

PROCEDURE FOR APPROVAL OF SHIP SURVEY COMPANIES (HOTWORKS)

1. PURPOSE:

Safe work environment is essential for performing all kinds of ship repair related operations. Thus, to enable the safe and smooth operation, all ship repairs related operation shall be properly assessed, surveyed and certified prior to start of any such ship repair job. Hence, to successfully and safely assess, document any risk which is involved in any ship repair activity, *ship survey companies especially those which are involved in issuance of hot work permit and gas free certificate* play a very important and vital role. To ensure that all those involved in issuance of hot work permit and gas free certificates are competent enough to carry out such job, ship survey companies involved with issuing of hot work permit or gas free certificates *in addition to carrying out other general marine surveys* shall be pre-qualified and registered with EHS department before they are permitted to enter and carry out any ship repair related survey operation within PCFC- Trakhees Port areas and subsequently be included in the EHS “Approved List of Ship Survey companies”.

1.1 APPLICABILITY:

Applicable to Ship Survey Company who in addition to carrying out *other general marine survey also issue hot work permit and gas free certificates for ship repair related purpose.*

2. SCOPE:

EHS pre-qualification, approval and listing of Ship Survey Companies in EHS website which are involved in carrying out ship repair related surveys such as *issuance of hot work permit and gas free certificate* in addition to other general marine surveys within PCFC- Trakhees Jurisdictional areas.

3. APPROVAL PROCEDURE – NEW REGISTRATION:

3.1.1 SUBMISSION:

Ship survey companies involved in issuance of hot work permit and gas free certificates in addition to carrying out other general surveys shall submit the documents as listed in Sub-section 3.1.2 & 3.1.3 in soft format only (01 set i.e. 01 CD) for review of EHS department and addressed to **The Manager – Ports of EHS-Trakhees.**

All documents as listed in Sub-section 3.1.2 & 3.1.3 shall be contained in a CD and submitted with the **EHS Document Controller** in EHS Main office, Jebel Ali.

Initial submission documents will not be accepted through **E-Mails** to prevent loss or delay in transmittal or receipt of information.

When submitting the documents as listed in Sub-section 3.1.2 & 3.1.3 with the “**EHS DOCUMENT CONTROLLER**” in EHS Main office, Jebel Ali, the submitting company shall obtain a written acknowledgement from the document controller for the safe receipt of the submitted documents.

The CD and (not on the CD case) shall be labeled as per **Annexure-1**.

3.1.2 Following Documents shall be submitted for EHS departmental review as an initial supporting document:

- 1) Company request letter addressed to “**THE MANAGER – EHS PORTS & MARITIME OPERATIONS**”
- 2) Company profile
- 3) Copy of company license
- 4) Company’s HSE management system document which is related to ship repair survey activity only.
- 5) Curriculum Vitae and supporting documents (as listed in Sub-section 3.1.3) of all marine surveyors who are employed by the registering company for the purpose of issuing hot work permit and gas free certificates.
- 6) Copy of EHS Review fee receipt as per **Section 7 – Payments**.
- 7) EHS Checklist For Document Submission as per **Annexure- 2**

3.1.3 **Minimum Eligibility Criteria for Marine Surveyors**

EHS department specifies minimum eligibility criteria for marine surveyors issuing hot work permit and gas free certificate to be approved as EHS Approved Ship Repair Surveyor.

As the minimum eligibility criteria, the surveyor

- Should have sailing experience in merchant or naval ships in the capacity of a deck or engine officer for a period of at least 3 years with a formal training in hot work permit issuance or gas free certification (**or**)
- Should have worked in a shipyard or ship repair company in capacity of safety officer for a period of at least 1 year (**or**)
- Should have worked as Marine surveyor for 2 years in which at least 6 months should have been in issuing of hot work permit and gas free certificates for ship repair related activities independently.

Supporting documents for the above minimum eligibility criteria should be enclosed along with initial submission document.

3.1.4 EHS Application Review fee as per **Section 7 - Payments** should be deposited at the time of initial document submission.

4 REVIEW, TRAINING, APPROVAL AND CERTIFICATION

4.1 REVIEW

4.1.1 EHS department will carryout the departmental review of all the submitted documents to verify whether the submitted document comply with the pre-qualification requirements and also to ascertain the credentials and completeness of submitted documents.

4.1.2 After EHS departmental review, registering company will be accordingly notified about their application status. If the documents are found to be in accordance with EHS pre-qualification procedures, then the training for the nominated surveyors will be arranged.

4.2 TRAINING

4.2.1 After the departmental review of submitted documents, the ship survey company will be notified about the status of their application and notified to send their nominated surveyors (who will issue the hot work permit and gas free certification) to undergo mandatory EHS Ship repair surveyor training. **See Section 7 – Payments.**

4.2.2 Nominated surveyors on successful completion of the training and assessment will be issued with a photo identification card.

4.3 APPROVAL

4.3.1 On completion of departmental review and training, the registering company will be required to make the final approval fee as per **Section 7 – Payments.**

4.3.2 Copy of final approval fee should be sent to EHS Ports & Maritime operations as requested.

4.4 CERTIFICATION

4.4.1 “**CERTIFICATE OF APPROVAL**” will be issued on successfully completion of pre-qualification procedures and this certificate will be valid for a period of 1 year from its date of issuance.

4.4.2 Company’s details will be included in EHS List of approved ship survey companies and uploaded in the EHS website. The company’s details will be exhibited till the expiry date of the certificate of approval, if not renewed as per the pre-qualification requirements.

5 ANNUAL RENEWAL PROCEDURE

5.1 SHIP SURVEY COMPANIES ISSUING HOT WORK AND GAS FREE CERTIFICATES

5.1.1 **Submission:**

Approved Survey Company requesting for annual renewal of their EHS approval shall submit the documents as listed in Sub-section 5.1.2 & 3.13 in a soft format only (01 set i.e. 01 CD) for review of EHS department and addressed to **The Manager – Ports of EHS-Trakhees.**

All documents as listed in Sub-section 5.1.2 & 3.1.3 shall be contained in a CD and submitted with the **EHS Document Controller** in EHS Main office, Jebel Ali.

Initial submission documents will not be accepted through **E-Mails** to prevent loss or delay in transmittal or receipt of information.

When the documents as listed in Sub-section 5.1.2 & 3.1.3 are submitted with the “**EHS DOCUMENT CONTROLLER**” in EHS Main office, Jebel Ali, the submitting company shall obtain a written acknowledgement from the document controller for the safe receipt of the submitted documents.

The CD and (not on the CD case) shall be labeled as per **Annexure-1**

5.1.2 Following Documents shall be submitted for EHS departmental review as an initial supporting document:

- 1) Company request letter addressed to “**THE MANAGER – EHS PORTS & MARITIME OPERATIONS**”
- 2) Copy of company license
- 3) Curriculum Vitae and supporting documents (as listed in Sub-section 3.1.3) of new marine surveyors employed by the registering company for the purpose of issuing hot work permit and gas free certificates.
- 4) Copy of EHS Review fee as per **Section 7 – Payments**.
- 5) EHS Checklist For Document Submission as per **Annexure- 2**

5.1.3 EHS Application Review fee as per **Section 7 - Payments** should be deposited at the time of initial document submission.

6 REVIEW, TRAINING, APPROVAL AND CERTIFICATION

6.1 REVIEW

6.1.1 EHS department will carryout the departmental review of all the submitted documents to verify whether the submitted document comply with the pre-qualification requirements and also to ascertain the credentials and completeness of submitted documents.

6.1.2 After EHS departmental review, registering company will be accordingly notified about their application status. If the documents are found to be in accordance with EHS pre-qualification procedures, then the training for the nominated surveyors will be arranged.

6.2 TRAINING

6.2.2 After the departmental review of submitted documents, the registering company will be notified about the status of their application and advised to send their newly nominated surveyors (who will issue the hot work permit and gas free certification), if any to undergo mandatory EHS Ship repair surveyor training. **See Section 7 – Payments**.

6.2.3 New nominated surveyors on successful completion of the training and assessment will be issued with a photo identification card.

6.3 APPROVAL

6.3.2 On completion of departmental review and training, the registering company will be required to make the final approval fee as per **Section 7 – Payments**.

6.3.3 Copy of final approval fee should be sent to EHS Ports & Maritime operations as requested.

6.4 CERTIFICATION

6.4.2 “**CERTIFICATE OF APPROVAL**” will be re-issued on successfully completion of pre-qualification procedures and this certificate will be valid for a period of 1 year from its date of initial issuance (First Issuance).

6.4.3 Company’s details will be maintained in EHS List of approved ship survey companies and in the EHS website. The company’s details will be exhibited till the expiry date of the certificate of approval, if not renewed as per the pre-qualification requirements.

7 PAYMENTS

Survey companies – Issuing hot work permit and gas free certification

| | | | | |
|---|--|------------|------|-----------------------------|
| 1 | Processing Fee – New Application | AED | 500 | (Non- Refundable) |
| 2 | Registration / Approval Fee – New | AED | 1000 | |
| 3 | Annual Renewal Fee | AED | 1500 | Every following year |
| 4 | EHS Ship Repair Surveyor Training | AED | 1000 | Per Surveyor |
| 5 | Hot Work Permit Book | AED | 100 | Per Book |
| 6 | Knowledge Dirham | AED | 10 | Per Transaction |

All cheques should be in favour of “**PCFC-Trakhees**”.

Payment advice for the required service will be forwarded for making the necessary payments. A copy of the payment advice should be printed and taken along while making the necessary payments at the EHS cash counter.

