



Client Procedure (CP) for Offshore Provider Approval

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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:	7

1. Purpose and Objectives

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

2. Scope

The procedure covers all Offshore Providers operating offshore operation services within DMA jurisdiction.

3. Definitions and Abbreviations

- 3.1. DMA - Dubai Maritime Authority.
- 3.2. SPL - Service Price List.

4. Procedure

4.1. Provider send a request for Offshore Provider approval by email and provide related application Form with required documents as mentioned in the form to email operations@pcfc.ae. application forms can be:

5.1.1. For all Offshore service provider (include Diving, Hull Cleaning, Marine Chemist Company):

- Offshore service provider application Form (DMA-MO-OS-CF08a).
- Copy of Dubai trade license.
- Copy of Marine Chemist Surveyor's qualifications and experiences.
- Copy of calibration certificates for the gauging devices.
- No Objection Certificate from the concerned company (If required).
- Personal Medical Insurance for the Surveyors.
- List of equipment owned by the company and last 3 months issued certificates.
- Any other requirements may be requested by Authority.

5.1.2. For Marine Chemists:

- Marine Chemist Approval Request (DMA-MO-OS-CF08b).

- Candidate Curriculum Vitae (CV).
- Unlimited Certificate of Competency (Foreign Going) Class-I or Class-II from a recognized maritime institution.
- Unlimited Certificate of Competency STCW Class-I or Class-II issued by the COC Holder's National
- Administration or by an Administration which has to be a party to the STCW Convention and recognized by UAE.
- A minimum of 5 years of seagoing experience onboard vessels as an Officer/Engineer with a minimum of 5 years.
- A minimum of 3 years experience as a Marine Chemist.
- Valid UAE resident visa.
- Medical fitness certificate.
- Age is not exceeded 60 years.

5.1.3. For Laboratory Testing

- Laboratory Testing Application Form (DMA-MO-OS-CF08c)
- Dubai trade license.
- Company profile & organisation chart.
- ENAS certificate of accreditation and its scope.
- Qualifications and expertise for senior staff/ surveyors/ technicians training certification and senior managers contact numbers.
- Litigation; if any

4.2. DMA will conduct a technical review, and check whether additional documents are required according 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. Applicant 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 request is approved, DMA will:

- For Offshore Service Provider Approval: send email to applicant with copy of Offshore Service Provider Certificate (DMA-MO-OS-SF08a) for Diving or Hull Cleaning services and Marine Chemist Company Certificate (DMA-MO-OS-SF08d) for Marine Chemist companies.
- For Marine Chemist Approval requests: send SPL to the provider by email. Applicant should settle the payment and send the receipt copy to DMA. Upon completing the payment process, Marine Chemist Card (DMA-MO-OS-SF08b) will be showing in customer portal.
- For Laboratory Testing requests :send SPL to the provider by email. Applicant should settle the payment and send the receipt copy to DMA. Upon completing the payment process DMA will send copy of the Laboratory annual permit (DMA-MO-OS-SF08c) to applicant email.

5. Service Completion Time

No.	Service	Completion Time
5.1	Conduct a technical review and reply to the request (from the day of receiving full requirements)	20 WD
5.2	Issue the certificate/ card (from the time of notifying payment settlement)	1 WD

6. Service Fees

No.	Process	Fees (AED)
6.1	Issue Offshore Provider Certificate	Free of Charge
6.2	Issue Marine Chemist Card	500
6.3	Issue Laboratory Annual Permit	10,000

