أبـــوظبي البحـــرية
ABU DHABI MARITIME

دائـــرة البلـــديـــات والـــنـــقـــل
DEPARTMENT OF MUNICIPALITIES AND TRANSPORT

Requirements for Safe Maritime Activities & Operations

Revision History

Revision	Revision Date	Details	Signature	Name	Position

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1 PREFACE

1.1 Abbreviations

AIS	Automatic Identification System
ALARP	As Low As Reasonably Practicable
AtoN	Aids to Navigation
BCD	Buoyancy Compensator Devices
BDN	Bunker Delivery Note
CEDA	Central Dredging Association
COLREGs	Convention on the International Regulations for Preventing Collisions at Sea, 1972
COP	Code of Practice
DGPS	Differential Global Positioning System
DPA	Designated Person Ashore
ECGS	Exhaust Gas Cleaning System
EDA	Emirates Diving Association
EFR	Emergency First Response
EuDA	European Dredging Association
GPS	Global Positioning System
GT	Gross Tonnage
HSE	Health, Safety, and Environment
IADC	International Association of Dredging Companies
IALA	International Association of Marine Aids to Navigation and Lighthouse Authorities
ICS	International Chamber of Shipping
IHO	International Hydrographic Organization
INTERTANKO	International Association of Independent Tanker Owners
IOPP	International Oil Pollution Prevention
ISM	International Safety Management Code
ISO	International Organization for Standardization
LIDAR	Light Detection and Ranging
LNG	Liquefied Natural Gas
LOF	Lloyds Open Form
LPG	Liquefied Petroleum Gas
MARPOL	International Convention for the Prevention of Pollution from Ships
MOB	Man Overboard
MSDS	Material Safety Data Sheet
NGC	National Guard Command
NOC	No Objection Certificate
OCIMF	Oil Companies International Marine Forum
OHSMS	Occupational Health and Safety Management Systems
OPL	Outer Port Limit
OSH	Occupational Safety and Health
OSHAD-SF	Abu Dhabi Occupational Safety and Health System Framework
PDCA	Plan-Do-Check-Act (cycle)
POAC	Person in Overall Advisory Control
PPE	Personal Protective Equipment
PWC	Personal Watercraft
SIGTTO	Society of International Gas Tanker and Terminal Operators
SIMOPS	Simultaneous Operations
SOLAS	International Convention for the Safety of Life at Sea
SRP	Ship Recycling Plan

SSPM	Abu Dhabi Safety and Security Planning Manual of the Emirate
STS	Ship to Ship
UHF	Ultra-High Frequency
VHF	Very High Frequency

1.2 Definitions

Below definitions shall be used when applying the provisions of this document and in conjunction with other definitions mentioned within the Department's applicable rules and regulations.

Term	Description
AD Maritime	Abu Dhabi Maritime is the Department's delegated authority
Concerned entity	Every local or federal government entity or and entity authorized by the department
Department	The Department of Municipalities and Transport (DMT)
Emirate	The Emirate of Abu Dhabi
Maritime activities and operations	Every activity licensed by the Department or the concerned entity related to maritime activities and operations in the Emirate
Maritime Company	A company holding a business license issued by Abu Dhabi the Emirate's competent authority with maritime activities included and registered on their business license.
Record	Database that contains the details of licensed marine marine crafts

1.3 Introduction

The Department aims to achieve the highest level of maritime safety standards in the field of maritime transport in the waters of the Emirate in accordance with the legislation in force and in cooperation with the competent authorities.

This document provides a set of requirements for maritime companies to comply with when performing their duties so as to manage their operations and facilities safely and effectively. It also provides a standard against which the maritime companies' policies, procedures and performance can be measured.

The requirements set forth in this document will be updated regularly to reflect the latest developments in best practices, technology and any other modifications.

1.3.1 Objectives of Document

- Defines the Department's approval requirements (Business License Stage) and permit requirements (Operation Permit Stage) for maritime companies.
- Provides operational guidance to maritime companies on ways that their services can be carried out safely and efficiently.

1.3.2 Applicability

The requirements defined in this document apply to maritime companies operating in the Emirate's waters categorized as:

- **PART I – GENERAL MARITIME OPERATIONS**
  - Maritime Services
  - Maritime Leisure Activities
  - Maritime Education & Training
  - Ship Management & Operations
  - Ship Facility – Ship Building, Repair & Recycling
  - Special Maritime Activities
  - Any other activities as determined by the Department
- **PART II – TIME-LIMITED MARITIME OPERATIONS**
  - Anchorage Operations
  - Bunkering Operations
  - Ship to Ship (STS) Operations
  - Diving Operations
  - Marine Salvage and Wreck Removal Operations
  - Dredging Operations
  - Aids to Navigation
  - Hydrographic Surveys
  - Any other activities as determined by the Department

The Department's approval requirements during the Business Licensing Stage and the Permitting Stage is summarized in Table 1.

Table 1: Summary of the Department's approval requirements during the "Business License Stage" and the "Operation Permit Stage"

Category of Maritime Activities	Business License Stage	Operation Permit Stage	
	NOC by the Department[1]	Type of Permit	
		Single Op.	Annual Op.
PART I – GENERAL MARITIME OPERATIONS			
Maritime Services			
Port-related operations	Chapter 5.1	refer to Port Authority's guidance and port rules	
Marina-related operations	Chapter 5.1	✓	✓
Repair & maintenance of marine crafts	Chapter 5.1	-	✓
Inspection of marine crafts	Chapter 5.1	-	✓
Seaplane operations	Chapter 5.1	-	✓
Maritime Leisure Activities			
Boat rental-leasing service provider	Chapter 6.1	-	✓
Marine tourist voyage organizer	Chapter 6.1	-	✓
Marine sports club	Chapter 6.1	-	✓
Rental of entertainment tools and sports equipment	Chapter 6.1	-	✓
Swimming rescue service provider	Chapter 6.1	-	✓
Maritime Education & Training	Chapter 7.1	-	✓
Ship Management & Operations	Chapter 8.1	-	✓
Ship Facility – Ship Building, Repair & Recycling	Chapter 9.1	-	✓
Special Maritime Activities	-	✓	-
PART II – TIME-LIMITED MARITIME OPERATIONS			
Anchorage Operations	-	✓	-
Bunkering Operations			
Bunker supplier facility	-	-	✓
Bunker supplier marine craft	-	-	✓
Bunker receiving marine craft	-	✓	-
Marine craft fuel payload lightering	-	✓	✓
STS Operations (Transshipment)			

[1] For all maritime activities in Abu Dhabi waters (conducted both inside and outside of Port Limits).

Category of Maritime Activities	Business License Stage	Operation Permit Stage	
	NOC by the Department[1]	Type of Permit	
		Single Op.	Annual Op.
STS operations	-	✓	-
STS cargo transshipment activities	-	✓	-
Diving Operations	Chapter 5.1	✓	✓
Marine Salvage and Wreck Removal Operations			
Ship salvage	Chapter 5.1	✓	-
Cargo salvage	Chapter 5.1	✓	-
Wreck salvage	Chapter 5.1	✓	-
Dredging Operations	Chapter 5.1	✓	✓
Aids to Navigation			
AtoN installation	-	✓	-
AtoN removal	-	✓	-
AtoN modification	-	✓	-
Hydrographic Surveys	Chapter 5.1	✓	✓

1.4 Responsibility: Department

In line with its mandate to ensure safety in the Emirate's waters, the Department regularly conducts risk assessments. It maintains a risk register for maritime activities in the Emirate's waters to identify the potential hazards, consequences, and likelihood of occurrence. Safeguards and mitigation measures are determined to minimize these risks. This risk register is updated regularly, based on reported cases of maritime incidents and casualties by companies and other Emirate government entities such as the Critical Infrastructure & Coastal Protection Command (CICPC) and the Civil Defense. The Department's regulations and guidelines, issued from time to time, are the outcome of this risk assessment exercise.

The Department also uses its risk register, along with strategic, social and economical impact considerations, to identify which maritime activities will require its approval (in the form of a NOC) during the Business License Stage (see Chapter 3.1).

Furthermore, periodically, and following a significant incident or if the Department receives a substantiated complaint, the latter will seek assurance that the maritime companies comply with the requirements defined in this document through audits.

1.5 Responsibility: Maritime Companies

Maritime companies must apply for a NOC or operation permit from the Department's delegated authority[2], as shown in Table 1 in Chapter 1.3.2.

All maritime companies, operators, facilities and marine units must comply with this document and any other relevant regulations and guidelines issued by the Department and the Port Authority, based on their operation location. Their compliance to this document's requirements and procedures will be verified during their application for an operation permit and as part of any audit conducted for these companies.

[2] Visit https://www.admaritime.ae/ to apply for NOCs and operation permits.

2 STATUTORY REQUIREMENTS

Maritime companies shall comply with all relevant and applicable regulations and requirements issued by the Department.

A maritime company must also comply with the UAE's other national regulations. For those companies operating ships, they must also conform (where applicable) to the relevant international conventions ratified by the UAE. See Appendix B: Statutory Requirements – Details.

The Port Authority's rules and regulations (and associated penalties) apply for operations conducted within Port Limits.

3 REQUIREMENTS DURING BUSINESS LICENSE & OPERATION PERMIT STAGES

In the Emirate, the Department of Economic Development (DED) administers all business licenses. Depending on the category of business activity, the DED may request companies to seek concerned entities' approval before the DED issues a business license.

Once a company has received its business license from DED, it will require further approval – in the form of an operation license, permit or NOC – from the concerned entities before it starts to operate.

These "Business License" and "Operation Permit" stages are represented in Figure 1. The Department's approval requirements for maritime companies during these two stages are described in this chapter.

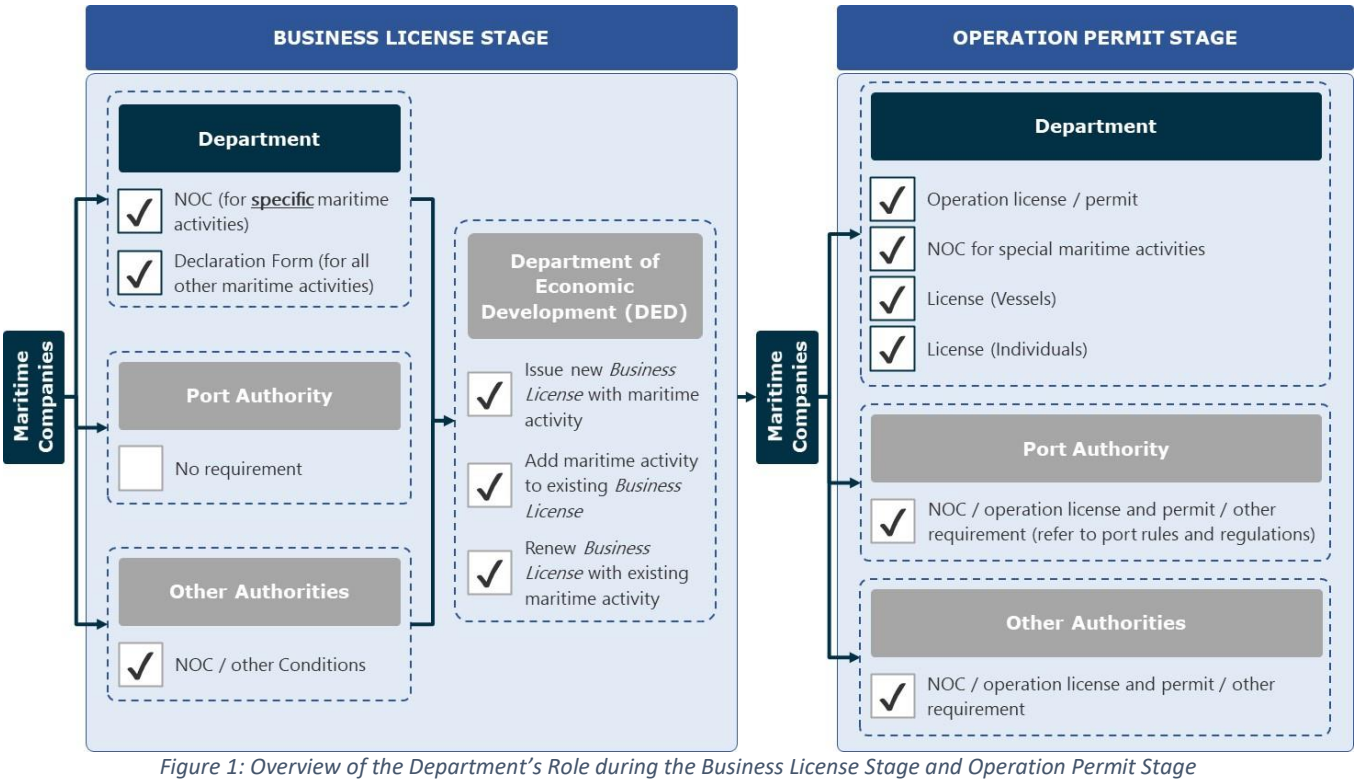


Figure 1: Overview of the Department's Role during the Business License Stage and Operation Permit Stage

3.1 Business License Stage

Based on the maritime activity's risk categorization and **irrespective of its area of operation in the Emirate's waters**, a maritime company must meet the Department's requirements before the Department of Economic Development (DED) will issue, amend (with a new maritime activity) or renew its business license, as summarized in Table 2.

Some maritime activities will require a NOC from the Department; others must submit a signed Declaration Form (see in Appendix C: Declaration Form) to the DED directly.

Applications must be submitted to the Department's delegated authority[3].

[3] Visit https://www.admaritime.ae/ to apply for NOCs and operation permits, and for further guidelines.

Table 2: Summary of the Department's approval requirements during the "Business License Stage"

NOC Required (for specific maritime activities)	No NOC Required (for all other maritime activities)
Issue New Business License with Maritime Activity	
Apply for NOC from the Department, by submitting: • Signed copy of the Declaration Form. • Copy of Emirates ID and passport belonging to company owner. • Geographical coordinates of intended area of operation. • Expected size of company (number of personnel and maritime assets, e.g. marine crafts, infrastructure, facilities, etc.). • Copy of risk assessment for intended maritime activity. • Other documents as required by the Department	• Submit a signed copy of the Declaration Form to Department of Economic Development (DED) directly.
Add Maritime Activity to Existing Business License	
Apply for NOC from the Department, by submitting: • Signed copy of the Declaration Form. • Copy of Emirates ID and passport belonging to company owner. • Geographical coordinates of intended area of operation. • Expected size of company (number of personnel and maritime assets, e.g. marine crafts, infrastructure, facilities, etc.). • Copy of risk assessment for intended maritime activity. • Copy of accident log book for existing license (past 2 years). • Copy of penalties and fines for existing license (past 2 years) – issued by the Department. • Last inspection report from the Department (if any) • Other documents as required by the Department	• Submit a signed copy of the Declaration Form to Department of Economic Development (DED) directly.
Renew Business License with Existing Maritime Activity	
Apply for NOC from the Department, by submitting: • Signed copy of the Declaration Form • Copy of Emirates ID and passport belonging to company owner. • Geographical coordinates of intended area of operation • Copy of previous issued operation permit (if applicable) • Size of company (number of personnel and maritime assets, e.g. marine crafts, infrastructure, facilities, etc.). • Copy of risk assessment for intended maritime activity • Copy of accident log book (past 2 years) • Copy of penalties and fines (past 2 years) – issued by the Department • Last inspection report from the Department (if any) • Other documents as required by the Department	• Submit a signed copy of the Declaration Form to Department of Economic Development (DED) directly.

3.2 Operation Permit Stage

Once a maritime company has received its business license from the Department of Economic Development (DED), it will require further approval – in the form of operation licenses, NOCs, or licenses for its marine

crafts and its staff – from the Department or the Port Authority[4] before engaging in its maritime activity in The Emirate's waters.

The permit-holder must comply with the provisions of the Department or the Port Authority's rules and regulations, standards and guidelines relating to these activities. The authorized maritime activities must be carried out only at the designated and approved locations and within the permitted time.

For a maritime company operating both within and outside of Port Limits, the Department will exercise an overriding responsibility for the approval of this maritime activity during the "Operation Permit Stage". The maritime company will also require a permit or NOC from the Port Authority before operating within Port Limits.

Applications must be submitted to both the Department's delegated authority[5], and to the Port Authority (in case the maritime company is operating within Port Limits).

3.2.1 Operation Licenses for Maritime Activities

The Department's operation licenses cover for:

- General maritime operations (see **PART I – GENERAL MARITIME OPERATIONS)**.
- Time-limited maritime operations (see **PART II – TIME-LIMITED MARITIME OPERATIONS**).
- Boat racing and display of fireworks (refer to "Special Maritime Activities" in Chapter 10).

3.2.2 NOC for Special Maritime Activities

Certain maritime activities require a NOC from the Department.

- General maritime operations (see **PART I – GENERAL MARITIME OPERATIONS):**
  - Marine infrastructure development projects, e.g. construction of wharves, marinas, boatyards.
- Time-limited maritime operations (see **PART II – TIME-LIMITED MARITIME OPERATIONS):**
  - Wreck removal.
  - Hydrographic surveys.
  - Dredging.

3.2.3 Licensing of Marine Crafts

The Department is responsible for the licensing of marine crafts. This process includes conducting technical inspections of the marine crafts and issuing, renewing, suspending, or canceling the marine craft's license certificate. The Department also maintains a register containing the details of these licensed marine crafts. Registration and licensing requirements of marine crafts (for commercial and private use) are addressed in the Department's relevant codes and regulations.

[4] Where these operations occur within the designated Port Limits and anchorages, the Port Authority is responsible for issuing the approval.

[5] Visit https://www.admaritime.ae/ to apply for NOCs and operation permits, and for further guidelines.

3.2.4 Licensing of Individuals

The Department is responsible for the licensing of individuals using or working on marine crafts. This includes employment-related licenses for sailors and other marine crew for marine crafts, marine trainers, commercial divers and diving supervisors, and marine driving licenses. Requirements for marine driving licenses (for commercial and private use) are addressed in the Department's relevant codes and regulations.

4 OPERATIONAL MANAGEMENT SYSTEM

All companies operating in The Emirate must comply with the Emirate's Occupational Safety and Health System Framework (OSHAD-SF) and the Emirate's Environment Health and Safety Management System Regulatory Framework (AD EHSMS RF), as a minimum.

Companies undertaking marine activities within the The Emirate's waters must also ensure their operations are conducted safely, efficiently, and transparently. To this end, a documented management system is essential. The objectives of a good management system are to ensure a simple and cost-effective means of:

- Minimizing risks.
- Ensuring safety in the workplace.
- Preventing human injury and loss of life.
- Preventing pollution.
- Complying with applicable regulations and rules.

Each maritime company must develop and implement safe practices through a management system that includes the following:

- Identification of risks associated with the business.
- Procedures to ensure safe operation in compliance with relevant rules.
- Lines of communication between personnel.
- Procedures to prevent environmental damage, including pollution.
- Procedures for reporting accidents.
- Procedures for responding to emergencies.

Depending on the size of a company (e.g. in terms of the number of personnel and maritime assets; nature of its operations, area of operation and risks associated with its activities which may impact the safety of the Emirate's waters, etc.), this operational management system can consist of:

- Documented instructions and identification of staff's responsibilities, in addition to flow charts and diagrammatic procedures, as required, displayed in the workplace or at the worksite.
- Standard operating procedures for marine crafts, as far as practicable in line with the ISM code requirements; and a Document of compliance (DOC) will be in place for these companies.
- Standard operating procedures in line with the Emirate's Public Health Center (ADPHC) and relevant ISO codes, if so required, especially for those companies not covered by the ISM code. For example, some applicable standards when developing a management system include ISO 9001, ISO 14001, and ISO 45001, and while it is optional to have a certification against an ISO standard, the principles should be followed where applicable.

KEY CONSIDERATIONS – EXAMPLES

Where a company's activities involve staff operating or working on a marine craft, then before the first occasion of working on the marine craft, each employee must receive appropriate familiarization training and proper instruction of on-board procedures. This could include but not necessarily be limited to:

- Mooring and unmooring.
- Launching and recovery of survival craft.
- Evacuation from all areas of the marine craft.
- Donning of lifejackets.
- Use and handling of fire-fighting equipment.

Simple procedures must be developed for the operation of the marine craft. These could include, but not be limited to:

- Testing of equipment, including steering gear, before commencing a passage.
- Navigation and handling of the marine craft.
- Maintenance routines.
- Bunkering operations.
- Mooring and unmooring.
- Passenger counting and crowd control.

Some companies might have additional requirements, depending on the type of their activities.

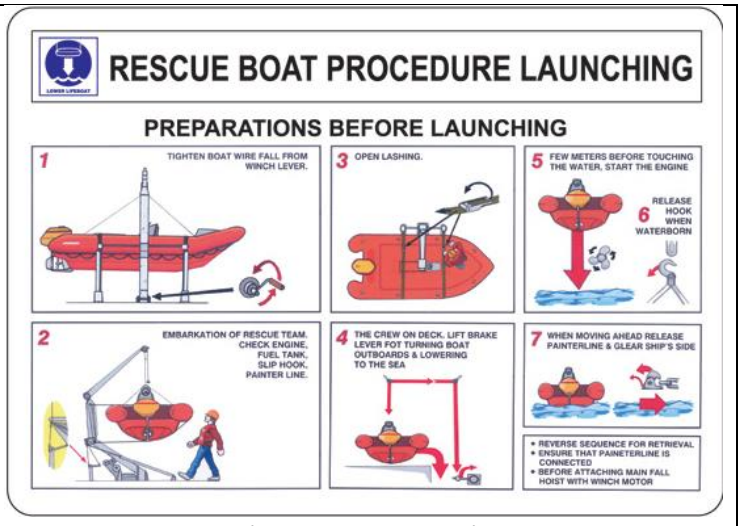
- Companies with landlord duties must:
  - Ensure premises are structurally safe and fit-for-purpose.
  - Provide relevant safety information about premises to all users.
  - Identify areas where personal protective equipment (PPE) must be worn.
  - Identify safety responsibilities of tenants for their leased areas of the premises.
- Companies operating in port must (as per the Port Authority's rules and regulations):
  - Ensure that all workers (own or contracted employees) are appropriately trained.
  - Ensure that other employers and employees working on their premises are compliant with these areas' safety rules.
- Labor suppliers must:
  - Agree with the client organization on allocating work-related responsibilities between them and ensuring that the worker is informed of this.
  - Ensure they have full responsibility for their employees' health and safety (including monitoring working hours and fatigue), regardless of the employees are working on another company's premises or are under its direct day-to-day control.

For operations requiring various stakeholders' collaborative work, a work plan must be in place and explained to all relevant workers. The work plan must define:

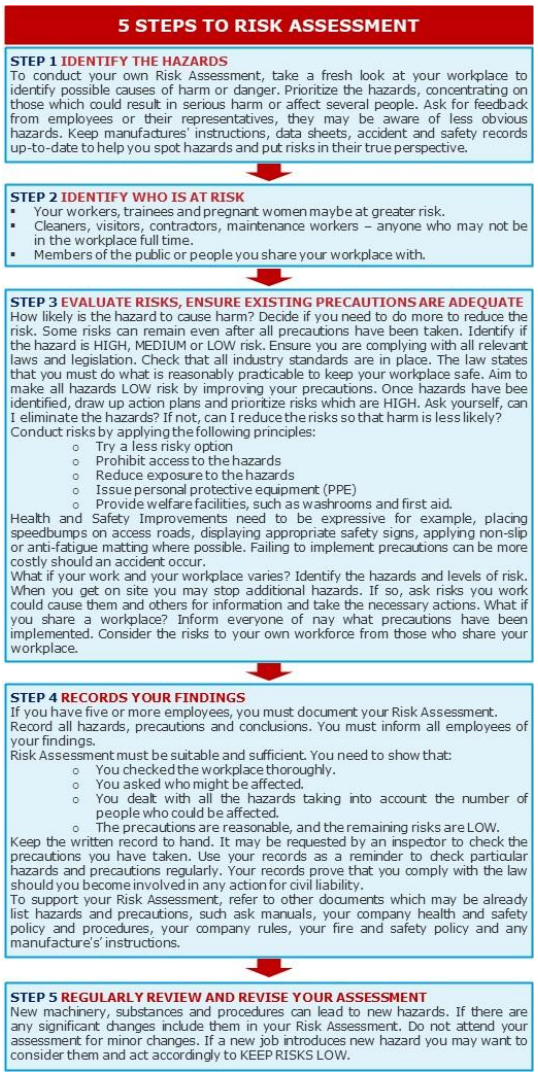
- Responsibilities of all stakeholders.
- Clear procedures for all relevant stakeholders, including any interaction necessary between different entities.
- Coordination, monitoring and control of defined work activities.
- Safeguards and mitigation measures to address defined hazards.
- Emergency plan.

Additional information on a management system's building blocks can be found in Appendix D: Operational Management System – Guidance.

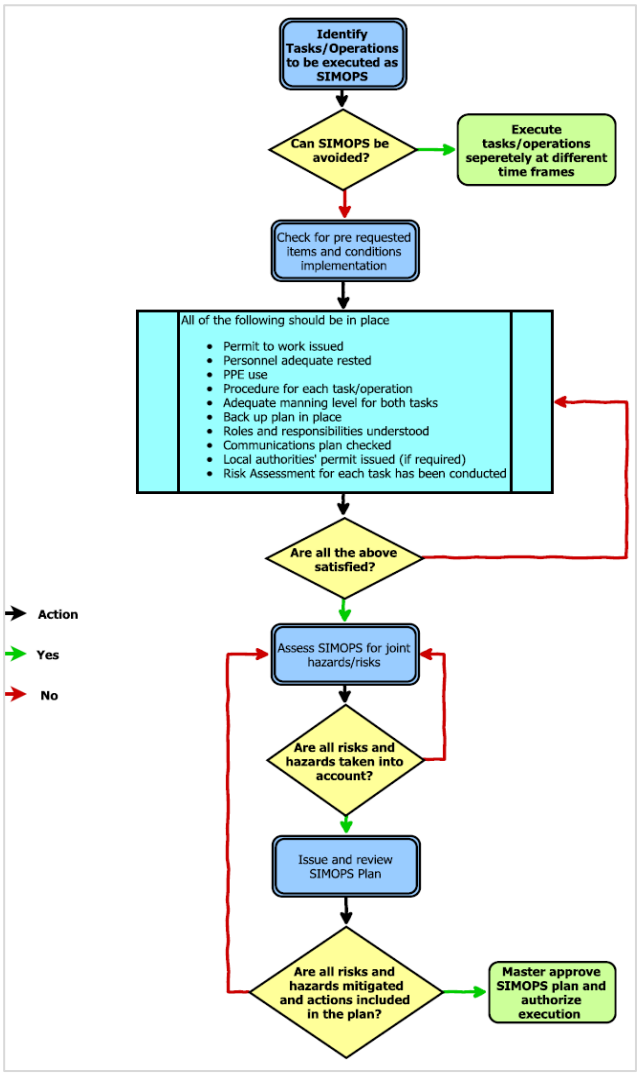
(Source: AR Maritime Services)



(Source: IMO Signs)



(Source: Signs for the Workplace)



(Source: SQE Marine)

Figure 2: Examples of instructions, as part of an operational management system

PART I – GENERAL MARITIME OPERATIONS

5 MARITIME SERVICES

The broad definition of "Maritime Services" cover most of the maritime activities, which consist of, but not limited to, the following:

- Time-limited operations:
  - Anchorage operations
  - Bunkering operations
  - STS operations
  - Commercial diving operations including underwater hull cleaning and propeller polishing
  - Marine salvage operations
  - Dredging operations
  - AtoN installation, modification, and removal
  - Hydrographic surveys
- Operations under the Port Authority's remit:
  - Marine crafts piloting and towing
  - Ports management
  - Firefighting and prevention services in ports
  - Training in port equipment and operations
  - Shipping lines agent
  - Agents for marine crafts and carrier services
  - Management of goods shipping stations in ports
  - Cargo handling (terminal operations)
  - Time-limited operations within Port Limits
- Marina-related activities:
  - Marina management and operations
  - Marina construction
- Repair and maintenance of marine crafts (including their engines) at a berth or in the anchorage and do not require drydocking[6].
- Inspection of marine crafts in terms of their safety systems (including life-saving appliances and fire safety equipment).
- Seaplane operations.
- Towage outside of port limits.

[6] For any marine craft repair and maintenance requiring drydocking, refer to Chapter 9.`

5.1 Business License Requirements

Maritime activities grouped under this chapter are listed below. The Department's approval requirements during the Business License Stage are defined in Chapter 3.1.

Activity Name	[Operation Permit Stage] Permit Required
Marina management and operation	Annual Permit
Marine crafts piloting and towing	Annual Permit; follow Port Authority's guidance
Ports management	follow Port Authority's guidance
Fire-fighting and prevention services in ports	follow Port Authority's guidance
Inspection and classification of shipping means	Annual Permit
Repair and maintenance of marine craft	Annual Permit
Repair and maintenance of marine craft engines	Annual Permit
Boats repairing	Annual Permit
PWC repairing and maintaining	Annual Permit
Likely sinking marine crafts and cargo salvage	NOC / Single Permit; follow Port Authority's guidance
Training in port equipment and operations	follow Port Authority's guidance
Water passages dredging and deepening	NOC / Single Permit; Annual Permit; follow Port Authority's guidance
Marina construction contracting	NOC / Single Permit
Shipping lines agent	follow Port Authority's guidance
Agents for marine crafts, and carriers services	follow Port Authority's guidance
Management of goods shipping stations in ports	follow Port Authority's guidance
Diving Service provider	Single Permit; Annual Permit; follow Port Authority's guidance
Underwater hull cleaning and propeller polishing	Single Permit; Annual Permit; follow Port Authority's guidance
Marine surveying and hydrographic survey	NOC / Single Permit; Annual Permit; follow Port Authority's guidance
Seaplane operations	Annual Permit
Others	As determined by the Department

5.2 Permit Requirements

An operation permit must be obtained from the Department by the companies as defined in this chapter. A NOC must also be obtained before any marine infrastructure-related development.

The permit categories defined in this chapter are for:

1. Marina management and operation (annual operation).
2. Marina construction (NOC / single operation).
3. Repair and maintenance of marine crafts (annual operation).
4. Inspection of marine crafts (annual operation).
5. Seaplane operation (annual operation).
6. Towage outside port limits (annual operation).

Permit requirements for below maritime service companies can be found as referenced.

- Time-limited operations in Emirate's waters (see **PART II – TIME-LIMITED MARITIME OPERATIONS**).
- Port-related operations (refer to Port Authority's guidance and port rules).

The following obligations apply to maritime service companies:

- Operational start without prior approval from the Department and other concerned entities is prohibited.
- Any infrastructure-related development (e.g. new marine facility or the extension or reconfiguration of existing facilities) for marinas and water aerodromes without prior approval from the Department and other concerned entities is prohibited.
  - See NOC requirement for marine infrastructure development as per Chapter 3.2.2.
  - The Department will approve the location of the proposed development.

The Department reserves the rights to:

- Reject any permit application or cancel previous permit approvals if the concerned party fails to meet the permit or statutory requirements.

1. MARINA MANAGEMENT AND OPERATION (ANNUAL OPERATION)

☐ **Documentation Requirements**

1. Copy of company information:
   - Business license.
   - Professional indemnity/liability insurance.
2. Copy of Operational Management System, including:
   - Operational instructions are provided to all personnel.
   - Emergency response instructions including the availability of onsite first aid.
3. Site inspection report by the Emirate's Public Health Center (ADPHC) or the Department.
4. Copy of signed Declaration Form for "Operation Permit Stage" (see appendix).
5. NOC from owner of the marina site or rent agreement
6. NOC from concerned entities, if applicable
7. Fee payment for permit issuance
8. Any other document required by the Department.

☐ **Type of Permit:** Annual Operation

☐ **Responsibilities of Permit-Holder**

In addition to the obligations and operational guidance provided in this document, the permit-holder must:

1. Inform the Department immediately in case of accidents to customers or personnel (submission of accident report and copy of accident record book).
2. Comply with applicable rules and regulations.

2. MARINA CONSTRUCTION | INFRASTRUCTURE DEVELOPMENT (NOC)

☐ **Documentation Requirements**

1. Copy of company information:

- Business license.
- Professional indemnity/liability insurance.

2. NOC from concerned entities, if any.
3. NOC from the owner (for privately owned areas).
4. Details of the planned infrastructure development, including:
   - Project plan and location.
   - Duration of planned works.
   - Copy of OSH incidents control and management during development.
   - Emergency response manual including availability of onsite first aid.
5. Copy of signed Declaration Form for "Operation Permit Stage" (see appendix).
6. Any other document required by the Department.
7. Fee payment for permit issuance.

☐ **Type of Permit:** NOC / Single Operation

☐ **Responsibilities of Permit-Holder**

1. In addition to the obligations and operational guidance provided in this document, the permit-holder must inform the Department of any infrastructure-related development it intends to engage in.
   - Submit approval request (for NOC) to the Department no less than three (3) weeks before the intended start date of the development.
2. Inform the Department immediately in case of accidents of any nature (submission of accident report and copy of accident record book).
3. Comply with applicable rules and regulations.

3. REPAIR AND MAINTENANCE OF MARINE CRAFTS (ANNUAL OPERATION)

☐ **Documentation Requirements**

1. Copy of company information:
   - Business license.
   - Professional indemnity/liability insurance.
   - Professional certificates of personnel carrying out the maintenance.
2. Location details (company – headquarters and branches if any)
3. Copy of information on marine crafts used onsite for repair and maintenance services:
   - Statement of marine craft's particulars.
   - Copy of valid marine craft certificates.
   - Copy of marine craft's navigational permit.
   - Copy of marine craft's insurance and indemnity policies (P&I Club).
4. NOC from Environment Agency of Abu Dhabi (EAD).
5. Copy of Operational Management System, including:
   - Operational instructions provided to all personnel.
   - Emergency response instructions including availability of onsite first aid.
6. Copy of signed Declaration Form for "Operation Permit Stage" (see appendix).
7. NOC from concerned entities, if any.

8. NOC from the site owner/copy of the rental agreement.
9. Any other document required by the Department.
10. Fee payment for permit issuance.

☐ **Type of Permit:** Annual Operation

☐ **Responsibilities of Permit-Holder**

1. In addition to the obligations and operational guidance provided in this document, the permit-holder must inform the Department immediately in case of accidents to customers or personnel (submission of accident report and copy of accident record book).
2. Comply with applicable rules and regulations.

4. INSPECTION OF MARINE CRAFTS AND ITS EQUIPMENT (ANNUAL OPERATION)

☐ **Documentation Requirements**

1. Copy of company information:
    - Business license.
    - Professional indemnity/liability insurance.
    - Professional certificates of personnel carrying out the inspections.
2. Copy of Operational Management System, including:
    - Operational instructions provided to all personnel.
    - Emergency response instructions including availability of onsite first aid.
3. Copy of signed Declaration Form for “Operation Permit Stage” (see appendix).
4. Any other document required by the Department.
5. Fee payment for permit issuance.

☐ **Type of Permit:** Annual Operation

☐ **Responsibilities of Permit-Holder**

1. In addition to the obligations and operational guidance provided in this document, the permit-holder must inform the Department immediately in case of accidents to customers or personnel (submission of accident report and copy of accident record book).
2. Comply with applicable rules and regulations.

5. SEAPLANE OPERATION (ANNUAL OPERATION)

☐ **Documentation Requirements**

1. Copy of company information:
    - Business license.
    - Professional indemnity/liability insurance.
2. Copy of Operational Management System, including:
    - Information on selected site as water aerodrome and its associated visual aids.
    - Operational instructions/manual provided to all personnel and end users.
    - Emergency response instructions including rescue and firefighting services.
3. Copy of signed Declaration Form for “Operation Permit Stage” (see appendix).

4. NOC from concerned entities, if any.
5. NOC from the site owner/copy of the rental agreement.
6. Any other document required by the Department.
7. Fee payment for permit issuance.

☐ **Type of Permit:** Annual Operation

☐ **Responsibilities of Permit-Holder**

1. In addition to the obligations and operational guidance provided in this document, the permit-holder must inform the Department immediately in case of accidents to customers or personnel (submission of accident report and copy of accident record book).
2. In addition to the permit issued by the Department and prior to its operation, the seaplane operator must hold the required permits and NOCs from concerned entities, and comply with the rules and regulations issued by the UAE General Civil Aviation Authority.
3. Comply with applicable rules and regulations.

6. TOWAGE OUTSIDE PORT LIMITS (ANNUAL OPERATION)

☐ **Documentation Requirements**

1. Copy of company information:
    - Business license.
    - Company profile (organizational structure, management contact details).
    - Professional indemnity/liability insurance.
    - Qualifications & experience of the towage master and tug masters.
    - ISO (or equivalent) management certificates.
2. Copy of towage operation manual including:
    - Operational procedures and checklists.
    - Testing certifications of towage equipment.
    - Audit statements of safety requirements and procedures for towage operations.
    - Other safety considerations as defined in this document.
3. Copy of emergency response manual including:
    - Copy of agreement with a licensed maritime company to operate in the Emirate, offering tug and assistance and marine pollution-fighting services in case of emergencies.
    - Other safety considerations as defined in this document.
4. Copy of information on towage marine crafts:
    - Statement of marine craft's particulars.
    - Copy of valid marine craft certificates.
    - Copy of marine craft's navigational permit.
    - Copy of marine craft's insurance and indemnity policies (P&I Club).
5. Copy of signed Declaration Form for "Operation Permit Stage" (see appendix).
6. Copy of the Contract Award Letter
7. NOC from concerned entities, if any.
8. Any other document required by the Department.

9. Fee payment for permit issuance.

☐ **Type of Permit:** Annual Operation

☐ **Responsibilities of Permit-Holder**

1. In addition to the obligations and operational guidance provided in this document, the permit-holder must submit to the Department the following information at least seventy-two (72) hours prior to each towage operation (or twenty-four (24) hours in case of emergencies):
    - Number of assisted marine assets being towed;
    - Total length of the tow;
    - Method of towing;
    - Estimated towing distance and duration;
    - Nature of the incident (if any) that disabled the assisted marine asset;
    - For the assisted marine asset, the name and contact details of the:
        - Registered owners or operators;
        - Hull insurers (or of the lead hull insurer authorized to act on behalf of hull insurers);
        - Principle and Interest insurers;
        - Classification society;
        - Designated Person Ashore;
        - Salvors engaged, if any;
    - Type and quantity of Bunker Fuel on board the assisted marine asset;
    - Cargo details for the assisted marine asset, including location on board;
    - Nature and quantity of any hazardous materials or dangerous goods on the assisted marine asset;
    - Extent of the power available on the assisted marine asset and whether it is sufficient:
        - For working the main engine;
        - Steering gear;
        - Deck machinery;
        - Lowering or heaving the anchors;
    - Whether the master is on board the assisted marine asset;
    - Number of other crew and other persons on board the assisted marine asset;
    - Whether the assisted marine asset is a:
        - Tanker; and, if so,
        - whether the tanker is gas free;
    - Means of radio communication available to the assisted marine asset;
    - Whether the towage marine craft or the assisted marine asset can be disconnected and handed over to another tug at sea;
    - Nature of immediate assistance or other services required from the Department or other authorities by the towage marine craft or the assisted marine asset;
    - Future intentions of the master of the assisted marine asset and / or salvor, as the case may be; and
    - Any other information which may affect the safety, security, efficiency and good order of the Emirate's waters and other marine infrastructures.

2. Inform the Department immediately in case of accidents (submission of accident report and copy of accident record book).
3. Keep an updated list of contact details of marine pollution authorities in the Emirate.
4. Comply with applicable rules and regulations.

5.3 Operational Guidance

In addition to the statutory requirements in Chapter 2, maritime service companies must comply with other obligations, as set by:

- OSHAD-SF, including relevant technical guidelines and codes of practices.
- **PART II – TIME-LIMITED MARITIME OPERATIONS** – where applicable.
- Port Authority's guidance and port rules – where applicable.
- Department's rules and regulations, as applicable.

Typical risks during activities performed by the maritime service companies with a potential for injuries, loss of life and other safety incidents (for end users as well as personnel), and reputational damage to the service providers (due to high level of incidents) are:

- Un-authorized operations leading to fraudulent services and certificates issued.
- Equipment and services provided are not to standard, leading to equipment not fit for purpose.
- Poorly qualified inspectors or surveyors leading to marine crafts surveyed or inspected not fit for purpose.
- Poorly qualified maintenance technicians leading to surveyed equipment not fit for purpose.
- Inadequate towage plan leading to injuries, groundings, collisions, pollution, property damage and loss of cargo.
- Lack of training
- Unqualified personnel

Below safeguards and mitigation measures can be considered for the effective management of these operational risks. These have been grouped as:

- General requirements for:
  - Repair and maintenance of marine crafts
  - Inspection of marine crafts
- Specific requirements for:
  - Repair and maintenance of marine crafts (in addition to the "General Requirements")
  - Inspection of marine crafts (in addition to the "General Requirements")
  - Marina construction and operations
  - Seaplane operations
  - Towage outside of port limits

General Requirements: Repair and Maintenance of Marine crafts / Inspection of Marine crafts

• The maritime service company must have an Operational Management System to ensure it:
  ○ Provides safety on board.
  ○ Prevents human injury and loss of life.
  ○ Prevents pollution.

- Complies with applicable national regulations and rules.
- Seeks to continually improve its services.

- The maritime service company must also ensure that:
  - Any equipment and appliances used for its operations are tested and certified by a recognized body.
  - All equipment and tools used during its operation are fit for purpose, by conducting periodic inspection, maintenance, and calibration of its equipment, as per the manufacturer's guidelines and other applicable standards.
  - Certification of any non-destructive testing (NDT) equipment and personnel (if NDT is required during its operations) must be based on ISO 9712 for non-destructive testing, qualification, and certification of NDT personnel.
  - Relevant safety and operational training is provided to its personnel. Where relevant, such training shall be acquired from authorized and qualified training centers, or other accredited bodies recognized by the Department.
- The maritime service company must provide relevant PPE to its personnel.
- Smoking in the working area is prohibited.
- Any maritime service company offering maintenance or inspection services for life-saving appliances must comply with obligations set by the IMO's requirements for the maintenance, examination, operational testing, overhaul and repair of lifeboats, rescue boats and other life saving equipment.
  - Maintenance, testing, inspections, and record-keeping of life-saving appliances and fire safety equipment and the system must be carried out based on the requirements at set by the IMO:
    - The International Life-Saving Appliance (LSA) Code.
    - Fire Safety Systems (FSS) Code.

Specific Requirements: Repair and Maintenance of Marine crafts

- In addition to the general requirements defined above, the maritime service company conducting marine craft repair and maintenance must inspect the marine crafts for:
  - Presence of combustible vapors in any compartment.
  - General maintenance and cleanliness, and location of any combustible materials that require removal or protection for the safe accomplishment of the work involved.
  - Quantity, type, and apparent condition of fire-extinguishing equipment onboard.
  - Listed and appropriate shore power inlet(s) and ship-to-shore cable(s).
- Loose combustibles in any hazardous work must be removed.
- Unprotected battery terminals must be covered to prevent inadvertent shorting and ungrounded battery lead must be disconnected.
- Personnel employed in the removal or installation of storage batteries and maintenance technicians employed for the repair and maintenance work of other onboard equipment must be qualified, for example through qualification and training programs by the manufacturer.
- Where electric service is provided to the marine craft, the receptacle providing the power must be protected with a ground-fault circuit interrupter.
- When welding or metal cutting in or on a marine craft, certain precautions must be taken. See the referenced UAE Fire and Life Safety Code of Practice.

Specific Requirements: Inspection of Marine crafts and its Equipment (LSA/FFS)

- In addition to the general requirements defined above, the maritime service company conducting the inspection of marine crafts must also comply with obligations set by:
  - GCC, "Safety Regulations for Non-conventional Ships".
- Inspectors/surveyors of marine crafts must be qualified to perform the assigned tasks. They must:
  - Have working knowledge of the marine craft's electrical and mechanical systems.
  - Have a fundamental understanding of boat design and construction.
  - Have appropriate qualification from a marine or nautical institution.
  - Have not less than three (3) years of post-qualification experience in marine surveying / inspection of similar type of marine crafts or similar employment.
  - Be professionally independent from the marine craft's owner.
  - Have adequate basic safety related trainings.
  - Be familiar with the local and other national legislation and requirements.
  - Comply with IMO and Classification Societies requirements.

Specific Requirements: Marina – Construction and Operations

- The company offering marina-related operations must comply with the obligations, as set by:
  - The Department's applicable codes and regulations.
  - Ministry of Interior – Gen. Command of Civil Defence, UAE Fire and Life Safety Code of Practice.
  - **PART II – TIME-LIMITED MARITIME OPERATIONS** for anchorage and bunkering requirements.

Specific Requirements: Seaplane Operations

Requirements from the Department

- A seaplane operator must have an Operational Management System which will be subject to review by the Department prior to granting the approval of the water aerodrome and which must include:
  - Operational procedures and manuals for safe seaplane taxiing and mooring in the proximity of other seaplanes and obstacles that minimize the risk of damage to occupied or unoccupied seaplanes.
  - Wild hazard/wildlife management plan and suitable mitigation measures.
  - An Emergency Response Plan (ERP) that outlines provisions for:
    - Water rescue.
    - Fire response.
    - Recovery of disabled aircraft from the Emirate's waters.
- The ERP must also consider the hazards associated with seaplane operations, such as:
  - Passenger presence in a further life-threatening environment, e.g. deep water.
  - Onset of hypothermia for survivors, following prolonged immersion in cold water.
  - Immediate toxicity and respiratory effects on survivors following the ingestion of floating fuel and oils and their associated vapors, and fire suppressant foams, powders, and gases.
- A seaplane operator must ensure an adequate number of qualified personnel for its operation. The following key functions must be considered:
  - Water aerodrome Manager (WM)
  - Operation Crew

- When selecting a site for a water aerodrome, the following physical characteristics of water runways must be considered:
  - Location of runway threshold.
  - Length and width of runway.
  - Runway turning area.
  - Depth of seabed in proposed area of operation
  - Size of aircraft intended to be operated.
  - Distance of water aerodrome or floating platform from the servicing islands.
  - Maritime movements in the location.
  - Navigable airspace.
  - Effect on the surrounding community.
  - Water current.
  - Available length of clear and safe water runway with respect to the size and type of aircraft intended for use.
- Turning basins must be provided at the end of the water runway to facilitate water taxiing, turn maneuvers, and to accommodate periods of changing wind and current conditions.
- Shore facility – a platform (fixed or floating), ramp or beach – must be provided to allow embarkation and disembarkation of passengers and crew, loading, and unloading of cargo and refueling.
- Mooring areas, whenever necessary, must be provided for the mooring of seaplane and to allow embarkation and disembarkation of passengers and crew, loading and unloading of cargo. If mooring areas are required, the following must be considered:
  - Adequate size of mooring areas to permit expeditious handling of the peak hour traffics.
  - Water depth at the mooring area measured at low water level must be at least that of the corresponding taxi channel.
  - Minimum clearance of 15 m between any part of the seaplane and any approaching object.

Requirements from the General Civil Aviation Authority (GCAA)

- Applicable regulation in the UAE is **Civil Aviation Regulations (CARs) PART IX Appendix 22**, which is available on the GCAA website under publications. This includes requirements in terms of:
  - General
  - Physical Characteristics
  - Obstacle Limitation Surfaces
  - Visual Aids
  - Operational Procedures
  - Water Aerodrome Emergency Response
  - Emergency Response Planning

Specific Requirements: Towage (outside of port limits)

- Choice of towage method will depend on the type/size of the assisted marine asset and type/size/capability of the towage marine craft.
  - There are several towage methods and configurations including, over the bow, over the stern, pushing, pulling, using long or short towlines, fixed or adjustable lengths, with or without towing bridles, lashed alongside and using single or multiple tugs.

- The towage master and crew must be:
  - Suitably qualified and experienced.
  - Competent to conduct the manoeuvre and also advise if the plan and/or its execution is unsafe. Towage can be an extremely hazardous activity and good team work is essential.
- The tug master is at all times responsible for the marine craft and crew, and if acting as the towing master, he is also responsible for the towed unit.
  - Communications between all parties must be established. It must be clear between the parties who the towing master is and his responsibilities.
  - Each tug master should always be satisfied before departing that his marine craft is compliant with appropriate regulations and all machinery, equipment and towing gear are in good order and ready for the intended tow.
  - Each tug master must comply with the local navigation rules and/or COLREGs as appropriate, including displaying of the correct lights and shapes as required by the rules.
- All personnel must be aware of their own responsibilities and tasks.
- Crew must be correctly certified, trained and using correct and appropriate PPE.
  - Training of all crew involved in towage operations must be frequent and recorded in marine craft's log books. This should cover safety aspects such as lifesaving and fire-fighting, and towage-specific operations.
- Towage operation manual must be developed based on a detailed risk assessment of the various intended towage operations and include procedures on:
  - Planning, preparation and the necessary inspections of the tow, before a tow commences.
  - Completion of checks on board the towage marine craft and the assisted marine asset.
  - Establishment of command lines, and clear definition of responsibilities and duties of all personnel before a new towage commences.
  - Transfer of tow from another tug and handling of any heavy equipment.
  - Closure of watertight doors, hatches and ports prior to the towage.
  - Planning for towage in rough waters, subject to the limitations for weather and sea conditions.
  - Passage planning and bridge equipment.
  - In exceptional circumstances, and for major projects, the use of simulated trials should be considered.
- As part of developing its emergency plan and procedures, the following must be considered:
  - Scenarios such as grounding, loss of hull integrity, collision or contact with a fixed object or installation.
  - Failure or parting of the tow wire.
  - Failure of gob wire arrangements.
  - Loss of main propulsion power or electrical power.
  - Failure of steering and/or other critical control systems.
  - Man overboard.
  - Bridge, accommodation or engine room fire.
  - Actions to take in the event of unexpected poor weather.

- Transfer of personnel and equipment to the assisted marine asset during an emergency. Personnel must always wear life-jackets and utilise communication equipment and portable lights during darkness (if transfer is assessed to be safe).
- Any additional training that may be required for the crew.

- More guidance available on the "Loss Prevention: Tugs and Tows – A Practical Safety and Operational Guide" (by the Shipowners Club).

Some relevant standards, recommendations, and guidelines include:

- Ministry of Interior – Gen. Command of Civil Defence, UAE Fire and Life Safety Code of Practice.
- GCC, Safety Regulations for Non-conventional Ships.
- UAE, General Civil Aviation Authority (GCAA) – Civil Aviation Regulations (CARs)
  - CAR IX Aerodromes Regulations: Appendix 22 Water Aerodromes.
- International Civil Aviation Organisation (ICAO), Asia Pacific regional guidance on requirements for the design and operations of water aerodromes for seaplane operations.
- Shipowners Club, Loss Prevention: Tugs and Tows – A Practical Safety and Operational Guide.

6 MARITIME LEISURE ACTIVITIES

Companies categorized as offering maritime leisure activities in the Emirate's waters are:

- Boat Rental-Leasing Service Provider
  - Excursion boats and marine crafts
  - PWC
  - Commercial marine crafts
  - Dhows
  - Marine residential platforms (houseboats)
  - Touring boats
- Marine Tourist Voyage Organizer
- Floating Restaurants
- Marine Sports Club
- Rental of Entertainment Tools and Sports Equipment
- Swimming Rescue Service Provider (Lifeguards)

6.1 Business License Requirements

Maritime activities grouped under this chapter are listed below. The Department's approval requirements during the Business License Stage are defined in Chapter 3.1.

Activity Name	[Operation Permit Stage] Permit Required
PWC leasing	Annual Permit
Commercial marine crafts rental	Annual Permit
Excursion boats and marine crafts renting	Annual Permit
Running marine tourist voyages	Annual Permit
Dhow renting	Annual Permit
Marine residential platforms leasing – House boats	Annual Permit
Marine sports club	Annual Permit
Entertainment tools and sports equipment renting	Annual Permit
Rescue Services in places of Swimming	Annual Permit
Lessor of touring boats	Annual Permit

6.2 Permit Requirements

An operation permit must be obtained from the Department by all maritime companies as defined in this chapter.

The following obligations apply to these companies:

- Operational start without prior approval from the Department and other concerned entities is prohibited.
- Any person operating the marine craft must have the relevant marine driving license by the Department.

- Companies renting or leasing marine crafts, without supplying a master to operate the marine craft, must verify that their customers' have appropriate and valid marine driving licenses (issued by the Department), and that they are familiar with the "Your Guide for Safe Boating" (issued by AD Maritime).
- Any marine craft used by these companies must be licensed by the Department.
- The establishment's premises must not be used, in whole or in part, for housing or accommodation purposes.

The Department reserves the rights to:

- Reject any permit application or cancel previous permit approvals if the concerned party fails to meet the permit or statutory requirements.

MARITIME LEISURE ACTIVITIES (ANNUAL OPERATION)

☐ **Documentation Requirements**

1. Copy of company information:
   - Business license.
   - Copy of Contract Award Letter.
   - Professional indemnity/liability insurance.
2. Location details (company – headquarters and branches; and maritime activities).
   - In the event of a race or parade, the detailed route must be provided.
3. Copy of Operational Management System, including:
   - Operational instructions provided to all personnel.
   - Information on marine craft (if any), such as:
     - Statement of marine crafts' particulars.
     - Copy of valid marine craft certificates.
     - Copy of audit statement of safety requirements and procedures for each marine craft.
   - Latest inspection certificates of any equipment (if applicable).
   - Detailed risk assessment and emergency response plan for the activity/event.
   - Emergency response instructions including availability of onsite first aid.
4. Copy of signed Declaration Form for "Operation Permit Stage" (see appendix).
5. NOC from concerned entities (if any).
6. NOC from the owner (for privately owned areas).
7. Any other document required by the Department.
8. Fee payment for permit issuance.

☐ **Type of Permit:** Annual Operation

☐ **Responsibilities of Permit-Holder**

In addition to the obligations and operational guidance provided in this document, the permit-holder must:

1. Inform the Department immediately in case of accidents to customers or personnel (submission of accident report and copy of accident record book).
2. Keep an updated list of contact details of emergency and marine pollution authorities in The Emirate.
3. Stay committed to the approved location for its maritime activities.

4. Comply with applicable rules and regulations.

6.3 Operational Guidance

Typical risks during maritime leisure activities with a potential for injuries, loss of life and other safety incidents (for end users as well as personnel), and reputational damage to the service providers (due to high level of incidents) are:

- Poorly maintained equipment provided to end users.
- Unauthorized water sports activities leading to lack of supervision and control.
- Unlicensed and unauthorized sports activity organizers.
- Lack of awareness and warnings to navigational traffics.

Below safeguards and mitigation measures can be considered for the effective management of these operational risks.

Boat Rental-Leasing Service Provider / Marine Tourist Voyage Organizer

General Requirements

- For the safe operation practices of recreational marine crafts operating in the Emirate's waters, refer to **relevant regulations issued by the department**. These include:
  - Defined list of marine craft types to which the regulations are applicable for:
    - Recreational/pleasure marine crafts: Personal Watercrafts (jet ski or similar crafts); submersible boats (seabreacher); inland/coastal sailing and motor boats (including yachts, electric boats, barbeque donut boats, water cars, tourist marine crafts, party boats); windsurfing, stand-up paddle boards including self-propelled water scooter or surfboards; canoes/kayaks; rowing boats; small patrol boats; house boats.
    - Commercial marine crafts: bareboat hiring of marine crafts covered in pleasure marine crafts; cargo / RoRo marine craft; floating restaurants; fishing boats/Dhows.
  - Recommended practices during bunkering of marine crafts are:
    - Marine crafts must be refueled only in designated areas and from approved fuel stations to prevent spillage.
    - Refueling while in berth areas is prohibited, and no fuel shall be transferred from one container to another on marinas' premises.
    - Fuel cannot be brought onto marinas' premises except in tanks equipped with fuel line connectors and approved as per ADNOC standards.
  - Marine craft operator's obligations to ensure management of non-conformities and incidents.
- All marine crafts must be technically and mechanically fit for use and meet all safety requirements.
  - Operational safety measures, fueling procedures, required safety equipment onboard and other checklists as provided in **Your Guide for Safe Boating** and **PWC Handbook** (issued by AD Maritime), where relevant, must be adopted.
- Operation of marine crafts must be within the boating zones as defined by the Department. Guidelines for boating zones, restricted areas, safety rules and speed limits can be found from the Department or AD Maritime.
- Adequate insurance coverage must be in place for these companies and their marine crafts. As part of its permit application, the company must submit its insurance policy (issued by an insurance

company licensed to operate in the UAE as a marine craft insurance provider) to compensate for any damage that may occur to individuals and property, and cover the removal of shipwrecks.

Boat Rental-Leasing Service Provider

- The Boat Rental-Leasing Service Provider must maintain the provision of environmental, safety and occupational health requirements.
- Where a Boat Rental-Leasing Service Provider is not supplying a master to operate the marine craft being rented or leased out, he must verify that their customers' have appropriate and valid boat driving licenses (issued by the Department), and that they are familiar with the "Your Guide for Safe Boating".
- It must provide familiarization material with regards to the:
    - Marine craft and equipment provided for rental or lease, limits for speeds and distances, aids to navigation (shapes of signs and marine indicative signs), and precautions for approaching other marine users, facilities, and private residential and commercial properties.
    - Regions and times prohibited to use the marine craft and the authorized landing places. For example, the rental (and use) of PWC must be only between sunrise and sunset.
    - The above must be acknowledged by the renters by signing a release form, before the marine craft is handed over to them.
- It must train its staff on its emergency management plan, and provide them regularly with refresher courses on this plan. Records of such training courses must be maintained and submitted in an annual report to the Department.
- It must ensure the presence of a trained and dedicated person for rescue and rapid intervention in emergencies.
- It must maintain a copy of the maintenance plan of its marine crafts and safety equipment, in line with the manufacturers' recommendations and any mandatory surveys as per the marine crafts' registration and licensing requirements.
- It must always keep one marine craft at the rental site for use only in emergency cases. This marine craft must not be rented out or used for any other purpose, and must be regularly checked and maintained to ensure its readiness.
- It must document the planned locations (indicating routes and berthing areas) of its rented/leased marine crafts. It must also document the recorded journeys of marine crafts. Such records must be available to the Department upon request.
- It must maintain a record of its users' data at the rental site, such as user's name, Emirate ID number, marine driving license number, marine craft license number, personal phone number, emergency contact number (different person), number of rented marine crafts, rental or lease period (start and end time).
- It must also:
    - Comply with the facility's permitted area at each rental site.
    - Comply with the permitted number of marine crafts to be rented / leased at each rental site.
    - Ensure that the number of customers allowed onboard a marine craft does not exceed the maximum capacity of that marine craft.

- Provide first aid kits, quick rescue and firefighting equipment, and life jackets for its users at the rental site. All marine crafts must be equipped with adequate safety equipment. For PWC, the safety equipment to be provided include:
  - SOLAS-approved lifejacket that is able to float the PWC user.
  - Engine Stop Link (which connects to the wrist of the PWC user to stop the engine in the event s/he falls off the PWC).
  - Whistle (used to ask for distress or alert others).
  - Glasses (to protect the eyes from water splashes).
- Provide sufficient number of seats and sunshades for its users to protect them from the sun at the rental site.

Marine Tourist Voyage Organizer

- Before engaging in any transfer of passengers, the Marine Tourist Voyage Organizer must provide to the Department a timetable for its planned routes.
- As part of its operational management system, a Marine Tourist Voyage Organizer must ensure its customers are informed about the marine craft's fire safety and emergency protocol. Such procedures, specific for the marine craft being used, must be available onboard.
- The Marine Tourist Voyage Organizer must ensure that the number of customers allowed onboard a marine craft does not exceed the maximum capacity of that marine craft.
  - Refer to the Department's applicable regulations for marine tourist voyages.

Floating Restaurants

- The floating restaurant must ensure that its safety and security measures, including lifesaving equipment such as life jackets and rafts, are adequate for its capacity of passengers and crew.
  - Weekly checks of all the safety equipment must be recorded for future inspections.
- Fire safety checks must be carried out **daily** by the floating restaurant crew. It is mandatory to check fire safety measures, smoke alarms, heat detectors, etc. Checks must be recorded for future inspections.
- The floating restaurant crew must be trained on emergency preparedness and response including identification of emergency exits and signs, use of escape routes for emergency evacuations, evacuation procedures, crowd control, and use of life jackets and rafts.
- The floating restaurant must ensure it maintains adequate stability at all times. This may necessitate limiting the number of dinners on its upper deck.
- A floating restaurant must be surveyed annually with inspections of its hull, keel, rudder and machinery.
- Scheduled maintenance and repair must cover the boat structure (including the application of paints and antifouling), safety equipment onboard, as well as kitchen facilities.
  - All safety equipment inspections onboard must be up to date.
  - Depending on its operational mode, the floating restaurant may require some of its safety checks to be carried out on a daily or monthly basis. For example, if the marine craft does not sail (i.e. it is moored at berth/jetty), it will potentially require monthly checks to prevent corrosion and bilge water accumulation.

- Operation of the floating restaurant must allow for any unscheduled maintenance and repair at short notice.
- Refer to **applicable regulations issued by the Department** and **Your Guide for Safe Boating** (issued by AD Maritime) for safe operation practices.

Marine Sports Club

- Marine sports clubs can achieve quality of sport and physical activity by ensuring that the right people do the right things at the right times, which leads to positive experiences for participants. Their policy may consider the following:
  - Being inclusive and welcoming
    - Everyone feels safe and that they belong regardless of ability and background.
    - Access is affordable and barrier free.
  - Being fun and fair
    - Facilities and equipment are modified for the ability, size, and stage of the participants.
    - Program runs on a regular basis and have appropriate attendance.
  - Being a safe environment
    - Equipment is in good condition.
    - Marine facilities are safe with the space being suitable, clean, well lit, and well maintained as well as personnel trained in first aid.
    - Policies and information readily available addressing misconduct, etc.
- Marine sports clubs must offer good programs which could be consider below elements:
  - Participant-centered
    - Ability, age, size, and maturity are all considered when grouping participants.
    - Participants are actively engaged in the game or activity and fully included by teammates.
    - Holistic aspects of participation are considered, including mental (intellectual and emotional), physical, cultural etc.
  - Progressive and challenging
    - Participants are learning and building on their existing skills.
    - Options to make an activity challenging based on participant's skills and capabilities.
    - Participants get to play different positions and/or try different events and sports.
  - Well-planned
    - Programs, practices, and competitions are well-prepared and are delivered in context of seasonal and annual plans.
- Marine sports clubs must be staffed with adequate number of personnel. Coaches, instructors, and teachers must:
  - Be trained and qualified.
  - Be provided with ongoing learning opportunities.
  - Assess participants' developmental stage, and design programs and practices.
  - Be ethical and demonstrate good social, communication, and leadership skills.
  - Demonstrate the club's stated principles.
  - Use constructive language, communicate clearly, and involve participants in discussion and feedback.

Rental of Entertainment Tools and Sports Equipment

- Rental services of entertainment tools and sports equipment must ensure all equipment and tools available for rental are appropriately marked, maintained, and inspected at regular intervals, as per the manufacturer's guidelines and other applicable national and international standards.
- Records of equipment servicing must be maintained for inspection by the Authorities.

Swimming Rescue Service Provider (Lifeguards)

- Lifeguards must ensure the safety of all swimmers under their supervision. They must:
  - Have anaerobic fitness, skill for an underwater swim, strength for a distressed victim rescue (including submerged scenario), and strength for an object recovery.
  - Be able to communicate effectively with victims, other lifeguards, supervisors, and emergency service personnel.
  - Demonstrate effective supervision using observation skills and scanning techniques as well as lifeguard positioning and rotation.
  - Be able to recognize situations where early lifeguard intervention may prevent a rescue emergency.
  - Understand different rescue techniques appropriate for specific features of water facility/area under supervision.
  - Demonstrate effective use of relevant rescue devices (including registered and with valid license rescue board or rescue craft).
- Lifeguards establishment must ensure that the marine crafts such as jetskis, and rescue boats used on site for rescue services are registered with the Department and hold valid marine crafts and driving license as applicable.
- Emergency procedures must be in place in the event of any emergency took place, all procedures must be reviewed periodically and amended when necessary. A lifeguard must be trained in emergency first response (see EFR courses in Chapter 7.3) and must be capable of effectively handing:
  - distressed or drowning victim in deep water.
  - submerged, non-breathing victim and perform CPR.
  - suspected spinal-injured victim.
  - injured swimmer.
- Lifeguards must investigate all accidents promptly to establish their cause and recommend and implement corrective actions to help prevent any recurrence.

Some relevant standards, recommendations and guidelines include:

- Applicable codes and regulations in force within the Emirate.
- Canadian Lifesaving society – Ontario.
- Royal Life Saving Society NPLQ – UK.
- Surf Life Saving Australia.
- Australian Maritime Safety Authority – Boat Share Arrangements and Domestic Commercial Vessels.
- The Royal Yachting Association – UK.

7 MARITIME EDUCATION & TRAINING

The Department or its delegated authority is responsible for issuing the operation permit for maritime education and training centers. While the training centers are responsible for issuing their training completion certificates to their students, the Department is also responsible for issuing equivalent licenses to individuals basis on their qualifications and training (e.g., employment-related licenses for sailors and other marine crew for marine crafts, maritime trainers, commercial divers and diving supervisors, and leisure-related boat driving licenses), as required by the relevant and applicable regulations.

The maritime training centers under the Department's jurisdiction will typically offer the below training:

- Courses to seafarers for marine crafts[7].
- Driving courses to users of yachts and other marine crafts.
- Courses to maritime service providers[8] such as:
  - Diving clubs (commercial and recreational).

A training center can offer different types of training programs which are:

- Shore based training (theoretical courses in a classroom or via distance learning on a suitable online platform and practical training in workshops and simulation tools).
- Water-based training (practical training courses delivered on the water).
- Long educational and training programmes as approved and accredited by concerned entities.

7.1 Business License Requirements

Maritime activities grouped under this chapter are listed below. The Department's approval requirements during the Business License Stage are defined in Chapter 3.1.

Activity Name	[Operation Permit Stage] Permit Required
Driving institute of boats and yachts	Annual Permit
Training and qualification of marine cadres	Annual Permit
Diving training club	Annual Permit

7.2 Permit Requirements

An operation permit must be obtained from the Department by relevant maritime training centers.

The following obligations apply to maritime training centers:

- Operational start without prior approval from the Department and other concerned entities is prohibited.
  - No natural or legal person may provide training to another person to operate a marine craft unless so licensed by the Department.

[7] All training institutes and syllabuses relevant for **conventional** ships must be approved by the Ministry of Energy and Infrastructure (MOEI) and the Department.

[8] Port-related training centers and/or syllabuses must comply, in addition to other international requirements and standards, with the Port Authority's rules and regulations.

- Training centers must:
  - Establish clear and specific criteria for accepting students and publish such criteria in their handbook and brochures. Other information must include course outline, timetables, and fees, for each training program.
  - Provide all equipment, machinery, programs, and health and safety requirements in accordance with the applicable legislation in the Emirate.
  - Issue their training completion certificates and qualifications to their students; however, equivalent licenses are issued to the students by the Department to work on marine crafts registered with the Department and operating in The Emirate's Waters.
  - Comply with any other local or national requirements.
  - Maintain active membership with relevant organizations. For example,
    - Commercial diving training centers must have an active membership and follow the practices of the International Marine Contractors Association (IMCA) or any equivalent membership of an internationally recognized organization (HSE-UK, Association of Diving Contractors, etc.).
    - Recreational diving operations and SCUBA diving training centers must have an active membership with the Emirates Diving Association (EDA).
- The instructors must:
  - Be licensed as a marine trainer by the Department.
  - Be of good conduct and have not been convicted of any felony or misdemeanor affecting honor or trustworthiness.
  - Hold qualifications relevant to the discipline in which he provides training and have sufficient working experience in the field of training.
  - Hold any other licenses (from the Department), relevant to the discipline in which he provides training.
  - Pass the medical tests for relevant training discipline.
  - Comply with any other local or national requirements.
- Any marine craft used during the training must be licensed by the Department. The marine craft must be equipped for the purposes of such training.
- Accreditation of training centers, programs and instructors must be conducted by the Department or its delegated authority.

The Department reserves the rights to:

- Reject any permit application or cancel previous permit approvals if the concerned party fails to meet the permit or statutory requirements.

MARITIME TRAINING CENTER (ANNUAL OPERATION)
☐ **Documentation Requirements** 1. Copy of company information: • Business license. • Company profile (organizational structure, management's contact details). • Professional indemnity/liability insurance. • Accreditation certificates (center, program, and instructors).

2. Copy of Operational Management System, including:
   - Details of training center and main facilities (e.g. marine crafts, training equipment, simulation tools).
   - Details of training courses (syllabus, detailed curriculum, instructor, duration, equipment, and facilities to be used).
   - Location chart / geographical coordinates of intended area of operation (including any water-based training in the Emirate's waters).
   - Details of instructors:
     - Copy of Emirates ID.
     - Copy of marine trainer license issued by the Department.
     - Copy of all licenses (relevant for training discipline) issued by the Department.
     - Copy of medical test results (relevant for training discipline).
     - Qualifications and work experience (accredited by competent entities in the UAE).
   - Product certificate for any simulators used during training.
   - Information on marine crafts to be used during training, such as:
     - Statement of marine crafts' particulars.
     - Copy of valid marine craft certificates.
     - Copy of audit statement of safety requirements and procedures for each marine craft.
   - Information on training equipment to be used, such as:
     - Testing and certification of equipment (e.g. for diving).
     - Inspection and maintenance log of marine crafts.
   - Copy of emergency response manual including availability of onsite first aid.
3. Copy of signed Declaration Form for "Operation Permit Stage" (see appendix).
4. Any other document required by the Department.
5. Fee payment for permit issuance.

☐ **Type of Permit:** Annual Operation

☐ **Responsibilities of Permit-Holder**

In addition to the obligations and operational guidance provided in this document, the permit-holder must:

1. Ensure no fraudulent issuance of qualifications. The Department will issue equivalent licenses to individuals.
2. Notify the Department when there is any change in the training programs or instructors.
3. Inform the Department immediately in case of accidents to students or training personnel during the delivery of training courses (submission of accident report and copy of accident record book).
4. Comply with applicable rules and regulations.

7.3 Operational Guidance

Typical risks during training programs delivered by maritime training centers with a potential for loss of life, injuries or other safety incidents due to:

- Poor delivery of training from approved training providers.
  - Training not delivered as per syllabus.

- Fraudulent issuance of qualifications.
- Practical, water-based courses conducted outside of approved area of operation.
- Lack of dedicated safety boats for any rescue operations needed during water-based courses.

- Inadequate competence of persons operating the marine crafts .

Below safeguards and mitigation measures can be considered for the effective management of these operational risks. These have been grouped as:

- General requirements for:
  - Key personnel
  - Course syllabus
  - Management of training center

General Requirements – Key Personnel

- A training center must have a Principal and a Chief Instructor. The same person may fulfill both roles.
- The Principal holds overall responsibility for the safe management of the training center. A Principal need not be a qualified instructor, but he must:
  - Be managing and working as a full-time position at the training center, and have a minimum bachelor's degree and 3 years' experience in their respective industry / activity sector.
  - Carry out his own risk assessment to make sure that the instructors, staff, or students are not subjected to unacceptable risks.
  - Ensure that all activities are conducted using suitably qualified or experienced staff, that appropriate training resources are available, and that all facilities and equipment (including marine crafts, PPE, diving equipment etc.) used as part of the training courses comply with the local regulations and are serviced in line with the manufacturer's recommendations.
  - Develop and implement policies and procedures to ensure its staffing resources are adequate and have the capabilities to conduct the training programs being offered.
  - Appoint a Chief Instructor for each training discipline being offered (if the Principal is not a qualified instructor) and an e-learning Manager to supervise any distant learning services.
  - Ensure the training center has a child protection/safeguarding policy, relevant insurance, and suitable procedures in place, if working with minors (under 18 years of age).
  - Keep an accident book to record any incidents requiring first aid treatment, for a period of seven (7) years where possible.
  - Keep an inspection and maintenance instruction manual and record log for all the life-saving appliances used onboard the training marine crafts, for a period of seven (7) years where possible.
  - Keep a monitoring logbook (for water-based courses) on the operating location and names of students and instructors and marine crafts being used, for a period of one (1) year.
  - Keep a record (name, date, location, certificate type) of all students awarded with a completion certificate, for verification of a lost certificate, for a period of seven (7) years where possible.
- The Chief Instructor is responsible for the standards of training, equipment maintenance and well-being of the students and instructors. He must:
  - Be qualified in the relevant field (e.g. driving a specific marine craft or diving and performing underwater works).
  - Plan for the safe and effective execution of all training sessions.

- Resolve with any training or issues arising from instructors and students.
- Ensure a flexible teaching approach so that teaching methods are delivered on appropriate equipment with suitable student-instructor ratios.
- Make sure all students are given a clear explanation of the learning outcomes of their training programs.
- Ensure that the offered training programs are suitable to the students' experience and ability.
  - Conduct a training-needs assessment to establish the students' learning needs before the delivery of each training program.
  - Assess the students during the training sessions and collect their feedback.
- Assess any potential risks of the mixing minors and adults on training courses.
- Lecturers and educational staff delivering long educational programs must satisfy the requirements of accredited and approved educational authorities in UAE.

General Requirements – Course Syllabus

- All training courses offered must be approved by the Department or its delegated authority.
- Example of course syllabus content – **Seafarers** (for marine crafts):
  - Comprehensive shore-based theory course, including assessment papers. Theory course will cover elements of safety, COLREGs, signs and signals for inland waters, meteorology, buoys, knots, crowd and crisis management, introduction to VHF radio, etc.
  - Practical training including night cruise and assessed on the final practical day. Practical course will cover essential techniques such as marine craft check-out, docking, rope work, maneuvering in confined areas, MOB, communication with the crew, action in emergencies, etc.
  - Theory exam and assessment on final day of practical training.
  - Practical exam may include use of VHF training simulators.
- Example of course syllabus content – **Leisure Boat Driving**:
  - Intensive theory course covering elements of safety, rules, buoys, knots, etc.
  - Practical training covering techniques of berthing, practical rope work, maneuvering, steering by compass, MOB, etc. and including night cruise.
  - Theory exam and practical exam.
- Example of course syllabus content – **Commercial Diving**:
  - Pre-requisite courses to complete prior to taking commercial diving course must be clearly defined. These could include:
    - Recreational-related diving courses (see below).
    - Rescue diver courses: learning outcomes include overview of dive emergencies (minor and major) and available techniques, self-rescue, recognizing and managing stress in other divers, diving first aid, emergency management and equipment, surface and underwater distressed diver response (rescuing panicked divers), how to deal with missing divers and how to surface an unconscious diver (rescuing unresponsive divers). Rescue exercises to put into practice rescue knowledge and skills to carry out a successful rescue of a diver.
    - EFR (emergency first response) courses: learning outcomes include primary care, basic first aid and CPR and secondary care, injury and illness assessment and bandaging. First aid

training must be in accordance with SCUBA diving certification requirements and OSHAD-SF COP 4.0 – First Aid and Medical Treatment.

