



## Typical Checklist\* for Operational Inspections

### HSE Comments

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| A domestic waste garbage skip should be provided in the premises (if LIU, behind your warehouse near loading/unloading bay) in order to maintain good housekeeping and dispose all the domestic solid waste on regular basis. Please contact IMDAAD (on Tel # 04-8833889) for further assistance.  |
| A First aid box should be always provided at your warehouse/factory unit/ office and replenished as & when required.   |
| A Minimum clearance of 1 mtr should be maintained in between Warehouse wall and stacked material in the storage area to provide suitable fire break and access for emergency services. In LIU/Blue Shed warehouses, minimum 50 cm horizontal clearance from the wall should be maintained.   |
| Oxy-acetylene gas cylinders sets shall be placed on portable trolley with chain securing system prior to transport towards work-spot for use.  |
| A suitable steel tray to be provided for placing Diesel/Lube oil drum to avoid any spillage on the floor.  |
| A written emergency action plan that is consistent with the available equipment, personnel and Emergency Management Procedures of the Corporation must be prepared to establish an effective emergency response system.  |
| A.C. drains to be discharged into a properly designed soak pit or local drainage.  |
| Accident register shall be required to be maintained by the client for ready reference by the authority.   |
| Accident reporting shall be made to Trakhees within 24 Hrs for any accident that may occur within the client facility or the territory of PCFC where the client's employees involved in the company's assigned activity. However, any major industrial/Fire accident either damage to personnel or property of the client shall be required immediate reporting to Trakhees & Port Emergency Control Room. |
| Adequate number of 'No Smoking' sign boards of suitable size should be affixed at prominent places inside the warehouse/factory unit & all applicable locations within the facility and 'No Smoking' policy to be strictly enforced.   |
| Adequate space in the storage & operational area for movement of forklift or any operational equipment shall be provided.  |
| All elevated working platforms located 1.5 meter from the floor level, shall be provided with suitable permanent barrier.  |
| All hazardous solid wastes should be separately collected and stored safely on impervious/lined floored areas with suitable EHS Safeguards prior to disposal to Dubai Municipality facilities  |
| All moving/rotating/dangerous parts of all the machines, motors and equipment should be provided with proper safety guards.  |
| All sources of industrial waste water should be connected to the ETP/holding tank(s).  |
| All the portable Gas cylinders shall be stored only at its designated area. Appropriate & suitable warning sign boards shall also be displayed on the storage area.  |
| All welding operations at open area shall be provided with portable & suitable screens in order to prevent other employees from Ultra-violet radiations emitted during electro welding operations.   |
| Annually Fire emergency/evacuation mock drill in liaison with Dubai Civil Defence should be carried out at your premises.  |
| Any maintenance/repair work other than regular activity shall be carried out with work permit system.  |
| As-built drainage drawings and architectural layouts should be made available in soft copy for reference/review/records.   |
| All equipment /vehicles should be operated only by licensed, trained & experienced employees.  |
| Clear access should always be maintained to all fire fighting equipment/Electrical panels in the premises and keep the fire escape exits unobstructed at all times.  |
| Company's signboard should be provided at the premises.  |
| Defective electrical equipment/cables/apparatus etc shall be rectified prior to use. Warning tag system shall be in place until the equipment is rectified & ready for use.  |
| Earthing where necessary for any electrical equipment shall be done prior to undertake any work/repair/maintenance.  |



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| Effluent/ chemicals storage tanks to be underlined with 2mm thick HDPE.  |
| All pressure vessels, boilers, Lifting Equipment/ Tackles/ lifting accessories shall be tested and certified by Trakhees approved agency, copy of certificates shall be submitted for reference/records.   |
| Emergency Control Centre (ECC) Telephone No. 800379222, Dubai Police 999, Ambulance 998, DCD 997 should be displayed conspicuously in the office and warehouse/factory unit & all applicable locations within the facility to enable prompt actions in case of any emergency.  |
| Employees from the company should be sent for "First Aid Training" (every 2 years) to TRAKHEES approved Agencies and certificates for the same should be submitted to us for our reference/ record. List of Approved agencies for such training are available with PCFC website  |
| Employees involved in Hazardous chemicals/materials handling operations shall be trained on regular basis.   |
| Employees should be provided with appropriate & suitable personnel protective equipment based on the nature of work involved & replacement of the same needs to be done as & when required.  |
| Employees/staff should be trained in use/operation of available firefighting equipment. Kindly check Dubai Civil Defence website for list of DCD approved Agency   |
| Suitable Extraction/filtration systems should be provided for the airborne emissions from machinery.   |
| Fire action notices must be displayed conspicuously at appropriate locations in all parts of the building.   |
| Fire extinguishers kept on the floor, should be mounted on the wall clamps.  |
| Fire protection/detection equipment provided at your facility and smoke alarm detection system installed in the warehouse area should be serviced and test certificates for the same from the DCD approved third party should be annually submitted to us for our reference/record.  |
| For installing racking system/machinery at your premises, prior approval should be obtained from Trakhees for such installations.  |
| Forklifts should be operated by trained and licensed personnel only  |
| Fuels used in any heating equipment should have less than 0.005 % S content  |
| Good Housekeeping practice should always be followed to keep the premises clean & safe.  |
| Impervious flooring/spillage collection/containment facility/bunds/kerbs to be provided in chemical/waste storage areas.   |
| It is strongly recommended to provide/upgrade plantations/greenery your premises to improve the aesthetics of your facility.   |
| Leak test/routine maintenance of LPG pipe lines/system to be carried out and third party certificate should be submitted to us on annual basis.  |
| List of chemicals used or traded at your premises (with relevant MSDS) to be submitted in the "Approved Chemicals" List Form. Ensure that the chemical list form is approved/signed by EHS & valid.  |
| List of machines/equipment installed at your premises to be submitted in the "Approved Machinery" List Form for reference and approval/record  |
| Load test certificate for Forklifts/Lifting Equipment from the Trakhees approved third party should be submitted to us annually for our reference and record and all forklifts should be fitted with reverse siren buzzer and beacon lights. For hired Forklifts/Lifting Equipment, ensure that the equipment is having a valid permit from EHS. |
| Management must (i) ensure good housekeeping from fire prevention view point (ii) exercise effective control on limiting the quantities of flammable & combustible commodities so as to limit the occupancy fire load & (iii) segregate the commodities to check the fire spread.  |
| Outside areas/rear of warehouse should not be utilized for storage purpose (Applicable for Blue Shed warehouse units)  |

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| Painting booth with extraction/filtration system/proper flooring to be provided and sampling point/access should be provided.  |
| Bund wall shall be provided to storage tanks with 110% retention. Dimensions of bund wall should be as per approved drawings.  |
| Portable Gas Cylinders on the work-spot or operational area shall be closed prior to leave the place by employee for any break in order to avoid discharge from its point of use.  |
| Recent Sampling/Analysis reports for air emissions/wastewater shall be made available along with DM Permit records for reference.  |
| Wastewater discharge permits for Harbour/Irrigation as issued by Trakhees should be renewed annually prior to expiry   |
| Set-back areas/Emergency access (5.5 meter) around the factory/warehouse buildings should be kept clear at all times.  |
| Spillage collection facility for chemical/wastewater storage and/or manufacturing areas should be provided.  |
| Storage of containers on licensee's premises is not permitted.   |
| The mandatory requirement of sprinkler system shall apply whenever the activities [other than storage] that considerably increase the ignitability and fire-spread potential of the commodities are introduced and/or the storage height exceeds 3.5 meters. |
| Waste pallets/materials that accumulate outside the warehouse should be regularly disposed of.   |
| Electrical Comments  |
| All machines should be provided with an isolating switch either built-in or installed adjacent.  |
| All power cables either to be routed through cable trenches or elevated positions via cable trays. Flexible cables should be routed thorough GI conduits.  |
| Industrial three-pin plug sockets should be used. Machines and other electrical equipment should be routed through ELCBs and all ELCBs should be checked regularly for their operational aspects.  |
| Danger warning notice should be provided on all control panels.  |
| Flexible cable/conduit laid on floor should be protected with GI conduit/trunking.   |
| If the machines are to be installed in an existing factory or warehouse, the company shall obtain EHS NOC in accordance with procedure for machinery installation.   |
| Extension cable is not permitted to be considered as a permanent power supply. Joints in flexible cables are not permitted.  |
| Material stored close to the electrical panel shall be removed and minimum 01 meter distance from any electrical installation should be maintained   |
| Provide earthing for all machines, motors, electrical equipment's, etc. The steel structure and operating platform of the machine should be earth bonded.  |
| The company shall NOT connect the machines in MDB or DB inside JAFZA pre-built units. The company to cater power supply to machines shall install a separate DB.   |
| The isolator for OH cranes should be padlockable type.   |
| The isolators for machines should be identified with engraved label to indicate circuit number/source of supply.   |
| The live electrical parts in the control panel should be shrouded.   |
| The machines should have an individual MCB and ELCB protection.  |
| The paint storage or a production area with flammable gas shall be provided with electrical equipment of appropriate Explosion proof category.   |
| The wiring for machines should be preferably carried out using armoured cable or single core wires in GI conduit/ trunking.  |

**\*Note:** This list is not the comprehensive of Trakhees' requirements. Other requirements, as per Trakhees Regulations, observed during inspection will be highlighted in the inspection report.