



## Client Procedure to obtain Food Transport and Vehicle Pass

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## 1. Purpose

The purpose of this procedure is to ensure that all food transport vehicle comply with requirements and procedure lay down by governing authority. This is to ensure that all food and food products including drinks and beverages supplied/catered/delivered in JAFZA and Trakhees jurisdiction area were transported and handled safely.

## 2. Scope

This covers the process of approving delivery vehicles of all food establishments that shall be used in supplying/catering/delivery of food and food products including drinks and beverages inside JAFZA and other area under Trakhees jurisdiction.

## 3. Definitions

EHS – Environment, Health & Safety Department of Trakhees

OFC – Operation Fitness Certificate

JAFZA – Jebel Ali Free Zone Authority

FS – Food Supplier

## 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 submission requirements, the Applicant has to visit the website [PCFC.ae](http://PCFC.ae) [Services](#) [Trakhees](#) [Department \(EHS\)](#) [Section \(Operations\)](#), and search for the service required ([Issuance Food vehicle pass](#))

Refer client procedure PCFC-TRK-EHS-IO-CP-18 (this procedure) with related Forms (refer [section 7.0](#)) and required documents for applicable service (see below 4.2)



## 4.2 REQUIREMENTS:

### 4.2.1 Food Transport and Vehicle Pass

- a) Trade License
- b) Vehicle registration card copy
- c) Driver's License copy
- d) List of clients
- e) List of food materials to be delivered/catered/supplied
- f) Food Handlers and information form (duly filled up) + OHC and BFHT certificate copy
- g) Vehicle temperature monitoring record
- h) Vehicle cleaning record
- i) Vehicle temperature and device calibration certificate
- j) Local municipality facility inspection report
- k) Temperature monitoring record (during loading and unloading of cooked food)

### 4.2.2 Temporary Pass

- a) Covering letter (stating the purpose of coming inside JAFZA)
- b) Trade License of catering and host company in JAFZA
- c) Driver's License copy
- d) Food Handlers and information form (duly filled up) + OHC and BFHT certificate copy
- e) Vehicle cleaning record
- f) List of food materials to be delivered/supplied/catered
- g) Vehicle temperature and device calibration certificate
- h) Local municipality facility inspection report
- i) Undertaking letter



## 4.3 SUBMISSION PROCESS:

### 4.3.1 Food Transport and Vehicle Pass

- a) Client must submit application through Trakhees e-Services or through link <https://online.trakhees.ae/oaservices/login/form.htm> under EHS Customer Services under sub option Food Supplier Pass by filling all the required information and uploading all the required documents. Note: Creation of Trakhees Username and Password is mandatory and one-time process only (Detailed procedure available)
- b) If there is/are missing/incomplete document(s)/detail(s), status of submission in online “More information required”, the client must provide the requirement in the same submission.
- c) If submission is complete, the validity of Food Supplier shall be set in the online submission depending on the type of items declared provided and invoice will be generated as per Trakhees EHS tariff. Inspection schedule is also provided and client must send the vehicle for inspection on the appointed date in their submission
- d) During vehicle inspection on the appointed date, any major observation shall inform the client and requires rectifying the observation prior approval of Food Supplier pass
- e) If vehicle is found satisfactory and fee is settled, Officer shall approve the submission in the Inspection Management System



- f) Client shall be notified that their FS pass is approved and ready for download in through their Trakhees online account under sub category “Download Services”.
- g) Renewal process for FS pass is the same, however client must submit and upload updated documents

#### 4.3.2 Issuance of Temporary Pass through online (maximum 1 week)

- a) Client must submit application through Trakhees eServices, or through link <https://online.trakhees.ae/oaservices/login/form.htm> under EHS Customer Services under sub option **Food Supplier Pass** by filling all the required information and uploading all the required documents. Under the “Remarks” option client shall note that only Temporary Pass is required and mentioning the duration including the inclusive date the pass will be issued
- b) Procedure 4.3.1 (b to e) is the same for this process
- c) Temporary pass will be sent through client’s email

#### 4.4 Review of Documents:

If all requirements are satisfactory during review of submission, appointment for bringing the Food transport & vehicle at Gate #7 shall be sent within 2 working days.

**4.5. Trakhees-EHS Equipment Inspection:** The vehicle or transport will be inspected at Gate # 7 Jebel Ali Free Zone prior to issuance of pass. Upon satisfactory compliance with the inspection, the entry permit will be sent to the email as mentioned in the application form.

## 5. Service Completion Time

As per section 4.5, the service is completed within time indicated below:

#	Service	Completion Time (WD)
5.1	Food Transport & Vehicle Pass issued (if all requirements are complete)	2 WD

## 6. Service Fees

The Entry Permit fee, as below, shall be paid in advance prior to submission of application.

#	Service	Fees (AED)
6.1	Food Transport & Vehicle Pass Fee (valid for 3 months)	500
6.2	Temporary Food Transport & Vehicle Pass Fee (max. valid for 1 week)	100

## 7. Related Forms

- Food Handlers and Drivers Information Form TRK-EHS-IO-CF18a

## 8. Applicable Regulations / References

- DM Food Code 2013
- [Trakhees Guideline EHS-IO-G02, Food Transport and Vehicle Pass](#)

## 9. Workflow

