

## **PROCEDURE FOR EHS APPROVAL FOR NEW LICENSE APPLICATION, LICENSED ACTIVITY AMENDMENT, ADDITIONAL LICENSE & LICENSE RENEWAL “ECONOMIC ZONE WORLD” (EZW )-CLIENTS**

### **1. INTRODUCTION**

New “EZW” clients who desire to set up their operations in “EZW” jurisdiction areas as well as existing clients who need to expand their operations need to satisfy the Authority that their plans and operations comply with PCFC/JAFZA/EHS Policies, Procedures, Regulations and Guidelines, in addition to local and federal requirements with regard to Health, Safety & Environment. The initial screening process of such applications is deemed imperative for both the authority and the project proponent in understanding the requirements on either side. While the project owner for this procedure is the individual Business Unit (e.g. JAFZA), this procedure only outlines the H,S & E requirements of the approval process.

### **2. SCOPE:**

All new clients who seek EHS approval for “New License with Facility allocation”, all existing clients who seek EHS approval for “license activity amendments”, all existing clients who seek EHS approval for obtaining an “additional license” and all existing clients who seek EHS approval for renewing their license, under the jurisdiction of “EZW”

### **3. PROCEDURE:**

**3.1 License Application / Facility Allocation:** The project proponent shall initially apply to the Sales Department of the “EZW” Business Unit in the requisite format (Form 1 & 2) as provided by the Business Unit. It should be noted that any proposed service/ assembly/ industrial/ research or trading Activity (involving chemicals/dangerous goods) shall necessitate submission of relevant details within the requirements of Form 2. The onus is on the project proponent to submit all relevant information to enable a quick and complete review of the application. All such information shall be submitted by the Sales Department of “EZW” to EHS permit Section for review.

**3.2 License Amendment / Additional License:** This is relevant to all existing clients of “EZW” who want to amend the activities in their existing license and / or clients who want to go in for an additional license. The request for Activity Amendment and / or Additional License shall be sent to the Business unit’s Administrative Department, who will initially review the request. The Administrative Department, after their acceptance will send the request to EHS-Permit Section for their review and approval.

**3.3 License Renewal:** This is applicable to all clients of “EZW” who have been issued licenses. The client should approach “EZW” Business Unit’s Administrative department for their License Renewal two month prior to their license expiry date. The business unit’s administrative department then sends the request to EHS- Operation Section for approval. The EHS- Operation Section approval is given only if the Operational Fitness Certificate is renewed by the client.

- 3.4 EHS-Permit Section Review:** EHS-Permit Section shall review all the submitted information, and normally provide feedback to the Sales or Admin Department within 3 working days of receipt of the application details. It is strongly recommended that information is received in electronic format to enable quick and efficient review.
- 3.5 EHS Clarifications:** Where further clarifications are required on the application, EHS-Permit Section shall communicate the requirements (including the need for a technical meeting and Environmental Impact, Risk Assessment Studies) to the Sales Department(s) who shall arrange for compliance/feedback from the project proponent. Where it is envisaged that direct communication of EHS-Permit Section with the potential client may lead to more efficient/faster processing of the application, EHS-Permit Section may directly communicate with the client, with copies to the Sales Department(s).
- 3.6 Dubai Municipality ETG-4:** Dubai Municipality mandates that all industrial projects (and /or projects with potential H,S & E impacts) must fill and submit the ETG-4 Form. EHS-Permit Section shall forward this form to Dubai Municipality for approval prior to closing the cycle of License approval process. However, it should be noted that where it is deemed that impacts are minor, EHS-Permit Section may approve facility allocation prior to DM approval (which may take a few weeks).
- 3.7 Special Provisions for Pre-built Units:** It should be noted that most pre-built units of the Business Unit are designed for warehousing of general items/light assembly activities as deemed appropriate by EHS-Permit Section. Any activity with potential moderate HS&E impacts shall necessitate suitable modifications to the Unit and/or additional HS&E measures to be incorporated. EHS-Permit Section reserves the right to reject applications for pre-built units that are deemed to have potential impacts on the environment/adjacent units. It is prohibited to store/place items outside (rear of unit) the unit and this area may be used strictly for loading/unloading operations only.
- 3.8 EHS-Permit Section Approval:** Once EHS-Permit Section is satisfied that the operations of the subject proponent will not cause any adverse HSE impact(s), (viz. Noise level, chemicals used, less waste generated, safe processes etc.) an approval on the proposed application shall be sent to the BU Sales Department(s). It should be noted that Plots will be allocated only in the relevant zones (as approved by EHS-Permit Section) approved for the proposed activities, failing which, specific approval shall be required for 3<sup>rd</sup> party site suitability study.
- 3.9 EIA Requirements:** Environment Impact Assessment (EIA) is required to be submitted if the client's submission has activities which are covered in the Environmental Guideline no. 18
- 3.10 RA Requirements:** Risk Assessment Study is required to be submitted by the client if their activities have processes which are covered in the procedure "Approval for Risk Assessment (Ra) Studies"

#### **4. APPLICABLE FORMS:**

NA	ETG4 Form- Dubai Municipality Guidelines for Preparation of Environmental Impact Statements for New Industrial Premises.
PSF-01a	E-Form (EZW-JAFZA & Technopark).doc
PSF-01b	EHS REQUIREMENTS FOR MANUFACTURING-SERVICE ACTIVITIES -PRE-BUILT WAREHOUSE (EZW-JAFZA & Technopark).doc
PSF-01c	EHS REQUIREMENTS FOR TRADING & GENERAL TRADING ACTIVITIES -PRE-BUILT WAREHOUSE (EZW-JAFZA & Technopark).doc
PSF-01d	EHS REQUIREMENTS FOR TRADING & GENERAL TRADING ACTIVITIES – From a Plot of Land (EZW-JAFZA & Technopark).doc
PSF-01e	EHS REQUIREMENTS FOR MANUFACTURING-SERVICE ACTIVITIES -PLOT OF LAND (EZW-JAFZA & Technopark).doc
PSF-01f	EHS REQUIREMENTS FOR LOGISTIC ACTIVITIES - PREBUILT WAREHOUSE & PLOT OF LAND (EZW-JAFZA & Technopark).doc
PSF-01g	EHS REQUIREMENTS FOR OFFICE & DUMMY LEASE FACILITY (EZW-JAFZA & Technopark).doc
PSF-01h	EHS REQUIREMENT FOR FOOD ACTIVITIES (EZW-JAFZA Technopark).doc

#### **5. APPLICABLE REGULATIONS**

- Environmental Control Rules & Regulations
- Health, Safety & Fire Protection Regulations & Standards
- Environmental Guidelines
- Food Establishment Guidelines
- FZ/DM Rules (Where applicable)

#### **6. EHS-PERMIT SECTION CONTACTS:**

- Mr. Cyrus F. Shastri, Sr. EHS Officer, Tel: 04-8068824; Fax:04-8818857/8817023 ;  
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