



Contractors Classification and Certification System (CCCS)
Consultancy/Construction Certificate Registration Procedure

STEP I

Establish Road, Buildings or Consultancy company at the Liberian Business Registry

STEP II

Submit copies the following documents to the CCCS Division to obtain the *CCCS Registration and Procedure Forms*:

1. Article of Incorporation
2. Business Registration Certificate
3. ALCC Certificate

STEP III

Fill in the Registration Form with help from the *Association of Liberian Construction Contractors* (ALCC) or the CCCS office (if needed)

STEP IV

Submit completed Registration Form with the following supporting documents to the CCCS office:

1. Owner's CV with two (2) recent passport size photos
2. Engineer's CV with two (2) recent passport size photos and *Engineering Society of Liberia* (ESOL) certificate
3. Architect's CV with two (2) recent passport size photos and *Liberia Institute of Architects* (LIA) certificate (where applicable)
4. Foreman's CV with two (2) recent passport size photos (where applicable)
5. Proof of *Construction Equipment Ownership*
 - a. Equipment purchase receipt, bill of lading or notarized leased agreement from a reputable equipment leasing company – a company applying for a major category of works must own key pieces of equipment
6. *Ministry of Transport Vehicle Registration* documents to show vehicle ownership
 - a. The document should bear the company's name or the name of any of the company's shareholders
7. *Company's Profile* summarizing the company's background and infrastructure related work experience

STEP V

1. After receiving the requested documents from the company, CCCS will conduct an inspection to verify company's information
2. If the company passes the inspection, CCCS will bill the company based on its category of work applied for

STEP VI

1. The company will obtain a manager's check from a local bank; take the check to the *Liberia Revenue Authority* (LRA) to obtain a Flag Receipt
 - a. The amount must be paid into the *General Revenue Account*

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2. Company will first take the Flag Receipt to the Ministry of Public Works (*MPW*) *Financial Management Division* to obtain the Ministry's official receipt
 - a. No additional payment is required at this point – the *MPW receipt* will be based on information on the Flag Receipt

STEP VII

The company will submit both Flag and MPW receipts to the CCCS office for processing

STEP VIII

The company will receive its CCCS Certificate within three (3) working days after submission of receipts – the *certificate is for one (1) calendar year*

Registration Fees for Transport Infrastructure

No.	Description	Category	Roads Infrastructure US \$	
			Local Company	Foreign Company
1	Registration Fees	n/a	300.00	1,000.00
2	General Roads Works	A.1	1,500.00	5,000.00
3	Additional Category (A.2--- A.18)	A.2,A.3,A.4,A.5, A.6,A.7,A.8,A.9,A.10 A.11,A.12,A.13,A.14 A.15,A.16,A.17,A.18	50.00 per Unit	250.00 per unit
4	Airport Field and Run Way Construction, Harbor Construction, Railway Construction, River Dredging and Construction, Gallery, Tunnel & Caverns and Sewer and Waste Treatment Facilities.	A.20,A.30,A.40, A.50,A.60,A.70	2,000.00 Per unit	10,000.00 Per unit

NOTES:

- 1 General Registration is the amount paid by all contractors irrespective of old or new company
- 2 General Construction category is the category A.1 (Road Construction) which covers every aspect except category A.20 to A.70 in the road infrastructures classification
- 3 Category A.20 to A.70 includes Airport Field and Run Way Construction, Harbor Construction, Railway Construction, River Dredging and Construction, Gallery, Tunnel & Caverns and Sewer and Waste Treatment Facilities.
- 4 All additional category are those from Road Infrastructure (A.2 to A.18) and Building Infrastructure

The 28 classifications of the Area of Transport Infrastructure are the following:

A.1 Road Construction

- A.2 Bridge Construction
- A.3 Drainage Systems and Culverts
- A.4 Routine Maintenance of asphalt paved roads
- A.5 Granular and stabilized sub-base and base structures
- A.6 Mechanized Routine Maintenance of Gravel and Earth roads
- A.7 Maintenance and Rehabilitation of Bridges and Major Culverts
- A.8 Labor Based Road Works
- A.9 Retaining Walls and Slope Stabilization
- A.10 Earth movement
- A.11 Asphalt pavements
- A.12 Asphaltic Surface Treatments
- A.13 Portland Cement Concrete Structures and concrete slabs
- A.14 Foundations, Piling Foundations and Maritime Sheet piling
- A.15 Drilling, surveys
- A.16 Horizontal and vertical road marking
- A.17 Flex-beam, traffic lights and other Road Safety Measures
- A.18 Design of pavement structures, bridges, retaining walls, slope stabilization, drains and culverts, road safety audits, traffic lights, etc.

A.20 Airport Field and Runway Construction

- A.21 Airport Field and Runway Rehabilitation
- A.22 Airport Field and Runway Maintenance

A.30 Harbor construction

- A.31 Rehabilitation and Maintenance of Harbor Structures

A.40 Railway construction

- A.41 Maintenance and Rehabilitation of Railways

A.50 River Dredging and Construction of Protection Dam Structures

- A.51 Maintenance of Protection Dam Structures

A.60 Gallery, Tunnels and Caverns

Table 1: Minimum Equipment Requirements for Transport Infrastructure

Transport infrastructure		Minimum Equipment Requirements													
		Dump Trucks	Dozer	Front end loader	Vibr. Compactor	Grader	Hidr. Excav.	Back hoe	Bro om	Bitum. Spread er	Tire Rolle r	Agreg Sprea der	Asphalt Paver	Cran e	Specif. Equip.
1	A.1 Road Construction	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
2	A.2 Bridge Construction													✓	✓
3	A.3 Drainage Systems and Culverts	✓				✓	✓								
4	A.4 Routine Maintenance of Asphalt Paved Roads	✓			✓					✓					✓
5	A.5 Granular and stabilized sub-base and base structures	✓	✓	✓	✓	✓									
6	A.6 Mechanized Routine Maintenance of Gravel and Earth roads	✓			✓	✓		✓							
7	A.7 Maintenance and Rehabilitation of Bridges and Major Culverts													✓	✓
8	A.8 Labor Based Road Works														✓
9	A.9 Retaining Walls and Slope Stabilization						✓								✓
10	A.10 Earth movement	✓	✓	✓	✓	✓	✓	✓							✓
11	A.11 Asphalt pavements	✓			✓				✓	✓	✓		✓		
12	A.12 Asphaltic Surface Treatments	✓							✓	✓	✓	✓			
13	A.13 Portland Cement Concrete Structures and Concrete Slabs														✓
14	A.14 Foundations, Piling Foundations and Maritime Sheet piling						✓	✓						✓	✓
15	A.15 Drilling, Penetration Tests, Soil Surveys, Materials Testing Measures														✓
16	A.16 Horizontal and Vertical Road Marking														✓
17	A.17 Flex-beam, Traffic Lights and other Road Safety Measures														✓
18	A.18 Design of Pavement Structures, Bridges, Retaining Walls, Slope Stabilization, Drains and Culverts, Road Safety Audits, Traffic Lights, etc.														✓
19	A.20 Airport Field and Runway Construction	✓			✓				✓	✓	✓		✓		
20	A.21 Airport Field and Runway Rehabilitation	✓			✓				✓	✓	✓		✓		
21	A.22 Airport Field and Runway Maintenance	✓			✓				✓	✓	✓		✓		
22	A.30 Harbor Construction														✓
23	A.31 Rehabilitation and Maintenance of Harbor Structures														✓
24	A.40 Railway Construction	✓	✓	✓	✓	✓	✓	✓				✓			✓
25	A.41 Maintenance and Rehabilitation of Railways	✓	✓	✓	✓	✓	✓	✓				✓			✓
26	A.50 River Dredging and Construction of Protection Dam Structures	✓	✓		✓		✓	✓							✓
27	A.51 Maintenance of Protection Dam Structures	✓	✓		✓		✓	✓							✓
28	A.60 Gallery, Tunnels and Caverns														✓

Detailed Specific Equipment: (Open to discuss)