- Theory course covers overview of applicable commercial diving regulations and standards, risk assessments, how to run a dive site, diving and decompression tables, air purity, cylinder filling and safe working practices. Main topics can be categorized as:
  - Diving medicine
  - First aid
  - Diving equipment and plants
  - Hazards in diving operations
  - Regulations and standards
  - Diving works
  - Seamanship
  - Surface diving and saturation diving
  - Chamber operations
  - Diving and decompressions tables
- Practical course covers how to use full face masks, in water communications, tendered diver and line signals, how to work underwater with hand tools, conduct surveys, searches and recovery. Main topics can be categorized as:
  - Diving supervision: Students will do several hours on the diving panel.
  - Equipment: Dry suits, hot water suits, free flow helmets and dry suits without neck seal, demand helmets, band masks and scuba full face masks.
  - Diving methods: Surface orientated/supplied, SCUBA, surface decompression using deck chambers, open/wet diving bell and closed bell for deep diving operations.
  - Tools: hydraulic cutting tools, brushers, drills; pneumatic jackhammers, breakers; airlift, lifting bags, high pressure jet, low pressure jet, electric wet welding and oxy arc cutting.
  - Work tasks: Ditching, concrete works, inspections, cleaning, search and recovery methods, photo and video, construction, heavy lifts, cutting, welding, and drilling.
- Written theory exams and practical exam. Course manuals must include example exam papers.

- Example of course syllabus content – **Recreational Diving**:
  - Open water courses: classroom and pool sessions (including open water dives if relevant) on use of scuba diving equipment (suit, weights, cylinders, BCD (buoyancy compensator devices) and regulator).
  - Dry suit diving courses: pre-study of course manuals and relevant videos (if available), overview on dry suit style and accompanying undergarments, how to take care of dry suit and practice diving sessions (putting on and taking off dry suit with minimal assistance, mastering buoyancy control using dry suit and need for different weight system setup (like a harness), dive safety procedures when using dry suit).
  - Enriched air diver courses: overview of scuba diving with enriched air nitrox (for no decompression time), and practical session including discussion on managing oxygen exposure, practice analyzing oxygen content in scuba tank, setting dive computer for diving with enriched air nitrox. Computer dive simulator may be used.

- Long educational programs must be accredited and approved by relevant educational authorities in the UAE.

General Requirements – Management of Training Center

Management Responsibility

- The Principal must ensure that the resulting safety policy and operating procedures are understood and applied by the training center's staff and instructors.
  - Aim for a short and concise safety policy statement.
  - List of all those with responsibilities for safety:
    - Overall and final responsibility must rest with the Principal.
    - A deputy, to act on behalf of the Principal when absent, must be nominated.
    - Supervisors may also be nominated for specific areas of responsibility (e.g. carrying out safety inspections, investigation accidents, monitoring maintenance of boats, etc.).
    - All staff must cooperate with the supervisors and managers to achieve safe teaching environment.
  - List of all those with responsibilities in case of accidents:
    - Everyone must know where first aid equipment is kept.
    - List of trained first aiders.
    - Nominated person to check and replenish first aid boxes.
    - Procedure for all staff and instructors to report and record accidents (accident book).
    - Procedure for contacting next of kin in the event of a serious accident.

Staff Competency and Training

- The training center must identify and maintain the knowledge that is required for its operations and continual improvement of its processes. It must assess risks related to the loss of knowledge and have a process in place to ensure transfer of knowledge to ensure continuity of products and services.

Development of Learning Programs

- Learning programs provided by the training center must be developed, planned, delivered, and evaluated in alignment with the so-called ADDIE-model (acronym for various phases in development of learning programs, being Analysis, Design, Development, Implementation and Evaluation).
- Comply with relevant standards and regulations.
- Comply with accredited authorities' requirements.

Maintenance of Learning Programs

- Define the process and authorizations to review and revise learning programs and associated documentation and the approval process of changes.
  - Changes in course or program criteria
  - Applicable students' expectations, requirements, or regulations
  - Results from evaluation reports
  - Examination results
  - Changes in qualification of instructional staff
  - Risks and incidents in relation to the program
  - Condition of learning material and training equipment

Planning and Responsibilities

- Plan the delivery of learning programs, from the booking process, the process of assigning resources to the actual delivery and evaluation. All processes which affect the quality of delivery of the learning programs must be controlled and documented.

Delivery of Learning Programs

- Instructors are aligned in their approach and opinions, focus on the purpose and objectives of the learning programs and present the contents of the learning program and/or simulator exercise in a structured and aligned way.
- Evaluation or assessment criteria are clearly defined and made known to the students at the start of the learning program.
- Proper use and maintenance of training equipment and facilities.
    - Periodic calibration of safety-related measuring devices (e.g. manometers on compressors, oxygen meters, gas detectors).
    - Procedures for safe handling, use, storage, and disposal of HSE materials (e.g. extinguishing agents, diesel/lubrication oils, pressurized cylinders, chemicals, welding rods).

Evaluation of Training Center's Performance

- Learning program is delivered to agreed requirements and teaching and learning activities are carried out as defined. Examples of how this can be done:
    - Observation
    - Received complaints
    - Direct communication with trainees
    - Questionnaires/evaluations

Evaluation of Students

- Documented routines must be established for final assessment and examination of students.
    - Assessment methods.
    - Proportioning (relative weightage) of practical/theoretical tests.
    - Passing level.
- Routines for handling students not performing as expected or required.
    - Establish routines for re-examination in case a student fails to pass an examination.
    - Use of unique versions of assessments to avoid repetition in case of reexamination or for those following a refresher training and assessment.
- Accredited educational authorities' requirements.

Some relevant standards, recommendations and guidelines include:

- OSHAD-SF COP 45.0 – Underwater Activities
- OSHAD-SF COP 4.0 – First Aid and Medical Treatment.
- ISO standards for commercial diving services (see OSHAD-SF COP 45.0, Chapter 3.4(f)) such as ISO 11107 and 24801-3.
- ISO standards for recreational diving services (see OSHAD-SF COP 45.0, Chapter 3.3(d)) such as ISO 11107, 24802-1, 24802-2, 24801-3, and 24803. Additional relevant ISO standards are:
    - 11121, Requirements for introductory programmes to scuba diving.

- 13289, Requirements for the conduct of snorkeling excursions.

8 SHIP MANAGEMENT & OPERATIONS

Shipping companies managing or operating marine crafts in the Emirate's waters must ensure their marine operations' safety. This chapter does **not** apply to shipping companies based in the Emirate and operating convention ships[9] under the jurisdiction of Ministry of Energy and Infrastructure (MOEI) and other concerned entities. These companies will have a Document of Compliance (DOC) as evidence of their standard of operation.

Maritime companies which can be grouped under the definition of "Ship Management & Operations," include:

- Maritime transportation of passengers and goods.
- Maritime transportation of stores to units offshore.
- Yacht management and operations.

8.1 Business License Requirements

Maritime activities grouped under this chapter are listed below. The Department's approval requirements during the Business License Stage are defined in Chapter 3.1.

Activity Name	[Operation Permit Stage] Permit Required
Marine crafts management and operation	Annual Permit
Marine transport by private contracts for passengers and goods	Annual Permit
Inland waterway transport for passengers	Annual Permit
Inland water transport of goods	Annual Permit
Marine transportation of passengers and goods by contracts	Annual Permit
Yacht management	Annual Permit
Maritime transport of oil rigs and buoys	Annual Permit
Goods Marine Shipment Services	Annual Permit

8.2 Permit Requirements

An operation permit must be obtained from the Department by the shipping companies as defined in this chapter.

The following obligations apply to these shipping companies:

- Operational start without prior approval from the Department and other concerned entities is prohibited.
- Use of un-licensed marine crafts in the Emirate's waters is prohibited.
    - The Department shall license all marine crafts permanently working in the Emirate's waters, as mandated (see Chapter 3.2.3).

[9] Note that any shipping companies operating convention ships in Abu Dhabi waters, regardless of flag of register, must have a Document of Compliance (DOC). This refers to the safety certificate issued by the Flag State to the shipping companies, in compliance with the ISM Code under SOLAS.

- For those marine crafts which are licensed by another Emirate, a 30-day grace period is given to the shipping company, after which the license must be transferred under the Emirate's jurisdiction.

- Modification of the marine craft's license number issued by the Department is prohibited.
- Conducting international voyages without obtaining an approval from the Department is prohibited.

The Department reserves the rights to:

- Reject any permit application or cancel previous permit approvals if the concerned party fails to meet the permit or statutory requirements.

SHIP MANAGEMENT & OPERATIONS
☐ **Documentation Requirements** 1. Copy of company information: • Business license. • Company profile (organizational structure, management's contact details). • Key personnel's qualifications and experience. • Professional indemnity/liability insurance. • ISO (or equivalent) management certificates. 2. Copy of Operational Management System including: • OSH risk register with safeguards and mitigation measures in place. • OSH performance management. • OSH incidents control and management. • Emergency response manual. 3. Statement of marine crafts' particulars. 4. Copy of plan of marine crafts' chartering locations (indicating their routes and berthing areas). 5. NOC from the landlord/copy of the rental agreement. 6. Latest site inspection report issued by the Emirate Center for Occupational Safety and Health/ADPHC, if any. 7. Copy of signed Declaration Form for "Operation Permit Stage" (see appendix). 8. Any other document required by the Department. 9. Fee payment for permit issuance.
☐ **Type of Permit:** Annual Operation
☐ **Responsibilities of Permit-Holder** In addition to the obligations and operational guidance provided in this document, the permit-holder must: 1. Inform the Department immediately in case of accidents of any nature (submission of accident report and copy of accident record book). 2. Comply with applicable rules and regulations.

8.3 Operational Guidance

In addition to the aforementioned statutory requirements, a shipping company must comply with other obligations, as set by:

- OSHAD-SF, including relevant technical guidelines and codes of practices.

Typical risks that shipping companies can face during their operation, with a potential for allision, collision, grounding or sinking of the marine craft leading to safety, environmental, fire or casualty incidents are:

- Lack of compliance with best practices and regulatory requirements
  - Structural failure of marine crafts
  - Technical failure of equipment onboard
  - Insufficient and un-skilled crew onboard
  - Sub-optimal and poorly managed operations at minimal costs

Below safeguards and mitigation measures can be considered for the effective management of these operational risks.

General Requirements

- A shipping company must:
  - Provide adequate number, qualified, well-trained, and medically fit crew for the safe operation of the marine crafts.
  - Ensure that all marine crafts are licensed by the Department.
  - Ensure that leasing or chartering of marine crafts is permitted only to individuals with a marine driving license issued by the Department.
  - Schedule regular maintenance for the upkeep of the charter marine crafts.
  - Providing equipment and spare parts required onboard from licensed vendors.
  - Provide safety and environmental protection on board the marine crafts.
  - Document the planned chartering locations (indicating routes and berthing areas) of its marine crafts.
  - Document the recorded journeys of marine crafts. Such records must be available to the Department upon request.
- As part of its permit application, the shipping company must submit a copy of its insurance policy (issued by an insurance company licensed to operate in the UAE as a marine craft insurance provider) to compensate for any damage that may occur to individuals and property, and cover the removal of shipwrecks.
- A shipping company must have an Operational Management System to ensure it:
  - Provides safety on board.
  - Prevents human injury and loss of life.
  - Prevents pollution.
  - Complies with applicable national regulations and rules (refer to Chapter 2).
- The operational management system must include:
  - Instructions and procedures to ensure the safe operation of marine crafts, and the protection of the environment.
  - Defined lines of communication between shore and shipboard personnel.
  - Procedures for reporting accidents and non-conformities with the provisions of this document.
  - Procedures to prepare and respond to emergency situations. This emergency management plan (also known as an Emergency Preparedness and Response Plan) must clearly define roles and responsibilities and procedures to be followed during an emergency.

- Procedures for the maintenance of the marine crafts, including maintenance and testing of onboard equipment. This includes any mandatory surveys and reporting mechanism as per the marine craft's registration requirements.
- Procedures for internal audits and management review.

- The shipping company must develop, monitor, and regularly update its risk assessment of all activities onboard its marine craft.
- The shipping company must train its staff (including seamen) on its emergency management plan, and provide them regularly with refresher courses on this plan. Records of such training courses must be maintained and submitted in an annual report to the Department.
- The shipping company must maintain a copy of the maintenance plan of its charter marine crafts and their equipment, in line with the manufacturers' recommendations and any mandatory surveys as per the marine crafts' registration requirements.
- Any shipping company involved in the transportation of passengers and goods must ensure compliance with the relevant regulations issued by the Department.

Specific Requirements: Yacht Management and Operations

- In addition to the general requirements above, a yacht manager and operator must ensure the yacht does not exceed the number of persons onboard as specified in the Yacht Safety Certificate and within the approved area of operation (as per its operation license).
- A yacht manager and operator for private (non-commercial) yachts above 24 m must comply with the UAE Yacht Regulations. This is applicable to UAE-registered as well as foreign-registered operating in UAE waters (as per the UAE Ministry of Energy and Infrastructure requirements).

Some relevant standards, recommendations, and guidelines include:

- Ministry of Energy and Infrastructure (MOEI), "UAE Yacht Regulations for yachts above 24 meters".
- GCC, Safety Regulations for Non-Conventional Ships.

9 SHIP FACILITY – SHIPBUILDING, REPAIR & RECYCLING

Any marine craft (regardless of its size, type, and the flag of register) built, repaired, or recycled in the Emirate must be undertaken in a safe, sustainable, and environmentally friendly manner. These activities must be carried out at the designated and approved marine facilities only. Such facilities can be categorized as:

- **Shipbuilding facility** for the construction of marine assets such as:
  - Commercial ships.
  - Pleasure and sporting boats.
  - Drilling platforms (floating or submersible).
  - Floating structures.
- **Ship repair facility** for an intermediate or large-scale repair or maintenance of the marine assets and which, due to the scale of work, cannot be performed at berth or in anchorage and will require drydocking. If de-ballasting is necessary, the tanks must be thoroughly cleaned. According to international and national environmental regulations and requirements, its slopes (greywater and hydrocarbon residues) must be pumped ashore. Large-scale repairs require supervision from the marine craft's classification society.
- **Ship recycling facility** for the dismantling of marine assets. This process typically derives value from the materials and equipment from end-of-life marine assets. The scrap steel is melted and re-sold usually to the construction industries while equipment (engines, mechanical parts, or furniture) is refurbished and re-used in other industries.

This chapter is for any facility engaged in shipbuilding, repair, or recycling.

Note that facilities engaged in ship building, repair, or recycling activities but having no direct access to the Emirate's waters (e.g., when located onshore in an industrial areas) must comply with other concerned entities' requirements for safety as well.

9.1 Business License Requirements

Maritime activities grouped under this chapter are listed below. The Department's approval requirements during the Business License Stage are defined in Chapter 3.1.

Activity Name	[Operation Permit Stage] Permit Required
Building of commercial marine crafts	Annual Permit
Personal watercraft manufacturing	Annual Permit
Pleasure and sporting boats manufacturing	Annual Permit
Boats works workshop	Annual Permit
Marine crafts and floating structures sections manufacturing	Annual Permit
Building of fishing boats and fish-processing factory marine crafts	Annual Permit
Construction of drilling platforms, floating or submersible	Annual Permit
Construction of floating structures	Annual Permit
Building of hovercraft	Annual Permit
Inflatable boats and rafts manufacturing	Annual Permit

Activity Name	[Operation Permit Stage] Permit Required
Building of sailboats	Annual Permit
Building of motor boats	Annual Permit
Building of recreation-type hovercraft	Annual Permit
Dismantling and destroying shipping means	Annual Permit

9.2 Permit Requirements

An operation permit must be obtained from the Department by all facilities as defined in this chapter. Note that a NOC must be obtained before any marine infrastructure-related development is carried out at these facilities.

The following restrictions apply to such facilities:

- Operational start without prior approval from the Department and other concerned entities is prohibited.
  - The Department will approve the location of the facility's site.
- Discharge of any hazardous waste generated during the shipbuilding, repair, or recycling activities, into the Emirate's waters is prohibited.
- Any marine infrastructure-related development (e.g. extension or reconfiguration) at the facility without prior approval from the Department and other concerned entities is prohibited.
  - See NOC requirement for marine infrastructure development as per Chapter 3.2.2.
  - The Department will approve the location of the facility's proposed development.

The Department reserves the rights to:

- Reject any permit application or cancel previous permit approvals if the concerned party fails to meet the permit or statutory requirements.
- Inspect the facilities to ensure compliance with statutory and OSHAD-SF requirements.

SHIP FACILITY – SHIPBUILDING & REPAIR (ANNUAL OPERATION)

☐ **Documentation Requirements**

1. Copy of company information:
   - Business license.
   - Company profile (organizational structure, management's contact details).
   - Facility's location details.
   - Key personnel's qualifications and experience.
   - Professional indemnity/liability insurance.
   - ISO (or equivalent) management certificates.
2. Copy of Operational Management System, including:
   - Operational manual with relevant documentation as specified under Chapter 9.3.
   - OSH risk register with safeguards and mitigation measures in place.
   - OSH performance management.
   - OSH incidents control and management.

- Emergency response manual including availability of onsite first aid.
- HSE-related training management for the workers.

3. Copy of audit statement of safety requirements and procedures for facility's operations (3rd party audit report).
4. Copy of signed Declaration Form for "Operation Permit Stage" (see appendix).
5. Any other document required by the Department.
6. Fee payment for permit issuance.

☐ **Type of Permit:** Annual Operation

☐ **Responsibilities of Permit-Holder**

In addition to the obligations and operational guidance provided in this document, the permit-holder must:

1. Inform the Department immediately in case of accidents of any nature (submission of accident report and copy of accident record book).
2. Comply with applicable rules and regulations.

SHIP FACILITY – SHIP RECYCLING (ANNUAL OPERATION)

☐ **Documentation Requirements**

1. Copy of company information:
   - Business license.
   - Company profile (organizational structure, management's contact details).
   - Facility's location details.
   - Key personnel's qualifications and experience.
   - Professional indemnity/liability insurance.
   - ISO (or equivalent) management certificates.
2. Copy of Operational Management System, including:
   - Copy of Ship Recycling Plan or Hazardous Materials Management and Disposal Plan (or copy of Certificate as per Hong Kong Convention).
   - Emergency response manual including availability of onsite first aid.
   - HSE-related training management for the workers.
3. Copy of audit statement of safety requirements and procedures for facility's operations (3rd party audit report).
4. Copy of signed Declaration Form for "Operation Permit Stage" (see appendix).
5. Any other document required by the Department.
6. Fee payment for permit issuance.

☐ **Type of Permit:** Annual Operation

☐ **Responsibilities of Permit-Holder**

In addition to the obligations and operational guidance provided in this document, the permit-holder must:

1. Inform the Department immediately in case of accidents of any nature (submission of accident report and copy of accident record book).

2. Comply with applicable rules and regulations.

SHIP FACILITY – SHIP BUILDING, REPAIR & RECYCLING | INFRASTRUCTURE DEVELOPMENT (NOC)

☐ **Documentation Requirements**

1. Copy of company information:
    - Business license.
    - Professional indemnity/liability insurance.
2. NOC from concerned entities, if any.
3. NOC from the owner (for privately owned areas).
4. Details of the planned infrastructure development, including:
    - Project plan.
    - Location of facility's proposed site (with safe navigational access to the Emirate's waters).
    - Duration of planned works.
    - Copy of OSH incidents control and management during development.
    - Emergency response manual including availability of onsite first aid.
5. Copy of signed Declaration Form for "Operation Permit Stage" (see appendix).
6. Any other document required by the Department.
7. Fee payment for permit issuance.

☐ **Type of Permit:** NOC / Single Operation

☐ **Responsibilities of Permit-Holder**

In addition to the obligations and operational guidance provided in this document, the permit-holder must:

1. Inform the Department of any infrastructure-related development it intends to engage in.
    - Submit approval request (for NOC) to the Department no less than three (3) weeks before the intended start date of the development.
2. Inform the Department immediately in case of accidents of any nature (submission of accident report and copy of accident record book).
3. Comply with applicable rules and regulations.

9.3 Operational Guidance

In addition to the statutory requirements in Chapter 2, the facility must comply with other obligations, as set by:

- OSHAD-SF, including relevant technical guidelines and codes of practices.
- Environment Agency of Abu Dhabi (EAD):
    - Waste Planning Policy EAD-EQ-PR-P-02.
    - Technical Guideline EAD-EQ-PR-TGD-01, Waste Classification.
- Relevant regulations issued by the Department.
- IMO Hong Kong International Convention for the Safe and Environmentally Sound Recycling of Ships, 2009 (HKC).

- In view of an increased concern about various environmental issues, the focus on the use of non-hazardous materials during ship design, building and operation is increasing. The HKC is addressing these issues by placing responsibility on ship owners, ship builders, suppliers, recycling facilities and national authorities to ensure the safe and environmentally viable management of hazardous materials (hazmat) as well as the sustainable recycling of ships. The Department seeks to promote green ship building and green recycling practices in the Emirate.

Typical risks during ship building, repair, and recycling operations at these facilities with a potential for safety and environmental incidents are:

- Unlicensed operation of the facilities leading to:
  - Marine crafts delivered for operations in the Emirate's waters not being fit for purpose.
  - Structural failure of the marine crafts during operation in the Emirate's waters.
- Ship recycling operations not performed in a safe and environmentally sound manner leading to:
  - Damage to health of workers.
  - Damage to the environment.

Below safeguards and mitigation measures can be considered for the effective management of these operational risks. These have been grouped as:

- General requirements for:
  - Occupational Safety and Health (OSH)
  - Hot work
  - Safety of equipment
  - Working in confined spaces
  - Environment
  - Infrastructure development
- Specific requirements for:
  - Ship building facility
  - Ship recycling facility

General Requirements: Occupational Safety and Health (OSH)

• The facility must:
  ○ Ensure OSH risks are identified and mitigated. Safeguards include, for example:
  ▪ Provide relevant PPE such as foot, head wear, lifesaving equipment, respiratory protection, eye, and face protection etc. to all employees working in facility.
  ▪ Perform atmospheric testing (for oxygen content, flammability, toxicity) before entering confined and enclosed spaces and other dangerous atmosphere.
  ▪ Maintain welding, cutting, and heating fumes and smoke within safe limits.
  ▪ Perform any type of welding, cutting, or heating using suitable PPE.
  ▪ Work is carried out by competent, qualified, and trained personnel only.
  ○ Determine flammability before commencing any welding, cutting, or heating work on a surface covered by a preservative coating.
  ○ Protect all employees from fire hazards.
  ○ Manage contractors and suppliers in compliance with identified OSH risks.

- Undertake an annual third-party audit and report the results back to the concerned entities (if applicable) or Abu Dhabi Public Health Center (ADPHC), as required.
- Monitor their own performance and report OSH performance and OSH incidents.
- Ensure all gear, lifting and handling equipment such as ropes, chains and slings are periodically tested and inspected. Inspections must be carried out by the qualified personnel only and before each shift.
- Ensure all scaffolds, ladders and other working surfaces are maintained in a safe and secure condition and capable to support the load they are designed to carry with a safety factor of not less than four (4). These must be approved and signed off by the company's safety officer.
- Ensure a **Safety Arrangement Plan** is in place. This plan must be prepared based on the general arrangement of the marine craft which is currently undergoing construction, repairs, or recycling operations. It must be displayed in prominent areas and updated promptly factoring in all recent changes that occur to these arrangements. The plan must outline the location of:
  - Fire extinguishers and other safety equipment.
  - Muster points.
  - Evacuation escape routes.

- The facility must enforce smoking and alcohol restriction policies:
  - Smoking must be prohibited in the facility except in designated areas.
  - Consumption of alcohol in the facility is strictly prohibited.

General Requirements: Hot Work

- "Hot Work" refers to a work that involved electric or gas welding, cutting, brazing, or similar flame or spark-producing operations. Any facility that performs hot work operations must comply with:
  - OSHAD-SF, Technical Guideline for Occupational Air Quality Management.
  - OSHAD-SF, Technical Guideline for Safety in the Heat.
- The facility must:
  - Implement a **hot work permit system** which is a documented process used to control certain types of work that are deemed hazardous. It defines a step-by-step process outlining how a job can be conducted safely, including:
    - Management oversight.
    - Procedure development.
    - Communication, awareness, and training.
    - Monitoring and measurement.
    - Documentation.
    - Resources.
  - Appoint a safety officer/assessor who will conduct daily safety monitoring on the marine craft under construction, repair, or recycling. This person must be competent to conduct assigned tasks and must have sufficient safety-related trainings.
  - Issue a hot work permit prior commencing the operation.
- A hot-work permit must include:
  - Brief description of the hot work (including object on which hot work is to be performed).
  - Specific location where the hot work will take place.
  - Hazards involved (e.g., flammable materials, combustible surroundings)
  - Any conflict with other activities.

- Duration of the hot work.
- List of precautions and protection requirements before work begins (e.g., isolation, ventilation, atmosphere monitoring).
- List of precautions and protection requirements during and after completion of the work (e.g., setting a fire watch).

- During a hot work, the following must be observed:
  - Terminate work if changes to a working condition occurs which are not outlined in the permit.
  - Conduct atmospheric monitoring with regular intervals.
  - Ensure ventilation is provided during entire operation.
- Upon completion of a hot work, the hot work permit must be returned to the permit approver for sign off and verification of work completion.

General Requirements: Safety of Equipment

- Any equipment (such as lifting accessories, steel structure, pressure equipment etc.) must be tested and certified by a recognized body.
- Welding, brazing, soldering, and metal cutting operations must be performed in a shop specifically provided for that purpose, or in an open area. See the referenced UAE Fire and Life Safety Code of Practice for further details.
- All electrical systems and equipment in the marine facilities must be in compliance with the UAE Fire and Life Safety Code of Practice.
- All lifting equipment must be periodically examined.
- The facility must ensure that the equipment is:
  - Of good construction, sound material and adequate strength.
  - Free from defects.
  - Appropriate for the work for which it is to be used.
- The facility must also have procedures to address:
  - Regular maintenance.
  - Inspection and checking of the safe working loads (SWL) of lifting wires, slings, chain blocks, shackles, cranes etc.
  - Safe lifting practices.
  - Marking of equipment with its SWL.
- Any personnel lifting equipment such as lifts, cherry pickers etc. must be:
  - Certified for lifting personnel.
  - Regularly inspected and tested.
  - Operated by trained personnel.

General Requirements: Working in Confined Spaces

- Confined spaces refer to a place with limited openings where there is a risk of death or injury from hazardous substances or dangerous conditions (such as lack of oxygen). Dangers from working in confined spaces include:
  - Lack of oxygen.
  - Poisonous gas, fume, or vapor.
  - Liquids and solids.
  - Fire and explosions.

- Dust in high concentrations.
- Hot conditions leading to a dangerous increase in body temperature.

- Any work in confined spaces must be performed in compliance with the requirements set by:
  - OSHAD-SF, Technical Guidance for Safe work in Confined Spaces.

General Requirements: Environment

- The facility must prepare a waste prevention assessment that is aligned to:
  - Environment Agency of Abu Dhabi (EAD), Waste Planning Policy EAD-EQ-PR-P-02
  - EAD, Technical Guideline EAD-EQ-PR-TGD-01, Waste Classification
- The facility must have a:
  - **Environmental Management Plan (EMP):** The plan must include the initial step of assessing the potential environmental impacts from the undergoing activities.
  - **Environmental Management System (EMS):** A system designed to prevent potential negative impacts that could harm the maritime environment during operations. It must address prevention of the following key environmentally related issues:
    - Water pollution: from oil spills that could contaminate the waters surrounding the facility.
    - Air pollution: from emissions during paint stripping operations in the facility.
    - Soil contamination: from poor management of heavy materials, wastes, and accidental discharges from production or/and spills and storage tank leakages.
- The EMS must include:
  - Waste Management Plan.
  - Contingency Preparedness Plan.
  - Monitoring Plan.

General Requirements: Infrastructure Development

- Any infrastructure-related development (e.g. extension or reconfiguration) at the facility must comply with the Department's relevant codes and regulations.

Specific Requirements: Ship Building Facility

- Design and building of any commercial and recreational craft with overall length of less than 24 m must comply with the:
  - Department's relevant codes and regulations.
  - GCC Safety Regulations for Non-Conventional Ships.

Specific Requirements: Ship Recycling Facility

- The ship recycling facility must align its operations to the guidelines set by:
  - IMO guidelines to the HKC:
    - Resolution MEPC.211(63), 2012 Guidelines for the Authorization of Ship Recycling Facilities
    - Resolution MEPC.210(63), 2012 Guidelines for Safe and Environmentally Sound Ship Recycling
    - Resolution MEPC.196(62), 2011 Guidelines for the Development of the Ship Recycling Plan
  - Basel Convention: Technical guidelines for the environmentally sound management of the full and partial dismantling of ships.

- The ship recycling facility – must develop and implement a **Ship Recycling Plan (SRP)**. This plan must specify the manner a ship will be recycled and shall be prepared taking into consideration the IMO guidelines listed above. The SRP must be approved by the relevant authority.
- The ship recycling facility – must develop and implement a **Hazardous Materials Management and Disposal Plan**. This plan must specify the approach on how all hazmat, equipment and appliances will be removed and disposed from a marine craft. Due consideration shall be given to the IMO guidelines listed above. The waste disposal location approval must be arranged from the relevant authority. This plan must be submitted during the permit application for approval by the Department.
- The SRP and the Hazardous Materials Management and Disposal Plan must define its procedure and acceptance criteria for the purchasing of a marine craft for recycling. This acceptance criteria must consider the national environmental requirements and the confirmation from the shipowner that the marine craft's registration body has been notified of his intention to scrap and recycle the marine craft.

Some relevant standards, recommendations, and guidelines include:

- OSHAD-SF technical guidelines:
  - Safe Work in Confined Spaces.
  - Occupational Air Quality Management.
  - Safety in the Heat.
- Ministry of Interior - Gen. Command of Civil Defence, UAE Fire and Life Safety Code of Practice.
- IMO's guidelines to the Hong Kong International Convention for the Safe and Environmentally Sound Recycling of Ships, 2009 SR/CONF/45 (HKC):
  - Resolution MEPC.211(63), 2012 Guidelines for the Authorization of Ship Recycling Facilities.
  - Resolution MEPC.210(63), 2012 Guidelines for Safe and Environmentally Sound Ship Recycling.
  - Resolution MEPC.196(62), 2011 Guidelines for the Development of the Ship Recycling Plan.
- Basel Convention:
  - Technical guidelines for environmentally sound management of the full and partial dismantling of ships.

10 SPECIAL MARITIME ACTIVITIES

The Department identified certain activities as having the potential to impact other marine users' safety in the Emirate's waters. Examples of such activities are:

- Boat racing (powered or non-powered).
- Fireworks display (where fireworks are to be held on or over navigable waters).

(a) Boat Racing in the Emirate
(source: TimeOut Abu Dhabi)

(b) Fireworks Display in the Emirate
(source: The National News)

Figure 3: Examples of "Special Maritime Activities"

10.1 Business License Requirements

Any company (with a valid business license) or an individual may carry out these special maritime activities, but will however require a permit before conducting such activities (see Chapter 10.2).

10.2 Permit Requirements

An operation permit must be obtained from the Department before any "Special Maritime Activities" are carried out in the Emirate's waters.

The following obligations apply to all "Special Maritime Activities" in The Emirate's waters:

- Such activities without prior approval from the Department and other concerned entities are prohibited.
    - Users of marine crafts (including racing event organizers) must not participate in boat racing without prior authorization from the Department. This permit is granted after the necessary guarantees are provided to compensate for any damages or accidents that may result.
    - Any marine sport is prohibited in areas designated by the Department as restricted areas, and areas where speed limits are imposed, including ports and marinas. Water sports must be exercised only as per the Department's relevant regulations.

The Department reserves the rights to:

- Reject any permit application or cancel previous permit approvals if the concerned party fails to meet the permit or statutory requirements.
- Postpone the "Special Maritime Activities" due to adverse weather conditions.
- Board the marine craft(s) with a permit for "Special Maritime Activities" to ensure compliance with safety standards and maritime rules.

SPECIAL MARITIME ACTIVITIES

☐ **Documentation Requirements**

1. Copy of applicant's identification documentation:
   - Business license (if a commercial entity).
   - Emirate ID and passport (if an individual).
2. NOC from concerned entities, if any.
3. NOC from the owner (for privately owned areas).
4. Proof of guarantee (for the compensation) for any damages or accidents.
   - Liability insurance
5. Copy of "Special Maritime Activities" details including:
   - Location chart of the activity and the requested exclusion zone.
     - Start and finish lines (boat racing)
     - Firing points (firework display)
   - Duration of activity (start and end dates and time).
   - Details of equipment and facilities to be used.
   - Details of the applicant and other participants for this activity.
     - Names, copy of personal ID, and contact details of all participants.
     - Copy of boat driving licenses of all participants (if relevant).
   - List of key risk mitigation measures
     - If the required exclusion zone is over known marine craft storage locations (e.g., mooring areas or boat harbours), the applicant must include how the risks to those marine crafts will be mitigated.
   - List of main emergency steps to be used by the applicant in case of emergency scenario.
     - Availability of first aid on site of the event.
6. Copy of signed Declaration Form for "Operation Permit Stage" (see appendix).
7. Copy of Contract Award Letter
8. Any other document required by the Department.
9. Fee payment for permit issuance.

☐ **Type of Permit:** Single Operation (duration of activity)

☐ **Responsibilities of Permit-Holder**

In addition to the obligations and operational guidance provided in this document, the permit-holder must:

1. Submit its permit request to the Department in no less than six (6) weeks before the "Special Maritime Activities" activity.
2. Inform the Department immediately in case of accidents of any nature (submission of accident report).
3. Comply with applicable rules and regulations.

10.3 Operational Guidance

Typical risks that can be faced during "Special Maritime Activities" are:

- Boating accidents and drowning resulting from a collision with other marine crafts, fixed objects, flooding/swamping, grounding, and capsizing. Primary contributing factors in such accidents include:

  - Participants' inattention and inexperience
  - Improper lookout
  - Alcohol use
  - Over speeding
- Injury caused by fireworks due to:
  - Inadequate space.
  - Access and use of fireworks by spectators.
  - Unauthorized use of display fireworks.

Below safeguards and mitigation measures can be considered for the effective management of these operational risks.

Boat Racing
• Refer to safety guidance and applicable regulations provided by the Department. • Review the speeds likely to be achieved during power racing and the consequential wash damage.
Fireworks Display

• Each member of the event organizing team must be fully aware of his roles and responsibilities regarding planning, risk assessment, safety, emergency provision, and communication lines. The main stages during the organization of the event are:
  ○ Planning.
  ○ Permitting.
  ○ Pyrotechnic transportation and storage.
  ○ Event setup and execution.
  ○ Cleanup and site inspection.
• Planning for the event must be allocated sufficient time to get all the necessary licenses and insurance policies in place.
• Event organizers must evaluate the site, taking into consideration:
  ○ Identify the fallout area and make sure it is clear of combustible materials.
  ○ Identify parking, emergency pathways, and spectator areas.
  ○ Determine ways to prevent people from entering the fallout area.
• During the risk assessment, consider the nuisance and environmental impacts of the fireworks, such as hospitals' proximity.
• Once the fireworks are over, event organizers must take these additional steps to reduce risks:
  ○ Keep spectators out of the area.
  ○ Search for unexploded fireworks and burning debris by thoroughly inspecting the grounds.
  ○ Conduct a follow-up inspection the next day to determine if anything is missing.

PART II – TIME-LIMITED MARITIME OPERATIONS

11 ANCHORAGE OPERATIONS

An anchorage operation refers to the process of maneuvering and holding a marine craft at the designated anchor position. All marine crafts must ensure that, while anchoring or at anchor in the Emirate's waters, they comply with applicable international requirements and the guidance in this document. An overview of the anchorage locations approved by the Department and its delegated authorities is provided in the **Abu Dhabi Maritime Safety Maps (www.admaritime.ae)**; it identifies anchorage areas for convention ships arriving or departing ports within The Emirate's waters and leisure anchorage for pleasure crafts and superyachts where they cannot secure to mooring buoys.

Those anchorages within Port Limits are managed by the Port Authority and Port Authority's rules should be followed.

11.1 Permit Requirements

An operation permit must be obtained from the Department (or Port Authority, if within Port Limits) before any anchorage operation in the Emirate's waters.

The marine craft's shipping agent or the master must apply to the Department or the Port Authority for the marine craft's anchorage permit before or on the marine craft's arrival, stating anchorage duration and purpose. He must notify the relevant authority of the marine craft's time of departure from the anchorage area and pay all required fees.

The following obligations apply to all anchorage operations in the Emirate's waters:

- Anchoring without prior approval from the Department and other concerned entities is prohibited.
    - Only the anchorages as designated by the Department and other concerned entities must be used. In case of emergencies, other anchorage locations may be granted, subject to the Department and other concerned entities' approval.
- Marine craft drifting in anchorage is not permitted unless under emergency, provided that the Department is notified of the reasons immediately.
- A marine craft at anchor must always be capable of being safely moved, navigated, and dealt (so far as reasonably practicable) with any emergency that may arise by its qualified crew or competent persons.
- Other than in an emergency, or as instructed by the Department or other concerned entities, a marine craft must not anchor:
    - in a designated exclusion zone.
    - in a position which may endanger:
        - the safety of another marine craft.
        - any buoy, mooring, or marine craft lying thereto.
    - within 300 meters of where a cable or other subsurface service has been laid.
    - within 200 meters of any wharf, landing place, or quay except for the purpose of:
        - turning the marine craft.
        - berthing or un-berthing the marine craft.

