



CIVIL ENGINEERING DIVISION

Client's procedure for Suspension of On-going Works**1.0 Purpose:**

The purpose of this document is to outline the procedure for the Client to how to put site/project on hold and to suspense of ongoing work due to various reasons such as economic recession, financial disputes or any other reasons.

2.0 Scope:

All Clients/Business Units operating within the Trakhees jurisdiction area.

3.0 Responsibility:

Trakhees/CED engineers' reviews submitted document in coordination with Site Inspection and Quality Control Section with no legal responsibility and / or liability is imposed on the authority. The consultant shall remain entirely responsible for any legal obligations which may occur due to invalid / tampered documents being submitted along with Consultant Registration Process.

4.0 References:

Submission Requirements and Document Checklist as attached and Client's may refer to the Trakhees-CED procedure for suspension of on-going works

5.0 Definitions:

Authority-Trakhees
CED-Civil Engineering Division
NOC- No objection Certificate
SIS-Site Inspection Section
SVR-Site Visit Report
QCS-quality control section.

6.0 Procedure:

There are two types of Suspension of On-going Works submissions: New suspension of on-going work application and resubmission of application to comply with Trakhees-CED concern.

The submission process is shared with three sections (namely Structural, Site Inspection and quality control section).

Trakhees-CED is committed to complete the review process within ten working days, but does strive to try to complete it within 5 working days. Delays can occur due to the following:



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- Missing documents.
- Details clarification
- Internal sections clarification

7.0 Front Desk Registration & Acknowledgement Process:

- 7.1 The Trakhees-CED Front Desk receives the application for Suspension of Ongoing Works NOC indicating the submission type from the Client's Consultant (i.e. new or resubmission)
- 7.2 The CED Front Desk has the right to accept/reject the submission if the CD is not complete as per checklist requirement.
- 7.3 If the submission is complete the CED Front Desk shall accept the submission and forward a mail notification with the submission serial number to the consultant within maximum one working day
- 7.4 Incomplete submissions are rejected and are to be resubmitted.

8.0 Distribution of Documentation to Respective Sections.

- 8.1 Submissions are assigned to individual Structural Engineers by the Engineer In-charge with define period. The Structural Engineer undertakes review of structural drawings, technical reports and method statement.
- 8.2 Submissions are directed to the Site Inspection Section (SIS) for inspection the site safety, current status of the construction activities at site, fencing, signboard, etc. and to provide the Site Visit Reports (SVR) to the Structural Section
- 8.3 Submissions are directed to the Quality Control Section for inspecting the protection measures taken for building materials, exposed steel, concrete subjected to deterioration, isolation materials etc. and to provide the Site Visit Report (SVR) to the Structural Section.

9.0 Feedback & Compile Summary

- 9.1 Upon completion the Site Inspection and Quality Control Sections their reports, the Structural Engineer receives the Site Visit Report (SVR) by email from (SIS) & (QCS).
- 9.2 In the event where any major problems have been identified, the Structural Engineer prepares accumulative report and send it to permit admin to prepare an official commented letter which sent via e-mail to the Client's Consultant by the CED-document controller.

10.0 Prepare the NOC

If the submission is complete and complies with all the Regulations and Guidelines set by Trakhees-CED, the Structural Engineer prepares accumulate reply for the Suspension of Ongoing Works NOC and forwards it to the Permit Admin to prepare the Suspension of Ongoing Works NOC along with payment advice as per finance Code. . Any conditions may be associated to the approval shall be attached to the NOC.

11.0 Notify Consultant

Once the NOC has been signed by the Structural Manager, the permit admin shall send signed NOC to the CED document controller who is in charge to notify the consultant by email to settle the fee payments and collect the CD containing the NOC.

12.0 Issuance of the NOC

Once the fees amount have been settled to Trakhees Cashier at Dragon Mart (1st floor), CD containing Cover Letter and NOC will be handed over to the Client/Consultant/Contactor Representative only.

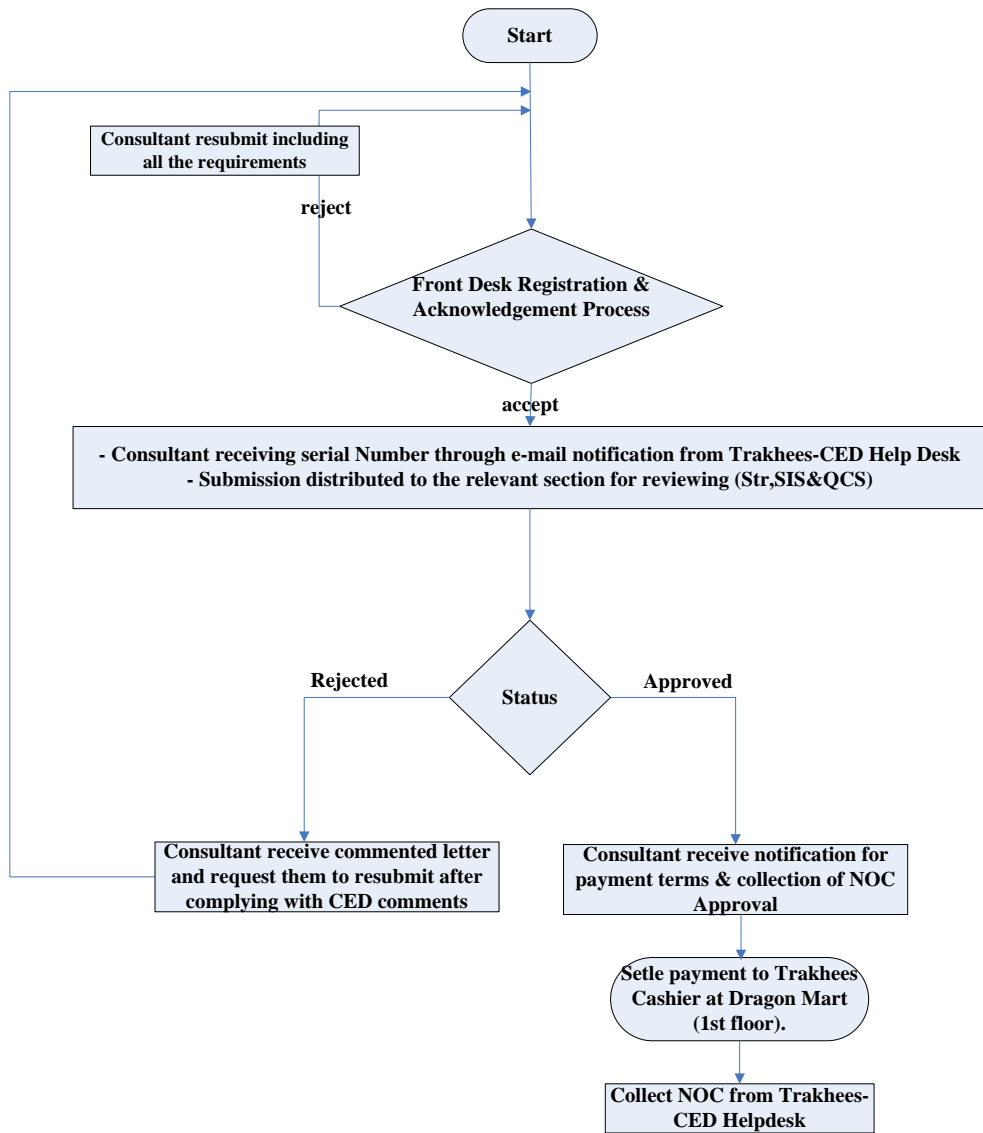
13.0 Records

No	Record description	Retention Time
7.1	Consultants application form	2 years
	EHS NOC	10 years
	Suspension of Ongoing Works NOC	Permanent
	Documentation Package	2 years
	Correspondence	2 years
	Affection Plan	Permanent

14.0 Attachments

- 14.1 Client Work Flow
- 14.2 Application Form
- 14.3 NOC Template
- 14.4 NOC Checklist

14.1 Client Work Flow



14.2 Application Form



CIVIL ENGINEERING DIVISION

Department of Planning & Development
Ports, Customs & Free Zone Corporation
Government of Dubai



دائرة التخطيط والتطوير
مؤسسة الموانئ والجمارك والمنطقة الحرة
حكومة دبي

APPLICATION FORM FOR SUSPENSION OF ONGOING PROJECT

Applicant Reference Number:

Submission Type

 New Resubmission (Specify Trakhees previous Reference No):

Applicant Information

Consultant

Trade or Commercial Name E-Mail License No. Trakhees CED Reg. No

Contractor (if applicable)

Trade or Commercial Name License No. E-Mail Trakhees CED Reg. No

Client

Name Telephone E-Mail

Project Information

Business Unit / Zone Plot No. Plot Area (Sq. M) Trakhees CED Project ID
(if applicable) Trakhees CED Bldg. Permit ID
(if applicable)

Percentage of Construction Progress

You are hereby advised to fill in the percentage of the work in progress, which is applicable to your project only.

Type of Work	% of Work	Type of Work	% of Work
Mobilization	<input type="text"/>	HVAC Works	<input type="text"/>
Excavation	<input type="text"/>	Block Works	<input type="text"/>
Soil Improvement	<input type="text"/>	Electrical Works	<input type="text"/>
Shoring	<input type="text"/>	Plumbing Works	<input type="text"/>
Piling	<input type="text"/>	Fire Works	<input type="text"/>
Foundation (Substructure)	<input type="text"/>	Cladding Works	<input type="text"/>
Columns	<input type="text"/>	Finishing Works	<input type="text"/>
Shear Walls	<input type="text"/>	Landscaping	<input type="text"/>
Slabs	<input type="text"/>		

Other work (Please specify):



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The following tables list documents that need to be submitted along with the application. All documents should be submitted in PDF format. Identify documents that are submitted by tick marking against each document. Documents should be submitted in a CD organized into folders as identified by folder code against each document title. Following is the list of folder codes and corresponding folder names.

(GD) - General Documents

New Submission / Re-submission		
	Folder Code	Yes
Letter from the owner instructing suspension of works and the reason for the same with an indication of when the work would resume.	(GD)	<input type="checkbox"/>
NOC from EHS for suspension of ongoing project	(GD)	<input type="checkbox"/>
Technical Report from the consultant on the current status of the project and precautions taken to ensure safety and protection against deterioration.	(GD)	<input type="checkbox"/>

Declaration		
<ul style="list-style-type: none"> We hereby confirm that all data provided in this application / documents comply with Trakhees CED & EHS Guidelines and Regulations. If any delay occurs due to incorrect information provided by us in the submitted application we hold ourselves solely responsible for the delay. We are liable for any legal obligations which may occur due to invalid / tampered documents being submitted along with this application. 		
<input type="text"/> Date	<input type="text"/> Stamp & Signature	
For Trakhees Use Only		
<input type="text"/> Date	<input type="text"/> Received by	<input type="text"/> Signature
Application No.		



CIVIL ENGINEERING DIVISION

XXXXXXXXXXXXXXXXXXXX

Manager – Structural Engineering

(XXXXXX)

CC: Server

14.4 NOC Checklist

Internal Checklist

Suspension of Works
NOC

Ref No.(JP/Plot No /SNO)

Date
(DD/MM/YYYY)

Consultant Reference

CHECKLIST FOR SUSPENSION OF ONGOING PROJECT	YES	NO	N/A
Letter from the owner instructing suspension of works and the reason for the same with an indication of when the work would resume.			
NOC from Business Unit accepting the suspension of works			
NOC from EHS			
NOC from DEWA and Etisalat (if applicable)			
Technical Report from the consultant on the current status of the project and precautions taken to ensure safety and protection against deterioration.			
CED Inspection Section site Report			