



Lusail Real Estate Development Company

Health, Safety, Security, Environment, Logistics & Quality Department

STANDARD OPERATION PROCEDURE – INSPECTION PROCEDURE

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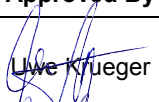
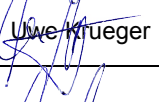
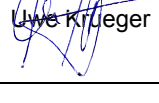
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COMPANY PROPRIETARY INFORMATION

Prior to use, ensure this document is the most recent revision by checking the Master Document List. To request a change, submit a Document Change Request to the Document Control Representative. Master copy of this document will be maintained by the LREDC QA/QC Manager. Not controlled if printed.

Amendment Record

This document is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

Rev. No	Description / Comments	Prepared By	Checked By	Approved By	Issue Date
1	(Pg. 1) Company Propriety Information – Not controlled if printed has been added.	HSE Working Group	Michael Ford		1 st April 2015
1	(Pg. 2) Revised Amendment Table	HSE Working Group	Michael Ford		1 st April 2015
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1.0 INTRODUCTION & PURPOSE

Inspection procedure is an essential component of risk management, reducing potential risks and hazards in the workplace and making it risk and ergonomic friendly. It is also used for continuous improvement and educating the workforce on the need for a good behavior culture. Effective HSE inspection program can sometimes eradicate employee's questions and or observations they have providing them with reassurance that their safety is paramount. Also it can provide the knowledge and skills needed to perform their jobs safely and in an environmentally friendly manner.

HSE Inspection identifies the different types of inspections to be conducted, how it's reported, follow up actions, appropriate protective measures and correct responses to close out as well as document review/record.

This HSE Inspection procedure is designed to identify, plan, prioritize, implement, evaluate and maintain HSE standards to protect LREDC employees.

2.0 SCOPE

This procedure applies to the HSSELQ department but also all LREDC employees, contractors, temporary hire employees, and visitors to workplaces under the control of LREDC project.

3.0 DEFINITION & ABBREVIATION

- LREDC – Lusail Real Estate Development Company
- HSSELQ – Health, Safety, Security, Environment, Logistics & Quality Department
- HSE – Health, Safety & Environment
- HSEMS – HSE Management System

4.0 ROLES & RESPONSIBILITIES

4.1. HSSELQ DEPARTMENT - DIRECTOR

Department Director shall be responsible and delegate authority to his HSE representative/staff providing the necessary resources to ensure that inspections are programmed/defined and conducted in the LREDC site to include outside sites (e.g. Legtaifiya Lagoon as well as operational offices) for the safety of employees, contractors, temporary hire employees and visitors have been met.

4.2. SENIOR/SAFETY MANAGER

The HSE Representative (generally Lusail Safety Officer) in consultation with the Senior or Safety Manager will schedule a monthly inspection regime to ensure operational/site/offices are inspected, monitored and recorded for safety requirements within the LREDC site.

4.3. HSE SAFETY SUPERVISOR/ANALYST

HSE safety supervisor or analyst will ensure that the inspection schedule is conducted, followed up and reports and corrective actions completed within the required timeframe. On occasions they are to accompany the safety officer on site and double up on inspections to assist or to confirm compliance.

4.4. HSE SAFETY OFFICER

His role is to report to the HSE Supervisor/Manager and inspect the following areas;

- All LREDC operational offices and buildings
- Security gate and guard huts
- Legtaifiya Lagoon security huts
- Legtaifiya Lagoon development area(s)
- Legtaifiya Lagoon operational site office(s)
- General Services/EMS site offices and employees
- Nursery
- Mosque
- LRT Building
- QDRJ
- CP4 Operational area
- Doha Tent
- Porta Cabin
- Canteen
- LREDC surrounding real estate
- Construction Package 4 (CP4)
- Developer Sites

The above area list is not exhaustive, in any other case or area it is normally generated by an incident or accident that has occurred and he will take direction from the safety manager.

5.0 INSPECTION TYPES

There are 3 different types of inspections as follows;

- Lusail Operational Office buildings
- Legtaifiya Lagoon office and developer sites
- Developer Sites

Each inspection type is programmed into the schedule with a follow up inspection due the following day if observations or remedial action is required. Generally, the Facilities Management Company (General Services/EMS) are the first point of contact to rectify any faults but in some cases the user is required to action findings depending on what has been observed.

6.0 FOLLOW UP & REVIEW

Each inspection type has a follow up and completion section that needs to be signed by the responsible department/developer, this is sent by email and recorded in the HSE shared drive. On receipt of the inspection form the department/developer will be set a timeframe for the action to be completed.

Once completed, the department/developer signs the inspection form and sends it back to the HSE department for follow up. The HSE safety officer inspects the completed action and if content and satisfied the job has been completed the inspection report is completed and filed in the share drive.

All actions are to be recorded on the Corrective Actions Register stored on the shared drive M:\Lusail\Lusail-EHSS\1.0 Safety