

CIRCULAR: EHS/ PM/ 01/ 14

Dated: 31st March 2014.

To: All Shipping Lines / Shipping Agents / Ship Owners /
Ship Operators and Other Port Users.

Subject : Procedure for obtaining NOC for Activity on-board Ships & Gate Pass for Port Users of the PCFC-DPW Ports in Dubai.

In our continuous endeavours to smoothen the process of issuing NOC for activities to be performed on-board ships and Gate Pass for the port users, we at PCFC-EHS, DP World (UAE Region) & Security Department urge all the concerned parties to follow the below mentioned steps and approval matrix given in the Appendix.

e.g. – For obtaining NOC for Lifeboat Lowering, this is Item No: 14 in the appendix, the concerned Shipping Agent shall submit NOC requests to PCFC-EHS and DPW-Marine departments only.

All concerned parties are hereby reminded to submit at least 24 hrs prior to the start of intended activities with maximum information to avoid any undue delays in obtaining approvals.

STEP 1) OBTAIN NOC FOR ACTIVITY

Shipping Agents/ Port user shall address an email to the concerned departments with below information;

- Ship Name & Type
- Expected date of operation and Berth number
- Exact Scope of Work
- Name of Company / Service Provider
- List of people boarding the ship
- Any other relevant information

If the NOC request is acceptable, then NOC will be issued by return email from the concerned departments.

STEP 2) OBTAIN GATE PASS FROM ISPS OFFICE

Below documents shall be presented by the Visitors / Vendors at the Security gates for terminal entry.

- Gate Pass Request letter from the Shipping Agent addressed to the ISPS Office.
- Copy of NOC received from above concerned departments.
- Copy of Emirates ID (*for Residents*) / Passport & Visa copy (*for Non-residents*).

Visitors / Vendors failing to provide valid ID proof will be denied entry into the terminal under the ISPS requirements.

APPENDIX - Approval Matrix

(Please send your NOC request only to the those concerned departments which are tick marked)

Item No.	Activity	PCFC - EHS	DPW Marine Dept.	DPW Operations CT1/CT2/GC	Security Department CT1/CT2/GC
1	Visitors. (Agents/Relatives/Guests/Surveyors/ Inspectors/Superintendent etc.)			✓	✓
2	Supply of Ship Stores & Provisions. (Non-Tanker Berth)			✓	✓
3	Bunkering Operation.	✓	✓		
4	Bollard Pull Test.	✓	✓		
5	Disabled Vessel Entry Permit.	✓	✓	✓	
6	Diving Operation.	✓	✓		
7	Drills to be carried out on the Ships.	✓	✓		
8	Repair works on-board, including Service Technicians.	✓	✓		
9	Hatch cover Maintenance at the Berth.	✓	✓	✓	
10	Hot Work Repairs on-board.	✓	✓		
11	Immobilization of the Ship's Main Engine.	✓	✓		
12	IMDG Cargo Acceptance.	✓			
13	Import / Export / Transit of Class 1 and/or Class 7 through Dubai.	✓		✓	✓
14	Lifeboat Lowering.	✓	✓		
15	LSA / FFA Servicing.	✓	✓		
16	Load Test of Ship's Crane / Davits.	✓	✓		
17	MARPOL Annex I / II Waste Disposals.	✓	✓		
18	Painting Touch-up of Ship's Hull.	✓	✓		
19	Sea Trial of Ships.	✓	✓		
20	Ship to Ship Operations.	✓	✓	✓	
21	Tank / Hold Cleaning of Ships.	✓	✓		
22	Tanker Vessels Acceptance into Port Q-88 / Lay by berth request.	✓	✓		
23	Tanker Berths – Visitors & Supply of Ship Stores / Provisions	✓	✓		
24	Washing of Hull and Deck of Cruise Ships.	✓	✓		
25	Miscellaneous.	✓	✓	✓	✓

IMPORTANT E-MAIL IDs :

PCFC EHS Department	
Trakhees EHS	EHS.Ports@trakhees.ae
DPW - Jebel Ali Port Contacts	
JA Marine department	Marine.MarineTowerClerks-JA@dpworld.com
CT 1 Operations	ShiftManager.CTJA@dpworld.com
CT 1 Safety	Safety.CTJA@dpworld.com
CT 1 Security	DPW.SecurityT1@dpworld.com
CT 2 Operations	ShiftManager.T2JA@dpworld.com
CT 2 Safety	SafetyT2.JA@dpworld.com
CT 2 Security	DPW.SecurityT2@dpworld.com
GC Operations	GeneralCargo.Superintendents@dpworld.com
GC Safety	Safety.GCJA@dpworld.com
GC Security	DPW.SecurityGC@dpworld.com
JA ISPS Office	JAISPSOFFICE@dubaiworld.ae
DPW - Port Rashid Contacts	
PR Marine department	PortControl.PortRashid@dpworld.com
PR Security department	PRSecurity.ControlOffice@dubaiworld.ae
DPW - Hamriyah Port Contacts	
Hamriyah Marine department	DubaiHamriya.PortControlTower@dpworld.com
Hamriyah Security department	Security.HamriyaPort@dpworld.com

For any further clarification required with regards to this circular, please send your queries to EHS.Ports@trakhees.ae or contact Mr. Nazeer Hussain on +9714-8068820.

Sincerely

Eng. Madiha Salem

Director EHS
Environment, Health & Safety - Trakhees
Ports, Customs & Freezone Corporation.

Cc: DPW Marine, DPW Operations, DPW Commercial, DPW Safety and Security Departments