Kingdom of Saudi Arabia
Ministry of Interior
General Directorate of Civil Defense

Regulation of Safety Conditions in Car Workshops

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Chapter 1

1st: Definitions: The terms in this list mean:

1. Cars and vehicles:
Car: powered mechanically, driven by burning fuel within the engine, which generates enough force to move it on the roads. It is used to transport people and other things, either for private or public use. Vehicle/machinery: mechanical or electrical, designed for use in construction, lifting, loading, unloading, and paving roads, plus agricultural purposes, either for private or public use.

2. Repair workshops, car and machinery maintenance:
The place to repair all types of vehicles and machineries.

3. The Law:
Civil Defense law issued by the Royal Decree No.10 and dated 10/5/1406 H and all other relevant regulations.

4. Regulations of Inspection, forfeiture, investigation and penalties:
The Regulation issued by HRH, the Minister of Interior, and the President of the Civil Defense Council to determine the procedures of inspection, forfeiture, and investigation of violations and misuses related to civil defense works and the penalties imposed on them.

5. Civil Defense Representative:
The authorized person or persons by the General Directorate of Civil Defense, or one of its centers to carry out inspection, forfeiture, and investigation of violations as per the rules and procedures specified in the relevant Regulation, to ensure the safety of the building, safety equipment, and tools, and to impose the penalty stipulated.

6. **The relevant authority**:
Ministry of Interior, the General Directorate of Civil Defense, and other relevant authorities involved in the facility's license and business.

7. **Safety Officer**:
According to Article 25 of the Civil Defense Law, the safety officer is the person (of the establishment staff or other) appointed or assigned to be responsible for all safety and security matters. The property owner (private property) or the licensee is responsible for safety in all cases.

8. **Specifications**:
a) Saudi Standards, issued by the Saudi Standards, Metrology, and Quality Organization, SASO.
b) International Standards: in the absence of Saudi Standards, the United States of America or EU Standards shall be considered. If the equipment or material is manufactured in other countries (other than US or EU countries), In that case the specifications must be confirmed by the manufactured countries' relevant authorities. A document must be submitted to prove the availability of all safety rules in equipment or material used in all cases.

2nd: According to Article (20) of the Civil Defense Law, the licensee shall not be permitted to establish any new workshop, renewing a permit, renovating, or expanding the existent workshop until he submits a technical study. This study is prepared by one of the technical offices or entities specialized in safety and alarm and firefighting works and approved by the General Directorate of Civil Defense. The study explains the extent of compliance with the specifications and instructions mentioned in this Regulation. The existing workshops at the time of the issuance of this Regulation will be allowed a period of six months to one year according to the workshop's size to apply the requirements and instructions included in this Regulation. The municipalities' relevant authority must consider granting a license as per this Regulation.

3rd: The office that prepared the study mentioned above has to answer to the Civil Defense and other relevant authorities about the study's accuracy and monitoring its implementation. The office shall undertake to provide a final certificate confirming the facility's compliance with the terms and conditions included in this Regulation. The office shall be considered responsible in solidarity with the business owner or contractor for any default or neglect in this regard.

4th: The safety officer is responsible for conducting monthly inspections and periodic tests (every three months) for the workshop and all firefighting, alarm, monitoring, and safety methods and equipment and must immediately repair any defects or malfunctions. Failure to do this shall be considered severe negligence.

5th: The safety officer undertakes in the event of any malfunction or failure involving a high degree of risk, to stop or shut down the tool or equipment (the source of danger) immediately and disconnect it from the power source, and prevent the use of it until it is inspected and repaired by specialists. He must evacuate the workshop if the situation required that and immediately contact the Civil Defense center to consider proper arrangements.

6th: The safety officer shall assign a register called (safety and firefighting record) according to the application form prepared by Civil Defense. All pages are stamped with the seal of the Civil Defense Department or Center. All the monthly inspections and periodic tests of fire, monitoring, alarm methods, the dates, results, repair works, and other data are recorded; part of this record is dedicated to the building inspection and maintenance works and the building's electrical installations. The record must be kept within the workshop management. The register is at the civil defense representative's disposal to view and write notes, fines, and the periods granted to the workshop and the violations imposed on it.

7th: The safety officer at the workshop may notify the relevant Civil Defense Center about the dates of the periodic tests and the entity performing these tests to agree on a date for the Civil Defense's representative to attend. The representative will sign the safety record as proof of attending such tests.

8th: All workers at the workshop must be trained on fire & rescue, and ambulance in schools and national training institutes approved by the General Directorate of Civil Defense, or coordinate with Civil Defense to conduct these courses in regions and cities that do not have these schools or institutes. The requesting training party bears the costs of such, or its share of the course costs based on the cost of one trainee. Proof for the number of workers and their nationalities and receiving the proper training must be submitted.

9th: The safety officer undertakes to coordinate directly with the relevant Civil Defense to prepare an intervention plan for firefighting and evacuation during emergencies and the procedures that workers must consider until the arrival of Civil Defense squads.

10th: Within their limited regional jurisdictions, the local Civil Defense committees may exempt small workshops from one or more of the conditions outlined in this regulation after studying each case separately and provided that the exemption shall not result in a breach of the minimum safety conditions.

Chapter 2

1st Site–related requirements:

1. Establishing repair and maintenance workshops is subject to prior authorization from the relevant authorities while complying with the areas specified by the Municipality to practice this business.

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3. The workshop is constructed as per the layout/blueprint attached to the license, and will be invested per the Regulation instructions.
4. Each modification project related to the construction, or business of the workshop must require a license from the municipality after the Civil Defense's approval.
5. For public safety, the workshop may only be operated for its intended purpose.
6. During the selling or renting of the licensed workshop, the workshop's former owner undertakes to implement all preventive conditions, unless he notifies the Civil Defense in advance.

Building requirements:

- Workshop buildings must be constructed from non-flammable materials, classified under type 1, class A, or buildings fire-resistance are at least two hours.
- The floor must be well-paved and covered with tiles or cement, fire-resistant and relatively sloped to allow liquids to flow until they end in the collection pit during emergencies.
- The doors and windows should be made of metal, windows glass of reinforced and heat-reflecting type.

Means of escape:

- The workshop must have sufficient doors for cars moving into and out. The number of doors increases depending on the workshop's size and the number of vehicles within the workshop. All entrances and exits must lead to open roads to facilitate evacuation during emergencies.
- Routes leading out must always be barrier-free.
- Parking outside the workshop is prohibited, and vehicles are only accepted for repair if the workshop space allows.

2nd: Industrial safety instructions:

a) The workshop must have proper ventilation to not harm the neighboring area due to odor and harmful gases.

- If the workshop is licensed within residential areas, it is not allowed to test the engines inside the workshop unless the exhaust is connected to a special duct (muffler) that silences the sound, and extracts gases at a height of 1.20 meters with a range of 20 meters. The upper end of the exhaust is in a form that prevents smoke leakage in the near entrances pipes, or to the buildings' internal openings.

b) Electrical installations must be under the approved technical norms, inside insulated pipes, explosive proof type, and installed by a competent person, or a specialized technical entity. Any modification must not violate the standards of general specifications considering the periodic maintenance of them regularly.

c) The multi-branch workshop (repairing, paint job, mechanics) must be divided into separate sections for each branch. Each worksite is adequately equipped to receive the appropriate number of cars. The distances between the premises are sufficient to achieve vehicles' isolation to prevent fire from spreading from one car to another.

d) The multi-branch workshop (repairing, paint job, mechanics) must be divided into separate sections for each branch. Each worksite is adequately equipped to receive the appropriate number of cars. The distances between the premises are sufficient to achieve vehicles' isolation to prevent fire from spreading from one car to another.

e) Open flames are prohibited in areas where explosive or flammable materials are present. These areas must be identified, and clear warning signs must be placed in these areas.

f) All electrical equipment used in vehicle repair workshops, and cars must have a ground socket to prevent static electrical charges.

g) The compressed air tank must be tested and maintained from time to time to avoid explosion risk. Instructions must be provided to workers on how to operate these devices with extreme caution.

h) A dedicated place must be provided for tire repairing and surrounded by a barrier independent from the workshop to prevent the tire's flying parts under increased pressure while inflating the tire.
i) A competent worker only for this job.
j) Provide clear instructions about tire maintenance risks.
k) The workshop floor should be free of grease, oils to prevent injury work, remove nails, and remove/clean remains from repair work.
l) The workshop is equipped with suitable boxes to store equipment, and repair tools. Repair tools and equipment should not be scattered on the floor.
m) The workshop floor is marked with yellow lines, to identify the parking lots for easy evacuation in an accident.
n) The provision of proper and continuous ventilation to remove carbon gas caused by the smoke released from car engines.
o) The workshop must be equipped with a first aid kit. The items and materials are suitable to this profession's risks.
p) Workshops practicing cutting or welding works must implement the safety requirements mentioned in the Regulation of Safety and Protection in the Field of Cutting & Welding, especially the following:

1. Welding operations must be performed on dedicated platforms/tables in an isolated area from the rest of the workshop using fire-resistant separators for two hours. The floor must be clean and free of oils and greases.
2. Adequate ventilation must be provided in welding areas.
3. All wires, cables, and electrical connections must be in good condition, and the insulation layer covering them must be in good condition.
4. The ground conductor/connection for welding equipment must be checked for its capacity and work to be done.
5. Appropriate manual fire extinguishers must be provided before the welding process begins.

6. Welders must choose the appropriate type of shields, helmets, protective goggles, and wear suitable protective clothing.
7. Gas cylinder valves must be closed when work is finished and always placed upright and away from any artificial or natural heat source such as the sun.
8. Cutting operations must be handled by a competent and well- trained person in these types of works and must have a good background in firefighting works and how to use fire extinguishers.
9. Welding areas are only for staff, and anyone else is not allowed there. Warning signs are placed for this purpose.
10. In case welding is carried out in a container or tanker containing flammable materials, the tanker or container must be cleaned thoroughly. The welding process is done after the tanker or container is completely free of any traces and fumes of flammable substances.

3rd Fire prevention:

1. Rags socked with oils and greases must be placed in a metal box with an automatic close lid until completely disposed of.
2. The inspection pit must be free of gasoline, oil traces, or cleaning rags.
3. Paint cans and solutions are placed in metal cabinets with vents in a location beyond the reach of non-specialists.
4. Signs with No Smoking in Arabic and English, plus any other languages, are placed in visible locations and suitable sizes.
5. The workshop is equipped with a suitable number of fire extinguishers, capacity not less than 12 kg, dry chemical powder, and CO^2types placed accordingly at a rate of not less than one extinguisher per four cars. The number of extinguishers is determined according to the size and capacity of the workshop.
6. The workshop is equipped with a number of fire hose reels near the entrances to cover the workshop area, with a number of clean, dry sand buckets, which is twice the number of fire extinguishers.
7. A firewater source must be arranged to supply the hose reels, and the supply must be suitable in terms of water quantities and pressure.
8. Portable work lamps, of resistance type, with metal guard to protect from shocks, do not produce extreme heat.