

Client Procedure to obtain Approval for Temporary Use of Standard Portacabin & Shipping Container

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(Operations section)

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1. PURPOSE

The operational use of Portcabins / Containers within the lessee's premises is not permitted under Trakhees jurisdiction (apart from construction purpose, DP World – Ports Operations & Ship Repairs). However, considering some special / urgent operational needs, approval for temporary use of portacabin/container could be permitted under certain conditions. These shall be assessed on case-to-case basis, based on the client's requirement 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. This procedure does not cover pre-fabricated buildings and such shall follow TRAKHEES NOC for BP & NOC for BCC procedures.

2. SCOPE :

Temporary Use of Portcabins (<200 sq. mts) /-Shipping Containers (Max. 40') at Trakhees Jurisdiction

3. PROCEDURE :

3.1 Submission of Request: A formal request letter from the lessee / client shall be submitted in electronic format (CD with required labeling on it as per the attachment) at TRAKHEES Reception or to the mail id of Ehs.Fzindop@trk.pfc.ae for bringing portacabin / container (Entry Permit) in their premises. This shall be done at least 5 working days prior to the proposed date of entry. The submission should also contain the following documents:

1. Filled in Form stating Purpose & duration of use (maximum duration shall not be more than 12 months).
2. Setting Out Plan showing the exact location(s) of the proposed portacabin / container including the location of existing portacabin/ containers (if any), Drainage drawings and Fire Protection arrangements.
3. Detailed drawing/ specifications/construction material of the portacabin. Construction material should be of minimum 30 minutes fire hour rating.
4. "No Objection" letter obtained from Dubai Civil Defence (DCD) for Portcabins
5. "No Objection" letter obtained from Property/Commercial Sales Department (Business Unit) for Containers

3.3 Review of Document: Upon receipt of the client request, TRAKHEES shall review (may include site visits) the request and assess the feasibility for preliminary approval of the same.

3.4 Entry Permit : Subject to satisfactory submission of drawings/documents/ payment receipt and compliance of requirements, TRAKHEES shall issue the provisional approval (within 2 working days) for a maximum period of **12 months** for portacabin and/or container from the date of approval. It shall remain the sole responsibility of the user/customer/client to ensure the safety, integrity and stability of the requested unit.



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Further extension of approval for such units shall be requested again (by formal letter) from TRAKHEES with suitable justification latest within 10 days of expiry of earlier permission. On a case to case basis, from Environment Health & Safety perspective, approval may be given with suitable recommendations for safe storage/use of container/portacabin. On confirmation of the approval by TRAKHEES, the client / lessee should pay the processing fee in advance to obtain the Entry Permit.

1. Refundable Deposit of AED 2,500 per cabin / container for 20' or 40' feet sized cabins / containers.
(ii) Refundable Deposit is not applicable for Shipping Containers (SOC) used for storage. However, the deposit is applicable for Portacabins & modified Containers used for other purpose like Office/Rest room/Welfare facility/Guard room .etc
2. Monthly processing fee @ AED 500/- per unit per month is applicable. This money shall be paid in advance for the entire period of approval.
3. Trakhees has reserved rights to revise the tariff of monthly processing fee In special cases, i.e., the inevitable use of large number of containers for "operational reasons" (exceeding 05 units of 20'/40') and advice the client accordingly for necessary payment.
4. Payment shall be done by Cash/E-Payment/Bank Transfer/Pre-paid Account upon receipt of Payment Advice.

3.5 Inspection Request: After entry and installation of the Portacabin / container within the premises, client shall request for an inspection of the Unit(s)

3.6 Final Inspection & Approval: After satisfactory compliance with requirements and inspection of the portacabin / container, Operation Manager or Sr. Officer may issue approval Letter for the period, taking into consideration the "No Objection" from DCD/Business unit. 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 premise.

<p>Note:- Re-inspection in case of non-compliance of TRAKHEES comments shall lead to re-inspection charges of AED 500 - per hour.</p>
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3.7 Penalties: Failure to pay or keep Containers/Portacabins without VALID TRAKHEES approvals shall invite penalties of AED 1000/- per day, from date of unauthorized storage.

3.8 Removal of Container/Portacabin after Approval Period: After receiving letter from the client in regard to removal of the Container/Portacabin, Officer will visit the site to confirm the removal of Portacabin / container and issue the necessary approvals for exit.

3.9 Refund of Security Deposit: NOC for Refund of Security Deposit can be obtained by submitting a formal letter along with document proof of exit from respective Business Unit and after verification by Officer. NOC issued shall be submitted to Trakhees Finance Department for refund.



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4.0 APPLICABLE REGULATIONS

- a. Industrial Operations Regulations.
- b. Free Zone Rules

5.0 ATTACHMENTS

- 1. CD Submission with labeling format.
- 2. Container/Portacabin Entry Request Form (IOF-07a)
- 3. Container/Portacabin Inspection Request Form (IOF-07b)

6.0 EHS Contacts:

- 1. Mr. Jerald George, Sr. Officer, Tel : 04-8068847; email: Jerald.George@trk.pfc.ae
- 2. Mr. Ronald Martin, Sr. Officer, Tel: 04-8068816; email: Ronald.Martin@trk.pfc.ae
- 3. Mr. Anwar Hussain, Sr. Officer, Tel: 04-8811881; email: Anwar.HussainSait@trk.pfc.ae

**Purpose of Submission:
CD Submittal Documents**

Client:
Email:
Facility ID:
Emirates:
Date:

Our Ref (If Any):
Your Ref: **For office use only:**

Signature



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Please attach the following information in a 'Word document' on the CD for our quick reference. This info will be helpful for us in case the CD label is damaged or not readable.

Trakhees Document Submittals

Purpose of submission:

Client :
Email :
Facility ID. :
Emirates :
Date :
Our Ref. (If Any) :
Your Ref. :