



Regulation of the Responsibilities and Duties of the Safety, Prevention and Fire Protection Officer in Government and Private Entities



1446 A.H.–2024 A.D.

In the Name of Allah, the Most Merciful, the Most Compassionate

Scope: All ministries, government agencies, entities with legal personality, and private institutions determined by the decree issued by the Minister shall be governed by the provisions of this Regulation, in accordance with Article Twenty-five of the Civil Defense Law.

Article One: Definitions:

The terms used in this Regulation shall mean the following:

1. **The Safety Officer:** The person who is responsible for following up on the work and requirements of safety, prevention, and fire protection within the entities governed by the provisions of this Regulation.
2. **The Regulation:** The Regulation of the Responsibilities of the Safety and Fire Protection Officer in Government and Private Entities.
3. **The Entity:** The entity governed by the provisions of this Regulation, including ministries, government agencies, entities with a legal personality, and private institutions determined by a decree issued by the Minister, except establishments that fall within the scope of the supervision of the Supreme Authority for Industrial Security.
4. **The Relevant Higher Authorities:** The Board of Directors, the Executive Management, or the likes at the entities subject to the provisions of this Regulation, or who have decision-making authority in accordance with their regulations.
5. The **Law:** The Civil Defense Law issued by Royal Decree No. M/10 dated 10/5/1406 H.
6. **The Minister:** The Minister of the Interior.



7. **Civil Defense Safety Inspector**: The person or persons authorized by the General Directorate of Civil Defense, or one of its branches.
8. **The Ministry**: the Ministry of Interior
9. **The Relevant Authority**: the General Directorate of Civil Defense.
10. **Relevant Authorities**: Ministry of Human Resources and Social Development, Social Insurance, Ministry of Finance, National Risk Council and any other relevant entity.
11. **The Engineering Office**: These are consulting engineering offices in the field of fire prevention and protection licensed and approved by the General Directorate of Civil Defense.
12. **The Technical Office**: These are licensed offices authorized to practice the business of technical services for fire prevention and protection, approved by the General Directorate of Civil Defense.

Article Two: In accordance with applicable laws and regulations, the Entity shall appoint or assign a safety officer, considering the following:

1. Comply with the Saudi Occupational Classification Manual when recruiting.
2. Medically fit.
3. The applicant must possess practical communication skills with the entity's officials and employees, as well as the ability to use computers and prepare the necessary reports.
4. The appointed safety officer is not assigned to other tasks that may hinder him from performing his duties.
5. If the entity has more than one site or building, it shall appoint or assign a safety officer to carry out the tasks specified in this Regulation.
6. The Safety Officer (a full-time employee) is appointed if the automated sprinkler system is available at the entity's site or building; otherwise, the assignment is made in addition to his duties (full-time is not required in case the system is not available).



7. The safety officer must have the necessary qualification and training in the field of safety, prevention and fire protection, according to the following:

- a) A course in the Saudi Building Code (SBC201 and SBC801) from one of the Saudi training centers and institutes accredited by the Technical and Vocational Training Corporation for a minimum duration of 25 training hours.
- b) A minimum of three years of experience in fieldwork related to safety, prevention, and fire protection is required. A certificate must be submitted to verify this experience, detailing the job tasks performed and the locations where the individual was assigned during their employment.
- c) Anyone who obtains one of the professional specialized certificates from the following international organizations (OSHA, NEBOSH, NFPA) is exempt from the conditions described in (a) and (b).

Article Three: In all cases, the entities shall appoint an adequate number of safety officers as per the risk assessment conducted by an engineering office.

Article Four: The entity may, at its own discretion, hire an engineering office or a technical office to carry out the duties of the safety officer, provided that it confirms the following:

1. It must be licensed and approved by the relevant authority.
2. Enabling it to carry out daily and periodic inspection of fire prevention and protection systems, and coordinating with the department responsible for maintenance and operation tasks in the entity to implement all requirements for maintenance and operation of all fire prevention and protection systems as per Civil Defense Law and all relevant technical and regulatory bylaws, regulations and decisions related to fire prevention and protection works issued by the relevant authority.
3. Enabling the office to coordinate directly with Civil Defense departments and stations on contracted works.



Article Five: The safety officer within the entity must maintain an updated copy of the safety and fire protection drawings created by one of the engineering offices. Additionally, the safety officer should make a record, referred to as the "Safety Record of the Entity," which can be in either paper or electronic form. This record should document all periodic inspections and maintenance of safety and firefighting systems and equipment, including the inspection date, the conducting entity, any repairs performed, and other relevant information. Furthermore, all emergency drills and training programs implemented must also be recorded. This safety record should be kept readily accessible within the organization for inspection by the Civil Defense Safety Inspector at all times.

Article Six: The Safety Officer of the Entity may notify the Civil Defense department or station within his administrative jurisdiction of the scheduled date for conducting periodic inspections of fire prevention and fire protection systems, to consider the possibility of a Civil Defense Safety Inspector attending such tests.

Article Seven: The safety officer shall not be relieved of legal liability if it is proven that there is a defect or violation in the readiness of safety, prevention, and fire protection systems due to negligence or intentional actions. This applies whether an engineer, a hired technical office, or an employee of the entity causes the defect or violation. However, the safety officer can avoid liability if they demonstrate that they reported all safety and fire protection violations to the appropriate higher authorities within the entity and took all reasonable measures to rectify and prevent them.

Article Eight: The safety officer shall be liable before the relevant authority for the work of the persons under his supervision and the manner in which they practice their work. He must, in all cases, verify any negligence or failure in

this regard, submit the matter to the relevant higher authorities within the entity, and document this in the safety record.

Article Nine: The entity must obtain the relevant authority's approval for the evacuation and safety plans it prepares before approving and implementing them.

Article Ten: The entity must enroll all its safety employees in training courses annually for a period of not less than 15 training hours at one of the specialized training schools or institutes accredited by the Technical and Vocational Training Corporation. Keeping in mind that on-the-job training will not affect the safety officer's daily work continuity in the entity.

Article Eleven – The Minister may, based on the study submitted by the relevant authority regarding each case at a time, exempt from one or more of the conditions of this Regulation.

Article Twelve: Duties and Tasks of the Safety Officer:

1. Submitting inspection and follow-up reports on prevention and protection systems at the sites and buildings he supervises periodically (every six months) as per the forms prepared and approved by the relevant authority.
2. Conducting daily and periodic inspections as per the safety plan prepared by the entity to inspect the fire prevention and protection systems. This includes checking the alarm systems, extinguishing systems, smoke control, fire extinguishers, hose reels, valves, ejectors, and fire hydrants to ensure they are operational at all times. Additionally, verify the water pressure in the fire extinguishing systems and the accessibility of emergency exits on a continuous basis. Prepare daily reports detailing all observations and any actions taken.



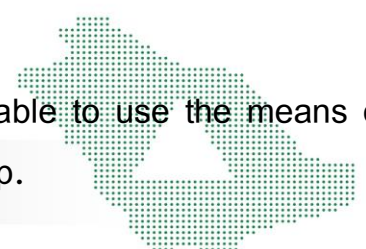
3. Follow up on maintenance work for manual and automatic fire and alarm systems.
4. In construction work, whether renovation, modification, or addition, it is necessary to ensure that safety requirements at the work site are met and that workers comply with safety and fire protection procedures.
5. Addressing any violation, danger, or malfunction in the alarm, extinguishing, or smoke control systems, or report them to the relevant higher authorities – urgently, in case of failure to address and follow up on this.
6. Ensuring that all doors are closed after the workers leave, and the electricity is disconnected, and that gas sources from various equipment and machinery are turned off. This requirement can be waived if necessary, provided that the fire prevention and protection requirements at these sites are available.
7. Perform continuous surveillance tours during and outside of work hours, especially in dangerous areas such as kitchens, stoves, ovens, warehouses, mechanical and electrical rooms, air conditioning systems, gas, and water valves, and take immediate action on any observations.
8. Prepare an evacuation and emergency plan at the site, as stipulated in Article **Thirteen**.
9. Forming an evacuation and emergency team based on the site's nature, occupancy type, facility size, danger level, worker and visitor density, and overall importance.
10. Conducting practical tests and drills as per the evacuation and emergency plan prepared for this purpose periodically – at least once a year – and recording them in the safety record in coordination with the relevant/competent higher authority.
11. Submit to the relevant higher authorities regarding the implementation of programs to spread/ promote preventive awareness and safety principles among the workers at the site, making guidance boards and preventive bulletins to achieve this goal, preparing and coordinating the holding of

training programs and educational seminars, and where necessary engaging specialists from the relevant authority to assist in implementing such programs.

