

PORTS & MARITIME: PREQUALIFICATION OF THIRD PARTY AGENCIES

1.0 Purpose

This Procedure Specifies the Process of Prequalification, New, Renewal or Amendment Applications, of Third Party Agencies.

2.0 Scope

Ports & Maritime – Inspection Department Approval and Subsequent Annual Renewal of Third Party Agencies for Performing Marine Operation , Activities or Services within Dubai Ports & Maritime Areas under PCFC- Trakhees Jurisdiction.

3.0 Responsibility

| Sr. | Service Category | Applicable for |
|-----|------------------------------------|--|
| 1 | Ship Repair Company. | General Ship Repair Activities. |
| 2 | Ship Specialized Services Company. | Ship Specialized Service Activities (Equipment, Machinery, Electronics, Etc). |
| 3 | Ship Survey Company (A). | General Survey Activities <u>Excluding</u> Issuance of Ship Repair Safe Work Permit. |
| | Ship Survey Company (B). | General Survey Activities <u>Including</u> Issuance of Ship Repair Safe Work Permit. |
| 4 | Commercial Diving Company. | Commercial Diving Activities. |
| 5 | Bunker Supply Company. | Supply Fuel, Lube Oil, Chemicals to Ships in Bulk. |
| 6 | Hazmat Operation Company. | Hazmat Operations (Holds/Tank/Spillage Cleaning & Hazardous Cargo Handling). |
| 7 | Ship Chandler Company. | Supply Provision & Store. |
| 8 | Ship Agent Company. | Ship Agents Providing Services. |



4.0 APPROVAL PROCEDURE.

4.1 NEW REGISTRATION.

4.1.1 INITIAL APPROVAL.

- New Companies intending to register with Ports & Maritime – Inspection Department shall submit their Trade License and Company Profile to Ports & Maritime Pre-Qualification Email Address (Refer to Section 12).
- Client will receive an Official Email reply from Ports & Maritime Department for submission Acceptance or Rejection.

Note:

- ❖ *Trade License must be Valid and issued from the Emirate of Dubai.*
- ❖ *Trade License must include in its activity description the type of operation or service that the company intend to perform.*
- ❖ *Company Profile should match the Activity mentioned in the Trade License.*

4.1.2 SUBMISSION AND REVIEW OF APPLICATION / DOCUMENTS.

- Upon receiving the Acceptance Email, Client shall submit mandatory Application, Forms and Documents by Email to Ports & Maritime Pre-Qualification Email Address (Refer to Section 8).
- Ports & Maritime – Inspection Department will review the Client Submission, If all the required documents are found to be in order, Client will receive an Confirmation Email including the list of mandatory Accreditation/Training course(s) should be attended (Refer to Section 6).
- Client shall forward the Confirmation Email to Accreditation Department to register for Accreditation/Training course(s). After Training Completion, Client shall submit the Training Cards to Ports & Maritime Inspection Department to complete the documentation submission (Refer to Section 12).
- Client meeting Minimum Eligibility Criteria will only be accepted for Submission and Training Enrolment (Refer to Section 5).
- Upon satisfactory completion of Training and Document Submission, Client will receive an Email includes the Payment Advice(s) for the Prequalification Fees (Refer to Section 7).
- Client shall close the Payment Advice and submit Payment Receipt by Email to Ports & Maritime Pre-Qualification Email Address.



Note:

- ❖ *Final Submission date for Certificate of Approval (COA) Processing will be considered from date of Payment Receipt Submission.*

4.1.3 APPLYING FOR BUNKER ROAD TANKER/BARGE INSPECTION (Applicable Only for Bunker Supply Company).

- Once Submission as per Section (4.1.2) is completed, Bunker Supply Company shall request to schedule for Bunker Road Tanker/Barge Inspection by sending Email to Ports & Maritime Pre-Qualification Email Address.
Ports & Maritime - Inspection Department will review the documents submitted by the client, if all the required documents are found to be in order, Client will receive an Email includes the Payment Advice(s) for the Inspection Fees (Refer to Section 7).
- Client shall close the Payment Advice and submit Payment Receipt by Email to Ports & Maritime Pre-Qualification Email Address.
- Bunker Road Tanker/Barge Inspection will be scheduled as per Client Request.
- Road Tanker Safety Checklist - CPM-F01d - shall be made available at the time of inspection for Ports & Maritime Department Officer reference (Refer to Section 8).
- Bunker Road Tanker/Barge Failed to Pass the Inspection or failed to be present as per inspection schedule; Client shall be notified for Re-Inspection which will be subject to charges (Refer to Section 7).

