

To: **All Business Units, Consultants & Contractors**

Subject: **CED – Violation Procedures**

Our Ref: **CIRCULAR- 42516/2008/sk**

Date: **09-Nov-2008**

Dear All,

To ensure that all submissions to CED and works in construction projects under its jurisdiction conform to rules and regulations and avoid any violation, CED has instituted a Violation Prevention Procedure. The aim of the procedure is to familiarize clients of potential violations to avoid them and spare themselves any punitive action necessitated by such violations, in addition to streamlining the process, in case of any violation.

To this end, please find below:

- Workflow Chart demonstrating the various stages of the process.
- A comprehensive spreadsheet listing common and potential violations at all stages of work, design, construction and during occupancy.

CED hopes, with publicizing the procedure and the spreadsheet, for increased awareness and concerted combined efforts to make sure our communities are violation free to the benefit of all community stakeholders.

The documents referred above will be effective immediately and until superseded by a further communication.

Your's faithfully,

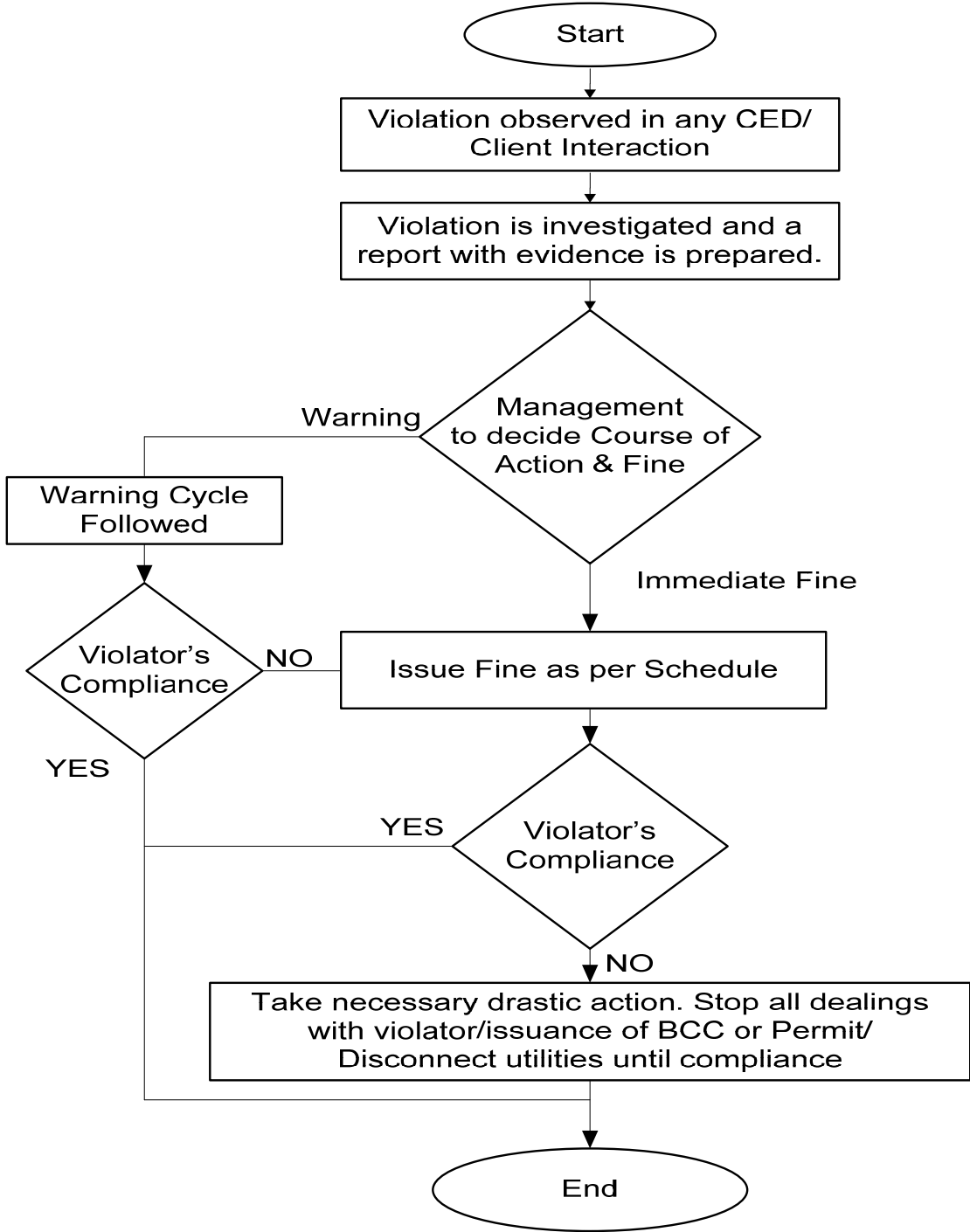
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**PORTS, CUSTOMS & FREE ZONE CORPORATION
TRAKHEES
CIVIL ENGINEERING DEPARTMENT**

Violation Procedures - Flowchart

Violation Prevention Procedure



Serial	Type of Violation	
	Construction without BP/NOC	
1	A) Inside Building	
	1	Addition of floors or rooms
	2	Addition of Mezzanine
	3	Addition of office / storage area
	4	Construction of pergolas
	5	Other unauthorized building element
	B) Within Plot Limit (Outside Building)	
	6	Addition of permanent buildings
	7	Addition of temporary buildings
	8	Addition of a swimming pool
	9	Addition of sheds or pergolas
	10	Addition of car shades
	11	Hard landscaping
	12	Other unauthorized building element
	C) Outside Plot Limit	
	13	Addition of a permanent building / structure
	14	Addition of temporary building / structure / shed
	15	Addition of car shades
16	Erecting permanent barriers or fences	
17	Erecting temporary barriers or fences	
18	Other unauthorized building element	

Based on Schedule of Violation and Sanction according to local regulations (No. 3) for 1999 regarding the constructions of building in Dubai.

Serial	Type of violation		
	Modifications without BP or NOC		
2	A) Inside Building		
	1	Enclosure of balconies	
	2	Opening or closing of doors or windows, compliant with regulations	
	3	Opening or closing of doors or window, non-compliant with regulations.	
	4	Addition or removal of walls and partitions	
	5	Shop fit-out	
	6	Renovations and decorations	
	7	Replacement of flooring	
	8	Changing the usage of car parking / garage using temporary materials	
	9	Changing the usage of car parking / garage using permanent materials	
	10	Changing the usage of the building	
	11	Structural or architectural modifications to the building	
			- Minor
			- Medium
		- Major	
	12	Reducing the number of parking spaces	
	B) Within Plot Limit (Outside Building)		
	13	Removing or adding walls	
	14	Changing the height of walls including using same building materials	
	15	Changing the height of the boundary walls using screens of different materials	
	16	Hard landscaping	
EHS	demolishing of the building without permit		
EHS	Partial demolishing of the building without permit		
		- Minor	
		- Medium	
	- Major		
17	Blocking the setback temporarily by structures / equipment / material of any form		
18	Blocking the setback permanently by structures / equipment / material of any form		
C) Outside Plot Limit			
19	Installation of a fence or barrier permanently or temporarily		
20	Encroaching on adjacent public or private (neighbor's) property		
21	Landscaping, hard or soft		

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Serial	Type of violation	
	Modifications during Construction without Revision Approval	
2A	A) Inside Building	
	1	Opening or closing of doors or windows within regulations
	2	Opening or closing of doors or windows in conflict with regulations.
	3	Closing balconies
	4	Changing dimensions or area of the building or any part of it.
	5	Violating the approved height of floors by increasing or decreasing
	6	Violating the approved no. of floors in the approved drawings by increasing or decreasing
	7	Changing the usage of the car parking garage or its dimensions by using temporary materials
		by using permanent material
	8	Not committing to the approved Gate level or any levels without prior approval.
	9	Starting the construction of the boundary wall before the main building without prior approval.
	10	Finishing the boundary wall construction before the main building without prior approval.
	11	Mistake in north direction.
	12	Architectural or structural modifications which violate the approved drawings
minor		
medium		
13	Discrepancies in dimensions and axes from approved drawings	
	minor	
	medium	
14	major	
	Setbacks not conforming to approved drawings and regulations	

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Serial	Type of violation	
	Fines if necessary documents are not available at site or not obtained	
3	1	B.P, N.O.Cs. or approved drawings are not available at site.
	2	Starting construction without B.P. or without approval
	3	Starting the work without the necessary N.O.C.
	4	Starting mobilization without N.O.C for mobilization
	5	Starting work after the expiry of the B.P.
	6	Demarcation Certificate not available at site.
	7	Starting work without obtaining Demarcation Certificate.
	8	Demarcation not Re-confirmed
	9	Steel Checking Form not available at site.
	10	Block File not available
	11	Block File not organized
	12	Subcontractor Record not available at site.
	13	Subcontractor Record not organized
	14	Changing Contractor/Consultant without official approval.
	15	Starting construction without the renewal of the N.O.Cs if prescribed in BP
	16	Piling concrete quality test results not available at site.
	17	Piling load test results not available before casting of the footings.

Based on Schedule of Violation and Sanction according to local regulations (No. 3) for 1999 regarding the constructions of building in Dubai.

Serial	Type of violation		
	Fines related to construction site organization.		
4	1	Abandoned Site, works stopped and site is un-orderly	
	2	The temporary fence not maintained or painted.	
	3	Project sign board not fixed.	
	4	Project sign board not clear or not well organized.	
	5	Storage of material, equipment or tools in an unsafe or organized way or outside the fence limit.	
	6	temporary facilities (offices and rooms) at site lacking basic requirements	
	7	Presence of large quantities of debris or waste material at site.	
	8	Presence of construction waste material outside the site.	
		minor	
		medium	
	9	major	
		9	Dumping concrete leftovers, washing of concrete trucks or dumping debris in open land outside site
	10	Dumping or burying debris or waste in open land outside site or in construction site	
	11	Presence of labor camp inside the site without prior approval.	
	12	Adding canteen at the construction site.	
	13	Burning waste material inside or outside the construction site.	
	14	Taking sand from open areas without permission of the authorities	
	15	Transporting sand from one place to another without permission.	
	16	Not removing the waste material or the Temporary fence on time.	
	17	Using Property of Others without owner approval.	
	18	Obstructing Public or Private works.	
	19	Use of material that does not comply with Local and International Standards.	
20	Material that does not comply with the technical data in its brochure.		
21	Non compliance with testing and testing Frequency of Local Standards.		
22	Failure to report construction accidents		

Based on Schedule of Violation and Sanction according to local regulations (No. 3) for 1999 regarding the constructions of building in Dubai.

Serial	Type of violation		
	Fines related to structural works		
5	1	Using non approved ready mix concrete suppliers.	
	2	Using precast or prestressed elements and steel preformed elements which are not approved.	
	3	Using cement blocks and interlock from non approved suppliers.	
	4	Concrete casting without the engineer's approval.	
		Footings	
		Slabs	
		Swimming pool concrete works	
	5	Not executing structural member (column, beam, etc...)	
	6	Collapse of a slab or any part of the building during or after the casting.	
	7	The absence of contractor's or consultant's engineer during structural inspection for concrete casting, excavation or any essential work that needs qualified engineer to attend.	
	8	Using concrete blocks without compliance certificate.	
	9	Excavation without necessary shoring	
	10	Non compliance of shoring work with the approved drawings.	
	11	Collapse of shoring or excavation side totally or partially	
	12	Shoring works contradict technical and engineering principles	
	13	Unsafe shuttering or propping	
	14	Defects in reinforced concrete after casting which can't be rectified.	
	15	Reinforcement details faulty or not conforming to Structural drawings.	
		minor	
		medium	
		Major	
	16	Consultant engineer approved the reinforcement inspection request without visiting the site. (proof required)	
	17	Violation of the specification, the general conditions and engineering principles	
		Minor	
		Medium	
		Major	
	18	Deep excavations below foundation levels of adjacent properties without necessary shoring or in violation of approved drawings	
19	Structural defects in columns		
20	Structural defects in slabs and beams		
	Minor		
	Medium		
	Major		
21	Need for Inspection of same item more than two times		
22	Using Material that is not approved by Client representative.		
23	Improper Curing of Concrete		
24	Covering Steel Structural members without CED Inspection.		
25	Carrying out Structural Works requiring Inspection without requesting such Inspection		
	minor		
	medium		
	Major		
26	The absence of Accredited Engineers (Blue or Green Code), at inspections or site activities necessitating their presence, such as pouring concrete		
27	Requesting Inspection for works that are not ready		

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Serial	Type of violation		
	General fines related to professional practice		
6	1	Dealing with companies whose qualifications do not meet the requirements of the work in the contract (contractors, consultants)	
	2	Dealing with contractors or consultants not registered in Dubai to construct or design buildings.	
	3	Dealing with sub-contractors or sub-consultants not registered in Dubai to construct, supervise or design buildings.	
	4	Delegate the work totally or the essential part of it to another contractor in the same category without CED's approval.	
	5	Leasing or giving the trade license to another company to use in B.P application	
	6	Altering the information, the signatures, the documents, the drawings or the contract documents which are related to the B.P.	
	7	Changing drawings without the owner's knowledge and approval.	
	8	Accepting design /building permit processes assignments for projects above current classification without prior approval by the authority	
	9	Lack of response to CED Engineers' requests for information, records and test results	
		Minor	
Medium			
	Major		
10	Intentional Cheating		

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Serial	Type of violation	
	Consultants - Violations Related to BP and Building Regulations Processes	
7	1	Submission of a design that violates Building Regulations, Affection Plan or service utilities NOCs without explicitly listing these violations in an official letter. Minor Medium Major
	2	Submission of drawings, data, calculations or information that is incomplete / without sufficient details/ unclear/ incorrect/ does not agree with other area or trade (architectural / structural / services) prior to construction. Minor Medium Major
	3	Submission of drawings, data, calculations or information that is incomplete / without sufficient details/ unclear/ incorrect/ does not agree with other area or trade (architectural / structural / services).(after construction) Minor Medium Major
	4	Submission of drawings with low technical quality, badly typed or printed.
	5	Modifying the architectural or structural drawings after the preliminary approval and before the final approval without informing the engineer.
	6	Submission of revised drawings for work already executed at site without mentioning that or not showing existing buildings when applying for B.P.
	7	Structural over design or presenting a sketchy design or not implementing the approved codes. Minor Medium Major
	8	Submission of drawings, soil test report or material testing records using an organization's name only for administrative processing and on behalf of another organization that is not licensed for this work or whose license is not valid at the time of submission, when the consultant hadn't actually carried out the design, structural, architectural or the services.
	8	Submission of drawings, soil test report or material testing records using an organization's name only for administrative processing and on behalf of another organization that is not licensed for this work or whose license is not valid at the time of submission, when the consultant hadn't actually carried out the design, structural, architectural or the services.
	9	Not implementing the conditions attached with the B.P. or the notes with the stamp on the drawings. Minor medium Major
	10	Submission of drawings bearing names and logos of contractors or consultants not licensed in Dubai and without prior approval
11	Resubmission of drawings without implementing previous comments.	

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12	Signing contracts for projects that exceed the office capacity in manpower or classification for design, supervision or execution without prior approval.
13	Entering into official correspondence or undertaking formalities related B.P. or construction for projects officially registered to another consultant or by mistake.

Serial	Type of violation	
	Thermal insulation	
8	1	Not insulating floors, roofs or using non approved materials in their insulation
	2	Not insulating the external walls and partitions or using non approved materials in their insulation
	3	Not insulating concrete structural elements (columns, drop beams, lintels...etc.) for villas or using non approved materials in their insulation (lt 1000 sq.ft, 1001-5000 sq.ft, gt 5000 sq.ft)
		(less than 1000 sq.ft)
		(1001-5000 sq.ft)
	4	Not insulating concrete structural elements (columns, drop beams, lintels...etc.) for residential/commercial/industrial buildings or using non approved materials in their insulation
		(less than 5000 sq.ft)
		(5001-15000 sq.ft)
	5	Use of non insulated glass or aluminum or not complying with approved drawings.
		minor
		medium
	6	major
		Lack of suitable storage facility at site.
7	concrete block file, insulation file or insulation checklist not available at site.	
8	Using Non Approved thermal insulation material and suppliers.	
9	Using insulation materials without compliance certificate.	

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Type of violation		
Serial	Fines related to Building Completion Certificate	
9	1	Occupancy without BCC
		warehouse Units
		Other Facilities
		<1000 sq. m. (Total Built Up Area)
		Between 1001 and 5000 sq. m. (Total Built Up Area)
		> 5000 sq. m. (Total Built Up Area)
	2	Installation of equipment in building without prior approval
	3	Installation of equipment in setback area.
	4	Blocking or reducing unimpeded access.
	5	Access to plot provided without considering Lamp post, road sign etc.
6	Removal of all temporary buildings / portacabins or caravans	

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Serial	Type of violation		
	Maintenance Works		
10	1	Failure to undertake maintenance - villas - local houses	
	2	Failure to undertake maintenance - Industrial, leisure or services buildings	
	3	Failure to undertake maintenance - Investment and commercial buildings	
	4	Failure to undertake external paint - villas - local houses	
	5	Failure to undertake external paint - Industrial, leisure or services buildings	
	6	Failure to undertake external paint - Investment and commercial buildings	
	7	Starting maintenance without permit - villas - local houses	
	8	Starting maintenance without permit - Industrial, leisure or services buildings	
	9	Starting maintenance without permit - Investment and commercial buildings	
	10	Buildings with elements in danger of collapse or in a precarious situation:	
			- Minor
			- Medium
		- Major	
11	Building in danger of collapse partially or totally		
12	Abandoned building looking badly and affecting public image		

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Serial	Type of violation	
	Decoration, roads, pavement, temporary installations and temporary commercial utilisation works	
11	1	Presenting erroneous information or unlawfully making changes and modifications and any irregularity in the permit process
		- Minor
		- Medium
		- Major
	2	Presenting plans conflicting with real situation, approved drawings or incomplete in such a way to affect the permit process
	3	Presenting badly prepared plans, conflicting with norms or submission and revision procedures
	4	Carrying out decoration works without permit
	5	Utilisation of pavement or public yard without permit
	6	Exceeding area allowed for in permit
	7	Utilising pavement or yards for uses other than that in the permit
	8	Utilising pavement or yards in a way conflicting with permit
	9	Utilising pavement or yards beyond expiry of permit
	10	Setting up temporary tents as in hotels or for commercial purposes
	11	Setting up temporary tents for weddings or other social functions or for charity fund raising without permit
	12	Setting up temporary tents for any purpose other than listed above without permit
	13	Not complying with permits for setting out tents of any kind in dimensions, uses, conditions or timing
	14	Utilising roads, side lanes (sikka), neighboring land or public land without a permit
	15	Not complying with the area as per permits for the above
	16	Dewatering without permit or non compliance with such permits or its conditions and technical specifications
17	Paving works without permit or non compliance with such permits or its conditions and technical specifications	
18	External landscaping without permit or non compliance with such permits or its conditions and technical specifications	
19	Laying cables without permit or non compliance with such permits or its conditions and technical specifications	