Table 2: Qualified and Support Personnel for Transport Infrastructure

Transport Infrastructure		Qualified and Support Personnel			
		Engineers (See Abbreviations)	Foreman	Journeyman	Management Accounting, Cost Estimator, Logistics
1	A.1 Road Construction	CE	✓	✓	✓
2	A.2 Bridge Construction	CE	✓	✓	✓
3	A.3 Drainage Systems and Culverts	CE	✓	✓	✓
4	A.4 Routine Maintenance of asphalt paved roads	CE	✓	✓	✓
5	A.5 Granular and stabilized sub-base and base structures	CE	✓	✓	✓
6	A.6 Mechanized Routine Maintenance of Gravel and Earth roads		✓	✓	✓
7	A.7 Maintenance and Rehabilitation of Bridges and Major Culverts	CE	✓	✓	✓
8	A.8 Labor Based Road Works		✓	✓	✓
9	A.9 Retaining Walls and Slope Stabilization	CE	✓	✓	✓
10	A.10 Earth Movement	CE	✓	✓	✓
11	A.11 Asphalt Pavements	CE	✓	✓	✓
12	A.12 Asphaltic Surface Treatments	CE	✓	✓	✓
13	A.13 Portland Cement Concrete Structures and Concrete Slabs	CE	✓	✓	✓
14	A.14 Foundations, Piling Foundations and Maritime Sheet piling	CE, GG, LA	✓	✓	✓
15	A.15 Drilling, Penetration Tests, Soil Surveys, Materials Testing Measures	CE	✓	✓	✓
16	A.16 Horizontal and Vertical Road Marking	CE	✓	✓	✓
17	A.17 Flex-beam, Traffic Lights and other Road Safety Measures	CE	✓	✓	✓
18	A.18 Design of Pavement Structures, Bridges, Retaining Walls, Slope Stabilization, Drains and Culverts, Road Safety Audits, Traffic Lights, etc.	CE			
19	A.20 Airport Field and Runway Construction	CE	✓	✓	✓
20	A.21 Airport Field and Runway Rehabilitation	CE	✓	✓	✓
21	A.22 Airport Field and Runway Maintenance	CE	✓	✓	✓
22	A.30 Harbor construction	CE	✓	✓	✓
23	A.31 Rehabilitation and Maintenance of Harbor Structures	CE	✓	✓	✓
24	A.40 Railway construction	CE	✓	✓	✓
25	A.41 Maintenance and Rehabilitation of Railways	CE	✓	✓	✓
26	A.50 River Dredging and Construction of Protection Dam Structures	CE	✓	✓	✓
27	A.51 Maintenance of Protection Dam Structures	CE	✓	✓	✓
28	A.60 Gallery, Tunnels and Caverns	CE	✓	✓	✓

Abbreviations: AA – Architect, CE – Civil Engineer, EE – Electrical/Electronic Engineer, ME – Mechanical Engineer, GG – Geologist, SE – Surveyor Engineer, LA – Testing Laboratory Assistant

Table 3: Registration Fees for Building Infrastructure

No.	Description	Category	Building Infrastructure US \$	
			Local Company	Foreign Company
1	Registration Fees		300.00	1,000.00
2	General Building Works	B.0----B.12	1,000.00	4,000.00
3	Construction of Hospital, Public Building (Schools and Colleges)	B.10---- B.12	150.00 Per category	500.00 Per category
4	Administrative Building Air Port, Harbor and Train Station	B.20----B.50	1,000.00	5,000.00
5	Mechanical Installation	B.61-----B.69	50.00 per category	2,500.00

Table 4: Registration Fees for Consultancy – Design and Supervision

No.	Description	Category	Building Infrastructure US \$	
			Local Company	Foreign Company
1	Registration Fees		300.00	1,000.00
2	Additional Category - Consultancy (Architectural Design, Engineering Design, Consultancy and Supervision)	B.13	500.00	3,500.00

The 20 classifications of the Area of Public Buildings and Social Infrastructure are the following:

B.1 Construction of Hospitals

- B.2 Maintenance of Hospital Buildings
- B.3 Maintenance of Hospital Equipment

B.10 Public Buildings for School and College

- B.11 Maintenance of Public Buildings
- B.12 Quality control, materials testing, drilling and penetration tests, geophysics

B.20 Administration Buildings for Government and Other Public Institutions

- B.30 Airport Buildings
- B.40 Harbor Buildings
- B.50 Train Stations and Buildings

B.60 Mechanical installations

- B.61 Electrical installations
- B.62 Plumbing and pumping systems
- B.63 Roofing
- B.64 Painting
- B.65 Masonry
- B.66 Steel Welding
- B.67 Floor tiling
- B.68 Pavers and Paving Stone installers
- B.69 Gardeners

The 1 classification of the Area of Consultancy following:

B.13 Consultancy – Design and Supervision

Architectural design of buildings and other public works, structural design of buildings and public works, electrical design, design of mechanical installations and engineering design and supervision

Table 5: Qualified and Support Personnel for Public Buildings and Social Infrastructure

	Public Building and Social Infrastructure	Qualified and Support Personnel			
		Engineers	Foreman	Journeyman	Management, accounting, cost estimators, logistics
1	B.1 Hospitals	AA, CE, EE, ME	✓	✓	✓
2	B.2 Maintenance of Hospital Buildings	CE	✓	✓	✓
3	B.3 Maintenance of Hospital Equipment	EE, ME	✓	✓	✓
4	B.10 Public Buildings for School and College	AA, CE, EE, ME	✓	✓	✓
5	B.11 Maintenance of Public Buildings	CE	✓	✓	✓
6	B.12 Quality control, materials testing, drilling and penetration tests, geophysics	CE, LA, GG	✓	✓	✓
7	B.20 Administration Buildings for Government and other public and private institutions	AA, CE, EE, ME	✓	✓	✓
8	B.30 Airport Buildings	AA, CE, EE, ME	✓	✓	✓
9	B.40 Harbor Buildings	AA, CE, EE, ME	✓	✓	✓
10	B.50 Train Stations and Buildings	AA, CE, EE, ME	✓	✓	✓
11	B.60 Mechanical installations	-	✓	✓	✓
12	B.61 Electrical installations	-	✓	✓	✓
13	B.62 Plumbing and pumping systems	-	✓	✓	✓
14	B.63 Small buildings (400 m ² or less)	CE, AA	✓	✓	✓

Table 6: Qualified and Support Personnel for Consultancy – Design and Supervision

	Public Building and Social Infrastructure	Qualified and Support Personnel			
		Engineers	Foreman	Journeyman	Management, Accounting, Cost Estimators, Logistics
15	B.13 Architectural design of buildings and other public works, structural design of buildings and public works, electrical design, design of mechanical installations, architectural and engineering design and supervision	AA, CE, EE, ME			✓

Abbreviations: AA – Architect, CE – Civil Engineer, EE – Electrical/Electronic Engineer, ME – Mechanical Engineer, GG – Geologist, SE – Surveyor Engineer, LA – Testing Laboratory Assistant

Table 7: Equipment Requirements for Public Buildings and Social Infrastructure

	Public Building and Social Infrastructure	Minimum Equipment Requirements						
		Dump Trucks	Pickup Trucks	Crane	Concrete Mixer	In-transit Mixer	Constr. + Electr. Tools	Special Equip.
1	B.1 Hospitals	✓	✓	✓	✓	✓	✓	✓
2	B.2 Maintenance of Hospital Buildings				✓		✓	✓
3	B.3 Maintenance of Hospital Equipment						✓	✓
4	B.10 Public Buildings for School and College	✓	✓		✓		✓	
5	B.11 Maintenance of Public Buildings				✓		✓	
6	B.12 Quality control, materials testing, drilling and penetration tests, geophysics							✓
7	B.20 Administration Buildings for Government and other public and private institutions	✓	✓	✓	✓	✓	✓	✓
8	B.30 Airport Buildings	✓	✓	✓	✓	✓	✓	✓
9	B.40 Harbor Buildings	✓	✓	✓	✓	✓	✓	✓
10	B.50 Train Stations and Buildings	✓	✓	✓	✓	✓	✓	✓
11	B.60 Mechanical installations		✓				✓	✓
12	B.61 Electrical installations		✓				✓	✓
13	B.62 Plumbing and pumping systems		✓				✓	
14	B.63 Small buildings (400 m ² or less)		✓		✓		✓	

Table 8 Equipment Requirements for Consultancy – Design and Supervision

	Design and Supervision	Minimum Equipment Requirements						
		Dump Trucks	Pickup Trucks	Crane	Concrete Mixer	In-transit Mixer	Constr. + Electr. Tools	Special Equip.
15	B.13 Architectural design of buildings and other public works, structural design of buildings and public works, electrical design, design of mechanical installations, architectural and engineering design and supervision							✓

Detailed specific equipment: to be defined by MPW