



دبي التجارية
DUBAI TRADE

JAFZA eSERVICES Operations Fitness Certificate (OFC) Inspection Report and Compliance User's Manual

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DOCUMENT DETAILS

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Version	Date	Name	Designation	Comments

Distribution

Version	Location

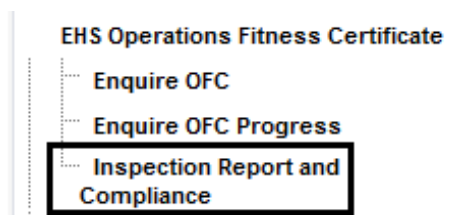
OFC Inspection Report and Compliance

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This service is for a customer to see their Operations Fitness Certificate (OFC) renewal Progress Status along with Inspection Report and Compliance required

Navigation:

1. Login to **Dubai Trade**
2. Go to **EHS Operations Fitness Certificate** from the menu on the left
3. Click on **Inspection Report and Compliance**



4. The Operations Fitness Certificate (OFC) Progress States details will be displayed with the Inspection Report & Compliance Tab

 OFC Progress Status

Operations Fitness Certificate Status with Inspection Report/Compliance

Client Name	
OFC Number	
License(s)	
Location(s)	
BCC(s)	
Equipment / Machinery List Number	

License	Activity Description
	Equipment, Machinery & Spare Parts Trading
	Hardware & Tools Trading

Status	Awaiting Client's Compliance
First Inspected on	03-Dec-14
Last Inspected on	03-Dec-14
Last Inspection Report sent by EHS-FZ on	07-Dec-14
Last Compliance Report sent by client on	
Reminder-1 sent by EHS-FZ on	28-Dec-14
Reminder-2 sent by EHS-FZ on	
Warning sent on	
Approved on	


Inspection Report & Compliance

5. Click on Inspection Report & Compliance

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- Detailed comments from JAFZA EHS Department will be displayed
- Comply / Attend to the comments and select Resolved or Unresolved
- Enter replies / comments in Reply Description

 OFC Progress Status

Client Id

Client Name

OFC Log Number

Inspection / Review No / Date 1/03-Dec-14

You can download the following :-

Equipment Machinery List by clicking [here](#)

Approved Third Party Testing Agencies List by clicking [here](#)

JAFZA Department EHS-FZ

JAFZA Comments This inspection report covers the renewal of OFC for facility at responded pointwise on Trakhees online Services. This report covers only trading activity under your trading license. You are not allowed to conduct any assembly, repair or testing of your product in your warehouse. Note: This inspection report shall be complied and

Client's Attendance ☐ Resolved ☒ Unresolved

Reply Description

JAFZA Department EHS-FZ

JAFZA Comments Adequate gap should be maintained in between Warehouse wall and stacked material in the storage area to provide suitable fire break and access for emergency services. You are required to remove the materials found on the said area.

Client's Attendance ☐ Resolved ☒ Unresolved

Reply Description

9. Enter the General Remarks

JAFZA Department EHS-FZ

JAFZA Comments Operation fitness inspection fee of DHS 3510/- and for any follow up inspection charge of DHS 500/- (except for the first follow up inspection) as per EHS tariff 2011 shall be paid prior to the issuance of OFC. Cheque should be drawn in favor of PCFC-Trakhees. Copy of payment receipt must be uploaded on trakhees online services. Note: Payment advice will be created on the system upon after creating an OFC renewal request online.

Client's Attendance ☐ Resolved ☒ Unresolved

Reply Description

JAFZA Department EHS-FZ

JAFZA Comments Please submit us the latest copy of DEWA Bills on your license operating name for reference/record purpose of JAFZA Property Department.

Client's Attendance ☐ Resolved ☒ Unresolved

Reply Description

General Remarks

Documents ready for Courier Collection ? ☐ Yes ☒ No

SaveReply

SubmitCompliance

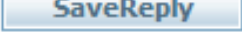

Click on 'Save Reply' to save your replies.
Click on 'Submit Compliance' to forward your replies to EHS Department.

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10. Select if Documents ready for Courier Collection

Documents ready for Courier Collection ? ☐ Yes ☒ No

11. Click  to the save the replies / compliance for submitting later or Click  to submit the replies / compliance to JAFZA EHS Department

