

Procedure for Approval Ship Repair Companies

1. PURPOSE:

Safe work environment is very essential for performing all kinds of ship repair operations. In this regard, to enable the safe and smooth operation of such ship repair activities within Dubai World/ PCFC jurisdictional areas, all ship repair companies shall be pre-qualified and registered with EHS. Hence, all ship repair companies shall be registered with EHS department to carry out ship repair operations within PCFC Port areas and subsequently included in the EHS “Approved List of Ship Repair companies”.

2. SCOPE:

EHS Registration /Listing of Approved Companies for carrying out ship repair operation within PCFC / Dubai World Jurisdictional areas.

3. PROCEDURE:

3.1 Approval

3.1.1 Companies (for New Registration) and those intend to renew the EHS Approval period shall be required to provide all details (as listed on 3.1.2) and submit the same in soft copy only (02 sets i.e. 02 CD) for review/comments and/or Approval to **The Manager – Ports of EHS-Trakhees**. Labeling on the CD (not on the CD Cover) should contain the information as per the attached annexure-1 such as

Purpose of Submission;
Client Nam:
E-mail:
Facility Location: Emirates
Date of submission: EHS Ref (if any in previous)
Client letter Ref etc:

3.1.2 Following Documents are mandatory for submission as an initial supporting document

For Company

- ◆ Company request letter
- ◆ Company profile
- ◆ Copy of trade license
- ◆ Copy of group insurance certificate, if available
- ◆ Company HSE management system documents

3.1.2 EHS department will carryout the review of the submitted documents and based on the credibility of the documents, the NOC for the ship repair company approval shall be provided.NOC shall be forwarded to the Harbor Masters office by E-mail.

- 3.1.3 Upon confirming the NOC from EHS, the company shall approach the Harbor Masters office at Jebel Ali and obtain the final approval for carrying out ship repair activities in Dubai World/ PCFC jurisdictional areas.
- 3.1.4 After obtaining the final approval from Harbor Masters office and prior to startup of the ship repair activities, company shall make arrangements for providing mandatory “EHS approved ship repair supervisor Training” for all supervisors who are supposed to work within Dubai World/ PCFC jurisdictional areas. Training shall be conducted by EHS officer.
- 3.1.5 Upon satisfactory completion of 3.1.3 & 3.1.4, company name shall be enrolled to the EHS Approved Ship repair Company list and the ship repair supervisor permit to enter and operate within PCFC jurisdictional areas shall also be issued. The companies should ensure that renewal/registration documents are sent to EHS well in advance of the expiry date of existing EHS approval.
- 3.1.6 Ship Repair Company premises/workshops may be inspected and verified by EHS for adequacy prior to Approval of NOC and also at any time during the year, where deemed required.
- 3.2.1 Ship repair 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.
- 3.2.2 Failure to perform as per the requirements of Federal/Local or EHS shall result in issuance of penalty and subsequently removal from the List of EHS’s Approved Ship repair Company approval list.

PAYMENTS:-

Company (New Registration)

Processing fee of **AED 2,500/** for each New Application – payable by cash or cheque addressed to “**PCFC - Trakhees**” will be required to be paid as the fee for the certification, which will be valid for one year (Starting from the date of approval).

Company (Renewal)

Renewal fees of **AED 2,500/- every year** will be required to be paid for all above mentioned certification.

Training for Supervisors

Training fee of **AED 600/person** will be required to be paid **every two years** (renewal charges) for all supervisors attending the course.

ATTACHMENTS:

A) Template for CD document submittal.

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: 04-8811881/8068809; Fax:04-8817023/8818857;

All E-Mails to be submitted 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. :