



Guideline IO 8.0: Online Company Admin Registration and Online Submission for Obtaining Operation Fitness Certificate (OFC)

or NOC for Activity Verification

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Department Name	•	EHS – Environment, Health & Safety
Section Name	•	Operations
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These Guideline are intended to inform and guide all licensee and occupiers of the following:

8.1 Company Online Admin Registration:

8.1.1 For PCFC-TRAKHEES and JAFZA License

- a. Access online services https://online.trakhees.ae/
- b. **Recall TRAKHEES ID/ PIN**, ensure that your registered email address is working & accessible.

DASHBOARD	Login with your Account	
→] Login	2. Username	
Register Online Company		
Register Online Person	A Password	
O Start New Business	Login	
② Forgot Username	OR	• •
Forgot Password	🕼 Login with UAE PASS	
Recall Trakhees ID/PIN		Create New Account
LIFE D. & CLIPPOPT		Register Person
		Register Company
Inquire Request Status		

c. Go back to HOME page and click "Register Online Company Admin".







- d. Use the Trakhees ID and PIN provided on your registered email address.
- e. You are required to create new username/password and upload valid documents (trade license & valid ID of registered manager or Owner), you will get auto reply along with reference number C-XXXXX of your request.
- f. You will receive a notification from the administrator once the registration is successful. It may take 2 working days for approval/rejection.

8.1.2 For DED License registration:

a. Access online services <u>https://online.trakhees.ae/</u>

DASHBOARD	Login with your Account	. Inf. a
→] Login	2. Username	
Register Online Company Admin		
Register Online Person Access	Password	
or Start New Business	Login	
③ Forgot Username	OR	- ?
Forgot Password	Contraction with UAE PASS	
Recall Trakhees ID/PIN		Create New Account
HELP & SUPPORT		Register Person
Inquire Request Status		Register Company

- b. Click on "**Register Company**" and fill-out the required information.
- c. You are required to create new username/password and upload valid documents (trade license & valid ID of registered manager or Owner), you will get auto reply along with reference number C-XXXXX of your request.
- d. You will receive a notification from the administrator once the registration is successful. It may take 2 working days for approval/rejection.





8.2 Submission of Operation Fitness Certificate (OFC) Request:

8.2.1 For NEW (First time issuance only) or AMENDMENT Request:

- a. Access online services <u>https://online.trakhees.ae/</u>
- b. Access your Online account using the USERNAME & PASSWORD and click "EHS Services".



- c. Look for **"Submission for OFC"** and click, the drop-down will appear (New Request, Amendment Request, Renewal Request)
- d. Choose "**New Request**" (for first issuance) or "Amendment Request" (if any additional activity, expansion of facility, additional machinery, additional chemicals).





- e. Provide required details, click "Add Documents" then "Select" to upload copy of:
 - Trade License
 - Completion Certificate (if applicable)
 - Then "Submit" your request.

E Communicable Diseases		abournateem.rasneedaportc.ae	
Entry Permit for Fuel Supply Tanker (FZIO)	Pan No:		
Industrial Waste Disposal (Permit) / Recycling			
(NOC)			
Environment Permit >	UPLOADED DOCUMENTS		Add Document
Entry Permit for Forklift			
Additional Chemical Approval	Document Type	Upstaded Pre	Actions
Recyclable Mate Waste Water Venicle Pass	Select ~	Choose File No file chosen	٥
Exceptional Study Permit >			
Container Permit >			
Environment (EIA) /		Sidnit	

- f. Payment Advice will be available in your account, and it will be sent to the registered email ID within 02 working days.
- g. Once the fees is settled, EHS Officer will inspect the facility and provide the inspection report that need to be responded to point by point to satisfactory comply and close all pending comments refer to <u>section 8.4 - Accessing Inspection Report in Online</u> Portal

8.2.2 For Renewal Request:

 a. Only After satisfactory complying and closing all pending comments from EHS routine inspection reports (refer to section <u>8.4 Accessing Inspection Report in Online Portal</u>), move to next step.





- b. Access your Online account using the USERNAME & PASSWORD and click "EHS Services".
- c. Look for "Submission for OFC" and click, the drop-down will appear (then choose "Renewal Request")

ଳ	Home		HOME			
0	Update My Profile		Welcome, Pcfcpasuser1			
121	Admin Services	>				
\$	Payment Services	>				
:2:	Other Services	>	Awaiting My A		10 In Progress	23
?	My Submission	>				
	My Inbox					
Q	Incident Notification	>	ALL REQUESTS			
2	Submission for OFC	~	Show 10 v entries			
	Amendment Request	-	Min 4 characters	Min 4 ch	aracters	
0	NOC for Activity	-	Ref#	Description	n	+
-	Verification		CNTINS-2024-13327	Container	Inspection	
0	NOC for Night Shifts		PQ-ENV-2024-07-13050	Prequalific	ation of Environment Cons	ultants - New
0	Food Supplier Pass		PO-FZIO-2024-07-13049	Testing &	Certification of Lifting Equ	inment & Pressure Vessel - Amend

- d. Select location/ Plot number or leave as blank.
- e. Provide contact/ telephone number, then "Submit".
- f. Payment advice will be generated, and it will be sent to your registered email ID within 2 working days.
- g. Settle the fee to proceed with issuance of OFC.
- h. Refer section 8.5 for downloading of document.





8.3 Submission of NOC for Activity Verification (NOC-AV) Request

8.3.1 For NOC-AV New Request:

- a. Access online services <u>https://online.trakhees.ae/</u>
- b. Access your Online account using the USERNAME & PASSWORD and click "EHS Services" or directly look for "NOC for Activity Verification".



c. Click "NOC for Activity Verification" and choose "New Request".

고요. Other Services.	3						AED ****** 👳
My Submission	5				18		
My Inbox			Awatting My Action	Completed	Other		
Q, Incident Notification	,		1	5	0		
Submission for OFC	2						
& NOC for Activity Verification	*	ALL REQUESTS					
New Request							
Amendament Report		Show 10 v entries					
O NOC for Night Shifts		His A charactery	Mts 4 characters	Min & characters			
Food Supplier Pass		Ref #	Description	Status		Date	Action
Mobile Crane Entry Perr	nit	1147729	NOC for Activity Verification -New Issuance	Completed		03/10/2024 11:02	@ View
Gas Vehicle Pass		NC-465167	Non-compliance Tracker for NAV	Completed		02/10/2024 13:19	⊗ view
O Miner Work Permit		1140578	Update Emirates Id	Completed		23/09/2024 11:09	@ View

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d. Provide required details, click "Browse" to upload trade license and for other document such as Completion Certificate (if applicable) can be uploaded in "Miscellaneous Documents" – then "Submit" your request.

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ata Admin Services	э.	Information of Supporting Documents					
(3) Payment Services		Ricks The sequent addressing in bollads the solu-	nari disamiti				
ta Other Services							
My Submission	э.	ATTACH HERE		(Supported He formula - 👔)	ATTACHED DOCUMENTS		Tanana Al
My tellen							
Q. Incident Matilhuition	5	Document To Upload	Upload File	Status	Document Uploaded	Uploaded File	Deselect
Submission for OFC	2	LICENSE COPY	choose	Bronse			
NOC for Activity Verification							
O NOC & Night Shifts		Miscellaneous Document	choose				
O Food Supplier Pass							
O Mobile Grave Detry Per	eh.						
Cae Whiche Pass							
C Missor Work Permit		REMARKS / COMMENTS					

- e. Payment Advice will be available in your account, and it will be sent to the registered email ID within 02 working days.
- f. Once the fee is settled, EHS Officer will inspect the facility and provide the inspection report that need to be responded to point by point to satisfactory comply and close all pending comments refer to section 4 - Accessing Inspection Report in Online Portal

8.3.2 For NOC-AV Renewal Request:

- Only After satisfactory complying and closing all pending comments from EHS routine inspection reports (refer to <u>section 4 - Accessing Inspection Report in Online Portal</u>), move to next step.
- b. Access your Online account using the USERNAME & PASSWORD and click "EHS Services" or directly look for "NOC for Activity Verification".





- c. Choose "Renewal Request".
- d. Select location/ Plot number or leave as blank.
- e. Provide contact/ telephone number, then "Submit".
- f. Payment advice will be generated, and it will be sent to your registered email ID within 2 working days.
- g. Settle the fee to proceed with issuance of NOC for Activity Verification (NAV).
- h. Refer section 8.5 for downloading of document.

8.4 Accessing Inspection Report in Online Portal:

- a. Access online services <u>https://online.trakhees.ae/</u>
- b. Access your Online account using the USERNAME & PASSWORD
- c. In **HOME** page, see **"Non-Compliance Tracker for Routine**" with status of **"More info/Resubmission Required**".
- d. Click "View" to see inspection comments.

ta Admin Services)	407	1197	948 37	3	550	
aviczs D. Payment Services (*)	ALL REQUESTS					
B Linesing Services	Show 10 v entries					
E 1968 Sandhas	Min-S characters	Non-Compliance Tracker for Ro	His S idealare			
er Coll Engineering Services	Ref #	Description	2010	Data	+ Action	
2 on equilibrium	NC-101753	Non-compliance Tracker for Routine	More info / Resubmission required	27/01/2021 14:55	@ View	
	NC-102085	Non-compliance Tracker for Routine	Begann Securities	24/06/2024 10:24	@ Vew	
	NC-102473	Non-compliance Tracker for Routine	Request Submitted	24/06/2024 10:58	@ View	
	NC-86849	Non-correliance Tracker for Reating	Consisted	17/09/2024 11:19	@ Ves	

e. In the **"Feedback"** cell, provide response to the comment. For attaching required document, click the *icon* icon.

SETTRACHEES	Sr No	Severity	Comment	Feedback	
My Profile ienvices >	3	Critical	Gas Free Permit Not obtained for Confined Space $\scriptstyle \rm II$		· •
es >					
ration	ATTACHED DOCUMENTS				
rices	Document Type		Uploaded File		
neering Services					





- f. Click **"Submit"**, the status of NC-Tracker will change to **"Under Review"**.
- g. EHS Officer will review the submission and provide feedback (if any), this will show the status of NC-Tracker as More info/Resubmission Required, it means that the response and/or follow-up inspection is not satisfactory. Then repeat **step a** to **f**.
- h. Otherwise, if satisfactory, the NC-Tracker will be closed, and the status will show as "Completed".
- i. All NC-Tracker needs to be responded, and satisfactorily completed in order to not have any pending open reports or any delays in renewal of the OFC/NOC-AV that may affect the renewal process of the License.

8.5 Downloading of OFC or NOC-AV:

- a. Access online services <u>https://online.trakhees.ae/</u>
- b. Access your Online account using the USERNAME & PASSWORD and click "EHS Services".
- c. Look for "Download Services", click the same and choose "Download EHS Certificate".

Submission for OFC			
Section NOC for Activity	Awaiting My A	uction In Progress	Completed
∎∎ NOC for Night Shifts		10	23
IDI Food Supplier Pass		_	
I Mobile Crane Entry Permit	ALL REQUESTS		
∎∎ Gas Vehicle Pass			
Prequalification/Third Party Prequalification	Show 10 🗸 entries		
🛃 Download Services 🔹 🗸	4 characters	Min 4 characters	
Radioactive Material > Transportation Permit >	Ref #	Description	
Communicable Diseases >	CNTINS-2024-13327	Container Inspection	
Entry Permit for Fuel	PQ-ENV-2024-07-13050	Prequalification of Environment Con	sultants - New
Supply Tanker (FZIO)	PQ-FZIO-2024-07-13049	Testing & Certification of Lifting Equ	ipment & Pressure Vessel - Amend





d. Click the "Download".

alla Other Services >	HOMET	
My Submission >	Download Services	
My indus		
Q, Incident Notification >	Please note: Download is free for first time. Next	
Submission for OFC >	DOWNLOAD DETAILS	
S NOC for Activity > Verification >	Select Certificate*	Trakhees Id
O NOC for Night Shifts	OFC / NAV	* C-0024-179915
Cond Supplier Pass		
Mobile Grane Entry Permit		
Cas Vehicle Pass		Download
Prequalification/Third Party Prequalification		
± Download Services v		
Download EHS Certificate		
Download Food Supplier Pass		
Radioactive Material		

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