

مركز النقل المتكامل
INTEGRATED TRANSPORT CENTRE



The Procedures Manual For the Implementation of the Regulatory Bylaw of Traffic Detours In the **Emirate of Abu Dhabi**





The Procedures Manual for the Implementation of the Executive Policy of Traffic Detours in the Emirate of Abu Dhabi

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Purpose of the Manual

This manual is an essential part of the requirements for the implementation of the Regulatory Bylaw of Traffic Detours in the Emirate of Abu Dhabi, which have been passed by virtue of Resolution No. 1 of 2020 of H.E. the Chairman of the Department of Municipalities & Transport, and which were published in the official gazette in Issue No. 1/2020 dated 31/1/2020. The manual aims to present the details of the Regulatory Bylaw, procedures and requirements for the procurement of traffic detour permits, types of works and the documents required for each type of work, mechanism for the submission, follow-up, and extension of applications, supervisory control procedures for traffic detour inspection, violation ticketing (inspection), reconciliation and grievance procedures and penalty payment methods.

The manual has been prepared in a clear and simplified manner to help those who are dealing with the center and the center's staff. For the center's staff to know their responsibilities, which would help in carrying out the works assigned to them accurately and following the traffic safety requirements at worksites and all the relevant legislative and procedural requirements.

Introduction



In light of ongoing efforts being undertaken for the simplification and facilitation of procedures for those who are dealing with governmental authorities and departments in all fields, the Government of Abu Dhabi has assigned the task of the issuance of traffic detour permits to the Integrated Transport Center (ITC), which commenced the implementation thereof from 1/10/2018.

The center implements the strategies and policies of the Government. Arising from this perspective, it has set forth, as a top priority thereof, the task for the preparation of an integrated system of traffic detours that includes qualified human resources, e-systems, and work procedures' policies and manuals.

Furthermore, the center has provided, through the Traffic Management Division, the administrative and technical staff for the receipt, review, and issuance of traffic permits, in addition to the activation of the procedures of inspection and supervisory control in what would attain the desired objectives of the implementation of the integrated system for traffic detours permit.

The e-system began to be used from 27/1/2019, as the system provides an option for the submission and review of applications for traffic detour permits and the issuance of permits by enabling the applicants to submit and follow-up their applications electronically and enabling the center's staff to review the same and send permits and the attachments thereof automatically, immediately following the approval thereof, to the applicant electronically to save the time and efforts of both applicants and center's staff.

The Regulatory Bylaw of traffic detours in the Emirate of Abu Dhabi has been passed by virtue of Resolution No. (1) of 2020 of the Department's Chairman, concerning the traffic detours in the Emirate of Abu Dhabi, and it was published in the official gazette. Furthermore, it has been resolved to commence the implementation thereof as from 1 October 2020.

This manual is prepared as a document that contains the details and procedures for inspecting the traffic detours at worksites and the implementation of the Regulatory Bylaw.

Key Pillars of the Manual

The Most Significant and Relevant Documents for Traffic Detouring Works are as follows:

- Road safety strategy in Abu Dhabi 2016-2020.
- Emirate of Abu Dhabi Work Zone Traffic Management Manual 2014
- Emirate of Abu Dhabi Road Safety Audit Manual
- The Roadside Design Manual and any other relevant manuals.
- Types of work for which traffic permits are issued, along with the conditions for each type.
- Resolution No. (1) of 2020 of the Department's Chairman, concerning the Executive Policy of traffic detours in the Emirate of Abu Dhabi, and the schedule of violations & penalties and the mechanisms for the implementation thereof.
- The mechanisms for the detection of traffic detour violations.

Road Safety Strategy in Abu Dhabi 2016-2020

The strategy constitutes the general framework and appropriate operational plans need to be developed by concerned departments to implement. The strategy document includes a Vision, Mission, Values, tasks, priorities, performance indicators, and five elements, being namely:



The Vision, Mission, and Values of the Road Safety Strategy are:

Vision	To work towards a reduction in traffic crashes for a future with no fatal crashes on roads of Abu Dhabi.
Mission	To save the people and the economic resources of Abu Dhabi Emirates from losses caused by traffic crashes.
Values	<ul style="list-style-type: none"> Protecting the road environment from harm - We commit to achieve higher levels of safety and comfort to all road users. Protecting Lives - We will protect the lives of all road users. Preparedness - We will be prepared to respond with the highest international standards. Professionalism - We do our work with the highest standards. Effective Communication - We will expand more effective communications with public and private sectors to achieve our objectives.

The Priorities and Performance Indicators Associated with Traffic Detour Works in the Element of Engineering

Priority No. 1/8	Improve detours and temporary traffic management at work sites.
Performance Indicator No.1/8	60% of sites with compliance with the requirements of the WZTMM by 2017 increasing to 95% in 2020



Emirate of Abu Dhabi Work Zone Traffic Management Manual

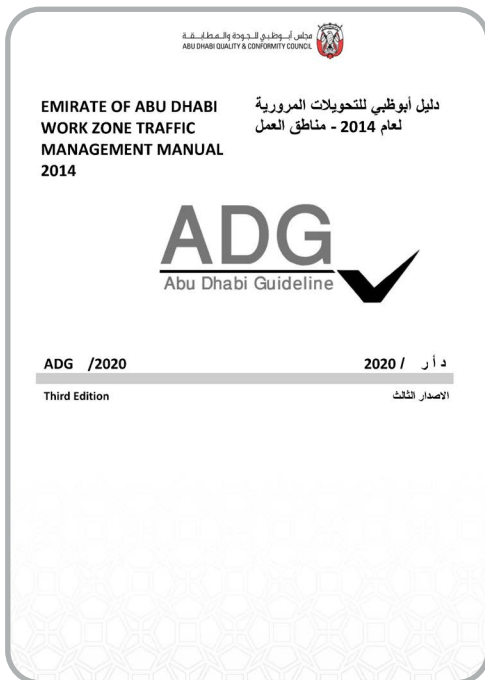
The manual has been approved by virtue of Resolution No. 35 C /45/2014 of the Executive Council, which required all the concerned entities in the Emirate of Abu Dhabi to implement and follow the same.

The manual contains all the details, procedures, and rules for the design, implementation, and maintenance of traffic detouring works in the Emirate of Abu Dhabi, and it contains schematic plans of detours and all the tools and devices used therein.

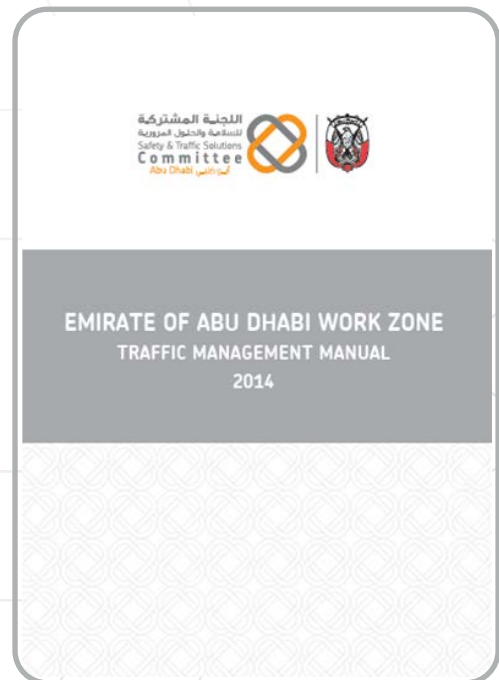
The Manual focuses on ensuring the safety of road users and those working on traffic detour sites to the highest standards and practices followed in this field.

