

19<sup>th</sup> April 2015

DUSUP/PL/15/331

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To: NOC Applicants

Submission Requirements for Obtaining DUSUP No Objection Certificate (NOC)

As part of DUSUP's ongoing efforts to improve the efficiency of our NOC system and better serve all applicants, DUSUP NOC submission requirements has been revised. All NOC applicants are advised to comply with the following minimum NOC submission requirements in order that the NOC application can be processed in a timely and effective manner:

All NOC applications must be addressed to:

Mr. Abdulla Abdul Karim  
General Manager  
Dubai Supply Authority (DUSUP)  
P.O. Box 207  
Dubai, U.A.E.

Fax: (04) 353-6240

**NOC applications are to be submitted to DUSUP Pipeline Office, Jebel Ali Industrial Area 1; the cover letter must be addressed to Mr. Abdulla Abdul Karim, DUSUP General Manager.**

Documentation requirements are as follows:

**A. Information NOC:**

**1. Hard Copies:**

Cover letter from the applicant	- 1 copy
Drawings	- 1 copy

Additional 4 sets of documents to be provided if the location is within JAFZA.

**2. Soft Copies:**

PDF files of Cover letter from the applicant and Drawings  
Auto CAD files of Plan / Layout Drawings.

**B. Trial Pit NOC:**

## 1. Hard Copies:

Cover letter from the applicant	- 1 copy
Method statements	- 2 copies
Drawings	- 2 copies

Additional sets of documents to be provided if the location is near one of the following pipelines:

ENOC Group	- 4 sets (within JAFZA Area only)
Dolphin Energy (DEL)	- 1 set
Duly filled DEL NOC Request Form	- 1 original + a copy

## 2. Soft Copies (One copy for each company):

PDF files for the following documents are required:

Cover letter from the applicant  
 Method statements and drawings

Auto CAD files for the following documents are required:

Plan / Layout Drawings

**C. Design NOC:**

## 1. Hard Copies:

Cover letter from the applicant	- 1 copy
Method statements	- 2 copies
Drawings	- 2 copies

Additional sets of documents to be provided if the location is near one of the following pipelines:

ENOC Group (JAFZA Area)	- 5 sets
ENOC Group (outside JAFZA Area)	- 2 sets
EMDAD	- 2 sets
DEL	- 2 sets
Duly filled DEL NOC Request Form	- 1 original + 1 copy

## 2. Soft Copies (One copy for each company):

PDF files for the following documents are required:

Cover letter from the applicant  
 Technical documents and method statements  
 Drawings

Auto CAD files for the following documents are required:

Plan / Layout Drawings

Crossing profile (if applicable)

#### **D. Construction NOC:**

##### **1) Hard Copies:**

Cover letter from the applicant	- 1 copy
Drawings	- 2 copies
Technical documents and method statements	- 2 copies
Trial Pit survey verified copy	- 1 copy
Risk assessment	- 2 copies
Construction schedule	- 1 copy

Additional sets of documents to be provided if the location is near one of the following pipelines:

ENOC Group (JAFZA Area)	- 5 sets
ENOC Group (outside JAFZA Area)	- 2 sets
EMDAD	- 2 sets
DEL	- 2 sets
Duly filled DEL NOC Request Form	- 1 original + a copy
Duly filled DEL Trial Pit NOC Closeout Form	- 1 original + a copy

##### **2) Soft Copies (One copy for each company):**

PDF files for the following documents are required:

Cover letter from the applicant

Technical documents, method statements and drawings

Auto CAD files for the following documents are required:

Plan / Layout Drawings

Crossing profile (if applicable)

#### **E) Construction NOC – NDRC Works:**

##### **1) Hard Copies:**

Cover letter from the applicant	- 1 copy
Drawings	- 2 copies
Technical documents & Job specific method statements	- 2 copies
Trial Pit survey verified copy	- 1 copy
Risk assessment	- 2 copies
Proof of RTA / DM approval of NDRC contractor	- 1 copy
Drilling operators certification	- 1 copy
Maintenance history of drilling equipment (Not older than 6month old)	- 1 copy



Contingency plan in case of drilling equipment failure	- 1 copy
Construction schedule	- 1 copy

Additional sets of documents to be provided if the location is near one of the following pipelines:

ENOC Group (JAFZA Area)	- 5 sets
ENOC Group (outside JAFZA Area)	- 2 sets
EMDAD	- 2 sets
DEL	- 2 sets
Duly filled DEL NOC Request Form	- 1 original + a copy
Duly filled DEL Trial Pit NOC Closeout Form	- 1 original + a copy

Notes:

HDD profile drawing must be prepared as per DUSUP sample drawing.

2) Soft Copies (One copy for each company):

PDF files for the following documents are required:

Cover letter from the applicant

Technical documents, method statements and drawings

Auto CAD files for the following documents are required:

Plan / Layout Drawings

Crossing profile (if applicable)

**F) Revalidation of NOC:**

A Cover letter from the applicant quoting approved DUSUP NOC reference with confirmation that there is no change in scope of works.

Refer to the original NOC, if DEL NOC is applicable following are required:

- Duly filled DEL NOC Revalidation Request Form - 1 original + a copy

**G) NOC Close out and As-built drawing submission:**

DUSUP Trial Pit NOC's and Construction NOC's must be closed within 30 days from the date of completion of work.

For closing of NOC's; the applicant shall formally request for a NOC close out inspection with DUSUP Pipeline Supervisor and / or other pipeline owners (if applicable) to verify the following:

- Field check of as built drawings.
- Field inspection to confirm the satisfactory completion of work.

As built submission documents requirements:

1) Hard Copies:

Cover letter	- 1 copy
Stamped & signed as built drawings	- 1 set

Additional sets of documents to be provided if the location is near one of the following pipelines:

ENOC Group (JAFZA Area)	- 6 sets
ENOC Group (outside JAFZA Area)	- 2 sets
EMDAD	- 2 sets
DEL	- 1 set
Duly filled DEL NOC Close-out Form	- 1 original + a copy

2) Soft Copies (One copy for each company):

PDF files for the following documents are required:

Cover letter from the applicant  
 Technical documents and method statements  
 Drawings

Auto CAD files for the following documents are required:

Plan / Layout Drawings  
 Crossing profile (if applicable)

Note: For DEL NOC close-out procedure refer to DEL website. The link for DEL website is given below under item 11 of General Notes (see below).

**General notes:**

- NOC applications are to be submitted to DUSUP Pipeline Office, Jebel Ali Industrial Area 1; the cover letter must be addressed to Mr. Abdulla Abdul Karim, DUSUP General Manager.**
- All soft copies shall be submitted on a CD clearly stating applicant's name, project title, applicant's letter reference and date.
- CD's must have two directories: PDF & AutoCAD (saved in Auto CAD 2006 or lower version)
- All electronic copies of drawings shall be named same as the drawing number & all associated x-reference files shall be bounded to it. There should be **only one drawing file** for a drawing.



5. The Location Plan / Layout drawing must be prepared using DLTM coordinates datum and elevations must be shown as per Dubai Municipality elevation datum.
6. Construction NOC requests must include a detail description of the works, job specific method statement and job specific construction drawings.
7. Cover letter must contain contact details (telephone i.e., landline & mobile and email) of the applicant / applicants technical representative for the technical discussion / clarifications.
8. All construction drawings and as-built drawings shall be stamped and signed by the project consultant or the client.
9. Applicant may be required to submit additional documents / drawings for the processing of NOC. If applicable, applicant will be advised of any additional requirements after the initial review.
10. If in doubt as to whether the work is near one of the pipelines noted above or as to the number of sets of documents required, please contact NOC department at any of these telephone numbers: (04) 8028708 / 8028744 or 8028746 during normal office hours only.
11. For DEL NOC requests forms and NOC close-out requirements refer to DEL website : <http://www.dolphinenergy.com/en/20/customer-care>

Yours truly,

19-4-15

Habib Almula  
Pipeline Manager

Cc: Mr. Abdulla Abdul Karim, General Manager