

Customer Procedure for Obtaining Bunkering Vessel Permit

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1. Purpose

The purpose of this procedure is to ensure that bunkering operations are carried out in line with Trakhees Ports & Maritime Section requirements and also to confirm that bunkering vessels are in full compliance with requirements pertaining to operation safety and environment protection.

2. Scope

Trakhees Ports & Maritime Section approval and subsequent issuance of permit authorising bunkering vessel to supply bunker within Dubai Ports & Maritime Areas under PCFC - Trakhees Jurisdiction.

Applicability:

Procedure shall be applicable to all bunkering vessels owned/operated by Trakhees Ports & Maritime Section approved bunker companies intending to carry out bunker supply services within Dubai Ports & Maritime Areas under PCFC - Trakhees Jurisdiction

3. Definitions

OCIMF	:	Oil Companies International Marine Forums
COA	:	Certificate of Approval

4. Policy

- 4.1. Bunker Company must ensure to hold a valid Certificate of Approval (COA) issued from Trakhees Ports & Maritime Section.
- 4.2. Bunker Company must ensure to hold a valid Bunkering Vessel Permit issued from Trakhees Ports & Maritime Section.
- 4.3. Bunkering Vessel must ensure to hold a valid Navigation License issued from UAE Federal Transport Authority.
- 4.4. Bunkering Vessel must ensure to hold a valid Marine Craft Bunkering Permit issued from Dubai Maritime Authority.
- 4.5. Bunkering Vessel is prohibited to perform any type of Operation, Activities or Services if any of above certificates or permits are expired.
- 4.6. Bunkering Vessel is prohibited to perform any type of Operation, Activities or Services without obtaining Marine NOC from Trakhees Ports & Maritime Section through the vessel local agent.
- 4.7. Bunker Company must ensure that their Bunkering Vessel(s) listed in the Company Certificate of Approval (COA) Attachment.



- 4.8. Company name on Bunkering Vessel Document of Compliance Certificate must be the same as the Company Name mentioned on Certificate of Approval (COA).
- 4.9. Bunker Company need to send a Vessel Inspection request include the inspection date and location, subject to be advised 3 working days in advance.
- 4.10. Bunker Company must ensure to submit the corrective action report with supporting evidence against Ports & Maritime Inspection Reports within 10 working days, Otherwise the client submission shall be rejected and Bunkering Vessel Inspection fees shall be fully charged.
- 4.11. Client to ensure vessel readiness for Trakhees Ports & Maritime Section Inspection as per confirmed scheduled date and location, failure to do so result in Bunkering Vessel Inspection shall be fully charged.
- 4.12. Bunkering Vessel inspection will be only carried out at dedicated berth in Dubai Ports and within Trakhees office working hours.
- 4.13. Bunkering Vessel / Operation can be inspected at all times and verified by Trakhees Ports & Maritime Officer for compliance as per applicable Trakhees Regulations and Requirements.
- 4.14. Bunker Company/Bunkering Vessel Failure to comply with above or to perform as per the requirements of U.A.E Federal/Local Laws, Trakhees Ports & Maritime Rules and Regulations International Conventions, Standards and Guidelines shall result in appropriate action being initiated against the company which may include financial penalty, bunkering vessel permit cancellation and blacklisting the bunker company.
- 4.15. Bunkering Vessel Permit details cannot be amended within the permit validity period, client requires to change the permit detail shall submit a new request.
- 4.16. Trakhees Ports & Maritime Section may request Bunker Companies to submit documents or information or statistical related to jobs carried within PCFC- Trakhees jurisdiction.
- 4.17. Trakhees Ports & Maritime Section reserve the right to reject the submission at any stage of review and Bunkering Vessel Inspection fees shall be fully charged.

5. Procedure

- 5.1. Client shall submit below mandatory documents through Email to Trakhees Ports & Maritime Section Pre-Qualification Email Address EHSPorts.PreQualification@trk.pcfc.ae:
 - Application for Bunkering Vessel Permit (CPM-F06a)
 - Valid Company Trade License Copy.
 - Valid Navigation License issued from UAE Federal Transport Authority.
 - Valid Marine Craft Bunkering Permit issued from Dubai Maritime Authority.
 - Permanent Certificate of Registry.
 - Updated OCIMF Questionnaire (Q 88).
 - Certificate of Class with Annual Endorsement.
 - Document of Compliance.
 - Safety Management Certificate (ISM).



