

REQUIREMENTS TO OBTAIN TRAKHEES-EHS APPROVAL

Project Details					
License Type	Service/Professional	Trading/Commercial	Industrial	Branch/Office	
Location		Shop Nos.		Bldg. Ref.	
Applicant Name; Date & Time of Application					
Mob:		Fax		Email	
Activities					

New License Application and Renewal Requirements	Group Manufacturing Activity	All Food or Health Manufacturing Activity Codes applicable																																				
	Activity Description	DETAILS: [As mentioned activity-specific in DED definition of activities]																																				
	Objective	Food & Beverage; Health Products manufacturing only																																				
	Requirements	<p>1. Compliance with the Dubai World Community Regulations.</p> <p>2. Compliance with the UAE laws and regulations pertaining to the Activity including the regulations and requirements of Environment, Health & Safety and other relevant Authorities.</p> <p>3. Valid license as issued by the Trakhees / Department of Economic Development in Dubai.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">4. A. For New License Application:</td> <td style="width: 10%;">Attached:</td> <td style="width: 10%;">Yes</td> <td style="width: 10%;">NO</td> </tr> <tr> <td>(a) License Application Form</td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>(b) NAMAD NOC (For Facility Use)</td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>(c) General Floor Lay-out Plan with Area Sizes</td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>(d) Passport Copies & Similar Documents</td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>(e) Lease Agreement with declared internal floor area size</td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>(f) Undertaking Letter (If required)</td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td colspan="4">(g) Project details, Equipment/Machinery List, Raw Materials' List & Packing Materials and Processing Method (Process Flow) &Details.</td> </tr> <tr> <td colspan="4">(h) Layout of the facility with details on Storage (capacity, temperature, etc.), Processing Area, Machinery layout and Process Flow Chart.</td> </tr> </table>	4. A. For New License Application:	Attached:	Yes	NO	(a) License Application Form		<input type="checkbox"/>	<input type="checkbox"/>	(b) NAMAD NOC (For Facility Use)		<input type="checkbox"/>	<input type="checkbox"/>	(c) General Floor Lay-out Plan with Area Sizes		<input type="checkbox"/>	<input type="checkbox"/>	(d) Passport Copies & Similar Documents		<input type="checkbox"/>	<input type="checkbox"/>	(e) Lease Agreement with declared internal floor area size		<input type="checkbox"/>	<input type="checkbox"/>	(f) Undertaking Letter (If required)		<input type="checkbox"/>	<input type="checkbox"/>	(g) Project details, Equipment/Machinery List, Raw Materials' List & Packing Materials and Processing Method (Process Flow) &Details.				(h) Layout of the facility with details on Storage (capacity, temperature, etc.), Processing Area, Machinery layout and Process Flow Chart.			
		4. A. For New License Application:	Attached:	Yes	NO																																	
(a) License Application Form		<input type="checkbox"/>	<input type="checkbox"/>																																			
(b) NAMAD NOC (For Facility Use)		<input type="checkbox"/>	<input type="checkbox"/>																																			
(c) General Floor Lay-out Plan with Area Sizes		<input type="checkbox"/>	<input type="checkbox"/>																																			
(d) Passport Copies & Similar Documents		<input type="checkbox"/>	<input type="checkbox"/>																																			
(e) Lease Agreement with declared internal floor area size		<input type="checkbox"/>	<input type="checkbox"/>																																			
(f) Undertaking Letter (If required)		<input type="checkbox"/>	<input type="checkbox"/>																																			
(g) Project details, Equipment/Machinery List, Raw Materials' List & Packing Materials and Processing Method (Process Flow) &Details.																																						
(h) Layout of the facility with details on Storage (capacity, temperature, etc.), Processing Area, Machinery layout and Process Flow Chart.																																						
Minimum Total Internal	Total Facility Net Area (Internal)	As deemed suitable for the extent of work proposed; applying HACCP requirements for Food and in adherence to MOH/DM/International requirements for all Health-related products manufacturing.																																				

	Floor Area Requirements	Preparation Area must have:	<ul style="list-style-type: none"> Adequate and separate Storage Areas (Dry, chilled, frozen, liquid, gas, etc.) for raw materials; Appropriate Unidirectional process flow; Clear separation of clean and unclean areas; where there is no crossing Controlled access, and applied biosafety & security within the premises
	Permissible Activities	Permissible activities shall only and strictly include the following:	
		1. Manufacture and development; including having R&D laboratory for independent testing and monitoring of product safety and other parameters;	
		2. Product Labeling as approved by EHS/DM or other relevant authorities for the product label & content;	
3. For packing and re-packing activities for the licensed activity and approved products;			
Non-Permissible Activities	4. Distribution of products or goods as approved and having appropriate activity mentioned in the license.		
	Non-permissible activities shall include all activities not listed as permissible. Non-permissible activities shall include but shall not be limited to the following:		
	1. Production or development of any product other than what is approved; without any prior approval from EHS/DM or other relevant authorities;		
	2. Storage of any item/product/or bringing of any unapproved items or controlled/regulated products/chemicals which is not part of the scope of activity or product production and without EHS approvals.		
Facility Requirements for Fit-out/Modification Works	3. Re-labeling or re-packing or promotional packing of products items which is not part of the earlier approved scope of work or products by EHS.		
	4. Distribution or sale of any product without labeling approval and product analysis certificates or re-work of any unsuitable intermediate or final product without relevant approvals from EHS or other governing authorities.		
	Application for Modification Permit		
	1. TRAKHEES Modification Permit must be obtained by the client before carrying out any need for modification/fit-out works.		
		2. Steps to Apply for TRAKHEES Modification Permit: (a) In 2 CD (with correct CD Label); include the: Covering letter + Projection Description with details of the proposed Fit-out/modifications with:	
		(a) Valid License Copy	
		(b) Cover letter from Contractor requesting NOC for proposed Modifications	
		(c) Copy of Contractor's License (issued by Dubai, suitable for proposed activities to be done)	
		(d) NOC from Owner, if modification is for tenant,	
		(e) Signage Contractor License Copy (can be submitted separately at a later stage **)	
		(f) Signage Details- Fixing Method, etc. **	
		complete set of drawings in PDF format only; Covering letter from the company and submit to EHS TRAKHEES Dragon Mart Office	

		3. Reply and modify according to the Drawing Review report provided by TRAKHEES to the drawings submitted for review in CD (for re-submission), until TRAKHEES Modification Permit has been issued (including CED, EHS and EHS Fire Approval); then client can start Modification Work.
Special Condition	Internal Height	a- Ground floor: Minimum 3 meter. And in case of additional half mezzanine floor, it shall be 2.4 meter. Maximum 4 meter b- Full mezzanine: Minimum 2.6 meter. Maximum 3 meter.
	Minimum Dimensions/ Areas	1. Minimum floor area should comply with the Minimum Total Internal Floor (Net Area) Requirements mentioned above, however minimum dimension -2.4 meter 2. Water closet minimum Floor Area : 2.0 meter and minimum dimension : 1.2 meter 3. The required kitchen shall be constructed of fire resisting materials and comply with standards required by the Authority 4. Walls shall be tilled to a height of 2.1meter above floor level with ceramic tiles. Internal walls shall be smooth, waterproof, resistant to fracture, light colored and readily cleanable 5. Minimum door opening width 1.2 meter, as a part of the glass frontage. Office- 0.9 meter, Toiler-0.8 meter 6. Internal corridor minimum width 1.2 meter 7. Any additional door on the external face/elevation should match the existing one in design, color, finish etc
	General Conditions	1. All works shall be within the leased area 2. Existing structural elements such as column, beam, slab etc shall not be disturbed. The services may be suitable rerouted to comply with this condition. 3. It is the responsibility of contractor to ensure that the modification works does not affect the main structural elements. 4. Finishing floor/carpet levels inside office shall not be greater that the corridor level 5. All Electrical works shall be carried out by DEWA approved contractor complying with DEWA regulations 6. All existing services within the partition walls shall be properly terminated prior to demolition/removal of partitions 7. The work should not be commenced without obtaining approval from TRAKHEES CED 8. Furniture / equipment layout shall not affect fire escape route 9. The modification shall be used/occupied only after obtaining the completion certificate from CED
	Special Conditions	1. Applicable community regulations and guidelines should be complied with. 2. The facility should have provision fro people with disability as per Authority related code. 3. Restaurants and eating spaces should be as accessible as possible to a wheelchair user.

	preferable to central pedestals that might restrict wheelchair access.
Chilled/Frozen Walk in Storage or Dry Storage	Must be computed as per existing Food Safety Regulations and Standards 2008 (for food); or by the acceptable recommendation of Good Manufacturing Practices or Best Industry Practice
Hand Wash Area in kitchen (Minimum #)	As recommended by Good Manufacturing Practices or Best Industry Practice (with soap dispenser, liquid soap, hand drier/paper towel and foot-operated waste bin); w/ hot& cold water supply
Minimum # of Wash Sink (at least Double Sink Type)	As recommended by Good Manufacturing Practices or Best Industry Practice; w/ hot& cold water supply
Minimum # of W.C. (with Double-door)	No. of WC as needed based on the floor size area and # of staff/customers (location to be assessed during EHS NOC for BP)
Stainless steel Preparation Tables	As recommended by Good Manufacturing Practices or Best Industry Practice
Pipeline Connection (potable water)	No cross-connection to any non-potable pipeline; color-coding for identification highly desirable; with device preventing back-flow
Equipment Technical Data Sheet	Required for all equipments which will be used as recommended by Good Manufacturing Practices or Best Industry Practice
Chemical Data Sheet (MSDS)	Required for all chemicals or materials which will be used as recommended by Good Manufacturing Practices or Best Industry Practice
FOG: (Fat, Oil & Grease) Grease Trap Location (FOG Type) if applicable	FOG Type: Standard Location: Outside Capacity: Adequate;* FOG Type: with Bacteria dosing Location: Can be inside Capacity: Adequate (to be assessed during review)* * As recommended by Good Manufacturing Practices or Best Industry Practice
Waste Management & Pest Control	Required and must be adequate and proven sufficient, in observance of 3R (Reuse, Recycle, Reduce) for waste;
General HVAC	1. HVAC (Heating, Ventilation and Air Conditioning) layout showing the type and location of the AC units (like supply diffusers, return diffusers, grills, Fan coil units, Split units, exhaust fans etc) shall be submitted. 2. Toilet/Pantry shall be provided with exhaust ventilation @ 10-12 air changes per hour. 3. If a split system is proposed to use, reference to the location of all indoor & out door units shall be clarified(Submit the photograph showing the same)
Specific HVAC for various areas	As recommended by Good Manufacturing Practices or Best Industry Practice
System Automation & Management systems	As recommended by Good Manufacturing Practices or Best Industry Practice and as required by the relevant authorities.
Insect-Killers & Pest Control	# of insect killer: depends on the type, capacity and covered area; Doors with Auto-closer device; Pest Control System & Management: Required
Electrical Load Schedule & Gas Cylinder Details	1. All electrical wiring in the premises should be done by DEWA approved licensed electrician / contractor.

Environment, Health & Safety Division

PO. Box 17000, Dubai, United Arab Emirates
Tel: +971 4 8811881 • Fax: +971 4 88118857
Email: ehs@trakhees.ae • Web Site: www.trakhees.ae

إدارة البيئة والصحة والسلامة

ص.ب. ١٧٠٠٠، دبي، الإمارات العربية المتحدة
هاتف: +971 4 8811881 • فاكس: +971 4 88118857
البريد الإلكتروني: ehs@trakhees.ae • الموقع الإلكتروني: www.trakhees.ae

