HS&E OFC Flowchart

```
                              ┌──────────────┐
                              │    Start     │
                              └──────────────┘

  ┌──────────────────────┐  ┌──────────────────────────┐  ┌──────────────────────────┐
  │ OFC Renewal Application│  │ OFC New/Amendment Application│  │ OFC Cancellation Application│
  └──────────────────────┘  └──────────────────────────┘  └──────────────────────────┘

  The client submits the        The client submits the OFC        The client submits the
  renewal application before     application within 10 days of      cancellation application
  the expiry (preferably 90 to   commencing the operations
  60 days) of the OFC to have
  sufficient time to complete
  the renewal process.

            HS&E verifies the application and sends the        HS&E verifies the application and
            Service Request with OFC fees                      cancels the issued OFC

            The client pays the OFC fees

            HS&E schedules an OFI date

            HS&E conducts OFI and sends report to the
            client to be closed within 15 calendar days

            The client receives the OFI report
```

Does the report closed within timeframe?

HS&E imposes the administrative actions according to RAKEZ Violation Code ← No
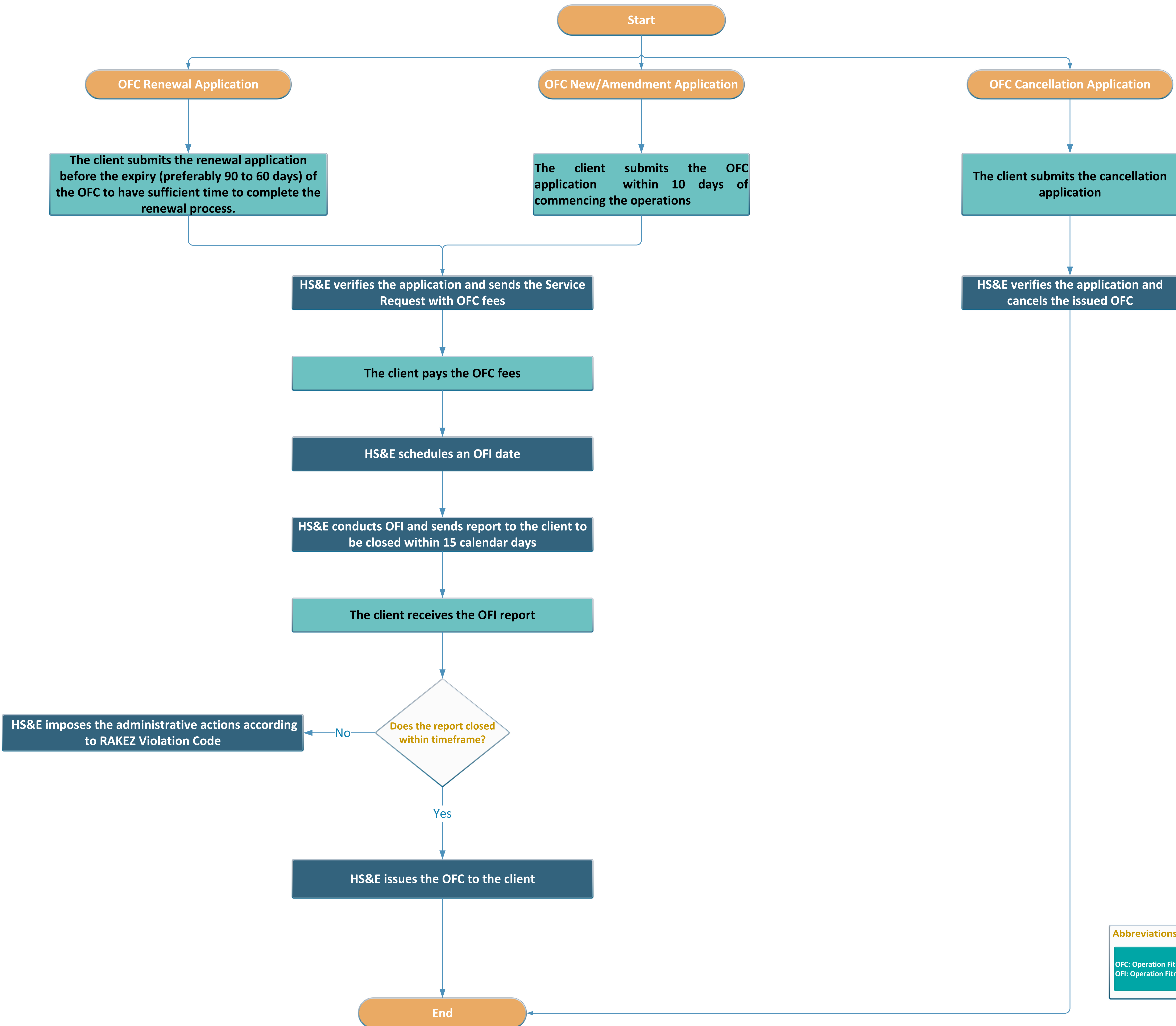
Yes

HS&E issues the OFC to the client

End

Abbreviations

OFC: Operation Fitness Certificate
OFI: Operation Fitness Inspection

Legends

| Steps |
| Client's Actions |
| HS&E Department's Actions |

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