- 5.2. Trakhees Ports & Maritime Section shall review the submission and accordingly:
 - 5.3.1. Approve: Trakhees Ports & Maritime Section accept the proposed inspection date or request for rescheduling.
 - 5.3.2. Reject: Customer will be notified by Email mentioning the reason for rejection.
 - 5.3.3. Request for More Information: customer will be notified by email with information required. Customer need to send the requested information and Trakhees Ports & Maritime section shall review the submission again.
- 5.3. Once the submission is accepted, Trakhees Ports & Maritime Section accept the proposed inspection date or request for rescheduling.
- 5.4. Vessel Inspection will be scheduled as per customer request. Customer will receive confirmation email for Inspection Date.
- 5.5. Trakhees Ports & Maritime Section will complete the inspection and accordingly:
 - 5.6.1 Approve: Generate payment advice for the service (Bunkering Vessel Permit) and send to customer along with the Inspection Report. Customer should settle the payment advice and submit the payment receipt to Trakhees Ports and Maritime. Once the payment is settled Bunkering Vessel Permit will be sent to customer through Email.
 - 5.6.2 Re-Inspect: In case re-inspection is required, below steps will be followed :
 - 5.6.2.1. Trakhees Ports & Maritime sends the Inspection Report by Email to the customer justifying reason for re-inspection.
 - 5.6.2.2. Customer should submit the corrective action report with supporting evidence against Ports & Maritime Section Inspection and suggest the proposed re-inspection
 - 5.6.2.3. Vessel Inspection will be scheduled as per customer request. Customer will receive confirmation email for Inspection Date.
 - 5.6.2.4. Trakhees Ports & Maritime Section will complete the inspection and accordingly:
 - Approve: Generate payment advice for the services (Bunkering Vessel Permit and Bunkering Vessel Inspection) and send to customer along with the Inspection Report. Customer should settle the payment advice and submit the payment receipt to Trakhees Ports and Maritime. Once the payment is settled Bunkering Vessel Permit will be sent to customer through Email.
 - Re-Inspect: Generate payment advice for the services (Bunkering Vessel Inspection) and send to customer along with the Inspection Report. Client need to settle the payment then the same steps of 5.6.2.2 and 5.6.2.3 in this procedure are to be followed.
 - Reject: Generate payment advice for the service (Bunkering Vessel Inspection) and send to customer along with the Inspection Report justifying rejection reason by Email to the customer.
 - 5.6.3 Reject: Generate payment advice for the service (Bunkering Vessel Inspection) and send to customer along with the Inspection Report justifying rejection reason by Email to the customer.



Note: In case customer failed to schedule for the re-inspection within 15 working days, otherwise request will be rejected and Bunkering Vessel Inspection fees shall be fully charged.

6. Service Completion Time

Sr.	Service	Completion Time (working days)
6.1	Bunkering Vessel Permit	5 Working Days

Note: Completion Time Calculated Per Cycle

Sr.	Service	Completion Time (working days)
6.1	Update submission status (from the date of receiving the submission)	5 WDs
6.2	Conducting Bunkering Vessel Inspection	In compliance with customer request.
6.3	Sending the inspection report/ permit/payment advice (from the date of conducting the inspection)	5 WDs
6.4	Update the status of proposed corrective actions (from the date corrective actions is received from the customer)	5 WDs

7. Service Fees

Sr.	Service Description	Fees Amount (AED)	Fees Parameter	Trakhees Payment Advise CODE
7.1	Bunkering Vessel Permit	1500	Per Vessel / Per Month	HPPM019
7.2	Bunkering Vessel Re-Inspection	2000	Per Vessel / Per Inspection	HPPM018

8. Related Forms

8.1 Application for Bunkering Vessel Permit CPM-F06a

9. References

- 9.1 Trakhees – Ports & Maritime Section Regulations.
- 9.2 Client Procedure for Third Party Agencies Prequalification. (CED-CPM-P01)



10. Workflow

