



Client Procedure (CP) for AtoN Initial Approval

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1. Purpose and Objectives

The purpose of this procedure is to describe how Initial Approval for deployment of AtoN are being issued by the Marine Traffic Management Department within DMA.

The objective of this process is to keep all AtoN's in Dubai waters for safe navigation and to comply with IALA standards.

2. Scope

This procedure covers applications requests for study and issue initial approval for deployment of AtoNs which might be requested by:

- Customer who have Project NOC.
- Customer who trying to submit tenders/ study any projects recruitment.
- Individual who wish to learn about AtoNs and IALA recruitment..

3. Definitions and Abbreviations

- 3.1 AtoN: : Aids to Navigation
- 3.2 IALA: : International Association of Marine Aids to Navigation and Light house Authorities
- 3.3 DMA : Dubai Maritime Authority
- 3.4 MTM : Marine Traffic Management Section in DMA.

4. Procedure

4.1. Initiation the application for AtoN initial approval

4.1.1. In order to obtain an initial approval Certificate customer shall approach MTM department for meeting to assess the initial AtoN requirement.

4.1.2. MTM should conduct the assessment meeting with the customer

4.1.3. Customer will be informed about the fees encountered and documents required to be submitted

4.2. Applying for a NOC

4.2.1. Customer should submit an “Application Form for Initial Study” (DMA-MO-VTN-CF-05a) And then submit the application form with the required documents in the DMA offices or to MTM.DMA@DMA.ae.

4.2.2. DMA will review if submitted trade license is valid and that there are no suspension/remark on the submitted license and accordingly:

- In case any of the above issues: DMA will request from customer for resolve the faces issue (by email or physically depend on the submission channels).
- In case no issues found, DMA will issue a payment advice for the customer to pay (in case application is submitted through email, the payment advice will be received by email as well with the payment link while customer may settle the payment online).

4.2.3. Customer need to settle the payment and send a copy of the payment receipt in case email submission only.

4.3. Application Review

4.2.1. Once the payment is settled for the manual submission OR once the payment receipt is sent to DMA for email submission, DMA will review the application.

Note: a site visit might be required for proper evaluation of the application.

4.2.2. According to the performed revision, DMA will:

- Approve: once the application complies with all requirements, DMA will send the copy of the AtoN Initial Approval Certificate (DMA-MO-VTN-SF05a) to customers' email.
- Reject: in case of non-compliance, DMA will send email to customer explaining the reason for rejection.

- Request for more information: in case missing of any of the required documents, DMA will send email to customer with recommendation of the missing/addition documents required. Customer should send the missing/ additional documents for another review.

Notes:

- The validity of the certificate will be 6 months from the date of issue. The certificate will become void, if the customer do not initiate AtoNs deployment approval process within 6 month of issue.
 - Once the AtoN Initial Approval Certificate is expired, customer shall process the application from the beginning as a new submission.
- 4.2.3. Once the NOC is issued, customer to proceed with Aid to Navigation Deployment Approval Procedure.

5. Service Completion Time

	Service	Completion Time
5.1	Generate the payment advice/ request for remarks closure (from the time of receiving the application)	1 Working day
5.2	issue the NOC/ reject application/ request for more information (from the date of payment settlement)	5 Working days

6. Service Fees*

	Service	Fees (AED)
6.1	Study of small marine project for determining its needs for Aids to Navigation not exceeding (5).	500
6.2	Study of small marine project for determining its needs for Aids to Navigation not exceeding (10).	1000
6.3	Study of small marine project for determining its needs for Aids to Navigation not exceeding (15).	1500
6.4	Study of medium marine project for determining its needs for Aids to Navigation not exceeding (20).	2000

6.5	Study of large marine project for determining its needs for Aids to Navigation exceeding (20).	3000
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* Extra 10 AED for innovation fees and 10 AED Knowledge fees will be required.

7. Related Forms

7.1 DMA-MO-VTN-CF-05a, Application Form for Initial Study.

7.2 DMA MO-VTN-SF05a, AtoN Initial Approval Certificate..

8. Applicable References and Regulations

8.1 Law No (11) of 2010 Concerning Licensing of Maritime Vessels in the Emirate of Dubai.

8.2 Law No 63 of 2016 Concerning Aids to navigation in the Emirate of Dubai.

8.3 Resolution No. 8 of 2017 Concerning Aids to navigation in the Emirate of Dubai; Article 6.

9. Process Workflow