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

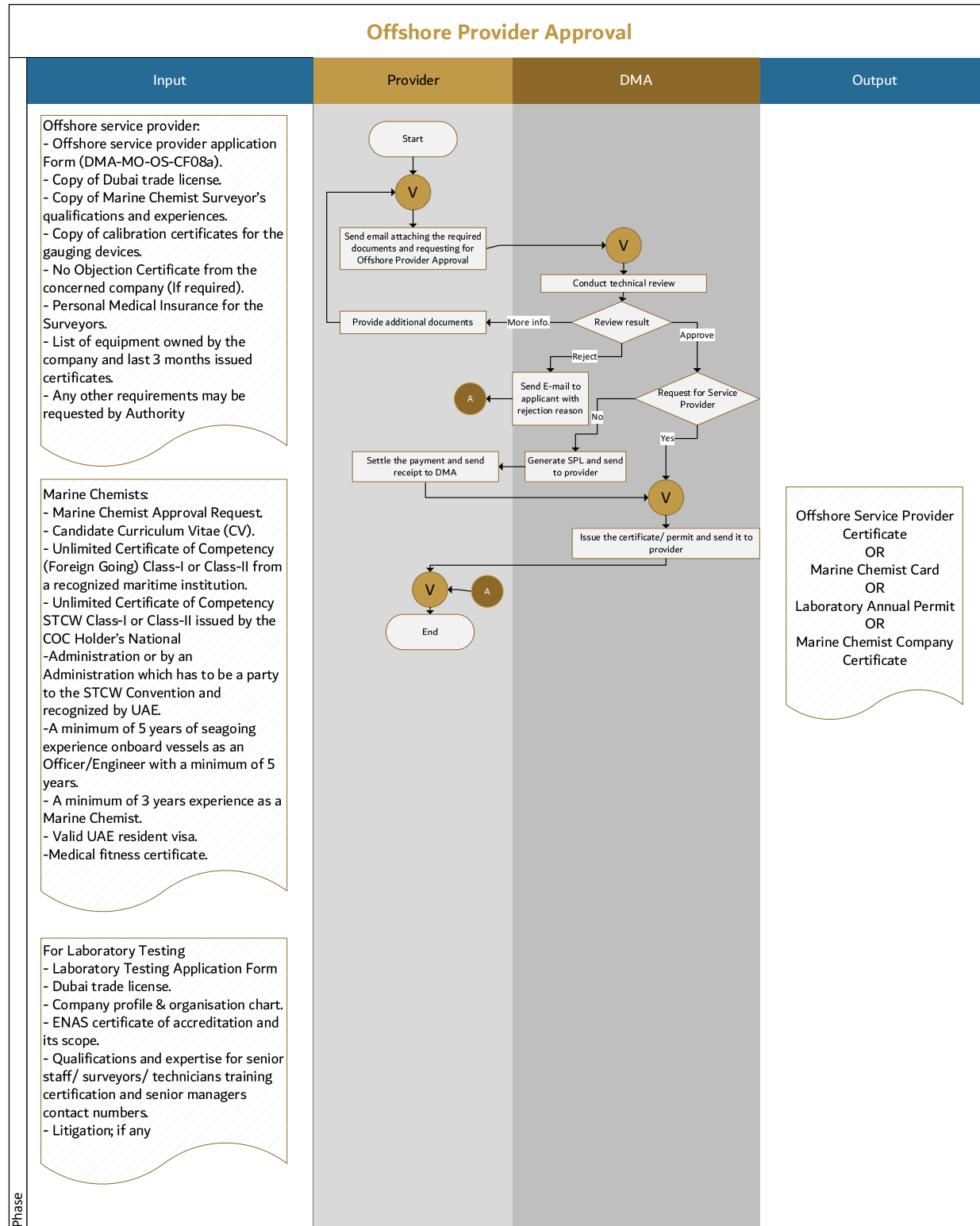
7. Related Documents/ Forms

- 7.1 DMA-MO-OS-CF08a, Offshore service provider application Form.
- 7.2 DMA-MO-OS-CF08b, Marine Chemist Approval Request.
- 7.3 DMA-MO-OS-CF08c, Laboratory Testing Application Form.
- 7.4 DMA-MO-OS-SF08a, Offshore Service Provider Certificate.
- 7.5 DMA-MO-OS-SF08b, Marine Chemist Card.
- 7.6 DMA-MO-OS-SF08c, Laboratory Annual Permit.
- 7.7 DMA-MO-OS-SF08d, Marine Chemist Company Certificate.

8. Applicable References and Regulations

- 8.1 قرار رقم (17) لسنة 2013 بشأن تنظيم رسو الوسائل البحرية في مياه الامارة
- 8.2 قرار رقم (4) لسنة 2016 بشأن تنظيم عمل منشآت اصدار تصاريح السلامة

9. Process Workflow:



Phase