

# Guidelines – Health requirements for Private General Clinics

Document Reference Number : LD-RC-G06  
Revision Number : 00  
Revision Date : April 2018



## 1. Purpose:

- To ensure commitment of all private clinics with public health requirement.
- To ensure the implementation of an 'Unified Health Requirements Program', in all private clinics in the jurisdiction of Trakhees – Ports, Customs & Free zone Corporation, Dubai.

## 2. Scope:

The health requirement norms are applicable in all private clinics operational in the Jurisdiction of Trakhees – Ports, Customs & Free zone Corporation, Dubai.

## 3. Responsibility:

- Director, Inspection Department
- Manager, Retail & Commercial
- Senior Officer, Retail & Commercial
- Officers, Retail & Commercial

## 4. Details of implementation:

### 4.1. License

- 4.1.1. A valid trade license issued by Trakhees Licensing Division/JAFZA should be secured for clinic's activity and all requirements should be complied in all operations of the licensed activity.
- 4.1.2. Work permits/DHA Licenses of the Medical Staff..

### 4.2. Documents

- 4.2.1. Copies of all EPHS required documents according to circular No. EHS/FH/01/2014
- 4.2.2. Staff list with all required and relevant data must be kept in the clinic and made available at any time. This should include work permit of the staff.
- 4.2.3. Medical Waste Disposal, contract from approved third party contractor must be available.
- 4.2.4. Periodic water analysis report from an accredited laboratory should be available.
- 4.2.5. Occupational Health Card issued by Trakhees (04 4364652/04 4364639) for housekeeping staff including contracted Staff should be available.
- 4.2.6. Cleaning & sanitizing schedule and procedures should be available.
- 4.2.7. Water tank cleaning contract from approved third party should be available.
- 4.2.8. Cleaning records should be available.
- 4.2.9. Pest Control, contract with an approved pest control operator and service records should be available.

### 4.3. Staff

- 4.3.1. All Staff members in the clinic should wear clean uniforms during working hours.
- 4.3.2. All Staff members should maintain good personal hygiene.



- 4.4. Drinking water should be supplied through approved supplier with valid 'Health Supplier Vehicle' pass from Trakhees (04 8832121).
- 4.5. Foot-operated general waste bins must be provided in the clinic for general waste.
- 4.6. Medical Waste Disposal
  - 4.6.1. Medical Waste should be disposed in special containers as per Dubai Municipality requirements.
  - 4.6.2. Special containers for sharp waste should be provided.
  - 4.6.3. Medical waste containers should be kept at suitable places.
- 4.7. The clinic should be kept free from insects, pests and rodents. Pest prevention program and regular pest control by an approved pest control operator should be in place.
- 4.8. 'No Smoking' signs should be affixed at prominent places inside the clinic and 'No Smoking Policy' should be strictly enforced.