

## **UAE Ministerial Resolution No. (505) of 2012**

### **on Issuing the Regulation of the Cabinet Resolution No. (24) of 2012 concerning Regulating Civil Defense Services in the State**

#### **The Minister of Interior,**

Having perused Federal Law No. (1) of 1972 concerning the capacities of ministries and the authorities vested in ministers and the laws in amendment thereof; and

The Federal Law No. (12) of 1976 concerning the Police and Security Forces and the laws in amendment thereof; and

The Federal Law No. (23) of 2006 concerning Civil Defense; and

The Cabinet Resolution No. (24) of 2012 concerning Regulating Civil Defense Services in the State;

**Has made the following resolution:**

#### **Chapter I**

##### **General Provisions**

##### **Article (1)**

##### **Definitions**

In applying the provisions of this law, the following words and expressions shall have the meanings indicated beside each of them, unless the context requires otherwise:

**State:** United Arab Emirates

**Emirate:** the emirate in which the General Directorate is located

**Ministry:** Ministry of Interior

**Minister:** Minister of Interior

**Command:** the Civil Defense General Headquarters

**Commander-in-Chief:** the Civil Defense Commander-in-Chief

**General Directorate:** the General Directorate of Civil Defense

**Director General:** the Director General of the General Directorate of Civil Defense in the emirate

**Competent Authority:** the organizational unit concerned with preventive fire safety at the General Directorate.

**System:** the eSystem for monitoring buildings and facilities, linking them to operation rooms and vehicles of the General Directorate.

**Facilities:** all companies and institutions licensed to practice any economic or professional activity.

**Buildings:** all buildings used for residential or office or storing purposes in the State.

**Consulting Firms:** all parties authorized by the Competent Authority to provide consultancies and guidance in the preventive fire safety field, including the establishment of firefighting strategies, evacuation planning in the event of fire, risk assessment, preparing the engineering designs related to preventive fire safety in buildings and facilities and their amendments thereof.

**Agent:** every party that is authorized by the Competent Authority to sell, install and maintain firefighting and preventive safety equipment, devices and material, and their accessories as per duly official commercial authorizations registered in the State.

**Distributor:** every party that is authorized by the Competent Authority to sell firefighting and preventive safety equipment, devices and material, and their accessories as per the duly distributed agreement granted by an Agent authorized by the Competent Authority.

**Maintenance and Installation Contractor:** every party that is authorized by the Competent Authority to install and maintain firefighting and preventive safety equipment, devices and material, and their accessories in buildings and facilities as per their classified category and the field of activity.

**Manufacturer:** every party that is authorized by the Competent Authority to manufacture and produce firefighting and preventive safety equipment, devices and material, and their accessories.

**Accredited Laboratory:** the laboratory included in the list of accredited laboratories issued by the Command.

**Guide:** UAE Fire and Life Safety Code of Practice (UAE Code).

**Certificate of Completion:** a certificate that verifies whether newly constructed buildings meet the preventive fire safety requirements before being occupied.

**Preventive Fire Safety Requirements Certificate:** a certificate issued annually by the General Directorate regarding buildings and facilities, confirming that a building or a facility meets the preventive fire safety requirements.

**Competent Committee:** a permanent technical committee of legal standing established by the Commander-in-Chief who also sets the Committee's working regime and competencies as per the terms of the regulation herein.

## **Article (2)**

### **Scope of the Regulation**

The provisions of the Regulation herein shall apply to all buildings and facilities that exist or are established by the State with the exception of homes or private residential premises that are not of a commercial nature or its various kinds thereof.

## **Article (3)**

### **Governmental Entity Commitments**

All federal entities and local departments -as per their competency- shall adhere to the following procedures:

1. Prior to issuing construction licenses; refer all engineering designs and drawings of the buildings to the General Directorate for review and verification to ensure that they meet the requirements of preventive fire safety.
2. Issue construction permits only after the adoption of engineering designs and drawings by the General Directorate in accordance with item No. (1) of this article.
3. Refer all building construction Certificate of Completion issuance applications to the General Directorate to ensure that the application meets the preventive fire safety requirements.
4. Refrain from providing water and electricity services to any new building unless the building receives its Certificate of Completion from the General Directorate.
5. Refrain from allowing the occupancy or the use of the building for its intended purpose unless the building receives its Certificate of Completion from the General Directorate.
6. Refrain from accepting licensing or renewal applications for facilities if a valid preventive fire safety certification issued by the General Directorate is not attached to the application.

## **Article (4)**

### **Insurance Company Commitments**

Insurance and reinsurance companies operating in the State shall be committed to:

1. Refraining from insuring any building or facility, or issuing an insurance policy for such building or facility unless the concerned building or facility has a valid preventive safety certificate issued by the General Directorate.
2. Provide each General Directorate with a monthly statement of insured buildings and facilities within the Emirate.

## **Chapter II**

### **Regulations and Standards for Licensing Facilities Working in the Preventive Safety Field**

#### **Section One**

#### **Regulations of Licensing Facilities Working in the Preventive Safety Field**

##### **Article (5)**

Activities that need to be licensed in the field of preventive fire safety in accordance with the purposes of this regulation and its provisions are classified as the following:

1. Licensing a Consulting Firm in the field of preventive fire safety
2. Licensing an Agent
3. Licensing a Distributor
4. Licensing a Maintenance and Installation Contractor
5. Licensing a Manufacturer of preventive safety equipment, devices and material

##### **Article (6)**

All Facilities are prohibited from practicing any of the activities mentioned in Article (5) of the regulation herein without a prior permit issued by the Competent Authority.

##### **Article (7)**

1. It is permitted to combine the activities of the Agent, Distributor, Maintenance and Installation Contractor and the Manufacturer by an independent license, should the conditions required for licensing each activity be met.
2. It is not permitted to combine any of the activities listed in item (1) of this article with the activities of a Consulting Firm. It is also not permitted for those practicing any of the mentioned activities to be an owner, partner in any form, or working in a Consulting Firm.
3. It is not permitted for those practicing any of the activities mentioned in items (1) and (2) of this article to be an owner, partner in any form, or working in one of the Laboratories accredited by the Command.

##### **Article (8)**

Facilities that are licensed as per this regulation are prohibited from the following:

1. Use and circulation of any devices, equipment or materials unlicensed by the Competent Authority.
2. Use and circulation of any devices, equipment or materials that are not consistent with the technical specifications under which the license was granted.
3. Performing the authorized activity in an unauthorized manner or breach the license terms.
4. Hire or assign to a third party the exercise of the licensed activity without informing and obtaining prior approval from the Competent Authority.
5. Engage in any type of business related to trading, installation, maintenance or manufacturing firefighting and preventive fire safety devices, equipment or materials after the expiry of the license issued by the Competent Authority and not applying for a license renewal.
6. Perform the authorized activity outside the spatial range set by the license granted.
7. The use of a labor force that is unlicensed by the Competent Authority.

### **Article (9)**

The licensed Facilities shall adhere to the following:

1. Place the license in a conspicuous and clear spot to the public.
2. Renew the license annually and on the specified times of renewal.
3. Separately retain records required for each license.
4. Allow law enforcement officers to exercise their duties without any objection, and facilitate their work.
5. Provide the Competent Authority with a quarterly statement with data related to the technical staff.

### **Article (10)**

The Competent Authority may, following the approval of the Competent Committee and the approval by the Commander-in-Chief, cancel or write-off a license granted by the Civil Defense to the licensed Facility in any of the activities mentioned in Article (5) of this Regulation, or suspend the license in the case of the licensed Facility committing any breach or violations to the terms and conditions of the license, or engage in one of the activities referred to in Article (8) of this Regulation.

### **Article (11)**

The Competent Committee shall prepare and update the list of Accredited Laboratories. The tasks of the Competent Committee shall include:

1. Examine requests for listing in the list of Accredited Laboratories, and make a decision to either accredit or reject.

2. Issue a write-off decision from the list of Accredited Laboratories to laboratories that violate the required conditions.
3. Perform an annual update of the Accredited Laboratories list.

#### **Article (12)**

Inclusion requests for the Accredited Laboratories list are to be submitted to the Competent Authority, which in turn will refer them to the Competent Committee for decision within a period not exceeding three (3) working days.

#### **Article (13)**

Inclusion requests for the Accredited Laboratories list must meet the following requirements:

1. The application must be submitted by the Laboratory itself, by a licensed facility, or a facility wishing to be licensed in a specific activity identified in Article (5) of this Regulation.
2. The Laboratory must be approved by an international body for laboratory accreditation, such as the International Laboratory Accreditation Cooperation (ILAC) for example; providing that all documentation proving this are presented.
3. The Laboratory must obtain the (ISO 17025) certification, providing that all documentation proving this are presented.
4. Identify the nature and quality of the systems and materials that are being tested.
5. Identify the type of certificates issued by the Laboratory, and provide samples of such certificates.

#### **Article (14)**

The general and private terms of the license are to be amended by a ministerial decision and a recommendation of the Commander-in-Chief based on the public interest. Licensed facilities are given a notice period of six (6) months to amend their status.

### **Section Two**

#### **Licensing Procedures**

#### **Article (15)**

Civil Defense Licenses are issued in accordance with the following procedures:

1. Requests for licenses pertaining to the required activity are submitted to the Competent Authority in accordance with the form set for this purpose.
2. The Competent Authority shall examine requests, review them, and verify whether they meet the terms and conditions mentioned in the Regulation herein. The Department then accepts, accredits or rejects the requests, and notifies the applicant with the cause of the result.
3. The Competent Authority shall issue licenses for facilities that submit requests that meet all the required conditions.

### **Section Three**

#### **Terms of Reference for the Competent Authority**

#### **Article 16**

The Competent Authority shall perform the following actions:

1. Review and match technical terms and educational qualifications of the engineers and technicians of the facility applying for the license, with the conditions set out in this regulation.
2. Examine the equipment and devices to be licensed, or refer them to an Accredited Laboratory approved by the Command, to conduct the examination, testing and matching.
3. Review and audit documents required for the licensing.
4. Internally test engineers and technicians to measure and determine their abilities and technical competencies, or refer them to a technical entity accredited by the Command.
5. Review reports required for some technical workshops licenses, which are prepared by inspection committees, according to what is mentioned in this regulation.
6. Ensure the absence of any existing preventive violations against the applicant company.
7. Ensure that the facility applying for the license meets all the requirements set for practicing the required activity.
8. The Competent Authority may use the assistance of experienced and competent parties deemed needed by it, to consider license requests in cases that require such action.
9. Make a decision to approve or reject requests, explain in details the reasons for rejection, and provide the applicant facility with a copy of the rejection decision.

### **Section Four**

#### **License a Consulting Firm in the Preventive Fire Safety Field**

#### **Article (17)**

Consulting Firms licenses in the field of preventive fire safety are classified as the following:

1. A consulting office license in the field of preventive fire safety in buildings and structures.
2. A consulting office license in the field of preventive fire safety for gas and hazardous materials networks.
3. A consulting office license in the field of training on preventive fire safety procedures.

### **Article (18)**

#### **Terms of Reference for Consulting Offices Working in the Field of Preventive Fire Safety in Buildings and Facilities**

Consulting offices operating in the field of preventive fire safety in buildings and facilities are specialized in the following:

1. Prepare and review engineering designs in accordance with the fire prevention and protection requirements, and the requirements as set in the Guide.
2. Oversee the implementation of systems in accordance with approved engineering designs.
3. Receive the implemented systems after performing the necessary tests in cases required by the Competent Authority.
4. Assess the suitability of the building to the new activity.
5. Prepare firefighting and evacuation planning strategies for fire incidents, and assess the risks.
6. Provide technical consultancy pertaining to preventive fire safety in buildings and facilities.
7. When requested by the Competent Authority; conduct technical assessments, and prepare technical reports for technical workshops working in activities identified in Article (5) of this regulation.

### **Article (19)**

#### **Conditions to License a Consulting Office in the Field of Preventive Fire Safety in Buildings and Facilities**

##### **1. Technical staff conditions:**

- a. Provide two fire protection and safety engineers who enjoy practical experience in preparing, reviewing and auditing the designs of firefighting and prevention equipment and systems.
- b. Provide an architect who enjoys practical experience in preparing, reviewing and auditing the architectural designs of the buildings in terms of fire prevention.
- c. Provide two mechanical engineers who are specialized in the designing and examining of firefighting systems, and elevator and escalator systems.
- d. Provide two electrical engineers who are specialized in designing and examining fire alarm systems and evacuation systems.

##### **2. Competencies and experiences required in the technical staff:**

- a. The competent engineer must hold a qualification in accordance with the required specialization from a university recognized by the academic accreditation entity in the State.
  - b. The engineer must have a minimum experience of ten (10) years in his field or a minimum experience of five (5) years if he was a UAE citizen.
  - c. The engineer must be a participating member in one of the international entities or associations specialized in his field.
  - d. The engineer must pass all technical tests required by the Competent Authority in his field.
- 3. Technical conditions:**
- a. Ensure the availability of all required technologies including equipment and devices required by the nature of the work and determined by the Command.

#### **Article (20)**

The licensed consulting office may seek the assistance of specialized international entities in each project, providing that the experience of such entities must not be less than ten (10) years. The Competent Authority approval is also required for such action.

#### **Article (21)**

##### **Terms of Reference for Consulting Offices Operating in the Field of Preventive Fire Safety for Gas, Fuel and Hazardous Materials Networks**

Consulting offices working in the field of preventive fire safety for gas, fuel and hazardous materials are specialized in the following:

1. Design and examine liquefied petroleum gas networks, and oversee their implementation.
2. Design and examine fuel and hazardous gases systems, and oversee their implementation.
3. Design and examine hazardous materials safety and prevention systems, and oversee their implementation.

#### **Article (22)**

##### **Conditions for Licensing Consulting Offices Working in the Field of Preventive Fire Safety for Gas, Fuel and Hazardous Materials Networks**

- 1. Technical staff conditions:**
  - a. Provide a mechanical engineer who enjoys practical experience in the field of preventive fire safety in preparing and reviewing the designs of gas, fuel and hazardous materials networks.

- b. Provide a chemical engineer who enjoys practical experience in the field of preventive and safety in preparing and reviewing the designs of gas, fuel and hazardous materials networks.
- c. Provide an assistant mechanical engineer who enjoys practical experience in gas and fuel networks in buildings and facilities.
- d. Provide an assistant chemical engineer who is specialized in hazardous materials.
- e. **Competencies and experiences required in the technical staff:**
  - a. All required engineers must be graduates of a university recognized by the academic accreditation entity in the State.
  - b. The mechanical and chemical engineers must have a minimum experience of ten (10) years in their field or a minimum experience of five (5) years if they are UAE citizens.
  - c. The assistant mechanical and chemical engineers must have a minimum experience of five (5) years in their field or a minimum experience of three (3) years if they are UAE citizens.
  - d. The engineer must be a participating member in one of the international entities or associations specialized in his field.
  - e. The engineer must pass all technical tests required by the Competent Authority in his field.

#### **Article (23)**

#### **Terms of Reference for Consulting Offices Working in the Field of Training on Preventive Fire Safety Procedures**

Consulting offices operating in the field of training on preventive fire safety procedures are specialized in the following:

1. Prepare training programs on preventive fire safety procedures in accordance with the Guide and its amendments.
2. Provide training programs and theoretical awareness in the field of training on preventive fire safety procedures for the private sector, with practical exercises on the use of manual fire extinguishers only.
3. Organizing lectures, seminars and conferences in the field of training on preventive fire safety procedures.

#### **Article (24)**

#### **Conditions for Licensing Consulting Offices Working in the Field of Training on Preventive Fire Safety Procedures**

1. **Technical staff conditions:**

- a. Provide three (3) preventive fire safety trainers.
- 2. Competencies and experiences required in the technical staff:**
  - a. The trainer must hold a recognized training certificate from an international entity specialized in accrediting trainers, or a certificate from the Command proving his work in the field of prevention safety and firefighting.
  - b. The trainer must have a minimum experience of ten (10) years in the field of preventive fire safety or a minimum experience of five (5) years if he was a UAE citizen.
- 3. Technical conditions:**
  - a. Provide curricula and training programs in the field of fire prevention from a specialized international entity in accordance with the Guide and its amendments.

## **Article (25)**

### **Documentation Required for Licensing Consulting Firms**

In order to license a Consulting Firm in any of the fields mentioned in this section; copies of the following documents are required:

1. A professional license issued by the competent licensing authorities in the Emirate where the activity is taking place.
2. A Chamber of Commerce and Industry Certificate in the Emirate where the activity is taking place.
3. Memorandum of Association.
4. Headquarters lease agreement.
5. Passports of the license holder and his staff.
6. Accredited and duly attested scientific certificates and practical experiences of engineers and technical staff.
7. Present the originals of all required documents to the competent authority to be compared and verified with the copies provided.

## **Article (26)**

### **Commitments of Consulting Firms in the Field of Preventive Fire Safety**

The Consulting Firm licensed in one of the activities mentioned in items (1) and (2) of Article (72) of the Regulation herein shall adhere to the following:

1. Take full responsibility for the safety of buildings, facilities and systems adopted by the Firm in terms of preventive fire safety during the period of warranty.
2. Provide all primary and implementation designs for all projects assigned to the Firm for examination along with the necessary reports, to the Competent Authority for approval before starting the implementation process.

3. Provide all references and scientific assets related to the activities of the firm; whether the activities were related to the fire prevention and safety; firefighting systems and devices; or gas, fuel or hazardous materials systems.
4. The completion of designs pertaining to prevention systems and devices, and firefighting equipment in line with the Facility's nature and requirements, and in accordance with the conditions applied by the Command. The designs must include all explanatory drawings and detailed numbers.
5. Follow-up the various projects under the supervision of the Firm at all stages until the final delivery in coordination with the Competent Authority.

## **Section Five**

### **Agent Licensing**

#### **Article (27)**

In order to issue an Agent license, the copies of the following documents are required:

1. Trade license issued by competent licensing authorities in the Emirate where the activity is taking place.
2. Registration certificate in the Chamber of Commerce and Industry.
3. Valid passport of the applicant.
4. A list of devices, equipment or materials to be licensed.
5. Duly attested contract of agency signed with the manufacturer or producer in the country of origin.
6. Valid agency registration with the Ministry of Economy.
7. Test reports of devices, equipment and materials to be licensed issued by a laboratory recognized locally and internationally and accredited by the Command. The reports must prove the devices, equipment and materials compliance with national and international recognized standards (reports of samples' tests will not be accepted).
8. Accreditation certificate of devices, equipment and materials to be licensed issued by an entity recognized locally and internationally and accredited by the Command.
9. Certificate of compliance with the standard specifications approved by the State, issued by the Emirates Authority for Standardization and Metrology (this is limited to equipment and materials that have standard specifications in the State).
10. Original technical manuals of specifications of devices, equipment and materials to be licensed.
11. Provide the Competent Authority with samples of equipment, devices and material to be licensed, to undergo examination and compliance checks.
12. Provide official certified translation into Arabic of all required documents that are originally prepared in languages other than Arabic.

13. A Letter of Undertaking stating that all devices and equipment to be approved and supplied to various projects will be under warranty for a period from three (3) to five (5) years depending on the nature of the device or equipment.
14. A Letter of Undertaking stating that spare parts for all devices and equipment that will be approved for a minimum period of ten (10) years, will be provided.
15. Present the originals of all required documents to the competent authority to be compared and verified with the copies provided.

## **Article (28)**

### **Technical Conditions for Licensing an Agent**

1. Provide two (2) specialized engineers for each preventive safety system to be licensed. The engineers must enjoy a minimum experience of five (5) years in maintaining and installing the equipment and devices to be licensed or a minimum experience of three (3) years if he was a UAE citizen (this condition does not apply to Agents of the materials that don't require after-sales services).
2. Provide four (4) specialized technicians for each preventive safety system to be licensed. The technicians must enjoy a minimum experience of two (2) years in case they were graduates of a diploma in the same competence, three (3) years if they were high school graduates, or five (5) years if they were of a lower educational level (this condition does not apply to Agents of the materials that don't require after-sales services).
3. Provide a technical workshop in accordance with the specifications set in Annex No. (3) attached to this Regulation, in order to maintain equipment and devices to be licensed (this condition does not apply to Agents of the materials that don't require after-sales services).
4. The information in the usage and packing certificates fixed on equipment and devices to be licensed must be displayed in both Arabic and English.
5. Provide manuals for the original and detailed technical specifications of the equipment and devices to be licensed.
6. All equipment, devices and materials to be licensed and supplied to the State, must bear the accreditation mark from a laboratory approved by the Command and included in the list of Accredited Laboratories.

## **Section Six**

### **Distributor Licensing**

## **Article (29)**

In order to issue a Distributors license for fire prevention equipment and devices, the following is required:

1. Provide samples of the equipment, devices and materials to be licensed.
2. Limit the activities to the sale of equipment, devices and materials to be licensed.
3. The Distributor's license shall be linked to the Agent's license in accordance with the law of trade agencies.
4. All equipment, devices and materials shall be supplied by the licensed Agent.

### **Article (30)**

In order to issue a Distributor license, the copies of the following documents are required:

1. Trade license issued by competent licensing authorities in the Emirate where the activity is taking place.
2. Registration certificate in the Chamber of Commerce and Industry.
3. Valid passport of the applicant.
4. A list of devices, equipment or materials to be licensed.
5. The distribution agreement signed between the official Agent accredited by the Civil Defense, and the Distributor requesting the license. The agreement shall state the types of devices, equipment or materials to be licensed, and shall be duly attested notary public.
6. Test reports of devices, equipment and materials to be licensed issued by a laboratory recognized locally and internationally and accredited by the Command. The reports must prove the devices, equipment and materials compliance with national and international recognized standards (reports of samples' tests will not be accepted), in case the Agent was licensed in an emirate other than the emirate where the Distributor is seeking the licensing.
7. Certificate of compliance with the standard specifications approved by the State, issued by the Emirates Authority for Standardization and Metrology (this clause is limited to equipment and materials that have standard specifications in the State), in case the Agent was licensed in an emirate other than the emirate where the Distributor is seeking the licensing.
8. Original technical manuals of specifications of devices, equipment and materials to be licensed, in case the Agent was licensed in an emirate other than the emirate where the Distributor is seeking the licensing.
9. Provide the Competent Authority with samples of equipment, devices and material to be licensed, to undergo examination and compliance checks, in case the Agent was licensed in an emirate other than the emirate where the Distributor is seeking the licensing.
10. Provide official certified translation into Arabic of all required documents that are originally prepared in languages other than Arabic.
11. A Letter of Undertaking from the Agent stating that all devices and equipment to be approved and supplied to various projects will be under warranty for a period from three (3) to five (5) years depending on the nature of the device or equipment.
12. Present the originals of all required documents to the Competent Authority to be compared and verified with the copies provided.

### **Section Seven**

## **Licensing Maintenance and Installation Contractors**

### **Article (31)**

In order to issue a Maintenance and Installation Contractor license, the copies of the following documents are required:

1. Trade or professional license issued by competent licensing authorities in the Emirate where the activity is taking place.
2. Registration certificate in the Chamber of Commerce and Industry.
3. Memorandum of Association.
4. Valid passport of the applicant.
5. A list with the names of technician team members who will be implementing the work, along with their scientific qualifications, experience certificates and passports.
6. Present the originals of all required documents to the competent authority to be compared and verified with the copies provided.

### **Article (32)**

Commitments to be fulfilled by the applicant:

1. Provide a list mentioning all works that have been implemented and the company's equipment internally and externally.
2. The Contractor must have a permanent headquarter office in the license area, and must notify the Competent Authority about any changes in the location of the headquarter office or the company's address.
3. The Contractor must have a permanent workshop in the license area, and the workshop must be compliant with technical requirements stated in Annex No. (3) attached to this Regulation regarding the systems that require after-sales services in accordance with the requirements set by the Command. The contractor must be committed to notify the Competent Authority about any changes in the location of the headquarter office or the company's address.
4. The company's technical staff must enjoy sufficient knowledge in maintenance requirements of the systems that require licenses for their installation, maintenance and other international specifications related in this regard, along with the knowledge of preventive safety requirements specified in the Guide.
5. Meet the minimum requirements of technical staff for each category in accordance with the specific classification requirements mentioned in Annex No. (2) attached to this regulation.
6. The technical staff must pass the efficiency test set by the Civil Defense General Directorate.
7. Provide the Competent Authority with a monthly report containing information of sites that witnessed installation and maintenance work, along with a detailed statement of the works that have been implemented.

### **Article (33)**

#### **Classification of Maintenance and Installation Contractors**

Maintenance and Installation Contractors are classified according to their capabilities, technical abilities, and human capabilities as the following:

1. First Category / protection systems and firefighting systems.
2. First Category / firefighting systems.
3. First Category / protection systems.
4. Second Category / protection systems and firefighting systems.
5. Second Category / firefighting systems.
6. Second Category / protection systems.
7. Third Category / protection systems and firefighting systems.
8. Fourth Category / gas systems.
9. Fifth Category / fire resistant doors, materials that slow down the spread of fire, and materials that prevent the spread of the fire.

### **Article (34)**

#### **The Scope of Work and Technical Conditions for Licensing Maintenance and Installation Contractors According to their Category**

Annex No. (2) attached to this Regulation sets the scope of work for each classification category for Maintenance and Installation Contractors, and the technical conditions of licensing according to each category.

### **Article (35)**

#### **Approval of Maintenance Contracts**

All licensed companies, such as Agents or Maintenance and Installation Contractors, shall be committed to approving annual maintenance contracts signed by the Competent Authority with buildings and facilities against payment of the specified fees.

### **Section Eight**

#### **Licensing the Manufacturers of Firefighting and Preventive Safety Equipment, Eevices and Materials**

### **Article (36)**

In order to issue a Manufacturer of firefighting and preventive safety equipment, devices and materials license, the copies of the following documents are required:

1. Industrial license issued by competent licensing authorities.
2. Registration certificate in the Chamber of Commerce and Industry.
3. Ministry of Finance and Industry license.
4. Valid passport of the factory owner.
5. A list of firefighting and preventive safety equipment, devices and materials to be licensed for manufacturing.
6. A list with the names of engineers and technicians working in the factory to be licensed.

### **Article (37)**

#### **Technical Conditions Required for a Manufacturer License**

In order to issue a license for manufacturing firefighting and preventive safety equipment, devices and materials, the following requirements must be provided:

1. Two (2) specialized engineers in manufacturing firefighting and preventive safety equipment, devices and materials. Each of the engineers must have a minimum experience of five (5) years, or three (3) years if they were UAE citizens (fire resistant doors factories are excluded from the condition of providing engineers).
2. Eight (8) specialized technicians in manufacturing firefighting and preventive safety equipment, devices and materials. The technicians must enjoy a minimum experience of two (2) years in case they were graduates of a diploma in the same competence, three (3) years if they were high school graduates, or five (5) years if they were of a lower educational level.
3. Provide a factory equipped with the tools and equipment required for the manufacturing process.
4. Provide spare parts for the domestic market.
5. Provide accreditation for the manufactured equipment, devices and materials from a laboratory accredited by the Command. The manufactured equipment, devices and materials must bear the accreditation tag issued by the laboratory.
6. The usage instructions of the manufactured items must be in Arabic and English.
7. The factory must have ISO certification (ISO 9001).

### **Article (38)**

#### **Manufacturer Activity Zones**

The activities of the Manufacturer are limited to the Emirate of license. In case there was a need to trade the equipment, devices and materials that are licensed to be manufactured, in another emirate, there are two ways to accomplish this:

1. Work as a Distributor through a licensed Distributor in accordance with the conditions specified in this Regulation, provided that the Distributor is fully owned by the same factory owners, and all requirements specified in this regulation for licensing a Distributor are fulfilled.
2. Work through a licensed Agent in accordance with the conditions specified in this regulation for licensing an Agent, in case the facility requesting the license is owned by a party other than the factory owners.

### **Chapter III**

#### **Preventive Safety Conditions; Approval Procedures for Engineering Designs and Drawings, Certificate of Completion; and Fire Prevention Rules**

##### **Section One**

##### **UAE Fire and Life Safety Code**

###### **Article (39)**

The Guide, Annex No. (1) attached to the Regulation herein is adopted as a reference for preventive fire safety measures at all buildings and facilities.

###### **Article (40)**

###### **Guide Updates**

The Commander-in-Chief may issue an update of the Guide based on preventive fire safety requirements and measures, and based on the suggestions of the Competent Committee.

##### **Section Two**

##### **Approval Procedures for Engineering Designs and Drawings**

###### **Article (41)**

Consulting engineering offices licensed by the Competent Authorities, along with Consulting Firms licensed by the Competent Authority, shall adhere to preventive fire safety requirements specified in the Guide regarding all engineering designs and drawings related to different buildings and facilities.

#### **Article (42)**

Consulting engineering offices licensed by the Competent Authorities, along with Consulting Firms shall adhere to adopting all engineering designs and drawings issued by the General Directorate as per the area of activity in order to ensure their adherence to preventive fire safety requirements in accordance with the Guide against payment of the specified fees.

#### **Article (43)**

The General Directorate accreditation for engineering designs and drawings will be valid for one (1) calendar year from the date of accreditation. Hence, building owners shall begin the construction of the buildings during this period. In case of failure to do so, the Consulting engineering offices and Consulting Firms shall adhere to resubmitting their engineering designs and drawings to be approved by the General Directorate against payment of the specified fees.

#### **Article (44)**

Consulting Firms, Agents and Contractors, and Maintenance and Installation Contractors who are licensed as per the classification specified in this regulation, shall adhere to approach the General Directorate for approving the detailed designs and drawings for the execution of preventive fire safety systems and firefighting systems of buildings and facilities that are in line with the approved engineering designs and drawings and with the Guide, prior to the commencement of installing these systems in buildings and facilities against payment of the specified fees.

### **Section Three**

#### **Certificate of Completion**

#### **Article (45)**

Consultants or Contractors licensed by competent authorities or owners shall adhere to submit an application for a Certificate of Completion for a fully constructed building to the General Directorate, along with the following documents:

1. Building inspection form.
2. A map showing the building site.
3. Engineering design and drawing for the building licensed by the Competent Authority.
4. The executive blueprints approved by the Competent Authority for the preventive fire safety systems.

5. All supply and installation certificates for preventive fire safety systems in the building.
6. An undertaking form regarding the maintenance of preventive fire safety systems in the building.
7. A certificate stipulating linking the building with the system.

#### **Article (46)**

The General Directorate shall issue a Certificate of Completion for a building or facility after verifying that they meet the preventive fire safety requirements and measures, and comply with the engineering designs and drawings, and the executive blueprints and designs and after the payment of the specified fees.

### **Section Four**

#### **Fire Prevention Rules in Buildings and Facilities**

#### **Article (47)**

The Guide and its future amendments identify the rules related to fire prevention in buildings under construction, existing buildings, and public and private facilities in accordance with the classification of the buildings and the type of occupancy and use.

#### **Article (48)**

Consultants or Contractors licensed by the competent authorities or owners or equivalent parties shall adhere to all rules related to fire prevention as specified in the Guide. They shall also ensure that preventive fire safety systems are functional at all times in accordance with the type of the facility, classification of the buildings and the type of occupancy and use.

### **Chapter IV**

#### **Rules and Regulations for Control and Inspection**

#### **Section One**

#### **Procedures of Judicial Control Officer**

#### **Article (49)**

The Judicial Control Officers at the Competent Authority are tasked with performing regular and sudden inspections on the premises of facilities licensed in one of the activities specified in Article (5) of this regulation, along with the sites of affiliate technical workshops to verify the integrity and validity of their records and their licensed employees, and perform technical matching tests of licensed equipment, devices and materials.

#### **Article (50)**

The Judicial Control Officers at the Competent Authority are tasked with performing regular and sudden inspections on all types of buildings and facilities to ensure that they meet all preventive fire safety requirements and measures as per the nature of the facility, the classification of the building, and the type of occupancy and use, along with ensuring the validity of preventive fire safety installed in these buildings and facilities.

#### **Article (51)**

The Judicial Control Officers shall adhere to the following procedures when they inspect various buildings and facilities:

1. Introduce themselves before carrying out the inspection.
2. Ensure that inspections are performed during working hours of the buildings and facilities to be inspected.
3. Ensure that the inspections cover all buildings and facility amenities including shared amenities thereon.
4. Document the inspection process by taking photographs if possible.
5. Issue a warning to buildings and facilities found in violation, stipulating a specified time limit to remove the violation. The time limit should not be less than one (1) day, and not more than sixty (60) days.
6. Re-inspect the concerned building or facility after the expiry of the deadline given in the warning.
7. The time limit of the warning may be extended for one (1) time only to a period similar to the previously granted warning, depending on the nature and type of the violation, in the event the Judicial Control Officer notices the seriousness of the building or facility owner to remove the violation.
8. Issue fines for buildings and facilities that have not committed to removing the violations during the time limit given in the warning.
9. In case the Judicial Control Officer was prevented from carrying out his duties; he may use the assistance of any Competent Authority. The Judicial Control Officer must prove the procedures that led to preventing him in a detailed report, and he must duly refer the report to the Director General as per the applied procedures.

10. Adhere to the list of violations specified in the Cabinet Resolution No. (24) of the year 2012.
11. The Judicial Control Officer may directly issue a fine without a prior warning in cases of deliberate violations and violations committed by facilities working in preventive fire safety systems that were mentioned in Article (5) of the Regulation herein.
12. The Judicial Control Officer may directly issue a fine without a prior warning to buildings and facilities where fires break out in case such buildings do not meet the preventive fire safety measures, subject to the amount of firefighting operational costs they should bear.
13. Inform buildings and facilities owners and equivalent parties, with warnings or violations.
14. Provide buildings and facilities owners and equivalent parties with the necessary preventive safety information and data in order to avoid committing a violation.

## **Section Two**

### **Commitments of Buildings and Facilities Owners and Equivalent Parties and Precautionary Procedures**

#### **Article (52)**

Buildings and facilities owners and equivalent parties must adhere to the following:

1. Allow Judicial Control Officers to perform their duties and facilitate their tasks.
2. Adhere to removing the causes of warnings issued, and solve them during the given period.
3. Payment of the fines of specific violations at the General Directorate within the given period, and bear the delay penalties in cases of failure to pay on time, along with the removal of the violation causes.

#### **Article (53)**

In the case of failure of buildings and facilities owners to remove the causes of warning or violation, and in case the violation poses a risk to the safety of lives and property; the General Directorate reserves the right to notify the Competent Authorities to take the necessary actions to halt the activities of the building or facility until causes of such risk are eradicated.

## **Chapter V**

### **Maintenance of Preventive Fire Safety Systems and Subscription to the System and Training**

#### **Section One**

## **Maintenance of Preventive Fire Safety Systems and Subscription to the System**

### **Article (54)**

Buildings and facilities owners and equivalent parties shall adhere to the following:

1. Sign annual contracts for maintenance of preventive fire safety systems with one of the companies or corporates licensed by the General Directorate, providing that the contracts cover the maintenance of firefighting and alarm systems.
2. Request the approval of annual maintenance contracts by the General Directorate, and not to accept any contract that is not approved.
3. Notify the General Directorate of any violations committed by the company or corporate contracted with to implement maintenance works in order to preserve public safety.
4. Obtain annually from the General Directorate a certificate stating that preventive safety requirements are met.
5. Train a number of workers on the basics of preventive safety and firefighting as per the percentages specified in this regulation.
6. Subscribe to the system.
7. Payment of the system installation costs and the annual subscription fees.

### **Section Two**

#### **Commitments of the Company Approved to Install the System**

### **Article (55)**

The company in charge of installing the system must adhere to the following:

1. Conduct technical surveys of the building or facility.
2. Ensure the validity of preventive safety systems.
3. Determine the classification category of the building or facility and the installation fees in accordance with the classification specified in Article (56) of the Regulation herein, and prepare a report on the same.
4. Refer the building or facility technical survey report to the General Directorate for approval.
5. Install the system in the building or facility after the General Directorate's approval of the technical report.
6. Link the building or facility to the General Directorate's operation room and its vehicles.
7. Provide all data related to the building and facility on the system.
8. Conduct regular maintenance works for the system and installed equipment, and ensure that the system is always functional (24 × 7).

9. Refer the reports about buildings and facilities that did not adhere to installing the system or renewing their subscription to the General Directorate in order to take necessary legal actions against them.
10. Refer reports about buildings and facilities where preventive fire systems are not functioning, and verify whether maintenance contracts are available or not, and provide data about the company or corporate contracted with for performing maintenance works in the case of existence of maintenance contracts.
11. The company or corporate accredited to install the system is prohibited from performing any activities mentioned under Article (5) of this Regulation, and prohibited from being an owner or partner in one of these activities in any way.

### **Section Three**

#### **Building Classification for the Purposes of Installing the System**

##### **Article (56)**

Existing or constructed buildings for the purposes of installing the system are divided into five categories as the following:

- 1. First category: a small building (1) that includes:**
  - a. Commercial facilities that do not exceed an area of five thousand (5,000) square feet, and are equipped with a separate alarm system (alarm panel).
  - b. A building that does not exceed nine (9) meters of height.
  - c. A factory that does not exceed an area of five thousand (5,000) square feet.
- 2. Second category: a small building (2) that includes:**
  - a. A building that is more than nine (9) meters and less than fifteen (15) meters of height.
  - b. A factory with an area that is more than five thousand (5,000) square feet and less than ten thousand (10,000) square feet.
- 3. Third category: a medium-sized building that includes:**
  - a. Commercial facilities with an area that is more than five thousand (5,000) square feet and less than ten thousand (10,000) square feet, and have a separate alarm system.
  - b. A building that is more than fifteen (15) meters and less than twenty-three (23) meters of height.
  - c. A factory with an area that is more than ten thousand (10,000) square feet and less than fifteen thousand (15,000) square feet.
- 4. Fourth category: a large building that includes:**
  - a. Commercial facilities with an area more than ten thousand (10,000) square feet, and have a separate alarm system.
  - b. A building that is more than twenty-three (23) meters and less than forty-six (46) meters of height.

