANNEXURE - C**

### **LABORATORY CLIENT REFERENCE LIST**

[ Laboratory Name & Logo ]

**LABORATORY CLIENT REFERENCE LIST**  
*(To be filled by the Laboratory)*

SL.	End User / Client			Equipment Manufacturer Details			Test Details			Test Certificate Attached (Yes / No)
	Name	Country	Type of Industry	Name	Country of Origin	Apparatus & Designation <small>(e.g. description, rating, etc.)</small>	Test Conducted	3 <sup>rd</sup> party Witness <small>(if applicable)</small>	Date(s) of Tests	
<b>Power Utilities / Authorities (UAE / GCC)</b>										
1.			Power Utility							
2.			Power Utility							
3.			Power Utility							
4.			Power Utility							
5.			Power Utility							
<b>Power Utilities / Authorities (Other Countries)</b>										
1.			Power Utility							
2.			Power Utility							
3.			Power Utility							
4.			Power Utility							
5.			Power Utility							
<b>Clientele in other industries</b>										
1.										
2.										
3.										
4.										
5.										

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