



DUBAI AVIATION CITY CORPORATION OHSE CODE OF PRACTICES



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DACC CODE OF PRACTICE - SAFETY AUDIT MANAGEMENT



SAFETY AUDIT MANAGEMENT
DACC (DUBAI SOUTH) Code of Practice
Document Reference No.: DACC.DS.OPS.OHSE.OST.11.SA

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1.0 INTRODUCTION

- (i) This Code of Practice (CoP) is mandatory to all operational facilities within the Dubai South jurisdiction. This CoP is designed to incorporate requirements set by UAE and other relevant Regulatory authorities. If requirements of this document conflict with requirements set by another regulatory authority, operational facilities are required to follow the more stringent requirement.
- (ii) A safety audit enables the assessment of safety standards in the workplace. It also helps to evaluate OHSE Management system, work practices and procedures of operational facilities.
- (iii) Safety audits will be required for all operational facilities to ensure compliance with the provisions of Local Order No. 61 of 1991, "Occupational Health and Safety Regulations" in the Emirate of Dubai".
- (iv) Operational facilities means the business units such as Factories, Logistics and Warehouse Facilities, Recreational Facilities, Multi Store Apartments, Retail Facilities, Offices, Educational Institutions, Medical Facilities, etc. and all other facilities which are registered under **Dubai Aviation City Corporation (DACC)** Licensing and Registration Department and operating in Dubai South Jurisdiction.
- (v) A duty Holder is defined as;
 - a) the person(s) who owns or is in control, through contact or tenancy, of non-domestic premises;
 - b) With regard to multiple tenanted premises, the duty holder shall be the person who owns or is in control of the building, including access and egress
 - c) All other persons shall cooperate with the with the duty holder to allow them to comply with their duties requirements under this CoP.

1.1 Objectives

- (i) Appraise operational facilities on occupational health, safety, security and environment aspects.
- (ii) Review compliance with **Dubai Aviation City Corporation (DACC)** and other relevant Regulations.
- (iii) Assess Organization's OHSE Management System.

2.0 TRAINING AND AWARENESS

- (i) Duty Holder shall ensure that OHSE training complies with the requirements of: **Dubai Aviation City Corporation (DACC) OHSERF - Regulations 6 – Competence Management, Training and Awareness;**
- (ii) Duty Holder shall ensure that Safety Audits are in line with the requirements of: **Dubai Aviation City Corporation (DACC) OHSERF - Regulations 16 – Audits;**
- (iii) Internal OHSE auditors shall be suitable knowledgeable, experienced, competent and approved by **Dubai Aviation City Corporation (DACC)** OHSE Department to undertake OHSE audits and have adequate knowledge of the **Dubai Aviation City Corporation (DACC)** OHSE and other relevant regulations;



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- (iv) External Auditors, Certification Bodies and Consultancy Offices engaged to undertake compliance audit shall be accredited from Dubai Accreditation Centre (DAC) and approved by Dubai Aviation City Corporation (DACC) OHSE Department for conducting such an audits.

3.0 REQUIREMENTS

3.1 Audit Requirements

- (i) Operational Facilities that operate & handle large quantities of hazardous substances or equipment including those Facilities with critical OHSE issues are required to undergo OHSE Audit in order to examine whether their operations & systems are in line with the existing OHSE regulations & standards and to be able to drawing up plan for corrective action whenever necessary.
- (ii) Operational Facilities will be audited according to predetermined agenda, at least once a year. However, more frequent audits may be necessary for facilities where potential OHSE risks, liabilities and compliance issues exist.

3.2 Audit Process

- (i) Prepare the Audit Plan & Scope;
- (ii) Select the Audit Team according to the Audit Plan & Scope;
- (iii) Audit Opening Meeting to discuss the Audit Scope and Plan with operating management team;
- (iv) Evaluate facility OHSE Management System;
- (v) Interview Personnel to ensure systems are deployed to appropriate levels;
- (vi) Check facility workplace compliance with Dubai Aviation City Corporation (DACC) OHSE requirements;
- (vii) Audit Closing Meeting to discuss the Audit findings with operating management team.

3.3 Post-Audit

- (i) Distribute final report
- (ii) Duty Holder evaluates findings and develops action plan for closure of findings
- (iii) Follow-up on completion of corrective action

3.4 Audit Summary

Summary of the Audit will be submitted to the Duty Holder with:

- (i) Audit criteria
- (ii) Organization Strengths
- (iii) Level of compliance with Dubai Aviation City Corporation (DACC) and relevant OHSE regulations
- (iv) Areas of OHSE concerns



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- ✓ Improvement recommendations
- ✓ Re-audit comments.

4.0 RECORD KEEPING

- (i) The Duty Holder shall document the Audits as per the requirements of: **Dubai Aviation City Corporation (DACC)** OHSERF - Regulations 8 Document Control and Record Management
- (ii) The Duty Holder shall develop a standard checklist(s) to assist the auditor when undertaking the audit.
- (iii) The checklist(s) that are developed should cover all areas of The Duty Holder OHSE Management System and also the activities that are being undertaken. Large complex Duty Holders may wish to develop specific checklists for each department/function that they audit.
- (iv) Although it is a mandatory requirement to develop a checklist, these should not be developed in a manner that is restrictive to the auditor. Checklists should be developed to ensure audits are performed in a consistent manner and to assist the auditor.
- (v) It is also recommended that checklists are not developed with Yes/No answers, but in the main have open questions that require the auditee(s) to provide evidence to demonstrate compliance to the specific requirements.
- (vi) The primary purpose of the Internal Audit Checklist is to keep the auditor focused on the task at hand. The checklist is supposed to serve as an aide memoir not as the entire audit.

5.0 REFERENCES

NO.	DOCUMENT NAME	DOCUMENT NO.
1	Audits	DACC.DS.OHSE.RF – Regulation 16
2	Risk Management	DACC.DS.OHSE.RF – Regulation 2
3	Legal Compliance	DACC.DS.OHSE.RF – Regulation 3
4	Leadership, Roles, Responsibility and Self-Regulation	DACC.DS.OHSE.RF – Regulation 5
5	Competence Management, Training and Awareness	DACC.DS.OHSE.RF – Regulation 6
6	Communication, Consultation and Participation	DACC.DS.OHSE.RF – Regulation 7
7	Occupational Health and Safety Regulations” in the Emirate of Dubai	Local Order No. 61 of 1991