

# GUIDANCE FOR OBTAINING HS&E NOC

## CONTENTS

<b>1. Purpose.....</b>	<b>3</b>
<b>2. Scope .....</b>	<b>3</b>
<b>3. Definitions.....</b>	<b>3</b>
<b>4. Procedure.....</b>	<b>3</b>
4.1. Procedure for obtaining NOC for import/storage of chemicals _____	3
4.2. Procedure for obtaining NOC for radiography _____	5
4.3. Procedure for obtaining NOC for lifting equipment _____	5
4.4. Procedure for obtaining NOC for the usage of LPG cylinders/tanks _____	6
4.5. Procedure for obtaining NOC for temporary outdoor storage _____	7
4.6. Procedure for obtaining NOC for temporary road blockage _____	9
<b>5. Service Fees.....</b>	<b>9</b>
<b>6. Related Forms/Attachments .....</b>	<b>9</b>
<b>7. Applicable Regulations/References.....</b>	<b>10</b>

## 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
- Use of LPG cylinders/tanks
- Temporary outdoor storage
- Temporary road blockage

## 2. Scope

This guide shall apply to all clients operating within RAKEZ's jurisdictional areas.

## 3. Definitions

- HS&E Department:** Health, Safety & Environment Department
- RAKEZ:** Ras Al Khaimah Economic Zone
- TSS:** Technical Support Services
- NOC:** No Objection Certificate
- FANR:** Federal Authority for Nuclear Regulation
- EPDA:** Environment Protection & Development Authority
- Relevant authorities:** Federal authorities permitting restricted materials which include the 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 (IHMMMS) <https://www.hazmat.ae>
- ENAS:** Emirates National Accreditation System
- EIAC:** Emirates International Accreditation Centre
- GHS:** Global Harmonized System
- UN Classification:** United Nations Classification

## 4. Procedure

### 4.1. Procedure for obtaining NOC for import/storage of chemicals

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

- 4.1.1** This applies to all chemicals imported/stored/used at the client's facility, including those categorised as hazardous materials according to the GHS, UN classification and restricted/banned as per IHMMMS.

- 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 the Integrated Hazardous Materials Management System (IHMMMS) <https://www.hazmat.ae>. If the chemical is listed in the restricted/controlled/prohibited list, then written approval shall be obtained from EPDA prior to import/trade/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 apply in handling any restricted chemicals towards ensuring a healthy and safe working environment within the premises
- 4.1.4 The client shall fill out and submit the application by clicking [here](#), with the maximum quantity of each chemical to be stored along with the following documents:
- Copy of NOC issued by 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 EPDA
  - Valid Building Safety Certificate from RAK Civil Defence
  - Setting out and floor plan showing the exact location(s) of the proposed storage area with storage configuration, segregation arrangements, 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)
  - Valid RAKEZ Building Permit (applicable for temporary storage)
  - Undertaking Letter from the client (applicable for temporary storage)
- Submissions should be valid and conform to the requirements listed above. In the event of any deficiencies, the client is requested to provide the corrected documents within **five (5) working days** upon receipt of the notification email.
- 4.1.5 Upon receipt of the application, a sales order will be issued with service fees as per the HS&E Service fees – (HSE-SF01) and payment shall be completed within **five (5) working days**.
- 4.1.6 Upon confirming the payment and satisfactorily completing the submission of the documents, the NOC shall be issued subsequently within **two (2) working days**.
- 4.1.7 In case any amendment is required for the NOC, the client shall apply for amendment by clicking [here](#).
- 4.1.8 For NOC renewal, RAKEZ notifies the client 30 days prior to the NOC expiry date and the client shall apply for renewal by clicking [here](#).
- 4.1.9 Additional chemicals (or their quantity) to the existing approved chemical list shall necessitate the HS&E Department approval prior to storage or trade within RAKEZ jurisdiction.
- 4.1.10 The client is required to maintain a valid NOC at all times to avoid administrative penalties in accordance with the RAKEZ violation code.

4.1.11 In case cancellation is required for the NOC, the client shall apply for cancellation/suspension by clicking [here](#).

#### 4.2. Procedure for obtaining NOC for radiography

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's jurisdictional areas.

4.2.2 Import, export, use, storage, and monitoring of radioactive sources are broadly governed at the state level by FANR.

4.2.3 The client shall obtain the necessary licence/approval/permission from FANR.

4.2.4 After obtaining approval/licence from the FANR, the client shall fill out and submit the application by clicking [here](#) along with the following documents:

- FANR Licence
- Vehicle Approval
- Source Certificate
- Classified Person Certificate
- Radiation Protection Officer Certificate
- Risk Assessment
- Method Statement
- Emergency Response Plan

Submissions should be valid and conform to the requirements listed above. In the event of any deficiencies, the client is requested to provide the corrected documents within **five (5) working days** upon receipt of the notification email.

4.2.5 Upon receipt of the application, a sales order will be issued with service fees as per the HS&E Service fees – (HSE-SF01) and payment shall be completed within **five (5) working days**.

4.2.6 Upon confirming the payment and satisfactorily completing the submission of the documents, the NOC shall be issued subsequently within **two (2) working days**

4.2.7 In case any amendment is required for the NOC, the client shall apply for amendment by clicking [here](#).

4.2.8 For NOC renewal, RAKEZ notifies the client 30 days prior to the NOC expiry date and the client shall apply for renewal by clicking [here](#).

4.2.9 The client is required to maintain a valid NOC at all times to avoid administrative penalties in accordance with the RAKEZ violation code.

4.2.10 In case the cancellation is required for the NOC, the client shall apply for cancellation/suspension by clicking [here](#)

#### 4.3. Procedure for obtaining NOC for lifting equipment

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

This NOC is applicable for the usage of power-operated lifting equipment in RAKEZ's jurisdictional area

**4.3.1** The client shall fill out and submit the application by clicking [here](#). The submission should contain the following copies of the documents:

- Equipment Operator's Licence and Training Certification
- Equipment 3rd party Inspection and Test Certificate from RAKEZ-registered consultants
- Lifting Equipment Registration (if applicable)

Submissions should be valid and conform to the requirements listed above. In the event of any deficiencies, the client is requested to provide the corrected documents within **five (5) working days** upon receipt of the notification email.

**4.3.2** Upon receipt of the application, a sales order will be issued with service fees as per the HS&E Service fees – (HSE-SF01) and payment shall be completed within **five (5) working days**.

**4.3.3** Upon confirming the payment and satisfactorily completing the submission of the documents, the NOC shall be issued subsequently within **two (2) working days**.

**4.3.4** In case any amendment is required for the NOC, the client shall apply for amendment by clicking [here](#).

**4.3.5** For NOC renewal, RAKEZ notifies the client 30 days prior to the NOC expiry date and the client shall apply for renewal by clicking [here](#).

**4.3.6** The Lifting Equipment vehicle may be inspected on-site by the Officer or be required to be presented at the RAKEZ office prior to the commencement of the operation

**4.3.7** The client is required to maintain a valid NOC at all times to avoid administrative penalties in accordance with RAKEZ violation code.

**4.3.8** The client shall ensure they have valid equipment registration and operator licence from MOI, prior to the use of equipment in public areas, outside the leased premises

**4.3.9** If the equipment is rented, the client shall ensure that the equipment has a valid NOC from RAKEZ

**4.3.10** In case the cancellation is required for the NOC, the client shall apply for cancellation/suspension by clicking [here](#)

#### 4.4. Procedure for obtaining NOC for the usage of LPG cylinders/tanks

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

**4.4.1** The client shall fill out and submit the application for usage of LPG cylinders/tanks by clicking [here](#). The application form has the option to include up to five locations. The submission should contain the following copies of the documents:

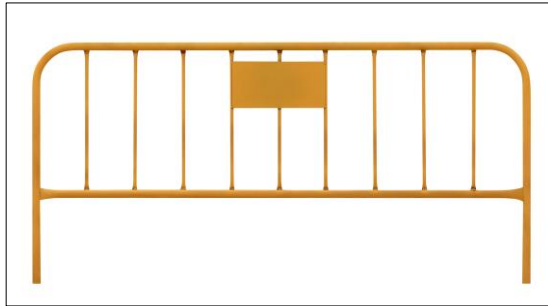
- Valid Building Safety Certificate from RAK Civil Defence
- NOC from RAK Civil Defence
- 3<sup>rd</sup> party Inspection Report and Test Certificate from RAKEZ-registered consultants (for tanks)
- Setting out and floor plan showing the location of LPG cylinders/tanks

Submissions should be valid and conform to the requirements listed above. In the event of any deficiencies, the client is requested to provide the corrected documents within **five (5) working days** upon receipt of the notification email.

