

Standard Operating Procedure	KATARA House Rules	Document No: SOP-KATARA-SEC-04
		Revision No: 06
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KATARA

Facilities Management

Standard Operating Procedure

KATARA HOUSE RULES

SOP-KATARA-SEC-04

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REVIEW AND APPROVAL

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DOCUMENT CHANGE RECORD

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03	22 July 2013	Align the procedures with the actual implementation. Deleted the following in: Item 2.5, Reference materials relating to the house rules, permit application and safety guidelines can also be found on the Katara web site at www.katara.net ,	03
04	17 May 2017	Originator, Reviewer, Approver name change. Removed FMC and inserted with FMA throughout the document.	DCR 06/2017
05	01 July 2018	PTWA/AP Distinction. Include mandatory practical test in the Club Car Orientation Training. Clear Roles & Responsibilities. Align the procedures with the actual implementation	
06	01 July 2019	Updated review date, effective date and originator. Updated Security & Safety Offences Guidelines. Included guidelines and penalties for club car operation.	DCR 23/2019

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1.0 Introduction

This document describes some of the regulations guiding conduct of all tenants, contractors, events groups and visitors at KATARA Cultural Village.

2.0 Definitions

The following are meanings of some of the words and abbreviations used in this document:

- "KATARA" or "The KATARA Project" means the formally known "CULTURAL VILLAGE PROJECT" or "CVP" as was commonly referred to as the Cultural Village is conceptualized to reflect the heritage of Qatar through traditional architecture that accommodates family activities and includes an Amphitheatre, Heritage Centers, Libraries, Art Galleries and other academic facilities, not to mention retail outlets, coffee shops, museum facilities and market areas and a sports center.
- "KATARA" means the Government of State of Qatar represented by KATARA Management and its assignee, including but not limited to their appointed Facilities Managing Agent (FMA) who has been appointed to act for and on behalf of KATARA. The Tenant / Contractor are deemed to have knowledge of the relationship created between Employer and the facility management company and acknowledge the authority conferred to FMA and/or any of its associated entity appointed to act on his behalf to exercise and/or enforce the rights and obligations provided under this contract.
- "Tenant / Contractor" means the Company or a Consortium or a Joint Venture or an Organization leasing a space in Katara or ad hoc contractors who have been awarded projects in KATARA, and is identified as such in the agreement and includes the representatives, sub-contractors of all tiers and/or legal heirs or successors.
- "Laws" means all Qatari legislation, statutes, ordinances and other laws, and regulations and by-laws of any legally constituted public authority.

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All persons engaged by the Tenant or Contractors (hereinafter shall include their direct and indirect employees, agents, sub-contractors of all tiers and their respective employees) for works in KATARA.

KATARA reserves the right to stop all or any parts of the work if and when agreed regulations and/or safety measures are violated by the Tenant / Contractor and as and when it is deemed reasonably fit.

3.0 Basic Regulations

The following are basic regulations that must be complied with:

- All works carried out and materials used in KATARA shall be in accordance with applicable and relevant Safety Standards (SS), Code of Practices (COPs), statutory laws, acts, company procedures and any other requirements as determined by the employer.
- Where such applications are not described in the above, references should be made with internationally recognized bodies such as ASHRAE, IEEE, OSHA, NFPA, BS standards etc.
- In cases of doubt or ambiguity, KATARA must be sought for clarification before commencement or execution of the said matter.
- Where written approvals are required from relevant governmental authorities, these must be obtained before commencement of work or Renovations in KATARA.
- Tenants/Contractor operating in Katara will require to register with the QEHSS Department (FMA) for a 1-hour Safety/Security/Fire Safety briefing to allow them to operate safely and comply with necessary guidelines such as Katara House Rules, permit application and safety guidelines.
- Tenants/Contractor new staff member will require to register with the QEHSS Department (FMA) for a 1 hour Induction (Safety/Security/Fire Safety) to allow them to operate safely and comply with necessary guidelines such as Katara House Rules, permit application and safety guidelines.

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4.0 Permit & Passes

4.1 Legally Employed

The Tenant / Contractor must ensure that all staff or workers hired to execute any works in KATARA must be legally employed or engaged.

All original work permits, passes, and other relevant documents must be presented for verification upon request by KATARA and/or QEHSS Department (FMA).

KATARA reserves all rights not to allow entry into the premise should there be any doubt on any person or persons engaged by the Tenant / Contractor.

There will be no recourse for work delays or compensation in any kind arising from such actions either direct, indirect or perceived.

4.2 Work Permit (PTWA/AP)

The Tenant / Katara Term-Contractor / Non-Term Contractor must apply for a Permit-to-Work Access (*PTWA*) to start certain types of work/job that have high hazard potential (i.e. renovation, construction, events/function, isolation of fire alarm, excavation, confined space, use of generators, stage set up, scaffoldings, etc.) in KATARA with the relevant QEHSS Department (FMA) for approval prior to commencement on site.

The Tenant / Katara Term Contractor/ Non-Term Contractor seeking to gain access inside Katara to start work/job that have minor hazard potential (i.e. deliveries, site inspection/visit, maintenance, replenishment (ATM), caterings, etc.) must apply for an Access/Exit Permit (*AP*).

Permits must be available on site and shown upon request by KATARA, or their appointed QEHSS Personnel (FMA).

A Hot Work permit shall be obtained for any work involving the use of fire, naked flames/lights, spark producing tools and instruments or other potential sources of ignition (i.e. welding, glazing, gas torches, grinders, etc.). Full supervision and provision of appropriate fire extinguishers & fire watchman

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should be observed during the permit duration. Renewal of hot work is necessary whenever job is not completed within specified period.

Impairment Permit should be attached to all hot work or isolation of Fire Alarm request.

For more details please refer to KATARA Fire Protection Impairment Permit Work Guidelines. (Doc. No. SOP-KATARA-SAFE-12-F01, Rev.02)

4.3 Security Passes

All Tenants' Contractor, Katara Term-Contractor and Non-Term Contractor are advised to register with the Security Department (FMA) after the safety briefing. Upon submission of necessary QID/passport copies and photos and other supporting documents with the appropriate application form. Permit and passes will be collected from the Security Access Control Room.

For more details please refer to KATARA Access Control Procedure Guidelines.

4.4 Property Controls/Declaration

Any equipment and tools brought into KATARA must be declared upon entry using the appropriate Equipment/Material Form and approved by Security Department (FMA).

Properties leaving the site should also be accompanied with the appropriate Removal Permit Form and approved by Head of FM's Security Department (FMA) and inspected by the Security Term Contractor prior to leaving the premises. All properties leaving KATARA are subjected to security checks.

For more details please refer to KATARA Access Control Procedure Guidelines.

4.5 Vehicle Registration

All Vehicles operating in KATARA should be registered with the Security Department (FMA) with the copy of the vehicle details (ISTIMARA), insurance etc.

A vehicle pass will be issued that should always be clearly visible and displayed on the vehicle front driver side wind screen. This will allow QEHS

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Department (FMA)/Security Term Contractor to follow up on any nonconformance issues without delays.

For more details please refer to KATARA Access Control Procedure Guidelines.

Please note that failure to comply with the parking guidelines, speeding, unsafe operations or operating a vehicle without the appropriate license will not be taken lightly and penalties will be enforced.

4.6 Club Car Operations

Operating of Club Cars in Katara will require the driver to attend and passed the Club Car Safety Orientation Training (*Assessment & Practical*) organized by FMA Safety Department. Upon completion, the driver will register to Security Department (FMA) with appropriate application form and supporting document for the approval of Katara Head of Security. Club Car License ID can be collected from the QEHSS Department (FMA).

Club Cars operating in KATARA are required to comply with the traffic safety rules at all times. Club Car drivers found not in compliance, will lose their Club Car Permit and be suspended and/or banned for a period of 1 month, 6 months to 1 year depending on the severity.

No outside Club Cars will be allowed to operate in KATARA without written consent from Head of Katara Security Department. Upon approval, the club cars should be registered with Security Department using the Golf Cart Registration Form together with the Insurance. Golf Cart will be subjected for a Golf Car Safety Inspection. Re-inspection of Club Cars operating in Katara will be every six months and/or if club car had involved in an accident.

For more details please refer to KATARA Club Car Safety Guidelines (Annex C).

Club Car drivers will be held accountable for all damages incurred while operating their club cars in KATARA. This includes landscape, pots, drainages, etc.

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4.7 Delivery Timing

Delivery trucks entering KATARA are only allowed onto the Esplanade using Roundabout 6 as entrance area from 7am to 11am. Trucks requiring access after 11am will be on a case to case basis prior to Head of Katara Security Department and/or QEHSS Department (FMA) approval.

Driver will be required to stay within the speed limit (10KM/hr.) escorted by Security Term Contractor. Delivery trucks are not to drive through the walk ways so as to prevent damages and protect the public safety interest.

4.8 Events/Function

All function and events to be hosted in KATARA should comply with the Event Management Guidelines. Bump in and Bump out dates should be clearly provided, and all necessary forms should be submitted to the QEHSS Department (FMA) for review.

For more details please refer to KATARA Event Management Guidelines.

5.0 No Smoking Enforcement

Smoking in all buildings and public areas will not be allowed except in designated smoking areas. Those found not in compliance to the required regulations will be directed to the authorities

6.0 Alcohol and Drugs

It is strictly forbidden to consume intoxicating drugs, beverages and other substances while in KATARA.

KATARA reserves the right to expel any person who is under the influences of alcohol and/or drugs.

7.0 Sleeping in Public

It is strictly forbidden to sleep at public areas while in KATARA except in designated shelter areas. Those persons who will caught will not be taken lightly and penalties will be enforced.

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8.0 Temporary Electrical Lighting and Power Circuits

- Temporary electrical circuits shall comply with all legal requirements. All precautions must be taken to ensure that any fault(s) arising from tools and work activities shall not interrupt any circuits upstream.
- Provisions and responsibility for safety in all aspect of these temporary arrangements lies with the Tenant / Contractor.
- Equipment used should not have any loose connections, cracks and the circuits should not be over loaded.
- Electrical connection is subjected for a joint inspection by (FMA) Operation & Maintenance, Events Department and QEHS Department.

KATARA FMA reserves the right to inspect all power circuits and those found to be unsafe will be removed at the Tenant / contractor cost.

9.0 Isolation and Reconnection of Electrical and Other Utility Services

- Before isolating and reconnecting of any services, the Tenant / Contractor shall check with KATARA FMA and seek approval before doing so.
- The Tenant / Contractor must appropriately carry out all necessary safety precautionary measures (including warning sign postings) when executing this task.

For more details please refer to KATARA Lock Out Tag Out (LOTO) Guidelines

KATARA reserves the right to inspect all isolations and those found to be unsafe will be removed at the Tenant/contractor cost.

10.0 Concrete Mixing

Concrete mixing is permitted only on protected surfaces (e.g. mixing on plywood) of adequate size and at assigned location to avoid stains and contamination on the floors, tiles and roads. The Contractor shall be responsible for clearing up or reinstating the surface to the original condition or as accepted by the employer should there be any spillovers on the surface.

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11.0 Heavy Vehicles and Plant Equipment

- Heavy Vehicles and plant equipment shall only park in the places provided for the purpose within KATARA. Vehicles should be registered with the Security Department (FMA) with a copy of the vehicle details (ISTIMARA), insurance, 3rd party training certification, maintenance records. A Vehicle PASS will be issued that should always be clearly visible. This will allow QEHSS Department(FMA)/Security Term Contractor to follow up on any non-conformance issues without delays.
- Plant equipment such as tractors, dumpers, forklifts and other driving equipment are permitted to operate within KATARA provided approvals from the QEHSS Department (FMA).
- Such equipment must always be maintained in good working order . Noise and other environmentally polluting substances must be well within the limits specified by the relevant government authorities and/or KATARA Safety & Security Guidelines. In cases where ambiguities exist, the more stringent condition shall apply;
- Where storage of fuels and lubricants are required, these must be carried out in a manner agreed and approved by KATARA FMA. Safety and Environmental considerations must be looked into when making such provisions with appropriate drip trays and spill kits available.
- Obstacles to traffic, such as excavation, ropes, materials, cranes, etc on or above roads and accesses shall be effectively marked by the Tenant / Contractor, both during the day and at night and both the KATARA Security & QEHSS Department (FMA) must be informed accordingly.
- Please note that failure to comply with the parking guidelines, speeding, unsafe operations or operating a vehicle without the appropriate license will not be taken lightly and penalties will be enforced.

No vehicles are allowed to operate along the esplanade from 2pm to 11pm to ensure the safety of the public and visitors of KATARA. Heavy vehicles and plant equipment requiring access from 2pm to 11pm will be on a case

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to case basis prior to Head of Katara Security Department and/or QEHSS Department (FMA) approval.

Contractor will be held accountable for all damages incurred while operating their heavy vehicle and plant equipment in KATARA. This includes landscape, pots, drainages, etc.

12.0 Tools and Equipment

- The Tenant/Contractor shall ensure that all equipment, tools and other items used for the works are appropriate, safe and in good working condition. Examples of such tools/equipment are ladders, scaffolds, hand drills, etc.
- The Tenant / Contractor shall ensure that all equipment, tools and materials are stored and placed properly so as not to cause obstruction or hazard to others.
- Contractors' tools and equipment should be inspected by a competent person and copies of these records are to be submitted to the QEHSS Department (FMA).
- Tools and equipment are subjected for a random joint thorough inspection by (FMA) Operation & Maintenance, Events Department and QEHSS Department.

Such equipment will also include heating and other kitchen operating equipment for restaurants.

KATARA FMA reserves the right to inspect the safety of all tenanted buildings monthly and will include both planned and unplanned inspections.

13.0 Housekeeping and Waste Disposal

- It is essential that good housekeeping be maintained in both tenanted buildings and work sites.
- Tenants / Contractors have a responsibility in ensuring that KATARA's ceilings, walls and floors are protected from stains, marks and damages at all times.
- Regular daily cleaning of the tenanted buildings and work sites should be done to ensure health, hygiene and safety issues are adequately

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addressed.

- Spillage of oil or chemicals shall be cleared up immediately. Appropriate safety precaution shall be taken during the cleaning up. Rags (spill kits) and such used to clear up such spills must be appropriately disposed of in accordance with the appropriate regulatory guidelines. Such waste should not be disposed in the normal waste bins at the bin center.
- Any costs incurred to remove any stains, marks or repair damages caused by the Tenant / Contractors shall be billed to the tenant / contractor accordingly.
- Tenants / Contractors are required to segregate their waste and dispose them in the appropriate bins for food, paper, metal & plastic/glass at the location assign to them.
- All chemical and hazardous wastes are to be disposed of in compliance to regulatory local laws by approved municipal collection companies.

14.0 Chemicals and Hazardous Materials Control

- No CFC-based cleaning agents shall be used always in KATARA (e.g. bestchem solvents, soluble oil degreaser CF57 and etc...)
- No oil grade with a flash point lower than 60°C shall be used for cleaning purposes.
- No bulk storage of flammable or hazardous chemicals to be stored in KATARA.
- All chemicals and Hazardous materials brought into KATARA should be registered with Safety Department (FMA) and removed at the end of the work day.
- Should storage be required, cabinets should be used in compliance to NFPA guidelines and Civil Defense Copy of the MSDS should be available on site.
- Spill kits and dry powder fire extinguisher should be available in areas that store or use such chemicals.

15.0 Personnel Behaviour and Attire

Tenants / Contractors shall be appropriately attired and should respect the local laws and customs while in KATARA.

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16.0 Fire Alarm System

Building Fire Alarm systems should not be isolated without prior approval from the FMA. Application for Alarm isolation should be done on a daily basis with adequate fire watch provided for the duration. Smoke detectors should not be covered which will impede the operations of the fire alarm systems. Burning of incense can trigger the fire alarm which carries a penalty of QR5000 for each incident.

17.0 Emergencies

In the event of an Emergency the Tenants / Contractor should be aware of the Emergency Exits and Muster Points in KATARA. The FMA Help Desk Number is **4408 1818**.

All Buildings Tenants / Contractors are responsible for the training of their Fire Wardens and First aiders. The names of the staff should be submitted to the QEHSS Department (FMA) for their records. Basic Awareness Training (i.e. Fire Evacuation Drill) will be arranged annually for all tenants by the Safety Department (FMA) as part of the Fire Safety campaign.

Tenants / Contractors are to plan and arrange their annual evacuation drill and can seek more advice from the Safety Department (FMA).

Fire Protection systems are to be maintained in compliance to regulatory standards and emergency exits and walk ways should not be obstructed at all times.

Should there be a medical emergency, the EMS team from Hamad Medical will be on site between 12 noon to 12 midnight and can be contacted at 44080803.

Tenants / Contractors are responsible in ensuring that all staff are briefed and have attended the necessary awareness training offered by KATARA FMA covering Safety/Security/Fire Safety Awareness.

18.0 Personal Protective Equipment

Proper use and wear of PPE are required. Term Contractor to conduct monthly inspection to ensure that PPE is in good condition. Records of such inspection are to be submitted to the Safety Department (FMA) for review.

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19.0 Accident Reporting

All accident/incident (major/minor) are to be reported by Security Term Contractor to the Head of Katara Security/Security Department (FMA) for review using the official Security Incident Report Form.

Tenant / Contractor shall indemnify KATARA, their appointed FMA and all its representatives in respect of any liability, loss, consequential losses, claim or proceedings whatsoever whether arising at common law or by a statute in respect of personal injury to or death of any person whatsoever, damage to personal property, etc arising out of or in the cause of a neglect by the execution of works.

Damage to Property

The Tenant / Contractor shall be liable for and shall indemnify KATARA in respect of any liability, loss, claim or proceedings for any damage whatsoever arising out of or in the course of or by reason of the execution of the works to any property real or personal due to negligence, omission or default of himself, his agents, his workers or any authorized sub-contractor or to any circumstances within his contract/lease/agreement.

20.0 Environmental Protection

Measures must be taken by the Tenant / Contractor to prevent pollution to air, water and land and to preserve the quality of life. Such responsibilities include safe waste management and disposal, the control of noxious air emission and emergency response and effective containments and controls of hazardous spills, leaks and other events occurring on site or during transportation.

Tenant / Contractor should also take interest in preserving public amenity by reducing the impact of their operation such as noise, dust, etc.

In resource conservation practices, Contractors should use less raw materials; substitute to less hazardous materials and to harness waste products through recycling whenever possible.

21.0 Handover Inspection

Tenant/Contractor and KATARA FMA shall make a joint site inspection of the proposed renovation/work area and report any damages and observation to KATARA before commencement of work and after completion of the works. Damages found to KATARA property that was not earlier reported will have to be repaired by the tenant / contractor at their cost.

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KATARA reserves the right to charge the tenant / contractor for manpower, repairs and replacement parts at Katara premium rates should there be failure to complete the necessary replacements, repairs within the agreed timeline

22.0 Regulatory Compliance

Tenanted buildings & establishment operating in KATARA are required to comply with Regulatory Guidelines and Qatar Laws. This will include but not be limited to the following:

- Have a valid Business Operating License
- Civil Defense Certificate
- Compliance to Fire Safety Guidelines
- Compliance to Health & Hygiene Standards

KATARA reserves the right to request establishments / tenants operating in KATARA to acquire additional certification if necessary to ensure that the quality of service and the health and safety of the public are adequately addressed.

23.0 Inspection of Premises

KATARA and their appointed FMA reserve the right to inspect all premises and buildings to ensure compliance to regulatory guidelines.

This inspection will include planned and unplanned spot checks to ensure that Safety, Fire Safety, Health & Hygiene matters are addressed adequately for the safety and security of KATARA and its visitors.

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24.0 ANNEX A

Safety & Security Offences Guidelines - Applicable to Tenants/Contractors/Event Groups

Category	1 st Offence	2 nd Offence	3 rd Offence
Category 1 *Theft *Fighting *Creating Nuisance (Arguing / Shouting)	*Ban From KATARA *KATARA reserves the right to impose QR5000 penalty at their discretion	N.A	N.A
Category 2 *Fire Alarm Activation	*Written Warning Issued (email / correspondence) *If proven intentionally, KATARA reserves the right to impose QR 5000 at their discretion	*KATARA reserves the right to impose QR 5000 penalty at their discretion	N.A
Category 3 *Sleeping on public area *Working on site without valid documentation / security badge / safety induction *Failure to comply with KATARA Safety and Security Guidelines	*Verbal Warning Issued + NCR *Stop Work Order *Removal from site till proper documentations are in place	*Written Warning Issued (email / correspondence) + NCR *Stop Work Order *Removal from site till proper documentations are in place *Supervisor suspended for 48 hours	*Penalty of up to QR 5000 be imposed *Stop Work Order issued *Removal from site till proper documentations are in place *Supervisor Ban from KATARA
Category 4 *Traffic Security & Safety Violation in KATARA *Not in proper PPE *Poor Housekeeping *Violation of Safety Guidelines for Club Car Operation	*Verbal Warning Issued + NCR *Stop Work Order issued till corrections are done. Dependent on the gravity of the offence; any or a combination of the following may apply; *Verbal Warning Issued *Written Warning Issued *Suspension from driving *Removal from KATARA *Penalty of up to QR5000, *Any other penalties deemed appropriate by KCV/FM	*Written Warning Issued (email / correspondence) + NCR *Stop Work Order issued till corrections are done. *Supervisor suspended from site for 24 hours	*Penalty QR5000 (paid to KATARA) *Supervisor suspended for 7 days *Stop Work Order issued till corrections are done.
Category 5 *Property Damage (including landscape, irrigation systems, flower pots, etc.,)	*Payment for necessary repairs *Suspension of driving privileges (If applicable)	*Payment for necessary repairs *BAN from driving (If applicable)	N.A

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25.0 ANNEX B

Safety & Security Offences Guidelines (Applicable to Tenants & Tenanted Buildings)

Category	1 st Offence	2 nd Offence	3 rd Offence
Category 1 *Failure to provide Regulatory Compliance Licenses to operate establishment that will include (where applicable) Business Operating License, Building Civil Defence Certificate, Hygiene and Health Certificate, others as required by Qatari Law & requested by KATARA.	*Tenant will be issued official letter to immediately shut down daily operations till necessary compliance are met. *Regulatory Authorities are informed. *KATARA or their appointed FM will not be held responsible for any loss of revenue.	N.A	N.A
Category 2 *Modification to building design or fixtures without KATARA approval *Unsafe storage of Chemicals. *Fire Hazards *No evidence of maintenance in compliance to Regulatory or KATARA guidelines (where applicable) *Damage to Tenanted Facilities direct or indirect.	*Written Warning Issued to Tenant. *Corrective actions to be carried out within stipulated time.	*Final Warning Issued to Tenant. *Stop Work Order. *Corrective actions to be carried out within stipulated time. *Penalty of QR 5000 imposed. KATARA reserves the right to close the premises up to 24 hrs if risk to public safety and health is compromised *KATARA or their appointed FM will not be held responsible for any loss of revenue.	*Penalty QR 10,000 imposed. *Corrective actions to be carried out within stipulated time. *KATARA reserves the right to close the premises (<u>indefinite</u>) till the risk to public safety and health is satisfactory addressed. *KATARA or their appointed FM will not be held responsible for any loss of revenue.
Category 3 *Obstruction of Fire Emergency Exits. *Poor Housekeeping *Unsafe storage of materials *Overloading of Electrical Points *Health, Hygiene & other Hazards *Failure to allow KATARA or FMA to carry out inspections of Tenanted Buildings to ensure necessary standards are met (planned/unplanned visits and spot checks)	*Verbal Advise issued to Tenant concern + NCR *Corrective actions to be carried out immediately.	*Written Warning Issued to Tenant Concern + NCR *Corrective actions to be carried out immediately.	*Penalty QR 5000 imposed. *Corrective actions to be carried out immediately.

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26.0 ANNEX C

GUIDELINES FOR OPERATING CLUB CAR IN KATARA

GUIDELINES FOR OPERATING CLUB CARS IN KATARA



- i. All operators and owners must submit their club cars that operate in Katara to MFMS safety department for basic visual and mechanical inspection. Upon satisfying the inspection a club car inspection sticker will be issued and must be displayed at the front of the club car. All club cars in Katara are required to be registered with MFMS prior to being used in Katara.
- ii. Any club car that fails the inspection will be requested to be fixed within a certain period or be removed from Katara site altogether, depending on the nature of failure and what is required to fix the problem. All club cars must have valid insurance policy for operator and third-party damages
- iii. All would-be operators are required to undergo training on safe operation of club cars before operating the club car. Contractors' responsible persons (tenants, events operators, etc.) are fully responsible for ensuring that operators have successfully completed the club car training prior to driving the vehicle. Documentation of employee's name, title/position, date of training, and supervisor's signature will be kept in MFMS Office for reference.
- iv. Before operating the club car, the operator must conduct a visual pre-inspection/pre-use check. Operators must ensure repairs are made immediately if presenting an unsafe condition. All preventive maintenance and repairs must be carried out every 3 months at the minimum with evidence of such maintained.
- v. Club cars must only be used within the vicinity of Katara. Sidewalks may only be used as parking where the nearest parking lot is not available around destination. After task, club car must be returned in the designated parking/storage area.
- vi. Department heads and supervisors are responsible in safe keeping of keys as well as designating authorized employees to operate the club car. Never leave the club car key unattended.
- vii. Smoking and using of mobile phones while driving a club car is prohibited.

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- viii. Occupants in the club car must keep all their hands, arms, legs, and feet within the vehicle always when vehicle is in motion. Always remain seated when cart is moving. Avoid exceeding club car seating capacity
- ix. Reduce speed when approaching pedestrians, inclines or curves. Operators must ensure they operate their club car in minimum speed/setting (not more than 10kph) when operating near pedestrians and around buildings.
- x. Avoid parking in landscape lawns, nearby water streams, building entrances/doors, narrow pathways, etc.. Do not damage the water features, landscape, irrigation systems, potted plants and other Katara property while driving. Always check behind the club car before reversing. Club car drivers will be held accountable for all damages incurred while operating their club cars in Katara.
- xi. Reduce speed, use extra care during inclement weather.
- xii. No club car may be used around the corniche area during major events such as Qatar National Day, Qatar National Sports Day, Eid Celebrations, etc. Alternative routes will be communicated during these events.
- xiii. When the club car is not in use, the operator must set in parking pedal brake and remove and secure the key.
- xiv. Club car operators are not allowed to drive when emotionally upset, tired, under medication and influence of alcohol.
- xv. Battery Recharge
Safety rules must be observed when charging the batteries:
 - A. Only approved battery charger must be used to recharge the batteries (designed to fully shut off when the battery is fully charged).
 - B. Do not smoke near the recharge station.
 - C. Do not recharge near an open flame or source of ignition.
 - D. Pour baking soda on spilled battery acid before cleaning up the spill.
 - E. Wash the skin thoroughly with cold water if exposed to battery acid.
 - F. Disconnect the battery charging cords before using the club car.

NOTE: Violation of any of the stated guidelines above may be subjected to application of appropriate penalty as may be determined by MFMS/KCV.