- so as to obstruct any fairway or designated area.

- Transportation of goods, petroleum products, or passengers from one marine craft to another is not permitted in the Emirate's waters, except:
  - Within Port Limits and marinas. This will be specified by and under the control of the Port Authority or marina operator.
  - Within offshore fields for the supply of provisions, stores and workers. This will be specified by and under the offshore field operator's control or the Petroleum Port Authority.
- No catering, water, fuel, or any similar items shall be supplied to marine crafts engaged in the anchorage operation unless required, subject to the Department's approval.
- Single-hull tankers must not anchor regardless of their size.
- Without prejudice to the requirements provided in this document, the ship master has full authority to take suitable decisions regarding anchorage in the Emirate's waters upon the existence of any threat to safety, environmental or maritime traffic, provided that the Department is notified of the reasons.
- Relevant flags and light signals must always be displayed on the marine crafts engaged in the anchorage operations, as per the International Code of Signals.
- While the marine craft is at anchor in the Emirate's waters, the following maritime operations are forbidden unless explicitly approved by the Department or the Port Authority. Approval will only be granted when such maritime operations are deemed essential for the ship's safety. The Department will issue a time-limited permit if the activity is approved. To obtain permission, the operator must complete a full risk assessment of the activity, including all mitigating measures that reduce the risks involved to ALARP levels, and submit this to the Department at least twelve (12) hours before the intended operation.
  - Engine immobilization
  - Steering gear immobilization
  - Tank inerting and gas freeing
  - Tank cleaning
  - Conducting bunkering, lightering, or STS operations.
  - Underwater maintenance (hull cleaning and propellor polishing)
  - Maintenance (marine craft's main engines, hull painting, hot work)
  - Lifeboat and rescue boats drills
  - Discharge (untreated sewage water and slop disposal)
  - Changing anchorage area

The shipowner is fully responsible for indemnity against all claims related to marine pollution from:

1. Any action from him or any crew member allowing pumping oil or causing its discharge into the sea.
2. Any negligence by him or any crewmember or contracted companies while operating on the marine craft may have caused marine pollution.
3. Unseaworthiness or poor technical condition of ship and failure to perform required maintenance.

The Department reserves the rights to:

- Reject any permit application or cancel previous permit approvals if the concerned party fails to meet the permit or statutory requirements.
- Change the anchorage area.

- Board the ship to ensure its compliance with safety standards and marine rules.

ANCHORAGE
☐ **Documentation Requirements** 1. Copy of marine craft's information including: • Name of ship/IMO number/Ship type • Ship register/Flag. • Classification Society. • Year of built. • Overall length. • Gross tonnage. • Draught. • Arrival date. • Purpose of anchorage. • Anticipated period of anchorage. • Ballast/loaded condition. • Type and quantity of cargo on board. • Number of the crew. • Agent name and contact details. • Owner/ship management details. 2. Copy of signed Declaration Form for "Operation Permit Stage" (see appendix). 3. Copy of Emirates ID or passports (for the people onboard). 4. Marine craft driving license or copy of the Captain's Certificate of Competence. 5. Protection and compensation insurance certificates regarding the removal of oil or fuel spills or debris, as the case may be. 6. Any other document required by the Department. 7. Fee payment for permit issuance, payable at time of booking.
☐ **Type of Permit:** Single Operation (duration of anchorage)
☐ **Responsibilities of Permit-Holder** In addition to the obligations and operational guidance provided in this document, the ship master must: 1. Comply with the following requirements during the anchorage period: • Implement best practices and standards of maritime safety on the ship and inform the Department and other concerned entities immediately on its accidents. • Notify the Department of any damage to the marine craft's integrity, operation equipment, or safety tools that may affect its technical condition and seaworthiness. • Inform the Department of any marine pollution accidents, whether resulting from the ship itself, other marine crafts, or any other source. • Document all operations on the ship by following the operating company's safety management procedures. • Always turn on the ship's Automatic Identification System (AIS) if fitted.

- Ensure the length of the anchor chain underwater is sufficient to keep the marine craft in the anchor position.
- Provide the Department with a daily noon report on the condition of the anchored marine craft.
- Notify the Department of the ship's departure from the anchorage area and next port of call.

2. Comply with applicable rules and regulations.

11.2 Operational Guidance

In addition to the statutory requirements in Chapter 2, anchoring operations must comply with:

- Ministry of Energy and Infrastructure (MOEI), Circular No. (10) 2018: Merchant Ships Anchorage Regulations in UAE (concerning Federal Resolution No. (41) 2018).

Typical risks that can arise from anchorage operations in the designated areas are:

- Unauthorized anchoring with a potential risk of collision
  - An excessive number of marine crafts in anchorage location with insufficient spacing
  - Anchoring outside of designated areas leading to increased traffic
  - Anchoring outside authorized hours
- Unsafe anchoring practices with potential damage to marine crafts (allision, collision, or grounding), underwater cables or pipelines, floating objectives or port facilities, navigational aids or facilities, and the marine environment.
  - Loss of anchor.
  - Grounding or collision due to anchor dragging.

Below-related safeguards and mitigation measures can be considered for the effective management of these operational risks.

Planning of Anchoring Operations

- The master must develop and communicate an anchorage plan (including a risk assessment) to all involved officers and consider information from the pilot books, nautical charts, guide to port entry, port/terminal information, weather reports, NAVTEX etc.
- The master and officer must ensure the anchorage plan considers:
  - Location of the anchorage (as identified by Department).
  - Limitation of ship's anchoring equipment.
  - Available depth and type of holding ground at anchorage.
  - Minimal Under Keel Clearance and availability of adequate seafloor.
  - Tide, direction, and strength of the current in the anchorage area.
  - Immediate and predicted weather, wind direction and strength, visibility, sea condition swell, etc.
  - Safety swinging circle of the ship.
  - The proximity of navigational hazards (safety distance to nearest marine crafts and marine facilities).
  - Alternative anchorage if initial selected anchoring position is unavailable.

- Comprehensive technical inspection of the anchor and its equipment.
- Anticipated final maneuvering before letting go or walking back.
- Safety procedures and precautions, including PPE, are implemented.
- Means of communication.
- Escape/abort route should circumstances dictate.

- The master must determine the engines' operation mode according to the type of anchorage, weather conditions, and the distance from other marine crafts, shoals, and navigational hazards.
- The officer must carry out a pre-anchoring toolbox meeting with the team. All team members are adequately briefed on the operation.
- The master must have all necessary preparations and tests conducted such as hydraulics, anchor lights/shapes prepared, before anchorage.
- Anchoring in a congested anchorage must be avoided but if necessary, ensure that:
  - Anchoring position is selected considering ease of approach and space available.
  - Approaching is carried out with the minimum safe speed and higher bridge condition.
  - The ship's position during the approach is monitored by visual and radar.
  - The ship avoids passing close to the bow of other anchored marine crafts.
- The master must ensure that deck officers know the maximum 'environmental envelope' the equipment can hold and make sure that this is reflected in the shipboard anchoring procedures.
- The master must maintain excellent communication with the Port Authority and Vessel Traffic Services, including requesting any information regarding shipping movements that could affect the ship's safe progress to the anchor position.
- The master must ensure that all officers conducted the following training at a minimum:
  - Different anchoring methods with relation to marine craft size and available water depths
  - Knowledge and understanding of equipment limitations and operating particularities depending on the prevailing weather conditions.

Anchoring Operation

- The master must ensure that the anchorage procedure is implemented.
- The master must monitor:
  - The anchoring position is approached in a controlled manner. Main engines and steering gear must be tested well in advance before closing the anchorage area.
  - Speed of approach is closely monitored and controlled.
  - Anchor position is checked at frequent intervals, and the distance from other ships or closest danger in the near vicinity is noted and checked frequently.
  - If anchoring in deep water anchorages, ensure that the marine craft does not drag the anchor.
- The master must consider the impact of dragging anchor and potentially closing in on hazards like pipelines or power cables in bad weather cases. The anchor could be slipped when it is suspected fouled with an underwater obstruction in poor weather conditions.
- The master must ensure that all checks, inspections, and calculations as per the arrival checklist must be completed in a timely fashion to avoid interfering with a smooth, planned approach.
- The master must keep the engine room fully advised of the marine craft's progress, especially when entering shallow water, high-risk areas, restricted or confined waters.
- The officer must supervise closely all team members.

- The officer communicates clearly with the team using closed-loop communication.

12 BUNKERING OPERATIONS

A bunkering operation refers to the process of supplying fuels to ships and includes the shipboard logistics of loading fuel and the distribution among the ship's bunker tanks.

12.1 Permit Requirements

An operation permit must be obtained from the Department (or Port Authority, if within Port Limits) before any bunkering operation in the Emirate's waters.

The fuel bunkering/lightering permit categories are for:

1. Bunker supplier facility (floating fuel station).
2. Bunker supplier marine craft.
3. Bunker receiving marine craft.
4. Marine craft fuel payload lightering (annual operation).
5. Marine craft fuel payload lightering (single operation).

The following obligations apply to all bunkering operations in the Emirate's waters:

- Bunkering operations for convention ships are not permitted outside Port Limits.
- Bunkering operations for marine crafts at sea is prohibited.
    - Refueling of marine crafts must be performed only at the designated places (at licensed fuel stations). Further restrictions to the bunkering of marine crafts can be found in the relevant regulations published by the Department.
- Bunkering operations without prior approval from the Department and other concerned entities are prohibited.
    - Companies providing bunker supplying services in the Emirate's waters require an annual permit from the Department.
    - Bunkering operations must be conducted only inside Port Limits and designated anchorages, with a port authority permit.
- Bunker barges must be double-hulled, classified by IACS members (or other classification societies approved by the UAE Flag) and no more than (25) years old.
    - Single hull tankers are prohibited to deliver or receive bunker in the Emirate.
- It is prohibited to trade fuel that does not comply with international requirements and specifications (sulphur content less than 0.50% in weight). A certificate of conformity to the specifications must be obtained for the fuel that is traded in the waters of the Emirate.
- A Bunker Delivery Note (BDN) must be maintained onboard of the marine crafts for a period of three (3) years after the receiving a fuel supply.
- In general, no catering, water, fuel, or any similar items shall be supplied to marine crafts engaged in the bunkering operation unless nessecary, and subject to the Department's approval.
- Relevant flags and light signals must always be displayed on the marine crafts engaged in the bunkering operations, as per the International Code of Signals.

The Department reserves the rights to:

- Reject any permit application or cancel previous permit approvals if the concerned party fails to meet the permit or statutory requirements.

- Postpone the bunkering operation due to adverse weather conditions.
- Board the marine craft(s) with a bunkering permit to ensure compliance with safety standards and marine rules.

1. BUNKER SUPPLIER FACILITY (FLOATING FUEL STATION)

☐ **Documentation Requirements**

1. Copy of company information:
    - Business license.
    - NOCs from concerned entities (as applicable), e.g. ADNOC, Critical Infrastructure & Coastal Protection Command (CICPC), Environment Agency of Abu Dhabi (EAD).
    - Company profile (organizational structure, management contact details).
    - Experience and qualifications of both employees and management of the company.
    - Professional indemnity/liability insurance.
    - ISO (or equivalent) management certificates.
2. Copy of bunkering operation manual including:
    - Operational procedures and checklists.
    - Specifications of bunker supply available.
    - Information on the type of marine crafts permitted to bunker at the facility.
    - Preventive measures against pollution.
    - Audit statements of safety requirements and procedures for bunkering operations.
    - Technical inspection certificate from an accredited body.
    - Other safety considerations as defined in this document.
3. Copy of emergency response manual including:
    - Copy of agreement with a licensed maritime company to operate in the Emirate, offering tug and assistance and marine pollution-fighting services in case of emergencies.
    - Copy of the site map and emergency plan.
    - Operational risk assessment.
    - Other safety considerations as defined in this document.
4. Copy of signed Declaration Form for “Operation Permit Stage” (see appendix).
5. Any other document required by the Department.
6. Fee payment for permit issuance.

☐ **Type of Permit:** Annual Operation

☐ **Responsibilities of Permit-Holder**

In addition to the obligations and operational guidance provided in this document, the permit-holder must:

1. Ensure the bunkering operation is conducted in designated areas (as approved by Department).
2. Submit to the Department a weekly summary of all bunkering activities (specifications and quantities of bunker supplied, and registration number of marine crafts).
3. Inform the Department immediately in case of technical problems about the management of bunkering operation. In case of accidents of any nature, permit-holder must inform the Department as soon as possible(submission of accident report and copy of accident record book).

4. Keep an updated list of contact details of marine pollution authorities in The Emirate.
5. Comply with applicable rules and regulations.

2. BUNKER SUPPLIER MARINE CRAFT

☐ **Documentation Requirements**

1. Copy of company information:
    - Business license.
    - Company profile (organizational structure, management contact details).
    - Professional indemnity/liability insurance.
    - Qualifications & experience of the bunker barge masters.
    - ISO (or equivalent) management certificates.
2. Copy of bunkering operation manual including:
    - Operational procedures and checklists.
    - Specifications of bunker supply available.
    - Testing certifications of bunkering equipment.
    - Preventive measures against pollution.
    - Audit statements of safety requirements and procedures for bunkering operations.
    - Other safety considerations as defined in this document.
3. Copy of emergency response manual including:
    - Copy of agreement with a licensed maritime company to operate in the Emirate, offering tug and assistance and marine pollution-fighting services in case of emergencies.
    - Other safety considerations as defined in this document.
4. Copy of information on marine assets:
    - Statement of marine craft's particulars.
    - Copy of valid marine craft certificates.
    - Copy of marine craft's navigational permit.
    - Copy of marine craft's insurance and indemnity policies (P&I Club).
    - Copy of hoses pressure test certificate for each marine craft.
    - Copy of Shipboard Oil Pollution Emergency Plan (SOPEP).
    - Copy of audit statement of safety requirements and procedures for marine craft.
5. Copy of signed Declaration Form for "Operation Permit Stage" (see appendix).
6. NOC from concerned entities, if any.
7. Copy of the contract award letter.
8. Any other document required by the Department.
9. Fee payment for permit issuance.

☐ **Type of Permit:** Annual Operation

☐ **Responsibilities of Permit-Holder**

1. In addition to the obligations and operational guidance provided in this document, the permit-holder must:

- Assign an officer from the crew to be responsible for and always supervise the bunkering process.
- Keep official records of crew training conducted for the marine craft's emergency plans and marine pollution response plan.
- Comply with labour work and rest hours throughout marine craft operation.
- Ensure the location of anti-pollution and firefighting equipment in proximity of bunkering operation.
- Ensure alignment between supplying and receiving marine crafts.
    - Agree on starting signal, ceasing, decreasing, or increasing the bunker supply rate before the operation.
    - Operation must not begin until the starting signal is received from the supervisor of the process.
- Hoist Bravo Flag (B) during daytime and the rounded red light of the spar at night.
- Close all seacocks on each marine craft within the operation area.
- Cease boiler cleaning of soot blowing.
- Cease gas and electric welding and cutting or any underwater maintenance or cleaning work.

2. Keep an updated list of contact details of marine pollution authorities in the Emirate.
3. Comply with applicable rules and regulations.

3. BUNKER RECEIVING MARINE CRAFT

☐ **Documentation Requirements**

1. Statement of marine craft's particulars / updated Q88 (questionnaire 88 by INTERTANKO) for tankers.
2. Copy of valid marine craft certificates.
3. Copy of marine craft's navigational permit, as applicable.
4. Copy of Shipboard Oil Pollution Emergency Plan (SOPEP).
5. Copy of marine craft's insurance and indemnity policies (P&I Club).
6. Copy of signed Declaration Form for "Operation Permit Stage" (see appendix).
7. NOC from concerned entities, if any.
8. Any other document required by the Department.
9. Fee payment for permit issuance.

☐ **Type of Permit:** Single Operation (duration of bunkering operation)

☐ **Responsibilities of Permit-Holder**

1. In addition to the obligations and operational guidance provided in this document, the permit-holder must:
    - Have a P&I Club Insurance, including liability insurance against damages resulting from marine pollution accidents due to bunkering.
    - Not being prohibited from entering the Emirate's waters from an official circular from the concerned authorities in the UAE.
    - Have a shipping agent in the Emirate.
    - Have valid certificates issued by a classification society (as approved by the UAE Flag).

2. Comply with applicable rules and regulations.

4. MARINE CRAFT FUEL PAYLOAD LIGHTERING (ANNUAL OPERATION)

☐ **Documentation Requirements**

1. Copy of shipping agent's business license.
2. Copy of lease contract if the bunkering facility does not own marine craft.
3. Statement of marine craft's particulars.
4. Copy of valid marine craft certificates.
5. Copy of marine craft's navigational permit as applicable
6. Copy of marine craft's insurance and indemnity policies (P&I Club).
7. Copy of Shipboard Oil Pollution Emergency Plan (SOPEP).
8. Copy of audit statement of safety requirements and procedures for marine craft.
9. Copy of signed Declaration Form for "Operation Permit Stage" (see appendix).
10. NOC from concerned entities, if any.
11. Any other document required by the Department.
12. Fee payment for permit issuance.

☐ **Type of Permit:** Annual Operation

☐ **Responsibilities of Permit-Holder**

1. In addition to the obligations and operational guidance provided in this document, the permit-holder must:
    - Assign an officer from the crew to be responsible for the bunkering process and always supervise the operation.
    - Keep official records of crew training conducted for the marine craft's emergency plans and marine pollution response plan.
    - Comply with labour work and rest hours throughout marine craft operation.
    - Ensure the location of anti-pollution and firefighting equipment in proximity of bunkering operation.
    - Ensure alignment between supplying and receiving marine crafts.
        - Agree on starting signal, ceasing, decreasing, or increasing the bunker supply rate before the operation.
        - Operation must not begin until the starting signal is received from the supervisor of the process.
    - Hoist Bravo Flag (B) during daytime and the rounded red light of the spar at night.
    - Close all seacocks on each marine craft within the operation area.
    - Cease boiler cleaning of soot blowing.
    - Cease gas and electric welding and cutting or any underwater maintenance or cleaning work.
2. Keep an updated list of contact details of marine pollution authorities in the Emirate.
3. Comply with applicable rules and regulations.

5. MARINE CRAFT FUEL PAYLOAD LIGHTERING (SINGLE OPERATION)

☐ **Documentation Requirements**

1. Copy of shipping agent's business license.
2. Copy of lease contract if the bunkering facility does not own marine craft.
3. Statement of marine craft's particulars.
4. Copy of valid marine craft certificates.
5. Copy of marine craft's navigational permit.
6. Copy of marine craft's insurance and indemnity policies (P&I Club).
7. Copy of Shipboard Oil Pollution Emergency Plan (SOPEP).
8. Copy of audit statement of safety requirements and procedures for marine craft.
9. Copy of goods transportation process management plan.
10. Copy of fuel specifications and quantities.
11. Copy of qualifications and experience certificates for marine craft's master and crew responsible for the transportation operation.
12. Copy of signed Declaration Form for "Operation Permit Stage" (see appendix).
13. NOC from concerned entities, if any.
14. Any other document required by the Department.
15. Fee payment for permit issuance.

☐ **Type of Permit:** Single Operation (duration of fuel payload lightering operation)

☐ **Responsibilities of Permit-Holder**

1. In addition to the obligations and operational guidance provided in this document, the permit-holder must:
    - Assign an officer from the crew to be responsible for the bunkering process and always supervise the operation.
    - Keep official records of crew training conducted for the marine craft's emergency plans and marine pollution response plan.
    - Comply with labour work and rest hours throughout marine craft operation.
    - Ensure the location of anti-pollution and firefighting equipment in proximity of bunkering operation.
    - Ensure alignment between supplying and receiving marine crafts.
        - Agree on starting signal, ceasing, decreasing, or increasing the bunker supply rate before the operation.
        - Operation must not begin until the starting signal is received from the supervisor of the procedure.
    - Hoist Bravo Flag (B) during daytime and the rounded red light of the spar at night.
    - Close all seacocks on each marine craft within the operation area.
    - Cease boiler cleaning of soot blowing.
    - Cease gas and electric welding and cutting or any underwater maintenance or cleaning work.
2. Keep an updated list of contact details of marine pollution authorities in the Emirate.
3. Comply with applicable rules and regulations.

12.2 Operational Guidance

Typical risks that can be faced during bunkering operations are:

- Unauthorized bunkering leading to a lack of control from the relevant authority and thus with potential for safety incidents (fire) and environmental incidents (oil spill).
    - Loss of bunker fuel storage containment due to unsafe design or operational practices.
    - Bunkering in non-approved areas.
    - Unauthorized bunkering operations.
    - Poor quality of operations.
- Unsafe bunkering practices with a potential for safety incidents (fire) and environmental incidents (oil spill).
    - Loss of containment from transfer pipelines and hoses.
    - Complacency during bunkering operations.
    - Insufficient monitoring of tank levels during bunkering.
    - Poor communications between the bunker barge and receiving ships.
    - Incorrect pipeline setup causing overpressure or flow of bunkers to unintended locations.
    - Lack of oil spill response (OSR) and oil spill kit equipment.

Below safeguards and mitigation measures can be considered for the effective management of these operational risks, but will also be subject to requirements from the Port Authority and other relevant regulators. These have been grouped as:

- Requirements for bunker suppliers for convention ships.
- Requirements for bunker suppliers for marine crafts.

[Convention Ships] Pre-Bunkering

- The master of receiving ship must ensure that:
    - Notification of the intention to bunker is given to concerned entities (including the Department) before the commencement of bunkering operations, stating:
        - Berth, anchorage, or another bunkering area
        - Bunker supplier name
        - Type and quantity of bunker oil
        - Bunkering starting time
    - All questions on the bunker checklist have been answered and a copy retained for future reference.
    - The Officer in Charge who will be responsible for the safety of the bunkering operation has been appointed.
    - Close liaison exists between Officer in Charge and duty deck officer to ensure that no excessive stresses, list, or trims are created.
- Before bunkering, the staff and crew involved must be aware of:
    - Type, quantity and grades of fuel to be received.
    - Method of delivery (pipeline, barge, or road tanker).
    - Tanks and pipeline systems on board that will be used during the operation.
    - Order in which the tanks will be filled.
    - Anticipated pumping rate and duration of the operation.
    - Responsible persons for each aspect of the bunkering.
    - All involved should review the appropriate requirements of the ship’s SMS and SOPEP or SMPEP.

- Monitoring and watchkeeping to be carried out per the Safety Management System, Ship Security Plan, and good seamanship considering the prevailing conditions on board and in the ship's vicinity. There must be, at a minimum, one deck watch and one engine-room watch on duty overseeing the:
  - Safe access between shore or ship to ship
  - Bunker transfer connection
  - Bunker transfer progress (transfer rate to avoid overfills, bunkers received versus capacity and agreed quantity to be received on board, estimated time of completion, etc.)
  - Sampling
- Before commencing operations, the Officer in Charge must ensure that:
  - The bunker plan has been discussed and finalized with all persons involved in the operation.
  - Bunker hoses are in good condition, are well suspended, and have sufficient slack.
  - Connections are correctly made.
  - All valves/blanks except those immediately required to be opened are closed oil-tight. Neither the hose nor the ship's system can be over-pressurized.
  - Barge/tanker/manifold operator must remain with the barge/tanker while bunkering and be provided with an intrinsically safe hand-held radio. It must be clearly understood with all persons involved in the operation and what signals should be given to stop bunkering.
  - Sufficient space in the ship's tanks to accommodate the fuel to be delivered.
  - The barge meter is set, and the tank level is correct and corresponds to the delivered quantity.
  - Suitable oil absorbent material is available in case of a slight spillage.
  - Save-all around bunker connection is empty and oil-tight and all openings are securely plugged.
  - Tanks must not be filled to the maximum of their normal volumetric capacity; the loading rate must be slowed appropriately if 90% is to be exceeded and necessary precautions are taken.
- The master of bunker ship must ensure that:
  - Bunker hoses are in good condition and have been tested, are well suspended, and have sufficient slack.
  - Connections are correctly made.
  - Neither the hose nor the ship's system is over-pressurized.
  - A suitably trained person will remain on deck of the bunker ship or by the discharge controls throughout the bunkering operation.
  - Good communications have been established between all parties, and signals have been agreed upon for stopping the bunker operation.
  - Sufficient space in the ship's tanks to accommodate the fuel to be delivered.
  - The meter on the barge is set, and the level in the tanks is correct and corresponds to the delivered quantity.
  - Suitable oil absorbent material is available in case of a slight spillage.
  - Save-all around the bunker connection is empty and oil-tight. All scuppers are securely plugged.

[Convention Ships] Bunkering – General Safety Requirements

- Bunkering operations must not commence or must immediately be stopped in case of any change in weather conditions that may affect maritime or environmental safety.
- Adequate lighting must be provided during bunkering operations at night.
- Rubber floaters must surround the operation area to prevent oil pollution in case of spillage.

- The use of rubber fenders and hoses must be in line with MARPOL and OCIMF guidelines.
- If either the bunker supplier or receiver suspects that the other party is not monitoring the operation effectively and per the agreed procedures, they stop the operation until the situation is resolved.
- Shipmaster or bunker supplier shall, on completion of the bunkering operation, ensure that:
  - The meter reading is correct, and the tank levels are correct.
  - The hose is completely drained into the ship's tanks.
  - The filling cap is replaced.
  - Bunker Delivery Note (BDN) is signed for the agreed amount.
  - Any minor deck spillages are cleaned up. Any oil in the save-all is mopped up. Any oil-soaked materials are disposed of in a safe and non-polluting manner.
- Fuel oil and vapors may cause ignition, dizziness, headaches, and other health irritations. Precautions to minimize these risks can include:
  - Precautions:
    - Never enter an enclosed space not approved as safe for entry
    - Stand windward when opening tank lids or sampling points
    - Use goggles
    - Wear suitable gloves
    - Wear suitable working protective clothing
    - Change out of any oil-soaked clothing as soon as possible
  - Fire Precautions:
    - Keep all bunker fuel away from naked flames, sparks, or other sources of ignition
    - Keep all bunker fuel away from heated surfaces
    - Do not smoke on deck during bunkering operations
    - Do not smoke near fuel tanks or other locations where fuel vapors may be given off
  - Safety and Environmental Protection:
    - Use the appropriate Safety Management System checklists and procedures for bunkering.
    - Know the ship's Shipboard Oil Pollution Emergency Plan (SOPEP) and the Shipboard Marine Pollution Emergency Plan (SMPEP).
    - Availability of ship's oil spill equipment per the SOPEP.
    - Ensure communication channels internally and externally are established before commencing operations, including the agreement on how ship stops or supplier stop instructions will be given, acknowledged, and implemented.
    - Report immediately any spill connected with a bunkering operation to the Department and other relevant entities (e.g. owners, operators, and managers).
- The bunker procedure manual must contain at a minimum:
  - Standard operating / oil transfer and contingency procedures.
  - Equipment standards.
  - Pressure test certificates.
  - Other necessary elements that would provide an adequate level of protection from unsafe acts, unsafe conditions, and pollution risk.
- The emergency response manual must contain at a minimum:
  - List of oils to be handled.

- Line diagram of the marine craft's oil transfer piping with clearly marked location of each valve, pump, control device, vent, emergency stop of the pump, and overflow.
- Deployment of spill containment.
- The minimum number of trained personnel required with their roles and responsibilities.
- Emergency shut-down procedure.
- Routine and emergency communications procedure.
- Incident reporting procedure.
- Contact details of the Management Representatives.
- Details of bunker craft such as marine craft particulars, copy of statutory certificates, etc.

[Convention Ships] Bunkering – Safety Requirements during SIMOPS

- An on-site risk assessment must be carried out for all ships wishing to bunker while simultaneously loading or discharging and at any terminal or berth where cargo operations have the potential for fuel ignition. The on-site risk assessment must consider:
  - Vapour or dust levels emanating from the cargo on board and in the vicinity of the ship.
  - Potential effect of the weather conditions, particularly wind, on vapour and dust movement.
  - Proximity of bunkering operations to cargo operations and the potential for fuel ignition from a minor dust or vapour explosion involving a heavy plant in the hold.
  - Problems associated with bunkering from road tankers e.g. heavy plant and equipment are operating on the quay, movement of loads on and above the quay, manual handling operations, and personnel movement.
  - Adequate separation between cargo operations and bunkering activities.
  - Stevedore must be notified on commencing and completion of bunkering operations.
  - Cargo operations must be stopped immediately if an oil spill occurs.
- Alterations to the bunkering plan should only be made after full consideration has been given to all possible consequences resulting from these alterations.
- Shipmaster or bunker supplier shall, on completion of the bunkering operation, ensure that:
  - The meter reading is correct, and the tank levels are correct.
  - The hose is completely drained into the marine craft's tanks.
  - The filling cap is replaced to its correct place.
  - Sampling as per IMO standards
  - BDN is signed for the agreed amount, where the BDN information includes:
    - Name and IMO number of receiving marine craft
    - Port of bunkering
    - Date of commencement of delivery
    - Name, address and telephone number of fuel oil supplier
    - Delivered product names
    - Quantity in metric tons
    - Density at 15 ^{o}C
    - Sulphur content
    - A declaration signed and certified by the fuel oil supplier's representative that the fuel oil supplied is in conformity with MARPOL Annex VI.

- Any minor deck spillages are cleaned up. Any oil in the save-all is mopped up. Any oil-soaked materials are disposed of in a safe manner.

[Convention Ships] Post-Bunkering

- All events and operations are to be entered in the marine craft's logbooks, and check that appropriate adjustments have been made in the Engine Room Oil Record Book.
  - Bunker system maintenance and testing
  - Pre-arrival checklist
  - Bunker loading plan
  - Bunker start-up and completion times
  - Sounding/ullage records
  - Bunker measurement calculations
  - Bunker tank gas readings
  - Compliance with SMS, SSP, inclusive procedures, and best practices
  - Completed bunker checklists
  - Record book entries (deck, engine log books)
  - Oil record books
  - All bunker-related communications and exchange of documents including:
    - Bunker Delivery Note (BDN)
    - Letters of Protest
    - Fact Sheets
    - Sounding reports and measurement calculations sheets
    - Bunker Quality certificates
    - Bunker receipts
    - Sampling as per IMO standards and sample distribution and records should be carefully completed, checked, forwarded, and filed as appropriate

[Marine Crafts] General Safety Requirements

- Bunker supplier must ensure compliance with the bunkering requirements set out in:
  - Relevant regulations and decisions.
  - Ministry of Interior - Gen. Command of Civil Defence, UAE Fire and Life Safety Code of Practice.
  - Port Authority rules, regulations and procedures.
- Main instructions to personnel must include:
  - Maintain nozzle contact with fill pipe.
  - Attend fuel-filling nozzle at all times.
  - Wipe up spills immediately.
  - Avoid overfilling.
  - No smoking is allowed.
  - Check for compartmentalized combustible vapors, flammable liquids and oil mixtures levels.
  - Thoroughly inspect all hoses and lines for leaks or cracks and replace immediately when necessary.
  - Remove all loose combustibles in the area of any hazardous work.
  - Ensure all batteries and any electrical equipment are properly covered.

- Ensure caps of the fuel tanks are correctly secured.
- Ensure storage of fuel is in approved safety tanks.
- Conduct a periodic inspection of the onsite fire-extinguishing equipment.

- Fueling procedures must be posted and handed over to the customers, stating clearly:
  - Stop all engines and auxiliaries.
  - Shut off all electricity, open flames, and heat sources.
  - Check bilges for fuel vapors.
  - Extinguish all open flames.
  - Close access fittings and openings that could allow fuel vapors to enter the marine craft's enclosed spaces.
  - Remove all personnel from the boat except the person handling the fueling hose.
  - Basic fire safety practices.
  - Always secure fuel tanks during transportation.

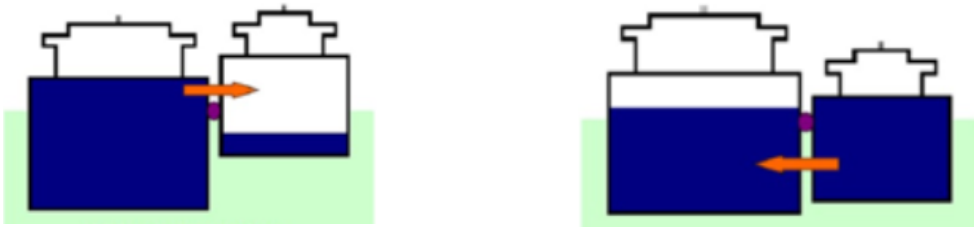
13 STS OPERATIONS

13.1 Tankers

A ship to ship (STS) operation is the transfer of cargo between seagoing oil tankers (applicable for 150 GT and above) positioned alongside each other. Cargo typically transferred via STS methods include crude oil, liquefied gas (LPG or LNG), and petroleum products.

STS operations can be categorized as:

- Standard STS process, where the discharging tanker is fully loaded while the receiving tanker is in ballast condition.
- Reverse STS process ("topping-off"), where the laden supply oil tanker discharges to a partially laden receiving tanker.



(a) Standard STS process (b) Reverse STS process

Figure 4: Overview of STS operation (source: IBICON)

The involved parties are the two participating vessels and their appointed STS Service Provider, who provides the STS equipment and the qualified mooring master. The designated Person in Overall Advisory Control (POAC) can either be one of the masters, an STS Superintendent, or the mooring master employed by the STS Service Provider. The appointment of a POAC will not jeopardize or relieve the authority of the master(s). Both masters always remain in control of their ship and are responsible for ensuring its safety as required by the ISM Code.

The STS operations under MARPOL exclude:

- Fuel oil bunkering operations.
- Oil transfer operations associated with fixed or floating platforms.
- STS operations necessary for securing a ship's safety, saving life at sea, or combating pollution incidents.

13.2 Bulk and General Cargo

Unlike STS operations between tankers which are regulated under the MARPOL Annex I, general and bulk cargo movements between ships at sea are not routinely undertaken since marine insurance underwriters perceive STS transshipment as a risky practice. However, the Department has identified such STS cargo transshipment activities – typically involving Dhows, barges, and small marine crafts – in the Emirate's waters during its risk assessment. In line with its safety mandate, the Department has addressed the STS cargo transshipment as a subset of this chapter.

13.3 Permit Requirements

An operation permit must be obtained from the Department (or Port Authority, if within Port Limits) before any STS operation and STS cargo transshipment activity in the Emirate's waters.

The permit categories are for:

1. STS Operations (single operation)
2. STS Cargo Transshipment Activities: Transshipment Marine Craft Operator (single operation)

STS Operations: The designated POAC must notify the concerned entities at least forty-eight (48) hours before any STS operation and apply at the Department (or Port Authority, if within Port Limits) for the operation permit.

When the estimated arrival time at the location or area for the STS operation changes by more than six (6) hours, a revised estimated arrival time must be given. The Department must be notified of the cargo transfer completion and the ship's anticipated time of unmooring. Notification to the relevant authority before the STS operation must include:

- Name, flag, call sign, IMO number, estimated arrival time of vessels involved in the STS operation.
- Date, time, and geographical location at the commencement of planned STS operations.
- Location where the STS operation will be conducted.
- Cargo type and quantity.
- The planned duration of STS operation.
- Identification and contact details of STS Service Provider or POAC.
- Confirmation that an STS operations plan exists on board.
- Acknowledgement of the applicable procedures.

STS Cargo Transshipment Activities: The marine craft operator must notify the the Department (or Port Authority, if within Port Limits) at least twenty-four (24) hours before any STS cargo transshipment activity, and must submit a request to the Department or Port Authority to conduct the operation. Notification to the relevant authority before the STS cargo transshipment activity must include:

- Name and registration number of all marine crafts involved in the STS cargo transshipment activity.
- Date, time, and geographical location, and expected duration of STS cargo transshipment activity.
- Cargo type and quantity.
- Identification and contact details of marine craft operator.

Following obligations apply to all STS operations and STS cargo transshipment activities in the Emirate's waters:

- Such operations without prior approval from the Department and other concerned entities are prohibited.
    - STS operations outside port limits are prohibited; they may only be permitted with the Department's approval.
    - STS cargo transshipment activities outside port limits are prohibited; they may only be permitted with the Department's approval.
- In general, no catering, water, fuel, or any similar items shall be supplied to marine crafts engaged in the STS operation unless necessary, subject to the Department's approval.

- Relevant flags and light signals must always be displayed on the marine crafts engaged in STS operations and STS cargo transshipment activities, as per the International Code of Signals.

The Department reserves the rights to:

- Reject any permit application or cancel previous permit approvals if the concerned party fails to meet the permit or statutory requirements.
- Postpone the STS operation or STS cargo transshipment activity due to adverse weather conditions.
- Board the marine craft(s) with a permit for STS operation or STS cargo transshipment activity to ensure compliance with safety standards and maritime rules.

1. STS OPERATION – TANKERS (SINGLE OPERATION)

☐ **Documentation Requirements**

1. Updated Q88 (questionnaire 88 by INTERTANKO).
2. Copy of vessel's certificates such as:
    - P&I Club certificate.
    - CLC certificate.
    - Certificate of Fitness (Gas/Chemical).
    - IOPP certificate.
    - Hoses and fenders certificate.
3. Copy of STS operation manual including:
    - Description of entire STS operation, including checklists.
        - Cargo transfer procedures (connecting and testing cargo hoses' integrity, topping off cargo tanks, and disconnecting cargo hoses).
        - Description of drip trays and procedures for emptying them.
        - Procedures for reporting oil spills into the water.
    - Risk assessment and associated contingency plan.
    - STS operational checklists as per ICS/OCIMF.
    - Ballast Water Exchange Report / Plan (procedures to exchange ballast water safely and efficiently per applicable structural and stability requirements).
    - Mooring and unmooring procedures and arrangement (including diagrams where necessary and procedures for tending the vessel's moorings during STS operations).
    - Crew list (titles, locations, and duties of all persons involved in the STS operation).
    - Cargo MSDS.
    - Copy of audit statement of safety requirements and procedures for each vessel.
    - Other safety considerations as defined in this document.
4. Copy of emergency response manual during STS operation, including:
    - Procedures for operating the emergency shutdown and communication systems and rapid breakaway.
    - Other safety considerations as defined in this document.
5. Copy of POAC's qualification and experience including:
    - Management level deck license or certificate meeting STCW standards with relevant dangerous cargo endorsements.

- Attendance to relevant ship handling course and training programs.
- Experience in conducting vessel alignment, mooring, and unmooring operations in similar circumstances and with a similar type of vessel (especially in the last six (6) months).
- Experienced in loading and unloading relevant cargo.
- Experience in the geographical transfer area and surrounding areas.
- Experience or knowledge of spill clean-up techniques, including familiarity with equipment and resources available in the STS contingency plan.
- Knowledge of the STS operations plan.
- Knowledge of local and federal legislation and regulations issued by the Department.

6. Copy of signed Declaration Form for "Operation Permit Stage" (see appendix).
7. NOC from concerned entities, if any.
8. Copy of contract award letter.
9. Any other document required by the Department.
10. Fee payment for permit issuance.

☐ **Type of Permit:** Single Operation (duration of STS operation)

☐ **Responsibilities of Permit-Holder**

1. In addition to the obligations and operational guidance provided in this document, the vessels engaged in STS operation must:
   - Ensure the first alignment rope between the vessels is sent before sunset.
   - Ensure STS operation is performed in the defined anchoring area (as approved by Department).
   - Keep official records of crew training conducted for the vessel's emergency plans and marine pollution response plan.
   - Ensure alignment between supplying and receiving vessels.
     i. Agree on starting signal, ceasing, decreasing, or increasing the cargo supply rate before the operation.
     ii. Operation must not begin until the starting signal is received from the supervisor of the process.
   - Ensure the location of anti-pollution and firefighting equipment in proximity of STS operation.
   - Hoist Bravo Flag (B) during daytime and the rounded red light of the spar at night.
   - Close all seacocks on each vessel within the operation area.
   - Cease boiler cleaning of soot blowing.
   - Cease gas and electric welding and cutting or any underwater maintenance or cleaning work.
   - Retain onboard records of STS operations for three (3) years and made available for inspection.
   - Pay all required fees to the Department within one (1) week from invoice/permit issuance (typically by the shipping agent).
2. Inform the Department immediately in case of technical problems about the management of STS operation. In case of accidents of any nature, the master of each vessel and the POAC shall provide the Department with reports immediately upon occurrence.
3. Keep an updated list of contact details of marine pollution authorities in the Emirate.
4. Comply with applicable rules and regulations.

2. CARGO TRANSSHIPMENT MARINE CRAFT OPERATOR (SINGLE OPERATION)
☐ **Documentation Requirements** 1. Copy of marine craft's registration certificate. 2. Business license (if applicable). 3. Details of STS cargo transshipment operation including: • Fendering and mooring arrangement. • Crew list (names and copy of Emirate ID). • Cargo type and quantity. • Contact details in case of emergencies. 4. Copy of signed Declaration Form for "Operation Permit Stage" (see appendix). 5. NOC from concerned entities, if any. 6. Copy of contract award letter. 7. Any other document required by the Department. 8. Fee payment for permit issuance.
☐ **Type of Permit:** Single Operation (duration of STS cargo transshipment)
☐ **Responsibilities of Permit-Holder** In addition to the obligations and operational guidance provided in this document, the permit-holder must: 1. Inform the Department immediately in case of technical problems about the management of STS cargo transshipment. In case of accidents of any nature, the permit-holder must provide the Department with a report immediately upon occurrence. 2. Comply with applicable rules and regulations.

13.4 Operational Guidance: STS Operations

Typical risks that can be faced during STS operations are:

- Oil spill leading to environmental or safety incidents.
  - Loss of containment from transfer hoses.
  - STS operation in an unauthorized location.
  - Inadequate training, preparation, or qualification of oil tankers' personnel.
  - Lack of supervision and monitoring.
  - Inadequate response to oil spill contingency planning.
- Damage to marine crafts involved in STS operations.
  - Poor fendering leading to damage and loss of containment when mooring and during STS operations.
  - Inadequate monitoring of sea and weather conditions and identifying need to discontinue transfer operations.

Below safeguards and mitigation measures can be considered for the effective management of these operational risks.

13.4.1 Planning

Pre-arrival Planning

- An STS operation must be under the control of one person (the POAC).
- The POAC must have the authority to:
  - Advise the suspension or termination of the STS operation.
  - Review the STS operations plan for that particular operation.
- The POAC must:
  - Ensure that the cargo transfer, mooring, and unmooring operations are conducted per the required STS plan.
  - Advise the master(s) of the cargo transfer's critical phases, mooring, and unmooring operation. The masters must be informed of the overall dimensions, freeboard, position of manifolds, mooring points, and fenders. Ships must be compatible in design and equipment and where mooring operations, hose handling, and communications can be conducted safely and efficiently.
  - Ensure the provisions of the contingency plan are carried out in the event of a spill.
  - Ensure that all required reports are made to the appropriate authorities.
  - Ensure those crew members involved in each aspect of the operation are correctly briefed and understand their responsibilities.
  - Ensure that approach and mooring operations are not attempted until proper effective communication has been confirmed between the two oil tankers and appropriate checks have been completed.
  - Ensure that a pre-transfer STS safety check is undertaken per accepted industry guidance.
  - Ensure that appropriate checks are undertaken before unmooring.
- A risk assessment must be carried out before each STS transfer operation and must cover operational hazards and the measures by which they are managed. The risk assessment must include:
  - Identification of the hazards associated with the operation (collision risks in the vicinity, cargo vapor pressure, H2S content, etc.).
  - Assessment of risks according to the probability and consequence.
  - Identification of measures to prevent and mitigate the hazard.
  - Procedures for dealing with unanticipated events.
- A contingency plan must be put in place covering all possible emergencies, especially during the maneuvering and cargo transfer phase, and provide a comprehensive response considering the resources available both at the transfer area and nearby back-up support.
  - Contingency plan must be agreed upon between both ships, the STS organizer, and the local authorities before STS operations commence.
- The STS transfer area must be carefully assessed for risks and chosen for a safe operation, in co-ordination with the appropriate authorities and considering sea room, traffic density, water depth, and the availability of a safe anchorage.
- Regarding weather conditions, the following must be taken into consideration:
  - If the transfer occurs with one ship at anchor, special care must be given to the ultimate strain placed on the anchor cable due to yawing movements aggravated by the current and weather condition.

- Weather forecasts must be obtained before and during the transfer.
- Throughout the berthing operation, the visibility must allow for safe maneuvering, taking into account the safe navigation and collision avoidance requirements.
- Special attention must be given to electrical storms.

- Shipmaster remains responsible for his ship's safety, crew, cargo, and equipment and must not permit safety to be prejudiced by others' actions.
  - Each master must ensure that the procedures recommended by this STS transfer operations plan are followed, and internationally accepted safety standards are maintained.
- To prevent human fatigue, the POAC must comply with rest period requirements. Record of rest and work hour compliance should be saved.
  - The master must consider the estimated duration of operations to ensure that safe and fatigue-free watchkeeping can be maintained throughout.

Equipment Check

- The masters must exchange information regarding the availability, readiness, and compatibility of the operation's equipment.
  - Ships must be equipped with good quality mooring lines, efficient winches, well placed and sufficiently strong closed fairleads (chocks), bollards, and other associated mooring equipment. All mooring equipment must be in good order and free of defects.
  - The tanker(s) must be provided with fenders, both primary and secondary.
- The master of the tanker to which the fenders are to be secured must request copies of the certificates demonstrating that the primary fenders have been tested per industry best practice, which is at intervals not exceeding two years. Secondary fenders do not require testing.
- Cargo hoses employed in the STS operation must be visually inspected before they are connected to the manifolds to determine that they are free of any damage and in good order.
  - If hoses are provided by an STS Service Provider, the master must ascertain the hoses' age to be used and must be satisfied that reasonable measures have been taken to ensure that they are fit for the intended service. The hose certificates must be made available by the STS Service Provider.
  - Periodic pressure testing and inspection of the hoses by a third party approved by the maker must also be sought.

Before maneuvering

- Before the maneuvers begin, the master must ensure the following:
  - Ensure that the crew is fully briefed on procedures and hazards, particularly for mooring and unmooring.
  - Ensure that the oil tanker conforms to relevant guidelines, is upright, and at a suitable trim.
  - Confirm that all essential cargo and safety equipment have been tested.
  - Confirm that mooring equipment is prepared per the mooring plan.
  - Fenders and transfer hoses are correctly positioned, connected, and secured.
  - Cargo manifolds and hose handling equipment are prepared.
  - Obtain a weather forecast for the STS transfer area for the anticipated period of the operation.
  - Agree on the actions to be taken if the emergency signal on the oil tanker's whistle is sounded.

- Both masters must exchange the relevant information before maneuvering, which includes mooring arrangements, quantities and characteristics of the cargo(es) to be loaded (discharged) and identification of any toxic components, sequence of loading (discharging) of tanks, details of cargo transfer system, number of pumps and maximum permissible pressure, rate of oil transfer during operations (initial, maximum and topping-up), time required by the discharging oil tanker for starting, stopping and changing rate of delivery during topping-off of tanks, normal stopping and emergency shutdown procedures, maximum draught and freeboard anticipated during operations, disposition and quantity of ballast and slops and disposal if applicable, details of proposed method of venting or inerting cargo tanks, details of crude oil washing, emergency and oil spill containment procedures, sequence of actions in case of spillage of oil, identified critical stages of the operation, watch or shift arrangements, environmental and operational limits that would trigger suspension of the transfer operation and disconnection and unmooring of the tankers, local rules that apply to the transfer, co-ordination of plans for cargo hose connection, monitoring, draining and disconnection, and unmooring plan.
- The master must oversee the navigational signals before and during an STS operation and ensure their compliance with COLREG.

Maneuvering

- Berthing and unberthing operations must be conducted during daylight unless the personnel concerned are suitably experienced in night-time STS maneuvering operations.
- If either of the shipmasters or the STS Superintendent has the slightest doubt about the maneuver's safety, the berthing operation must be aborted.

Mooring

- Moorings must be arranged and rigged to allow a safe, effective line tending when the ships are secured together.
- Mooring plan must consider:
  - Size of each ship and the difference in their sizes.
  - Expected difference in freeboards and displacements.
  - Anticipated weather and sea conditions.
  - Degree of shelter offered by the location.
  - Efficiency of the mooring line leads available.

13.4.2 Execution

Cargo Transfer – General Requirements

- STS operations must not commence or must immediately be stopped in case of any change in weather conditions that may affect maritime or environmental safety.
- Adequate lighting must be provided during STS operations at night.
- Rubber floaters must surround the operation area to prevent oil pollution in case of spillage.
- The use of rubber fenders and hoses must be in line with MARPOL and OCIMF guidelines.
- When both ships are securely moored, and before cargo transfer commences, good communications must be established between the personnel responsible for cargo operations onboard each marine craft.

- Pre-transfer checks must be satisfactorily completed.
- Cargo transfer operations must be carried out as per the requirements of the receiving ship. The person in charge of the cargo operations for each marine craft must be identified on a list posted on the bridge and cargo control room of both marine crafts, together with the names of other persons supervising the cargo transfer.
    - Qualification of the STS operations supervisor must satisfy training requirements outlined in the OCIMF STS Guide.
- Discharging and receiving ships must station a responsible person at the cargo manifold area to observe the hoses and check for leaks. A responsible person equipped with a portable radio must be stationed at or near the cargo pump controls or in the discharging ship's cargo control room.
- Both ships must be prepared to discontinue the STS operation immediately and to unmoor if necessary.
- In case of communications breakdown on either marine craft, the marine craft must sound an agreed emergency noise signal. At this signal, the STS operation must be suspended and only resumed after regular communication means have been restored.
- Cargo operations must be conducted under closed conditions with ullage, sounding, and sampling ports securely closed. Due regard must be given to any local regulations that may require the adoption of vapor balancing procedures.

Safety during Cargo Transfer

- Regulations regarding smoking and the use of naked lights must be strictly enforced. Warning notices must be displayed, and smoking rooms should be designated and marked.
- Precautions such as soot-blowing must be carried out before commencing the approach maneuver to avoid hot ash falling onto a ship's deck during the cargo transfer. In case of sparking from the funnel, transfer operations should be stopped immediately.
- Earth indicator lights showing on the main switchboard indicate a faulty circuit, and such faults must be immediately traced and isolated. This is to avoid the risk of arcing, especially in deck areas where hazardous accumulations of gas may be present.
- To eliminate the potential for incentive arcing between the two ships when presenting the hose string for connection:
    - A single insulating flange must be fitted within each hose string (or at one ship's manifold); or
    - One length of the electrically discontinuous hose must be fitted in each hose string; or
    - Hoses that are specially constructed to prevent static build-up or electrical currents transferring between ships must be used.
- Main radio equipment
    - Transmissions from the ship's main radio station can cause electrical resonance in insulated parts of some ship fittings, such as mast stays, and this can cause arcing across deck fittings. Similarly, arcing can occur on a ship's wireless aerials, especially over the insulators' surface when they have a coating of salt, dirt, or water.
    - The use of the ship's main radio equipment during cargo operations can be dangerous. Radio transmissions must not be permitted during periods when there is the possibility of flammable gas in the antennae region or where there is doubt about the effective earthing of stays, derrick equipment, and other such fittings.

- Main radio transmitting aerials on both ships must be earthed, and neither marine craft must use this equipment while alongside one another. Satellite communications equipment can be used for communications, subject to a risk assessment.

- As used for mooring and cargo operations, any hand-held VHF and UHF radios must be of intrinsically safe manufacture.
- Where either or both ships involved in STS operations are required to have an AIS operating while underway or at anchor, the AIS equipment must remain in use, including during STS operations.
- Portable electronic devices could constitute a risk to the ships if used in a hazardous area. Precautions must be taken to ensure that all personnel involved in the transfer and those who may be visiting the marine craft are fully aware of the dangers and any restrictions on using such items.
- Consultation between the masters is advisable before radar is used during cargo transfer operations.
- STS transfer operation must be suspended if cargo vapor accumulation around the decks or manifolds of either ship constitutes a risk to the marine craft or personnel and must not be resumed until it is considered safe to do so.
- When an electrical storm is present or imminent in the transfer area, the cargo transfer operation must be suspended and all vent risers, cargo systems, and IGS systems secured until it is considered safe to resume operations.
- Before permitting the use of galley stoves and other cooking appliances while a ship is engaged in STS operations, the master must consider the location, construction, and ventilation of the galley, jointly agree that no associated danger exists. Oil or gas-fired stoves or electrical appliances using exposed elements must not be used.
- Fire-fighting equipment must be ready for immediate use on both ships. Foam monitors onboard each marine craft must be pointed towards the cargo manifold in service and left in a suitable hands-off operation condition. Additional foam fire-fighting equipment must be immediately available for use on deck.
- All-access doors to the accommodation must be kept closed during cargo transfer operations. The master of each ship must designate those access doors that are to be used for personnel transit.
- No unauthorized craft must be allowed alongside either ship throughout the transfer.

13.4.3 Completion

Unmooring

- After completion of cargo transfer, the following operations must be carried out:
  - All hoses must be drained into one ship before disconnecting. The oil tanker with the greatest freeboard must close the valve at the manifold and drain the oil in the hoses into the other oil tanker's tank.
  - Hoses must be disconnected and securely blanked.
  - Cargo manifolds must be shut and securely blanked.
- After completing the STS completion checklist, the masters must coordinate the unmooring plan in preparation for the unmooring operation, taking into account weather and sea conditions prevailing in the area.

- Cargo transfer documents must be completed, communications checked, and both marine crafts' readiness established before unmooring operations.
- Unmooring at anchor must be carried out only by persons with considerable experience in STS operations.
    - Use of tugs must be considered where available, especially if yawing of the anchored ship is anticipated.
    - Unmooring during a change of tide is not recommended.
- Sufficient crew must be allocated to unmooring stations, with below considerations:
    - The cargo transfer side of the ship must be cleared of obstructions, including derricks or cranes.
    - Method of disengagement and letting go of mooring lines must be agreed upon.
    - Fenders, including their towing and securing lines, must be checked to be in good order.
    - Winches and winch lasses must be ready for immediate use.
    - Rope messengers and rope stoppers must be ready at all mooring stations.
    - Sharp fire axes or other suitable cutting equipment must be available at each mooring station.
    - Communications must be confirmed between ships and established with mooring personnel.
    - Mooring personnel must be instructed to let go of mooring lines only when directed.
    - Shipping traffic in the vicinity must be checked.

Some relevant standards, recommendations, and guidelines include:

- CDI/ICS/OCIMF/SIGTTO, STS Transfer Guide for Petroleum, Chemicals and Liquefied Gases.
- OCIMF, STS Service Provider Management, and Self-Assessment.
- Port Authorities procedures.
- EN 1765 or BS 1435: Specification for rubber hose assemblies for oil suction and discharge services.

13.5 Operational Guidance: STS Cargo Transshipment Activities

Typical risks that can be faced during STS cargo transshipment activities are:

- Dropped cargo leading to environmental or safety incidents.
- Damage to marine crafts' hull while berthing and unberthing.
- Damage to marine crafts' hull due to insufficient fendering.

Below safeguards and mitigation measures can be considered for the effective management of these operational risks.

General Safety Requirements

- The marine craft operators engaged in STS cargo transshipment activities must:
    - Ensure adequate fendering, securing, and mooring equipment is used and is in good order.
    - Drop their anchor in the permitted location.
    - Check shipping traffic in the vicinity.
    - Ensure that their mooring plan considers:
        - Size of each marine craft and the difference in their sizes.
        - Weather and sea conditions.
        - Degree of shelter offered by the location.

- For marine crafts equipped with derricks, the following must be considered:
  - Regular visual inspection to determine that they are free of any damage and are in good order.
  - Regular inspection and testing.
  - Loads must not be suspended over occupied areas (where people are likely to be working). Where such cases cannot be avoided, relevant precautions must be taken, for example, by defining the area as a hazard zone and where access is restricted.

14 COMMERCIAL DIVING OPERATIONS

Commercial diving operations in the Emirate's waters must be conducted safely. Commercial diving operations cover a range of underwater activities such as construction, repair, salvage, inspection, pipe laying, rescue operations, in-water inspection and maintenance of ships, underwater hull cleaning, and propeller polishing activities. Since the divers must rely entirely on external life support systems while working under severe performance limitations (cold, pressure, limited visibility), such underwater works must be performed only by trained, skilled, and licensed divers.

14.1 Permit Requirements

An operation permit must be obtained from the Department (or Port Authority, if within Port Limits) before any diving operation in the Emirate's waters, in addition to an annual permit for companies providing diving services.

The permit categories are for:

1. Commercial Diving Services (annual operation).
2. Commercial Diving Project (single operation).

The following obligations apply to all commercial diving operations in The Emirate's waters:

- Diving operations without prior approval from the Department and other concerned entities are prohibited.
- In general, no catering, water, fuel, or any similar items shall be supplied to marine crafts engaged in the diving operation unless necessary, subject to the Department's approval.
- Diving operations must be performed by qualified divers only and under the guidance of a qualified diving supervisor(s). Divers and diving supervisors must hold a license issued by the Department.
- Relevant flags (A) and light signals must always be displayed on the marine crafts engaged in the diving operations, as per the International Code of Signals.

The Department reserves the rights to:

- Reject any permit application or cancel previous permit approvals if the concerned party fails to meet the permit or statutory requirements.
- Postpone the commercial diving operation due to adverse weather conditions.
- Visit the diving site to ensure its compliance with safety standards and marine rules.

1. DIVING CONTRACTOR (COMMERCIAL DIVING SERVICES – ANNUAL OPERATION)

☐ **Documentation Requirements**

1. Copy of diving contractor's business license.
2. Copy of diving contractor's insurance including:
   - General liability insurance certificate.
   - Employer's liability.
   - Worker's compensation.
   - Equipment coverage (if any).
3. Copy of diving operation manual including:
   - Pre-dive, during dive, and post-dive procedures and relevant checklists.
   - Details of diving plant and equipment to be used during the diving operation.

- Details of communication mean to be used during diving operation with VTS.
- Other safety considerations as defined in this document.

4. Copy of emergency response manual including:
   - Availability and operational procedures for emergency equipment onboard the marine craft, including an adequate reserve of breathing gas in the event of compressor failure.
   - Other safety considerations as defined in this document.
5. Copy of signed Declaration Form for "Operation Permit Stage" (see appendix).
6. Any other document required by the Department.
7. Fee payment for permit issuance.

☐ **Type of Permit:** Annual Operation

☐ **Responsibilities of Permit-Holder**

In addition to the obligations and operational guidance provided in this document, the permit-holder must:

1. Apply for an operation permit for each diving project to be conducted.
2. Comply with applicable rules and regulations.

2. DIVING CONTRACTOR (COMMERCIAL DIVING PROJECT – SINGLE OPERATION)

☐ **Documentation Requirements**

1. Copy of diving project owner's business license.
2. Copy of diving contractor's business license.
3. Certified letter of project award to the diving contractor.
4. NOC from concerned entities, if any.
5. NOC from the owner (for privately owned areas).
6. Copy of diving contractor's insurance including:
   - General liability insurance certificate.
   - Employer's liability.
   - Worker's compensation.
   - Equipment coverage (if any).
7. Copy of diving project details including:
   - Project plan and location chart of the planned works.
   - Duration of planned works (start and end dates and time).
   - Contact details of the diving contractor.
   - Copy of marine craft's certificates and documentation.
     - Safety certificates.
     - Navigational permit.
     - Insurance and indemnity policies.
   - Details of diving contractor's diving team (supervisors and divers).
     - Name and qualification.
     - License of divers and diving supervisors (as issued by the Department).
     - Copy of medical fitness certificate.

8. Copy of diving operation manual including:
   - Pre-dive, during dive, and post-dive procedures and relevant checklists.
   - Details of diving plant and equipment to be used during the diving operation.
   - Details of communication mean to be used during diving operation with VTS.
     - VHF working channel to be agreed before commencement of operation (Channel 16 must be used for emergencies only, as per the applicable regulations).
     - Onsite mobile telephone.
   - Risk assessment for all planned tasks and contingency plans.
   - Other safety considerations as defined in this document.
9. Copy of emergency response manual including:
   - Availability and operational procedures for emergency equipment onboard the marine craft, including an adequate reserve of breathing gas in the event of compressor failure.
   - Copy of first aid certificates of diving team members responsible for emergency response.
   - Other safety considerations as defined in this document.
10. Copy of signed Declaration Form for "Operation Permit Stage" (see appendix).
11. Any other document required by the Department.
12. Fee payment for permit issuance.

☐ **Type of Permit:** Single Operation (duration of the diving project)

☐ **Responsibilities of Permit-Holder**

1. In addition to the obligations and operational guidance provided in this document, the permit-holder must:
   - Submit approval request to the Department in no less than forty-eight (48) hours before the diving operation.
   - Retain diving operations log for all divers engaged in the operation.
   - Ensure relevant certificates and documentation are available onboard the marine craft for inspection.
2. Inform the Department of the completion status of the diving project.
3. Inform the Department immediately in case of technical problems about the management of the diving operation. In case of accidents of any nature, the permit-holder must provide the Department with reports immediately upon occurrence.
4. Comply with applicable rules and regulations.

14.2 Operational Guidance

Typical risks during diving operations arising from unsafe diving practices with a potential for loss of life and other safety incidents are:

- No dive plan before commencement of dive.
- Inadequate training or medically unfit divers.
- Inadequate supervision of diving.
- Incorrect selection and incorrect use of diving plant and equipment, including wrong gas or gas mixtures during diving and decompression chambers.

- Failure of diving plant and equipment failure due to poor design or lack of regular maintenance and periodic inspection (including testing and replacement).
- Inadequate emergency response.

In addition to the above, diving operations for in-water ship cleaning activities (underwater hull cleaning and propeller polishing) may pose risks associated with marine biosecurity which protects the marine environment from impacts of non-indigenous marine species or other pest organisms. If done correctly, underwater cleaning removes marine growth and a minimal amount of antifouling paint. When done too vigorously or when ablative paint is scrubbed, however, unacceptable levels of toxic bottom paint (and the pesticide cuprous oxide) will be released into the surrounding water.

Below safeguards and mitigation measures can be considered for the effective management of these operational risks.

Personnel – Diving Contractor

- The diving contractor has the responsibility to ensure that a safe diving project is carried out by considering:
  - The diving project is appropriately and safely planned (including emergency plans and procedures), organized, managed, and conducted.
  - Diving supervisors are appointed in writing, and the extent of their control is documented.
    - A diving contractor must evaluate how much of the project can be supervised safely by one person, taking account of both routine operations and emergencies.
    - In case a diving project takes place over such an area or timescale that one diving supervisor cannot safely control it, this diving project must be divided into separate diving operations, with further supervisors being appointed for each identified diving operation. Written appointments should clearly define the times, persons and areas of control.
  - An adequate number of competent, qualified, and medically fit to dive team in dive team will enable the diving project to be carried out safely. All commercial divers must be trained to the appropriate level for the task assigned.
    - The dive team's size and composition are based on the diving project details, including diving depth, duration and continuity of the project, and the risk assessment.
    - On-the-job or other training may be necessary for individuals to gain competence. Any training must be under the direct supervision of a competent diver in both the diving and underwater tasks.
    - The dive team has a responsibility to co-operate with the diving supervisor and follow any reasonable directions and instructions from the diving supervisor.
  - Suitable mobilization and familiarization program is completed by all the members of the dive team.
  - Qualified personnel and equipment exist for first aid and medical treatment.
  - PPE is maintained, examined, and tested.
  - Sufficient and suitable diving plant and equipment are used (including for any reasonably foreseeable emergency).

- Diving warning signage relative to the diving operation must always be displayed in a prominent position to all marine crafts.

- The diving contractor must ensure that plant and equipment used during the diving operation are in good working order and maintained in safe working conditions.
- The diving contractor must keep diving operation records for at least two (2) years, including the diving project's details and the maintenance conducted on the diving plant and equipment.

Personnel – Minimum Qualification/Experience of Diving Supervisor

- The diving supervisor is responsible for and in immediate charge of the diving operation.
- Key responsibilities of the diving supervisor are:
  - Comply with the safety and operational requirements.
  - Set priorities concerning safety and operational requirements.
  - Orders the start of a dive.
  - He must not participate in a diving operation that he considers unsafe or not competent to supervise.
  - Must only hand over control of the diving operation to another diving supervisor who has been appointed in writing by the diving contractor.
  - Must be competent (with adequate practical and theoretical knowledge and experience) in the diving techniques and methods used during the diving operation.
  - Must have a certificate of qualification to supervise the type of operation that he is appointed to manage.
  - Maintain constant communication with the diving team and VTS during diving operations.
  - Conduct risk assessments, toolbox talks, including Last Minute Risk Assessment (LMRA).
  - Must ensure that the diving operation he is supervising is carried out safely and without risk to those involved or to those who may be affected by it and is in line with the relevant legal requirements and the diving project plan and site-specific risk assessment. This is done by:
    - Ensure to utilize diving team members that are qualified to perform assigned tasks.
    - Prevent a diver from diving if, in his opinion, the diver is not fit or not competent.
    - Instruct and guide the diving team during the execution of their tasks.
    - Verify that all plant and equipment have undergone the relevant inspections, examinations, and tests and are readily available for use before commencing diving operation.
    - Verify that all plant and equipment, unless intended to be mobile, are secured.
    - Availability of adequate quantity of breathing gas, with compressors safely set up and with a sufficient reserve of breathing gas in the event of compressor failure.
  - Report accidents, incidents, and near misses to the Department in addition to other project-specific response protocols.
- Diving supervisors must satisfy competence and training requirements defined in OSHAD-SF COP 45.0.

Personnel – Minimum Qualification/Experience of Divers

- Must hold a valid medical fitness certificate and be competent and qualified to undertake the dive and carry out any associated work task.
  - Competent in the method of diving that is safe to be used and in the type of work that is to be carried out.

- Must have an appropriate commercial diving qualification and a diving license issued by the Department.
- Ensure that, where the diver is competent in diving but is trained to carry out a task underwater, such training is under the direct supervision of a more qualified diver.

- Must maintain a daily record of their dives in a personal logbook.
- Must comply with any instructions applicable to them in the diving project plan.
- Divers must satisfy competence and training requirements defined in Chapter 7 “Maritime Training Centers”.

Diving Project Plan

- Record all safety-related information and instructions necessary for divers and others taking part in or associated with the diving project, including diving duration and site-specific hazards and risks.
- General principles of the diving methods and techniques to be used.
- Contingency procedures for any foreseeable emergency.
- Interface with other simultaneous operations and use of relevant diving warning signage.
- Review of project risk assessment at regular intervals, even if the risk is minimal, ensures that the risk assessment is still adequate and relevant for the ongoing project.

Diving Plant & Equipment – General Requirements

- All items of equipment worn by divers must, wherever possible, comply with relevant national or international standards.
- Gas Storage and Marking
  - Storage areas for high-pressure gas cylinders must be adequately protected.
  - Gas cylinders must be suitable in design, fit for purpose, safe for use, and handled with appropriate care.
    - Each cylinder must be inspected, examined, and tested by a competent person. Cylinders must be checked upon delivery and before use to ensure that they are fit for their purpose.
  - Gas storage units must comply with relevant national or international standards for color-coding and marking gas storage cylinders, quads, and banks. Where appropriate, pipework should also be color-coded.
- Closed Diving Bells
  - Divers must be able to enter and leave the bell without difficulty. It must be possible to recover an unconscious diver in an emergency (with adequate first aid equipment and a lifting plant).
  - Divers must transfer under pressure from the bell to a surface compression chamber and vice versa.
  - Must have valves, gauges, and other fittings to indicate and control the bell's pressure – external pressure will also need to be displayed to both the divers in the bell and the diving supervisor at the surface.
  - Must have adequate equipment (including reserve facilities) to supply appropriate breathing gas to divers and work from the bell.
  - Must have a primary umbilical system fitted with suitable protective devices to prevent uncontrolled loss of the diving bell's atmosphere if any component in the umbilical is ruptured.

- Must have lifting gear to lower the bell to the depth of the diving project, maintain it at that depth and raise it to the surface, without the occurrence of excessive lateral, vertical or rotational movement.

- Lifting Plant and Equipment
  - Safety standards must be applied when using lifting equipment to carry personnel, including any wires used for secondary or back-up lifting.
- Winches are provided with independent primary and secondary braking systems.
- Diving Baskets and Wet Bells
  - Must be designed to prevent the diver from falling out and to prevent spinning and tipping.
  - Must be fitted with suitable overhead protection and handholds.
  - Must be provided with a secondary means of recovering divers.
- When planning for a dive outside the no-decompression time-depth limits, relevant decompression tables designed to return the diver to the surface without developing decompression illness, must be followed. In the event that decompression sickness does develop, a decompression chamber, oxygen or treatment gas mixtures, and treatment tables and instructions must be readily available to treat this condition quickly and effectively.

Diving Plant & Equipment – Maintenance

- The diving contractor must establish a written, planned maintenance schedule and system for plant and equipment. Maintenance arrangements must be detailed and include passage of time, usage, operating conditions, and the manufacturer's specifications and periodicity.
  - The diving contractor must ensure that records of maintenance of plant and equipment are kept for future inspections and a minimum of twelve (12) months.
- The diving contractor must ensure that plant and equipment (including lift wires of diving bells and baskets) have been inspected, examined, and tested.
  - The frequency and extent of inspection, examination, and testing required must be per the relevant national or international standards and per the manufacturer's instructions, maintenance specifications, testing requirements, and periodicity of inspection.
  - All inspections, examinations, and tests must be carried out by, or under the close supervision of, a competent person.
  - Any damaged or defective plant or equipment must be immediately removed from use and identified to prevent its further use.
- All diving plant and equipment must be inspected immediately before use by a competent person to ensure that it is acceptable for the diving method and work. Nothing is damaged or suffering from deterioration.
- The diver must carry out a pre-dive visual inspection and check his equipment before every dive. Any defects detected must be immediately reported to the diving supervisor.
  - Divers' emergency gas supply cylinders and other cylinders used underwater can suffer from accelerated corrosion and must be regularly maintained, inspected, examined, and tested to ensure diver's safety.

Medical Checks

- Certificate of Medical Fitness

- All divers must have a valid certificate of medical fitness to dive issued by an approved doctor.
  - Commercial diving requires a high degree of physical and mental fitness. Every diver or person who is likely to be subject routinely to hyperbaric conditions must have a valid medical fitness certificate to dive rather than in an emergency.
  - Medical examinations and assessments of divers are required, doctors are selected for approval based on their training in diving physiology and their knowledge of diving.
  - Certificate of medical fitness to dive is a statement of the diver's fitness to perform work underwater and is valid for as long as the doctor certifies.
  - No diver should dive in contravention of any conditions, limitations, or restrictions imposed on them. A certificate of medical fitness to dive does not mean that a diver is currently medically fit, nor does it mean that a diver is competent to undertake any particular diving work task.

- General Fitness to Dive
  - Divers must not participate in a diving project if they are unfit to do so and must immediately inform the diving supervisor if they are incapable or become unfit to dive during the diving project.
    - Even a minor illness (e.g. common cold, a dental problem, fatigue, minor injury, recent medical treatment, recent illness, routine medications) can have severe effects on a diver under pressure. It must be reported to the diving supervisor before the start of a dive.
  - Divers who become unwell during the diving project must not remain underwater and must inform the diving supervisor.
  - Divers who have suffered an incident must record details of the treatment they received in their diver's logbook and show this record to the diving supervisor before taking part in their first dive after the treatment to check their fitness to return to diving.
  - The diving supervisor must seek guidance from the diving contractor's medical adviser if there is doubt about a diver's fitness to dive.
- Fitness Checks Before Diving
  - Before saturation exposure, the diving supervisor must ensure that a diver has had a medical check within the previous twenty- four (24) hours. This medical check will confirm the diver's fitness to enter saturation so far as is reasonably practicable. It will be carried out by a nurse, doctor, or diver medic. Contents of the medical check and the written record format may be decided by the diving contractor and specified in the diving contractor's diving project plan.
  - Before any dive not involving saturation, the diving supervisor must ask the divers to confirm that they are fit to dive and record this confirmation in the diving operation record.

In-water Cleaning Activities (Underwater Hull Cleaning & Propeller Polishing)

- A risk assessment to evaluate the risk of in-water cleaning activities and minimize potential threats to the divers, the marine craft, and the marine environment must be carried out, considering below points:
  - Biological risk of the biofouling organisms being removed from the ship (including the biofouling organisms' viability or exposure to biofouling material).
  - The geographical area that was the source of the biofouling on the ship, if known.

- Toxic effects related to substances within the anti-fouling coating system that could be released during the cleaning activity and any subsequent damage to the anti-fouling coating system.

- The diving contractor must ensure that the diving project plan considers the following:
  - Checking the MSDS of the marine craft's existing hull paint before the start of the cleaning. If required, the marine craft owner must be requested information about the name and type of paint used, health and safety warnings, maintenance requirements, and date applied.
  - Refraining from hull cleaning for a minimum of sixty (60) days after hard antifouling paint has been applied.
  - Gentle cleaning is carried out to avoid creating a plume or cloud of paint in the water.
  - The cleaning is carried out only for the diving equipment and zinc anodes on boats painted with ablative paints.
  - The least abrasive material that will effectively clean the painted surfaces must be chosen:
    - Soft sponges or pieces of carpet to clean marine growth.
    - Soft nylon or similar material on rotary brush machines.
    - More rigorous cleaning pads only as needed to remove hard growth.
    - Stainless steel pads or brushes only on unpainted metal areas.
  - The entire hull must not be cleaned if it is not dirty. Instead cleaning must be carried out on the waterline, running gear, and propeller.
  - Sanding, stripping or chipping hull paint must never be carried out underwater.
  - If replacing zinc anodes, the old ones must be brought ashore for recycling.
- The diving contractor must provide a copy of his standard pollution prevention procedures to the marine craft owner or operator.

Some relevant standards, recommendations, and guidelines include:

- OSHAD-SF, Code of Practice 45.0 – Underwater Activities
- International Marine Contractors Association (IMCA)
  - International Code of Practice for Offshore Diving
  - International Code of Practice for Offshore Diving – Middle East Appendix
  - Guidance on Health, Fitness and Medical Issues in Diving Operations
- Association of Diving Contractors International, International Consensus Standards for Commercial Diving and Underwater Operations
- IMO, Resolution MEPC.207(62), Biofouling Guidelines

15 MARINE SALVAGE & WRECK REMOVAL OPERATIONS

Marine salvage operations must be conducted to rescue, repair, and refloat a ship and its cargo, remove shipwrecks, and clear out the passage for further navigation and reduce the potential for marine pollution.

