

CONTRACTORS/VENDORS PERMIT TO WORK – “EVENTS”

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Date			
Name of Applicant			
Company Name			
Contractor supervisor on Site		Mobile #	
Setup Location at Conrad Abu Dhabi			
Date & Time Access		Date & Time Exit	
Number of Employees to do the Job			

#	REQUIREMENTS	RATING	SCORE	YES / NO – Fill by Contractor
01	Do you have Approved Occupational Health and Safety Management System in place? (OSHAD) \ ISO 45001:2008	10		
02	Has a Health & Safety policy been developed?	10		
03	Do you have a dedicated Health & Safety Person available?	10		
04	Do you have valid adequate company public liability insurance?	10		
05	Is there any training plan available for your staff for all activities that you perform?	10		
06	Do you have procedures in place to handle emergencies on site?	10		
07	Do you report and record incidents / Accidents?	10		
08	Will you provide all necessary PPE s and other welfare facilities on site?	10		
09	Is there any work from our scope of work being sub contracted? If yes, are they competent to fulfil the health and safety requirements?	Yes/No		
10	Do you have third party inspection certificate /License for all equipment used in our site?	10		
(Acceptance score above 60-70%)		90		

Provide the following documents to the relevant Event Manager at least seven (7) business days before the commencement of work.

1. A copy of the Company Trade License.
2. A copy of the Photo ID of the authorized person signing this Work Permit. .
3. A copy of Method of statement (Safe procedure of work).
4. A copy of Site specific Risk Assessment of job.
5. A copy of training Certificates of all staff that will be using any site equipment, cherry picker, scissor lift, fork lift.

SAFE WORK DESCRIPTION

Please indicate with a tick (✓) will you perform

Working on the roof	<input type="checkbox"/>	Spray painting	<input type="checkbox"/>	Window cleaning	<input type="checkbox"/>
Asbestos work	<input type="checkbox"/>	Working in confined spaces	<input type="checkbox"/>	Abrasive blasting	<input type="checkbox"/>
Electrical Work	<input type="checkbox"/>	Welding or abrasive cutting	<input type="checkbox"/>	Trenching	<input type="checkbox"/>
Demolishing	<input type="checkbox"/>	Erecting scaffolding	<input type="checkbox"/>	Using chemicals	<input type="checkbox"/>
Working at heights	<input type="checkbox"/>	Access to high voltage workstation	<input type="checkbox"/>	Hot work	<input type="checkbox"/>

Specify if /other:

The Contractor shall inspect the event venue prior to commencing setup and shall report any unsatisfactory conditions in writing to Hotel Management; failure to do so shall render the Contractor fully responsible for the condition of the venue.

SECURITY DEPOSITE

The Contractor/Vendor shall deposit **AED 10,000** as a security deposit upon signing the Work Permit, serving as protection against any potential damages to the venue structure and equipment caused by the Contractor/Vendor, to be refunded within seven (07) business days after the event ends, provided no damages occur; in the event of damages, the cost shall be deducted from the security deposit, and if the deposit does not cover the full cost, the Contractor/Vendor shall pay the remaining amount within 24 hours, failing which the Contractor's equipment will be held on hotel property until the full damage cost is paid.

SAFETY REGULATIONS MUST BE FOLLOWED

1. All visitors/contractors must provide valid photo ID to gain access from the P1 level via the Security department.
2. All staff working on-site must enter and exit the building via the Security Entrance.
3. All personnel must have valid, job-specific, relevant experience to work on-site.
4. A signed and approved copy of the Work Permit must be brought to the premises by the Contractor/Vendor supervisor for proof and registration with Security.
5. Personal Protective Equipment (PPE) must be worn as required.
6. Contractors and their employees must be reasonably dressed and meet Hygienic Standards to the acceptance of Hotel Management.
7. Certified Helmet, Harness, and Lanyard must be worn and fixed to an approved point when working above 1.8 meters in height.
8. All Portable Electrical Equipment must be fitted with grounded approved plugs and sockets.
9. It is prohibited to work on any live Electrical Distribution Boards; power must be isolated according to Conrad Abu Dhabi's Isolation Policy (lockout/tag out). Connecting/disconnecting to the hotel Distribution Boards must be carried out only by the hotel Engineer.
10. All cabling must pass through a cable ramp, avoiding cables running through doorways.
11. All electrical loads must be within the power supply capacity, and a full load test in the presence of the hotel engineer must be completed prior to the event.
12. It is the Contractor's responsibility to ensure that during setup and breakdown times, the marble floor and carpets are protected. No heavy metal or wooden equipment shall have direct contact with the marble floor or carpet.
13. The use of Smoke/Haze machines is prohibited unless security is informed and approval is granted 48 working hours prior to the event/usage.
14. All flammable materials used must be treated with a suitable fire retardant, and related products and certificates must be submitted.
15. No construction or works deemed excessively loud may proceed at the discretion of Hotel Management.
16. All contractor/subcontractor equipment must have up-to-date test certificates and be fully tested by the relevant company.
17. Contractors are responsible for the wellbeing of their own equipment and tools.
18. Conrad Abu Dhabi Etihad Towers assumes no liability for services, transportation, personnel, or equipment provided by contractors or subcontractors.
19. No equipment, decoration, hanging drapes, or other articles may be attached to the building fabric except at designated venue hanging points.
20. Contractors or subcontractors must ensure safe working and environmentally friendly practices are performed.
21. Smoking and alcohol consumption by contractors or subcontractors are forbidden on the premises; smoking is permitted only in the employee smoking area at P1 level.
22. If a work practice is suspected to be unsafe, Conrad Abu Dhabi Management reserves the right to suspend work until the violation is corrected at the contractor's or subcontractor's cost.
23. During construction work, the contractor must secure the area to ensure guest safety and prevent unauthorized access, including using drop sheets, boarding under the work area, and barrier tape at access points to the Events Area.
24. Contractors must keep their work areas clean and tidy.
25. Contractors and their staff are not permitted to access public areas within the Hotel without prior approval from Conrad Abu Dhabi Management.
26. Emergency exit doors and escape routes must never be blocked or obstructed before, during, or after the event for any reason.
27. Contractors/Subcontractors must provide proper protection if their activities may cause damage to hotel property; charges will apply in case of damages.
28. Upon event completion, the contractor must ensure the venue is left as it was found, with all waste removed, including tape from lighting bars, and a final inspection conducted with a member of the engineering team to ensure compliance.
29. The use of candles constitutes a serious fire hazard; therefore, Hotel Management must approve their use in accordance with safety standards.
30. Loud, coarse, or abusive language around staff, guests, or visitors will not be tolerated and may result in contract cancellation.
31. After setup completion, the contractor must clear all garbage off-site, leaving no waste on Conrad Abu Dhabi property. The event area must be handed back in the same condition as received. Equipment must not be left in the P4 area during or after the event.
32. Failure to comply with any of these procedures will result in work cessation until issues are resolved to the hotel management's satisfaction or work permit cancellation in cases of repeated or gross noncompliance. Additional site cleaning, repair, or waste removal will incur a labor fee of AED 500 per hour and a bin fee of AED 100 per m3, with additional charges for hazardous waste.

DECLARE THAT I/WE

1. Understand the obligations under the Conrad Abu Dhabi Etihad Towers OSHAD Standards that are applicable to the work being undertaken and to the circumstances in which the contract will be affected.
2. Have received a copy of and understand the requirements of the Contractors Induction training and will abide by the hotel safety rules Contractor Management Procedure.
3. Have certification and qualifications that are required by legislation.
4. Will cease working, make safe the workplace and contact Conrad Abu Dhabi event manager if I become aware of danger to myself or others during the period of the contract.
5. Any injury or death to contractors, subcontractors, or personnel inside the venue, or damage to the venue resulting from contractor defects, is the full liability of the contractor or subcontractor, and the management of Conrad Abu Dhabi shall not be liable for any accidents or injuries or death involving contractors or subcontractors.
6. In case of disputes between Conrad Abu Dhabi Etihad Towers and the contractor/vendor, all necessary procedures will be taken according to UAE law in Abu Dhabi courts.

AGREED AND ACCEPTED:

Authorized Name: _____ **Authorized Signature:** _____

Company Stamp: _____ **Date:** _____

HOTEL INTERNAL USE – لإستخدام الفندق الداخلي		
VENUE APPROVAL OF WORK PERMIT / ACCESS		
This Permit has been approved based on the information provided by the contractor/vendor. The hotel management reserves the right to deny access to the contractor/vendor, should any information be false or regulations not be adhered to.		
EVENT MANAGER NAME	SIGNATURE	DATE