

OPERATIONS FITNESS CERTIFICATE (OFC) APPLICATION

A. COMPANY INFORMATION

Company Name:	Licence Number.:		
Request Type:	New	Renewal	Amendment: <i>(please specify)</i>
Application Type:	Company's with RAKEZ Leased and Licence	Company's with RAKEZ Leased only <i>(non RAKEZ Licence)</i>	Sub-Leased Company
Licence Type:	Industrial	General Trading	Commercial
	Other, please specify:		
Location:	Al Hamra Industrial Zone	Al Hulaila Industrial Zone	Al Ghail Industrial Zone
	Other, please specify:		

B. HSE RELATED REQUIREMENTS

1. COMPANY ACCOMMODATION

Is the company's accommodation provided within the leased area?	Yes	No
If 'Yes', is a central or individual kitchen/cooking facility provided?	Yes	No
No. of staff using the accommodation:		
Accommodation supervisor's name:		
Accommodation supervisor's contact details:	Accommodation supervisor's e-mail	

2. DETAILS OF LIFTING EQUIPMENT

2.1 Are NOCs for the usage of all lifting equipment from RAKEZ HS&E obtained?	Yes	No	NA, no lifting equipment used
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3. DETAILS OF CHEMICALS

3.1 Are NOCs for the import / storage of all chemicals from RAKEZ HS&E obtained?	Yes	No	NA, no chemicals used / stored
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4. DETAILS OF LPG CYLINDERS / TANKS

4.1 Are NOCs for the usage of all LPG cylinders / tanks from RAKEZ HS&E obtained?	Yes	No	NA, no LPGs used
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5. DETAILS OF PRESSURE VESSELS

5.1 Are pressure vessels (boilers, air receivers, and the like) used within the facility?	Yes	No	NA, no pressure vessels used
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6. DETAILS OF RADIOGRAPHY EQUIPMENT

6.1. Are NOCs for the usage of radiography equipment from RAKEZ HS&E obtained?	Yes	No	NA, no radiography equipment used
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7. FACILITY CERTIFICATION	Yes	No
7.1 Is a Building/Modification Completion Certificate from RAKEZ available?		
7.2 Is a Building Completion/ Modification Certificate from RAK Civil Defence available?		
7.3 Is a valid Environmental Permit from EPDA for industrial license companies available?		
7.4 Is a valid Building Safety Certificate from RAK Civil Defence for companies operating in land plots available?		
7.5 Is a valid Facility Safety Certificate from RAK Civil Defence for companies operating in warehouses available?		
7.6 Is a valid NOC from RAK Municipality for foodstuff activities available?		

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8. HAZARDOUS MATERIALS	Yes	No
8.1 Are hazardous materials classified and labelled as per GHS, and have SDS?		
8.2 Does the company import or supply any restricted materials? Shall be checked through https://www.hazmat.ae		
8.3 Are hazardous materials stored, transported, handled, supplied and disposed of and have been appropriately packaged as per SDS?		
8.4 Are appropriate inventory records available and maintained?		
8.5 Are hazardous materials stored separately and segregated from incompatible materials?		
8.6 Are hazardous substances stored in a secure area with containment bunding of 110% of the storage capacity?		
8.7 Are storage areas adequately ventilated to prevent accumulation of hazardous vapours?		
8.8 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?		
8.9 Does the company have emergency procedures in place to deal with spills, accidental release, fire and explosion?		
9. ELECTRICAL SAFETY	Yes	No
9.1 Is the electrical system adequately maintained, inspected, and tested by authorised / trained personnel?		
9.2 Is electrical cabling protected from damage & control panels locked to prevent access? Are electrical cords organized in good condition without any damaged?		
9.3 Are electrical cables, cords/plugs, sockets or switches free from damage or deterioration?		
9.4 Are electrical danger warning notice provided on all control panels?		
9.5 Is there a system for electrical machinery and equipment be isolated in both normal or operating, and abnormal or fault conditions?		
10. EMERGENCY RESPONSE	Yes	No
10.1 Is the Emergency/Fire Plan 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.?		
10.2 Are employees appointed and trained as First-aiders and Fire Wardens for each working shift to respond to emergencies?		
10.3 Are exit routes and doors marked, kept clear, and never left open, and do they lead directly to a safe area or assembly point?		
10.4 Are aisles and walkways marked, adequately lit, safe clearance, and kept clear?		
10.5 Are first aid boxes/kits available to each work area, with necessary supplies available, periodically inspected, and replenished as needed?		
10.6 Are all fire and life safety systems tested and maintained regularly?		
10.7 Is Hassantuk Fire Alarm Monitoring System installed and working without any faults?		
11. GENERAL REQUIREMENTS	Yes	No
11.1 Is workplace equipment, machinery, devices and systems adequately maintained to preserve the safety, health and wellbeing of employees?		
11.2 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?		
11.3 Have suitable PPEs been selected and provided to the employees?		
11.4 Is the workplace arranged to prevent employees from falling from heights and protect employees from objects falling onto them?		
11.5 Is proper housekeeping/cleaning maintained in the workplace?		
11.6 Is the proper regime of waste segregation and disposal maintained in the workplace?		
11.7 Are suitable Warning, Mandatory, and Prohibition signs displayed within the workplace as required?		
11.8 Has a Risk Assessment been performed to assess all identified significant hazards and effective control measures implemented?		
11.9 Does the company provide employees with transport?		
11.10 Does the company provide employees accommodation within the leased facility?		
11.11 Is the accommodation kitchen approved and in hygienic condition?		
11.12 Are adequate welfare facilities provided in the workplace? Is it clean, lit & ventilated?		

C. NOTE

- Copy of duly filled form should be sent through e-mail to hse@rakez.com. HS&E reserves the right to require additional information (if necessary).
- Application fees will be applied in accordance with the [HSE Service Fees](#).