



Client Procedure for Obtaining Exceptional Permit

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1. Purpose:

In order to maintain control over activities & Operations (which are not covered in the scope of a company's existing Operations Fitness Certificate (OFC) / Approved Certificate / Approved Chemical List / Approved Machine List, but which are required to be carried out by client/licensee or its hired third party Company for its business continuation/purposes, this permit can be issued under approval of Trakhees, for a limited time period.

This permit is valid only at existing client's building/facilities as per client's license, wherein the proposed activity can be done safely and in accordance with EHS regulations, upon which an Exceptional Activity Permit will be issued.

Acquiring of an additional approval required from other relevant authorities shall be the responsibility of the company requesting this permit.

2. Scope:

To review and establish safe work practices, while permitting of exceptional activity by licensee within PCFC Jurisdiction areas.

3. Definitions:

3.1 Exceptional Activity : Applicable within PCFC jurisdictions, where an activity not covered under the current Operations Fitness Certificate (OFC) / Approved Certificate / Approved Chemical List / Approved



Machine List, and is required temporarily by the Client to support their existing business for a certain period. (For example, Value added services, Printing, Painting, Blasting, Fabrication, Chemical Storage, Open Yard Activity & Storage, Hydro testing, Maintenance/ Repair, Liquor storage etc.) Such activities or Operations shall not be of a permanent nature.

- 3.2 Validity : The Exceptional Permit/ NOC shall be applicable / permissible as per the date of expiry mentioned in the Permit. In case, if the same activity/operations requires for an extended period, the client shall require to submit another request for extension/ Renewal/ issuance of Exceptional Permit/ NOC.
- 3.3 'Temporary' : The Exceptional Permit/ NOC shall be permissible for a specified temporary period, as per details of the project, and as per the date of expiry mentioned on the Exceptional Permit/ NOC.
- 3.4 Exception Project : The 'activity' requiring exceptional permit, that has to be conducted at the licensed premises only, and having a defined period, not extending beyond the license expiry date.

4. Procedure:



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

4.1 Submission of Request: The Lessee/Licensee/Occupier/Contractor shall submit request through Trakhees Online System at least 2 days in advance of carrying out required works. Trakhees-EHS shall check/verify all the documents and if required call/intimate the occupier, in case of any missing/inadequate document/information.

Technical information may include the following details / document submission:

- a. Detailed Project Description / Client Request
- b. Method Statement and/or Safe Work Procedure
- c. List of Products / Materials, etc.
- d. Manufacturer Certification / Permission (For Printing/Label Changes)**
- e. Risk Assessment ***
- f. Emergency Response Plan
- g. Setting-out Plan and/or Floor Plan
- h. Safety Data Sheet (SDS) of chemicals

** *Translation of languages activity are not covered under this Permit. The accuracy of information on printing is the sole responsibility of the client.*

*** *Please refer to the [Client Procedure to Obtain Risk Assessment Study PCFC-TRK-EHS-IO-CP-17](#)*



4.2 Payment Fee: A processing fee of AED 2500/- (plus AED 20 as Knowledge Dirhams & Innovation Fee) per application shall be charged from the Client which shall require to be deposited in their pre-paid account prior to submission of application.

4.2.1 In case of Exceptional Permit/ NOC for the Chemicals storage in ISO tank containers, the processing fee of above AED 2500/- (plus AED 20 as Knowledge Dirhams & Innovation Fee) shall be charged per application for the quantity (1-5) ISO Tank containers per month. For applications having a quantity of more than five (5) ISO Tank containers, an additional amount AED 2520 shall be charged per each group containing five (5) ISO Tank containers per month.

4.3 Inspection: EHS Officer may inspect and check, and verify the proposed works areas prior to or after issuance of Permit to ensure that only the permitted activity is carried out and all necessary precautionary safety measures are in place and safety procedures are implemented and followed.

4.4 Approval: Upon acceptance of Client's request and satisfactory compliance with Trakhees-EHS requirements, Exceptional Study Permit/NOC will be issued within 2 working days and shall be sent through the system to the registered email address, of the client, as mentioned in the application, and the same can be downloaded from the online account also.

4.5 Permit Validity: The validity for Exceptional Permit/NOC shall be assessed and finalized by the EHS department based on the nature of activity/ operations/ task/ work/ severity/ risks, etc.



- The minimum validity shall be issued for one day and maximum for 12 months period.
- The scope of activity/operations permitted shall be specified and mentioned in the Exceptional Permit/NOC.
- The client shall require to submit new request to TRAKHEES-EHS Operations section for any extension/renewal, or changes/addition/amendment in the required task/activity/operations.

5. Service Completion Time:

#	Service	Completion Time (WD)
5.1	Issuance of Exceptional Study Permit (upon approval)	5 WD

6. Service Fees:

Service fees shall be paid by client prior to submission of application

#	Service	Fees (AED)
6.1	Application – Exceptional Study Permit	2,520/- * (each application)

* 10 AED Innovation fees and 10 AED for knowledge fees are included for each application

7. Related Documents:

N/A

8. Applicable References and Regulations

- 8.1 Regulation IO- 4.0 Occupational Health & Safety
- 8.2 Regulation IO- 7.0 General Commodity Storage
- 8.3 Regulation IO- 8.0 Chemicals & Petroleum Products Storage Facilities
- 8.4 Regulation IO- 9.0 Equipment Operations & Machinery Installations

9. Workflow:

