

## **PROCEDURE: EHS-NOC FOR BUILDING COMPLETION CERTIFICATE**

### **1. Purpose:**

The occupancy of new facilities within the jurisdiction of Trakhees-EHS needs to take into account Health, Safety and Environment issues as a matter of prime importance. To obtain the Building Completion Certificate (BCC) from Trakhees-Civil Engineering Department (CED) it is required to obtain a NOC from EHS: Facility Permit Section. This shall be in the form of an EHS- NOC for BCC. The purpose of this process is to ensure that the Client's new facilities are constructed in line with the required EHS- Facility Permit Section requirements and also "Planning & Control Regulations" leading to the issuance of a Building Completion Certificate by Trakhees-Civil Engineering Department (CED).

**Please be advised that EHS-NOC Building Completion Certificate will not be processed if there are outstanding EHS or CED Financial Penalties owed by either the consultant or the Main Contractor.**

**2. SCOPE:** All clients operating under Trakhees-EHS jurisdiction area.

### **3. PROCEDURE:**

**3.1 Submission of Consultant & Contractor Letter:** The Consultant or client/Contractor for the project appointed by the client shall submit a letter (in soft copy) to EHS: (Near JAFZA main gate-3 – Behind LOB#1) that the building construction works are completed as per EHS-: NOC-Building Permit (BP), BP issued from CED and the facility is safe to enter for inspection by representatives of EHS. The letter should also confirm/address completion of all EHS Facility Permit Section drawing review comments made earlier during the EHS-NOC for BP Stage. The letter should include the name and contact numbers (Mobile & Landline) of the Consultant's & client/Contractor's Engineers.

### **3.2 Limitations on Facilities for inspection:**

- a. To enable a comprehensive and proper assessment of the facilities requested for inspection, for residential/commercial projects outside of JAFZ, each EHS-NOC-BCC inspection program/schedule shall not exceed any of the following:
  - A) 20 Villas OR B) 5 Apartment Buildings OR C) 1 High Rise Building (over 15 floors).
- b. Independent racking system installations and machinery installation without civil foundation shall not require any CED BCC approval; however routine procedure to obtain EHS NOC for BCC shall be followed.

### **3.3 Submission of Required Documents:**

- i) 1 set of CD should be submitted with label as shown later in this document and files with the following documents and file name in PDF format.
  - a. Covering letter with name and contact numbers (Mobile & Landline) from consultant/contractor/client (Who ever has obtained the BP)
  - b. EHS Inspection Fee form
  - c. Application checklist for EHS NOC : BCC
  - d. Copy of BP obtained from CED

- e. Copy of EHS- NOC for BP
  - f. Copy of EHS – valid COC’s obtained for the project
  - g. Copy of inspection fee receipt
  - h. As Built - drawings
- ii) Third Party Test certificates issued by EHS: PCFC registered agency for Lifting Equipment/Appliances, Pressure Vessels, Green Building, as applicable.
- iii) Written confirmation that all testing and commissioning of the buildings systems including but not limited to Drainage, AC, Ventilation, Electrical have been completed. (This is to be endorsed by the relevant Contractor and Project Consultant).
- iv) The individual applications for BCC are to be submitted against the issuance of CED-BP. This is applicable in case of any developments including cluster of villas & major projects in which phase wise CED-BP or CED-Infrastructure NOC’s are issued. Inspection fees to be paid as per the tariff below for individual applications.
- 3.4 Inspection Charges:** The consultant/contractor will be required to pay the inspection fees in cash/cheque at EHS Office. Cheque payments should be made in the name of PCFC:Trakhees and paid at EHS cashiers office. Copy of receipts should be submitted by consultant and should be filed by EHS document controller.
- 3.5 Inspection:** Upon receipt of letter from consultant/contractor with relevant attachments/drawings and inspection charges, EHS- Facility Permit Section will notify the consultant through email for proposed Building Completion Inspection Schedule normally within 3 working days from the date of submission of inspection request. During the inspection, the presence of all relevant representatives of the consultant, contractor and (if required) the client shall be ensured.
- 3.6 Forwarding of Comments:** After inspection, the EHS- Facility Permit Section Comments (if any) shall be forwarded directly through email to the Consultant/Client for compliance normally within 2 working days. It is to be noted that any application received after 12.00 noon will be considered from the next working day for submission date purpose & consequent review.
- 3.7 Re-Inspections:** If the facility inspection report issued by any of the EHS section shows approval status as “Re-inspection/Awaiting Clarification” the consultant/contractor/client is advised to comply the comments raised by EHS officers and to submit point by point compliance statement to the EHS - Facility Permit Section for the re-inspection.
- 3.8 Issuing/ Approval of EHS:- NOC – Building Completion Certificate** The EHS: NOC – Building Completion Certificate shall be issued by EHS: Facility Permit Section upon satisfactory compliance of all EHS Facility Permit Section & Green Building requirements and copied to CED.
- 3.9 EHS-NOC for DEWA:** The Consultant / contractor applying for temporary DEWA power & water supply shall follow this procedure and submit their request after obtaining DCD-NOC by using the Form PSF-5c. The NOC that is to be issued will hold validity of equal to the validity of DCD-NOC

and they are liable to finish the building completion works within the validity period of NOC. (Note this NOC for testing and commissioning purpose only).

**3.10 EHS Inspection for HDPE lining:** The Consultant / contractor applying for the inspection of HDPE lining at the foundation of chemical/fuel/wastewater tanks shall also follow this BCC procedure.

#### **4. APPLICABLE FORMS /ATTACHMENTS:**

(Available in Form Sections of FZ- Facility Permit Section at EHS website: [www.trakhees.ae](http://www.trakhees.ae))

- Form : PSF-5a : EHS-NOC Inspection Fee Form
- Form : PSF-5b : Application Checklist For EHS: Building Completion Certificate
- Form : PSF-5c : EHS-NOC to Trakhees-CED for temporary power & water Supply from DEWA

#### **5. APPLICABLE REGULATIONS:**

- A) Environmental Control Rules & Regulations
- B) Health, Safety Regulations & Standards
- C) Food Establishment Guidelines
- D) Green Building Regulations for Dubai World Developments
- E) FZ/DM Rules (Where applicable)

#### **6. INSPECTION TARIFF (per inspection):**

S No	Details	AED
1	<b>Total Built-up area of facility</b>	
1a	<1000 sq. mts (Total BU Area)	1200
1b	ii) Between 1001 and 5000 sq. mts (Total BU Area)	1800
1c	iii) Between 5001-10,000 sq. mts. (Total BU Area)	2400
1d	iv) Between 10,001-50,000 sq. mts (Total BU Area)	4000
1e	v) Between 50,001-100,000 sq. mts (Total BU Area)	5600
1f	vi) More than 100,000 sq. mts (Total BU Area)	8000
2	Re-inspection charges on failure of BCC inspection (Per Hour)	1000

**Payment Note:** Re-inspection in case of non-compliance of EHS-PERMIT SECTION Comments shall lead to re-inspection charges of AED 1000/- per hour. (Only applicable if the first inspection fails)

## **7. EHS- FACILITY PERMIT SECTION CONTACTS:**

- A) For all Developments:- Mr. Shailesh Amonkar. Sr. EHS Officer, Tel: 04-8811881/ 8068897, fax: 04-8817023/8818857 E-mail: [shailesh.amonkar@trk.pcfcae](mailto:shailesh.amonkar@trk.pcfcae)
- B) For all Developments:- Mr. Ahammed Niyas Sr. EHS Engineer, Tel: 04-8811881/ 8068842, fax: 8817023/8818857 E-mail: [ahammed.niyas@trk.pcfcae](mailto:ahammed.niyas@trk.pcfcae)
- C) For Facility Permit Section:- Mr. G.K. Singh:-Manager-Facility Permit Section Tel: 04-8811881/ 8068805, fax: 04-8817023/ 8818857 E-mail: [Gurkripal.Singh@trk.pcfcae](mailto:Gurkripal.Singh@trk.pcfcae)
- D) For Submissions: EHS Document Controller, Tel.: 04-8068803 / 8068801; Fax: 04-8818857.
- E) For Green Building:
- Paravasthu Jagannathan, Sustainability Manager      Email: [Paravasthu.Jagannathan@trk.pcfcae](mailto:Paravasthu.Jagannathan@trk.pcfcae);  
Tel: 04-8068 838
  - Kumara Raja; Sustainability officer;                      Email: [Kumara.Padmanapan@trk.pcfcae](mailto:Kumara.Padmanapan@trk.pcfcae)  
Tel: 04 8068 860

The submissions to EHS Department shall be submitted on a SINGLE CD, containing folders titled for 'EHS Facility Permit Section'

### CD Cover Template:

**EHS**  
**CD Submittal Documents**

**Purpose of Submission:**

**Business Unit:**

**Client:**

**Email:**

**Plot no:**

**Date:**

**Consultant:**

**Email:**

**Contractor:**

**Email:**

**Our Ref (If Any):**

**Your Ref:**

**For office use only:**

**Signature**                      **Date/Time:**

Please attach the following information in a 'Word document' on the CD for our quick reference. This info will be helpful for us in case the CD label is damaged or not readable.

#### EHS Document Submittals

##### Purpose of submission :

**Business Unit** :

**Plot No.** :

**Client** :

**Email** :

**Consultant** :

**Email** :

**Contractor** :

**Email** :

**Date** :