

PROCEDURE TO OBTAIN TEMPORARY PASS FOR FOOD SUPPLIER

1.0 Purpose

The purpose of this procedure is to ensure that all food and beverages to be delivered/ catered by the Food Supplier (FS) inside the Jebel Ali Freezone and Technopark come from an approved facility through proper verification and checking of necessary documents such as the latest Facility Inspection Report from the governing Municipality. This also ensures that the Food Transport Vehicle to be used by the client complies with EHS-FH requirements for Food Supplier.

2.0 Scope

This applies to all Food Suppliers with any of the following reasons:

- will enter Jebel Ali and Technopark for the first time,
- shall cater a company with special occasion, gatherings, and meetings,
- on which FS Pass is still under-process

3.0 Procedure

3.1 Requirements

- a. Trade License
- b. Company's' Undertaking Letter
- c. Food Handlers & Drivers Information Form (*FHF-01b*)
- d. Drivers License
- e. List of Food to be delivered
- f. Municipality Facility Inspection Report

3.2 Submission Process

- a. Client must forward all the required documents in a Softcopy (CD) to EHS-Food & Health Dept. located at Jebel Ali near Gate 7 Roundabout 8 inside the Dubai Customs/Municipality Cargo Inspection Facility or send through email at Ehs.Food@trakhees.ae .

Note: for Food Handlers & Drivers Information Form (FHF-01b), please log on to EHS website (www.ehss.ae) and follow below link:

(Link to Form: EHS website – Department – Food & Health – Forms – Food Handlers & Drivers Information Form)

(Link to Procedure: EHS website – Department – Food & Health – Procedure – Procedure to Obtain Temporary Pass for Food Supplier)

- b. Client must bring the Food Transport Vehicle including Thermoboxes/Coolers (if applicable) to be used by the client for visual inspection.
- c. If there is any missing document or incomplete details on the submitted documents, client will be informed and shall be required for re-submission.

3.3 Fee and Temporary Pass Collection

- a. Client with complete documents and requires to pay a corresponding processing fee (stated in the Payment Advice Letter to be issued by the FH

Officer) must settle the payment at EHS Finance (Cashier) Office as per the existing EHS Tariff.

- b. Client may collect their Temporary Pass in RA8 Office on the same day upon presenting the payment receipt copy.

3.4 Penalty

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

3.5 Others:

Temporary Pass is given on case-to-case basis only.

4.0 Attachment *(also available in the website: www.ehss.ae)* Food Handlers & Drivers Information Form (FHF-01b)

5.0 Applicable Regulations

Food Safety Regulations and Standards
Food Supplier Guidelines (Guideline No. FH/001)

6.0 EHS Contacts

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