



DUBAI AVIATION CITY CORPORATION OHSE CODE OF PRACTICES



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DACC CODE OF PRACTICE – OHSE INSPECTION FOR ISSUANCE OF
OHSE NOC FOR OPERATIONAL FITNESS CERTIFICATE (OFC)



OHSE INSPECTION FOR ISSUANCE OF OHSE NOC FOR OPERATIONAL FITNESS CERTIFICATE (OFC)

DACC (DUBAI SOUTH) Code of Practice

Document Reference No.: DACC.DS.OPS.OHSE.OPA.01.OF

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1.0 INTRODUCTION

- (i) This Code of Practice (CoP) is mandatory to all Proponents, Developers, and Operational Facilities within the Dubai South jurisdiction. This CoP is designed to incorporate requirements set by UAE and other relevant Regulatory authorities. If requirements of this document conflict with requirements set by another regulatory authority, Proponents are required to follow the more stringent requirement.
- (ii) The Proponents, Developer, Operational Facility Owner Defined as;
 - a) A person(s) who proposed or Advocate the Project or New Work Process / Technology;
 - b) The person(s) who owns or is in control, through contract or tenancy, of non-domestic premises;
 - c) With regard to multiple tenanted premises, the Proponent, Developer, Facility Owner shall be the person who owns or is in control of the building, including access and egress.
- (iii) This CoP establishes the minimum requirements and standards for development and implementation of Operational Fitness of Operational Facilities. The OHSE inspectors during their inspection shall ensure that the Facility complies with the mandatory Operational Health, Safety, and Environmental (OHSE) requirements, in accordance with requirements of all applicable legislation within United Arab Emirates in particular within Dubai South and those outlined in the Dubai Aviation City Corporation (DACC) OHSERF.
- (iv) This is developed to ensure that appropriate OHSE management practices are developed, implemented and monitored during the Operational phase of a project.

1.1 Objectives

- (i) Ensure that Operational Health, Safety, and Environmental Manual or Plan for the facility have been previously submitted to and approved by Dubai South OHSE Department. In case of the first Operation Fitness Certificate it shall be submitted along with the OHSE NOC Application ref. DACC.DS.OHSE.P.CORP.06.NOC.F01 (tick for NEW option). Any changes in terms of organization structure, work activities, working equipment, emergency contact details or any other changes as per the approved OHSE Plan shall be updated and the revised section to be submitted for re-approvals;
- (ii) Provide step by step procedure for Proponents, Developers, and Operational Facilities to prepare for the OHSE inspection in regards to the issuance of a No Objection Certificate for a facility's Operational Fitness to start or continue operations;
- (iii) Frequency and necessity of the annual inspection in regards to Operational Fitness;
- (iv) Ensure compliance with the relevant standards and legislation requirements;
- (v) Establish training programs for all staff and operatives appropriate to task, role and the Operational Facility requirements;
- (vi) Generate an awareness where Proponents, Developers, and Operational Facilities understand the importance of Occupational Health, Safety and Environment and the part it plays in business continuity, savings in operational cost and gaining faith and confidence of both employees and clients



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2.0 TRAINING AND AWARENESS

- (i) Proponents, Developers, and Operational Facility owners shall ensure that OHSE training complies with the requirements of:
 - a) ***Dubai Aviation City Corporation (DACC) OHSERF - Regulations 6 – Competence Management, Training and Awareness;***
- (ii) Proponents, Developers, and Operational Facility owners shall ensure that employees and other persons required to implement the requirements of this CoP or those who have a direct role in the management, supervision or monitoring of the requirement of this CoP are trained and competent to fully understand the requirements
- (iii) Proponents, Developers, and Operational Facilities shall maintain a record of the required training that contains the following:
 - a) Company, name and company employee ID number;
 - b) Emirates ID number / Dubai South ID Pass;
 - c) Topic / subject of training;
 - d) Training provider;
 - e) Date of training; and
 - f) Person conducting the training.

3.0 REQUIREMENTS

- (a) Post completion of construction of a facility and awarding of Building Completion Certificate to the contractor, the Proponents, Developers, and Operational Facilities shall apply for OHSE NOC for Operation Fitness Certificate prior to occupying the building and commencement of operations. Failure to do so shall be subject to disciplinary action by the relevant Authority. The OHSE NOC Application and process is available online and the steps for registration and applying is detailed below:
 - (a) Contractor / Consultant / Tenant, can approach OHSE Department for a login details. OHSE Department will divert his request to AME to create a login. AME Department formally will ask the requester to send an email to maximo.support@dubaisouth.ae for login creation
 - (b) Contractor / Consultant / Tenant can contact call center to create a user profile for them. Call center will ask the request to send email to callcentre@dubaisouth.ae. Call center then forward this email to OHSE Admin to confirm
 - (b) Proponents, Developers, and Operational Facilities shall undertake their roles and responsibilities in accordance with the general requirements of ***Dubai Aviation City***



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Corporation (DACC) OHSERF – Regulation 5 – Leadership, Roles, Responsibility and Self-Regulation.

