

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

Issued by: Inspection Department
(Operations section)

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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 Jurisdiction 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. PROCEDURE:

3.1 Initial Approval

3.1.1 **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 (IHMMMS) <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.

3.1.2 **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 EHS requirements. Chemicals are not permitted for open yard storage.

3.1.3 **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 & adequacy of the client facility.



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- 3.2 **Payment:** Fee for review shall be paid prior to the submission of application and Copy of Payment Receipt shall be submitted along with the CDs Submittal. Submissions without payment receipt shall be considered incomplete submission and may not be accepted for review.
- 3.2.1 Review of additional material storage including open yard – AED 250 per 1000 m²
- 3.2.2 Review of additional chemical for storage – AED 200 per chemical.
- 3.3 **Submission of Request:**
- 3.3.1 IOF-12a Submission Checklist Application review for storage of materials or additional chemicals.
- 3.3.2 Covering Letter/ Project Description.
- 3.3.3 List of materials to be stored including the type of packaging and anticipated quantity as well as its purpose.
- 3.3.4. Materials details such as brochure and / or Material Safety Data Sheets (for chemicals only).
- 3.3.5. 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.
- 3.3.6. For additional chemicals storage request, a chemical list form shall be filled up.
- 3.4 **Review of Document**
- 3.4.1 Upon receipt of the above documents from the client, TRAKHEES-Operation Section shall review the client proposal jointly for comments/approval.
- 3.4.2 Preliminary site visits may also be an option during the review process by TRAKHEES.
- 3.4.3 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.
- 3.4.4 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. The report may include modification of the existing facility in order to make suitable for the proposed materials storage requirements.
- 3.5 **Approval**
- 3.5.1 Upon confirming the acceptability of the proposed storage, an email is sent to the client providing the provisional approval.
- 3.5.2 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.
- 3.6 **NON - Compliance**



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

4. APPLICABLE REGULATIONS

- 4.1 Industrial Operation Regulations.
- 4.2 Design & Development Regulations

5. ATTACHMENTS

- 5.1 CD Submission with labeling format. (Appendix I)
- 5.2 Chemical List Form.
- 5.3 Submission Checklist Application

6. Contacts:

For Free Zone & Techno Park Companies:

- A. Mr. Ronald Martin - Sr. Officer
Tel. No: 04-8068816
E-mail: Ronald.Martin@trk.pfc.ae

- B. Mr. Jerald George - Sr Officer
Tel. No: 04-8068847
E-mail: Ronald.Martin@trk.pfc.ae



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Appendix I

CD FORMAT

NOTE:

Below is the information which is required to be written in the CD for our quick reference. This info will be helpful for us in case the CD label is damaged or not readable.

EHS
CD Submittal Documents

Purpose of Submission:

Client:
Email:
Plot No.:
Date:

Our Ref (If Any):
Your Ref:

For Trakhees office use only:

Signature **Date/Time of**