Note:

- ❖ *Bunker Company Road Tanker(s) must be registered under Company Name.*
- ❖ *Bunker Company Barge(s) must be registered under Company Name or hold a Valid Vessel Operating Contract for Registration.*
- ❖ *Bunker Barge Inspection is only carried out while berthing in Dubai Ports.*
- ❖ *Bunker Road Tanker/Barge Fees will be calculated on Monthly Basis as per Client Request.*
- ❖ *Validity of the Bunker Road Tanker/Barge shall not exceed the Validity of COA.*

4.1.4 CERTIFICATE OF APPROVAL (COA) ISSUANCE.

- CERTIFICATE OF APPROVAL (COA) will be issued to the Company on successful completion of pre-qualification requirements.
- CERTIFICATE OF APPROVAL (COA) will be valid for a period of one (1) year from the date of its issuance.



- CERTIFICATE OF APPROVAL (COA) will be forwarded in a soft format to the company registered email address.

Note:

- ❖ *Company's details will be uploaded in the Trakhees Website under List of Approved Third Party Agencies.*

4.1.5 ATTACHMENT TO THE CERTIFICATE OF APPROVAL.

- ATTACHMENT TO THE CERTIFICATE OF APPROVAL will be issued to Third Party Agencies including information as per below table;

| Sr. | Service Category | Authorized Personal(s) |
|-----|------------------------------------|--|
| 1 | Ship Repair Company. | Authorized Issuing / Performing Personal(s). |
| 2 | Ship Specialized Services Company. | Authorized Performing Personal(s). |
| 3 | Ship Survey Company. | Authorized Surveyor Personal(s). |
| 4 | Commercial Diving Company. | Authorized Diving Personal(s). |
| 5 | Bunker Supply Company | Authorized Bunker Road Tanker Driver(s). |
| | | Approved Bunker Road Tanker(s). |
| | | Approved Bunker Barge(s). |
| 6 | Hazmat Operation Company. | Authorized Hazmat Personal(s). |
| 7 | Ship Chandlers. | Authorized Ship Chandlers Personal(s). |
| 8 | Ship Agent Company. | Authorized Ship Agent Personal(s). |

- ATTACHMENT TO THE CERTIFICATE OF APPROVAL will be forwarded in a soft format to the company registered email address.

4.1.6 ATTACHMENT TO THE CERTIFICATE OF APPROVAL AMENDMENT.

- Company requesting to amend their ATTACHMENT TO THE CERTIFICATE OF APPROVAL within the validity period of their Certificate of Approval shall submit mandatory form and applicable documents (Refer to Section 8) by sending Email to Ports & Maritime Pre-Qualification Email Address.
- Ports & Maritime - Inspection Department will review the documents submitted by the client, If all the required documents are found to be in



order, Payment Advice for Amendment Fees will be sent to client (Refer to Section 7).

- Client shall close the Payment Advice and submit Payment Receipt by Email to Ports & Maritime Pre-Qualification Email Address.
- ATTACHMENT TO THE CERTIFICATE OF APPROVAL will be forwarded in a soft format to the company registered email address.

4.2 RENEWAL REGISTRATION.

4.2.1 SUBMISSION AND REVIEW OF APPLICATION / DOCUMENTS.

Refer to Section 4.1.2

4.2.2 APPLYING FOR BUNKER ROAD TANKER/BARGE INSPECTION (Applicable Only for Bunker Supply Company)

Refer to Section 4.1.3

4.2.3 CERTIFICATE OF APPROVAL (COA) ISSUANCE

Refer to Section 4.1.4

Note:

- ❖ *Third Party Agencies shall ensure to submit their Application for Pre-qualification Renewal including all mandatory documents at least 30 Day before the Expiry date of their Certificate of Approval.*

5.0 MINIMUM ELIGIBILITY CRITERIA.

5.1 MINIMUM ELIGIBILITY CRITERIA FOR SHIP SURVEY COMPANIES (B).

| Category | Designation | Educational/Professional Certification | Training Certification | Experience |
|----------|---------------------------|---|---|---|
| 1 | Master Or Chief Engineer | 1.Competency Certificate | Confined Space Entry & Gas Tester Training. | N/A |
| 2 | Project Manager/ Engineer | 1. Degree in respective Engineering fields. (Marine/Mechanical/Chemical) 2. NEBOSH or Equivalent. | Confined Space Entry & Gas Tester Training. | (5) Years in Ship Yard / Ship Repair Activities. |
| 3 | Marine Surveyor | 1. Degree in respective Engineering fields. (Marine/Mechanical/Chemical) 2. NEBOSH or Equivalent. | Confined Space Entry & Gas Tester Training. | (5) Years in Ship Survey for Issuing Ship Repair Safe Work Permits (Hot Work/Confined Space) & Gas Free Certificates. |

**Note:**

- Educational Certificates should be attested from United Arab Emirates Ministry of Foreign Affairs.
- Experience Certificates confirming the Designation shall be produced for Review.

5.2 MINIMUM ELIGIBILITY CRITERIA FOR DIVING COMPANIES.

| Designation | Professional Certification | Medical Certification | Experience |
|-------------------------|---|---|---|
| Diver Supervisor | 1. Professional Surface Supplied-Air Diving Certificate Issued by a Recognized International Diving Organization. | 1. Medical Diving Fitness Certificate Issued by a Medical Institute Recognized by an International Diving Organization. | (5) Years in Port Diving Activities. |
| Diver | | | (3) Years in Port Diving Activities. |

Note:

- Diving Company must have a Minimum of 5 Divers including Diver Supervisor.
- Foreign Medical Certificates should be attested from United Arab Emirates Ministry of Foreign Affairs.
- Experience Certificates confirming the Designation shall be produced for Review.

5.3 MINIMUM ELIGIBILITY CRITERIA FOR HAZMAT COMPANIES.

| Designation | Educational/Professional Certification | Training Certificates | Experience |
|--------------------------|--|---|---|
| Hazmat Supervisor | 1. Degree in respective Engineering fields (Marine/Chemical). Or ; Degree in respective Science fields (Chemistry/Environment). 2. Diploma in Chemical Safety / Occupational Safety / Environmental Protection from Recognized Institutes or Universities. | 1. Hazardous Waste Operations and Emergency Response (HAZWOPER) or Equivalent. 2. Fire Fighting & First Aid. 3. IMDG Code. 4. Confined Space Entry | (5) Years in Port Hazmat Activities. |
| Hazmat Operators | High School | | (3) Years in Port Hazmat Activities. |

**Note:**

- Hazmat Company must have a Minimum of 5 Hazmat Operators including Hazmat Supervisor.
- Educational Certificates should be attested from United Arab Emirates Ministry of Foreign Affairs.
- Experience Certificates confirming the Designation shall be produced for Review.

6.0 TRAINING.*Note:*

Company shall forward Ports & Maritime Pre-Qualification Training Confirmation Email to Trakhees Accreditation Department (Refer to Section 12) to enroll their candidate(s) in relevant training course as per below table:

| Sr . | Training Course Title | Category | Applicable For |
|------|---|--|--|
| 1 | Ship Repair Permit to Work: Supervisor Training | Ship Repair Company | Issuing Authority: Project Manager/Engineer (Applicable in Dubai Maritime City Only) |
| | | Ship Services Ship Specialized Services Company | Performing Authority: (Ship Repair /Ship Specialized Service Supervisors) |
| 2 | Ship Repair Permit to Work: Surveyor Training | Ship Survey Company (B) | Ship Repair Safe Work Permit Issuance Surveyors. |
| 3 | Ship Repair : Diving Permit to Work Training | Diving Company | Diving Supervisor & Divers. |
| 4 | Bunker Drivers Training | Bunker Company | Road Tanker Drivers & Helpers |
| 5 | Ship Chandler Driver Training | Ship Chandlers Company | Ship Chandlers Drivers & Helpers |
| 6 | Hazmat Safety Training | Hamzat Company | Hazmat Supervisor & Operators |
| 7 | Port Accreditation Program for Third Party Agencies | All Third Party Agencies <u>Except</u> Shipping Agents | Minimum One Responsible Person from Company Management. |
| 8 | Port Accreditation Program for Shipping Agents | Shipping Agent Company | All Operation & Boarding Agents |

**Note:**

- Candidates should Pass the Assessment Exam while Attending the Accreditation/Training.
- Candidates Failed to Pass the Assessment Exam will be subject to Re-Exam Fees.

7.0 PAYMENT.**7.1 TARIFF.**

Third Party Agencies applying for Pre-qualification shall pay a Fees Amount as specified in the table below;

| Sr. | Service Description | Fees Amount (AED) | Fees Parameter | Trakhees Payment Advise CODE |
|-----|---|---------------------|----------------------------------|------------------------------|
| 1 | Prequalification Application for Third Party Agencies | 5000 | Per Certificate / Per Annum | HPPM045 |
| 2 | Amendment for Attachment Certificate of Approval | 100 | Per Certificate / Per Amendment | HPPM027 |
| 3 | Approval Charge for Bunker Road Tanker | 300 | Per Road Tanker/Per Month | HPPM021 |
| 4 | Re-Inspection Charges For Bunker Road Tanker | 300 | Per Road Tanker / Per Inspection | HPPM021 |
| 5 | Approval Charge for Bunker Barge | 1500 | Per Barge/Per Month | HPPM019 |
| 6 | Re-inspection for Bunker Barge | 2000 | Per Barge / Per Inspection | HPPM018 |
| 7 | Safe Work Permit for Ship Repair | 100 | Per Booklet | HPPM024 |
| 8 | Safe Work Permit for Diving | 100 | Per Booklet | HPPM024 |

Note: Payments are Non-Refundable

7.2 PAYMENT GATEWAYS.

- Online Web Services: <https://online.trakhees.ae/oaservices>
- Online Mobile Services: <https://online.trakhees.ae/mservices>
- Al Ansari Exchange.
- Bank Transfer.



8.0 APPLICATION / FORMS.

| Form Number | Form Title | Applicable Category |
|-------------|---|--------------------------|
| CPM-F01a | Pre-Qualification Application Form For Third Party Agencies | All Companies Categories |
| CPM-F01b | Conflict of Interest Clause | |
| CPM-F01c | Declaration -Blacklisting & Litigation | |
| CPM-F01d | Bunker Road Tanker Inspection Checklist | Bunker Companies Only |

Note: Forms are Available on Trakhees website www.trakhees.ae
Go to > Inspection Departments > Ports & Maritime Department > Forms.

9.0 APPLICABLE PERMITS.

9.1 SAFE WORK PERMIT FOR SHIP REPAIR JOBS.

Ship Survey Companies (B) upon successful completion of the prequalification process shall purchase the Safe Work Permit for Ship Repair Jobs Booklet from Trakhees Jebel Ali Free Zone Office.

9.2 SAFE WORK PERMIT FOR DIVING OPERATIONS OR ACTIVITIES.

Diving Companies upon successful completion of the prequalification process shall purchase the Safe Work Permit for Diving Operations or Activities Booklet from Trakhees Jebel Ali Free Zone Office.

10.0 APPLICABLE REGULATIONS.

- 10.1 Trakhees - Ports & Maritime Regulations.
- 10.2 Dubai Municipality Regulations.
- 10.3 U.A.E Federal Maritime Law.
- 10.4 U.A.E Federal Environment Protection Law.
- 10.5 U.A.E Federal Labour Law.
- 10.6 GCC Rules and Regulations for Sea Ports.
- 10.7 International Maritime Organization.
- 10.8 International Labour Organization.



11.0 GENERAL GUIDELINES.

- 11.1 Third Party Agencies shall ensure that their Company Certificate of Approval (COA) is always valid at all times.
- 11.2 Company is prohibited to perform jobs or provide services after Certificate of Approval (COA) expiry date.
- 11.3 Third Party Agencies shall ensure that their Company Trade License is always valid at all times.
- 11.4 Approved Third Party Agencies shall ensure that only Ports & Maritime - Inspection Department Authorized Company Personals, Bunker Barge/Road Tanker are allowed to perform jobs or provide services within Dubai Ports & Maritime Areas under PCFC- Trakhees Jurisdiction.
- 11.5 Third Party Agencies shall ensure that only Ports & Maritime - Inspection Department Safe Work Permits are used within PCFC- Trakhees jurisdiction.
- 11.6 If Any Third Party Agency is found to be indulging in any malpractice such as use of forged, duplicated, copied or reproduced Work Permit Book and poor work ethics. The company Certificate of Approval (COA) will be immediately suspended or cancelled, as deemed necessary.
- 11.7 Third Party Agencies Failure to comply with above or to perform as per the requirements of U.A.E Federal/Local Laws or Ports & Maritime - Inspection Department Regulations and Procedures shall result in appropriate action being initiated against the company which may include financial penalty and blacklisting.
- 11.8 Third Party Agencies premises will be Audited and Verified at any time by Ports & Maritime - Inspection Department during the Pre-qualification process or during the validity period of their Certificate of Approval (COA) to check for their process, when and where deemed necessary.
- 11.9 Ports & Maritime - Inspection Department may request Third Party Agencies to submit documents or information or statistical related to jobs carried within PCFC- Trakhees jurisdiction.
- 11.10 Third Party Agencies related activities operation may be inspected and verified by Ports & Maritime - Inspection Department for compliance as per applicable Regulations and Requirements.
- 11.11 Certificate of Approval (COA) details cannot be amended within the Certificate Validity Period, Client requires to change the company name requires to submit a new request for Prequalification.

12.0 CONTACTS.

| Department Name | Landline | Email |
|---------------------------------------|---------------------------|--|
| Ports & Maritime Pre-Qualification | 04-8811881/ 04-8068829 | EHSPorts.PreQualification@trk.pcfc.ae |
| Accreditation Department | 04-4485973 | EHS.Accreditation@trk.pcfc.ae |
| Finance Department | 04-4364670/ 04-3636888 | N/A |

Note: Trakhees Office Working Hours: 0730 – 1530 hrs (Sunday – Thursday)
Excluding Public Holidays.



13.0 SERVICE FLOWCHART

