

## Client Procedure to obtain (OFC) Operation Fitness Certificate (Including Energy Sectors) & EHS-NOC for Activity Verification (NOC-AV)

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Department Name : EHS – Environment, Health & Safety

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## 1. Purpose

The Process of Operation Fitness Certification (OFC) & EHS-No Objection Certification – Activity verification (NOC-AV) ensures that each company operating from any facility located/built on plot land/pre-built units complies with all the requirements set forth by TRAKHEES. OFC Inspection Request shall require to be submitted prior to the start of any operations/activities carried out in a particular facility or pre-built unit/s (specifying the date of commencement of operations in the application form) not later than 7 days from the start of operation/s.

## 2. Scope

The scope of this SOP is applicable to all clients licensed under PCFC-Trakhees jurisdictional areas.

OFC issuance to all companies operating from plot of land facility or pre-built warehouse units having Industrial, Trading, Commercial or Professional activities or operations which may also involves use of machine/ equipment &/or handling/processing/storage of the materials, waste generation within the areas governed by PCFC-Trakhees.

For Facility constructed on plot or Pre-built-warehouse unit only adjacent and joined with each other, not separated by any other facility/property not belongs to them, not located across the roads, a single OFC charges shall be applicable as per area size.

YIWU market client having showrooms and warehouses, showrooms will typically follow NOC-AV and warehouses will follow OFC process. For Single or Multiple showrooms (adjacent location) under one License, single NOC-AV shall be issued. For Multiple showrooms (different location) under one license, NOC AV shall be issued for each separated group/location.

*Note: interim period YIWU market client having showrooms and warehouses under one license will have OFC certificate for their showrooms following NOC-AV fee until Inspection management system update.*

Nothing in this procedure shall relieve the companies from the compliance with the Local, Federal and other applicable International Health, Safety and Environment standards and requirements.

### 3. Definitions

EHS – Environment, Health & Safety Department of Trakhees

OFC – Operation Fitness Certificate

NOC-AV – No Objection Certificate for Activity Verification

JAFZA – Jebel Ali Free Zone Authority

BU – Business Unit

BCC- Building completion certificate.

MCC- Modification completion certificate.

### 4. Procedure



For quick procedural info, please refer to the [Workflow](#) on last page.  
For a more detailed approach, please read below.

#### 4.1 Group of Activity/Operations that require OFC/ NOC-AV:

No.	OFC
1	<b>All kinds of Manufacturing and Industrial Operations</b> (including Assembling, Testing, Repair & Maintenance, Cleaning/Washing, Fabrication & Painting, Refining, Processing, Blending, Re-packaging and Re-filling etc.)
2	<b>Trading Activities &amp; Storage/warehousing Facilities.</b>
3	<b>General Warehousing &amp; Logistics Activities</b> (including Freight Forwarding/clearing etc.)

4	<b>Hotels &amp; Resorts, Restaurants, Banks, Gas Stations, Standalone Office Building Facility, Plotted Telecommunication Tower</b>
5	EHS-NOC for license renewal shall be issued to companies intending to renew the trade license wherein their facilities is under construction, open/undeveloped plot, pre-built warehouse under modification.
6	Sublease company shall obtain separate OFC in their company name.

No.	NOC-AV
1	NOC for Activity Verification (NOC-AV) –YIWU MARKET SHOWROOMs/Offices, JAFZA license commercial Retail Shops.

**Note:** NOC-AV is not applicable to offices located in corporate offices, JAFZA Lease Offices Buildings (LOBs) which is covered by JAFZA inspection team.

#### 4.2 Pre-cursors for Issuance process:

##### Operation Fitness Certificate (OFC):

- 1) Valid Lease Agreement, Trade license issued by BU.
- 2) Client must have building facility certified/approved and Building Completion Certificate issued from CED-TRAKHEES (Civil Engineering Department) that enable him to enter/occupy the facility.
- 3) Necessary approval for installation of all machine/equipment/racking, usage & storage of all Material/ Chemicals etc. have been taken and the client is ready in all respect to commence commercial operations. During OFC inspection, the entire facility and all machine/equipment must be in operational stage in order to assess Trakhees' requirement for issuance of OFC certificate.

### EHS-NOC for Activity Verification (NOC-AV):

- 1) Valid Lease Agreement, Trade license issued by BU.
- 2) Any construction or modification including shall be carried out only after obtaining necessary approval from CED-TRAKHEES (Civil Engineering Department).
- 3) Client must obtain Modification/Building completion certificate to enable commencement of operations.

### 4.3 INFORMATION & PREPARATION:

For identification of Operational Fitness stages and submission requirements, the Applicant has to visit the website [PCFC.ae](http://PCFC.ae) ☞ [Services](#) ☞ [Trakhees](#) ☞ [Department \(Environment Health & Safety\)](#) ☞ [Section \(Operations\)](#), and refer the below service required.

Link: [Issuance Operation Fitness Certificate](#)

Link: [Issuance and Renewal No Objection Certificate for Activity Verification](#)

Refer client procedure PCFC-TRK-EHS-IO-CP-01 (this procedure) with related Forms/Checklists (refer [section 7.0](#)).

### 4.4 OFC/NOC-AV - Issuance (New)

- a) Subsequent to the above pre-cursors, the client shall submit NEW request through Trakhees Online system towards obtaining OFC/NOC-AV, requirements such as Trade License & Building Completion Certificate (BCC)/ MCC (if applicable), shall be uploaded in the application. On successful submission of request, clients will receive pop-up notification.



- b) Officer will review the application and accept the same if satisfied with the submission. Payment Advice will be created by the Officer and sent by the system to the registered email of the client. If not satisfactory, Officer will clarify in comments the exact reason for rejecting the transaction.
- c) Failure to obtain OFC/NOC-AV shall result in imposition of financial penalty from the date of issuance of license (new) for Operating without valid OFC/NOC-AV.
- d) Client has to arrange payment of charges and upload payment receipt. Once payment is done and confirmed by the Officer, client will then be notified on the time/date of inspection.
- e) Officers shall conduct the inspection on the Client's facility on the scheduled date and time. The Client's facility shall be in operation to assess and checks all operational requirements to be made in respect of environment, health & safety.
- f) On completion of the inspection, Officers shall send the inspection reports to the Client thru the Online System for appropriate compliance/responses in respect of actions required from the client.
- g) On completion of the requirements as stated in the Operation Fitness Inspection /NOC-AV report, client shall respond thru Online System within 21 days from the date of receipt of the OFI /NOC-AV report except for violation that requires immediate/scheduled action as specified in the compliance date. The Officers shall take whatever actions (including inspections) are considered to be appropriate in order to confirm the validity of the Client's report.
- g) In case there is no or unsatisfactory feedback from the client within the stipulated time frames, shall be followed up by Warning Notices and/or Financial penalties as per TRAKHEES Regulations.
- h) Upon compliance of requirements, the Officers shall clear the OFI/NOC-AVI Report and send it for approval of Operation Manager. Thereafter, an email notification will be sent to the client that their

OFC/NOC-AV is approved and OFC/NOC-AV certificate is ready to be downloaded from Online System.

#### 4.5 OFC/NOC-AV - Amendment

Wherever an existing company modifies/expand its facilities or adds/amend his activities/ operations in a particular plot/s, an existing OFC/NOC-AV for a particular plot/s shall needs to be amended to reflect the modifications/changes/amendment. In the same regard, the OFC/NOC-AV procedure as above shall be followed.

This is applicable for OFC sub-lessee and addition of any new materials/ chemical storage also. Client shall submit Amendment request thru Trakhees Online System and upload relevant document and follow as per above [Step b](#) to [Step h](#) process.

#### 4.6 OFC/NOC-AV - Renewal

Based on the License expiry, the Officer shall automatically initiate the inspection schedule/renewal process for OFC/NOC-AV within 60 days prior to expiry of the client License. In this case, no advance intimation to the client is given on the inspection visit to their facility. However, this doesn't relieve the client's responsibility to ensure that their OFC/NOC-AV is renewed before the OFC/NOC-AV or License expiry date. **Any delays in renewal of the OFC/NOC-AV may affect the renewal process of their License.**

- a) Officer shall conduct the inspection on the Client's facility within 60 days prior to expiry of the client License and send inspection report through Trakhees Online System.
- b) On completion of requirements as stated in the Inspection comments, client shall take rectification measures of each reported non-compliance and respond (should make appropriate entries and or attach required documents with respect to compliance to each non-



compliance comment) thru Online System within 21 days from the date of receipt of inspection report except for violation that requires immediate/scheduled action as specified in the compliance date. The Officer shall take whatever actions (including inspections) are considered to be appropriate in order to confirm the validity of the Client's report.

- c) In case there is no or unsatisfactory feedback from the client within the stipulated time frames, shall be followed up/ officer can visit and issue follow-up report with regulatory actions Warning Notices and/or Financial penalties as per TRAKHEES Regulations. Failure to renew the OFC/NOC-AV shall result in imposition of financial penalty from the date of expiry of license/OFC/NOC-AV for Operating without valid OFC/NOC-AV.
- d) Upon satisfactory compliance of requirements, the Officers shall clear the inspection Report.
- e) Client will receive email notification requiring them to submit Renewal request thru Trakhees Online System. On successful submission of request, clients will receive pop-up notification.
- c) Officer will review the application and accept the same if satisfied with the application. Payment Advice will be created by the Officer and sent by the system to the registered email of client.
- d) Once payment is done against the payment advice, Officer has to close online request in order for Operation Manager to approve the OFC/NOC-AV. Thereafter, an email notification will be sent to the client that their OFC/NOC-AV is approved and OFC/NOC-AV certificate is ready to be downloaded from Online System.

## 5. Service Completion Time

N/A

## 6. Service Fees

The OFC/ NOC-AV issuance fee as per the TRAKHEES Tariffs shall be invoiced for payment, Payment Advice is generated by the Online System and send to the registered email.

No.	Service Description	Fees* (AED)
6.1	OFC Issuance & Renewal	
	LOW Risk Activities	AED 2,500/- – 3,500/-**
	MEDIUM Risk Activities	AED 3,500/- – 5,250/-**
	HIGH Risk Activities	AED 7,500/- – 8,750/-**
6.2	OFC Amendment	AED 1,000/-
6.3	NEW issuance/Amendment/ Renewal of NOC-AV	AED 500/-

\*\* The calculation of fees includes the size of the facility.

Payments can be done via the below channels:

- Online and/or Mobile,
- Al Ansari Exchange or
- Direct bank transfer to Trakhees Bank account.

## 7. Related Forms

7.1	<a href="#">Typical Checklist for Operational Fitness Inspections</a>	<a href="#">TRK-EHS-IO-CF01b</a>
7.2	<a href="#">Machinery List Form</a>	<a href="#">TRK-EHS-IO-CF01c</a>
7.3	<a href="#">Chemical List Form</a>	<a href="#">TRK-EHS-IO-CF01d</a>
7.4	<a href="#">Typical Checklist for NOC-AV</a>	<a href="#">TRK-EHS-IO-CF01e</a>

## 8. Applicable Regulations / References

- Trakhees [Guidelines](#) & [Regulations](#)
- Free Zone/ Dubai Municipality Rules (Wherever applicable)

## 9. CONTACTS:

For PCFC-Trakhees jurisdictional areas:

- Phone: 04-8068801
- Email: [Ehs.Fzindop@pcfc.ae](mailto:Ehs.Fzindop@pcfc.ae)

## 10. WORKFLOW:

