

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The documents referred above will be effective immediately and until superseded by a further communication.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

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

Cc: M-file

Suspension of Ongoing Construction Works

CONTENTS

1.0 PURPOSE

2.0 SCOPE

3.0 REFERENCES

4.0 DEFINITIONS

5.0 PROCEDURE

- 5.1 Receive and Review Request for suspension of ongoing construction works.
- 5.2 Distribute Documentation to Respective Departments Receive Feedback and Compile Summary
- 5.3 Receive Feedback and Compile Summary
- 5.4 Notify Client
- 5.5 Submission Requirements

6.0 RECORDS

- 6.1 Lessee file

ATTACHMENTS

- 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.

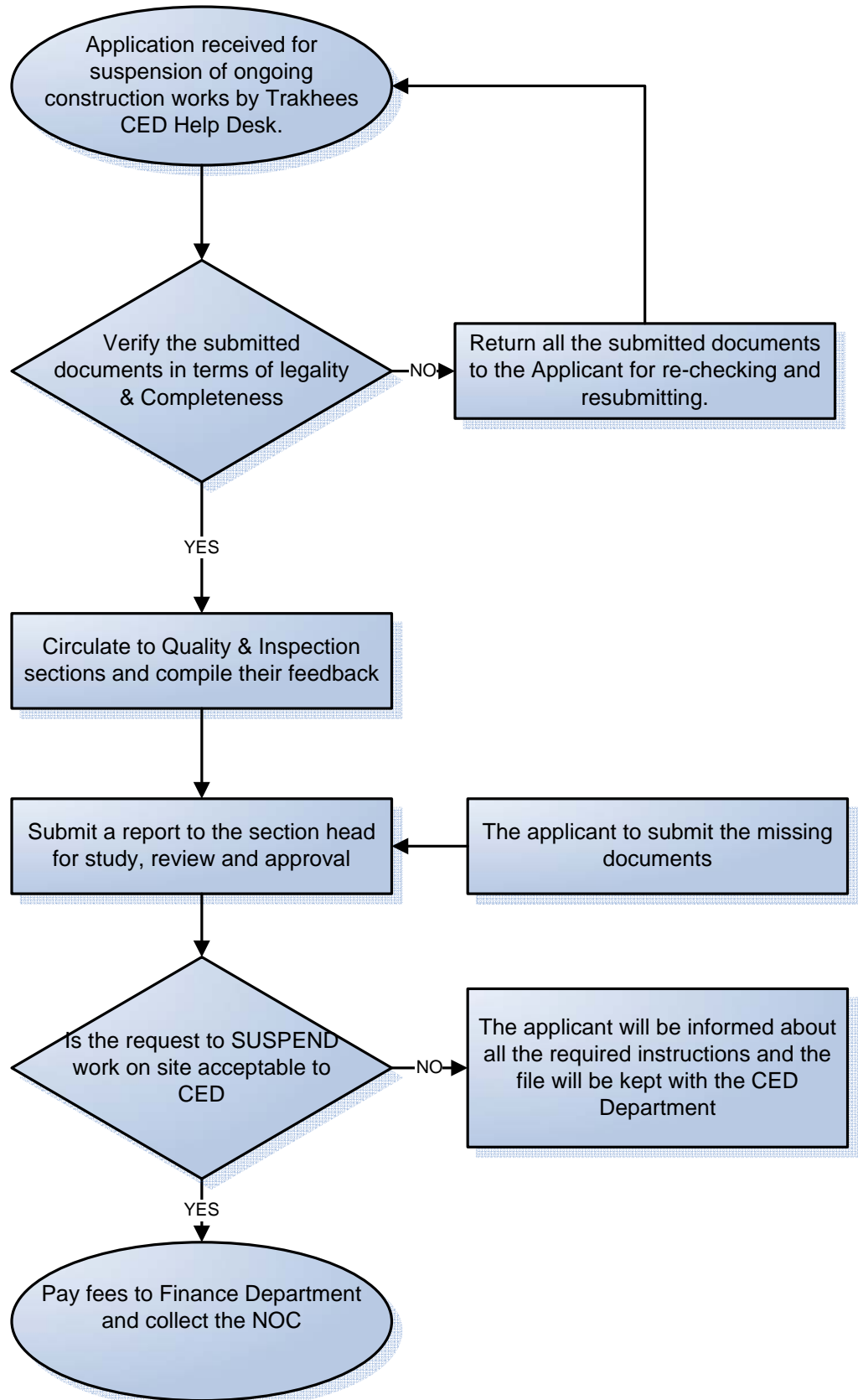
5.5 Submission Requirements:

- 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)

6 RECORDS

No	Record description	Retention Time
1	Form	5 years
2	NOC/Letter from BU accepting the suspension of works	5 years
3	NOC from EHS	5 years
4	NOC from DEWA	5 years
5	NOC from Etisalat	5 years
6	Statement from the consultant on the current status of the project	5 years
7	CED NOC	5 years

FLOW CHART FOR SUSPENSION OF ONGOING CONSTRUCTION WORKS



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: _____	<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial
Requisition Applied by: _____	<input type="checkbox"/> Owner	<input type="checkbox"/> 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

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)