

## CLIENT PROCEDURE FOR EHS-NOC FOR TEMPORARY FACILITY

### 1. PURPOSE

Any temporary events intended to carryout by Dubai World Client(s), within the jurisdiction of Trakhees-EHS, necessitate prior approval on the plans, designs and drawings of the facility for start of construction. In order to obtain the final permit from TRAKHEES-Civil Engineering Department (CED) the client/consultant or contractor shall obtain the necessary NOC from the EHS-Permit Section at the initial stage. EHS-NOC may be issued with comments for compliance & verification of the same during the EHS inspection.

### 2.1 DESCRIPTION OF TEMPORARY FACILITY

- Temporary Deck Facility
- Temporary facilities for Circus.
- Small tent having floor area < 200 SQM for exhibition/celebration purpose.
- Big exhibition e.g. Industrial Expo etc.
- Big tent/temporary structure/facility having floor area >200 SQM for celebration/exhibition purpose.
- Temporary facilities for sports events.
- Similar (to the above) other Temporary event's facility as proposed by the client
- Temporary Facility for Office

### 3. PROCEDURE:

- 3.1 Consultant/Contractor Submission:** The consultant/contractor appointed by the client shall submit their documents **in soft copies** as per the Check list (PSF-08b) **(1 CDs in pdf format only)** at "EHS main office Reception near JAFZA Main Gate No.03 or Trakhees office in Dragon Mart" by hand delivery along with the covering letter. The name of relevant Consultant, client & BU, Facility/Plot No./location, Subject, date of submission, and signature of authorized person should be Written on the CDs as per the attached template.
- 3.2 Payment:** Payment of appraisal fee for EHS(Permit & Food(If Applicable), Certificate of Conformity (wherever applicable) for temporary event's facility shall be paid by Consultant/Contractor/client prior to submission of Drawings. Copy of **Appraisal form & Payment Receipt shall be submitted along with the Drawings Submittal.** (Refer Appraisal Form (PSF-08a)). Drawing submissions without payment receipt copy shall not be accepted by the document controller. Further clarifications if required on the Payment, can be enquired with EHS-Document Controller or Permit Section Officers listed below.
- 3.3 Drawing Review Process:** Upon completion of drawing review, the comments from EHS – Permit, & Food Sections (If applicable) or NOC, shall be sent through email to the concerned Consultant/contractor or client. The final EHS-NOC will not be issued unless EHS (Permit & Food(if Applicable)) departments approval are obtained. Response to the EHS comments from the consultant/contractor **shall be clearly corresponded with relevant EHS Representative who has reviewed the drawings.**

The Consultant/Contractor/client shall resubmit only those drawings which are relevant to the comments addressed in the review report. For clarification of comments from EHS(Permit & Food(if Applicable)) Sections, the applicant shall separately co-ordinate and corresponds with the respective personnel of the section(s).

- 3.3 **Approval:**-EHS-NOC with or without comments (for EHS –Permit & food (If Applicable) shall be issued from EHS Permit Section and forwarded to respective Consultant/contractor or Client within **05** working days of submission subject to satisfactory compliance to all the applicable EHS-Permit and/or Food requirements. The submission date for all applications received by the Document controller after 12:00 noon will be considered from the next working day.
- 3.4 **Clarifications/Meetings:** clarifications on the EHS(Permit & Food (If Applicable)) comments shall be conducted through scheduled meetings at EHS Main Office Building between 9AM to 12 Noon on all working days by prior appointment..

#### **4. TARIFF:**

The drawing review charges for submissions having floor area of proposed temporary facility < 200 SQM will be of AED: 500/ and in case of major events facilities the following table for tariff shall be referred. The authority reserves the right to decide the tariff depending on the review process of the application.

DRAWING REVIEW (EHS- NOC For Temporary Event Facility) Charges as per the Description of Temporary Event's facility – Section 2.1 ( above)	EHS Charges Per Sq. Mts. (AED)	Construction Safety – COC* Charges (AED) or as per the EHS-CSP-04- COC Matrix in the Procedure)
1.Standard Charges of Total floor area of the Temporary Structures	2.0	1000

\* COC for temporary events shall be applicable for the following and must be obtained from the EHS-Construction Safety Section prior to start of construction/modification works. For more details & information you may please refer to EHS Construction Safety procedures for Certificate of Conformity for temporary events works

1	Temporary structures/facilities of size $\geq 150$ Sq.m.
2	Work involving hot works & use of dangerous material/chemicals/paints etc.
3	Working on height involving scaffold / platform $\geq 4.0$ m height including any maintenance/erection works and work involving cranes.
4	Work carried out over water

