

# Client Procedure (CP) for Occupational Health Card (OHC) Services

Document Reference Number : LD-CGS-P10  
Revision Number : 00  
Revision Date : March 2018



## Table of Contents

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



## 1. Purpose

The purpose of this procedure is to facilitate information to Trakhees clients regarding the procedural requirements for applying for OHC services.

## 2. Scope

This procedure applies to individual person that handles food & food products including those promoting hygiene/health activities and exposed to occupational health hazards within the jurisdiction of Trakhees.

## 3. Definitions

- 3.1 OHC - Occupational Health Card
- 3.2 Occupational Health Card - Cards issued to ensure that all individual handling food, those working in hygiene/health services (such as salon, barber shop, massage and spa) and those involved in industrial and logistic operations exposed to the occupational health hazards are fit to work.
- 3.2 LD - Trakhees-Licensing Department
- 3.3 RP - Residence Permit

## 4. Procedure

### 4.1 Occupational Health Card Issuance/ Renew

4.1.1 Client should ensure the availability of the required fee in the pre-paid account before applying for the OHC.

4.1.2 All Trakhees clients should approach Trakhees-LD offices at Dragon mart and submit the following required documents with a covering letter stating the intention and indicate the name of the person(s) they are applying for:

- Application Form for Occupational Health Card (CGS-F10a)
- Passport and Visa page Copy.
- 2 Passport Size Pictures.
- List of applicants for Occupation Health Card (CGS-F10b)

Note: Individual Application Form is needed for every employee.

4.1.3LD will review the submitted documents, client account and license status and accordingly:

4.1.3.1 Accept the application: in case no outstanding issues found, LD will proceed with the OHC request. At the same time, LD will discuss to the client the service charge as per Trakhees Tariff and DHA fee as defined under different category of occupation.

4.1.3.2 More information: In case LD faces any outstanding issue/s, LD will immediately inform and return the documents to the client. Client should close the issue/s and inform LD for review and acceptance.

4.1.4 Once the application is accepted, LD will schedule for medical test for all OHC applications. Once it is ready Client will receive notification about their schedule to the appointed DHA Occupational Health Screening Centre by mail / SMS.



4.1.5 Client must ensure the presence of their staff in the Occupational Health Screening Centre at the appointed date/time and should complete the OHC medical tests.

4.1.6 DHA will distribute the Occupational Health Card for all medically fit client/s through courier.

Notes:

\*OHC is valid for One (1) year; client must renew their Occupational Health Card one (1) month before expiration.

\*One month grace period granted from the date of expiration to obtain the Occupational Health card. Client delay beyond the grace period may be subjected for delay fines from other entities.

## 4.2 Re-scheduling of Medical Appointment for OHC

4.2.1 In case the client needs to change the scheduled appointment or the staff missed the appointed date/time in the Occupational Health Screening Centre, client should request from Trakhees-LD through e-mail to change the medical appointment explaining the reason for not attending the medical test and submit the previous medical appointment application ID. E-mail can be sent to one of the following mails:

- [Khawar.Rasheed@trk.pfc.ae](mailto:Khawar.Rasheed@trk.pfc.ae)
- [Khalid.khair@trk.pfc.ae](mailto:Khalid.khair@trk.pfc.ae)

Note: Re-scheduling of appointment date can be done only once with reasonable justification and only applicable if the available date in DHA is still within the 3 months validity starting from the date of registration.

4.2.2 LD will verify the reason for not attending the medical appointment. Once the reason is accepted, LD will check the availability for new appointment and accordingly:

4.2.2.1 If the available medical appointment date exceeding 3 months from OHC registration date, reschedule cannot be done and application will be cancelled automatically. Client will be advised to apply again for OHC as new transaction through email/phone call.

4.2.2.2 If the available medical appointment date is still within the 3 months validity from OHC registration date, LD will re-schedule for medical appointment and client will receive notification to the appointed DHA Occupational Health Screening Centre by mail / SMS. Then, follow steps 4.1.5-4.1.6.

## 5. Service Completion Time

	Service	Completion Time
5.1	Schedule appointment for medical test	7-10 working days
5.2	Re-schedule an appointment for medical test	3-4 working days



## 6. Service Fees\*

	Service	Fees (AED)
6.1	New/ Renew OHC	
6.1.1	Agriculture Industries / Others	300
6.1.2	Beauticians & Related Services /Spa Workers	640
6.1.3	Car Workshops & Service Centre	440
6.1.4	Carpenter & Noise Producing Industries	320
6.1.5	Cement , Ceramic , Concrete ,Tissue & Textile industries	300
6.1.6	Construction Industries	300
6.1.7	DHA License Services	870
6.1.8	Electric Services	300
6.1.9	Food Handlers	270
6.1.10	Diwan Staff	870
6.1.11	Glass Industries	300
6.1.12	Health Care Workers	670
6.1.13	Ionizing Radiation	300
6.1.14	Oil Refining , Plastic & Chemical Industries	400
6.1.15	leather Industries	370
6.1.16	Veterinary Service	370
6.1.17	Waste Management & Hygiene Service Industries	300
6.1.18	Education Establishment	300
6.1.19	RTA Drivers Screening	270
6.1.20	Maritime Workers Screening	380
6.2	Re-scheduling of Medical Appointment for OHC	Free Of charge

\*The above fees might be subjective to 5% VAT.

\* 10 AED Innovation fees and 10 AED for knowledge fees are to be added for each service.

## 7. Related Forms

7.1 CGS-F10a Application Form for Occupational Health Card

7.2CGS-F10b List of applicants for Occupation Health Card

## 8. References

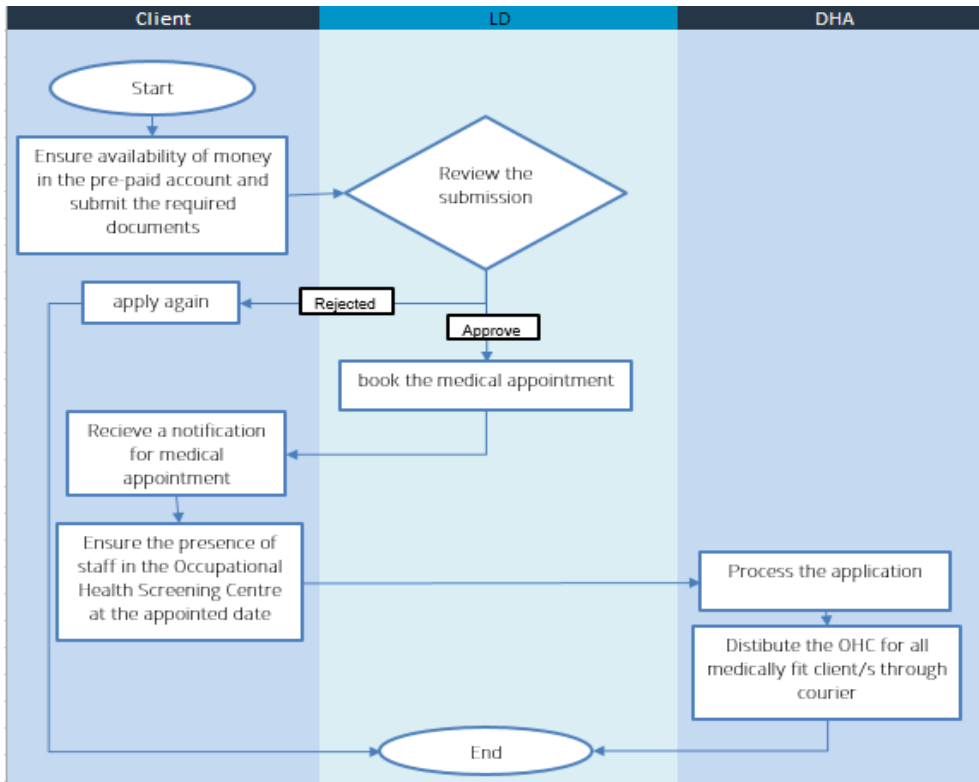
8.1 Trakhees Rules and Regulation.

8.2 Decision of the Executive Council number (17) for the year 2017.



## 9. Workflow

### 8.1 Occupational Health Card Issuance/ Renewal



### 8.2 Re-schedule of Medical Appointment for OHC

