

**Licensing Requirements & Procedures for
businesses under Health Control Section
(HCS)**

Steps for obtaining approvals from the Health Control Section (HCS) for licensing a barber shop business

1. The investor or its representative should report to the HCS at the Public Health Department in Al Nassiriya area to fix an appointment for the inspection of the would-be licensed premises, and the following documents are required:
 - Licensing Application form and trade name issued by the Sharjah Economic Development Department (SEDD).
 - Tenancy contract (attestation is not required at this stage) or the building title deed.
 - Approval of the Planning and Survey Department for villas.
2. The health control inspector inspects the premises and records the inspection details in a report which the investor/representative receives a copy of.
3. The investor/representative reports to the HCS and provides the inspection report.
4. The initial report will be issued to the investor if the premises are in compliance with the initial approval requirements (barber shop required area is $15\text{m}^2 + 6\text{m}^2$ for eastern bath activity, and the shop dimensions must not be less than 3.5m). The investor will also be given a copy of the health requirements.
5. The investor will prepare a décor plan for the premises, to be approved by the HCS and referred to the Engineering Department for its approval, if required.
6. After the actual fulfillment of all requirements at the premises, the investor will fix an appointment with the concerned employee from the HCS for the inspection of the premises.
7. The health control inspector inspects the premises and records the inspection details in a report which the investor/representative receives a copy of.
8. The final report will be issued to the investor if all requirements are fulfilled at the premises against payment of AED 250 fees for premises with an area of up to 50 m^2 or AED 500 for premises with an area of more than 50 m^2 . The following documents are required:
 - Final inspection report of the premises.
 - Attested tenancy contract.
 - Décor permit approved by the Engineering Department.

Health requirements for practicing the business of barber shop

Refer to the Unified guide to health requirements for ladies salons, massage and personal care centers (attached)

Steps to get the approvals from the HCS for licensing ladies salons and personal care centers:

1. The investor or its representative should report to the HCS at the public health building in Al Nassiriya area to fix an appointment for the inspection of the would-be licensed premises, and the following documents are required:
 - Licensing Application form and trade name issued by the SEDD.
 - Title deed / Tenancy contract (attestation is not required at this stage).
 - Approval of the Planning and Survey Department for villas.
2. The health control inspector inspects the premises and record the inspection details in a report of which the investor/representative receives a copy.
3. The investor/representative reports to the HCS and presents the inspection report.
4. The initial report will be issued to the investor if the premises are in compliance with the initial approval requirements (ladies salon required area is not less than 25m² + 5m² for henna service activity + 6m² for eastern bath activity, and the shop dimensions must not be less than 3.5m). The investor will also be given a copy of the health requirements.
5. The investor provides a décor plan for the premises to be approved by the HCS, and refer it to the Engineering Department for its approval, if so required.
6. After the actual fulfillment of all requirements at the premises, the investor will fix an appointment with the concerned employee from the HCS for the inspection of the premises.
7. The health control inspector inspects the premises and records the inspection details in a report which the investor/representative receives a copy of.
8. The final report will be issued to the investor if all requirements are fulfilled at the premises against payment of AED 250 fees for premises with an area of up to 50 m² or AED 500 for premises with an area of more than 50 m². The following documents are required:
 - Final inspection report of the premises.
 - Attested tenancy contract.
 - Décor permit approved by the Engineering Department.

Health requirements for practicing the business of ladies salon and personal care centers

Refer to the Unified guide to health requirements for ladies salons, massage and personal care centers (attached)

Health requirements for practicing the business of eastern bath

Refer to the Unified guide to health requirements for ladies salons, massage and personal care centers (attached)

Health requirements for practicing the business of massage and personal care centers

Refer to the Unified guide to health requirements for ladies salons, massage and personal care centers (attached)

Pursuant to the directives of the Executive Council of Sharjah Emirate to keep the practicing of massage and personal care the business limited to hotel facilities and sports centers, it is not allowed to license this business as an independent business.

Steps to get the approvals from the HCS for licensing a fitness center or gym

1. The investor or its representative should report to the HCS at the public health building in Al Nassiriya area to fix an appointment for the inspection of the would-be licensed premises, and the following documents are required:
 - Licensing Application form and trade name issued by the SEDD.
 - Title deed / Tenancy contract.
 - Approval of the General Authority of Youth and Sports Welfare.
 - Approval of the Criminal Investigation Department of Sharjah Police Headquarters.
 - Approval of the Planning and Survey Department for villas.
2. The health control inspector inspects the premises and record the inspection details in a report of which the investor/representative receives a copy.
3. The investor/representative reports to the HCS and presents the inspection report.
4. The initial report will be issued to the investor if the premises are in compliance with the initial approval requirements (the required area is at least 100m²). The investor will also be given a copy of the health requirements.
5. The investor provides a décor plan for the premises to be approved by the HCS, and refer it to the Engineering Department for its approval, if so required.
6. After the actual fulfillment of all requirements at the premises, the investor will fix an appointment with the concerned employee from the HCS for the inspection of the premises.
7. The health control inspector inspects the premises and records the inspection details in a report which the investor/representative receives a copy of.
8. The final report will be issued to the investor if all requirements are fulfilled at the premises against payment of AED **500** fees. The following documents are required:
 - Final inspection report of the premises.
 - Title deed / attested tenancy contract.
 - Approval of the General Authority of Youth and Sports Welfare.
 - Approval of the Criminal Investigation Department of Sharjah Police Headquarters
 - Décor permit approved by the Engineering Department.
 - Approval of the Planning and Survey Department for villas.

Licensing requirements for the business of fitness center or gym:

| First: Documents Requirements | |
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| 1 | Keeping a valid professional license (or copy) at the facility. |
| 2 | Keeping at the premises a record of field visits and follow-ups issued by the HCS. |
| 3 | Providing all workers with valid occupational health cards issued by the Public Health Clinic of Sharjah Municipality |
| 4 | Providing Hepatitis B vaccine cards for all workers, and ensuring they complete the doses in accordance with vaccination program. |
| 5 | Obtaining the approvals of the competent entities for the use of equipment. |
| 6 | Providing trainers' experience certificates attested by the competent entities. |
| 7 | Keeping a record of the trainees' acknowledgements, which state their medical fitness for exercising sport activities. |
| 8 | Having a valid contract with a pest and rodent control company, attested by Sharjah Municipality. |
| 9 | Keeping a record of the regular pest control operations at the premises. |

| Second: Premises & Fit-Out Requirements | |
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| 1 | Asbestos surfaces must not be used. |
| 2 | The mezzanine, if any, must be in good condition and approved by the Engineering Department of the municipality. |
| 3 | Painting must be appropriate and in good condition. |
| 4 | Securing a water source from the main water supply network. |
| 5 | Maintaining the sanitary extensions to the water network. |
| 6 | Providing sufficient ventilation and illumination. |
| 7 | Providing sufficient number of effective exhaust fans in operating mode. |
| 8 | Maintaining A/C units. |
| 9 | The Electrical wirings must be properly secured. |
| 10 | Electricity extensions must be appropriate and effective. |
| 11 | No water leakage from the ceiling or walls. |
| 12 | Maintaining ceiling, walls and floorings. |
| 13 | Maintaining doors and facades. |
| 14 | Providing changing room and cabinets for keeping customers' clothes. |
| 15 | Providing sufficient number of toilets and washrooms as appropriate for the volume of work. |
| 16 | Providing a water heater with a capacity appropriate for the business size. |
| 17 | Maintaining the metal grid of the windows. |
| 18 | Fixing a sign with the trade name on the premises façade, the same as mentioned on the trade license. |
| 19 | Activities must be confined to area permitted for the business. |
| 20 | Providing curtains or stickers on the windows and external facades. |
| 21 | Displaying a sign in a prominent place at the main door, stating the timings for men and timings for women. |
| 22 | Do not place moquette on the floorings. |
| 23 | Keeping safe distance between equipment and machines in the premises. |
| 24 | Providing a layer of reinforced sponge on certain floorings, jambs and sharp edges as per the set specifications. |

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| 25 | Providing warning and guidance posters for the use of sports equipment. |
| 26 | The area of the premises must be appropriate with volume of work actually performed. |
| 27 | Providing a number of first-aid kits sufficient to meet the premises needs, and replacing the damaged or expired first-aid materials regularly. |

Third: Cleaning Requirements

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| 1 | Keeping the area outside the premises clean. |
| 2 | Paying attention the cleanliness and general appearance of the premises. |
| 3 | Disposing of waste properly and in regular and timely manner. |
| 4 | Workers must pay attention to their hygiene. |
| 5 | Keeping equipment and tools clean. |
| 6 | Providing liquid hand soap in the toilets. |
| 7 | Providing appropriate hand drying means in the toilets. |

Fourth: Pest Control Requirements

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| 1 | Keeping the area free from pests and rodents and whatever indicates their existence. |
| 2 | Adhering to the pest and rodent control program. |
| 3 | The pest and rodent control program must be effective. |
| 4 | Adhering to the instructions of the pest and rodent control company or establishment. |

Fifth: Other Requirements

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|---|---|
| 1 | Strict cooperation with the health control inspector and adherence to his/her instructions. |
| 2 | The premises must engage only in the activity permitted. |
| 3 | Placing a no-smoking sign in prominent place. |
| 4 | Securing a healthy source of drinking water inside the premises. |

Sixth: Prohibitions

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| 1 | No smoking inside the premises. |
| 2 | Existence of ashtrays inside the premises. |
| 3 | Using the premises for accommodation or any other purposes other than the licensed business. |
| 4 | Display or sale of hormones or steroids. |
| 5 | Display or sell of pharmaceutical formulations at the premises. |
| 6 | Display or sell of healthy supplements products at the premises. |
| 7 | Preparation of healthy supplements at the premises. |
| 8 | Storing drugs or pharmaceuticals belonging to the workers inside the premises. |
| 9 | Allowing men at the premises during women's timing |

Steps to get approvals from the HCS for licensing laundry business

1. The investor or its representative should report to the HCS at the public health building in Al Nassiriya area to fix an appointment for the inspection of the would-be licensed premises, and the following documents are required:
 - Licensing Application form and trade name issued by the SEDD.
 - Tenancy contract (attestation is not required at this time) – title deed.
 - The health control inspector inspects the premises and records the inspection details in a report of which the investor / representative receives a copy.
2. The investor/representative reports to the HCS and presents the inspection report.
3. The initial report will be issued to the investor if the premises are in compliance with the initial approval requirements (the required area for ironing business is at least 15m² and for laundry business is at least 30m², and the premises dimensions are at least 3.5m). The investor will also be given a copy of the health requirements.
4. The investor provides a décor plan for the premises to be approved by the HCS and referred to the Engineering Department for its approval, and then the investor will report to the drainage department to obtain its approval on the laundry activity, and to the environment protection section for its approval on the dry clean activity.
5. After the actual fulfillment of all requirements at the premises, the investor will fix an appointment with the concerned employee from the HCS for the inspection of the premises.
6. The health control inspector inspects the premises and records the inspection details in a report which the investor/representative receives a copy of.
7. The final report will be issued to the investor if all requirements are fulfilled at the premises against payment of AED 250 fees for premises whose area is 50m² or less, and AED 500 for premises whose area is more than 50m². The following documents are required:
 - Final inspection report of the premises.
 - Attested tenancy contract.
 - Approval of the Drainage Department for the laundry activity.
 - Décor permit approved by the Engineering Department.
 - Approval of the Environment Protection Section for the dry clean activity.

Licensing requirements for laundry business

| First: Documents Requirements | |
|-------------------------------|---|
| 1 | Keeping a valid professional license (or copy) at the facility. |
| 2 | Keeping at the premises a record of field visits and follow-ups issued by the HCS. |
| 3 | Providing all workers with valid occupational health cards issued by the Public Health Clinic of Sharjah Municipality |
| 4 | Providing Hepatitis B vaccine cards for all workers, and ensuring they complete the doses in accordance with vaccination program. |
| 5 | Having a valid contract with a pest and rodent control company, attested by Sharjah Municipality. |
| 6 | Keeping a record of the regular pest control operations at the premises. |
| 7 | Ironing shops must conclude a contract with a laundry operating in the emirate of Sharjah. |

| Second: Premises and fit-out Requirements | |
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| 1 | Asbestos surfaces are not used. |
| 2 | The mezzanine, if any, is in good condition and approved by the Engineering Department of the municipality. |
| 3 | Area of the premises must be appropriate with the volume of work actually preformed. |
| 4 | Painting is appropriate and in good condition. |
| 5 | Secure a water source from the main water supply network. |
| 6 | Providing appropriate drainage facilities at the premises. |
| 7 | Providing appropriate wastewater drainage facilities for the washing machines. |
| 8 | Providing a 20CM high concrete barrier covered with ceramics between the washing and ironing areas. |
| 9 | Maintaining the sanitary extensions to the water network. |
| 10 | Providing sufficient ventilation and illumination. |
| 11 | Providing sufficient number of effective exhaust fans in operating mode. |
| 12 | Providing A/C units to the premises and maintaining them. |
| 13 | The Electrical wirings are properly secured. |
| 14 | The Electrical wirings are appropriate and effective. |
| 15 | No water leakage from the ceiling or walls. |
| 16 | Maintaining ceiling, walls and floorings. |
| 17 | Maintaining doors and facades. |
| 18 | Do not use perishable materials that can be infected with pests in the decorations of the premises and maintaining the decorations. |
| 19 | Providing a water heater with a capacity appropriate for the business size. |
| 20 | Do not place carpets or moquette on the floorings. |
| 21 | Placing a sign with the trade name on the premises façade, the same as mentioned on the trade license. |
| 22 | Activities must be confined to area permitted for the business. |
| 23 | Do not cover the entire façade of the premises and use appropriate curtains. |
| 24 | Providing tables with appropriate sizes and qualities (i.e. non-rusting and resistant to corrosion and insects). |
| 25 | Providing shelves and closets to keep the detergents. |

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| 26 | Providing a number of appropriate non-wooden shelves for keeping clothes. (The number must appropriate with the volume of work). |
| 27 | Providing concrete bases covered with ceramics for the washing machines, to be at least 20 cm high. |
| 28 | Providing ceramic tiles on all the walls and floorings of the washing area, to be 2m high. |
| 29 | Electrical switches of at least 2 m high to be behind the washing machines. |
| 30 | In the shops permitted for washing and cleaning carpets, an area of at least 25 m ² must be designated for washing the carpets. |
| 31 | In the shops permitted for washing and cleaning carpets, appropriate drainage facilities must be provided at the corners of the carpet washing area. |
| 32 | In the shops permitted for washing and cleaning carpets, a place should be assigned for hanging and drying of carpets. |

| Third: Equipment & Tools Requirements | |
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| 1 | Providing a sufficient number of first aid kit, and replacing damaged or expired materials regularly. |
| 2 | Providing a sufficient number of washing machines with appropriate sizes. |
| 3 | Providing sufficient number of electric drying machines with appropriate sizes. |
| 4 | Maintaining the steam irons. |
| 5 | Maintaining the lining layers of irons. |
| 6 | Maintaining the machines and equipment, such as the washing machines. |
| 7 | The number of ironing tables and labourers must be appropriate with area of the premises. |
| 8 | Ironing tables must be painted with appropriate paints. |
| 9 | Providing sufficient number of tablecloths for the ironing tables, and replace them regularly. |
| 10 | Providing containers for collecting clothes with sufficient size and number. |
| 11 | Providing and maintaining the tools and equipment used at the premises. |
| 12 | Providing face masks for workers. |
| 13 | Providing storage means required for practicing the business. |
| 14 | Providing suitable tools for hanging the clothes. |
| 15 | Detergents and chemicals used in the cleaning of clothes must be with full detail labels. |
| 16 | Providing plastic bags for keeping clothes. |

| Fourth: Cleaning Requirements | |
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| 1 | Keeping the area outside the premises clean. |
| 2 | Paying attention the cleanliness and general appearance of the premises. |
| 3 | Disposal of waste properly and in regular and timely manner. |
| 4 | The store, if any, must be clean, and storage is done properly. |
| 5 | Providing cleaning detergents at the premises. |
| 6 | Keeping the tools and equipment clean (e.g. ironing tablecloth) |
| 7 | Workers must pay attention to their hygiene. |
| 8 | Providing efficient vacuum cleaners at the premises. |

| Fifth: Pest Control Requirements | |
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| 1 | Keeping the area free from pests and rodents and whatever indicates their existence. |
| 2 | Adhering to the pest and rodent control program. |
| 3 | The pest and rodent control program must be effective. |
| 4 | Adhering to the instructions of the pest and rodent control company or establishment. |

| Sixth: Other Requirements | |
|---------------------------|---|
| 1 | Strict cooperation with the health control inspector and adherence to his/her instructions. |
| 2 | The premises must engage only in the activity permitted. |
| 3 | Placing a no-smoking sign in prominent place. |
| 4 | Adherence to uniform, and keeping it clean. |
| 5 | Providing suitable footwear for the washing workers. |
| 6 | Wash water must not be reused except with the approval of the concerned entities. |
| 7 | Volume of work actually performed must be appropriate with the area of the premises. |
| 8 | Carpet wash activity practiced at the premises must be licensed by the concerned entities. |

| Seventh: Prohibitions | |
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| 1 | No smoking inside the premises. |
| 2 | Existence of ashtrays inside the premises. |
| 3 | Practicing the activity of washing at the mezzanine floor. |
| 4 | Using wooden equipment and tools in the washing place. |
| 5 | Using the surface water in the washing operations. |
| 6 | Overflowing of wash water on the premises floor. |
| 7 | Using the printed papers for keeping or wrapping clothes. |
| 8 | Workers infected with skin diseases practice the business. |
| 9 | Hanging and drying laundry outside the premises. |
| 10 | Putting the laundry directly on the floor. |
| 11 | Carrying the clothes on a bicycle. |
| 12 | Using the premises as an accommodation or for any other unauthorized purposes. |
| 13 | Practicing the business in an unlicensed shop. |
| 14 | Washing and drying carpet outside the premises. |

Steps to get approvals from the HCS for licensing hotel establishments

1. The investor or its representative should report to the HCS at the public health building in Al Nassiriya area to fix an appointment for the inspection of the would-be licensed premises, and the following documents are required:
 - Licensing Application form and trade name issued by the SEDD.
 - Tenancy contract / title deed.
 - Approval of Commerce and Tourism Development Authority.
2. The health control inspector inspects the premises and record the inspection details in a report of which the investor/representative receives a copy.
3. The investor/representative reports to the HCS to presents the inspection report.
4. The initial report will be issued to the investor if the premises are in compliance with the initial approval requirements. The investor will receive a copy of the health requirements.
5. After the actual fulfillment of all requirements at the premises, the investor will fix an appointment with the concerned employee from the HCS for the inspection of the premises.
6. The health control inspector inspects the premises and records the inspection details in a report which the investor/representative receives a copy of.
7. The final report will be issued to the investor if all requirements are fulfilled at the premises against payment of AED 500 fees. The following documents are required:
 - Final inspection report of the premises.
 - Attested tenancy contract / title deed.
 - Approval of Commerce and Tourism Development Authority.

Licensing requirements for hotel business:

| First: Documents Requirements | |
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| 1 | Keeping a valid trade/professional license (or copy) at the facility. |
| 2 | Keeping a document with the list of services available at the facility (e.g. swimming pool, spa, washing area, etc.) |
| 3 | Keeping at the premises a record of field visits and follow-ups issued by the HCS. |
| 4 | Providing all workers with valid occupational health cards issued by the Public Health Clinic of Sharjah Municipality |
| 5 | Providing Hepatitis B vaccine cards for all workers, and ensuring they complete the doses in accordance with vaccination program. |
| 6 | Valid contract with a laundry facility licensed in Sharjah emirate. |
| 7 | Valid contract with a pest and rodent control company, attested by Sharjah Municipality. |
| 8 | Keeping a record of the regular pest control operations at the hotel facility. |
| 9 | Having a valid contract with a water tank cleaning and disinfection establishment licensed in Sharjah emirate. |

| Second: Premises and fit-out Requirements | |
|---|---|
| 1 | Asbestos surfaces are not used. |
| 2 | Maintaining the walls, ceilings and floorings. |
| 3 | Maintaining doors and facades. |
| 4 | Painting is appropriate and in good condition. |
| 5 | Securing a water source from the main water supply network. |
| 6 | Providing appropriate drainage system. |
| 7 | Maintaining the sanitary extensions to the water network. |
| 8 | Providing sufficient ventilation and illumination. |
| 9 | Maintaining the metal grid for windows and balconies. |
| 10 | Maintaining the A/C units. |
| 11 | Electrical wirings are properly secured. |
| 12 | Electrical wirings are appropriate and effective. |
| 13 | No water leakage from the ceiling or walls. |
| 14 | Placing a sign with the trade name on the premises façade, the same as mentioned on the trade license. |
| 15 | Providing air barriers at the main entrances of the premises. |
| 16 | Activities must be confined to area permitted for the business. |
| 17 | Providing a warehouse for storing the items required for practicing the business (coverings, etc.) |
| 18 | Suitable and healthy room for collecting waste should be available (ceramics, water source, exhaust fan and detergents) |
| 19 | Providing and maintaining self-closing garbage chute door. |
| 20 | Providing device for sucking air from the central garbage chute. |
| 21 | Water tanks have tight lids and are regularly maintained. |
| 22 | Maintaining furniture. |
| 23 | Providing pillows and mattresses with anti-suction covers. |
| 24 | Providing a sufficient number of first aid kits, and replacing the expired or damaged materials regularly. |

| Third: Cleaning Requirements | |
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| 1 | Keeping the area outside the premises clean |
| 2 | Paying attention the cleanliness and general appearance of the premises. |
| 3 | Assigning places for collecting waste in each floor and dispose of it regularly. |
| 4 | Keeping cleanliness and maintenance of the central garbage chute. |
| 5 | Keeping the warehouse clean and suitable for storage. |
| 6 | Workers must pay attention to their hygiene. |
| 7 | Keeping furniture clean (e.g. sheets, pillows, covers, curtains, etc.) |
| 8 | Providing 2 waste bins similar to those of the municipality. |
| 9 | Keeping water tanks clean. |
| 10 | Abidance by the water tank cleaning and disinfection program. |

| Fourth: Pest Control Requirements | |
|-----------------------------------|---|
| 1 | Keeping the area free from pests and rodents and whatever indicates their existence. |
| 2 | Abidance by the pest and rodent control program. |
| 3 | Abidance by the instructions of the pest and rodent control company or establishment. |

| Fifth: Other Requirements | |
|---------------------------|---|
| 1 | Strict cooperation with the health control inspector and adherence to his/her instructions. |
| 2 | The premises must engage only in the activity permitted. |
| 3 | No smoking is allowed in the premises or whatever indicates the presence of smoking. |
| 4 | Placing a no-smoking sign in prominent place. |
| 5 | Do not use the premises for any purposes other than the permitted activity. |
| 6 | All workers must adhere to the uniform dress code. |
| 7 | Providing and maintaining the kitchen cutleries and equipment. |
| 8 | Providing hood filters above stoves. |
| 9 | Providing and maintaining washroom accessories. |
| 10 | Providing central filtering unit for the water supplied to the facilities of the premises. |

Health requirements for swimming pools:

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| 1 | There is a room is annexed to the swimming pool. |
| 2 | The room annexed to the pool must be equipped with water purification equipment that have maintenance regularly. |
| 3 | There is a central filter for water purification. |
| 4 | There is a net with long arm to remove impurities from the swimming pool. |
| 5 | Maintaining ceramics, walls and floorings. |
| 6 | There are clear measuring numbers of the pool depth. |
| 7 | There is a shower available for showering before swimming in the pool. |
| 8 | A pool of 25CM depth covered with ceramics, and provided with shower and manhole on its two sides for disinfecting feet. |
| 9 | Sufficient illumination. |
| 10 | Providing and maintaining appropriate sunshades at the external swimming pools. |
| 11 | There are changing rooms with lockers |
| 12 | A full time technician and lifeguard aware of first aid to supervise the swimming pool and its visitors. |
| 13 | The lifeguarding equipments are available at the swimming pool. |
| 14 | Automatic device is available to add the disinfectant materials (e.g. chlorine and bromine). |
| 15 | There is a measuring tool to measure the percentage of chloride, bromine and PH. |
| 16 | Matching the reading of chloride excess with the approved standard ratios. |
| 17 | Matching the reading of PH with the approved standard ratios. |
| 18 | There is a register to record the times of reading the percentage of chlorine, bromine and acids on daily basis. |
| 19 | There is a safety and health guidelines sign at the pool, available in English and Arabic languages. |
| 20 | Sufficient number of toilets. |
| 21 | Regular maintenance of swimming pools and facilities. |
| 22 | Keeping pools clean. |
| 23 | There are no indications of fungi or algae growing in the pools. |
| 24 | Sign is placed at the main gate to show the timings assigned for men and timings assigned for women. |
| 25 | Undertaking semi-annual lab testing of the pool water samples at the environmental lab of Sharjah City Municipality. |

Steps to get approvals from the HCS for licensing healthy supplements sale business

The investor or its representative should report to the HCS at the public health building in Al Nassiriya area to fix an appointment for the inspection of the would-be licensed premises, and the following documents are required:

- Licensing Application form and trade name issued by the SEDD.
 - Tenancy contract / title deed.
1. The health control inspector inspects the premises and record the inspection details in a report of which the investor/representative receives a copy.
 2. The investor/representative reports to the HCS to presents the inspection report.
 3. The initial report will be issued to the investor if the premises are in compliance with the initial approval requirements (required minimum area is 15m² and required minimum dimension is 3.5m²). The investor will receive a copy of the health requirements.
 4. Investor will submit a décor plan of the premises, to be approved by the HCS and then referred to the engineering department for its approval, if so required.
 5. After the actual fulfillment of all requirements at the premises, the investor will fix an appointment with the concerned employee from the HCS for the inspection of the premises.
 6. The health control inspector inspects the premises and records the inspection details in a report which the investor/representative receives a copy of.
 7. The final report will be issued to the investor if all requirements are fulfilled at the premises against payment of AED 250 fees for shops of up to 50m² in size or AED 500 for shops of more than 50m². The following documents are required:
 - Final inspection report of the premises.
 - Attested tenancy contract.
 - Décor permit approved by the engineering department.

Health requirements for sale of healthy supplements

| 1) Documents Requirements | |
|---------------------------|---|
| 1 | Keeping a valid trade/professional license (or copy) at the facility. |
| 2 | Keeping at the premises a record of field visits and follow-ups issued by the HCS. |
| 3 | Providing all workers with valid occupational health cards issued by the Public Health Clinic of Sharjah Municipality |
| 4 | Providing Hepatitis B vaccine cards for all workers, and ensure they complete the doses in accordance with vaccination program. |
| 5 | Presenting permit for the mezzanine and internal divisions, if any, which is issued by the engineering department. |
| 6 | Valid contract with a pest and rodent control company, attested by Sharjah Municipality. |
| 7 | Keeping a record of the regular pest control operations at the facility. |
| 8 | Technicians working in the premises must get the approvals of the concerned entities. |

| 2) Premises and fit-out Requirements | |
|--------------------------------------|--|
| 1 | Asbestos surfaces are not used. |
| 2 | Maintaining the walls, ceilings and floorings. |
| 3 | No leakage, cracks and fissures in the ceilings or walls. |
| 4 | Maintaining doors and facades. |
| 5 | Painting is appropriate and in good condition. |
| 6 | Sufficient ventilation and illumination. |
| 7 | Providing AC units |
| 8 | Maintaining the AC units. |
| 9 | Electrical wirings are properly secured. |
| 10 | Placing a sign with the trade name on the premises façade, the same as mentioned on the trade license |
| 11 | Providing air barriers at the main entrances of the premises. |
| 12 | Activities must be confined to area permitted for the business. |
| 13 | Volume of work is appropriate to the shop area permitted. |
| 14 | Providing a sufficient number of first aid kits, and replace the expired or damaged materials regularly. |
| 15 | Providing and maintaining shelves for display and storage of items. |
| 16 | Providing storage means required for practicing the business. |

| 3) Cleaning Requirements | |
|--------------------------|---|
| 1 | Keeping the area outside the premises clean |
| 2 | Paying attention to the cleanliness and general appearance of the premises. |
| 3 | Disposal of waste properly and regularly. |
| 4 | Keeping the warehouse, if any, clean and suitable for storage. |
| 5 | Detergents are available for cleaning the premises. |
| 6 | Workers paying attention to their hygiene. |
| 7 | Paying attention to the cleanliness of tools and devices. |

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|------------------------------|---|
| 4) Pest Control Requirements | |
| 1 | Premises must be kept free from pests, rodents or any indication of them. |
| 2 | Abidance by the pest and rodent control program. |
| 3 | Effectiveness of pest control program. |
| 4 | Abidance by the instructions of the pest and rodent control company or establishment. |

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| 5) Other Requirements | |
| 1 | Strict cooperation with the health control inspector and adherence to his/her instructions. |
| 2 | Engagement only in the activity permitted. |
| 3 | A qualified technician must be available. |
| 4 | No-smoking sign is placed in prominent place. |
| 5 | Displayed items are kept at an appropriate temperature. |
| 6 | Keeping a copy of displayed items' valid registration certificates issued by the Ministry of Health & Prevention. |
| 7 | Keeping receipts of the displayed products. |
| 8 | Displayed products' labels must contain full details. |

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| 6) Prohibitions | |
| 1 | Smoking inside the premises. |
| 2 | Existence of ashtrays. |
| 3 | Exposing products to the direct sun. |
| 4 | Display or sale of medicines in the premises. |
| 5 | Display or sale of healthy supplements not registered by the MOH. |
| 6 | Display or sale of pharmaceuticals or healthy supplements which are prohibited from being traded in under such business. |
| 7 | Display of formulations which health entities or otherwise warning against their use. |
| 8 | Display of damaged or expired materials. |
| 9 | Trading in non-smoking tobacco products. |
| 10 | Stickers or brochures indicating the availability of therapeutic services. |
| 11 | Display or sale of medical instruments including cupping tools. |
| 12 | Display or sale of talismans, animal parts, rings, amulets, stones or the like. |
| 13 | Using the premises for living or for any purpose other than the licensed activity. |
| 14 | Storing medicines or pharmaceuticals belonging to the workers in the premises. |

Steps for getting the HCS approvals for licensing the business of sale and trading of herbs, honey and its products

1. The investor or its representative should report to the HCS at the public health building in Al Nassiriya area to fix an appointment for the inspection of the would-be licensed premises, and the following documents are required:
 - Licensing Application form and trade name issued by the SEDD.
 - Tenancy contract (attestation is not required at this stage).

2. The health control inspector inspects the premises and record the inspection details in a report of which the investor/representative receives a copy.
3. The investor/representative reports to the HCS to presents the inspection report.
4. The initial report will be issued to the investor if the premises are in compliance with the initial approval requirements (required minimum area is 15m² and required minimum dimension is 3.5m²). The investor will receive a copy of the health requirements.
5. Investor will submit a décor plan of the premises, to be approved by the HCS and then referred to the engineering department for its approval, if so required.
6. After the actual fulfillment of all requirements at the premises, the investor will fix an appointment with the concerned employee from the HCS for the inspection of the premises.
7. The health control inspector inspects the premises and records the inspection details in a report which the investor/representative receives a copy of.
8. The final report will be issued to the investor if all requirements are fulfilled at the premises against payment of AED 250 fees for shops of up to 50m² in size or AED 500 for shops of more than 50m². The following documents are required:
 - Final inspection report of the premises.
 - Attested tenancy contract.
 - Décor permit approved by the engineering department.