- c. A factory with an area that is more than fifteen thousand (15,000) square feet and less than twenty thousand (20,000) square feet.
- 5. Fifth category: very large building that includes:**
- a. A building that is more than forty-six (46) meters of height.
  - b. A factory with an area that is more than twenty thousand (20,000) square feet.

## **Section Four**

### **Requirements for Subscription in the System**

#### **Article (57)**

The Guide identifies the requirements for subscribing to the System for each building as per the classification as specified in Article (56) of this Regulation.

#### **Article (58)**

Building owners and equivalent parties shall adhere to providing the subscription requirements as per the specified classification.

Train on the basics of preventive fire safety and firefighting.

#### **Article (59)**

Enrolling in training courses on the basics of preventive fire safety and firefighting every two years is mandatory in order to obtain a certificate stating that preventive safety requirements are met.

#### **Article (60)**

Facilities must adhere to enrolling a number of its employees in training courses on the basics of preventive fire safety and firefighting in accordance with their type of activities, the facilities classification table mentioned in Annex No. (4) attached to this Regulation, and to the percentages specified in Article (61) of the relevant regulations, with the payment of the specified fees.

#### **Article (61)**

The percentages of the total employees at facilities that must undergo training courses on the basics of preventive fire safety and firefighting are specified as the following:

- Classification A: 10% of employees in the facility, with a minimum number of one (1) employee.
- Classification B: 50% of employees in the facility, with a minimum number of two (2) employees.
- Classification C: 100% of employees in the facility.

#### **Article (62)**

In order to take the training courses, the following documents are required:

1. Trade license of the facility, and the preliminary approval for issuing licenses.
2. A list with the number and data of the employees in the facility, accredited by the Ministry of Labor (must be issued before not more than thirty (30) days from the date of the training application).
3. Application for the training courses.

#### **Article (63)**

Building owners and equivalent parties shall adhere to providing all employees working as guards with the required training courses on the basics of preventive fire safety and firefighting.

### **Section Five**

#### **Facilities Working in Distributing Gas and Hazardous Materials**

#### **Article (64)**

Facilities working in distributing gas and hazardous materials shall adhere to the preventive safety requirements specified by the Command, and must use vehicles and tanks dedicated for the transportation of gas cylinders and hazardous materials against payment of the specified fees.

#### **Article (65)**

In order to license vehicles and tanks dedicated for the transportation of gas cylinders and hazardous materials, the following documents must be provided:

1. A valid copy of the vehicle's ownership or valid technical test form.
2. A copy of the trade or industrial license.

3. A copy of the driver's tank driving permit card, or permit for using the vehicle in transportation of hazardous materials.
4. A copy of the driver's driving license.
5. A certificate from the Competent Authority stating the installation of electronic tracking system in the vehicle.
6. A letter of preliminary approval for registration, in the cases of new vehicles or tanks, or in the cases of changing the type.

#### **Article (66)**

Drivers of vehicles and tanks dedicated for the transportation of hazardous materials shall undergo training of driving such vehicles and tanks as per the conditions and regulations specified by the Command.

### **Chapter VI**

#### **Concluding Provisions**

#### **Article (67)**

Regional Civil Defense departments in each emirate shall carry out all the terms of reference and tasks exercised by the General Directorate of Civil Defense.

The Civil Defense Head in those departments shall carry out all the terms of reference and tasks exercised by the Director General under the scope covered in the Regulation herein.

#### **Article (68)**

The Commander-in-Chief shall adopt the methods and models related to the application of this Regulation's provisions prepared by the Competent Committee.

#### **Article (69)**

The Commander-in-Chief shall issue the resolutions related to the formation of committees specified in this Regulation, and designate their members and headquarters in accordance to the work requirements and necessities, providing that the committees must include the required competencies and experiences.

#### **Article (70)**

1. All facilities and buildings that initiate the process of obtaining valid certificates related to fire safety requirements issued by the General Directorate in the concerned emirate and set out in Article (3) of the referred to Cabinet Resolution No (24) of 2012, or renewed within a period not exceeding ninety (90) days starting 30 September 2012; are exempted from the payment of any fees and fines imposed under any resolutions prior to the entry in force of the aforementioned Cabinet Resolution.
2. Facilities working in the field of preventive fire safety that are licensed prior to the issuance of this Regulation, are granted a six (6) month notice period from the date of entry into force of this Regulation, or until the expiration of the current license, whichever is longer, in order to amend their status in accordance to the provisions and rules of the Regulation herein.
3. Building owners and equivalent parties covered under the provisions of this Regulation, are granted a grace period of ninety (90) days from the date of issuance of this regulation to amend their status in accordance to the provisions and rules of the Regulation herein.

#### **Article (71)**

In case there were several activities in the trade license of one facility, the fees shall be paid only for the activity with the highest fee.

#### **Article (72)**

Subject to a harsher penalty stated in other legislation, any person violating any of the provisions of this Regulation shall be held accountable to penalties stated in the Cabinet Resolution No. (24) of 2012 mentioned above.

#### **Article (73)**

The Ministerial Resolution No. (154) of 1991 regarding fire prevention in public and private facilities shall be repealed. All other rules and regulations that contradict or are inconsistent with the provisions of this Regulation shall also be repealed, and other rules and regulations that do not contradict this Regulation shall remain in force.

#### **Article (74)**

This Resolution shall be published in the Official Gazette, effective from 30 September 2012.

**Lt. General**

**HH Sheikh Saif bin Zayed Al Nahyan**

**Deputy Prime Minister**

## **Minister of Interior**

**Date: 22/11/1433 A.H.,**

**Corresponding to: 8/10/2012 A.D.**

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