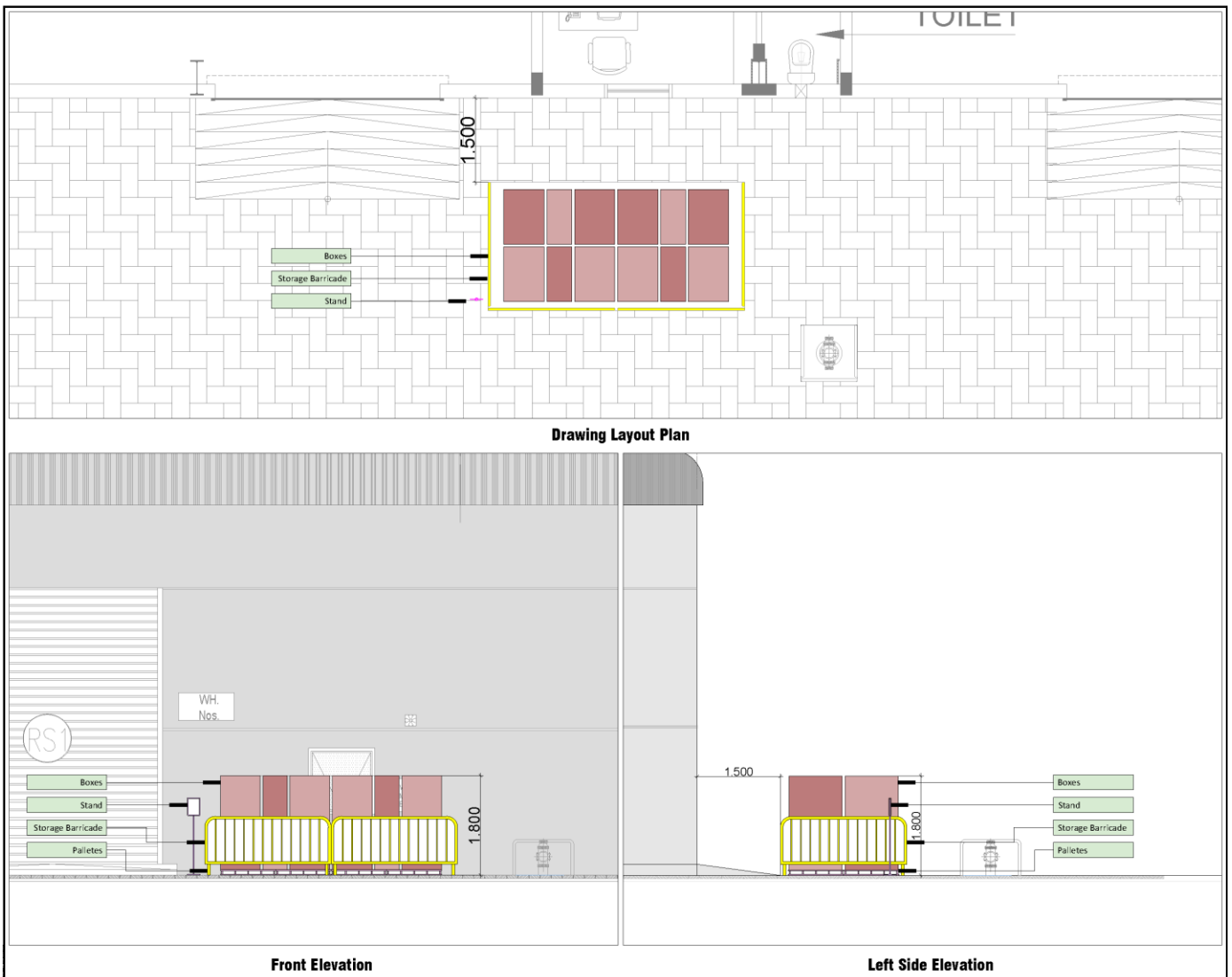
- 4.4.2 Upon receipt of the application, a sales order will be issued with service fees as per the HS&E Service fees – (HSE-SF01) and payment shall be completed within **five (5) working days**.
- 4.4.3 Upon confirming the payment and satisfactorily completing the submission of the document, the NOC shall be issued subsequently within **two (2) working days**.
- 4.4.4 In case any amendment is required for the NOC, the client shall apply for amendment by clicking [here](#).
- 4.4.5 For NOC renewal, RAKEZ notifies the client 30 days prior to the NOC expiry date and the client shall apply for renewal by clicking [here](#).
- 4.4.6 The LPG usage at client premises may be randomly inspected in the facility/site by the Officer
- 4.4.7 The client is required to maintain a valid NOC at all times to avoid administrative penalties in accordance with the RAKEZ violation code.
- 4.4.8 In case the cancellation is required for the NOC, the client shall apply for cancellation/suspension by clicking [here](#)

#### 4.5. Procedure for obtaining NOC for temporary outdoor storage

- 4.5.1 The NOC is applicable for the temporary (15 calendar days) storage of combustible and non-combustible materials only. No flammable materials, chemicals (of any type and form), and petrochemicals shall be stored.
- 4.5.2 The client shall fill out and submit the application for temporary outdoor storage by clicking [here](#) .The submission should contain the following details and documents:
  - Setting out & floor plan showing the proposed storage
  - Details and quantity of materials stored
  - Photo evidence of the proposed material for storage
  - Photo evidence of barricades as per the below options in 4.5.5
- 4.5.3 Submissions should be valid and conform to the requirements listed above. In the event of any deficiencies, the client is requested to provide the corrected documents within **five (5) working days** of receipt of the notification email.
- 4.5.4 Upon receipt of the application, a sales order will be issued with service fees as per the HS&E Service fees – (HSE-SF01) and payment shall be completed within **five (5) working days**.
- 4.5.5 Upon confirming the payment and satisfactorily completing the submission of the document, the NOC shall be issued subsequently within **two (2) working days**.
- 4.5.6 Upon receiving the NOC, the area around the temporary storage shall be barricaded with either of the below options.



Here is a sample of how the client shall store outside their facility with the barricade and name board:





4.5.7 The client is required to maintain a valid NOC at all times to avoid administrative penalties in accordance with the RAKEZ violation code.

4.5.8 In case the cancellation is required for the NOC, the client shall apply for cancellation/suspension by clicking [here](#)

#### 4.6. Procedure for obtaining NOC for temporary road blockage

4.6.1 The client shall fill out and submit the application for temporary road blockage by clicking [here](#). The submission should contain the following copies of the documents:

- Site plan (if applicable)
- NOC (with duration) with approved drawing from relevant authorities as applicable.
- Copy of contractor and consultant documents (appointment letter).
- Works Method of Statement and Risk Assessment duly signed and stamped by consultant/contractor.
- Emergency response plan which shall include all possible emergency scenarios in the entire traveling area.
- Traffic diversion/road closure layout drawing with consultant/contractor stamp with a proposal for temporary alternative routes.
- Layout drawing with TSS approval/consultant/contractor stamp with proposal for removal of utility services (if applicable).
- Copy of valid 3rd party certificate for the equipment, operator, and rigger.
- Copy of valid vehicle registration and operator licence.

Submissions should be valid and conform to the requirements listed above. In the event of any deficiencies, the client is requested to provide the corrected documents within **five (5) working days** of receipt of the notification email.

4.6.2 Upon receipt of the application, a sales order will be issued with service fees as per the HS&E Service fees – (HSE-SF01) and payment shall be completed within **five (5) working days**.

4.6.3 Upon confirming the payment and satisfactorily completing the submission of the document, the NOC shall be issued subsequently within **two (2) working days**.

4.6.4 The client is required to maintain a valid NOC at all times to avoid administrative penalties in accordance with the RAKEZ violation code.

4.6.5 In case the cancellation is required for the NOC, the client shall apply for cancellation/suspension by clicking [here](#)

### 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. Click [here](#)

- HS&E NOC APPLICATION – RADIOGRAPHY- HSE-GU02.F02. Click [here](#)
- HS&E NOC APPLICATION – LIFTING EQUIPMENT – HSE-GU02.F03. Click [here](#)
- HS&E NOC APPLICATION – LPG CYLINDERS/TANKS – HSE-GU02.F04. Click [here](#)
- HS&E NOC APPLICATION – TEMPORARY OUTDOOR STORAGE (HSE-GU02.F05). Click [here](#)
- HS&E NOC APPLICATION – TEMPORARY ROAD BLOCKAGE (HSE-GU02.F06). Click [here](#)

## 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](http://www.fanr.gov.ae))
- EPDA Rules & Regulations
- Integrated Hazardous Materials Management System (IHMMMS) (<https://www.hazmat.ae>)
- List of Prohibited, Restricted and Hazardous Materials (<https://whso.gov.ae>)