The speeds of 140/160 km/hour have been approved on few roads in the Emirate of Abu Dhabi at the beginning of August 2018, which called for the requirement to enlist the detailed data for the design of the traffic detours of such speeds in the second edition that was issued in 2019.

Third version of this manual was issued in October 2020 by Abu Dhabi Quality & Conformity Council, which contained an update of the details of roles and responsibilities to be in line with the new administrative changes in execution and procedures.



The Third Edition (2020)



The First Edition (2014)

The Regulatory Bylaw of Traffic Detours

The Executive Policy of traffic detours has been approved by virtue of Resolution No. 164/2019 of the Esteemed Executive Council.

The Department's Chairman passed Resolution No. (1) of 2020, concerning the Executive Policy of traffic detours in the Emirate of Abu Dhabi (Appendix No. 1). The resolution was issued in the official gazette in the issue of January 2020.

The Content of the Regulatory Bylaw

The policy contained nine articles, which included a number of definitions, procedures, and regulations, along with a schedule of violations and penalties. We would set out these as follows:

Article (1)

In the application of the provisions of this resolution, the following words and statements shall have the meanings set out beside each one of them, unless the context indicates otherwise:

Emirate

The Emirate of Abu Dhabi.

Center

The Integrated Transport Center (ITC).

Competent Authorities

All the federal and local authorities and the governmental companies that are concerned with the issuance of non-objection certificates (NOCs), permits, and any necessary approvals for the works that are authorized to be performed within the right-of-way in the Emirate.

Road

Lands that are allocated for movement and public traffic, whether paved or unpaved, including all types of roads, such as main and sub main roads, including maintenance and emergency roads, detours, railways, pedestrian and bicycle passages, public squares, bridges, tunnels, intersections, median strips, sidewalks, pedestrian crossings, public parking spaces, and road furniture, such as traffic lights, traffic and guiding signs, bus stop stations, protection fences in the various types thereof, animal crossings, road lighting, and all the infrastructure assets that are located within the scope of competency of the competent authority.

Right-of-Way

The distance between two building lines according to the drawings approved by the competent authorities in the Emirate, as well as the ground spaces that are allocated for the construction and expansion of roads and for the construction of utility lines, infrastructure, greeneries, road sidewalks, and parking spaces.

Traffic Detours

Changing the alignment of traffic movement on a road due to the reservation of a lane, road shoulder, parking spaces, or any works within the right-of-way for a temporary period of time.

Traffic Detour Permit

A permit that is issued by the center to set-up the traffic detour plan within the right-of-way to reserve the space for a temporary period of time .

Permitted Works

These include all traffic detour works that are being performed by the authorized parties and for which a traffic detour permit is issued as specified in the manual.

Manual

Emirate of Abu Dhabi Work Zone Traffic Detours Manual of 2014

Non-Objection Certificate (NOC)

A document that is issued by the competent authorities in stating that such authorities have no objection against the certified authorized parties' to perform any intended works within the right-of-way.

Worksite

The locations at which any works are performed by the authorized parties by virtue of the traffic detour permit.

Authorized Parties

An entity or a company that is authorized to work within the right-of-way, including the competent authorities, the contractor, the consultant, the developer, and any other entities.

Emergencies

The necessary works that have to be performed by the authorized parties to ensure the continuity of the utilities located within the right-of-way within the time duration specified by the competent authorities, and any other works that are evaluated by the center as emergencies in implementation of the provisions hereof.

Article (2)

The provisions hereof shall apply to all the works that are performed within the right-of-way in the Emirate.

Article (3)

The center shall issue the necessary traffic detour permits for the performance of the works within the right-of-way according to the manual, the procedures applicable, and the terms and conditions required to be complied which are set out in the traffic detour permit.

Article (4)

It is prohibited for any natural or juridical person or any entity to perform any work that would affect traffic movement and safety within the right-of-way, including traffic detour works, without obtaining a traffic detour permit from the center after obtaining the approvals of the competent authorities.

The traffic detour permit may not be assigned or turned to the account of any other person or entity without obtaining a prior consent of the center.

Article (5)

Emergencies

Emergencies in which an authorized party may perform works within the right-of-way without obtaining a traffic detour permit shall be exempted from the application of Article (4), subject to compliance to the manual and traffic safety requirements during the performance of works and to informing the center immediately following the performance of such works, along with the submission of an application for a traffic detour permit within a duration not exceeding 24 hours from the commencement time of works.

Article (6)

The authorized parties shall comply to the following:

The terms and conditions set out in the permit and the points stated in the approved drawings.
To act in accordance with the approved manuals at work locations, including the Emirate of Abu Dhabi Road Safety Audit manual and the Roadside Design manual, or any other relevant manuals.
Any other stipulations that are passed by virtue of a resolution of the center in the future.

Article (7)

Detection of Violations

The center's inspectors shall exercise supervisory control over the implementation of this resolution, and they may, for this purpose, detect violations, determine the appropriate time duration for the rectification of the situations stated in the warning notice, and request the required documents to be kept at the worksite in accordance with the provisions of this resolution. Furthermore, they may seek the assistance of the Police or any other competent authority whenever it is required.

Article (8)

The schedule of stipulated violations and penalties as appended herewith shall be applied, as well as the reconciliation proceedings applicable at the center. In all cases, the violator shall comply to remove or rectify the effects of the violation in a timely manner, failing such, the center shall rectify the same at the violator's expense.

Article (9)

This resolution shall be published in the official gazette, and shall take effect from the publication date thereof.

Note: The schedule of violations enclosed with the Resolution is being set out in Appendix No. 1

Type of Works for Which Traffic Permits are Issued

SI.NO.	Type of Works
1	Construction of new roads
2	Maintenance / improvements / modifications of existing roads
3	<ul style="list-style-type: none"> • Utility Works (open cut – NDRC) • Sewerage works • Electrical works • Irrigation / Landscape works • Telecom works • Gas works • Storm water works • Potable Water works
4	Traffic data collection / surveying works
5	Speed Hump installation
6	Installation of traffic / advertising signs
7	Temporary fence (Building-Demolition-Basement Extension)
8	Installation of tent
9	Special Events
10	Partial Road closure
11	Opening new roads / bridges / tunnels / intersections
12	Road closure
13	Cleaning and waste management
14	Park and agriculture
15	Initial approval-Temporary fence (Building-Demolition)
16	Initial approval - Utility Works (open cut – NDRC)

Documents Required for each type of Work

1. Construction of New Roads

1. Request letter in Arabic addressed to Integrated Transport Centre for traffic detour permit to perform the work within the right-of-way along with an undertaking and a brief about the nature and duration of work (as per approved format available in the system).
2. Letter of Award/Work order
3. Recent aerial color image showing the work site and adjoining area (A3 size)
4. Traffic management plan signed and stamped by both Contractor and Consultant. Plan should include all dimensions, details, safety equipment's and tools that will be used in proposed traffic diversions. Applicant should ensure smooth and safe movement of vehicles and pedestrians near the work site. All these should comply with Emirate of Abu Dhabi work zone traffic management manual.
5. Common NOC – Construction stage from respective municipality based on the approvals of all relevant entities and Notice of Intent (NOI).
 Details of internal roads, sidewalks, parking, traffic control measures, speed calming tools, entrances and exits as well as the connectivity with adjoining roads.
6. Parking (Mawaqif) permit, in case of parking is affected by the intended activities or in case of parking is not affected select the respective undertaking option in the request letter.

2. Maintenance / improvements / modifications of existing roads

1. Request letter in Arabic addressed to Integrated Transport Centre for traffic detour permit to perform the work within the right-of-way along with an undertaking and a brief about the nature and duration of work (as per approved format available in the system).
2. Letter of Award/Work order
3. Recent aerial color image showing the work site and adjoining area (A3 size) and photographs of the site.
4. Traffic management plan signed and stamped by both Contractor and Consultant. Plan should include all dimensions, details, safety equipment's and tools that will be used in proposed traffic diversions. Applicant should ensure smooth and safe movement of vehicles and pedestrians near the work site. All these should comply with Emirate of Abu Dhabi work zone traffic management manual.
5. Common NOC – Construction stage from respective municipality based on the approvals of all relevant entities and Notice of Intent (NOI).
6. Respective Municipality permit to work in the asphalt area, tiles area, green area work which might damage any of existing assets and for NDRC works.
7. Details of internal roads, sidewalks, parking, traffic control measures, speed calming tools, entrances and exits as well as the connectivity with adjoining roads.
8. Parking (Mawaqif) permit, in case of parking is affected by the intended activities or in case of parking is not affected select the respective undertaking option in the request letter.
9. Risk assessment and contingency plan.
10. Copy of the notice to the affected parties by the proposed works prior to the commencement or in case of no parties affected select the respective undertaking option in the request letter.

3. Utility Works (Open cut – NDRC)

1. Request letter in Arabic addressed to Integrated Transport Centre for traffic detour permit to perform the work within the right-of-way along with an undertaking and a brief about the nature and duration of work (as per approved format available in the system).
2. Letter of Award/Work order
3. Recent aerial color image showing the work site and adjoining area (A3 size) and photographs of the site.
4. Copy of the Initial approval issued by the center with the attachments thereof.
5. Traffic management plan signed and stamped by both Contractor and Consultant. Plan should include all dimensions, details, safety equipment's and tools that will be used in proposed traffic diversions. Applicant should ensure smooth and safe movement of vehicles and pedestrians near the work site. All these should comply with Emirate of Abu Dhabi work zone traffic management manual.
6. Common NOC – Construction stage from respective municipality based on the approvals of all relevant entities and Notice of Intent (NOI).
7. Respective Municipality permit to work in the asphalt area, tiles area, green area work which might damage any of existing assets and for NDRC works.
8. Approved utility layout from relevant authorities illustrating the existing and new service corridor and the time schedule for the implementation of the intended works.
9. Parking (Mawaqif) permit, in case of parking is affected by the intended activities or in case of parking is not affected select the respective undertaking option in the request letter.
10. Risk assessment and contingency plan.
11. Copy of the notice to the affected parties by the proposed works prior to the commencement or in case of no parties affected select the respective undertaking option in the request letter.

4. Traffic data collection / surveying works

1. Request letter in Arabic addressed to Integrated Transport Centre for traffic detour permit to perform the work within the right-of-way along with an undertaking and a brief about the nature and duration of work (as per approved format available in the system).
2. Letter of Award/Work order
3. Recent aerial color image showing the work site and adjoining area (A3 size) and photographs of the site.
4. Traffic management plan signed and stamped by both Contractor and Consultant. Plan should include all dimensions, details, safety equipment's and tools that will be used in proposed traffic diversions. Applicant should ensure smooth and safe movement of vehicles and pedestrians near the work site. All these should comply with Emirate of Abu Dhabi work zone traffic management manual.
5. Parking (Mawaqif) permit, in case of parking is affected by the intended activities or in case of parking is not affected select the respective undertaking option in the request letter.

5. Speed Hump installation

1. Request letter in Arabic addressed to Integrated Transport Centre for traffic detour permit to perform the work within the right-of-way along with an undertaking and a brief about the nature and duration of work (as per approved format available in the system).
2. Letter of Award/Work order
3. Recent aerial color image showing the work site and adjoining area (A3 size) and photographs of the site.
4. Traffic management plan signed and stamped by both Contractor and Consultant. Plan should include all dimensions, details, safety equipment's and tools that will be used in proposed traffic diversions. Applicant should ensure smooth and safe movement of vehicles and pedestrians near the work site. All these should comply with Emirate of Abu Dhabi work zone traffic management manual.
5. Municipality approval along with the approved plan showing the location and dimensions of proposed Speed Humps/Tables.

6. Installation of traffic / advertising signs

1. Request letter in Arabic addressed to Integrated Transport Centre for traffic detour permit to perform the work within the right-of-way along with an undertaking and a brief about the nature and duration of work (as per approved format available in the system).
2. Letter of Award/Work order
3. Recent aerial color image showing the work site and adjoining area (A3 size) and photographs of the site.
4. Traffic management plan signed and stamped by both Contractor and Consultant. Plan should include all dimensions, details, safety equipment's and tools that will be used in proposed traffic diversions. Applicant should ensure smooth and safe movement of vehicles and pedestrians near the work site. All these should comply with Emirate of Abu Dhabi work
5. Common NOC – Construction stage from respective municipality based on the approvals of all relevant entities and Notice of Intent (NOI).
6. Parking (Mawaqif) permit, in case of parking is affected by the intended activities or in case of parking is not affected select the respective undertaking option in the request letter.
7. Municipality approval along with the approved plan showing the location and dimensions of proposed sign boards
8. Municipality or relevant authority approval for proposed sign board structural design

7. Temporary fence (Building-Demolition-Basement Extension)

1. Request letter in Arabic addressed to Integrated Transport Centre for traffic detour permit to perform the work within the right-of-way along with an undertaking and a brief about the nature and duration of work (as per approved format available in the system).
2. Recent aerial color image showing the work site and adjoining area (A3 size) and photographs of the site from all directions and site boundary coordinates.
3. Copy of the Initial approval issued by the center with the attachments thereof.
4. Traffic management plan signed and stamped by both Contractor and Consultant. Plan should include all dimensions, details, safety equipment's and tools that will be used in proposed traffic diversions. Applicant should ensure smooth and safe movement of vehicles and pedestrians near the work site. All these should comply with Emirate of Abu Dhabi work zone traffic management manual .
5. Common NOC – Construction stage from respective municipality based on the approvals of all relevant entities and Notice of Intent (NOI).
6. Respective Municipality permit to work in the asphalt area, tiles area, green area work which might damage any of existing assets and for NDRC works.
7. Parking (Mawaqif) permit, in case of parking is affected by the intended activities or in case of parking is not affected select the respective undertaking option in the request letter.
8. Copy of the notice to the affected parties by the proposed works prior to the commencement or in case of no parties affected select the respective undertaking option in the request letter.
9. Town planning and other relative Departments approval for Basement Extension or an undertaking letter from Contractor stating that there is no basement extension
10. Implementation program for the project specifically for the basement extension works (if any)
11. Undertaking letter from the Contractor to reinstall the temporary fence outside the road limits after the completion of basement extension works. The Contractor shall coordinate with the center before reopening the road.

8. Installation of tent

1. Request letter in Arabic addressed to Integrated Transport Centre, containing the villa number and the name and contact number of the applicant.
2. Recent aerial color image of the site (A3 size) and recent color photographs of the site.
3. Respective municipality approval for the installation of the tent.
4. Parking (Mawaqif) permit, in case of parking is affected by the intended activities or in case of parking is not affected select the respective undertaking option in the request letter.

9. Special Events

1. Request letter in Arabic addressed to Integrated Transport Centre for traffic detour permit to an activity/event, along with an undertaking and a brief about the nature and duration of the activity/event (as per approved format available in the system).
2. Recent aerial color image showing the activity/events site and adjoining area (A3 size) and photographs of the site from all directions and activity/events boundary coordinates.
3. Traffic management plan for activity/event. Plan should include all dimensions, details, safety equipment's and tools that will be used in proposed traffic diversions. Applicant should ensure smooth and safe movement of vehicles and pedestrians near the activity/events site. All these should comply with Emirate of Abu Dhabi work zone traffic management manual .
4. Events permit issued from the Department of Culture & Tourism (DCT).
5. Events Security Committee and the relevant events authorities approval , in case such approval is not needed, an undertaking shall be submitted under an official letter from the applicant with the authorized signature and seal.
6. Respective Municipality permit in case of activity/event affects any of the assets thereof (or) in case of activity/event does not affect any such assets, an undertaking under an official letter shall be submitted by the applicant with the authorized signature and seal.
7. Parking (Mawaqif) permit, in case of parking is affected by the intended activities or in case of parking is not affected select the respective undertaking option in the request letter.

10. Partial Road closure

1. Request letter in Arabic addressed to Integrated Transport Centre for traffic detour permit to perform the work within the right-of-way along with an undertaking and a brief about the nature and duration of work (as per approved format available in the system).
2. Letter of Award/Work order
3. Recent aerial color image showing the work site and adjoining area (A3 size) and photographs of the site.
4. Traffic management plan signed and stamped by both Contractor and Consultant. Plan should include all dimensions, details, safety equipment's and tools that will be used in proposed traffic diversions. Applicant should ensure smooth and safe movement of vehicles and pedestrians near the work site. All these should comply with Emirate of Abu Dhabi work zone traffic management manual.
5. Common NOC – Construction stage from respective municipality based on the approvals of all relevant entities and Notice of Intent (NOI).
6. Parking (Mawaqif) permit, in case of parking is affected by the intended activities or in case of parking is not affected select the respective undertaking option in the request letter.
7. Risk assessment and contingency plan.
8. Copy of the notice to the affected parties by the proposed works prior to the commencement or in case of no parties affected select the respective undertaking option in the request letter.

11. Opening new roads / bridges / tunnels / intersections

1. Request letter in Arabic addressed to Integrated Transport Centre for traffic detour permit to perform the work within the right-of-way along with an undertaking and a brief about the nature and duration of work (as per approved format available in the system).
2. Recent aerial color image showing the work site and adjoining area (A3 size) and photographs of the site.
3. Road Safety Audit (Stage 3) approval from respective municipality and a letter from client that all comments identified in Road Safety Audit report are addressed. In addition to that traffic systems inspection and operation report if any from ITC.
4. Copy of as-built drawings (A1 & A3) of the implemented works showing all the signs and markings, speed control measures and all the details of traffic signal including the approval for the activation and operation of traffic signal and timing plans.

12. Road Closure

1. Request letter in Arabic addressed to Integrated Transport Centre for traffic detour permit to perform the work within the right-of-way along with an undertaking and a brief about the nature and duration of work (as per approved format available in the system).
2. Letter of Award/Work order
3. Recent aerial color image showing the work site and adjoining area (A3 size) and photographs of the site.
4. Traffic management plan signed and stamped by both Contractor and Consultant. Plan should include all dimensions, details, safety equipment's and tools that will be used in proposed road closure. Applicant should ensure smooth and safe movement of vehicles and pedestrians around the road closure. All these should comply with Emirate of Abu Dhabi work zone traffic management manual.
5. Common NOC – Construction stage from respective municipality based on the approvals of all relevant entities and Notice of Intent (NOI).
6. Parking (Mawaqif) permit, in case of parking is affected by the intended activities or in case of parking is not affected select the respective undertaking option in the request letter.
7. Risk assessment and contingency plan.
8. Copy of the notice to the affected parties by the proposed works prior to the commencement or in case of no parties affected select the respective undertaking option in the request letter.
9. Drawings showing the intended road closure and alternate road/route available with relevant details.
10. Traffic volume count for the intended road to be closed and for the alternative roads.

13. Cleaning and Waste Management

1. Request letter in Arabic addressed to Integrated Transport Centre for traffic detour permit to perform the work within the right-of-way along with an undertaking and a brief about the nature and duration of work (as per approved format available in the system).
2. Letter of Award/Work order
3. Recent aerial color image showing the work site and adjoining area (A3 size) and photographs of the site.
4. Traffic management plan signed and stamped by both Contractor and Consultant. Plan should include all dimensions, details, safety equipment's and tools that will be used in proposed traffic diversions. Applicant should ensure smooth and safe movement of vehicles and pedestrians near the work site. All these should comply with Emirate of Abu Dhabi work zone traffic management manual.
5. Parking (Mawaqif) permit, in case of parking is affected by the intended activities or in case of parking is not affected select the respective undertaking option in the request letter.

14. Park and Agriculture

1. Request letter in Arabic addressed to Integrated Transport Centre for traffic detour permit to perform the work within the right-of-way along with an undertaking and a brief about the nature and duration of work (as per approved format available in the system).
2. Letter of Award/Work order
3. Recent aerial color image showing the work site and adjoining area (A3 size) and photographs of the site.
4. Traffic management plan signed and stamped by both Contractor and Consultant. Plan should include all dimensions, details, safety equipment's and tools that will be used in proposed traffic diversions. Applicant should ensure smooth and safe movement of vehicles and pedestrians near the work site. All these should comply with Emirate of Abu Dhabi work zone traffic management manual.
5. Parking (Mawaqif) permit, in case of parking is affected by the intended activities or in case of parking is not affected select the respective undertaking option in the request letter.

15. Initial approval-Temporary fence (Building-Demolition)

1. Request letter in Arabic addressed to Integrated Transport Centre for initial approval to install temporary fence within the right-of-way along with an undertaking and a brief about the nature and duration of work (as per approved format available in the system).
2. Recent aerial color image showing the work site and adjoining area (A3 size) and photographs of the site with site coordinates.
3. Traffic management plan signed and stamped by both Contractor and Consultant. Plan should include all dimensions, details, safety equipment's and tools that will be used in proposed traffic diversions. Applicant should ensure smooth and safe movement of vehicles and pedestrians near the work site. All these should comply with Emirate of Abu Dhabi work zone traffic management manual.

16. Initial approval - Utility Works (open cut – NDRC)

1. Request letter in Arabic addressed to Integrated Transport Centre for initial approval to lay utilities within the right-of-way along with an undertaking and a brief about the nature and duration of work (as per approved format available in the system).
2. Recent aerial color image showing the work site and adjoining area (A3 size) and photographs of the site with site coordinates.
3. Traffic management plan signed and stamped by both Contractor and Consultant. Plan should include all dimensions, details, safety equipment's and tools that will be used in proposed traffic diversions. Applicant should ensure smooth and safe movement of vehicles and pedestrians near the work site. All these should comply with Emirate of Abu Dhabi work zone traffic management manual.

The Traffic Detour Permit System and the Mechanisms for the Submission, Follow-up, and Extension of Applications

The center has created an e-system to enable applicants to submit, extend, and follow-up applications for the traffic detour permits and receive the same immediately following the approval thereof by the center electronically. The mechanism of registration and using the system are explained herein below:

Mechanisms of Applicants' Registration in the Website

Applications for permits shall be received, reviewed, and issued only through the new e-system. Therefore, it is necessary that all applicants would register in the system so that they would be able to avail of this service.

Those who are already registered in the website of the Department of Transport (DoT) may add a new activity for traffic detour permit so that they would be able to submit and follow-up applications for traffic detour permits.

Those who have not registered may register on ITC's website on the following link:
www.itc.gov.ae

Registration instructions and requirements, and the details for dealing with the software, are set out in the User Manual, which can be downloaded from the following link:
<https://www.itc.gov.ae/ar-AE/services/Services-Categories/Traffic-and-Roads-Services>

The Mechanism for the Submission and Follow-up of Applications

These are being set out in the User Manual

The Permits' Extension Mechanism

Extension means the submission of the application and obtaining the approval prior to the expiration of the original permit. Therefore, the applicant must submit an application for extension within five days prior to the permit expiration date.

The Permits' Renewal Mechanism

Renewal means the submission of the application after the expiration of the original permit and the change of the work status in the system to "Complete". All works shall be suspended, with the requirement to maintain the safety of the site, and a violation shall be ticketed in case of Contractor working without a permit. The application for extension/renewal must be submitted through the e-system as set out in the User Manual.

The Mechanisms for the Review of Applications and the Issuance of Permits

1. The applications submitted through the e-system shall be reviewed by the administrative employee to ensure that the application has been properly filled and all the required documents have been attached.
2. If the application does not meet the conditions applicable and/or does not contain the required documents, the administrative employee shall return back the application to the applicant.
3. In case the application meets the requirements, it shall be forwarded to an engineer.
4. The engineer shall receive the application and review the same, taking into consideration the type of works, location, nature of work, duration of implementation, dates and timing of commencement, compliance of the engineering details, tools and devices as per the approved manual. The engineer shall verify that safety conditions have been met for all road users, including those who are working at worksites in context of road safety, However this does not relieve the duties and responsibilities of the Contractor to ensure the safety aspects in all proposed plans and activities .
- 5.. In case of engineer finds it necessary to provide some clarifications or discuss some details of the proposed traffic detour, he shall request the applicant to attend a meeting and the place, date, and time will be specified by him through an e-mail that will be sent by the system to the applicant.
- 6.. Upon meeting all requirements, the competent engineer shall forward the application to the head of the department for final review. In case there is no objection, the permit and the drawing enclosed therewith shall be approved.
7. Immediately following the approval of the application for traffic detour permit, an copy of the permit and the attachments without ITC approval stamp shall be sent in order to help the applicant prepare the necessary materials, equipment, and labor for work.
8. Upon completion of preparations and prior to the commencement of the implementation of the traffic detour, the applicant shall login to the e-system and change the work status from "Approved" to "Progress", by clicking on the button "Submit". Then, it will receive a message, having enclosed therewith the permit and the attachments thereof with ITC stamp, so that it can commence the implementation of the traffic detour.
9. The work status may not be changed prior to the commencement date stated in the permit.
10. Upon work completion, the applicant shall change the work status from "Progress" to "Completed". Failing such, the work status will change automatically on the completion date stated in the permit to "Expired".
11. The commencement of work prior to receiving the stamped copy of the permit and the attachments thereof shall be considered as a violation and violation ticket will be issued as per approved schedule of violations.

Violation Ticketing Procedures

Violation Type

Violation No. 1: Carrying out any kind of work within the Road Right of Way (RoW) without obtaining a traffic detour permit from the center

Violation Description

Any reservation and installation of barriers, cones, or any devices within the right-of-way at worksites without a traffic detour permit.

Inspection Procedures

Step 1:

Field inspection to verify the permit is issued by ITC or not by the Inspector.

Step 2:

In case, if there is no permit issued:

The violation shall be recorded according to the schedule of violations and violation ticket shall be sent through the e-system and a copy will be handed over to the company's representative at the site.

The violation ticket contain a warning to the contractor for the immediate removal of any installed devices and to make the site clear and safe within a duration that is determined by the inspector according to the degree of the impact of such devices on traffic safety.

Furthermore, the violation ticket will advice the contractor to apply for a permit from ITC within a duration not exceeding 24 hours from the time of the incident.

Step 3:

In case of failure to comply with the warning notice, administrative procedures shall be taken in accordance with the laws in force against the violator and it shall be obligated to remove the items causing the violation. Failing such, the center shall remove such items at the contractor's expense.

Step 4:

In case of absence of Contractor representative at work site, the incident shall be documented in the e-system and the appropriate actions shall be taken to inform the Contractor to compliance with the directives and informing the Center to send a patrol to help in ensuring the safety of the site as needed.



مركز النقل المتكامل
INTEGRATED TRANSPORT CENTRE

تصريح العمل

Union Works (Open) - ITC	
رقم تصريح العمل	2023-0
تاريخ إصدار التصريح	14/01/2023
أوقات العمل	14:00
إبريق إنهاء العمل	14:00
مواقع العمل	
بها الطريق	774
بها الطريق	774
بيانات الجهة المتكاملة	
اسم المتكامل	ITC
رقم الترخيص	475
اسم الشخص المسؤول	AH
رقم الهوية	00000000
اسم الشركة	
اسم الشخص المسؤول	
رقم الهوية	
اسم الشركة	
رقم الهوية	
اسم الشركة	
رقم الهوية	
اسم الشركة	
رقم الهوية	

التوقيع: [Signature]

APPROVED

Violation Type

Violation No. 2: Carrying out deep excavations within Road RoW or adjacent to it without protection of concrete safety barrier / plastic safety barrier filled with water or sand

Violation Description

Any work involving deep excavation works within Road RoW or adjacent to it without the provision of concrete barriers or plastic barriers filled with water or sand according to the conditions of the permit.

Inspection Procedures

Step 1:

Field inspection to verify the compliance of the implemented works at the site with the approved conditions and drawings as mentioned in the traffic detour permit.

Step 2:

In case of excavation to a depth of more than half a meter, without the provision of concrete barriers or plastic barriers filled with water or sand (as stipulated by the permit):

The violation shall be recorded and ticket issued according to the schedule of violations.

In case of any other violations at the same site, additional violation shall be recorded and included in the ticket according to the schedule of violations.

The violation ticket contain a warning for the rectification of the situation within a duration that is determined by the inspector according to the degree of the impact thereof on traffic safety. Violation ticket shall be sent through the e-system and a copy will be handed over to the contractor's representative at the site.

Step 3:

In case of failure to comply with the warning notice, administrative procedures shall be taken in accordance with the laws in force against the violator and it shall be obligated to rectify the violation. Failing such, the center shall rectify at the contractor's expense.

Step 4:

In case of absence of Contractor representative at work site, the incident shall be documented in the e-system and the appropriate actions shall be taken to inform the Contractor to compliance with the directives and informing the Center to send a patrol to help in ensuring the safety of the site as needed.



