

Audit/Inspection Checklist

Code Title	Managing Buildings Safety	Code No.	OSHJ-GL-21	Rev. No.	1.0
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Sr.	Checklist Item	Clause in the Code	Acceptable means of compliance
1.	Are the risks in the building identified and assessed?	5.1: Risk Assessment	<ul style="list-style-type: none"> – Risk assessment Documents.
2.	Are the access and egress routes in the building safe and free from any obstacles?	5.2: Safe Access and Egress	<ul style="list-style-type: none"> – Check if the access and egress are in good condition, well lit and free from obstruction. – Check if the access and egress are free from slipping and tripping hazards, and have arrangements in place to prevent falls with sufficient lighting in normal conditions, in addition to the provision of emergency lighting. Make sure that special arrangements are made to allow adequate access and egress for people of determination and the elderly where such measures are not built in. Check if it is accessible by emergency services.

3.	Is there proper ventilation system provided in the building?	5.3 : Heating, Ventilation and Air Conditioning (HVAC)	<ul style="list-style-type: none"> – Check if the building installed with adequate HVAC systems depending on the type and use of The building. – Check if the building is adequately ventilated with fresh, clean air, which should be drawn and filtered from a source which is not contaminated by fumes, gases, dust, smells or chemicals. – Check the inspection and maintenance records to ensure HVAC systems are regularly inspected and maintained.
4.	Are the vehicle and people routes clearly marked, traffic signage provided.	5.4 : Traffic Management	<ul style="list-style-type: none"> – Check the people routes and vehicle routes if they are marked. – Check the traffic signages if they are provided for both people and vehicle routes.
5.	Are the building spaces properly lit and provided with adequate emergency lighting?	5.5 : Lighting	<ul style="list-style-type: none"> – Check the stairs. They should be well light in such a way that shadows are not cast over the main part of the treads.

			<ul style="list-style-type: none"> – Check the evacuation routes. They must be well light at all times and be provided with emergency lighting. – Check light maintenance records. All lighting should be adequately maintained.
6.	Are the Windows, transparent or translucent surfaces in walls, partitions, doors and gates are safe for use and unobstructed?	5.6 : Transparent or Translucent Doors, Gates, Walls and Windows)	<ul style="list-style-type: none"> – Check if the Windows, transparent or translucent surfaces in walls, partitions, doors, and gates are safe for use and unobstructed.
7.	Are the electrical rooms have restricted access, fitted with safety equipment?	5.7 : Electrical Rooms	<ul style="list-style-type: none"> – Check if they are secured from unauthorised entry. – Check to see if there are any signs prohibiting unauthorized entry. – Check that they are fitted with smoke detectors and suitable firefighting equipment. – Check that they are regularly inspected and maintained by competent people.
8.	Are the escalators well maintained, fitted with safety devices and functioning properly?	5.8 : Escalators	<ul style="list-style-type: none"> – Check that inspections are up to date with inspection logs and reports and, where required, tags or stickers displayed on the escalator. Check that regular

			<p>maintenance and servicing is performed as per the manufacturer's manual.</p> <ul style="list-style-type: none"> – Check that a competent inspection body conducts a thorough examination at least every 6 months, or more frequently if necessary. – Check the sensors' triggers. They must shut down automatically if a component is out of its normal position. – Check the presence of skirt brushes. They must help prevent things from being caught in the escalator. – Check the presence of emergency stop buttons, controlled stop braking, understep lighting, yellow comb fingers, and handrail guards.
9.	Are the elevators well maintained, fitted with safety devices and functioning properly?	5.9 : Elevators	<ul style="list-style-type: none"> – Check that inspection logs are up-to-date inspection logs and reports and, where required, tags stickers are displayed on the elevator. – Check that regular maintenance and servicing

			<p>is performed as per the manufacturer's manual.</p> <ul style="list-style-type: none"> – Check that a competent inspection body conducts a thorough examination at least every 6 months, or more frequently if necessary. – Check the safe load information signs, safety brakes, emergency landing devices, door sensors, door closing devices, hoist way door interlocks, hoist way safety switches, emergency evacuation features, pit buffers, emergency alarm switches, emergency landing devices, emergency telephones or communications devices, emergency lighting, emergency power, fire emergency systems, and displayed emergency numbers.
10	Are the Hazardous substances stored, handled and transported safely?	5.10 : Hazardous Substances	<ul style="list-style-type: none"> – check if the hazardous substances are stored properly – Check the hazardous substances handling procedures.

			<ul style="list-style-type: none"> – Check the hazardous substances transporting plan.
11	Is there a plan for periodic pest control and record is retained?	5.11 : Pest Control	<ul style="list-style-type: none"> – Check the application of any chemicals; they must be controlled. – Check that the pest control is applied when occupants are not present. – Check that the treated areas are isolated to prevent access. – Where required, check that the treated areas are adequately ventilated. – Check that a competent person ensures the premises are safe for occupants to re-enter after the application of pest control chemicals.
12	Is there a process for waste management and the disposal of waste?	5.12 : Waste Management	<ul style="list-style-type: none"> – Check how the waste will be collected. – Check how the waste is segregated – Check how the waste is stored. – Check how the waste is transported.

13	Are there suitable signage placed in the prominently and appropriately in Arabic, English and the relevant languages?	5.13 : Safety Signage	<ul style="list-style-type: none"> – Check if there is signage in the place. – Check if the language of the signage is suitable for the building's users.
14	Is the smoking restricted to designated area?	5.14 : Smoking Areas	<ul style="list-style-type: none"> – Check if the smoking area is designated and restricted.
15	Are the leisure facilities safe to use, inspected and maintained well?	5.15 : Leisure Facilities	<ul style="list-style-type: none"> – Check Gymnasiums. – Check Swimming pools. – Check play areas. – Check the details registering paper for the visitors.
16	Are the building services and equipment inspected & maintained periodically, and there records retained?	5.16 : Maintenance	<ul style="list-style-type: none"> – Check the maintenance records.
17	Are the employees in managing buildings provided with necessary training including Emergency?	6 : Training	<ul style="list-style-type: none"> – Check the training records. – Check the training material. – Check the language. It must be clear for the trainee.
18	Is there emergency response plan in place?	7 : Emergency Preparedness and Response	<ul style="list-style-type: none"> – Check the emergency response plan – verify the emergency arrangements
19	Is there adequate fire detection and fighting system installed and function, and the building is integrated with AMAN system?	7.1 : Fire Safety	<ul style="list-style-type: none"> – Check if AMAN are implemented. – Check if AMAN are maintained.
20	Are the first aid boxes distributed prominently and accessible, and First Aiders available?	7.2 : First Aid	<ul style="list-style-type: none"> – Check the first aid boxes.



21	Are the incidents in the building reported, recorded and investigated?	3 : Incidents	— Check the incident investigation records.
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