

QHSE MANAGEMENT SYSTEM

SAIFCO

MASTER DOCUMENT

Electromechanical Works (LLC)



Document Name:

**Legal & Other Requirements
Procedure**

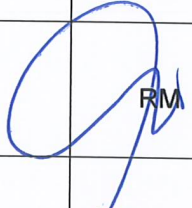
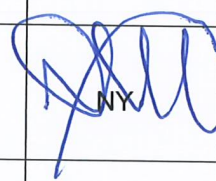
QHSE Ref. No.

IMS/QHSE/LOR/07 Rev.01

Date:


6th of June 2019

LEGAL & OTHER REQUIREMENTS PROCEDURE

Rev	Date	Revision Record	Updated by	Reviewed by	Approved by
00	07/07/10	1 st Issue			
01	06/06/19	Updated the procedure as per the new version of the standards ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018	3 rd Party	 RM	 NY



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<p>QHSE MANAGEMENT SYSTEM</p>	<p style="text-align: center;">SAIFCO <i>Electromechanical Works (LLC)</i></p> 	
<p>Document Name: Legal & Other Requirements Procedure</p>	<p>QHSE Ref. No.</p>	<p>IMS/QHSE/LOR/07 Rev.01</p>
	<p>Date:</p>	<p>6th of June 2019</p>

<p>1.0 PURPOSE</p> <p>The purpose of this document is to develop a system to ensure that the legal & other requirements applicable to the environmental aspects & OHS hazards are incorporated in the QHSEMS, Clause 6.1.3 (ISO 14001:2015) & (ISO 45001:2018)</p> <p>2.0 SCOPE</p> <p>This procedure applies to all activities of SAIFCO business.</p> <p>This also takes into account the local laws and regulations applicable in the country of operation, in addition to all above requirements while establishing, implementing and maintaining the whole QHSE management system.</p> <p>3.0 DEFINITIONS</p> <p>Other Requirements (technical standards, local government orders, any other formal documents issued by an authorized party within the country of operation)</p> <p>4.0 RESPONSIBILITY</p> <p>It shall be the responsibility of the Management Representative and Top Management to ensure this procedure is maintained and kept up to date.</p> <p>It is the responsibility of each relevant department head to ensure compliance with the identified legal & other requirements.</p> <p>5.0 PROCEDURE</p> <p>5.1 Identification of Legal & Other Requirements</p> <p>5.1.1 A list of current legal & other requirements applicable to SAIFCO shall be maintained by the Management Representative in the Legal Register.</p> <p>5.1.2 The management representative shall periodically review the new / revised requirements and update the Legal Register.</p> <p>5.1.3 The Management Representative shall obtain and retain on file a current official transcript of each document.</p> <p>5.1.4 The Management Representative shall obtain and retain on file an English translation of each Arabic document (where required & possible). Translations shall be obtained either directly from the issuing or Ministry, from internal Legal Department translation, or from a legal firm registered in UAE or internally.</p> <p>5.1.5 The Management Representative shall communicate all requirements to the relevant department heads, who shall interpret these legal and other requirements.</p>
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5.1.6 All department heads shall ensure that the applicable requirements are identified & linked to the identified environmental aspects & OHS hazards.

5.1.7 All department heads shall ensure that these identified requirements are communicated to, understood by & implemented by all employees of the department.

5.1.8 All department heads shall ensure compliance with the identified requirements.

5.1.9 All department heads shall ensure that evaluation of compliance is carried out at prescribed frequency and that records of the evaluation are maintained.

5.2 Incorporation into QHSE Management System

5.2.1 The Management Representative shall ensure that these requirements are incorporated into the QHSE Management system (Policy, Procedures, Specifications and Guidelines).

5.3 Tracking Changes

5.3.1 The Management Representative shall ensure regular communication with legal & regulatory bodies as well as clients, in order to keep track of any changes / additions in the requirements. He will also periodically access relevant websites for this purpose.

5.3.2 The Management Representative shall communicate the changes in the applicable legal & other requirements to all concerned.

5.3.3 The Management Representative shall suggest, review and update to QHSE Policy, Procedures, Specifications and Guidelines to incorporate these changes.

5.4 Compliance Evaluation

5.4.1 The department heads shall be responsible to evaluate compliance with the legal and other requirements and that records of the evaluation are maintained.

5.4.2 The compliance shall be evaluated at least once in a year such that the results are available during the internal audit and management review.

5.4.3 The Management Representative shall ensure that the relevant departments carry out evaluation of the applicable legal and other requirements as to find out the degree of compliance of these requirements and also any need to amend or review these requirements. The results shall be recorded in the **Legal Register (IMS/QHSE/LOR/07/01)**.

5.4.4 Results of evaluation shall clearly identify the status of compliance for each of the applicable legislation, regulation and other requirement.

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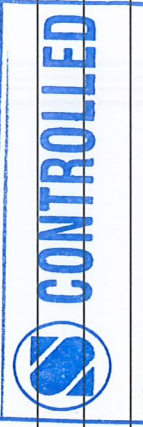
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5.4.5 The results of compliance evaluation shall be compiled and included in the management review meetings.

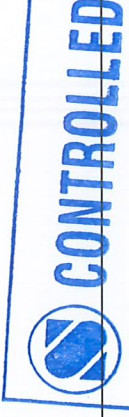
5.4.6 Reasons of non-compliance if any shall be discussed during evaluation process and suitable actions shall be decided along with responsibility and target date.

6.0 ATTACHMENTS

Type	Name	Number / Code
Form	Legal Register	IMS/QHSE/LOR/07/01

QHSE MANAGEMENT SYSTEM		SAIFCO Electromechanical Works (LLC)		 	
Document Name :		QHSE Ref:	IMS/QHSE/LOR/07/01 Rev.00		
Legal & Other Requirements Register - Compliance Status		Date:	Updated 06 June 2019		
S.N.	Ref.	Description	Year Published	Status of Compliance (Y / N)	Actions/ Remarks
International & Local Standards					
GCC STANDARDIZATION ORGANIZATION (GSO) - TECHNICAL REGULATIONS					
1	ISO 9001:2015	Quality Management System	2015	Yes	This standard is implemented within the organization as part of the QHSE Management System
2	ISO 14001:2015	Environmental Management System	2015	Yes	This standard is implemented within the organization as part of the QHSE Management System
3	ISO 45001:2018	Occupational health and safety management systems — Requirements with guidance for use	2018	Yes	This standard is implemented within the organization as part of the QHSE Management System
UAE.S GSO 518:1994 – Safety Footwear					
4	UAE.S GSO 518:1994	This standard specifies the requirements for safety footwear provided with safety toe-caps, other than all-rubber and all-plastics moulded types, it relates to safety boots and shoes for general use.	1994	Yes	Implemented and observed by the organization as part of the QHSE
UAE.S GSO 215:1994 - Industrial safety and health Regulations - equipment- part 6/6.5/6.4 tanks, Pressure vessels, boilers and Compressed gas equipment					
5	UAE.S GSO 215:1994	This standard is concerned with industrial safety and health regulations-tanks, pressure vessels, boilers, and compressed gas equipment	1994	Yes	Implemented and observed by the organization as part of the QHSE
UAE.S GSO 1560:2002- Industrial Safety And Health Regulations					
6	UAE.S GSO 1560:2002	This Standard is concerned with Industrial Safety and Health Regulations	2002	Yes	Implemented and observed by the organization as part of the QHSE
UAE.S GSO 55:1988- Industrial Safety And Health Regulations - Hazardous Materials - Flammable And Combustible Liquids - Part 1: General Requirements					
7	UAE.S GSO 55:1988	This standard is concerned with the general requirements for storage and handling of all gases which could be hazardous because of their confinement, ability to absorb, flammability or reactivity, including liquefied and cryogenic gases. Gases that are hazardous because of toxicity or poisonous nature are not covered by this standard.	1988	Yes	Implemented and observed by the organization as part of the QHSE
UAE.S GSO 62:1987- Industrial Safety And Health Regulations- Hazardous Materials - Flammable And Combustible Liquids - Part 1: Tanks, Piping And Accessories					
8	UAE.S GSO 62:1987	This Standard is concerned with the design and construction of tanks from steel or non-combustible material other than steel for flammable and combustible liquids with a flash point below 93°C. It is also concerned with piping, valves and accessories used with these tanks.	1987	Yes	Implemented and observed by the organization as part of the QHSE
UAE.S GSO 63:1988-Industrial Safety And Health Regulations - Hazardous Materials - Flammable And Combustible Liquids - Part 2: Container And Portable Tank Storage					
9	UAE.S GSO 63:1988	This Standard is concerned with the regulations for storage of flammable or combustible liquids in drums or other containers (including flammable aerosols) not exceeding 0.23 m3 individual capacity and those portable tanks not exceeding 2.5 cu.mtr individual capacity. This Standard is not applicable to the flammable or combustible paints, oils, varnishes, and similar mixtures used for painting or maintenance when not kept for a period in excess of 30 days.	1988	Yes	Implemented and observed by the organization as part of the QHSE
UAE.S GSO 218:1994-Industrial safety and health Regulations - electrical - Part 2: low voltage					
10	UAE.S GSO 218:1994	This section applies to all electrical installations, and electrical equipment operating or intended to operate on systems of 600 volts or less between conductors.	1994	Yes	Implemented and observed by the organization as part of the QHSE
UAE.S GSO 66:1988-Industrial Safety And Health Regulations - Hazardous Materials -Paints - Part 1: Spray Finishing Using Flammable & combustible materials					
11	UAE.S GSO 66:1988	This Standard is concerned with flammable and combustible finishing materials when applied as a spray by compressed air, "Airless" or "Hydraulic Atomization", steam, electrostatic methods, or by any other means in continuous or intermittent processes. It also covers the application of combustible powders by powder spray guns, electrostatic powder spray guns fluidized beds, or electrostatic fluidized beds. It does not apply to outdoor spray application of buildings, tanks, or other similar structures, nor to small portable spraying apparatus not used repeatedly in the same location.	1988	Yes	Implemented and observed by the organization as part of the QHSE
UAE.S GSO 68:1988- Industrial Safety And Health Regulations Equipment - Machinery And Guarding Part 1: General Requirements					
12	UAE.S GSO 68:1988	This Standard is concerned with the general precautions to be taken against dangers involved in the operation of the machinery.	1988	Yes	Implemented and observed by the organization as part of the QHSE
UAE.S GSO 70:1988- Industrial Safety And Health Regulations Equipment - Machinery And Guarding Part 3: Abrasive Wheel Machinery					
13	UAE.S GSO 70:1988	This Standard is concerned with safety precautions against dangers involved in the operation of abrasive wheel machinery.	1988	Yes	Implemented and observed by the organization as part of the QHSE
UAE.S GSO 54:1986- Industrial Safety And Health Regulations - Buildings - Part 2: Sanitation					
14	UAE.S GSO 54:1986	This Standard is concerned with sanitary requirements in buildings for industrial purposes.	1986	Yes	Implemented and observed by the organization as part of the QHSE
UAE.S GSO 61 :1988- Industrial Safety And Health Regulations Hazardous Materials - Gases- Part 7: Compressed And Liquefied Natural Gas					
15	UAE.S GSO 61 :1988	This Standard is concerned with the general precautions to be taken against dangers involved in the operation of the machinery.	1988	Yes	Implemented and observed by the organization as part of the QHSE
UAE.S GSO 213:1994- Industrial safety and health Regulations- equipment- portable tools					
16	UAE.S GSO 213:1994	This standard is concerned with industrial safety and health regulations -Equipment: portable tools.	1994	Yes	Implemented and observed by the organization as part of the QHSE
Federal Laws					
FEDERAL LAW NO. (8) OF 1980-LABOUR LAW & ITS AMENDMENTS					
1	Article (24)	CHAPTER II – EMPLOYMENT OF WORKERS CHILDREN & WOMEN No child shall be employed on any job that is hazardous or detrimental to health, as defined in a resolution by the Minister of Labour and Social Affairs, after consulting the concerned authorities.	1980 & Amendments	Yes	No child is employed at the organization
	Article (49)	CHAPTER III – EMPLOYMENT CONTRACTS, RECORDS & WAGES An apprentice who is under 18 years of age shall, before his training starts, undergo a medical test to determine his ability to carry out the work involved in the profession for which training is sought. If such profession calls for specific physical and health requirements, the medical report shall state whether the training candidate meets such requirements, both physical and psychological.	1980 & Amendments	Yes	For implementation in case of student internships.
	Article (65)	CHAPTER IV - WORKING HOURS AND LEAVES The maximum normal working hours for adult workers shall be eight hours in the day, 48 hours in the week. They may be increased to nine hours a day in commercial establishments, hotels, catereries, security services and such other businesses as may be added by resolution of the Minister of Labour and Social Affairs. The daily working hours may be reduced by resolution of the Minister of Labour and Social Affairs, in the case of arduous or health-hazardous work. Two during the month of Ramadan shall reduce the normal working hours. The periods spent by a worker in traveling between his home and place of work shall not be included in his working hours.	1980 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE
	ARTICLE (91)	CHAPTER V - SAFETY, PROTECTION, AND THEIR HEALTH AND SOCIAL CARE OF THE EMPLOYEES Every employer must provide adequate means of protection for the employee from the hazards of injuries and vocational diseases that may occur during work as well as the hazards of fire and other hazards arising from use of machines and other tools, and he must apply all other means of protection as approved by the Ministry of Labour & Social Affairs, and the employee must use protective equipment and clothing provided to him for such purpose and he must abide by all instructions of the employer aiming at his protection from dangers and must not act in a way that may obstruct the application of said instruction.	1980 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE
	ARTICLE (92)	Every employer must display at a conspicuous point in the place of business detailed instructions concerning methods to prevent fire and protect employees from dangers while they perform their duties. Said instructions shall read in Arabic and, if necessary, in another language understood by the employees.	1980 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE Display of signboards, signages etc.
	ARTICLE (93)	Each employer has to arrange for one medical aid box (s), supplied with medicines, bandages disinfectants and other relief aids, to be fixed in a conspicuous place within the reach of employees and to be used by a specialist in handling first aids, and every one hundred employees should be provided with an aid box. Each first-aid box shall be sufficient for every 100 employees.	1980 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE First aid kits are available in the projects undertaken by the organization
	ARTICLE (94)	Without prejudice to the provisions of by-laws and regulations issued by concerned government authorities the employer must provide proper cleanliness and ventilation in each place of business and must provide such places with adequate illumination, potable water and toilets.	1980 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE Adequate housekeeping and welfare facilities are being provided by the organization

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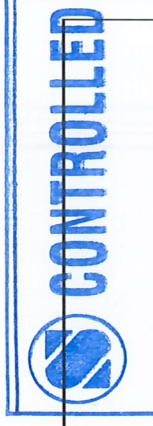
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Legal & Other Requirements Register - Compliance Status

