Circular

To: All Business Units, Consultants & Contractors

Subject: CED – Systems & Procedures for Suspension of ongoing projects

Our Ref: CIRCULAR/52558/2009/sk

Date: 19-May-2009

Dear All,

In order to streamline the Systems & Procedure for Suspension of ongoing construction projects and add to the efficiency of our service to you, we are pleased to provide you with the following documents pertaining to the Systems & Procedure for Suspension of ongoing construction projects:

- Procedure for Suspension of Ongoing Construction Works
- Workflow Chart demonstrating the various stages of the process.
- Form for Suspension of ongoing projects

We are confident that your improved familiarity with our procedures and their various elements will help you communicate with CED and be better prepared for aspects of the subject procedure.

The documents referred above will be effective immediately and until superseded by a further communication.

Yours faithfully,

[Signature]

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ENGR. ABDUlla M. BELHOUL
DIRECTOR – CIVIL ENGINEERING DEPARTMENT
TRAKHEES – PCFC

Cc: M-file
Suspension of Ongoing Construction Works

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1. Flowchart
2. Application Form
1 PURPOSE

The purpose of this process is to ensure that once ongoing project is put on-hold, the site is properly secured and the completed works are adequately protected against deterioration and to agree upon necessary precautionary measures during the suspension period like periodic checks, maintenance etc.

2 SCOPE

The scope of the process is from the receipt of the request from the owner / the consultant to the issuance of CED approval or No Objection Certificate. The request may arise due to the general economic situation or financial disputes or any other reasons. CED would only undertake to check administrative matters, progress in relation to Building Permit issued, site safety and protection of completed structures and not to involve legally.

3 REFERENCES

3.1 Prescribed Form and Document Checklist
3.2 Trakhees Regulations

4 DEFINITIONS

4.1 CED – Civil Engineering Department
4.2 BU – Business Unit
4.3 NOC – No Objection Certificate
4.4 EHS – Environment Health and Safety and Section.
4.5 DEWA – Dubai Electricity and Water Authority.
4.6 Etisalat
4.7 Du

5 PROCEDURE

5.1 Receive and Review Request for suspension of ongoing construction works

5.1.1 The CED Helpdesk shall receive the formal request, via Client or consultant for suspension of works. The request shall also include an application in the prescribed format, copy of the letter from the owner suspending the works, NOC from the Business Unit (BU) and EHS.

5.1.2 The CED Helpdesk shall confirm that the documentation package is complete, in line with the checklist (reference) and accept / reject the submission.

5.1.3 If there are any omissions or missing documents, CED Helpdesk shall return the documents to the Owner/Consultant and resubmit.
5.2 Distribute Documentation to Respective Departments.

5.2.1 If the submission is complete, the Helpdesk shall forward the documents to the Engineer.

5.2.2 Upon completion of review, the engineer shall forward it to Quality and Structural Inspection Sections for checking and verifying the progress at site and recommendations (if any).

5.3 Receive Feedback and Compile Summary

5.3.1 The Engineer shall receive the feedback from Quality and Structural Inspection Section and shall then summarise his recommendations and forward it to the Manager for his approval.

5.3.2 If the Engineer notices any major problems in the submission, the Engineer shall return the documents and reports to the Client’s Representative and request for a re-submittal.

5.4 Notify Client.

5.4.1 If the submission is complete in all respects and complies with all requirements of Trakhees-CED, the Engineer shall prepare a NOC to the Client’s representative to:

a) Notify that the request for suspension of ongoing construction works is approved, subject to certain terms & conditions, which shall be an attachment to the letter.

b) Request to pay the prescribed fee and collect the original letter.

The letter shall also clarify other relevant aspects of construction progress.

5.5 Submission Requirements:

5.5.1 Letter from the owner instructing suspension of works and the reason for the same and indication of when the work would resume.

5.5.2 Termination Letter of the Consultant. (if applicable)

5.5.3 Termination Letter of the Contractor (if applicable)

5.5.4 NOC/Letter from BU accepting the suspension of works

5.5.5 NOC from EHS

5.5.6 NOC from DEWA (if applicable)

5.5.7 NOC from Etisalat (if applicable)

5.5.8 Technical Report from the consultant on the current status of the project and precautions taken to ensure safety and protection against deterioration.

5.5.9 Copy of the power of attorney for the authorized signatory of the client / consultant (if applicable)
### RECORDS

<table>
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<tr>
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<td>2</td>
<td>NOC/Letter from BU accepting the suspension of works</td>
<td>5 years</td>
</tr>
<tr>
<td>3</td>
<td>NOC from EHS</td>
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</tr>
<tr>
<td>4</td>
<td>NOC from DEWA</td>
<td>5 years</td>
</tr>
<tr>
<td>5</td>
<td>NOC from Etisalat</td>
<td>5 years</td>
</tr>
<tr>
<td>6</td>
<td>Statement from the consultant on the current status of the project</td>
<td>5 years</td>
</tr>
<tr>
<td>7</td>
<td>CED NOC</td>
<td>5 years</td>
</tr>
</tbody>
</table>
Application received for suspension of ongoing construction works by Trakhees CED Help Desk.

Verify the submitted documents in terms of legality & Completeness

Circulate to Quality & Inspection sections and compile their feedback

Submit a report to the section head for study, review and approval

Is the request to SUSPEND work on site acceptable to CED

Pay fees to Finance Department and collect the NOC

Return all the submitted documents to the Applicant for re-checking and resubmitting.

The applicant to submit the missing documents

The applicant will be informed about all the required instructions and the file will be kept with the CED Department
Application Form for Suspension of Ongoing Construction Works

Client/Owner: _________________________________  Telephone No: _____________________

E-mail Address: ________________________________  Project ID: ______________________

Business Unit/Zone: _____________________________  Building Permit ID: ______________

Plot No: _____________________________________  Plot Area: ______________________

Building Permit No: ____________________________  Date of issue: ____________________

Piling Permit No (If applicable): _________________  Date of issue: ____________________

Shoring NOC No (If applicable): _________________  Date of issue: ____________________

Mobilisation NOC No (If applicable): ______________  Date of issue: ____________________

Dewatering NOC No (If applicable): ________________  Date of issue: ____________________

Soil Improvement NOC No (If applicable): __________  Date of issue: ____________________

Project description: __________________________________________________________________

Type of Building:       Residential   Commercial                     Industrial

Requisition Applied by:   Owner               Consultant

Section 1 – Clearance from the Business Unit

We hereby confirm that, we have No Objection in our client suspending construction activity at the above project temporarily/permanent.

__________________________________________________________________________________

Authorized Signature & Company Stamp with date.

Section 2 – Statement from the Consultant

We hereby confirm that, we have obtained clearance/NOC from all concerned parties to suspend construction activity at the above project temporarily/permanent.

__________________________________________________________________________________

Authorized Signature & Company Stamp with date.
Application Form for Suspension of Ongoing Construction Works

OFFICIAL USE ONLY

INSPECTION SECTION TECHNICAL REPORT

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Name of Engineer, Signature & Date

__________________________________________________________________________________
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__________________________________________________________________________________

QUALITY SECTION TECHNICAL REPORT

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Name of Engineer, Signature & Date

__________________________________________________________________________________
## Application Form for Suspension of Ongoing Construction Works

### Submission Requirements:

1. Letter from the owner instructing suspension of works and the reason for the same with an indication of when the work would resume.
2. Termination Letter of the Consultant. (if applicable)
3. Termination Letter of the Contractor (if applicable)
4. NOC/Letter from BU accepting the suspension of works
5. NOC from EHS
6. NOC from DEWA (if applicable)
7. NOC from Etisalat (if applicable)
8. Technical Report from the consultant on the current status of the project and precautions taken to ensure safety and protection against deterioration.
9. Copy of the power of attorney of the authorized signatory of the client / consultant (if applicable)