

Client Procedure (CP) to obtain Approval for Temporary Use of Shipping Container

PCFC- Entity (Business Unit) Name : Trakhees – Dept. of Planning & Development

Department Name : EHSS – Environment, Health, Safety & Sustainability

Section Name : Health & Safety Operations Section

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1. Purpose:

The temporary storage of Containers within the lessee's premises is not permitted under PCFC Trakhees jurisdiction (apart from construction purposes, DP World – Ports Operations & Ship Repairs). However, in exceptional cases, approval for the temporary storage of a portacabin/container could be permitted under certain conditions. These shall be assessed on a case-by-case basis, based on the client's requirements and operational reasons. Notwithstanding the same, clients need to take into account Health, Safety & Environment and Fire Protection requirements as a matter of prime importance & shall ensure that these requirements are fully complied.

Temporary use of portacabins and modified containers shall necessitate approval from Trakhees – Building Regulations & Permits Department (BRP) (formerly, Civil Engineering Department - CED).

2. Scope:

Temporary use of Shipping Containers (Max. 40') for storage purposes only in Trakhees' jurisdiction.

3. Definitions:

3.1	EHSS	Environment, Health, Safety & Sustainability Department of Trakhees (formerly, EHS)
3.2	JAFZA –	Jebel Ali Free Zone Authority
3.3	BRP	Building Regulations and Permit Department

4. Procedure:



For quick procedural info, please refer to the [WORKFLOW](#) on the last page.

For a more detailed approach, please read below.

- 4.1 Application shall be submitted through Trakhees Online Services. This shall be done at least 5 working days before the proposed date of entry. The submission must include the following supporting documents:
1. Covering Letter, providing information on purpose, duration and justification of use.
 2. Setting Out Plan showing the exact location(s) of the proposed / container, including the location of existing containers (if any), and Fire Protection arrangements.
 3. Detailed drawing/ specifications of the Container.
- 4.2 **Review of Document:** Upon receipt of the client request, the EHSS Officer shall review (may include site visits) the request and assess the feasibility for preliminary approval of the same.
- 4.3 **Entry Permit:** Subject to satisfactory submission of drawings/documents/ payment receipt and compliance with requirements, the EHSS Officer shall issue the provisional approval (entry permit) within 2 working days from the date of submission. A maximum period of **12 months** can be provided from the date of entry. It shall remain the sole responsibility of the user/customer/client to ensure the safety, integrity and stability of the requested unit. Further extension of approval for such units shall be requested again from Trakhees EHSS with suitable justification, latest within 10 days of expiry of the earlier permission. On a case-by-case basis, from an Environmental Health & Safety perspective, approval may be given with suitable recommendations for safe storage of the container.
- 4.4 **Service Fee:** Fee for review shall be paid prior to the submission of the application. Clients are required to top up their pre-paid account to enable submission to proceed in the Trakhees Online System

1. Monthly processing fee @ AED 500/- per unit per month is applicable. This money shall be paid in advance for the entire period of approval.
2. Trakhees EHSS has reserved the right to revise the tariff of the monthly processing fee in special cases, i.e., the inevitable use and storage of large number of containers for “operational reasons” (exceeding 05 units of 20’/40’) and advise the client accordingly for necessary payment.

4.5 Inspection Request: After entry and installation of the Container within the premises, the client shall request an inspection of the Unit(s) through the Trakhees Online system.

Note: - Re-inspection in case of non-compliance with EHSS comments shall lead to re-inspection charges of AED 500 per hour.

4.6 Approval: After satisfactory compliance with requirements and inspection of the container, EHSS Officer shall endorse the application to the Operation Manager through the Process Automation System for final approval. It shall remain the sole responsibility of the user/customer/client to ensure the safety, integrity and stability of the requested unit during its stay in the Client's premises.

Upon expiry of the approval period or notification from the client of its removal, the EHSS Officer shall visit the site to confirm the removal of the Container. Failure to remove the Containers, or the continued use & storage of Containers without VALID EHSS approval, shall invite penalties.

4.7 Penalties: Unauthorized Use and Storage of Containers without VALID EHSS approvals-shall invite penalties of AED 1000/- per day, from the date of unauthorized storage.

4.8 Removal of Container after Approval Period: Upon receipt of the client's formal notification regarding the removal of the Container, the EHSS Officer will visit the site to confirm the removal of the container.

5. Service Completion:

#	Service Description	Working days (WD)
5.1	Temporary Use of Shipping Containers	5

6. Service Fees:

The fee for review shall be paid prior to the submission of the application. Clients are required to top up their pre-paid account to enable submission to proceed in the Trakhees Online System.

#	Temporary Use of Shipping Containers	Amount
6.2	Monitoring Charges per Unit of Portacabins or Shipping Containers per month	500/-*

*All applications are required to pay the Knowledge Dirham and Innovation fees at a total amount of AED 20/- for every payment transaction.

7. Related Forms / Attachments:

N/A

8. Applicable Regulations / References:

- [Trakhees EHSS Industrial Operations Regulations](#)
- Free Zone Rules

9. Contacts:

For PCFC-Trakhees jurisdictional areas:

Tel. No: 04-8068801

E-mail: Ehs.Fzindop@pcfc.ae

10. Workflow:

