



Client Procedure for Procedure for obtaining Approval of Risk Assessment (RA) Study

PCFC- Entity (Business Unit) Name : Trakhees – Department of Planning & Development

Department Name : Environment, Health & Safety (EHS) Department

Section Name : Operations

Document Reference Number : PCFC-TRK-EHS-IO-CP-17

Revision Number : 04

Revision Date : December 2023

Classification : Public



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1. Purpose

The development of projects under the jurisdiction of Trakhees, that possess a significant risk of people, property and environment issues due to the nature of activity, shall necessitate a Risk Assessment (RA) study as per the Trakhees' EHS: Risk Assessment Guidelines. This ideally needs to be carried out by any Trakhees' EHS Pre-qualified third party (Refer Prequalification Procedure) to ensure that all potential risks towards people, property & environment, within PCFC jurisdiction, are mitigated to an acceptable level.

2. Scope

This procedure is applicable to all clients developing and operating Projects, in the areas under Trakhees-PCFC jurisdiction.

3. Definitions and Abbreviations

Risk Assessment

Health, Safety, and Environment with Fire risk assessment of the project; could include HAZOP (Hazard & Operability Study) and / or HAZAN (Hazard Analysis). It also includes both Quantitative and Qualitative Risk assessment techniques and differs from traditional Risk assessment. It covers all risks that need to be mitigated and control measures to be incorporated in the design, from the new project before design / construction. A traditional Risk assessment is a General Compliance risk assessment report as part of Organization's HSE / Safety Management System or used for compliance to OHSAS 18001 requirements and doesn't cover Consequence analysis and modelling techniques.

Risk Consultants

These are the consultants/companies registered for Risk Assessment studies (RAs) in regards to Life Safety, Occupational Health, Storage/ Use of Dangerous Goods, Construction Safety and Public Safety.

4. Procedure

4.1 Identification of RA need:

During the initial project review, i.e. License application stage, the respective Trakhees officers shall evaluate the project for its potential risk, hazards and relevant impacts that needs ~~and~~ to be identified and evaluated for the need ~~for~~ of Risk Assessment Study, which shall be communicated to the client.

The need for RA Study can also be communicated to the client during the drawing review stage while reviewing the project's criticality. Furthermore, it may also be communicated during Building completion inspection, Operational Fitness Inspection and / or Random inspections and shall be communicated to the client for conducting the RA study including, but not limited to, the list of activities referred in the below table. The client shall select one of the Trakhees registered RA Consultant to carry out the RA study and submit it to Trakhees via Online system for approval.

4.1.1 LIST OF ACTIVITIES REQUIRING RISK ASSESSMENT STUDY BY EHS APPROVED 3rd PARTY

Sl.	Project Description
1	Processing & Manufacturing Industries involved in High Risk Activities/Dangerous Operations such as (Fabrication/Manufacturing / Assembling /Heavy Industries)
2	Industries & facilities involved in processing/Blending/Handling/Manufacturing of chemicals.
3	Industries using chemicals as raw materials.
4	Industries/warehouses/facilities involved in storage & Handling of Chemicals.
5	Tank Farm Storage & distribution Facilities.
6	LPG Distribution Networking systems.
7	Industries/warehouses/Facilities involved in storing & handling/processing/Bottling Flammable & Compressed/Industrial Gases.
8	Projects/Activities/Operations involved High Pressure Testing.
9	Facilities/projects involved in storage/handling/Use of Radioactive materials.
10	Projects involved in storage and handling of industrial / flammable & Dangerous gases.
11	ISO/Shipping Tanks Containers cleaning Activities.
12	Fuel Dispensing Stations.
13	Fuel/Gas/chemical pipelines Projects
14	Refineries (Oil/Fuel/Edible Oil/Sugar/Gold etc.)

Sl.	Project Description
15.	Power Generation Projects/Plants
16	LPG bottling/filling facilities
17	Sewage & Waste Water Treatment Plants.
18	Ship & Boat Building & Dockyard Activities.
19	Tanker Berth Terminals.
20	Ports Operations.
21	Heavy Lifting Operations/Activities
22	Confined Space Operations/activities.
23	Waste Handling/Sorting/processing/storage/processing Industries/facilities.

4.1.2 LIST OF REGISTERED RISK ASSESSMENT (RA) CONSULTANTS

Link to Website:

[EHS Approved Risk Assessment Studies Consultants](#)

4.2 Approval of Scope of Work (SOW)/ CVs:

The RA Consultant selected by the client shall first submit the “Scope of Work” (SOW) of the RA Study, along with the CVs of personnel carrying out the RA study as per Trakhees EHS RA Guideline (refer [Guideline IO-G07, Guidelines for Risk Assessment Studies](#)). The SOW document shall be submitted to Trakhees via Online system.

On review of the same (within a maximum period of 5 working days), the Officer shall communicate its approval, rejection or request for resubmission of the Scope of Work to the RA consultant. The RA consultant shall then resubmit the SOW document after incorporating necessary changes as advised. Upon satisfactory review of such submissions, Trakhees’ Operations Section shall issue approval letter, with or without comments to the consultant to carry out the detailed RA study.

4.3 Review/Approval of RA Study:

- 4.3.1 Prior to any approval of project drawings the client shall ensure that RA study is approved by Trakhees' EHS - Operations Section. The RA Consultant shall submit the RA study documents via Trakhees' online system. After review of the same, the Operations Section may approve/reject or approve with comments the submitted RA report (within a maximum period of 10 working days). Resubmission of revised RA study shall be done after incorporating necessary Trakhees' comments /requirements.
- 4.3.2. The RA Consultant shall require to give presentation to EHS Department prior to submission of final RA Study Report.
- 4.3.2 Trakhees' EHS - Operations Section shall issue acceptance letter signed by the manager with necessary recommendations/comments for client adherence during the construction/operations of the project on receipt of the final RA report incorporating all Trakhees' requirements, The design/ construction related recommendations of the RA study shall be shared with the Engineering consultant officially by client (copy to Trakhees) to ensure that comments are incorporated during design / construction.

NOTE:

EHS reserves the right to accept/reject the submission, if the submitted documents are not complete as per EHS requirements, and any claim of whatsoever nature in this regard shall not be entertained.

4.4 Final Approval:

It remains the client's responsibility to ensure that all RA recommendations are fully incorporated in their project.

RA Consultants is responsible to check for the compliance of their recommendations during the Building Completion stage of the project. After verification, a RA compliance report for the same shall be submitted to Trakhees' EHS.

NOTE:

Any expansion and/or additional activities shall require to submit an addendum to the existing approved risk assessment study.

5. Process Measurements

No.	Process	Target (Working days)
5.1	Approval of SOW (Scope of Work)	5 WDs
5.2	Acceptance of RA study	10 WDs
5.3	Approval of RA Study	5 WDs

6. Service Fees

Fee for review shall be paid prior to the submission of application, clients is required to top-up their pre-paid account to enable submission to proceed in Online System.

No.	Service Description	Service Fee Code	Fees* (AED)
6.1	First Submission for RA-Scope of Work (SOW) (No Resubmission charges for RA-SOW)	HCCS025	AED 500
6.2	First Submission for RA Study Report	HCCS026	AED 10,000
6.3	Second Submission (onwards) for RA Study Report	HCCS027	AED 2,000

* 10 AED Innovation fees and 10 AED for knowledge fees are to be added for each service

NOTE:

Once the Payment is invoiced/debited for the process, no Refund of Payment will be approved/accepted in any stage of the process, even when the application is Not Approved/ Cancelled/ Rejected.

7. Documents/ Forms

N/A

8. Applicable References and Regulations

- [Guideline IO-G07, Guidelines for Risk Assessment Studies](#) [PCFC-TRK-EHS-IO-G07](#)

9. Contacts:

For queries regarding activities under this scope, kindly enquire with the below:

Phone: 04-8068801	Email: Ehs.Fzindop@pcfc.ae
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