

Customer Procedure for reporting Marine accidents or Vessel equipment and machinery malfunctioning or failure

Document Reference Number : CED-CPM-P07
Revision Number : 00
Revision Date : August 2019



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1. Purpose

The purpose of this procedure is reporting to Port Authority accidents and vessel equipment and machinery malfunctioning or failure to ensure that port and vessel emergency response plans are implemented and subsequent investigations are carried out. In addition to ensure safe navigation and operation in port.

Trakhees, the regulatory arm of Ports, Customs & Free Zone Corporation, is referred to hereby, as 'Port Authority'.

2. Scope

The scope of this procedure is to guide both, the Vessel Master and the Vessel 's Local agent, to report marine accidents, or vessel equipment and machinery malfunctioning or failure, to the Port Authority.

Subsequently Port Authority shall review documents, inspect vessels, investigates and issue NOCs as applicable.

Applicability:

Procedure shall be applicable to all vessels calling or operating within Dubai Ports & Maritime Areas under PCFC - Trakhees Jurisdiction.

3. Procedure



For quick procedural info, please refer to the [Workflow](#) on last page.
For a more detailed approach, please read below.

3.1 General Rules:

- 3.1.1 Vessel Master and the Vessel's local agent, both have to report Marine Accidents or Vessel Equipment and Machinery Malfunctioning or Failure, to the Port Authority.
- 3.1.2 Reporting must be done ample time prior to the entry of the Port limits, and immediately in case of such occurrences during navigation in port limits or during the vessel stay at the port.
- 3.1.2 Port Authority have the right to request the vessel to provide information or documents (Refer section 3.3 below) for review and to inspect the vessel and conduct investigation, as per their convenience, prior to vessel acceptance in Port or during the vessel's stay at Port.
- 3.1.4 Vessel's Local Agent should obtain Marine-NOC from Trakhees Ports & Maritime Section and relevant Port Marine Department for vessel acceptance / vessel sail out, as per applicable.
- 3.1.5 Port Authority have the right to reject or conditionally accept or sail out the vessel as per its decision.
- 3.1.6 Port Authority have the right to take enforcement action against vessels, including financial penalties



3.2 Reporting:

- 3.2.1 Marine Accidents or Vessel Equipment and Machinery Malfunctioning or Failure must be reported immediately to **Trakhees Ports & Maritime Section** and to the relevant Port Marine Departments (Refer to Section 6).
- 3.2.2 Reporting Form ([CPM-F07a](#), refer section 7) along with supporting documents and certificates should be submitted by Email to Trakhees Ports & Maritime Section and to the relevant Ports Marine Department
- 3.2.3 Vessel Inspection or investigation based on Port Authority decision shall be subject to charges (Refer to Section 5)

3.3 Required Documents

- 3.3.1 Marine Accidents or Vessel Equipment and Machinery Malfunctioning or Failure Reporting Form - [CPM-F07a](#).
- 3.3.2 Crew List & Ships Particular.
- 3.3.3 General Arrangement Plan and Stowage Plan.
- 3.3.4 Contingency Plan and Risk Assessment.
- 3.3.5 Material Safety Data Sheet.
- 3.3.6 IMDG List (If Dangerous Cargo is On-board).
- 3.3.7 Health Declaration Form (Only for Illness and Disease).
- 3.3.8 Passport and Seaman Book (Only for Injuries, Fatality, Illness and Disease, Person Missing /Over Board).
- 3.3.9 Others (As Requested).

4. Service Completion Time

	Service	Completion Time
4.1	Issuance of Marine NOC Certificate	1 Working day

5. Service Fees

	Service	Fees (AED)	Fees Parameter	Trakhees Payment Advise Code
5.1	Vessel Inspection	2000	Per Vessel / Per Inspection	HPPM 018
5.2	Issuance of Marine NOC Certificate	500	Per Certificate	HPPM 031



PAYMENT GATEWAYS:

- Online Web Services: <https://online.trakhees.ae/oaservices>
- Online Mobile Services: <https://online.trakhees.ae/mservices>
- Al Ansari Exchanges.
- Dubai Islamic Bank.

6. Related Forms

- 6.1 Form for Marine Accidents or Vessel Equipment and Machinery Malfunctioning or Failure Reporting [CPM-F07a](#)

7. References

- 7.1 [Trakhees – Ports & Maritime Section Regulations.](#)

8. Contacts:

Sr.	Organization Name	Email	VHF Channel
8.1	Trakhees Ports & Maritime Section	Ehs.Ports@trk.pcfca.ae	N/A
8.2	Port Jebel Ali Marine Department	MarineJA.Planners@dpworld.com	69/16
8.3	Port Rashid Marine Department	PortControl.PortRashid@dpworld.com	68/16
8.4	Port Hamriyah Marine Department	PortControl.PortRashid@dpworld.com	18/16



9. Workflow

