



LAND USE COMPLIANCE REGULATIONS FOR OPEN YARD

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Classification: Public

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EXECUTIVE SUMMARY

The Land Use Compliance Regulations aim mainly to support the working mechanisms and achieve operational efficiency in relation to the activities that need to be carried out in the Open Yard (Al Karaana, Al Khor, Jery Al Samur (JAS)). This document provides the operational requirements for strict compliance of Lessee. It illustrates the different operational activities conducted, the measures that required to be monitored and followed up with the related entities/parties internally or externally, and the necessary corrective measures in coordination with relevant authorities in case of non-compliance by the Lessee.

1.0 ABOUT THIS REGULATIONS

1.1 GENERAL

This document shall come into effect from its date of publication and shall be applicable to all existing and future contracts. Existing contracts shall be brought gradually in compliance with the requirements as possible and in consult with all concerned Manateq departments.

This document will be reviewed periodically as part of the continual improvement cycle.

1.2 PURPOSE

The main purpose of this set of regulations is to outline the set of rules which the Lessee needs to follow upon completion of the construction phase (creation of fence) and before or during the operational phase of their facilities.

In case of any conflict in the mentioned regulations with the State of Qatar local laws/regulations, the Government stated laws/regulations shall prevail. All such conflicts are to be brought to the attention of MANATEQ for resolution, by sending a reference to Manateq's Logistics Zone Management and its decision shall be conclusive in this regard.

1.3 OBJECTIVE

This set of rules and regulations, upon implementation, aims to ensure that operational activities are aligned with approved land use / activities from Manateq as stipulated on the lease agreement, applicable permits are obtained from relevant authorities, and negative environmental impacts are reduced/minimized during the lifecycle of the project.

2.0 SCOPE OF REGULATIONS

These regulations are applicable to the Operational Plots within Manateq Open Yard (Al Karaana, Al Khor, Jery Al Samur).

3.0 REFERENCE AND ASSOCIATED DOCUMENTS

The documents listed below are considered as references of this procedure:

▪ MNTQ-LA-OY	Manateq Lease Agreement for Open Yard
▪ ISO 9001:2015	Quality Management Systems
▪ ISO 14001:2015	Environmental Management Systems
▪ ISO 45001:2018	Occupational Health and Safety Management Systems
▪ MNTQ-QHSE-RGL-01	QHSE Regulations
▪ Partners Portal	QHSE Golden Rules

4.0 ABBREVIATIONS AND DEFINITIONS OF TERMS

TABLE 1 – ABBREVIATIONS

ABBREVIATIONS	FULL TERMS
BP	Building Permit
FRM	Form
HSEMS	Health, Safety & Environmental Management System
LA	Lease Agreement
O&M	Operation and Maintenance
OBS	Observation
QHSE	Quality, Health, Safety, and Environment
RGL	Regulation

TABLE 2 –TERMS AND DEFINITIONS

TERM OR SHAPE	DEFINITION OR INTERPRETATION
Applicable Permits	All clearances, permits, authorizations, consents, and approvals required to be obtained or maintained by the Lessee under the law of Qatar, in connection with the leased Plot.
Contractor	Any person(s), sole proprietor, partnership, joint venture, or corporation that performs construction-contracting work &/or Maintenance services works at Manateq Zone, either under a direct contract with Manateq, or a contract with the Plot Lessee(s), and the legal successors in title to these entities.
Lessee	A person or entity that leases the plot from Manateq for Business Purposes.
MANATEQ	Economic Zones Company.
May	Denotes a permissible course of action that could be adopted.
Plot	The land leased by a Lessee, within Manateq controlled zone.
Shall	Denotes a mandatory requirement.
Should	Denotes a recommended requirement.
Utilities	The supply of potable water, electricity, telecommunications, sewerage network, and other similar services.
Will	Denotes a certainty towards the course of an event.

5.0 COMPLIANCE TERMS AND CONDITIONS

The Lessee of the Open Yard Plots shall fully comply with the Agreed Terms of the Lease Agreement and Authorities' Regulations, after the completion of the construction phase and before or during the operational phase. Appropriate actions and proceedings shall be taken to prevent unlawful operations, to recover damages, or to restrain, correct or abate any violation of these Regulations.

5.1 BUILDING PERMIT FOR WIRE FENCE AND PORTACABIN

Upon obtaining the Building Permit for the wire fence and guard portacabin, and prior to occupying the plot, the Lessee must complete the installation of the wire fence and ensure the guard portacabin is provided.

5.2 LICENSES

The Lessee shall obtain and maintain, throughout the Lease Period, all licenses required by the relevant authorities to carry out the Permitted Use on the plot. Copies of these licenses shall be submitted to Manateq's Operations Department.

5.3 MAINTENANCE WORKS

5.3.1. General

The Lessee shall maintain the plots in good, clean, and healthy condition, in compliance with Government legal requirements, all applicable Health, Safety, and Environmental regulations, and the Manateq Lease Agreement QHSE Regulations (refer to Section 3: References).

5.3.2. General Limitations and other Conditions

- a. The Lessee shall not perform any recycling activity on the temporary plot that is not related to the permitted land use and/or is conducted without Manateq approval, where applicable.
- b. The Lessee shall not overstack or store materials beyond the permissible quantity as stated in the Environmental Permit, Consent to Operate (if applicable), and the respective Zone Regulations.
- c. The Lessee shall not store materials on the ground in a manner that obstructs the flow of rainwater or sewage.
- d. The Lessee shall ensure adequate internal access within the plot to allow the passage and movement of Fire trucks and Ambulances in case of an emergency.
- e. Permanent drilling or concrete works are not permitted. Only Wire fencing and Tarpaulin awnings are allowed, with required setbacks from the fence kept clear to ensure fire truck access. Only porta cabins will be permitted as office facilities.
- f. The Lessee shall maintain the general appearance of the area by preventing random storage and ensuring the site is kept clean.

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5.4 ASSIGNMENT AND SUBLETTING

- 5.4.1. The Lessee shall not sublease, license, or assign the whole (or any part) of the Plot.
- 5.4.2. The Lessee may not transfer or assign its interest in this lease to any third party.

5.5 PERMITTED ACTIVITIES

- 5.5.1. The Lessee are not allowed to use the Premises other than for the purposes of the permitted activities that are stated in the application submitted to Manateq Economic Zone during the allocation process
- 5.5.2. The Lessee shall actively use the Premises for the Permitted activities in accordance with the terms of any license issued by Manateq Economic Zone.
- 5.5.3. The Lessee shall maintain all applicable permits always required by the relevant Authorities under the State of Qatar applicable laws or regulations.

5.6 COMMITMENT TO STANDARDS

The Lessee shall conduct their business in the Premises in a professional manner, in accordance with highest ethical standards, and the prevailing customs and traditions of the State of Qatar and Manateq HSE 7 Golden Rules (Refer to section 3 references) and relevant QHSE Regulations (Refer to section 3 references).

5.7 GOODS / MATERIALS STORAGE

The Lessee shall use the allocated plot as per its Land Use, Environmental Permit and/or application approved by Manateq.

5.8 STORAGE OF ALLOWED MATERIAL

The Lessee are allowed to store on the plot below listed items:

1. Machineries and heavy equipment, however, only if they are owned by the company leasing the plot, furthermore, its licenses should be valid, and a copy of the licenses must be kept in the guard room.
2. Transportation vehicles conditioned, only if they are owned by the company leasing the plot, and its licenses are valid, then copy of the licenses must be kept in the guard room.
3. Construction materials that belong to the contracting and maintenance companies.
4. Large materials and equipment such as generators, electrical cables, pipes etc.

The Lessee are required to store the materials and equipment in a proper way and commit to provide the 6 Meter setback in front and 3 Meter set back on side and rear.

5.9 STORAGE OF PROHIBITED AND HAZARDOUS MATERIALS

The Lessee are not allowed to store on the Plot and/or the Premises any Prohibited Materials, Hazardous Waste, Petrol, or other inflammable, explosive or combustible substances without obtaining all applicable Permits. Copy of such permits shall be made available upon request by Manateq or their appointed agent.

The Lessee is “Not allowed” to store any of the following materials:

1. Chemical / Acids and other related substances
2. Vehicles (used) Tires
3. Gabbro, Fly Ash, Micro Silica, and other construction raw materials
4. Petroleum Products, Oils, Gas Cylinders, and other related hazardous substances
5. Damaged Cars, Equipment, Scrap Materials
6. Batteries (all types)
7. Vehicles, buses, and cycles
8. Storing materials for trading purposes

5.10 STORAGE ON RIGHT OF WAY AND ON THE PLOT SETBACK

The Lessee is not allowed at any time to place or store in the Right of Way and the plot's setback any goods, construction materials, debris, or other obstruction.

5.11 STORAGE IN THE NEIGHBORING PLOT

The Lessee are not allowed at any time to place or store in the neighboring Plot any goods or other obstructions.

5.12 NUISANCE, ANNOYANCE & DISTURBANCE

The Lessee shall not do anything on the Plot and/or the Premises, which may be or grow to be a nuisance, annoyance, disturbance, inconvenience, or damage to the occupiers of adjoining and neighboring properties. Lessee shall comply with Environmental Protection Law No. 30 of the Year 2002, QCS 2024 and QHSE Regulations, Local and International Standards for operational activities.

5.13 USE OF RIGHT OF WAY AND ADJACENT OPEN AREAS

Lessees are not allowed at any time to place or store in the Right of Way any goods, construction materials, debris, or other obstruction. Also, it is not allowed to use adjacent empty plots for other activities (such as sports, inaugural events, functions, temporary parking) without prior information/Manateq consent. In the event a Lessee is required to carry out works (tie end connections, utility connections etc.) at common areas, it shall inform Manateq at least 48 hours in advance.

5.14 ADVERTISEMENTS AND SIGNS

- 5.14.1. The Lessee must place a sign in the name of the lessee's company with the prior written approval of the Lessor and maintain the general appearance of the area.
- 5.14.2. The Lessee shall not place or display on the exterior of the Plot and/or the Premises or inside the Premises so as to be visible from the exterior of the Premises, any name, writing, notice, sign, illuminated sign, display of lights, placard, poster sticker or advertisement other than the name of the Lessee to be placed near to entrance gates of the premises and as per the approved template by Manateq (Refer to Annexure A).

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5.14.3. Signage and branding shall be permissible at designated locations within the Plot boundary as per the approved standard (Refer to Annexure A: Perspective for Company Signage)

PROHIBITED SIGNS

It is prohibited to erect, alter, display, or relocate any sign which:

- a) Moves, makes sounds, revolves, or uses waving, blinking, flashing, vibrating, flickering or otherwise animated lighting.
- b) Constitutes a traffic hazard, by reasons of its size, location, projection, content, color, or manner of illumination.
- c) Obstructs light, air, ingress or egress from a required door, window, or other opening.
- d) It is structurally unsafe or not kept in good repair or maintenance.
- e) Advertises a business or product no longer operated or sold.
- f) It is not related to the premises on which the sign is erected.
- g) Projects over a public right-of-way.
- h) Obstructs neighboring signs or pedestrian traffic, either physically or visually.
- i) Name board shall reflect the company name both in Arabic and English.

5.15 LOADING AND UNLOADING

Lessee shall not load or unload vehicles except in the servicing areas or loading bays provided for such purposes inside the premises and shall not cause any obstruction outside the Premises or in the common area.

5.16 APPLICABLE LAWS

The Lessee shall comply with the provisions of all applicable laws, statutes, ordinances, proclamations, orders, rules, by-laws, regulations, and requirements of any relevant authorities relating to the Plots and/or the Premises, or any rules and regulations imposed by Manateq. Lessee shall inform all their agents, employees, invitees, and visitors to also comply with the foregoing.

5.17 COMPLIANCE WITH THE REGULATIONS

Lessee shall comply with the regulations and any rules or policies regarding the Plot and/or the Premises adopted or altered by Manateq from time to time (including, without limitation, any rules, or policies regarding the maintenance of health and safety, civil protection, and/or the environment) and will inform all its agents, employees, invitees, and visitors to do so.

5.18 CAR PARKING

Lessees are not permitted to park their vehicles or employees and/or visitor's vehicles on any road, adjacent to any Common Areas or in the adjacent Plots. However, it is allowed to park inside the Plot or in the parking area allocated by Manateq (if any).

5.19 WASTE MANAGEMENT

Lessee shall not allow any accumulation of debris on the premises or in the common areas and shall always ensure that Garbage, Solid waste, and Chemical waste from the Premises shall be removed to such locations as specified and approved by Authorities, and to use only approved type of Waste container or Skip.

5.20 INSPECTION OF THE PREMISES

- 5.20.1. Plots Lessee/Contractor shall allow and support Manateq and/or their representatives with useful information at any time for the Planned and Routine inspections of the premises.
- 5.20.2. Inspections notifications with schedule shall be sent to the Lessee in advance at least 48 hours before the inspections via email and/or text messages on their mobiles. However, spot inspections will be carried out without prior notifications if noncompliance observations are recognized during the routine inspections in the zone.
- 5.20.3. For any noncompliance from the Lessee/contractor, an inspection report with violation notification will be issued. If there is no response to this inspection report from the Lessee within the stipulated time in the violation report, the issue will be escalated to concerned Municipality for further proceedings including Penalties.

The Lessee shall notify the Authorities and Manateq for any major/critical incident/s inside its premises and shall conduct & prepare an Incident Investigation Report for submission to Manateq upon request.

5.21 SECURITY COMPLIANCE AND REQUIREMENTS

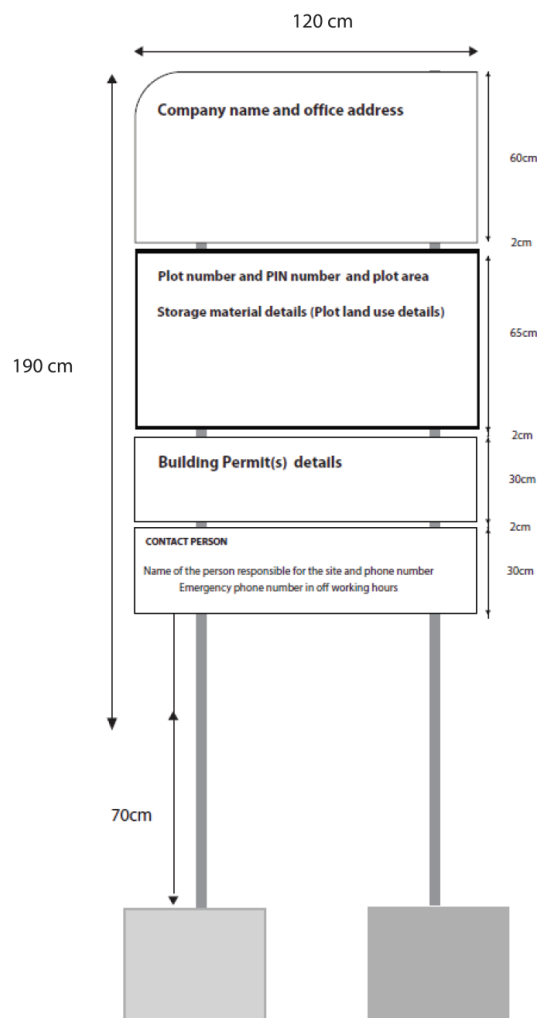
- 5.21.1. The Lessee shall comply with the security requirements as per the Ministry of Interior (MOI) guidelines for their Plots. Optionally, Lessee may provide a full security approach for their Plot with the following components (as applicable):
 - a) Full access control approach
 - b) Security personnel approach (optional)
- 5.21.2. Lessee shall be responsible for providing a safe and secure environment for the customers, suppliers, visitors, and staff within their premises.
- 5.21.3. Lessee shall ensure that all their customers, suppliers, staff, and visitors are cooperating with Patrolling Security guards during the movement of the common areas.
- 5.21.4. The Lessee shall inform the Security team of their respective areas in case of an incident that happened in the surroundings of their premises.
- 5.21.5. Any damage to Manateq property shall be reported to the respective Security Team.

6.0 COMPLIANCE WITH THE LA QHSE REGULATIONS

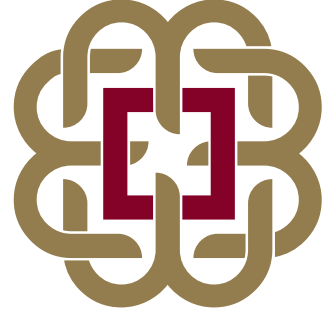
The Lessee shall be responsible for implementing the Quality, Health, Safety, Security and Environment (QHSE) requirements as stipulated under Lease Agreement (LA) (refer to Section 3 references) while carrying out their work-related activities in relation to but not limited to construction, maintenance, demolition and all other operational activities

7.0 ANNEXURE

Annexure A – Open Yard Signboard



Notes: (1) Above ground concrete foundations and signage posts size has to be calculated according to site conditions and signage weight by plot lessee.



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