Client Procedure (CP) for Cancelation of Aid to Navigation Deployment Approval

PCFC- Entity (Business Unit) Name	:	Dubai Maritime Authority
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Section Name	:	VTS & Navigational Services.
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Table of Contents

1. Purpose and Objectives

The purpose of this procedure is to describe how the Cancelation Deployment of Aids to Navigation for completing the project by the Marine Traffic Management (NS) 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 and as per Dubai Regulations.

2. Scope

This procedure covers applications requests for cancelation of deployment of AtoN in Dubai waters submitted previously of by companies Licensed by Dubai Authorities upon completed project.

Also will cover UAE nationals who need to cancel for deployment of AtoN for the purposed of Fish Heaven and any research of AtoN within Dubai waters..

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

4. Procedure

4.1.   Applying for Cancelation of AtoN Approval Certificate

4.1.1. Aid to Navigation Owner/Contractor shall fill the Application Form for Deployment of AtoN (DMA-MO-VTN-CF06a), and then submit the application form along with Project Cancelation Certificate to MTM.DMCA@DMA.ae. .

4.1.2. 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 review the application.

4.2. Application Review

4.2.1. DMA will review the application and accordingly :

- In case of compliance submission: DMA will conduct with the site inspection.

- 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.

4.2.2. According to the inspection status, DMA will:

- If comments/ unsatisfactory inspection result: DMA will assign timeframe for rectification and send the comments and timeframe to customer. Then customer has to confirm compliance through email. Then DMA will conduct a re-inspection.

- If satisfactory inspection result: DMA should send a confirmation Email to customer confirming the cancelation of the AtoN Approval Certificate

5. Service Completion Time

	Service	Completion Time
5.1	Conduce the inspection request for remarks closure (from the application date)	7 W.Ds
5.2	Send inspection comments/ confirming certificate cancelation (from the date of conducting the inspection)	1 W.D

6. Service Fees

	Service	Fees (AED)
6.1	Cancelation of Aids to Navigation (AtoN) Certificate.	Free of Charge

7. Related Forms

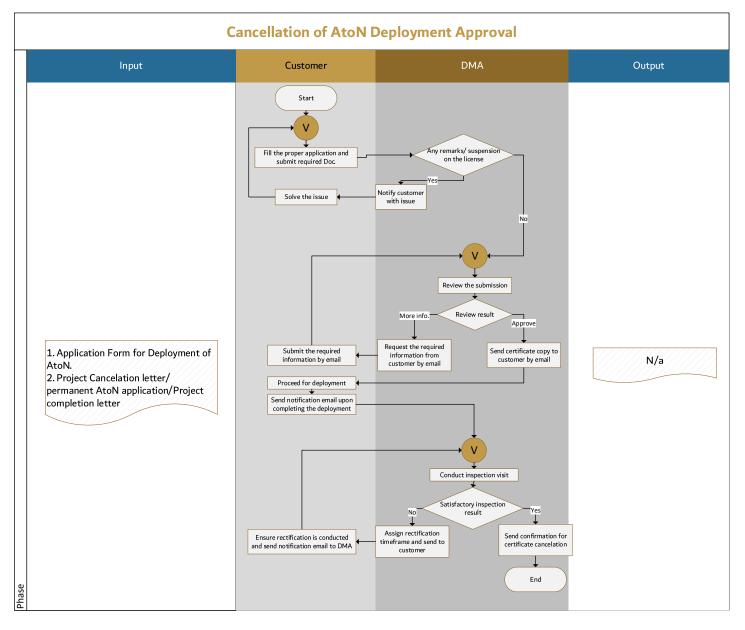7.1   DMA-MO-VTN-CF-06a Application Form for Deployment of AtoN.

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 regarding navigation aids in the Emirate of Dubai; 7 (Deployment approval)

9. Process Workflow

Cancellation of AtoN Deployment Approval

Input	Customer	DMA	Output
1. Application Form for Deployment of AtoN. 2. Project Cancelation letter/ permanent AtoN application/Project completion letter	Start → V → Fill the proper application and submit required Doc. → Solve the issue ← Notify customer with issue ← (Yes) Any remarks/ suspension on the license → (No) V → Review the submission → Review result (More info. → Submit the required information by email → Proceed for deployment → Send notification email upon completing the deployment) / (Approve) → Ensure rectification is conducted and send notification email to DMA	Request the required information from customer by email → Send certificate copy to customer by email → V → Conduct inspection visit → Satisfactory inspection result (No → Assign rectification timeframe and send to customer) / (Yes → Send confirmation for certificate cancelation → End)	N/a