



## Client Procedure (CP) for New Marine Driving License / Marine Crew Permit

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## Table of Contents

1. Purpose and Objectives.....	3
2. Scope .....	3
3. Definitions and Abbreviations .....	4
4. Procedure .....	5
5. Service Completion Time.....	11
6. Service Fees.....	11
7. Related Documents/ Forms .....	14
8. Applicable References and Regulations .....	15
9. Process Workflow: .....	16

## 1. Purpose and Objectives

The purpose of this procedure is to provide an outline of the process of how Marine Driving Licenses and Marine Crew Permits are being issued by the Maritime Training Centre within DMA when requested by the Customer.

The objective is to comply with Emirates specific regulations as well as Federal Regulations specified for issuing Crew Driving Licenses and Marine Crew permit.

## 2. Scope

The scope of this procedure covers all application for new crew licensing for:

	Main Category	Sub Categories
a.	Commercial Marine Craft Driving License	<ul style="list-style-type: none"> <li>▪ Dhow Master.</li> <li>▪ Heritage Abra Operator up to 12 meters.</li> <li>▪ Master- Craft Length above 24 meters.</li> <li>▪ Master-Craft below 500 GT.</li> <li>▪ Master-Craft length up to 12 meters.</li> <li>▪ Master-Craft length up to 24 meters.</li> <li>▪ Master-Craft up to 100 GT.</li> <li>▪ Master-Craft up to 200 GT.</li> <li>▪ Master-Craft up to 30 GT.</li> <li>▪ Master-Craft up to 50 GT.</li> <li>▪ Officer/Assist Master-Craft below 500 GT</li> </ul>
b.	Fishing Crew Driving License	<ul style="list-style-type: none"> <li>▪ Fishing Crew Driving License-( Nowakhetha )</li> <li>▪ Fishing Crew Driving License-( Vice Nowakhetha)</li> </ul>
c.	Marine Craft Driving License	<ul style="list-style-type: none"> <li>▪ Marine Craft Driving License-Up to 12 meters.</li> <li>▪ Marine Craft Driving License-Up to 24 meters.</li> <li>▪ Marine Craft Driving License-Above 24 Meter.</li> </ul>
d.	Marine Crew Permit (Engineering)	<ul style="list-style-type: none"> <li>▪ Ass. Engine Operator below (1500) K.W.</li> <li>▪ Ass. Engine Operator below (3000) K.W.</li> <li>▪ Engine operator 750 KW.</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Engine Operator below (1500) K.W.</li> <li>▪ Engine Operator below (3000) K.W.</li> </ul>
e.	Marine Crew Permit	<ul style="list-style-type: none"> <li>▪ Diving Guide.</li> <li>▪ Diving Trainer.</li> <li>▪ Marine Instructor.</li> <li>▪ Marine Pilot Permit.</li> <li>▪ Marine Trainer Permit.</li> <li>▪ Seaman Permit.</li> <li>▪ Diver.</li> <li>▪ Marine Safety Officer.</li> <li>▪ STS Operation Supervisor.</li> </ul>
f.	Nowakhetha License	<ul style="list-style-type: none"> <li>▪ Nokthaha License.</li> <li>▪ Vice-Nokthaha License.</li> </ul>
g.	Pleasure Marine Craft Driving License	<ul style="list-style-type: none"> <li>▪ Skipper-Craft length up to (12) meters.</li> <li>▪ Skipper-Craft length up to (24) meters.</li> <li>▪ Skipper-Craft length above (24) meters.</li> </ul>

### 3. Definitions and Abbreviations

- 3.1. Marine Driving Licensing : A Marine Driving license issued for an individual qualified to drive a marine craft based on the marine craft main and sub category.
- 3.2. Marine Crew Permit : A Marine Crew Permit issued for an individual qualified to either work on board of the Marine craft or as Marine instructor.
- 3.3. Abra : It is a traditional boat made of wood. Abra's are used to ferry people across the Dubai Creek in Dubai, United Arab Emirates
- 3.4. DMA : Dubai Maritime Authority.
- 3.5. SPL : Service Price List.



## 4. Procedure

### 4.1. Compliance Assessment for New Crew Licensing Applications:

4.1.1. Customer has the option either to log in to the system through UAE Pass or to register as a new customer on smart marine services portal as individual or corporate in which the system will verify the following:

- Customer's mobile number by sharing one time password to the registered mobile number.
- Customer's email address by sharing one time password to the registered email address.
- Once verification is done, system approves the customer registration to the smart marine services portal.

4.1.2. Customer should log on to the smart marine services portal and select new marine crew license / marine crew permit service from the DMA services.

- System will check for any suspension/ penalties recorded linked to the profile:
  - In case of no suspension/ penalties, customer may proceed for next steps.
  - In case of suspension; customer should communicate PCFC Contact Centre.
  - In case of penalties, customer can review and pay the penalties via online payment through e-service portal, or contact PCFC Contact Centre.

Note: Request will not be processed until customer clears all suspensions and penalties as specified above.

4.1.3. Customer need to fill all the required information:

- Select application type as New.
- Select license main & sub category (Pleasure/ Commercial).
- Select the employer (Individual / Company) for Commercial Driving License / Marine Crew Permits.
- Select the license obtaining information as per the submitted documents:
  - Training Institutes: Customer should assure that the certificate is issued by one of DMA certified training institutes in UAE, and update the certificate details (training institute name/ certificate name) in the system.

- Certificate Reciprocity: Customer should update the foreign certificate and training institutes details (type/ Institute name / issue date) and upload the certificates.
  - Other: customer should upload the special request letters / experience certificates.
- Attach the required documents as mentioned below in table (1)

**Table (1): Required documents to apply for New Marine Driving License / Marine Crew Permit**

	Marine Driving License Type	Required documents
a.	Common to all Marine Driving License / Crew Permit	Presenting Original Emirates ID card and valid passport for UAE nationals or Presenting original Emirates ID card, valid passport and residence visa copy for expatriates (Not required if customer login with UAE Pass).
b.	Pleasure Marine Driving License (up to 12 m)	Medical Application Form (Med 3) (Online Test).
c.	Pleasure Marine Driving License (above 12 m)	Medical Application Form (Med 1).
d.	- Commercial Marine Driving License. - Marine Crew Permit - Marine Crew Permit Engineering.	Medical Application Form (Med2).
e.	Common to all Marine Driving License / Crew Permit (except Heritage Abra).	Training Institute/ Certificate Reciprocity.

f.	- Commercial Marine Driving License - Marine Crew Permit - Marine Crew Permit Engineering.	Sponsor Valid copy of Dubai issued trade license, in addition to the manager's Emirates ID card.
g.	- Commercial Marine Driving License. - Marine Crew Permit - Marine Crew Permit Engineering.	NOC form the sponsor.
h.	- Commercial Marine Driving License. - Marine Crew Permit - Marine Crew Permit Engineering. - Marine Driving License	Good of Conduct Police Certificate.
i.	Nowakhetha License	- Valid Fishing Marine Craft License and Fishing Driving License issued by the Ministry of Climate Change and Environment. - Valid Fishermen Dubai Co-op Association Membership card - Valid Car vehicle driving license.
j.	Fishing Crew Driving License	- Valid Fishing Marine Craft License and Fishing Driving License issued by the Ministry of Climate Change and Environment. - Membership Certificate from any Emirates Fishermen Co-op Association. - Valid Car vehicle driving license.

k.	Marine Craft Driving License	Letter from the Government Entity
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➤ Upload the Medical Form and the test results as per the below table (2):

#### 4.2. Application Validation

Marine Craft Driving License Type	DMA Medical form
Pleasure Marine Driving License (up to 12 m)	Medical Application Form (Med 3)
Pleasure Marine Driving License (above 12 m)	Medical Application Form (Med 1)
- Commercial Marine Driving License. - Marine Crew Permit - Marine Crew Permit Engineering.	Medical Application Form (Med2)

##### 4.2.1. DMA will review the application and accordingly:

- Approve: in case the application complies with all requirements. Following steps will be followed.
- Request for more information: in case missing any of the required documents, DMA will notify the customer through SMS/E-mail with the application status and illustrate the required action from customer. Customer should upload the missing documents. Once all required documents are provided, DMA will review the application again.
- Reject: in case the request does not comply with the requirements, DMA will notify the customer with the application rejection with rejection reason.

##### 4.2.2. Once the application is approved and accordingly to the request type following steps will be followed:

- 4.2.2.1. If the request is Nowakhetha Driving License: Electronic license copy will generated and sent to customer email. no payment is required.





4.2.2.2. If the request is Fishing Driving License: License SPL will be issued and sent to the customer through SMS/E-mail for settlement. Once payment is settled, Electronic license copy will be generated and sent to customer email.

4.2.2.3. If the request is Abra Driving License:

- Abra Driving Training Request (DMA-RTS-SF08b) (valid for One month) will be sent to the customer E-mail with the assessment date time and location.
- DMA will assign the assessment date and time and notify the customer.
- On the assessment date and time, customer should be available on the test location.
- Once the assessment is conducted the result will be communicated to the customer. According to assessment result:
  - o Pass: In case the customer passes the assessment, DMA will generate SPL for the license and for Abra assessment and send it to the customer for settlement.
  - o Pass with conditions: DMA assessor will assign certain trainings as deemed required for passing. Customer should attend the requested training and notify the assessor once the training is attended. DMA will generate SPL for the license, for Abra assessment and for the attended course and send it to the customer for settlement
  - o Fail: in case the customer didn't pass the first assessment the assessor will assign a new date, time and location for the next test. second chance will be free of charge. However, in case customer fails/ did not show in the second chance (or more) then DMA will generate assessment SPL and send to customer for settlement. Another assessment to be conducted as per previous steps.
  - o Customer did not show: DMA will contact the customer to assign new date, time and location for the test. In case customer fails/ did not show in the second chance (or more) then DMA will generate assessment SPL and send to customer for settlement. Another assessment to be conducted as per previous steps.



#### 4.2.2.4. For other type of the license:

- For Pleasure marine license up to 12m and the certificate is issued from approved training institute in UAE: DMA will generate SPL for the license and for Abra assessment and send it to the customer for settlement.
- For any Commercial marine license or Pleasure marine license up to 12m Marine Driving License and certificate is issued from training institute outside UAE:
  - DMA will send a meeting invitation to conduct an evaluation.
  - At the time of evaluation, customer should attend the meeting.
  - Once the evaluation is conducted the result will be communicated to the customer. According to assessment result:
    - Pass: In case the customer passes the assessment, DMA will generate SPL for the license and for evaluation and send it to the customer for settlement.
    - Pass with conditions: DMA assessor will assign certain trainings as deemed required for passing. Customer should attend the requested training and notify the assessor once the training is attended. DMA will generate SPL for the license, for evaluation and for the attended course and send it to the customer for settlement
    - Fail: in case the customer didn't pass the first assessment the assessor will assign a new date, time and location for the next test. second chance will be free of charge. However, in case customer fails/ did not show in the second chance (or more) then DMA will generate assessment SPL and send to customer for settlement. Another assessment to be conducted as per previous steps.
    - Customer did not show: DMA will contact the customer to assign new date, time and location for the test. In case customer fails/ did not show in the second chance (or more) then DMA will generate assessment SPL and send to customer for settlement. Another assessment to be conducted as per previous steps.

## 5. Service Completion Time

No.	Service	Completion Time
5.1	Time taken to review the application and issue license (Nowakhetha)/ issue SPL (fishing)/ assign test time (from the date of receiving the application)	2 Working day
5.2	Issue the license electronic copy (from the time customer settle the payment)	On spot

## 6. Service Fees

	Service	Fees (AED)
8.1	Commercial Marine Craft Driving License	
8.1.1	Dhow Master Issuance of Wooden Marine Craft Master License for five years.	470
8.1.2	Heritage Abra Operator up to 12 meters. Issuance of Abbra Driving License for 5 years	220
8.1.3	Master-Craft length up to 12 meters. Issuance of Commercial Marine Craft Master License for five years	920
8.1.4	Master-Craft length up to 24 meters. Issuance of Commercial Marine Craft Master License for five years	920
8.1.5	Master- Craft Length above 24 meters. Issuance of Commercial Marine Craft Master License for five years	920
8.1.6	Master-Craft up to 30 GT. Issuance of Commercial Marine Craft Master License for five years	920
8.1.7	Master-Craft up to 50 GT. Issuance of Commercial Marine Craft Master License for five years	920
8.1.8	Master-Craft up to 100 GT. Issuance of Commercial Marine Craft Master License for five years	920



8.1.9	Master-Craft up to 200 GT.	Issuance of Commercial Marine Craft Master License for five years	920
8.1.10	Master-Craft below 500 GT.	Issuance of Commercial Marine Craft Master License for five years	920
8.1.11	Officer/Assist Master-Craft below 500 GT	Issuance of Commercial Marine Craft Master License for five years	920
<b>8.2</b>	<b>Fishing Crew Driving License</b>		
8.2.1	Fishing Crew Driving License-( Nowakhetha )	Issuance of Fishing Boat Driving License (Nokhatha) for five years	520
8.2.2	Fishing Crew Driving License-( Vice Nowakhetha)	Issuance of Fishing Boat Driving License (Vice Nokhatha) for five years	520
<b>8.3</b>	<b>Marine Craft Driving License</b>		
8.3.1	Marine Craft Driving License-Up to 12 meters.	Issuance of Power Boat Driving License for five years	920
8.3.2	Marine Craft Driving License-Up to 24 meters	Issuance of Power Boat Driving License for five years	920
8.3.3	Marine Craft Driving License-Above 24 Meter.	Issuance of Power Boat Driving License for five years	920
<b>8.4</b>	<b>Marine Crew Permit (Engineering)</b>		
8.4.1	Ass. Engineer Operator below (1500) K.W.	Issuance of Marine Engine Operator Assistant Permit for 5 years	470



8.4.2	Ass. Engineer Operator below (3000) K.W.	Issuance of Marine Engine Operator Assistant Permit for 5 years	470
8.4.3	Engine operator 750 KW	Issuance of Marine Engine Operator Permit for 5 years	770
8.4.4	Engine Operator below (1500) K.W.	Issuance of Marine Engine Operator Permit for 5 years	770
8.4.5	Engine Operator below (3000) K.W.	Issuance of Marine Engine Operator Permit for 5 years	770
<b>8.5</b>	<b>Marine Crew Permit</b>		
8.5.1	Diving Guide.	Issuance of Diving Guide permit for five years	1020
8.5.2	Diving Trainer	Issuance of Diving Trainer permit for five years	1020
8.5.3	Marine Instructor	Issuance of Diving Trainer permit for five years	1020
8.5.4	Marine Pilot Permit	Issuance of Marine Pilot Permit for 5 years	920
8.5.5	Seaman Permit	Issuance of Seaman Permit for 5 years	320
8.5.6	Marine Trainer Permit	Issuance of Marine trainer Permit for 5 years	1020
8.5.7	Diver	Issuance of Marine diver for 5 years	520
8.5.8	Marine Safety Officer	Issuance of Marine safety officer for 5 years	520
8.5.9	STS Operation Supervisor	Issuance of Marine Surveyor permit for five years	1020
<b>8.6</b>	<b>Nowakhetha License</b>		
8.6.1	Nokthaha License.		Free
8.6.2	Vice-Nokthaha License.		Free
<b>8.7</b>	<b>Pleasure Marine Craft Driving License</b>		
8.7.1	Skipper-Craft length up to (12) meters.	Issuance of Skipper Pleasure Boat Master License for five years	620
8.7.2	Skipper-Craft length up to (24) meters.	Issuance of Skipper Pleasure Boat Master License for five years	620

8.7.3	Skipper-Craft length above (24) meters.	Issuance of Skipper Pleasure Boat Master License for five years	620
8.8	Conducting a practical assessment for Abbra Driving License.		140
8.9	Practical assessment for Marine Craft Driving License		
8.9.1	Conducting a theoretical assessment for driving a Marine Craft / Crew Permit or any related activity.		120
8.9.2	Conducting a practical assessment for driving a Marine Craft less than 12 m.		520
8.9.3	Conducting a practical assessment for driving a Marine Craft 12 m to less than to 24 m.		770
8.9.4	Conducting a practical assessment for driving a Marine Craft 24 m and above		1020
8.9.5	Travel within the Emirate to the location of the Marine Craft to conduct a practical assessment to the Marine Craft owner.		520
8.9.6	Travel outside the Emirate to the location of the Marine Craft to conduct a practical assessment to the Marine Craft owner.		2020
8.9.7	Conducting general marine safety training per day for each participant		220
8.9.8	Conducting Advanced Safety Training.		520
8.9.9	Conducting Basic Power Boat Training (500*2 days)		1020
8.10	Print Documents		
8.10.1	Printing any document or certificate issued by the Authority		70 / Doc.

\* 10 AED Innovation fees and 10 AED for knowledge fees are to be added for each service.

## 7. Related Documents/ Forms

1.1 DMA-MO-MTC-SF01a, Marine Crew Driving Licensing

1.2 DMA-MO-MTC-SF01b, Marine Crew Permit

1.3 DMA-PRTS-CF07a, Medical Application Form (Med 1).

1.4 DMA-PRTS-CF07b, Medical Application Form (Med 2).

## 8. Applicable References and Regulations

- 8.1. Review and approve fees and penalties related to the marine craft mentioned in law No.(11) for the year 2019 issued by the Executive Council. Dated 01 January 2019.
- 8.2. Review and Approve fees and penalties related to the marine craft mentioned in law No.(11) for the year 2013 issued by the Executive Council. Dated 24 August 2017.
- 8.3. Law No. (11) for the year 2013 issued by Executive Council to Issue a list of Regulations for the Law No. (11) for the year 2010 for Licensing the Marine Craft in the Emirates Dubai.
- 8.4. Law No. (9) for the year 2020 issued by Executive Council to Amend the a list of Regulations for the Law No. (11) for the year 2010 regarding Licensing the Marine Craft in the Emirates Dubai
- 8.5. Law No (3) for the year 2013 for Determine the prohibited marine places in the Emirate of Dubai.
- 8.6. Decision No. (3) for the year 2021 to amend the decision No. (2) for year 2013 for Marine Crew Licensing.
- 8.7. Decision No. (5) for the Marine Crew Registration
- 8.8. Decision No. (19) for the year 2015 for the Marine Crew certificate evaluation.

## 9. Process Workflow:

