

CLIENT PROCEDURE FOR APPLICATION REVIEW FOR MATERIAL (CHEMICAL) STORAGE

1. PURPOSE

The purpose of this procedure is to ensure compliance to EHS requirements and maintain best practices on storage and handling of materials towards a healthy & safe working environment. Companies must take into account all of relevant Standards, Procedures, Rules and Regulations that are being applied by EHS: Trakhees and the same must be fully integrated in the operational system of the company's facility.

2. SCOPE:

This procedure shall apply to all existing companies (under Trakhees jurisdiction) where:

1. Additional materials are planned to be stored in their premises due to their business requirements
2. The materials being proposed are either Chemicals (Hazardous and/or Non-Hazardous) or proprietary nature (composed of hazardous chemicals/ mixture)
3. The requested materials have not been covered in any earlier EHS Approval
4. The requested materials have not been covered in any earlier approved Risk Assessment Study Report for the same client and facility/ operation.

Note:

1. If the client has already got the approval for a certain class of chemicals (UN class) and has an intention to store additional chemicals within the same class then he will be required to follow the procedure "EHS-IOP-12, PROCEDURE TO OBTAIN EHS APPROVAL FOR STORAGE OF MATERIALS" available at EHS website under the procedures of Free Zone Industrial Operations Department.
2. Nothing in this procedure shall relieve the companies from the compliance requirements of other EHS procedures and other regulatory agencies.

3. PROCEDURE:

- 3.1 **Document Submission:** The client shall submit the following documents (**in soft copies pdf format only and 2 set of CDs**) at EHS Building Reception near PCFC Main Gate No.03 by hand delivery. Clients may even submit the applications at Trakhees office in Dragon mart. The applicable information should be written on the CDs as per the attached template such as Consultants', client's name, Plot No./ Location, Subject, date of submission, and signature of authorized person.

List of Documents:

Covering letter
Project /Proposal detail
List of chemicals as per the Chemical List Form attached (**Form IOF-01 d**)

MSDS of all these chemicals from the supplier / Manufacturer
Client's Trade license copy
Client's OFC copy
Site layout plan (Architectural drawings)
Layout showing the exact location of the proposed area for storage of these chemicals
Storage configuration and segregation arrangements
Drainage and ventilation drawings and relevant documents
Racking system details (if exists and to be used for storage purpose)
Fire protection system detail & drawings
Details of spill containment provisions and first aid arrangements
Submission checklist duly filled in (**Form PSF-07a**)
EHS Appraisal Form (**Form PSF-03a**)
Any other relevant document

- 3.2 **Payment:** Payment of appraisal fee shall be paid prior to the submission of application (Clarifications on Payment may be done only with EHS-Permit Section Officers listed below) and Copy of Payment Receipt shall be submitted along with the CDs Submittal. (Refer Appraisal Form). Incomplete submissions without payment receipt shall not be accepted and would delay review process.
- 3.3 **Review Process:**
1. Upon completion of the application review, the comments (combined from EHS permit section and Fire department) shall be sent / replied through email to the client with in 5 working days by EHS permit section.
 2. Preliminary site visits may also be an option during the review process by EHS.
 3. Response to EHS-Permit Section's comments from the consultant/client shall be clearly addressed to the respective Department/officer who has reviewed the drawings and for re-submission only relevant documents / drawings shall be submitted (not all drawings).
 4. For clarification of EHS-Permit Section comments, the client shall co-ordinate with concerned EHS-Permit Section officer for status of their application.
 5. It shall remain the client's responsibility to follow up and correspond with the concerned EHS-Permit Section officer on pending issues.
- 3.4 **Approval:** EHS-NOC for Material Storage shall be issued and forwarded to respective client subject to satisfactory submission and addressing major EHS Dept. concerns. The same may be issued with /without comments.
- 3.5 Clarifications/Meetings : Clarifications on the EHS-Permit Section comments shall be entertained through scheduled meetings at EHS main Building from 9 AM-12 Noon on all working days by prior appointment.

4. TARIFF:

Standard tariff of Drawing review (EHS NOC for BP) shall be applicable.

APPLICATION REVIEW CHARGES	EHS /Fire review Charges (AED)
1.Standard Charges, (up to 10 chemicals)	500/-
2. For every additional 10 or less chemicals /materials	500/-

5. APPLICABLE REGULATIONS:

- EHS Design Development Regulations (First Edition 2009)
- Occupational Safety Regulations- Regulation No.IO-001 (5th Edition- February 2010)
- Environmental Regulations & Guidelines (January- 2010)
- Fire Protection, Fire prevention and Fire /Emergency Control Regulations (2008 Edition)
- FZ/DM Rules (Where applicable)

6. EHS-PERMIT SECTION/FIRE DEPARTMENT'S CONTACTS:

- A) **EHS-Permit Section Department:** Mr. Shivakumar Bhajantri, EHS Officer, Tel: 04-8811881;
Fax: 04-8817023/8818857
- C) **For Submission Status :** EHS Document Controller, Tel : 04-8068803; Fax : 04-8818857.

7. APPLICABLE FORM / CHECKLISTS:

PSF – 7a Submission checklist for Application Review for Chemical Storage

Note:

- The client shall abide by all EHS: Trakhees Rules and Regulations and also Requirements of other relevant Authorities.
- The client shall take separate approvals and shall complete necessary internal modifications works, Racking installation, etc in his facility. Please refer to the **EHS-PSP-03 CLIENT PROCEDURE FOR EHS-NOC FOR BUILDING PERMIT**
- The client shall not start this activity of storage until satisfying the requirement of this procedure and above steps (1 & 2).
- The client shall inform EHS FZIO department for his OFC amendment as per the procedure: **EHS-IOP-01 Procedure to obtain Operation Fitness Certificate (OFC) & EHS-NOC for Activity Verification.**
- The client shall refer to the list of prohibited chemicals and other necessary information available in the procedure: **EHS-IOP-12 PROCEDURE TO OBTAIN EHS APPROVAL FOR STORAGE OF MATERIALS.**
- All Procedures and Forms are available on the EHS website at www.ehss.ae
CD Cover Template

EHS
CD Submittal Documents

Purpose of Submission:
Business Unit:
Client:
Email:
Plot no:
Date:
Consultant:
Email:
Our Ref (If Any):
Your Ref:

Contractor:
Email:

For office use only:
Signature **Date/Time:**

Please attach the following information in a 'Word document' on the CD for our quick reference. This info will be helpful for us in case the CD label is damaged or not readable.

EHS Document Submittals

Purpose of submission :
Business Unit :
Plot No. :
Client :
Email :
Consultant :
Email :
Contractor :
Email :
Date :
Our Ref. (If Any) :
Your Ref. :