

Client Procedure (CP) for Issue New/ Renew STS Provider Approval Procedure

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1. Purpose and Objectives

The purpose of this procedure is to describe how STS are approved by the Offshore Services Section and to ensure compliance of providers with DMA Standards & Regulations.

2. Scope

The procedure covers all STS providers operating STS operation within DMA jurisdiction.

3. Definitions and Abbreviations

- 3.1 DMA - Dubai Maritime Authority.
- 3.3 STS - Ship To Ship.
- 3.5 SPL - Service Price List.

4. Procedure

The primary process for service submission is through the system. However, the DMA staff may use email to communicate with provider if the system is not available, to ensure the business continuity.

4.1. Provider may send a request for provider approval through the system or by email (sts@pcfc.ae) and attach the below required documents

- STS Provider Application Form (DMA-MO-OS-CF01a) only for Email submission.
- Business Licenses
- Company Profile & Organisation Chart
- Procedures for Conducting STS Including Checklists
- Records of Previous Operations
- Professional Indemnity/Liability Insurance
- Owned Resources Located in UAE; e.g. Hoses & Fenders

- Emergency Response System and Emergency Contact Numbers
- Records of Incident and Near Misses in The Last 24 Months
- Contract Agreement Stating; Services, Liabilities and Exceptions
- ISO Certificate and Other Equivalent Management Certificates
- POAC`s Qualifications, Experience, And Training Program
- Litigation; if any

4.2. DMA will conduct a technical review to the approved operation criteria and accordingly:

- Approve: in case required documents are available and validated, Process proceeds to next steps.
- Request for more information: in case missing any of the required documents DMA will send an E-mail to applicant illustrate the required action/ missing information. Customer should share the missing required documents. DMA will review the application.
- Reject: in case the request does not comply with the requirements, DMA will send an E-mail to applicant illustrate rejection reason. Process end.

4.3. Once the request is approved, applicant will receive SPL with service fees.

4.4. Applicant should settle. In case of email submission, applicate should send copy of the payment receipt.

4.5. Upon completing the payment process, Applicate will received copy of the STS Provider Permit (DMA-MO-OS-SF01a) by Email.

5. Service Completion Time

No.	Process	Target	Frequency
7.1	Conduct a technical review and reply to the request (from the day of receiving full requirements)	20 WD	Annually
7.2	Issue the permit		Annually

- Online application (from the time of payment settlement)	At the same time	
- E-mail application (from the time of notifying payment settlement)	1 WD	

6. Service Fees

No.	Process	Fees (AED)
6.2	New approval for STS provider	10,000
6.2	Renew approval for STS provider	10,000

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

7. Related Documents/ Forms

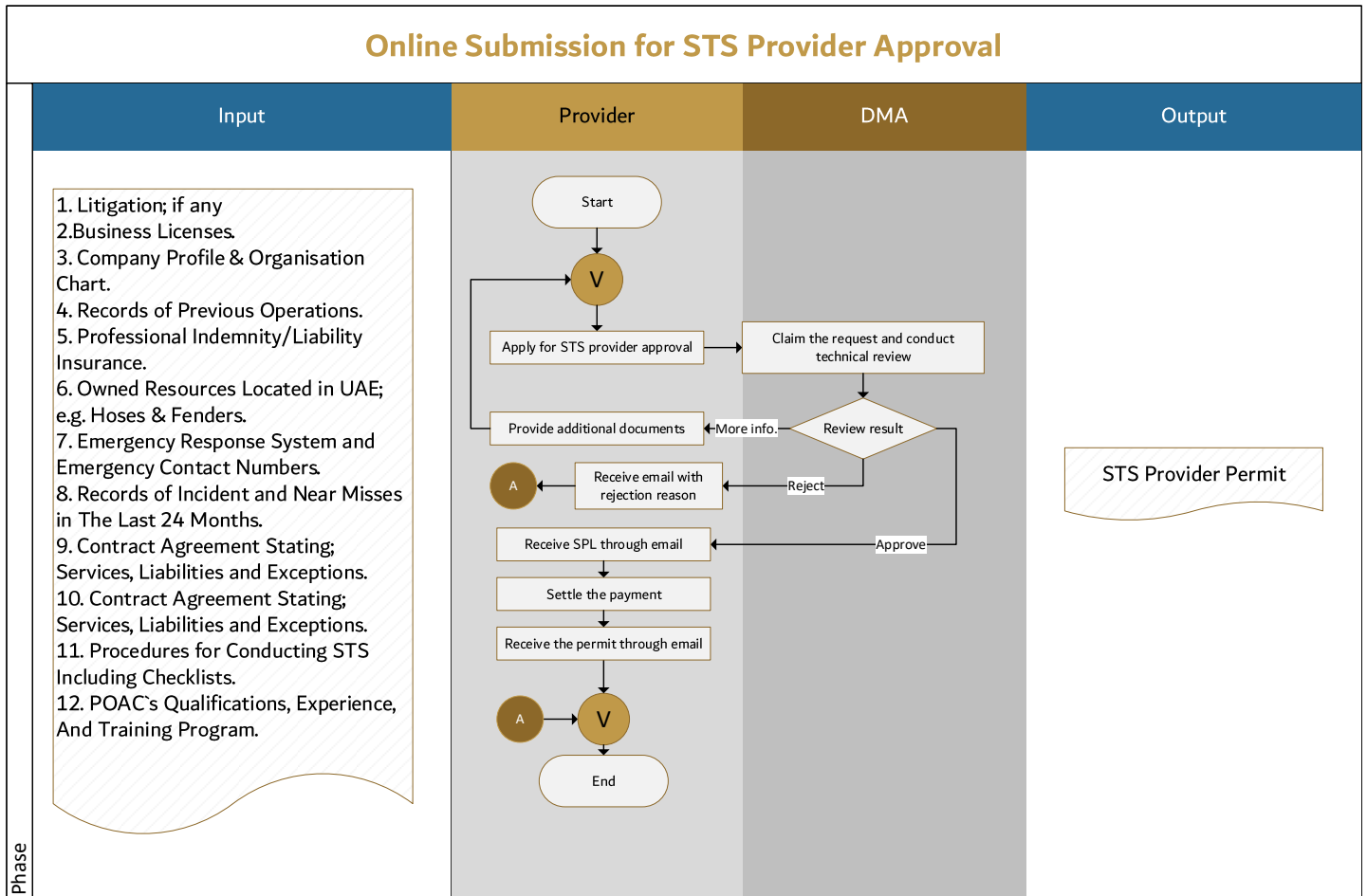
9.1 DMA-MO-OS-CF01a, STS Provider Application Form.

9.3 DMA- MO-OS-SF01a, STS Provider Permit.

8. Applicable References and Regulations

10.2 Decision no 21 year 2013 for Permitting Companies for Transferring Petroleum and Chemical Liquids between Marine Crafts within Dubai Waters.

9. Process Workflow:



Phase

Manual Submission for STS Provider Approval

