

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

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Subject: **CED – Building Completion Inspection Procedures**

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Our Ref: **CIRCULAR-38587/2008/sk**

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Date: **20-Aug-2008**

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Dear All,

In order to streamline the Building Completion Inspection Process and add to the efficiency, we are pleased to provide you with the following documents pertaining to the process:

- Workflow Chart demonstrating the various stages of the process.
- Submission Requirements for the various types of Building Completion Inspections.
- The necessary forms to be filled when requesting Building Completion Inspections.
- A comprehensive checklist for various types of Building Completion Inspections

We are confident that your improved familiarity with our procedures and their various elements will help you communicate better with CED and be better prepared for its Building Completion Inspection.

The documents referred above will be effective immediately and until superseded by a further communication.

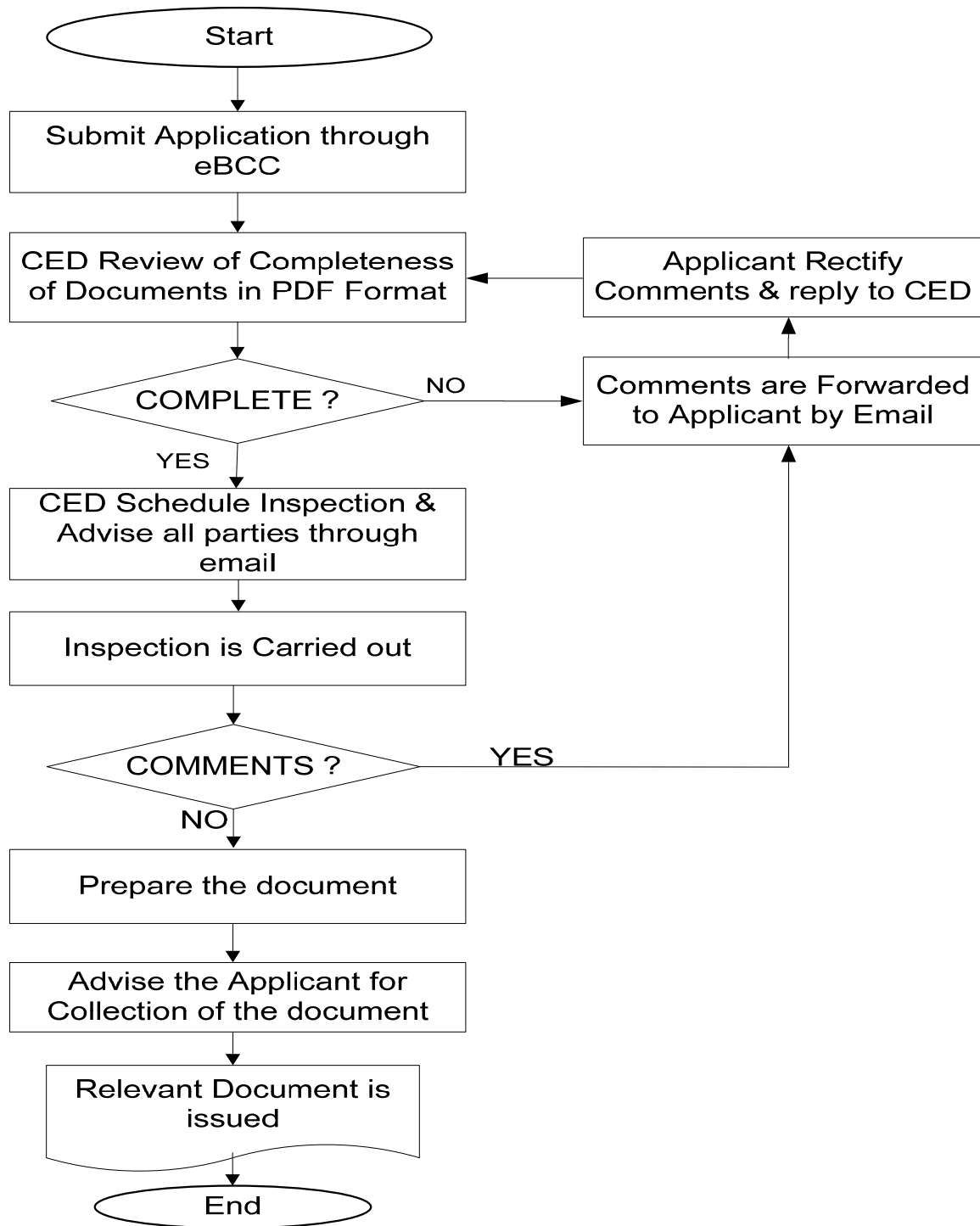
Your's faithfully,

**RASHID AL FALASI**  
**SENIOR MANAGER - PERMITS**  
**TRAKHEES - PCFC**

Cc: M-file

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**Building Completion Inspection– Flowchart**



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**Building Completion Inspection –  
Requirements and Checklists**

**LIST OF DOCUMENTS TO BE SUBMITTED**

**Copy of documents to be attached at the time of Inspection Letter request for Final or Partial BCC:-**

- EHS NOC for Final BCC or Partial BCC.
- Clearance from Business units.
- Application for obtaining Building Completion Certificate.

**Copy of documents to be attached at the time of Inspection Letter request for DEWA NOC:-**

- Actual work executed (% of progress).
- EHS NOC for DEWA NOC.
- Application for obtaining Building Completion Certificate.

**Documents required on site at the time of Inspection:-**

- Building Permit (original).
- Affection plan + Final Survey.
- Structural site records (original).
- Concrete Block files with certificate (for load bearing blocks only).
- Quality Section clearance (at least for compressive strength of concrete).
