

Client Procedure to obtain Entry Permit for Fork Lifts

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1. PURPOSE:

The safety maintenance and Integrity of any Lifting Appliance/Equipment is essential to ensure safe operations are being carried out within PCFC jurisdictional areas,

By considering the impact of this Entry Permit in ensuring safe operations of Lifting Equipment, the Trakhees Entry Permit was, therefore made as, mandatory for 3rd Party-Service Providers of Forklift for Trakhees Clients within our jurisdiction

This Entry Permit procedure has effective controls and regulates such lifting appliance/ equipment's safe operations, thereby preventing accidents occurring due to unauthorized and unsafe operations.

2. SCOPE:

All 3rd Party-Service providers of Forklift shall acquire Entry Permit from Trakhees-Inspection Department (ID) for Entry and Operations of their Forklift within our jurisdiction.

3. DEFINITIONS:

ID – Inspection Department of Trakhees

JAFZA – Jebel Ali Free Zone Authority

NOC – No Objection Certificate

FANR – Federal Authority for Nuclear Regulation

4. PROCEDURE

4.1 Submission of Application Form:

The 3rd Party Service provider shall submit the application through Trakhees Online System 02 days before the proposed entry the submission should contain the following required copies of the documents.

4.2 Documents to be attached:

- a. Company Trade License
- b. Forklift RTA Registration Copy



- c. Forklift Operator(s) Driving License
- d. Forklift Operator(s) Training/Competency Certification
- e. Test Certificate obtained from Trakhees approved 3rd Party
- f. Payment Receipt

4.3 Review of Documents:

If all requirements are satisfactory during review of the submission, Forklift Entry Permit **Approval (SIO-F14a)** shall be issued subsequently within 2 working days. The entry permit will be send to the registered email or can be downloaded in Trakhees Online account

4.4. **Trakhees-ID Equipment Inspection:** The Forklift may be randomly inspected in the site or if required to be presented at Trakhees Office (Jebel Ali Free Zone) or in the site, to carry out the inspection by the Trakhees-ID Officer prior to commencement of the operation.

5 SERVICE COMPLETION:

As per section 4.3, the service is completed within time indicated below

#	Service Description	Working days (WD)
5.1	Forklift Entry Permit issued (if all requirements are complete)	2 WD

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

#	Type of Service	Amount
6.1	Entry permit fee (valid for 6 months)	1000/-*



* All applications are required to pay the Knowledge Dirham and Innovation fees at a total amount of AED 20/- for each permit.

7 RELATED FORMS / ATTACHMENTS

7.1 Approval for Entry Permit for Forklift

SIO-F14a

8 APPLICABLE REGULATIONS / REFERENCES:

8.1 DM – ETGs # PH&SD-P4-TG01 & 27

8.2 DM-EIAC: Requirements for Lifting Equipment and Lifting Accessories (EIAC-RQ-IB-002)

8.3 Trakhees - Industrial Operation Regulations & Lifting Equipment Protocol

8 Workflow:

