



CIVIL ENGINEERING DIVISION

Client's procedure for Exceptional Study

1.0 Purpose:

The purpose of the exceptional study process allows Clients to request for a design related exception that may not be in-line with the minimum building design requirements as stipulated in the Building Regulation and Design Guidelines-Architecture of Trakhees. This exception can be requested at any project stage and it allows flexibility in the design as long as it does not violate the basic regulations. And it may requested due to technical issues during construction. In all cases exceptional study needs approvals from higher management within Trakhees-CED.

2.0 Scope:

All Clients/Business Units operating within the Trakhees jurisdiction area.

3.0 Responsibility:

Trakhees-CED Architect Engineers will handle reviewing exceptional study request in compliance to Trakhees Codes, Regulations and relevant codes, even if, the Client's consultant shall remain entirely responsible for the design, accuracy of design and drawings for the stability and safety.

4.0 References:

- 4.1 Building Regulation & Design Guidelines-Architecture
- 4.2 Regulation & Design Provision for People with Disability
- 4.3 International Codes and relevant Trakhees-CED Codes
- 4.4 DCR related to B.U

5.0 Definitions:

TKS-Trakhees
 BP- Building Permit
 CED-Civil Engineering Division
 EHS-Environment Health & Safety Division
 NOC- No objection Certificate
 BRDG - Building Regulations and Design Guidelines issued by CED

6.0 Procedure:

In general, exceptional study request shall be for project already registered in e-permit and Project ID obtained.

This process is handled by the Architectural section but it may be distributed to other Sections for their feedback where required. In all cases, approval from higher management is required in order to proceed with the exceptional approval.



CIVIL ENGINEERING DIVISION

For this submission type , Trakhees-CED is committed to completing the review process within ten working days but delays can occur due to the following:

- Missing drawings
- Details clarifications
- Internal department clarifications
- Special approval from higher management

6.1 Front desk registration & acknowledgement process

- 6.1.1 TKS-CED Helpdesk receives from the Client's Consultant the application for the Exceptional study.
- 6.1.2 This application is presented in pdf format in a CD containing the document/drawing package together with other submission requirements depending on submission type
- 6.1.3 The TKS-CED Helpdesk has the right to accept or reject the submission if the CD is not complete as per the checklist requirements.
- 6.1.4 If the submission is complete, then the CD is accepted and a mail notification is forwarded with the submission serial number to the Consultant within one working day, for easy tracking purposes.
- 6.1.5 Incomplete submission are rejected by TKS-CED Helpdesk to be resubmitted as per procedure

6.2 Distribution of Documentation to Respective Sections

- 6.2.1 Once submission accepted it assigned to Manager-Architectural Engineering by Arch. Admin and circulate submission to Architect Engineers.
- 6.2.2 Architect Engineer undertakes review of Architectural drawings and calculations as per Trakhees Design Guidelines and Regulations-Architecture and relevant codes & standards.
- 6.2.3 Submissions are directed to the Planning Section to be checked as per the applicable Planning standards and requirements by Architect engineer for some project where applicable.

6.3 Feedback & Compile Summary

- 6.3.1 Architect Engineer shall check exceptional study submission against BRDG and other relevant documents/applicable .
- 6.3.2 The Architect Engineer shall circulate the submission to relevant sections for review, where required namely Planning, Structural, MEP and Quality.
- 6.3.3 Architect Engineer shall provide summary for the technical reviewing issues to the Architectural Engineering Manager who gives the exceptional approval or obtains higher management approval if required.



CIVIL ENGINEERING DIVISION

- 6.3.4 If the submission studied and approved by the management Architectural Administrator to prepare exception study NOC with the exceptional study fees notification.
- 6.3.5 In the event where any major issues, missing documents have been identified or there is rejection by the higher management, Architectural Administrator to prepare commented exceptional study letter.
- 6.3.6 In all cases Architectural section Administrator shall send NOC or commented letter to the document controller admin who is in charge to send them to the Client's Consultant.

6.4 Sign Drawings, Prepare Concept Design NOC and save drawing in the server

- 6.4.1 If the submission is complete and approved by Architectural Engineering Manager/higher management, the Senior Architect Engineer signs the reviewed Architectural drawings and saves them in Trakhees server.
- 6.4.2 Architectural section Administrator shall prepare exception study NOC and exceptional study fees notification.
- 6.4.3 Once NOC signed by concerned Senior Architect Engineer and Sr. Manager –Permits & Compliance, NOC and Fees Notification send by the document controller admin to the related Client's Consultant.

6.5 Notify Consultant

- 6.5.1 Once the NOC has been signed by the Sr. Manager – Permits & Compliance, fees notifications sent to the related consultant by document controller to settle payment and to collect the CD containing Exceptional study NOC along with the approved Drawings.

6.6 Issuance of Exceptional Design NOC

- 6.6.1 Exceptional study is only issued by TKS-CED helpdesk upon payment of Appraisal Fee to Trakhees Cashier at Dragon Mart (1st floor). The CD containing Exceptional study NOC and endorsed drawings are handed over to the Client/Consultant Representative only upon presenting of payment receipt as received from Trakhees Cashier.

7.0 Record

No	Record description	Retention Time
----	--------------------	----------------



CIVIL ENGINEERING DIVISION

7.1	Consultants application form	2 years
	Owner Request letter for Exceptional Study	10 years
	Master Developer NOC	10 years
	EHS NOC	10 years
	Exceptional Study NOC	Permanent
	Stamped Drawings	Permanent
	Reviewed drawings	Permanent
	Master Developer Approved drawings	10 years
	Consultant / Contractor's License	2 years
	Documentation Package	2 years
	Correspondence	2 years
	Affection Plan	Permanent
	Exceptional Study payment recipient	2 years

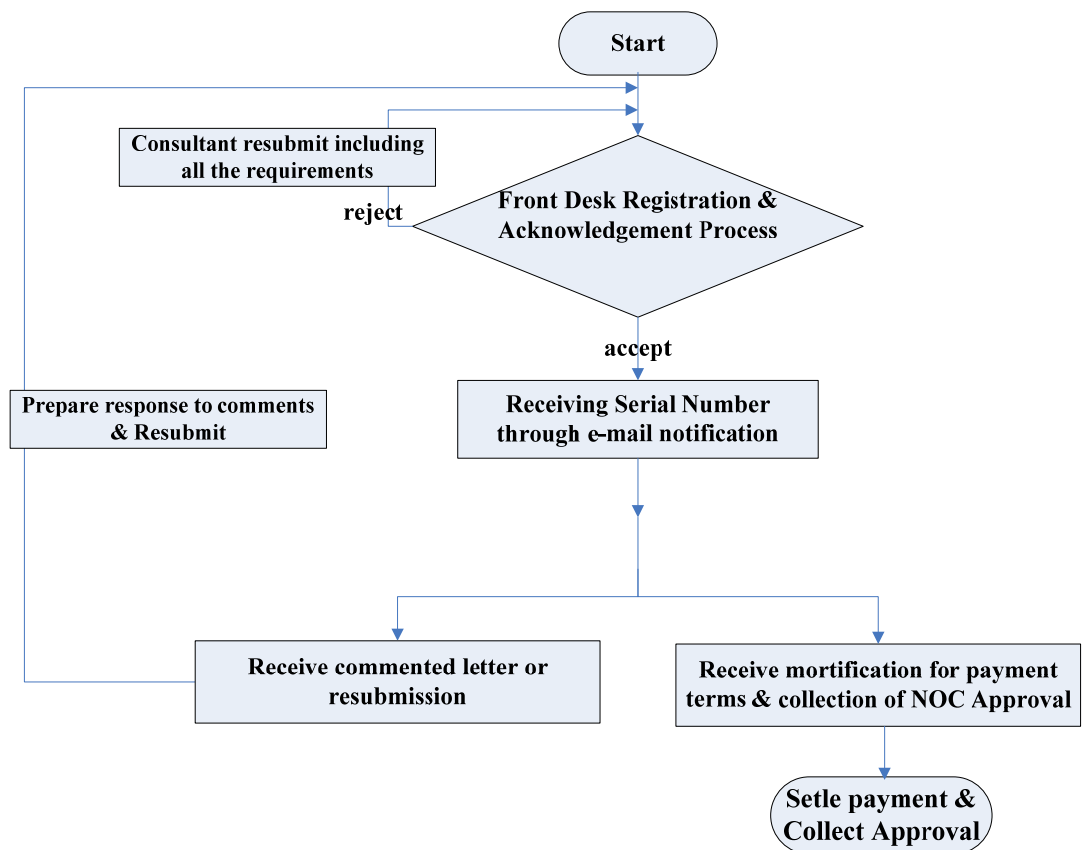
Upon completion of each review, records are kept centrally on Trakhees server. The records include all documents, drawings and end with the covering letter sent to the applicant by Trakhees.

8.0 Attachments:

8.1 Client Work Flow

8.2 Exceptional Study NOC Template

8.1 Client Work Flow



8.2 Exceptional Study NOC Template

Ref:

Date: xxxxxx

M/s The Consultant
P.O Box xxxx, Dubai UAE
 E-mail: xxxxx

Development : xxxxxx
District : xxxxxx
Plot No : xxxxxx
Project ID / B.P Ref No. : xxxxxx
Project Details : xxxxxx
EHS NOC Ref : xxxxxx
Lessee/Possessor Name : M/s xxx

Subject: Exceptional Study NOC for xxxxxxxxxxxxxx

We refer to Owner letter ref. xxx dated xxx and Consultant letter ref xxx dated xxxx received in Trakhees on xxx requesting for exceptional study for above subject and based on xxxxx.

Please note that we have "**NO OBJECTION**" for the exceptional Approval limited to above building only & not applicable for another proposal.

You are kindly requested to collect electronic copy of the approved / commented drawings from Civil Engineering reception by producing a copy of this letter. Finally, please ensure that all outstanding comments are resolved to avoid delays at completion stage.



Yours faithfully,

Xxxxx

Sr. Manager – Permits & Compliance

Engineer initial name

Cc:.... ..