



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

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## 1. Purpose and Objectives

The purpose of this procedure is to describe how the cancelation 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 cancelation of the Safe AtoN Certificate 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

## 4. Procedure

### 4.1. Applying for Cancellation of Safe AtoN Certificate

4.1.1. Aid to Navigation Owner/Contractor shall fill the Application Form for Safe to AtoN (DMA-MO-VTN-CF10a), and then submit the application form along with Project Cancelation/ Completion Certificate to [MTM.DMCA@DMCA.ae](mailto: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 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 shall send the missing/ additional documents for another review.

### 4.2.2. According to the inspection status, DMCSA 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 shall 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 Safe Aids to Navigation (AtoN) Certificate.	Free of Charge

## 7. Related Forms

7.1 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

