

# OFC Process

## Trade Licence/Lease Issued or Amended

RAKEZ notifies the client to obtain OFC within 10 days of starting operation

Client notifies RAKEZ within 10 days of starting operations to proceed with OFI, and pay the inspection fees

HS&E schedules an OFI date and time in mutual agreement with client

HS&E conducts OFI

Approved?

YES

NO

HS&E performs follow up inspection

HS&E schedules an OFI-follow up date and time

Client pays the fees for follow up inspection and notify HS&E

HS&E sends OFI report to client

Client receives the OFI report

Report rectified within 15 days?

YES

NO

HS&E imposes the administrative actions according to RAKEZ Violation Code

HS&E issues the OFC to the client

HS&E revises the company's risk category and updates periodic inspection time frame

Regular HSE&E inspection and Risk Categorization of the Facilities

## Trade Licence Renewal

HS&E notifies the client at 120 days before TL expiry date

Clients pays the OFC inspection fees and invite HS&E to conduct OFI

HS&E schedules an OFI date and time in mutual agreement with client

HSE conducts OFI at 90 days before TL expiry date

Approved?

YES

NO

HS&E performs follow up inspection to close out OFC

HS&E schedules an OFI-follow up date and time

Client pays the fees for follow up inspection and notify HS&E

HS&E notifies the client to close out the observations

Client receives the OFI report

Report rectified within 15 days?

YES

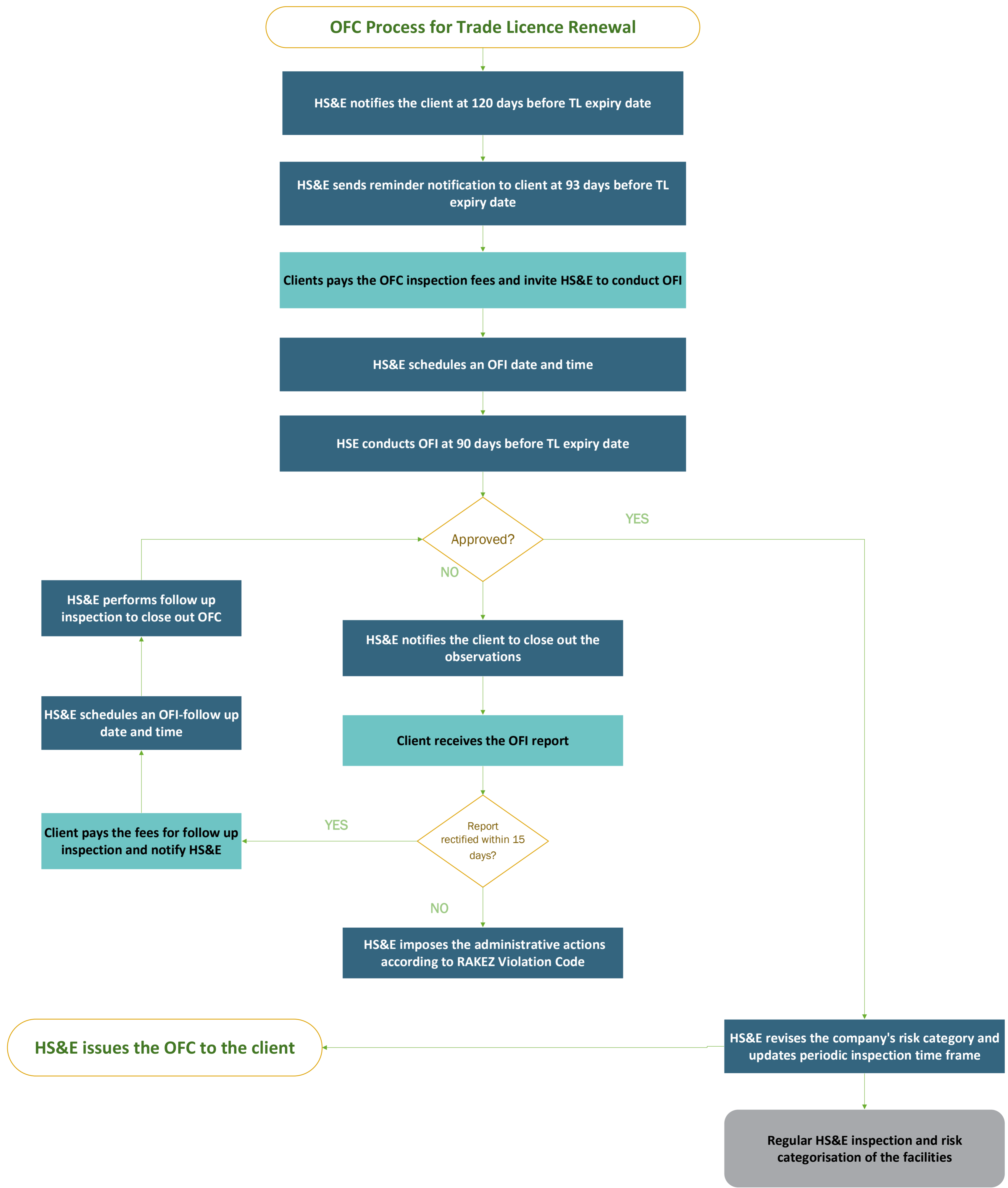
NO

HS&E imposes the administrative actions according to RAKEZ Violation Code

HS&E issues the OFC to the client

HS&E revises the company's risk category and updates periodic inspection time frame

Regular HS&E inspection and risk categorisation of the facilities



**OFC Process for Trade Licence Renewal**

HS&E notifies the client at 120 days before TL expiry date

HS&E sends reminder notification to client at 93 days before TL expiry date

Clients pays the OFC inspection fees and invite HS&E to conduct OFI

HS&E schedules an OFI date and time

HSE conducts OFI at 90 days before TL expiry date

Approved?

YES

NO

HS&E performs follow up inspection to close out OFC

HS&E notifies the client to close out the observations

HS&E schedules an OFI-follow up date and time

Client receives the OFI report

Client pays the fees for follow up inspection and notify HS&E

Report rectified within 15 days?

YES

NO

HS&E imposes the administrative actions according to RAKEZ Violation Code

**HS&E issues the OFC to the client**

HS&E revises the company's risk category and updates periodic inspection time frame

Regular HS&E inspection and risk categorisation of the facilities

