

Department of Port & Customs (DPC)

Safety Services Automation



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Preface

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1. Introduction

The purpose of this document is to present a detailed description of Safety services workflows in the Department of Port and Customs Ajman.

This document will covers following workflows:

- Safety workflows
 - Bunker permit
 - Hot works permit
 - Diving permits
 - Diesel discharging permit
 - General maintenance
 - Sanitation
- Bilingual software (Arabic & English)
- DPC/HAJT reports
- Customer dashboard

This document is intended for the DPC/HAJT business users, systems team, operation team, finance team and any other business team that requires understanding the To-Be system.

2. Definition, Acronyms and Terminology

Item	Description/Expansion
DPC	Department of Port and Customs
HAJT	Hutchison Ajman International Terminal

Table 1 Definition, acronyms and terminology

3. Safety Section

This section elaborates the safety services which should be automate, the document first describe the current process under AS-IS section and in later part it elaborates the TO-BE process.

Below are the lists of safety services, which should be automate:

- Bunker permit
- Hot works permit
- Diving permits
- Diesel discharging permit
- General maintenance permit
- Sanitation permit

3.1 Bunker permit process flow

3.1.1 AS-IS:

- i. The customer submits form with required documents (Agent request letter, Trade license, Company responsibility letter and to have valid gate pass for port entry) and visit the Safety office for approval.
- ii. The safety officer manually verifies the document, approve the request and issue permit.
- iii. The customer received the stamped bunker permit.

3.1.2 TO-BE:

3.1.2.1 Purpose:

To automate existing bunker permit request

3.1.2.2 Workflow:

- i. The registered customer fills online form, attaches required documents and submit request for approval.
- ii. The safety officer will either approve or reject request, and system follow one of the below workflow:
 - a. Approve: The safety officer will approves request and system will send approved permit as an email attachment.
 - b. Reject: The safety officer will provide mandatory comments for rejection and system will notify the customer.

Note: For reject scenario, the customer submits a new request with valid documents

3.1.2.3 Bunker permit process flow diagram:

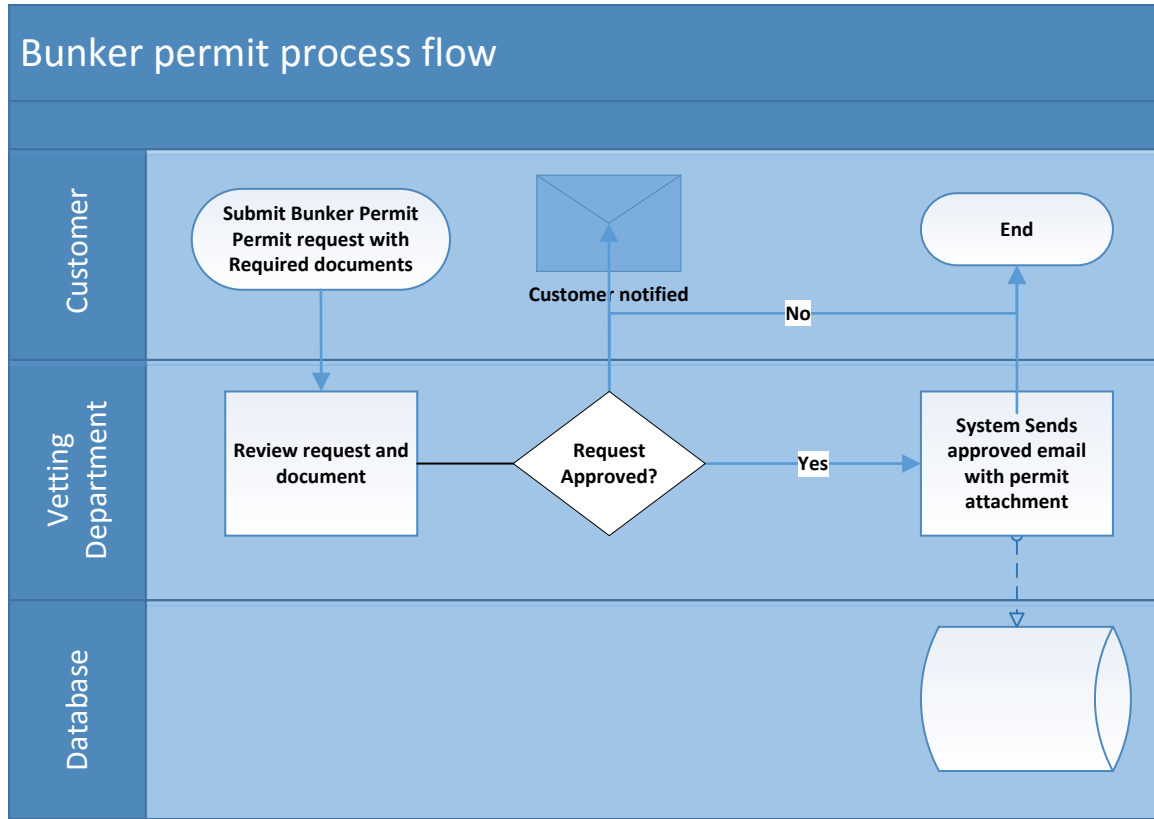


Figure 1 Bunker permit process flow diagram

3.1.2.4 Bunker permit form data fields:

The below table describe the bunker Permit data fields:

Bunker permit data fields			
S.No	Fields	Description	Data type
1	Company Name	Enter Company Name as per trade license	Varchar2 (80 byte)
2	Work Location	Enter work location inside Ajman Port	Varchar2 (80 byte)
3	Job Details	Enter Job Details	Varchar2 (500 byte)
4	Bunker Details/Tonnes	Enter Bunker Details	Varchar2 (80 byte)
5	Duration of Stay	Enter Duration Details	Varchar2(5)
6	Fees	Enter Fees (5 AED)	Numeric (5)
7	Person in charge Name	Enter person in charge details	Varchar2 (80 byte)
8	Person in charge Mobile no.	Enter person in charge contact details	Varchar2 (80 byte)

Table 2 Bunker permit data fields

3.1.2.5 Bunker permit required documents:

This section displays list of required documents for bunker permit.

S.No	Document Name
1	Agent request letter
2	Trade license
3	Company responsibility letter
4	Valid gate pass

Table 3 Bunker permit required documents

3.1.2.6 Output:

Refer [Bunker permit](#) under Appendix

3.1.2.7 Email notification trigger points:

This section display the email notifications trigger points:

Application Status	Customer	Vetting group
Submitted	Yes	Yes
Approved	Yes	Na
Rejected	Yes	Na

Table 4 Email notifications trigger point

3.1.2.8 DPC/HAJT user's roles & privileges:

This section displays the DPC/HAJT user's roles & privileges.

DPC/HAJT Role	View	Edit details	Approval	Reject	Reports' view
HAJT	Yes	Yes	No, only verify request	Yes	Full
DPC	Yes	Yes	Yes	Yes	Full

Table 5 DPC/HAJT user's roles and privileges

3.2 Hot work permit process flow:

3.2.1 AS-IS:

- i. The customer submits form with required documents (Agent request letter, Trade license, Company/Vessel master responsibility letter, Certified marine surveyor certificate and to have valid gate pass for port entry) and visit the safety office for approval.
- ii. The safety officer manually verifies the document, approve the request and issue permit.
- iii. The customer received the stamped hot work permit.

3.2.2 TO-BE:

3.2.2.1 Purpose:

To automate existing hot work permit request

3.2.2.2 Workflow:

- i. The registered customer fills online form, attaches required documents and submit request for approval.
- ii. The safety officer will either approve or reject request, and system follow one of the below workflow:
 - a. Approve: The safety officer will approves request and system will send approved permit as an email attachment.
 - b. Reject: The safety officer will provide mandatory comments for rejection and system will notify the customer.

Note:

- 1) For reject scenario, the customer submits a new request with valid documents
- 2) The certified marine surveyor certificate is valid for 24 hrs. (Gas free). Therefore, the request should be submitted as soon as possible post-receiving certified marine surveyor certificate (Gas free).

3.2.2.3 Hot work permit process flow diagram:

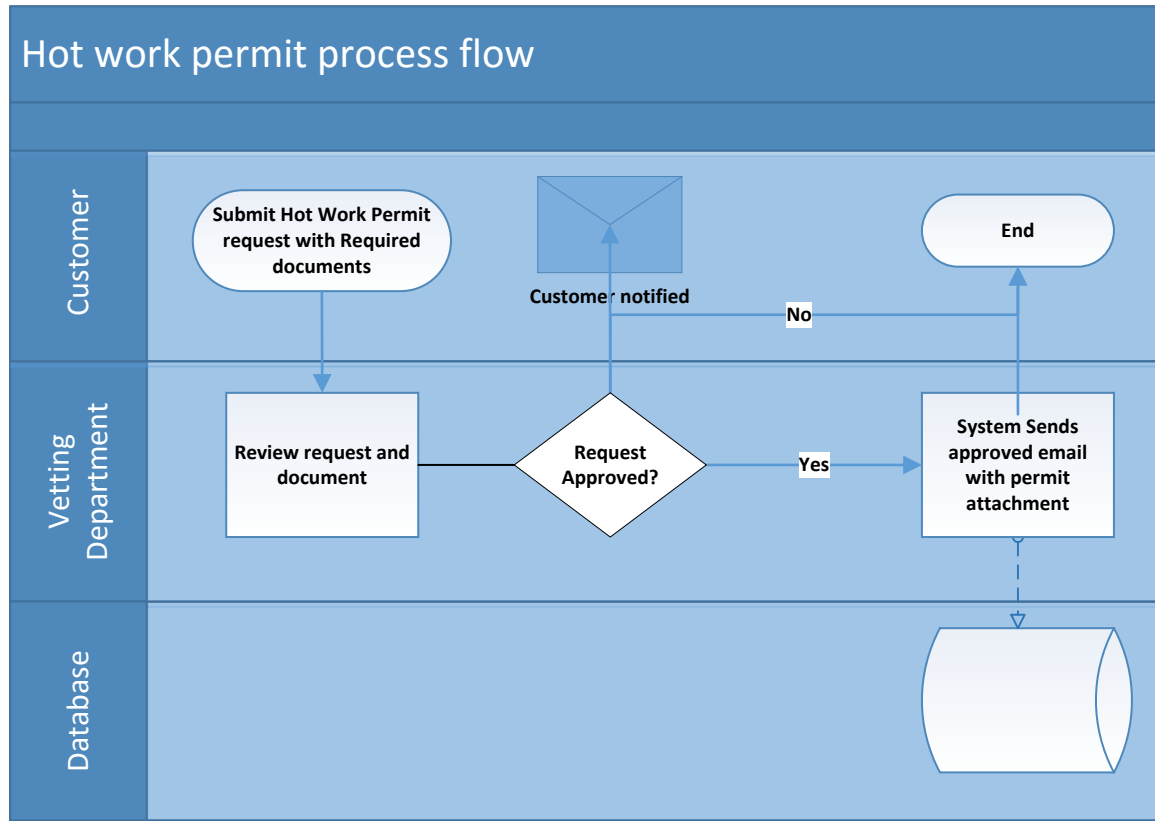


Figure 2 Hot work permit process flow diagram

3.2.2.4 Hot work permit form data fields:

The below table describe the hot work permit data fields:

Hot work permit data fields			
S.No	Fields	Description	Data type
1	Vessel Name	Enter Vessel Name	Varchar2 (80 byte)
2	Agent Name	Enter Agent Name	Varchar2 (80 byte)
3	Permit Valid Date (Gas free)	Enter valid permit date	Date format (DD/MM/YYYY)
4	Work Company	Enter work company Name	Varchar2 (80 byte)
5	Forman Name	Enter Forman Name	Varchar2 (80 byte)
6	Forman Mobile No.	Enter Forman contact details	Numeric (10)
7	Duration of Stay	Enter Duration Details	Varchar2(5)
8	Fees	Select Drop-Down	Drop-down list: 1. 305 AED for Weekly 2. 155 AED for Daily

Table 6 Hot work permit data fields

3.2.2.5 Hot work permit required documents:

This section displays list of required documents for Hot Work Permit.

S.No	Document Name
1	Agent request letter
2	Company/Vessel master responsibility letter
3	Certified marine surveyor certificate (Gas free) optional
4	Valid gate pass

Table 7 Hot Work Permit required documents

3.2.2.6 Output:

Refer [Hot work permit](#) under Appendix

3.2.2.7 Email notification trigger points:

This section display the email notifications trigger points:

Application Status	Customer	Vetting group
Submitted	Yes	Yes
Approved	Yes	Na
Rejected	Yes	Na

Table 8 Email notification trigger points

3.2.2.8 DPC/HAJT user's roles & privileges:

This section displays the DPC/HAJT user's roles & privileges.

DPC/HAJT Role	View	Edit details	Approval	Reject	Reports' view
HAJT	Yes	Yes	No, only verify request	Yes	Full
DPC	Yes	Yes	Yes	Yes	Full

Table 9 DPC/HAJT user's roles and privileges

3.3 Diving permit process flow:

3.3.1 AS-IS:

- i. The customer submits form with required documents (Agent request letter, Trade license, Company responsibility letter, Diver diving certificate, Diver medical certificate and to have valid gate pass for port entry) and visit the safety office for approval.
- ii. The Safety manually verifies the document, approve the request and issue permit.
- iii. The customer received the stamped diving permit.

3.3.2 TO-BE:

3.3.2.1 Purpose:

To automate existing diving permit request

3.3.2.2 Workflow:

- i. The registered customer fills online form, attaches required documents and submit request for approval.
- ii. The safety officer will either approve or reject request, and system follow one of the below workflow:
 - a. Approve: The safety officer will approves request and system will send approved permit as an email attachment.
 - b. Reject: The safety officer will provide mandatory comments for rejection and system will notify the customer.

Note: For reject scenario, the customer submits a new request with valid documents.

3.3.2.3 Diving permit process flow diagram:

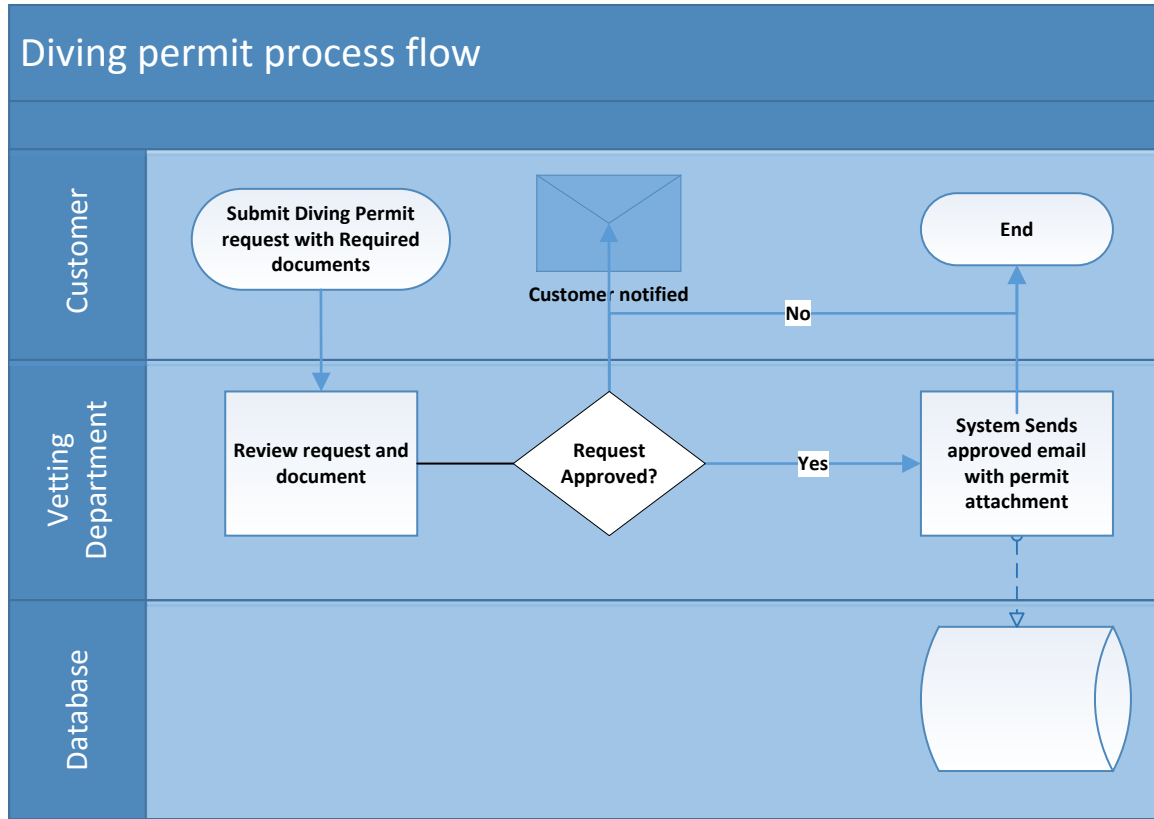


Figure 3 Diving permit process flow diagram

3.3.2.4 Diving permit form data fields:

The below table describe the diving permit data fields:

Diving permit data fields			
S.No	Fields	Description	Data type
1	Vessel Name	Enter Vessel name	Varchar2 (80 byte)
2	Agent Name	Enter Agent name	Varchar2 (80 byte)
3	Diving Company	Enter diving company name	Varchar2 (80 byte)
4	Diving Location and purpose	Enter diving location details and purpose	Varchar2 (80 byte)
5	Diving Date	Select/Enter diving date	Date format (DD/MM/YYYY)
6	Duration of Stay	Enter Duration Details	Varchar2(5)
7	Fees	Enter Fees (5 AED)	Numeric (5)
8	Diving in charge Name	Enter diving in charger name	Varchar2 (80 byte)
9	Diving in charge Mobile no.	Enter diving in charge contact details	Varchar2 (80 byte)

Table 10 Diving permit data fields

3.3.2.5 Diving permit required documents:

This section displays list of required documents for diving permit.

S.No	Document Name
1	Agent request letter
2	Trade license
3	Company responsibility letter
4	Diver diving certificate
5	Diver medical certificate
6	Valid gate pass

Table 11 Diving permit required documents

3.3.2.6 Output:

Refer [Diving permit](#) under Appendix

3.3.2.7 Email Notification trigger points:

This section display the email notifications trigger points:

Application Status	Customer	Vetting group
Submitted	Yes	Yes
Approved	Yes	Na
Rejected	Yes	Na

Table 12 Email notifications trigger points

3.3.2.8 DPC/HAJT user's roles & privileges:

This section displays the DPC/HAJT user's roles & privileges.

DPC/HAJT Role	View	Edit details	Approval	Reject	Reports' view
HAJT	Yes	Yes	No, only verify request	Yes	Full
DPC	Yes	Yes	Yes	Yes	Full

Table 13 DPC/HAJT user's Roles and Privileges

3.4 Diesel discharge permit process flow:

3.4.1 AS-IS:

- i. The customer submits form with required documents (approved manifest and to have valid gate pass for port entry) and visit the Safety office for approval.
- ii. The safety officer manually verifies the document, approve the request and issue permit.
- iii. The customer received the stamped diesel discharge permit.

3.4.2 TO-BE:

3.4.2.1 Purpose:

To automate existing diesel discharge permit request

3.4.2.2 Workflow:

- i. The registered customer fills online form, attaches required documents and submit request for approval.
- ii. The safety officer will either approve or reject request, and system follow one of the below workflow:
 - a. Approve: The safety officer will approves request and system will send approved permit as an email attachment.
 - b. Reject: The safety officer will provide mandatory comments for rejection and system will notify the customer.

Note: For reject scenario, the customer submits a new request with valid documents.

3.4.2.3 Diesel discharge permit process flow diagram:

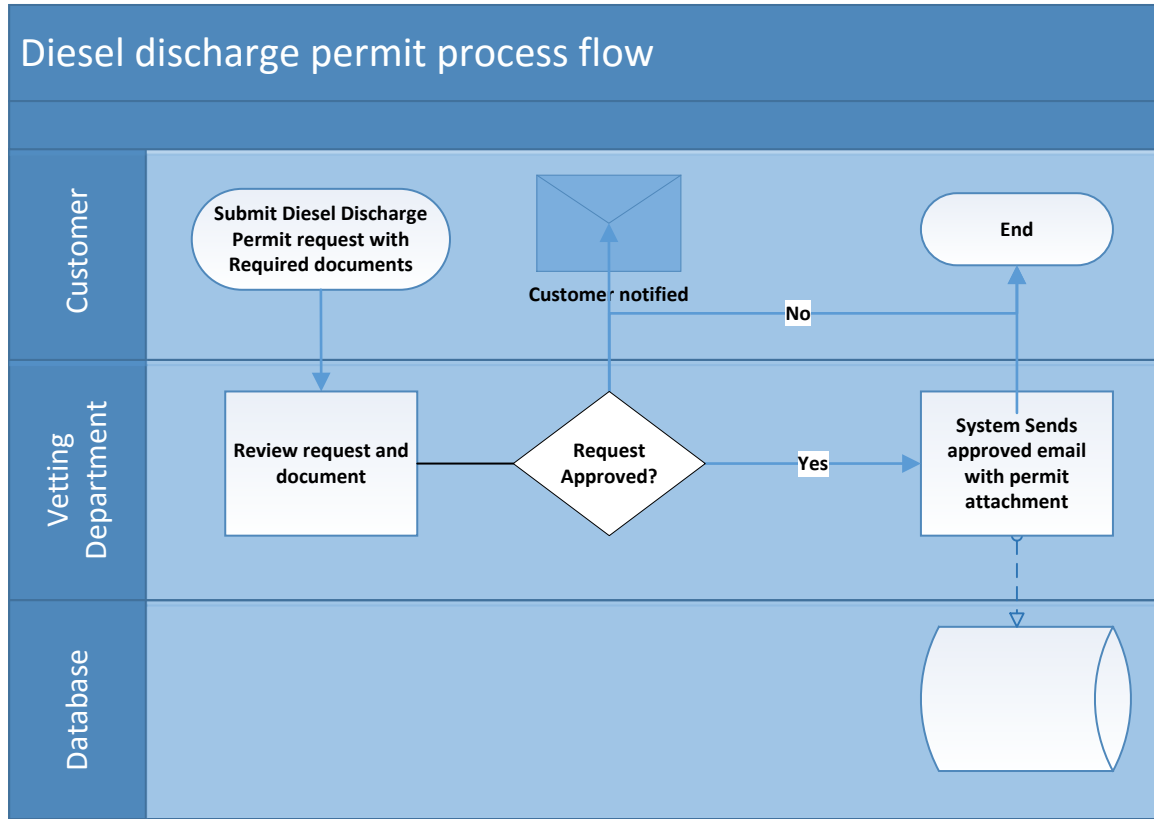


Figure 4 Diesel discharge permit process flow diagram

3.4.2.4 Diesel discharge permit form data fields:

The below table describe the diesel discharge permit data fields:

Diesel discharge data fields			
S.No	Fields	Description	Data type
1	Vessel Name	Enter vessel name	Varchar2 (80 byte)
2	Agent Name	Enter agent name	Drop-down
3	Berth Number	Enter Berthing details	Number (10)
4	Date Arrived	Select/Enter arrival date	Date format (DD/MM/YYYY)
5	Duration of Stay	Enter Duration Details	Varchar2 (5)
6	Fees	Enter Fees (5 AED)	Numeric (5)
7	Person in charge Name	Enter person in charger name	Varchar2 (80 byte)
8	Person in charge Mobile No.	Enter person in charge contact details	Varchar2 (80 byte)

Table 14 Diesel discharge permit data fields

3.4.2.5 Output:

Refer [diesel discharge permit](#) under Appendix

3.4.2.6 Email notification trigger points:

This section display the email notifications trigger points:

Application Status	Customer	Vetting group
Submitted	Yes	Yes
Approved	Yes	Na
Rejected	Yes	Na

Table 15 Email notifications trigger points

3.4.2.7 Diesel discharge permit required documents:

This section displays list of required documents for diesel discharge permit.

S.No	Document Name
1	Approved manifest
2	Valid gate pass

Table 16 Diesel discharge permit required documents

3.4.2.8 DPC/HAJT user's roles & privileges:

This section displays the DPC/HAJT user's roles & privileges.

DPC/HAJT Role	View	Edit details	Approval	Reject	Reports' view
HAJT	Yes	Yes	No, only verify request	Yes	Full
DPC	Yes	Yes	Yes	Yes	Full

Table 17 DPC/HAJT user's roles and privileges

3.5 General maintenance permit process flow:

3.5.1 AS-IS:

- i. The customer submits form with required documents (Agent request letter, Trade license, Company responsibility letter and to have valid gate pass for port entry) and visit the safety officer for approval.
- ii. The Safety officer manually verifies the document, approve the request and issue permit.
- iii. The customer received the stamped general maintenance permit.

3.5.2 TO-BE:

3.5.2.1 Purpose:

To automate existing general maintenance request

3.5.2.2 Workflow:

- i. The registered customer fills online form, attaches required documents and submit request for approval.
- ii. The safety officer will either approve or reject request, and system follow one of the below workflow:
 - a. Approve: The safety officer will approves request and system will send approved permit as an email attachment.
 - b. Reject: The safety officer will provide mandatory comments for rejection and system will notify the customer.

Note: For reject scenario, the customer submits a new request with valid documents

3.5.2.3 General maintenance permit process flow diagram:

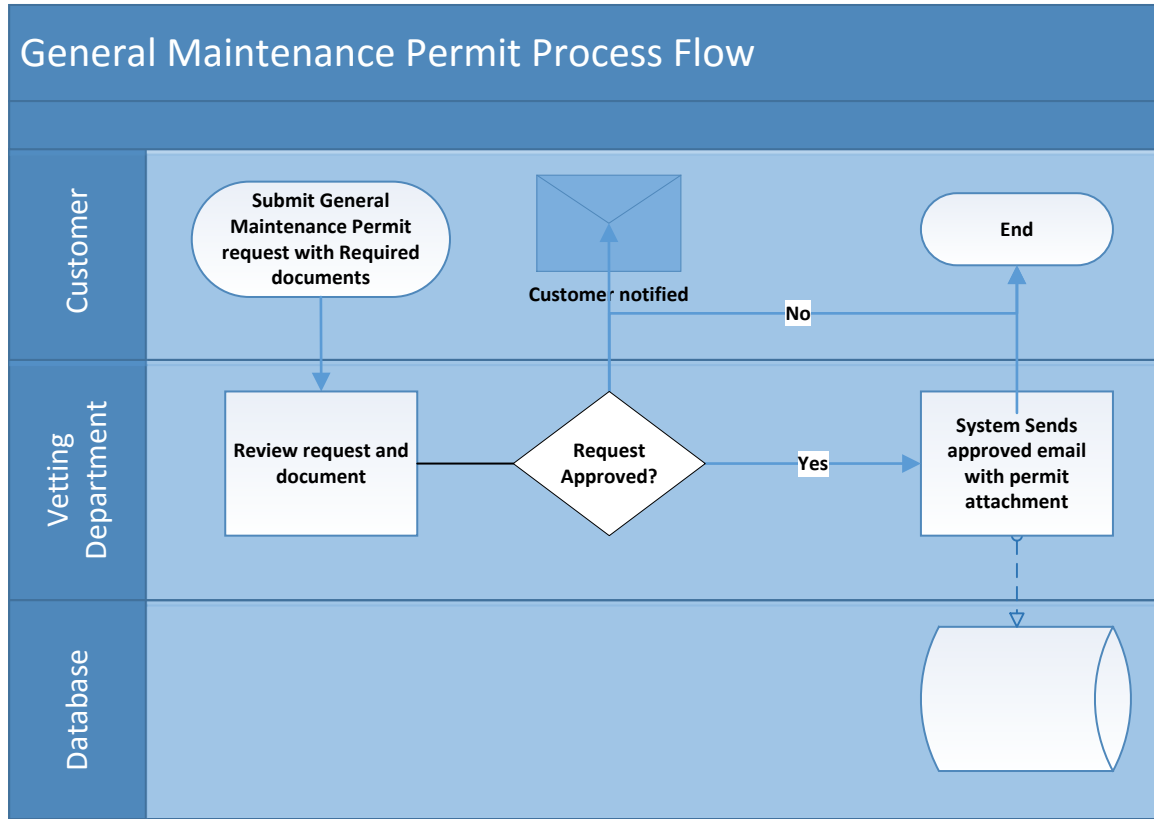


Figure 5 General maintenance permit process flow diagram

3.5.2.4 General maintenance permit form data fields:

The below table describe the general maintenance permit data fields:

General maintenance data fields			
S.No	Fields	Description	Data type
1	Repairing Company Name	Enter company detail	Varchar2 (80 byte)
2	Work Location	Enter work location detail	Varchar2 (80 byte)
3	Diving Company	Enter diving company detail	Varchar2 (80 byte)
4	Job Details	Enter Job detail	Varchar2 (500 byte)
5	Fees	Enter Fees (5 AED)	Numeric (5)
6	Duration of Stay	Enter duration detail	Varchar2 (80 byte)
7	Repair workshop in charge Name	Enter in charges name	Varchar2 (80 byte)
8	Repair workshop in charge Mobile No.	Enter in charges contact detail	Varchar2 (80 byte)

Table 18 General maintenance permit data fields

3.5.2.5 General maintenance permit required documents:

This section displays list of required documents for general maintenance permit.

S.No	Document Name
1	Agent request letter
2	Trade license
3	Company responsibility letter
4	Valid gate pass

Table 19 General maintenance permit required documents

3.5.2.6 Output:

Refer [general maintenance permit](#) under Appendix

3.5.2.7 Email notification trigger points:

This section display the email notifications trigger points:

Application Status	Customer	Vetting group
Submitted	Yes	Yes
Approved	Yes	Na
Rejected	Yes	Na

Table 20 Email notifications triggers points

3.5.2.8 DPC/HAJT user's roles & privileges:

This section displays the DPC/HAJT user's roles & privileges.

DPC/HAJT Role	View	Edit details	Approval	Reject	Reports' view
HAJT	Yes	Yes	No, only verify request	Yes	Full
DPC	Yes	Yes	Yes	Yes	Full

Table 21 DPC/HAJT user's roles and privileges

3.6 Sanitation permit process flow:

3.6.1 AS-IS:

- i. The Customer submits form with required documents (Agent request letter, Trade license, Company responsibility letter and to have valid gate pass for port entry)) and visit the safety officer for approval.
- ii. The Safety officer manually verifies the document, approve the request and issue permit.
- iii. The customer received the stamped sanitation permit.

3.6.2 TO-BE:

3.6.2.1 Purpose:

To automate existing sanitation request

3.6.2.2 Workflow:

- i. The registered customer fills online form, attaches required document and submits request for approval.
- ii. The safety officer will either approve or reject request, and system follow one of the below workflow:
 - a. Approve: The safety officer will approve request, review the certificate details & if required edit the certificate and system will send approved certificate as an email attachment.
Refer sanitation certificate under Appendix for editable fields.
 - b. Reject: The safety officer will provide mandatory comments for rejection and system will notify the customer.

Note: For reject scenario, the customer submits a new request with valid documents

3.6.2.3 Sanitation permit process flow diagram:

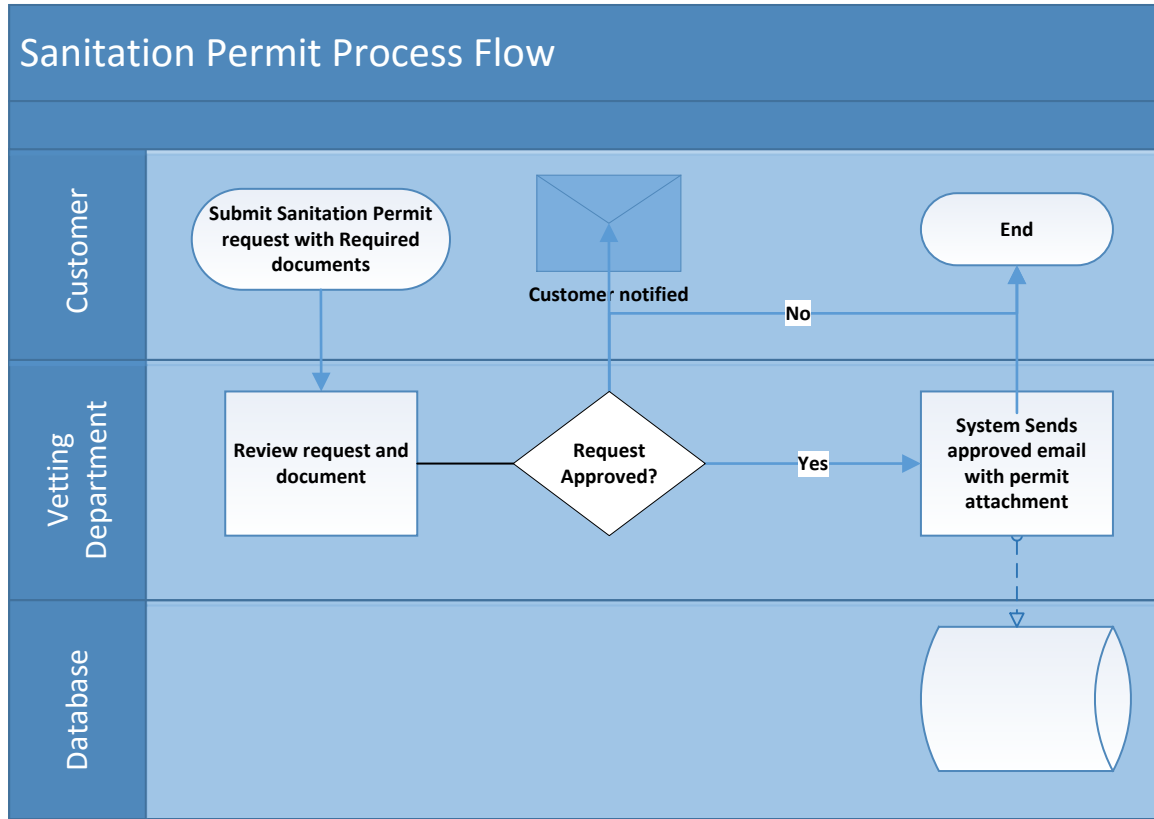


Figure 6 Sanitation permit process flow diagram

3.6.2.4 Sanitation permit form data fields:

The below table describe the Sanitation permit data fields:

Sanitation permit data fields			
S.No	Fields	Description	Data type
1	Vessel Name	Enter vessel name	Varchar2 (80 byte)
2	Flag/Country	Select/Enter country name	Drop Down list for countries
3	IMO No.	Enter IMO number	Numeric (5)
4	GRT	Enter GRT details	Numeric(5)
5	Vessel Type	Enter Vessel type	Varchar2 (80 byte)
6	Agent Name	Enter agent name	Varchar2 (80 byte)
7	Fees	Enter Fees (500 AED)	Numeric (5)

Table 22 Sanitation permit data fields

3.6.2.5 Sanitation permit required documents:

This section displays list of required documents for sanitation permit.

S.No	Document Name
1	Agent request letter
2	Trade license of pest control company
3	Company responsibility letter
4	Pest control certificate
5	Valid gate pass

Table 23 Sanitation permit required documents

3.6.2.6 Output:

Refer [sanitation permit](#) under Appendix

3.6.2.7 Email notification trigger points:

This section display the email notifications trigger points:

Application Status	Customer	Vetting group
Submitted	Yes	Yes
Approved	Yes	Na
Rejected	Yes	Na

Table 24 Email notification trigger points

3.6.2.8 DPC/HAJT user's roles & privileges:

This section displays the DPC/HAJT user's roles & privileges.

DPC/HAJT Role	View	Edit details	Approval	Reject	Reports' view
HAJT	Yes	Yes	No, only verify request	Yes	Full
DPC	Yes	Yes	Yes	Yes	Full

Table 25 DPC/HAJT user's roles and privileges

4. DPC/HAJT Reports

This section covers reporting functions available for DPC/HAJT departments:

- a. Able to get report by date range
- b. Able to get report by status
- c. Able to use all combination filter
- d. Able to get all report despite of date range.
- e. Able to get report by users name

Note: All reports should be saved and printed in excel/PDF format.

5. Customer Dashboard

This section covers the dashboard requirements for Customer.

- a. List of submitted requests
- b. List of approved requests
- c. List of rejected requests

Email notification message

i. Submission email content:

Dear User (XXXXX),

Your (request name) request for (request no.) has been received and is being considered.

You will be advised by email when a decision has been made.

Regards,
Safety Department,
HAJT

ii. Approved email content:

Dear User (XXXXX),

Your (request name) for XXXXXX (request no.) has been approved.

Please find the attachments for your reference and follow below instructions for entry

Instructions:

1. Payment must be made at payment counter prior to entry.
2. Bring signed "SAFETY GUIDELINES HAJT HSE for Contractors Subcontractor" along with the permit for entry.

Regards,
Safety Department,
HAJT

iii. Rejected email content:

Dear User (XXXXX),

Sorry, your (request name) for XXXXXX (request no.) has been rejected.

Rejection Comments:

You can re-submit a new (permit request name) request.

Regards,
Safety Department,
HAJT

6. Appendix:

A. Safety section TO-BE attachment for approve email

- i. Bunker permit and safety induction form:



OIL/WATER SUPPLY PERMIT
HUTCHISON AJMAN INTERNATIONAL TERMINALS LIMITED – F.Z.E., P.O.BOX-388, AJMAN
TAX INVOICE
TRN No: 100031583600003

Bunker/Oil/Water Permit Details		
1	Company Name	
2	Work Location	
3	Job Details	
4	Bunker Details	
5	Duration of stay	
6	Fees	
7	Person in charge Name	
8	Person in charge Mobile no.	

Below Safety Procedures to be followed:

1. Parking of vehicles must be 5 meters away from jetty.
2. Fire and Safety equipment to be ready for immediate use near the work areas.
3. Fire watch must be maintained at all time.
4. "NO SMOKING" policy to be adopted inside the port premises.
5. Safety Helmet, safety shoes, High viz jacket and other necessary personal protective gear must be worn during the job.
6. After completing the job the area must be cleaned.
7. Entry subject to payment.
8. Signed "SAFETY GUIDELINES HAJT HSE for Contractors Subcontractor" document by company.

Note: The Oil/Water supply companies are fully responsible for any pollution / explosion or any accident/incident happen during work.
Ajman Port / HAJT is not responsible for any incident/accident and contamination, minor / major (Injury) and fatality.

Safety Induction Form:



HAJT HSE guidelines for Contractor/s & Sub-Contractor/s

- Electrical works
- HVAC works
- Stevedore's activities
- Civil works
- Transporters
- Mechanical works
- Equipment/s hires
- Diving Services

The purpose of safety code for contractors and sub-contractors is to safeguard against the mishaps and damages to the material and machinery while carrying out work inside HAJT Terminals through contracts & sub-contractors.

Contractor(s) & Sub-contractor(s) must adhere to the below codes to ensure complete safety:

- No work should be carried out unless authorized under work permit document, issued by HAJT safety section.
- In the event of emergency, all contractor/s & Sub-Contractors personnel must suspend all jobs, leave their jobs in safe condition and assemble at the assembly point.
- All contractor/s & Sub-Contractors employees must use safety appliances to protect against hazards as and when required to carry out the job safely.
- It shall be the responsibility of the contractor/s & Sub-Contractor/s to provide common safety appliances or personal protective equipment to his employee/s.
- It shall be the responsibility of the contractor to see that the special safety appliances supplied by the company are used with utmost care.
- Any damage to such equipment shall have to be compensated by the contractor/s and Sub-contractor/s.
- The contractor must comply with company/s procedure of "Accident Reporting". All reports in this connection must reach in time to the concerned officer of HAJT for further action.
- Contractor/s & Sub-Contractor/s employees shall not tamper or interfere with any machinery or equipment in the operating areas; they should use, adjust and repair the equipment only when authorized.
- They should not meddle with switches, controls, levers, valves, etc.
- Strict compliance with the plant's safety rule, cautionary signs and verbal instructions shall be observed.
- Work place should be maintained clean and tidy. Rubbish and other waste should be disposed of only in containers provided for that.
- Right tools must be used for the job to ensure safety.
- Contractor/s & Sub-Contractor/s employees must wear reasonably tight clothing. Loose fit clothing may be caught while working near rotating machines; it is unsafe to work barefooted or with sandals/slippers
- The Contractor/s & Sub-Contractor/s shall ensure that fire-fighting equipment is not obstructed at any time and no material is piled by his employees to cause blockade or hindrance to any fire or safety equipment.
- Contractor/s & Sub-Contractor/s shall be responsible for the safety of his personnel and property as well as the safety of personnel and property of the company.
- Bringing, or entering under the influence of any intoxicants or narcotics, inside the terminal premises are prohibited.

- Any situation to affect the safety of any employee or other co-workers must be promptly reported to the section in-charge.
- Fire hydrant should not be opened without the permission of HSE & Security department.
- A job will not be considered complete until all surplus material; scrap or rubbish is removed from the job site.
- All contractor/s & Sub-Contractor/s must return the safety equipment loaned to them as soon as the work is completed. Loss or damage to this equipment shall be charged.
- Supervisor/Engineer should ensure the strict compliance of the company/s safety rules.
- The contractor/s & Sub-Contractor/s should have their own insurance policy for any settlement of claim/s.
- If more than 10 employees working from the contractor / subcontractor end, then a safety officer should be appointed by the contractor/subcontractor.
- All relevant and necessary NOC's from Govt. authorities to be obtained prior to commence work.

In addition to above, all Contractors' & Subcontractors employees shall have to undergo safety induction training before engaging themselves, prior carrying out the actual work inside the Terminal/Port premises.

Hutchison Ajman International Terminals is not responsible for any incident /accident/minor injury/ major injury fatality/contamination due to any negligence on part of the Contractor/s or Sub-contractor/s workers.

Company Name: _____ Acknowledge by: _____ Dated: _____

Company Stamp:

By the Management HAJT/DPC (HSE Section): _____ Dated: _____

HAJT-HSE-OCF-FO-13A Rev: 01	HAJT HSE SAFETY CODE	10/02/2018	Page 1 of 1
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ii. Hot work permit and safety induction form



SAFETY REQUIREMENTS FOR HOT WORKS
HUTCHISON AJMAN INTERNATIONAL TERMINALS LIMITED – F.Z.E., P.O.BOX-388, AJMAN
TAX INVOICE
TRN No: 100031583600003

Hot Work Permit Details		
1	Vessel Name	
2	Agent Name	
3	Permit Valid Date	
4	Work Company	
5	Forman/Agent Name	
6	Forman/Agent Mobile No.	
7	Duration of Stay	
8	Fees	

Below Safety Procedures to be followed:

1. Tank Cleaning work and Tank repairing work is not allowed for Diesel Tanker and other Diesel carrying vessels.
2. Fire and Safety equipment to be ready for immediate use near the hot work areas.
3. Fire watch must be maintained at all hot work areas.
4. All precautions to be taken while personnel enter and work in the mentioned areas.
5. Approved breathing apparatus and rescue equipment must be ready for immediate use.
6. Effective ventilation must be provided continuously throughout the validity of these certificates.
7. The work place must be free of inflammable materials like –diesel, bilge oil, wood, oily waste or any hazardous chemicals.
8. Safety Helmet, Safety Shoes, High viz jackets and other necessary personal protective gear must be worn during the job.
9. The repair workshop Supervisor/Foreman is fully responsible for any incident/accident happening during the job and until the stay in Ajman Port.
10. After completing the job the wharf area must be cleaned.
11. Hot work is not permitted after 18:00 hrs.
12. Entry subject to payment.
13. Signed "SAFETY GUIDELINES HAJT HSE for Contractors Subcontractor" document by company.

Note: The Vessel Master and the repair workshop is fully responsible for any incident/accident happen during work. Ajman Port / HAJT is not responsible for any incident/accident and contamination, minor / major (Injury) and fatality.

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Safety Induction Form:



HAJT HSE guidelines for Contractor/s & Sub-Contractor/s

- Electrical works
- HVAC works
- Stevedore's activities
- Civil works
- Transporters
- Mechanical works
- Equipment/s hires
- Diving Services

The purpose of safety code for contractors and sub-contractors is to safeguard against the mishaps and damages to the material and machinery while carrying out work inside HAJT Terminals through contracts & sub-contractors.

Contractor(s) & Sub-contractor(s) must adhere to the below codes to ensure complete safety:

- No work should be carried out unless authorized under work permit document, issued by HAJT safety section.
- In the event of emergency, all contractor/s & Sub-Contractors personnel must suspend all jobs, leave their jobs in safe condition and assemble at the assembly point.
- All contractor/s & Sub-Contractors employees must use safety appliances to protect against hazards as and when required to carry out the job safely.
- It shall be the responsibility of the contractor/s & Sub-Contractor/s to provide common safety appliances or personal protective equipment to his employee/s.
- It shall be the responsibility of the contractor to see that the special safety appliances supplied by the company are used with utmost care.
- Any damage to such equipment shall have to be compensated by the contractor/s and Sub-contractor/s.
- The contractor must comply with company/s procedure of "Accident Reporting". All reports in this connection must reach in time to the concerned officer of HAJT for further action.
- Contractor/s & Sub-Contractor/s employees shall not tamper or interfere with any machinery or equipment in the operating areas; they should use, adjust and repair the equipment only when authorized.
- They should not meddle with switches, controls, levers, valves, etc.
- Strict compliance with the plant's safety rule, cautionary signs and verbal instructions shall be observed.
- Work place should be maintained clean and tidy. Rubbish and other waste should be disposed of only in containers provided for that.
- Right tools must be used for the job to ensure safety.
- Contractor/s & Sub-Contractor/s employees must wear reasonably tight clothing. Loose fit clothing may be caught while working near rotating machines; it is unsafe to work barefooted or with sandals/slippers
- The Contractor/s & Sub-Contractor/s shall ensure that fire-fighting equipment is not obstructed at any time and no material is piled by his employees to cause blockade or hindrance to any fire or safety equipment.
- Contractor/s & Sub-Contractor/s shall be responsible for the safety of his personnel and property as well as the safety of personnel and property of the company.
- Bringing, or entering under the influence of any intoxicants or narcotics, inside the terminal premises are prohibited.

- Any situation to affect the safety of any employee or other co-workers must be promptly reported to the section in-charge.
- Fire hydrant should not be opened without the permission of HSE & Security department.
- A job will not be considered complete until all surplus material; scrap or rubbish is removed from the job site.
- All contractor/s & Sub-Contractor/s must return the safety equipment loaned to them as soon as the work is completed. Loss or damage to this equipment shall be charged.
- Supervisor/Engineer should ensure the strict compliance of the company/s safety rules.
- The contractor/s & Sub-Contractor/s should have their own insurance policy for any settlement of claim/s.
- If more than 10 employees working from the contractor / subcontractor end, then a safety officer should be appointed by the contractor/subcontractor.
- All relevant and necessary NOC's from Govt. authorities to be obtained prior to commence work.

In addition to above, all Contractors' & Subcontractors employees shall have to undergo safety induction training before engaging themselves, prior carrying out the actual work inside the Terminal/Port premises.

Hutchison Ajman International Terminals is not responsible for any incident /accident/minor injury/ major injury fatality/contamination due to any negligence on part of the Contractor/s or Sub-contractor/s workers.

Company Name: _____ Acknowledge by: _____ Dated: _____

Company Stamp:

By the Management HAJT/DPC (HSE Section): _____ Dated: _____

HAJT-HSE-OCF-FO-13A Rev: 01	HAJT HSE SAFETY CODE	10/02/2018	Page 1 of 1
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iii. Diving permit and safety induction form



SAFETY REQUIREMENTS FOR DIVING OPERATIONS
HUTCHISON AJMAN INTERNATIONAL TERMINALS LIMITED – F.Z.E, P.O.BOX-388, AJMAN.
TAX INVOICE
TRN No: 100031583600003

Diving Permit Details		
1	Vessel Name	
2	Agent Name	
3	Diving Company	
4	Diving Location and purpose	
5	Diving Date	
6	Duration of Stay	
7	Fees	
8	Diving in charge name	
9	Diving in charge Mobile no.	

Below Safety Procedures to be followed:

1. Diving suit and all other Personal Protective gear must be utilized during driving operation.
2. Alpha Flag to be kept raised during diving job for vessels.
3. Other than the vessel, Alpha Flag is to be positioned by anchor in the sea where the diving job is undertaken.
4. Responsible Supervisor to be on sight till the completion of the job.
5. Informr Port control office (Radio Room, VHF channel no.73), prior to diving commencement and after diving completion.
6. Entry subject to payment.
7. Signed "SAFETY GUIDELINES HAJT HSE for Contractors Subcontractor" document by company.

Note: The diving team supervisor is fully responsible for any incident/accident happen during work.
Ajman Port / HAJT is not responsible for any incident/accident and contamination, minor / major (Injury) and fatality.

Safety Induction Form:



HAJT HSE guidelines for Contractor/s & Sub-Contractor/s

- Electrical works
- HVAC works
- Stevedore's activities
- Civil works
- Transporters
- Mechanical works
- Equipment/s hires
- Diving Services

The purpose of safety code for contractors and sub-contractors is to safeguard against the mishaps and damages to the material and machinery while carrying out work inside HAJT Terminals through contracts & sub-contractors.

Contractor(s) & Sub-contractor(s) must adhere to the below codes to ensure complete safety:

- No work should be carried out unless authorized under work permit document, issued by HAJT safety section.
- In the event of emergency, all contractor/s & Sub-Contractors personnel must suspend all jobs, leave their jobs in safe condition and assemble at the assembly point.
- All contractor/s & Sub-Contractors employees must use safety appliances to protect against hazards as and when required to carry out the job safely.
- It shall be the responsibility of the contractor/s & Sub-Contractor/s to provide common safety appliances or personal protective equipment to his employee/s.
- It shall be the responsibility of the contractor to see that the special safety appliances supplied by the company are used with utmost care.
- Any damage to such equipment shall have to be compensated by the contractor/s and Sub-contractor/s.
- The contractor must comply with company/s procedure of "Accident Reporting". All reports in this connection must reach in time to the concerned officer of HAJT for further action.
- Contractor/s & Sub-Contractor/s employees shall not tamper or interfere with any machinery or equipment in the operating areas; they should use, adjust and repair the equipment only when authorized.
- They should not meddle with switches, controls, levers, valves, etc.
- Strict compliance with the plant's safety rule, cautionary signs and verbal instructions shall be observed.
- Work place should be maintained clean and tidy. Rubbish and other waste should be disposed of only in containers provided for that.
- Right tools must be used for the job to ensure safety.
- Contractor/s & Sub-Contractor/s employees must wear reasonably tight clothing. Loose fit clothing may be caught while working near rotating machines; it is unsafe to work barefooted or with sandals/slippers
- The Contractor/s & Sub-Contractor/s shall ensure that fire-fighting equipment is not obstructed at any time and no material is piled by his employees to cause blockade or hindrance to any fire or safety equipment.
- Contractor/s & Sub-Contractor/s shall be responsible for the safety of his personnel and property as well as the safety of personnel and property of the company.
- Bringing, or entering under the influence of any intoxicants or narcotics, inside the terminal premises are prohibited.

- Any situation to affect the safety of any employee or other co-workers must be promptly reported to the section in-charge.
- Fire hydrant should not be opened without the permission of HSE & Security department.
- A job will not be considered complete until all surplus material; scrap or rubbish is removed from the job site.
- All contractor/s & Sub-Contractor/s must return the safety equipment loaned to them as soon as the work is completed. Loss or damage to this equipment shall be charged.
- Supervisor/Engineer should ensure the strict compliance of the company/s safety rules.
- The contractor/s & Sub-Contractor/s should have their own insurance policy for any settlement of claim/s.
- If more than 10 employees working from the contractor / subcontractor end, then a safety officer should be appointed by the contractor/subcontractor.
- All relevant and necessary NOC's from Govt. authorities to be obtained prior to commence work.

In addition to above, all Contractors' & Subcontractors employees shall have to undergo safety induction training before engaging themselves, prior carrying out the actual work inside the Terminal/Port premises.

Hutchison Ajman International Terminals is not responsible for any incident /accident/minor injury/ major injury fatality/contamination due to any negligence on part of the Contractor/s or Sub-contractor/s workers.

Company Name: _____ Acknowledge by: _____ Dated: _____

Company Stamp:

By the Management HAJT/DPC (HSE Section): _____ Dated: _____

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iv. Diesel discharge permit and safety induction form



SAFETY REQUIREMENTS FOR DIESEL DISCHARGING/LOADING
HUTCHISON AJMAN INTERNATIONAL TERMINALS LIMITED – F.Z.E, P.O.Box-388, AJMAN.
TAX INVOICE
TRN No: 100031583600003

Diesel Discharge Details		
1	Vessel Name	
2	Agent Name	
3	Berth Number	
4	Date Arrived	
5	Duration of Stay	
6	Fees	
7	Person in charge Name	
8	Person in charge Mobile No.	

Below Safety Procedures to be followed:

1. Firefighting equipment must be readily available in all times.
2. Discharging/Loading Operation to be done only through cargo pump
3. During Operation all the manholes and tank doom covers must be closed.
4. "NO SMOKING" policy to be adopted onboard and around a safe distance from the vessel.
5. **MOBILE phones** are restricted onboard and around the vessel.
6. Un-authorized persons are not allowed to go onboard.
7. Fire watch onboard to be available 24 hours.
8. Master of the vessel is fully responsible for any incident happening onboard the vessel and roadside tankers during discharging and until departure from the Port.
9. Agent of the vessel is responsible to guide the vessel Master to adopt the safety Section's requirements without fail.
10. Pumping generators are not allowed for operation under any circumstances.
11. Entry subject to payment.
12. Signed "SAFETY GUIDELINES HAJT HSE for Contractors Subcontractor" document by company.

Note: Ajman Port/HAJT is not responsible for any incident/accident occurring during their stay / carrying out activities in the Port.

- Working on height
- Working in confined areas
- Working in Yard / Quay side
- Handling hazardous materials / container
- Working on high / low (Voltage)

Ajman Port / HAJT is not responsible for any incident/accident and contamination, minor / major (Injury) and fatality.

HAJT-HSE-OCP-FO-09A, Rev: 01	SAFETY REQUIREMENTS FOR DIESEL DISCHARGING/LOADING	01/02/2018	Page 1 of 1
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Safety Induction Form:



HAJT HSE guidelines for Contractor/s & Sub-Contractor/s

- Electrical works
- HVAC works
- Stevedore's activities
- Civil works
- Transporters
- Mechanical works
- Equipment/s hires
- Diving Services

The purpose of safety code for contractors and sub-contractors is to safeguard against the mishaps and damages to the material and machinery while carrying out work inside HAJT Terminals through contracts & sub-contractors.

Contractor(s) & Sub-contractor(s) must adhere to the below codes to ensure complete safety:

- No work should be carried out unless authorized under work permit document, issued by HAJT safety section.
- In the event of emergency, all contractor/s & Sub-Contractors personnel must suspend all jobs, leave their jobs in safe condition and assemble at the assembly point.
- All contractor/s & Sub-Contractors employees must use safety appliances to protect against hazards as and when required to carry out the job safely.
- It shall be the responsibility of the contractor/s & Sub-Contractor/s to provide common safety appliances or personal protective equipment to his employee/s.
- It shall be the responsibility of the contractor to see that the special safety appliances supplied by the company are used with utmost care.
- Any damage to such equipment shall have to be compensated by the contractor/s and Sub-contractor/s.
- The contractor must comply with company/s procedure of "Accident Reporting". All reports in this connection must reach in time to the concerned officer of HAJT for further action.
- Contractor/s & Sub-Contractor/s employees shall not tamper or interfere with any machinery or equipment in the operating areas; they should use, adjust and repair the equipment only when authorized.
- They should not meddle with switches, controls, levers, valves, etc.
- Strict compliance with the plant's safety rule, cautionary signs and verbal instructions shall be observed.
- Work place should be maintained clean and tidy. Rubbish and other waste should be disposed of only in containers provided for that.
- Right tools must be used for the job to ensure safety.
- Contractor/s & Sub-Contractor/s employees must wear reasonably tight clothing. Loose fit clothing may be caught while working near rotating machines; it is unsafe to work barefooted or with sandals/slippers
- The Contractor/s & Sub-Contractor/s shall ensure that fire-fighting equipment is not obstructed at any time and no material is piled by his employees to cause blockade or hindrance to any fire or safety equipment.
- Contractor/s & Sub-Contractor/s shall be responsible for the safety of his personnel and property as well as the safety of personnel and property of the company.
- Bringing, or entering under the influence of any intoxicants or narcotics, inside the terminal premises are prohibited.

- Any situation to affect the safety of any employee or other co-workers must be promptly reported to the section in-charge.
- Fire hydrant should not be opened without the permission of HSE & Security department.
- A job will not be considered complete until all surplus material; scrap or rubbish is removed from the job site.
- All contractor/s & Sub-Contractor/s must return the safety equipment loaned to them as soon as the work is completed. Loss or damage to this equipment shall be charged.
- Supervisor/Engineer should ensure the strict compliance of the company/s safety rules.
- The contractor/s & Sub-Contractor/s should have their own insurance policy for any settlement of claim/s.
- If more than 10 employees working from the contractor / subcontractor end, then a safety officer should be appointed by the contractor/subcontractor.
- All relevant and necessary NOC's from Govt. authorities to be obtained prior to commence work.

In addition to above, all Contractors' & Subcontractors employees shall have to undergo safety induction training before engaging themselves, prior carrying out the actual work inside the Terminal/Port premises.

Hutchison Ajman International Terminals is not responsible for any incident /accident/minor injury/ major injury fatality/contamination due to any negligence on part of the Contractor/s or Sub-contractor/s workers.

Company Name: _____ Acknowledge by: _____ Dated: _____

Company Stamp:

By the Management HAJT/DPC (HSE Section): _____ Dated: _____

HAJT-HSE-OCF-FO-13A Rev: 01	HAJT HSE SAFETY CODE	10/02/2018	Page 1 of 1
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v. General maintenance permit and safety induction form



REPAIR WORK PERMIT
HUTCHISON AJMAN INTERNATIONAL TERMINALS LIMITED – F.Z.E, P.O.BOX-388, AJMAN
TAX INVOICE
TRN No: 100031583600003

General Maintenance Details		
1	Repairing Company Name	
2	Work Location	
3	Diving Company	
4	Job Details	
5	Fees	
6	Duration of Stay	
7	Repair workshop in charge Name	
8	Repair workshop in charge Mobile No.	

Below Safety Procedures to be followed:

1. Fire and Safety equipment to be ready for immediate use near the work areas.
2. Fire watch must be maintained at all time.
3. "NO SMOKING" policy to be adopted inside the Port / Free zone premises.
4. All precautions to be taken while personnel enter and work in the mentioned areas.
5. Approved breathing apparatus and rescue equipment must be ready for immediate use.
6. Effective ventilation must be provided continuously throughout the validity of these certificates.
7. The work place must be free of inflammable materials like –diesel, bilge oil, wood, oily waste or any hazardous chemicals.
8. Safety Helmet, safety shoes, High viz jacket and other necessary personal protective gear must be worn during the job.
9. After completing the job the area must be cleaned.
10. Hot work is not permitted.
11. Entry subject to payment.
12. Signed "SAFETY GUIDELINES HAJT HSE for Contractors Subcontractor" document by company.

Note: The repair company/s is fully responsible for any accident/incident and contamination happens during work activities.
Ajman Port / HAJT is not responsible for any incident/accident and contamination, minor / major (Injury) and fatality.

HAJT-HSE-OCF-FO-10C Rev: 01	REPAIR WORK PERMIT	01/02/2018	Page 1 of 1
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Safety Induction Form:



HAJT HSE guidelines for Contractor/s & Sub-Contractor/s

- Electrical works
- HVAC works
- Stevedore's activities
- Civil works
- Transporters
- Mechanical works
- Equipment/s hires
- Diving Services

The purpose of safety code for contractors and sub-contractors is to safeguard against the mishaps and damages to the material and machinery while carrying out work inside HAJT Terminals through contracts & sub-contractors.

Contractor(s) & Sub-contractor(s) must adhere to the below codes to ensure complete safety:

- No work should be carried out unless authorized under work permit document, issued by HAJT safety section.
- In the event of emergency, all contractor/s & Sub-Contractors personnel must suspend all jobs, leave their jobs in safe condition and assemble at the assembly point.
- All contractor/s & Sub-Contractors employees must use safety appliances to protect against hazards as and when required to carry out the job safely.
- It shall be the responsibility of the contractor/s & Sub-Contractor/s to provide common safety appliances or personal protective equipment to his employee/s.
- It shall be the responsibility of the contractor to see that the special safety appliances supplied by the company are used with utmost care.
- Any damage to such equipment shall have to be compensated by the contractor/s and Sub-contractor/s.
- The contractor must comply with company/s procedure of "Accident Reporting". All reports in this connection must reach in time to the concerned officer of HAJT for further action.
- Contractor/s & Sub-Contractor/s employees shall not tamper or interfere with any machinery or equipment in the operating areas; they should use, adjust and repair the equipment only when authorized.
- They should not meddle with switches, controls, levers, valves, etc.
- Strict compliance with the plant's safety rule, cautionary signs and verbal instructions shall be observed.
- Work place should be maintained clean and tidy. Rubbish and other waste should be disposed of only in containers provided for that.
- Right tools must be used for the job to ensure safety.
- Contractor/s & Sub-Contractor/s employees must wear reasonably tight clothing. Loose fit clothing may be caught while working near rotating machines; it is unsafe to work barefooted or with sandals/slippers
- The Contractor/s & Sub-Contractor/s shall ensure that fire-fighting equipment is not obstructed at any time and no material is piled by his employees to cause blockade or hindrance to any fire or safety equipment.
- Contractor/s & Sub-Contractor/s shall be responsible for the safety of his personnel and property as well as the safety of personnel and property of the company.
- Bringing, or entering under the influence of any intoxicants or narcotics, inside the terminal premises are prohibited.

- Any situation to affect the safety of any employee or other co-workers must be promptly reported to the section in-charge.
- Fire hydrant should not be opened without the permission of HSE & Security department.
- A job will not be considered complete until all surplus material; scrap or rubbish is removed from the job site.
- All contractor/s & Sub-Contractor/s must return the safety equipment loaned to them as soon as the work is completed. Loss or damage to this equipment shall be charged.
- Supervisor/Engineer should ensure the strict compliance of the company/s safety rules.
- The contractor/s & Sub-Contractor/s should have their own insurance policy for any settlement of claim/s.
- If more than 10 employees working from the contractor / subcontractor end, then a safety officer should be appointed by the contractor/subcontractor.
- All relevant and necessary NOC's from Govt. authorities to be obtained prior to commence work.

In addition to above, all Contractors' & Subcontractors employees shall have to undergo safety induction training before engaging themselves, prior carrying out the actual work inside the Terminal/Port premises.

Hutchison Ajman International Terminals is not responsible for any incident /accident/minor injury/ major injury fatality/contamination due to any negligence on part of the Contractor/s or Sub-contractor/s workers.

Company Name: _____ Acknowledge by: _____ Dated: _____

Company Stamp:

By the Management HAJT/DPC (HSE Section): _____ Dated: _____

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vi. Sanitation permit and safety induction form

All green color fields are system driven and if required editable by vetting officer before sending it to customer.

SHIP SANITATION CONTROL EXEMPTION CERTIFICATE

(Issued in accordance with article 39 of the International Health Regulation 2005)

Department of Port & Customs Date: 24/06/18. Ref 054/2018

(This Certificate records the inspection and exemption from control)

Name of ship or inland navigation: LESNA - Flag - TANZANIA IMO.NO: 300076

At the time of inspection the holds were unladen/ laden with GRT: 206.00-62.00 TONS Cargo,

TYPE OF VESSEL: SUPPLY VESSEL

Areas, (Systems and Services Inspected)	Evidence Found	Sample Result	Documents Reviewed
Gallery	N I L		Medical log
Pantry			Ship's log
Stores			Other
Hold (s) / Cargo			
Quarters			
Crew			
Officers			
Passengers			
Deck			
Portable water			
Sewage			
Ballast Tanks			
Solid and Medical waste			
Standing water			
Engine Room			
Medical facilities			
Other areas Specified - see attached			
Note Areas not Applicable, by Marking			

No evidence found. Ship/Vessel is exempted from control measures.

1 (a) Evidence of infection or contamination, including: Vectors in all stage of growth animal reservoirs for vectors, rodent or other species that could carry human disease. Microbiological, chemical and other risks to human health: sign of inadequate sanitary measures. (b) information concerning any human cases (to be included in the maritime declaration of health)

2 Result from sample taken on board. Analysis to be provided to Ship's matter by most expedient means and, if re-inspection is required, to the next appropriate port call coinciding with the re-inspection date specified in this certificates. Sanitation Control Exemption Certificates and Sanitation Control Certificates are valid for a maximum of **six(6) month**, but the validity period may be extended by one month if inspection cannot be carried out at the port and there is no evidence of infection or contamination.

INSPECTION

HSE - MANAGER
Ajman port

Safety Induction Form:



HAJT HSE guidelines for Contractor/s & Sub-Contractor/s

- Electrical works
- HVAC works
- Stevedore's activities
- Civil works
- Transporters
- Mechanical works
- Equipment/s hires
- Diving Services

The purpose of safety code for contractors and sub-contractors is to safeguard against the mishaps and damages to the material and machinery while carrying out work inside HAJT Terminals through contracts & sub-contractors.

Contractor(s) & Sub-contractor(s) must adhere to the below codes to ensure complete safety:

- No work should be carried out unless authorized under work permit document, issued by HAJT safety section.
- In the event of emergency, all contractor/s & Sub-Contractors personnel must suspend all jobs, leave their jobs in safe condition and assemble at the assembly point.
- All contractor/s & Sub-Contractors employees must use safety appliances to protect against hazards as and when required to carry out the job safely.
- It shall be the responsibility of the contractor/s & Sub-Contractor/s to provide common safety appliances or personal protective equipment to his employee/s.
- It shall be the responsibility of the contractor to see that the special safety appliances supplied by the company are used with utmost care.
- Any damage to such equipment shall have to be compensated by the contractor/s and Sub-contractor/s.
- The contractor must comply with company/s procedure of "Accident Reporting". All reports in this connection must reach in time to the concerned officer of HAJT for further action.
- Contractor/s & Sub-Contractor/s employees shall not tamper or interfere with any machinery or equipment in the operating areas; they should use, adjust and repair the equipment only when authorized.
- They should not meddle with switches, controls, levers, valves, etc.
- Strict compliance with the plant's safety rule, cautionary signs and verbal instructions shall be observed.
- Work place should be maintained clean and tidy. Rubbish and other waste should be disposed of only in containers provided for that.
- Right tools must be used for the job to ensure safety.
- Contractor/s & Sub-Contractor/s employees must wear reasonably tight clothing. Loose fit clothing may be caught while working near rotating machines; it is unsafe to work barefooted or with sandals/slippers
- The Contractor/s & Sub-Contractor/s shall ensure that fire-fighting equipment is not obstructed at any time and no material is piled by his employees to cause blockade or hindrance to any fire or safety equipment.
- Contractor/s & Sub-Contractor/s shall be responsible for the safety of his personnel and property as well as the safety of personnel and property of the company.
- Bringing, or entering under the influence of any intoxicants or narcotics, inside the terminal premises are prohibited.

- Any situation to affect the safety of any employee or other co-workers must be promptly reported to the section in-charge.
- Fire hydrant should not be opened without the permission of HSE & Security department.
- A job will not be considered complete until all surplus material; scrap or rubbish is removed from the job site.
- All contractor/s & Sub-Contractor/s must return the safety equipment loaned to them as soon as the work is completed. Loss or damage to this equipment shall be charged.
- Supervisor/Engineer should ensure the strict compliance of the company/s safety rules.
- The contractor/s & Sub-Contractor/s should have their own insurance policy for any settlement of claim/s.
- If more than 10 employees working from the contractor / subcontractor end, then a safety officer should be appointed by the contractor/subcontractor.
- All relevant and necessary NOC's from Govt. authorities to be obtained prior to commence work.

In addition to above, all Contractors' & Subcontractors employees shall have to undergo safety induction training before engaging themselves, prior carrying out the actual work inside the Terminal/Port premises.

Hutchison Ajman International Terminals is not responsible for any incident /accident/minor injury/ major injury fatality/contamination due to any negligence on part of the Contractor/s or Sub-contractor/s workers.

Company Name: _____ Acknowledge by: _____ Dated: _____

Company Stamp:

By the Management HAJT/DPC (HSE Section): _____ Dated: _____

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