

OPERATIONS FITNESS CERTIFICATE (OFC) APPLICATION

1. COMPANY INFORMATION

Company Name:				Ref. No.:		
Customer No.:				Licence No.:		
Request Type:	New	Renewal	Amendment: (Please Specify)			
Company Type:	Free Zone	Non Free Zone	Application Date.:			
Licence Type:	Industrial	Trading	General Trading	Service		
	E-Commerce	Other:				
Location:	Al Hamra Industrial Zone	Al Hulaita Industrial Zone	Al Ghail Industrial Zone			
	Other, please specify:					
Leased Type:	Retail Shop	Warehouse	Land			
Leased Unit:						

**To be filled by HSE only*

2. COMPANY ACCOMODATION

Company's Own Accommodation are provided within the leased area:	Yes	No
If 'Yes', Is central or individual kitchen/cooking facility provided?:	Yes	No
Number of staff using the Accommodation:	Accommodation Supervisor Name:	
Accommodation Supervisor Contact Details 1:	Accommodation Supervisor Contact Details 2:	
Accommodation Supervisor Email:		

3. LIST OF LIFTING EQUIPMENT AND PRESSURE VESSELS

No.	Machinery/Equipment Name	Registration/Chassis Number	Name of 3rd Party Testing Company	Certificate Expiry Date	Attach Certificate Y/N	
1					Yes	No
2					Yes	No
3					Yes	No
4					Yes	No
5					Yes	No

OPERATIONS FITNESS CERTIFICATE (OFC) APPLICATION

4. LIST OF CHEMICALS

No.	Chemical Name	CAS No ⁽¹⁾	HS Code ⁽¹⁾	Quantity Stored		The State Of Matter (Solid (S) /Liquid (L)/Gas(G))	Hazard Categories (Health Hazard (H), Flame (F), Exclamation Mark (EM), Gas Cylinder (G), Corrosion (C), Exploding (EX), Oxidizer (O), Environment (EN) and Toxic (T))	Restricted ⁽²⁾	Attach SDS
				Kg	Litre				
1						S L G	H F EM G C EX O EN T		
2						S L G	H F EM G C EX O EN T		
3						S L G	H F EM G C EX O EN T		
4						S L G	H F EM G C EX O EN T		
5						S L G	H F EM G C EX O EN T		
6						S L G	H F EM G C EX O EN T		
7						S L G	H F EM G C EX O EN T		
8						S L G	H F EM G C EX O EN T		
9						S L G	H F EM G C EX O EN T		
10						S L G	H F EM G C EX O EN T		

(1) A CAS Number is a unique numerical identifier assigned by the [Chemical Abstracts Service \(CAS\)](#) to every chemical substance described in the open scientific literature including organic compounds and [inorganic](#) compounds, Metals, Alloys, Minerals, Isotopes, and Nonstructurable materials (IUCBs). HS code is The Harmonised Commodity Description and Coding System of the tariff nomenclature is an international standardised system of names and numbers for the classification of commodities. HS codes are used as the basis for import duties, origin regulations, monitoring of controlled goods, and Customs information systems.

(2) Shall be checked through <https://www.hazmat.ae/>

Please complete this OFC Request form and submit it to hse@rakez.com

APPENDIX 1 – OFC CHECKLIST

Facility Certification	Yes	No
1. Is a valid Environmental Permit from EPDA for industrial licence companies available?		
2. Is a valid Building Safety Certificate from RAK Civil Defence for companies operating in land plots available?		
3. Is a valid Facility Safety Certificate from RAK Civil Defence for companies operating in warehouses or retail shops available?		
4. Is a valid Facility Safety Certificate from RAK Civil Defence for own accomodation building available?		
5. Is a valid NOC from RAK Municipality for foodstuff activities available?		
6. Is a valid Building Completion Certificate from RAKEZ?		
7. Is a valid Modification Completion Certificate from RAKEZ?		
8. Is a valid Building Completion Certificate from RAK Civil Defence available?		
9. Is a valid Building Modification Completion Certificate from RAK Civil Defence available?		

OPERATIONS FITNESS CERTIFICATE (OFC) APPLICATION

Asset Certification	Yes	No
10. Does the company have valid certificates for lifting equipment and its accessories as per ENAS?		
11. Does the company have valid certificates for pressure vessels as per ENAS?		
12. Does the company have valid certificates for work equipment that requires annual certification as per ENAS?		
13. Do employees have valid certificates to operate all types of lifting equipment as per ENAS?		
14. Do employees have valid first aid certificates?		
15. Do employees have valid basic fire fighting certificate?		

Hazardous Materials	Yes	No
16. Are hazardous materials classified and labelled as per GHS, and have SDS?		
17. Does the company import or supply any restricted materials?		
18. Are hazardous materials stored, transported, handled, supplied and disposed of and have been appropriately packaged as per SDS?		
19. Are appropriate inventory records available and maintained?		
20. Are hazardous materials stored separately and segregated from incompatible materials?		
21. Are hazardous substances stored in a secure area with containment bunding of 110% of the storage capacity?		
22. Are storage areas adequately ventilated to prevent accumulation of hazardous vapours?		
23. Has the company engaged a waste collection and transportation company which is licenced and authorised by Public Service Department to collect and transport waste for further processing and final disposal?		
24. Does the company have emergency procedures in place to deal with spills, accidental release, fire and explosion?		

Electrical Safety	Yes	No
25. Is electrical system adequately maintained, inspected and tested?		
26. Is electrical cabling protected from damage and electrical control panels locked to prevent access?		
27. Are electrical cables, cords/plugs, sockets or switches free from damage or deterioration?		
28. Are electrical danger warning notice provided on all control panels?		
29. Is there a system for electrical machinery and equipment be isolated in both normal or operating, and abnormal or fault conditions?		

Emergency Response	Yes	No
30. Is the Emergency/Fire Plan clearly displayed and includes a floor plan/map, emergency phone numbers, evacuation procedures and routes, location of exits and assembly point(s), location and use of fire extinguishers, etc.?		
31. Are employees appointed and trained as First-aiders and Fire Wardens for each working shift to respond to emergency situations?		
32. Are exit routes and doors clearly marked, kept clear and never left open and do they lead directly to a safe area or assembly point?		
33. Are aisles and walkways marked, adequately lit, has safe clearance and kept clear?		
34. Are first aid boxes/kits available to each work area, with necessary supplies available, periodically inspected and replenished as needed?		
35. Is all fire and life safety system tested and maintained regularly?		
36. Is Hassantuk Fire Alarm Monitoring System installed and working without any faults?		

OPERATIONS FITNESS CERTIFICATE (OFC) APPLICATION

General Requirements	Yes	No
37. Is workplace equipment, machinery, devices and systems adequately maintained to preserve the safety, health and wellbeing of employees?		
38. Are pedestrian and vehicles routes including any stairs, fixed ladder, doorway, gateway, loading bay or ramp of sufficient width and headroom to allow employees and vehicles to move safely?		
39. Is the workplace arranged to prevent employees falling from heights and protect employees from objects falling onto them?		
40. Has a Risk Assessment been performed to assess all identified significant hazards and effective control measures implemented?		
41. Does the company provide employees transport?		
42. Does the company provide employees accommodation within the leased facility?		
43. Is the accommodation kitchen approved and in hygienic condition?		