

EXPRO National Manual for Projects Management

Volume 3, chapter 6

Project Permitting Plan Procedure



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Project Permitting Plan Procedure

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Project Permitting Plan Procedure

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Project Permitting Plan Procedure

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Project Permitting Plan Procedure

1.0 PURPOSE

The purpose of this procedure is to:

1. Assist an Entity in the preparation of a Project Permitting Plan, and
2. Clarify the responsibility of the Entity in informing the A/E on the extent of their scope, regarding the obtaining of Permits, Approvals, No-Objection Certificates (NOC) and / or Licenses, for a project.

2.0 SCOPE

This procedure is not location specific, and is relevant to all Government infrastructure projects undertaken within the Kingdom of Saudi Arabia. As permitting requirements vary across the Kingdom, early establishment of this information (by the Entity), is essential for all contractors (A/E and Construction) and the effective and efficient delivery of national infrastructure projects.

3.0 DEFINITIONS

The following are provided as general guidance only. Please refer to all relevant references (i.e. procedures and templates), for specific definitions, codes and requirements.

Term	Definition
A/E Consultant	Architectural/Engineer Consultant appointed by the EPMO to undertake the design of the project.
Entity	A Saudi Government organization which is responsible for the delivery of government funded infrastructure construction projects.
Entity Project Management Organization (EPMO)	An Entity Project Management Organization, this is an integrated team that comprises the Entity and its PMC responsible for managing all the Entity's projects.
Permitting	Permits, Approval, No-objection Certificates and / or Licenses, for a specific infrastructure project.

3.1 Abbreviations

Abbreviations	Description
A/E	Architect & Engineering Firm - any organization performing Engineering/Detail Design for a Project.
NOC	No-Objection Certificate
RFP	Request for Proposal

4.0 REFERENCES

1. EPM-EQ0-PR-000004 Project Simplified Stage Gate Procedure
2. EPM-S00-PR-000009 Project Land Acquisition Strategy Procedure
3. EPM-S00-PR-000001 Project Stakeholder Engagement Plan Procedure
4. EPM-S00-PR-000002 Project Concept Master Plan and Development Framework Procedure
5. EPM-S00-PR-000003 Project Environmental Impact Assessment Procedure
6. EPM-S00-GL-000002 Project Delivery Strategy



5.0 ENTITY RESPONSIBILITY

The Entity is fully responsible for identifying and confirming to the A/E, all required Permits, Approvals, NOC's and / or Licenses, for a project. These should cover all Government administrative and or operational requirements. In addition, the Entity is also fully responsible for establishing and confirming to the A/E, the sequence, general timescales and requirements for all related submissions or applications.

The attached EPM-S00-TP-000005 Project Permitting Approvals Register Template, is provided to assist all Entities in the establishment of a Project Permitting Plan (i.e. captures all project required Permits, Approvals, NOC's and / or Licenses). The register should be populated in order of sequence and should include contact details, document/deliverables names and descriptions along with relevant document references.

Approvals relating to operational licenses or certificates, which are under the Entity or end-users control should be included within the register if input is required from the A/E Consultant or their team, during the duration of their contract.

The Entity should establish a Project Permitting Register as part of their Stage 2, Initial Planning. Project Permitting Registers are required for submission at the Stage 2 Gate Review and should be issued to the A/E (within the project Request for Proposal (RFP)) at Tender for Design.

A Project Permitting Approvals Register should be retained as a 'live document' for the duration of the project, in order to track progress, and close and sign off each item. It forms a submission deliverable by the Entity, for each subsequent Stage Gate Review.

6.0 ATTACHMENT

1. EPM-S00-TP-000005 - Project Permitting Approvals Register Template



Project Permitting Plan Procedure

Attachment 1 - EPM-S00-TP-000005 - Project Permitting Approvals Register Template

Project Permitting Approvals Register																					
Entity: <i>Enter Entity Name Here</i>												<i>Insert LOGO Here</i>									
Project Name: <i>Enter Project Name Here</i>																					
MASHROAT Project Registration Number: <i>Enter MASHROAT Project Number Here</i>																					
Date: <i>mm/dd/yy</i> Revision: <i>Revision #</i> Site Commencement Date: <i>mm/dd/yy</i>																					
Ministry / Entity / Authority Having Jurisdiction: <i>Enter Here</i>																					
Category & Ministry / Entity/ Authority		Required License, Permit, NOC or Approval		Contact	Contact Details	Submitted By	Reference Document, Guideline, Handbook or Manual	Required Deliverables - Drawings and /or Documentation			Submission			Fee			Comments	Approval Date		Site Works Required	
Enter Information in Order of Sequence								Prepared by	Submitted by	Submission Date	Amount	By	To		Anticipated	Required		Description	Inspection	Sign-off	
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