

In this Chapter :

- ⇒ Responsibilities of building Owners, Developers, Consultants, House of Expertise and Contractors.
- ⇒ Responsibilities of Material Manufacturers, Agents, Suppliers, Material Testing Laboratories and Conformity Certification Bodies
- ⇒ Responsibilities of Assembly, Educational, Healthcare, Office, Detention and Mall Management.

Intent of the Chapter

- To familiarize the stake holders of their responsibilities towards Fire and Life Safety.
- To create awareness of the mandatory duties of individual stake holders in their individual occupancies and their role in executing the regulations of Civil Defence in creating a fire safe buildings and cities.

1. Definitions

1.1. General

1.1.1. Shall

It is a mandatory requirement by Civil Defence.

1.1.2. Should

It is a suggested requirement recommended by Civil Defence but not mandatory.

1.1.3. Listed

Approved and registered by individual Emirates' Civil Defence material department.

1.1.4. Gallon, U.S. Standard and Kilogram

1 U.S. gal = 3.785 L., 1 Kg = 1.8 Liter, Approx. (Units used in this chapter are either Kilograms or US Gallons. Conversion of Liter to Kg without knowing specific density, Liter conversion to Kg is approximate for the purpose of LPG cylinders quantities.)

1.1.5. Kilogram

1 Kg = 2.20.lb (Pounds)

1.1.6. Temporary

Wherever temporary arrangement arises with respect to fire and life safety, it is for the duration of 180 days (approximately 6 months)

1.1.7. Biannually or Semiannually

Twice a Year (Every six months)

1.1.8. Quarterly

Four times a Year (Every 3 months)

1.1.9. Annually

Once every year

1.1.10. Fortnight

Fourteen nights and fourteen days. Every 2 weeks.

1.2. Responsibilities of Stakeholders

1.2.1. Stakeholder

In the context of this chapter, stakeholder is a collective term involving investor, owner, participating parties, service providers (architects, consulting engineers, installation contractors, inspection agencies, maintenance contractors etc.), profit makers, interested parties, third parties and caretakers involved in the project development, design, construction, installation, inspection and maintenance.

1.2.2. Responsibilities/ Responsible

The requirement of being liable to fulfill duties and answerable to fulfill accountability.

1.2.3. Owner

A person who is the proprietor and possesses the legal authority from government to own the particular land, property, assets, structure, businesses or material.

1.2.4. Owner's representative

A qualified and competent person or organization appointed or designated by the owner to perform owner's duties and responsibilities on owner's behalf. Owner is directly responsible for Owner's representative's conduct.

1.2.5. Developer (Property Developer)

A person or the organization who makes investments to purchase urban or suburban land and real estate, develops it into habitable spaces, especially by subdividing the land into building sites to sell or/and constructing buildings on those sites to sell.

1.2.6. Infrastructure (Urban and Suburban)

Fundamental features of an urban or suburban habitable spaces which provides for basic needs of modern living such as Roads to drive to places, electricity supply and power distribution for lighting, water supply and distribution, Fuel Supply and distribution for cooking, communication network, drainage network and public transportation facilities such as rail and bus networks.

However, Civil Defence' concern and approval scope with infrastructure is limited to Road Network, cooking Fuel supply and distribution, and urban fire fighting provision such as Public Yard Fire Hydrants.

1.2.7. Consultant (Lead/Main Consultant)

A person or the organization who is a professional advisor, expert, specialist who offers his expertise in counseling, planning, designing, constructing and commissioning buildings, structures and infrastructure for a fee.

In context to Civil Defence, "Consultant" is a professional , approved by both Municipality and individual Emirates' Civil Defence, authorized and "responsible" to design, including Fire and Life Safety Drawings and execute project construction work upon obtaining relevant formal approval and permit under his "responsibility", from municipality and Civil Defence.

However, Main consultant is not authorized to prepare Fire and Life Safety reports and risk assessments when initiated by Civil Defence. It is House of Expertise' scope.

1.2. Responsibilities of Stakeholders

1.2.8. House of Expertise (Fire Consultant)

The organization registered and approved by Civil Defence, performs as a third party expertise in Fire and Life Safety aspects of the project for a fee.

When hired by the owner or Main Consultant, House of Expertise is “responsible” to review design, prepare Fire and Life Safety Drawings, prepare Fire and Life Safety reports, risk assessments and evaluations to be submitted to Civil Defence under the main consultant’s umbrella and applications.

House of Expertise can also conduct inspections when hired by owner, consultants or contractors. However, House of expertise is not authorized to create applications directly with Civil Defence to take project approvals. Creating applications with Civil Defence is main consultant’s scope.

1.2.9. Contractor

The organization registered and approved by individual Emirates’ Civil Defence, executes specific scope of work of the project relevant to Fire and Life Safety aspect of the project, upon a contractual agreement with main consultant for a fee.

In context to Civil Defence, contractors are limited to Fire and Life Safety aspects of the project such as Fire Detection and Alarm contractors, Emergency Lighting contractor, Fire fighting Contractors, Smoke control System contractors, Façade contractors, Fire door contractors, Fire stopping contractors, LPG/Natural gas contractors etc.

Contractors out of Fire and Life Safety aspect of the project, such as Civil Contractor, MEP Contractor, HVAC Contractor and Lighting contractor etc. are under the governance of Municipality.

1.2.10. Fit-out Contractor (Décor Company)

The organization registered by individual Emirates’ Civil Defence, executes interior décor and fit-out work, including Fire and Life Safety aspect of the space, upon a contractual agreement with owner or main consultant or tenant for a fee.

In context to Civil Defence, “Décor Company” is a professional interior finish contractor, authorized and “responsible” to design and execute fit-out work upon obtaining relevant formal approval and permit under his “responsibility”, from municipality and Civil Defence.

However, Décor company is not authorized to prepare Fire and Life Safety reports and risk assessments when initiated by Civil Defence. It is House of Expertise’ scope.

1.2.11. Contract

Contract is the mutual agreement between two parties, where one party is paid by the other to execute certain task. The “contract” when legally bound and valid, is a declaration by both parties that they will adhere to terms and conditions, including the requirements of UAE Fire and Life Safety Code of Practice, mentioned in the contract document.

1.2. Responsibilities of Stakeholders

1.2.12. Manufacturer

A company which is registered and listed by Civil Defence, manufactures with machinery, technology and manpower, the products, goods, items which when installed, readily serve as Fire and Life Safety products.

Manufacturers of parts, components, ingredients, portions or sections which require assembling process to become whole products are not recognized or registered or listed by Civil Defence.

Obtaining 100% parts and components from other manufacturers and assembling those parts to create an end product is not manufacturing and such activities are not registered by Civil Defence under manufacturers.

1.2.13. Agent

An establishment listed and approved by individual Emirates' Civil Defence, to sell, install and maintain fire and life safety devices, equipment and materials, along with its accessories and fit outs, under commercial agency duly attested and listed in the UAE.

1.2.14. Supplier or Distributor

An establishment listed and approved by individual Emirates' Civil Defence, to sell fire and life safety devices, equipment and materials, along with its accessories and fit outs, under distribution agreement duly attested by an agent listed by the Civil Defence.

1.2.15. Testing Laboratory

An accredited body or organization which performs tests and inspection of fire and life safety systems, devices, equipment and materials, listed by Civil Defence approved conformity certification bodies.

Test laboratory registration and listing with Civil Defence is limited to basically conducting tests "responsibly", relevant to fire performance of materials and products such as 'reaction to fire tests', 'propagation of fire tests' and 'fire resistance tests' where products and materials are tested, evaluated and documented (Test Report) for their 'reaction', 'propagation' or 'resistance' when subjected to certain fire conditions as per particular test standard.

Other material and product tests such as environmental protection tests, stress test, composition tests etc. are not validated by Civil Defence.

1.2.16. Conformity Certification Or Conformity Assessment Body

An accredited body which awards international safety certificates and is responsible for verifying conformity, monitor and audit the quality and efficiency of fire and life safety systems, devices, equipment and materials tested by Civil Defence approved Testing laboratories.

Where accreditation scope permits, conformity assessment body can also create a scope of application, related to a test or series of tests, based on recognized industry assessment rules.

1.2. Responsibilities of Stakeholders

1.2.17. Cross Listing

Cross Listing refers to the certificate or conformity issued by the certification bodies to the primary manufacturer, where a material, product or system is manufactured in a certain primary factory at a certain primary location as a certain primary brand. And same certificate or conformity credentials are allowed and permitted to be used by a secondary manufacturer, in a secondary factory, at a secondary location, as a primary brand, claiming to abide by the quality, prerequisites, standards in an exact manner that were applicable to the primary manufacturer.

1.2.18. Multiple Listing

Multiple Listing refers to the certificate or conformity issued by the certification bodies to the primary manufacturer, where a material, product or system is manufactured in a certain primary factory at a certain primary location as a certain primary brand.

And same certificate or conformity credentials are allowed and permitted to be used by another non-manufacturer as a secondary brand, claiming to abide by the quality, prerequisites, standards in an exact manner that were applicable to the primary manufacturer and primary brand.

1.2.19. Facility Management Company

A Civil Defence approved and registered company with manpower, hired by the owner, performs house keeping, security, cleaning, maintaining, repairing, replacing activities and in general functions as care taker of the property.

During emergencies, facility management personnel is usually the first responder.

2. Responsibilities of Stakeholders

2.1. Intention

- 2.1.1. Civil Defence' intended Fire and Life Safety's success in the cities depends on a collective effort by all the stakeholders involved.
- 2.1.2. This chapter provides minimum guidelines to all the stakeholders, of their role and commitment in achieving a Fire Safe environment in UAE.

2.2. Basic Commitment

- 2.2.1. Success of Fire and Life Safety is in Prevention. Prevention of Fire through awareness and commitment of every individual in everyday life will ensure fire safe cities.
- 2.2.2. Owners are responsible for fire safety from the design stage. They should be actively involved in the planning stage to ensure that the end result of their project is in full compliance with Civil Defence regulations and provide a fire safe environment for the occupants.
- 2.2.3. Consultants vital role in achieving a fire safe buildings can not be exhausted. Professional commitment of consultants in planning , designing and executing projects successfully to provide fire safe environment is of utmost importance.
- 2.2.4. Similar commitment and professionalism is expected from contractors executing projects on site. Adherence to approved drawings, approved specifications, approved material requirements can not be ignored at any stage of the project.
- 2.2.5. Manufacturers and suppliers shall be strictly committed to trading individual Emirates' Civil Defence approved materials. Inferior material quality can compromise everybody's effort in creating fire safe environment.
- 2.2.6. The responsibilities required by this chapter are minimum guidelines and legally valid requirements to be fulfilled by the concerned parties and stakeholders. Violations of the requirements of this chapter are legally punishable. It is the responsibility of individual stakeholder to obtain further information, evaluate and assess legal implications, where these requirements are violated.

2.3. Owner's Responsibilities

2.3.1. Owner shall perform his responsibilities as per Table 18.1.

Table 18.1: Owner's Responsibilities

ITEMS	REQUIREMENTS
1. OWNER'S REPRESENTATIVE	<ul style="list-style-type: none"> i. Owner shall be responsible for nominating his representative to deliver owner's duties, as required by this section. Personnel having knowledge of Fire and Life safety, UAE Fire and Life Safety Code of Practice requirements will be an immense advantage to the owner. ii. Evaluation of owner's representative's qualification, capability and commitment shall be owner's responsibility and owner shall ensure that the represented personnel or the organization truly epitomizes of his own intentions. iii. Where owner has appointed his representative, the term "Owner" in this section shall also mean "Owner's representative".
2. CONTRACTS	<ul style="list-style-type: none"> i. Owner shall ensure and be responsible to include in his legal contract documents with Insurance companies, Developers, Architects, Consultants, Contractors, Manufacturers, Suppliers, Professionals and Facility management companies that "<u>Fire and Life Safety Requirements from Civil Defence shall be strictly followed as per latest edition of UAE Fire and Life Safety Code of Practice, and other rules and regulations from Civil Defence.</u>" ii. It is owner's responsibility to evaluate Consultant, House of Expertise, contractor, Décor contractors, manufacturer, supplier, testing laboratories and certification body's qualification and valid approval from Civil Defence, before awarding any contracts and making any agreement with them. iii. It is owner's responsibility to ensure that contract documents clearly state that "<u>All materials relevant to Fire and Life Safety, shall be approved and listed by individual Emirates' Civil Defence.</u>".
3. PLANNING	<ul style="list-style-type: none"> i. Owner shall be involved with his team of consultants and contractors in the planning stage to discuss, enquire and convey his clear thoughts on the project, fire safety requirements, estimated cost and its impact on the overall project execution process. ii. Inability to understand the Civil Defence regulations during planning stage, can cause exponential fluctuations in budgeting in the later stages of the project. iii. It is owner's responsibility to monitor and police the "Over Design" approaches of consultants, which unnecessarily increases project costs. Similarly it is owner's responsibility to be aware of "Value Engineering/Cost Effective" approaches which could be non-compliant to code requirements.
4. APPROVALS	<ul style="list-style-type: none"> i. Civil Defence approvals for the projects shall be through owner appointed consultant. ii. It is owner's responsibility to ensure that all parties involved in his project adhere to authority regulations and relevant approvals and building permits are obtained from concerned authorities. iii. Owner shall ensure that construction does not commence without valid relevant approvals and building permits. iv. For construction accidents, fire accidents and such mishaps on construction sites where constructions have begun without authority approvals, the owner shall be held responsible.

Table 18.1: Owner's Responsibilities

ITEMS	REQUIREMENTS
5. DURING CONSTRUCTION	<ul style="list-style-type: none"> i. Owner shall ensure, through appointed program manager, developers and consultants, the Fire Safety of life and property during construction. ii. Comply with the owner or owner's representative's (Program Manager) duties and responsibilities during construction, as required by Chapter 12. Under Construction, Table 12.1. iii. Where owner feels the need to ensure that Fire and Life Safety Systems are being installed as per the design and approvals, a civil Defence approved and registered House of Expertise shall be appointed and monitored.
6. INSPECTION AND COMMISSIONING	<p><u>1. PRE-COMMISSIONING AND INSPECTION</u></p> <ul style="list-style-type: none"> i. Where owner feels the need to appoint a third party to ensure the Fire and Life Safety systems of the facility are delivering their intended purpose, a Civil Defence registered and listed House of Expertise shall be appointed to inspect the final functioning of the Fire and Life Safety Systems. <p><u>2. ACCEPTANCE TEST</u></p> <ul style="list-style-type: none"> i. Owner shall appoint Civil Defence registered facility management company during filed acceptance test stage. ii. Field acceptance test witnessing shall be owner's responsibility, through his appointed program manager, ensuring facility management personnel's familiarity with facility and Fire and Life Safety aspects of the facility.

Table 18.1: Owner's Responsibilities

ITEMS	REQUIREMENTS
7. EMERGENCY EVACUATION PLAN	<ul style="list-style-type: none"> i. It is owner's responsibility to ensure consultant hands over Emergency Evacuation Plans, prepared as per Chapter 5., Table 5.1.8. ii. It is owner's responsibility to ensure facility management and consultant jointly commission the emergency evacuation plans, verifying the authenticity and applicability of such evacuation plan as per site conditions, furniture layouts etc., as per Chapter 5, Section 4.
8. EMERGENCY EVACUATION PROCEDURES OR EMERGENCY ACTION PLAN	<ul style="list-style-type: none"> i. It is owner's responsibility to develop customized, facility specific Emergency Evacuation Procedures and Emergency Action Plans through Civil Defence approved House of Expertise, in accordance with Chapter 19. Emergency Evacuation Procedures. ii. Such Emergency Action plan shall take into consideration the personnel to be assigned for particular task, for particular actions to be taken, particular method of evacuation to be followed, decision to use elevators, coordination with Civil Defence personnel, assistance to be offered to old and disabled people etc. during emergency situations. Emergency Action Plan shall be as per minimum guidelines of Chapter 19., Table 19.1.
9. OCCUPYING	<ul style="list-style-type: none"> i. Owner shall not let any occupants occupy the building, in part or whole, without Civil Defence final commissioning and clearance to do so. ii. Owner shall not let any occupants occupy the building, in part or whole, without fully functional Fire and Life Safety Systems in the facility with required power backup, sufficient water supply and accessories.
10. INSPECTION AND MAINTENANCE	<p><u>1. ANNUAL MAINTENANCE CONTRACT</u></p> <ul style="list-style-type: none"> i. Owner shall be responsible to appoint a Civil Defence approved and listed maintenance contractor, immediately upon commissioning to periodically inspect and maintain the Fire and Life Safety systems of the facility in accordance with Table 18.1.10.2. ii. Full record of periodic inspection and maintenance shall be documented and stored in the facility with facility management. iii. Up to date inspection stickers shall be placed on equipment and systems to satisfy random inspections from Civil Defence.



Table 18.1: Owner's Responsibilities

ITEMS	REQUIREMENTS
11. MODIFICATIONS OR CHANGE OF USAGE	<ul style="list-style-type: none">i. It is owner's responsibility to ensure that usage of an approved building is not altered or changed from one type of occupancy to another without formal application and approval from Civil Defence, through a consultant.ii. No modifications, alterations to structure, facility, layout or Fire and Life Safety systems and equipment shall be allowed without formal approval from Civil Defence through consultants.
12. MULTIPLE OWNERS	<ul style="list-style-type: none">i. Where there is a possibility that the project will be sold to multiple entities' ownership, it is primary owner's responsibility that the ownership and accountability for Fire and Life Safety Systems are not disputed.ii. Where common Fire and Life Safety Systems serve multiple owners, such as Hydrant network, LPG network, Fire water tanks and fire pump room, the inspection and maintenance shall be primary owner's responsibility.

2.4. Developer's Responsibilities

2.4.1. Developer shall perform his responsibilities as per **Table 18.2.**

Table 18.2: Developer's Responsibilities

ITEMS	REQUIREMENTS
1. IN-HOUSE FIRE ENGINEER	i. Developer shall be responsible for appointing and designating at least one Fire Engineer who is qualified and experienced in, Fire and Life Safety, UAE Fire and Life Safety Code of Practice, Civil Defence Laws and Regulations.
2. CONTRACTS	i. Developer shall ensure and be responsible to include in his legal contract documents with Insurance companies, Architects, Consultants, Contractors, Manufacturers, Suppliers, Professionals and Facility management companies that " Fire and Life Safety Requirements from Civil Defence shall be strictly followed as per latest edition of UAE Fire and Life Safety Code of Practice, and other rules and regulations from Civil Defence. " ii. It is developer's responsibility to evaluate Consultant, House of Expertise, Contractor, Décor contractors, Manufacturer, Supplier, Testing laboratories and Certification body's qualification and valid approval from Civil Defence, before awarding any contracts and making any agreement with them. iii. It is developer's responsibility to ensure that contract documents clearly state that " All materials relevant to Fire and Life Safety, shall be approved and listed by individual Emirates' Civil Defence. ".
3. PLANNING	i. Developer shall ensure that the above said in-house Fire engineer is involved in the project from very initial stages of brainstorming, planning, drafting, budgeting and preparing the scope of the project to highlight the Fire and Life Safety aspect and extent of the project. ii. Inability to understand the Civil Defence regulations during planning stage, can cause exponential fluctuations in budgeting in the later stages of the project. iii. Developer shall prepare a 10 minutes presentation of his over all project scope and shall introduce the project to Civil Defence for initial understanding of Civil Defence requirements which must be met based on the total area of the project, the location of the development, the vicinity of Civil Defence Fire Station from the project, the connectivity of the project land to the access roads etc. iv. It is developer's responsibility to monitor and police the "Over Design" approaches of consultants, which unnecessarily increases project costs. Similarly it is developer's responsibility to be aware of "Value Engineering/Cost Effective" approaches which could be non-compliant to code requirements.
4. MULTIPLE OWNERS	i. Where there is a possibility that the development will be sold to multiple owners, it is developer's responsibility that the ownership and accountability for Fire and Life Safety Systems are not disputed. ii. Where common Fire and Life Safety Systems serve multiple owners, such as Hydrant network, LPG network, Fire water tanks and fire pump room, the inspection and maintenance shall be developer's responsibility.

Table 18.2: Developer's Responsibilities

ITEMS	REQUIREMENTS
5. INFRASTRUCTURE	<ul style="list-style-type: none"> i. Provision of Infrastructure in the intended development shall be the responsibility of the developers. ii. Scope of the Developer shall essentially include the following. <ul style="list-style-type: none"> a. Road network, satisfying the Fire Access Road requirements, in accordance with Chapter 2. Fire Access. b. Private Yard Fire Hydrant System throughout the development complete with Fire Pump room and Fire Water Tank in accordance with Chapter 9. Section 4.10. c. Cooking fuel network such as LPG or Natural Gas Supply and Distribution throughout, where required for cooking, heating and manufacturing purposes, in accordance with Chapter 11.
6. MASTER FIRE WATER TANK	<ul style="list-style-type: none"> i. Developer has an option to provide a "master fire water tank" having capacity of 2 hour operating duration and providing tapping facility to cater to all buildings in entire development. ii. This arrangement will save the cost of individual fire water tanks in each building in the development.
7. FIRE STATION	<ul style="list-style-type: none"> i. Where development area span exceeds Civil Defence criteria or the development is critical in terms of its distance from existing fire stations, it is the responsibility of the developer to provide a fire station in accordance with Chapter 2. Section 5. ii. The criteria for the requirement of a fire station shall be discussed with Civil Defence during the introduction stage of the project, as mentioned in Table 18.2.3.iii.
8. APPROVALS	<ul style="list-style-type: none"> i. Civil Defence approvals for the infrastructure projects shall be through developer appointed consultant. ii. It is developer's responsibility to ensure that all parties involved in his project adhere to authority regulations and relevant approvals and building permits are obtained from concerned authorities. iii. Developer shall ensure that written message to consultant is clear that construction does not commence without valid relevant approvals and building permits for the infrastructure. iv. For construction accidents, fire accidents and such mishaps on construction sites where constructions have begun without authority approvals, the developer shall be held responsible.
9. DURING CONSTRUCTION	<ul style="list-style-type: none"> i. Developer shall ensure that appointed consultant is responsible for the Fire Safety of life and property during construction. ii. Developer shall ensure that his representative (Program Manager) comply with duties and responsibilities during construction, as required by Chapter 12. Under Construction, Table 12.1. iii. Where developer or Civil Defence feels the need to ensure that Fire and Life Safety Systems are being installed as per the design and approvals, a civil Defence approved and registered House of Expertise shall be appointed and monitored.
10. FINAL SIGN OFF	<ul style="list-style-type: none"> i. Developer shall sign off final acceptance documents from the consultants, undertaking that all the Fire and Life Safety aspect of the infrastructure are as per approved drawings and are in full compliance with UAE Fire and Life Safety Code of Practice. ii. This signed undertaking conformity from developer shall be submitted to Civil Defence along with final inspection, testing and acceptance documents for Civil Defence completion certificate.

2.5. Consultant's Responsibilities

2.5.1. Consultant shall perform his responsibilities as per **Table 18.3.**

Table 18.3: Consultant's Responsibilities

ITEMS	REQUIREMENTS
1. IN-HOUSE FIRE ENGINEERS	<ul style="list-style-type: none"> i. Consultant shall appoint permanent fire engineers, qualified, competent and experienced in Fire and Life Safety. ii. Such a Fire engineers shall be well verse with the latest edition of UAE Fire and Life Safety Code of Practice. iii. Such a fire engineers shall be well verse with "Drawing Submission" format, and online submission requirements, as required by Annexure 2. Drawing Submission Requirements. iv. Consultant engineers shall be licensed by Civil Defence, based on their qualifications, training certificates and written examinations.
2. CONTRACTS	<ul style="list-style-type: none"> i. Consultant is responsible to include in his legal contract documents with Insurance companies, Owners, Developers, Architects, House of Expertise, Contractors, Manufacturers, Suppliers, Professionals and Facility management companies that "Fire and Life Safety Requirements from Civil Defence shall be strictly followed as per latest edition of UAE Fire and Life Safety Code of Practice, and other rules and regulations from Civil Defence." ii. It is consultant's responsibility to evaluate House of Expertise, contractors, Décor contractors, manufacturers, suppliers, testing laboratories and certification body's qualification and valid approval from Civil Defence, before awarding any contracts and making any agreement with them. iii. It is consultant's responsibility to ensure that contract documents clearly state that "All materials relevant to Fire and Life Safety, shall be approved and listed by individual Emirates' Civil Defence." iv. It is consultant's responsibility to verify material test certificates and specifications in accordance with latest edition of UAE Fire and Life Safety Code of Practice.
3. PLANNING	<ul style="list-style-type: none"> i. It is consultant's responsibility to clearly convey to the owners and developers about Fire and Life Safety requirements of the project in the early stages of project planning. ii. Inability to understand the Civil Defence regulations during planning stage, can cause exponential fluctuations in budgeting in the later stages of the project. The consultant's shall be held responsible for such deviations. iii. It is consultant's responsibility to approach Civil Defence to clarify any complicated issues very early in the planning stage.
4. APPROVALS	<ul style="list-style-type: none"> i. Consultant alone is responsible and authorized to apply to Civil Defence for project approvals. ii. It is consultant's duty to submit full details for fire and life safety systems, cladding, roofing, fire doors etc. in the submission. iii. It is consultant's responsibility and scope of work to comply in full to the "Drawing Submission" requirements as per Annexure 2. Drawing Submission Requirements. iv. It is consultant's responsibility to comply with online drawing submission procedures (Refer to user manuals of individual Emirates' Civil Defence) v. Non compliance with "Drawing Submission" requirements such as colour coding, appropriate occupancy selection, drawings without scale etc. will unnecessarily delay the project review by Civil Defence. vi. Resubmissions without rectifying the drawings and revising the project as per Civil Defence recommendations and comments will cost the consultants fines and time.

Table 18.3: Consultant's Responsibilities

ITEMS	REQUIREMENTS
4. APPROVALS	<ul style="list-style-type: none"> vii. Civil Defence approval is obtained through submission of either one time package (design NOC) or two packages (Design NOC and shop drawing approval) as required by individual Emirates' Civil Defence.. viii. Incomplete drawing submissions shall not be reviewed by Civil Defence and consultant shall be accountable for delays arising from such submissions. ix. Where consultant has hired Civil Defence approved house of expertise, it shall be the consultant's responsibility to submit house of expertise stamped drawings. House of expertise is not authorized to submit drawings to Civil Defence. x. It is consultant's duty to ensure that construction does not commence without valid relevant approvals and building permits. xi. For construction accidents, fire accidents and such mishaps on construction sites where constructions have begun without authority approvals, the consultant shall be held responsible.
5. INTERACTION WITH CIVIL DEFENCE	<ul style="list-style-type: none"> i. It is consultant's responsibility and prerequisite to understand the fire and life safety code requirements through courses and trainings. It is not Civil Defence responsibility to educate consultants on Fire and Life safety basics. ii. It is consultant's responsibility to arrange fire engineers, architects, and fire systems engineers to discuss projects and code issues with Civil Defence, and not expect Civil Defence to conduct project meetings with non-professionals and office PRO's who lack fire safety expertise to understand the discussions. iii. Consultant's shall fully explore the code compliance options before seeking Civil Defence involvement in decision making. iv. Unnecessary and out of context discussions can be avoided to save time and efforts for both consultants and Civil Defence, if consultants prepare themselves with necessary drawings, schematics, history of comments from Civil Defence, code justifications and valid arguments, before seeking meetings with Civil Defence. v. Consultant shall not seek Civil Defence' assistance for every new project before creating online valid applications, unless there are application and fee complications.
6. DURING CONSTRUCTION	<ul style="list-style-type: none"> i. Consultant, in coordination with owner's program manager shall be responsible to ensure the Fire Safety of life and property during construction. ii. Consultant shall coordinate with the Owner or owner's representative to prepare written (Program Manager's) duties and responsibilities during construction, as required by Chapter 12. Under Construction, Table 12.1. iii. It is consultant's responsibility to ensure every contractor has appointed dedicated fire safety supervisor to monitor the onsite work by their team of workers. iv. It is consultant's responsibility to inspect construction and installation work and supervise contractors to ensure that the onsite proceedings are in compliance with Civil Defence approved drawings and specifications. v. It is consultant's responsibility to verify the materials and components being used in construction and installation are same as specified and approved. vi. Consultant shall inspect Fire stopping, cladding voids, concealed piping, underground installations etc. while they are exposed for inspections and certify before concealing permanently. vii. Where consultant feels the need to ensure that Fire and Life Safety Systems are being installed as per the design and approvals, and materials are as specified in approvals, a civil Defence approved and registered House of Expertise shall be appointed and monitored.



Table 18.3: Consultant's Responsibilities

ITEMS	REQUIREMENTS
7. INSPECTION, COMMISSIONING AND HANDING OVER	<p><u>1. PRE-COMMISSIONING AND INSPECTION</u></p> <ul style="list-style-type: none">i. It is consultant's duty to perform pre-commissioning inspection and testing to confirm the readiness of the building for final inspection and commissioning, before inviting Civil Defence team for inspection.ii. Consultant shall inspect and verify each and every aspect of Fire and Life Safety features of the building and shall document the same.iii. Where consultants appoint a third party to ensure the Fire and Life Safety systems of the facility are delivering their intended purpose, a Civil Defence registered and listed House of Expertise shall be appointed to inspect the final functioning of the Fire and Life Safety Systems, before inviting Civil Defence for commissioning. <p><u>2. ACCEPTANCE TEST AND HANDING OVER</u></p> <ul style="list-style-type: none">i. Consultant shall ensure that commissioning of Fire and Life safety aspect of the building shall be in whole and not part by part or in phases, unless Civil Defence inspection team consent is obtained.ii. It is consultant's duty to ensure that all fire and Life safety systems are functioning as intended.iii. Consultant shall ensure that hand Fire and Life Safety System approved drawings from Civil Defence, operating manual, maintenance manuals and required spare parts from contractors are handed over to owner or owner or owner's representatives.iv. Consultant shall ensure Fire and Life Safety Systems' Software along with required passwords from respective contractors are handed over to owner representatives.v. Consultant shall verify that Means of egress components such as Doors, Stairs and exits are as per acceptance criteria of Chapter 3. Section 6.vi. Consultant shall verify that Fire extinguishers are as per acceptance criteria of Chapter 4. Table 4.4.1. and Manufacturer's instructions.vii. Consultant shall verify that Exit Signs are acceptable as per Chapter 5, Section 4. and Manufacturer's instructions.viii. Consultant shall verify that Emergency Lighting system is acceptable as per Chapter 6, Section 6. and Manufacturer's instructions.ix. Consultant shall verify that Voice evacuation system, if any, is acceptable as per Chapter 7, Section 4. and Manufacturer's instructions.x. Consultant shall verify that Fire Detection and Alarm system is acceptable as per Chapter 8, Section 5.5. and Manufacturer's instructions.xi. Consultant shall verify that Fire Protection systems are acceptable as per Chapter 9, Section 5. and Manufacturer's instructions.xii. Consultant shall verify that Smoke Control System, if any, is acceptable as per Chapter 10, Section 5, Section 6. and Manufacturer's instructions.xiii. Consultant shall verify that LPG system, if any, is acceptable as per Chapter 11, Section 5. and Manufacturer's instructions.xiv. Consultant shall verify that Kitchen hood Suppression Systems, if any, is accepted as per Manufacturer's instructions.



Table 18.3: Consultant's Responsibilities

ITEMS	REQUIREMENTS
8. EMERGENCY EVACUATION PLAN	<ul style="list-style-type: none"> i. Preparation of Emergency Evacuation Plan is consultant's responsibility and scope of work. ii. Emergency Evacuation Plan shall comply with Chapter 5., Table 5.1.8 . iii. It is consultant's responsibility to ensure facility management is involved in commissioning the emergency evacuation plans, verifying the authenticity and applicability of such evacuation plan as per site conditions, furniture layouts etc., as per Chapter 5, Section 4.
9. MODIFICATIONS TO CIVIL DEFENCE APPROVED DRAWINGS	<ul style="list-style-type: none"> i. Any modifications on site, to buildings or Fire and Life Safety systems or change of usage of the building, shall require re-approval by Civil Defence. It is consultant's responsibility to make changes to approved drawings as per modifications on site and reapply to Civil Defence as "revised" for revision approvals.
10. CODE COMPLIANCE	<ul style="list-style-type: none"> i. The overall code compliance of a project is complete responsibility of the consultant, in coordination with owner and contractors. ii. Approval from Civil Defence for any project drawings is based on minimum requirements and it does not relieve consultant from his responsibility to verify and explore additional code compliance requirements from latest edition of UAE Fire and Life Safety Code of Practice and The International Codes and Standards referred within. iii. It is consultant's responsibility not to "Over Design" Fire and Life Safety aspects in a project, which unnecessarily increases project costs to the owner. Similarly it is consultant's responsibility to be cautious when adopting "Value Engineering/Cost Effective" approaches which could be non-compliant to code requirements. A careful in-depth analysis of Code requirements in the initial planning stage will save consultant valuable time and money.
11. FINAL SIGN OFF	<ul style="list-style-type: none"> i. Consultant shall sign off final handing over documents to the owner, undertaking that all the Fire and Life Safety aspect of the building are as per approved drawings and are in full compliance with UAE Fire and Life Safety Code of Practice. ii. This signed undertaking conformity from consultant shall be submitted to Civil Defence along with final inspection, testing and handing over documents for Civil Defence completion certificate to occupy the building.

2.6. Contractor's (Installation and Maintenance) Responsibilities

2.6.1. Contractor shall perform his responsibilities as per Table 18.4.

Table 18.4: Contractor's (Installation and Maintenance) Responsibilities

ITEMS	REQUIREMENTS
1. MANPOWER	<ul style="list-style-type: none"> i. Contractors shall have qualified and experienced engineers and technicians, who are well versed in their respective Fire and Life Safety Systems' Design, Installation and Inspection. ii. Contractor engineers shall be well verse with latest edition of UAE Fire and Life Safety Code of Practice. iii. Contractor engineers and technicians shall have valid training certificates from specialized training bodies. iv. Contractor shall be registered in the applicable category and approved by Civil Defence as per applicable <u>decrees and regulations</u>. v. Contractor engineers and technicians shall be licensed by Civil Defence, based on their qualifications, training certificates and written examinations. vi. Each engineer must pass Civil Defence examinations, in their respective chosen fields as per the required passing marks. vii. Each technician must pass Civil Defence examinations, in their respective chosen fields as per the required passing marks. viii. The required number of engineers and technicians shall as per applicable <u>decrees and regulations</u>. ix. Each engineer and technician shall be familiar with 2 system subjects. x. However, these requirements are subject to changes in applicable laws, decrees and regulations of Civil Defence. It is Installation and Maintenance contractor's responsibility to verify the latest requirements with Civil Defence.
2. SCOPE OF WORK	<p>1. GENERAL</p> <ul style="list-style-type: none"> i. When the contracting companies obtain the Civil Defense registration and license, they shall be authorized to install, inspect, issue installation certificates, and perform periodical maintenance works through annual maintenance contracts. ii. The experience requirements for engineers and technicians shall be as per applicable <u>decrees and regulations</u>. (Please verify with Civil Defence for latest version) iii. Contracting companies are licensed based on categorized as follows. <p>2. CATEGORY A</p> <p><u>AUTHORIZED TO WORK IN BUILDINGS WITH ANY HEIGHT AND ANY AREA ON FIRE ALARM AND VOICE EVACUATION SYSTEM, EMERGENCY LIGHTING, EXIT SIGNAGE SYSTEM, FIRE PROTECTION SYSTEMS AND SMOKE CONTROL SYSTEMS (OPTIONAL)</u></p> <ul style="list-style-type: none"> i. The installation and maintenance company registered under this category requires 3 Electrical or equivalent subject engineers, 3 Mechanical or equivalent subject Engineers, 12 Electrical or equivalent subject Technicians and 12 Mechanical or equivalent subject Technicians, as per required experiences. ii. Category A company can work on any buildings, of any height and any area. iii. Category A company has an option of including or excluding Ventilation and Smoke control Systems from their scope of work.

Table 18.4: Contractor's (Installation and Maintenance) Responsibilities

ITEMS	REQUIREMENTS
2. SCOPE OF WORK	<p>3. CATEGORY B</p> <p>AUTHORIZED TO WORK ON BUILDINGS HAVING HEIGHT LESS THAN 46 m AND AREA LESS THAN 15,000 m², ON FIRE ALARM AND VOICE EVACUATION SYSTEM, EMERGENCY LIGHTING, EXIT SIGNAGE SYSTEM, FIRE PROTECTION SYSTEMS, VENTILATION AND SMOKE CONTROL SYSTEMS (OPTIONAL)</p> <ul style="list-style-type: none"> i. The installation and maintenance company registered under this category requires 2 Electrical or equivalent subject engineers, 2 Mechanical or equivalent subject Engineers, 8 Electrical or equivalent subject Technicians and 8 Mechanical or equivalent subject Technicians, as per required experiences. ii. Category B company can work on buildings, having building height of not more than 46 m and an area not exceeding 15,000 m². iii. Category B company has an option of including or excluding Ventilation and Smoke control Systems from their scope of work. <p>4. CATEGORY C</p> <p>AUTHORIZED TO WORK ON BUILDINGS HAVING HEIGHT LESS THAN 23 m AND AREA LESS THAN 6500 m², ON FIRE ALARM AND VOICE EVACUATION SYSTEM, EMERGENCY LIGHTING, EXIT SIGNAGE SYSTEM, FIRE PROTECTION SYSTEM, VENTILATION AND SMOKE CONTROL SYSTEM (OPTIONAL), AND NON-WATER BASED/GAS SUPPRESSION SYSTEM (OPTIONAL)</p> <ul style="list-style-type: none"> i. The installation and maintenance company registered under this category requires 2 Electrical or equivalent subject engineers, 2 Mechanical or equivalent subject Engineers, 4 Electrical or equivalent subject Technicians and 4 Mechanical or equivalent subject Technicians. ii. Category C company can work on buildings, having building height of not more than 23 m and an area not exceeding 6300 m². iii. Category C Companies have options of including or excluding Ventilation and Smoke control Systems and Non-water based/Gaseous Suppression Systems from their scope of work. <p>5. CATEGORY D</p> <p>AUTHORIZED TO WORK IN BUILDINGS WITH ANY HEIGHT AND ANY AREA ON LPG/NATURAL GAS INSTALLATION AND MAINTENANCE</p> <ul style="list-style-type: none"> i. The installation and maintenance company registered under this category requires 1 Electrical or equivalent subject engineer, 1 Mechanical or equivalent subject Engineer, 3 Electrical or equivalent subject Technicians and 3 Mechanical or equivalent subject Technicians as per required experiences ii. Category D company can work on LPG//Natural Gas installations and maintenance on any buildings.

Table 18.4: Contractor's (Installation and Maintenance) Responsibilities

ITEMS	REQUIREMENTS
2. SCOPE OF WORK	<p>6. CATEGORY E <u>AUTHORIZED TO WORK IN BUILDINGS WITH ANY HEIGHT AND ANY AREA ON VENTILATION AND SMOKE CONTROL SYSTEM INSTALLATION AND MAINTENANCE</u></p> <ul style="list-style-type: none"> i. The installation and maintenance company registered under this category requires 1 Electrical or equivalent subject engineers, 1 Mechanical or equivalent subject Engineer, 3 Electrical or equivalent subject Technicians and 3 Mechanical or equivalent subject Technicians. ii. Category E company can work exclusively on Ventilation and Smoke Control Systems, Smoke/Fire curtains, Smoke/Fire Dampers installations and maintenance on any buildings. <p>7. CATEGORY F <u>AUTHORIZED TO WORK IN BUILDINGS WITH ANY HEIGHT AND ANY AREA ON FIRE DOOR/FIRE WINDOWS/ FIRE AND SMOKE BARRIERS/PARTITIONS INSTALLATION AND MAINTENANCE</u></p> <ul style="list-style-type: none"> i. The installation and maintenance company registered under this category requires 6 specialists, experienced in fields of license. ii. Category F company can work on Fire/Smoke Doors and partitions installations and maintenance on any buildings. <p>8. CATEGORY G <u>AUTHORIZED TO WORK IN BUILDINGS WITH ANY HEIGHT AND ANY AREA ON FIRE STOPPING SYSTEMS AND MATERIALS INSTALLATION AND MAINTENANCE</u></p> <ul style="list-style-type: none"> i. The installation and maintenance company registered under this category requires 2 Fire stopping Specialists, 6 Fire stopping Technicians. ii. Category G company can work on Fire Stopping systems and materials, penetration seals, perimeter fire stopping, curtainwall fire stopping systems and materials installations and maintenance on any buildings. <p>9. CATEGORY H <u>AUTHORIZED TO WORK IN BUILDINGS WITH ANY HEIGHT AND ANY AREA ON EXTERIOR WALL FAÇADE AND EXTERIOR WALL COVERING, GLAZING AND ROOFING SYSTEM INSTALLATION AND MAINTENANCE</u></p> <ul style="list-style-type: none"> i. The installation and maintenance company registered under this category requires 1 Façade/Glazing/Roofing Specialist, 1 Civil Engineer, 3 Façade/Glazing/Roofing Technicians and 3 Mechanical or Fabrication Technicians. ii. Category H company, depending on their manpower expertise, can work on Exterior Wall Facade/Glazing/Roofing systems, installations and maintenance on any buildings.

Table 18.4: Contractor's (Installation and Maintenance) Responsibilities

ITEMS	REQUIREMENTS
3. CONTRACTS	<ul style="list-style-type: none"> i. Contractor is responsible to include in his legal contract documents, be it installation or maintenance or both, with Insurance companies, Owners, Consultants, other Contractors, Manufacturers, Suppliers, Professionals and Facility management companies that "<u>Fire and Life Safety Requirements from Civil Defence shall be strictly followed as per latest edition of UAE Fire and Life Safety Code of Practice, and other rules and regulations from Civil Defence.</u>" ii. It is contractor's responsibility to verify that suppliers of fire and life safety systems, devices, equipment and materials have valid license for products and company registration from individual Emirates' Civil Defence, before placing order for products and making any agreement with them. iii. It is contractor's responsibility to ensure that contract documents clearly state that "<u>All the materials relevant to Fire and Life Safety, shall be approved and listed by individual Emirates' Civil Defence.</u>". iv. It is contractor's responsibility to verify material test certificates and specifications in accordance with latest edition of <u>UAE Fire and Life Safety Code of Practice</u>. v. Maintenance contracts' periodic activity and required repetitions annually shall be as per <u>Table 18.4.8.3</u>.
4. PLANNING	<p><u>1. INSTALLATION</u></p> <ul style="list-style-type: none"> i. It is contractor's responsibility to verify scope of work clearly with consultant and ensure that consultant's scope of work document addresses all the aspects of Fire and Life Safety Systems, in depth and in accordance with UAE Fire and Life Safety Code of practice. ii. Inability to understand the Civil Defence regulations during execution planning stage, can cause exponential fluctuations in budgeting in the later stages of the project. For such deviations contractors shall be held responsible. iii. It is contractor's responsibility to approach consultant to clarify any complicated issues very early in the execution planning stage. <p><u>2. MAINTENANCE</u></p> <ul style="list-style-type: none"> i. It is contractor's responsibility to verify scope of work, spare parts availability, repair and replacement issues clearly with owners during annual maintenance contract agreement.
5. APPROVALS	<p><u>1. INSTALLATION</u></p> <ul style="list-style-type: none"> i. It is contractor's duty to understand that there will be no shop drawing approvals for fire and life safety systems, or cladding or fire doors approvals through contractors. However, individual emirates' Civil Defence might have different approaches to shop drawing approvals for contractors. It is contractor's duty to verify this requirement with individual emirates' Civil Defence. ii. Consultant alone is responsible and authorized to apply to Civil Defence for project approvals. Thus it is contractor's responsibility to insist on execution of work only upon receiving final Civil Defence approved drawings from consultant. iii. It is contractor's responsibility to insist on detailed material specifications, in accordance with UAE Fire and Life Safety Code of Practice, from consultant. iv. Contractor shall not start executing work on site with construction, earthwork, installation, programming, or any such activity related to Fire and Life Safety without final Civil Defence approved drawings from consultant.

Table 18.4: Contractor's Responsibilities

ITEMS	REQUIREMENTS
6. PRODUCTS/ MATERIALS/ SYSTEMS	<ul style="list-style-type: none"> i. Selection of materials, systems, products and components required for the project or maintenance is contractor's responsibility and it shall comply to consultant's specifications based on Civil Defence approved drawings. ii. Contractors are prohibited to install or use any materials, products and components that are not registered and listed by individual Emirates' Civil Defence. iii. It is contractor's responsibility to verify supplier's valid registration, license and approvals from individual Emirates' Civil Defence. iv. Contractors are prohibited to procure materials, products and systems from suppliers who do not have license or whose license from individual Emirates' Civil Defence is not valid or expired.
7. DURING INSTALLATION OR MAINTENANCE	<ul style="list-style-type: none"> i. Contractor shall be responsible for the Fire Safety of life and property during execution of his scope of work. ii. Contractor shall coordinate with the Owner or owner's representative to observe (Program Manager's) duties and responsibilities during construction or maintenance, as required by Chapter 12. Under Construction, Table 12.1. iii. It is contractor's responsibility to appoint dedicated fire safety supervisor to monitor the onsite work by their team of workers. iv. It is contractor's responsibility to coordinate and cooperate with consultant during construction and installation to ensure that the onsite proceedings are in compliance with Civil Defence approved drawings and specifications. v. It is contractor's responsibility to verify the materials and components supplied and being used in construction and installation or maintenance are same as specified and approved. vi. It is contractor's responsibility to initiate inspection request and seek clearance from consultant for fire stopping, cladding voids, concealed spaces, underground works etc. before closing concealed spaces, voids or backfilling. vii. Any onsite changes, discrepancies or deviations or non compliances arise during construction and installation, it is contractor's responsibility to bring the matter immediately to consultant's notice to resolve the matter. viii. It is each contractor's responsibility to cooperate and coordinate with other contractors and their scope and systems, where interfacing or interaction arises between different types of systems and different parties involved in execution. ix. It is contractor's responsibility to store their materials, products and components in accordance with manufacturer's and supplier's guidelines and to observe care with storage temperatures, humidity, dust, impact and vibration such that materials, products and components to be installed are not damaged or impaired.
8. CODE COMPLAINECE	<ul style="list-style-type: none"> i. Civil Defence approved drawings from consultants do not relief contractors from adhering to detailed installation requirements in accordance with latest edition of UAE Fire and Life Safety Code of practice and the International Codes and Standards referred within. ii. It is contractors responsibility to comply with complete installation guidelines from manufacturers along with full compliance of installation guidelines from UAE Fire and Life Safety Code of Practice. iii. During maintenance, it is contractor's responsibility to highlight to the owner, any non compliances existing in the systems for owner's action and decisions to rectify.



Table 18.4: Contractor's Responsibilities

ITEMS	REQUIREMENTS
9. INSPECTION, COMMISSIONING AND HANDING OVER	<p><u>1. PRE-COMMISSIONING AND INSPECTION</u></p> <ul style="list-style-type: none">i. It is contractor's duty to perform pre-commissioning inspection and testing to confirm the readiness of the building for final inspection and commissioning, before inviting consultant for inspection.ii. Contractor shall inspect and verify each and every aspect of Fire and Life Safety features of the building and shall document the same in detailed reports.iii. It is contractor's responsibility to coordinate and cooperate with consultants, owner's representatives and house of expertise, if on board, to jointly inspect Fire and Life Safety Systems to ensure Fire and Life Safety Systems are installed successfully as intended.iv. It is contractor's responsibility to rectify, revise and re-work on any short comings pointed out during such joint inspections before inviting Civil Defence for final inspection and commissioning. <p><u>2. ACCEPTANCE TEST AND HANDING OVER</u></p> <ul style="list-style-type: none">i. Each contractor shall ensure that commissioning of his scope of Fire and Life safety aspect of the building shall be in whole and not part by part or in phases.ii. Contractors shall thoroughly test their scope of Fire and Life Safety Systems and demonstrate that all systems are functioning as per the manufacturer's specification and as intended by the Civil Defence approved consultant drawings.iii. It is contractor's responsibility to coordinate and cooperate with consultant in handing over Fire and Life Safety System operating manual, maintenance manuals, testing reports and required spare parts to the consultant.iv. It is contractor's responsibility to coordinate and cooperate with consultant in handing over Fire and Life Safety Systems' Software along with required passwords to the consultant.v. Respective contractors shall test and demonstrate that Means of egress components such as Doors, Stairs and exits are as per acceptance criteria of Chapter 3. Section 6.vi. Respective contractors shall verify and demonstrate that Fire extinguishers are as per acceptance criteria of Chapter 4. Table 4.4.1. and Manufacturer's instructions.vii. Respective contractors shall verify and demonstrate that Exit Signs are acceptable as per Chapter 5, Section 4. and Manufacturer's instructions.viii. Respective contractors shall test and demonstrate that Emergency Lighting system is acceptable as per Chapter 6, Section 6. and Manufacturer's instructions.ix. Respective contractors shall test and demonstrate Voice evacuation system, if any, is acceptable as per Chapter 7, Section 4. and Manufacturer's instructions.x. Respective contractors shall test and demonstrate that Fire Detection and Alarm system is acceptable as per Chapter 8, Section 5.5. and Manufacturer's instructions.xi. Respective contractors shall test and demonstrate that Fire Protection systems are acceptable as per Chapter 9, Section 5. and Manufacturer's instructions.

Table 18.4: Contractor's Responsibilities

ITEMS	REQUIREMENTS
9. INSPECTION, COMMISSIONING AND HANDING OVER	<ul style="list-style-type: none"> xii. Respective contractors shall test and demonstrate that Smoke Control System, if any, is acceptable as per Chapter 10, Section 5 and Manufacturer's instructions. xiii. Respective contractors shall test and demonstrate that LPG system, if any, is acceptable as per Chapter 11, Section 5. and Manufacturer's instructions. xiv. Respective contractors shall test and demonstrate that Kitchen hood Suppression Systems, if any, is accepted as per Manufacturer's instructions. <p><u>3. MAINTENANCE</u></p> <ul style="list-style-type: none"> i. Doors, Exits, Stairs shall be maintained as per Chapter 3. Section 6. ii. Fire extinguishers shall be maintained as per Chapter 4. Table 4.4.1. iii. Exit Signs shall be maintained as per Chapter 5, Section 4. iv. Emergency Lighting system shall be maintained as per Chapter 6, Section 6. v. Voice evacuation system, if any, shall be maintained as per Chapter 7, Section 4. vi. Fire Detection and Alarm system shall be maintained as per Chapter 8, Section 5.5. vii. Fire Protection systems shall be maintained as per Chapter 9, Section 5. viii. Smoke Control System, if any, shall be maintained as per Chapter 10, Section 5. ix. LPG system, if any, shall be maintained as per Chapter 11, Section 5. x. Kitchen hood suppression system, if any, shall be maintained as per Manufacturer's instructions. xi. Fire stopping systems shall be maintained as per Chapter 1, Section 3.
10. FINAL SIGN OFF	<ul style="list-style-type: none"> i. Contractor shall sign off final handing over documents to the consultant, undertaking that all the Fire and Life Safety aspect of the building are as per approved drawings, approved material and product specifications and are in full compliance with UAE Fire and Life Safety Code of Practice. ii. It is contractor's responsibility to sign off and handover "Installation Certificates" to the consultant, when installation is the contractual agreement. iii. It is contractor's responsibility to sign off and handover "Maintenance Certificate" to the owner, when maintenance is the contractual agreement. iv. This signed undertaking conformity from contractor shall be submitted to Civil Defence along with final inspection, testing, warranty documents and handing over documents for Civil Defence NOC to occupy the building.

2.7. Décor Contractor's (Fit-Out Contractor) Responsibilities

2.7.1. Décor Contractor shall perform his responsibilities as per Table 18.5.

Table 18.5: Décor Contractor's Responsibilities

ITEMS	REQUIREMENTS
1. ENGINEERS	<ul style="list-style-type: none"> i. Décor Contractors shall have qualified and experienced engineers, who are well verse in the Fire and Life Safety aspects of the tenant space and fit-out work. ii. Such engineers shall be well verse with the latest edition of UAE Fire and Life Safety Code of Practice. iii. Such engineers shall be well verse with "Drawing Submission" format, and online submission requirements as required by Annexure 2. Drawing Submission Requirements. iv. Décor contracting engineers shall be licensed by Civil Defence, based on their qualifications, training certificates and written examinations.
2. CONTRACTS	<ul style="list-style-type: none"> i. Décor Contractor is responsible to include in his legal contract documents with Insurance companies, Owners, Consultants, other Contractors, Manufacturers, Suppliers, Professionals and Facility management companies that "Fire and Life Safety Requirements from Civil Defence shall be strictly followed as per latest edition of UAE Fire and Life Safety Code of Practice, and other rules and regulations from Civil Defence." ii. It is Décor contractor's responsibility to evaluate manufacturers' and suppliers' qualifications, valid approval for their products and their company registration by Civil Defence, before placing order for products and entering any agreement with them. iii. It is Décor contractor's responsibility to ensure that contract documents clearly state that "All the materials relevant to Fire and Life Safety, shall be approved and listed by individual Emirates' Civil Defence." iv. It is Décor contractor's responsibility to verify material test certificates and specifications in accordance with latest edition of UAE Fire and Life Safety Code of Practice.
3. PLANNING	<ul style="list-style-type: none"> i. It is Décor contractor's responsibility to clearly convey to the owners and consultants about Fire and Life Safety requirements of the project in the early stages of project planning. ii. Inability to understand the Civil Defence regulations during planning stage, can cause exponential fluctuations in budgeting in the later stages of the project. For such deviations Décor contractor shall be held responsible. iii. It is Décor contractor's responsibility to approach consultant and owner to clarify code compliance issues very early in the planning stage.
4. APPROVALS	<ul style="list-style-type: none"> i. Décor contractor is responsible and authorized to apply to Civil Defence for fit-out and décor project approvals. ii. It is Décor contractor's duty to understand that there will be no shop drawing approvals for fire and life safety systems, or cladding or fire doors approvals through contractors. iii. It is Décor contractor's responsibility and scope of work to comply in full to the "Drawing Submission" requirements as per Annexure 2. Drawing Submission Requirements. iv. It is Décor contractor's responsibility to comply with online drawing submission procedures (Refer to user manuals of individual Emirates' Civil Defence) v. Non compliance with "Drawing Submission" requirements such as colour coding, appropriate occupancy selection, drawings without scale etc. will unnecessarily delay the project review by Civil Defence.

Table 18.5: Décor Contractor's Responsibilities

ITEMS	REQUIREMENTS
4. APPROVALS	<ul style="list-style-type: none"> vi. Resubmissions without rectifying the drawings and revising the project as per Civil Defence recommendations and comments will cost the Décor contractor fines and time. vii. Civil Defence approval is “one time” approval for complete design package with full details of involved fire and life safety systems in the project, including material specifications. viii. Incomplete drawing submissions shall not be reviewed by Civil Defence and Décor contractor shall be accountable for delays arising from such submissions. ix. It is Décor contractor’s duty to ensure that site work/construction/installation does not commence without valid relevant approvals from Civil Defence and building permits. x. The décor contractor shall be held responsible for construction accidents, fire accidents and such mishaps on construction sites where site work/construction/installation have begun without authority approvals.
5. INTERACTION WITH CIVIL DEFENCE	<ul style="list-style-type: none"> i. It is Décor contractor’s responsibility and prerequisite to understand the fire and life safety code requirements through courses and trainings. It is not Civil Defence responsibility to educate Décor contractors on Fire and Life safety basics. ii. It is Décor contractor’s responsibility to arrange fire engineers, architects, and fire systems engineers to discuss projects and code issues with Civil Defence, and not expect Civil Defence to conduct project meetings with non-professionals and office PRO’s who are unable to understand the discussions. iii. Décor contractor’s shall fully explore the code compliance options before seeking Civil Defence involvement in decision making. iv. Unnecessary and out of context discussions can be avoided to save time and efforts for both Décor contractors and Civil Defence, if Décor contractors prepare themselves with necessary drawings, schematics, history of comments from Civil Defence, code justifications and valid arguments, before seeking meetings with Civil Defence.
6. DURING CONSTRUCTION	<ul style="list-style-type: none"> i. Décor contractor shall be responsible for the Fire Safety of life and property during fit-out construction. ii. Décor contractor shall coordinate with the Owner or owner’s representative to prepare written (Program Manager’s) duties and responsibilities during construction, as required by Chapter 12. Under Construction, Table 12.1. iii. It is Décor contractor’s responsibility to appoint dedicated fire safety supervisor to monitor the onsite work by their team of workers. iv. It is Décor contractor’s responsibility to interact and coordinate with consultant to inspect construction and installation work to ensure that the onsite proceedings are in compliance with Civil Defence approved drawings and specifications. v. It is Décor contractor’s responsibility to verify the materials and components being used in construction and installation are same as specified and approved by consultant and Civil Defence. vi. Décor contractor shall inspect Fire stopping, cladding voids, concealed piping, underground installations etc. while they are still exposed for inspections and take clearance from consultant before concealing permanently. vii. Where Décor contractor feels the need to ensure that Fire and Life Safety Systems are being installed as per the design and approvals, and materials are as specified in approvals, a civil Defence approved and registered House of Expertise shall be appointed and monitored.

Table 18.5: Décor Contractor's Responsibilities

ITEMS	REQUIREMENTS
7. INSPECTION, COMMISSIONING AND HANDING OVER	<p><u>1. PRE-COMMISSIONING AND INSPECTION</u></p> <ul style="list-style-type: none"> i. It is Décor contractor's duty to ensure that Fire and Life Safety aspect of their scope of work is inspected and testing to confirm the readiness, before inviting Civil Defence team for inspection. ii. It is Décor contractor's responsibility to coordinate and cooperate with Consultants and contractors to inspect and verify satisfactory functionality of each and every aspect of Fire and Life Safety features of the building and shall document the same. iii. Where Décor contractors appoint a third party to ensure the Fire and Life Safety systems of the facility are delivering their intended purpose, a Civil Defence registered and listed House of Expertise shall be appointed to inspect the final functioning of the Fire and Life Safety Systems, before inviting individual Emirates' Civil Defence for commissioning. <p><u>2. ACCEPTANCE TEST AND HANDING OVER</u></p> <ul style="list-style-type: none"> i. Décor contractor shall ensure that commissioning of Fire and Life safety aspect of the tenant space shall be in whole and not part by part or in phases, unless Civil Defence inspection team consent is obtained. ii. Décor contractor shall involve owner, owner's representatives, owner appointed facility management and consultant for the acceptance test and acceptance test reports shall be signed by all parties jointly. iii. Décor contractor shall hand over Fire and Life Safety System approved drawings from Civil Defence, operating manual, maintenance manuals and required spare parts, if any. iv. Décor contractor shall handover Fire and Life Safety Systems' Software, if any, along with required passwords. v. Décor contractor, where means of egress was scope of work, shall verify that Means of egress components such as Doors, Stairs and exits are as per acceptance criteria of Chapter 3. Section 6. vi. Décor contractor shall verify that Fire extinguishers are as per acceptance criteria of Chapter 4. Table 4.4.1. and Manufacturer's instructions. vii. Décor contractor shall verify that Exit Signs are acceptable as per Chapter 5, Section 4. and Manufacturer's instructions. viii. Décor contractor shall verify that Emergency Lighting system is acceptable as per Chapter 6, Section 6. and Manufacturer's instructions. ix. Décor contractor shall verify that Voice evacuation system, if any, is acceptable as per Chapter 7, Section 4. and Manufacturer's instructions. x. Décor contractor shall verify that Fire Detection and Alarm system is acceptable as per Chapter 8, Section 5.5. and Manufacturer's instructions. xi. Décor contractor shall verify that Fire Protection systems are acceptable as per Chapter 9, Section 5. and Manufacturer's instructions. xii. Décor contractor shall verify that Smoke Control System, if any, is acceptable as per Chapter 10, Section 5 and Manufacturer's instructions. xiii. Décor contractor shall verify that LPG system, if any, is acceptable as per Chapter 11, Section 5. and Manufacturer's instructions. xiv. Décor contractor shall verify that Kitchen hood Suppression Systems, if any, is accepted as per Manufacturer's instructions.



Table 18.5: Décor Contractor's Responsibilities

ITEMS	REQUIREMENTS
8. EMERGENCY EVACUATION PLAN	<ul style="list-style-type: none">i. Décor contractor shall coordinate with consultant to ensure that Emergency Evacuation Plan confirms to site conditions, furniture layout etc.ii. Emergency Evacuation Plan shall comply with Chapter 5., Table 5.1.8.
9. MODIFICATIONS TO CIVIL DEFENCE APPROVED DRAWINGS	<ul style="list-style-type: none">i. Any modifications on site, to construction or Fire and Life Safety systems or change of usage of the building, which are not as per Civil Defence approved drawings automatically invalidates the Civil Defence approved drawings. It is Décor contractor's responsibility to make changes to approved drawings as per modifications on site and reapply to Civil Defence as "revised" for revision approvals.
10. CODE COMPLIANCE	<ul style="list-style-type: none">i. The overall code compliance of a fit-out work is complete responsibility of the Décor contractor.ii. Approval from Civil Defence for any project drawings is based on minimum requirements and it does not relief Décor contractor from his responsibility to verify and explore additional code compliance requirements from latest edition of UAE Fire and Life Safety Code of Practice and The International Codes and Standards referred within.
11. FINAL SIGN OFF	<ul style="list-style-type: none">i. Décor contractor shall sign off final handing over documents to the owner, undertaking that all the Fire and Life Safety aspect of the fit-out work are as per approved drawings and are in full compliance with UAE Fire and Life Safety Code of Practice.ii. This signed undertaking conformity from Décor contractor shall be submitted to Civil Defence along with final inspection, testing and handing over documents for Civil Defence NOC.

2.8. House of Expertise Responsibilities

2.8.1. House of Expertise shall perform his responsibilities as per Table 18.6.

Table 18.6.: House of Expertise Responsibilities

ITEMS	REQUIREMENTS
1. ENGINEERS	<ul style="list-style-type: none"> i. House of Expertise category is subdivided into, <ul style="list-style-type: none"> a. House of Expertise for Fire and Life Safety in buildings and establishments. b. House of Expertise for Fire Safety of fuel Gas networks. c. House of Expertise for Fire Safety of Hazardous Materials. ii. House of Expertise shall have qualified and experienced fire engineers, who are well verse in the Fire and Life Safety as per the scope of their license. iii. Such Fire engineers shall be well verse with the latest edition of UAE Fire and Life Safety Code of Practice. iv. House of Expertise shall be registered, licensed and approved by individual Emirates' Civil Defence. v. House of Expertise engineers shall be licensed by Civil Defence, based on their qualifications, experience, training certificates and written examinations. vi. Fire and Life Safety Engineers, along with written examinations, shall also have practical tests of reviewing and assessing projects. vii. Each engineer must pass Civil Defence examinations, in their respective chosen fields as mentioned in Table 18.6.a, with minimum score of 80 marks out of 100. viii. Required House of Expertise engineers, in their respective fields shall be as per <u>applicable decrees and regulations</u>. ix. It is House of Expertise' responsibility to inform and take permission from Civil Defence to execute their scope of work, when Civil Defence approved and licensed engineers from the organization leave the organization. It is House of Expertise responsibility, to hire new qualified engineers for Civil Defence registration within 45 days of such permission granted by Civil Defence. x. Additional certifications to the organization such as ISO/IEC 17020, IAS AC 291, IAS AC 98 or additional qualifications of engineers such as Professional Engineer (PE) or chartered engineer are added value to House of Expertise. xi. However, these requirements are subjected to change in laws and policies as per decree 505, of Civil Defence. It is House of expertise responsibility to verify the requirements with Civil Defence.
2. SCOPE OF WORK	<p><u>1. HOUSE OF EXPERTISE FOR FIRE AND LIFE SAFETY</u></p> <ul style="list-style-type: none"> i. House of Expertise are approved and licensed by Civil Defence to deliver expertise in Fire and Life Safety as counselor, advisor or expert, where hired by owners, lead consultants, contractors and insurance companies. ii. House of expertise for Fire and Life safety scope of work and proficiency shall be <ul style="list-style-type: none"> a. Fire and Life Safety design drawings and reports. b. Fire Protection and Suppression System design, inspection and evaluation. c. Fire Detection and alarm system and Voice Alarm System design, inspection and evaluation. d. Emergency Lighting and sign system design, inspection and evaluation. e. Risk assessment of new and existing facilities. f. Preparation of Emergency Action Plans and procedures. iii. House of expertise for Fire and Life safety shall have manpower in accordance with <u>applicable decrees and regulations</u>.



Table 18.6.: House of Expertise Responsibilities

ITEMS	REQUIREMENTS
2. SCOPE OF WORK	<p><u>2. HOUSE OF EXPERTISE FOR FUEL GAS NETWORK SYSTEMS</u></p> <ul style="list-style-type: none">i. House of Expertise are approved and licensed by Civil Defence to deliver expertise in Fuel gas systems as counselor, advisor or expert, where hired by owners, lead consultants, contractors and insurance companies.ii. House of expertise for LPG systems scope of work and proficiency shall be<ul style="list-style-type: none">a. Fuel gas System design, inspection and evaluation.b. Risk assessment of new and existing fuel gas systems and facilities.iii. House of expertise for LPG systems shall have manpower in accordance with <u>applicable decrees and regulations</u>. <p><u>3. HOUSE OF EXPERTISE FOR HAZARDOUS MATERIAL</u></p> <ul style="list-style-type: none">i. House of Expertise are approved and licensed by Civil Defence to deliver expertise in Hazardous material fire safety as counselor, advisor or expert, where hired by owners, lead consultants, contractors and insurance companies.ii. House of expertise for Hazardous materials scope of work and proficiency shall be<ul style="list-style-type: none">a. Risk assessment and fire safety of hazardous material.iii. House of expertise for hazardous material shall have manpower in accordance with <u>applicable decrees and regulations</u>.

Table 18.6.: House of Expertise Responsibilities

ITEMS	REQUIREMENTS
3. RESPONSIBILITIES	<p><u>1. APPROVALS</u></p> <ul style="list-style-type: none"> i. House of Expertise are not authorized to create and submit approval applications to Civil Defence. They shall perform their responsibilities through main consultant or Décor contractor. ii. House of Expertise are not authorized to submit Risk assessment reports, Cladding reports, Fire stopping reports, CFD reports or Inspection reports directly to Civil Defence. All submissions shall be through consultants. iii. Where appointed by consultants or décor contractors to prepare Fire and Life Safety drawings, it is House of Expertise' responsibility and scope of work to comply in full to the following. <ul style="list-style-type: none"> a. Drawings prepared by House of Expertise shall comply with "Drawing Submission" requirements as per Annexure 2. Drawing Submission Requirements. Non compliance with "Drawing Submission" requirements such as colour coding, inappropriate occupancy selection, drawings without scale etc. shall be fined to House of Expertise. b. House of Expertise submissions through consultant shall be complete with occupancy risk assessments, occupant load calculations, code references, evaluations and justifications in a professional manner. c. Where risk assessment is scope of work, House of Expertise shall comply with Chapter 17. RA Studies. d. Where installation assessment is scope of work, House of Expertise shall evaluate design, installation methods, products and manufacturer's test certificates' compliance with latest edition of UAE Fire and Life Safety Code of Practice requirements. e. House of Expertise shall review project and ensure code compliance thoroughly, in accordance with UAE Fire and Life Safety Code of Practice, before submitting to Civil Defence through consultant or décor contractors. f. It is House of Expertise' responsibility to highlight non compliances, if any, and insist on revisions to consultant's proposals before approving consultant's project proposals to be submitted to Civil Defence. g. House of Expertise shall stamp drawings as "reviewed and approved" before submitting to Civil Defence through consultant. h. Where design drawings are prepared, assessed and endorsed by House of Expertise, they shall be held responsible, when non compliant proposals from consultant are submitted to Civil Defence. Resubmissions bearing the review and approval stamp of the House of Expertise without rectifying the drawings and revising the project as per Civil Defence recommendations and comments will be fined to House of Expertise. i. It is House of Expertise responsibilities to join the consultant, where meetings with Civil Defence are initiated.

Table 18.6.: House of Expertise Responsibilities

ITEMS	REQUIREMENTS
3. RESPONSIBILITIES	<ul style="list-style-type: none"> c. House of Expertise shall ensure that commissioning of Fire and Life safety aspect of the building shall be in whole and not part by part or in phases, unless Civil Defence inspection team consent is obtained. d. House of Expertise shall involve owner, owner's representatives, owner appointed facility management for the acceptance test and acceptance test reports shall be signed by all parties jointly. e. It is House of Expertise' duty to ensure that all fire and Life safety systems are functioning as approved and intended. f. House of Expertise shall verify that Means of egress components such as Doors, Stairs and exits are as per acceptance criteria of Chapter 3. Section 6. g. House of Expertise shall verify that Fire extinguishers are as per acceptance criteria of Chapter 4. Table 4.4.1. and Manufacturer's instructions. h. House of Expertise shall verify that Exit Signs are acceptable as per Chapter 5, Section 4. and Manufacturer's instructions. i. House of Expertise shall verify that Emergency Lighting system is acceptable as per Chapter 6, Section 6. and Manufacturer's instructions. j. House of Expertise shall verify that Voice evacuation system, if any, is acceptable as per Chapter 7, Section 4. and Manufacturer's instructions. k. House of Expertise shall verify that Fire Detection and Alarm system is acceptable as per Chapter 8, Section 5.5. and Manufacturer's instructions. l. House of Expertise shall verify that Fire Protection systems are acceptable as per Chapter 9, Section 5. and Manufacturer's instructions. m. House of Expertise shall verify that Smoke Control System, if any, is acceptable as per Chapter 10, Section 5 and Manufacturer's instructions. n. House of Expertise shall verify that LPG system, if any, is acceptable as per Chapter 11, Section 5. and Manufacturer's instructions. o. House of Expertise shall verify that Kitchen hood Suppression Systems, if any, is accepted as per Manufacturer's instructions. p. House of Expertise appointed to inspect the Fire stopping Systems, shall coordinate with consultant to arrange for progressive inspections during installations and shall be inspected at each stage of the installation process, before the fire stopping systems are concealed. Fire stopping systems shall be inspected as per Chapter 1. Section 3.3 and Section 3.4.
2. INSPECTIONS	<ul style="list-style-type: none"> i. Where appointed by Owners, consultants or décor contractors to conduct inspections of Fire and Life Safety aspects of the project, it is House of Expertise' responsibility to comply to the following, as applicable, within the extent of their scope of contract. <ul style="list-style-type: none"> a. It is House of Expertise duty to ensure that contractors perform pre-commissioning inspection and testing to confirm the readiness of the building for final inspection and commissioning, before inviting Civil Defence team for inspection. b. House of Expertise shall inspect and verify each and every aspect of Fire and Life Safety features of the building and shall document the same.

Table 18.6.: House of Expertise Responsibilities

ITEMS	REQUIREMENTS
3. RESPONSIBILITIES	<p><u>3. REPORTS</u></p> <ul style="list-style-type: none"> i. Where House of Expertise are appointed by consultants to evaluate Cladding Systems, full installation methods, material specifications, product and system test certifications, installer's qualifications etc. shall be evaluated for compliance in accordance with UAE Fire and Life Safety Code of Practice, and submitted to Civil Defence through consultant, only when cladding systems are complaint. Non Compliant cladding systems shall not be submitted to Civil Defence. ii. Where House of Expertise are appointed by consultant to evaluate Smoke Control Systems, full design criteria, CFD analysis, if any, design intent, material specifications, product and system test certifications, installer's qualifications etc. shall be evaluated for compliance in accordance with UAE Fire and Life Safety Code of Practice, and submitted to Civil Defence through consultant, only when smoke control systems are complaint. Non Compliant smoke control systems shall not be submitted to Civil Defence.
4. CODE COMPLIANCE	<ul style="list-style-type: none"> i. The overall code compliance evaluation of the project is primary responsibility of the House of Expertise, when appointed to do so. ii. Approval from Civil Defence for any project drawings is based on minimum requirements and it does not relieve consultant or House of Expertise from his responsibility to verify and explore additional code compliance requirements from UAE Fire and Life Safety Code of Practice and The International Codes and Standards referred within. iii. Though performance based designs from House of Expertise are acceptable, it is House of Expertise' responsibility not to compromise the Fire and Life Safety aspects of the project or the intent of the requirements of prescriptive codes while having "Performance Based Design" approaches or conducting "Engineering Judgments".
5. FINAL SIGN OFF	<ul style="list-style-type: none"> i. Where appointed by consultants or Décor contractors, House of Expertise shall sign off final Fire and Life Safety evaluation and inspection documents to the owner, undertaking that all the Fire and Life Safety aspect of the building are as per approved drawings and are in full compliance with UAE Fire and Life Safety Code of Practice. ii. This signed undertaking conformity from House of Expertise shall be submitted to Civil Defence along with final inspection, testing and handing over documents for Civil Defence completion certificate to occupy the building.

