



User manual

Procedure of Issuing Healthcare facility building approval from the engineering section

Control, Audit and Inspection Department

Ministry Of Health And Prevention

(Version : 3.0, 2022)



Procedure of Issuing Healthcare facility building approval from the engineering section (Figure 1):

The following process is applied for New facility, Location Change, Type Change, Re-registration applications request types through the online system. Whereas, Layout-Change/Extensions request are applied through the email.

Phase 1: Initial Approval:

1.1 Initial inspection phase:

After initiating an application through MOHAP licensing system, the application will be submitted as a request for initial site inspection, and the approval of the site will be granted upon the full compliance with the initial inspection requirements and checklist.

- **Required documents/ site requirements:**

Applicant has to fill the [Site inspection checklist](#) prior to the site visit and attach the filled checklist through the system along with the site location map (**Figure 2 & Figure 3**).

- **Inspection date and duration:**

The Inspection date will be assigned by the inspectors within 5 to 10 working days from the request date based on the facility type¹, and the facility owner will be notified about the exact visit date through a phone call and accordingly assigned through the system.

- **Initial inspection result:**

After conducting the visit, the inspectors will revert to the applicant within 1-2 working days with the result of the site assessment and evaluation as per the requirements and checklist through the online system.

After getting the initial approval on site, the application will be processed from the licensing department to the next phase: **Establishment Initial Drawings Approval**.

- **Remarks to consider:**

- The person in charge should check and confirm the validity of the facility information before submitting the application request (shared location map link, address, and contact number), and should be ready in the facility location on the assigned date and time. If the person in charge cannot attend on the settled date and time, MOHAP inspection team should be informed earlier to send back the application, and the inspection request may be resubmitted later once ready.

¹ For all facility type except general hospitals, one-day surgery hospitals, the estimated duration for visiting the facility is 7 working days from the submission date of the application request. For general hospitals, one-day surgery hospitals the estimated duration for visiting the facility is 10 working days from the submission date of the application request.



- In case if the facility proposed location got rejected, the facility owner should check the comments given by MOHAP inspection team and propose another location for the facility that complies with the site requirements, update the information of the facility as per the new proposed location, and re-submit the application request through system.
- It is recommended not to sign building tenant contracts with the buildings/ flats owners before getting the initial approval on the proposed location.

1.2 Establishment initial drawings approval:

After getting the Initial approval on site the application will be subjected for a payment request through the MOHAP licensing system, the application will be submitted to Audit and review the drawing plans of the healthcare facility, and an approval on the drawing plans will be granted upon the full compliance with MOHAP Engineering Regulations.

- **Required documents:**

- Applicant has to submit the drawing plan(s) of the facility Referring to the [Engineering Submission Requirements](#) through the online system, the drawing should be attached in the establishment document – attachment (**Figure 2**).
- If the capacity of the file(s) is higher than the allowable attachment size, the file(s) may be uploaded as a DropBox link in the dedicated field through the system (**Figure 3**).
-

- **Auditing & revision duration:**

Applicant shall expect a replay on the request within 5 to 7 working days from the request date based on the facility type², and the facility owner will be notified through the online system.

- **Initial drawing approval result:**

- If the application is sent back, applicant shall revise the drawing plans and submittal with the Engineering Consultants and shall assure the compliance with MOHAP standards, (payment is not requested) and then the applicant shall resubmit the application for a second revision.
- If the application is rejected, applicant shall revise the drawing plans and submittal with the Engineering Consultants and shall assure the compliance with MOHAP standards. (payment is requested) and then the applicant shall resubmit the application for a second revision.

² For all facility type except general hospitals, one-day surgery hospitals, the estimated duration for visiting the facility is 5 working days from the submission date of the application request. For general hospitals, one-day surgery hospitals the estimated duration for visiting the facility is 7 working days from the submission date of the application request.



- After getting the certified initial drawing approval, the application will be processed from the licensing department to the next phase: **Establishment Initial Approval**, and by then applicant can start working on site.

Phase 2: Final Approval

2.1 Final inspection phase:

Once the facility is ready with full finishing and furnishing, the applicant has to submit the application for final inspection request through the system, and the approval will be granted upon the full compliance with the facility drawing plan initial approval and the [final inspection checklist](#).

- **Required documents/ site requirements:**
Applicant has to fill the [Final inspection checklist](#) prior to the site visit and attach the filled checklist through the system (**Figure 2**), and a hard copy of the initially approved drawing plan should be available on site.
- **Inspection date and duration:**
The inspection date will be assigned by MOHAP Engineers within 7 to 10 working days from the request date based on the facility type³, and the facility owner will be notified about the exact visit date through a phone call and accordingly assigned through the system.
- **Initial inspection result:**
 - After conducting the visit, MOHAP Engineering Team will revert to the applicant within 1-3 working days with the Inspection result through the online system.
 - If the application is rejected, the applicant shall revise and apply the given report comments received through the system, and resubmit the application for another site inspection request⁴.
 - After getting the final approval on site, the application will be processed from the licensing department to the next phase: **Establishment final approval** to start operating the facility.
- **Remarks to consider:**
 - The person in charge should be ready in the facility location on the assigned date and time. If the person in charge cannot attend on the settled date and time, MOHAP Engineering Team should be informed earlier to send back the application, and the inspection request may be resubmitted later once ready.

³ For all facility type except general hospitals, one-day surgery hospitals, the estimated duration for visiting the facility is 7 working days from the submission date of the application request. For general hospitals, one-day surgery hospitals the estimated duration for visiting the facility is 10 working days from the submission date of the application request.

⁴ The second final inspection may take a longer duration to conduct the visit.



Appendix:

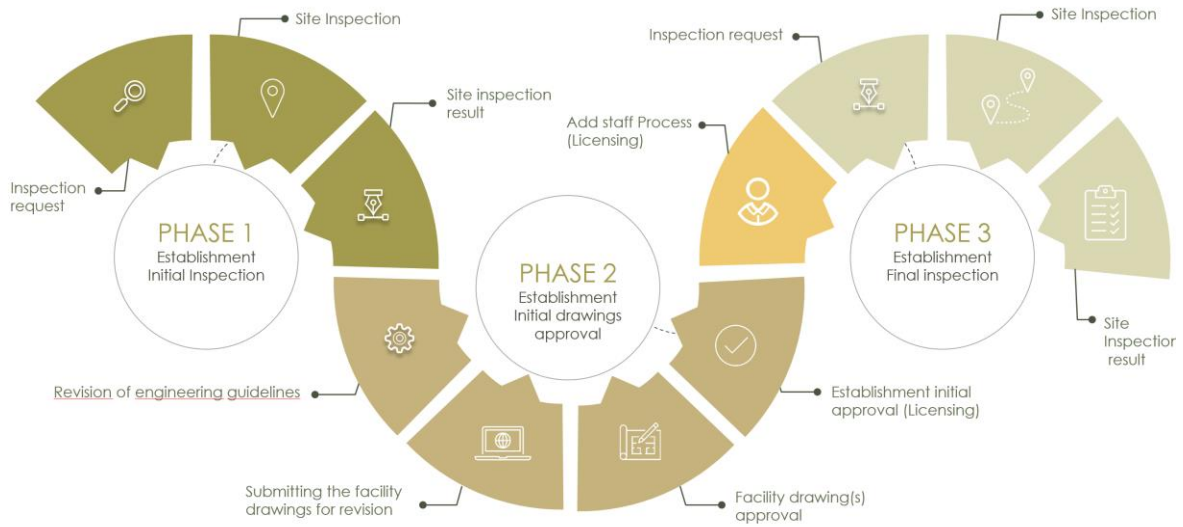


Figure 1 Procedure of issuing healthcare facility building approval from the engineering section

Est. Initial Inspection Process	4 Establishment Documents - Attachments
<p>4.2 Select the "Document Type", push "select" button to select the document, push 'Save Document' button</p>	
<div style="border: 1px solid #ccc; padding: 10px;"> <p>Establishment Details</p> <p>Basic Information Owner Details Partner Information Establishment Documents Payments Notifications</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Instructions:</p> <ul style="list-style-type: none"> • Document Types followed by * are mandatory. Please attach all required documents before submitting the application • Allowed file types : .jpg, .png, .jpeg </div> <p style="text-align: right; margin-top: 10px;">Add Documents</p> <p>No documents to display</p> </div>	



Establishment Details

Basic Information
Owner Details
Partner Information
Establishment Documents
Payments
Notifications

Document Type *

--Select--

--Select--

* Establishment Plan (Croak Plan) - خطة المنشأة

* Establishment Request Letter - رسالة طلب المؤسسة

* Letter to Whom it May Concern - رسالة إلى من يهمه الأمر

Location Photos - صور الموقع

No documents to display

Upload Document

Select

Save Document

Cancel

Establishment Details

Basic Information
Owner Details
Partner Information
Establishment Documents
Payments
Notifications

Instructions:

- Document Types followed by * are mandatory. Please attach all required documents before submitting the application
- Allowed file types : .jpg, .png, .jpeg

Add Documents

Document Type	Document Type	Upload Date	View	Delete
Establishment Plan (Croak Plan)	خطة المنشأة	23-02-2019		
Establishment Request Letter	رسالة طلب المؤسسة	23-02-2019		
Letter to Whom it May Concern	رسالة إلى من يهمه الأمر	23-02-2019		
Location Photos	صور الموقع	23-02-2019		
Location Photos	صور الموقع	23-02-2019		

Figure 2 Establishment documents - attachments



Establishment Details

Basic Information
Owner Details
Partner Information
Establishment Documents
Payments
Notifications

Establishment Name En *	Establishment Name Ar *		
<input type="text" value="1"/>	<input type="text"/>		
Establishment Type *	Category *	Emirate *	Medical District *
<input type="text" value="Private"/>	<input type="text" value="Medical Center"/>	<input type="text" value="Sharjah"/>	<input type="text" value="Sharjah"/>
Email *	Website	Telephone *	Fax
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Building No.	Building Name	Contact Name (Person 1) *	Contact Number (Person 1) *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street *	Area *	PO Box *	Contact Name (Person 2)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Share the google map URL and paste in the 1st field

Copy the DropBox URL of the drawing file & paste in the 2nd field

Google Map URL

Drop Box URL

MOH Engineer DropBox URL

Specialties

<ul style="list-style-type: none"> Accident & Emergency Acupuncture Ambulance Anaesthesia Andrology Applied Sciences Audiology Aviation Medicine Ayurveda Ayurveda Massage Therapist Biochemistry 	>> > < <<	<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"> <p style="text-align: center;">Find the revised drawing from MOHAP Engineers in the 3rd field</p> </div>
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Figure 3 Establishment details - Basic information