- CED Approved drawings.
- Certification from Specialist

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**APPLICATION FOR OBTAINING BUILDING COMPLETION CERTIFICATE**

NAME OF Contractor : \_\_\_\_\_

LESSEE OR OPERATING NAME : \_\_\_\_\_

BUILDING PERMIT OR NOC Ref. : \_\_\_\_\_

NOTICE OF INTENT Ref. : \_\_\_\_\_  
(Ref. of JAFZA's cover letter)

**BUILDINGS COMPLETED**

Offered for Inspection : Partial ☐ Final ☐

Buildings Offered : \_\_\_\_\_

**STATUS OF DRAWING REVIEW REPORT COMMENTS**

Civil	-	Resolved	<input type="radio"/>	Pending	<input type="radio"/>
Electrical	-	Resolved	<input type="radio"/>	Pending	<input type="radio"/>
Fire	-	Resolved	<input type="radio"/>	Pending	<input type="radio"/>
Safety	-	Resolved	<input type="radio"/>	Pending	<input type="radio"/>
Environment	-	Resolved	<input type="radio"/>	Pending	<input type="radio"/>

**ELECTRICITY (DEWA)**

Drawings	-	Approved	<input type="radio"/>	Pending	<input type="radio"/>	Not applicable	<input type="radio"/>
Application for connection	-	Approved	<input type="radio"/>	Pending	<input type="radio"/>	Not applicable	<input type="radio"/>
Inspection	-	Approved	<input type="radio"/>	Pending	<input type="radio"/>	Not applicable	<input type="radio"/>

**ETISALAT**

NOC for Lead-Ins	-	Submitted	<input type="radio"/>	Pending	<input type="radio"/>	Not applicable	<input type="radio"/>
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**ALL DOCUMENTS SUBMITTED**

Compliance with List of documents to be submitted for final inspection.: Yes ☐ No ☐

**SIGNATURE & STAMP OF CONSULTANT**

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**Consultant Covering Letter format**

(Letter Head)

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Ref:  
Date:

Ports, Customs & Free Zone Corporation (PCFC)  
Civil Engineering Department  
P.O Box 17000  
Jebel Ali

Attn: **Senior Manager – Building Permit Section**

Project : **(List Project details as in Building Permit Description)**

Location: **Plot No. and Area**

Subject : **Request for Building Completion Certificate**

The above projects have been substantially completed as per the CED approved drawings, 'Building Regulations & Design Guidelines' and 'Building & General Civil Work Construction Regulations '. We assure you that all the required tests have been done and found satisfactory.

We request CED to inspect the premises and issue 'Building Completion Certificate'.

Thanking you

Yours faithfully

(Signature)

\_\_\_\_\_  
(Designation)

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**Client's Undertaking Letter format**

**(Letter Head)**

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Ref:  
Date:

Ports, Customs & Free Zone Corporation (PCFC)  
Civil Engineering Department  
P.O Box 17000  
Jebel Ali

Attn: **Senior Manager – Building Permit Section**

Project : **(Mention the detail of project as in Building Permit Description)**

Location: **Plot No. and Area**

Subject : **Undertaking Letter to Process Building Completion Certificate**

The above projects have been completed satisfactorily as per the contract terms, conditions and project specification. We assure you that there are no outstanding issues related to this project.

We request CED to inspect the premises and issue 'Building Completion Certificate'.

Thanking you

Yours faithfully

(Signature)

\_\_\_\_\_  
(Designation)

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**INSPECTION CHECKLISTS**

**1- Towers**

**Documentation**

Sl. No.	Description	Yes	No	Remark
1.	Building Permit			
2.	Affection Plan			
3.	Final Survey			
4	Approved Drawings from CED			
5.	EHS NOC for BCC (Final or Partial)			
6.	Structural Record (Original)			
7.	Client's undertaking letter if there are some works remaining in internal finishing only.			
8.	Steel Structures Certificate by Third Party for towers that use this type of structure.			

**Site Observation**

Sl. No.	Description	Yes	No	Remark
1.	Building orientation as per approved drawing.			
2.	Gate level in relation to bench mark or asphalt as per approved drawing.			
3.	Width & Clear height of ramp as per approved drawing.			
4.	Slope of ramp as per approved drawing.			
5.	Installation of barrier gate & location as per approved drawing			
6.	Clear height of drive way & parking area as per approved drawing			
7.	Number of car parking as per approved drawing			
8.	Number of basements and floors as per			

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	approved drawing and BP			
9.	Ground Floor, Mezzanine & Typical floor height as per approved drawing			
10.	Corridors height & width as per approved drawing			
11.	Projection length & height as per approved drawing			
12.	Doors & Windows sizes & locations to be as per approved drawing			
13.	Internal finishing to be as per approved drawing			
14.	Staircase finishing & hand rail height to be as per approved drawing			
15.	O.T.S to be as per approved drawing			
16.	Access to be provided to O.T.S & Cat ladder to be provided as per approved drawing and also drain for rain water			
17.	Roof finishing to be as per approved drawing			
18.	Glass cleaning machines to be as per approved drawing			
19.	Sanitary fittings & all bathrooms to be as per approved drawing			
20.	Ventilation for kitchen & all bathrooms to be as per approved drawing			
21.	Health club floor to be as per approved drawing (Swimming pool, Gymnasium, etc.)			
22.	Mechanical floor dimension & finishing to be as per approved drawing			
23.	Wheel stopper at parking area to be as per approved drawing			
24.	Rubber Guard to be provided to protect all vertical elements as per approved drawing			
25.	External paving to be as per approved drawing			
26.	All elevation to be as per approved drawing			
27.	Wardrobe, pantry & kitchen cabinet to be as per approved drawing			



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**2- Villas**

**Documentation**

Sl. No.	Description	Yes	No	Remark
1.	Building Permit			
2.	Affection Plan			
3.	Final Survey			
4.	Approved Drawings from CED			
5.	EHS NOC for BCC (Final or Partial)			
6.	Structural Record (Original)			
7.	Client's undertaking letter if there are some works remaining in internal finishing only.			
8.	Warranty for specialist item if it is required			

**Site Observation**

Sl. No.	Description	Yes	No	Remark
1.	Unimpeded Access to the Villa			
2.	Compound Wall detail and location			
3.	Gate level in relation to approved Temporary Bench Mark			
4.	Setback Distance			
5.	Paving Works – check for slope and settlement			
6.	External wall finishes – check for uneven plastering and peeled off painting ( Algae formation)			
7.	Swimming Pool – check for depth label, ladder and overflow channel & setback			
8.	Elevations – as per the approved drawings			
9.	Installation of Cat Ladder for Roof Access			
10.	Internal finishing works including wall painting			

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11.	Floor Plan – check the layout and levels in relation to approved Temporary Bench Mark			
12.	Staircase and balcony balustrade height			
13.	Skirting, wall and floor tiles grouting and sealants			
14.	Sanitary fittings and sealant finishing			
15.	Toilet Mirrors and Vanity Unit finishes			
16.	Door architraves, stoppers and installation of furniture			
17.	Door openings shall not overlap each other			
18.	Servant blocks dimension & elevation as per approved drawing			
19.	Garage shade as per approved drawing			
20.	External finishing for boundary walls as per approved drawing			
21.	Pump room for swimming pool in location & level & finishing & floor water discharge as per approved drawing			
22.	Roof finishing & height of parapets			
23.	Building orientation as per approved drawing			
24.	Ramp width & height			
25.	Clear height of parking			

**3- Factories & Warehouses**

**Documentation**

Sl. No.	Description	Yes	No	Remark
1.	Building Permit			
2.	Affection Plan			
3.	Final Survey			
4.	Approved Drawings from CED			
5.	EHS NOC Final or Partial BCC			
6.	Structural Record (Original)			
7.	Client's undertaking letter if there are some works remaining in internal finishing only.			
8.	Steel structure certificate from a third party			

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## TRAKHEES

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#### Site Observation

Sl. No.	Description	Yes	No	Remark
1.	Paved Access to the plot			
2.	Compound Wall in the front side of plot and its height			
3.	Plot boundary fencing completion			
4.	Retaining Wall construction type (RCC or Solid Block)			
5.	Gate level in relation to the approved Temporary Bench Mark			
6.	Setback Distance all around the building			
7.	Run off slab width			
8.	Paving Works – check for fold line and settlement			
9.	Water Tank and Pump House Location			
10.	External works – check for the wall heights, cladding detail			
11.	Elevations – check for unauthorized changes			
12.	Cat Ladder – check for safety hoops and provision of hand rail at roof top			
13.	Loading / Unloading Bay (fenders, sump, handrail etc.)			
14.	Finished Floor Level – in relation to approved Temporary Bench Mark			
15.	Floor Plan – check the layout details and level			
16.	Mezzanine Floor Layout			
17.	Staircase (width, riser, go and head room)			
18.	Skirting, wall and floor tiles grouting and sealants			
19.	Structural Steel Member sizes			
20.	Connection details and bolts projection (Minimum 3 threads)			
21.	Wall Bracings			
22.	Roof Bracings			
23.	Eaves Struts			
24.	Portal Frames			
25.	Number of Sag Rods in a bay and their diameter			
26.	Rafter Stay locations			
27.	Rafter joints detail (knee & splice)			
28.	Stiffener plates			
29.	Purlin System (Sleeved / Overlapped)			
30.	Purlin Cleats			
31.	Nested Purlins			
32.	Strut Purlins / Pipes / Tubes			
33.	Location of Translucent Sheets			
34.	Side Wall Girt Stays			
35.	Crane Rail Beam diaphragms			

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36.	Crane Stoppers			
37.	Number of cranes in a bay at a time and their safe distance			
38.	Cladding Sheets, Fixers and Insulation			
39.	Expansion Joints			
40.	Isolation Joints			
41.	Internal finishing works			
42.	Parapet Wall Height			
43.	Flat Roof insulation details and drain down pipes			

**4- DEWA NOC Checklist**

**Documentation**

Sl. No.	Description	Yes	No	Remark
1.	Building Permit			
2.	Actual work executed (% of progress)			
3.	EHS NOC for DEWA Purpose			
4.	Deposit for nominated period as per EHS's NOC			

**Site Observation**

Sl. No.	Description	Yes	No	Remark
1.	All MEP works nearing completion			
2.	Cladding works finished			
3.	External works finished			