



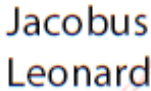


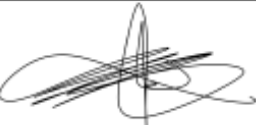



قطر للبترول
Qatar Petroleum

REGULATION FOR WORKERS' ACCOMMODATION WITHIN INDUSTRIAL CITIES

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1.0 INTRODUCTION

The success of Industrial Cities - Ras Laffan Industrial City (RLC), Mesaieed Industrial City (MIC) and Dukhan Concession Area (DCA), by extension of the successful realization of the State of Qatar's development objectives, depends largely upon the successful employment of large numbers of skilled and unskilled workers. It is important that workers are motivated to perform in an effective and efficient manner and the success or failure of projects can depend upon their willingness to do so.

These Regulations outline the minimum requirements to ensure the provision of social amenities consistent with the well-being of each individual and to convey the message that each worker is a fundamental part of the success of any project. QP firmly believes that dignified living and working conditions are essential to unlocking human potential and indispensable for raising the quality of life for all workers within the various Industrial Cities. QP is committed to ensure a safe, healthy and worker-friendly working environment¹ and the creation of a decent, clean, safe, healthy and quality living environment².

2.0 SCOPE

These Regulations are applicable to any party required to construct a new Workers Accommodation Facility or improving an existing QP approved facility within the areas of jurisdiction of DCA, MIC and RLC. These Regulations are applicable to all Workers' Accommodation Facilities, regardless of the construction material used (i.e. temporary and permanent).

This document is subject to change from time to time without prior notice from QP. The relevant users of this document are advised to obtain the latest version of this document, prior to the commencement of any new construction or improvement activities to any Workers' Accommodation Facility.

Compliance to these Regulations does not in any way relieve the applicants from their responsibility to comply with all other relevant QP policies, standards and procedures. It is also not a replacement for the applicable State of Qatar laws and Regulations. In the event of any conflict or inconsistency between these Regulations and that of any other legally binding documents pertaining to the same provision, the more stringent requirements shall prevail.

Furthermore, where reference has been made in these Regulations to another document, the latest approved version of the documents will apply.

¹ Labor Law of the State of Qatar of 2004, art.99

² Ministerial Decision no.17 (2005)

3.0 DEFINITIONS AND ABBREVIATIONS

3.1 Definitions

Definition	Description
ALARP	A term used to define tolerable risk acceptable only where risk reduction is impracticable or cost benefit analysis was carried out and judgment made that cost of risk reduction is grossly disproportionate when compared to the actual risk reduction that would be achieved. ALARP means to reduce a risk to a level which is 'as low as reasonably practicable' and involves balancing reduction in risk against the time, trouble, difficulty and cost of achieving it. This level represents the point, objectively assessed, at which the time, trouble, difficulty and cost of further reduction measures become unreasonably disproportionate to the additional risk reduction obtained.
Applicant	Any legal entity with the desire to construct new or improve existing QP approved Workers Accommodation Facilities.
Boundary	Cadastral lines that enclose and define a unit of land.
Building	Without in any way limiting its ordinary meaning, includes: <ul style="list-style-type: none"> • Any roofed structure • Any external stairs, steps or landings of a building, canopy, balcony, verandah, porch or similar feature of a building • Any walls or railings enclosing any feature and any portion of a building.
Building Footprint Coverage	Total area inclusive of all covered livable spaces /structures or built up areas.
Building line	An imaginary line on a unit of land, which defines a distance from a specified boundary, within which the erections of buildings or structures are completely or partially prohibited.
CGIS-QNG 95	The coordinate system implemented by the Centre for Geographic Information System - Qatar National Grid
Company	The Applicant including Main Contractors who is establishing Workers' Accommodation Facility(s).
Contractor	Companies working under a contract with QP or JV companies.
Coverage	The percentage of the site/lot/plot area that is covered by buildings (building area), which includes the total horizontal area when viewed in plan. To calculate coverage, calculate the area of buildings at ground level (building foot print), this area is then divided by the gross area of the entire site/lot/plot and expressed as a percentage.
Density	The ratio of population/occupants to the gross area of a site/lot/plot.
Development Management Provision	A restriction, provision, rule or requirement in terms of these Regulations that sets out the permissible use or development characteristics of a premises.
Dormitory building	A building consisting of one or more dormitory rooms.
Dormitory room	A room for sleeping individual occupant / shared by several persons.

Definition	Description
End User	A Company or firm or QP Department that uses services, facilities and occupies QP land for the purpose of manufacturing a product or providing a service to QP or other tenants within Industrial Cities.
Engineering Services	It means infrastructure for the provision of water, power, sewerage, storm water disposal, streets, roads, telecom, Fire Alarm, Fire Fighting including all related services and equipment.
Erection	In relation to a building or structure, includes: <ul style="list-style-type: none"> • The alteration, conversion of, or addition to, a building or structure • The re-erection of a building or structure, which has been completely or partly demolished.
Finished Grade Level	Finished Grade Level (means the final QP agreed elevation and contour of the ground after cutting or filling)
Gross Area	The Gross Area (m ²) is the total area of a site/lot/plot being developed or constructed upon (total land area). The outside dimensions of the lot inclusive of all internal areas define the gross area. Gross Area is applied to determine the allowable density.
Gross Floor Area	The total floor area of a building(s) including all levels (e.g. G, G+1, G+2, etc.).
Habitable	Room or buildings for human habitation, such as dormitories, mess halls and recreation rooms.
Industrial Cities	Dukhan Concession Area, Mesaieed & Ras Laffan Industrial Cities
Land	Land with or without improvements.
Law	Any law, Regulation, directive, decree, ministerial decision or guideline issued and as amended and/or updated from time to time by the governmental authorities of the State of Qatar.
Lot/Plot	A lot or plot is a tract or a parcel of land owned/leased or meant to be owned/leased by some legal entity. A lot/plot is essentially considered a parcel of real estate or property.
Non-habitable	Rooms or buildings not for human habitation, such as kitchens, sanitary facilities and storage rooms.
Occupant	Any person or group who physically inhabits a building, a structure or land, or any person or group having the charge or management thereof and includes the agent of any person or group absent from the area.
Parking bay	An area measuring not less than 5.0 m x 2.5 m for perpendicular parking and 6.0 m x 2.8 m for parallel parking, which is clearly outlined and demarcated for the parking of one motor vehicle or an area measuring not less than 13.0 m x 4.0 m for the parking of a bus.
Permanent Accommodation ³	Permanent residential dwellings constructed of permanent materials and intended for the permanent accommodation of workers. Includes ancillary buildings such as canteens, utility and service buildings, and recreational areas. Such accommodation shall be located on land approved by QP.
Potable water terminal	Premises for the retail supply of potable water.

³ Worker Accommodation Planning Regulations, Ministry of Municipality & Environment, March 2016

Definition	Description
Premises	Land together with all buildings and structures on that land.
Sanitary block	A building for washing and toilet facilities.
Sanitary facilities	Washing and toilet facilities consisting of showers, washbasins, urinals and water sealed toilets.
Shall	A mandatory action.
Should	A preferred course of action or activity.
Societal Risk	Societal risk is a relationship between the frequency and the number of people in a population subjected to a specific level of injury and damage due to the occurrence of an accident and is described by F-N Curves (Frequency vs. Fatalities listed in increasing order of magnitude where F denotes the Frequency of N fatalities or more per year; and N denotes the Number of fatalities).
Solid waste	Food waste and refuse other than sewage.
Structure	Without in any way limiting its ordinary meaning, includes any building, wall, fence, pillar, pergola, steps, landing, terrace, sign, ornamental architectural feature, swimming pool, fuel pump or underground tank, and any portion of a structure.
Temporary Accommodation ⁴	Residential accommodation and related ancillary buildings constructed of approved materials intended for the temporary accommodation of workers, and will be: <ul style="list-style-type: none"> designed to allow transition to another use or for the site to be rehabilitated to its original state located on land approved by QP approved for a period up to four (4) years with an ability to extend the approval (subject to the continued compliance with all relevant requirements) for up to a further four (4) years (with a maximum total approval period of eight (8) years).
Waste disposal site	It means a place where any non-hazardous household, commercial or industrial waste products are stored, salvaged, treated or disposed of in a lawful manner.
Worker	Skilled/un-skilled labor
Workers' Accommodation Facility	A facility (temporary or permanent) consisting of workers dormitory buildings as well as all other minimum social amenities, utilities and infrastructure as outlined in the Regulation.

3.2 Abbreviations

Abbreviation	Definition
ALARP	As Low As Reasonably Practicable
CRA	Communications Regulatory Authority Qatar
dB	decibel
DCA	Dukhan Concession Area
DDP	Dukhan Desalination Plant

⁴ Worker Accommodation Planning Regulations, Ministry of Municipality & Environment, March 2016

Abbreviation	Definition
DG	Diesel Generator
EBA	Environment Baseline Assessment
e-CPW	e-Consolidated Permit to Work
EDC	Environmental Discharge Certificate
EMP	Emergency Management Plan
ERCC	Emergency Response Coordination Centre
FGL	Finished Grade Level
GFA	Gross Floor Area
HSSE	Health, Safety, Security and Environment
IE	Manager, Engineering & Business Services
IEE	Manager, Development Planning & Engineering
IEE/1	Assistant Manager, Engineering Support
IEE/2	Assistant Manager, Infrastructure Development
IEE/21	Head, Industrial Development
IH(D)	Manager, HSSE (DCA)
IH(L)	Manager, HSSE (RLC)
IH(M)	Manager, HSSE (MIC)
IHF(D)	Chief Fire Officer (DCA)
IHF(L)	Chief Fire Officer (RLC)
IHF(M)	Chief Fire Officer (MIC)
IHM(L)	Senior Camp Service Supervisor (RLC)
IHN(D)	Contractors Facilities Supervisor (DCA)
IHP(M)	Senior Camp Service Supervisor (MIC)
IHS(D)	Head, Safety (DCA)
IHS(L)	Head, Safety (RLC)
IHS(M)	Head, Safety (MIC)
IM(D)	Manager, Dukhan Concession Area
IM(L)	Manager, Ras Laffan Industrial City
IM(M)	Manager, Mesaieed Industrial City
Kahramaa	Qatar General Electricity and Water Corporation
LPG	Liquefied Petroleum Gas
LSIR	Location Specific Individual Risk
m	Meter
MAH	Major Accident Hazard
MIC	Mesaieed Industrial City
MME	Ministry of Municipality and Environment, State of Qatar
MOI-GDIS	Ministry of Interior- General Directorate of Industrial Security, State of Qatar

Abbreviation	Definition
MOPH	Ministry of Public Health, State of Qatar
NFPA	National Fire Protection Association
O&M	Operations and Maintenance
Ooredoo	Qatar telecommunication company
P & ID	Piping & Instrumentation Diagram
PTW	Permit to Work
QCD	Qatar Civil Defence
QCS	Qatar Construction Specifications
QHDM	Qatar Highway Design Manual
QNG 95	Qatar National Grid 95
QP	Qatar Petroleum
QTM	Qatar Traffic Manual
RLC	Ras Laffan Industrial City
SIP	Shelter in Place
STP	Sewage Treatment Plant (has the same meaning as WWTP)
TSE	Treated Sewage Effluent
VI	Executive Vice President, Industrial Cities
WOQOD	Qatar Fuel distribution company
WWTP	Waste Water Treatment Plant

4.0 POLICY

1. Any party in need of Workers' Accommodation within DCA, MIC and RLC shall first ascertain if such accommodation request can be accommodated within existing QP approved Workers' Accommodation Facilities operated by Third Party(s).
2. Should existing facilities be fully occupied and not be available for the intended use and period, new workers accommodation shall be constructed on land covered under a Land Lease Agreement as assigned by QP within designated areas.
3. Land will be made available to Applicants, Main Contractors (inclusive of the accommodation needs of all sub-contractors). Land allocation with associate construction of new Workers Accommodation Facilities will not be allowed for any sub-contractor and such request shall be channeled through the Main Contractor.
4. On receipt of an official application to construct a new workers' accommodation facility, such applicant will be allocated a portion of land assigned by QP for the intended purpose and shall indicate the projected build-up workers numbers, schedule of occupancy, services required and other social considerations. Should, at a later stage, additional land be required because of an unforeseen increase in number of workers, such shall be communicated to QP in writing at least 5 months in advance. QP is entitled to re-possess the whole area, or part thereof, leased to an applicant should the land not be fully utilized or for the intended purpose by such applicant or when such land is required by QP for reallocation to another applicant.
5. Land allocated or earmarked for workers accommodation facilities in DCA, MIC and RLC shall be located within areas not exceeding a LSIR (Location Specific Individual Risk) of 1E-06 fatalities per year (i.e. cumulative LSIR of the overall Industrial City). In exceptional circumstances where existing workers accommodation facilities are located within a LSIR of 1E-06 fatalities per year, a Societal Risk (F-N Curves) approach shall be applied as the decision making tool to ensure that the risk is ALARP (As Low As Reasonably Practicable) in accordance with the QP Risk Acceptance Criteria.
6. In such cases, a comprehensive Emergency Management Plan (EMP)⁵ for all identified Major Accident Hazard (MAH) scenarios from adjacent facilities / installations shall be developed, based on assessment performed on Emergency preparedness and response, i.e. Annex 10.12 prescribed under QP Standard for Emergency Preparedness and Response (QP-BCM STD-011) in consultation with Industrial Cities HSSE Risk, including:
 - a. Alignment of the workers accommodation facility's EMP with the applicable Industrial City Emergency Response Plan,
 - b. Establishing effective communication protocols and the integration of such with the applicable Emergency Response Coordination Centre (ERCC), and
 - c. Conduct regular mock drills with the involvement of concerned parties including Industrial Cities directorate.
7. Applicants shall perform applicable HSE Risk Assessment (including HAZID & HAZOP) in compliance with QP Philosophy for HSE Risk Management (QP-PHL-S-100) for hazardous installations such as LPG Tank facility meant for cooking purpose to ensure adequate barriers are in place against LPG system operational disturbances. Prior to introduction of any change / addition to the hazardous facilities such as addition of LPG storage capacity, such shall call prior approval from QP and risk assessment performed against the change being introduced to ensure additional risk mitigation measures are put in place.

⁵ Minister of Labor and Social Business and Trade – Resolution 18 of 2014, art. 9.3

8. All Workers' Accommodation Facilities in Industrial Cities shall meet the minimum requirements as specified in this document. These are the minimum requirements acceptable to QP management; however, the provision of additional amenities are encouraged. Any deviation from or conflict to this document shall be indicated, in writing, for QP's review and approval.
9. Workers accommodation facilities are intended for male occupants on bachelor status and any deviation from this shall be subject to prior permission from QP. Furthermore, it is forbidden to utilize workers accommodation facilities for other uses than the intended purpose⁶.
10. All owners / operators of Workers' Accommodation Facilities shall facilitate the establishment of a Workers' Welfare Committee consisting of representatives of the employer and representatives elected by workers.⁷
11. All proposals for site layout, building plans and materials specification shall be submitted to QP for review and approval. Mobilization to the assigned Workers' Accommodation Facility area for site preparation, construction of utilities, buildings, etc. cannot commence until approved by QP.
12. The construction, maintenance, management and associated costs of any Workers' Accommodation Facility will be the responsibility of the relevant Applicant including waste treatment, disposal facilities should capacities, and availability of existing treatment plants not be available. In such cases, QP will operate and maintain the wastewater treatment plant on a chargeable basis.
13. The disposal of the TSE from WWTP will be the responsibility of the Applicant, in line with QP's requirements. The disposal will be through proper TSE disposal pipeline network with valves, emitters etc. in land assigned for the intended purpose. The need for disposal of TSE will also be subject to clause 11 mentioned in this section. For disposing the TSE at MIC, other areas can be considered such as seasonal landscaping in the area of the Workers' Accommodation Facility and along roads near the facility. Excess TSE, if any, after utilizing in the above manner, is to be disposed of in other QP allocated areas.
14. Applicants shall obtain Environmental Permit from the Ministry of Municipality and Environment (MME) for the Construction and Operation of the WWTP. Valid Operating Permit shall be maintained at all times. WWTP shall be decommissioned /demolished after obtaining Environmental Permit from MME.
15. Applicants requiring space for work areas and equipment storage during the construction phase shall apply in writing to QP for a separate construction yard, storage site or lay down area. Requirements for utilities and other services from QP shall be addressed and submitted. The allocated area for the Workers' Accommodation Facility shall not be used as a lay down area or for storage of material.
16. No modification of approved site layout plans shall be done, without prior approval from QP.
17. All works, equipment, installation, materials and Engineering requirements shall be performed in accordance with this Regulation and applicable Industry Standards.
18. All construction activities related to permanent Workers Accommodation Facilities shall be in accordance with the latest revision of Qatar Construction Specifications (QCS).

⁶ Minister of Labor and Social Business and Trade – Resolution 18 of 2014, art. 8

⁷ Labor Law (no.14 of 2004), art. 124-126.

19. As per QCD Fire Safety Guides, all porta cabins used for any purpose in Workers' Accommodation Facilities shall have a minimum 1 hr. Fire Resistance Rating (FRR) and the manufacturer of such Porta Cabin shall provide a certificate before procurement or mobilization.⁸
20. The Workers' Accommodation Facility fire alarm system shall be integrated with the respective city's Central Monitoring System in order to provide indication of fire anywhere inside the facility.
The current tie-in locations in RLC are at RLC's Fire Stations and at the RLC Main Gate House. Fire alarms signal common alarms only and the main annunciator should be located at the main entrance to the Workers' Accommodation Facility where the responding fire crews can obtain the precise location upon arrival.
The tie-in locations within MIC and DCA shall be as per the requirements of IHF(M) - Chief Fire Officer (MIC) and IHF(D) - Chief Fire Officer (DCA) respectively.
All tie-ins shall be to the satisfaction of QP and the use of auto dialer in place of hard-wired signal is acceptable.
QP requires electronic copies of all final as-built drawings and documents upon completion of the installation of the Workers' Accommodation Facility indicating all elements. This shall be prepared using software packages compatible with QP systems.
21. Representatives of QP and the applicant shall only permit occupancy subsequent to a satisfactory joint inspection after the issuance of the necessary Certificate of Occupancy.
22. Workers' Accommodation Facility Preventive Maintenance Schedules (Method Statements and Procedures) shall be presented / submitted to QP for review and evaluation.
23. Should it be possible for the sewage from the new Workers' Accommodation Facility to be treated at existing waste water/sewage treatment facilities, the Applicant shall make suitable arrangements for the collection/storage of sewage and transferring the same to existing waste water/sewage treatment facilities.