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Updated 06 June 2019


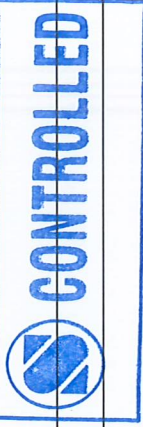
S.N.	Ref.	Description	Year Published	Status of Compliance (Y / N)	Actions/ Remarks
	ARTICLE (95)	The employer must appoint one physician(s) to do full medical checkup at least once each 6 months regularly for his employees who are exposed to the danger of infection with any of the occupational diseases reserved in the schedule attached hereto, and to record the results in his registers and in the personal files of such employees and the cases of occupational diseases must be reported instantly by the doctors to the employers and the Labour Department after these become certain through medical and laboratory analysis. The physician in charge of regular medical checkup may ask for a second medical checkup for any employee who is exposed to occupational diseases before the lapse of the time limit stated in the para. Under this article if the case of the employee so requires.	1980 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE Regular medical check-ups to be conducted and records to be maintained.
	ARTICLE (96)	The employer must provide employees with means of medical care according to the standards decided by the Minister of Labour and Social Affairs in collaboration with the Minister of Health. The Minister of Labour and Social Affairs has the capacity in consultation with the Ministry of Health, to determine the general Measures for health prevention applicable to all establishments having staff and in particular such measures relating to safety, illumination, ventilation and dining rooms, as well as supply of potable and cleaning water and measures relating to purification of atmosphere form dust and smoke and to stipulate precautionary measures against fire and electric current.	1980 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE Regular monitoring and recordkeeping
	ARTICLE (97)	The employer or his representative at the time of appointment must keep employees informed of the dangers related to their profession and preventive measures they have to take. Moreover, the employer must display detailed written instructions in this respect at places of business.	1980 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE part of routine training/ awareness.
	ARTICLE (98)	The employer or his representative at the time of appointment must keep employees informed of the dangers related to their profession and preventive measures they have to take. Moreover, the employer must display detailed written instructions in this respect at places of business.	1980 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE part of routine training/ awareness.
	ARTICLE (99)	Employers, agents of the employers or any other persons having authority on employees may not permit entry of any kind of alcoholic drinks into the places of business for consumption threat, and they may not permit entrance into or stay at the establishment or any intoxicated person.	1980 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE part of routine training/ awareness.
	ARTICLE (100)	The employee shall abide by instructions and orders related to business safety and precautions, and adopt precautionary methods and pledge to care for items thereof in his possession. It is prohibited for an employee to act in any way that may contravene enforcement of said instructions or misuse methods placed for health and safety protection of employees or which may cause loss or damage to the same.	1980 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE part of routine training/ awareness.
	ARTICLE (101)	Each employer who employs employees in areas that are remote from cities where there is no access to normal means of transportation shall provide employees with the following facilities: 1. Adequate means of transport 2. Adequate accommodation 3. Drinking water 4. Proper foodstuff 5. Medical aid equipment 6. Entertainment and sports amenities. Areas to which all or part of the provisions of this article apply shall be stated by decision of the Minister of Labour & Social Affairs. With exception of foodstuff, all services referred to in this Article shall be at the expense of the employer and nothing hereof is to be borne by the employee.	1980 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE the organization provides these items as appropriate to its employees and staff
2	MINISTERIAL ORDER NO [32] FOR THE YEAR 1982 REGARDING DETERMINATION OF THE WAYS AND MEANS TO PROTECT EMPLOYEES AGAINST OCCUPATIONAL HAZARDS				
	Article 1 - General Duties of Employer and Employee	Each employer shall provide suitable means to protect employees from the dangers of accidents and occupational diseases, that may occur during the working hours, as well as dangers of fire and all dangers occurring from use of machinery work and other utensils. He should also follow all other means of protection prescribed by Ministry of Labour and Social Affairs. The employee shall use protective devices and clothing provided for this purpose, and shall carry out all instructions of the employer for safety from hazards and shall refrain from creating any hazards and from performing any act that may hinder the execution of these instructions.	1982 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE part of routine training/ awareness.
	Article 2 - Safety Signs	Each employer shall display in a prominent and obvious place in the workplace clear and detailed instructions for prevention of fire and protection of employees from the dangers they may be subject to while performing their duties, ways of 1protection and how to prevent accidents. The instructions shall be in Arabic and in a language understood by employees.	1982 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE Display of signboards, signages etc.
	Article 3 - Training	Every employer or person on his behalf shall brief employees about labour hazards before giving them assignments, such as dangers of fire, machines, falling, occupational diseases and others if applicable.	1982 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE QHSE induction training and ongoing QHSE training and awareness sessions
	Article 4 - First Aid	Employers shall appoint a qualified first aider and have available in every first aid box the items must be as prescribed by the Ministry.	1982 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE First aid kits are available in the projects undertaken by the organization
	Article 5 - Environmental	Every employer shall take necessary measures to ensure safe conditions of work, and provide Safety and Health of employees working therein. Particularly note the following:-- a. Space The space to be occupied by each person shall not be less than 400 cubic ft., on condition that any height exceeding fourteen feet shall not be counted. b. Ventilation Provision of adequate fresh air, ventilation and avoidance of bad or harmful exhaust fumes, changes in temperature or excessive humidity. c. Lighting Provision of sufficient and suitable light, naturally or artificially by use of light inlets and openings, sources of natural and artificial light shall be maintained in a homogeneous manner, direct lighting as well as well dazling shall be avoided, and also differentiation in light distribution in adjoining places. d. Noise Prevention or reduction of noise and vibration harmful to health of employees according to internationally accepted standards. e. Canteens: Eating Places Provision of places for eating for employees where by nature of their work conditions, the eating of food is prohibited in the following cases: 1. Work where poisonous or harmful materials which propagates dust, smoke, fumes, etc. are used. 2. Works where employees are subject to harmful radiation. 3. Works where employees are subject to pollution on parts of the body or the contamination of work clothes. f. Toilets & Washing Provision of sufficient and suitable wash basins for employees normally present in the place of work plus cleaning materials for the cleaning thereof, sufficient toilets and cloakrooms cleaned and maintained continuously, separated by sexes.	1982 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE Design of our facilities and buildings Services provided to our employees and staff part of routine training/ awareness.
	Article 6 - Atmospheric Measurement	Every employer shall take suitable scientific measures to prevent, reduce or remove health dangers from places of work. He shall particularly note the following:-- a. Performance of industrial operations shall not be harmful to the health or safety of employees. b. Performance of harmful to health operations, shall be kept in separate enclosed areas to protect harmful material and avoid employees from being in direct contact with leakage of gas vapour, dust, soil fibres or fumes into the atmosphere or the and work place. c. Barring of dangerous radiation from employees. d. Elimination of harmful materials that are ejected during industrial operations so that they do not increase the limits set down by the Ministry of Labour and Social Affairs. e. Prompt elimination of harmful dust, vapours, gasses or fibres at or rear its source by means of extraction or suitable mechanical means or providing a suitable ventilation system. f. Provide employees with suitable protective clothing and equipment for personal safety in hazardous areas, if protection measures provided are insufficient. The training of employees in the safe use of this clothing and equipment and the provision of storing, maintaining, cleaning and disinfecting as and when required by the nature of conditions and work.	1982 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE Records of the QHSE risk and hazard Records of QHSE incidents and corrective actions



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S.N.	Ref.	Description	Year Published	Status of Compliance (Y / N)	Actions/ Remarks
	Article 7 - Place of Work	The following shall be noted in workplaces: a. The floors in the working rooms shall be level and suitable for the work done in it. b. There shall be space around the machines units allowing free passage for employees to conduct their normal duties without obstruction and to allow cleaning operations, repair of machines and transport of materials used in work. c. Passages should have no pits or uncovered manholes or protruding nails or pipes, upright valves or any construction that may cause. d. Passages shall be kept clear of anything that may obstruct employees in passing or be a danger by collision or falling. e. Stairways, walking tracks, and similar places shall be furnished with non-slippery material. f. Stairways shall be fitted with handrails and bars of sufficient width as to prevent personnel falling through them and, or metal sheets to prevent objects falling on to people below. g. The steps of stairways shall be strong and wide enough to allow safe passage and shall be fenced from both sides if one side is not adjoining a wall. h. Ladders shall be strongly constructed with steps of suitable dimensions, with the top and bottom secured as to prevent slipping. Wooden ladders shall not be painted. The employer shall provide the necessary means to prevent fire and also suitable fire extinguishers for the materials kept in the establishment and materials used in the industry. He shall provide the following: To have sufficient ways in, ways out and stairways in the place of work to enable employees in the event of a fire in any part of the building to evacuate quickly and safely without congestion. Suitable means and devices for extinguishing fire shall be provided and maintained in a good condition to perform their desired purposes. They shall be readily available and free from obstruction. A sufficient number of employees shall be trained in their use. A warning signal in the event of an outbreak of fire shall be provided and employees trained to respond to it. Where there are numerous work rooms opening on each other, they shall be separated by fire doors to prevent fire spreading. Fire warning, and fire prevention signs shall be displayed in fire risk areas, evacuation routes shall be signed in Arabic and other languages necessary for employees working therein.	1982 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE Design of our facilities and buildings Services provided to our employees and staff part of routine training/ awareness.
	Article 8 - Fire Protection	Employers shall provide all moving parts of machinery with suitable guarding unless such parts are designed in a way that provide complete protection.	1982 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE Installation of fire protection equipment and measures
	Article 9 - High Risk Areas	Employers shall take necessary precautions to protect employees from the dangers of falling objects, flying sparks, sharp objects, liquid caustic, hot, burning, explosive or any other harmful material, and to take necessary precautions to protect employees from the dangers of compressed gases and electricity, either through safety devices suitable for the purpose or through personal protection like goggles, gloves, bells, outfits, masks or other protective clothing that shall suit the nature of operations performed and the materials used in every operation.	1982 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE Records of the QHSE risk and hazard records of QHSE incidents and corrective actions
	Article 10 - Machine Guarding	Employers shall provide all moving parts of machinery with suitable guarding unless such parts are designed in a way that provide complete protection.	1982 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE Records of the QHSE risk and hazard records of QHSE incidents and corrective actions
	Article 11 - Types Of Guards	Employers in erecting guards mentioned in preceding article shall take into account the following:- To provide complete protection against danger for which it was erected. To make it impossible for employees or any part of his body to reach the danger area during operation. Should not cause delay in production, or affect machinery performance. Should not affect the adjustment, repair, inspection of machinery in the process of maintenance. Should be rust and fire proof. Should not be the cause of accidents as a result of parts being tapered angular or rough.	1982 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE Records of the QHSE risk and hazard records of QHSE incidents and corrective actions
	Article 12 - New Machinery	Employers in installing new machinery or equipment shall ensure they comply with the necessary safety requirements.	1982 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE Records of the QHSE risk and hazard records of QHSE incidents and corrective actions
	Article 13 - Locking Off	Employers shall not allow anyone to remove or install any guard or safety device unless the machinery is stopped and not operated again until guard or safety device refitted.	1982 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE Records of the QHSE risk and hazard records of QHSE incidents and corrective actions
	Article 14 - Safety Notices	Employer shall fix safe operating instruction near machinery, or operations, in Arabic and any other appropriate languages as to be understood.	1982 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE Display of signboards, signages etc.
	Article 15 - Employees Responsibility	Employees shall follow orders and instructions related to work safety and shall use the protective devices provided and undertake to take care of them. Employees are not allowed to commit any act conducive to not carrying out the instructions mentioned, misuse or damage devices meant to protect health and safety of employees. Employees may include penalties in their disciplinary regulations for any employee who fails to follow the prescribed orders and instructions, or use the protective safety measures provided.	1982 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE part of routine training/ awareness.
	Article 16 - Boilers	In case of steam boilers employers shall note the following:- Boilers should be equipped with safety valves, shut-off valves, water-level gauge and pressure gauge, and all these devices should be operation when in use. Boilers should be housed in especially well built room, well lighted and apart from other building by 3 metres. A competent person shall be assigned to control the boiler, and a room provided inside or outside of the boiler room for his benefit. The boiler should be stopped at least once every two months for maintenance and the job should be assigned to a competent person, and all safety measures are to be taken. The boiler should be tested once every year by a competent person licenced to do this by the Labour office concerned. The person testing the boiler shall prepare a report showing the condition of the boiler, methods of testing it and the owner of the plant shall send a copy of this report to the Labour office concerned. Compression units shall be made of pressure materials that do not react on chemicals or rusting and be subject to a yearly test by a competent person licenced by the Labour office concerned to determine its worthiness. He is to prepare a report, of copy of which is to be sent to the Labour office concerned.	1982 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE Records of the QHSE risk and hazard records of QHSE incidents and corrective actions
	Article 17 - Safe Areas	Employees are forbidden to enter an area where machinery is operating unless dressed in clothing suitable to the nature of work and in compliance with the orders specified by the plant for safety of employees.	1982 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE part of routine training/ awareness.
	Article 18 - Storage Of Chemicals	Employers shall take precautions to protect employees against dangerous chemicals by storing chemicals in safe fenced areas. Chemical or harmful materials kept in containers shall have a secure lid in Arabic and other relative languages giving the contents, safe usage, means of protection and harmful effects.	1982 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE Records of the QHSE risk and hazard records of QHSE incidents and corrective actions

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S.N.	Ref.	Description	Year Published	Status of Compliance (Y / N)	Actions/ Remarks		
	Article 19 - Excavation and Demolition	<p>1. The walls of trenches or holes have a suitable gradient to prevent collapse. Trenches or holes of 1.5 metres depth or more shall be shored to prevent collapse. Safe corridors or walkways provided for the removal of soil and warning signs displayed.</p> <p>2. Soil removed from the excavations to be an adequate distance from the edges.</p> <p>3. Demolition should begin with upper storeys, and necessary steps will be taken to support walls, if building in danger of collapse. An experienced supervisor is to be present throughout out the demolition operations.</p> <p>4. Debris should not be thrown from upper storeys, but be removed either by machinery or enclosed tilted passage. Accumulated debris should be surrounded by railing or wall</p> <p>Construction</p> <p>Scaffolding should be wide enough to let employees walk along it safely with fences on both sides, if the height is more than 8m. Employees should be equipped with a safety harness to prevent them falling off.</p> <p>Railing should surround roofs where work takes place, if the nature of the work makes ascending there a necessity. Openings should be surrounded with a wall or covered in such a way to prevent employees or equipment falling through them.</p> <p>Overhead protection should be constructed of adequate width with a rail of suitable height in order to protect labourers and pedestrians against falling objects.</p> <p><i>The following standards regarding lifting gear, jacking mechanisms, etc. apply:</i></p> <p>Cranes and lifts for men and materials shall be of sound construction and manufacture, regularly maintained and checked by a qualified technician at least once every 12 months.</p> <p>The areas where lifts are fitted shall be fenced in such a way as to prevent access or egress whilst moving. Doors should not be able to be opened whilst in motion.</p> <p>The maximum capacity of machine or lift shall be displayed in a prominent position.</p> <p>An employee may not be asked to carry loads above his capacity, and in any case no load shall exceed 50kg. per man and 20kg per woman, and where possible mechanical lifting equipment shall be used.</p> <p>Chains ropes wire ropes and other lifting equipment shall be continuously and completely maintained and checked by a competent technician at least once every 6 months.</p>	1982 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE Records of the QHSE incidents and hazard records of QHSE incidents and corrective actions		
	Article 20 - Cranes and Lifting Equipment	<p>The following standards regarding lifting gear, jacking mechanisms, etc. apply:</p> <p>Cranes and lifts for men and materials shall be of sound construction and manufacture, regularly maintained and checked by a qualified technician at least once every 12 months.</p> <p>The areas where lifts are fitted shall be fenced in such a way as to prevent access or egress whilst moving. Doors should not be able to be opened whilst in motion.</p> <p>The maximum capacity of machine or lift shall be displayed in a prominent position.</p> <p>An employee may not be asked to carry loads above his capacity, and in any case no load shall exceed 50kg. per man and 20kg per woman, and where possible mechanical lifting equipment shall be used.</p> <p>Chains ropes wire ropes and other lifting equipment shall be continuously and completely maintained and checked by a competent technician at least once every 6 months.</p>	1982 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE Records of the QHSE incidents and hazard records of QHSE incidents and corrective actions		
	Article 21 - Contractors, Building & Construction	<p>Any establishment assigning a contractor to perform building and construction operation shall notify the labour office concerned at least one week before starting with a statement showing the following:</p> <p>Name of establishment or original contractor.</p> <p>Name of sub-contractor.</p> <p>Type of operations.</p> <p>Place where labour is to be performed.</p> <p>Date of commencement of work and the period it takes to be executed.</p>	1982 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE Operational and projects records Management of contractors procedures		
	Article 22 - Contractors/ Safety Equipment	<p>The responsibility of providing, any articles of industrial safety in the work of contracting concerning the business owners, original contractor and sub-contractor shall be as follows:</p> <p>Conditions of industrial safety at the place of work and its equipment shall be provided by the business owner who operates there.</p> <p>Personal safety equipment for employees shall be provided by the one who contract with them.</p>	1982 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE Operational and projects records Management of contractors procedures		
	Article 24 - Notification of Accidents	<p>The employer shall notify the labour office concerned of accidents occurring in any establishment during the daily working hours or as a result of the work and:</p> <ul style="list-style-type: none"> • Death of employee. • Fire or explosion. • Disability of employee for three days or more. <p>The employer should also notify of such accidents according to the model shown in this table [4] attached to this decree and the notification should be as follows:</p> <p>In cases of death, fire or explosion, the notification should be immediately the accident occurs and through the fastest means of communication.</p> <p>In case of disability of employees for three days or more. Notification shall be within twenty four hours from the accident.</p> <p>In all cases every employer shall furnish the labour office concerned with statistics of employment injuries and occupational diseases in two copies every three months according to a model to be prepared for this purpose on condition that the date of its despatch should not exceed fifteen days after the expiry of the three month period.</p> <p>The employer shall retain a third copy in the establishment so that the inspector of labour concerned may go through it on his visit to the establishment.</p>	1982 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE Records of the QHSE incidents and hazard records of QHSE incidents and corrective actions		
	Article 26 - Safety Officers/ Safety Engineer	<p>a. Every industrial establishment employing more than a hundred and fifty employees shall appoint a full time industrial safety officer to be devoted to the purpose and execution of the law.</p> <p>b. For an industrial establishment employing more than one thousand employees the industrial safety officer shall be an engineer or technician qualified in the field of industrial safety and for establishments employing less than one thousand employees, he shall be more a technical secondary school with experience in the field of industrial safety.</p>	1982 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE QHSE roles and responsibilities		
3	Ministerial Order No. 401 of 2015 Concerning the Determination of Afternoon Working Hours. Determines the working hours that are performed outdoors and under the sun.						
	Article 1	<p>The working hours are determined for the works performed under the sun and in open areas provided that labor shall not be present at the working site after 12:30 PM. No business shall be resumed before 3:00 PM. The employer shall provide an appropriate shelter for such Labour to rest therein during this period.</p>	2015	Yes	Implemented and observed by the organization as part of the QHSE		
	Article 2	<p>The total daily working hours shall not exceed eight hours during for both morning and evening shifts of work. If any laborer works more than eight hours during the same day, these extra working hours shall be considered as overtime for which the laborer shall be entitled to receive an extra pay in accordance with the provisions of the law.</p>	2015	Yes	Implemented and observed by the organization as part of the QHSE		
	Article 3	<p>Every employer shall display the daily working hours schedule in visible place at the work site according to the terms of this Decree provided that such schedule is drawn up in the language understood the laborer in addition to Arabic.</p>	2015	Yes	Implemented and observed by the organization as part of the QHSE		
	Article 4	<p>Every employer shall provide appropriate protective means for protecting workers from injuries and occupational diseases that may occur during working hours as well as from the injuries that may result from using machines and other work tools. The employer shall also follow all other protective techniques set forth according to the applicable Law and ministerial decrees. The Labour shall follow the instructions issued for protecting them from any risks; they shall not take any action that may impair such instructions.</p>	2015	Yes	Implemented and observed by the organization as part of the QHSE		
	Article 5	<p>The works that must be continued without stopping for technical reasons shall be excluded from the provision of the Articles (1) and (2), provided that the employer provides the following:</p> <ol style="list-style-type: none"> 1. Cold drinking water in proportion to the Labour number and the conditions of safety and public health. 2. Perfusion materials and means such as salts, lemon and others as approved by the health authorities in the UAE. 3. First Aid at the work site. 4. Appropriate industrial cooling solutions. 5. Protective sunshade from direct sun rays. 	2015	Yes	Implemented and observed by the organization as part of the QHSE		
4	FEDERAL LAW NO. (24) OF 1999 FOR THE PROTECTION & DEVELOPMENT OF THE ENVIRONMENT						
	Article 4	<p>No project or establishment shall start the activity before obtaining the license from concerned authority including Environmental Impact Assessment.</p>	1999 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE To obtain environmental license for any new activities		
	Article 7	<p>Owner of the project or establishment approved by license shall undertake regular analysis of wastes and monitor the properties of discharge and pollutants generated from such projects including degradable materials and keeping monitoring records and sending reports with the results to the Agency and the Competent Authorities.</p>	1999 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE Regular monitoring of environmental parameters and maintaining records		
	Article 35	<p>All establishments including public premises and commercial, industrial, agricultural, tourism and service establishments are prohibited from discarding untreated substances, wastes or liquids which may directly or indirectly cause pollution to the water environment.</p>	1999 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE		
	Article 39	<p>The concerned parties shall consult and coordinate with the agency and the competent authorities in all matters related to drinking and underground water including the preservation and development of the sources of water resources</p>	1999 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE		
	Article 43	<p>It is prohibited in accordance with the Executive order to undertake any activity contributing directly or indirectly to damaging, disturbing the natural properties or polluting the soil in any way that may affect its productivity.</p>	1999 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE		



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	Article 48	Establishments in practicing their activities, shall ensure that air pollutants must not exceed the permissible limits specified in the Executive order	1999 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE
	Article 49	Machines, engines or vehicles producing exhaust gases that exceed the limits specified in the Executive order shall not be used	1999 & Amendments	Yes	Implementation, monitoring as per permit conditions and maintaining records.
	Article 50	It is prohibited to throw, treat or burn garbage and solid wastes except in places designated for such purposes away from residential, industrial and agricultural areas and the water environment	1999 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE
	Article 52	All parties and individuals shall at the time of exploration, drilling, construction, demolition or transportation of waste or dusts produced as a result during these activities, undertake the necessary precautions in addition to the precautions required for storage or safe transportation to prevent dispersion of such wastes and dusts as specified in the executive order	1999 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE
	Article 53	The emission of smoke, vapors and fumes resulting from burning of fuels or other substances at the time of exploration, drilling, extraction and production of crude oil, industry, generation of power, construction or any other commercial purpose shall be within the permissible limits and the person in charge of such activity shall take the necessary precautions to reduce the amount of pollutants in combustion emissions and keep a register in which measurements of the amount of pollutants resulting from such combustions are recorded	1999 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE
	Article 55	Enterprises and establishments shall ensure adequate ventilation in the work place and take the necessary precautions and measures to prevent leakage or emission of air pollutants unless it is within the permissible limits specified in the executive order no matter whether the leakage is resulting from the normal practices of these establishments or malfunction in the equipment. Such enterprises and establishments shall also provide the necessary means of protection to the workers in accordance with conditions of safety and occupational health including choice of machines equipment and suitable types of fuel, taking into consideration the time of exposure to such pollutants	1999 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE
	Article 56	Closed and Semi closed public places shall have sufficient means of ventilation proportionate to the size and capacity of the place and type of activity to ensure the circulation, cleanliness and adequate temperature of the air	1999 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE
	Article 58	Handling or dealing with hazardous substances, hazardous wastes and medical wastes is prohibited without license from the competent authority	1999 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE
	Article 59	Disposal of hazardous wastes and medical wastes shall be undertaken in accordance with the conditions and criteria specified by the Executive order	1999 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE
	Article 60	Inspection of the transportation and disposal of hazardous wastes across land and marine environment, water boundaries and air shall be undertaken in accordance with the controls stipulated in the executive order	1999 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE
	Article 61	Persons in charge of the production or handling of hazardous substances whether in gas, liquid or solid states shall take all the necessary precautions to ensure that no damage to the environment occurs. The owner of the establishment undertaking activities resulting in the production of hazardous wastes according to this law shall keep a register for such hazardous wastes, method of disposal and the parties contracted to receive such wastes	1999 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE
	Article 62	1. No public or private party or unqualified persons are allowed to import or bring, bury or dispose of hazardous wastes in any form in the environment of the state. 2. Such parties or persons are not allowed to import or bring nuclear substances or wastes or bury, dump, store or dispose such wastes in any form in the environment of the state. 3. No means of marine, air or land transportation carrying hazardous or nuclear wastes in the marine, air or land environment are allowed to pass without a written permit from the agency	1999 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE
	Article 71	Any Person who intentionally or by way of negligence causes damage to the environment or other as a result of violation of the provisions stated in this law or the orders or resolutions issued for its enforcement, shall be held responsible for all the costs of treatment or removal of such damages and any compensation incurred as a result	1999 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE
	Chapter 8	various clauses Stipulating penalties	1999 & Amendments	Yes	awareness and compliance
5	CABINET DECREE 37 OF 2001 - REGULATION FOR HANDLING HAZARDOUS MATERIALS, HAZARDOUS WASTES AND MEDICAL WASTES				
	Article 2	Competent Authority identifies the competent authorities from whom appropriate licenses are to be secured, without which handling or dealing in hazardous material, hazardous waste and medical wastes shall be prohibited.	2001 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE The organization shall ensure that all hazardous materials in their facility are properly licensed through the appropriate agencies. All hazardous materials shall also be registered on www.hazmat.ae
	Article 4	Describes the license application requirements and license issue procedures & conditions	2001 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE
	Article 5	Stipulates the requirements for Import of Hazardous Chemical Materials	2001 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE
	Article 6	Stipulates the requirements for Packing of Hazardous Chemical Materials	2001 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE
	Article 7	Stipulates the requirements for Transport of Hazardous Chemical Materials	2001 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE
	Article 8	Stipulates the requirements for Storage of Hazardous Chemical Materials	2001 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE
	Article 9	Stipulates the requirements for Handling of Hazardous Chemical Materials	2001 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE
	Article 10	Stipulates the General Rules & Procedures for Hazardous Waste Management including generation, collection & storage, transport, and treatment & disposal of Hazardous Wastes	2001 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE
	Article 11	No installations shall be constructed for treating hazardous wastes without obtaining license to this effect from the competent authorities in coordination with the Federal Environmental Agency under the provisions of Article (2) hereof ensuring such installation to have met all environment and personnel safety conditions. Disposal of hazardous wastes shall be carried out in accordance with the conditions and criteria stipulated in Article (10) hereof. In coordination with the Federal Environmental Agency, the competent authority shall determine the places and conditions issuing hazardous wastes disposal licenses.	2001 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE
	Article 12	Transport and disposal of locally produced hazardous wastes through land borders, marine environment limits and air space shall be controlled in accordance with the rules, procedures and controls mentioned and specified in Basel Agreement and in coordination with Federal Environmental Agency.	2001 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE

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Article 13		Parties producing or handling hazardous wastes, whether in liquid, gaseous or solid state shall take all precautions necessary for evading causing any environmental damages and shall in particular observe the following: 1. Selection of the site on which such materials shall be produced or stored under necessary conditions in accordance with the quality and quantity of such materials. 2. Buildings inside which such materials are produced or stored shall be designed in accordance with the engineering standards and criteria which must be observed for each kind of such materials. Such buildings shall be subject to periodical inspection by the competent unit. 3. Technology used for the production of such materials as well as all suitable equipment and systems shall not be causing any damage to the installations, environment or personnel. 4. Buildings shall include security, safety, alarm, firefighting and first aid systems and equipment in proper quantities and numbers in coordination with Ministry of Health, Civil Defense Directorate and the competent regulatory unit. 5. Emergency plan shall be set for facing any expected accidents during production, storage, transport or handling operations of such materials provided such plan shall be approved by the competent regulatory unit. 6. Staff of hazardous wastes handling parties shall be subject to periodical medical checkup provided the results of such medical checkup shall be kept in the file of each person and provided they shall be treated from all occupational diseases under the U.A.E. applied laws, rules and regulations.	2001 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE
Article 14		The owners of installations generating hazardous wastes under the provisions of this Law shall maintain a record for such a wastes including: • Full description of wastes showing their dangers and their physical and chemical characteristics. • Quantities. • Sources. • Collection rates and periods. • Transport means. • Treatment method. • The name of the contractor to which these wastes are delivered.	2001 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE contractors management procedures
6		UAE FIRE AND LIFE SAFETY CODE OF PRACTICE (AS UPDATED) It is the policy of Civil Defense to impose measures to minimize the risk of Fire and to ensure the Safety of life and property. The purpose of this code is to prescribe minimum guidelines for determining Design, Construction, Modification & Installation of Buildings, Structures, Occupancies, Fire detection systems, Fire protection systems, Fire Prevention Systems and Life Safety concerns to achieve safe societies. The property Owners, Designers, Consultants, Décor companies, Contracting companies, Suppliers, Installation companies and Maintenance companies are obliged to follow the minimum requirements of these codes and regulations. UAE FIRE AND LIFE SAFETY CODE OF PRACTICE recommends the Civil Defense' minimum requirements for Life Safety and Fire Safety Design and Installation. Where, the parties have to go through multiple organizations for the approval or where in-house codes and regulations govern the Life safety and Fire safety requirements or whenever the conflicts arise between requirements of different departments, the minimum requirements of UAE Fire and Life Safety Code of Practice shall surpass all other requirements unless other requirements are higher than the UAE Fire and Life Safety Code of Practice.	2018 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE
7		Federal Traffic Law Number 21 Year 1995 and Amendments			
Article 1		Every road user must respect the traffic regulations and standards, follow the signs, signals and instructions of the police officer and behave cautiously, so his conduct will not harm others, expose them to danger or block their movement	1995 & Amendments	Yes	The organisation complies with federal and local traffic laws when operating its owned vehicles and ensures that all its employed drivers follow the regulations and specifications of the laws.
Article 2		The provisions of the law are applicable to all road users. You must obey the laws and rules of the road	1995 & Amendments	Yes	The organisation complies with federal and local traffic laws when operating its owned vehicles and ensures that all its employed drivers follow the regulations and specifications of the laws.
Article 10.10		You must not exceed the maximum speed shown on a sign, taking into consideration the road, weather and vehicle conditions and related safety requirements	1995 & Amendments	Yes	The organisation complies with federal and local traffic laws when operating its owned vehicles and ensures that all its employed drivers follow the regulations and specifications of the laws.
Article 38		You must not drive a vehicle at a rate of speed greater than the one shown on the sign. Respect the speed limit in any situation and be capable of slowing down and stopping safely	1995 & Amendments	Yes	The organisation complies with federal and local traffic laws when operating its owned vehicles and ensures that all its employed drivers follow the regulations and specifications of the laws.
Article 4		You must immediately give way to emergency vehicles, which have either a siren sounding or flashing red and blue lights by keeping to the right side of the road, reducing speed and stopping if necessary. Priority must also be given to military vehicles when they proceed as convoys	1995 & Amendments	Yes	The organisation complies with federal and local traffic laws when operating its owned vehicles and ensures that all its employed drivers follow the regulations and specifications of the laws.
Article 59		You must drive carefully to prevent exposing other vehicles to any harm. You must indicate clearly your desire of changing direction by using the vehicle indicators when leaving or entering traffic, changing lanes right or left, turning right or left, making a U turn or reversing	1995 & Amendments	Yes	The organisation complies with federal and local traffic laws when operating its owned vehicles and ensures that all its employed drivers follow the regulations and specifications of the laws.
Article 64		You must use either spotlights or a three-dimensional warning triangle when parking at night if the road is not equipped with streetlights or the visibility is poor	1995 & Amendments	Yes	The organisation complies with federal and local traffic laws when operating its owned vehicles and ensures that all its employed drivers follow the regulations and specifications of the laws.
Article 35		You must slow down while approaching a pedestrian crossing indicated by road markings and traffic lights or a police officer. If you are not allowed to pass, you must stop before the crossing, and when the signals indicate that you may go, you must wait until the crossing is clear. Where there are no pedestrian crossing signals or police officers at a crossing, you must stop and give the way	1995 & Amendments	Yes	The organisation complies with federal and local traffic laws when operating its owned vehicles and ensures that all its employed drivers follow the regulations and specifications of the laws.
Article 10.9		You must not expose pedestrians to any danger whatsoever. You shall also stop whenever required, in order to avoid danger to any road user	1995 & Amendments	Yes	The organisation complies with federal and local traffic laws when operating its owned vehicles and ensures that all its employed drivers follow the regulations and specifications of the laws.
Article 6		If there is not a policeman organizing traffic, or any traffic sign for the same purpose on junctions or crossroads, the priority of crossing must be given to vehicles coming from a main road. Where there is a roundabout, priority shall be given to whoever is coming from the left side	1995 & Amendments	Yes	The organisation complies with federal and local traffic laws when operating its owned vehicles and ensures that all its employed drivers follow the regulations and specifications of the laws.
Article 36		When turning left or right at any intersection, you must give way to any pedestrians crossing the road you are turning into. *Drivers must always give way to pedestrians who are crossing the road you are turning into. *You must give way to pedestrians who are walking on a footpath if you are going to turn across it.	1995 & Amendments	Yes	The organisation complies with federal and local traffic laws when operating its owned vehicles and ensures that all its employed drivers follow the regulations and specifications of the laws.
Article 44		When the movement of traffic is not controlled by signs or police officers, you must give way to: *The vehicle coming from the left if the roads are of equal classification. *The vehicles coming from a main road to a minor road	1995 & Amendments	Yes	The organisation complies with federal and local traffic laws when operating its owned vehicles and ensures that all its employed drivers follow the regulations and specifications of the laws.
Article 10.2		You must make sure that there is sufficient space in front of you to see whenever you intend to overtake a vehicle a person an animal or a traffic blockage. You must also use indicators alert others of your intention to overtake	1995 & Amendments	Yes	The organisation complies with federal and local traffic laws when operating its owned vehicles and ensures that all its employed drivers follow the regulations and specifications of the laws.
Article 54		If someone is overtaking you, you must slow down and keep to the right	1995 & Amendments	Yes	The organisation complies with federal and local traffic laws when operating its owned vehicles and ensures that all its employed drivers follow the regulations and specifications of the laws.
Article 10.5		A driver must only pass other vehicles travelling in the same direction on the left	1995 & Amendments	Yes	The organisation complies with federal and local traffic laws when operating its owned vehicles and ensures that all its employed drivers follow the regulations and specifications of the laws.

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	Article 55	You must not overtake at the following places: *Where the road is not clearly visible *When the movement of traffic in the opposite direction doesn't allow you to proceed safely. *At intersections and roundabouts. *When vehicles stop due to movement of traffic obstruction or due to a stop sign. * On curves, crests of hills, slippery roads, next to pedestrians crossings and roads with solid long lines. *In places where the signs forbid drivers to overtake.	1995 & Amendments	Yes	The organisation complies with federal and local traffic laws when operating its owned vehicles and ensures that all its employed drivers follow the regulations and specifications of the laws.
	Article 40	Vehicles must not be driven below the set minimum speed or at an unnecessarily slow speed, which will impede or block the normal and reasonable movement of traffic.	1995 & Amendments	Yes	The organisation complies with federal and local traffic laws when operating its owned vehicles and ensures that all its employed drivers follow the regulations and specifications of the laws.
	Article 9	A person must not cause a hazard to any person or vehicle by opening a door of a vehicle or leaving a door of a vehicle open	1995 & Amendments	Yes	The organisation complies with federal and local traffic laws when operating its owned vehicles and ensures that all its employed drivers follow the regulations and specifications of the laws.
	Article 49	You must not park a vehicle: *At places where there is no permission to park *At pedestrian crossings, on the footpath, on bridges, viaducts or in tunnels *Next to curves.	1995 & Amendments	Yes	The organisation complies with federal and local traffic laws when operating its owned vehicles and ensures that all its employed drivers follow the regulations and specifications of the laws.
	Article 33	The driver and the person seated next to the driver must wear a seat belt	1995 & Amendments	Yes	The organisation complies with federal and local traffic laws when operating its owned vehicles and ensures that all its employed drivers follow the regulations and specifications of the laws.
	Article 10.6	Drivers must not be under the effect of alcohol or drugs	1995 & Amendments	Yes	The organisation complies with federal and local traffic laws when operating its owned vehicles and ensures that all its employed drivers follow the regulations and specifications of the laws.
	Article 63	You must use lights during the day when visibility is poor	1995 & Amendments	Yes	The organisation complies with federal and local traffic laws when operating its owned vehicles and ensures that all its employed drivers follow the regulations and specifications of the laws.
	Article 10.7	You must not drive your vehicle when tired as you may become unable to control your car	1995 & Amendments	Yes	The organisation complies with federal and local traffic laws when operating its owned vehicles and ensures that all its employed drivers follow the regulations and specifications of the laws.
	Article 34	Your vehicle must not be driven unless it is in good mechanical condition	1995 & Amendments	Yes	The organisation complies with federal and local traffic laws when operating its owned vehicles and ensures that all its employed drivers follow the regulations and specifications of the laws.
	Article 50	You must leave enough distance between your vehicle and the vehicle in front to allow you to stop if the front vehicle suddenly decreases its speed	1995 & Amendments	Yes	The organisation complies with federal and local traffic laws when operating its owned vehicles and ensures that all its employed drivers follow the regulations and specifications of the laws.
	Article 65	High beam lights must only be used on highways, which do not have overhead lighting when needed to improve the view ahead. They must not be used when another vehicle is coming from the opposite direction	1995 & Amendments	Yes	The organisation complies with federal and local traffic laws when operating its owned vehicles and ensures that all its employed drivers follow the regulations and specifications of the laws.
Dubai Municipality Regulations and Guidelines, and Local Orders					
1	Discharge of Waste to Sewer, Land & Marine Environment	Discharge of Waste to Sewer, Land & Marine Environment Industrial waste is any waste generated as a by-product of trade or manufacturing process. The organization shall seek permission to discharge any industrial waste/industrial and domestic waste must be segregated. If industrial waste exceeded the specified limits, it should be treated as hazardous waste and must follow TG. 26. Periodic waste monitoring is mandatory for all type of waste generated by the organization.	2003 & Amendments	Yes	Hazardous Waste & Non Hazardous are collected separately. Hazardous waste was disposed as per DM requirements.
2	Waste Audit Requirements	To reduce waste and illustrate advantage of waste minimization. To identify each gas, liquid, solid, waste stream in the manufacturing process. To identify the quantity of each waste stream. All steps of audits: Team selection, Determination of audit scope, Collection of data, Material balance, Evaluation of date, and report preparation.	1993 & Amendments	Yes	Internal audit are conducted on regular basis as part of the CHSE implementation
3	Guidelines for Safety Audit Reports	Safety Management System and risk evaluation process and reporting.	1993 & Amendments	Yes	Risk Assessment is done for our operations. Reports has been communicated to the key people and implementation of control measures is monitored through implementation check list/inspections
4	Preparation of Environmental Impact Statements for New Industrial Premises	Requirements for all new industries and modification/ upgrading the facility to have Environmental Impact Study Guidelines. General Requirements are stated in 2.1 - 2.8. Examples of general requirements are: Air, water, solids discharges study, chemicals and hazardous bi-products, Safety and Health, First aid, Construction issues, Emergency Planning.	1998 & Amendments	Yes	Implemented and observed by the organization as part of the CHSE
5	Industrial Compressed Gas Cylinders	Procedure to handle compressed gas cylinders	1993 & Amendments	Yes	Implemented and observed by the organization as part of the CHSE Gas cylinders are kept on covered area & upright with stands
6	Heat Stress at Work	Heat stress guidelines at work sites.	1993 & Amendments	Yes	Implemented and observed by the organization as part of the CHSE
7	Entry into Confined Spaces	Design of Vessel Entries Sizes. Entry Guidelines Procedures	1993 & Amendments	Yes	Implemented and observed by the organization as part of the CHSE Only applicable for activities like maintenance of Silo Mills, Dust collector chamber and Water tanks. PTW procedure is followed for confined spaces.
8	Electrical Safety at Work	Requirements of Electrical Leakage Safety Breaker (E.L.S.B). Maintenance of Elect. Equipment. Design of electrical equipments. Electrical Restricted Areas Awareness. Electrical Training and Competencies. Training Requirements. Requirements for Lock out/ Tag out Procedure. General Awareness on Electrical Hazards.	1993 & Amendments	Yes	Implemented and observed by the organization as part of the CHSE
9	Guarding of Dangerous Machinery	Areas / Type of machinery required Guards. Type of Guards. Safety Features required on Machines.	1993 & Amendments	Yes	Implemented and observed by the organization as part of the CHSE Moving part of the machiens and conveyor belt is protected to ensure that Safety of the people working in plant is taken care
10	Personal Protective Equipment- Head Protection	Instructions on required areas of use. General guidelines of usage instructions. Specifications of standard equipment.	1993 & Amendments	Yes	Implemented and observed by the organization as part of the CHSE PPE is mandatory for entering the area closer to plant. Even for visitors PPE is provided.
11	Personal Protective Equipment- Eye and Face Protection	Instructions on required areas of use. General guidelines of usage instructions. Specifications of standard equipment.	1993 & Amendments	Yes	Implemented and observed by the organization as part of the CHSE Where ever eye protection is required (E.g during maintenance), Safety goggles are provided.
12	Personal Protective Equipment- Hearing Protection	Instructions on required areas of use. General guidelines of usage instructions. Specifications of standard equipment.	1993 & Amendments	Yes	Implemented and observed by the organization as part of the CHSE With in the area where impact of sound is more for the workers/visitors ear plugs are provided. Audible limits after using the PPE will be less than allowable legal requirements.
13	Personal Protective Equipment- Protective Clothing	Instructions on required areas of use. General guidelines of usage instructions. Specifications of standard equipment.	1993 & Amendments	Yes	Implemented and observed by the organization as part of the CHSE Safety dress has been provided (cover all) for all the workers
14	Personal Protective Equipment- Hand Protection	Instructions on required areas of use. General guidelines of usage instructions. Specifications of standard equipment.	1993 & Amendments	Yes	Implemented and observed by the organization as part of the CHSE PPE for Hand protection (Gloves) has been provided as necessary

QHSE MANAGEMENT SYSTEM		SAIFCO Electromechanical Works (LLC)			
Document Name :		IMS/QHSE/LOR/07/01 Rev.00			
Legal & Other Requirements Register - Compliance Status		QHSE Ref:			
		Date:	Updated 06 June 2019		
S.N.	Ref.	Description	Year Published	Status of Compliance (Y / N)	Actions/ Remarks
15	Personal Protective Equipment-Foot Protection	Instructions on required areas of use.General guidelines of usage instructions.Specifications of standard equipment.	1993 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE PPE for foot protection(Safety Shoes) has been provided as necessary
16	Personal Protective Equipment-Fall Protection / Safety Lines	Instructions on required areas of use.General guidelines of usage instructions.Specifications of standard equipment.	1993 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE Safety line for walking(Yellow lines) has been marked in key areas as necessary to protect the people from fall protection.
17	Personal Protective Equipment-Respiratory Protection	Instructions on required areas of use.General guidelines of usage instructions.Specifications of standard equipment.	1993 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE PPE-Respiratory protection has been provided to all the people working in the areas where chances of inhaling dust/cement particles.
18	Sampling of Hazardous Wastes	instructions for Sampling of Hazardous Wastes	1994 & Amendments	Yes	All Hazardous waste sample(water from QC lab) has been tested & necessary acid/alkali has been added to neutralise the effect. The PH of the treated water is within the limits for disposing it to Sewarge. So this treated water is disposed to DM sewage. Testing of QC lab water is done once in six months to verify the PH by third party.
19	First Aid Requirement	Instructions on required areas of use.General guidelines of usage instructions.Specifications of standard equipment.List of First Aid Box content.Type/Number of required First Aid Box per number of organization's people.	1994 & Amendments	Yes	First aiders has been trained at the plant from approved agencies and first aid medicines has been provided in various locations of the organization
20	Application for approval to Dispose of Hazardous Wastes	DM online application fees for waste disposal.Acceptable hazardous waste at Jebel Ali Hazardous Waste Treatment Facility (JAHWTF) @ clause 14 & 16.Analysis of hazardous waste i.e. water and used oil through DM-DCL accredited laboratories. Disposal fees description @ Table-1. Transportation of disposal guideline. Waste Acceptance code description @ Table-2.	2005 & Amendments	Yes	All the disposal of Hazardous waste has been done through the approval of DM through online.
21	Waste Minimization	Benefits of waste minimization.Guidelines for waste minimization (Process control, Recycling, Treatment, reuse).Waste minimization techniques with examples including waste water which might be applicable to the organization	2000 & Amendments	Yes	the organization is continuously working for minimizing the waste through re-cycling and re-using the waste.
22	Guidelines for Sampling, Preservation and Analysis of Water and Wastewater Samples.	This guideline must be implemented by all laboratories which deal with for sampling, testing, analysis, labels, testing methodology....etc of water or hazardous disposed water.	1994 & Amendments	Yes	All Hazardous waste sample(water from QC lab) has been tested & necessary acid/alkali has been added to neutralise the effect. The PH of the treated water is within the limits for disposing it to Sewarge. So this treated water is disposed to DM sewage. Testing of QC lab water is done once in six months to verify the PH by third party.
23	Examination and Certification of Cranes, Hoists, Lifts and other Lifting Appliances	Required certification, specification, license, and inspection by the lifting operation party.	1994 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE
24	Requirements for the Reduction of Construction / Demolition Noise	Noise guideline.Continuous noise level should not exceed 55 dbA during 07:00 to 20:00 hrs.Continuous noise level should not exceed 45 dbA during 20:00 to 07:00 hrs.Construction area noise control which must be implemented by all consultants and contractors dealing with Schedule working hours.	1994 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE
25	Guidelines for the Disposal of Used Chemical Containers.	Guidelines of handling chemical containers.This guideline is applicable to all 200 L steel drums, and large plastic containers.Disposal of chemical drums guidelines.	1994 & Amendments	Yes	All used chemical containers are disposed through DM requirements.
26	Requirements for the Hazardous Waste Transport	Procedure to be followed by all partners who deal with ?? and might transport hazardous waste.	2003 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE Transportation of Hazardous waste is done through DM approved hazardous waste transport vehicles.
27	Environmental Impact Assessment procedures	QHSE department established its own procedure for Environmental Impact Assessment; however, this procedure explains minimum requirements of HSEIA report content and format which is to be used as a guideline by all consultants and contractors.	1995 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE Environmental impact assessment procedure is developed and implemented.
28	Policy on the Control of Ozone Depleting Substances	The Chairman of Federal Environmental Agency (FEA) issued decree No. 13 in July 1999 concerning regulations of using Ozone Depletion Substances (ODS) in UAE.Table -1 contains Montreal Protocol. Table-2 list of substances that deplete the Ozone.Table-3 alternatives to ODS.	2004 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE the organization is not using any substance which can have impact on Ozone depletion. Only area CFCs is coming is for the A/c used for Offices. But the same was found maintained by Authorized company for maintenance by government.
29	Development of Emergency Response Procedures for Accident Involving Dangerous Goods	This guideline has been incorporated in the Emergency Response Procedure QHSE-MSP-011.	1997 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE Emergency procedure has been documented & communicated to all the staff.
30	Protection Against Ionizing Radiation	This Technical Guideline covers: people competency, maximum limits with allowed exposure time, area control, supervision, monitoring, storage transportation....etc which controls the radio-graphy activities.	2000 & Amendments	No	Not Applicable to our organization
31	Code of Practice on Abrasive	This standard covers all required precautions to conduct sand blasting activities including people's competency, required PPEs, area protection, warning signs.... etc	1996 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE Warning signs are provided and people has been trained for safety on systematic manner.
32	Environmental Standards and Allowable Limits of Pollutants on Land, Water, and Air Environment.	This standard consists of five tables which sets the limits of waste discharge in Dubai.	2003 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE Air pollution is measured at GM & it was found well within DM limits. Sound pollution data has been collected
33	Waste Oil Collection and Reuse	Segregation of used oil and collection in separate drumsName of establishment approved by DM-EPSS to collect used oil.Acceptance criteria of generated waste oil collected by the approved agencies.	2005 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE Used waste oil has been collected & handed over to DM approved re-cycling vendor.
34	Local Order # 7 Management of Waste Disposal Sites in the Emirate of Dubai	General guidelines of waste deposition including penalties fees.	2002 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE
35	Dubai Health Insurance Law No. 13 of 2013	- Companies with 100-999 employees form 31 July 2015 - Companies with less than 100 employees from 30 June 2016. (During this phase, all dependents of sponsors including spouses, children and domestic workers must be covered by basic health coverage, with costs borne by the sponsor, if the employer has not provided family covered insurance.)	2013 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE HR insurance for all workers as per local and federal laws for residency
36	Order No. 61 of 1991 for environment protection in dubai	Waste Management	1991 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE
37	Local Order No. (11) of 2003 Concerning Public Health and Safety of the Society in the Emirate of Dubai.	Waste Management	2003 & Amendments	Yes	Implemented and observed by the organization as part of the QHSE

