

TYPICAL EHS CHECKLIST FOR OPERATIONAL INSPECTIONS

HSE & Fire Protection Comments
Please study EHS/DM Regulations applicable for your project and ensure all aspects are adhered.
A domestic waste garbage skip should be provided in the premises (if LIU, behind your warehouse near loading/unloading bay) in order to maintain good housekeeping and dispose all the domestic solid waste on regular basis. In this regard please contact our Dubai Facility Services Management (on Tel # 04- 8833889) for further assistance.
A First aid box should be always provided at your warehouse/factory unit/ office and replenished with medicines as & when required.
A Minimum clearance of 1 mtr should be maintained in between Warehouse wall and stacked material in the storage area to provide suitable fire break and access for emergency services. In LIU/Blue Shed warehouses, minimum 50 cm horizontal clearance from the wall should be maintained.
Oxy-acetylene gas cylinders sets shall be placed on portable trolley with chain securing system prior to transport towards work-spot for use.
A suitable steel tray to be provided for placing Diesel/Lub oil drum to avoid any spillage on the floor.
A written emergency action plan that is consistent with the available equipment, personnel and Emergency Management Procedures of the Corporation must be prepared to establish an effective emergency response system.
A.C. drains to be discharged into a properly designed soakpit or local drainage.
Accident register shall be required to be maintained by the client for ready reference by the authority.
Accident reporting shall be made to EHS:PCFC within 24 Hrs for any accident that may occur within the client facility or the territory of PCFC where the client's employees involved in the company's assigned activity. However, any major industrial/Fire accident either damage to personnel or property of the client/PCFC, shall be required immediate reporting to EHS:PCFC & Port Emergency Control Room.
Adequate number of 'No Smoking' sign boards of suitable size should be affixed at prominent places inside the warehouse/factory unit & all applicable locations within the facility and 'No Smoking' policy to be strictly enforced.
Adequate space in the storage & operational area for movement of forklift or any operational equipment shall be provided.
All applicable fire protection/detection facilities must be tested/serviced by EHS:PCFC approved agency & certificates for the same should be submitted annually for our reference.
All elevated working platforms located 1.5 meter from the floor level, shall be provided with suitable permanent barrier.
All hazardous solid wastes should be separately collected and stored safely on impervious/lined floored areas with suitable EHS & Fire Protection Safeguards prior to disposal to Dubai Municipality facilities
All moving/rotating/dangerous parts of all the machines, motors and equipment should be provided with proper safety guards.
All sources of industrial waste water should be connected to the ETP/holding tank(s).
All the portable Gas cylinders shall be stored only at its designated area. Appropriate & suitable warning sign boards shall also be displayed on the storage area.
All welding operations at open area shall be provided with portable & suitable screens in order to prevent other employees from Ultra-violet radiations emitted during electro welding operations.
Annually Fire emergency/evacuation mock drill in liaison with PCFC Fire Department should be carried out at your premises.
Any maintenance/repair work other than regular activity shall be carried out with work permit system.
As-built drainage drawings and architectural layouts should be submitted for review/records in soft copy.
All equipment /vehicles should be operated only by licensed, trained & experienced employees.
Clear access should always be maintained to all fire fighting equipment/Electrical panels in the premises and keep the fire escape exits unobstructed at all times.
Company's signboard should be provided at the premises.
Defective electrical equipment/cables/apparatus etc shall be rectified prior to use. Warning tag system shall be in place until the equipment is rectified & ready for use.
Earthing where necessary for any electrical equipment shall be done prior to undertake any work/repair/maintenance.
Effluent/ chemicals storage tanks to be underlined with 2mm dia HDPE.
EHS:PCFC third party approved certificate for all pressure vessels, boilers, Lifting Equipment/ Tackles shall be submitted annually/regularly from an EHS approved agency as per EHS:PCFC Health & Safety Regulations & Standards.
Emergency Control Centre (ECC) Telephone No.04-8833111 should be displayed conspicuously in the office and warehouse/factory unit & all applicable locations within the facility to enable prompt actions in case of any emergency.

Environment, Health & Safety Division

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Employees from the company should be sent for "First Aid Training" (every 2 years) to EHS approved Agencies and certificates for the same should be submitted to us for our reference/ record." Please refer Section 2.24 Page 18 & 20 of Health & Safety Regulations & Standards, 11nd. Ed. 2003. List of Approved agencies for such training are available with EHS
Employees involved in Hazardous chemicals/materials handling operations shall be trained on regular basis.
Employees should be provided with appropriate & suitable personnel protective equipment based on the nature of work involved & replacement of the same needs to be done as & when required.
Employees/staff should be trained in use/operation of available fire fighting equipment. In the same regard please contact the PCFC Fire Department at 04-8835999. On completion of the training, please send the copies of the Training Certificates to us for our records. Refer Ch. 4, Pg. 28 of Health & Safety Regulations & Standards, 2003.
Suitable Extraction/filtration systems should be provided for the airborne emissions from machinery.
Fire action notices must be displayed conspicuously at an appropriate locations in all parts of the building.
Fire emergency/evacuation mock drill in liaison with PCFC Group Fire Department should be carried out at your premises.
Fire extinguishers kept on the floor, should be mounted on the wall clamps.
Fire protection/detection equipment provided at your facility (other than PCFC property) and smoke alarm detection system installed in the warehouse area should be serviced and test certificates for the same from the EHS approved third party should be annually submitted to us for our reference/record.
For installing racking system/machinery at your premises, prior approval should be obtained from EHS:PCFC for such installations. In the same regard, relevant drawings details should be submitted as per EHS-NOC Procedure.
Forklifts should be operated by trained and licensed personnel only, please contact Equipment Training center on Tel.No.04-8817171 for any assistance.
Fuels used in any heating equipment should have less than 1% S content
Good Housekeeping practice should always be followed to keep the premises clean & safe.
Impervious flooring/spillage collection/containment facility/bunds/kerbs to be provided in chemical/waste storage areas.
It is strongly recommended to provide/upgrade plantations/greenery your premises to improve the aesthetics of your facility. Please submit relevant plans/drawings on the same for our review.
Leak test/routine maintenance of LPG pipe lines/system to be carried out and third party certificate should be submitted to us on annual basis.
List of chemicals used or traded at your premises (with relevant MSDS) to be submitted in the "Approved Chemicals" Original Form attached with this report.
List of machines/equipment installed at your premises to be submitted in the "Approved Machinery" Original Form for reference and approval/record
Load test certificate for Forklifts/Lifting Equipment from the PCFC approved third party should be submitted to us annually for our reference and record and all forklifts should be fitted with reverse siren buzzer and beacon lights.
Management must (i) ensure good housekeeping from fire prevention view point (ii) exercise effective control on limiting the quantities of flammable & combustible commodities so as to limit the occupancy fire load & (iii) segregate the commodities to check the fire spread.
Management must ensure that (i) the employees are trained in level-1 (elementary) fire fighting either through PCFC Group Fire Dept. training centre or through EHS approved fire fighting training institutions/centres listed below and (ii) the validity of the fire training certificates issued individually to that effect is maintained at all times by way of re-training the employees annually. The number of the employees to be trained can be arrived at in consultation with the Fire Dept.
PCFC Training Facility at West Fire Station Near R/A 11, (Contact Tel: 8835999; Fax: 8839171)
DCD Training Center, Al Aweer, Dubai; (Contact Tel: 04- 2870666; Fax: 04 – 2871210)
Gulf Technical & Safety Training Center, Abu Dhabi, (Contact Tel: 02 – 5541220; Fax: 02 – 5541716)
Outside areas/rear of warehouse should not be utilized for storage purpose (Applicable for Blue Shed warehouse units)
Painting booth with extraction/filtration system/proper flooring to be provided and sampling point/access should be provided.
Please refer latest versions of our Environment, Health & Safety Regulations, issued from time to time in regard to maintaining safe, Environmentally sound and clean operations at your facility.
Please submit bund wall calculations for 110% retention. Dimensions of bund wall should be as per approved drawings.
Portable Gas Cylinders on the work-spot or operational area shall be closed prior to leave the place by employee for any break in order to avoid discharge from its point of use.
Recent Sampling/Analysis reports for air emissions/wastewater to be submitted along with DM Permit records.
Wastewater discharge permits for Harbour/Irrigation as issued by EHS-PCFC should be renewed annually prior to expiry
Scantronic / DAC-E system digital communicator tested with DPA ECC. Date, time and number should be mentioned on the certificates.

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Set-back areas/Emergency access (5.5 meter) around the factory/warehouse buildings should be kept clear at all times.
Spillage collection facility for chemical/wastewater storage and/or manufacturing areas should be provided.
Storage of containers on licensee's premises is not permitted as per Free Zone Rules 2000, article 7.8.
The mandatory requirement of sprinkler system shall apply whenever the activities [other than storage] that considerably increase the ignitability and fire-spread potential of the commodities are introduced and/or the storage height exceeds 3.5 meters.
Waste pallets/materials that accumulate outside the warehouse should be regularly disposed off.
Food & Health Section Comments
10cm wide line, 50 cms away from the wall, should be marked on the floor in red/yellow color in warehouse area to maintain minimum 50cm clearance for the pest control services, and fire escapes and cleaning purposes.
2 mm mesh should be provided for all the wash basins in the restaurant
A thermometer with proper temperature range (-40 C to +150 C) & stainless steel probe should be provided for the regular temperature monitoring of cooked/stored food, freezers, chillers etc.
All cooked food items should be covered properly to avoid any chance of contamination.
All food items, both cooked and raw, should be kept covered and away from temperature danger zone (between 5 - 63 degrees centigrade).
All food materials should be transferred in to clean plastic containers and the same should be stored away any from sources of contamination.
All the employees should be strictly instructed to use disposable hand gloves, caps, uniform and safety shoes during working time. They should also be instructed to trim their hair and fingernails regularly.
Old/damaged cutting boards should be replaced by new & color-coded ones. Ensure different color is used for each different variety of food (fish, meat, vegetable etc.)
All the unused/unwanted materials and equipment stored in the Restaurant should be removed and the area should be kept clean and maintained.
Implement proper segregation of raw and finished food in chillers and cold stores. Raw food should be stored at the bottom level to avoid cross-contamination.
An approved Chemical should be made available for dosing the grease traps
Cleaned utensils have to be protected from sources of contamination, be kept in suitable container and clean place.
Cooked food items not to be left at ambient temperature, same to be kept at 65°C during service times.
Customer's service tables in dining hall to be cleaned properly with hot water, liquid soap and proper disinfectant.
Damaged wire mesh screens of the doors and windows should be changed replaced.
Expired food materials and its details should be notified to GROUP EHS Department (Ph – 8816128/8040318, Fax – 8817023/88188857/8833889) and please refer the attached circular in this regard.
Different type of frozen products (beef, chicken, mutton, fish etc.) should be thawed separately and hygienically.
Disposable tissue paper should be used instead of dirty cloth towels for cleaning food contact surfaces.
Pest infestations are to be reported to public health services section.
Food grade vegetable/fruit sanitizer should be provided to clean & disinfect vegetable and fruits before preparation.
Food Poisoning/Infectious Diseases/Accidents should be notified to GROUP EHS Department (Ph – 8816128/8040318, Fax – 8817023/88188857/8833889) immediately.
Foot-operated dustbins of sufficient size should be provided at appropriate locations in preparation/production/warehouse areas.
GMP & SSOP documents should be submitted to GROUP EHS Department for our review/record.
Health Card Information Form & Machinery List should be filled (please use original form for Machinery List) and forwarded to GROUP EHS Dept. for reference/record.
Hidden areas (corners, behind the shelves, under the tables etc.) in the restaurant must be cleaned regularly.
Inside of refrigerators/freezers are to be defrosted/cleaned/disinfected properly & at regular intervals.
Left-over used chicken breading from previous day preparation is kept for reuse. Discard leftovers from the day's preparation.
Liquid soap and tissue paper dispensers should be re-filled in time.
No proper implementation of a control procedure for the prevention of food-borne diseases has been found at the premises. Regular checkups of workers and hygiene conditions must be conducted, and records must be kept available.
Occupational Health Cards for the new employees should be obtained from Dubai Municipality.
Old and damaged plastic utensils, used for food storage, in the Restaurant should be replaced by new ones.

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Old/damaged cutting boards should be changed and separate/colored ones should be used in the preparation of different food types (fish, meat, vegetable etc.).
Refrigerators/Freezers should be defrosted/cleaned/disinfected properly at regular intervals.
Samples of finished products to be analyzed regularly at approved laboratories and the results should be documented and available during inspection.
Spider nets are noticed on the roof & wall corners in store areas, corridors etc. Hence, the same should be cleaned regularly.
Storage tank of drinking water cooler should be cleaned regularly by an approved third party cleaning company and the dirty filter of the same should be changed.
Temperature of the Cold Stores & Chillers should be monitored/recorded periodically and record for the same should be displayed near the respective monitors.
The A/C units are to be provided with UVR with timer and contactor.
The set limits of the storage temperatures of chillers/freezers should be conspicuously displayed on the respective units to be used as the standard monitoring/recording of temperatures.
The standards of cleanliness of the restaurant and the personal hygiene of the employees should be improved and maintained.
To prevent ground contamination from the oil and water leaking from the air compressors, drain channels to be provided.
Too many flies and insects (cockroach) were noticed inside the preparation area/store/warehouse. An intensive pest control treatment is to be carried out immediately and please contact Public Health Services Section (Phone - 8816128) in this regard.
Unserviceable fly-killers (insect-o-cutor) in the preparation/production area should be repaired/changed.
Unserviceable hand dryer/liquid soap dispenser in the hand-wash should be repaired/changed.
Wooden pallets in the production/preparation area should be replaced by with plastic ones.
Please provide one digital thermometer (temp. range should be -50 to +100 degree centigrade) with stainless steel probe & long cord to monitor the temperature of stored food, freezers, cooked food, bain marie etc.
Provide a facility to keep cleaning implements, detergents and sanitizers under lock and key and access only by authorized personnel.
HACCP system should be implemented within 3 months from the date of operation.
A minimum of 2 middle management staff should be trained on HACCP Implementation and Auditing.
Water tank should be cleaned at least once a year and a report on the cleaning done should be submitted to Group EHS Department for reference.
All Staff shall be trained in Basic Food Hygiene and certificates to be submitted to Group EHS Department.
Instruments that will have an impact on the safety of the product should be calibrated at regular frequencies and at least once a year by a third party testing laboratory.
For food products to be distributed in UAE, Dubai Municipality permissions to be obtained. Similarly for any Agriculture products, approval from Ministry of Agriculture should be obtained.
Electrical Comments
All machines should be provided with an isolating switch either built-in or installed adjacent.
All power cables either to be routed through cable trenches or elevated positions via cable trays. Flexible cables should be routed through GI conduits.
At most of the places naked wires were observed inserted in the power sockets for taking power supply for the electrical equipment. Such unsafe practice should be refrained and three-pin plug sockets should be used. Machines and other electrical equipment should be routed through ELCBs and all ELCBs should be checked regularly for their operational aspects.
Danger warning notice should be provided on all control panels.
Flexible cable/conduit laid on floor should be protected with GI conduit/trunking.
If the machines are to be installed in an existing factory or warehouse, the company shall obtain DEWA approval. A copy of DEWA approved drawings should be submitted to JAFZA prior to OFI. (Applicable for factory / WH on plot).
Joints in flexible cables not permitted.
Material stored close to the electrical panel, it should be removed and minimum 01 meter distance from any electrical installation should be maintained
Provide earthing for all machines, motors, electrical equipment's, etc. The steel structure and operating platform of the machine should be earth bonded.
The company shall NOT connect the machines in MDB or DB inside JAFZA pre-built units. The company to cater power supply to machines shall install a separate DB.
The isolator for OH cranes should be padlockable type.

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The isolators for machines should be identified with engraved label to indicate circuit number/source of supply.
The live electrical parts in the control panel should be shrouded.
The machines should have an individual MCB and ELCB (100 Ma) protection.
The paint storage or a production area with flammable gas shall be provided with electrical equipment of appropriate Ex category.
The power factor correction capacitors should be provided, p.f. should be maintained at 0.9 (lag).
The wiring for machines should be preferably carried out using armoured cable or single core wires in GI conduit/ trunking.

Note: This list is intended only for guidance, not comprehensive EHS Requirements

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