

Client Procedure (CP) for Amendment of Safe Aid to Navigation Certificate

PCFC- Entity (Business Unit) Name : Dubai Maritime Authority
Department Name : Marine Operations
Section Name : VTS & Navigational Services.
Document Reference Number : PCFC-DMA-MO-VTN-CP-12
Revision Number : 00
Revision Date : April 2021
Classification : Public

Table of Contents

1. Purpose and Objectives.....	3
2. Scope	3
3. Definitions and Abbreviations	3
4. Procedure	3
5. Service Completion Time.....	4
6. Service Fees.....	4
7. Related Forms	5
8. Applicable References and Regulations.....	5
9. Process Workflow	5

1. Purpose and Objectives

The purpose of this procedure is to describe how the amendment of Safe Aids to Navigation certificate 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 amendment of the Safe AtoN Certificate for the purpose of replacing the AtoN/ repositioning / change light characters/ Increasing or reducing number of AtoN submitted by previous Safe AtoN certificate holder.

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 Amendment

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@DMCA.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 proceed with application review.

4.2. Application Review

4.2.1. DMA will review the application and 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.

4.2.2. 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 AtoN Certificate expiry is the same as the project NOC expiry.

5. Service Completion Time

	Service	Completion Time
5.1	Approve/ 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	Amend Safe AtoN certificate	Free of Charge

7. Related Forms

7.1 DMA-MO-VTN-SF10a Safe AtoN Certificate.

7.2 DMA-MO-VTN-CF10a 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)

9. Process Workflow

