

Customer Procedure for Obtaining Safe Work Permit

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Table of Contents

1. Purpose	3
2. Scope.....	3
3. Procedure	3
4. Service Completion Time.....	4
5. Service Fees.....	4
6. Related Forms.....	5
7. References.....	5
8. Workflow.....	6



1. PURPOSE

The purpose of this procedure is to ensure that safe work permit is purchased by Trakhees approved third party agencies, tanker berth users and business units in line with Trakhees Ports & Maritime Section requirements and also to confirm that safe work permit is issued in full compliance with requirements pertaining to ports and maritime operational safety.

2. SCOPE

Trakhees Ports & Maritime Section approval and subsequent issuance of safe work permit to approved third party agencies, tanker berth users and business units.

APPLICABILITY:

Procedure shall be applicable to approved Ship Survey Company (B), Commercial Diving Company, Tanker Berth Users and Business Units intending to purchase safe work permit.

3. PROCEDURE

3.1 GENERAL RULES:

- 3.1.1 Ship Survey Company (B), Commercial Diving Company must ensure to hold a valid Certificate of Approval (COA) issued from Trakhees Ports & Maritime Section.
- 3.1.2 Berth User and Business Units must ensure to hold a valid Operational Fitness Certificate issued from Trakhees Inspection Department.
- 3.1.3 Authorized Signatories must hold a valid training card as per applicable training course issued from Trakhees Accreditation Section.
- 3.1.4 NOC must be obtained from Trakhees Ports and Maritime Section as applicable prior commencing any jobs or activities related to safe work permit issuance.
- 3.1.5 Operations can be inspected at all times and verified by Trakhees Ports & Maritime Officer for compliance as per applicable Regulations and Requirements.
- 3.1.6 Trakhees Ports & Maritime Officer has the right to cancel the safe work permit at any time.
- 3.1.7 Companies Failure to comply with above or to perform as per the requirements of U.A.E Federal/Local Laws, Trakhees Ports & Maritime Rules and Regulations International Conventions, Standards and Guidelines shall result in appropriate action being initiated against the company which may include financial penalty, bunkering vessel permit cancellation and blacklisting
- 3.1.8 Trakhees Ports & Maritime Section may request Companies to submit documents or information or statistical related to jobs carried within PCFC- Trakhees jurisdiction.
- 3.1.9 All rights reserved. No part of the: Safe Work Permits, may, for sales or issuing purpose, be produced, stored in a retrieval system or transmitted in any form or by any means, electronic, electrostatic, magnetic



tape, mechanical, photocopying or otherwise, without prior permission in writing from the Trakhees-Environment, Health and Safety Department.

3.1.10 Trakhees Ports & Maritime Section reserve the right to reject the submission at any stage

3.2 APPLICATION SUBMISSION AND PERMIT ISSUANCE PROCESS

- 3.2.1 Company shall submit request by Email to Trakhees Ports & Maritime Section Email Address (Refer Section 6) to purchase the safe work permit and determine the type and quantity of the required permits.
- 3.2.2 Based on the submission review Trakhees Ports & Maritime Section shall decide to 'Approve' or 'Reject' the submission or Request for "More Info".
- 3.2.3 For Rejected submission client will be notified by Email mentioning the reason for rejection.
- 3.2.4 Client will receive Email with payment advice for safe work permit to settle through payment gateways and submit the payment receipt (Refer Section 5).
- 3.2.5 Client can proceed to Trakhees Jebel Ali Office within official Office Hours to receive the safe work permit book (Refer Section 6)

4. Service Completion Time

Sr.	Service	Completion Time (working days)
4.1	Issuance of Permit to Work Book	3 WDs

Note: Completion Time Calculated from Client Compliance Date.

5. Service Fees

Clients applying for Bunkering Vessel Permit shall pay a Fees Amount as specified in the table below;

Sr.	Service Description	Fees Amount (AED)	Fees Parameter	Trakhees Payment Advise CODE
1	Permit to Work, Book	100	Per Book	HPPM024

PAYMENT GATEWAYS:

- Online Web Services: <https://online.trakhees.ae/oaservices>
- Online Mobile Services: <https://online.trakhees.ae/mservices>
- Al Ansari Exchanges.
- Dubai Islamic Bank.



6. Contacts

Ports & Maritime Section Email : Ehs.Ports@Trk.pcfcae

Tel: 04-8811881

Website: www.trakhees.ae

Office Working Hours: 0730 – 1530 Hrs. (From Sunday till Thursday) Excluding Public Holidays.

Location Map : <http://trakhees.ae/en/Documents/Trakhees%20EHS%20Location%20Map.pdf>

7. Forms

7.1	Safe Work Permit for Ship Repair Jobs	CPM-F04a
7.2	Safe Work Permit for Diving Work, Operations or Activities	CPM-F04b
7.3	Tanker Berth Safe Work Permit	CPM-F04c
7.4	Work Tracking Sheet	CPM-F04d

8. References

8.1 Trakhees – Ports & Maritime Section Regulations.

8.2 Client Procedure for Third Party Agencies Prequalification.



9. Workflow