TRAKHEES - EHS CASH COUNTER LOCATION:

1. EHS Main office

Main Gate no.3
Jebel Ali, Dubai.
Ph: 04- 881 1881

2. TRAKHEES CASH COUNTER

First Floor

Dragon Mart

International City

Dubai - Hatta Road,

Off Emirates Road,

Dubai, U.A.E

Ph: 04- 436 4573/ 436 4348

Cash counter working hours: **0730 – 1430 hrs (Sunday – Thursday)**.

8 GENERAL GUIDELINES – FOR SURVEY COMPANIES ISSUING HOT WORK AND GAS FREE CERTIFICATES

- 8.1** After completing the approval/ certification process, the approved survey company issuing hot work permit and or gas free certificates shall be required to purchase the EHS Hot Work Permit book from EHS Main office, Jebel Ali on payment of fee as per **Section 7 - Payments**.
- 8.2** Hot work permit and or gas free certificates issuing survey companies shall ensure that only EHS hot work permit book is used for any such work in PCFC- Trakhees jurisdiction.
- 8.3** All hot works permit and or gas free certificates issuing survey companies are required to maintain a copy of such permit or certificates which are issued in PCFC- Trakhees jurisdiction for a period of at least 3 years from the date of issuance.
- 8.4** All hot works permit and or gas free certificates issuing survey companies shall ensure that the design layout of the permit book is not reproduced, printed or copied without the permission from EHS department.
- 8.5** If any company is found to be indulging in any malpractice such as use of forged, duplicated, copied or reproduced hot work permit book and poor work ethics. The company and its surveyor's approval will be immediately suspended or cancelled.
- 8.6** Failure to perform as per the requirements of Federal/ Local or EHS requirements shall result in appropriate action being initiated in accordance with EHS requirements which may also include financial penalty and their subsequently removal from the List of EHS Approved Ship Survey Company approval list.
- 8.7** Final decision on above will be taken by the EHS management which shall be final and binding.
- 8.8** Ship Survey Company premises will be audited and verified at any time during their approval validity period by EHS department to check for their process, where deemed necessary.

8.9 Ship survey operation may be inspected and verified by EHS for compliance with the safe ship repair operation as per “EHS Rules & regulations for ship repair and associated industries” and also Local/international standards.

Annexure 1:

- Template for CD document submittal.

Annexure 2:

- EHS Checklist For Document Submission

APPLICABLE REGULATIONS:

- EHS Rules & regulations for ship repair and associated industries

EHS Contacts:

- A) Mr.Nazeer Hussain, Manager Ports & Maritime, Tel: 04-8811881/8068820; Fax:04 8817023/8818857;
B) Mr. Mohamed Rasiq Bilal, Sr. EHS Officer, Tel: 04-8811881/8068829; Fax:04-8817023/8818857;

All E-mails and Queries should be sent to ehs.ports@trakhees.ae

Annexure: - 1

EHS

CD Submittal Documents

Purpose of Submission:

Client:

Email:

Facility ID:

Emirates:

Date:

Our Ref (If Any):

Your Ref:

For office use only:

Signature _____ **Date/Time:** _____

Please attach the following information in a 'Word document' on the CD for our quick reference. This info will be helpful for us in case the CD label is damaged or not readable.

EHS Document Submittals

Purpose of submission :

Client :

Email :

Facility ID :

Emirates :

Date :

Our Ref. (If Any) :

Your Ref. :

Annexure: - 2

EHS CHECKLIST FOR DOCUMENT SUBMISSION

For Ship Survey Companies issuing hot work and Gas free certificates

COMPANY PARTICULARS:

| | | | |
|-----------------------------------|--|--------|--|
| Company Name | | | |
| Address | | | |
| Telephone | | Fax | |
| Person in charge for client query | | Mob No | |
| Date Application submitted in EHS | | | |

CHECKLIST:

| S.No | Documents Submission Checklist | | Yes/ No/ N.A |
|------|---|--|--------------|
| 1 | Company Request Letter | | |
| 2 | Company Profile (if available) | | |
| 3 | Is the Valid Trade License Copy attached | | |
| 4 | Company's HSE management system document which is related to ship repair survey activity only is attached | | |
| 5 | Curriculum Vitae and supporting documents as listed in Sub-section 3.1.3 for all surveyors who are employed by the registering company for the purpose of issuing hot work permit and gas free certificates | | |
| 6 | Copy of Application Review fees receipt attached | | |
| 7 | Was your company anytime blacklisted or litigated by any local, federal or international agency | | |
| 8 | Does the company accept any consultancy works to be conducted for their sister company or any company that is related to their firm in any way or where conflict of interest may exist | | |
| 9 | Number of Staff (Relevant to services offered by the company) | | |
| 10 | Number of Emarati Staff (Relevant to services offered by the company) | | |
| 11 | Number of Years in Operation in UAE | | |
| 12 | Offices Abroad (if yes, mention countries) | | |

- I declare that all above mentioned information is true and to the best of my knowledge and is readily available with the company at all times for EHS verification.

Authorized Signature:

Company Stamp:

Date: