



## Client Procedure to obtain

## Approval for Storage of Materials and/or

## Additional Chemicals

PCFC- Entity (Business Unit) Name : Trakhees – Dept. of Planning & Development

Department Name : EHS – Environment, Health & Safety

Section Name : Operations

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## 1. Purpose

To ensure compliance with the requirements and maintain best practices on storage and handling of materials towards a healthy & safe working environment within Trakhees' Jurisdictions with due consideration on the permission issued to the company by other concerned Authorities such as JAFZA, Dubai Police, Ministry of Interior -UAE, Ministry of Health and Prevention-UAE, Security Industry Regulatory Agency (SIRA) and other UAE Regulatory Agencies (whenever applicable), Company must take into account all of relevant Standards, Procedures, Rules and Regulations that are being applied by Trakhees and the same must be fully integrated in the operational system of the company's facility.

## 2. Scope

This procedure shall apply to all Business Units operating within Trakhees' Jurisdiction wherein additional storage of materials or chemicals are plan in their premises and the materials being proposed are within the "scope of the approved license activity & the chemical classifications were covered in the Approved Risk Assessment Study Report (wherever applicable)". Nothing in this procedure shall relieve the clients/companies from the compliance/requirements of any other local or federal regulatory agencies.

## 3. Definitions

EHS – Environment, Health & Safety Department of Trakhees

OFC – Operation Fitness Certificate

JAFZA – Jebel Ali Free Zone Authority

MSDS – Material Safety Data Sheet

## 4. Procedure



For quick procedural info, please refer to the **Workflow** on last page.  
For a more detailed approach, please read below.

### 4.1 Initial Approval

#### 4.1.1 For Chemical Storage Request:

The Applicant shall refer to the list of restricted, controlled and prohibited chemicals of Ministry of Climate Change and Environment, Ministry of Health and Prevention-UAE (MoHP), Security Industry Regulatory Agency (SIRA) and Ministry of Interior-UAE or check with Integrated Hazardous Materials Management System (IHMMMS) <https://www.hazmat.ae/>.

If the chemical is listed in the restricted/controlled/prohibited list, then a written approval shall be obtained from the relevant/concerned Department/Ministry prior to the import/trading or use of the same.

No chemicals, as listed in the prohibited chemicals, shall be allowed to be imported/stored/used without prior approval from the relevant concerned Department/Agency.

#### 4.1.2 For Materials Storage Request, under General Trading, General Warehousing and Logistics Activities:

A prior approval from Trakhees is required, for storing additional products (for example, Perfumery & Cosmetic Products, Rubber Tyres, Tobacco, Food & Pharmaceutical Products etc.) under General Trading, General Warehousing and Logistics activities.

Approval for such proposal is assessed based on the suitability and adequacy of the client facility.



## 4.2 Submission of Request:

4.2.1 The application shall be submitted through Trakhees Online System, two (02) days before the proposed storage. The submission should contain the following required copies of the documents:

- a. Covering Letter/ Project Description.
- b. List of materials to be stored including the type of packaging and anticipated quantity as well as its purpose.
- c. Materials details such as brochure and / or Material Safety Data Sheets (for chemicals only).
- d. Setting-Out & Floor Plan showing the exact location(s) of the proposed storage area with Storage configuration, segregation arrangements and finishing details etc. Wherever applicable, the location of the existing Drainage system and Fire Protection arrangements shall be shown in the submitted drawings.
- e. For additional chemicals storage request - a chemical list form shall be filled up
- f. Risk assessment towards the proposed storage
- g. Safety procedure towards handling and storage of chemicals
- h. Emergency response procedure

## 4.3 Review of Document

4.3.1 Upon receipt of the above documents from the client, Trakhees-Operation Section shall review the client proposal jointly for comments/approval (if required).

4.3.2 Preliminary site visits may also be an option during the review process by Trakhees.

4.3.3 The respective Officers who are involved in the documents review shall forward their comments to Senior Officer through email within 2 working days upon receipt of the documents.

4.3.4 After completion of review on comments from respective Officers, the final report will be prepared and the same will be forwarded to the client within 3 working days for their compliance. For additional chemical request, comments are provided through the online portal. The report may include modification of the existing facility in order to make suitable for the proposed materials storage requirements.

## 4.4 Approval



- 4.4.1 Upon confirming the acceptability of the proposed storage, an email is sent to the client providing the provisional approval.
- 4.4.2 An inspection will be arranged to verify compliance with storage requirements. Final approval will be issued upon satisfactory compliance with requirement through routine inspection report or amendment of Operation Fitness Certificate.

#### 4.5 Non - Compliance

In case of delay or failure from the client to comply with all the requirements in the report, an appropriate sanction in accordance with Trakhees' Regulations, Penalties & Tariff may apply without prejudice as deemed necessary by the Authority.

### 5. Service Completion Time

	Service	Completion time (Working days)
5.1	Review of additional material storage	5
5.2	Review of additional chemical for storage	5

### 6. Service Fees

Fee for review shall be paid prior to the submission of application and Copy of Payment Receipt shall be submitted along with Submittal. Submissions without payment receipt shall be considered incomplete submission and may not be accepted for review.

**NOTE:** Clients are required to top-up their pre-paid account prior to submission of request through Online System

	Service	Parameter	Fees (AED)
6.1	Review of additional material storage	Per Material	AED 200
6.2	Review of additional chemical for storage	Per Chemical.	AED 200



## 7. Related Forms

- [Chemical List Form](#)

[TRK-EHS-IO-CF01d](#)

## 8. Applicable Regulations / References

- [Industrial Operation Regulations](#)
  - i. Regulation IO-4.0 : Sections 4.29 & 4.31
  - ii. Regulation IO-7.0: Section 7.5
  - iii. Regulation IO-8.0

## 9. Contacts (EHS-Operations):

Phone: 04-8068801

Email: [Ehs.Fzindop@pcfc.ae](mailto:Ehs.Fzindop@pcfc.ae)



## 10. Workflow

