



Client Procedure (CP) for Ship to Ship Operation

PCFC- Entity (Business Unit) Name : Dubai Maritime Authority
Department Name : Marine Operation
Section Name : Offshore services
Document Reference Number : PCFC-DMA-MO-OS-CP-03
Revision Number : 00
Revision Date : June 2023
Classification : Public



Table of Contents

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



1. Purpose and Objectives

The purpose of this procedure is to describe how STS Operations are approved by the Marine Operations Department.

The Objective of this process is to ensure safety of Ship To Ship operations.

2. Scope

The procedure covers all STS operations within DMA jurisdiction submitted by any STS providers approved by DMA with valid annual STS Provider permit.

3. Definitions and Abbreviations

- 3.1. Ship To Ship : It is a term used for the operation of transferring cargo from one ship to another. (STS)
- 3.2. DMA - Dubai Maritime Authority.
- 3.3. SPL - Service Price List.

4. Procedure

4.1. Prior to any STS operation, STS Provider should submit a request as per the below channels:

4.1.1. Online Submission of STS Operation Requests

- STS provider should send a request for STS operation through the system. System will check for any suspension/ penalties recorded linked to the provider profile and in case if provider is approved by DMA:
 - In case of no suspension/ penalties and provider is approved, customer may proceeds for next steps.
 - In case of suspension; customer should communicate DMA contact centre.
 - In case of penalties, customer can review and pay the penalties via online payment through e-service portal, or contact DMA contact.



- In case provider is not approved/ with expired approval, provider should apply for STS provider approval (refer to : PCFC-DMA-MO-OS-CP-01 -CP for STS Provider Approval)

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

- Provider need to fill all the required information for the STS operation service and attach the below required documents:
 - Updated Q88
 - P&I Certificate
 - CLC Certificate
 - Certificate of Fitness (Gas/ Chemical)
 - STS Operation Plan
 - IOPP Certificate
 - STS Checklist as per ICS/ OCIMF
 - Mooring Arrangement
 - Risk Assessment
 - Crew List
 - IMO Ballast Water Exchange Report
 - Cargo MSDS
 - Hoses & Fenders Certificate
 - POAC Qualification & Experiences

4.1.2. Email submission

- Provider should send email to STS@PCFC.ae and attach the below required documents
 - STS Operation Application Form (DMA-MO-OS-CF03a) only for Email submission.
 - Required documents mention in Ship to Ship Operation Request Form.

4.2. DMA will conduct a technical review on the submission 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 thorough email.

4.4. Applicant should settle the payment. 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 Operation Permit (DMA-MO-OS-SF03a) by Email.

5. Service Completion Time

No.	Service	Completion Time
5.1	Review the STS operation request and send Invoice/ request for more Info/ reject (from the time of receiving the request)	48 hours
5.2	Send the operation permit No. - Online application(from the time of payment settlement) - E-mail application (from the time of notifying payment settlement)	At the same time 2 hours

6. Service Fees

No.	Process	Fees (AED)
6.2	Approving STS Operation	15,000 per operation

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

7. Related Documents/ Forms

7.1 DMA-MO-OS-CF03a, Ship to Ship Operation Request Form.

7.2 DMA-MO-OS-SF03a, Ship to Ship Operation Permit.

8. Applicable References and Regulations

قرار رقم (21) لسنة 2013 بشأن تنظيم عمل منشآت الاشراف على نقل البضائع السائلة بين الوسائل البحرية في مياه الامارة

9. Process Workflow:

