Client Procedure (CP) for Renew Safe Aid to Navigation Certificate

PCFC- Entity (Business Unit) Name	:	Dubai Maritime Authority
Department Name	:	Marine Operation
Section Name	:	VTS & Navigational Services.
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1. Purpose and Objectives

The purpose of this procedure is to describe how to renew the Safe AtoN certificate 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 and as per Dubai Regulations.

2. Scope

This procedure covers applications requests for renewal of the Safe AtoN Certificate for projects with more than 9 months approval in Dubai waters submitted by companies Licensed by Dubai Authorities.

Also will cover UAE nationals who need to apply for Safe 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.
3.4	MO	:	Marine Operations Department.

4. Procedure

4.1. Applying for Safe AtoN Certificate Renewal

4.1.1. Aid to Navigation Owner/Contractor shall fill the Application Form for Safe AtoN Certificate (DMA-MO-VTN-CF10a), and then submit the it along with the required documents as mentioned in the application form 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 will issue a payment advice for the customer to pay, the payment advice will be received by email as well with the payment link while customer may settle the payment online).

4.1.3. Customer need to settle the payment and send a copy of the payment receipt to DMA.

4.2. Application Review

4.2.1. Once payment receipt is sent to DMA, DMA will review the application.

4.2.2. According to the performed revision, DMA will:

- Approve: once the application complies with all requirements, DMA will conduct an inspection on the location.

- Request for more information: DMA will issue recommendations and ask customer to send via e-mail the required missing/additional documents. Customer shall submit the requested missing/ additional documents for another review.

4.2.3. DMA will conduct an inspection on the location and accordingly:

- If comments/ unsatisfactory inspection result: DMA will communicate the comments with timeframe for rectification, customer is required to comply with rectification actions as per the provided timeframe and notify DMA upon rectification completion.

- If satisfactory inspection result: DMA will send the copy of the Safe AtoN Certificate (DMA-MO-VTN-SF10a) to customers' email.

Note: Safe AtoD Certificate expiry is the same as the project NOC expiry.

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	Conduct inspection and notify inspection results (from the date of client notification of deployment)	7 Working days

5.3	Certificate issuance/ send inspection comments (from the date of inspection)	2 W.D

6. Service Fees*

	Service	Fees (AED)
6.1.	Renewal of validity certificate for each project up to (5) Aids to Navigation (AtoN) annually.	30000
6.2.	Renewal of validity certificate for each project up to (10) Aids to Navigation (AtoN) annually.	50000
6.3.	Renewal of validity certificate for each project up to (15) Aids to Navigation (AtoN) annually.	60000
6.4.	Renewal issuance of validity certificate for each project up to (20) Aids to Navigation (AtoN) annually.	75000
6.5.	Renewal of validity certificate for each project exceeding (20) Aids to Navigation (AtoN) annually.	100000

* Extra 10 AED for innovation fees and 10 AED Knowledge fees will be required.

* Government Non-profit projects will be exempted from the above fees, all other procedure remain the same.

7. Related Forms

7.1 DMA-MO-VTN-SF-10a Safe AtoN Certificate.

7.2 DMA- MO-VTN-CF-10a Application Form for Safe AtoN 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 regarding navigation aids in the Emirate of Dubai; 7 (Deployment approval)

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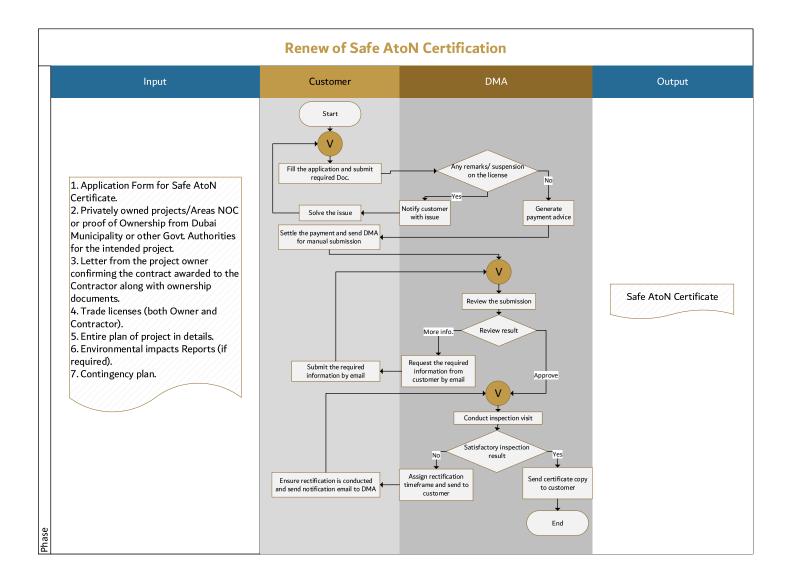
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Renew of Safe AtoN Certification

Input	Customer	DMA	Output
1. Application Form for Safe AtoN Certificate. 2. Privately owned projects/Areas NOC or proof of Ownership from Dubai Municipality or other Govt. Authorities for the intended project. 3. Letter from the project owner confirming the contract awarded to the Contractor along with ownership documents. 4. Trade licenses (both Owner and Contractor). 5. Entire plan of project in details. 6. Environmental impacts Reports (if required). 7. Contingency plan.			Safe AtoN Certificate

Flowchart (Customer / DMA lanes):

- Start
- V
- Fill the application and submit required Doc.
- Any remarks/ suspension on the license
  - Yes → Notify customer with issue → Solve the issue (loops back)
  - No → Generate payment advice
- Settle the payment and send DMA for manual submission
- V
- Review the submission
- Review result
  - More info. → Request the required information from customer by email → Submit the required information by email (loops back)
  - Approve → V
- Conduct inspection visit
- Satisfactory inspection result
  - No → Assign rectification timeframe and send to customer → Ensure rectification is conducted and send notification email to DMA (loops back)
  - Yes → Send certificate copy to customer
- End