



## Client Procedure (CP) for Offshore Operation Approval

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## 1. Purpose and Objectives

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

The objective of this activity is to ensure safety of marine operations in Dubai waters offshore.

## 2. Scope

The procedure covers all Offshore Operations within DMA jurisdiction. Offshore operation includes:

Sr No	List of offshore operations
1.	Hot work
2.	Hull Cleaning
3.	Diving
4.	Ship Details
5.	Heavy lift
6.	Marine Survey
7.	ME Immobilization
8.	Tank cleaning approval
9.	Man entry approval
10.	Deballasting approval
11.	Sea trial approval
12.	Life boat drill approval
13.	Painting Draft marks, name, flag... approval
14.	Boiler repairs, Generators, electrical work approval
15.	Oil Blending Approval
16.	LPG Commingling approval
17.	Inerting by nitrogen approval
18.	Heavy lift operation approval
19.	Special operations approval
20.	Purging operation approval

21.	Marpol operations
22.	Internal circulating of cargo for Tankers
23.	Cargo Sampling for Tankers

### 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 Operation approval by email and provide related application Form (once required) and required documents as mentioned in below table to [operations@pcfc.ae](mailto:operations@pcfc.ae):

No.	Requested Offshore Operation	Required Submission Documents
1.	Hot work	- DMA-MO-OS-CF09a - Document mentioned in the application form
2.	Hull Cleaning	- DMA-MO-OS-CF09c - Document mentioned in the application form
3.	Diving	- DMA-MO-OS-CF09b - Document mentioned in the application form
4.	Changing Ship Details	- DMA-MO-OS-CF09e - Document mentioned in the application form
5.	Heavy lift	- DMA-MO-OS-CF09f - Document mentioned in the application form
6.	Marine Survey	- Scope of Work - Risk Assessment
7.	ME Immobilization	- DMA-MO-OS-CF09c - Document mentioned in the application form
8.	Tank cleaning approval	- Scope of Work

		- Risk Assessment
9.	Man entry approval	- Scope of Work - Risk Assessment
10.	Deballasting approval	- Scope of Work - Risk Assessment
11.	Sea trial approval	- Scope of Work - Risk Assessment
12.	Life boat drill approval	- Scope of Work - Risk Assessment
13.	Painting Draft marks, name, flag... approval	- Scope of Work - Risk Assessment
14.	Boiler repairs, Generators, electrical work approval	- Scope of Work - Risk Assessment
15.	Oil Blending Approval	- Scope of Work - Risk Assessment
16.	LPG Commingling approval	- Scope of Work - Risk Assessment
17.	Inerting by nitrogen approval	- Scope of Work - Risk Assessment
18.	Heavy lift operation approval	- Scope of Work - Risk Assessment
19.	Special operations approval	- Scope of Work - Risk Assessment
20.	Purging operation approval	- Scope of Work - Risk Assessment
21.	Marpol operations	- Scope of Work - Risk Assessment
22.	Internal circulating of cargo for Tankers	- Scope of Work - Risk Assessment

23.	Cargo Sampling for Tankers	- Scope of Work - Risk Assessment
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#### 4.2. DMA will review the request and accordingly:

- Approve: in case required documents are available and validated and the provider is approved by DMA (once required), 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 Hull work, Hull cleaning, Diving, Ship details, Heavy lift or Marine survey operations: send SPL to the applicant by email. Applicant should settle the payment and send the receipt copy to DMA. Upon completing the payment process, DMA will share operation approval email.
- For operations other than listed in 4.3.1 of this procedure: DMA will share operation approval email.

## 5. Service Completion Time

No.	Service	Completion Time
5.1	Review the offshore operation request and send SPL/ Approval Email/ reject/ request for more information (from the time of receiving the request)	48 hours

## 6. Service Fees

No.	Process	Fees (AED)
8.1.	Hot work	300.00
8.2.	Hull Cleaning	1,000
8.3.	Diving	500
8.4.	Ship Details	500
8.5.	Heavy lift	3,000
8.6.	Marine Survey	2,000
8.7.	ME Immobilization	Free of Charge
8.8.	Tank cleaning approval	Free of Charge
8.9.	Man entry approval	Free of Charge
8.10.	Deballasting approval	Free of Charge
8.11.	Sea trial approval	Free of Charge
8.12.	Life boat drill approval	Free of Charge
8.13.	Painting Draft marks, name, flag... approval	Free of Charge
8.14.	Boiler repairs, Generators, electrical work approval	Free of Charge
8.15.	Oil Blending Approval	Free of Charge
8.16.	LPG Commingling approval	Free of Charge



8.17.	Inerting by nitrogen approval	Free of Charge
8.18.	Heavy lift operation approval	Free of Charge
8.19.	Special operations approval	Free of Charge
8.20.	Purging operation approval	Free of Charge
8.21.	Marpol operations	Free of Charge
8.22.	Internal circulating of cargo for Tankers	Free of Charge
8.23.	Cargo Sampling for Tankers	Free of Charge

\* 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-OS-CF09a, Hot Work Request Form.
- 1.2 DMA-MO-OS-CF09b, Diving Operation Request Form
- 1.3 DMA-MO-OS-CF09c, Hull Cleaning Request Form.
- 1.4 DMA-MO-OS-CF09d, Immobilization of ME Request Form.
- 1.5 DMA-MO-OS-CF09e, Changing Ship Details Request Form.
- 1.6 DMA-MO-OS-CF09f, Heavy Lift Operations Request Form.

## 8. Applicable References and Regulations

- 8.1 قرار رقم (17) لسنة 2013 بشأن تنظيم رسو الوسائل البحرية في مياه الامارة.



## 9 Process Workflow:

