

**CRAFT ENTRY PERMIT**

1. All sections on this Form are to be filled. No column is to be left blank. Indicate "NA" for Not applicable and "Nil", if not provided.  
 2. Completed form is to be signed, stamped and shall be submitted with all the relevant documents to ADNOC Vetting department via email: [VettingDL@adnoc.ae](mailto:VettingDL@adnoc.ae) or [Vetting@adnoc.ae](mailto:Vetting@adnoc.ae).

**Applications not accompanied with required documents or with incomplete information may cause delay in processing.**

**SECTION 1 – CRAFT’S PARTICULARS**

Name of Vessel:	Type of Vessel:	Bollard pull BP:
Fuel Used:	AIS (Auto Identification System) fitted:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Radar reflector fitted:	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**SECTION 2 – CERTIFICATE PARTICULARS (Attach the following valid Certificate together with this Application)**

Type of Certificate	Expiry Date (Next annual/ Intermediate due)	Type of Certificate	Expiry Date (Next annual/ Intermediate due)
1 Certificate of Registry		10 Minimum Safe Manning	
2 Navigation license		11 General Arrangement Plan	
3 International Load Line / Tasneef Survey report		12 De-Rating Exemption/ Ship sanitation exemption	
4 Class / Tasneef - Hull Machinery Survey report		13 Inspection of Towing Bridle (Barge Only)	
5 SAFCON (Safety Construction)		14 Master Certificate of Competency	
6 IOPP		15 Ch. Engineer Certificate of Competency	
7 Radio License		16 Insurance Policy	
8 Fire Fighting Equipment Survey report		17 CICPA pass for the craft <input checked="" type="radio"/> DAS <input type="radio"/> RUWAIS	
9 Life Saving Appliances Survey report			

**SECTION 3 – APPLICANT PARTICULARS**

Person in charge:	Mobile:	
Contractor:	Person in charge:	Mobile:
Sub-Contractor:	Person in charge:	Mobile:

**SECTION 4 – APPLICANT’S DECLARATION**

I/We, hereby certify that the above given particulars are correct and true to the best of my/our knowledge. I/We agree to abide by all requirements of the Petroleum Ports Authority and hereby accept the " Conditions of Use for Crafts involved in Marine Projects".

Name of the applicant :	Mobile :	Date of application:
Project Title:	First port of call : <input checked="" type="radio"/> Das Zirku Mubarras <input type="radio"/> Jebel Dhanna Ruwais	ETA:

Client (ADNOC Group Company) :		
Signature :	Company:	Stamp:

**Allow for two (2) days from time of receiving acceptance by ship vetting for issuance of this Permit by Harbour Master.**

**Vessel shall only proceed to the intended port upon receipt of section 5 of this permit stamped and approved by the Harbour Master of the relevant Port.**

**SECTION 5 – FOR OFFICIAL USE ONLY**

CICPA pass for the craft received <input type="checkbox"/> YES <input type="checkbox"/> NO	CEP Number:
Application status: <input type="checkbox"/> Approved <input type="checkbox"/> Rejected	CEP Issue date:
Permit Authorizer (Name) :	CEP Expiry date: Reason for Expiry : Certificate expiry
Signature :	Stamp :

## CRAFT ENTRY PERMIT

### APPENDIX 1: CRAFT ENTRY PERMIT ISSUANCE PROCESS

1. Craft owner/operator shall seek ADNOC Ship Vetting Department acceptance.
2. If inspection is necessary, ADNOC Ship Vetting Department will provide Craft owner/operator with:
  - a) Ship Inspection terms & Conditions
  - b) Craft Entry Permit Form
3. Owners shall Return the following by email before inspection is arranged:
  - a) Accepted Ship Inspection terms & Conditions.
  - b) Completed Craft Entry Permit form in both word format and signed/stamped pdf.
  - c) Signed/stamped Conditions of use for Crafts involved in Marine Projects.
  - d) Copy of statutory certificates as listed in section 2 of the form.
  - e) Copy of CICPA security pass (if already issued).
4. Craft owner/operator shall make copy of the above (2 & 3) available onboard for the inspector.
5. Vetting inspector during the inspection will check and verify the validity of all Statutory certificates as listed in Section 2 of the Craft entry permit form.
6. Upon completion of assessment and if accepted, ADNOC Ship Vetting Department will advise the Owners with a copy to Harbour Master of the confirmation on acceptance of the vessel indicating the validity of acceptance.  
**Note: If the vessel is subject to a follow-up inspection, copy of all the certificates as listed in Section 2 of the form shall be updated during the follow-up inspection.**
7. Upon issuance of the CEP, The Harbour Master shall issue the debit note for the administration fee to the owners, The validity of the (CEP) shall be in line with earliest date of :
  - a) Vetting Acceptance validity date, or
  - b) Expiry of any of statutory certificate
8. If a vessel has renewed any statutory certificate, a copy of only the renewed certificate shall be sent to ADNOC Vetting along with a fresh application.
9. Upon expiry of the CEP due to expiry of the vet validity, craft operators would have to depart the port or apply for a fresh inspection / renewal.
10. If a change in project assignment takes place within the validity period of the CEP, only new application form is to be completed and sent to ADNOC Vetting. **(No administration fee)**
11. If a vessel departs from a port and returns or move between ports for whatever reason within the validity period of the CEP, vessel need not re-apply for a permit.
12. A valid craft entry permit issued for an offshore port shall be considered valid for an onshore port and vice versa.
13. Crafts holding valid CEP, may become subject to inspection by the Port Authority, during their stay within the port limits.

**Note:**

**The issuance of CEP is conditional to no negative feedback by the OPCO/Port Authority during the project.**