

# Customer Procedure for obtaining Radiography Permits

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## 1. Purpose

The purpose of the standard operating procedures is to ensure safe procedures are followed by service providers prior to issuance of Radiography permits within PCFC areas.

## 2. Scope

Scope of this procedure applies to Trakhees - Ports & Maritime's approval and subsequent Issuance of Radiography Permits to service providers within Dubai Ports & Maritime Areas under PCFC- Trakhees Jurisdiction.

## 3. Definitions

- CED – Civil Engineering Department
- NOC – No Objection Certificate
- TRK – Acronym for 'Trakhees'
- IMDG - International Maritime Dangerous Goods Code
- PCFC – Ports, Customs & Free Zone Corporation
- FANR – Federal Authority for Nuclear Regulation

## 4. Procedure

### 4.1 GENERAL RULES:

4.1.1. The client shall obtain necessary license/approval/permission from the, Federal Authority for Nuclear Regulations (FANR):

Federal Authority for Nuclear Regulation (FANR),  
Abu Dhabi, UNITED ARAB EMIRATES (UAE),  
P.O. Box: 112021; Tel: +971 2 651 6666; Fax: +971 2 651 6661  
Email: fanr.licensing@fanr.gov.ae; Aayda.ALShehhi@fanr.gov.ae

4.1.2. Radiography Permit is issued for clients having proper Radiography Bunker and Facility for carrying out Radiography in safe manner.

4.1.3. The Radiography Company shall transport the Radiography source from their facility to their client site in a proper approved Vehicle while displaying Radiation Sign Boards, fitted with Beacon Light and Lead Shield Box.

4.1.4. Radiography Permit issued by EHS shall be always available with the Classified Person carrying out Radiography and must be shown on request of Authority.

4.1.5. All clients carrying out Radiography shall develop their own Radiological Emergency Response Plan in line with EHS Emergency Response Procedure



- 4.1.6. Third Party Agencies related activities operation may be inspected and verified by Trakhees - Ports & Maritime section for compliance as per applicable Regulations and Requirements.
- 4.1.7. Third Party Agencies Failure to comply with above or to perform as per the requirements of U.A.E Federal/Local Laws or Trakhees - Ports & Maritime section Regulations and Procedures shall result in appropriate action being initiated against the company which may include financial penalty and blacklisting.
- 4.1.8. Trakhees - Ports & Maritime section may request Third Party Agencies to submit documents or information or statistical related to jobs carried within PCFC- Trakhees jurisdiction.

#### 4.2 DOCUMENTS REQUIRED (TO BE SUBMITTED BY CUSTOMER):

- 4.2.1 DED Trade License
- 4.2.2 FANR License
- 4.2.3 FANR Approvals/Import
- 4.2.4 Vehicle approval
- 4.2.5 Source Certificate
- 4.2.6 Classified Person Certificate
- 4.2.7 Radiation Protection Officer Certificate
- 4.2.8 Risk Assessment
- 4.2.9 Method Statement
- 4.2.10 Emergency Response Plan

#### 4.3 PAYMENT GATEWAYS:

- 4.3.1 Online Web Services: <https://online.trakhees.ae/oaservices>
- 4.3.2 Online Mobile Services: <https://online.trakhees.ae/mservices>
- 4.3.3 Al Ansari Exchanges
- 4.3.4 Bank Transfers.

#### 4.2 APPLICATION SUBMISSION AND PERMIT ISSUANCE PROCESS

- 4.4.1 Create Company Admin - Online Account  
Refer to Trakhees Online Customer Registration User Manual [Link](#)
- 4.4.2 Ensure that Service Fees amount is available in Customers Pre-Paid Account  
(Refer to Section 6.0).
- 4.4.3 Submit request for Radiography Permit Service through Trakhees Online



<https://online.trakhees.ae/oaservices>

- 4.2.4 Based on review of customer’s submitted document (Refer to Section 4.2), Trakhees’ Officer shall decide to ‘Approve’ or ‘Reject’ the request.
- 4.2.5 For Rejected requests customer will receive Email Notification mentioning the reason for rejection.
- 4.2.6 On satisfactory compliance of all requirements and documents are in order, TRAKHEES shall issue a “Radiography Permit” for bringing the radioactive source and carrying out the radiography in the Trakhees jurisdiction not later than 2 days from the date of submission.
- 4.2.7 TRAKHEES (on a case-to-case basis) may inspect and check the packaging container/box, transporting vehicle, radiation emission level from the source and site of works After Inspection, Officer shall decide to ‘Approve’ or ‘Reject’ or ‘Re-Inspect’ the Vehicle.

## 5. Service Completion Time

	Service	Completion Time (working days)
5.1	Radiography Permit issuance	3 WDs

## 6. Service Fees

Third Party Agencies applying for Bunker Road Tanker Service shall pay a Fees Amount as specified in the table below;

Sr.	Service Description	Fees Amount ( AED )	Fees Parameter	Trakhees Payment Advise CODE
1	Charge for Radiography Permit issuance	1000	Per / Month	HPPM048

For Queries:

Trakhees - Ports & Maritime section:

Office Working Hours: 0730 – 1530 hrs (Sunday – Thursday) Excluding Public Holidays.

- Tel: 04-8811881/ 04-8068829
- Email - [EHSPorts.PreQualification@trk.pcf.ae](mailto:EHSPorts.PreQualification@trk.pcf.ae)

## 7. Related Forms

7.1 Radiography Permit Form (S3 Form) [CPM-F08a](#)

## 8. References

- Trakhees – Radiography Source Monitoring Protocol
- FANR Regulations
- Dubai Municipality - Code of Practice for the Management of Dangerous Goods in the Emirate of Dubai
- Dubai Civil Defence - U.A.E Fire and Life Safety Code of Practice



## 9. Workflow