Marine salvage and wreck removal operations have been categorized as:

- **Ship salvage** – the rescue of grounded or damaged but afloat ships in open waters or sheltered waters. This may also include the salvage of large machinery components such as engines and driving systems by dissecting the hull or controlling the damage and conducting primary repairing tasks such as hull welding, stabilizing by rebalancing ballast tanks, and shifting cargo and structural bracing.
- **Cargo salvage** – retrieval of a ship's cargo with a focus to minimize marine pollution.
- **Wreck removal** – removal of marine debris from sunk ships to clear navigational channels or removing hazardous or unsightly substances. It usually involves cutting the hull of a shipwreck into small sections and refloating these.

Under the International Convention on Salvage 1989, a salvage contract will allow the successful salvor the right to a reward. The owners of salvaged marine crafts typically pay for the salvage operation. The salvage award will depend on:

- Labor provided by salvors
- Promptitude, skill, and efforts deployed in rendering services
- Value of property employed
- Risk incurred
- Value of property saved
- Degree of danger from which the property was rescued

There are few widely recognized contracts for marine salvage operations; a commonly used arrangement is the Lloyds Open Form (LOF). It is standard to append a SCOPIC ("Special Compensation – P&I Clubs") clause to the LOF to provide special conditions for remuneration to a salvor for efforts to prevent or minimize environmental damage caused by the salvage of a marine craft.

When concluding a salvage contract, the master must confirm:

- The company gives instructions (if available).
- Name of salvagers and position of signatories.
- Contents of salvage contract.
- Place of arbitration for salvage awards.
- Consent of the hull insurance company and cargo owners, where possible.

15.1 Permit Requirements

An operation permit must be obtained from the Department (or Port Authority, if within Port Limits) before any marine salvage or wreck removal operation in the Emirate's waters.

The following obligations apply to all marine salvage and wreck removal operations in the Emirate's waters:

- Marine salvage and wreck removal operations without prior approval from the Department and other concerned entities are prohibited.

- In general, no catering, water, fuel, or any similar items shall be supplied to marine crafts engaged in the marine salvage or wreck removal operation unless required, subject to the Department's approval.
- Relevant flags and light signals must always be displayed on the marine crafts engaged in the maritime salvage or wreck removal operations, as per the International Code of Signals.

The Department reserves the rights to:

- Reject any permit application or cancel previous permit approvals if the concerned party fails to meet the permit or statutory requirements.
- Postpone the marine salvage or wreck removal operation due to adverse weather conditions.
- Board the marine craft(s) with a maritime salvage or wreck removal operation permit to ensure compliance with safety standards and marine rules.
- Recover any reasonable costs and expenses incurred in handling shipwrecks hazardous to safe navigation in the Emirate's waters from the owner and the entity responsible for the wreck.

MARINE SALVAGE OPERATOR (SINGLE OPERATION)

☐ **Documentation Requirements**

1. Copy of marine salvage operator's business license.
2. Copy of authorized ship/cargo/wreck owner's details.
   - Business license (if a commercial entity).
   - Emirates ID, passport, and residence visa copy (if an individual).
3. Certified letter of project award to marine salvage operator.
4. Copy of salvage contract.
5. NOC from concerned entities, if any.
6. NOC from the owner (for privately owned areas).
7. Copy of marine salvage operator's insurance including:
   - General liability insurance certificate.
   - Employer's liability.
   - Worker's compensation.
   - Equipment coverage (if any)
8. Copy of marine salvage project details including:
   - Project plan and location Chart of the planned works.
   - Duration of planned works (start and end dates and time).
   - Contact details of marine salvage operator.
   - Copy of marine craft's certificates and documentation.
     - Safety certificates.
     - Navigational permit as applicable
     - Insurance and indemnity policies.
   - Details of marine salvage team (master and crew members)
     - Name and qualification
9. Copy of marine salvage operation manual including:
   - Operational procedures and checklists.

- Details of marine salvage equipment to be used.
- Details of communication means to be used during marine salvage operation with VTS.
  - VHF to agree working channel before commencement of operations (Channel 16 must be used for emergencies only, as per the relevant applicable regulations).
  - Onsite mobile telephone.
- Risk assessment for all planned tasks and contingency plans.
- Other safety considerations as defined in this document.

10. Copy of emergency response manual including:
    - Availability and operational procedures for emergency equipment onboard marine crafts.
    - Other safety considerations as defined in this document.
11. Copy of signed Declaration Form for "Operation Permit Stage" (see appendix).
12. Any other document required by the Department.
13. Fee payment for permit issuance.

☐ **Type of Permit:** NOC / Single Operation (duration of marine salvage project)

☐ **Responsibilities of Permit-Holder**

In addition to the obligations and operational guidance provided in this document, the permit-holder must:

1. Submit approval request to the Department in no less than forty-eight (48) hours before marine salvage operation.
2. Ensure relevant certificates and documentation are available onboard the marine craft for inspection.
3. Inform the Department of the completion status of the marine salvage project.
4. Inform the Department immediately in case of technical problems about the management of marine salvage operation. In case of accidents of any nature, the permit-holder must provide the Department with reports immediately upon occurrence.
5. Comply with applicable rules and regulations.

15.2 Operational Guidance

In addition to the statutory requirements in Chapter 2, marine salvage and wreck removal operations must comply with other international conventions ratified by the UAE:

- International Convention on Salvage, 1989 including relevant resolutions.
- Convention on the Prevention of Marine Pollution by Dumping of Wastes and Other Matter, 1972 (London Convention) and its 1996 Protocol (London Protocol).

Typical risks during marine salvage operations with potential for marine crafts sustaining underwater damage, allision, collision, or grounding resulting in a safety and environmental incidents are:

- Un-controlled and unauthorized marine salvage operations which are obstructing safe ship movements.
- Unlawful dumping of the wrecks.
- Use of unskilled personnel to perform salvage operations.
- Technical failure of lifting equipment used during marine salvage operations resulting in leakage from cargo or fuel spaces.

Below safeguards and mitigation measures can be considered for the effective management of these operational risks.

Marine Salvage and Wreck Removal Operations – Planning & Execution

- Marine salvage and wreck removal operator must consider various factors during the planning and execution of the salvage:
  - Type, size, and construction of the ship or wreck to be salvaged
  - Depth of the water in the salvage area
  - Tidal range and currents in the salvage area
  - Proximity of shipping routes or established traffic lanes
  - Type of traffic including density and frequency
  - Nature and quantity of the ship's cargo and types of oil on board the ship or the wreck to be salvaged
  - Vulnerability of surrounding facilities (e.g. port facilities, marine structures)
  - Prevailing meteorological and hydrographical conditions
  - Submarine topography of the salvage area
  - Height of the wreck above or below the surface of the water
  - Proximity of offshore installations, pipelines, telecommunications cables, and similar structures
  - Work shift requirements for the salvage team
  - Use of salvage tugs
  - Means of transportation for portable diving facilities (if required)
- Marine salvage and wreck removal operators must ensure that salvage is performed by salvors (specialized crew, competent and experienced in salvage operations).
  - It is the responsibility of the marine salvage operators to provide adequate training to their personnel.
  - Competent personnel must have:
    - Minimum 3 years of hands-on experience within a relevant engineering discipline related to lifting equipment and appropriate knowledge of applicable laws, codes of practice, and marine salvage techniques.
    - Regular safety training, including safe lifting, rigging, and slinging methods.
- Marine salvage and wreck removal operator must ensure that all lifting operations are risk assessed.
  - Cranes must be equipped with appropriate devices such as a hoisting limiter, a lower limiter, a rated capacity indicator, and a rated capacity limiter.
  - Lifting equipment must have adequate strength and stability for each load.
  - Supplier or manufacturer of the lifting equipment must be contacted for advice in difficult or unusual lifts.
  - Take suitable effective measures to provide resistance to overturning when required.
  - Prevent overload by using rated capacity indicators and limiters if there is a significant risk of overturning and overloading the equipment's use. When the safe lifting limits are being approached, such devices must provide an audible and visual warning.
  - Where lifting equipment and its load could be potentially affected by high wind, devices to monitor high wind speeds must be fitted to the lifting equipment to detect dangerous situations.

- Marine salvage and wreck removal operators must ensure that all diving operations are risk assessed. Refer to the "Diving Operations" chapter in this document.

Marine Salvage and Wreck Removal Operations – Lifting Equipment

- **Strength and Stability:** All lifting equipment and related accessories must be tested for strength and stability before its first use and significant alterations have been carried out.
  - Testing and certification of lifting equipment must be conducted by a certified classification society.
  - Methods to improve the stability of lifting equipment include:
    - Design a suitable base on which to position the lifting equipment
    - Use an anchorage system. If lifting equipment is anchored to other work equipment or structures, ensure that the equipment or structure can withstand the imposed forces.
    - Use counterbalancing weights
    - Use ballast, outriggers, or stabilizers
- **Maintenance:** Lifting equipment must be kept in suitable working conditions. They must be regularly inspected and checked for compliance with manufacturers' specifications and safe operation. As a minimum, it must include:
  - Regular preventative maintenance based on the preventive maintenance schedule and checklist.
    - Record-keeping of the preventive maintenance plans and actions shall be retained.
  - Regular examinations by a competent person.
    - Condition of all available materials, structures, and related accessories must be checked regularly to identify defects such as cracks, distortion, corrosion, and wear and tear wear of bearings. These securing points could affect a safe working load and overall strength and replace as necessary.
  - Calibration of equipment by an external calibration agency only.
- **Records of Lifting Equipment:** Records and service history of all equipment and related accessories must be retained, including date of repairs, modifications, tests, and examinations.

Marine Salvage and Wreck Removal Operations – Diving Equipment

- Refer to the "Diving Operations" chapter in this document.

16 DREDGING OPERATIONS

Dredging operations in the Emirate's waters are vital to enlarge, deepen and maintain its navigation channels, create new ones, and extract useful materials. Dredging operations can be categorized as:

- **General Dredging** to excavate underwater sediments from waterways and for the emplacement of oil, gas, or other pipelines or tunnels or to provide flood control in a muddy or lowland area, where environmentally acceptable.
- **Navigation Dredging** to create or extend harbors, basins, canals, marinas, and other marine facilities.
- **Construction or Reclamation Dredging** to provide materials such as sand, gravel, shell, and clay to construct industrial and residential areas and habitats for wildlife or provide fill material for beach recreation, restoration, and maintenance purposes for the construction of protective dunes.
- **Project-Specific Dredging** to excavate for projects such as environmental remediation, ecosystem enhancement, flood control etc.

All dredging activities in the Emirate's waters are subject to a thorough environmental impact assessment as to where the sediments are dredged or dumped, as per the Environment Agency of Abu Dhabi (EAD) requirements. Note that in some cases, it requires a strategic impact assessment depending on the scale of the dredging activity.

16.1 Permit Requirements

An operation permit must be obtained from the Department (or Port Authority, if within Port Limits) before any dredging operation in the Emirate's waters, in addition to an annual permit for companies providing dredging services.

The permit categories are for:

1. Dredging Services (annual operation).
2. Dredging Project (NOC / single operation).

The following obligations apply to all dredging operations in the Emirate's waters:

- Dredging operations without prior approval from the Department and other concerned entities are prohibited.
- In general, no catering, water, fuel, or any similar items shall be supplied to marine crafts engaged in the dredging operation unless required, subject to the Department's approval.
- Relevant flags and light signals must always be displayed on the marine crafts engaged in the maritime salvage operations, as per the International Code of Signals.

The Department reserves the rights to:

- Reject any permit application or cancel previous permit approvals if the concerned party fails to meet the permit or statutory requirements.
- Postpone the dredging operation due to adverse weather conditions.
- Board the marine craft(s) with a dredging operation permit to ensure its compliance with safety standards and marine rules.

1. DREDGING OPERATOR (DREDGING SERVICES – ANNUAL OPERATION)

☐ **Documentation Requirements**

1. Copy of dredging contractor's business license.
2. Copy of dredging operator's insurance including:
   - General liability insurance certificate.
   - Employer's liability.
   - Worker's compensation.
   - Equipment coverage (if any).
3. Copy of dredging operation manual including:
   - Operational procedures and checklists.
     - Dredged materials assessment and monitoring plan.
     - Disposal assessment plan.
   - Details of dredging equipment to be used.
   - Details of communication means to be used during dredging operation with VTS.
   - Other safety considerations as defined in this document.
4. Copy of risk assessment and emergency response manual including:
   - Availability and operational procedures for emergency equipment onboard the marine craft.
   - Other safety considerations as defined in this document.
5. Copy of signed Declaration Form for "Operation Permit Stage" (see appendix).
6. NOC from concerned entities, if any.
7. Any other document required by the Department.
8. Fee payment for permit issuance.

☐ **Type of Permit:** Annual Operation

☐ **Responsibilities of Permit-Holder**

In addition to the obligations and operational guidance provided in this document, the permit-holder must:

1. Apply for an operation permit for each dredging project to be conducted.
2. Comply with applicable rules and regulations.

2. DREDGING OPERATOR (DREDGING PROJECT – SINGLE OPERATION)

☐ **Documentation Requirements**

1. Copy of dredging project owner's business license (applicable for private sector).
2. Copy of dredging contractor's business license.
3. Certified letter of project award to dredging contractor.
4. NOC from concerned entities, if any.
5. NOC from the owner (for privately owned areas).
6. Copy of dredging operator's insurance including:
   - General liability insurance certificate.
   - Employer's liability.
   - Worker's compensation.

- Equipment coverage (if any).

7. Copy of dredging project details including:
   - Project plan and location chart of the planned works (including approved disposal location).
   - Duration of planned works (start and end dates and time).
   - Contact details of dredging operator.
   - Copy of environmental permit from the Environment Agency of Abu Dhabi (EAD) for dredging project.
   - Copy of marine craft's certificates and documentation.
     - Safety certificates.
     - Navigational permit.
     - Insurance and indemnity policies.
   - Details of dredging team (dredge master and crew)
     - Name and qualification
8. Copy of dredging operation manual including:
   - Operational procedures and checklists.
     - Dredged materials assessment and monitoring plan.
     - Disposal assessment plan.
   - Details of dredging equipment to be used.
   - Details of communication means to be used during dredging operation with VTS.
     - VHF to agree working channel before commencement of operations (Channel 16 must be used for emergencies only, as per the applicable regulations).
     - Onsite mobile telephone.
   - Risk assessment (including EIA) for all planned tasks and contingency plans.
   - Other safety considerations as defined in this document.
9. Copy of emergency response manual including:
   - Availability and operational procedures for emergency equipment onboard the marine craft.
   - Other safety considerations as defined in this document.
10. Copy of signed Declaration Form for "Operation Permit Stage" (see appendix).
11. Any other document required by the Department.
12. Fee payment for permit issuance.

☐ **Type of Permit:** NOC / Single Operation (duration of dredging project)

☐ **Responsibilities of Permit-Holder**

1. In addition to the obligations and operational guidance provided in this document, the permit-holder must:
   - Submit approval request to the Department in no less than forty-eight (48) hours before dredging operation.
   - Ensure relevant certificates and documentation are available onboard the marine craft for inspection.
2. Inform the Department of the completion status of the dredging project.

3. Inform the Department immediately in case of technical problems about the management of the marine salvage operation. In case of accidents of any nature, the permit-holder must provide the Department with reports immediately upon occurrence.
4. Pre- and post-bathymetric survey results must be provided to the Department in the format as required by the Department.
5. Comply with applicable rules and regulations.

16.2 Operational Guidance

In addition to the statutory requirements in Chapter 2, dredging operations must comply with other international conventions ratified by the UAE:

- Convention on the Prevention of Marine Pollution by Dumping of Wastes and Other Matter, 1972 (London Convention) and its 1996 Protocol (London Protocol)

Typical risks during dredging operations with potential for safety and environmental incidents are:

- Unauthorized dredging and reclamation activities, with lack of no-objection letter from relevant entities (e.g. Department or the Port Authority if dredging within the port area).
- Insufficient oversight on dredging activities with associated allision, collision, and grounding risks.
- Unlawful dumping of dredged materials causing damage to marine organisms, habitat degradation, noise, sedimentation, and increases in suspended sediment concentrations.
- Use of inappropriate dredging equipment.
- Poor management of channels and fairways.
- Use of unskilled personnel to perform dredging and reclamation activities.

Below safeguards and mitigation measures can be considered for the effective management of these operational risks.

Dredging Operations – General Requirements

- Dredging operations must be conducted in such a way as to minimize the obstruction of navigation to other ship movements.
  - Dredging operators must provide alternative passage, including placement of ranges, buoys, piles, and other marks in navigable water or onshore.
    - The dredging operator must not move or relocate any AtoN installed in the channels or waterways. However, if an AtoN is required to be moved to complete the dredging operation, the dredging operator must notify the Department.
  - Upon completion of dredging operations, the dredging plan and all associated marks must be promptly removed by the dredging operator.
- Dredging operations must be performed in compliance with the site-specific conditions (e.g. hydrometeo, soil) and relevant environmental requirements.
- Dredging operator must obtain an environmental permit before commencing any dredging operation.
  - Environment permit approval will be subject to an Environmental Impact Assessment (EIA).
  - EIA must be aligned to:

        - Environment Agency of Abu Dhabi (EAD), Technical Guidance Document EAD-EQ-PCE-TG-02.
- Dredging operations must be well planned and conducted under surveillance, management, and control to avoid surface and groundwater pollution.
    - Waste prevention assessment must be aligned to:
        - EAD, Waste Planning Policy EAD-EQ-PR-P-02
        - EAD, Waste Classification Technical Guidance Document, EAD-EQ-PR-TGD-01
- Dredging operations must be conducted by skilled personnel using adequate PPE such as:
    - High visibility vests
    - Safety glasses
    - Safety shoes
    - Other safety workwear
- The dredging operator must assess the hazards likely to arise from the weather conditions during the period of the dredging operation.

Dredging Operations – Equipment

- Choice of dredging equipment must meet project-specific requirements and limitations.
    - Operational and technical requirements and limitations:
        - Type of sediment: soil or rock conditions
        - Transport options: location of the dredged material placement areas and access to the dredging site
        - Configuration of the dredge site including water depths of the dredged area
        - Deployment of dredging equipment and associated system
        - Placement of dredging equipment and associated system
    - Environmental requirements and limitations
- Dredging equipment must be reliable, durable, and eco-friendly.

Dredging Operations – Disposal of Dredged Materials

- Disposal of all dredged materials shall be subject to Environment Agency of Abu Dhabi (EAD) approval.
- The dredging operator must keep records of its sampling and testing tasks for the dredged materials for disposal.
    - If dredged material is composed almost exclusively of sand, gravel, or rock, the dredged material may be exempted from rigorous testing.
- The dredging operator must assess the characteristics and composition of dredged material and evaluate the disposal site for any potential adverse effects of dredged materials. Below aspects must be considered:
    - Physical characterization
        - Quantity of dredged material (gross wet tonnage)
        - Method of dredging (e.g. mechanical dredging, hydraulic dredging, pneumatic dredging)
        - Rough preliminary determination of sediment characteristics (i.e. clay, silt, sand, gravel, rock)
    - Chemical and biological characterization.

- Availability of information from existing sources (e.g. field observations, similar sites, previous test data on similar material tested not more than five years previously)
- Estimation of gross loading of contaminants
- Any undesirable effects (e.g. chronic or acute toxic effects on marine organisms or human health, possibly arising from their bioaccumulation in aquatic organisms and especially in food species/food chain)

o The evaluation must indicate:
- Near- and the far-field fate of the dredged material.
- Short- and long-term effects on marine resources and the environment.

Some relevant standards, recommendations, and guidelines include:

- Environment Agency of Abu Dhabi (EAD):
  - Waste Planning Policy EAD-EQ-PR-P-02.
  - Technical Guidance EAD-EQ-PCE-TG-02, Environmental Impact Assessment (EIA).
  - Technical Guideline EAD-EQ-PR-TGD-01, Waste Classification.
  - Technical Guidance EAD-EQ-PR-TG-12, Dredging, and Reclamation.
- International Association of Dredging Companies (IADC)[10].
- European Dredging Association (EuDA)[11].
- Central Dredging Association (CEDA)[12].

[10] IADC is an international organisation for contractors in the private dredging industry that provides manuals and guidelines for different types of the dredging activities.
[11] EuDA is the official interface between the European dredging industry and European Institutions.
[12] CEDA is a leading independent forum for the professional dredging community and associated industries in Europe, Africa and the Middle East that represent dredging professionals and organizations.

17 AIDS TO NAVIGATION

Aids to Navigation (AtoN) are devices used to indicate a channel's dimensions, safe side to pass a hazard by marking underwater hazards, waypoints, routes, shoals, sandbanks, wrecks, traffic separation schemes, and turning marks. The International Association of Marine Aids and Lighthouse Authorities (IALA) is responsible for the worldwide navigational aids system's governances, supporting safe navigation. **The UAE uses the IALA System A for all buoyage and navigational marks.**

The different types of marks used in this buoyage system are distinguished by their shape, color, top mark by day, and the light's color and rhythm by night. Further information can be found in Appendix E: Aids to Navigation – General Information.

17.1 Permit Requirements

An operation permit must be obtained from the Department (or Port Authority, if within Port Limits) before any AtoN operation (installation, removal, or modification) in the Emirate's waters.

The following obligations apply to all AtoN operations in the Emirate's waters :

- AtoN operations without prior approval from the Department and other concerned entities are prohibited.
- In general, no catering, water, fuel, or any similar items shall be supplied to marine crafts engaged in the AtoN operation unless required, subject to the Department's approval and certification.
- Relevant flags and light signals must always be displayed on the marine crafts engaged in the AtoN operations, as per the International Code of Signals.

The Department reserves the rights to:

- Reject any permit application or cancel previous permit approvals if the concerned party fails to meet the permit or statutory requirements.
- Postpone the AtoN operation due to adverse weather conditions.
- Board the marine craft(s) with a permit for AtoN operation to ensure compliance with safety standards and maritime rules.

ATON CONTRACTOR – INSTALLATION, REMOVAL OR MODIFICATION
☐ **Documentation Requirements**
1. Copy of AtoN owner's business license.
2. Copy of AtoN contractor's business license.
3. Certified letter of project award to AtoN contractor.
4. NOC from concerned entities, if any.
5. NOC from the owner (for privately owned areas).
6. Copy of AtoN contractor's insurance including:
• General liability insurance certificate.
• Employer's liability.
• Worker's compensation.
• Equipment coverage (if any)
7. Copy of AtoN project details including:

- Project plan and location chart of the planned works.
- Duration of planned works (start and end dates and time).
- Annual maintenance plan (for installation or modification AtoN projects).
- Contact details of AtoN contractor during operation.
- Copy of marine craft's certificates and documentation.
  - Safety certificates.
  - Navigational permit.
  - Insurance and indemnity policies.
- Details of AtoN team (master and crew members)
  - Name and qualification

8. Copy of AtoN project's operation manual including:
   - Operational procedures and checklists.
   - Details of communication means to be used during AtoN operation with VTS.
     - VHF working channel to be agreed before commencement of operations (Channel 16 must be used for emergencies only, as per the applicable regulations).
     - Onsite mobile telephone.
   - Risk assessment for all planned tasks and contingency plans.
   - Other safety considerations as defined in this document.
9. Copy of signed Declaration Form for "Operation Permit Stage" (see appendix).
10. Any other document required by the Department.
11. Fee payment for permit issuance.

☐ **Type of Permit:** Single Operation (duration of AtoN project)

☐ **Responsibilities of Permit-Holder**

1. In addition to the obligations and operational guidance provided in this document, the permit-holder must:
   - Submit approval request to the Department in no less than forty-eight (48) hours before AtoN project.
   - Ensure relevant certificates and documentation are available onboard the marine craft for inspection.
2. Inform the Department on the start and completion of the AtoN project, with details and locations of AtoN in a format as required by the Department (for the update of navigational charts).
3. Inform the Department immediately in case of technical problems of management of AtoN operation. In case of accidents of any nature, the permit-holder must provide the Department with reports immediately upon occurrence.
4. Submit subsequent monthly maintenance reports (for AtoN projects involving the installation or modification of AtoNs).
5. Comply with applicable rules and regulations.

17.2 Operational Guidance

Typical risks associated with AtoN-related operations that have a potential for marine craft allision, collision, or grounding with associated environmental and safety risks are:

- Un-controlled and unauthorized placement of AtoN, both temporary and permanent, to the marine environment (not approved by the Department and not in compliance with IALA requirements).
- Inadequate inspections and audit process of local AtoN.
- Charts not updated with navigational markings being placed by unauthorized contractors.
- Navigational warnings are not issued for temporary buoyage placement.
- Sub-standard maintenance or lack of regular and scheduled maintenance of installed AtoN leading to technical failures such as failure of communications systems and degradation of data quality.
- Lack of unscheduled maintenance of installed AtoN following hazardous meteorological conditions such as windstorms (shamal), earthquakes, etc.

Below safeguards and mitigation measures can be considered for the effective management of these operational risks.

Buoy Identification – General Information

- Every buoy must be easily identified by its color, shape, top mark, light, and light sequence.
  - All buoys must also have identification marks shown as abbreviations of names, letters, and ID numbers.
- All AtoN in the UAE must be aligned to IALA's System A buoyage requirement.
- Retroreflective surface should not be used for daymarks of AtoN.
- Retroreflective materials can be used for some small parts of an unlighted AtoN to detect the position and colour at night by use of the search light.
- The use of retroreflecting material on AtoN marks must be aligned with the requirements set by IALA Guideline, G1145 – Application of Retroreflecting Material on AtoN.

Installation

- Deployment of AtoN must be conducted by adequately trained personnel or approved providers only.
- Installation of AtoN and their mooring systems must factor in their design specifications versus the water depth and exposure to wind, waves, and currents where they will be installed.
- The WGS84 coordinate must be used when positioning an anchor of the floating aids to navigation. It is typical for the mooring anchor of floating buoys to move off-station during storms or positional errors while laying the anchors. For ease of tracking, each buoy is recommended to have a GPS/DGPS tracker as controlling the position of the anchor could help improve the buoy's positional accuracy.

Maintenance – General Information

- Maintenance must be conducted by adequately trained personnel only.
- Routine maintenance must be structured in two stages:
  - **Corrective Maintenance**: rapid repairs of failed equipment (as part of scheduled and unscheduled inspections by maintenance team).
  - **Preventive Maintenance:** routinely inspected equipment and systems at planned intervals to prevent breakdowns from occurring.

- Emergency maintenance must be conducted within 24 hours after receiving notification.

Maintenance – Buoys and Mooring System

- Buoys and their mooring systems (particularly the underwater portion) must be regularly inspected.
  - If a buoy is damaged or deteriorated beyond the servicing unit's repair capabilities, it shall be immediately replaced or its maintenance date adjusted as required.
  - Maintenance and replacement of reflecting band must follow IALA Guidelines G1145 Application of Retroreflecting Material on AtoN.
- **Chain** (riser chain, the chafe section, and the bottom chain):
  - Record wear rates for each installed buoy.
  - Replace any chain that is deformed, stretched, bent, or twisted.
  - Replace any chain if it is worn to the minimum wear measurement or if it will reach this point before the next scheduled mooring inspection (based on annual wear rates).
  - Inspect for wear by measuring the smallest parts of the most worn links using a caliper.
  - Inspect the entire chafe section of the mooring. It is advisable to bring the whole mooring (including the sinker) on board.
- **Bridles/Straps**:
  - Check for wear by measuring the smallest parts of the most worn links using a caliper.
  - Replace any bridles with deformed, stretched, bent or twisted links or if they reached the minimum wear measurement for the comparable chain size.
  - Record wear rates for each unit.
- **Hull**:
  - Check for flooding.
  - Check for damage that could affect buoys' watertight integrity and repair to the extent possible.
  - Repair and replace buoy hulls when the hull thickness reaches the minimum allowable level.
  - Follow safety requirements for confined space entry before entering a buoy hull to conduct a repair.
  - Conduct an air test before performing hot work on the buoy hull. If hot work is required in the battery pockets or near vent lines or vent valves, remove the battery pocket covers and batteries before beginning hot work.
  - Use a combustible gas monitor or explosive meter to perform gas testing before conducting any hot work.
- **Appendages**:
  - Check for wear of all swing arms and mooring pins to ensure their suitability.
  - Repair or replace all units that create hazards.
- **Towers**:
  - Check all tower legs and feet for cracks and breakages of welds.
  - Arrange repair or replacement of the damaged units.
- **Battery Pockets/Buoy Battery Boxes**:
  - Check all battery pocket closures for damages of flanges, covers, swing bolts, and gaskets etc.
  - Coincide battery recharging cycles with routine visits.

  - Mooring inspections or reliefs to the maximum extent possible Arrange repair or replacement of the damaged units.
  - Air test all repaired battery pocket closures before redeployment. A buoy battery box is not required to be air tested.
- **Wiring**:
  - Check all accessible wiring for cracking, deterioration, and corrosion and replace as necessary.
  - Replace wire retaining clips and stuffing tubes as required.
- **Coating**:
  - Remove heavy marine growth and buoy critters. This can be done by scraping; however, special care shall be taken to protect the buoy's coating system, particularly to the ablative antifouling paint.
  - Use high-pressure water wash for the removal of guano, slime, and salt.
  - Minimize touch-up painting. Coating shall be avoided for "cosmetic" reasons.

Some relevant standards, recommendations, and guidelines include:

- Abu Dhabi Maritime Signage Guidelines (published by Department).
- International Association of Marine Aids to Navigation and Lighthouse Authorities (IALA).
- Relevant IALA guidelines, recommendations, manuals and requirements.

18 HYDROGRAPHIC SURVEYS

In the UAE, navigational information updates to the International Hydrographic Organization (IHO) are undertaken by the UKHO (United Kingdom Hydrographic Office). In the Emirate, hydrographic surveys are planned and administrated by the Department. These include:

- General hydrographic surveys to study and determine coastlines and bathymetric plots.
- Harbor and port surveys to determine suitable locations before constructing port structures.
- Wreckage surveys to study the position of wreckage as part of an investigative effort or the salvage process.

An overview of surveying techniques can be found in

Appendix F: Hydrographic Survey Techniques**.**

18.1 Permit Requirements

An operation permit must be obtained from the Department (or Port Authority, if within Port Limits) before any hydrographic surveys in the Emirate's waters, in addition to an annual permit for companies providing hydrographic survey services.

The permit categories are for:

1. Hydrographic Survey Services (annual operation).
2. Hydrographic Survey Project (NOC / single operation).

The following obligations apply to all hydrographic operations in the Emirate:

- Hydrographic surveys without prior approval from the Department and other concerned entities are prohibited.
- In general, no catering, water, fuel, or any similar items shall be supplied to marine crafts engaged in the hydrographic survey unless required, subject to the Department's approval.
- Relevant flags and light signals must always be displayed on the marine crafts engaged in the hydrographic surveys, as per the International Code of Signals.
- A copy of any hydrographic data collected within the Emirate must be submitted to the Department in the agreed form to update navigational charts.

The Department reserves the rights to:

- Reject any permit application or cancel previous permit approvals if the concerned party fails to meet the permit or statutory requirements.
- Postpone the hydrographic surveys due to adverse weather conditions.
- Board the marine craft(s) with a permit for hydrographic surveys to ensure compliance with safety standards and maritime rules.

1. HYDROGRAPHIC SURVEY PROVIDER (HYDROGRAPHIC SURVEY SERVICES – ANNUAL OPERATION)
☐ **Documentation Requirements** 1. Copy of hydrographic survey provider's business license. 2. Copy of hydrographic survey provider's insurance including: • General liability insurance certificate. • Employer's liability. • Worker's compensation. • Equipment coverage (if any) 3. Copy of hydrographic survey project's operation manual including: • Operational procedures and checklists. • Details of communication means to be used during hydrographic survey operation with VTS. • Other safety considerations as defined in this document. 4. Copy of signed Declaration Form for "Operation Permit Stage" (see Appendix). 5. NOC from concerned entities, if any. 6. Any other document required by the Department.

7. Fee payment for permit issuance.

☐ **Type of Permit:** Annual Operation

☐ **Responsibilities of Permit-Holder**

In addition to the obligations and operational guidance provided in this document, the permit-holder must:

1. Apply for an operation permit for each hydrographic survey project to be conducted.
2. Comply with applicable rules and regulations.

2. HYDROGRAPHIC SURVEY PROVIDER (HYDROGRAPHIC SURVEY PROJECT – SINGLE OPERATION)

☐ **Documentation Requirements**

1. Copy of hydrographic survey provider's business license.
2. Certified letter of project award to the hydrographic service provider.
3. NOC from concerned entities, if any.
4. NOC from the owner (for privately owned areas).
5. Copy of hydrographic survey provider's insurance including:
   - General liability insurance certificate.
   - Employer's liability.
   - Worker's compensation.
   - Equipment coverage (if any)
6. Copy of hydrographic survey project details including:
   - Project plan and location chart of the planned works.
   - Duration of planned works (start and end dates and time).
   - Details of equipment to be used.
     - Echo Sounder (brand & model).
     - Positioning System (DGPS/ RTK).
     - Any other survey equipment used.
   - Contact details of the hydrographic service provider.
   - Copy of marine craft's certificates and documentation.
     - Safety certificates.
     - Navigational permit.
     - Insurance and indemnity policies.
   - Details of hydrographic survey provider's team (hydrographic surveyors) - name and qualifications
7. Copy of hydrographic survey project's operation manual including:
   - Operational procedures and checklists.
   - Details of communication means to be used during hydrographic survey operation with VTS.
     - VHF working channel to be agreed before commencement of operations (Channel 16 must be used for emergencies only, as per the applicable regulations).
     - Onsite mobile telephone.
   - Risk assessment for all planned tasks and contingency plans.
   - Other safety considerations as defined in this document.

8. Copy of signed Declaration Form for "Operation Permit Stage" (see Appendix).
9. Any other document required by the Department.
10. Fee payment for permit issuance.

☐ **Type of Permit:** NOC / Single Operation (duration of hydrographic survey project)

☐ **Responsibilities of Permit-Holder**

1. In addition to the obligations and operational guidance provided in this document, the permit-holder must:
    - Submit approval request to the Department in no less than forty-eight (48) hours before the hydrographic survey project.
    - Ensure relevant certificates and documentation are available onboard the marine craft for inspection.
2. Inform the Department of the completion status of the hydrographic survey project.
3. Submit hydrographic survey data to the Department.
4. Inform the Department immediately in case of technical problems of the management of hydrographic survey operation. In case of accidents of any nature, the permit-holder must provide the Department with reports immediately upon occurrence.
5. Comply with applicable rules and regulations.

18.2 Operational Guidance

Typical risks that the companies can face during their operation are:

- The substandard hydrographic survey requirements for planning and execution create a potential risk to safety and environmental risks.
- Nautical charts and data are not updated, creating the potential for allision, collision, and grounding of ships operating in the Emirate's waters.
- Use of unskilled personnel to perform a hydrographic survey.

Below safeguards and mitigation measures can be considered for the effective management of these operational risks.

Hydrographic Survey – Planning & Execution

• Subject to its purpose and objective, a hydrographic survey must comply with the IHO standards, where the data is required to update the navigational charts.
• Statement of work for the survey must be clear in terms of acquisition method, grid resolution, survey limits, feature verification.
• The pre-survey risk assessment must consider:
  ○ Competency of persons responsible for the hydrographic surveys.
  ○ The complexity of the area to be surveyed.
  ○ Depth and width of navigable water in relation to marine craft draught.
  ○ Fairway design.
  ○ Potential environmental impact of a hydrographic-related event.
  ○ Quality/reliability and uncertainty of existing hydrographic information.
  ○ Regional development.

  - Reports arising from ship groundings or reported depth discrepancy.
  - Ship type and operations (i.e. high speed, restricted in ability to maneuver, etc.)
  - Stability of seabed.
  - Survey equipment.
- Dangers to navigation must be considered during the execution of hydrographic surveys, such as:
  - AtoN located off station is damaged to the extent that it does not serve its intended purpose, or its characteristics are incorrectly charted.
  - Uncharted AtoN, unless temporary in nature or repositioned frequently.
  - Uncharted or inadequately charted clearances for bridges and overhead cables or pipelines.
  - Elevated pipelines.
  - Whether submerged or visible, natural or cultural features pose an imminent danger to surface navigation based on a company's knowledge of the survey area, marine craft traffic, and existing cartographic product.
- All dangers to navigation identified during hydrographic surveys must be reported to the Department.

Hydrographic Surveyors – Qualification

- Hydrographic Surveys must be conducted by competent and trained personnel only. Qualification of the hydrographic surveyors must satisfy competence and training requirements outlined in the IHO S-5: Standards for Competence of Hydrographic Surveyors.

Some relevant standards, recommendations, and guidelines include:

- Nautical information standards and manuals by IHO:
  - S-52, S-57, S-61, and S-63: Standards for Electronic Charts.
  - S-49: Standardization of Mariners' Routing Guides.
  - S-44: Standard for Hydrographic Surveys.
  - S-5: Standards for Competence of Hydrographic Surveyors.
  - Manual on Hydrography (Publication C-13), Chapter 7 – Hydrographic Practice and Appendix 1. – Survey Planning and Estimation Guide.