- (c) The United Arab Emirates (UAE) Occupational Health and Safety Management System (OHSMS) National Standard NCEMA 6000:2016 specifies the requirements for an organization to establish, implement and maintain an OHSMS to manage OHS risks to as low as reasonably practicable.
- (d) Dubai South OHSE under this Code of Practice mandates Proponents, Developers, and Operational Facilities to prepare an Operational Health, Safety, Security and Environmental manual or plan, submit it to the OHSE department for approvals and implement the same within their premises. The OHSE inspection team shall audit and inspect the facility for compliance to the approved OHSE manual for the facility
- (e) The inspection team shall look for Annual Maintenance Contracts for Fire and Life Safety equipment which shall be in compliance to the local regulations in practice UAE Fire and Life Safety Codes of Practice, 2018 and attested by Dubai Civil Defence. Supervisor of maintenance contractor shall be a valid DCD card holder and authorized to test and maintain the various systems; Proponents, Developers, and Operational Facilities shall ensure that the maintenance team of the contractor is led by a valid DCD card holder. Reports prepared by contractor for Preventive and Corrective actions taken during a visit shall be maintained by Proponents, Developers, and Operational Facilities.
- (f) Proponents, Developers, and Operational Facilities shall arrange for the maintenance contractor team to be present on the day of inspection with valid DCD card holders for the systems available in premises and necessary tools. Random devices maybe tested based on the request of inspectors to check for proper functionality of the system and its interfaces based on installation contractual documents including the Fire Alarm Cause and Effect matrix, DCD approved drawings and As-Built drawings of the facility.
- (g) All requirements mentioned in the Chapter 18, Table 18.1 of UAE Fire Life Safety Code of Practice, 2018 shall be complied to by the Proponents, Developers, and Operational Facilities
- (h) Annual Pest Control and Waste Management contracts shall be in compliance with local regulations and shall be witnessed by the inspection team during their visit
- (i) Third Party certification for all the loading / passenger lifts, elevators, escalators, reach truck, dock levelers, MEWPs, pallet stacker, storage racks, plant and machinery, etc. mandated by Dubai Municipality shall be maintained by the Duty Holder for its compliance and validity to ensure safe working environment for staff. Copies of same to be displayed on the equipment
- (j) Inspection team shall look for the periodic calibration certificates, inspection checklist and maintenance reports of Plant & Machinery, Electrical Panels, offices, lifting gears, gas sensors, First aid equipment, etc. Any piece of equipment within the facility effecting the health and safety of staff and workers shall be subject to the scrutiny of inspectors in terms of valid certifications, operational functionality, periodic maintenance and compliance to local regulations. Driving license and third party training certificates of all plant and machinery operators shall be checked



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- (k) It is mandated by Dubai South OHSE department to conduct earth grounding resistance values annually, records of reports to be maintained and corrective actions to be taken if the resistance value exceeds the acceptable values as per relevant codes and standards
- (l) Competency certificates of first aiders, fire wardens, plant and equipment operators, etc. shall be checked by the inspectors for their validity
- (m) All accidents and incidents must be immediately reported to Dubai South OHSE department at 80027738 and later an incident report to be sent on OHSE@dacc.ae. All major accidents shall be investigated within 5 days and reports communicated to Dubai South OHSE. Records of all minor accidents and incidents which lead to no injury or serious damage to property shall be maintained for showing to the inspectors when requested
- (n) Copies of Chemical storage approvals from Dubai South OHSE and MSDS for the stored chemicals to be displayed in the storage area. Originals of same to be maintained in a file within office for showing to the inspectors when requested
- (o) It is mandated to conduct minimum of 1 emergency evacuation drill annually. Drill reports with photographs, duly signed by Proponents, Developers, and Operational Facilities to be maintained for showing to the inspectors on demand
- (p) Safety Induction for new employees, periodic task oriented safety talks (Tool Box Talks), training on how to execute high risk activities in a safe manner, etc. shall be conducted, signed off by staff members and records to be maintained to ensure proper and effective HSSE communication procedures are established
- (q) Inspectors shall walk through the entire facility, including external areas within the plot boundary and internal areas of structure comprising of offices, rooms, warehouse, etc. to ensure approved OHSE manual is implemented within the premises
- (r) Battery Charging areas and Chemical handling areas, wherever present shall have eye wash and body showers stations with proper water drainage connections
- (s) First Aid material logs to be maintained within each First Aid Box and details of incident requiring use of first aid material to be recorded
- (t) The OHSE Inspectors on finishing the inspection shall communicate their observations to the Proponents, Developers, and Operational Facilities.
- (u) Close out of the observations leading to issuance of the NOC for Operation Fitness shall be addressed within three (3) months of the NOC Application date received by the OHSE department. Failure to do so shall lead to cancelation of the Application and a fresh application with payment of fees shall have to be submitted. On successful close out of the observations OHSE department shall issue the NOC for Operation Fitness Certificate. This certificate is valid for one year and validity date shall be mentioned on the NOC
- (v) Proponents, Developers, and Operational Facilities shall apply for OHSE NOC for OFC Renewal one month prior to the expiry date of the valid NOC
- (w) The NOC Application shall be processed within 5 working days once submitted



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4.0 RECORD KEEPING

- (a) Proponents, Developers, and Operational Facilities shall ensure record keeping in accordance with the requirements of *Dubai Aviation City Corporation (DACC) OHSERF – Regulation 8 – Document Control and Record Management* for the purpose of performance review in accordance with the requirements of *Dubai Aviation City Corporation (DACC) OHSERF – Regulation 14– Performance Management* and *Dubai South OHSERF – Regulation 19 – Management Review*.
- (b) Proponents, Developers, and Operational Facilities shall ensure records of the below but not limited to:
- (i) Personnel training and awareness;
 - (ii) Valid Competency certificates of First Aiders and Fire Wardens;
 - (iii) OHSE Plan;
 - (iv) Annual Maintenance Contract for Fire and Life Safety Systems;
 - (v) Annual Contract for Pest Control;
 - (vi) Fire Alarm system Cause and Effect matrix, initial received from specialist contractor;
 - (vii) Valid third party certificates for Elevators, Goods Lift, reach trucks, dock levelers, storage racks, pallet stacker, etc.;
 - (viii) Dubai Civil Defence approved plans, drawings for Fire and Life Safety;
 - (ix) Hazardous waste disposal manifest;
 - (x) Accident and Incident reports;
 - (xi) Earth Grounding resistance records
 - (xii) Chemical Storage approvals from Dubai South OHSE
 - (xiii) Records of HSE communications done to staff and related external communications
 - (xiv) Evacuation Drill Reports
 - (xv) Previous OHSE NOC for OFC; observations communicated by OHSE inspectors and their close out reports



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5.0 REFERENCES

NO.	DOCUMENT NAME	DOCUMENT NO.
1	Risk Management	DACC-DS-OHSERF – Regulation 2
2	Leadership, Roles, Responsibility and Self-Regulation	DACC-DS-OHSERF – Regulation 5
3	Competence Management, Training and Awareness	DACC-DS-OHSERF – Regulation 6
4	Communication, Consultation and Participation	DACC-DS-OHSERF – Regulation 7
5	Document Control and Record Management	DACC-DS-OHSERF – Regulation 8
6	Environmental Management	DACC-DS-OHSERF – Regulation 10
7	Emergency Management	DACC-DS-OHSERF – Regulation 13
8	Incident Management	DACC-DS-OHSERF – Regulation 15
9	Management Review	DACC-DS-OHSERF – Regulation 19
10	Waste Management	DACC.DS.OPS.OHSE.ENV.11.WM
11	Labour Law and its Amendments	Federal Law No. (8) of 1980
12	Determination of Preventive Methods and Measures for the Protection of Workers from the Risks of Work	Ministerial Order No. (32), of 1982
13	UAE Fire and Life Safety Code of Practice	2018 Edition
14	UAE Occupational Health and Safety Management System (OHSMS) National Standard	NCEMA 6000:2016
15	Control of substance Hazardous to Health and Danger	DACC.DS.OPS.OHSE.CGF.01.SH
16	Conducting EIA Study	DACC.DS.OPS.OHSE.ENV.03.EI
17	Environmental Management Tools	DACC.DS.OPS.OHSE.ENV.04.EM
18	DACC-DS OHSE Regulatory Framework	2018
19	4b.06 General Environmental Guidelines for Operational Facilities COP	DACC.DS.OPS.OHSE.ENV.06.EG