#### **APPLICABLE REGULATIONS:**

- A) Environmental Control Rules & Regulations
- B) Health, Safety Regulations & Standards
- C) Environmental & Food Establishment Guidelines
- D) FZ/DM Rules (Where applicable)\
- E) Construction Safety Regulations
- F) All applicable EHS Guidelines

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

- A) **EHS-Permit Section Department**: Mr. Salim Shahabudeen, EHS Officer, Tel: 04-8811881/8068831 ;  
E-Mail:- [salim.shahabudeen@trakhees.ae](mailto:salim.shahabudeen@trakhees.ae)
- B) Mr. Senthil Kumar, Manager- Facility Permit Section, Tel: 04-8068807 ; Fax: 04- 8817023.E-  
Mail:- [senthil.kumar@trakhees.ae](mailto:senthil.kumar@trakhees.ae)
- D) **For Submission Status** : EHS Document Controller, Tel : 04-8068802/803; Fax : 04-8818857.
- E) **Construction Safety** : Ms. Rasha Momtaz, Tel: 04-8068823, Fax: 04-8818857

## **7. APPLICABLE FORM / CHECKLISTS:**

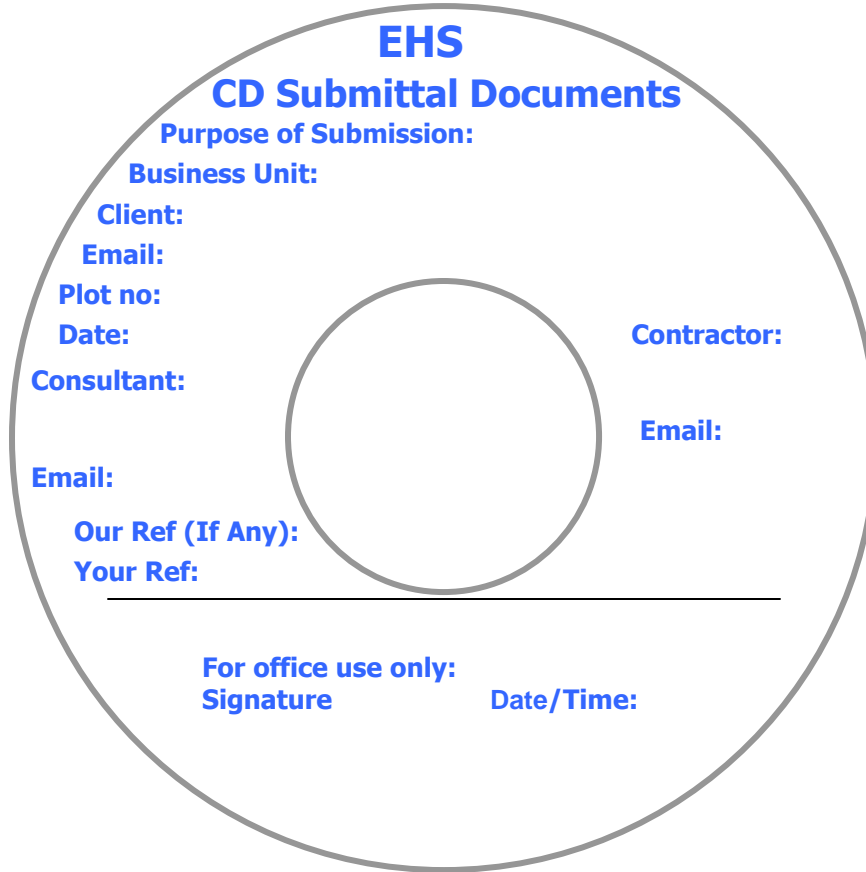
The following forms (Checklists) are required to be used as per the requirement and nature of submission. These forms are available on the website & shall be submitted with all submissions to EHS Department on a single CD, containing folders titled for 'EHS-Facility Permit Section

- PSF – 8a EHS Appraisal Form : Drawing Review  
PSF – 8b Submission checklist for temporary Facility

**Note :-** The client shall abide by all Trakhees Rules and Regulations and also Requirements of other relevant Authorities. Upon obtaining license & to follow one of the following steps to get Trakhees-EHS-NOC:

1. The client will obtain Trakhees-EHS approval for the temporary events prior to the construction works etc.,
2. Certificate of Conformity: After mobilization and prior to start of temporary event's facility activities , the concerned contractor/consultant shall fill the relevant COC Form (Certificate of Conformity) and invite EHS Construction Safety Section for site inspection to obtain a Certificate of Conformity for temporary event's facility works. Works commenced without obtaining the COC could result in sanctions/penalties.
3. Upon completion of works, the applicant shall apply and invite EHS for completion and Activity verification Inspections.

## CD Cover Template



The diagram shows a large circle representing a CD cover. Inside the circle, the text is arranged as follows:

- 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. :