

PROCEDURE TO OBTAIN FOOD SUPPLIER (FS) VEHICLE PASS

1.0 Purpose

In view of our effort to improve the quality of food being supplied to all our, EHS - Food & Health Division had modified the procedure by monitoring and controlling all Food Transport Vehicle used in supplying inside Jebel Ali Freezone and other areas under the Dubai World's jurisdiction. This is to ensure that any food and food products including drinks & beverages supplied or catered inside the said areas comply with the requirement and procedure lay down by the governing authority.

2.0 Scope

This covers the process of approving delivery vehicles of all the food establishments that shall be used in supplying or catering food & food products (including drinks & beverages) inside Jebel Ali Free Zone and other areas under the Dubai World's Jurisdiction.

3.0 Procedure to be followed

3.1 Requirements

- Food Supplier (FS) Application Form
- Food Handlers & Drivers Information Form
- Required Documents (*see FS Application Form*)
- Physical Appearance of the Vehicle

3.2 Submission Process

- Client must completely fill-up the Food Supplier Pass Application form (*refer to FHF-01a*) and the Food Handlers & Drivers Information Form (*refer to FHF-01b*) available at EHS website: www.ehss.ae by clicking the space next to the required information before printing the form (or details must be typewritten); and attach all the required documents.

([Link to Form](#): EHS website – Department – Food &Health – Forms – Food Supplier Application Form)

([Link to Procedure](#): EHS website – Department – Food &Health – Procedures – Procedure to Obtain Food Supplier Vehicle Pass)

Reminder: *One Application form for each vehicle.*

- All documents must be submitted to EHS-Food & Health Office located at Jebel Ali Freezone Roundabout 8 (near Gate 7) both the “**Original**” Hardcopy (for verification) and Softcopy (CD).
- Upon submission, client must bring the vehicle stated in the FS Application form for inspection.
- If there is any missing document or incomplete details on their submitted documents, client will be informed and shall be required for re-submission.

3.3 Vehicle Inspection

- Client with complete details shall proceed with the second phase which is vehicle inspection.

- b. During the vehicle inspection, client shall be informed if there is/are any observation/s (minor or major) noted. Client must comply with the minor observation provided in the FS Application prior to their renewal. For any major observation, client must rectify the major observation first and must re-submit their application.

3.4 Fee and Food Supplier Pass Collection

- a. Client with complete documents and no major findings during vehicle inspection must settle the required FS processing fee to be issued by the FH Officer at EHS Finance (Cashier) Office as per EHS Tariff.
- b. Client may collect their Food Transport Vehicle Pass from RA8 Office on the same day upon presenting the payment receipt copy.
- c. FS Processing Fee shall be per vehicle.

3.5 Penalty

- a. Non-compliance with EHS Rules and Regulations pertaining to Food Transport Vehicle may result in regulatory action without further notice.

3.6 Renewal:

- a. All approved Food Supplier must prepare (for checking) all the required documents two (2) weeks prior to the expiration of their vehicle pass. And submit these documents two (2) days before the FS Vehicle Pass expires.

4.0 Attachment (*also available in the website: www.ehss.ae*)

Food Supplier Application Form (FHF-01a)
Food Handlers & Drivers Information Form (FHF-01b)

5.0 Applicable Regulations

Food Safety Regulations and Standards
Food Supplier Guideline

6.0 EHS Contacts

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