Violation Type

Violation No. 3: Failure to maintain the machinery or equipment used in the traffic diversion that might cause traffic accidents

Violation Description

Any failure to perform regular maintenance works for the devices and items used in detours (the repair of whatever can be repaired and the replacement of whatever is damages thereof). Which might endanger the safety of road users.

Inspection Procedures

Step 1:

Field inspection to verify the compliance of the implemented works at the site with the approved conditions and drawings as mentioned in the traffic detour permit.

Step 2:

In case any of the items or devices endanger road users safety without maintenance or replacement:

The violation shall be recorded and ticket issued according to the schedule of violations.

In case of any other violations at the same site, additional violation shall be recorded and included in the ticket according to the schedule of violations.

The violation ticket shall contain a warning for the rectification of the situation within a duration that is determined by the inspector according to the degree of the impact thereof on traffic safety. Violations ticket shall be sent through the e-system and a copy will be handed over to the contractor's representative at the site.

Step 3:

In case of failure to comply with the warning notice, administrative procedures shall be taken in accordance with the laws in force against the violator and it shall be obligated to rectify the items causing the violation. Failing such, the center shall remove or rectify such items at the contractor's expense.

Step 4:

In case of absence of Contractor representative at work site, the incident shall be documented in the e-system and the appropriate actions shall be taken to inform the Contractor to compliance with the directives and informing the Center to send a patrol to help in ensuring the safety of the site as needed.



Violation Type

Violation No. 4: Stopping of project's vehicles on the Road Right of Way (RoW) in a way that poses a threat to traffic safety

Violation Description

Parking or stopping the project's vehicles within the right-of-way that endanger the safety of road users.

Inspection Procedures

Step 1:

Field inspection to verify that no project vehicles are being parked/stopped within the right-of-way in a manner endanger to traffic safety of road users.

Step 2:

In case of a project vehicle parked within the right-of-way endangering safety of road users (within the entire traffic detour):

The violation shall be recorded and ticket issued according to the schedule of violations, and instructing the Contractor representative to relocate the vehicle to a safe permitted place without any impact to traffic safety.

In case of any other violations at the same site, additional violation shall be recorded and included in the ticket according to the schedule of violations.

The violation ticket shall contain a warning for the rectification of the situation within a duration that is determined by the inspector according to the degree of the impact on traffic safety. Violation ticket shall be sent through the e-system and a copy will be handed over to the contractor's representative at the site.

Step 3:

In case of failure to comply with the warning notice, administrative procedures shall be taken in accordance with the laws in force against the violator and it shall be obligated to rectify the the violation. Failing such, the center shall rectify it at the contractor's expense.

Step 4:

In case of absence of Contractor representative at work site, the incident shall be documented in the e-system and the appropriate actions shall be taken to inform the Contractor to compliance with the directives and informing the Center to send a patrol to help in ensuring the safety of the site as needed.



Violation Type

Violation No. 5: Failure to provide safe alternate footpaths for pedestrians and tracks at work site locations

Violation Description

The failure to maintain safe path for pedestrians and bicycles near the worksite in accordance with the approved permit drawing and conditions and the manual, or provided an unsafe path endangering the safety of pedestrians/bicyclists.

Inspection Procedures

Step 1:

Field inspection to verify that the contractor has provided safe passages for pedestrians and bicycles according to the permit and the attachments thereof.

Step 2:

In case of without any provision of safe path for pedestrians and bicycles or in case of provided path are not compliant with the approved drawings and the conditions enclosed with the permit:

The violation shall be recorded and ticket issued according to the schedule of violations.

In case of any other violations at the same site, additional violation shall be recorded and included in the ticket according to the schedule of violations.

The violation ticket shall contain a warning for the rectification of the situation within a duration that is determined by the inspector according to the degree of the impact on traffic safety. Violation ticket shall be sent through the e-system and a copy will be handed over to the contractor's representative at the site.

Step 3:

In case of failure to comply with the warning notice, administrative procedures shall be taken in accordance with the laws in force against the violator and it shall be obligated to rectify the violation. Failing such, the center shall rectify it at the contractor's expense.

Step 4:

In case of absence of Contractor representative at work site, the incident shall be documented in the e-system and the appropriate actions shall be taken to inform the Contractor to compliance with the directives and informing the Center to send a patrol to help in ensuring the safety of the site as needed.



Violation Type

Violation No. 6: Utilising temporary entrance/exit of vehicles to the work site without obtaining a permit or using temporary entrance/exit not approved by the permit

Violation Description

Using an temporary entrance/exit by project's vehicles without a permit, or using an entrance/exit in other than the locations approved in the traffic detour permit.

Inspection Procedures

Step 1:

Field inspection to verify the compliance of the entrance/exit of the worksite with the permit and the approved conditions and drawings enclosed therewith, and observation of project vehicles using an entrance/exit at any unauthorized locations.

Step 2:

In case of using an entrance/exit for the worksite without obtaining a permit or using an entrance/exit at an unauthorized locations:

The violation shall be recorded and ticket issued according to the schedule of violations.

In case of any other violations at the same site, additional violation shall be recorded and included in the ticket according to the schedule of violations.

The inspector will instruct the contractor representative at site for the immediate closure of the unauthorized entrances/exits and the submission of an application for obtaining an approval for safe entrances/exits within 24 hours from the date and timing of the incident.

Furthermore, the violation ticket shall contain an instruction to the contractor for making the site safe within a duration that is determined by the inspector according to the degree of the impact thereof on traffic safety. Violations shall be sent through the e-system and a copy thereof shall be delivered to the contractor's representative at the site.

Step 3:

In case of failure to comply with the warning notice, administrative procedures shall be taken in accordance with the laws in force against the violator and it shall be obligated to rectify the situation. Failing such, the center will do so at the contractor's expense.

Step 4:

In case of absence of Contractor representative at work site, the incident shall be documented in the e-system and the appropriate actions shall be taken to inform the Contractor to compliance with the directives and informing the Center to send a patrol to help in ensuring the safety of the site as needed.



Violation Type

Violation No. 7: Working with an expired traffic detour permit.

Violation Description

Continuing to perform the works after the time expiration of the traffic detour permit .

Inspection Procedures

Step 1:

Field inspection to verify the cases of continuing work after the time expiration of the issued permits.

Step 2:

In case of Contractor continues to work after the expiration of the traffic detour permit:

The violation shall be recorded and ticket issued according to the schedule of violations and violation ticket shall be sent through the e-system and a copy will be handed over to the company's representative at the site.

The violation ticket contain a warning to the contractor for the immediate suspension of work and to ensure the safety at the site.

Furthermore, the violation ticket will instruct the contractor to apply for permit renewal within 24 hours from the date and timing of the incident.

Step 3:

In case of failure to comply with any of the conditions of the warning notice, administrative procedures shall be taken in accordance with the laws in force against the violator and it shall be obligated to rectify the situation. Failing such, the center will do so at the contractor's expense.

Step 4:

In case of absence of Contractor representative at work site, the incident shall be documented in the e-system and the appropriate actions shall be taken to inform the Contractor to compliance with the directives and informing the Center to send a patrol to help in ensuring the safety of the site as needed.



التصريح بالقيام بالعمل

INTEGRATED TRANSPORT CENTRE

التاريخ: 24/02/2019

الوقت: 08:00

الموقع: 079

بيانات الجهة المتكاملة

TAL: 079

ABC: 079

APPROVED

Violation Type

Violation No. 8: Failure to remove all temporary signs and markings, equipment, and debris from the Road RoW during / after completion of work.

