

Client Procedure to obtain Work Permit for Minor Works

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(Operations section)

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1. PURPOSE:

Any works not covered under NOC for BP or NOC for Minor Modification Procedures such as maintenance/repair/decoration/cleaning works carried out by 3rd party contractors at existing client's building/facilities under the jurisdiction of necessitates approval on the plans/method statement and work procedures. Such minor works may have serious HS&E implications if not carried out carefully and under proper supervision.

2. SCOPE:

To review and establish safe work practices while carrying out minor works within Jurisdiction

3. PROCEDURE:

- 3.1 **Submission of Minor Work Permit Form:** The Contractor shall submit Minor Works Permit request through Online system 2 days in advance of carrying out such works. shall check all the documents and if required call/intimate the contractor in case of any missing/inadequate document/information. Technical information may include the following:
 - a) Safety Data Sheet (SDS) of chemicals
 - b) Method Statement and/or Safe Work Procedure Risk Assessment
 - c) Emergency Response Plan
 - d) Setting-out and/or Floor Plan
- 3.2 **Payment:** A processing fee of AED 1000/- (plus AED 10 as Knowledge Dirhams) shall be paid at Cashier prior to issuance of Permit.
- 3.3 **Inspection:** (on a case-to-case basis) may inspect and checks the proposed works areas prior to or after issuance of Permit to ensure that all necessary precautionary measure are in place and that the proposed works are carried out in safe manner.
- 3.4 **Approval:** Upon satisfactory compliance with requirements, Minor Work Permit will be issued and send to the registered email address as mentioned in the online application form not later than 2 working days.
- 3.5 **Permit Closure:** After completion of works, client has to submit back the Permit for closure.

4. ATTACHMENTS:

- a) Minor Work Permit

5. Contacts:

- 5.1 Mr. Ronald Martin, Sr. Officer, Tel: 04-8811881/8068816; E-mail: Ronald.Martin@trk.pcfc.ae
- 5.2 Mr. Jerald George, Sr. Officer, Tel:04-8811881/8068847; E-mail: Jerald.George@trk.pcfc.ae