Article Thirteen: Fire Evacuation Plans:

Evacuation plans must include the following:

1. A diagram or illustration of the site in which the following are clearly and accurately identified: –
 - Locations of emergency exits and escape routes.
 - Assembly points for occupants inside or outside the entity.
 - Locations of fire hoses and extinguishers.
 - The roads and paths of fire and rescue vehicles, making sure that they are free of obstacles.
 - Main evacuation routes and corridors.
 - Secondary evacuation routes and corridors.
 - Location of handheld alarms.
 - Fire Cabinets Locations.
2. Duties of safety team members or workers in their absence that must operate critical equipment during the evacuation process, including managing alarms, operating backup generators, or disconnecting the main power if necessary.
3. Procedures for evacuating the building, when there are elevators for evacuating occupants.
4. Procedures to assist in rescuing individuals unable to use the means of escape and regular emergency exits without help.



5. Fire extinguishing procedures based on available capabilities. Upon successfully extinguishing the fire, a monitoring and observation plan is developed to ensure it will not reignite.
6. Characterize the alarm tone in the Voice Call / Emergency Alarm / Voice Message system so as to distinguish it from the tone used during normal operations, wherever required by the entity.
7. If the fire triggers the activation of alarm and extinguishing systems, the evacuation plan must specify the information for safety officials at the danger sites until the systems are repaired and confirmed ready for service return.
8. Procedures for counting employees, workers, and occupants after eviction.
9. Identify the individuals responsible for rescue or emergency medical assistance.
10. The available methods for informing the response and emergency teams, such as the Civil Defense or the Red Crescent, about fire and other emergencies include guiding them during the incident to the entry and exit routes to and from the building, identifying fire locations, and indicating emergency sites, as outlined in the diagram in paragraph (1) of this Article.
11. Identify the staff who can be contacted for more information on how to implement the plan.
12. Procedures for monitoring the restoration operations at the incident site to ensure the safety of gas connections, electrical installations and wiring, and to assess any damage caused by the fire to the facility's structural components.

Article Fourteen: Safety, Prevention and Fire Protection Plans:



This Regulation outlines the duties and responsibilities of the safety officer, which must be formulated in clear and well-defined plans that include the following:

- 1) A list of dangerous areas at the site, such as furnaces, stoves, warehouses, transformers, extensions, generators, areas to store and use flammable and chemical materials, and others. Identify the responsible parties for monitoring and following up, monitor their progress closely, and ensure they are stored correctly.
- 2) Identify staff responsible for following up on the maintenance work of fire prevention and protection systems (alarm, extinguishing, and smoke control), fire extinguishers, hose reels, valves, ejectors, and fire hydrants. Additionally, verify the water pressure in the fire extinguishing systems.
- 3) The method of inspecting and ensuring the availability of sufficient quantities of water in the fire extinguishing systems.
- 4) The methods for reporting observations, handling them, and escalating when difficulties arise in solving them.
- 5) Training dates and implementation of fire and evacuation drills.
- 6) Risk Assessment Plan.
- 7) Information of safety establishments performing maintenance work for fire and alarm systems.
- 8) Contact information of the safety officers and safety team in the entity.
- 9) Locations of the nearest emergency response teams (Civil Defense or Red Crescent... etc.).
- 10) Inspection forms, daily and periodic reports, and shift schedules.

Article Fifteen: The Safety Inspector at the Civil Defense shall ensure that the Authority is implementing the Regulation in locations that fall under the relevant Authority's supervision and controls violations therein.



Article Sixteen: Violations of this Regulation will be subject to the Regulation for Addressing Violations of the Civil Defense Law, as outlined in the Decree issued by His Highness the Minister of Interior and the Chairman of the Civil Defense Council (No. 12/1/1/5/CD) dated 18/4/1428 AH. This regulation specifies the procedures for inspections, seizures, and investigations of violations.