Should this not be possible, applicants shall at own cost and expense design, install, commission, integrate / interconnect with the existing waste water treatment facilities and hand over a new WWTP as detailed in section 6.10.1 of this Regulation, subject to clauses 11 and 12 mentioned in this section.

⁸ Qatar Civil Defence (QCD) - Fire Safety Guide for Dormitory & Accommodations Buildings

5.0 PROCEDURE

5.1 Application for Accommodation

Applicants seeking accommodation units for their workers at any of the Industrial Cities shall first apply for accommodation within the existing QP approved Workers' Accommodation Facilities and if accommodation is not available, appropriate land will be made available under a Land Lease Agreement for the construction of such new facility.

5.2 Application for Site

Applicants shall apply in writing, for land within Industrial Cities in accordance with VI-LPM-PRC-004 Procedure for Land Management in Industrial Cities and address such application to:

The Manager, Engineering & Business Services
QP, Industrial Cities, Doha, State of Qatar
Tel: 401-47476, e-Fax: 401-39823

The application shall indicate and provide contact details of:

- a. Name of Company
- b. Name of Project
- c. Main Contractor including a list of its sub-contractors
- d. Name of Workers' Accommodation Facility representative
- e. Name of administrative official

The application shall include as a minimum, following details:

- a. Number of workers (Total) and supervisors in each portion of the Workers' Accommodation Facility (manpower histogram)
- b. Mobilization / demobilization plan
- c. Expected period of occupancy (start date and end date)
- d. Workers' Accommodation Facility Layout Plan
- e. Proposed accommodation and other units (size, type etc.)
- f. Services / utilities planned, utilities consumption and services expected
- g. Proposed Workers' Accommodation Facility procedures of Applicant.

Based on the above information, the allocation will be reviewed and if found suitable, written approval will be issued. The Applicant shall enter into a Land Lease Agreement and various service agreements with QP, subsequent to the confirmation of land allocation.

5.3 Land Lease Agreement

5.3.1 General

There is no pre-bid agreement practice in QP. Applicants shall have to enter into various agreements such as land lease for accommodation purchase of utilities / services from QP etc. at the prevailing rates at the time of the agreements, subject to rate revisions from time to time. The Applicant must note that it is mandatory to contact QP for all its service requirements. This includes medical, security, emergency response, etc. The Applicant will only be allowed to procure these services from other sources if QP decline to provide the same.

5.3.2 Land Lease Agreement

Upon QP's approval of the land allocation for building the new Workers' Accommodation Facility(s), the Applicant (the "Company") shall sign a 'Land Lease Agreement' (the "Agreement") for setting up Workers' Accommodation Facilities in which the occupancy period and conditions of tenure are specified. Rental rates for land will be set out in the

Agreement, based on the status of the relevant land portion (the "Tract") prior to engagement (e.g. are any historical improvements applicable to the Tract).

5.3.3 Extension of Land Lease

In case, an extension of the land lease is required, QP shall have to be informed of such a requirement at least 3 months in advance and the Applicant has to negotiate a revised land lease agreement with QP.

5.3.4 Sub-Leasing

Sub-leasing, inside the allocated Workers' Accommodation Facility area or renting of accommodation facilities to unauthorized persons (not approved by QP) is not allowed. QP reserves the right to impose penalties for unauthorized occupancy.

5.4 Environmental Baseline Assessment (EBA)

Within ninety (90) days from the effective date of agreement but before the start of any activities at site, the company / applicant shall undertake and complete a safety and EBA of all significant conditions existing on the tract as at the effective date and shall submit a EBA report to QP for review, verification, and approval. This shall be carried out in consultation with the respective Industrial Cities HSSE departments.

5.5 Authorization for Construction

No mobilization to the assigned Workers' Accommodation Facility site for construction of the facility shall occur until site layout plans, building plans, electrical plans, layouts, and preliminary drawings as well as material specifications, complying with the standards in this document, have been approved by QP. Furthermore, the necessary EBA needs to be finalized in consultation with respective Industrial Cities HSSE department. In addition, the applicable land lease agreement shall be in place prior to any construction / submission of first e-CPW / Permit to Work. All future Workers' Accommodation Facility layouts drawings shall be developed jointly in coordination with QP. All drawings shall be developed in the latest version of AutoCAD. The drawings shall be referenced to CGIS-QNG 95 and submitted to QP (both soft and hard copies).

All work shall be performed only after the e-CPW / PTW processes are completed. All relevant technical details / drawings shall be submitted for QP review and approval. The details that are required to be submitted are stated in section 9 of this document.

5.6 Inspection & Occupancy Certification

After completion of the Workers' Accommodation Facility (partial or full), the owner of the facility shall write to QP confirming the construction is complete and request for a final inspection. After the HSSE joint inspection by respective Industrial Cities HSSE (Fire, Safety & Environment Divisions, Engineering Departments and Operational Departments), the Certificate of Occupancy, as per section 6.8.5, will be signed by all concerned departments. If the QP inspection found any issues, the Applicant will be notified in writing by QP, to rectify such issues. No occupants shall be mobilized to the Workers' Accommodation Facility (partially or fully completed) without a duly signed Conditional Certificate of Occupancy or Building Permit Partial Completion Certificate (PCC) or Final Completion Certificate (FCC), whichever case applies. After final inspections to the satisfaction of QP have been conducted, the necessary Certificate of Occupancy will be issued.

5.7 Return of Tract

The following is applicable for the return of tract to QP:

1. Upon expiry or termination of the land lease agreement, the Company shall be instrumental to undertake either of the following at its sole cost and expense:
 - a. Remove all above ground and underground utilities and infrastructure, associated civil and structural modifications (both salvageable and unsalvageable) and restore the tract to its original condition as per the Environmental Baseline Assessment on the effective date.
 - b. The company, at the sole discretion of QP, may be allowed to leave unsalvageable items (refer to clause 3 in this section), laid or constructed by the company in its place without removal. The same shall be left in place in an “as is, where is” condition, at no cost to QP.
2. The company shall coordinate with respective Industrial Cities HSSE department to carry out a joint inspection of the tract; Environmental Discharge Clearance Application shall be submitted to Industrial Cities HSSE Department to obtain EDC. Complete and signed EDC shall be submitted to QP for final approval.
3. If allowed by QP, the following deemed unsalvageable facilities, shall be left in place.
 - a. Fixed facilities such as roads, fences, gates, potable water networks, power distribution networks (excluding equipment), sewage collection facilities, telecom, firewater network and hydrants and any other underground utility/services. However, QP will decide the termination points for the underground utility/service lines during inspection. The potable and firewater pumps, pumps connected with the sewage collection pits, switchgear, etc. shall also be left in place, if instructed by QP. It is suggested to have maintenance history logbook available to assess the reliability of the salvaged facilities of the workers’ facility when QP intends to release / sell the facilities again.
 - b. The structures / buildings that are constructed using bricks, blocks or concrete, or fixed to foundation blocks and require demolishing, and cannot be reused at another location after dismantling from original location. These facilities shall be inspected by QP to decide if it is to be demolished or left in place. The only exclusion will be temporary buildings such as porta-cabins that can be removed and re-used in a different location.
4. The company shall remove all infra and super structures, including all underground piping, cables & fittings and equipment other than those agreed to be left in place as per clauses 3 (a & b) of this section. The tract shall be reinstated to its original condition after removing all debris/spoils. However, the decision regarding the removal of the foundation blocks of the porta-cabins (applicable to temporary accommodation facilities) shall be at QP’s discretion.
5. All facilities and buildings left in place upon a decision being made by QP, shall be at no cost whatsoever to QP and subject to terms and conditions in the agreement.
6. If there is a prospective buyer for the facilities to continue the operation, the transfer of facilities to the new occupant will be subject to following conditions:
 - a. The new occupant of the Workers’ Accommodation Facility must be an entity working within RLC, MIC or DCA and who will utilize the facility for working in RLC, MIC or DCA only. Under no circumstances, the occupants of the Workers’ Accommodation Facility will be allowed to work outside the premises of RLC, MIC or DCA.
 - b. Sub-Leasing /assignment of the Workers’ Accommodation Facility to a third party is not permitted, under any circumstance. Hence, the proposed occupant must enter into a new Land Lease Agreement with QP.
 - c. Handing over and transfer of the facilities, can only be done with the prior approval of QP.

- d. Unsalvageable facilities as indicated in clause 5.7.3 that will be left in place while vacating the tract by the company shall not be included in the sale deed between the parties. This shall be clearly identified in the sale deed and agreed by QP before handing over to the new occupant.
- e. Unsalvageable facilities, now owned by QP, may be leased to the new occupant of the Workers' Accommodation Facility.
- f. Once the new Land Lease Agreement has been concluded with the new occupant, all QP rules and Regulations will be applicable to the new occupant operating the accommodation facility including conditions for return of the tract.
- g. The new occupant shall submit a "Compliance Statement" as per Appendix B and shall obtain necessary approvals from QP before occupancy. If upgrading of any of the facilities are found necessary to meet the requirements of this Regulation, VI-TEC-REG-002 Regulation for Workers' Accommodation in Industrial Cities (Latest Revision), the same shall be carried out by the new occupant.
- h. New occupant must also obtain a new Certificate of Occupancy as per the Appendix A from QP duly signed by all concerned.
- i. The new occupant shall return all the QP facilities (unsalvageable facilities installed by the original occupant) in good condition on vacating the tract. QP may decide at the time that the Company informs QP of its intention to vacating the tract to remove any or all of QP facilities from the tract. If advised by QP, the same shall be removed by the new occupant at no cost to QP.
- j. Any modifications intended in the existing Workers' Accommodation Facility will be subject to approval by QP and the same shall fully comply with the latest revision of this Regulation.
- k. Transfer of any Workers' Accommodation Facility to a new owner shall require a new official Approval from QP, for the use of property and it shall be the responsibility of the previous owner to ensure that the new facility owner complies with this before transfer of property.

6.0 SITE SPECIFIC REQUIREMENTS

6.1 General

The following are general site-specific requirements:

1. The site is to be utilized only for the 'land use' specified in the submitted Site Layout Plan.
2. Area per occupant: 16.6 m² gross (minimum) of total area assigned for the facility⁹.
3. Maximum density: 600 occupants/hectare¹⁰.
4. Maximum Building Height; G+3¹¹.
5. Maximum building footprint coverage: 50% of total gross land area occupied by the facility (as per MME regulations).
6. Land shall be provided for sleeping, cooking (where applicable), dining, interior and exterior recreation, sanitary and laundry facilities.
7. An interior area / facility (Mosque) for prayers shall be provided, depending on the needs of the expected number of workers residing. Minimum prayer space of 0.78m²/ 4 worshipper shall be provided as needed and a minimum floor area of 1600 m² for a Juma Mosque shall be provided as applicable¹².
8. Ablution facilities for worshippers shall be provided at a ratio of 1/50 worshippers¹³.
9. Entrances, corridors, rooftops or cellars shall not be used as lodging rooms for workers¹⁴.
10. Each of the above-mentioned land uses should be separated from each other, including dining and interior recreation.
11. All ceiling heights shall be a minimum of 2.3 meters.
12. Floor levels shall be at least 300 mm above FGL.
13. Building plinths shall be made termite proof.
14. Adequate natural light and ventilation shall be provided for all habitable buildings and all openings, i.e. doors, windows and ventilators, shall be protected with insect screens¹⁵.
15. Illumination within the proposed site shall be provided in all areas as required. Illumination shall be in accordance to the minimum lux requirements, prescribed and specified within applicable industry standards.
16. All habitable rooms shall have a minimum of two 13-amp electric power outlets.
17. Air conditioning shall be provided for all habitable rooms, the equipment to have sufficient capacity to cool a fully occupied room in the hot summer months.
18. Kitchens and sanitary blocks shall have at least two exhaust fans per building¹⁶.
19. Telephone services shall be provided for use of occupants. The service shall be arranged through Ooredoo / Vodafone.
20. Clearances between power and other utilities shall be maintained within the minimum spacing requirements in accordance with applicable industry standards.
21. Spacing and elevation requirements for underground installations shall be properly engineered, documented and constructed.
22. All materials, equipment, cables, etc. shall be suitable for the type of installation and location. All outdoor installations for electrical equipment and accessories shall be

⁹ Worker Accommodation Planning Regulations, Ministry of Municipality & Environment, March 2016

¹⁰ Worker Accommodation Planning Regulations, Ministry of Municipality & Environment, March 2016

¹¹ Worker Accommodation Planning Regulations, Ministry of Municipality & Environment, March 2016

¹² Applicants shall coordinate with Ministry of Awqaf and Islamic Affairs, State of Qatar, as & when necessary & Worker Accommodation Planning Regulations, Ministry of Municipality & Environment, March 2016

¹³ Worker Accommodation Planning Regulations, Ministry of Municipality & Environment, March 2016

¹⁴ Minister of Labor and Social Business and Trade – Resolution 18 of 2014, art. 2.2

¹⁵ Minister of Labor and Social Business and Trade – Resolution 18 of 2014, art. 2.3 & 2.4

¹⁶ Minister of Labor and Social Business and Trade – Resolution 18 of 2014, art. 4.2

- weatherproof, corrosion resistant, and in accordance to Ingress of Protection (IP) requirements and specification.
23. DG sets and power stations (substation, switching stations, enclosures, ring main units, etc.) shall be adequately sized considering 100% connected load and projected future loads. When required, silent diesel generator sets shall be used to limit noise to 85 dB (A) at 1 m. Generators shall be provided with forced ventilation with stack/chimney and shall not be less than 3m in height from the top of the building.
 24. As required, Uninterruptible Power Supply and DC systems shall be installed in accordance with applicable Industry standards.
 25. An effective earthing/grounding network shall be installed. All equipment, steel and electrically conductive structures, fences, etc. shall be connected to the grounding grid. If the Applicant will utilize an existing QP grid, a written request shall be submitted to QP for review and approval.
 26. Noise disturbance produced by all equipment (specifically DG sets) shall not exceed the maximum specified dB level in accordance with applicable Industry standards.
 27. An alternative and/or back-up power supply shall be provided for all essential and deemed critical loads. Area lighting, street lighting, exit lighting, emergency lighting and security lighting shall be considered as essential loads.
 28. Specified minimum or maximum requirements for electrical materials sizing shall at all times be complied. If specified, spare provisions shall be implemented.
 29. All electrical facilities shall be accessible to authorized QP personnel for inspection and investigation. Proper and sufficient security provisions shall be ensured for all powerhouses, units, stations, etc.
 30. Safety and occupational / industrial hazards shall be of prime consideration at all times for any electrical works performed herein.
 31. The Workers' Accommodation Facility area shall be fenced.
 32. The Applicant shall ensure that good housekeeping, tidiness and cleanliness are maintained inside the Workers' Accommodation Facility area and all around the fence inside and outside at all times.
 33. Underground kitchen waste holding tank shall be constructed with secondary containment with plaster/sealant inside. Moreover, it shall be lined with provisions for leak monitoring in order to prevent seepage of holding tank substance/s into the soil and/or groundwater. Holding tank/s shall be emptied and inspected on a regular basis to avoid overflow or spillages.
 34. DG sets shall be properly isolated and contained. DG sets shall be properly maintained and exhaust emissions and noise level meet requirements of QP Standard.
 35. Diesel tank installation shall be in accordance with QP and WOQOD standards. Approval from respective Fire Division of Industrial Cities HSSE department, shall be obtained.
 36. Waste materials shall be managed as per QP Waste Management Guidelines (QPR-GDL-V-001).
 37. Potable water distribution shall include hot water and cold water systems. The potable water installation shall be in accordance with applicable QP Guidelines and Procedures; Kahramaa Water Installation Code 2016; QCS 2014, Section 9- Plumbing Work.

6.2 Dormitories - Density and Equipment

1. Sleeping accommodation shall consist of dormitory rooms for not more than 4 (four) occupants per room¹⁷. All dormitory rooms must have separate doors opening into a common area.
2. For single bed workers accommodation units, the minimum net area per occupant shall be 6 m² ¹⁸. This shall exclude common areas in the accommodation unit.
3. A separate bed shall be provided for each occupant.
4. Bunk beds are strictly prohibited¹⁹.
5. Beds with mattresses and appropriate covers for each worker shall be provided as well as lockable and accessible cupboards for workers to keep their clothes, documents and personal belongings²⁰.
6. All habitable buildings shall have sufficient and appropriate air-conditioners²¹.
7. All dormitories shall be supplied with a water cooler for every 20 workers maximum and provided with three candle ceramic filters; fiber or threads filters shall not be allowed²².
8. Spare source of lighting in case of electricity interruption to be provided²³.
9. A Minimum of one power socket per person shall be provided and installed by QCD approved electrician.

6.3 Sanitary and Laundry Facilities

1. Sanitary facilities may be provided within each dormitory, separated from the sleeping areas by a solid floor-to-ceiling partitioning, or alternatively, centralized in one or more sanitary block(s).
2. Sanitary blocks shall not be more than 60m, door-to-door, away from any dormitory room.
3. Sanitary facilities shall include space for fittings (e.g. hot water geyser outside the lavatory)²⁴ and user circulation with a minimum of 1 m² per occupant being provided for.
4. The minimum standards²⁵ of sanitary/lavatory facilities to be provided for, are:
 - 1 x water sealed toilet per 6 occupants
 - 1 x urinal per 6 occupants
 - 1 x showerhead per 6 occupants
 - 1 x hand washbasin per 6 occupants
5. Each toilet shall be in a private, lockable cubicle and showers and toilets shall be separate²⁶.
6. Bathroom walls and floors shall be finished with materials that allows for easy cleaning and maintenance and have anti-slip finish²⁷.
7. Bathrooms / lavatories shall be well lit, ventilated, and supplied with suitable detergents and antiseptics²⁸.

¹⁷ Minister of Civil Service Affairs and Housing Decree No. 17/2005 on 'Setting the Conditions and Description of Appropriate Housing for Employees' Art.2

¹⁸ Minister of Labor and Social Business and Trade – Resolution 18 of 2014, art. 2.1

¹⁹ Ministerial Decision (17) 2005, art.2

²⁰ Minister of Labor and Social Business and Trade – Resolution 18 of 2014, art. 3.1, 3.2

²¹ Minister of Labor and Social Business and Trade – Resolution 18 of 2014, art. 3.3

²² Minister of Labor and Social Business and Trade – Resolution 18 of 2014, art. 3.4

²³ Minister of Labor and Social Business and Trade – Resolution 18 of 2014, art. 3.5

²⁴ Minister of Labor and Social Business and Trade – Resolution 18 of 2014, art. 5.2

²⁵ Minister of Labor and Social Business and Trade – Resolution 18 of 2014, art. 5

²⁶ Ministerial Decision (17) 2005, art. 5 & Minister of Labor and Social Business and trade - Resolution 18 of 2014 art. 5.4

²⁷ Minister of Labor and Social Business and Trade - Resolution 18 of 2014 art. 5.1 & 5.3

²⁸ Minister of Labor and Social Business and Trade - Resolution 18 of 2014 art. 5.3 & 5.4

8. Laundry facilities shall be provided, together with adequate facilities for drying of clothes. However, applicant may also seek external laundry service provider.
9. Water shall be provided for all sanitary facilities.
10. Sanitary and laundry facilities shall have adequate floor drains, and the floors shall be sloped to the drains.
11. Laundry workers shall acquire required health certificate(s) from the MOPH, prior to commencing the work.
12. The laundry facility should be designed and adequately equipped to serve occupants.

6.4 Recreation

1. Indoor recreational space shall be provided at a minimum of 0.5 m² net per occupant. Dining areas shall be separated from recreation areas.
2. One (1) multi-purpose room for every 1000 occupants shall be provided²⁹.
3. Outdoor recreational space shall be provided for active recreation at a minimum ratio of 3 m² per occupant.
In addition, outdoor shaded areas shall be provided at a minimum ratio of 0.5 m² per occupant.

6.5 Shops/Stores

1. As per QP philosophy, all commercial related shops shall be operated by qualified / authorized catering service providers. The Applicant shall approach QP to obtain this list and obtain approval before establishing any shops or commercial facilities.
2. The Applicant shall provide the building for groceries, barber shops etc. and it shall be accessible from inside the Workers' Accommodation Facility and for other adjacent Workers' Accommodation Facilities' personnel. In addition, outlets and food are accessible to all occupants inside the Industrial City area.
3. Shopping centers, business outlets such as travel agencies, exchange and banks are available within the Industrial Cities and shall be accessible to all occupants and visitors.
4. An Operation Commencement Certificate shall be obtained from the respective Senior Camp Services Supervisor (RLC / MIC) or Contractors Facilities Supervisor (DCA), before commencement of operation of any such establishment.

6.6 Catering Services

All applicants shall make use of the services of an authorized catering service provider. Refer to Appendix D for details.

6.7 Medical Services

As per the prevailing Qatar Legislation, all Applicants shall provide medical care within the Workers' Accommodation Facility based on the number and distribution of residents and staff in accordance with the Law³⁰.

In this regard, Applicants are required to:

- a. Appoint health and safety specialist for every lodging site if there are 1200 beds or above³¹.

²⁹ Worker Accommodation Planning Regulations, Ministry of Municipality & Environment, March 2016

³⁰ Supreme Council of Health requirements; Labor Law (14) 2004 part X; Ministerial Decision (16) 2005; Minister of Labor and Social Business and Trade, Resolution no. 18 of the year 2014

³¹ Minister of Labor and Social Business and Trade – Resolution 18 of 2014, art. 9.2

- b. Appoint paramedic or a worker residing in the lodging who attended accredited training course in first aid if there are less than 100 workers in the lodging³².
 - c. Appoint qualified and registered resident nurse if there are 100 – 500 workers in the lodging³³.
 - d. Appoint a doctor if there are more than 500 workers in the lodging³⁴.
 - e. Appoint a resident physician if there are 5000 workers or more in the lodging³⁵.
1. As a minimum, the Applicant shall provide a Medical Aid Centre within the Workers' Accommodation facility as per the following:
 - a. If the number of workers in the establishment are more than 100 but less than 500, the employer shall appoint a full-time medical nurse in the establishment in addition to the first-aid box. A First Aid station is mandatory with a certified nurse by Qatar Authority³⁶.
 - b. If the number of workers exceeds 500, the employer shall designate to them a clinic employing atleast a physician and a nurse. This could be provided through a third-party service provided/facilities e.g. QP medical or others.
 - c. If the number of workers exceeds 500, the Workers' Accommodation Facility operator shall employ a psychiatrist to support the medical team.
 - d. All Applicants having a labor component of more than 5000 people shall provide a medical facility with all the necessary utility connections and tie-ins. This facility should also conform to the QP-STD-MS-001 Corporate Standard for the Establishment and Operation of Medical Aid Centers in QP Locations Rev 2.
2. Taking the above into consideration, QP may allow alternative arrangements in the provision of these facilities and services due to existing QP and other medical centers that could be utilized for all medical basic primary and emergency medical services. In DCA where QP medical center(s) is not accessible for the general public outside of Dukhan Township, third party medical services (Cuban Hospital) is available.
3. Workers Hospitals are available at RLC and MIC.
4. It is the responsibility of Applicants to obtain the necessary approval from QP, should it be desired to have alternative arrangements for the provision of such facilities and services.
5. The necessary medical services agreement shall be made with the respective healthcare department by any company with workers residing in Industrial Cities.
6. Also, refer to the QGDL-MSP-001 Guidelines for Access to QP Healthcare department by QP Applicants, Rev.1 and QP-STD-MS-001 Corporate Standard for the Establishment and Operation of Medical Aid Centers in QP Locations Rev 2.
7. All health workers working in the medical aid center inside QP shall have the license issued by Supreme Council of Health, State of Qatar.
8. The Applicant shall develop and submit the proposed medical aid center layout and details to QP for approval.
9. Each Workers' Accommodation Facility management must nominate one representative for coordinating medical services required for the occupants.
10. There must be a dedicated vehicle in each Workers' Accommodation Facility for the purpose of non-emergency transportation of the patients to clinic and back. Patient should not be transported in normal vehicle; it should be only through the

³² Minister of Labor and Social Business and Trade – Resolution 18 of 2014, art. 9.4

³³ Minister of Labor and Social Business and Trade – Resolution 18 of 2014, art. 9.5

³⁴ Minister of Labor and Social Business and Trade – Resolution 18 of 2014, art. 9.6

³⁵ Minister of Labor and Social Business and Trade – Resolution 18 of 2014, art. 9.7

³⁶ Minister of Labor and Social Business and Trade – Resolution 18 of 2014, art. 7.2

Ambulance. The Workers' Accommodation Facility management should call an ambulance for taking any patient to clinic.

11. A quarantine area or isolation room shall be provided in the Workers' Accommodation Facility for accommodating those occupants who are afflicted with any communicable diseases. Accordingly, a minimum of 3% of the total capacity of Workers Accommodation shall be considered for dedicated Isolation rooms (with separate toilet/ washing and laundry facilities) to handle future pandemics/ communicable diseases.

6.8 Fire and Life Safety

6.8.1 Application

This section addresses those construction, protection, and occupancy features necessary to minimize danger to life from fire, including smoke, fumes, or panic.

1. This Regulation shall not be considered as prohibiting better construction or planning features that will materially improve fire protection.
2. Any requirements that are essential for the safety of building occupants, specific to any of the Industrial Cities and that are not specifically provided for by this Regulation shall be determined by the respective Fire Division of Industrial Cities HSSE department. This includes endorsement of Building Permit / Fire Fighting / Fire Alarm drawings by approved Qatar Civil Defence Consultant when permanent buildings are used for accommodation in Workers' Accommodation Facilities.
3. When unusual local conditions exist, fire engineering and rescue division may determine equivalent requirements that provide a level of protection no less than would be afforded by full compliance with this Regulation.

6.8.2 Codes, Regulations, and Guidelines

Design, layout, construction, alteration, repair, equipment, use and occupancy, maintenance, relocation, and demolition of every building or structure, or any appurtenances connected or attached to such buildings or structures within QP Workers' Accommodation Facilities shall comply with applicable building codes and standards:

- NFPA 5000, Building Construction and Safety Code
- NFPA 1, Fire Code
- NFPA 101, Life Safety Code
- QPHSSE Fire Division Guidelines.
- Qatar Construction Specifications (QCS)
- Qatar Civil Defence – Fire Safety Guides

6.8.3 Fire and Life Safety Report

A Fire and Life Safety report shall be provided for QP's review and approval in which the Applicant shall describe in detail, their compliance with the required Codes, Regulations, and guidelines. The Fire and Life safety report shall essentially contain the following details:

- a. Introduction
- b. Applicable Codes, Standards & Documents
- c. General Facility Description
- d. Workers' Accommodation Facility Fire & Life Safety Programme
- e. Fire & Safety Codes and Regulations
- f. Occupancy Classification
- g. Site Development and Building Construction
- h. Means of Egress & Evacuation Plans
- i. Fire Detection and Alarm systems

- j. Fire Protection System
- k. Emergency Power
- l. Emergency and Egress Lighting
- m. Environmental Management Plan (during Construction and Operation) Waste Manifest
- n. Environmental Compliance Statement (if having Environmental Permit / Consent to Operate)
- o. Other Life Safety systems
- p. Appendices
- q. Drawings
- r. Workers' Accommodation Facility Evacuation plan & Muster point details
- s. LPG plan and protocol
- t. Risk Assessment (HAZID, HAZOP) of LPG installations & compliance reports.

6.8.4 Fire Safety Goals and Objectives

The fire safety goal of this Regulation is as follows:

- a. To provide an environment for the occupants inside or near a building that is reasonably safe from fire and similar emergencies.
- b. To provide reasonable safety for fire fighters and emergency responders during search and rescue operations.

The safety during building use goal of this regulations is to provide an environment for the occupants of the building that is reasonably safe during the normal use of the building.

The property protection goal of this Regulation is to limit damage created by a fire, explosion, or event associated with hazardous materials, to the building / facility and adjacent properties to a minimum.

6.8.5 Certificate of Occupancy

No building shall be used in whole or in part until a certificate of occupancy has been issued by respective Fire Division of Industrial Cities HSSE department, certifying that the building and occupancy are in accordance with the provisions of this Regulation and all other laws and Regulations applying thereto.

- 1. A final inspection shall be made when the building or structure is completed and is ready for use or occupancy.
- 2. Certificate of occupancy shall be conditioned upon the following:
 - a. The completed project meets the conditions of the construction permit or Letter of Approval, the approved drawings including all amendments, and all prior approvals.
 - b. All necessary inspections have been completed against approved drawings by the respective division and the completed project meets the requirements of this Regulation.
 - c. All protective devices and equipment required to be installed will continue to be operational as required by this Regulation.
- 3. A "Conditional Certificate of Occupancy" will be issued at QP's sole discretion for the use of parts of a building prior to completion of the entire building.
- 4. No new construction or existing building shall be occupied in whole or in part in violation of the provisions of this Regulation, unless:
 - a. A plan of correction has been approved
 - b. The occupancy classification remains the same
 - c. No serious life safety hazard exists, as judged by Fire division of Industrial Cities HSSE department.

5. The Applicant shall display the “Certificate of Occupancy” in the Workers’ Accommodation Facility Manager’s Office or Project Manager’s office at all times.
6. The entire kitchen, dining halls, recreational facilities etc. within the Workers’ Accommodation Facility shall have an Operations Commencement Certificate from the respective Senior Camp Services Supervisor (RLC / MIC) or Contractors Facilities Supervisor (DCA), once a Certificate of Occupancy is issued by the respective Fire Division of Industrial Cities HSSE department.
7. Applicants taking over an operational Workers’ Accommodation Facility from a previous Applicant shall call for new inspection for issue of new Certificate of Occupancy and Operations Commencement Certificate.

6.8.6 Stop-Work Orders

Whenever any work is being done contrary to provisions of this Regulation, QP may order such work to be stopped. Such work shall immediately remain stopped until authorized by QP to proceed.

6.8.7 Fire Protection during Construction

1. Minimum fire protection shall not be less than that required by the respective Fire division of Industrial Cities HSSE department. It is to be noted that all structures undergoing construction, alteration or demolition shall comply with NFPA 241.
2. Fire department vehicular access to all structures under construction shall be provided at all times.
3. Trash and debris shall be removed from the construction site as often as necessary to maintain the site in a fire-safe manner.
4. Flammable or combustible liquids shall be stored, handled, or used on the construction site in accordance with the applicable provisions of NFPA 30, Flammable and Combustible Liquids Code; NFPA 54, National Fuel Gas Code; and NFPA 58, Liquefied Petroleum Gas Code.
5. One 9 kg portable dry chemical fire extinguisher shall be within a travel distance of 25 m or less to any point of a structure under construction and personnel normally on the construction site shall be instructed in the use of the fire extinguishers provided.
6. Prior to the delivery of combustible materials and construction of buildings, the water supply for fire protection, either temporary or permanent and acceptable to the respective Fire division of Industrial Cities HSSE department, shall be made available.

6.8.8 Maintenance of Buildings and Property

1. All buildings and structures and all parts thereof shall be maintained in a safe condition and all devices and safeguards required by this Regulation shall be maintained in good operating condition (inclusive of ceilings, walls, floors if they experience humidity, leakages or cracks, electrical connections, cables and boxes taking into account the security and safety requirements³⁷).
2. The Applicant shall assign workers for cleaning the lodging, and supervisor to each premise allocated for workers accommodation to oversee, watch and inform the employer of maintenance requirements³⁸.

³⁷ Minister of Labor and Social Business and Trade – Resolution 18 of 2014, art. 6.1 & 6.2

³⁸ Minister of Labor and Social Business and Trade – Resolution 18 of 2014, art. 11

3. The Applicant shall properly maintain the lodging, and no deductions should be made for maintenance or provisions from the workers' wages³⁹.
4. Fire & Life Systems shall be maintained as per the relevant NFPA Codes and shall be in fully functional state at all times. Failing to maintain Fire & Life Safety Systems would result in Certificate of Occupancy being suspended or revoked.
5. QP shall approve Workers' Accommodation Facility Preventive Maintenance Schedule(s). Maintenance logbook during occupancy need to be maintained and provided.

6.8.9 Site Layout and Building design

1. Building design, layout and construction shall be in accordance with NFPA 5000 as per the class of occupancy. Initial drawings shall incorporate all these details. Drawings and other design details shall be submitted for approval prior to the construction.
2. Every building within the Workers' Accommodation Facility shall be accessible by fire department apparatus by means of an emergency access route. An emergency access route shall be extended up to 46 m from all portions of the exterior walls of the first story of any building. Unobstructed emergency access routes for fire vehicles to be at least 6 m width and shall sustain a stationary load of 24 tonnes. In addition to the main gate, a second emergency access gate shall be provided in a location acceptable to QP.

6.8.10 Life Safety of Occupants During Structure On Fire

1. Occupants and fire fighters shall be protected in case of fire by providing proper design of exiting, exit routes, exit signs, exit illumination and muster points for emergency shelter etc. NFPA 101 and fire related guidelines of Industrial Cities HSSE department are to be followed.
2. Muster point signage to comply with Guidelines 9-2, Muster Point Sign of Fire division, Industrial Cities HSSE department.
3. Appropriate numbers of wind indicators shall be provided at elevated location in the premises.
4. An uninterrupted power supply shall be provided for emergency lighting to assist with safe evacuation of occupants to muster points.
5. Instructions to be followed in the event of detection of smoke or fire and on the usage of fire extinguishers, manual call points etc. shall be displayed in legible prints at prominent locations.

6.8.11 Fire Water Requirements

1. Firewater supply required to be onsite before combustibles accumulate.
2. Water requirement for firefighting shall be provided by the Applicant including adequate water storage, pumps, hydraulically designed pipe network, hydrants network.
3. Firewater network shall comply with NFPA 20, 22, 24 and special requirements given in guidelines of Fire division, Industrial Cities HSSE department. Connections on hydrants and fire department connections shall be to BS336 Standard instantaneous.
4. Fire water system shall be commissioned as per NFPA standards before start of construction or accumulation of combustible materials.
5. Hydrants shall comply with QP Standard hydrant specifications as contained in drawing # EDT-SK-0012.

³⁹ Minister of Labor and Social Business and Trade – Resolution 18 of 2014, art. 12

6. Fire water mains shall provide adequate pressure/flow suitable for effective firefighting. Required flows to be calculated using of the Fire Underwriters Survey method or equivalent and submitted for review and approval to fire engineering and rescue division.
7. Fire hydrants shall be provided along required fire apparatus access roads and adjacent public streets, located at intersection corners and spaced at no more than 100 m distances.
8. Firewater storage tanks and automatic sprinkler systems shall be provided with a connection approved by respective Fire division of Industrial Cities HSSE department. Dedicated firewater quantity can be set aside within PW storage tank itself. However, the fire water storage shall be over and above the potable water storage required to meet the 2 day demand at peak occupancy.

6.8.12 Fire Alarm System Requirements

1. Appropriate fire alarm, fire detectors and extinguishers in accordance with the QCD regulations⁴⁰ and Guidelines of Fire Division, Industrial Cities HSSE Department, shall be installed throughout the entire Workers' Accommodation Facility.
2. Fire alarm systems to be designed and installed in conformance with NFPA 72, Fire Alarm Code. The package shall include Fire alarm system layouts and schematics.
3. All buildings shall be provided with adequate smoke/heat fire alarm detectors and associated call points, sounders, etc.
4. These detectors and call points shall be fully addressable hardwired into a local fire alarm system panel located at the 24 hour manned security gate.
5. Alarm processing and signal transmissions shall be in accordance with an established Cause and Effects Matrix as agreed to with respective Fire division, Industrial Cities HSSE Department.
6. For RLC, signals shall be integrated into the existing RLC Central Alarm Monitoring Network and shall be received at QP ERCC and nearest Ras Laffan Fire Station.
7. For DCA, the signals shall be integrated into Dukhan Emergency and Fire Control Room in QP Administrative Area (QPAA), Dukhan. The Workers' Accommodation Facility fire alarm system should be integrated with the Central Monitoring System (CMS) in order to provide indication of fire location to CMS.
8. For MIC, the signals shall be integrated into a local fire alarm panel provided by the Applicant inside the Workers' Accommodation Facility. In cases of fire emergency, it shall be the Applicants' responsibility to contact QCD by phone.
9. Battery backup shall be provided in case main power is not available.
10. Local Fire alarm panel shall be located at the main entrance gate of the premises.
11. Shelter in Place Protocol shall be complied with. Industrial Cities HSSE ERCC will approve the siren and lighting system for the SIP.

6.8.13 Key Lock Box

Key lock box containing required keys shall be mounted near to the fire alarm control panel (FACP) in the guardhouse. The Chief Fire Officer of the respective city can be contacted for standard lock box details.

6.8.14 Special Fire Hazards and Protection

1. Special fire hazards are the places where fire spread is very rapid or large numbers of occupants are likely to be exposed to the fire and call for additional fire protection systems as per NFPA and guidelines of Fire division Industrial Cities HSSE department. Mess hall, cooking area, fuel storage, generator rooms, prayer hall and

⁴⁰ Minister of Labor and Social Business and Trade – Resolution 18 of 2014, art. 9.1

- any other area where occupants are exposed to high fire risk are classified as special fire hazards or high fire hazards.
2. Cooking facilities shall comply with Industrial Cities HSSE department Fire division's Guideline 6-2, Fire Protection of Cooking Operations.
 3. Plans shall be submitted, prior to construction, indicating locations of high hazard equipment or plants such as diesel power generators, gas storage facilities, fuel storage facilities, etc. as well as their firefighting and fire alarm systems.
 4. The location of the diesel power generator sets shall be segregated to less hazardous areas and be provided with detection and alarm system and connected to the Workers' Accommodation Facility system.
 5. The diesel power generator sets (for back-up power or temporary facilities) shall be properly located to minimize noise and emissions impact on nearby workers.
 6. The diesel storage tank shall be contained with 110% of the maximum storage capacity of any storage tank.
 7. Appropriate spill kit shall be available on site.

6.9 Security & Traffic Management

6.9.1 Overall Philosophy

Overall philosophy for the security of Workers' Accommodation Facilities rests with the Regional Assistant Manager Security (RSM), who delegates authority as required to his subordinates.

The MOI-GDIS shall provide the perimeter security (Industrial City / Concession Area) as well as the access control to the overall Workers' Accommodation Facility area through the Industrial City / Concession Area Access Pass System.

In this regard, the Applicant or Workers' Accommodation Facility management shall be responsible to provide the necessary security facilities with accompanying utilities and infrastructure while MOI-GDIS shall only be responsible for security of outside the Workers' Accommodation Facility perimeter fence.

Furthermore, the Applicant or Workers' Accommodation Facility management shall be responsible for all internal security and control at their facilities.

In case of major incidents such as riots, MOI-GDIS shall assume control and shall manage the situation in coordination with QP. In all cases local Police, National Command Centre and Security Operation Control are informed and shall assume control on arrival.

6.9.2 Rules to be Adhered

All companies whose employees reside or work within the QP approved Workers' Accommodation Facilities shall ensure that their employees:

- a. Observe all relevant legislations of the State of Qatar
- b. Observe all QP Workers' Accommodation Facility management, environmental, fire, safety and security rules and Regulations.
- c. Are in possession of and keep in their possession a valid RLC, MIC or DCA ID document at all times.
- d. Observe all lawful instructions given to them by MOI-GDIS.

6.9.3 Security Service during Construction Period

Security during the construction period shall be responsibility of the concerned Applicant.

6.9.4 Ad hoc Security and QP officials Requirement

Any ad-hoc security services inside Industrial Cities and Concession Area, that directly impact QP shall be carried out by the respective MOI-GDIS on a cost recovery basis (refer

to MOI-GDIS Tariff). QP officials may require entering to any facility or Workers' Accommodation Facility at any time for inspection and verification of services. Clients and the responsible O&M service provider of Workers' Accommodation Facility shall ensure access to facilitate without hindrance or prior notice.

6.9.5 Physical Security

6.9.5.1 Fence Protection

1. Specification of Fence during Construction:
 - a. During construction time, construction site or working site shall be separated and cordoned off from accommodation / residential areas.
 - b. Specification of construction site fence shall be a proper security chain-link fence.
2. Specification of Perimeter Fence:
 - a. The Workers' Accommodation Facility's shall be fenced and cordoned off from the outside with perimeter fence.
 - b. As minimum requirements, except for common areas, all properties shall be fenced off with a proper security fence with a proper overhang and embedded in concrete (anti intrusion beam) to prevent unauthorized access.
3. Specification of Internal Fence
 - a. To secure and cordon off different facilities inside the Workers' Accommodation Facility shall require internal fence.
 - b. Specification of internal fence shall be a proper security chain-link fence and covered underground at least 3 inches on the base of the fences.
4. There shall be a minimum of two emergency gates on the perimeter fence for evacuation purposes.
5. Patrol road inside and outside the perimeter fence shall be available for security patrol activities.
6. All fenced areas shall be cleared of vegetation and maintained on regular basis.

6.9.5.2 Lighting and Illumination

1. All main roads, a gangway or pedestrian access, gates and perimeter fences shall be illuminated to give visible access and surveillance with the following requirements as per QP Standard.
 - a. Main road crossings - 10 lux
 - b. Secondary road crossings - 2 lux
 - c. Outside near entrances/ gates - 150 lux
2. Adequate and sufficient lights at all control points and residential areas.
3. The area around the gates shall be properly and effectively lit up at darkness.

6.9.5.3 Guardhouse

1. Main access to the Workers' Accommodation Facility shall be manned and a guardhouse shall be provided at the main access for security personnel. This shall comprise windowed (minimum two) structures with a minimum size of 3x6m, which shall offer 1-office room and toilet/ablution facilities as well as the lighting/illumination and air conditioners.
2. Static guard posts that have been assessed and chosen by the Workers' Accommodation Facility Security shall be provided with guardhouse or shelter that can accommodate and safe the guard from weather and capable to do posts surveillance.
3. The main guardhouse shall be supplied with telephone lines for communication purposes.

4. The layout of the access roads at the security checkpoint shall be designed in such a way that a steady flow of traffic is maintained.

6.9.5.4 Electronic Systems

The Applicant or Workers' Accommodation Facility management shall be responsible to provide all security related equipment to achieve security obligations, which includes but is not limited to the following:

1. It is strongly advised that an intruder alarm system be installed on the outer perimeter fence.
2. Electronically operated boom barriers for effective access control into the Workers' Accommodation Facilities.
3. Security card readers that are compatible to the respective MOI-GDIS Security Access System card readers.
4. Sufficient communication equipment, which includes handheld two-way radios and landline telephone. It is suggested to ensure compatibility with the respective city and MOI-GDIS communication system.
5. CCTV coverage of perimeter fence and critical assets as defined in Law no. 9 of 2009.
6. It is recommended to provide a public announcement system for a capacity of 1000 workers and more.

6.9.5.5 Security Personnel

1. Sufficient uniformed security personnel to provide a 24 x 7 security cover which includes relief staff.
2. A Supervisor or Coordinator on each shift and a control security member who supervise all security activities within the Workers' Accommodation Facility
3. It is required that all Applicants shall appoint a competent security officer to ensure proper management and maintenance of their security program.

6.9.5.6 Workers' Accommodation Facility Security Operations

1. A Security Package shall be submitted for approval by respective Regional MOI-GDIS.

a. Range of Security Duties

Lessee staff assigned to the security duties, within the various Workers' Accommodation Facilities shall be required to perform a wide range of duties, which includes but is not limited to:

- i. Operations of manual and electronic access control systems
- ii. Pedestrian and vehicular access control systems
- iii. Inspection and verification of identity cards and material exit permits
- iv. Vehicle and personal searches
- v. Visitor's reception
- vi. Security Patrols
- vii. Mess hall and entertainment supervision
- viii. Traffic control
- ix. Events control
- x. Response to emergency incidents (Fire, intruder, accidents etc.)
- xi. Gate House administration
- xii. Incident reporting
- xiii. Operation of communication equipment
- xiv. CCTV security system.

The providers of these services shall ensure that all security staff assigned to work are properly trained and competent to perform their duties.

b. Minimum Security Requirements

This is applicable to all facilities Applicant situated within the boundaries of QP. The Applicant shall ensure that a proper and comprehensive security program is put in place and is maintained. The minimum requirements for such a program:

- i. A proper security risk assessment and threat analysis, which shall be updated annually.
- ii. Security policy.
- iii. Security procedures
- iv. Assignment instruction
- v. Security training program including on the job training.
- vi. A proper security plan.
- vii. Roles and responsibilities of security staff.
- viii. Security emergency pre-plans.
- ix. A self-Audit Program.

c. The program shall also cover:

- i. Comprehensive proactive measures to ensure that the facility is adequately protected to minimize the knock on affect that lack of such plan could have on other Applicants and JV Companies.
- ii. Security services is monitored and coordinated from a central control area. As an option, this could be linked to the existing Control Room of the respective city, which is manned 24 hours a day.

d. Security Plan/Program

- i. Workers' Accommodation Facility owners shall plan and provide a traffic management programme inside the facility to address the traffic hazards and to ensure safety of traffic for vehicular, cyclists and pedestrians.
- ii. The security plan/programme shall be supplied to Industrial Cities Security, prior to the occupancy of the facility.

2. Access Control

a. Gate House Administrations & Gate Passes:

- i. All Workers' Accommodation Facilities shall have access control by verifying passes/ID for personnel, vehicular and materials.
- ii. A daily logbook shall be used to record all incidents inside the Workers' Accommodation Facility.
- iii. Applicants shall appoint focal points who will liaise with respective MOI-GDIS badging office in terms of all access control badges and to coordinate the access requirements to their properties.
- iv. Workers' Accommodation Facility Owners shall provide the occupants/residents with Workers' Accommodation Facility's pass/ID that state the company's logo and name, pass holder's name, photo, contact phone number of the Workers' Accommodation Facility and Industrial Cities emergency phone number and Industrial Cities security phone number.
- v. Vehicle and personal searches and spot checks shall be done at the main gate of the facility.
- vi. Proper access control at all access gates shall be exercised.
- vii. QP officials shall be granted entry to all facilities without hindrance or delay and without prior notice to Workers' Accommodation Facility management.

b. Security Patrols:

Routine and random roving patrol shall be done inside the Workers' Accommodation Facility to monitor and prevent unexpected incidents as well as to show security presence to give security assistance and sense of security to the occupants, residents and visitors.

- c. Visitors to Workers' Accommodation Facilities:
 - i. Visitors shall follow rules, Regulations of QP, and the Workers' Accommodation Facility.
 - ii. Visitors shall be provided with visitor's pass/ID and be recorded in the security logbook.
 - iii. QP officials who represent QP in areas of facilities and services for workers and enforcement of Regulations are exempted.
- d. Road Traffic Control - Managing Road Traffic for vehicular and pedestrian:
 - i. Workers' Accommodation Facility management shall plan a traffic program inside the facility to ensure the safety of traffic for vehicular and pedestrian in the Workers' Accommodation Facility.
 - ii. As a rule vehicle access to any high-risk area shall not be permitted or to be kept to a minimum.
 - iii. As a rule, no parking areas to be provided or permitted in close buildings or sensitive areas.
 - iv. Enough space shall be provided for movement of emergency vehicle (ambulance/fire tenders/security vehicles) inside the facility area.
- e. Road Traffic Enforcement:
 - i. Workers' Accommodation Facility management shall do traffic enforcement within the facility minimum once a week to ensure the traffic law and safety are followed.
 - ii. Maximum speed of vehicles inside the facility shall not exceed 30 km per hour.
 - iii. Road traffic enforcement by Workers' Accommodation Facility Management shall be conducted on the road access to the facility with the knowledge and involvement of Industrial Cities Security.
 - iv. Regular audits shall be conducted and traffic calming methods shall be instituted.
- f. Accidents:

All road traffic accidents inside the secure industrial area shall be reported to Industrial Cities Control Room and MOI-GDIS SOC. The Workers' Accommodation Facility Security shall record all the road traffic accidents and take necessary action in accordance with Workers' Accommodation Facility incident management procedure.
- g. Hitch hiking:
 - i. Hitch hiking is strictly prohibited in and outside the Workers' Accommodation Facility within Industrial Cities.
 - ii. Companies shall provide the transportation for workers from working site to the Workers' Accommodation Facility and vice versa.
 - iii. All the workers' transport vehicles must be fitted with AC. Transportation to neighbouring cities shall also be provided to the workers by their employers free of cost.

6.9.6 Roles & Responsibilities

The roles & responsibilities of MOI-GDIS and Applicant Security Personnel are as follows:

- MOI-GDIS Security inside the secure industrial area as well as to provide all security, outside of the Workers' Accommodation Facility perimeter.
- Applicant Security

- a. Companies shall be responsible inside their own areas to provide for their own security arrangements, which is in line with the Industrial Cities security procedures relating to Workers' Accommodation Facilities.
- b. Applicants shall be responsible to ensure that proper discipline is enforced and shall supply Industrial Cities and MOI-GDIS Security with a copy of their disciplinary procedure for scrutiny and ratification.

6.9.7 Role of Police inside Industrial Cities secure industrial area

As stated in Qatar Criminal Law, all incidents related to crimes and disturbances shall be referred to Police for further investigation. The MOI-GDIS Security is the only party to liaise with Police action within Industrial Cities.

6.9.8 Controlling of Entertainment Events

All entertainment events activities shall be reported and informed to MOI-GDIS Security with following steps:

1. Client Workers' Accommodation Facility Management shall notify in advance about any planned entertainment event within the Workers' Accommodation Facility and submit the detailed plan and event risk assessment for review and approval by Regional MOI-GDIS, Senior Camp Services Supervisor (RLC / MIC) or Contractors Facilities Supervisor (DCA) management and Industrial Cities HSSE Departments. Workers' Accommodation Facility Management shall have an approval from concerned departments (i.e. Ministry of Culture and Sports, State of Qatar and Public Guards department, Ministry of Interior, State of Qatar, for the planned events).
2. As soon as an approval is obtained from concerned department / body, Workers' Accommodation Facility's management shall inform and submit the copy of approval to MOI-GDIS Security with the details of the event along with event risk assessment who will inform Police for backup security, if needed, and inform Industrial Cities HSSE department and Emergency Services.
3. Senior Camp Services Supervisor (RLC/MIC) or Contractors Facilities Supervisor (DCA), MOI-GDIS Security and Emergency services and Safety prior to the events, shall do an inspection.
4. Workers' Accommodation Facility Management shall process the Industrial Cities ID gate passes in order to obtain approval from MOI-GDIS Security for guests and entertainers from outside Industrial Cities.
5. Internal security of the Workers' Accommodation Facility shall be the responsibility of the Workers' Accommodation Facility Security during the event and MOI-GDIS Security with Police will back up, based on the risk assessment presented and approved by respective Senior Camp Services Supervisor (RLC/MIC) or Contractors Facilities Supervisor (DCA) and Industrial Cities HSSE Safety Division.

6.9.9 Control of Alcohol in Industrial Cities

1. Transporting of Alcohol into Industrial Cities
 - a. Workers' Accommodation Facility Management shall provide MOI-GDIS Security and Senior Camp Services Supervisor (RLC) with the list of QDC permit holders. The list shall be updated if there is any change and shall be periodically communicated (annually) to MOI-GDIS Security for record update.
 - b. Individual or bulk transportation of alcohol into Industrial Cities shall have permission letter that shall be signed by the requesting party, approved and stamped by the signatory of the company be it Workers' Accommodation Facility Manager or project manager and Workers' Accommodation Facility Security coordinator, this request shall be forwarded with copy of QDC license (individual or bulk) to the Senior Camp

- Services Supervisor (RLC) for verification and prior approval, then forwarded to the Workers' Accommodation Facility Security Officer.
- c. The bulk purchase of alcohol for bar or entertainment area shall have permission letter that shall be signed and stamped by the Workers' Accommodation Facility Management signatory, be it Workers' Accommodation Facility Manager or project manager (requestor) and Workers' Accommodation Facility Security Coordinator; the request shall be submitted to the Senior Camp Services Supervisor (RLC) for verification and prior approval before it is sent to MOI-GDIS for action.. The application shall be attached with a copy of the QDC bulk purchase permit and bar's approval form.
 - d. As per the QDC and the local authority's rules and Regulations, the permit holders shall transport any shipments to Industrial Cities residential quarters or assigned recreation facility within the Workers' Accommodation Facility.
 - e. Drivers shall not be allowed to bring in any alcohol inside Industrial Cities if not accompanied by the permit holders, unless it is a group permit for corporate accounts or companies. The driver's name shall be mentioned in the original letter of request with the vehicle number.
 - f. All requests for alcohol purchase and transport into Industrial Cities shall be on an original company logo letterhead with original stamp and signed (original signature, no signature stamps) by the project or company signatory personnel.
 - g. Transporter of alcohol into Industrial Cities shall present and show the original permission letter as well as copy of the original QDC permit and the receipt for items purchased when entering Industrial Cities to MOI-GDIS Security at the gate.
2. Controlling of Alcohol Consumption in Workers' Accommodation Facilities
- a. To establish a bar inside Workers' Accommodation Facilities, Applicants shall have proper permission letter from Qatar authorities as well as QP management.
 - b. Bar facilities shall be cordoned off from other facilities within the Workers' Accommodation Facility and remain in low profile with no signs indicating bars.
 - c. Upon the recommendation of the Industrial Cities Security Focal Point, the Applicant shall avail Security guard presences during the bar's operating hours.
 - d. In case of any ad hoc bar functions or functions that are involving non-residents of Industrial Cities, the respective MOI-GDIS shall be informed 72 hours prior to the event.
 - e. All activities inside the bar if involving outsiders and VIP visitors shall be notified to the Senior Camp Services Supervisor of (RLC) and to MOI-GDIS security prior to the event.
 - f. Only pre-approved QDC permit holders are entitled to consume alcohol in living quarter and the bar inside the Workers' Accommodation Facility.
 - g. It is strictly prohibited to consume alcohol outside the bar area or living quarter. A bar is not allowed to sell bulk alcohol for take away inside the facility, while licensed individuals may consume alcohol inside the bar.
 - h. It is strictly prohibited to drive after the consumption of alcohol / liquor, as per the laws of the State of Qatar.

- i. Alcohol purchase must be organized through the Workers' Accommodation Facility management with prepaid card. No cash sales is permitted in the bar facility.
3. Incidents with Alcohol and / or Alcohol Substance Related.
 - a. All alcohol related incidents shall be reported to MOI-GDIS Security for further investigation and necessary action.
 - b. Persons involved in alcohol related incidents shall be investigated and may be further transferred to the local police for further investigation.

6.9.10 Emergency Incident situations inside secure industrial area

1. Emergency incident Situations:
 - a. During any emergencies within Workers' Accommodation Facility, QP Security, HSSE Department and Workers' Accommodation Facility management officials (Regulators) shall have a right to access the Workers' Accommodation Facility without any prior permission from End User.
 - b. All ERCC personnel shall have access to any area within the boundaries of Industrial Cities without any hindrance from any Workers' Accommodation Facility management.
 - c. In case of major incidents such as riots, MOI-GDIS shall assume control and shall manage the situation in coordination with QP.
 - d. In all cases local Police, National Command Centre and Security Operation Control are informed and shall assume control on arrival.
2. Death:
 - a. Death of any person in the Workers' Accommodation Facility shall be reported immediately to Industrial Cities control room and the scene shall be kept sterile for further investigation by Police.
 - b. Workers' Accommodation Facility security personnel shall immediately establish adequate access control to the incident area and ensure that the location remains sterile until the arrival of MOI-GDIS, HSSE Focal Point, Police and Industrial Cities Emergency Services.
3. Traffic during emergency incidents:
 - a. Priority shall be given to Emergency Response vehicles and crews during emergency.
 - b. During an emergency any fire, medical, a Workers' Accommodation Facility official or security shall have full access without permission from Applicant.
 - c. Emergency Response Plan shall be documented, communicated and understood within Workers' Accommodation Facility's role player and occupants. Workers' Accommodation Facility's Emergency plan shall refer to the Cities Emergency Response Plan.

6.9.11 Reporting and Investigation of Incidents

1. All incidents shall be reported to the Workers' Accommodation Facility security control room immediately as well as to Industrial Cities Control Room for necessary response.
2. A summary report of all security related incidents shall be provided to Industrial Cities Security immediately.
3. All Security incidents shall be recorded and investigated. It is the policy of Industrial Cities to take criminal action as and when anyone inside Industrial Cities is in violation of the laws of the State of Qatar. However, before any case is referred

- to the Police, MOI-GDIS Security shall be notified to investigate. This is applicable in all cases where people intend to file complaints against a second person.
4. All Applicants Applicant are obliged to report any incident or security breach to the Industrial Cities Control Room and to conduct a proper investigation to determine the cause and effects of such incident and the potential consequences of such a breach to Industrial Cities. The report shall include recommendation to prevent reoccurrence of such an event.
 5. Applicants Applicant shall on a monthly basis report any security related incident to MOI-GDIS Security, who shall maintain a statistical data bank to determine criminal tendencies and patterns to be able to advise in time, all Applicants and JV of a change in the risk, if it is required.
 6. Confiscated items if any, shall be stored in secure place, documented and issued the receipt. Any alcohol, substance or contraband shall be handed over to MOI-GDIS Security.
 7. If a security search other than safety inspection is required inside the accommodation units in the Workers' Accommodation Facilities, the Workers' Accommodation Facility Management shall inform MOI-GDIS Security who shall inform Police to assist in legal aspect of the search according to the laws of the State of Qatar.
 8. All HSSE incidents need to be investigated according to QPR-STM-001- Corporate Procedure for Incident Management by the Applicant and final report shall be submitted to respective Manager of Industrial Cities HSSE department.
 9. The respective Industrial Cities HSSE Department shall coordinate with the MOPH to investigate any incidents of food poisoning outbreaks. Health & Hygiene Advisor (RLC) shall be the internal regulatory focal point for all food poisoning cases within RLC and DCA and Assistant Manager, Municipal Services (MIC) shall be internal regulatory focal point for all food poisoning cases within MIC.

6.9.12 Mess Hall Security

1. Workers' Accommodation Facility Management shall provide security during mess hall activities to prevent any untoward incident and give a sense of security to the visitors and customers.
2. Workers' Accommodation Facility management shall ensure that visitors' ID Cards are checked prior to entering to the mess hall facility; this shall be done in coordination with the catering company. QP shall act as regulators to ensure that the Regulations are complied with.

6.9.13 Labor Dispute Incidents

1. During riot and labor dispute incidents, MOI-GDIS Security is the highest authority and shall assume command and control of the incident area and Workers' Accommodation Facility security operations as and when needed.
2. MOI-GDIS Security with the QP Workers' Accommodation Facility General Services shall ensure to maintain communication with the Applicant and the EOC and shall make appropriate measures to eliminate all factors that may lead to the recurrence of such incidents.
3. Senior Camp Services Supervisor (RLC/MIC) or Contractors Facilities Supervisor (DCA) representative may take drastic immediate actions to mitigate the situation from escalation; actions decided by the Senior Camp Services Supervisor (RLC/MIC) or Contractors Facilities Supervisor (DCA) shall be agreed with client management group for further implementation.
4. The involvement of Police and law enforcement shall be determined by MOI-GDIS Security based on the situation.

6.9.14 Disciplinary Processes

Each company shall include in their respective disciplinary procedures action to be taken in the event of any violation of MOI-GDIS Security/Safety procedures and of the Qatar Criminal legislation.

Issues, which could warrant the dismissal of an occupant from Industrial Cities, are:

- a. Failure to report any incident or criminal act
- b. False information/misrepresentation at any Security access point
- c. Fraud and Forgery
- d. Theft
- e. Fighting and disorderly behavior
- f. Assault and violence
- g. Participating in any strike action
- h. Possession of Fire Arms or other dangerous weapon
- i. Unauthorized possession of alcohol or drugs
- j. Being drunk and disorderly (after investigation)
- k. Constant violation of any safety rule
- l. Constant violation of Road Safety rules
- m. Any act that could jeopardize the HSSE and security of the City
- n. Tampering with any HSE equipment or instruments within the residential Workers' Accommodation Facility (after investigation). Disciplinary processes for tampering with any HSE equipment / system shall be documented, communicated to all occupants / workers as per QCD Regulations and action taken file shall be maintained with the Workers' Accommodation Facility Manager / Project Manager.

6.9.15 Control & Command

1. MOI-GDIS Security shall appoint a competent security coordinator for each Workers' Accommodation Facility that shall be the main focal point between Workers' Accommodation Facility security issues and MOI-GDIS Security. The project Workers' Accommodation Facility security representative shall be responsible for attending all Workers' Accommodation Facility security related meetings and discussions.
2. All the security staff of the Applicant shall be under functional control of MOI-GDIS Security and shall report to MOI-GDIS Security on all security related issues.
3. A monthly summary report of all security related incidents shall be provided to the MOI-GDIS Regional Assistant Manager or his delegate copied to Senior Camp Services Supervisor (RLC/MIC) or Contractors Facilities Supervisor (DCA) as part of the Applicant's Performance.
4. Every June and December, a Workers' Accommodation Facility Security Profile shall be provided to MOI-GDIS Regional Assistant Manager or his delegate that inform number of facilities and occupants. The Workers' Accommodation Facility security profile template shall be provided by MOI-GDIS Security and filled in by the Workers' Accommodation Facility Manager and Security Manager.
5. In coordination with the respective Senior Camp Services Supervisor (RLC/MIC) or Contractors Facilities Supervisor (DCA) will act as the Riot Prevention Program in charge for all Workers' Accommodation Facilities, this includes establishing, monitoring workers' welfare committees, planning and organizing sport events and cultural activities to ensure availability of sport & entertainment events within the residential villages and to ensure workers' welfare is well achieved.

6.10 Environment Management

All operations and activities shall be consistent with the Environmental Standards of the State of Qatar, all applicable QP Procedures & Standards and Environmental Regulations of QP, available on www.qpic.qa website.

6.10.1 Waste Water Treatment

6.10.1.1 Policy

Applicants shall provide adequate new Waste Water Treatment (WWT) / Sewage Treatment Plants (STP) facilities unless QP specifically requires to make use of existing treatment facilities⁴¹.

1. The new WWT/STP facilities shall be at the sole cost and expense of the Company and the Company shall design, install and physically integrate into the existing Waste Water Treatment facilities, commission and immediately hand over to QP free of cost, the new Waste Water Treatment Plant at a location as agreed by QP.
2. QP will operate the WWTP in accordance with the terms and conditions to be agreed upon between the parties. The Company shall pay a tariff to QP for treating the domestic water received by the plant in lieu of the operation and maintenance of the plant. QP shall fix the tariff.
3. Applicants shall consider the usage of government operated WWTP nearby through disposal by pipeline installation or tanker in order to eliminate all the potential environmental aspect and impact of the construction, operation and dismantling of WWTP such as Energy consumption, waste generation, emission of greenhouse gases, soil / groundwater contamination, use of land etc.

6.10.1.2 Requirements

1. Design of the new WWTP shall be of the modular type that allows for easy future expansion of the plant. The plant should be operated in auto mode and shall be monitored through a SCADA / DCS. The plant should have a designated control room for monitoring and control of WWTP operations. The plant should have a laboratory and apparatus for conducting all required analysis for a standard WWT process. The plant should have a designated area for storage of process chemicals and laboratory chemicals.
2. Interconnection between the existing, newly erected and future WWTPs shall be provided. This shall be discussed and agreed with QP prior to implementation.
3. The minimum design life of the new WWTP shall be 25 years. The plant must have warranty of 2 years (minimum) of Operations from the date of hand over of the WWTP to QP.
4. The new WWTP shall be designed for 10% additional of the maximum demand capacity. The additional capacity 10% of the WWTP shall be used by Industrial Cities for its clients. Workers' Accommodation Facility operators setting up this additional capacity shall have no right of usage for this additional capacity. In addition to the 10% allocation for other Applicants, QP reserves the right to utilize any spare WWTP capacity available over and above the Workers' Accommodation Facility requirements. This shall be done to have optimized capacity utilization for all the operating WWTP's
5. The Design Basis for the WWTP with process parameters such as Dissolved Oxygen (DO), Mixed Liquor Suspended Solids (MLSS), Food / Microorganism ratio (F/M) ratio, overflows rates, etc. shall be submitted to QP for review and approval.

⁴¹ Minister of Labor and Social Business and Trade – Resolution 18 of 2014, art. 7.3

6. The main wastewater treatment process shall be based on an activated sludge process and shall include as a minimum the following processes and equipment:
 - a. Collection sump(s)
 - b. Equalization tank(s)
 - c. Primary Clarification
 - d. Extended Aeration
 - e. Clarification (Settling Tanks)
7. The tertiary treatment should include, as a minimum the following processes:
 - a. Pressure Sand and dual media filtration
 - b. Disinfection with Hypochlorite and the total Coli form count should be maximum of 23MPN/100 ml.
8. The effluent from the tertiary treatment, TSE must meet irrigation water quality criteria as per QP Environmental Regulations, QP Guidelines for Waste Management (QP-GDL-V-001) and MME's executive by-law requirements (Law no. 4 of 2005 Executive By-law for the Environment Protection Law, Issued vide the Decree Law No. 30 for the Year 2002).
9. TSE shall be utilized for landscaping the Workers' Accommodation Facility. Surplus treated wastewater shall be provided to landscaping sites outside the Workers' Accommodation Facilities area within Industrial Cities. The exact scope of wastewater utilization system/plan shall be submitted to QP for review and approval.
 - a. Each new WWTP should be tied in to the TSE and irrigation network.
 - b. Applicants who will reside in a new Workers' Accommodation Facility with occupancy of 2000 & over should tie in to sewage plants.
10. The Applicant shall be responsible and will implement all requirements for the disposal of TSE in accordance with the relevant QP Regulations and MME requirements.
11. The sludge from the primary clarifier and wasted activated sludge shall be processed in the following manner before it becomes suitable for land application:
 - a. Sludge Thickening in gravity thickeners.
 - b. Stabilization Process: This could be any of the following:
 - i. Anaerobic Digestion
 - ii. Aerobic Digestion
 - iii. Alkaline Stabilization using lime at pH of 12 or higher.
 - c. Sludge Dewatering by mechanical means like centrifuge, Filter Press, Screw Press etc.
12. In case of provision of mechanical sludge dewatering, 100% standby equipment shall be provided.
13. Land application of sludge to conform to criteria as per QP Environmental Regulations.
14. In case feasible sludge management option has been identified and endorsed by QP the company shall comply with the new requirements.
15. All Kitchens must be equipped with appropriate food waste disposal units for disposing food waste from Workers' Accommodation Facilities in to the WWT system. In DCA Applicants are required to construct underground kitchen waste holding tank.
16. The WWTP must be designed to manage additional/increased Bio-Chemical Oxygen Demand (BOD) / Chemical Oxygen Demand (COD) loading that might be generated by the disposal of food waste in to the WWT system. The disposal of decanted chemicals used to analyze BOD and COD shall also be considered.

17. This WWTP facility shall be completed, commissioned and physically integrated with the existing facilities prior to Workers' Accommodation Facility occupancy.
18. The layout of the new WWTP will be designed such as to maximize the utilization of the available space.
19. QP shall approve the capacity, equipment and facilities of the new WWTP.
20. The location of the new WWTP shall be as advised by QP.
21. The WWTP shall have at least two days storage capacity for the TSE water. There shall be provision for tanker filling point station. The total number of points will depend upon the capacity of the plant. TSE pumping arrangements including piping shall also be provided, to pump TSE to QP designated locations (Permanent TSE Disposal Systems within Industrial Cities). The system shall be designed to adequately dispose the TSE production quantity as well be compatible (integrated) to the TSE disposal / irrigation network.
22. Dewatered sludge is dumped into locations specified by QP for this purpose only. These locations are specified for each end user. Otherwise, compliance with the newly identified sludge management option shall be adhered to.
23. For WWTP located near areas to be developed for Workers' Accommodation Facilities, provision of carbon filters or equivalent systems for odor control shall be made.
24. All WWTP's shall be equipped with an onsite laboratory for carrying out the necessary chemical and physical analysis needed for efficient monitoring of the treatment process parameters and to insure that these parameters stay within Regulation guidelines.
25. The Applicant shall commission the WWTP and guarantee performance and quality of the effluents (TSE and sludge) and the capacity of the plant for at least two weeks prior to handover to QP. The necessary effluent parameters should be within Guidelines and Regulations of QP and the MME. A 72 hour Performance Guarantee Test Run (PGTR) shall be carried out by Applicant in presence of QP and the raw sewage and treated sewage effluent should be tested in a third party laboratory for all parameters in the Regulations.
26. At the handover (of ownership) date, the Applicant to submit the following items:
 - a. O&M manuals (3 copies) and one soft copy (CD or DVD).
 - b. As Built drawings.
 - c. Equipment layouts.
 - d. The Applicant at no cost to QP shall provide spare parts, consumables needed for two-year operation of the WWTP to QP.
 - e. Six months' supply of process and laboratory chemicals.
 - f. Training for QP or QP's O&M service provider operators and technicians required for the operation and maintenance of the WWTP. Maintenance history logbook need to be maintained and provided. This item need to be added as part of the requirement.
27. The respective Industrial City Operations department will operate and maintain the facility, after handover and integration of the WWTP and after the necessary agreement for the O&M is signed by the Applicant, There shall be a minimum of 15 days overlapping period of O&M (Operation & Maintenance) between QP and the Applicant.
28. QP will operate and maintain the WWTP on a Tariff basis. The applicable tariff rates will be advised by Industrial Cities. These rates are subject to Monthly wastewater treatment requirements shall be agreed with QP in advance. A six monthly advance WWTP capacity requirement shall be submitted in this regard.

29. The Applicant must notify QP about the demobilization of Workers' Accommodation Facility and usage of WWTP at least 3 (three) months in advance.

6.10.2 Waste Disposal

1. Solid waste disposal shall be carried out at an approved Waste Management Facility⁴² in line with the latest version of Environmental Regulations for Industrial Cities and QP Guidelines for Waste Management (QP-GDL-V-001).
2. The Applicant shall maintain good housekeeping in the Workers' Accommodation Facility at all times and shall provide appropriate waste segregation measures and secure number of adequately sized waste containers to collect the various types of waste.
3. The Applicant shall be responsible for the disposal of all waste generated including solid waste, domestic waste and construction waste in accordance with the relevant QP Regulations and MME for the Environment and Natural Reserves Standard requirements.
4. All kitchens must be equipped with appropriate food waste disposal unit; capable of macerating all kitchen waste (both pre-cooked and post-cooked). QP requires source separation of kitchen waste from other domestic waste in the future.
5. QP may implement a common domestic waste (including kitchen waste) collection for all domestic waste generators in QP. Prior to implementation, all Workers' Accommodation Facilities owners will be notified at-least six months in advance about such common wide domestic waste collection program, which may require separate collection of kitchen waste in the future.
6. All Workers' Accommodation Facilities are required to implement a recycling program, which must at a minimum include waste cooking oil and cardboard recycling. QP currently has a common used cooking oil collection program, which may be extended to other recyclable wastes.

6.10.3 Dust Control

Dust is considered a major health issue and dust generation shall be minimized and controlled.

6.11 Electrical Requirements

1. In no availability of power reticulation, power supply for future Workers' Accommodation Facilities shall be fed from Diesel Generator (DG) sets installed, within the respective Applicant's facility. All costs incurred from the installation of DG sets shall be at the Applicant's expense. The use of Solar Power shall also be explored by Applicants to supplement the power requirements of the Workers' Accommodation Facility.
2. Power supply from Kahramaa or QP new major substations can also be considered as an alternative option. However, prior to execution of works, the Applicant shall send a power supply request to QP or Kahramaa for review and approval, leading to execution of a Power Supply Agreement between the two parties. When such request is approved, all engineering, design, and land use allocation for cable routing and relevant works shall be submitted to QP for review and approval. Similarly, all costs arising from the installation shall be borne by the Applicant. In MIC, power supply for future Workers' Accommodation Facilities shall be fed from

⁴² Minister of Labor and Social Business and Trade – Resolution 18 of 2014, art. 7.3

- Kahramaa network wherever available; otherwise, DG sets to be provided, in case Kahramaa network not available.
3. Applicants Applicant shall not in any way supply, sell, and/or provide power requirements to/from other Applicants Applicant without written permission from QP. In the event that another separate Workers' Accommodation Facility is being rented or extended by the same Applicant, the Applicant's additional Workers' Accommodation Facility extension shall be treated as a separate entity unless otherwise agreed and/or discussed with QP.
 4. QP shall be notified of any major system upgrades (electrical) such as replacement of DG Sets, transformers, MCC, switchgears, and/or primary feed cables for capacity increase, etc. No system downgrade shall be allowed unless otherwise approved by QP.
 5. Safety and occupational/industrial hazards shall be of prime consideration for any electrical works performed. In DCA, Applicants shall refer to procedure QPR-CK-002 in this regard. Electrical Systems including DB, Generator, fixed wiring, extension cable and junction boxes shall be UL listed or Kite marked and maintained at all time and annual inspection of electrical facility shall be carried out by competent person and records shall be kept for verification.
 6. Electrical energy consumption (Tariff) meter shall be provided, wherever necessary.

7.0 DEVELOPMENT MANAGEMENT PROVISIONS

7.1 Building Placement

1. All habitable buildings shall, as far as possible, be sited on an east / west axis so that the longer dimensions of the building face north and south in order to reduce heat loading.
2. Habitable buildings shall not be immediately adjacent to sewage storage tanks and solid waste containers.
3. Accommodation units shall not be immediately adjacent to any diesel power generators and sufficient spacing must be provided. A minimum of 30 meters shall be maintained.
4. Sanitary blocks (if standalone buildings) and solid waste containers shall be placed downwind of habitable buildings.

7.2 Building Lines

1. All buildings shall be separated from each other by a minimum of 6 meters in order to minimize the risk of fire spreading. All port-a-cabins shall have 1 hour Fire Resistance Rating as per QCD specification.
2. Street Building Line – no building shall be erected closer to a street boundary than 4-meter "clear space" or NFPA 5000 whichever is more restrictive. This "clear space" excludes projections such as staircases, verandas, etc.
3. Where Workers' Accommodation Facilities are fenced (internal and external) – no building shall be erected closer to a fence than 6 meter "clear space" or NFPA 5000 whichever is more restrictive. This "clear space" excludes projections such as staircases, verandas, etc.

7.3 Open Space

1. All accommodation units shall have access to communal open space for active as well as passive recreational purposes. This space excludes roads, service yards and parking areas.

2. Exterior recreational space shall be provided for active recreation at a minimum ratio of 3 m² per occupant.
3. In addition, outdoor shaded areas shall be provided at a minimum ratio of 0.5 m² per occupant.
4. Open spaces must be of reasonably proportionate and located to allow for leisure or recreational use by occupants.

7.4 Access, Circulation and Parking

1. Direct vehicular access shall be from a roadway classified as a local or access road.
2. Where a Workers' Accommodation Facility is proposed, adjacent to an intersection of two roadways, vehicular access shall not be less than 40 meters from the intersection.
3. Access and circulation within the site shall be provided for buses, delivery of supplies, sewage and solid waste removal, and emergency vehicles.
4. Circulation routes and emergency exits for emergency vehicles shall be clearly indicated and provided for.
5. Walking distance to the nearest bus stop/parking area should be limited to a maximum of 200 meters.
6. Barriers shall be provided at bus embarkation/disembarkation points to minimize the risk of personnel being hit by moving buses. Area to be adequately illuminated.
7. Construction vehicles may not be parked on the site.
8. Adequate parking space shall be provided based on the following:
 - a. Junior and Senior Staff Areas: 0.5 bays per accommodation unit
 - b. Worker Areas: Predominantly bus-parking areas calculated based on the total labor population divided by the number of workers per bus as a guideline.
9. Parking areas are to comply with the following minimum requirements: An area measuring not less than 5.0 m x 2.5 m for perpendicular parking and 6.0 m x 2.8 m for parallel parking, which is clearly outlined and demarcated for the parking of one motor vehicle or an area measuring not less than 13.0 m x 4.0 m for the parking of a bus.

8.0 ENGINEERING SERVICES/INFRASTRUCTURE

Plans for all infrastructure / utilities such as roads, power distribution, potable water distribution including location of overhead tanks, sewage collection including chambers, pump pits, fire alarm, firefighting, waste collection and removal, telecom etc. shall be submitted for QP's review and approval in accordance with applicable industry standards.

8.1 Roads

1. The Applicant shall provide all relevant roads and road ties-in in accordance with the latest QHDM, QTM, QCS and the applicable industry standards and submit details for QP's review and approval. Traffic study shall be conducted by Applicant to assess the traffic impact on existing access ways and to accordingly redesign or upgrade existing roadway infrastructure, if required by QP.
2. Security gates shall be provided with electrically operated barriers having facility for manual operation in case of power failure.
3. Street and Area lighting shall be provided as approved by QP.

8.2 Power

If permanent power network connections are not available, the Applicant shall be responsible to provide its own such power source (e.g. DG Sets) in accordance with applicable Industry standards and submit details for QP review and approval. In MIC, power supply shall be fed from Kahramaa.

8.3 Potable Water

1. Installation of desalination plants is not allowed inside Industrial Cities.
2. Applicants shall enter into an agreement with QP for taking Potable Water from QP within RLC and DCA.
3. In MIC, the Applicants shall tie-in to Kahramaa network.
4. In RLC, QP operates a Tanker terminal for potable water. This terminal will service small End-users with requirements of less than 250 m³/day.
In case the agreed quantity is more than 250 m³/day (7500 m³/month), then it will be mandatory for all Applicants to tie-in to the QP PW distribution network / install a Potable Water pipeline, at their own cost, if instructed by QP. However, during an emergency, the tanker station will be open to all End-users.
5. In DCA, Applicants shall tie-in to the existing QP Network. For such applications where pipeline supply is not feasible, the Applicant will be authorized by QP to draw water by road tankers from DDP for which they have to pay directly to DDP. Applicants shall make their own arrangements for tanker water from outside DCA if DDP is not able to supply the required quantity by tankers.
6. Current rates for supply of potable water will be forwarded upon official application/request.
7. QP reserves the right to amend the tariff of potable water from time to time, retrospectively based on Kahramaa's tariff to QP.
8. The six monthly water requirements/demand shall be agreed with QP in advance.
9. Workers' Accommodation Facility occupancy projections should be submitted to QP in advance and if any revisions occur, the updated occupancy details shall be submitted.
10. The tariffs set out by Kahramaa obligate Applicants to either into a Take or Pay arrangement for the total demand. This shall be in addition to the tariffs as determined by QP and advised to the Applicant. The tariff shall be applicable from the date of supply of Potable Water, monthly in arrears to be paid by the Applicant.

11. Potable water tanks shall be provided on site, having a minimum of two-day storage capacity. These tanks have to be filled at a uniform average rate of flow subject to QP's approval. The total storage volume should be split into at least two separate tanks (3 is the ideal number) so that the tanks may be taken out of service for routine cleaning/inspection (every 6 months) without disrupting supply and a shipment of water can be taken on board into an 'off line' tank and tested before being fed forward into the distribution system. Dedicated fire water quantity can be set aside within potable water storage tank itself. However, the fire water storage shall be over and above the potable water storage required to meet the 2 day demand at peak occupancy.
12. A total water consumption of 320 liters per-capita-per-day shall be used for the design of the potable water systems. The Applicant shall take adequate measures to conserve the potable water. It will be the sole responsibility of the Applicant to ensure that the potable water consumption shall not exceed 320 liters-per-capita-per-day.
13. On site, the Applicant will be responsible for all internal potable water networks to be provided and connected to storage tanks.
14. Potable water pipe work shall be clearly color-coded and labeled, and shall not pass through tanks containing other fluids or be physically interconnected with other fluid systems.
15. Water services should be disinfected (by chlorination) before being taken into service. The disinfection shall be carried out in accordance with BS 6700. In addition, "Work Instructions for Cleaning, Flushing and Sterilization of Water Pipelines and Tanks - QWI-IMD-004" shall be followed in DCA. Provision shall also be made to allow the system to be disinfected after maintenance and on a routine (annual) basis.
16. Equipment which is connected to the potable water network (e.g. laundry equipment, showers, toilets, etc.) shall be arranged to ensure that reverse flow by pressure or siphoning cannot occur.
17. Flow velocity shall be controlled to prevent noise and erosion.
18. The materials employed in the construction of the system, including gaskets and lining materials shall not endanger health. Lead and asbestos shall not be used, and non-metallic materials shall have been tested and approved by a recognized authority.
19. These internal networks shall be pressurized by a minimum of two sets of pumps with adequate capacity, one for feeding the overhead storage tanks on a regular basis, and a second set to enable the network to be utilized for firefighting purposes, with provision of standby pumps for potable and firewater. The Potable Water network within the Workers' Accommodation Facility should be ring header type to allow enough redundancy for line isolations during repair works.
20. A separate gravity flow network connecting the overhead water tanks with all ablution blocks/rooms, kitchens and laundry and toilets/shower rooms shall be provided.
21. The necessary metering system shall be installed for flow measurement and to control the flow of water at the agreed average supply rate. The flow meters at the metering station shall be provided as per agreement with and in consultation with QP. The flow meters shall have accuracy of +/- 0.5 % with calibration certificates. The calibrations of the flow meters should be validated every year and provide a confirmation to Industrial City Operations in Industrial Cities. Calibration and validation certificates should be submitted to Industrial Cities. The metering station shall be located in such a way that it is easily and independently accessible to Industrial Cities personnel at any time for meter readings, checking the flows and pressures, etc.

22. The quality of potable water supplied by QP is as per the water quality received from Kahramaa / DDP. QP is responsible for distribution only and not for treating the potable water.
23. Carbon filters are required for all the drinking water points.
24. Applicants shall pay an amount as a security deposit that is equivalent for supply of one month, which will be adjusted against the last month's supply. QP reserves the right to change this amount any time.
25. QP shall not incur any liability to Applicant or any third party claiming through Applicant or otherwise, for any damage, loss, and cost or claim whatsoever arising or resulting from the supply or the non-supply of water.
26. QP shall not incur any liability to Applicant or any third party claiming through Applicant or otherwise, for any damage, loss, cost or claim arising or resulting from the quality of the water or its conformity with certain specifications.
27. Applicant shall be responsible for all works conducted in connection with receipt and discharge of water and shall comply with all applicable laws, procedures and Regulations applied within the State of Qatar and in Industrial Cities as amended from time to time.
28. Workers' Accommodation Facility operator shall ensure cleaning and disinfection of water tanks and potable water testing (Microbiological and chemical tests), bi-annually.

8.4 Telecom

Provision of telecommunication services to Workers' Accommodation Facilities shall follow the below given general procedure.

1. Acquisition and installation of PABX shall be as per the State of Qatar and the Regulations of Communications Regulatory Authority (CRA) Qatar. Any usage of restricted services such as VoIP shall be strictly as per the Regulations of CRA, Qatar applicable from time to time.
2. A secured room shall be designed and allocated for the PABX and any other related communication / transmission equipment. Access to this facility shall be strictly controlled by the respective security and concerned responsible discipline department.
3. Any required fiber optic or other last mile transmission link for this shall be designed and installed by the Applicant as per QP's advice. Such links shall serve as the gateway for transferring any other data / voice like fire alarm, hotline etc. to Industrial Cities central monitoring facilities.
4. A telecommunication package, clearly indicating the drawings inside Workers' Accommodation Facility, as well as details of the tie-in shall be submitted to QP for prior approval. Telecom services shall be obtained from Ooredoo/Vodafone subject to issue of NOC by QP. Only CRA Qatar certified and QP approved specialist contractors shall be employed for telecommunication works. Upon completion of the telecom installations, a copy of the as-built shall be submitted to QP for reference & retention.
5. Suitable external telephone cable network shall be designed and installed by the Applicant in accordance with CRA Qatar and QP Regulations for distribution of telephone facilities within the Workers' Accommodation Facility area. Underground installations shall utilize UPVC ducts and manholes in accordance with Ooredoo/Vodafone standards. All copper cable jointing shall be done on external distribution cabinets (Make: Krone) with lock & key arrangements. Cable jointing in manholes is not allowed. The Applicant shall obtain prior approval of the external distribution network before proceeding with installations.

6. All initial communication infrastructure (PABX, fiber transmission system etc.) related expenditures shall be to the Applicant's account.
7. A one-time QP installation / supervision charge shall be applicable based on actual services extended. Quarterly maintenance charges shall be applicable depending on the number of lines required and minimum period of rental as well as Ooredoo/Vodafone tariff. The exact rates shall be advised upon official application.
8. QP shall have the right to increase capacity of the PABX and utilize additional lines to meet any new requirements.
9. Arrangements shall be made to provide Guest Internet WIFI access for use by the workers, in general common areas and recreational areas of the workers' accommodation.
10. Telecom services in MIC shall be obtained from Ooredoo/Vodafone. Workers' Accommodation Facilities telecom system shall not be connected to QP Telecom system.

8.5 General Battery Limit for all Utilities

The battery limit for Operation & Maintenance shall be the QP tie-in point. Any Operation and Maintenance downstream of the agreed QP tie-in point shall be the responsibility of the Applicant. For all utilities laid by the Applicant within or outside the Workers' Accommodation Facility, the Applicant shall be responsible for its Operation & Maintenance.

9.0 TECHNICAL DETAIL SUBMISSION

The Lessee (Applicant) signing the Land Lease Agreement for a Workers' Accommodation Facility area in Industrial Cities is ultimately responsible for building such Workers' Accommodation Facility conforming to the Regulation for Workers' Accommodation Facilities in Industrial Cities and in a safe and environmentally acceptable manner.

All construction work in the Workers' Accommodation Facility areas shall be performed under QP e-CPW / PTW conditions.

In this regard, the following list of technical documentation shall be submitted to QP for review and approval prior to application of e-CPW/PTW.

The submission to DCA shall follow the procedure QPR-CK-002 for utilities connection.

9.1 Geotechnical, Topographical and Underground Services Survey

1. The "Geotechnical, Topographical and Underground Services Survey Package" drawings shall include all proposed trial pit and borehole locations as well as the proposed area that needs to be surveyed plus tie-in points for all underground utilities, if applicable.
2. Boundary and other coordinates, in CGIS- QNG 95 system, must be included on the drawing.

9.2 Grading and Drainage

1. The "Grading and Drainage Package" drawings shall include the relevant details for building up the site to the final grade elevation and incorporate QP policies regarding minimum elevations and drainage philosophy for the Workers' Accommodation Facility areas (primary containment within allocated Workers' Accommodation Facility area).
2. Boundary coordinates in CGIS-QNG95 system, must be included on the drawing.

9.3 General Workers' Accommodation Facility Dossier

The "General Workers' Accommodation Facility Dossier" shall include 'Proposed Site Layout Plans' as detailed below:

9.1.1 Site Layout Plans

The Site Layout Plans shall indicate (as minimum):

1. Sleeping, eating, cooking, sanitary and recreation areas
2. Road Layout showing internal road layout as well as access roads and tie-in details along with road markings and traffic signs.
3. All service lines (e.g. potable water, firewater, telecommunications, sewage, electricity, etc.)
4. Water storage tanks, power generators, sewage storage tanks, solid waste containers and fuel storage tanks for DG sets should connection to permanent power networks not be available.
5. Vehicular ingress, egress and internal circulation as well as parking areas for buses and other vehicles
6. Emergency access routes
7. Fire water reticulation layout
8. Muster point locations. Suitable parking areas and mess halls can be considered as muster point locations.
9. Typical details of fencing or walls around the perimeter of the land unit and within the property
10. Electricity supplied and external lighting proposals

11. Provisions for the disposal of storm water (managing storm water on site through the use of soak-aways, etc. is encouraged as far as possible)
12. External signage details
13. General landscaping proposals including vegetation to be preserved, vegetation to be removed, new vegetation to be planted, external paving, and measures for stabilizing outdoor areas if applicable
14. Existing and proposed cadastral boundaries
15. Phasing of development
16. The proposed development in relation to existing and finished ground levels, including any excavation, cut or fill (at present the minimum allowable FGL is +1.6m QNHD within RLC). FGL's in DCA and MIC to be advised by QP upon written request by Applicant.
17. Statistical information about the extent of the proposed development, floor area allocations and parking supply
18. Fire detection and alarm system
19. Portable fire extinguisher type, number and location
20. Traffic Management Plan including expected Vehicular population on roads, its impact on the existing Traffic situation etc.
21. Maximize the utilization of space as far as possible.
22. All other/additional proposed facilities and installations.
23. A Site Layout Plan shall contain information as stipulated above unless QP agrees in writing to waive certain requirements. QP may approve a Site Layout Plan, which is submitted for its approval, or may require amendments before it is approved or unless otherwise specified, may refuse it.
24. No building plans shall be approved, unless the Site Layout Plan has first been approved.
25. The premises/land unit shall be developed generally in accordance with the Site Layout Plan as approved by QP.
26. After approval, application may be submitted to QP for amendment of the approved Site Layout Plan, if required.
27. When approving the Site Layout Plan or amendment to the Site Layout Plan, QP may impose conditions of approval.
28. LPG plan and protocol.
29. In addition to the above, plans for road markings and signage, traffic flow and speed control measures shall be submitted for QP's review and approval.

9.1.2 Building Plans

Proposed building plans must contain following information (as minimum):

1. Function of each building.
2. Type of units.
3. Number of units.
4. Number of occupants per building or room.
5. All units shall be numbered for ease of reference.
6. Building and room dimensions.
7. All exits and windows.
8. Position of firefighting equipment (e.g. hydrants, hose reels, fire extinguishers, etc.).
9. Air conditioners exhaust fans, electrical power outlets, light.
10. Location and number of fittings and fixtures proposed for dormitories, kitchens, mess halls and sanitary facilities.
11. Floor drains.
12. Telecommunication sockets and external installations such as satellite TV reception system etc.

9.1.3 Materials Specification

Submit a general specifications list of proposed construction materials, major electrical equipment, etc. including finishes for bathrooms and kitchen walls and floors.

9.1.4 General Requirements

1. All relevant, above and below ground utility routings (electrical, potable water, firewater, wastewater, instrumentation, telecoms, etc.) with typical details and cross sections shall be included in the above drawings & showing the proposed tie-in locations to QP systems. (Only general drawings expected with this submittal).
2. Detailed write up on the proposed design philosophy especially with regard to diesel storage facilities, where required and wastewater treatment facilities etc. (Only general drawings expected with this submittal).
3. A "Compliance Statement" describing the compliance of the facilities proposed with QP Regulation must be included. (See Appendix B for format).
4. All the drawings submitted in this dossier shall be A1 size and documents A4 size.
5. One hard copy and one electronic copy is acceptable. Drawings shall be in AutoCAD and PDF. Documents shall be in MS Word and PDF.
6. Unless this General Workers' Accommodation Facility Dossier is approved, no other packages will be accepted by QP for review. So also all the submissions described in the sections 9.4, etc. shall be submitted only after approval of the General Workers' Accommodation Facility Dossier.

9.4 Security

1. The "Security Package" shall include all relevant details regarding the Security philosophy and interfaces including Workers' Accommodation Facility Gate house details, supplied equipment, etc.
2. Workers' Accommodation Facility Fencing, Gates and Emergency exits details to be submitted.
3. The "Security Agreement" must be in place before the Workers' Accommodation Facility can be occupied.

9.5 Fire and Life Safety Report

1. The "Fire and Life Safety Report Package" shall include all relevant details required by the "Workers' Accommodation Facility Regulation" such as building materials, fire detection, protection and notification, Fire Alarm system, Public Address / General Alarm (PAGA) Systems, emergency exits, fire water design calculations, etc.
2. No building construction will be allowed in the Workers' Accommodation Facility areas before the "Fire and Life Safety Report", together with the "General Workers' Accommodation Facility Layout" and "Grading and Drainage" packages have been approved in writing by QP.
3. All the requirements as per the "Fire and Life Safety Report" shall be complied with before occupancy of the Workers' Accommodation Facility.
4. The attached "Certificate of Occupancy" shall be signed off before occupancy of the Workers' Accommodation Facility.

9.6 Fire Water

1. The "Fire Water Package" drawings shall include all relevant details pertaining to this system such as firewater storage, firewater pump and system design (flow and pressure), hydrant locations, coupling details, sprinkler system design, etc.
2. Further, include the Design Philosophy, Process and Instrument Diagrams (P & ID's) for firewater and sprinkler systems, Engineering Design Basis for the firewater

network, along with the Material of Construction, and the detailed sizing calculations / hydraulics.

9.7 Potable Water

1. The Potable Water Package drawings shall include all the details as required by this Regulation such as tie-in details to the existing systems, flow measurement, total potable water storage, etc.
2. Potable Water philosophy (planned consumption).
3. Relevant P & ID's and Engineering Design Basis for the Potable Water Network along with the Material of Construction, and the detailed sizing calculations / hydraulics.
4. The Potable Water Usage Agreement must be in place before water can be connected.
5. In MIC, the potable water package shall be in line with Kahramaa requirements.

9.8 Electrical

The "Electrical Package" drawings shall include all relevant details required by this Regulation" such as single line diagrams, Calculations for cable/transformer/generator sets sizing, equipment rating, electrical cable routings and typical cross sections, earthing layout, and schematics, details regarding the power generation area, etc. The following details must be submitted (as minimum).

1. Diagrams - Single Line, schematics, control, interconnection, etc.
2. Electrical Equipment Layout
3. Load schedules
4. Cable Routing - Aboveground, Underground
5. Lighting - Residential, Street Lighting, Area Lighting, Security Lighting, Task Lighting, exit lights, emergency lights
6. Earthing / Grounding Network
7. Electrical system/load studies
8. Diesel Generator set layouts and sizing calculations, when required
9. Specifications and Data Sheets for major electrical equipment
10. Relevant calculations to support the above-mentioned drawings and applicable documents as required by QP.
11. All relevant design documentation
12. All relevant specifications.

9.9 Waste Water Treatment

Should tie-in to existing STP or WWTP network system not be possible, the Waste Water treatment Package shall include documents mentioned in the following sections:

9.9.1 Waste Water Treatment Plant/ Sewage Treatment Plant

1. The "Waste Water Treatment Plant Sub-Package" shall include all relevant details required by this Regulation" and similar to the requirements as mentioned above for "Geotechnical, Topographical and Underground Services Survey", "General Layout", "Grading and Drainage", "Security", "Fire and Life Safety" and "Electrical".
2. Process / Plant Design Philosophy, process flow diagrams and P&ID's along with material balance.
3. Engineering Design Basis for the equipment / pipelines along with the material of Construction, and the detailed sizing calculations / hydraulics.
4. Relevant Specifications.

5. Specific clarification regarding the “Workers’ Accommodation Facility Regulations” requirement for Food Waste management.
6. All Vendor documentation
7. Spares List
8. Operations and Maintenance Manuals
9. The “Waste Water Treatment Plant Operation and Maintenance Agreement” must be in place before the system can receive wastewater from the Workers’ Accommodation Facility.

9.9.2 Waste Water Treatment Pump and Pipelines

1. The “Waste Water Pump and Pipeline Sub-Package” drawings shall include all the relevant details pertaining to the pumping of wastewater from the Workers’ Accommodation Facility Area to the Waste Water Treatment Plant including pump and receiving pit details and calculations, pipeline routing, etc.
2. Engineering Design Basis for the equipment / pipelines along with the material of Construction, and the detailed sizing calculations / hydraulics.
3. Relevant Specifications.

9.9.3 Disposal of Treated Waste Water and Sludge

1. The “Disposal of Treated Waste Water and Sludge Sub-Package” drawings shall include all relevant details required by this Regulation” including storage tank sizes, pump and pipeline details and routings, disposal areas, required modification of disposal areas, etc. No TSE disposal will be permitted by MME but to reuse internally and or within QP’s jurisdiction area.
2. Design Philosophy and P & ID’s
3. Written approval from MME and respective Industrial Cities HSSE department is required before the disposal of treated wastewater and sludge can commence.

9.10 Catering Services

1. The mess hall and kitchen details shall be submitted for approval of respective Fire division of Industrial Cities HSSE department along with proposed equipment list including LPG Protocol.
2. Construction of mess halls, storage facilities, kitchens or related buildings will not be allowed before the Fire and Life Safety Report, General Workers’ Accommodation Facility Layout, Grading and Drainage and Catering Facilities packages have been approved by QP.
3. Operation Commencement Certificate must be obtained from Senior Camp Services Supervisor (RLC/MIC) or Contractors Facilities Supervisor (DCA) before any catering / kitchen or food logistics operations start; this includes deliveries, preparations, end services, transport & services.
4. Approved Catering contractors shall be responsible for the handling and deliveries including end users services of food. Applicants shall not be permitted to transport food on behalf of their companies unless they meet the entire requirement for food transport and services i.e. controlled environment vehicle, Food Handlers Certificate for the services providers etc.

9.11 Telecommunication Package

The “Telecommunications Package” shall include all the relevant details required under section 8.4 such as number of telephone and internet lines, PABX modifications, cable routings, etc. This should also include the Auxiliary Systems, Telecommunication Systems, Traffic Control, IT networking, etc.

10.0 REFERENCES

- The Office of H.H. The Emir, Qatar Planning Studies: “Planning Criteria Handbook: Temporary Labor Camp”, State of Qatar.
- MME: Worker Accommodation Planning Regulations, March 2016
- Resolution of the Minister of Civil Service and Housing Affairs No. (17), 2005: Conditions and Descriptions of the Expedient Workers Residences.
- Qatar Labor Law 14 of year 2004.
- Ministerial Decision 11 of year 1979 regarding general and special requirements for commercial, industrial and similar public establishments.
- Decision of the Minister of Civil Service Affairs and Housing Decree (16) for the year 2005 on the organization of medical care for workers installations 16/2005.
- Minister of Labor and Social Business and Trade - Resolution No. 18, 2014.
- Ministry of Interior, State of Qatar, Building Plan, Fire and Safety guidelines.
- Qatar Civil Defense, Law No. 9 of 2012.
- Kahramaa Water Installation Code 2016; QCS 2014, Section 9-Plumbing Work.
- QP-GDL-V-001 - QP Guidelines for Waste Management.
- QP-STD-S-062 QP Food Safety Standard.
- QP-STD-MS-001 - Corporate Standard for the Establishment and Operation of Medical Aid Centers in QP Locations Rev 2.
- QGDL-MSP-001 - Guidelines for Access to QP Healthcare department by QP Contractors, Rev 1.
- IMM-ECP-GDL-012 Guidelines for submission of Building Permit & completion certificate applications in MIC
- QGDL-IML-013 Guidelines for provision of Camp and Related Services to Workers within RLC Camp.
- QPR-CK-002 Procedure for Electrical SAT, Commissioning Activities, Connection & Billing of Utilities for Facilities & Leased Plots.
- QRG-VI-005 Regulations for Installation, Maintenance, Storage and Use of LPG Installations.
- VI-LPM-PRC-004 Procedure for Land Management in Industrial Cities
- QP-PHL-S-100 - QP Philosophy for HSE Risk Management.
- QGDL-IML-015 - HSE Risk Management Strategy for Ras Laffan Industrial City.
- QP-BCM STD-011 - QP Standard for Emergency Preparedness and Response.
- QP-REG-S-001 - QP HSE Regulations for Contractors.
- NFPA 241 Standard for Safeguarding Construction, Alteration, and Demolition Operations

11.0 APPENDICES

Appendix A: Certificate of Occupancy, Certificate of Occupancy (Conditional), Fire & Life Safety Certificate



Certificate of Occupancy

This certificate is issued, as per the requirements of Qatar Petroleum Industrial Cities Fire Protection Philosophy (QRPH-CHF-001) and relevant NFPA codes, to certify that at the time of issuance, the buildings/facilities for **(Facility Name, (ELG: XX/XX))** operated by **(Company Name)**, are at an acceptable level of compliance to NFPA Fire & Life Safety Code requirements with regard to building construction and use.

The Owner/Occupier of the premises must notify us, the Industrial Cities directorate Fire Engineering & Rescue Services, of any changes with regard to use or modification to the existing facility as these would require re-evaluation.

Name of the Company : (Company Name)
Name of the Contact : (Contact Name)
 (Designation)
Type of the Use : (Usage)
F&LS Inspection # : (Fire Dept. Inspection No.)
Site Plan # : (Fire Dept. Approved Drawing #)

(NAME)
 CHIEF FIRE OFFICER - HSSE (RLIC/MIC/DCA)

Date of Issue	XX/XX/XXXX	Date of Expiration	XX/XX/XXXX
Certificate Number:	VII/(D/M/R)/IHF(D/M/R)/XX/XXX/XXXX		



**CERTIFICATE of OCCUPANCY
(Conditional)**

This certificate is issued in pursuant to the requirements of QP Industrial Cities Fire Protection Philosophy (QRPH-CHF-001) and relevant NFPA codes, certifying that at the time of issuance, the buildings / facilities for the (**Facility Name, (ELG: XX/XX)** operated by (**Company Name**) did not fully comply with the minimum requirements with regard to Fire & Safety Code requirements. However, a Conditional Certificate of Occupancy is granted based on the following conditions:

- a. Condition A
- b. Condition B.

The Owner/Occupier of the premises must notify QP Industrial Cities Fire Engineering & Rescue Division of any changes with regard to use or modification to the existing buildings/ facilities as these would require re-evaluation.

Name of the Company : (Company Name)
Name of the Contact : (Contact Name)
 (Designation)
Type of the Use : (Usage)
F&LS Inspection # : (Fire Dept. Inspection No.)
Site Plan # : (Fire Dept. Approved Drawing #)

 (NAME)
 CHIEF FIRE OFFICER - HSSE (DCA/MIC/RLC)

Date of Issue	XX/XX/XXXX	Date of Expiration	XX/XX/XXXX
Certificate Number:	VI/(D/M/R)/IHF(D/M/R)/XX/XXX/XXXX		



Fire Safety Certificate

This certificate is issued, as per the requirements of Qatar Petroleum Industrial Cities Fire Protection Philosophy (QRPH-CHF-001) and relevant NFPA codes, to certify that at the time of issuance, the buildings/facilities for (**Facility Name, (ELG: XX/XX)** operated by (**Company Name**), are in compliance with the minimum NFPA Fire & Life Safety Code requirements.

The Owner/Occupier of the premises must notify us, the Industrial Cities directorate Fire Engineering & Rescue Services, of any changes with regard to use or modification to the existing facility as these would require re-evaluation.

Name of the Company : (Company Name)

Name of the Contact : (Contact Name)
(Designation)

Type of the Use : (Usage)

F&LS Inspection # : (Fire Dept. Inspection No.)

(NAME)
CHIEF FIRE OFFICER - HSSE (RLIC/MIC/DCA)

Date of Issue	XX/XX/XXXX	Date of Expiration	XX/XX/XXXX
Certificate Number:	VI/(D/M/R)/IHF(D/M/R)/XX/XXX/XXXX		

Appendix B: Workers' Accommodation Facility Compliance Statement



QP INDUSTRIAL CITIES – RLC/MIC/DCA
WORKERS' ACCOMMODATION FACILITY -
COMPLIANCE STATEMENT

NAME OF THE PROJECT (where applicable) :

NAME OF THE END USER (where applicable) :

NAME OF APPLICANT :
(Camp Occupier)

LAND LEASE AGREEMENT # :

Dated.....

LAND AREA ALLOTTED :

DESIGN POPULATION :

Duly fill in the attached Camp Compliance Statement Annexure- A (2 Pages) and submit along with the **“General Camp Dossier”**

QP CAMP COMPLIANCE STATEMENT-GENERAL

Attachment-B

Sl. No	Description	QP Camp Regulation	Provided	Compliance
A	GENERAL-CI. 6.1			
1	Minimum area (m ²) per occupant	16.6 m ² (minimum) – Gross.		Yes/ No
2	Maximum density	600 occupants/hectare		Yes/ No
3	Maximum building footprint coverage	50% of total gross area.		Yes/ No
4	Maximum Building Height	G+3		Yes/ No
5	Interior Facilities for Prayers (Mosque)	0.78m ² /4 worshippers		Applicable/NA
	Juma Mosque	Minimum floor area1600 m ²		Applicable/NA
	Abblution for worshippers	One (1) facility / 50 worshippers		Applicable/NA
6	Ceiling Height	2.30 m (Minimum)		Yes/ No
7	Height Floor Level above FGL	300 mm (Minimum)		Yes/ No
8	Air Condition	To be provided		Yes/ No
9	Minimum No. of Exhaust fans for Kitchens and Sanitary blocks	2 Nos		Yes/ No
10	Telephone Booths	To be provided		Yes/ No
11	Water coolers	a water cooler for every 20 workers maximum		Yes/ No
B	DENSITY INSIDE THE ACCOMMODATION UNITS-CI 6.2			Yes/ No
1	# of Occupants per Room with Sleeping Accommodation	4 Occupants per room (Maximum)		Yes/ No
2	Net area for Single bed Accommodation	6.00 Sq. m per Occupant (Minimum)		Yes/ No
C	SANITARY AND LAUNDRY FACILITIES- CI. 6.3			Yes/ No
1	If not provided within dormitory building, the door to door distance between Sanitary blocks and Dormitory room	< 60.00 m		Yes/ No
2	Sanitary Space	min. 1 sq. m per Occupant		Yes/ No
D	MINIMUM STANDARDS FOR SANITARY FACILITIES - CI. 6.3			Yes/ No
1	# of Water Sealed Toilets	1 per 6 Occupants (Minimum)		Yes/ No
2	# of Urinals	1 per 6 Occupants (Minimum)		Yes/ No
3	# of Shower heads	1 per 6 Occupants (Minimum)		Yes/ No
4	# of Hand wash basins	1 per 6 Occupants (Minimum)		Yes/ No
E	RECREATION- CI. 6.4			Yes/ No
1	Interior Recreational space	0.5 Sq.m per Occupant (Minimum)		Yes/ No
2	Exterior Recreational space	3.00 Sq. m per Occupant (Minimum)		Yes/ No
3	Out door shaded area	0.5 Sq.m per Occupant		Yes/ No
F	BUILDING PLACEMENT CI. 7.1			Yes/ No
1	Distance between Power Generators & Accommodation Units	30.00 m (Minimum)		Yes/ No
G	BUILDING LINES CI. 7.2			Yes/ No
1	Distance between adjacent Buildings	6.00 (Minimum)		Yes/ No
2	Clear Space between street boundary & Buildings	4.00 m (Minimum)		Yes/ No
3	Clear Space between Fence & Buildings	3.00 m (Minimum)		Yes/ No

QP CAMP COMPLIANCE STATEMENT-GENERAL

Sl. No	Description	QP Camp Regulation	Provided	Compliance
H	ACCESS, CIRCULATION & PARKING Cl. 7.4			Yes/ No
1	Distance between the intersection of roads & Vehicular Access	40.00 m (Minimum)		Yes/ No
2	Parking Space :			Yes/ No
	a. For Junior & Senior Staff areas	0.5 Bays per Accommodation Unit (Minimum)		Yes/ No
	b. For Labours	Calculation guidance- Total Labour Population divided by No. of labours per bus		Yes/ No
3	Walking distance to the Nearest Bus Stop/ Parking area	200.00 m (Maximum)		Yes/ No
I	POTABLE WATER Cl. 8.3- Storage Provided	Water consumption of 320 litres per capita per day- Capacity to be minimum two days storage capacity to be provided		Yes/ No
J	WASTE WATER TREATMENT FACILITY Cl. 6.10.1- Design Capacity	Design basis is same as that of Potable water with 10% Extra Capacity to be provided		Yes/ No
K	FENCE -As per QP Security Minimum Fence Specifications Cl. 1.2	2.25 m High to the top of Chain link fencing at the posts and 2.75 m high in vertical height to the top line of the barbed wire attached to the cranked tops of the barbed wire holders.		Yes/ No

Note:

1. This statement is prepared based on Regulation for Workers' Accommodation within Industrial Cities & QP Security Minimum Fence Specifications
2. Cl- Reference to the Clause number in Regulation for Workers' Accommodation within Industrial Cities

**Appendix C: Operation Commencement Certificate
(Production Units / Kitchens / Mess Halls / Site mess / Site Tents & Commercial Outlets)**



OPERATIONS COMMENCEMENT CERTIFICATE

Shops/Food Outlets/Offices/Commercial outlets/ Site Mess Hall/ Temporary Service Area

NAME OF OUTLET	:	
AREA/LOCATION	:	
CONTACT NAME & DETAILS	:	
TYPE OF OCCUPANCY (Commercial Outlet/Food out	:	
OTHER	:	

S #	Description	Signature	Comments
1	Fire Engineering & Rescue requirements fulfilled. IHF(L)/IHF(M)/IHF(D)	DRAWING	
	Safety Requirements As Per Standard	DRAWING	
	Fire Engineering & Rescue Requirements are per Standard. IHF(L)/IHF(M)/IHF(D)	DRAWING	
	Facility Adequate to Operate		

AUTHORIZED TO OPERATE

This is to state that approval has been given to operate the above mentioned facility, in compliance with Camp Services Guidelines.(QGDL-CL-013)

Note:

QRG-VI-002, Rev.07
QGDL-CL-013

Approved to commence from date:

SR. SUPERVISOR CAMP SERVICES RLC/MIC/DCA

Appendix D: Catering Service and Packed Meal Guidelines

1. Requirements

The following shall be provided by the Applicant and serve as a minimum requirement for the provision of food services in Workers' Accommodation Facilities:

- a. Adequate food preparation and dining facilities. Dining halls with adequate furniture for the number of workers residing within the Workers' Accommodation Facility provided with mesh screens on doors, windows as well as insect catchers⁴³.
- b. Food storage facilities shall provide adequate protection from flies, rats and other vermin.
- c. Non-absorbent, non-corrodible containers with close-fitting lids (pedal operated) shall be provided for food waste⁴⁴.
- d. All kitchen walls and floors shall be finished with tiles (ceramic) that allow for easy cleaning and maintenance covering from floor to ceiling. The kitchen floor and the floor of all stores, offices etc. are to be provided with an anti-slip surface and be sloped to drains⁴⁵.
- e. All kitchens shall be separate from accommodation buildings not to exceed G+1.
- f. Applicant shall provide all the required kitchen/mess hall equipment and furnishings.
- g. Three candle ceramic filters for use in food preparations shall be provided⁴⁶.
- h. Mess hall sizes shall be based on the maximum number of occupants per sitting and a minimum floor space of 1.0 m² net shall be provided per person.
- i. Special water tanks to be built for cooking / Washrooms with capacity of at least 72 Hrs. stock of potable water. These tanks will only be used in case of Emergency.
- j. Refrigerators for storing of food, appropriate to the number of workers residing in the Workers' Accommodation Facility⁴⁷.
- k. Gas cookers inside kitchens appropriate to the number of workers residing in the Workers' Accommodation Facility⁴⁸.
- l. Use of LPG cylinders or equivalent equipment outside kitchens are prohibited. The Applicant shall educate the workers on this through notice board to be placed in the lodging to serve this purpose⁴⁹.
- m. A central tank area and a tank to be built through QP approved contractor and as per specifications set by NFPA 58 and WOQOD, in addition to QP set standards for LPG bulk gas tanks operation and maintenance.
- n. Provide suitable sanitary and lockers facilities for kitchen personnel.
- o. Integrated Pest control program including control of dogs, cats and snakes, housekeeping, laundry, Workers' Accommodation Facility Maintenance, kitchen maintenance including purchase of spare parts, preventive maintenance with purchase of fast moving spares, etc. will be the Applicant's responsibility.
- p. Kitchen equipment should be maintained at good order at all time.

⁴³ Minister of labor and Social Business and Trade - Resolution No. 18 of 2014, art. 7.1

⁴⁴ Minister of labor and Social Business and Trade - Resolution No. 18 of 2014, art. 4.5

⁴⁵ Ministerial Decision (17) 2005, art. 2, 6.

⁴⁶ Minister of labor and Social Business and Trade - Resolution No. 18 of 2014, art. 4.1

⁴⁷ Minister of labor and Social Business and Trade - Resolution No. 18 of 2014, art. 4.3

⁴⁸ Minister of labor and Social Business and Trade - Resolution No. 18 of 2014, art. 4.4

⁴⁹ Minister of labor and Social Business and Trade - Resolution No. 18 of 2014, art. 4.6

- q. All kitchens are to be equipped with appropriate food waste disposer(s) with food wastes properly sourced and separated, macerated/grounded-up to be then disposed of in the sewer system pipelines to be treated at the respective WWTP. Also see requirements in section 6.10.1 - Waste Water Treatment.
- r. All kitchens are to be equipped with cooking fire protection measures as per NFPA17.
- s. Air-conditioned Garbage room shall be provided in each mess/dining hall. The gas and water lines and electric cables coming to the kitchen have to be vertically installed wherever required from the ground, instead of across the floor.
- t. Chiller / Freezer containers shall be provided according to operation needs.
- u. Exhaust hood shall be stainless steel construction with powerful turbine type fan or similar. The roof shall be strong enough to hold the weight of the hood. The hood shall be installed, hanging from the roof (supporting by rods from the ground is not allowed).
- v. Separate storage room for chemicals is required in each kitchen.
- w. Catering office with the facilities of telephone and fax line (for day-to-day communication) shall be provided.
- x. Food samples shall be retained for 72 hours as per guidelines issued by MOPH
- y. Provision of accommodation, transport and food for the catering & services staff and the shop operating company personnel shall be agreed between the service provider and the assigned O&M contractor for each Workers' Accommodation Facility inside Industrial Cities.
- z. Notify catering contractor preferably 3 months in advance of Catering needs.
- aa. Starting of catering operation in any new facility requires completion of "Operation Commencement Certificate" issued by Senior Camp Services Supervisor (RLC/MIC) or Contractors Facilities Supervisor (DCA) after obtaining approval from all HSSE divisions (HSSE Joint Inspection) (See Appendix-C). This is subject to the approval from respective Fire division of Industrial Cities HSSE department from the planning stage to the completion of the project.

2. Temporary Mess Halls on plot & Lay-down areas

It is recommended to Main Contractors / sub-contractors to set up a site mess hall to feed workers at the project site. For approval of 'Temporary Site Mess Halls' the proposal shall be presented by the catering Applicant/ client to the respective Fire division of Industrial Cities HSSE department and Senior Camp Services Supervisor (RLC/MIC) or Contractors Facilities Supervisor (DCA) for initial review and approval. Once this is obtained, joint HSSE site inspection will be conducted and "Operations Commencement Certificate" will be issued by the respective Senior Camp Services Supervisor (RLC/MIC) or Contractors Facilities Supervisor (DCA).

As a minimum, following equipment and areas shall be made available for the operation of site mess halls:

- Bain Marries (Hot food counters)) with rail and sneeze guards
- Water coolers
- Sink for rinsing utensils/ pot wash area for rinsing large food containers.
- Refrigerators
- Insect-o-cutors
- Dish washer unless Applicants use disposable cutlery & crockery
- Stainless steel shelving

- Tea/coffee/ juice dispensers stations
- Ice maker Machines
- Hot food holding cabinets
- Waste management area in a close proximity to the site mess hall.
- Ablution and hand wash basins
- Appropriate seating and dining with cutlery & crockery.
- A segregated separate food holding area with a separate entrance other than the waste disposal exit.
- Proper food transport mode with certified food handlers for handling and services.

3. Nutritional Standards

Nutritional recommendations to be followed by all Applicants to assure maintaining a healthy and effective workforce are outlined in World Health Organization global strategy on diet⁵⁰.

Applicant shall ensure the following is observed as the minimum standard within the catering agreements for the workers welfare feeding within Workers' Accommodation Facilities and at site mess halls.

Applicant is to make all meal types available to all eligible residents/occupants and visitors irrespective of their nationality. Applicant shall be required to allocate a minimum quantity of foodstuff for each meal. However, such stated minimums are not criteria for determining the actual required amount of foodstuffs. Minimum quantities for Continental, Arabic, Asian and South Asian and all other types of food are listed in below table; breakfast, lunch or dinner meals. Meat, Poultry and fish listed shall be boneless cut.

Item	Deluxe	Regular	Worker
Salad/Cold cuts	Unlimited	100 gm	100 gm
Soup	Unlimited	200 ml	200 ml
Meat, poultry, fish or vegetarian per main course	Unlimited	150 gm	150 gm
Cooked Vegetable	Unlimited	200 gm	200gm (cooked)
Lentil (Dal)	Unlimited	200 gm	200 gm
Rice (boiled, fried, steamed etc.)	Unlimited	Unlimited	Unlimited
Assorted bread	Unlimited	3 pcs/100 gm	3 pcs/100 gm
Fruit	Unlimited	1 Pc	1 Pc
Potatoes	Unlimited	-----	-----
Cheese	Unlimited	-----	-----
Dessert/Pastries	Unlimited	1 portion/150 gm	1 portion/100 gm
Condiments	Unlimited	Make available	Make available
A la Carte	Unlimited	-----	-----

4. Packed Meal

The packed meal for work force must be agreed with the catering contractor before approaching Industrial Cities for any type of facility or service approval. Applicant shall:

⁵⁰ Refer to WHO 2004 global strategy on diet

- a. Ensure hygiene standard in the preparation area of packed meal.
- b. Ensure hygienic standards in transporting packed meals to locations of requestor in a controlled temperature vehicle.
- c. Ensure no food contamination occur in handling and transporting process. A risk assessment is required from the client prior to approval of site mess hall or packed meal.
- d. Documentation of numbers for residents and non-residents facilities users or food consumers by the Applicant.
- e. Ensure Hazard Analysis and Critical Control Points (HACCP) and/or agreed International Standard ISO 22000 are followed for packed meal process.

5. Catering Pre-requisites

The catering pre-requisites are:

- a. The Mess hall and/or Kitchen details shall be submitted along with proposed equipment list to the Catering Contractor for review and consent.
- b. The “Catering Facilities” shall be in place before food can be served in any Catering Facility.
- c. “Operation Commencement Certificate” shall be obtained from respective Senior Camp Services Supervisor (RLC/MIC) or Contractors Facilities Supervisor (DCA) prior to operation of any catering facility in Industrial Cities.
- d. Fire Safety Certificate shall be obtained from respective Fire division of Industrial Cities HSSE department prior to applying for Operation Commencement Certificate from the respective Senior Camp Services Supervisor (RLC/MIC) or Contractors Facilities Supervisor (DCA) in Industrial Cities.

6. Food Safety Standards for Catering Services

Applicant shall ensure maintenance of good food hygiene and safety of food, regardless the type of operation or location, through ensuring that:

- a. Food preparation, handling and storage areas are kept clean and food handlers maintain good standards of personal hygiene at all times. (Food Handlers Certificate is mandatory for all involved.)
- b. All foods are cooked properly, especially meat.
- c. Foods are kept at the right temperature with chilled foods maintained cold and hot foods cooled as quickly as possible and then chilled.
- d. Hot food is not exposed to “Danger zone” at any given time.
- e. Raw foods are prevented from cross-contaminating ready-to-eat foods.

7. Training and Supervision

Food business owners and license holders are responsible for ensuring that all food handlers receive adequate supervision, instruction and training in food hygiene.

8. Personal Hygiene

All food handlers should:

- a. Thoroughly wash (using clean water and liquid soap) and dry (using disposable towels or air, not apron) their hands regularly when handling food, in particular:
 - Before handling food
 - Immediately after handling raw food, especially raw meat or poultry
 - After going to the toilet
 - After handling money

- After blowing their nose, sneezing or coughing
- After breaks
- b. Wear clean clothes, apron mask and, where practicable, protective food handling gloves and food handling tongs (to reduce direct contact with food)
- c. Use a hair net or cap.
- d. Cover cuts or sores with clean waterproof dressings
- e. Avoid wearing jewelry, false nails or other items that might fall into food
- f. Avoid touching their face or hair
- g. Not cough or sneeze over food
- h. Not smoke

9. Illness

Food handlers with symptoms of food poisoning, illness such as diarrhea, vomiting or stomach pains shall not handle food and must leave food preparation areas immediately. All other illnesses and skin conditions must be reported to a manager or the license holder who then needs to determine if these conditions pose a risk of spreading bacteria or disease should the person continue to handle food.

All food handlers in any catering operation in Industrial Cities shall possess a valid food handler's certificate issued by the MOPH, State of Qatar.

10. Ingredients

Food service facilities shall ensure that they purchase ingredients from licensed suppliers, with quality assured systems that maintain a high standard of food hygiene.

11. Storing Food

Stored foods must clearly display 'Use by' or 'Best Before' dates with:

- a. Chilled food kept at below 5 degrees Celsius
- b. Hot food kept above 63 degrees Celsius
- c. Raw food kept away from ready to eat foods, ideally in separate fridges
- d. Raw meat in sealable containers at the bottom of the fridge
- e. Fridges must not be overloaded
- f. Dried foods stored off the floor, in suitably sealed containers, to protect them from pests.

12. Food Preparation

Food should be handled to prevent contamination and handlers should:

- a. Observe good personal hygiene
- b. Use different chopping boards/work surfaces, utensils (color coded) and equipment for raw and ready-to-eat food
- c. Clean and disinfect equipment and surfaces thoroughly before and after use
- d. Avoid unnecessary handling of food
- e. Minimize the time chilled food remains out of the fridge

13. Cooking

All poultry, minced/chopped meat (including burgers and sausages) and rolled joints should be cooked thoroughly with the center of the meat maintained at a core temperature of at least 70°C held for two minutes or more commonly 75°C held for 30 seconds

Where cooked food is not being kept hot until serving, it should be cooled as quickly as possible.

All probes, skewers and thermometers should be maintained clean and disinfected between each use.

14. Transporting Food

Contamination of foods during transportation shall be prevented through ensuring that:

- All food is transported in packaging or containers
- Chilled or hot foods are maintained at the correct temperature
- Raw foods and ready-to-eat foods are kept apart

Vehicles used to transport foods must be fully equipped and maintained in good repair and clean daily with separate storage for food and non-food products.

15. Food Handling Areas

a. Design

Food handling areas must be designed to permit food handlers to work hygienically and keep the premises clean. All areas should be adequately protected from pests.

b. Cleanliness

Food service facilities, equipment and surfaces must be kept clean and where necessary disinfected according to an established cleaning schedule.

c. Waste

Waste shall:

- i. Not be permitted to build up in food areas clean and remove daily.
- ii. Be well segregated.
- iii. Be stored in a clean area air-conditioned area prior to move to waste skip.
- iv. Be collected in a clean properly labelled waste skips with lid.
- v. Be removed on a daily basis.
- vi. Not cause a tripping, slipping or obstruction hazard
- vii. Waste oil from kitchen must be collected separately in containers/drums and labelled properly in the premises, prior to removal by approved waste oil collection Applicant.

All handling of waste shall be compliant to QP-GDL-V-001 QP Guidelines for Waste Management.

d. Food Poisoning

Any suspected or confirmed cases of food borne disease / poisoning must be reported to the respective Medical Centers and Industrial Cities HSSE department immediately.

Further process shall start based on Food Poisoning Investigation Procedure.

REVISION HISTORY LOG

Revision Number: 08

Document Revision Date: 21.07.2020

Item Revised	Revision Description	Page No.
6.7, item 11 8.4	Assignment of new document code. Modification for new Reference indicators Added requirement regarding isolation rooms Added wifi requirement	23
Remarks: Nil.		

Document Change History

Doc. Code	Rev. No.	Date	Revision Description	Approved By
QPR-RLP-007	0	08.11.2007	Introduction of a new document has become necessary to provide procedure/ Regulation for protecting the pipe bridges in common Corridor-Issued for Comments	
QPR-RLP-007	1	27.01.2008	Document revised by incorporating comments-Issued for approval.	A/DL
QRG-RID-002	2	06.06.2011	Revised and renumbered	
QRG-DC-002	06	11.11.2014	Document Number QRG-RID-001 changed to QRG-DC-002. Updated to reflect new DC Structure.	DC
QRG-VI-002	07	12.12.2017	Document updated to include DCA Doc. Number and Title changed and updated to reflect new reference indicators. Also incorporated new comments and aligned with applicable State of Qatar Legislations	VI
QRG-VI-002	07	07.01.2018	Issued for approval	VI
QRG-VI-002	07	04.03.2018	Re-issued for approval	VI