

## Title: Procedure for Obtaining Certificate of Conformity – COC for Fit-out/Renovation Works

### 1.0 Purpose

The purpose of this procedure is to describe and outline the method, how the client working on Dubai World Developments will apply & obtain COC for Fit-out / Renovation Works.

### 2.0 Scope

This procedure will apply to the contractors involved in the Fit-out / Renovation Works on all Dubai World Developments.

### 3.0 Procedure to be followed

3.1 All Fit-out / Renovation Works carried out in areas under the jurisdiction of PCFC Environment, Health & Safety must take into account the requirements of EHS regulations and standards. In order to ensure that this is the case EHS have Certificates of Conformity that must be obtained at the appropriate time. This will also enable the main contractor to obtain the necessary NOCs from the Civil Engineering Department (CED).  
The flow charts provide a step by step guide to ensure that all parties are familiar with the process and can make the necessary applications.

#### 3.2 Certificate of Conformity - COC

Application for COC must be made by the Main Contractor of the Fit-out / Renovation Works. Application must be made after the site has been established but before starting any site activities.

### 4.0 Attachments

- 4.1 Certificate of Conformity Form, COC (CSF-04a)
- 4.2 Flow Process Charts for obtaining COC for Fit-out / Renovation Works (CSF-04b)
- 4.3 Criteria Matrix for COC for Fit-out / Renovation Works (CSF-04c)

### 5.0 Applicable Regulations

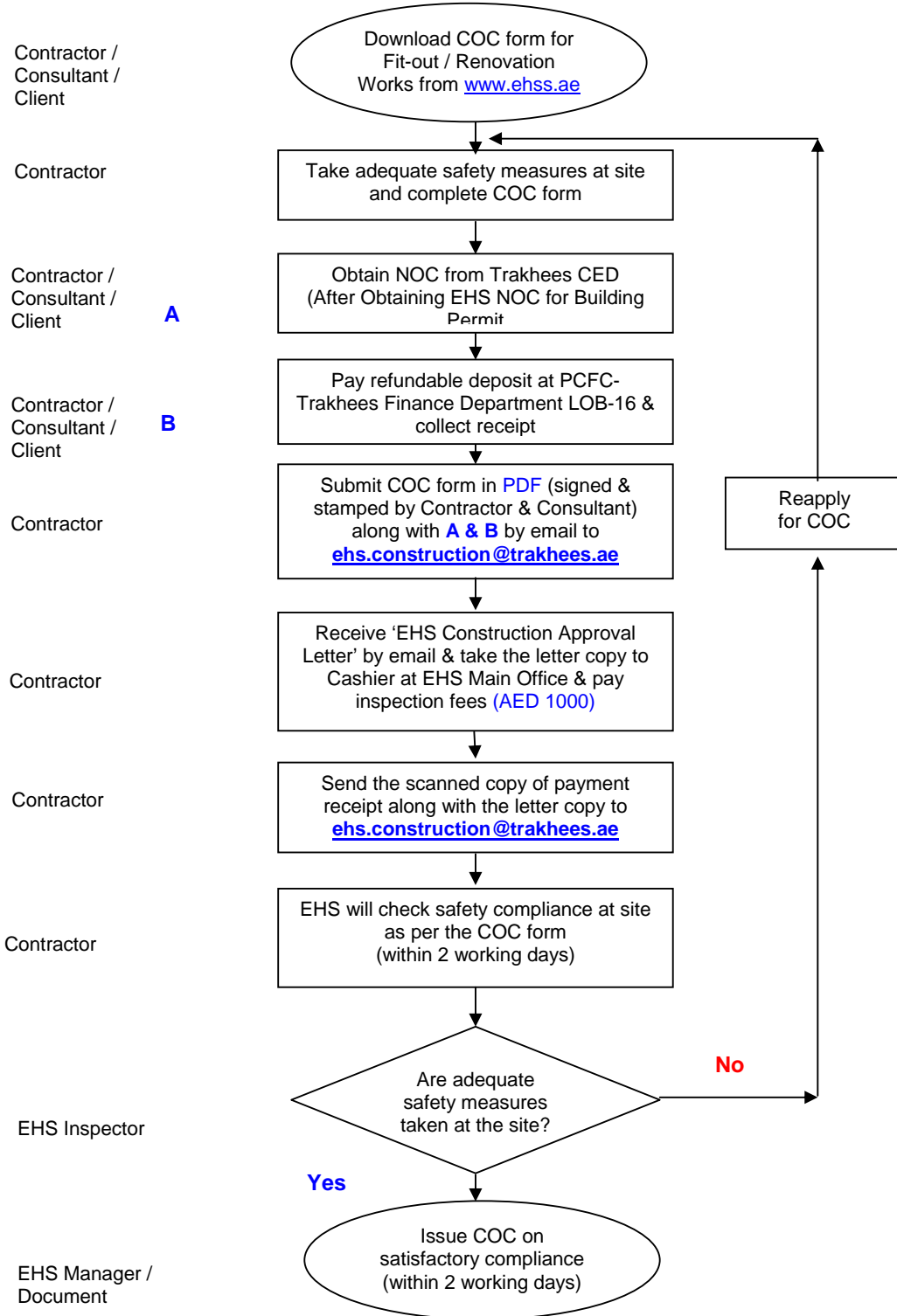
- 5.1 EHS Environmental Control Rules & Regulations
- 5.2 Health, Safety & Fire Protection Regulations & Standards
- 5.3 EHS Environmental Nuisance Regulations
- 5.4 EHS Food Establishment Guidelines
- 5.5 Green Building Regulations for Dubai World Developments.
- 5.6 FZ/DM Rules (where applicable)

### 6.0 EHS Contacts

All queries with regards to COC procedures are to be addressed to Khalid Khair via email or telephone.

Telephone 04 881 2225. Email: [ehs.construction@trakhees.ae](mailto:ehs.construction@trakhees.ae)

## PROCEDURE FOR OBTAINING COC FOR FIT-OUT / RENOVATION WORKS FROM EHS



## CRITERIA MATRIX FOR COC FOR FIT OUT / RENOVATION WORKS

Applicable for Shops, Restaurants, Villas, Residential Buildings, Commercial Buildings, Offices, Warehouses, Labour Camps & other Buildings

Sr. No.	Description	COC Required (Yes / No)
1	Misc. Minor Modification (e.g. Cubical partitions, fixing / replacing light fixtures, fixing carpets etc.)	No
2	Placing / fixing of small sign boards	No
3	Work involving fixing of ready made units / items	No
4	Villa landscaping	No
5	Structural Modifications / Demolition / Refurbishment / External cleaning of buildings	Yes
6	Work involving fixing of hoardings / big sign boards	Yes
7	Commercial units (size > 50 Sq. mtrs)	Yes
8	Renovation of any structure identified above	Yes
9	Renovation of Mezzanine floor of any type	Yes
10	Work involving Hot works	Yes
11	Maintenance on Fragile roof / Warehouse roof	Yes
12	Work in a Confined Space	Yes
13	Work at Height (above 2.0 mtrs height)	Yes
14	Work involving use of Mechanical Plants & Cranes, Cradles etc.	Yes
15	Work carried out over deep water	Yes
16	Addition / en-routing, existing/new under ground or buried services & landscaping	Yes
17	Widening / resurfacing of asphalt / concrete roads	Yes
18	Construction of boundary wall / fencing	Yes