Violation Description

The failure to remove the temporary items, equipment, and devices used at worksites within the right-of-way endanger to the safety of road users during work or after work completion (prior to reopening the road).

Inspection Procedures

Step 1:

Field inspection to verify that there are no temporary signboards or devices, or debris, within the right-of-way endanger to the safety of road users during work or after work completion (prior to reopening the road).

Step 2:

In case of any temporary signboards or devices, or debris, within the right-of-way endanger to the safety of road users during work or after work completion (prior to reopening the road):

A violation shall be recoded and ticket issued according to the schedule of violations.

In case of any other violations at the same site, additional violation shall be recorded and included in the ticket according to the schedule of violations.

The violation ticket contain a warning for the rectification of the situation within a duration that is determined by the inspector according to the degree of the impact on traffic safety. Violation ticket shall be sent through the e-system and a copy will be handed over to the contractor's representative at the site.

Step 3:

In case of failure to comply with the warning notice, administrative procedures shall be taken in accordance with the laws in force against the violator and it shall be obligated to rectify the situation. Failing such, the center will do so at the contractor's expense.

Step 4:

In case of absence of Contractor representative at work site, the incident shall be documented in the e-system and the appropriate actions shall be taken to inform the Contractor to compliance with the directives and informing the Center to send a patrol to help in ensuring the safety of the site as needed.



Violation Type

Violation No. 9: Failure to comply with one or more permit conditions.

Violation Description

The implementation of any works and the use of any materials, items, and devices in violation of the permit conditions.

Inspection Procedures

Step 1:

Field inspection to verify the contractor's compliance with all the conditions of the traffic detour permit.

Step 2:

In case of the contractor's failure to comply with any of the permit conditions:

A violation shall be recoded and ticket issued according to the schedule of violations.

The violation ticket contain a warning for the rectification of the situation within a duration that is determined by the inspector according to the degree of the impact on traffic safety. Violation ticket shall be sent through the e-system and a copy will be handed over to the contractor's representative at the site.

Step 3:

In case of failure to comply with the warning notice, administrative procedures shall be taken in accordance with the laws in force against the violator and it shall be obligated to rectify the situation. Failing such, the center will do so at the contractor's expense.

Step 4:

In case of absence of Contractor representative at work site, the incident shall be documented in the e-system and the appropriate actions shall be taken to inform the Contractor to compliance with the directives and informing the Center to send a patrol to help in ensuring the safety of the site as needed.



مركز النقل المتكامل
INTEGRATED TRANSPORT CENTRE

تذكرة مخالفة أعمال طرق
Utility Works (Open Cut) - TC

رقم التذكرة: 1491/2019 تاريخ إصدار التذكرة: 14/01/2019
رقم المخالفة: 2019/1491

أوقات العمل
تاريخ بدء العمل: 14/01/2019 تاريخ انتهاء العمل: 14/01/2019

موقع العمل
رقم المنطقة: 074 رقم القطعة: 074 اسم الشارع: 074 رقم الموقع: 074

بيانات الجهة المخالفة
رقم: 1
اسم المشرف: TSC
رقم الترخيص: 436
اسم الشخص المخالفة: ATC
رقم الترخيص: 00010181
اسم المقدم: 1
رقم الترخيص: 00000000
اسم الشخص المخالفة: 1
رقم الترخيص: 00000000

اسم: 1
رقم الترخيص: 00000000

التوقيع:  (مستلم)

التاريخ: 14/01/2019

APPROVED

Violation Type

Violation No. 10: Failure to fix antiglare fence between the two directions of traffic to prevent the glare effect from opposing car headlights or lack of screen fence to the work site (if requested by permit)

Violation Description

The failure to install a anti-glare separator between opposite directions of traffic in order to prevent the reflection of car lights / to cover worksite (as mentioned in permit).

Inspection Procedures

Step 1:

Field inspection to verify the installation of a separator in the median or a separator to cover the worksite according to the permit, and to verify the installation thereof in a safe manner that would not be affected by any factors (such as wind, etc.).

Step 2:

In case of the contractor's failure to install a separator in the median to prevent headlight glare between opposite directions or a separator to cover the worksite as requested in permit, or in case of the contractor's installation thereof in an unsafe manner that could endanger the safety of road users:

The violation shall be recorded and ticket issued according to the schedule of violations.

In case of any other violations at the same site, additional violation shall be recorded and included in the ticket according to the schedule of violations.

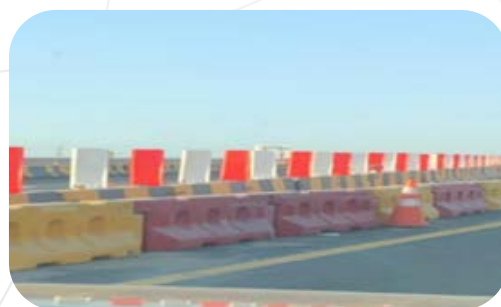
The violation ticket contains a warning for the rectification of the situation within a duration that is determined by the inspector according to the degree of the impact on traffic safety. Violation ticket shall be sent through the e-system and a copy will be handed over to the contractor's representative at the site.

Step 3:

In case of failure to comply with the warning notice, administrative procedures shall be taken in accordance with the laws in force against the violator and it shall be obligated to rectify the violation. Failing such, the center shall rectify at the contractor's expense.

Step 4:

In case of absence of Contractor representative at work site, the incident shall be documented in the e-system and the appropriate actions shall be taken to inform the Contractor to compliance with the directives and informing the Center to send a patrol to help in ensuring the safety of the site as needed.



Violation Type

Violation No. 11: Vehicles operating at work site without warning flashers/LED arrows.

Violation Description

Using vehicles at the worksite that are not equipped with illuminating arrows/signboards/flashers.

Inspection Procedures

Step 1:

Field inspection to verify that the equipment and machinery that are operating in the site are equipped with illuminating arrows, flashers and signboards according to the permit and drawings and permit conditions.

Step 2:

In case the contractor fails to equip any of its vehicles operating in the site with illuminating arrows, signboards, and flashers as required in the permit and the attachments thereof:

The violation shall be recorded and ticket issued according to the schedule of violations.

In case of any other violations at the same site, additional violation shall be recorded and included in the ticket according to the schedule of violations.

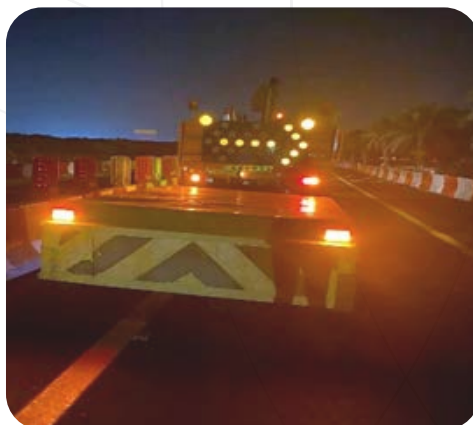
The violation ticket contain a warning for the relocation of the violating vehicle to outside the detour's borders at safe authorized place and rectify the situation within a duration that is determined by the inspector according to the degree of the impact on traffic safety. Violation ticket shall be sent through the e-system and a copy will be handed over to the contractor's representative at the site.

Step 3:

In case of failure to comply with the warning notice, administrative procedures shall be taken in accordance with the laws in force against the violator and it shall be obligated to rectify the violation. Failing such, the center shall rectify at the contractor's expense.

Step 4:

In case of absence of Contractor representative at work site, the incident shall be documented in the e-system and the appropriate actions shall be taken to inform the Contractor to compliance with the directives and informing the Center to send a patrol to help in ensuring the safety of the site as needed.



Violation Type

Violation No. 12: Safety officer not available at site as requested under permit or permit conditions

Violation Description

The absence of the traffic safety officer at the site when the permit conditions stipulate for the requirement of his presence at the site.

Inspection Procedures

Step 1:

Field inspection to verify the presence of the traffic safety officer at the worksite according to the permit conditions.

Step 2:

In case of the absence of the traffic safety officer at the worksite:

The violation shall be recorded and ticket issued according to the schedule of violations.

In case of any other violations at the same site, additional violation shall be recorded and included in the ticket according to the schedule of violations.

The violation ticket shall contain a warning for the requirement to summon the traffic safety officer to the worksite within a duration that is determined by the inspector according to the degree of the impact on traffic safety. Violation ticket shall be sent through the e-system and a copy will be handed over to the contractor’s representative at the site.

Step 3:

In case of failure to comply with the warning notice, administrative procedures shall be taken in accordance with the laws in force against the violator and it shall be obligated to rectify the violation. Failing such, the center shall rectify at the contractor’s expense.

Step 4:

In case of absence of Contractor representative at work site, the incident shall be documented in the e-system and the appropriate actions shall be taken to inform the Contractor to compliance with the directives and informing the Center to send a patrol to help in ensuring the safety of the site as needed.



Supervisory Control Procedures for Traffic Detours (Inspection & Audit)

The requirements for the Inspector to inspect the traffic detour (Private Sector):

- To successfully pass the training course that is associated with the field of work.
- To be authorized as a legal detection officer so that he may inspect traffic detours and issue violation ticket.
- To be fully aware of the e-system for the detection and documentation of traffic detour violations.

Key factors need to be aware by the Inspector to inspect the detour site:

- The approved road safety strategy in Abu Dhabi.
- The latest approved version of Emirate of Abu Dhabi Workzone Traffic Management Manual.
- The types of works for which traffic detour permits are issued, along with the conditions of each type of work.
- The executive policy of traffic detours, schedule of violations, penalties and the mechanisms for the application thereof.
- The contract with ITC, and in particular, Inspector's duties and responsibilities based on type of inspection, timing, and number of inspection visits and quality of inspection.

Inspection Procedures

Approved traffic detour permits are sent immediately through the e-system to the project manager of the entity in charge of the inspection and audit of traffic detours, who shall forward the same to the team leader in the concerned zone to assign an inspector to inspect the intended works according to the permit. Prior to visit the site, the inspector shall pre-plan to inspect the traffic detours on priority based on following factors (the type, nature, and location of works, and the degree of their impact on traffic safety). Planning and preparation include the following procedures:

Compliance to the contract requirements for the inspection (type of inspection – beginning of work – during work – at the end of work).

Reviewing the conditions of the permit and the drawings enclosed therewith, and the remarks mentioned in the drawings.

In major detours (highways, densely populated residential areas, areas that are near to schools, public centers, deep drilling sites, etc.), it is advised to communicate with the relevant engineer who is in charge of the approval of the permit, for the discussion of the technical remarks and details mentioned on the approved drawings, in addition to the conditions enclosed with the permit.

To check the condition of inspection vehicle, violation ticketing device, printer, and the availability printing paper in required quantity.

The selection of the most appropriate timings for the inspection according to the nature of works (daytime visit / night visit).

The inspector shall wear the official approved uniform prior to entering into the site.

To manoeuvre the detour site in a safe manner that does not constitute any danger to his personal safety or other road users.

To avoid issuing any instructions that could lead to endanger the safety of workers or road users.

To request the safety officer / site engineer to accompany him during the auditing process.

One of the most important factors that contribute to the success of the inspection team of traffic detours, is the effective performance of the work assigned to them and their belief in the importance of the inspection work being carried out by them and their knowledge on road safety to avoid traffic accidents or mitigate the accident impact at worksites.

Reconciliation & Grievance Procedures and the Payment of Penalties

Reconciliation Procedures

Reconciliation is offered to the violating entity according to the procedures that are set forth by the center's concerned entity. The violator who accepts the reconciliation will pay 75% of the total penalty amount stipulated for the violation within the grace period not exceeding thirty days from the date of offering reconciliation thereto. The penal case shall terminate by reconciliation.

Grievance Filing Procedures

1. Any entity that is in violation of the Executive Policy of traffic detours may aggrieve against the violation ticket issued to them at the Complaints & Grievances committee.
2. The grievance shall be filed through the e-system for the assessment of grievances by the center, or by any procedures that are specified by the center's concerned department. The grievance shall be supported with the substantiating documents thereof.
3. In case the grievance is accepted, the division of finance at the center shall deregister the violation and refund the penalty amount according to the financial procedures applicable in this regard, if paid already.
4. In case of the rejection of the grievance, the entity that has filed the grievance shall be given a grace period of fifteen days from the issuance date of the committee's resolution in rejection of the grievance for the payment of the violation amount according to the procedures applicable in this regard.

In all cases, if the violator fails to remove the effects of the violation by the required time, the center shall remove the same at the violator's expense.

The failure to pay the violation penalty within the aforementioned duration shall lead to the suspension of the issuance of the traffic detour permits of all the projects of the concerned entity.

Penalty Payment Methods

The amount of a monetary penalty can be paid by either one of the following methods:

1. Using bank cards or manager's cheques that shall be payable to the Customer Happiness Department.
2. Online by logging into the following site and following the steps that appear on the screen:
https://itc.gov.ae/en/services/Services-Categories/Traffic-and-Roads-Services#eservices-listing_e=0

Appendices

1. The Schedule of Violations & Penalties

Appendix No. 1: The Schedule of Violations & Penalties

Sl. No	Violation	Fine in Dirham
1	Carrying out any kind of work within the Road Right of Way (RoW) without obtaining a traffic detour permit from the center	100,000
2	Carrying out deep excavations within Road RoW or adjacent to it without protection of concrete safety barrier / plastic safety barrier filled with water or sand	50,000
3	Failure to maintain the machinery or equipment used in the traffic diversion that might cause traffic accidents	10,000
4	Stopping of project's vehicles on the Road Right of Way (RoW) in a way that poses a threat to traffic safety	5,000
5	Failure to provide safe alternate footpaths for pedestrians and tracks at work site locations	5,000
6	Utilising temporary entrance/exit of vehicles to the work site without obtaining a permit or using temporary entrance/exit not approved by the permit	5,000
7	Working with an expired traffic detour permit	5,000
8	Failure to remove all temporary signs and markings, equipment, and debris from the Road RoW during / after completion of work	5,000
9	Failure to comply with one or more permit's conditions	5,000
10	Failure to fix antiglare fence between the two directions of traffic to prevent the glare effect from opposing car headlights or lack of screen fence to the worksite (if requested by permit)	5,000
11	Vehicles operating at work site without warning flashers/LED arrows	5,000
12	Safety officer not available at site as requested under permit or permit conditions	1,000