



GUIDANCE FOR OBTAINING HS&E NOC

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1. Purpose

The purpose of this document is to ensure proper compliance and maintain best practices in handling the below hazardous activities:

- Import and storage of chemicals
- Import, export, use, and storage of radioactive sources
- Operation of any kind of power-operated lifting equipment
- Usage of LPG tanks/cylinders

2. Scope

This guidance shall apply to all clients operating within RAKEZ jurisdictional areas.

3. Definitions

- HS&E Department:** Health, Safety & Environment Department
- RAKEZ:** Ras Al Khaimah Economic Zone
- NOC:** No Objection Certificate
- FANR:** Federal Authority for Nuclear Regulation
- EPDA:** Environment Protection & Development Authority
- Relevant Authorities:** Federal authorities permitting restricted materials which include: Ministry of Interior (MOI), Ministry of Health and Prevention (MOHAP), Ministry of Climate Change and Environment (MoCCA), Federal Authority for Nuclear Regulation (FANR), Executive Committee for Goods and Materials Subjected to Import and Export Control.
- Restricted Materials:** Are any materials listed in the Integrated Hazardous Materials Management System (IHMS) <https://www.hazmat.ae>
- GHS:** Global Harmonized System

4. Procedure

4.1. Procedure to obtain NOC for import/storage of chemicals

The application form: HS&E NOC APPLICATION – IMPORT/STORAGE OF CHEMICALS (HSE-GU02.F01)

- 4.1.1 This is applied to all chemicals imported/stored/used at the client's facility which are categorized as hazardous materials according to GHS classification or restricted/banned as per IHMMS.
- 4.1.2 The client shall refer to the list of restricted, controlled, and prohibited chemicals of the Federal Environmental Agency, Ministry of Health-UAE (MoH), and Ministry of Interior-UAE or check with Integrated Hazardous Materials Management System (IHMMMS) <https://www.hazmat.ae>. If the chemical is listed in the restricted/controlled/prohibited list, then a written approval shall be obtained from EPDA prior to import/trading/storage or use of the same.
- 4.1.3 The client shall comply with all relevant Standards, Procedures, Rules and Regulations issued by concerned local or federal regulatory authorities that are being applied in handling any restricted chemicals towards a healthy & safe working environment within the premises.
- 4.1.4 The NOC application shall be submitted to RAKEZ HS&E Department via hse@rakez.com three (3) days in advance and submit the following documents:
- Copy of NOC issued by Environmental Protection Development Authority (EPDA) for Importing, transporting, and storing materials (*applicable for restricted material*)
 - Copy of Bill of lading (*applicable for restricted material*)
 - Copy of valid Environmental Permit from Environmental Protection Development Authority (EPDA)
 - Valid Building Safety Certificate from RAK Civil Defence.
 - Setting Out & Floor Plan showing the exact location(s) of the proposed storage area with Storage configuration, segregation arrangements, and finishing details, etc. Wherever applicable, the location of the existing Drainage system and Fire Protection arrangements shall be shown in the submitted drawings.
 - Risk assessment/Environmental Impact Assessment
 - Copy of certificate for chemical handler/ Certified DG Handler
 - Safety Data Sheet (SDS)
- 4.1.5 If all requirements are satisfactory, a sales order will be issued with service fees as per the HS&E Service fees – (HSE-SF01).
- 4.1.6 Upon confirming the payment, NOC shall be issued subsequently within two (2) working days
- 4.1.7 Once NOC is issued, the client is required to submit updated inventory between the 1st-5th of every month using the INVENTORY UPDATE FORM FOR CHEMICALS – (HSE-GU02.F01-A)
- 4.1.8 Additional chemicals (or their quantity) to the existing approved chemical list shall necessitate HS&E Department approval prior to storage or traded within RAKEZ jurisdiction.
- 4.1.9 In case of delay or failure from the client to comply with all the above requirements, it may trigger a violation procedure as per the RAKEZ violation code

4.2. Procedure for obtaining Radiography NOC

The application form: HS&E NOC APPLICATION – RADIOGRAPHY (HSE-GU02.F02)

- 4.2.1. This NOC is applicable for carrying out Radiography activities in RAKEZ jurisdictional areas
- 4.2.2. Import, export, use, storage, and monitoring of radioactive sources are broadly governed at the state level by Federal Authority for Nuclear Regulation (FANR).
- 4.2.3. The client shall obtain the necessary License/ Approval/ Permission from the Federal Authority for Nuclear Regulations (FANR).
- 4.2.4. After obtaining Approval/Licence from the FANR. The NOC application shall be submitted to RAKEZ HS&E Department via hse@rakez.com three (3) days in advance and submit the following documents:
 - FANR Licence
 - Vehicle approval
 - Source Certificate
 - Classified Person Certificate
 - Radiation Protection Officer Certificate
 - Risk Assessment
 - Method Statement
 - Emergency Response Plan
- 4.2.5. If all requirements are satisfactory, a sales order will be issued with service fees as per the HS&E Service fees – (HSE-SF01).
- 4.2.6. Upon confirming the payment, NOC shall be issued subsequently within two (2) working days.
- 4.2.7. In case of delay or failure from the client to comply with all the above requirements, it may trigger a violation procedure as per the RAKEZ violation code.

4.3. Procedure for obtaining NOC for Lifting Equipment

The application form: HS&E NOC APPLICATION – LIFTING EQUIPMENT (HSE-GU02.F03)

- 4.3.1. This NOC is applicable for the usage of power-operated lifting equipment in the RAKEZ jurisdictional area.
- 4.3.2. The client shall submit the application to RAKEZ HS&E Department through email to hse@rakez.com three (03) days before the proposed usage. The submission should contain the following required copies of the documents:
 - Lifting equipment Registration
 - Equipment Operators Licence & Training Certification
 - 3rd party Inspection & Test Certificate from RAKEZ approved Companies

- 4.3.3. If all requirements are satisfactory, a sales order will be issued with service fees as per the HS&E Service fees – (HSE-SF01).
- 4.3.4. Upon confirming the payment, NOC shall be issued subsequently within two (2) working days.
- 4.3.5. The Lifting Equipment vehicle may be inspected at the site or be required to be presented at RAKEZ Office or at the site to carry out the inspection by the Officer prior to commencement of the operation.
- 4.3.6. In case of delay or failure from the client to comply with all the above requirements, it may trigger a violation procedure as per the RAKEZ violation code.

4.4. Procedure for obtaining NOC for the usage of LPG Cylinder/Tanks

The application form: HS&E NOC APPLICATION – LPG CYLINDER/TANK (HSE-GU02.F04)

- 4.4.1. The client shall submit the application for usage of LPG to the RAKEZ HS&E Department before three (3) days through email to hse@rakez.com. The submission should contain the following required copies of the documents:
 - Valid Building Safety Certificate from RAK Civil Defence.
 - NOC from RAK Civil Defence.
 - 3rd party Inspection Report & Test Certificate from RAKEZ approved Companies (for tanks)
- 4.4.2. If all requirements are satisfactory, a sales order will be issued with service fees as per the HS&E Service fees – (HSE-SF01).
- 4.4.3. Upon confirming the payment, NOC shall be issued subsequently within two (2) working days.
- 4.4.4. The LPG usage at client premises may be randomly inspected in the facility/site by the Officer.
- 4.4.5. In case of delay or failure from the client to comply with all the above requirements, it may trigger a violation procedure as per the RAKEZ Violation Code.

5. Service Fees

All payments shall be done as per HS&E service fees. – (HSE-SF01)

6. Related Forms/Attachments

- HS&E NOC APPLICATION – IMPORT / STORAGE OF CHEMICALS – HSE-GU02.F01
- INVENTORY UPDATE FORM FOR CHEMICALS – HSE-GU02.F01-A
- HS&E NOC APPLICATION – RADIOGRAPHY - HSE-GU02.F02
- HS&E NOC APPLICATION – LIFTING EQUIPMENT – HSE-GU02.F03
- HS&E NOC APPLICATION – LPG CYLINDERS / TANKS – HSE-GU02.F04

7. Applicable Regulations/References

- ENAS/EIAC; Accreditation Requirements of Inspection Bodies for Lifting Equipment

- RAKEZ HS&E Rules & Regulations
- Federal Authority for Nuclear Regulations – Rules & Regulations (www.fanr.gov.ae)
- EPDA Rules & Regulations
- Integrated Hazardous Materials Management System (IHMMMS) (<https://www.hazmat.ae>)

