

Client Procedure to obtain (OFC) Operation Fitness Certificate (Including Energy Sectors)



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1. PURPOSE:

The Process of Operation Fitness Certification (OFC) ensures that each company operating from any facility located/built on plot land/pre-built units complies with all the requirements set forth by TRAKHEES. OFC Inspection Request shall require to be submitted prior to the start of any operations/activities carried out in a particular facility or pre-built unit/s (specifying the date of commencement of operations in the application form) not later than 7 days from the start of operation/s.

2. SCOPE :

OFC issuance to all companies operating from plot of land facility or pre-built warehouse units having Industrial, Trading, Commercial or Professional activities or operations which may also involves use of machine/ equipment &/or handling/processing/storage of the materials, waste generation within the areas governed by Jebel Ali Free Zone & Techno Park. The company having more than one facility and located at different plot facility or pre-built warehouse unit (i.e. not adjacent and joined with each other), separated by any other facility/property not belongs to them or located across the road, a separate OFC shall be issued for each facility and accordingly separate fee/charges as per the Trakhees Tariffs-2011 shall be applicable.

Nothing in this procedure shall relieve the companies from the compliance with the Local, Federal and other applicable International Health, Safety and Environment standards and requirements.

3. PROCEDURE:

3.1 Group of Activity/Operations that require OFC:

No.	OFC
1	All kinds of Manufacturing and Industrial Operations (<i>including Assembling, Testing, Repair & Maintenance, Cleaning/Washing, Fabrication & Painting, Refining, Processing, Blending, Re-packaging and Re-filling etc.</i>)
2	Trading Activities & Storage/warehousing Facilities.
3	General Warehousing & Logistics Activities (<i>including Freight Forwarding/clearing etc.</i>)
4	TRAKHEES NOC shall be issued to facilities under construction, open plot, pre-built warehouse under modification, office facilities and not carrying out any operational activities, not having facilities for storage/warehousing & machine/equipment etc. and small retail outlets for example mobile phone shop, Tailoring shop and photo studio etc.

3.2 Pre-cursors for OFC Issuance process:



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- 1) Client must have building facility certified/approved and Building Completion Certificate issued from CED-TRAKHEES that enable him to enter/occupy the facility.
- 2) Necessary approval for installation of all machine/equipment/racking, usage & storage of all Material/ Chemicals etc. have been taken and the client is ready in all respect to commence commercial operations. During OF inspection, the entire facility and all machine/equipment must be in operational stage in order to assess TRAKHEES requirement for issuance of OFC certificate.

3.3 OFC - Issuance (New)

- a) Subsequent to the above pre-cursors, the client shall submit NEW request through Trakhees Online system towards obtaining OFC, requirements such as Building Completion Certificate (BCC), & Trade License shall be uploaded in the application. On successful submission of request, clients will receive pop-up notification.
- b) Officer will review the application and accept the same if satisfied with the submission. Payment Advice will be created by the Officer and sent by the system to the registered email of the client.
- c) Client has to arrange payment of charges and upload payment receipt. Once payment is done and confirmed by the Officer, client will then be notified on the time/date of inspection.
- d) Officers shall conduct the inspection on the Client's facility on the scheduled date and time. The Client's facility shall be in operation to assess and checks all operational requirements to be made in respect of environment, health & safety.
- e) On completion of the inspection, Officers shall send the inspection reports to the Client thru the Online System for appropriate compliance/responses in respect of actions required from the client.
- f) On completion of the requirements as stated in the Operation Fitness Inspection report, client shall respond thru Online System within 21 days from the date of receipt of the OFI report. The Officers shall take whatever actions (including inspections) are considered to be appropriate in order to confirm the validity of the Client's report.
- g) In case there is no or unsatisfactory feedback from the client within the stipulated time frames, shall be followed up by Warning Notices and/or Financial penalties as per TRAKHEES Regulations.
- h) Upon compliance of requirements, the Officers shall clear the OFI Report and send it for approval of Operation Manager. Thereafter, an email notification will be send to the client that their OFC is approved and OFC is ready to be downloaded from Online System.

3.4 OFC - Amendment

Wherever an existing company modifies/expand its facilities or adds/amend his activities/ operations in a particular plot/s, an existing OFC for a particular plot/s shall needs to be amended to reflect the modifications/changes/amendment. In the same regard, the OFC procedure as above shall be followed. This is applicable for sub-lessee and addition of any new materials storage also. Client shall



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submit Amendment request thru Trakhees Online System and upload relevant document, and follow as per above Step **b** to Step **h** process.

3.5 OFC - Renewal

Based on the License expiry, the Officer shall automatically initiate the inspection schedule/renewal process for OFC within 60 days prior to expiry of the client License. In this case, no advance intimation to the client is given on the inspection visit to their facility. However, this doesn't relieve the client's responsibility to ensure that their OFC is renewed before the OFC/License expiry date. Any delays in renewal of the OFC may affect the renewal process of their License

- a) Officer shall conduct the inspection on the Client's facility within 60 days prior to expiry of the client License and send inspection report through Trakhees Online System.
- b) On completion of requirements as stated in the Inspection comments, client shall respond thru Online System within 21 days from the date of receipt of inspection report. The Officer shall take whatever actions (including inspections) are considered to be appropriate in order to confirm the validity of the Client's report.
- c) In case there is no or unsatisfactory feedback from the client within the stipulated time frames, shall be followed up by Warning Notices and/or Financial penalties as per TRAKHEES Regulations.
- d) Upon compliance of requirements, the Officers shall clear the OFI Report.
- e) Client will receive email notification requiring them to submit Renewal request thru Trakhees Online System. On successful submission of request, clients will receive pop-up notification.
- c) Officer will review the application and accept the same if satisfied with the application. Payment Advice will be created by the Officer and sent by the system to the registered email of client.
- d) Once payment is done against the payment advice, Officer has to close online request in order for Operation Manager to approve the OFC. Thereafter, an email notification will be send to the client that their OFC is approved and OFC is ready to be downloaded from Online System.

4.0 PAYMENT:

The OFC/ NOC issuance fee as per the TRAKHEES Tariffs shall be invoiced for payment, Payment Advice is generated by the Online System and send to the registered email. Payments can be done through Online and/or Mobile, Trakhees Cash Counters, or direct bank transfer to Trakhees Bank account.

5.0 APPLICABLE REGULATIONS

- A) TRAKHEES Guidelines & Regulations
- B) FZ/DM Rules (Wherever applicable)



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6.0 ATTACHMENTS

- A) Typical Checklist for Operational Fitness Inspections
- B) Machinery List Form
- C) Chemical List Form

7.0 Contacts:

For Free Zone & Techno Park Companies:

- A. Mr. Suraj Thakur, Sr. Officer, Mob: 050-4579455;
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- B. Mr. Ronald Martin, Sr. Officer, Tel. 04-8811881//8068816;
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- C. Mr. Anwar Hussain Sait, Sr. Officer-Ports, Mobile 050-6535469;
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