

# Client Procedure to obtain Approval for Storage of Materials and/or additional Equipment

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## 1. Purpose

To ensure compliance with the requirements and maintain best practices on storage and handling of materials towards a healthy & safe working environment within Trakhees' Jurisdictions with due consideration on the permission issued to the company by other concerned Authorities such as JAFZA, Dubai Police, Ministry of Interior -UAE, Ministry of Health-UAE and other UAE Regulatory Agencies (whenever applicable), Company must take into account all of relevant Standards, Procedures, Rules and Regulations that are being applied by Trakhees and the same must be fully integrated in the operational system of the company's facility.

## 2. Scope

This procedure shall apply to all Business Units operating within Trakhees' Jurisdiction wherein additional storage materials/chemicals and / or Open Yard Storage are plan in their premises and the materials being proposed are within the "scope of the approved license activity & the material classifications were covered in the Approved Risk Assessment Study Report (wherever applicable)". Nothing in this procedure shall relieve the clients/companies from the compliance/requirements of any other local or federal regulatory agencies.

## 3. Definitions

ID – Inspection Department of Trakhees

OFC – Operation Fitness Certificate

JAFZA – Jebel Ali Free Zone Authority

## 4. Procedure

### 4.1 Initial Approval

4.1.1 For Chemical Storage Request. The Client shall refer to the list of restricted, controlled and prohibited chemicals of Federal Environmental Agency, Ministry of Health-UAE (MoH) and Ministry of Interior-UAE or check with Integrated Hazardous Materials Management System (IHMMS) <https://www.hazmat.ae/>. If the chemical is listed in the restricted/controlled/prohibited list, then a written approval shall be obtained from the relevant/concerned department/ministry prior to import/trading or use of the same. No chemicals as listed in the prohibited chemicals shall be allowed to import/store/use without prior approval from the concerned department/agency.



4.1.2 For Open Yard Storage Request: Based on Trakhees requirements, suitability and adequacy of the client facility, some materials (such as Steel Pipes, Steel Rolls, Steel Sheets, Cement blocks, Glass, Timber, Cable Drums, Abrasive materials, Heavy Construction Equipment, Vehicles and Cars etc.) can be permitted for storage in the open yard, subject to the compliance with Trakhees' requirements. Chemicals are not permitted for open yard storage.

4.1.3 For Materials Storage Request under General Trading, General Warehousing and Logistics Activities; Prior approval from Trakhees for storing additional products (for example Alcoholic Beverages, Perfumery & Cosmetic Products, Rubber Tyres, Tobacco, Food & Pharmaceutical Products etc.) under General Trading, General Warehousing and Logistics activities is required. Approval for such proposal is assessed based on the suitability and adequacy of the client facility.

#### 4.2 Submission of Request:

4.2.1 The application shall be submitted through Trakhees Online System, two (02) days before the proposed entry. The submission should contain the following required copies of the documents:

4.2.2 (CIO-F02a), Submission Checklist Application Review for Storage of Materials or Additional Chemicals.

4.2.3 Covering Letter/ Project Description.

4.2.4 List of materials to be stored including the type of packaging and anticipated quantity as well as its purpose.

4.2.5 Materials details such as brochure and / or Material Safety Data Sheets (for chemicals only).

4.2.6 Setting Out & Floor Plan showing the exact location(s) of the proposed storage area with Storage configuration, segregation arrangements and finishing details etc. Wherever applicable, the location of the existing Drainage system and Fire Protection arrangements shall be shown in the submitted drawings.

4.3.7 For additional chemicals storage request, a chemical list form shall be filled up.

4.3.8 For Open Yard Storage and Material storage, clients may email the concerned Officer or to [Ehs.Fzindop@trk.pcfc.ae](mailto:Ehs.Fzindop@trk.pcfc.ae) or by CD submission at Office reception.

#### 4.3 Review of Document

4.3.1 Upon receipt of the above documents from the client, Trakhees-Operation Section shall review the client proposal jointly for comments/approval (if required).

4.3.2 Preliminary site visits may also be an option during the review process by Trakhees.



- 4.3.3 The respective Officers who are involved in the documents review shall forward their comments to Officer through email within 2 working days upon receipt of the documents.
- 4.3.4 Upon receipt of comments from respective Officer, the final report will be prepared and the same will be forwarded to the client within three working days for their compliance. For additional chemical request, comments are provided through the online portal. The report may include modification of the existing facility in order to make suitable for the proposed materials storage requirements.

#### 4.4 Approval

- 4.4.1 Upon confirming the acceptability of the proposed storage, an email is sent to the client providing the provisional approval.
- 4.4.2 An inspection will be arranged to verify compliance with storage requirements. Final approval will be issued upon satisfactorily compliance with requirement through routine inspection report or amendment of Operation Fitness Certificate.

#### 4.5 NON - Compliance

In case of delay or failure from the client to comply with all the requirements in the report, an appropriate sanction in accordance with Trakhees' Regulations, Penalties & Tariff may apply without prejudice as deemed necessary by the Authority.

### 5. Service Completion Time

	Service	Completion time (Working days)
6.1	Review of additional material storage including open yard	2
6.2	Review of additional chemical for storage	2



## 6. Service Fees

Fee for review shall be paid prior to the submission of application and Copy of Payment Receipt shall be submitted along with Submittal. Submissions without payment receipt shall be considered incomplete submission and may not be accepted for review.

**NOTE:** Clients are required to top-up their pre-paid account prior to submission of request through Online System

	Service	Parameter	Fees (AED)
6.1	Review of additional material storage including open yard	Per chemical.	AED 200
6.2	Review of additional chemical for storage	Per chemical.	AED 200

## 7. Related Forms

- Chemical List Form.
- Submission Checklist Application

## 8. Applicable Regulations / References

- Industrial Operation Regulations –
  - i. Regulation IO 4.29 & 4.31
  - ii. Regulation IO 7.5
  - iii. Regulation IO 8

## 9. CONTACTS:

### For Free Zone & Techno Park Companies:

- A. Mr. Ronald Martin - Sr. Officer  
Tel. No: 04-8068816  
E-mail: [Ronald.Martin@trk.pfc.ae](mailto:Ronald.Martin@trk.pfc.ae)
- B. Mr. Jerald George – Sr. Officer  
Tel. No: 04-8068847  
E-mail: [Jerald.George@trk.pfc.ae](mailto:Jerald.George@trk.pfc.ae)