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Appendix A: Table Of Marine Activities

#	Activity Name	Activities Grouping in this Document	[Operation Permit Stage] Permit Required
1	PWC leasing	Maritime Leisure Activities	Annual Permit
2	Commercial marine crafts rental	Maritime Leisure Activities	Annual Permit
3	Excursion boats and marine crafts renting	Maritime Leisure Activities	Annual Permit
4	Marine crafts management and operation	Ship Management & Operations	Annual Permit
5	Marina management and operation	Maritime Services	Annual Permit
6	Marine crafts piloting and towing	Maritime Services	Annual Permit; follow Port Authority's guidance
7	Driving institute of boats and yachts	Maritime Education & Training	Annual Permit
8	Building of commercial marine crafts	Marine Facility including Ship Building, Repair & Recycling	Annual Permit
9	Personal watercraft manufacturing	Marine Facility including Ship Building, Repair & Recycling	Annual Permit
10	Ports management	Maritime Services	follow Port Authority's guidance
11	Marine transport by private contracts for passengers and goods	Ship Management & Operations	Annual Permit
12	Inland waterway transport for passengers	Ship Management & Operations	Annual Permit
13	Inland water transport of goods	Ship Management & Operations	Annual Permit
14	Pleasure and sporting boats manufacturing	Marine Facility - Ship Building, Repair & Recycling	Annual Permit
15	Running marine tourist voyages	Maritime Leisure Activities	Annual Permit
16	Marine transportation of passengers and goods by contracts	Ship Management & Operations	Annual Permit
17	Fire-fighting and prevention services in ports	Maritime Services	follow Port Authority's guidance
18	Inspection and classification of shipping means	Maritime Services	Annual Permit
19	Repair and maintenance of marine craft	Maritime Services	Annual Permit

#	Activity Name	Activities Grouping in this Document	[Operation Permit Stage] Permit Required
20	Repair and maintenance of marine craft engines	Maritime Services	Annual Permit
21	Boats repairing	Maritime Services	Annual Permit
22	PWC repairing and maintaining	Maritime Services	Annual Permit
23	Boats works workshop	Marine Facility including Ship Building, Repair & Recycling	Annual Permit
24	Dhow renting	Maritime Leisure Activities	Annual Permit
25	Marine residential platforms leasing – House boats	Maritime Leisure Activities	Annual Permit
26	Likely sinking marine crafts and cargo salvage	Maritime Services	NOC / Single Permit; follow Port Authority's guidance
27	Training and qualification of marine cadres	Maritime Education & Training	Annual Permit
28	Training in port equipment and operations	Maritime Services	follow Port Authority's guidance
29	Diving training club	Maritime Education & Training	Annual Permit
30	Marine sports club	Maritime Leisure Activities	Annual Permit
31	Water passages dredging and deepening	Maritime Services	NOC / Single Permit; Annual Permit; follow Port Authority's guidance
32	Marina construction contracting	Maritime Services	NOC / Single Permit
33	Marine crafts and floating structures sections manufacturing	Marine Facility including Ship Building, Repair & Recycling	Annual Permit
34	Building of fishing boats and fish-processing factory marine crafts	Marine Facility including Ship Building, Repair & Recycling	Annual Permit
35	Construction of drilling platforms, floating or submersible	Marine Facility including Ship Building, Repair & Recycling	Annual Permit
36	Construction of floating structures	Marine Facility including Ship Building, Repair & Recycling	Annual Permit
37	Building of hovercraft	Marine Facility including Ship Building, Repair & Recycling	Annual Permit
38	Inflatable boats and rafts manufacturing	Marine Facility including Ship Building, Repair & Recycling	Annual Permit

#	Activity Name	Activities Grouping in this Document	[Operation Permit Stage] Permit Required
39	Building of sailboats	Marine Facility including Ship Building, Repair & Recycling	Annual Permit
40	Building of motor boats	Marine Facility including Ship Building, Repair & Recycling	Annual Permit
41	Building of recreation-type hovercraft	Marine Facility including Ship Building, Repair & Recycling	Annual Permit
42	Shipping lines agent	Maritime Services	follow Port Authority's guidance
43	Dismantling and destroying shipping means	Marine Facility including Ship Building, Repair & Recycling	Annual Permit
44	Agents for marine crafts, and carriers services	Maritime Services	follow Port Authority's guidance
45	Yacht management	Ship Management & Operations	Annual Permit
46	Entertainment tools and sports equipment renting	Maritime Leisure Activities	Annual Permit
47	Maritime transport of oil rigs and buoys	Ship Management & Operations	Annual Permit
48	Management of goods shipping stations in ports	Maritime Services	follow Port Authority's guidance
49	Goods Marine Shipment Services	Ship Management & Operations	Annual Permit
50	Rescue Services in places of Swimming	Maritime Leisure Activities	Annual Permit
51	Lessor of touring boats	Maritime Leisure Activities	Annual Permit
52	Diving Service provider	Maritime Services	Single Permit; Annual Permit; follow Port Authority's guidance
53	Underwater hull cleaning and propeller polishing	Maritime Services	Single Permit; Annual Permit; follow Port Authority's guidance
54	Marine surveying and hydrographic survey	Maritime Services	NOC / Single Permit; Annual Permit; follow Port Authority's guidance
55	Seaplane operations	Maritime Services	Annual Permit
56	Other/New Activities	To Be Defined	As determined by the Department

Appendix B: Statutory Requirements – Details

A maritime company must comply with the UAE's national regulations and requirements. These include:

- Rules, Regulations, Code and Standards issued by the Department.
- Rules and regulations issued by the Port Authority (if operating within Port Limits).
- Abu Dhabi Public Health Authority / Abu Dhabi Public Health Center (ADPHC) – Occupational Safety and Health System Framework (OSHAD-SF).
- The Emirate's Environment Health and Safety Management System Regulatory Framework (AD EHSMS RF)
- Abu Dhabi Safety and Security Planning Manual (SSPM) issued by the Emirate's Urban Planning Council.
- UAE Federal Law No. 26 of 1981 (Federal Maritime Law).
- UAE Cabinet Resolution No. 1 of 2022 (Labour Law): Article 22 specifies the provisions for employees' safety, protection and health care.
- UAE Federal Law No. 24 of 1999 (Protection and Development of the Environment).
- UAE Occupational Health and Safety Management System (OHSMS) National Standard issued by the UAE Supreme Council for National Security National Emergency Crisis and Disasters Management Authority (NCEMA).

Companies operating ships must also comply, as applicable, with the relevant international conventions (as amended) ratified by the UAE. These include:

- International Convention for the Safety of Life at Sea, 1974 (SOLAS).
- International Convention for the Prevention of Pollution from Ships, 1973 (MARPOL).
- International Convention on Standards of Training, Certification, and Watchkeeping for Seafarers, 1978 (STCW).
- International Regulations for Preventing Collisions at Sea, 1972 (COLREG).
- International Convention on Maritime Search and Rescue, 1979 (SAR).
- International Convention on Load Lines, 1966.
- International Convention on Facilitation of International Maritime Traffic, 1965.

Appendix C: Declaration Form

DECLARATION FORM	☐ Business License Stage ☐ Operation Permit Stage

☐ We acknowledge, after reviewing the Department's relevant regulations and requirements, that:

- ☐ We will obtain the necessary Permits, Licenses or NOCs from the Department before commencing our business operation.
- ☐ We will operate in the approved location.
- ☐ We will follow the relevant operational guidance provided in the relevant Codes of Practice.
- ☐ Should the company fail to abide by the requirements published by the Department, the latter may seek the revocation of the maritime activities in our company's business license.

For use by the Company:

Signature of Representative	Name of Representative	Date

For the Department's use:

Signature of Inspector	Name of Inspector	Date

Appendix D: Operational Management System – Guidance

An effective building block for any management system is the Plan-Do-Check-Act (PDCA) cycle which is a stepwise approach adopted by companies as a framework for developing, implementing, and updating their management systems.

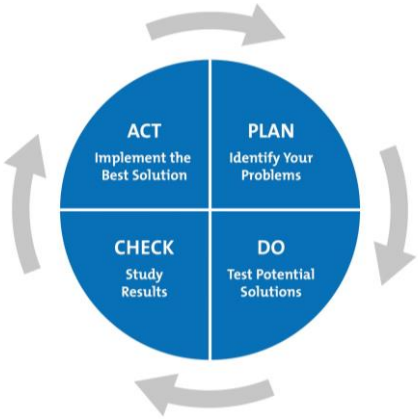


Figure 5: The Plan-Do-Check-Act (PDCA) Cycle

PLAN

The "Plan" stage requires an organization to:

- **Define operational safety policy:** the policy must indicate what a company can do to manage safety of all its operations (normal and emergency situations) and what tasks will be achieved by different responsible persons. A company's policy must also comply with the UAE's national regulations and requirements, and any relevant international conventions ratified by the UAE.
- **Plan for implementing operational safety policy:** this is an implementation plan to ensure that the defined operational safety policy can be effectively put into practice by relevant personnel.

DO

The "Do" stage requires an organization to:

- **Define company's operational risks:** assess and document risks in the company's workplace, and the impact of other entities' activities within its operational area. The risk assessment must identify:
  - Potential hazards and their consequences (including ergonomics of work processes/tasks).
  - Likelihood of the occurrence of hazards.
  - Safeguards in place.
  - Mitigation measures to minimize or manage these risks.

  The company's services and activities must be included in its risk assessment exercise as these can either generate hazards which need to be controlled or are provided as a means of controlling risks. This document identifies some of the typical risks associated with some of the maritime operations.
- **Organize and promote positive operational safety outcomes:** this can be addressed across four key areas:
  - Controls such as role of supervisors and systems for managing contractors.
    - Conduct daily safety inspections and observations.
    - Conduct regular checks to ensure the facility is well-maintained.
    - Conduct mock drills in every location at least once annually.

- Co-operation between workers and managers through active collaboration and consultation on operational safety matters, such as their exposure to hazards and risks during their work, measures to minimize or manage these risks (including workers' effective and practical suggestions on how to control identified risks) and means of sharing such safety information.
- Effective communication within a company and with other relevant entities which have an interface with the company's activities, to achieve success in operational safety management.
- Competence of all employees of an organization through adequate safety-related trainings to develop the required skills and knowledge to conduct their work safely.
    - Ensure staff are regularly trained on operational safety procedures and competent to handle all identified risk scenarios.
    - Conduct training and toolbox talks based on risk assessment, plans and procedures.
    - Record-keeping of training and awareness programs for audit purposes.

- **Implement operational safety plan:** following the risk assessment, an operational safety plan must be developed that defines the implementation and monitoring of safeguards (preventive) and mitigation (protective) measures identified during the risk assessment.
    - Develop work procedures for key actions to be followed during a risk event.

CHECK

The "Check" stage requires a company to:

- **Measure performance:** ensure the risk management plan has been implemented and assess its effectiveness with respect to how risks are being controlled.
    - Monitor and report operational safety performance to senior management.
- **Conduct investigations:** where risk control measures have failed and resulted in an accident, incident or near-miss, an investigation must be carried out to understand why the failure occurred and what improvements or additional measures are needed.
    - Develop work procedures for recording and analyzing safety-related incidents.

ACT

The "Act" stage requires a company to:

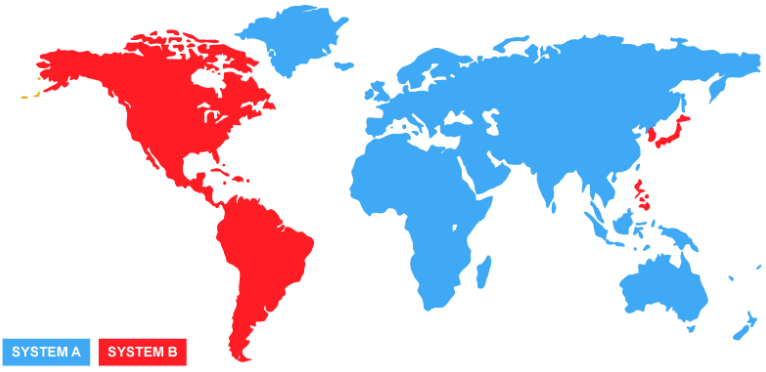
- **Review performance:** learn from accidents and incidents, errors, and experience.
    - Conduct regular workplace inspections to identify existing conditions and compare them with agreed performance objectives.
    - Update risk assessments and operating instructions, if need be, on an annual basis.
- **Action on lessons-learnt:** develop new or modify existing business practices to incorporate lessons learnt, e.g. audit and inspection reports.

Appendix E: Aids to Navigation – General Information

AtoN consist primarily of:

- Buoys – floating objects anchored to the seabed, with distinctive shapes and colors to indicate their purpose and how to navigate around them.
- Beacons – structures permanently fixed to the seabed or land. These can range from lighthouses to single-pile poles.

The International Association of Marine Aids and Lighthouse Authorities (IALA) is responsible for the worldwide navigational aids system's governances, supporting safe navigation. AtoN are divided into two regions/systems. **The UAE uses System A for all buoyage and navigational marks.**



System A:

- Africa
- Asian countries (some)
- Australia
- Europe
- Gulf countries – **UAE**
- New Zealand

System B:

- America (North, Central, and South)
- Japan
- Korea (North and South)
- Philippines

Figure 6: Overview of IALA systems (the UAE uses System A)

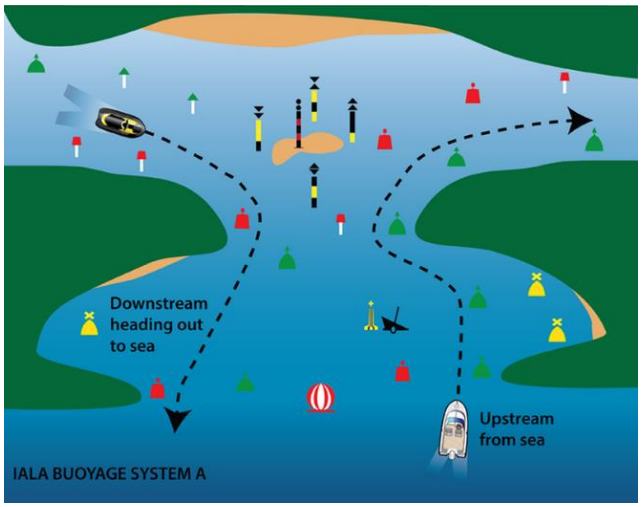


Figure 7: IALA Buoyage System A

The different types of marks used in this buoyage system are distinguished by their shape, color, top mark by day, and the light's color and rhythm by night. The five types of marks are listed below. **Note that the placement of Lateral Marks are the only marks that differ by region; the other four marks are common to both Region A and Region B.**

- **Lateral Marks:** indicate the edge of a channel.
- **Cardinal Marks:** indicate the position of a hazard and the direction of safe water.
- **Isolated Danger Marks** indicate a hazard to shipping.
- **Safe Water Marks** indicate the end of a channel, and deep, safe water is ahead.
- **Special Marks:** indicate an area or feature such as speed restrictions or mooring area.

The use of retroreflecting material on marks must be aligned with the requirements set by IALA Guideline G1145 (Application of Retroreflecting Material on AtoN).

LATERAL MARKS

Lateral marks define a channel and indicate the navigation route's port and starboard sides to be followed into a waterway such as a port from seaward

At the point where a channel divides, a modified lateral mark is used to indicate a “preferred” channel (often a deep channel suitable for heavy commercial marine crafts) on one side and a secondary channel on the other. A preferred channel is indicated by red and green horizontal bands on the lateral markt.

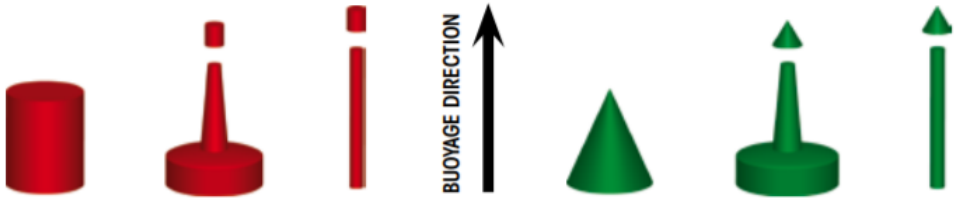
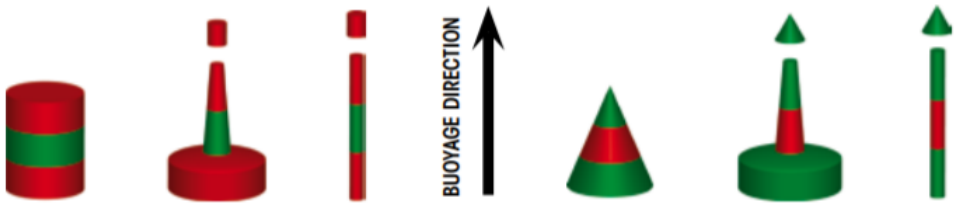
	Port Hand Marks	Starboard Hand Marks
Colour	Red	Green
Buoy Shape	Cylindrical (can), pillar or spar	Conical, pillar or spar
Topmark (if any)	Single red cylinder (can)	Single green cone, point upwards
Light Colour (when fitted)	Red	Green
Light Rhythm (when fitted)	Any apart from composite group flashing (2 + 1)	Any apart from composite group flashing (2 + 1)
		
	Preferred Channel to Starboard	**Preferred Channel to Port**
Colour	Red with one broad green horizontal band	Green with one broad red horizontal band
Buoy Shape	Cylindrical (can), pillar or spar	Conical, pillar or spar
Topmark (if any)	Single red cylinder (can)	Single green cone, point upward
Light Colour (when fitted)	Red	Green
Light Rhythm (when fitted)	Composite group flashing (2 + 1)	Composite group flashing (2 + 1)
		

Figure 8: Lateral Marks for System A (source: Sealife)

CARDINAL MARKS

Cardinal marks indicate a hazard and show safe water direction as a compass direction relative to the danger and regardless of the approach marine craft's heading.

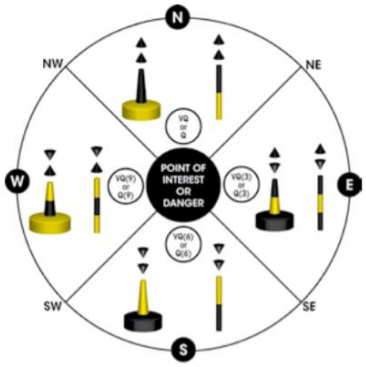


Figure 9: Compass direction of cardinal marks (source: Sealife)

Cardinal marks have distinctive black and yellow markings and topmarks. They can be used to:

- Show the deepest water on an area on the named side of the mark.
- Indicate the safe side on which to pass a danger.
- Draw attention to a feature in a channel such as a bend, junction, or end of a shoal.

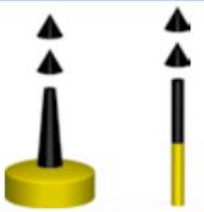
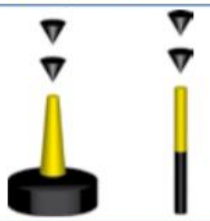
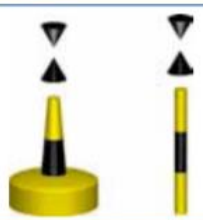
	North Cardinal Mark	East Cardinal Mark
Colour	Black above yellow	Black with a single broad horizontal yellow band
Buoy Shape	Pillar or spar	Pillar or spar
Topmark	2 black cones, one above the other, pointing upward	2 black cones, one above the other, base to base
Light Colour (when fitted)	White	White
Light Rhythm (when fitted)	VQ or Q	VQ(3) every 5 seconds or Q(3) every 10 seconds
		
	South Cardinal Mark	**West Cardinal Mark**
Colour	Yellow above black	Yellow with a single broad horizontal black band
Buoy Shape	Pillar or spar	Pillar or spar
Topmark	2 black cones, one above the other, points downward	2 black cones, one above the other, point to point
Light Colour (when fitted)	White	White
Light Rhythm (when fitted)	VQ(6) + Long flash every 10 seconds or Q(6) + Long flash every 15 seconds	VQ(9) every 10 seconds or Q(9) every 15 seconds
		

Figure 10: Cardinal Marks for System A and System B (source: Sealife)

ISOLATED DANGER MARKS

An isolated danger mark is used to indicate a hazard to shipping, such as a submerged rock or wreck with navigable water around it. It is erected or moored above the danger. The double sphere topmark is an important feature and needs to be visible by day. The topmarks must be as large as possible, with the spheres separated.

Isolated Danger Mark	
Colour	Black with one or more broad horizontal red bands
Buoy Shape	Optional, but not conflicting with lateral marks; pillar or spar preferred
Topmark	2 black spheres, one above the other
Light Colour (when fitted)	White
Light Rhythm (when fitted)	Group flashing (2)

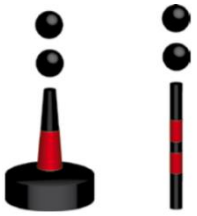


Figure 11: Isolated Danger Marks for System A and System B (source: Sealife)

SAFE WATER MARKS

Safe water marks do not indicate a danger; instead, they indicate navigable water around the mark, including the end of a channel or mid-channel. They are the only mark to have vertical stripes.

Safe Water Mark	
Colour	Red and white vertical stripes
Buoy Shape	Spherical; pillar or spar with spherical topmark
Topmark (if any)	Single red sphere
Light Colour (when fitted)	White
Light Rhythm (when fitted)	Isophase, occulting, one long flash every 10 seconds or Morse "A"

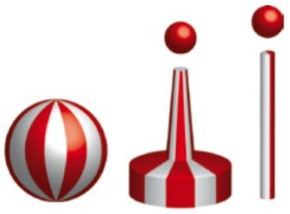


Figure 12: Safe Water Marks for System A and System B (source: Sealife)

SPECIAL MARKS

Special marks do not usually assist navigation but indicate a feature such as recreational zones, speed limits, mooring areas, or cable and pipelines, including outfall sewerage pipes.

Special Mark	
Colour	Yellow
Buoy Shape	Optional but not conflicting with navigational marks
Topmark (if any)	Single yellow 'X' shape (St Andrew's Cross)
Light Colour (when fitted)	Yellow
Light Rhythm (when fitted)	Any other than those described in cardinal, isolated danger and safe water marks

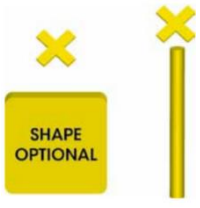


Figure 13: Special Marks for System A and System B (source: Sealife)

Appendix F: Hydrographic Survey Techniques

There are various hydrographic surveying techniques of which:

- **Single-beam Survey:** The traditional single-beam echo-sounder consists of an underwater speaker and a microphone, built together in one unit. The echo-sounder operates by sending a sound pulse to the seabed, where it is reflected and returned. The time it takes the sound wave to travel down to the seafloor and back again is an expression of the seabed's double depth. The half-time is thus directly comparable with the current water depth. The single-beam echo-sounder is characterized by the frequency by which the sound wave is broadcasted. A low frequency gives a greater range but less resolution. A high frequency provides a smaller range but a higher resolution. During hydrographic surveying, frequencies could typically be in the range of 100 - 200 kHz or 200-400 kHz.
- **Multi-beam Survey:** Multibeam echo-sounder emits a sound wave in the sailing direction's transverse direction up to 75 degrees to the vertical. This gives complete coverage of the seabed equivalent to 3-7 times the water depth. Multibeam is much more efficient than the single-beam echo-sounder, especially if a hydrographic survey with 100% seabed coverage is required. Unlike the single-beam echo-sounder, which emits a single wide beam at the seabed, the multibeam can receive several separate beams. These beams (sound waves) are received in a fan-shaped pattern, enabling the system to collect depth profiles across the sailing direction. With the multibeam resolution, up to 512 separate soundings can be acquired in each depth profile. This exceeds the resolution obtained by a single-beam echo-sounder.
- **Lidar Survey:** Bathymetric Lidar is an effective and cost-efficient technique to capture geospatial data of the coastline and (shallow) waters, providing a continuous, detailed 3D elevation model along the coastline. This form of data complements and can be collected simultaneously as underwater sensor data such as single or multibeam echo-sounders. Deploying survey boats is expensive, and simultaneous data collection saves valuable time and money. The resultant collective 3D data forms a complete picture of above and below the waterline and ensures all data for a site/project is collected irrespective of the tide state at the time of collection.

Note that the hydrographic survey specification is described in the IHO Standards for Hydrographic Surveys (S-44). It includes a classification for surveys designed for specific critical areas such as harbours and channels with minimum Underkeel clearance and bottom characteristics that could be hazardous to marine crafts. Increased +/- 10 cm accuracy on a Chart can help precisely determine requirements for dredging and avoid unnecessary costs in these specific areas. **This IHO standard also includes a "Specification Matrix," a matrix of parameters and data types that defines the required accuracy depending on the hydrographic needs.** It aims to allow flexibility in the survey definition and accommodate these various needs and emerging technologies such as satellite-derived bathymetry.

Appendix G: Part I – Permit Checklist

The checklists below will be used by the Department during the "Operation Permit Stage".

- Maritime Service Companies – Marina Management and Operations (annual operation)
- Maritime Service Companies – Marina Construction | Infrastructure Development (NOC)
- Maritime Service Companies – Repair and Maintenance of Marine Crafts (annual operation)
- Maritime Service Companies – Inspection of Marine Crafts & Its Equipment (annual operation)
- Maritime Service Companies – Seaplane Operations (annual operation)
- Maritime Service Companies – Towage (annual operation)
- Maritime Leisure Activities (annual operation)
- Maritime Training Centers (annual operation)
- Ship Management & Operations (annual operation)
- Marine Facility – Shipbuilding & Repair (annual operation)
- Marine Facility – Ship Recycling (annual operation)
- Marine Facility – Shipbuilding, Repair & Recycling | Infrastructure Development (NOC)
- Special Maritime Activities (single operation)

PERMIT CHECKLIST	MARITIME SERVICE COMPANIES - MARINA MANAGEMENT AND OPERATIONS
Type of Permit	☐ Annual Operation

Documentation for Permit Application	**Yes**	**No**	**Comments**
1. Copy of company information: • Business license • Professional indemnity/liability insurance	☐	☐	
2. Copy of Operational Management System, including: • Operational instructions are provided to all personnel • Emergency response instructions including the availability of onsite first aid	☐	☐	
3. Site inspection report by the Emirate's Public Health Center (ADPHC) or the Department	☐	☐	
4. Copy of signed Declaration Form for "Operation Permit Stage"	☐	☐	
5. Any other document required by the Department	☐	☐	
6. NOC from owner of the marina site or rent agreement	☐	☐	
7. NOC from concerned entities, if applicable	☐	☐	
8. Fee payment for permit issuance	☐	☐	
Additional comments:			

Signature of Inspector	**Name of Inspector**	**Date**

PERMIT CHECKLIST	MARITIME SERVICE COMPANIES - MARINA CONSTRUCTION [MARINE INFRASTRUCTURE DEVELOPMENT]
Type of Permit	☐ NOC / Single Operation

Documentation for Permit Application	**Yes**	**No**	**Comments**
1. Copy of company information: • Business license • Professional indemnity/liability insurance	☐	☐	
2. NOC from concerned entities, if any	☐	☐	
3. NOC from the owner (for privately owned areas)	☐	☐	
4. Details of the planned infrastructure development, including: • Project plan and location • Duration of planned works • Copy of OSH incidents control and management during development • Emergency response manual including availability of onsite first aid	☐	☐	
5. Copy of signed Declaration Form for "Operation Permit Stage"	☐	☐	
6. Any other document required by the Department	☐	☐	
7. Fee payment for permit issuance	☐	☐	
Additional comments:			

Signature of Inspector	**Name of Inspector**	**Date**

PERMIT CHECKLIST	MARITIME SERVICE COMPANIES - REPAIR AND MAINTENANCE OF MARINE CRAFTS
Type of Permit	☐ Annual Operation

Documentation for Permit Application	**Yes**	**No**	**Comments**
1. Copy of company information: • Business license • Professional indemnity/liability insurance • Professional certificates of personnel carrying out the maintenance.	☐	☐	
2. Location details (company – headquarters and branches if any)	☐	☐	
3. Copy of information on marine assets used onsite for repair and maintenance services: • Statement of marine craft's particulars. • Copy of valid marine craft certificates. • Copy of marine craft's navigational permit. • Copy of marine craft's insurance and indemnity policies (P&I Club).	☐	☐	
4. NOC from Environment Agency of Abu Dhabi (EAD).	☐	☐	
5. Copy of Operational Management System, including: • Operational instructions are provided to all personnel • Emergency response instructions including the availability of onsite first aid	☐	☐	
6. Copy of signed Declaration Form for "Operation Permit Stage"	☐	☐	
7. NOC from concerned entities, if any	☐	☐	
8. NOC from site owner/copy of the rental agreement	☐	☐	
9. Any other document required by the Department	☐	☐	
10. Fee payment for permit issuance	☐	☐	

Additional comments:

Signature of Inspector	**Name of Inspector**	**Date**

PERMIT CHECKLIST	MARITIME SERVICE COMPANIES - INSPECTION OF MARINE CRAFTS & ITS EQUIPMENT
Type of Permit	☐ Annual Operation

Documentation for Permit Application	**Yes**	**No**	**Comments**
1. Copy of company information: • Business license • Professional indemnity/liability insurance • Professional certificates of personnel carrying out the inspections	☐	☐	
2. Copy of Operational Management System, including: • Operational instructions are provided to all personnel • Emergency response instructions including the availability of onsite first aid	☐	☐	
3. Copy of signed Declaration Form for "Operation Permit Stage"	☐	☐	
4. Any other document required by the Department	☐	☐	
5. Fee payment for permit issuance	☐	☐	
Additional comments:			

Signature of Inspector	**Name of Inspector**	**Date**

PERMIT CHECKLIST	MARITIME SERVICE COMPANIES - SEAPLANE OPERATIONS
Type of Permit	☐ Annual Operation

Documentation for Permit Application	**Yes**	**No**	**Comments**
1. Copy of company information: • Business license • Professional indemnity/liability insurance	☐	☐	
2. Copy of Operational Management System, including: • Information on selected site as water aerodrome and its associated visual aids • Operational instructions/manual provided to all personnel and end users • Emergency response instructions including rescue and firefighting services	☐	☐	
3. Copy of signed Declaration Form for "Operation Permit Stage"	☐	☐	
4. NOC from concerned entities, if any	☐	☐	
5. NOC from site owner/copy of the rental agreement	☐	☐	
6. Any other document required by the Department	☐	☐	
7. Fee payment for permit issuance	☐	☐	
Additional comments:			

Signature of Inspector	**Name of Inspector**	**Date**

PERMIT CHECKLIST	MARITIME SERVICE COMPANIES - TOWAGE
Type of Permit	☐ Annual Operation

Documentation for Permit Application	**Yes**	**No**	**Comments**
1. Copy of company information: • Business license • Company profile (organizational structure, management contact details) • Professional indemnity/liability insurance • Qualifications & experience of the towage master and tug masters • ISO (or equivalent) management certificates.	☐	☐	
2. Copy of towage operational manual, including: • Operational procedures and checklists • Testing certifications of towage equipment • Audit statements of safety requirements and procedures for towage operations • Other safety considerations as defined in this document	☐	☐	
3. Copy of emergency response manual including: • Copy of agreement with a licensed maritime company to operate in the Emirate, offering tug and assistance and marine pollution-fighting services in case of emergencies. • Other safety considerations as defined in this document.	☐	☐	
4. Copy of information on towage marine crafts: • Statement of marine craft's particulars • Copy of valid marine craft certificates • Copy of marine craft's navigational permit • Copy of marine craft's insurance and indemnity policies (P&I Club)	☐	☐	
5. Copy of signed Declaration Form for "Operation Permit Stage"	☐	☐	
6. Copy of the Contract Award Letter	☐	☐	
7. NOC from concerned entities, if any.	☐	☐	
8. Any other document required by the Department	☐	☐	
9. Fee payment for permit issuance	☐	☐	
Additional comments:			

Signature of Inspector	**Name of Inspector**	**Date**

PERMIT CHECKLIST	MARITIME LEISURE ACTIVITIES
Type of Permit	☐ Annual Operation

Documentation for Permit Application	**Yes**	**No**	**Comments**
1. Copy of company information: • Business license • Copy of the contract award letter • Professional indemnity/liability insurance	☐	☐	
2. Location details (company – headquarters and branches; and maritime activities) • In the event of a race or parade, the detailed route must be provided	☐	☐	
3. Copy of Operational Management System, including: • Operational instructions provided to all personnel. • Information on marine craft (if any), such as: ○ Statement of marine crafts' particulars. ○ Copy of valid marine craft certificates. ○ Copy of audit statement of safety requirements and procedures for each marine craft. • Latest inspection certificates of any equipment (if applicable). • Detailed risk assessment and emergency response plan for the activity/event. • Emergency response instructions including availability of onsite first aid.	☐	☐	
4. Copy of signed Declaration Form for "Operation Permit Stage"	☐	☐	
5. NOC from concerned entities, if any	☐	☐	
6. NOC from the owner (for privately owned areas)	☐	☐	
7. Any other document required by the Department	☐	☐	
8. Fee payment for permit issuance	☐	☐	
Additional comments:			

Signature of Inspector	**Name of Inspector**	**Date**

PERMIT CHECKLIST	MARITIME TRAINING CENTERS
Type of Permit	☐ Annual Operation

Documentation for Permit Application	**Yes**	**No**	**Comments**
1. Copy of company information: • Business license • Company profile (organizational structure, management's contact details) • Professional indemnity/liability insurance • Accreditation certificates (center, program, and instructors)	☐	☐	

2. Copy of Operational Management System, including:
• Details of training center and main facilities (e.g. marine crafts, training equipment, simulation tools)
• Details of training courses (syllabus, detailed curriculum, instructor, duration, equipment, and facilities to be used, location chart of intended area of operation)
• Details of instructors:
  ○ Copy of Emirates ID
  ○ Copy of marine trainer license issued by the Department
  ○ Copy of all licenses (relevant for training discipline) issued by the Department
  ○ Copy of medical test results (relevant for training discipline)
  ○ Qualifications and work experience (accredited by competent entities in the UAE)
• Product certificate for any simulators used during training
• Information on marine crafts to be used during training, such as:
  ○ Statement of marine crafts' particulars
  ○ Copy of valid marine craft certificates
  ○ Copy of audit statement of safety requirements and procedures for each marine craft
• Information on training equipment to be used, such as:
  ○ Testing and certification of equipment (e.g. for diving)
  ○ Inspection and maintenance log of marine crafts
• Copy of emergency response manual including availability of onsite first aid
	☐	☐	

3. Copy of signed Declaration Form for "Operation Permit Stage"	☐	☐	
4. Any other document required by the Department	☐	☐	
5. Fee payment for permit issuance	☐	☐	
Additional comments:			

PERMIT CHECKLIST	MARITIME TRAINING CENTERS

Signature of Inspector	Name of Inspector	Date

PERMIT CHECKLIST	SHIP MANAGEMENT & OPERATIONS
Type of Permit	☐ Annual Operation

Documentation for Permit Application	**Yes**	**No**	**Comments**
1. Copy of company information: • Business license • Company profile (organizational structure, management's contact details) • Key personnel's qualifications and experience • Professional indemnity/liability insurance • ISO (or equivalent) management certificates	☐	☐	
2. Copy of Operational Management System including: • OSH risk register with safeguards and mitigation measures in place • OSH performance management • OSH incidents control and management. • Emergency response manual	☐	☐	
3. Statement of marine crafts' particulars	☐	☐	
4. Copy of plan of marine crafts' chartering locations (indicating their routes and berthing areas)	☐	☐	
5. NOC from the landlord/copy of the rental agreement.	☐	☐	
6. Latest site inspection report issued by the Emirate Center for Occupational Safety and Health/ADPHC, if any.	☐	☐	
7. Copy of signed Declaration Form for "Operation Permit Stage"	☐	☐	
8. Any other document required by the Department	☐	☐	
9. Fee payment for permit issuance	☐	☐	
Additional comments:			

Signature of Inspector	**Name of Inspector**	**Date**

PERMIT CHECKLIST	MARINE FACILITY – SHIPBUILDING & REPAIR
Type of Permit	☐ Annual Operation

Documentation for Permit Application	**Yes**	**No**	**Comments**
1. Copy of company information: • Business license • Company profile (organizational structure, management's contact details) • Key personnel's qualifications and experience • Professional indemnity/liability insurance • ISO (or equivalent) management certificates	☐	☐	
2. Copy of Operational Management System, including: • Operational manual with relevant documentation as specified under Chapter 9.3 • OSH risk register with safeguards and mitigation measures in place • OSH performance management • OSH incidents control and management • Emergency response manual including availability of onsite first aid • HSE-related training management for the workers	☐	☐	
3. Copy of audit statement of safety requirements and procedures for facility's operations (3rd party audit report)	☐	☐	
4. Copy of signed Declaration Form for "Operation Permit Stage"	☐	☐	
5. Any other document required by the Department	☐	☐	
6. Fee payment for permit issuance	☐	☐	
Additional comments:			

Signature of Inspector	**Name of Inspector**	**Date**

PERMIT CHECKLIST	MARINE FACILITY – SHIP RECYCLING
Type of Permit	☐ Annual Operation

Documentation for Permit Application	**Yes**	**No**	**Comments**
1. Copy of company information: • Business license • Company profile (organizational structure, management's contact details) • Facility's location details • Key personnel's qualifications and experience • Professional indemnity/liability insurance • ISO (or equivalent) management certificates	☐	☐	
2. Copy of Operational Management System, including: • Copy of Ship Recycling Plan or Hazardous Materials Management and Disposal Plan (or copy of Certificate as per Hong Kong Convention) • Emergency response manual including availability of onsite first aid • HSE-related training management for the workers	☐	☐	
3. Copy of audit statement of safety requirements and procedures for facility's operations (3rd party audit report)	☐	☐	
4. Copy of signed Declaration Form for "Operation Permit Stage"	☐	☐	
5. Any other document required by the Department	☐	☐	
6. Fee payment for permit issuance	☐	☐	
Additional comments:			

Signature of Inspector	**Name of Inspector**	**Date**

PERMIT CHECKLIST	MARINE FACILITY – SHIPBUILDING, REPAIR & RECYCLING [MARINE INFRASTRUCTURE DEVELOPMENT]
Type of Permit	☐ NOC / Single Operation

Documentation for Permit Application	**Yes**	**No**	**Comments**
1. Copy of company information: • Business license • Professional indemnity/liability insurance	☐	☐	
2. NOC from concerned entities, if any	☐	☐	
3. NOC from the owner (for privately owned areas)	☐	☐	
4. Details of the planned infrastructure development, including: • Project plan. • Location of facility's proposed site (with safe navigational access to the Emirate's waters). • Duration of planned works. • Copy of OSH incidents control and management during development. • Emergency response manual including availability of onsite first aid.			
5. Copy of signed Declaration Form for "Operation Permit Stage"	☐	☐	
6. Any other document required by the Department	☐	☐	
7. Fee payment for permit issuance	☐	☐	
Additional comments:			

Signature of Inspector	**Name of Inspector**	**Date**

PERMIT CHECKLIST	SPECIAL MARITIME ACTIVITIES
Type of Permit:	☐ Single Operation (duration of activity)

Documentation for Permit Application	**Yes**	**No**	**Comments**
1. Copy of applicant's identification documentation: • Business license (if a commercial entity) • Emirate ID and passport (if an individual)	☐	☐	
2. NOC from concerned entities, if any	☐	☐	
3. NOC from the owner (for privately owned areas)	☐	☐	
4. Proof of guarantee (for compensation) for damages or accidents • Liability insurance	☐	☐	

5. Copy of "Special Maritime Activities" details:
• Location chart of the activity and the requested exclusion zone.
  ○ Start and finish lines (boat racing)
  ○ Firing points (firework display)
• Duration of activity (start and end dates and time)
• Details of equipment and facilities to be used
• Details of the applicant and other participants for this activity.
  ○ Names, copy of personal ID, and contact details of all participants
  ○ Boat driving licenses of participants (if relevant)
• List of key risk mitigation measures
  ○ If the required exclusion zone is over known marine craft storage locations (e.g., mooring areas or boat harbours), applicant must include how the risks to those marine crafts will be mitigated
• List of main emergency steps to be used by the applicant in case of emergency scenario
  ○ Availability of first aid on site of the event
	☐	☐	

6. Copy of signed Declaration Form for "Operation Permit Stage".	☐	☐	
7. Copy of Contract Award Letter	☐	☐	
8. Any other document required by the Department.	☐	☐	
9. Fee payment for permit issuance.	☐	☐	
Additional comments:			

Signature of Inspector	**Name of Inspector**	**Date**

Appendix H: Part II – Permit Checklist

The checklists below will be used by the Department during the "Operation Permit Stage".

- Anchorage Operations (single operation)
- Bunkering Operations – Bunker Supplier Facility/Floating Fuel Station (annual operation)
- Bunkering Operations – Bunker Supplier Marine craft (annual operation)
- Bunkering Operations – Bunker Receiving Marine craft (single operation)
- Bunkering Operations – Marine craft Fuel Payload Lightering (annual operation)
- Bunkering Operations – Marine craft Fuel Payload Lightering (single operation)
- STS Operations – Tankers (single operation)
- STS Operations – Cargo Transshipment Marine craft Operator (single operation)
- Diving Operations – Diving Contractor | Commercial Diving Services (annual operation)
- Diving Operations – Diving Contractor | Commercial Diving Project (single operation)
- Marine Salvage Operations – Marine Salvage Operator (single operation)
- Dredging Operations – Dredging Operator | Dredging Services (annual operation)
- Dredging Operations – Dredging Operator | Dredging Project (single operation)
- Aids To Navigation – AtoN Contractor for Installation, Removal Or Modification (single operation)
- Hydrographic Surveys – Service Provider | Hydrographic Survey Services (annual operation)
- Hydrographic Surveys – Service Provider | Hydrographic Survey Project (single operation)

PERMIT CHECKLIST	ANCHORAGE OPERATIONS
Type of Permit	☐ Single Operation (duration of anchorage)

Documentation for Permit Application	**Yes**	**No**	**Comments**
1. Name of ship	☐	☐	
2. IMO number	☐	☐	
3. Ship type	☐	☐	
4. Ship register/Flag	☐	☐	
5. Classification Society	☐	☐	
6. Year of built	☐	☐	
7. Overall length	☐	☐	
8. Gross tonnage	☐	☐	
9. Draught	☐	☐	
10. Arrival date	☐	☐	
11. Purpose of anchorage	☐	☐	
12. Anticipated period of anchorage	☐	☐	
13. Ballast/loaded condition	☐	☐	
14. Type and quantity of cargo on board	☐	☐	
15. Number of the crew	☐	☐	
16. Agent name and contact details	☐	☐	
17. Owner/ship management details	☐	☐	
18. Copy of signed Declaration Form for “Operation Permit Stage”	☐	☐	
19. Copy of Emirates ID or passports (for the people onboard)	☐	☐	
20. Marine craft driving license or copy of the Captains Certificate of Competence	☐	☐	
21. Protection and compensation insurance certificates regarding the removal of oil or fuel spills or debris, as the case may be	☐	☐	
22. Any other document required by the Department	☐	☐	
23. Fee payment for permit issuance	☐	☐	
Additional comments:			

Signature of Inspector	**Name of Inspector**	**Date**

PERMIT CHECKLIST	BUNKERING OPERATIONS - BUNKER SUPPLIER FACILITY (FLOATING FUEL STATION)
Type of Permit	☐ Annual Operation

Documentation for Permit Application	**Yes**	**No**	**Comments**
1. Copy of company information: • Business license. • NOCs from concerned entities (as applicable), e.g. ADNOC, Critical Infrastructure & Coastal Protection Command (CICPC), Environment Agency of Abu Dhabi (EAD). • Company profile (organizational structure, management contact details). • Experience and qualifications of both employees and management of the company. • Professional indemnity/liability insurance. • ISO (or equivalent) management certificates.	☐	☐	
2. Copy of bunkering operation manual including: • Operational procedures and checklists • Specifications of bunker supply available • Information on the type of marine crafts permitted to bunker at the facility • Testing certifications of bunkering equipment • Equipment to be used and their testing certifications • Preventive measures against pollution • Audit statements of safety requirements and procedures for bunkering operations • Technical inspection certificate from an accredited body • Other safety considerations as defined in this document	☐	☐	
3. Copy of emergency response manual including: • Copy of agreement with a licensed maritime company to operate in the Emirate, offering tug and assistance and marine pollution-fighting services in case of emergencies • Copy of location map and emergency plan • Operational Risk Assessment • Other safety considerations as defined in this document	☐	☐	
4. Copy of signed Declaration Form for “Operation Permit Stage”	☐	☐	
5. Any other document required by the Department	☐	☐	
6. Fee payment for permit issuance	☐	☐	
Additional comments:			

Signature of Inspector	**Name of Inspector**	**Date**

PERMIT CHECKLIST	BUNKERING OPERATIONS - BUNKER SUPPLIER FACILITY (FLOATING FUEL STATION)	

PERMIT CHECKLIST	BUNKERING OPERATIONS - BUNKER SUPPLIER MARINE CRAFT		
Type of Permit	☐ Annual Operation		
Documentation for Permit Application	**Yes**	**No**	**Comments**
1. Copy of company information: • Business license • Company profile (organizational structure, management contact details) • Professional indemnity/liability insurance • Qualifications & experience of the bunker barge masters • ISO (or equivalent) management certificates	☐	☐	
2. Copy of bunkering operation manual including: • Operational procedures and checklists. • Specifications of bunker supply available. • Testing certifications of bunkering equipment. • Preventive measures against pollution. • Audit statements of safety requirements and procedures for bunkering operations. • Other safety considerations as defined in this document.	☐	☐	
3. Copy of emergency response manual including: • Copy of agreement with a licensed maritime company to operate in the Emirate, offering tug and assistance and marine pollution-fighting services in case of emergencies. • Other safety considerations as defined in this document	☐	☐	
4. Copy of information on marine assets: • Statement of marine craft's particulars • Copy of valid marine craft certificates. • Copy of marine craft's navigational permit • Copy of marine craft's insurance and indemnity policies (P&I Club) • Copy of hoses pressure test certificate for each marine craft • Copy of Shipboard Oil Pollution Emergency Plan (SOPEP) • Copy of audit statement of safety requirements and procedures for marine craft	☐	☐	
5. NOC from concerned entities, if any			
6. Copy of the contract award letter			

PERMIT CHECKLIST	BUNKERING OPERATIONS - BUNKER SUPPLIER MARINE CRAFT		
7. Copy of signed Declaration Form for "Operation Permit Stage"	☐	☐	
8. Any other document required by the Department	☐	☐	
9. Fee payment for permit issuance	☐	☐	
Additional comments:			

Signature of Inspector	Name of Inspector	Date

PERMIT CHECKLIST	BUNKERING OPERATIONS - BUNKER RECEIVING MARINE CRAFT		
Type of Permit	☐ Single Operation (duration of bunkering operation)		
Documentation for Permit Application	**Yes**	**No**	**Comments**
1. Statement of marine craft's particulars / updated Q88 (questionnaire 88 by INTERTANKO) for tankers.	☐	☐	
2. Copy of valid marine craft certificates.	☐	☐	
3. Copy of marine craft's navigational permit, as applicable.	☐	☐	
4. Copy of Shipboard Oil Pollution Emergency Plan (SOPEP).	☐	☐	
5. Copy of marine craft's insurance and indemnity policies (P&I Club).	☐	☐	
6. Copy of signed Declaration Form for "Operation Permit Stage" (see appendix).	☐	☐	
7. NOC from concerned entities, if any.	☐	☐	
8. Any other document required by the Department.	☐	☐	
9. Fee payment for permit issuance.	☐	☐	
Additional comments:			

Signature of Inspector	Name of Inspector	Date

PERMIT CHECKLIST	BUNKERING OPERATIONS - MARINE CRAFT FUEL PAYLOAD LIGHTERING
Type of Permit	☐ Annual Operation

Documentation for Permit Application	**Yes**	**No**	**Comments**
1. Copy of shipping agent's business license.	☐	☐	
2. Copy of lease contract if the bunkering facility does not own marine craft.	☐	☐	
3. Statement of marine craft's particulars.	☐	☐	
4. Copy of valid marine craft certificates.	☐	☐	
5. Copy of marine craft's navigational permit as applicable	☐	☐	
6. Copy of marine craft's insurance and indemnity policies (P&I Club).	☐	☐	
7. Copy of Shipboard Oil Pollution Emergency Plan (SOPEP).	☐	☐	
8. Copy of audit statement of safety requirements and procedures for marine craft.	☐	☐	
9. Copy of signed Declaration Form for "Operation Permit Stage" (see appendix).	☐	☐	
10. NOC from concerned entities, if any.	☐	☐	
11. Any other document required by the Department.	☐	☐	
12. Fee payment for permit issuance.	☐	☐	
Additional comments:			

Signature of Inspector	**Name of Inspector**	**Date**

PERMIT CHECKLIST	BUNKERING OPERATIONS - MARINE CRAFT FUEL PAYLOAD LIGHTERING
Type of Permit	☐ Single Operation (duration of fuel payload lightering operation)

Documentation for Permit Application	**Yes**	**No**	**Comments**
1. Copy of shipping agent's business license.	☐	☐	
2. Copy of lease contract if the bunkering facility does not own marine craft.	☐	☐	
3. Statement of marine craft's particulars.	☐	☐	
4. Copy of valid marine craft certificates.	☐	☐	
5. Copy of marine craft's navigational permit.	☐	☐	
6. Copy of marine craft's insurance and indemnity policies (P&I Club).	☐	☐	
7. Copy of Shipboard Oil Pollution Emergency Plan (SOPEP).	☐	☐	
8. Copy of audit statement of safety requirements and procedures for marine craft.	☐	☐	
9. Copy of goods transportation process management plan.	☐	☐	
10. Copy of fuel specifications and quantities.	☐	☐	
11. Copy of qualifications and experience certificates for marine craft's master and crew responsible for the transportation operation.	☐	☐	
12. Copy of signed Declaration Form for "Operation Permit Stage"	☐	☐	
13. NOC from concerned entities, if any.	☐	☐	
14. Any other document required by the Department.	☐	☐	
15. Fee payment for permit issuance.	☐	☐	
Additional comments:			

Signature of Inspector	**Name of Inspector**	**Date**

PERMIT CHECKLIST	STS OPERATIONS - TANKERS
Type of Permit	☐ Single Operation (duration of STS operation)

Documentation for Permit Application	**Yes**	**No**	**Comments**
1. Updated Q88 (questionnaire 88 by INTERTANKO)	☐	☐	
2. Copy of marine craft's certificates such as: • P&I Club certificate • CLC certificate • Certificate of Fitness (Gas/Chemical) • IOPP certificate • Hoses and fenders certificate	☐	☐	
3. Copy of STS operation manual including: • Description of entire STS operation, including checklists. ○ Cargo transfer procedures (connecting and testing cargo hoses' integrity, topping off cargo tanks, and disconnecting cargo hoses). ○ Description of drip trays and procedures for emptying them. ○ Procedures for reporting oil spills into the water. • Risk assessment and associated contingency plan. • STS operational checklists as per ICS/OCIMF. • Ballast Water Exchange Report / Plan (procedures to exchange ballast water safely and efficiently per applicable structural and stability requirements). • Mooring and unmooring procedures and arrangement (including diagrams where necessary and procedures for tending the vessel's moorings during STS operations). • Crew list (titles, locations, and duties of all persons involved in the STS operation). • Cargo MSDS. • Copy of audit statement of safety requirements and procedures for each vessel. • Other safety considerations as defined in this document.	☐	☐	
4. Copy of emergency response manual during STS operation, including: • Procedures for operating the emergency shutdown and communication systems and rapid breakaway. • Other safety considerations as defined in this document	☐	☐	
5. Copy of POAC's qualification and experience including:	☐	☐	

PERMIT CHECKLIST	STS OPERATIONS - TANKERS		
• Management level deck license or certificate meeting STCW standards with relevant dangerous cargo endorsements. • Attendance to relevant ship handling course and training programs. • Experience in conducting vessel alignment, mooring, and unmooring operations in similar circumstances and with a similar type of vessel (especially in the last six (6) months). • Experienced in loading and unloading relevant cargo. • Experience in the geographical transfer area and surrounding areas. • Experience or knowledge of spill clean-up techniques, including familiarity with equipment and resources available in the STS contingency plan. • Knowledge of the STS operations plan. • Knowledge of local and federal legislation and regulations issued by the Department.			
6. Copy of signed Declaration Form for "Operation Permit Stage"	☐	☐	
7. NOC from concerned entities, if any	☐	☐	
8. Copy of contract award letter	☐	☐	
9. Any other document required by the Department	☐	☐	
10. Fee payment for permit issuance	☐	☐	
Additional comments:			

Signature of Inspector	Name of Inspector	Date

PERMIT CHECKLIST	STS OPERATIONS – CARGO TRANSSHIPMENT MARINE CRAFT OPERATOR
Type of Permit	☐ Single Operation (duration of STS cargo transshipment)

Documentation for Permit Application	**Yes**	**No**	**Comments**
1. Copy of marine craft's registration certificate	☐	☐	
2. Business license (if applicable)	☐	☐	
3. Details of STS cargo transshipment operation including: • Fendering and mooring arrangement • Crew list (names and copy of Emirate ID) • Cargo type and quantity • Contact details in case of emergencies	☐	☐	
4. Copy of signed Declaration Form for "Operation Permit Stage"	☐	☐	
5. NOC from concerned entities, if any	☐	☐	
6. Copy of contract award letter	☐	☐	
7. Any other document required by the Department	☐	☐	
8. Fee payment for permit issuance	☐	☐	
Additional comments:			

Signature of Inspector	**Name of Inspector**	**Date**

PERMIT CHECKLIST	DIVING OPERATIONS – DIVING CONTRACTOR | COMMERCIAL DIVING SERVICES
Type of Permit	☐ Annual Operation

Documentation for Permit Application	**Yes**	**No**	**Comments**
1. Copy of diving contractor's business license	☐	☐	
2. Copy of diving contractor's insurance including: • General liability insurance certificate • Employer's liability • Worker's compensation • Equipment coverage (if any)	☐	☐	
3. Copy of diving operation manual including: • Pre-dive, during dive, and post-dive procedures and relevant checklists • Details of diving plant and equipment to be used during the diving operation • Details of communication mean to be used during diving operation with VTS • Other safety considerations as defined in this document	☐	☐	
4. Copy of emergency response manual including: • Availability and operational procedures for emergency equipment onboard the marine craft, including an adequate reserve of breathing gas in the event of compressor failure • Other safety considerations as defined in this document	☐	☐	
5. Copy of signed Declaration Form for "Operation Permit Stage"	☐	☐	
6. Any other document required by the Department	☐	☐	
7. Fee payment for permit issuance	☐	☐	
Additional comments:			

Signature of Inspector	**Name of Inspector**	**Date**

PERMIT CHECKLIST	DIVING OPERATIONS – DIVING CONTRACTOR | COMMERCIAL DIVING PROJECT		
Type of Permit	☐ Single Operation (duration of the diving project)		
Documentation for Permit Application	**Yes**	**No**	**Comments**
1. Copy of diving project owner's business license	☐	☐	
2. Copy of diving contractor's business license	☐	☐	
3. Certified letter of project award to the diving contractor	☐	☐	
4. NOC from concerned entities, if any	☐	☐	
5. NOC from the owner (for privately owned areas)	☐	☐	
6. Copy of diving contractor's insurance including: • General liability insurance certificate • Employer's liability • Worker's compensation • Equipment coverage (if any)	☐	☐	

7. Copy of diving project details including:
• Project plan and location Chart of the planned works
• Duration of planned works (start and end dates and time)
• Contact details of the diving contractor
• Copy of marine craft's certificates and documentation.
  ○ Safety certificates
  ○ Navigational permit
  ○ Insurance and indemnity policies
• Details of diving contractor's diving team (supervisors and divers)
  ○ Name and qualification
  ○ License of divers and diving supervisors (as issued by the Department)
  ○ Copy of medical fitness certificate
	☐	☐	

8. Copy of diving operation manual including:
• Pre-dive, during dive, and post-dive procedures and relevant checklists
• Details of diving plant and equipment to be used during the diving operation
• Details of communication mean to be used during diving operation with VTS
  ○ Agreed VHF working channel (Channel 16 must be used for emergencies only)
  ○ Onsite mobile telephone
• Risk assessment for all planned tasks and contingency plans
• Other safety considerations as defined in this document
	☐	☐	

9. Copy of emergency response manual including: • Availability and operational procedures for emergency equipment onboard the marine craft, including an adequate reserve of breathing gas in the event of compressor failure	☐	☐	

PERMIT CHECKLIST	DIVING OPERATIONS – DIVING CONTRACTOR | COMMERCIAL DIVING PROJECT		
• Copy of first aid certificates of diving team members responsible for emergency response • Other safety considerations as defined in this document			
10. Copy of signed Declaration Form for "Operation Permit Stage"	☐	☐	
11. Any other document required by the Department	☐	☐	
12. Fee payment for permit issuance	☐	☐	
Additional comments:			

Signature of Inspector	Name of Inspector	Date

PERMIT CHECKLIST	MARINE SALVAGE OPERATIONS - MARINE SALVAGE OPERATOR		
Type of Permit	☐ NOC / Single Operation (duration of marine salvage project)		
Documentation for Permit Application	**Yes**	**No**	**Comments**
1. Copy of marine salvage operator's business license.	☐	☐	
2. Copy of authorized ship/cargo/wreck owner's details: • Business license (if a commercial entity) • Emirate ID, passport, and residence visa copy (if an individual)	☐	☐	
3. Certified letter of project award to marine salvage operator	☐	☐	
4. Copy of salvage contract	☐	☐	
5. NOC from concerned entities, if any	☐	☐	
6. NOC from the owner (for privately owned areas)	☐	☐	
7. Copy of marine salvage operator's insurance including: • General liability insurance certificate • Employer's liability • Worker's compensation • Equipment coverage (if any)	☐	☐	
8. Copy of marine salvage project details including: • Project plan and location chart of the planned works. • Duration of planned works (start and end dates and time). • Contact details of marine salvage operator. • Copy of marine craft's certificates and documentation. ○ Safety certificates ○ Navigational permit as applicable ○ Insurance and indemnity policies • Details of marine salvage team (master and crew members) ○ Name and qualification	☐	☐	
9. Copy of marine salvage operation manual including: • Operational procedures and checklists • Details of marine salvage equipment to be used • Details of communication means to be used during marine salvage operation with VTS ○ Agreed VHF working channel (Channel 16 must be used for emergencies only) ○ Onsite mobile telephone • Risk assessment for all planned tasks and contingency plans • Other safety considerations as defined this document	☐	☐	
10. Copy of emergency response manual including: • Availability and operational procedures for emergency equipment onboard the marine craft • Other safety considerations as defined in this document	☐	☐	
11. Copy of signed Declaration Form for "Operation Permit Stage"	☐	☐	

PERMIT CHECKLIST	MARINE SALVAGE OPERATIONS - MARINE SALVAGE OPERATOR		
12. Any other document required by the Department	☐	☐	
13. Fee payment for permit issuance	☐	☐	
Additional comments:			

Signature of Inspector	Name of Inspector	Date

PERMIT CHECKLIST	DREDGING OPERATIONS – DREDGING OPERATOR | DREDGING SERVICES
Type of Permit	☐ Annual Operation

Documentation for Permit Application	**Yes**	**No**	**Comments**
1. Copy of dredging contractor's business license	☐	☐	
2. Copy of dredging operator's insurance including: • General liability insurance certificate • Employer's liability • Worker's compensation • Equipment coverage (if any)	☐	☒	
3. Copy of dredging operation manual including: • Operational procedures and checklists. ○ Dredged materials assessment and monitoring plan. ○ Disposal assessment plan. • Details of dredging equipment to be used. • Details of communication means to be used during dredging operation with VTS. • Other safety considerations as defined in this document.	☐	☐	
4. Copy of emergency response manual including: • Availability and operational procedures for emergency equipment onboard the marine craft • Other safety considerations as defined in this document	☐	☐	
5. Copy of signed Declaration Form for "Operation Permit Stage"	☐	☐	
6. NOC from concerned entities, if any	☐	☐	
7. Any other document required by the Department	☐	☐	
8. Fee payment for permit issuance	☐	☐	
Additional comments:			

Signature of Inspector	**Name of Inspector**	**Date**

PERMIT CHECKLIST	DREDGING OPERATIONS – DREDGING OPERATOR | DREDGING PROJECT
Type of Permit	☐ NOC / Single Operation (duration of dredging project)

Documentation for Permit Application	**Yes**	**No**	**Comments**
1. Copy of dredging project owner's business license (applicable for private sector)	☐	☐	
2. Copy of dredging contractor's business license	☐	☐	
3. Certified letter of project award to dredging contractor	☐	☐	
4. NOC from concerned entities, if any	☐	☐	
5. NOC from the owner (for privately owned areas)	☐	☐	
6. Copy of dredging operator's insurance including: • General liability insurance certificate • Employer's liability • Worker's compensation • Equipment coverage (if any)	☐	☐	

7. Copy of dredging project details including:
• Project plan and location chart of the planned works (including approved disposal location)
• Duration of planned works (start and end dates and time)
• Contact details of dredging operator
• Copy of environmental permit from EAD for dredging project
• Copy of marine craft's certificates and documentation
  ○ Safety certificates
  ○ Navigational permit
  ○ Insurance and indemnity policies
• Details of dredging team (dredge master and crew)
  ○ Name and qualification
	☐	☐	

8. Copy of dredging operation manual including:
• Operational procedures and checklists
  ○ Dredged materials assessment and monitoring plan
  ○ Disposal assessment plan
• Details of dredging equipment to be used
• Details of communication means to be used during dredging operation with VTS
  ○ Agreed VHF working channel (Channel 16 must be used for emergencies only)
  ○ Onsite mobile telephone
• Risk assessment (including EIA) for all planned tasks and contingency plans
• Other safety considerations as defined in this document
	☐	☐	

9. Copy of emergency response manual including: • Availability and operational procedures for emergency equipment onboard the marine craft	☐	☐	

PERMIT CHECKLIST	DREDGING OPERATIONS – DREDGING OPERATOR | DREDGING PROJECT		
• Other safety considerations as defined in this document			
10. Copy of signed Declaration Form for "Operation Permit Stage"	☐	☐	
11. Any other document required by the Department	☐	☐	
12. Fee payment for permit issuance	☐	☐	
Additional comments:			

Signature of Inspector	Name of Inspector	Date

PERMIT CHECKLIST	AIDS TO NAVIGATION – ATON CONTRACTOR – INSTALLATION, REMOVAL OR MODIFICATION		
Type of Permit	☐ Single Operation (duration of AtoN project)		
Documentation for Permit Application	**Yes**	**No**	**Comments**
1. Copy of AtoN owner's business license	☐	☐	
2. Copy of AtoN contractor's business license	☐	☐	
3. Certified letter of project award to AtoN contractor	☐	☐	
4. NOC from concerned authorities, if any	☐	☐	
5. NOC from the owner (for privately owned areas)	☐	☐	
6. Copy of AtoN contractor's insurance including: • General liability insurance certificate • Employer's liability • Worker's compensation • Equipment coverage (if any)	☐	☐	

7. Copy of AtoN project details including:
• Project plan and location chart of the planned works
• Duration of planned works (start and end dates and time)
• Annual maintenance plan (for installation or modification AtoN projects)
• Contact details of AtoN contractor
• Copy of marine craft's certificates and documentation
  ○ Safety certificates
  ○ Navigational permit
  ○ Insurance and indemnity policies
• Details of AtoN team (master and crew members)
  ○ Name and qualification
	☐	☐	

8. Copy of AtoN project's operation manual including:
• Operational procedures and checklists
• Details of communication means to be used during AtoN operation with VTS
  ○ Agreed VHF working channel (Channel 16 must be used for emergencies only)
  ○ Onsite mobile telephone
• Risk assessment for all planned tasks and contingency plans
• Other safety considerations as defined in this document
	☐	☐	

9. Copy of signed Declaration Form for "Operation Permit Stage"	☐	☐	
10. Any other document required by the Department	☐	☐	
11. Fee payment for permit issuance	☐	☐	
Additional comments:			

PERMIT CHECKLIST	AIDS TO NAVIGATION – ATON CONTRACTOR – INSTALLATION, REMOVAL OR MODIFICATION

Signature of Inspector	Name of Inspector	Date

PERMIT CHECKLIST	HYDROGRAPHIC SURVEYS - SERVICE PROVIDER | HYDROGRAPHIC SURVEY SERVICES
Type of Permit	☐ Annual Operation

Documentation for Permit Application	**Yes**	**No**	**Comments**
1. Copy of hydrographic service provider's business license	☐	☐	
2. Copy of hydrographic service provider's insurance including: • General liability insurance certificate • Employer's liability • Worker's compensation • Equipment coverage (if any)	☐	☐	
3. Copy of hydrographic survey project's operation manual including: • Operational procedures and checklists • Details of communication means to be used during hydrographic survey operation with VTS • Other safety considerations as defined in this document	☐	☐	
4. Copy of signed Declaration Form for "Operation Permit Stage"	☐	☐	
5. NOC from concerned entities, if any	☐	☐	
6. Any other document required by the Department	☐	☐	
7. Fee payment for permit issuance	☐	☐	
Additional comments:			

Signature of Inspector	**Name of Inspector**	**Date**

PERMIT CHECKLIST	HYDROGRAPHIC SURVEYS - SERVICE PROVIDER | HYDROGRAPHIC SURVEY PROJECT		
Type of Permit	☐ NOC / Single Operation (duration of hydrographic survey project)		
Documentation for Permit Application	**Yes**	**No**	**Comments**
1. Copy of hydrographic service provider's business license	☐	☐	
2. Certified letter of project award to the hydrographic service provider	☐	☐	
3. NOC from concerned entities, if any	☐	☐	
4. NOC from the owner (for privately owned areas)	☐	☐	
5. Copy of hydrographic service provider's insurance including: • General liability insurance certificate • Employer's liability • Worker's compensation • Equipment coverage (if any)	☐	☐	

6. Copy of hydrographic survey project details including:
• Project plan and location chart of the planned works
• Duration of planned works (start and end dates and time)
• Details of equipment to be used
  ○ Echo Sounder (brand & model)
  ○ Positioning System (DGPS/ RTK)
  ○ Any other survey equipment used
• Contact details of the hydrographic service provider
• Copy of marine craft's certificates and documentation
  ○ Safety certificates
  ○ Navigational permit
  ○ Insurance and indemnity policies
• Details of hydrographic service provider's team (hydrographic surveyors)
  ○ Name and qualification
	☐	☐	

7. Copy of hydrographic survey project's operation manual including:
• Operational procedures and checklists
• Details of communication means to be used during hydrographic survey operation with VTS
  ○ Agreed VHF working channel (Channel 16 must be used for emergencies only)
  ○ Onsite mobile telephone
• Risk assessment for all planned tasks and contingency plans
• Other safety considerations as defined in this document
	☐	☐	

8. Copy of signed Declaration Form for "Operation Permit Stage"	☐	☐	
9. Any other document required by the Department	☐	☐	
10. Fee payment for permit issuance	☐	☐	
Additional comments:			

PERMIT CHECKLIST	HYDROGRAPHIC SURVEYS - SERVICE PROVIDER | HYDROGRAPHIC SURVEY PROJECT

Signature of Inspector	Name of Inspector	Date

Appendix I: Inspection Checklists – Maritime Companies

The inspection checklists will be used by the Department during the "Operation Permit Stage", if an inspection of the maritime company's facility is deemed necessary before a permit is issued or as part of an audit following, for example, a significant incident, accident, or if the Department receives a substantiated complaint.

The inspection checklists are applicable for all maritime companies, except marina operations, which will be in accordance to the Department's relevant codes and requirements.

The inspection items in below checklist template are the general items for all activities but specific and adaptable checklist to the specific requirements of a maritime activity shall be developed, updated and used during the inspection. Specific checklists will cover all maritime activities and sub-activities.

• Agents for marine crafts, and carriers' services • Boats repairing • Boats works workshop • Building of commercial marine crafts • Building of fishing boats and fish-processing factory marine crafts • Building of hovercraft • Building of motorboats • Building of recreation-type hovercraft • Building of sailboats • Construction of drilling platforms, floating or submersible • Construction of floating structures • Dhow renting • Dismantling and destroying shipping means • Diving institute of boats & Yachts • Diving Service provider • Diving training club • Driving institute of boats and yachts • Entertainment tools and sports equipment renting • Excursion boats & marine craft renting • Firefighting and prevention services in ports • Goods Marine Shipment Services • Inflatable boats and rafts manufacturing • Inland waterway transport for passengers • Inspection and classification of shipping means • Lessor of touring boats - Tajir Abu Dhabi	• Likely sinking marine crafts and cargo salvage • Management of goods shipping stations in ports • Marine residential platforms leasing – House boats • Marine sports club • Marine surveying • Marine transport by private contracts- for passengers & goods • Marine transportation of passengers and goods by contracts • Maritime transport of oil rigs and buoys • Personal water craft manufacturing • Pleasure and sporting boats manufacturing • port Management • PWC repairing and maintaining • Repair and maintenance of marine craft • Rescue Services in places of Swimming • Running marine tourist voyages • Seaplane operations • Ship rental • Training and qualification of marine cadres • Training in port equipment and operations • Underwater hull cleaning and propeller polishing • Marine craft management and operation • Marine craft piloting and towing • Marine crafts and floating structures sections manufacturing • Water passages dredging and deepening • Yacht management

INSPECTION CHECKLIST	INSPECTION OF MARITIME COMPANY – GENERAL

Report Reference No.			
Entity Name			
Entity Owner			
Entity Operator			
Business/Commercial License No. & Validity			
Date of Inspection			
Type of Inspection	Routine ☐	Random ☐	Follow up ☐

Summary of Main Inspection Findings

No.	Description	Risk H/L/M	Target Date*	Remarks
1.				
2.				
3.				
4.				
…				
…				

** Failure to meet the agreed target date for closeout of observation will lead to fines as per the applicable law and regulations in the Emirate.*
Use additional sheet if required

Follow up Actions - Inspection Required	Yes ☐	No ☐
Comments:-		

Inspection Results

Pass	☐	Fail	☐
Pass with condition	☐	Follow up Required	☐

Notes:
Criteria for “Pass”: less than 3 minor observations
Criteria for “Pass with Conditions”: more than 3 minor or less than 2 major observations
Criteria for “Fail”: more than 2 major observations

Endorsement

Inspector		Entity/Company	
Name		Name	
Signature		Signature	
Date		Date	

INSPECTION CHECKLIST	INSPECTION OF MARITIME COMPANY – GENERAL		
No.	**Inspection Item Description**	**Yes/No/NA**	**Remarks**
1	**Documents / Certification**		
1.1	Company Trade/Commercial license with activity		
1.2	Company owner's UAE ID, passport copy and for non-resident, residence visa copy		
1.3	Company Lability insurance certificate, in addition all marine crafts used for operation with related insurance cover and mandatory trade certificates, licenses, permits and validity.		
1.4	Signed copy of declaration form		
1.5	Expected size of the company (number of personnel and maritime assets, e.g marine crafts, infrastructure, facilities, etc)		
1.6	Principal agreement/authorization, if any		
1.7	Marine craft licenses, Class, Statutory and registration certificates, if any		
1.8	Copy of Financial reports audited (if applicable/ required)		
2	**Site / Location**		
2.1	NOC/Lease agreement from site owner		
2.2	Geographical coordinates of the intended area of operation		
2.3	Site affection/safety plan, emergency numbers available		
2.4	Site and facility suitability for the activity and specific operations		
2.5	Safety and Firefighting equipment available		
2.6	Site is tidy and free of any hazards		
2.7	Facility Registration, Harbour Master or Port Captain Approval, if applicable		
2.8	Dock labor mandatory registration if applicable		
2.9	Marine stops and facility suitability and embarkation/disembarkation safety		
2.10	Route permit issued by the concerned authorities		
2.11	Passenger transport permit by the Department		
3	**Occupational Health Safety and Environment**		
3.1	Company last external audit report for the IMS		
3.2	Copy of accident log book for existing licence		
3.3	Copy of penalties or fine imposed if any		
3.4	Last inspection report from the Department (if any)		
3.5	Is the company registered with ADPHC/OSHAD?		
4	**NOC/Approval from other concerned entities**		
4.1	EAD NOC/Approval if applicable		
4.2	NGC NOC /approval if applicable		

INSPECTION CHECKLIST	INSPECTION OF MARITIME COMPANY – GENERAL		
4.3	MOEI Accreditation/Permits/Approvals/Licences, where applicable		
4.4	Port Authority agreement/approval, if any		
4.5	Aviation Authority NOC/Approval, if applicable		
4.6	DCT Tourism Permit, if applicable		
4.7	Any other entity Approval/NOC or permit (if required)		
4.8	IACS membership certification		
4.9	ADPHC Approval		
5	**Employees competency and certification**		
5.1	Whether any element of the company operation required personnel competency, proficiency, skill set or mandatory education, such certificate with validity.		
5.2	Medical fitness reports for the personnel operating the unit acceptable to the Department		
5.3	Mandatory/Auxiliary course, endorsement, or exemption relevant to the personnel.		
6	**Procedures and Policies**		
6.1	Accident and incident reporting as per HSE guidance		
6.2	Risk Assessments		
6.3	Normal Operating Procedures		
6.4	Emergency Operating Procedures and contingency plan		
No.	**Other Inspection Item**	**Yes/No/NA**	**Remarks**
1	Is the facility suitable to conduct its maritime activity? • Office space (including necessary equipment as well as amenities to personnel and customers). • Good air ventilation and lighting, with temperature maintained at a comfortable level. • Good condition of flooring and walking surfaces. • Fire protection and warning systems (including fire exit doors, portable fire extinguishers, poster of fire and evacuation plan). • Availability of first aid kits (supply inventory, first aid training manual, treatment log). • Availability of PPE for personnel (if required). • Availability of parking spaces for business activities (if required). • Suitable warehouse for goods (if required).		
2	Are safety considerations listed in this document (for the specific maritime activity) covered in the company's management system and actively implemented onsite?		
3	Are workshop equipment and tools in good condition and well maintained?		

INSPECTION CHECKLIST	INSPECTION OF MARITIME COMPANY – GENERAL		
	• Availability of safety signage for equipment used • Availability of test certificates during inspection		
4	Are the marine crafts used in the company's activities in good condition and well maintained? • Registered and licensed as per the Department's requirements		
5	Others		

Appendix: < insert Checklist reference # >	Appendix: < insert Checklist reference # >
Insert picture	Insert picture
Appendix: < insert Checklist reference # >	Appendix: < insert Checklist reference # >
Insert picture	Insert picture
Appendix: < insert Checklist reference # >	Appendix: < insert Checklist reference # >
Insert picture	Insert picture

Appendix J: Contact Details – Department And Delegated Authority

Name of Authority	Contact Details
Department of Municipalities and Transport	Emergency No.: 800 555 Website: https://www.dmt.gov.ae/en
Abu Dhabi Ports	Emergency No.: 800 112 Website: https://www.adports.ae/ Email: customerservice@adports.ae
Abu Dhabi Maritime	Emergency No.: 800 112 Mobile No: 050 447 3187 Enquiry and Information: 800 10 20 30 Website: https://www.admaritime.ae/ Email: info@admaritime.ae

END