



## Operational Requirements for Trakhees

### General Requirement

1. Compliance with the UAE laws and regulations pertaining to respective activities including the regulations and requirements of PCFC-Trakhees, Civil Engineering, Licensing, Retail, Environment, Health and Safety as applicable; and other relevant Authorities like Dubai Economy & Tourism Department (DET), Ministry of Health (MoH), Dubai Health Authority (DHA), Ministry of Economy (MoE), Dubai Municipality (DM) etc. Non-compliance can lead to penalties. Persistent breach or repetitions may result in suspension and subsequently cancellation of license.

### Engineering Requirements

2. The building fit-out/modification/design requirements have to be in line with the Dubai Building Code (DBC)-2021Edition. Can be assessed using below link [Dubai Building Code English 2021 Edition compressed \(1\).pdf \(pcfc.ae\)](#)
3. Trakhees Civil Engineering Department Modification NOC/Permit is mandatory prior to carrying out any modification/fit-out works for all the establishments. Can be accessed using below link [Acknowledgment & Undertaking for Modification Works \(TRK-CED-MF-CF02c\)](#)

### Licensing Requirements

4. A valid trade license is a mandatory requirement for the operation of any facility. Renewal of license should be done upon expiration.
5. Employees shall work with valid Visa under the shop name where they work.
6. The shop should practice safe operations to avoid serious injury/incident secondary to failure to comply with Health and Safety Requirements.
7. Displaying goods/merchandise outside or providing services outside the shop shall always be with a commercial permit. Commercial permit, allows shop owners to keep items for display within the yellow line marking.
8. Storage of any kind of raw material or finished products shall be in designated storage facilities. Office facility shall not be used and permitted for any kind of storage purposes.



9. Shop owner/staff shall co-operate with the Authority personnel who visits your facility to carry out inspections.
10. Staff shall maintain safe distance between people during a pandemic/epidemic situation.
11. Staff shall wear a mask properly during a pandemic/epidemic situation.
12. The legal person shall keep and maintain the data of each Beneficial Owner in a UBO register and update any changes to the data contained.
13. UBO Register shall include the data mentioned in paragraph (2) of Article (8) of the Cabinet Decision (58) of 2020
14. The legal person shall always keep appropriate, accurate, specific and up-to-date data on the UBO and the details of UBOs status correctly (Articles 6 & 7)
15. The legal person shall submit the data referred to in Article (10) - of Cabinet Resolution No. (58) of 2020 - related to the details of the director or nominal board member to the registrar.
16. A register of partners or shareholders should be established / Article (10).
17. The legal person shall maintain the detailed data of a partner, shareholder or shareholder(s) acting as Trustor or Nominee Board Member / Article (10).
18. The legal person shall furnish the registrar with the UBO data record and the record of the partners or shareholders, and protect these records from damage, loss or destruction / Article 11 paragraph 1
19. The legal person shall provide any additional information as may be required by the Registrar within the specified duration / Article 11 paragraph 2
20. The legal person shall provide the registrar with the name of a natural person residing in the State and authorized to all data and information required by a Federal Decree-Law or its Executive Decision / Article 11 Paragraph 4
21. The legal person shall not issue bearer share warrants / Article 11 (Paragraph 5)
22. The legal person shall disclose to the registrar the data in respect of the issuance of shares in the name of persons or board members within (15) days from the date of issuance of the shares / Article 11 Paragraph 6
23. The liquidator shall hand-over to the Registrar a copy of the UBO Register and Register of Partners or Shareholders, if any, within (30) thirty days of his appointment / Article 11 Paragraph 7.
24. The legal person or the liquidator shall maintain records and all data referred to within this decision for a period of five years after the date of dissolution, liquidation or de-registration



25. All clients shall be working on a valid license with approved activities as mentioned in the license.
26. Clients have to always follow safe practices / acts / conditions / general requirements / cleanliness & hygiene /storage requirements.
27. Compliance of the Commercial Requirements by the establishments will be ensured by Department of Economic Development (DED), Dubai.

#### Environment, Health & Safety (EHS) Requirements

28. Telephone numbers 997 for Fire/Civil Defense Department (DCD), 998 for Ambulance and 999 for Dubai Police shall be displayed at site.
29. The client shall require to hold valid License for storage and operation of their activities. NO Activity outside the License activity shall be permitted to carry out at their facility.
30. Client must ensure to maintain good housekeeping at all time at their facility.
31. Smoking is not permitted inside the Facility. "No Smoking" signboards should be displayed at prominent locations and NO Smoking policy should be strictly enforced.
32. Accommodation and Cooking is not permitted at the facility.
33. Use of Shipping Containers and Porta-cabins for Material Storage and for any other purposes are NOT permitted and shall necessitate prior approval from the EHS Department.
34. Any kind of Operational Activities, Fabrication, Welding, Blasting, Painting, Carpentry etc., Installation of Machine/equipment, Racking and Material storage in the Open Yard outside the Factory/warehouse Building are NOT Permitted.
35. Blasting & Painting is are NOT permitted in the Open area. All Blasting & Painting must be carried out in the designated/approved Blasting & Painting Chambers/Booth.
36. Washing & Cleaning of Equipment in the Open Yard area without proper Washing Bay fitted with waste water recycling and collection arrangement and system is NOT Permitted.
37. A medical first aid box should be provided in the facility.
38. Appropriate Personal Protective Equipment (like hand gloves, Masks, Safety Shoes, Safety Helmet and Safety Goggles etc. - as and wherever applicable) shall be provided to the employees and used in the facility during operations.
39. Safety Training to the employees shall require to be provided by the owner of the facility.
40. All Machine, Equipment, Motors etc. shall require to be fitted and provided with necessary Safety Guards.



41. Company must document and demonstrate effective cleaning/sanitation programme as well as Pest Control System and Waste Management.
42. Adequate precautions in Fire Safety perspective shall be observed at all times within the area. Fire alarm system connected with DCD Fire Control Room and portable fire-fighting equipment shall be provided at site. Fire extinguishers and fire alarm systems should be tested annually by DCD approved third party. Valid Test Certificates for fire protection and fire alarm system(s) shall be available in the facility and to be furnished prior to renewal of License.
43. Gas Cylinder and piping connections shall be installed as per the Regulation DD-20.0: LP Gas Installation.
44. Explosion proof Gas Leak Detectors connected to Auto Solenoid valve/gas detection panel shall be installed in the kitchen to cut off the gas supply to the Food Court in case of gas leakage or Fire in the kitchen.
45. Gas Leak detection panel shall be linked with the existing fire Alarm Control Panel.
46. Piping shall comply with ANSI or ASME B36.10 or ASTM A53 or ASTM A106 standards.
47. All valves, regulators, gas detectors etc. shall be UL approved type, proof of listing shall be furnished for review/scrutiny.
48. Pipe hangers and supports shall be confirmed to requirements of ANSI/MSS SP-58
49. The enclosure box shall be painted red in color and displayed with warning/cautionary Signs displayed 'FLAMMABLE GAS" "NO SMOKING" in white color. Low-level ventilation shall be provided for the box.
50. Gas Cylinders should not be stored/located near the Fire Exit, in corridors and near to source of heat and ignition.
  51. For more Info regarding gas installation: [Microsoft Word - 02.24regulationdd-20.0lpgasinstallation.doc \(pcfc.ae\)](#)
  52. Smoke detectors shall be installed inside every partitioned area(s). All smoke detectors should be of optical type.
  53. Additional detector(s) shall be installed in areas which are not covered by detectors due to existing partition.
  54. Additional Smoke detectors that need to be installed should be compatible with the existing system(s).
  55. Additional smoke detectors must be programmed to the existing main fire alarm panel and Test Certificate from the DCD Registered Fire Contractor should be submitted.



56. Ceiling voids exceeding 800mm shall be installed with smoke detector.
57. Adequate number of Fire points consisting of minimum 09 liters water type fire extinguisher and 5lbs capacity carbon dioxide type fire extinguisher shall be provided in the facility at strategic points as per DCD Fire Safety Regulations.
58. If a Sprinkler system is installed in the building, then all extended sprinkler piping network must be subjected to Hydraulic/pressure testing and certificates to that effect must be furnished for DCD approval and records.
59. The proposed partitions shall be placed/ constructed so that they do not block or distort (i) any of the existing smoke detectors & (ii) the water spray discharge of sprinklers originally designed spray pattern.
60. All cabins /store rooms, with full height partitions, must be installed with optical smoke detectors. For more details regarding Fire/DCD Requirements mail to [ccs@dcd.gov.ae](mailto:ccs@dcd.gov.ae) OR [info@dcd.gov.ae](mailto:info@dcd.gov.ae) or call 800 997.
61. Lifting equipment, tools & tackles used at the facility shall have valid Load Test Certification from the EHS Approved 3rd Party Testing Consultant. All Lifting Equipment & Forklifts shall be operated by valid authorized licensed operator/holder only.
62. All Boilers, Air Receivers and Pressure Vessels shall require Testing and Certification from the EHS Approved 3rd Party Testing Consultant.
63. Storage of Fuel/Diesel etc. in Loose Cans and Drums etc. and LP Gas Cylinders are NOT permitted.
64. Paint materials shall be stored in a Fire Proof Cabinet at safe place, away from possible source of ignition and heat.
65. Vehicle used for Transportation of Gas Cylinders shall necessaire Gate Pass/Permit from the EHS Department.
66. Mobile Cranes require for Lifting Operations, shall necessaire Gate Pass/permit from the EHS Department.
67. Adequate supervision shall be available at the site.
68. Hot work/welding/cutting activities etc. shall not be carried out without a valid Permit To Work (PTW).



69. Ports/Marine/Shipyard/Wharfage /Jetty Operators shall obtain EHS Operation Fitness Certificate and ensure to renew/amended as applicable.
70. EHS Certificate of Approval for Third Party Agencies shall be obtained in line with procedure (TRK-EHS-PM-CP-01).
71. EHS Marine NOC for Ports & Maritime Activities shall be obtained in line with procedure (TRK-EHS-PM-CP-02).
72. EHS Container Inspection Report shall be obtained in line with procedure (TRK-EHS-PM-CP-03).
73. EHS Safe Work Permit shall be obtained in line with procedure (TRK-EHS-PM-CP-04).
74. Bunkering Vehicle Permit shall be obtained in line with procedure (TRK-EHS-PM-CP-05).
75. Bunkering Vessel Certificate shall be obtained in line with procedure (TRK-EHS-PM-CP-06).
76. EHS Marine NOC for Reporting Incidents and Machinery Failure shall be obtained in line with procedure (TRK-EHS-PM-CP-07).
77. EHS Radiography Permit shall be obtained in line with procedure (TRK-EHS-PM-CP-08).
  78. Storage and use of Dangerous Goods, Fuel, Diesel, Lubricants and Chemicals etc. are NOT Permitted. Prior approval from EHS Department for the use and storage of any kind of Chemicals, dangerous and flammable goods and Fuel etc. at the premises shall necessitate.
  79. For use and storage of Chemicals at the facility, the client shall have prior Approved Chemical List from the EHS Department.
  80. For Storage of Food, Medicine & Pharmaceutical products, Cosmetics and Perfumery Products the facility shall necessitate, provided and fitted with Air Conditioning temperature Control arrangements.
  81. For general storage configurations and installation of racking, installation of equipment/machinery etc. In case of small manufacturing/service facilities, the full details and quantity of the machine / equipment that require to install should be submitted for review and approval from CED-Trakhees. All machine/equipment should be provided with proper safety guards.
  82. Prior to start of Operations and storage at the facility, Operation Fitness Certificate from the EHS Department must be obtained. Every year prior to renewal of Trade License, Operation Fitness Certificate renewal from the EHS Department shall be necessitate.
83. Environment Regulations, Guidelines, Circulars & Procedures to be followed can be accessed using the below links:





- a. Regulations - [Ports, Customs and Free Zone Corporation | PCFC Service Documents](#)
- b. Guidelines – [Ports, Customs and Free Zone Corporation | PCFC Service Documents](#)
- c. Circulars – [Ports, Customs and Free Zone Corporation | PCFC Service Documents](#)
- d. Procedures – [Ports, Customs and Free Zone Corporation | PCFC Services](#)

84. Public Health and Safety Guidelines and Procedures to be followed can be accessed using the below links:

- a. Guidelines - [Ports, Customs and Free Zone Corporation | PCFC Service Documents](#)
- b. Procedure- [Ports, Customs and Free Zone Corporation | PCFC Services](#)

Notes: 1) For new licenses/amendments of license for Health-Related activities, there are no area specifications to be advised however the same should be as per volume of operation except in case of Personal Care rooms for facial, waxing, oriental baths etc. which shall have 06 sqm. minimum for each.

- c. Client must ensure to obtain Modification Completion Certificate from CED prior to operation and apply for NOC Activity Verification (NOC-AV) certificate within a month of commencement of operation.

85. Industrial Operation Regulations, Guidelines, Circulars & Procedures to be followed can be accessed using the below links:

- a. Regulations – [Ports, Customs and Free Zone Corporation | PCFC Service Documents](#)
- b. Guidelines – [Ports, Customs and Free Zone Corporation | PCFC Service Documents](#)
- c. Circulars – [Ports, Customs and Free Zone Corporation | PCFC Service Documents](#)
- d. Procedures – [Ports, Customs and Free Zone Corporation | PCFC Services](#)