2.9. Local Manufacturer's Responsibilities

2.9.1. Local Manufacturing Companies shall perform their responsibilities as per Table 18.7.

Table 18.7.: Local Manufacturer's Responsibilities

ITEMS	REQUIREMENTS
1. APPROVALS	<ul style="list-style-type: none"> i. It is local manufacturer's responsibility to apply to individual Emirates' Civil Defence to register the factory and his fire and life safety materials, devices, equipment, systems and products. ii. Manufacturers shall not sell any material, product or systems without Civil Defence approval and registration. iii. It is local manufacturer's responsibility to identify and understand that registration and approval in one emirates of UAE, does not automatically provides right to sell in other emirates of UAE. It is manufacturer's responsibility to verify and comply with laws, decrees and regulations of Civil Defence. iv. It is local manufacturer's responsibility to understand the requirements of Table 18.7.9.
2. ASSEMBLING	<ul style="list-style-type: none"> i. Assembling, repackaging, relabeling, re-aligning etc. shall not be acceptable as manufacturing and shall not be registered by Civil Defence as "manufacturers". ii. Where, manufacturer has outsourced part of his work, activity, process of manufacturing to other parties through subcontracting, the "manufacturer" shall be responsible and accountable for subcontractor's quality, control, conformity, certifications and management.
3. MATERIAL TESTS	<ul style="list-style-type: none"> i. It is manufacturer's responsibility to test all their material, product or systems, only through Civil Defence registered and approved Material Test Laboratories. ii. It is manufacturer's responsibility to obtain test certifications for all their material, product or systems, only through Civil Defence registered and approved Certification Bodies. iii. It is manufacturer's responsibility to understand that material test reports alone, without certificate of conformity (COC) from Civil Defence approved certification body, is not valid. iv. It is manufacturer's responsibility to understand that materials, products and systems tested in his own premises, in-house laboratories or in-house workshops are not acceptable, unless evaluated and approved by Civil Defence. v. It is manufacturer's responsibility to revise the conformity for his material, product or systems where modifications and alterations to design, components, compositions, performance criteria have been executed. Any changes to his material, product or systems arising from such actions, invalidates the existing test reports, existing test certificates and existing Civil Defence approvals.

Table 18.7.: Local Manufacturer's Responsibilities

ITEMS	REQUIREMENTS
4. TEST STANDARDS	<ul style="list-style-type: none"> i. It is manufacturer's responsibility to identify and understand the required test standards for their materials, products or systems, as per UAE Fire and Life Safety Code of Practice. ii. Required test standards might revise or change as per the laws, policies and code revision requirements of the Civil Defence and international codes and standards amendments. And it is manufacturer's responsibility to verify the required test standards, periodically, before registration renewal with Civil Defence. iii. It is manufacturer's responsibility to verify the latest edition of test standards, before approaching material test laboratories for any tests. iv. Materials, products or systems tested with older editions of test standards shall not be acceptable to Civil Defence.
5. CERTIFICATE OF CONFIRMITY	<ul style="list-style-type: none"> i. It is manufacturer's responsibility to produce "Certificate of Conformity" for their material, product or systems to Civil Defence in a required format as per Civil Defence requirement to be registered and licensed. ii. The certificate of compliance shall clearly state the following. <ul style="list-style-type: none"> a. Name, address, phone and fax numbers of manufacturer. b. Country of origin of the manufacturer. c. Name, location, address, phone and fax numbers of the factory. d. Brand name e. Logo on the product f. Laboratory name and address, where test was conducted. g. Test standards, the test was conducted to. h. Test Certification body name and address. i. Test Certificate number. j. Validity Date.
6. CROSS LISTING	<ul style="list-style-type: none"> i. It is manufacturer's responsibility to understand that "cross listing" is not acceptable to Civil Defence. Please see this chapter's Section 1.2.17. "Cross listing" definition. ii. Each manufacturer has to obtain his individual certificate of conformity, based on his material, product or system for his factory, under his name.
7. MULTIPLE LISTING	<ul style="list-style-type: none"> i. Multiple listing shall be permitted by Civil Defence. Please see this chapter's Section 1.2.18. "Multiple listing" definition. ii. It is manufacturer's responsibility to understand that "Multiple Listing" is acceptable to Civil Defence, provided that the primary manufacturer's name, location of factory, address and name of the secondary brand are mentioned in the certificate of conformity.
8. SPECIFICATIONS AND MANUALS	<ul style="list-style-type: none"> i. It is manufacturer's responsibility to provide technical specifications, operating environmental conditions, end application, user manuals, operating manuals, installation guidelines, specific maintenance manuals and required schematics, along with their material, product or systems. ii. It is manufacturer's responsibility to provide warnings, safety precautions, user cautions, inapplicability, non suitability, expiry duration, if any, and such information in a clear documentation to the end user.



Table 18.7.: Local Manufacturer's Responsibilities

ITEMS	REQUIREMENTS
9. PROSECUTION	<ul style="list-style-type: none">i. It is manufacturer's responsibility not to sell any material, product or system, with respect to Fire and Life Safety Systems in UAE, that is not listed, not registered and not valid by Civil Defence, in accordance with the latest edition of UAE Fire and Life Safety Code of Practice.ii. Violation of the requirement of Table 18.7.9.i., shall hold manufacturer as responsible and it is punishable by law.iii. It is manufacturer's responsibility to abide by the requirement of Table 18.7.9.i., irrespective of "Market Demand and Supply" circumstances.
10. WARRANTY	<ul style="list-style-type: none">i. The Fire and Life Safety products and systems manufactured, supplied and installed in UAE shall ensure the availability of spare parts, compatibility with upgraded parts, components, systems, software and hardware such that the continuity of Fire and Life Safety systems' functionality is ensured by upgrading without replacing or discarding the entire system in totality.

2.10. Agent's Responsibilities

2.10.1. Agents shall perform their responsibilities as per **Table 18.8.**

Table 18.8.: Agent's Responsibilities

ITEMS	REQUIREMENTS
1. REGISTRATION	<ul style="list-style-type: none"> i. It is Agent's responsibility to apply to Civil Defence to register the company and products he represents. ii. Agents shall not sell any material, product or systems without Civil Defence approval and registration. iii. It is agent's responsibility to identify and understand that registration and approval in one emirates of UAE, does not automatically provides right to sell in other emirates of UAE. It is agent's responsibility to verify and comply with requirements and policies of each emirates and their registration process. iv. Agent shall produce exclusive "Agency" contract with the manufacturer for documentation, along with full credentials of the manufacturer to be registered with Civil Defence. v. It is agent's responsibility to understand the requirements of Table 18.8. and sign off an undertaking letter to Civil Defence as documentation for registration.
2. MANPOWER	<ul style="list-style-type: none"> i. Agents shall have qualified and experienced engineers, who are well verse in their respective Fire and Life Safety Systems' Design, Installation and Inspection. ii. Agent engineers and technicians shall be well verse with latest edition of UAE Fire and Life Safety Code of Practice. iii. Agent engineers and technicians shall have valid training certificates from respective system and product manufacturers. iv. Agent engineers and technicians shall be licensed by Civil Defence, based on their qualifications, training certificates and written examinations. v. Each engineer must pass Civil Defence examinations, in their respective chosen fields as per required passing marks. vii. Each technician must pass Civil Defence examinations, in their respective chosen fields as per required passing marks. viii. Required number of engineers and technicians shall be as per Table 18.8.a. ix. However, these requirements are subject to changes in applicable laws, decrees and regulations of Civil Defence. It is Installation and Maintenance company's responsibility to verify the requirements with Civil Defence.

Table 18.8.: Agent's Responsibilities

ITEMS	REQUIREMENTS
3. CONTRACTS	<ul style="list-style-type: none"> i. Agent is responsible to include in his legal contract documents with Insurance companies, Owners, Consultants, Installation and maintenance Contractors, Manufacturers, Suppliers, Professionals and Facility management companies that <u>“Fire and Life Safety Requirements from Civil Defence shall be strictly followed as per latest edition of UAE Fire and Life Safety Code of Practice, and other rules and regulations from Civil Defence.”</u> ii. It is agent's responsibility to evaluate manufacturers and suppliers qualifications and valid approval for products and company registration from Civil Defence, before placing order for products and making any agreement with them. iii. It is agent's responsibility to ensure that contract documents clearly state that <u>“All the materials relevant to Fire and Life Safety, shall be approved and listed by individual Emirates' Civil Defence.”</u> iv. It is agent's responsibility to verify material test certificates and specifications in accordance with latest edition of <u>UAE Fire and Life Safety Code of Practice</u>.
4. SCOPE OF WORK	<ul style="list-style-type: none"> i. Agents, once registered and approved by Civil Defence, are authorized to sell only the products they represent. ii. Agents must qualify with their number of required manpower. iii. It is the responsibility of the agent to understand that without required manpower as per <u>applicable decrees and regulations</u> they are not allowed to work in categories of buildings they are not qualified to.
5. ASSEMBLING	<ul style="list-style-type: none"> i. Assembling parts imported or procured from manufacturers, repackaging, relabeling, re-aligning etc. shall not be acceptable as agent's scope of work and shall not be registered with Civil Defence as “agents”. ii. It is agent's responsibility to represent the manufacturer's materials, products and systems such that, which when installed, readily serve as Fire and Life Safety products, without assembling, adjusting, re-aligning, re-casing, re-programming, re-wiring or any of such process.
6. MATERIAL TESTS	<ul style="list-style-type: none"> i. It is not agent's responsibility to test products, materials or systems, and not acceptable to Civil Defence that agents test materials, products or systems on behalf of manufacturers. ii. It is not agent's responsibility to obtain test certification for products, materials or systems, and test certifications for materials, products or systems in agent's name are not acceptable to Civil Defence for registration. iii. It is agent's responsibility to identify and understand the test requirements for materials, products and systems in accordance with latest edition of <u>UAE Fire and Life Safety Code of Practice</u>, before evaluating or representing manufacturer in the UAE. iv. It is agent's responsibility to coordinate and insist the manufacturer to revise the conformity for his material, product or systems where modifications and alterations to design, components, compositions, performance criteria have been executed. v. It is the responsibility of agent to understand that any changes to material, product or systems arising from actions such as alterations to design, components, compositions, performance criteria etc., invalidates the existing test reports, existing test certificates and existing Civil Defence approvals.

Table 18.8.: Agent's Responsibilities

ITEMS	REQUIREMENTS
7. SPECIFICATIONS AND MANUALS	<ul style="list-style-type: none"> i. It is agent's responsibility to provide manufacturer's technical specifications, operating environmental conditions, end application, user manuals, operating manuals, installation guidelines, specific maintenance manuals and required schematics, along with their material, product or systems. ii. It is agent's responsibility to provide manufacturer's warnings, safety precautions, user cautions, inapplicability, non suitability, expiry duration, if any, and such information in a clear documentation to the end user.
8. PROSECUTION	<ul style="list-style-type: none"> i. It is agent's responsibility not to sell any material, product or system, with respect to Fire and Life Safety Systems in UAE, that is not listed, not registered and not valid by Civil Defence, in accordance with the latest edition of UAE Fire and Life Safety Code of Practice. ii. Violation of the requirement of Table 18.8.8.i., shall hold agent as responsible and it is punishable by law. iii. It is agent's responsibility to abide by the requirement of Table 18.8.8.i., irrespective of "Market Demand and Supply" circumstances.
9. WARRANTY	<ul style="list-style-type: none"> i. The Fire and Life Safety products and systems manufactured, supplied and installed in UAE shall ensure the availability of spare parts, compatibility with upgraded parts, components, systems, software and hardware such that the continuity of Fire and Life Safety systems' functionality is ensured by upgrading without replacing or discarding the entire system in totality.