

PROCEDURE FOR APPROVAL OF SHIP SURVEY COMPANIES **(GENERAL)**

1. PURPOSE

The purpose of pre-qualifying the above category of survey companies is to facilitate their smooth and unrestricted access to PCFC- Trakhees jurisdiction for the sole purpose of carrying out their assigned duties and responsibilities.

1.1 APPLICABILITY:

These procedures apply to ship survey companies carrying out the following surveys:

- *Government surveys*
- *Classification surveys*
- *Certification surveys*
- *General marine surveys related to shipping activities*
- *Any other survey other than the ship repair related surveys (such as issuance of hot work permit or gas free certificates).*

2. SCOPE:

EHS Annual registration, approval and listing of Ship Survey Companies carrying out the surveys as listed in Sub-section 1.1 within PCFC- Trakhees Jurisdictional areas.

3. APPROVAL PROCEDURE – NEW REGISTRATION:

Ship survey companies involved in survey activities as mentioned in Sub-section 1.1 other than the issuing of hot work permit or gas free certificates shall submit the following documents and obtain the necessary permission to enter the PCFC- Trakhees jurisdiction on payment of fee as per **Section 6 – Payments**.

3.1.1 SUBMISSION:

All new registration shall submit the documents as listed in Sub-section 3.1.2 and submit them 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 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 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) List of surveyors requiring PCFC- Trakhees jurisdictional access
- 5) Copy of EHS NOC fee receipt as per **Section 6 – Payments.**
- 6) EHS Checklist For Document Submission as per **Annexure- 2**

3.1.3 EHS Application Review fee as per **Section 6 - 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.

4.2 APPROVAL

4.2.1 On successful completion of departmental review, the registering company will be required to make the final approval fee as per **Section 6 – Payments.**

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

4.3 CERTIFICATION

4.3.1 “**NO OBJECTION CERTIFICATE**” 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.

5 ANNUAL RENEWAL PROCEDURE

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 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 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 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) Company profile
- 3) Copy of company license
- 4) List of surveyors requiring PCFC- Trakhees jurisdictional access
- 5) Copy of EHS NOC fee as per **Section 6 – Payments.**
- 6) EHS Checklist For Document Submission as per **Annexure- 2**

5.2 APPROVAL

5.2.1 On completion of departmental review, the registering company will be required to make the final approval fee as per **Section 6 – Payments.**

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

5.3 CERTIFICATION

5.3.1 “**NO OBJECTION CERTIFICATE**” will be re-issued on successfully verification of all documents as listed in Sub-section 5.1.2 is completed. This certificate is valid for a period of 1 year from its date of initial issuance (First issuance).

6 PAYMENTS

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	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
Emirates Road, Dubai
Ph: 04- 436 4573/ 436 4348

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

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

COMPANY PARTICULARS:

Company Name					
Address					
Telephone		Fax		Email	
Person in charge				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	List of surveyors requiring PCFC- Trakhees jurisdictional access attached	
5	Copy of Application Review fees receipt attached	
6	Was your company anytime blacklisted or litigated by any local, federal or international agency	
7	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	
8	Does the company accept any hot work permit or gas free certification related work	
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: