

Department of Planning & Development  
Ports, Customs & Free Zone Corporation  
Government of Dubai



دائرة التخطيط والتطوير  
مؤسسة الموانئ والجمارك والمنطقة الحرة  
حكومة دبي

دعم للتنمية... Facilitating Growth

# Trakhees

Online Services

User Manual - Web - EHS Services

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# Document Details

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## Document Information

DOCUMENT NAME	TrakheesOnlineServices_UserManual - Web - EHS Services
PROJECT NAME	Trakhees Online Services
AUTHOR(S)	PCFC IT
DATE	26-Aug-15
CURRENT VERSION	1.1

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# 1 Introduction

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At the beginning of 2008 Trakhees was established by the Ports, Customs and Free Zone Corporation with the aim of integrating licensing and compliance functions, already performed by the Civil Engineering Division and Environment, Health and Safety Division with a new function, Commercial Licensing to be offered by a young division, Commercial Licensing Division.

On July 1st of 2008, the new department went into operation and the objective of establishing Trakhees started to materialize. PCFC, Dubai World Business Units, the Engineering Community interacting with Trakhees, and the Dubai World Communities now have a one stop shop where all their licensing and government services can be done. It has following main departments:

- Commercial Licensing Department (CLD)
- Civil Engineering Department (CED)
- Environment Health & Safety (EHS)

Part of the new mandate is providing services to businesses, owners and tenants of the new Dubai World Communities who had little interaction with the already existing departments before. To this end, Trakhees adopted a concept of “distributed services” by having satellite Helpdesk Offices in these communities, such as Dragon Mart, Atlantis and Ibn Batuta Mall. With the electronic platforms Trakhees uses, a full range of services can be offered at these locations, making life easier for clients without any compromise on quality of service.

Trakhees Online Services system will enable the users to avail e-Services provided like Client Registration, Visa application, Licensing etc. First users must have to register themselves in Trakhees back office to get Trakhees ID which is unique identification for each company/person. After back office registration an online account can be created by using Trakhees ID & PIN which is received during back office registration.

## 1.1 Purpose of the Document

The purpose of this document is to serve as the User Manual for the Trakhees Online Services so, that they can easily avail the services. It will give you a walkthrough of the Trakhees Online Services.

## 1.2 Intended Audience

Intended audiences are general public & Trakhees Clients.

## 2 System Overview

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Trakhees Online Services will support to registration of company or person, and enable them to avail services. System is having following features:

- Back Office Registration
- Online Account Creation
- Profile Management
- Role Request
- Service Request
- CLD Services
- CED Services
- EHS Services
- Finance Services

If you are a company you can have more features as following:

- Employee Management
  - Create User Account for Company Employee
  - Active/Disable Employee User Account
  - Grant/Revoke Available Services

## 3 Trakhees Online Services

### 3.1 EHS Department Services

#### 3.1.1 NOC Activity Verification Issuance

For “NOC Activity Verification Issuance”, you have to follow below mentioned steps:

To access this service follow the below given steps:

- Login to the application
- From the home screen click on “EHS Customer Services” in the left side menu.
- Click on “NOC for Activity Verification”

1. Click on “New Request”

The screenshot displays the Trakhees EHS Customer Services portal. The header includes the Trakhees logo in Arabic and English, and the text "Environment, Health and Safety". The user is logged in as "ehstest7" on "18 Aug 2015". The main content area is divided into two sections: "EHS Service" and "Search".

The "EHS Service" menu on the left includes:

- Submission for OFC
- NOC for Activity Verification
  - New Request
  - Amendment Request
  - Renewal Request
- COC
- NOC For BP Drawing
- NOC for Building Completion Certificate
- Download Services
  - Download EHS Certificate
- My Submission
  - My Inbox
  - My Requests

The "Search" form contains the following fields:

- Request ID:
- Status:
- Company Name (EN):
- Company Name (AR):
- Submission Date:
- Received Date:

A green "Search" button is located below the form. Below the form, the text "No Requests exist" is displayed.

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2. A screen will be opened containing all the fields required for “NOC Activity Verification Issuance” and an action button to submit. In the screen fill in all the details.



You are in :> Home> Online Service

Help العربية

**Welcome : testadm7**

Your NOC for Activity Verification -New Issuance with Reference # 1188 has been Rejected  
 Your NOC for Activity Verification -New Issuance with Reference # 1187 has been Rejected  
 Your NOC for Activity Verification -New Issuance with Reference # 1184 has been Rejected

Logout

**My Services@Trakhees**

- Home
- Update My Profile
- Add Additional Role
- Register New/Additional Service
- View/Edit Existing Users
- Create User
- Update My Profile
- Finance Online Services
- CLD Services
- CED Online Services
- EHS Customer Service

**NOC for Activity Verification -New Issuance**

**Company Information**

Company Name(EN)*	China Building Mat. Trading	Company Name (AR)*	الصين للمواد معاد البناء
Trade Licence No.*	639	Location	
Business Unit / Free Zone**	TKS	Building Completion Certificate (B.C.C) No.:	
Main E-mail**	Dicetek.Subharamya@trk.pfcfc	Optional E-mail	
Requested By:	testadm7	Date:*	18/08/2015 ddmm/yyyy
Remarks / Requests		License Activities:	Building Hardware and Tools Trading Building and Construction Materials Trading
Trakhees ID	C-X-002235		

**Personal Information**

Contact Person Name	testadm7	Mobile	0562326964
Telephone	123333333	Email	
Fax No.			

**Inspection Report Reference No**

Inspection Report Reference No(Numeric Only):

**Documents**

Note: The request submission will include the uploaded documents

add

**Attachments (Accepts pdf,jpg,docx,doc,jpeg,png formats)**

Document Type	Uploaded File
LICENSE COPY	<input type="button" value="Choose File"/> correct file.docx
Others	<input type="button" value="Choose File"/> correct file.docx

Your Prepaid Balance Available is: 44 312.394 00 AED



3. Verify the information provided and provide following inputs:
  - a. Provide all mandatory fields. (If not provided will show an alert on submit button click).

- b. Write Comments.
- c. Upload the Documents required.

After providing the above inputs, click on the “Submit” button.  
You will be asked for confirmation. Click Ok.

You will get the result screen as follows

The screenshot displays the Trakhees online service portal interface. At the top right, the date and time are shown as "Tuesday, August 18, 2015 | 08:55 AM". The header includes the Government of Dubai logo and the Ports, Customs & Free Zone Corporation logo. The navigation bar shows "You are in :-> Home> Online Service". The main content area is divided into two columns. The left column contains a "Welcome : ehstest7" message with three status updates regarding NOC for Activity Verification: one approved (reference # 3674) and two rejected (reference # 3670 and # 3669). Below this is a "Logout" button and a "My Services@Trakhees" menu with options like "Home", "Update My Profile", "Add Additional Role", "Register New/Additional Service", "View/Edit Existing Users", "Create User", "Update My Profile", "Finance Online Services", "CLD Services", "CED Online Services", and "EHS Customer Service". The right column features a "Submission Confirmation" header and a message: "Service Request Saved Successfully With ID: 3701". The footer contains the Trakhees logo, "تراخيص", and "Trakhees", along with links for "FAQs | Privacy Policy | Terms & Conditions" and a copyright notice: "Copyright (c) 2010 Trakhees All right reserved".

### 3.1.2 NOC Activity Amendment

For “NOC Activity Amendment”, you have to follow below mentioned steps:

To access this service follow the below given steps:

- Login to the application
- From the home screen click on “EHS Customer Services” in the left side menu.
- Click on “NOC for Activity Verification”

1. Click on “Amendment Request”

The screenshot displays the Trakhees web application interface. At the top left, the logo for Trakhees is shown in Arabic and English. The top right corner features the Trakhees logo and the tagline "Environment, Health and Safety". Below the header, there is a navigation bar with "Welcome ehstest7" and the date "18 Aug 2015". The main content area is divided into two sections: "EHS Service" on the left and "Search" on the right. The "EHS Service" section contains a list of services including "Submission for OFC", "NOC for Activity Verification" (with sub-options for New Request, Amendment Request, and Renewal Request), "COC", "NOC For BP Drawing", "NOC for Building Completion Certificate", "Download Services", and "My Submission". The "Search" section contains a form with the following fields: "Request ID" (text input), "Status" (dropdown menu), "Company Name (EN)" (text input), "Company Name (AR)" (text input), "Submission Date" (calendar icon), and "Received Date" (calendar icon). A green "Search" button is located below the form. Below the search form, the text "No Requests exist" is displayed. The footer of the page contains the copyright notice: "Copyright 2012 All Rights Reserved | Trakhees - Environment, Health and Safety".

2. A screen will be opened containing all the fields needed for “NOC Activity Amendment” and an action button to submit. In the screen fill in all the details.

**Welcome : ehstest7**

Your NOC for Activity Verification -New Issuance with Reference # 3674 has been Approved  
Your NOC for Activity Verification -New Issuance with Reference # 3670 has been Rejected  
Your NOC for Activity Verification -New Issuance with Reference # 3669 has been Rejected

Logout

**My Services@Trakhees**

- Home
- Update My Profile
- Add Additional Role
- Register New/Additional Service
- View/Edit Existing Users
- Create User
- Update My Profile
- Finance Online Services
- CLD Services
- CED Online Services
- EHS Customer Service

**NOC for Activity Verification -Amendment**

**Company Information**

Company Name(EN)*	A V Solutions FZCO	Company Name (AR)*	A V Solutions FZCO
Trade Licence No.*	40987	Location	
Business Unit / Free Zone:**	JAFZA	Building Completion Certificate (BCC) No.:	
Main E-mail:*	PCFCSysSupport@pfc.ae	Optional E-mail:	
Requested By:	ehstest7	Date:*	18/08/2015 dd/mm/yyyy
Remarks / Requests		License Activities:	Antennas Trading Audio-visual Recording Equipment & Accessories Trading Blank Cassette Trading
Trakhees ID	C-X-143521	Amendment types list * :	selected

**Personal Information**

Contact Person Name	ehstest7	Mobile	1245784512
Telephone	7845124578	Email	
Fax No			

**Inspection Report Reference No**

Inspection Report Reference No(Numeric Only):

**Documents**

 Note: The request submission will include the uploaded documents

 add

**Attachments (Accepts pdf,jpg,docx,dnc, jpeg, png formats)**

Document Type	Uploaded File
LICENSE COPY	Choose File correct file.txt
Others	Choose File correct file.txt

Your Prepaid Balance Available is: 98,190.00 AED



3. Verify the information provided and provide following inputs:
  - a. Provide all mandatory fields. (If not provided will show an alert on submit button click).

- b. Write Comments.
- c. Upload the Documents required.

After providing the above inputs, click on the “Submit” button.  
You will be asked for confirmation. Click Ok.

You will get the result screen as follows

The screenshot displays the Trakhees online service portal interface. At the top right, it shows the date and time: "Tuesday, August 18, 2015 | 08:55 AM". The header includes the Government of Dubai logo and the Jafza logo, along with the text "مؤسسة الموانئ والجمارك والمنطقة الحرة" and "PORTS, CUSTOMS & FREE ZONE CORPORATION". Below the header, there is a navigation bar with "Home" and "Online Service" links. The main content area is divided into two columns. The left column contains a "Welcome : ehstest7" message and a list of services including "Logout", "My Services@Trakhees", "Home", "Update My Profile", "Add Additional Role", "Register New/Additional Service", "View/Edit Existing Users", "Create User", "Update My Profile", "Finance Online Services", "CLD Services", "CED Online Services", and "EHS Customer Service". The right column displays a "Submission Confirmation" message: "Service Request Saved Successfully With ID: 3701". At the bottom, there is a footer with "تراخيص Trakhees" logo, "FAQs | Privacy Policy | Terms & Conditions", and "Copyright (c) 2010 Trakhees All right reserved".

### 3.1.3 NOC Activity Verification Renewal

For “NOC Activity Verification Renewal”, you have to follow below mentioned steps:

To access this service follow the below given steps:

- Login to the application
- From the home screen click on “EHS Customer Services” in the left side menu.
- Click on “NOC for Activity Verification”

1. Click on “Renewal Request”

The screenshot shows the Trakhees web application interface. At the top left is the logo with Arabic text 'تراخيص' and 'Trakhees'. At the top right is the logo 'Trakhees Environment, Health and Safety'. Below the header, there is a navigation bar with 'Welcome ehstest7' and the date '18 Aug 2015'. A 'Home' button is visible, along with 'logout' and 'Refresh' options. The main content area is divided into two sections: 'EHS Service' on the left and 'Search' on the right. The 'EHS Service' menu includes options like 'Submission for OFC', 'NOC for Activity Verification' (with sub-options for New Request, Amendment Request, and Renewal Request), 'COC', 'NOC For BP Drawing', 'NOC for Building Completion Certificate', 'Download Services', 'Download EHS Certificate', 'My Submission', 'My Inbox', and 'My Requests'. The 'Search' section contains input fields for 'Request ID', 'Status' (a dropdown menu), 'Company Name (EN)', 'Company Name (AR)', 'Submission Date', and 'Received Date'. A green 'Search' button is located below these fields. Below the search fields, the text 'No Requests exist' is displayed. At the bottom of the page, there is a copyright notice: 'Copyright 2012 All Rights Reserved | Trakhees - Environment, Health and Safety'.

2. A screen will be opened containing all the fields required for “NOC Activity Verification Renewal” and an action button to submit. In the screen fill in all the details.

Welcome : testadm7

Your NOC for Activity Verification -New Issuance with Reference # 1188 has been Rejected  
Your NOC for Activity Verification -New Issuance with Reference # 1187 has been Rejected  
Your NOC for Activity Verification -New Issuance with Reference # 1184 has been Rejected

Logout

My Services@Trakhees

- Home
- Update My Profile
- Add Additional Role
- Register New/Additional Service
- View/Edit Existing Users
- Create User
- Update My Profile
- Finance Online Services
- CLD Services
- CED Online Services
- EHS Customer Service

NOC for Activity Verification -Renewal

Company Information

Company Name(EN)	China Building Mat. Trading	Company Name (AR)	المسوق لشماره معدات البناء
Trade Licence No.	639	Location	
Business Unit / Free Zone:	TKS	Building Completion Certificate (B.C.C) No.:	
Main E-mail:	Dicetek.Subharamya@trk.pfcfc	Optional E-mail:	
Requested By:	testadm7	Date:	18/08/2015 dd/mm/yyyy
Remarks / Requests		License Activities:	Building Hardware and Tools Trading Building and Construction Materials Trading
Trakhees ID	C-X-002235		

Personal Information

Contact Person Name	testadm7	Mobile	0552326984
Telephone	123333333	Email	
Fax No			

Inspection Report Reference No

Inspection Report Reference No(Numeric Only):\*

Documents

Note: The request submission will include the uploaded documents

 add

Attachments (Accepts pdf,jpg,docx,doc,mpg,png formats)

Document Type	Uploaded File
LICENSE COPY	<input type="button" value="Choose File"/> correct file.docx
Others	<input type="button" value="Choose File"/> correct file.docx

Your Prepaid Balance Available is: 44,312,394.00 AED



3. Verify the information provided and provide following inputs:
  - a. Provide all mandatory fields. (If not provided will show an alert on submit button click).

- b. Write Comments.
- c. Upload the Documents required.

After providing the above inputs, click on the “Submit” button.  
You will be asked for confirmation. Click Ok.

You will get the result screen as follows

The screenshot displays the Trakhees online service portal interface. At the top right, the date and time are shown as "Tuesday, August 18, 2015 | 08:55 AM". The header includes the Government of Dubai logo and the Jafza logo, along with the text "مؤسسة الموانئ والجمارك والمنطقة الحرة PORTS, CUSTOMS & FREE ZONE CORPORATION". The navigation bar shows "You are in: Home > Online Service" and a "Help" link.

The main content area is divided into two sections. On the left, a "Welcome : ehstest7" message lists the status of three activity verification requests: one with reference # 3674 is approved, one with # 3676 is rejected, and one with # 3669 is rejected. Below this is a "Logout" button and a "My Services@Trakhees" menu with options like "Home", "Update My Profile", "Add Additional Role", "Register New/Additional Service", "View/Edit Existing Users", "Create User", "Update My Profile", "Finance Online Services", "CLD Services", "CED Online Services", and "EHS Customer Service".

The right section, titled "Submission Confirmation", displays the message: "Service Request Saved Successfully With ID: 3701".

At the bottom, the Trakhees logo is prominently displayed, along with a footer containing "FAQs | Privacy Policy | Terms & Conditions" and "Copyright (c) 2010 Trakhees All right reserved".

### 3.1.4 COC (Certificate of Conformity) Modification

For “COC Modification”, you have to follow below mentioned steps:

To access this service follow the below given steps:

- Login to the application
- From the home screen click on “EHS Customer Services” in the left side menu.
- Click on COC

1. Click on COC Modification

The screenshot displays the Trakhees EHS Service portal. The header includes the Trakhees logo (تراخيص) and the text "Trakhees Environment, Health and Safety". The user is logged in as "testadm9" on "16 Aug 2015". The main navigation menu on the left lists "EHS Service" categories: "Submission for OFC", "NOC for Activity Verification", "COC" (with sub-items: "COC Modification", "COC 1", "COC 2", "COC 3", "COC for Demolition", "COC for Marine"), "NOC For BP Drawing", "NOC for Building Completion Certificate", "Download Services" (with sub-item: "Download EHS Certificate"), "My Submission" (with sub-items: "My Inbox", "My Requests"). The main content area is titled "Search" and contains a search form with the following fields: "Request ID" (text input), "Status" (dropdown menu), "Company Name (EN)" (text input), "Company Name (AR)" (text input), "Submission Date" (text input with a bell icon), and "Received Date" (text input with a bell icon). A green "Search" button is located below the form. Below the search form, the text "No Requests exist" is displayed.

2. A screen will be opened containing all the fields required for “COC Modification” and an action button to submit. In the screen fill in all the details.

You are in: > Home > Online Service Help  العربية

**Welcome : C-0020-134946** **COC Modification**

Logout

**My Services@Trakhees**

Home

Update My Profile

Add Additional Role

Register New/Additional Service

View/Edit Existing Users

Create User

Update My Profile

Finance Online Services

CLD Services

CED Online Services

EHS Customer Service

**Submission -Modification**

Submission Type\*

Modification Permit Ref No\*  First Submission No

Payment Advice No.

**Developer Details**

Client/Lessee\*  Project Name\*

Representative\*  Mobile Number

Location/Area\*  Plot Number\*

Email Address\*

**Contractor Details**

Main Contractor  PO Box

Resident Engineer\*  Mobile Number

Telephone Number  Fax Number

Email Address  Alternate Number

**Consultant Details**

Consultant Name\*  PO Box\*

Resident Engineer	<input type="text"/>	Mobile Number	<input type="text" value="00971555730857"/>
Telephone Number	<input type="text"/>	Fax Number	<input type="text"/>
Email Address	<input type="text" value="PCFCSysSupport@pcfc.ae"/>	Alternate Number	<input type="text"/>

**We hereby confirm that the following EHS requirements have been complied with:-**

Safety Supervisor is available on the site as per EHS requirements and adequate site supervision is available.*	Yes No NA	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>
First aid box is available on site.*	Yes No NA	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>
Adequate numbers of fire extinguishers are available on the site.*	Yes No NA	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>
Adequate lighting arrangements done on the site with adequate protective covers*	Yes No NA	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>
Project sign board, warning signs and mandatory instruction signs, Emergency*	Yes No NA	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>
Site fencing is provided and measures taken to prevent unauthorized access to*	Yes No NA	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>

**Note:- The requirements mentioned below will be checked for compliance during routine inspections while the construction activity is in progress on the site.**

Basic HSE plan with accident reporting procedures are available in compliance to*	Yes No NA	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>
Site specific risk assessments and method statements are available for all*	Yes No NA	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>
All types of fixed scaffoldings, mobile elevated work platforms are as per EHS*	Yes No NA	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>
Certified first aiders are available on site (Certified by EHS approved 3rd party)*	Yes No NA	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>
Drinking water, Toilets, Washing facilities, Rest area are available on the site as*	Yes No NA	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>
Personnel trained in basic firefighting (Certified by EHS approved 3rd party, with*	Yes No NA	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>

Adequate personal protective equipment?s are available on site and ensured that\* Yes  
No  
NA

---

**Documents**

Note: The request submission will include the uploaded documents + add

**Attachments (Accepts pdf,gng,docx,doc,jpeg,png formats)**

Document Type	Uploaded File
Application Form	<input type="button" value="Choose File"/> No file chosen
LICENSE COPY	<input type="button" value="Choose File"/> No file chosen
Others	<input type="button" value="Choose File"/> No file chosen

**Remarks / Comments**

Remarks / Comments

**Disclaimer**

We undertake to carry out the modification works in accordance with EHS/CED/DM and other relevant International Construction Safety Standards. We are aware that we are liable for financial penalties/warning letters for failing to carry out our works in accordance to the EHS regulations & standards. We are also aware that in the event of EHS issuing Stop Work Orders or Prohibition Notices we are bound to stop work immediately till we comply with EHS requirements in accordance with EHS Regulations & Standards.

Your Prepaid Balance Available is: AED

3. Verify the information provided and provide following inputs:
  - a. Provide all mandatory fields. (If not provided will show an alert on submit button click).
  - b. Write Comments.
  - c. Upload the Documents required.
  - d. Select the check box of disclaimer.

After providing the above inputs, click on the “Submit” button.  
You will be asked for confirmation. Click Ok.

You will get the result screen as follows



You are in :> Home> Online Service

Help العربية

Welcome : ehstest7

Submission Confirmation

Your NOC for Activity Verification -New Issuance with Reference # 3674 has been Approved  
Your NOC for Activity Verification -New Issuance with Reference # 3670 has been Rejected  
Your NOC for Activity Verification -New Issuance with Reference # 3669 has been Rejected

Service Request Saved Successfully With ID: 3701

Logout

My Services@Trakhees

Home

Update My Profile

Add Additional Role

Register New/Additional Service

View/Edit Existing Users

Create User

Update My Profile

Finance Online Services

CLD Services

CED Online Services

EHS Customer Service



FAQs | Privacy Policy | Terms & Conditions

Copyright (c) 2010 Trakhees All right reserved



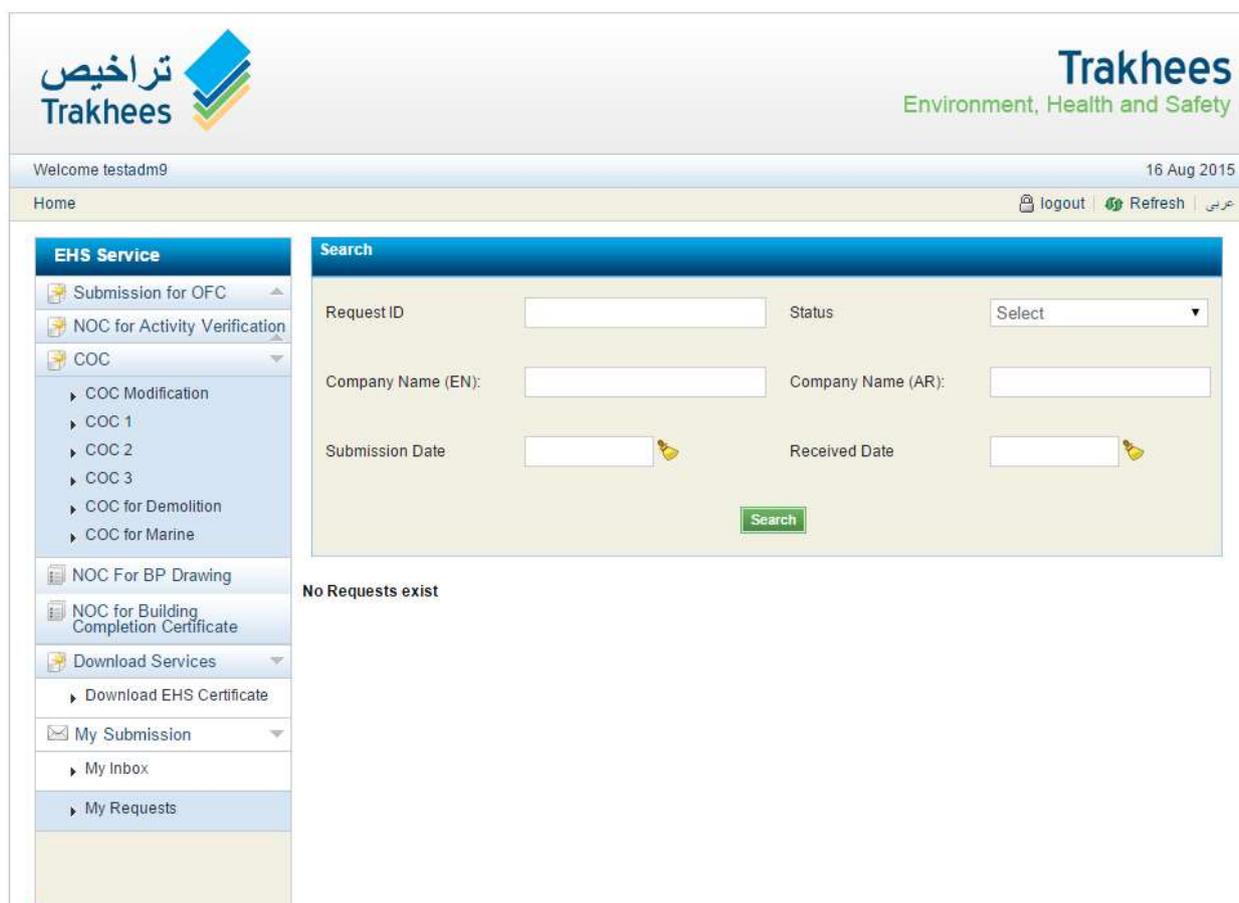
### 3.1.5 COC (Certificate of Conformity) 1

For “COC (Certificate of Conformity) 1”, you have to follow below mentioned steps:

To access this service follow the below given steps:

- Login to the application
- From the home screen click on “EHS Customer Services” in the left side menu.
- Click on “EHS Customer Service” in the new left side menu.
- Click on COC

1. Click on COC 1



The screenshot displays the Trakhees EHS Service portal. The header includes the Trakhees logo (تراخيص) and the text "Trakhees Environment, Health and Safety". The user is logged in as "testadm9" on "16 Aug 2015". The main navigation menu on the left lists various services, with "COC" expanded to show "COC 1". The search interface on the right contains the following fields:

Search	
Request ID	<input type="text"/>
Status	<input type="text" value="Select"/>
Company Name (EN):	<input type="text"/>
Company Name (AR):	<input type="text"/>
Submission Date	<input type="text"/>
Received Date	<input type="text"/>

A green "Search" button is located below the input fields. Below the search form, the text "No Requests exist" is displayed.

2. A screen will be opened containing all the fields required for “COC 1” and an action button to submit. In the screen fill in all the details.

- Welcome : C-0020-134946
- Logout
- My Services@Trakhees**
- Home
- Update My Profile
- Add Additional Role
- Register New/Additional Service
- View/Edit Existing Users
- Create User
- Update My Profile
- Finance Online Services
- CLD Services
- CED Online Services
- EHS Customer Service

**COC 1**

**Submission -COC 1**

Submission Type \*  Requested By \*

Building Permit Ref No \*  Payment Advice No.

**Developer Details**

Client/Lessee \*  Project Name \*

Representative \*  Mobile Number

Location/Area \*  Plot Number \*

Email Address \*

**Contractor Details**

Main Contractor \*  PO Box

Resident Engineer \*  Mobile Number

Telephone Number  Fax Number

Email Address  Alternate Number

**Consultant Details**

Consultant Name \*  PO Box \*

Resident Engineer  Mobile Number

Telephone Number  Fax Number

Email Address  Alternate Number

**We hereby confirm that the following EHS requirements have been complied with:-**

Project sign board is displayed and fencing has been provided to the perimeter of the site with security gates on the entrance*	Yes <input type="radio"/>	No <input type="radio"/>	NA <input checked="" type="radio"/>
Warning signs and mandatory site instruction signs displayed in a prominent locations and in common languages*	Yes <input type="radio"/>	No <input type="radio"/>	NA <input checked="" type="radio"/>
Safety Advisor available on the site as per EHS regulation requirements. Safety Advisor must be in possession of a valid registration card (SARS Card)*	Yes <input type="radio"/>	No <input type="radio"/>	NA <input checked="" type="radio"/>
First aid arrangements and emergency procedures are established. First aid room and certified first aider(DHA/MOH approved male nurse are available as per the requirements of Trakhees. (First aider must be certified by EHS approved 3rd party)*	Yes <input type="radio"/>	No <input type="radio"/>	NA <input checked="" type="radio"/>

Project specific health and safety plan prepared and available on site. Detailed risk assessments and method statements available for startup activities including excavations. Risk assessment procedure established*	Yes No NA	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
Fire risk assessments prepared for the site and office areas, adequate fire extinguishers are provided and certified fire marshals are present on site (Certified by EHS approved 3rd party)*	Yes No NA	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
Environmental risk assessments prepared and adequate controls are in place at site to prevent environmental incidents. Spill kit available for any environmental pollution incidents that may occur*	Yes No NA	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
Comprehensive induction program established and evidence available that all workers and staff have received site specific induction training*	Yes No NA	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
Welfare arrangements are established on site as per EHS/DM regulations; shaded rest area, drinking water, Toilet and washing facilities are available. Toilets maintained in clean condition and septic tank emptied regularly.*	Yes No NA	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
Adequate stock of personal protective equipment is available at site and worn by the workers.*	Yes No NA	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
Rubbish skips are provided and arrangements are in place for the regular removal of waste from the site. Adequate waste segregation methods are implemented on site.*	Yes No NA	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
Lifting plan prepared and implemented. Risk assessment prepared for all lifting activities. All plants and equipment's are certified and persons involved are competent.*	Yes No NA	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
Site logistic plan, Traffic management plan, lay out drawings are available and there is evidence that vehicle access routes, pedestrian crossing points are defined and material storage areas have been planned and set up*	Yes No NA	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
Copies of EHS and DM regulations, standards and guidance notes are available on site. (Printed copy of latest editions)*	Yes No NA	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
Health and safety training plan has been prepared for employees which clearly identifies the training required for all levels of employees in the workplace*	Yes No NA	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>

### Green Building

Gravel has been provided at the site and office entrance, vehicle access areas to reduce the dust pollution*	Yes No NA	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
Watering schedule and equipment's are available for necessary dust suppression during the construction*	Yes No NA	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
Enclosed area is available for construction waste, Food waste and waste for recycling*	Yes No NA	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
Certified first aiders are available on site (Certified by EHS approved 3rd party)*	Yes No NA	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
Waste management training has been conducted and records are available with photos*	Yes No NA	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>

### Documents

**Note:** The request submission will include the uploaded documents

 add

### Attachments (Accepts pdf,jpg,docx,doc,jpeg,png formats)

Document Type	Uploaded File	
Application Form	<input type="button" value="Choose File"/> correct file docx	
LICENSE COPY	<input type="button" value="Choose File"/> correct file docx	
Others	<input type="button" value="Choose File"/> correct file docx	

### Remarks / Comments



Select the Contractor from the list in the resultant screen and click on select. The details of the selected Contractor will get populated in the form like in the below screen. Enter the fields which are not auto populated.

**Client Search**

**Search Criteria**

Name  License Number

License Issuing Authority

Note: Showing only top 15 results.

Name	License Issuing Authority	EMail	Contact No.
<input type="radio"/> PR contractor	RASHID	syed.umamasood@trakhees.ae	
<input type="radio"/> syed umar contractor	UNCL	test@test.com	
<input type="radio"/> d123	DC WORLD	syed.umamasood@trakhees.ae	
<input type="radio"/> test cont apr	UNCL	syed.umamasood@trakhees.ae	
<input type="radio"/> cont123	UNCL	123@123	
<input type="radio"/> test cont 123	UNCL	syed.umamasood@trakhees.ae	
<input type="radio"/> Operating / Tradename Eng	DTC	company@email.com	24243433
<input checked="" type="radio"/> KUDOS JEWELS DMCC	DMCC	abhishek.bipathi@dmc.c.ae	971502932499
<input type="radio"/> cont 111	UNCL	email	
<input type="radio"/> Frayland Const and Interiors	UNCL	lildinesh@frayland.ae	04-2954455
<input type="radio"/> Fujairah National Construction	UNCL	fnclnb@emirates.net.ae	04 393 8888
<input type="radio"/> Furai Emirates Foundation	UNCL	furafef@em.ae	04 2677401

Remarks / Comments

3. Verify the information provided and provide following inputs:
  - a. Provide all mandatory fields. (If not provided will show an alert on submit button click).
  - b. Write Comments.
  - c. Upload the Documents required.
  - d. Select the check box of disclaimer.

After providing the above inputs, click on the “Submit” button. You will be asked for confirmation. Click Ok.

You will get the result screen as follows



You are in :> Home> Online Service

Help العربية

**Welcome : testadm9**

Your License Renewal with Reference # 5189 has been Rejected  
 Your Update License Contact Details with Reference # 5457 has been Approved  
 Your Update License Contact Details with Reference # 5445 has been Rejected

**Submission Confirmation**

**Service Request Saved Successfully With ID: 5834**

- Logout
- My Services@Trakhees**
- Home
  - Update My Profile
  - Add Additional Role
  - Register New/Additional Service
  - View/Edit Existing Users
  - Create User
  - Update My Profile
  - Finance Online Services
  - CLD Services
  - CED Online Services
  - EHS Customer Service



### 3.1.6 COC (Certificate of Conformity) 2

For “COC (Certificate of Conformity) 2”, you have to follow below mentioned steps:

To access this service follow the below given steps:

- Login to the application
- From the home screen click on “EHS Customer Services” in the left side menu.
- Click on “EHS Customer Service” in the new left side menu.
- Click on COC

1. Click on COC 2

The screenshot displays the Trakhees EHS Service portal. The header includes the Trakhees logo (تراخيص) and the text "Trakhees Environment, Health and Safety". The user is logged in as "testadm9" on "16 Aug 2015". The main navigation menu on the left lists "EHS Service" with sub-items: "Submission for OFC", "NOC for Activity Verification", "COC" (expanded to show "COC Modification", "COC 1", "COC 2", "COC 3", "COC for Demolition", "COC for Marine"), "NOC For BP Drawing", "NOC for Building Completion Certificate", "Download Services" (with "Download EHS Certificate"), "My Submission" (with "My Inbox", "My Requests"). The main content area is titled "Search" and contains a search form with the following fields: "Request ID" (text input), "Status" (dropdown menu), "Company Name (EN)" (text input), "Company Name (AR)" (text input), "Submission Date" (calendar icon), and "Received Date" (calendar icon). A green "Search" button is located below the form. Below the search form, the text "No Requests exist" is displayed.

2. A screen will be opened containing all the fields required for “COC 2” and an action button to submit. In the screen fill in all the details. The details such as Developer, Contractor and Consultant will get auto populated when you select the “COC1 Submission No”.

- Welcome : C-0020-134946
- Logout
- My Services@Trakhees**
- Home
- Update My Profile
- Add Additional Role
- Register New/Additional Service
- View/Edit Existing Users
- Create User
- Update My Profile
- Finance Online Services
- CLD Services
- CED Online Services
- EHS Customer Service

**COC 2**

**Submission -COC 2**

Submission Type *	First	Requested By *	Developer
COC 1 Submission No *	244	Current Building Height(meters)	3333
Building Permit Ref No *	BPTest for COC2	First Submission No	
Payment Advice No.			

**Developer Details**

Client/Lessee*	LI DESIGN JLT	Project Name*	Test Prj for COC1
Representative		Mobile Number	
Location/Area*	Technopark Dev1	Plot Number*	P900000
Email Address*	abc@gmail.com		

**Contractor Details**

Main Contractor	Peepees Restaurant & Mini Ma	PO Box	
Resident Engineer	Test eng	Mobile Number	
Telephone Number	97148818507	Fax Number	
Email Address	abc@gmail.com	Alternate Number	

**Consultant Details**

Consultant Name*	WILBUR SMITH ASSOCIATE	PO Box	
Resident Engineer		Mobile Number	
Telephone Number		Fax Number	
Email Address	PCFCSysSupport@pcf. ae	Alternate Number	

**We hereby confirm that the following EHS requirements have been complied with:-**

Weekly health and safety inspections are carried out by a competent safety professional who holds a valid safety advisor registration card.*	Yes No NA	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
Tool box talks are carried out on a regular basis to all workers and records of tool box talks are available for inspection.*	Yes No NA	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
Permit to work systems in place where required and permit register maintained by an appointed person*	Yes No NA	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
Risk assessments prepared and communicated to workers for work at height activities*	Yes No NA	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>

Safety harnesses available and used for work on leading edges and other work at heights where required. EHS hierarchy of control for work at heights is followed*	Yes No NA	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
All compressed gas cylinders fitted with flash back arrestors and secured in a vertical position. Gauges are fitted and undamaged.*	Yes No NA	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
All penetrations in slabs are adequately guarded or securely covered, risers and lift shafts are fitted with barriers*	Yes No NA	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
Slab edges are protected with rigid guardrails and toeboards and debris netting or similar is provided to reduce the risk of materials falling from the building *	Yes No NA	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
Passenger hoists certified by EHS approved third party and operated by trained operator*	Yes No NA	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
Tower cranes certified by EHS approved third party and lifting plan available as required by EHS Regulations. All persons involved with lifting operations are competent*	Yes No NA	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
All scaffolding erected by competent scaffolders and inspected on a weekly basis by a competent scaffold inspector.*	Yes No NA	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
All access stairs both temporary and permanent are fitted with handrails and landings are provided with rigid edge protection*	Yes No NA	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
Control of traffic and site plant, designated vehicle routes and site pedestrian routes clearly defined. Clear warning signage displayed for both site pedestrians and vehicle drivers*	Yes No NA	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
Waste management procedures established and construction rubbish regularly removed from site. Basement areas are not used for storing waste or combustible materials*	Yes No NA	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
Health and safety plan developed for the project is up to date with the latest contractors method statements and risk assessments*	Yes No NA	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
Welfare facilities adequate for the number of workers and regularly maintained, cleaning arrangements in place to ensure good health and hygiene*	Yes No NA	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
Emergency procedures developed and implemented, access provided for emergency vehicles to get to the building(s) under construction*	Yes No NA	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
Hazardous materials catalogued and a register maintained of all Material Safety Data Sheets (MSDS), measures to control exposure communicated to the workforce*	Yes No NA	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
Fire marshals trained and appointed to ensure the safe and prompt evacuation of the site and buildings in the event of an emergency. Emergency drills practiced at least every 6 months*	Yes No NA	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>

#### Documents

Note: The request submission will include the uploaded documents

#### Attachments (Accepts pdf,pg,docx,doc, jpeg, png formats)

Document Type	Uploaded File	
Application Form	Choose File correct file.docx	
LICENSE COPY	Choose File correct file.docx	
Others	Choose File correct file.docx	

#### Remarks / Comments

Remarks / Comments

Submitted

Disclaimer

We undertake to carry out the construction works in accordance with EHS/CED/DM and other relevant International Construction Safety Standards. We are aware that we are liable for financial penalties for failing to carry out our works in accordance to the EHS regulations & standards. We are also aware that in the event of EHS issuing Stop Work Orders or Prohibition Notices we are bound to stop work immediately till we comply with EHS requirements in accordance with EHS Regulations & Standards.

---

Your Prepaid Balance Available is: 99,430.00 : AED

3. Verify the information provided and provide following inputs:
  - a. Provide all mandatory fields. (If not provided will show an alert on submit button click).
  - b. Write Comments.
  - c. Upload the Documents required.
  - d. Select the check box of disclaimer.

After providing the above inputs, click on the “Submit” button.  
You will be asked for confirmation. Click Ok.

You will get the result screen as follows

Thursday, April 16, 2015 | 09:16 AM



حكومة دبي  
GOVERNMENT OF DUBAI





مؤسسة الموانئ والجمارك والمنطقة الحرة  
PORTS, CUSTOMS & FREE ZONE CORPORATION

You are in: > Home > Online Service
العربية [Help](#)

Welcome : testadm9

Submission Confirmation

Your License Renewal with Reference # 5189 has been Rejected  
Your Update License Contact Details with Reference # 5457 has been Approved  
Your Update License Contact Details with Reference # 5445 has been Rejected

Logout

My Services@Trakhees

- Home
- Update My Profile
- Add Additional Role
- Register New/Additional Service
- View/Edit Existing Users
- Create User
- Update My Profile
- Finance Online Services
- CLD Services
- CED Online Services
- EHS Customer Service

Service Request Saved Successfully With ID: 5834



تراخيص  
Trakhees

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### 3.1.7 COC (Certificate of Conformity) 3

For “COC (Certificate of Conformity) 3”, you have to follow below mentioned steps:

To access this service follow the below given steps:

- Login to the application
- From the home screen click on “EHS Customer Services” in the left side menu.
- Click on “EHS Customer Service” in the new left side menu.
- Click on COC

1. Click on COC 3

The screenshot displays the Trakhees web application interface. At the top left is the Trakhees logo with the Arabic text 'تراخيص' and 'Trakhees'. At the top right is the Trakhees logo with the tagline 'Environment, Health and Safety'. Below the header, there is a navigation bar with 'Welcome testadm9' on the left and '16 Aug 2015' on the right. Below the navigation bar, there is a 'Home' link and utility links for 'logout', 'Refresh', and 'عربي'. The main content area is divided into two sections. On the left is the 'EHS Service' menu, which includes 'Submission for OFC', 'NOC for Activity Verification', 'COC' (with sub-items: 'COC Modification', 'COC 1', 'COC 2', 'COC 3', 'COC for Demolition', 'COC for Marine'), 'NOC For BP Drawing', 'NOC for Building Completion Certificate', 'Download Services' (with sub-item: 'Download EHS Certificate'), 'My Submission' (with sub-items: 'My Inbox', 'My Requests'). On the right is the 'Search' form, which contains fields for 'Request ID', 'Status' (a dropdown menu), 'Company Name (EN):', 'Company Name (AR):', 'Submission Date', and 'Received Date'. A green 'Search' button is located below the form. Below the search form, the text 'No Requests exist' is displayed.

2. A screen will be opened containing all the fields required for “COC 3” and an action button to submit. In the screen fill in all the details. The details such as Developer, Contractor and Consultant will get auto populated when we choose the “COC2 Submission No”.

Welcome : C-0020-134946

COC 3

Logout

**My Services@Trakhees**

Home

Update My Profile

Add Additional Role

Register New/Additional Service

View/Edit Existing Users

Create User

Update My Profile

Finance Online Services

CLD Services

CED Online Services

EHS Customer Service

**Submission -COC 3**

Submission Type \*  Requested By \*

COC 2 Submission No \*  Current Building Height(meters) \*

Building Permit Ref No \*  First Submission No

Payment Advice No.

**Developer Details**

Client/lessee\*  Project Name\*

Representative  Mobile Number

Location/Area\*  Plot Number\*

Email Address\*

**Contractor Details**

Main Contractor  PO Box

Resident Engineer  Mobile Number

Telephone Number  Fax Number

Email Address  Alternate Number

**Consultant Details**

Consultant Name\*  PO Box

Resident Engineer  Mobile Number

Telephone Number  Fax Number

Email Address  Alternate Number

**We hereby confirm that the following EHS requirements have been complied with:-**

Detailed risk assessments have been prepared to cover working at height*	Yes <input type="radio"/> No <input type="radio"/> NA <input checked="" type="radio"/>
Evidence is available to demonstrate that personnel involved in work at height are trained and have been briefed on the requirements of the risk assessments covering their work*	Yes <input type="radio"/> No <input type="radio"/> NA <input checked="" type="radio"/>
Full edge protection to all perimeter edges of the tower is provided in accordance with EHS requirements*	Yes <input type="radio"/> No <input type="radio"/> NA <input checked="" type="radio"/>
Protective fans are provided close to the wet head of the tower to reduce the risk of any material or debris falling to the ground*	Yes <input type="radio"/> No <input type="radio"/> NA <input checked="" type="radio"/>
A written procedure and full risk assessment is in place to cover the flying of table forms*	Yes <input type="radio"/> No <input type="radio"/> NA <input checked="" type="radio"/>

Full body safety harnesses are provided to those workers involved in progressing formwork decks. Lifelines / anchoring points available. All workers using full body safety harnesses are trained in the use of safety harnesses*	Yes No NA	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
Warning lights and flashing lights provided on buildings and tower cranes as per EHS/DM requirements.*	Yes No NA	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
A written procedure is in place to cover the emergency rescue of any person who may fall and become suspended by their safety harness, this procedure has been communicated to all personnel involved*	Yes No NA	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
All tower cranes have been tested by an EHS approved third party engineer and a copy of the test certificate is available for inspection (test date within 6 months if people are lifted)*	Yes No NA	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
Passenger hoists are tested by an EHS approved third party engineer and a copy of the test certificate is available for inspection ? 6 month test frequency*	Yes No NA	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
A means of sounding the alarm in the event of an emergency is available and is audible against background noise levels*	Yes No NA	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
An efficient mustering system is in place to ensure that personnel can evacuate the tower safely in the event of an emergency, evacuation drills are practiced*	Yes No NA	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
Clear signage is available in prominent locations to indicate emergency exit routes and provide information of the emergency action and location of fire fighting equipment*	Yes No NA	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
A suitable number of fire marshals have been appointed and are appropriately trained in basic fire safety procedures*	Yes No NA	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
Regular fire safety inspections of the tower are undertaken and any action points raised are closed out quickly and effectively *	Yes No NA	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
A detailed fire safety risk assessment has been prepared and communicated to all personnel, the risk assessment must identify sources of fire and the appropriate control measures*	Yes No NA	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
A wet riser is (temporary or permanent) is installed and commissioned to make available an adequate supply of water for fire fighting to the emergency services, a landing valve is available on each floor*	Yes No NA	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
A stair core in the tower is designated as the fire fighting shaft and has been fitted with fire doors (temporary or permanent) and fire stopping has been provided to reduce smoke ingress*	Yes No NA	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
All workers have been briefed on the action to take in the event of the fire alarm sounding, regular tool box talk reminders are provided to all workers*	Yes No NA	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>

#### Documents

Note: The request submission will include the uploaded documents

 add

#### Attachments (Accepts pdf,jpg,docx,doc,peg,png formats)

Document Type	Uploaded File	
Application Form ▼	<input type="button" value="Choose File"/> correct file.docx	
Application Form ▼	<input type="button" value="Choose File"/> correct file.docx	
Application Form ▼	<input type="button" value="Choose File"/> correct file.docx	

#### Remarks / Comments

Remarks / Comments

Submitted

**Disclaimer**

We undertake to carry out the construction works in accordance with EHS/CED/DM and other relevant International Construction Safety Standards. We are aware that we are liable for financial penalties for failing to carry out our works in accordance to the EHS regulations & standards. We are also aware that in the event of EHS issuing Stop Work Orders or Prohibition Notices we are bound to stop work immediately till we comply with EHS requirements in accordance with EHS Regulations & Standards.

---

Your Prepaid Balance Available is: 99,430.00 : AED

3. Verify the information provided and provide following inputs:
  - a. Provide all mandatory fields. (If not provided will show an alert on submit button click).
  - b. Write Comments.
  - c. Upload the Documents required.
  - d. Select the check box of disclaimer.

After providing the above inputs, click on the “Submit” button.  
You will be asked for confirmation. Click Ok.

You will get the result screen as follows

Thursday, April 16, 2015 | 09:18 AM



حكومة دبي  
GOVERNMENT OF DUBAI





مؤسسة الموانئ والجمارك والمنطقة الحرة  
PORTS, CUSTOMS & FREE ZONE CORPORATION

You are in: > Home > Online Service
العربية [Help](#)

**Welcome : testadm9**

**Submission Confirmation**

Your License Renewal with Reference # 5189 has been Rejected  
Your Update License Contact Details with Reference # 5457 has been Approved  
Your Update License Contact Details with Reference # 5445 has been Rejected

**Service Request Saved Successfully With ID: 5834**

Logout

**My Services@Trakhees**

- Home
- Update My Profile
- Add Additional Role
- Register New/Additional Service
- View/Edit Existing Users
- Create User
- Update My Profile
- Finance Online Services
- CLD Services
- CED Online Services
- EHS Customer Service



تراخيص  
Trakhees

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### 3.1.8 COC (Certificate of Conformity) for Marine

For “COC for Marine”, you have to follow below mentioned steps:

To access this service follow the below given steps:

- Login to the application
- From the home screen click on “EHS Customer Services” in the left side menu.
- Click on “EHS Customer Service” in the new left side menu.
- Click on COC

1. Click on COC for Marine

The screenshot displays the Trakhees EHS Service portal. The header includes the Trakhees logo (تراخيص) and the text "Trakhees Environment, Health and Safety". The user is logged in as "testadm9" on "16 Aug 2015". The main navigation menu on the left lists "EHS Service" with sub-items: "Submission for OFC", "NOC for Activity Verification", "COC" (expanded to show "COC Modification", "COC 1", "COC 2", "COC 3", "COC for Demolition", and "COC for Marine"), "NOC For BP Drawing", "NOC for Building Completion Certificate", "Download Services" (with "Download EHS Certificate"), "My Submission" (with "My Inbox" and "My Requests"), and "My Requests". The main content area is titled "Search" and contains a form with the following fields: "Request ID" (text input), "Status" (dropdown menu), "Company Name (EN)" (text input), "Company Name (AR)" (text input), "Submission Date" (text input with a bell icon), and "Received Date" (text input with a bell icon). A green "Search" button is located below the form. Below the form, the text "No Requests exist" is displayed.

2. A screen will be opened containing all the fields needed for “COC for Marine” and an action button to submit. In the screen fill in all the details.

PORTS, CUSTOMS & FREE ZONE CORPORATION

You are in > Home> Online Service Help ⓘ العربية

Welcome - testadm9
COC for Marine

Your Non Sponsored Amend with Reference # B248 has been Approved  
 Your Non Sponsored Cancel with Reference # B247 has been Rejected  
 Your Non Sponsored Renew with Reference # B246 has been Rejected

Logout

**My Services@Trakhees**

Home

Update My Profile

Add Additional Role

Register New/Additional Service

View/Edit Existing Users

Create User

Update My Profile

Finance Online Services

CLD Services

CED Online Services

EHS Customer Service

**Submission -COC Marine**

Submission Type \*  Requested By \*

Building Permit Ref No\*  Payment Advice No.

**Developer Details**

Client/Lessee\*  Project Name\*

Representative\*  Mobile Number

Location/Area\*  Plot Number\*

Email Address\*

**Contractor Details**

Main Contractor\*  PO Box

Resident Engineer\*  Mobile Number

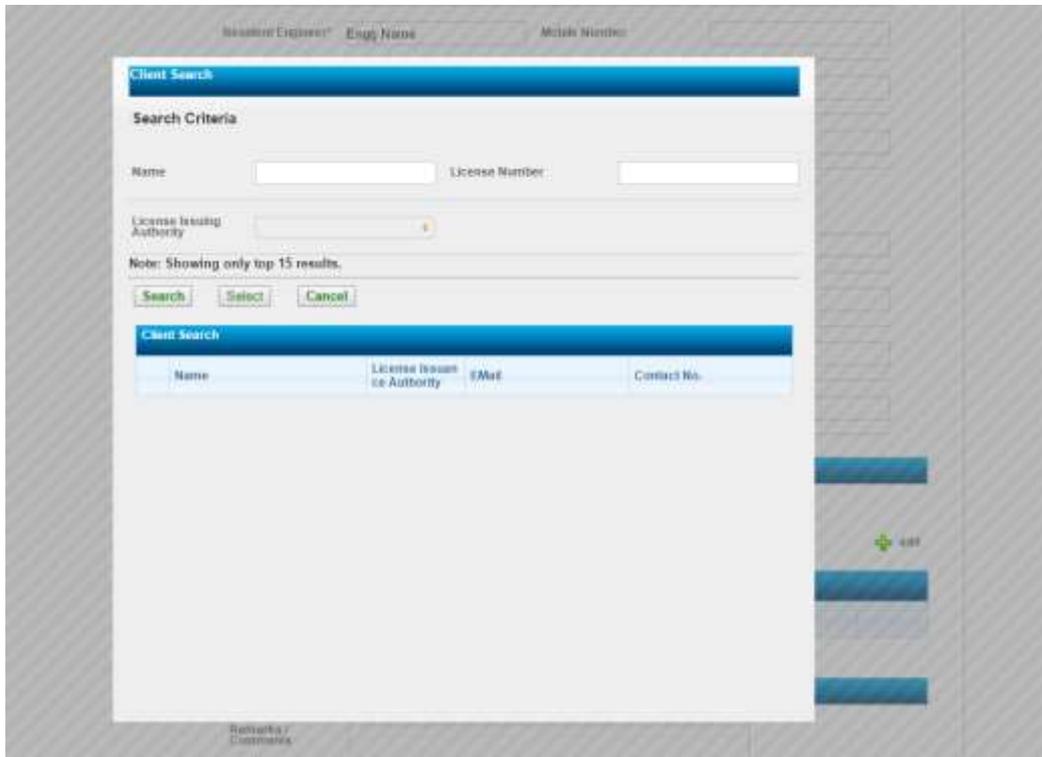
Telephone Number\*  Fax Number

Email Address\*  Alternate Number

**Consultant Details**

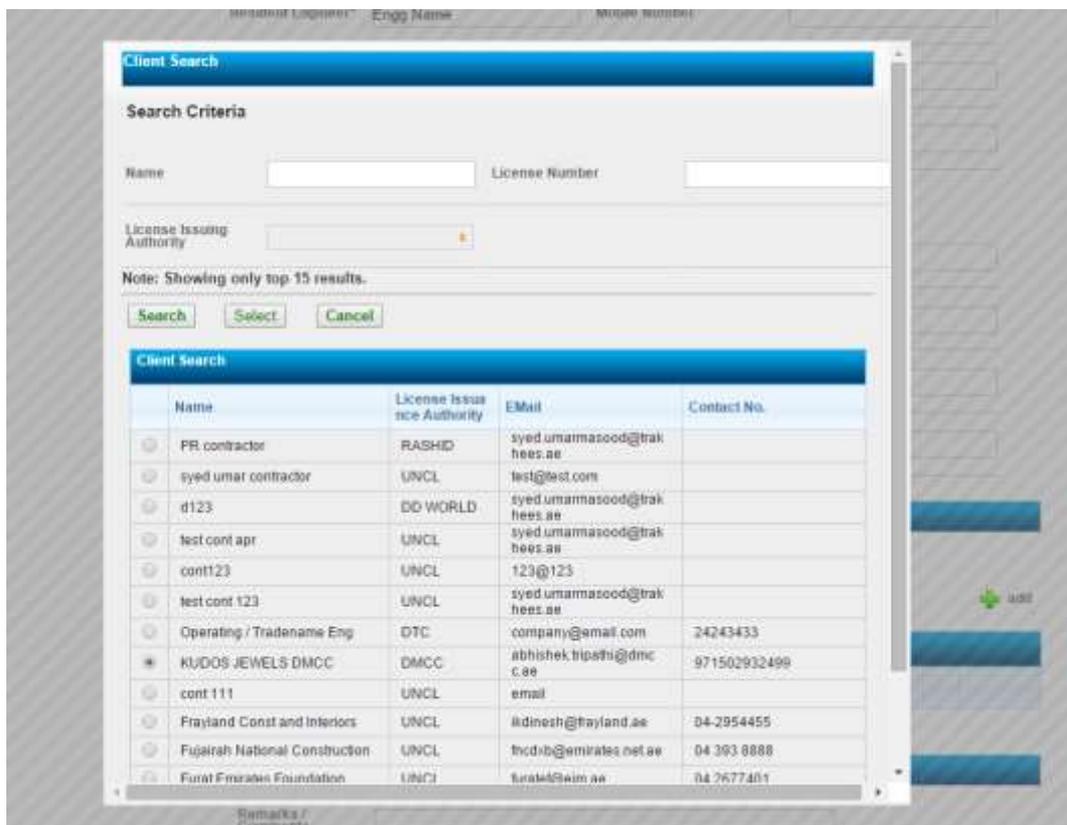
Select Requested by as Client, Contractor or Consultant (According to who is the logged in user). The details of the selected section fill get automatically filled. Fill the other two sections by search and select. Here as an example we are selecting requested by as Client. So the “Developer Details” section will get auto populated. We will select the other two sections using the popup.

To select “Main Contractor” on the above screen, to the right hand side of first field there is a search icon. Click on that field and you will get the following screen.



Enter the known details and click on search.

Select the Contractor from the list in the resultant screen and click on select. The details of the selected Contractor will get populated in the form like in the below screen. Enter the fields which are not auto populated.



## Consultant Details

Consultant Name*	Test Wipro Trade update	PO Box*	1245
Resident Engineer		Mobile Number	
Telephone Number	56456456	Fax Number	
Email Address*	a@a.com	Alternate Number	

## Documents

Note: The request submission will include the uploaded documents

+ add

## Attachments (Accepts pdf,jpg,docx,doc,jpeg,png formats)

Document Type	Uploaded File	
Application Form	Choose File EHSCertificate.pdf	
LICENSE COPY	Choose File EHSCertificate (1).pdf	
Others	Choose File EHSCertificate.pdf	

## Remarks / Comments

Remarks / Comments

submitting

## Disclaimer

We undertake to carry out the construction works in accordance with EHS/CED/DM and other relevant International Construction Safety Standards. We are aware that we are liable for financial penalties for failing to carry out our works in accordance to the EHS regulations & standards. We are also aware that in the event of EHS issuing Stop Work Orders or Prohibition Notices we are bound to stop work immediately till we comply with EHS requirements in accordance with EHS Regulations & Standards.

Submit

Your Prepaid Balance Available is: 99,980,103.00 AED



3. Verify the information provided and provide following inputs:
  - a. Provide all mandatory fields. (If not provided will show an alert on submit button click).
  - b. Write Comments.
  - c. Upload the Documents required.
  - d. Select the check box of disclaimer.

After providing the above inputs, click on the “Submit” button.  
You will be asked for confirmation. Click Ok.

You will get the result screen as follows

The screenshot displays the Trakhees web portal interface. At the top, it shows the Government of Dubai logo and the Jafza logo. The main content area features a blue header with the text "Submission Confirmation" and a message: "Service Request Saved Successfully With ID: 5834". On the left side, there is a navigation menu with options like "Logout", "My Services@Trakhees", "Home", "Update My Profile", "Add Additional Role", "Register New/Additional Service", "View/Edit Existing Users", "Create User", "Update My Profile", "Finance Online Services", "CLD Services", "CED Online Services", and "EHS Customer Service". The footer contains the Trakhees logo and the text "Copyright (c) 2010 Trakhees All right reserved".

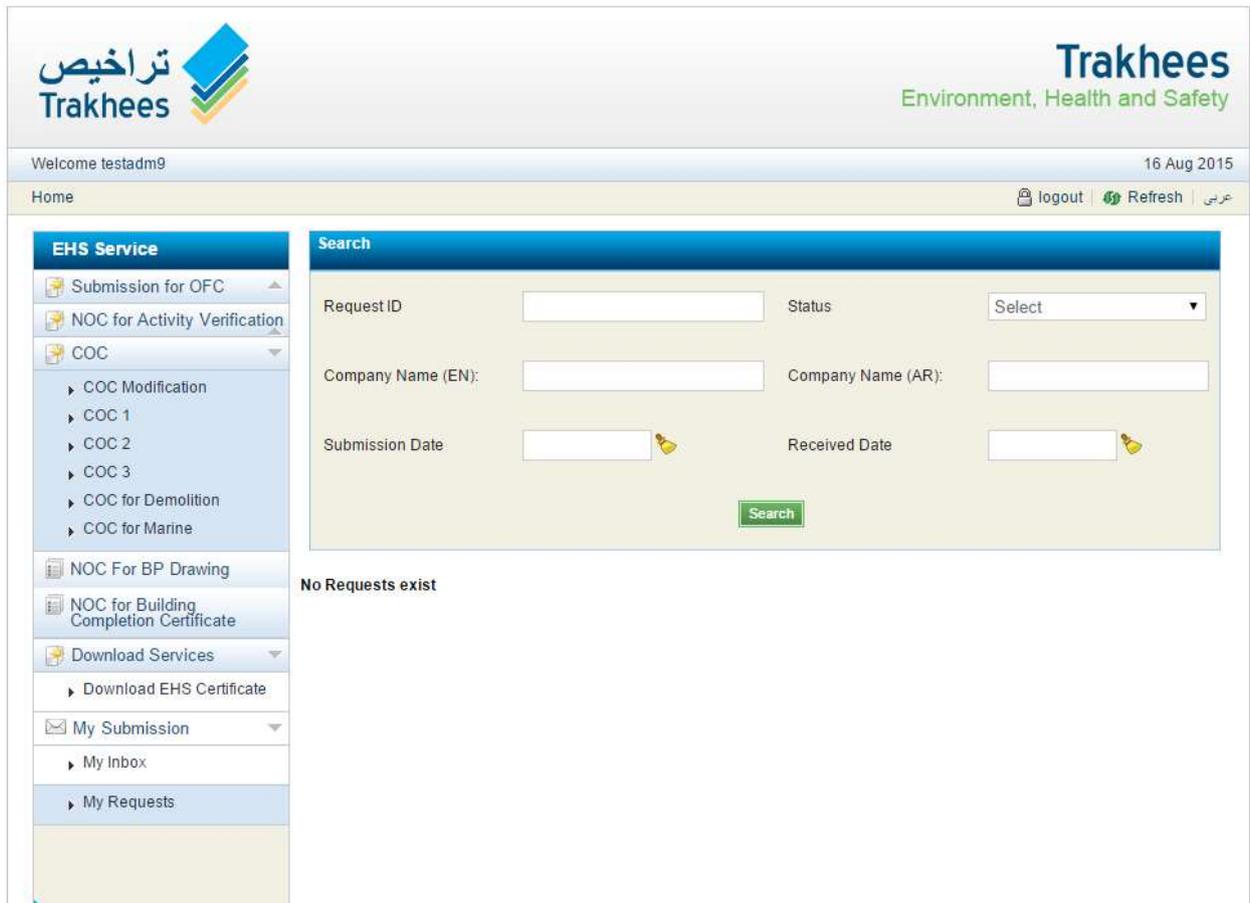
### 3.1.9 COC (Certificate of Conformity) Demolition

For “COC for Demolition”, you have to follow below mentioned steps:

To access this service follow the below given steps:

- Login to the application
- From the home screen click on “EHS Customer Services” in the left side menu.
- Click on “EHS Customer Service” in the new left side menu.
- Click on COC

1. Click on COC for Demolition



The screenshot displays the Trakhees web application interface. At the top left is the Trakhees logo with the Arabic text 'تراخيص' and 'Trakhees'. At the top right is the Trakhees logo with the text 'Trakhees Environment, Health and Safety'. Below the header, there is a navigation bar with 'Welcome testadm9' on the left and '16 Aug 2015' on the right. Below the navigation bar, there is a 'Home' link and 'logout', 'Refresh', and 'عربي' links. The main content area is divided into two sections. On the left is the 'EHS Service' menu, which includes 'Submission for OFC', 'NOC for Activity Verification', 'COC' (expanded to show 'COC Modification', 'COC 1', 'COC 2', 'COC 3', 'COC for Demolition', and 'COC for Marine'), 'NOC For BP Drawing', 'NOC for Building Completion Certificate', 'Download Services' (expanded to show 'Download EHS Certificate'), 'My Submission' (expanded to show 'My Inbox' and 'My Requests'), and 'My Requests'. On the right is the 'Search' form, which contains the following fields: 'Request ID' (text input), 'Status' (dropdown menu with 'Select' selected), 'Company Name (EN):' (text input), 'Company Name (AR):' (text input), 'Submission Date' (calendar icon), and 'Received Date' (calendar icon). Below the form is a green 'Search' button. Below the search form, the text 'No Requests exist' is displayed.

2. A screen will be opened containing all the fields required for “COC for Demolition” and an action button to submit. In the screen fill in all the details.

PORTS, CUSTOMS & FREE ZONE CORPORATION

You are in :> Home> Online Service Help ⓘ العربية

**Welcome : testadm9**

Your Non Sponsored Amend with Reference # 8248 has been Approved  
Your Non Sponsored Cancel with Reference # 8247 has been Rejected  
Your Non Sponsored Renew with Reference # 8246 has been Rejected

Logout

**My Services@Trakhees**

Home

Update My Profile

Add Additional Role

Register New/Additional Service

View/Edit Existing Users

Create User

Update My Profile

Finance Online Services

CLD Services

CED Online Services

EHS Customer Service

### COC DEMOLITION

**Submission -COC Demolition**

Submission Type \*  Requested By \*

Building Permit Ref No \*  Payment Advice No.

**Developer Details**

Client/Lessee \*  Project Name \*

Representative \*  Mobile Number

Location/Area \*  Plot Number \*

Email Address \*

**Contractor Details**

Main Contractor \*  PO Box

Resident Engineer \*  Mobile Number

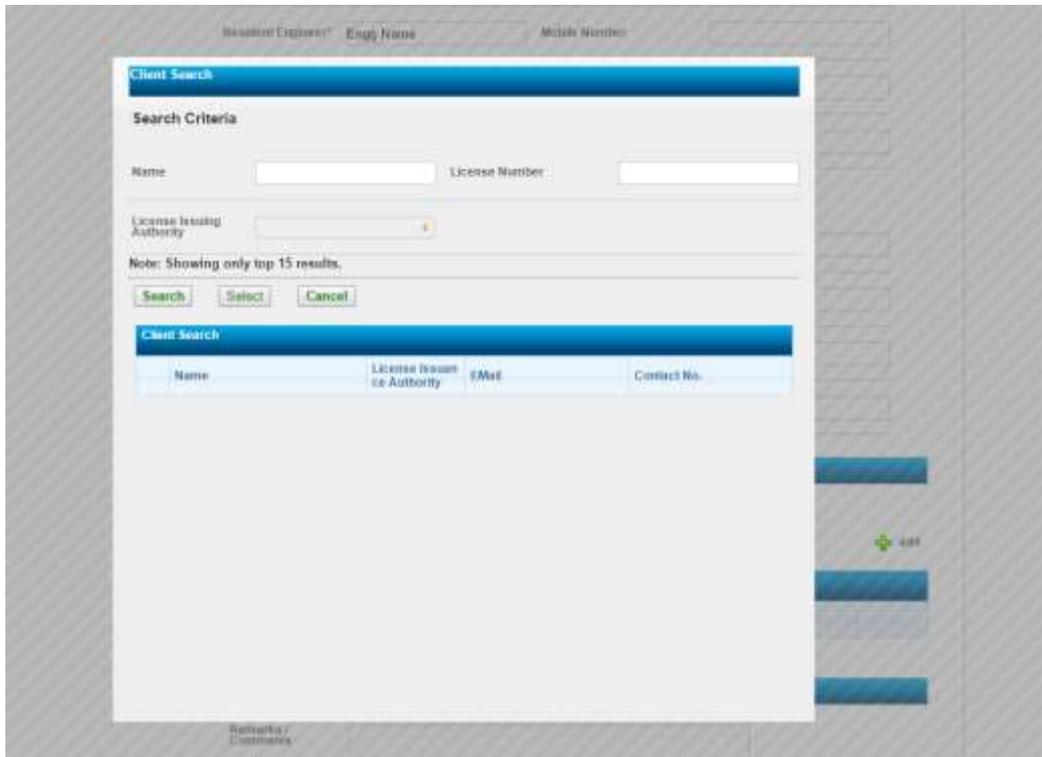
Telephone Number \*  Fax Number

Email Address \*  Alternate Number

**Consultant Details**

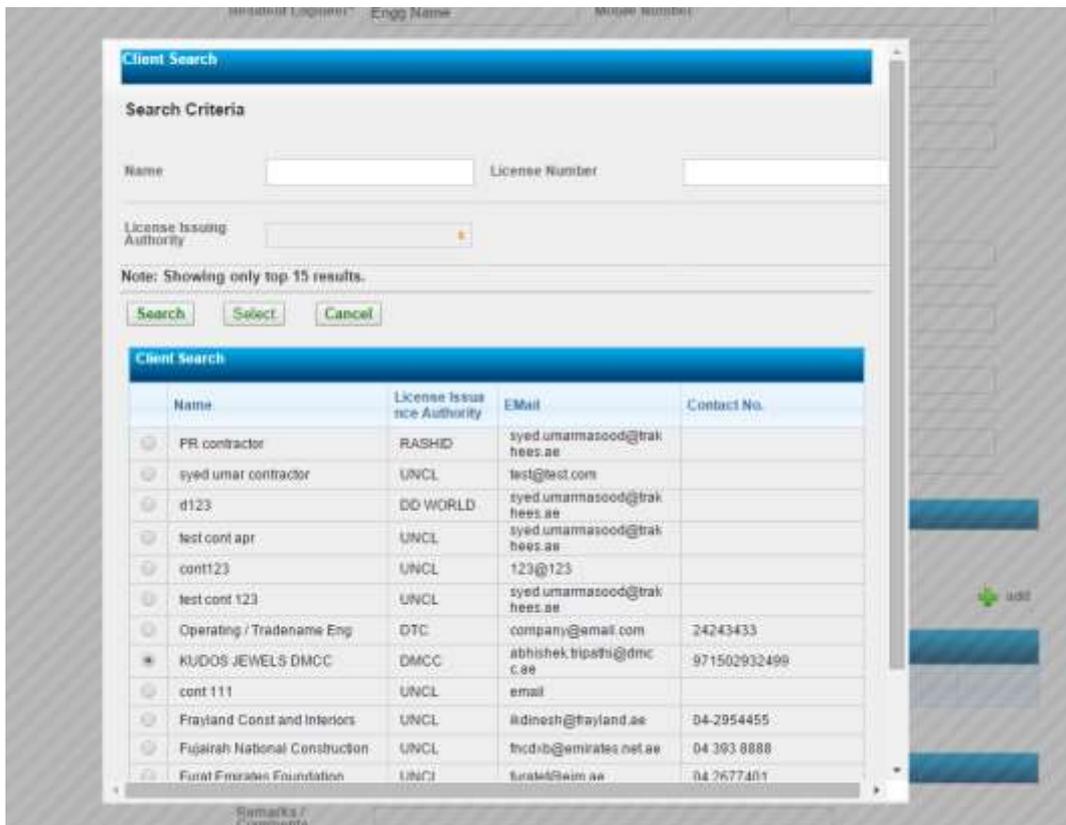
Select Requested by as Client, Contractor or Consultant (According to who is the logged in user). The details of the selected section will get automatically filled. Fill the other two sections by search and select. Here as an example we are selecting requested by as Client. So the “Developer Details” section will get auto populated. We will select the other two sections using the popup.

To select “Main Contractor” on the above screen, to the right hand side of first field there is a search icon. Click on that field and you will get the following screen.



Enter the known details and click on search.

Select the Contractor from the list in the resultant screen and click on select. The details of the selected Contractor will get populated in the form like in the below screen. Enter the fields which are not auto populated.



## Consultant Details

Consultant Name*	<input type="text" value="Test Wipro Trade update"/>	PO Box*	<input type="text" value="1245"/>
Resident Engineer	<input type="text"/>	Mobile Number	<input type="text"/>
Telephone Number	<input type="text" value="56456456"/>	Fax Number	<input type="text"/>
Email Address*	<input type="text" value="a@a.com"/>	Alternate Number	<input type="text"/>

## Documents

Note: The request submission will include the uploaded documents

[+ add](#)

## Attachments (Accepts pdf,jpg,docx,doc,jpeg,png formats)

Document Type	Uploaded File	
Application Form ▼	<input type="button" value="Choose File"/> EHSCertificate.pdf	
LICENSE COPY ▼	<input type="button" value="Choose File"/> EHSCertificate (1).pdf	
Others ▼	<input type="button" value="Choose File"/> EHSCertificate.pdf	

## Remarks / Comments

Remarks / Comments

## Disclaimer

We undertake to carry out the construction works in accordance with EHS/CED/DM and other relevant International Construction Safety Standards. We are aware that we are liable for financial penalties for failing to carry out our works in accordance to the EHS regulations & standards. We are also aware that in the event of EHS issuing Stop Work Orders or Prohibition Notices we are bound to stop work immediately till we comply with EHS requirements in accordance with EHS Regulations & Standards.

Your Prepaid Balance Available is: 99,980,103.00 AED



3. Verify the information provided and provide following inputs:
  - a. Provide all mandatory fields. (If not provided will show an alert on submit button click).
  - b. Write Comments.
  - c. Upload the Documents required.
  - d. Select the check box of disclaimer.

After providing the above inputs, click on the “Submit” button.  
You will be asked for confirmation. Click Ok.

You will get the result screen as follows

The screenshot displays the Trakhees web portal interface. At the top, it shows the Government of Dubai logo and the Jafza logo. The main content area features a blue header with "Submission Confirmation" and a message: "Service Request Saved Successfully With ID: 5834". On the left, there is a navigation menu with options like "Home", "Update My Profile", and "EHS Customer Service". The footer includes the Trakhees logo and copyright information for 2010.

### 3.1.10 NOC for BP Drawing

For “NOC for BP Drawing”, you have to follow below mentioned steps:

To access this service follow the below given steps:

- Login to the application
- From the home screen click on “EHS Customer Services” in the left side menu.
- Click on “EHS Customer Service” in the new left side menu.

1. Click on NOC for BP Drawing

**EHS Service**

- Submission for OFC
- NOC for Activity Verification
- COC
  - ▶ COC Modification
  - ▶ COC 1
  - ▶ COC 2
  - ▶ COC 3
  - ▶ COC for Demolition
  - ▶ COC for Marine
- NOC For BP Drawing
- NOC for Building Completion Certificate
- Download Services
  - ▶ Download EHS Certificate
- My Submission
  - ▶ My Inbox
  - ▶ My Requests

**Search**

Request ID  Status

Company Name (EN):  Company Name (AR):

Submission Date  Received Date

No Requests exist

2. A screen will be opened containing all the fields needed for “NOC for BP Drawing” and an action button to submit. In the screen fill in all the details.

Welcome : C-0020-134946

Logout

**My Services@Trakhees**

- Home
- Update My Profile
- Add Additional Role
- Register New/Additional Service
- View/Edit Existing Users
- Create User
- Update My Profile
- Finance Online Services
- CLD Services
- CED Online Services
- EHS Customer Service

**NOC for BP Drawing**

**Submission -NOC BP**

Submission Type \*  Requested By \*

Payment Advice No.

**Developer Details**

Client/Lessee\*  Project Name\*

Representative\*  Mobile Number

Location/Area\*  Plot Number\*

Email Address\*  BP Area (SOM)

**Contractor Details**

Main Contractor\*  PO Box

Resident Engineer\*  Mobile Number

Telephone Number  Fax Number

Email Address  Alternate Number

**Consultant Details**

Consultant Name\*  PO Box\*

Resident Engineer  Mobile Number

Telephone Number  Fax Number

Email Address  Alternate Number

**Revision Of NOC BP**

EHS NOC BP Ref No  CED BP NO

**Documents**

Note: The request submission will include the uploaded documents

add

**Attachments (Accepts pdf, png, docx, doc, jpeg, png formats)**

Document Type	Uploaded File	
Application Form	<input type="button" value="Choose File"/> correct file docx	
LICENSE COPY	<input type="button" value="Choose File"/> correct file docx	
Others	<input type="button" value="Choose File"/> correct file docx	

Select Requested by as Client, Contractor or Consultant (According to who is the logged in user). The details of the selected section will get automatically filled. Fill the other two sections by search and select. Here as an example we are selecting requested by as Client. So the “Developer Details” section will get auto populated. We will select the other two sections using the popup.

To select “Main Contractor” on the above screen, to the right hand side of first field there is a search icon. Click on that field and you will get the following screen.

Enter the known details and click on search.

Select the Contractor from the list in the resultant screen and click on select. The details of the selected Contractor will get populated in the form like in the below screen. Enter the fields which are not auto populated.

Headed Logins: Engg Name: Mobile Number:

### Client Search

**Search Criteria**

Name:  License Number:

License Issuing Authority:

**Note: Showing only top 15 results.**

Client Search				
	Name	License Issuing Authority	Email	Contact No.
<input type="radio"/>	PR contractor	RASHID	syed.umamasood@trakhees.ae	
<input type="radio"/>	syed umar contractor	UNCL	test@test.com	
<input type="radio"/>	d123	DO WORLD	syed.umamasood@trakhees.ae	
<input type="radio"/>	test cont apr	UNCL	syed.umamasood@trakhees.ae	
<input type="radio"/>	cont123	UNCL	123@123	
<input type="radio"/>	test cont 123	UNCL	syed.umamasood@trakhees.ae	
<input type="radio"/>	Operating / Tradename Eng	DTC	company@email.com	24243433
<input checked="" type="radio"/>	KUDOS JEWELS DMCC	DMCC	abhishek.tripathi@dmc.c.ae	971502932499
<input type="radio"/>	cont 111	UNCL	email	
<input type="radio"/>	Frayland Const and Interiors	UNCL	ikidnesh@frayland.ae	04-2954455
<input type="radio"/>	Fujairah National Construction	UNCL	fnctdb@emirates.net.ae	04 393 8888
<input type="radio"/>	Furat Emirate Foundation	UNCL	furat@seim.ae	04 2677401

Remarks / Comments

3. Verify the information provided and provide following inputs:
  - a. Provide all mandatory fields. (If not provided will show an alert on submit button click).
  - b. Write Comments.
  - c. Upload the Documents required.

After providing the above inputs, click on the “Submit” button.  
You will be asked for confirmation. Click Ok.

You will get the result screen as follows

Thursday, April 16, 2015 | 09:18 AM





مؤسسة الموانئ والجمارك والمنطقة الحرة  
PORTS, CUSTOMS & FREE ZONE CORPORATION

You are in : > Home > Online Service Help ⓘ العربية

**Welcome : testadm9**

Your License Renewal with Reference # 5169 has been Rejected  
Your Update License Contact Details with Reference # 5457 has been Approved  
Your Update License Contact Details with Reference # 5445 has been Rejected

Logout

**My Services@Trakhees**

- Home
- Update My Profile
- Add Additional Role
- Register New/Additional Service
- View/Edit Existing Users
- Create User
- Update My Profile
- Finance Online Services ▲▲
- CLD Services
- CED Online Services
- EHS Customer Service

**Submission Confirmation**

Service Request Saved Successfully With ID: 5834



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### 3.1.11 NOC for BCC (Building Completion Certificate)

For “NOC for BCC”, you have to follow below mentioned steps:

To access this service follow the below given steps:

- Login to the application
- From the home screen click on “EHS Customer Services” in the left side menu.
- Click on “EHS Customer Service” in the new left side menu.

1. Click on “NOC for Building Completion Certificate”.

**EHS Service**

- Submission for OFC
- NOC for Activity Verification
- COC
  - COC Modification
  - COC 1
  - COC 2
  - COC 3
  - COC for Demolition
  - COC for Marine
- NOC For BP Drawing
- NOC for Building Completion Certificate
- Download Services
  - Download EHS Certificate
- My Submission
  - My Inbox
  - My Requests

**Search**

Request ID  Status

Company Name (EN):  Company Name (AR):

Submission Date  Received Date

**No Requests exist**

- A screen will be opened containing all the fields needed for “NOC for BCC” and an action button to submit. In the screen fill in all the details.

- Welcome : C-0020-134946
- Logout
- My Services@Trakhees**
- Home
- Update My Profile
- Add Additional Role
- Register New/Additional Service
- View/Edit Existing Users
- Create User
- Update My Profile
- Finance Online Services
- CLD Services
- CED Online Services
- EHS Customer Service

**NOC for Building Completion Certificate**

**Submission -NOC BCC**

Submission Type \*  Requested By \*

Payment Advice No.

**Developer Details**

Client/Lessee\*  Project Name\*

Representative\*  Mobile Number

Location/Area\*  Plot Number\*

Email Address\*  BP Area (SQM)

**Contractor Details**

Main Contractor\*  PO Box

Resident Engineer\*  Mobile Number

Telephone Number  Fax Number

Email Address  Alternate Number

**Consultant Details**

Consultant Name\*  PO Box\*

Resident Engineer  Mobile Number

Telephone Number  Fax Number

Email Address  Alternate Number

**Revision Of NOC BCC**

EHS NOC BP Ref No  CED BP NO

**Documents**

Note: The request submission will include the uploaded documents

add

**Attachments (Accepts pdf,jpg,docx,doc,jpeg,png formats)**

Document Type	Uploaded File	
Application Form	<input type="button" value="Choose File"/> correct file docx	
LICENSE COPY	<input type="button" value="Choose File"/> correct file docx	
Others	<input type="button" value="Choose File"/> correct file docx	

Select Requested by as Client, Contractor or Consultant (According to who is the logged in user). The details of the selected section will get automatically filled. Fill the other two sections by search and select. Here as an example we are selecting requested by as Client. So the “Developer Details” section will get auto populated. We will select the other two sections using the popup.

To select “Main Contractor” on the above screen, to the right hand side of first field there is a search icon. Click on that field and you will get the following screen.

Enter the known details and click on search.

Select the Contractor from the list in the resultant screen and click on select. The details of the selected Contractor will get populated in the form like in the below screen. Enter the fields which are not auto populated.

Headed Logins: Engg Name: Mobile Number:

**Client Search**

**Search Criteria**

Name:  License Number:

License Issuing Authority:

Note: Showing only top 15 results.

Name	License Issuing Authority	Email	Contact No.
PR contractor	RASHID	syed.umarmasood@trakhees.ae	
syed umar contractor	UNCL	test@test.com	
d123	DO WORLD	syed.umarmasood@trakhees.ae	
test cont apr	UNCL	syed.umarmasood@trakhees.ae	
cont123	UNCL	123@123	
test cont 123	UNCL	syed.umarmasood@trakhees.ae	
Operating / Tradename Eng	DTC	company@email.com	24243433
KUDOS JEWELS DMCC	DMCC	abhishek.tripathi@dmc.c.ae	971502932499
cont 111	UNCL	email	
Frayland Const and Interiors	UNCL	ikdinesh@frayland.ae	04-2954455
Fujairah National Construction	UNCL	fnctdb@emirates.net.ae	04 393 8888
Furat Emirate Foundation	UNCL	furat@seim.ae	04 2677401

Remarks / Comments

3. Verify the information provided and provide following inputs:
  - a. Provide all mandatory fields. (If not provided will show an alert on submit button click).
  - b. Write Comments.
  - c. Upload the Documents required.

After providing the above inputs, click on the “Submit” button.  
You will be asked for confirmation. Click Ok.

You will get the result screen as follows



You are in : > Home > Online Service

Help العربية

**Welcome : testadm9**

Your License Renewal with Reference # 5169 has been Rejected  
Your Update License Contact Details with Reference # 5457 has been Approved  
Your Update License Contact Details with Reference # 5445 has been Rejected

**Submission Confirmation**

**Service Request Saved Successfully With ID: 5834**

Logout

**My Services@Trakhees**

Home

Update My Profile

Add Additional Role

Register New/Additional Service

View/Edit Existing Users

Create User

Update My Profile

Finance Online Services ▲▲

CLD Services

CED Online Services

EHS Customer Service



[FAQs](#) | [Privacy Policy](#) | [Terms & Conditions](#)

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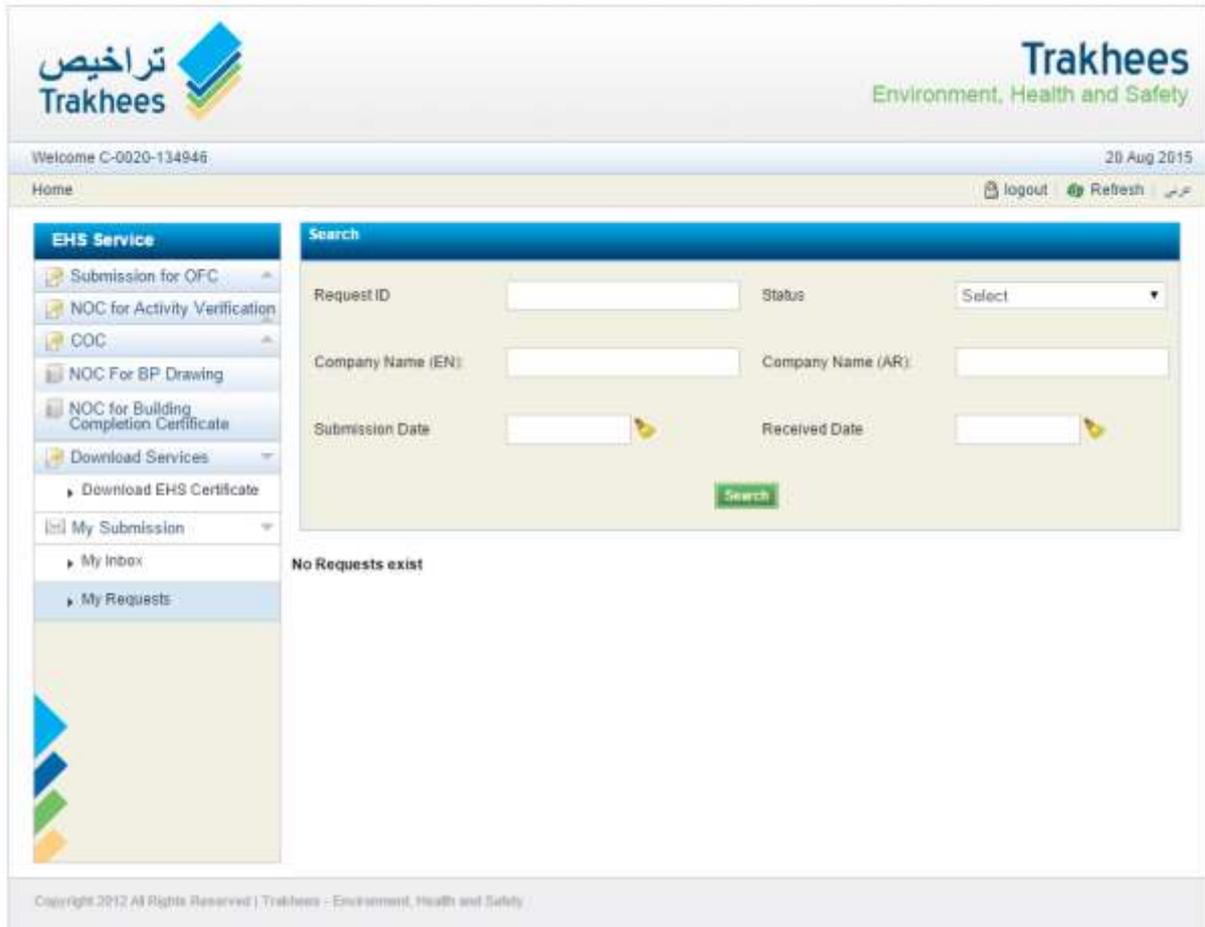
### 3.1.12 Download EHS Certificate (OFC/NAV)

For “Download EHS Certificate (OFC/NAV)”, you have to follow below mentioned steps:

To access this service follow the below given steps:

- Login to the application
- From the home screen click on “EHS Customer Services” in the left side menu.
- Click on “EHS Customer Service” in the new left side menu.
- Click on “Download Services”.

1. Click on “Download EHS Certificate”.



The screenshot displays the Trakhees EHS Service portal. The header includes the Trakhees logo and the text "Environment, Health and Safety". The user is logged in as "C-0020-134946" on "20 Aug 2015". The main content area is divided into two sections: "EHS Service" on the left and "Search" on the right. The "EHS Service" section contains a list of services, with "Download EHS Certificate" highlighted. The "Search" section contains a form with the following fields: "Request ID" (text input), "Status" (dropdown menu), "Company Name (EN)" (text input), "Company Name (AR)" (text input), "Submission Date" (calendar icon), and "Received Date" (calendar icon). A green "Search" button is located below the form. Below the search form, the text "No Requests exist" is displayed. The footer of the page contains the copyright notice: "Copyright 2012 All Rights Reserved | Trakhees - Environment, Health and Safety".

2. A screen will be opened containing all the fields required for “Download EHS Certificate (OFC/NAV)” and an action button to submit. Select value in the drop down and click on download.
3. If you are downloading for the first time it will straight away download when you click on the download confirmation.
4. From next time onwards the download will be chargeable, So once you confirm download you will be asked for one more confirmation with a message stating the cost for download. Confirm it and the file will get downloaded.

Welcome : C-0020-134946

### Download Services

Logout

#### My Services@Trakhees

Please note: Download is free for first time. Next time, charges will be applicable.

Home

Update My Profile

Add Additional Role

Register New/Additional Service

View/Edit Existing Users

Create User

Update My Profile

Finance Online Services

CLD Services

CED Online Services

EHS Customer Service

Select Certificate\*

OFC / NAV

Download

