

Client Procedure for Obtaining Geotechnical NOC

PCFC- Entity (Business Unit) Name	:	Trakhees – Ports, Customs & Free Zone Corporation
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1. Purpose and Objectives

The purpose of Geotechnical NOC procedure is to ensure that the designs are in line with minimum requirements as set in Building Regulations and Design Guidelines, International Codes, Good Engineering Practices and as per Trakhees-CED Guidelines, to safeguard life or limb, environment, property and public welfare.

Accordingly, TRAKHEES, as Department of Planning and Development of PCFC (hereby referred to as 'Authority'), takes the role of reviewing and approving Geotechnical NOC within Trakhees jurisdiction

2. Scope

All Customers/Business Units operating within Trakhees jurisdiction area.

The scope of the process is from receipt of the application (online submission) to the issuance of Geotechnical NOC, within Trakhees' jurisdiction, with regards to the types of Permits mentioned below:

Note: Trakhees/CED Engineers will handle reviewing submitted drawings in compliance to Trakhees Codes, Regulations and relevant codes. However, customer's Consultants and his Contractors shall remain entirely responsible for design, accuracy of design and drawings, for stability and safety.

Types of Permits in Scope:

There are four types of Geotechnical NOC applications/submission that can be applied for, by appointed customer's Consultant:

- New Geotechnical NOC.
- Revision of Geotechnical NOC
- Amendment of Geotechnical NOC
- Revalidation of Geotechnical NOC

Note:

Resubmission implies that applicant resubmits after complying with Trakhees comments/ concerns)

3. Definitions and Abbreviations

3.1	CED	Civil Engineering Department
3.2	TRK	Trakhees (abbreviation)
3.3	DEWA	Dubai Electricity & Water Authority

3.4	Etisalat / DU	Telecommunication provider
3.5	CDA	Concept Design Approval, (the first stage in development approval)
3.6	BP	Building Permit (Application Process at detailed design stage)
3.7	REV	Revision (to Geotechnical NOC Application)
3.8	BRDG	Building Regulations and Design Guidelines issued by CED
3.9	CPR	CED Process Register Software
3.10	DCD	Dubai Civil Defense
3.11	Appraisal Fees (Initial Payment):	Appraisal fees do not indicate the final fees for the submission, but is only to begin CED's processing of the submission, during which any additional/ revision fees shall be added as final fees (refer 6).

Payments can be made via channels such as Online payments / Al Ansari Exchanges / Bank Transfers

For more acronyms, kindly refer to [APPENDIX – 1: Definitions & Acronyms](#)

4. Procedure



For quick procedural info, please refer to the [Workflow](#) on last page.
For a more detailed approach, please read below.

4.1 INFORMATION & PREPARATION: For identification of Geotechnical NOC stages and submission requirements, the Applicant has to visit the website (<https://www.trakhees.ae/en/ced/Pages/Client-Procedures.aspx>) and refer client procedure PCFC-TRK-CED-PS-CP-16 (this procedure) with related forms (refer [section 7.0](#))

4.2 APPLICATION:

To initiate the process, the following applications can applied online via link <http://online.Trakhees.ae> by attaching all requirements as set in Geotechnical NOC Application Form ([TRK-CED-PS-CF16a, Soil Improvement/ Shoring/ Piling](#)) and ([TRK-CED-PS-CF16b, Soil Investigation](#)) attached along with other necessary documents ([refer section 7](#))/ submission requirements depending on submission type (i.e. New, Resubmission).

4.2.1 For New Geotechnical applications:

New Geotechnical NOCs can be applied online via link: <http://online.Trakhees.ae> by attaching all requirements, as set in Geotechnical NOC Application Form ([TRK-CED-PS-CF16a, Soil Improvement/ Shoring/ Piling](#)) and ([TRK-CED-PS-CF16b, Soil Investigation](#)), using folder codes (viz. GD, FP, STR etc.), as

indicated in the Forms, together with other submission requirements depending on submission type (i.e. New, Resubmission).

4.2.2 For Revision of Geotechnical NOC applications:

For this stage, submittal of soft copy (in PDF formats) of revised drawings along with previous approved drawings / documents and required NOCs are sufficient for approval, as per Revision procedures applicable in Trakhees website link: <http://www.trakhees.ae/en/ced/Pages/Client-Procedures.aspx>

4.2.3 For Revalidation and Amendment applications:

An amendment and revalidation request can be applied after obtaining the Geotechnical NOC. The amendment is required to obtain the approval for any revision on the issued Geotechnical NOC and the NOC revalidation is required to revalidate an expired issued Geotechnical NOC

4.3 SECTION ADMIN / HELPDESK:

Upon receiving online submissions, CED Section Admin/ Helpdesk validates all requirements and accordingly advises customer if MORE INFO required (via system). Once all requirements are validated as ok, the customer is notified with a submission serial number and to proceed to pay for the Geotechnical NOC appraisal.

NOTE: CED Helpdesk reserves the right to Accept/ Reject the submission, if the received applicant is not complete as per checklist requirements. Incomplete applications that are rejected can be resubmitted.

4.3.1 The Geotechnical NOC appraisal fee receipt is essential to proceed with the Geotechnical NOC review and approval. Thereby, payment shall be made via below channels:

- Online payments
- Al Ansari Exchanges
- Bank Transfers

4.4 REVIEW & APPROVAL:

After the payment and within 10 working days, CED shall then notify customers on the below review outcomes.

APPROVED -

If submission is approved and complete, while complying with all Regulations and Guidelines set by Trakhees, the CED Engineers stamp relevant drawings (Additional** calculated fees, if applicable, may be set here)

NOT APPROVED -

In the event where any major problems have been identified, the applicant shall be informed via system, for correction prior to resubmitting the Geotechnical application.

4.5 FINAL PAYMENT:

Upon receiving notification of successful approval, Applicant ensures that additional** calculated fees (if any) are fully paid for, prior to receiving documents.

NOTE: Geotechnical-NOC documents are released via System, only after Applicant completes payments of all fees.

4.6 DOCUMENT DELIVERY:

Finally, applicant receives a download link to the **Geotechnical NOC** and all approved drawings/ NOC, immediately after completion of additional payments (if any).

NOTE:

- 1) For non-payments, Applicant receives a system notification/ reminder to settle payment, prior to being blocked in system.
- 2) The download link is valid for a month. If applicant fails to download within the validity period, the link expires, and applicant requires to apply for 'Request for Copy of documents, refer CED-CDC-P01)
- 3) Applicant / Customer's consultant/ Contractor shall comply with all conditions (if any) listed in issued Geotechnical-NOC and ensure compliance towards all recommendations are completed.

5. Process Measurements

No.	Process	Target
7.1	Foundation NOC (New)	8 WDs
	Geotechnical NOC (New)	6 WDs
	Shoring NOC (New)	5 WDs
7.2	Foundation NOC (Revision)	8 WDs
	Revised Geotechnical NOC (Revision)	6 WDs
	Shoring NOC (Revision)	5 WDs
7.3	Revalidation of Foundation NOC (Revalidation)	8 WDs
	Geotechnical NOC (Revalidation)	6 WDs
	Shoring NOC (New)	5 WDs
7.4	Foundation NOC (Amendment)	8 WDs
	Amendment of Geotechnical NOC (Amendment)	6 WDs
	Shoring NOC (Amendment)	5 WDs

For all submission types, Trakhees/CED is committed to complete review process within the above mentioned targets, however delays can occur due to the following:

- Missing drawings. Or documents
- Details clarification or calculations
- CPR System issue.
- Internal Sections clarification.
- Special approval from higher management
- Pre-requisites not met by client

6. Service Fees

Applicable as per Project Specifications

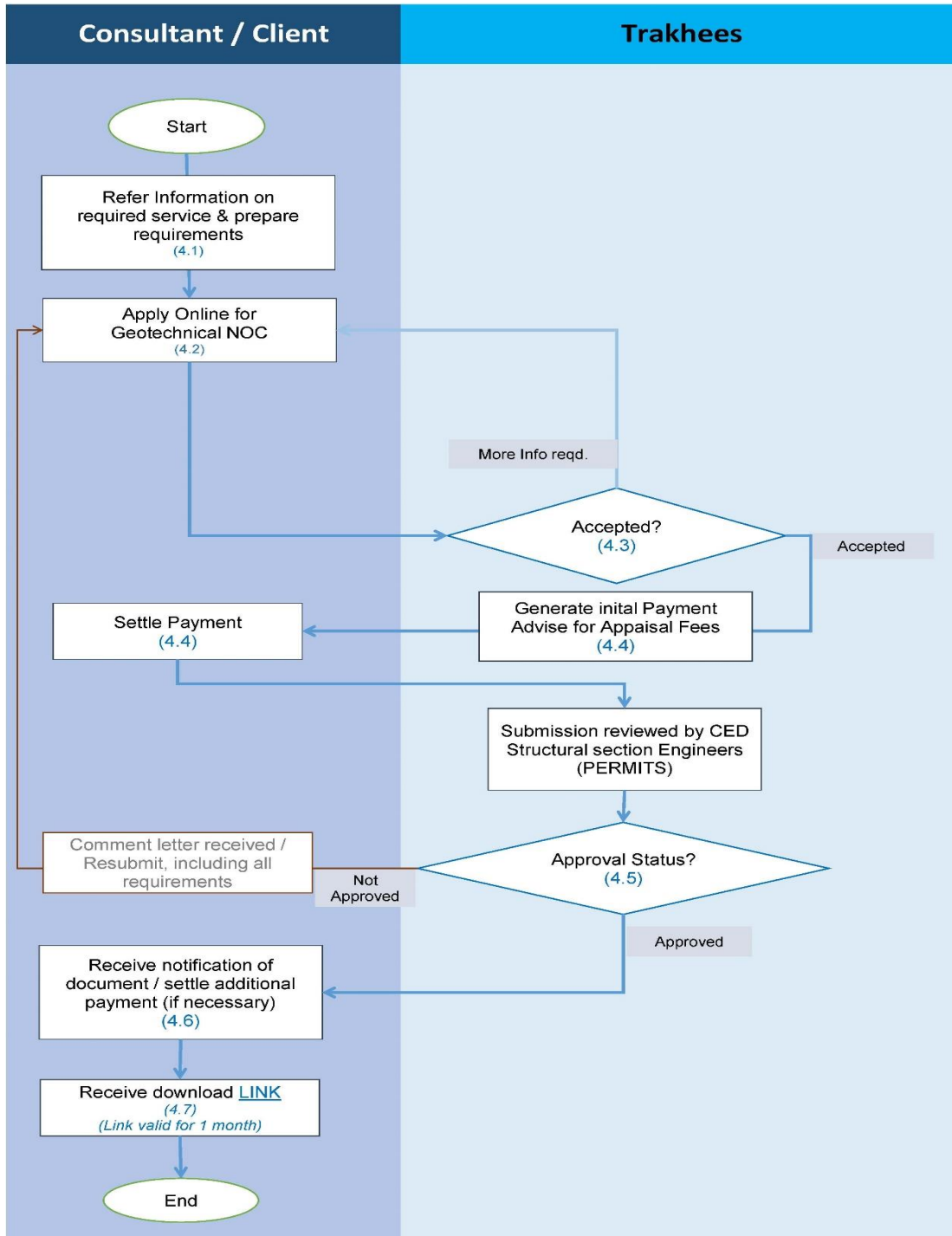
7. Documents/ Forms

- | | | |
|-----|--|----------------------------------|
| 7.1 | Application for Geotechnical NOC – Soil Improvement / Shoring / Piling | TRK-CED-PS-CF16a |
| 7.2 | Application for Geotechnical NOC – Soil Investigation | TRK-CED-PS-CF16b |
| 7.3 | Certificate of Conformity for Enabling Work Form (COC EW) | |

8. Applicable References and Regulations

- 8.1 Submission Requirements and Document Checklist.
- 8.2 Building Regulation & Design Guidelines.
- 8.3 BS 8110: 'Structural Use of Concrete'
- 8.4 ACI 318: 'Building Code Requirements for Structural Concrete'
- 8.5 ACI Manual of Concrete Practice – the latest edition.
- 8.6 AISC 360
- 8.7 UBC 1997, Volume 2, 'Structural Engineering Design Provisions'
- 8.8 BS 8004: 1986 'Foundations'
- 8.9 IBC 'International Building Code', excluding seismic design provisions.
- 8.10 Pile design and construction practice – M.D. Tomlinson

9. Workflow



APPENDIX 1 – ACRONYMS

ABP	Administrator - BP Section	GISE	GIS Engineer
ASHRAE	American Society of Heating, Refrigeration and Air Conditioning Engineers	HD	Help Desk
Authority	Trakhees	HVAC	Heating, Ventilation, and Air-conditioning
BP	Building Permit	ID	Inspection Department
BP number	Building permit application number	JAFZA **	Jebel Ali Free Zone Authority
BRDG	Building Regulations and Design Guidelines	JGE	Jumeirah Golf Estate
BU	Business Unit, entities and establishments under the PCFC umbrella (marked **).	MEP	Mechanical, Electrical, Plumbing
CCTV	Closed Circuit Television	NAKHEEL **	Nakheel Properties
CDA	Concept Design Approval	NOC	No Objection Certificate
CEDSR (- ***)	CPR Submission Number	PA	Payment advise
CEDPR (- ***)	CPR Project Registration Submission No.	PCFC **	Ports, Customs & Free Zone Corporation
CED	Civil Engineering Department	PLE	Planning Engineer
CPR	CED Process Register	PLNG	Planning Section
COC	Certificate of Conformity	PM	Planning Manager
DC	Document Controller	PROCESS	Section in Civil Engineering Department, as Main owner of process/ Project registration, and accordingly distributes to different sections for coordinated review/approval.
DCD	Dubai Civil Defence	OWNER	Main owner of process/ Project registration, and accordingly distributes to different sections for coordinated review/approval.
DCR	Development Control Regulation	RA	Risk Assessment
DED	Department of Economic Development	RE	Review Engineer
DLTM	Dubai Local Transverse Mercator	REV	Revision
DM	Dubai Municipality	ROW	Right-of-way
DMC **	Dubai Maritime City	RTA	Road and Transport Authority
DO	Drawing Office	SC	Section coordinator
DPA **	Dubai Ports Authority	SD	Senior Draughtsman
DPS	Drawing Production System	SDO	Senior Drawing Officer
DPW**	Dubai Ports World		Survey Engineer
DUCAMZ **	Dubai Customs Automobile Zone	SE	Sheet Metal & Air Conditioning
EIA	Environment Impact Assessment	SMACNA	Contractors National Association
EZW **	Economic Zones World	SM	Senior Manager
FP	Facility Permits section of CED	SNO	Submission Number
FRE	Final Review Engineer	TIS	Traffic Impact Study
FRECOM	An Oracle based system used by EZW in managing facilities		
GB	Green Buildings		
GIS	Geographical Information System		

** Business Unit / entities and establishments under the PCFC umbrella