

Procedure for Registration / Renewal of Third Party Hazmat/Industrial Tank Cleaning Contractors

1. PURPOSE:

The competency and integrity of the 3rd party Hazmat/ Industrial Tank Cleaning contractors are essential for the successful conduct of any Hazmat/ Industrial Tank Cleaning operations. To ensure safe Hazmat/ Industrial Tank Cleaning operation within Dubai World/ PCFC jurisdictional areas, all those contractors shall be pre-qualified and registered with EHS department (even if certified by Federal/State levels). Any Hazmat/ Industrial Tank Cleaning operations, if required to be carried out within PCFC-Trakhees jurisdiction shall be carried out only by those contractors who are pre-qualified and included in the EHS department's "List of Approved Hazmat/ Industrial Tank Cleaning Contractors"

2. SCOPE:

EHS Registration/ Listing of Approved 3rd party Hazmat/ Industrial Tank Cleaning contractors for carrying out their Hazmat/ Industrial Tank Cleaning operations within PCFC / Dubai World Jurisdictional areas

3. PROCEDURE:

3.1 3rd party hazmat contractors (for New Registration) shall be required to complete the attached pre-qualification form and those who intend to renew their EHS Approval shall be required to fill the attached check list, covering all details and submit the same in soft copy (02 sets i.e. 02 CD) for review/comments and/or Approval to Manager – Ports & Marine department of EHS-Trakhees.

3.2 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 Name; E-mail; Facility Location; Emirates; Date; EHS Ref (if any in previous); Client letter Ref etc.

3.3 Following Certificates/ Documents are mandatory for submission as an initial supporting document along with the prescribed EHS Form duly filled:

- ⇒ Valid Professional License issued by the U.A.E government licensing authority – Copy.
- ⇒ Company Insurance- Copy
- ⇒ Company Safety Management System- Brief -Copy
- ⇒ ISO 9001, 140001 and OSHAS 18001, if certified - Copy.
- ⇒ CVs of Company's Responsible Person involved in this activity
- ⇒ Premises/worksites may be inspected and verified by EHS for adequacy prior to Approval of Certification and also at any time during the year, wherever deemed necessary.
- ⇒ Declaration regarding blacklisting/litigation with any local or international agency – Declaration that the company has never been blacklisted or litigated.

- ⇒ Conflict of Interest Clause – a signed declaration stating that the company shall not 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.
- ⇒ Total no. of employees relevant to the services.
- ⇒ Total no. of Emarati staff relevant to the services.
- ⇒ Full contact details of a responsible person for the client related queries. This information will be uploaded in the EHS website.

3.4 After successful completion of all EHS pre-qualification requirements for the 3rd. party Hazmat/ Industrial Tank Cleaning contractors, a Certificate of Approval will be sent to the applicant within 4 weeks from the date of submission of the documents in the concerned department of EHS department. The 3rd party Hazmat/ Industrial Tank Cleaning contractor shall ensure that the renewal/registration documents are sent to the concerned section of EHS department well in advance and prior to the expiration date of the existing EHS approval.

3.5 Failure to perform as per the requirements of IMDG/ U.A.E Federal/ Local or PFCFC-Trakhees-EHS standards may result in appropriate sanctions/ the removal of the company from the EHS List of Approved contractors.

3.6 The requirements for Hazmat/ Industrial Tank Cleaning operations should be in accordance with the applicable regulations as stated below and in case of any doubt; concerned section of the EHS department should be consulted prior to any Hazmat/ Industrial Tank Cleaning operations within PCFC- Trakhees jurisdiction.

4. TRAINING:-

All companies upon successful completion of their pre-qualification process should nominate all their employees and supervisors responsible for the Hazmat/ Industrial Tank Cleaning operations within PCFC-Trakhees port limits to undergo a mandatory training program on Hazmat Safety Awareness and Operations conducted by the EHS department. This training is mandatory prior to the start of Hazmat/ Industrial Tank Cleaning operations within PCFC- Trakhees jurisdiction.

5. PAYMENTS:-

1	Processing fee	AED	2500	(Non- Refundable)
2	Registration / Approval fee	AED	2500	
3	Annual Renewal fee	AED	4000	
4	Knowledge Dirham	AED	10	Per Transaction
	Total	AED	5010	

Non-refundable processing fee of AED 2500/- is applicable to all new applications for the review of their application which is payable by cash or current dated cheque addressed to “PCFC- Trakhees”.

After review by the EHS department, if the application is accepted for company inclusion in the approved list of Hazmat/ Industrial Tank Cleaning operator, then the fee will be adjusted with the registration/ approval fee.

Registration/ approval fee of AED 2500/- is payable only after the application has been reviewed, accepted and approved by the management and payable by cash or current dated cheque addressed to “PCFC- Trakhees”.

All payments should be made only in the designated Trakhees cash counter in EHS Main office, Jebel Ali cash counter or in Dragon Mart Cash counter, 1st floor, International City.

Annual renewal fees of **AED 4,000/-** is applicable for all approved companies listed in the EHS approved list of 3rd party Hazmat contractors Industrial Tank Cleaning operator during their annual renewal of EHS-Trakhees approval.

Notes:

- i. Please type or print your replies legibly.
- ii. Enter the date on which you complete the questionnaire at the bottom of each page.
- iii. Please answer all questions, where not applicable, please put “NA” (Not Applicable).
- iv. Please include all attachments (additional pages) in the related sections.

6. ATTACHMENTS:

- i. 3rd party Prequalification Form (PMF-05A)
- ii. Checklist for Renewal of Third Party Registration (PMF-05B)

7. APPLICABLE REGULATIONS:

- i. International Maritime Dangerous Goods Code
- ii. GCC rules and regulations for seaports-2006
- iii. U.A.E Federal Law no.24
- iv. Dubai Municipality Requirements
- v. EHS Regulations- Ports
- vi. EHS Regulations- Industrial Operations

8. EHS CONTACTS:

Mr. Nazeer Hussain, Manager, EHS Ports & Marine Operations, Tel: 04-8811881;
Fax: 04-8817023/8818857

Mr. Mohammed Rasiq Bilal, Sr. EHS Officer, Tel: 04-8811881; Fax: 04-8817023/8818857

Environment, Health & Safety Division

P.O. Box 17000, Dubai, United Arab Emirates

Tel: +971 4 8811881 • Fax: +971 4 8818857

Email: ehs.ports@trakhees.ae • Web Site: www.trakhees.ae

إدارة البيئة والصحة والسلامة

ص.ب. ١٧٠٠٠، دبي، الإمارات العربية المتحدة

هاتف: (٨٨١١٨٨١) ٤ ٩٧١ + • فاكس: (٨٨١٨٨٥٧) ٤ ٩٧١ +

البريد الإلكتروني: ehs.ports@trakhees.ae • الموقع الإلكتروني: www.trakhees.ae

All E-Mails should be sent to ehs.ports@trakhees.ae

Annexure: - 1

ENVIRONMENT, HEALTH & SAFETY-TRAKHEES

EHS

CD Submittal Documents

Purpose of Submission:

Client:

Email:

Facility ID:

Emirates:

Date:

Our Ref (If Any):

Your Ref:

Signature For office use only: **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) :
Client Ref :

Standard Pre-Qualification Form

Third party companies carrying out Hazmat/ Industrial Tank cleaning within the PCFC – Trakhees Jurisdiction

Name and Address of Company:

Date:

Notes to Applicants

- Please type or print your replies legibly.
- Enter the date on which you complete the questionnaire at the bottom of each page.
- Please answer all questions. If the question does not apply to you, please put “NA” (Not Applicable).
- Please include all attachments (additional pages) in the related sections
- The following are guidelines for contractors seeking to perform Hazmat/ Industrial Tank Cleaning services within PCFC – Trakhees Jurisdiction.

General:

1. Registration with PCFC – Trakhees – EHS department is required for all companies providing Hazmat/ Industrial Tank Cleaning services who intend to work in PCFC - Trakhees jurisdictional areas. EHS will maintain information on the qualifications and capabilities of registered parties in its information system.
2. 3rd party Hazmat/ Industrial Tank Cleaning services companies who are seeking registration with EHS shall submit:

Environment, Health & Safety Division
P.O. Box 17000, Dubai, United Arab Emirates
Tel: +971 4 8811881 • Fax: +971 4 8818857
Email: ehs.ports@trakhees.ae • Web Site: www.trakhees.ae

إدارة البيئة والصحة والسلامة
ص.ب ١٧٠٠٠، دبي، الإمارات العربية المتحدة
هاتف: (٨٨١١٨٨١) ٤ ٩٧١+ • فاكس: (٨٨١٨٨٥٧) ٤ ٩٧١+
البريد الإلكتروني: ehs.ports@trakhees.ae • الموقع الإلكتروني: www.trakhees.ae

3. Introduction letter addressed to the Manager, Ports & Maritime Operations, Environment Health & Safety- Ports, Customs & Free Zone Corporation, providing a profile of your company and its activities.

3.1 One copy of the attached questionnaire fully completed and signed by an Authorized representative.

3.2 Copy of the supporting documents.

Please list below any additional pages attached to each standard page.

1.0 General Information

a. **Name of the Company** :

Address :

Telephone Numbers :

Fax Number :

E-Mail :

b. **Contact Person Name** :

Designation :

c. **Courier Address** :

d. **Company Profile**

e. **Valid Professional License issued by the U.A.E government licensing authority – Copy.**

f. **Company Insurance**

g. **Company Safety Management System- Brief -Copy**

h. **ISO 9001, 140001 and OSHAS 18001, if certified - Copy.**

i. **CVs of Company's Responsible Person involved in this activity**

2.0 Range of Hazmat/ Industrial Tank Cleaning Services Specialties

Please mark down on the table the type of services offered with respect to each discipline which best describes your Consultants services in accordance with your commercial registration certificate.

Please indicate ONLY those services of which you have appropriate experience and expertise, which can be verified by EHS.

Type of activities Provided:

List the activity and code them according to the below list.

A = Cleaning-Hazardous Material (Oil/Chemical), Non-Hazardous

B = Re-work / Cross stuffing

C = Tank cleaning

D = Others (If any)

S.No	Activity	

3.0 Checklist for Renewal of EHS Approval

DOCUMENTS	YES	NO	REMARKS Approved or Not yet
A valid Trade License copy			
A valid Third Party Insurance Liability Certificate for the current year			
A Copy of Previous EHS Approval certificate			
A copy of ISO Certification if any			
Renewable fees of AED 5,000/- payable by cash at EHS Dept's.			
Details of Authorized representative whose name is required to be listed in the approved list and passport copy with Residence Visa page.			
Attested Copy of Certificates for Academic & Professional Qualifications of Responsible Person (Minimum one or more)			
Training records for all employees handling Hazardous Material			
Any other details/changes that needs to be incorporated/reflected in the approved list.			
Declaration regarding blacklisting/litigation with any local or international agency			
Conflict of Interest clause			
Total no. of employees relevant to the services.			
Total no. of Emarati staff relevant to the services.			
Full contact details of a responsible person for the client related queries.			