		<p>2. Light Lay-out: Adequate intensity at Inspection Points (delivery, receiving area 550 Lux); the rest of the areas 220 Lux; with cover for areas where food is exposed (like preparation area, display, etc.).</p> <p>3. The D.B reference number shall also be included in the layout.</p>
	<p>Electrical Load Schedule & Gas Cylinder* Details (*Only if applicable)</p>	<p>4. An electrical load schedule specifying the proposed kilowatts required for each electrical appliance and the overall electrical load required shall be submitted.</p> <p>5. Power layout showing the location and quantity of existing and proposed electrical utilities (Such lights, fans, floor mounted power sockets, telephone sockets, A/C's, small electrical equipments, etc.) shall be submitted. The routing of cable/wires shall be shown in the power layout.</p> <p>6. Cross sectional view of the proposed partition with material specification shall be submitted.</p> <p>7. Ceiling plan & flooring plan showing the type, material and size shall be submitted.</p> <p>8. Must be adequate as per the needed power supply as per proposed equipment/s with all its Safety requirements/ features met;</p> <p>9. Gas Cylinder and piping connections must adequately satisfy the requirements as per Appendix 1 of EHS Food Safety Regulations & Standards, 2008</p> <p>LPG Installation in Restaurants</p> <ul style="list-style-type: none"> • Gas cylinders shall be placed at well ventilated area and shall be having one hour separation from the adjoining wall. • No source of ignition shall be present within a radius of 3m. • If car park is near the LPG storage – crash barriers guards shall be installed. • A distance of 3 m. shall be maintained from the relief valve in any direction from any exterior source of ignition. • Window opening shall be 1.5m away from the LPG
	Finishing Details	Floor/ Walls/ Ceiling: Washable, nonabsorbent, fire proof, light-coloured, smooth, non-toxic & durable; with curved wall-to-floor junctions
	Staff Room	Required based on the number of staff, lay-out design and as recommended by Good Manufacturing Practices or Best Industry Practice
	EHS Fire Requirements	<p>AUTOMATIC DETECTION SYSTEM:</p> <p>1. Smoke detectors shall be installed inside every partitioned area(s). All smoke detectors should be of optical type.</p> <p>2. The partition(s) for office cubicles shall be placed/ constructed so as not to block / obstruction any of the existing smoke detector.</p> <p>3. Additional detector(s) shall be installed where the coverage is under question and the area is unprotected due to partition.</p> <p>4. Additional Smoke detectors that need to be installed should be compatible with the existing system(s).</p> <p>5. Additional smoke detectors must be programmed to the existing main fire alarm panel and Test Certificate from the EHS Registered Fire Contractor should be submitted.</p>

		<p>6. Ceiling voids exceeding 800mm shall be installed with smoke detector.</p> <p>FIRE PROTECTION SYSTEM</p> <p>1. Fire point consisting 9 liters water type fire extinguisher and 5lbs capacity carbon dioxide type fire extinguisher shall be established at strategic points.</p> <p>2. If a Sprinkler system is installed in the building than all extended sprinkler piping network must be subjected to Hydraulic/pressure testing and certificates to that effect must be furnished for Fire Dept approval and records.</p> <p>3. The proposed partitions shall be placed/constructed so that they do not block or distort (i) any of the existing smoke detectors & (ii) the water spray discharge of sprinklers originally designed spray pattern</p> <p>4. Construction material of internal partition must comply with NFPA 500, most preferably with Gypsum Board of minimum 1 hour fire rating material.</p> <p>5. All cabins /store rooms, with full height partitions, must be installed with optical smoke detectors.</p>
	Other Areas	Additional manufacturing activity would require additional space as recommended by Good Manufacturing Practices or Best Industry Practice
TRAKHEES Completion Certificate	<i>Application for TRAKHEES-Modification Completion Certificate</i>	<p>1. Client must apply for TRAKHEES-Modification Completion Certificate Inspection as soon as modification work is about to complete as per the Approved Drawings. A minimum of 2 days before inspection can be scheduled; while client can operate from the day of inspection.</p>
		<p>2. Steps to Apply for TRAKHEES-Modification Completion Certificate: (a) send an email to Modification Helpdesk the Contractor's Cover Letter/ Application for Obtaining Modification Completion Certificate; (Contractor must ensure all parties will be present at the time of inspection)</p>
		<p>(b) Confirmation from Inspection Helpdesk goes to client;</p> <p>The following documents must be made available at the time of Modification Completion Certificate Inspection at the facility:</p> <ul style="list-style-type: none"> • TRAKHEES Modification Permit • TRAKHEES Approved Drawings (As Built) • Test Certificates for Fire Protection & Fire Alarm Systems • Test Certificates for Gas Distribution system (from the Gas Installation Company- if Gas has been installed) <p>The following are required trainings and documents before starting the business operations (will be checked during Routine Inspection):</p> <ul style="list-style-type: none"> • Valid Basic Food Hygiene Training (to all food handlers) • Valid TRAKHEES Occupational Health Card (to all food handlers) • TRAKHEES Food Supplier Pass (for all food transport vehicles) • Fire Training and Basic First Aid Training Certificates from approved training companies; <p>* The Contractor must confirm to the Inspection helpdesk the provided Inspection Schedule;</p> <p>* Inspectors will conduct the inspection at the client's facility/location;</p> <p>* TRAKHEES will send report by email (with or without the Certificate)</p>

		(c) Reply according to the Modification Inspection report provided by TRAKHEES (for re-submission), until TRAKHEES-Modification Completion Certificate has been issued (including CED, EHS and EHS Fire Approval).
TRAKHEES- EHS Operational Requirements	<i>Applicable Operational Requirements</i>	1. (a) Test certificates for fire protection and fire alarm system(s) shall be furnished, (b) Telephone No. 997/8833111 of Civil Defense must be located in Conspicuous locations all through the building; (c) Fire Extinguishers and fire alarm systems should be tested annually by an EHS registered third party and the valid Test Certificates shall be furnished prior to renewal of License. (d) Good housekeeping in Fire Safety perspective, at all times within the area.
		2. Smoking is not permitted inside the Facility. "No Smoking" signs/signboards should be displayed and no smoking policy should be strictly enforced; unless with prior approval from EHS & facility is compliant
		3. Company must adhere and commit towards high Food Safety Standards through proper food temperature control procedures, food sanitation, hygienic food practices and prevention of cross-contamination (HACCP, GHP, SSOP, GWP, etc).
		4. A medical first aid box should be provided in the facility.
		5. Appropriate Employee uniforms, Personal Protective Equipments (like hair net, hand gloves, etc. - as and when applicable) and good Personal Hygiene is a must at all times during operation.
		6. Company must document and demonstrate effective cleaning & sanitation program as well as Pest Control System & Waste Management.
		7. Company must have an effective training program for food safety and hygienic preparation; Product Recall Plan and Management.
<i>Violation of the Guidelines</i>		Any violation of these Guidelines will subject the Group Food & Health Manufacturing Activities to penalties as shall be imposed by the Authority. Persistent breach or repetitions may result in suspension and subsequently cancellation of a License.

Definitions:

For the purposes of these Guidelines, the following defined terms shall have the meaning assigned to them below:

Authority:	The Trakhees; EHS, CED
Community Manager	Nakheel (NAMAD)
Master Developer	Nakheel
License:	Any Food & Health Manufacturing license in Dubai World Community issued by Trakhees.

ACKNOWLEDGEMENT & UNDERTAKING

I, (Client's Name)..... have read, fully understood and undertake to comply with all the above EHS conditions/requirements and assure that the operations carried out under JAFZA/TRAKHEES license will be within the scope of the approved activity/activities only. I accept that EHS has the absolute discretion to approve or reject any license application and correct any non-compliance with the above furnished details applicable to the license activity I am applying for.

Name of Company

Designation Date Signature

FOR EHS USE ONLY

EHS Department/Section			
EHS Approved Stamp	Approving EHS Officer		
	Date	Signature	