Health requirements for the sale of herbs and honey:

| 1. Documents Requirements | |
|---------------------------|---|
| 1 | Keeping a valid trade/professional license (or copy) at the facility. |
| 2 | Keeping a record of field visits and follow-ups issued by the HCS at the premises. |
| 3 | Providing all workers with valid occupational health cards issued by the Public Health Clinic of Sharjah Municipality |
| 4 | Providing Hepatitis B vaccine cards for all workers, and ensuring they complete doses in accordance with vaccination program. |
| 5 | Holding a permit for the mezzanine and internal divisions, if any, which is issued by the engineering department. |
| 6 | Having a valid contract with a pest and rodent control company, attested by Sharjah Municipality. |
| 7 | Keeping a record of the regular pest control operations at the hotel facility. |

| 2. Premises and fit-out Requirements | |
|--------------------------------------|--|
| 1 | Avoiding the use of asbestos surfaces. |
| 2 | Maintaining walls, ceilings and floorings. |
| 3 | No leakage, cracks and fissures in the ceilings or walls. |
| 4 | Maintaining doors and facades. |
| 5 | Painting is appropriate and in good condition. |
| 6 | Providing sufficient ventilation and illumination. |
| 7 | Providing and maintaining AC units |
| 8 | Electrical wirings are properly secured. |
| 9 | Placing a sign with the trade name on the premises façade. It must be the same as mentioned on the trade license |
| 10 | Providing air barriers at the main entrance of the premises. |
| 11 | Restricting activities to the permitted area only. |
| 12 | Volume of work actually performed must be proportional to the permitted shop area. |
| 13 | Providing a sufficient number of first aid kits, and replacing the expired or unusable materials regularly. |
| 14 | Providing and maintaining shelves for display and storage of items. |
| 15 | Providing refrigerators. |
| 16 | Providing freezers to store the royal jelly. |
| 17 | Providing storage means required for practicing the business. |
| 18 | Providing dark containers for keeping the flowering herbs. |
| 19 | Providing face masks, gloves and herb handling and packaging tools. |

| 3. Cleaning Requirements | |
|--------------------------|---|
| 1 | Keeping the area outside the premises clean |
| 2 | Paying attention to the cleanliness and general appearance of the premises. |
| 3 | Disposal of waste properly and regularly. |
| 4 | Keeping the warehouse, if any, clean and suitable for storage. |
| 5 | Detergents are available for cleaning the premises. |
| 6 | Workers paying attention to their hygiene. |
| 7 | Paying attention to the cleanliness of tools and devices. |

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|------------------------------|---|
| 4. Pest Control Requirements | |
| 1 | Premises must be kept free from pests, rodents or any indication of them. |
| 2 | Abidance by the pest and rodent control program. |
| 3 | Effectiveness of pest control program. |
| 4 | Abidance by the instructions of the pest and rodent control company or establishment. |
| 5 | Providing insect light traps. |

| | |
|-----------------------|---|
| 5. Other Requirements | |
| 1 | Strict cooperation with the health control inspector and adherence to his/her instructions. |
| 2 | Engagement only in the activity permitted. |
| 3 | No-smoking sign is placed in prominent place. |
| 4 | Displayed items are kept at an appropriate temperature (25°C). |
| 5 | All product labels must contain full required details. |
| 6 | Displayed items (honey and honey products, herbs & oils) are fit for use. |
| 7 | Displayed herbs must be free from insects and their waste. |
| 8 | Royal jelly must be stored frozen. |
| 9 | Disposal of expired or damaged materials and not keeping them in the premises. |

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| 7) Prohibitions | |
| 1 | Smoking inside the premises. |
| 2 | Existence of ashtrays. |
| 3 | Workers with skin diseases or injuries are practicing the activity. |
| 4 | Exposing herbs, honey and honey products to the direct sun. |
| 5 | Thawing and repackaging royal jelly. |
| 6 | Display or sale of toxic or banned herbs. |
| 7 | Display, preparation or sale of any herbal mixtures. |
| 8 | Preparation of honey mixtures with herbs in the premises. |
| 9 | Display or sale of pharmaceuticals in the premises. |
| 10 | Grinding and display herbs on the shelves for sale. |
| 11 | Trading in non-smoking tobacco products. |
| 12 | Providing therapeutic services such as cupping. |
| 13 | Keeping stickers or brochures indicating the availability of therapeutic services. |
| 14 | Display or sale of medical instruments including cupping tools. |
| 15 | Display or sale of talismans, animal parts, rings, amulets, stones or the like. |
| 16 | Practicing the activity in non-licensed premises. |
| 17 | Using the premises for living or for any purpose other than the licensed activity. |
| 18 | Breeding animals or birds in the premises. |
| 19 | Storing medicines or pharmaceuticals belonging to the workers in the premises. |

Steps for getting the HCS approvals for licensing warehouses

1. The investor or its representative should report to the HCS at the public health building in Al Nassiriya area to fix an appointment for the inspection of the would-be licensed premises, and the following documents are required:
 - Licensing Application form and trade name issued by the SEDD.
 - Tenancy contract (attestation is not required at this stage).
2. The health control inspector inspects the premises and record the inspection details in a report of which the investor/representative receives a copy.
3. The investor/representative reports to the HCS to presents the inspection report.
4. The initial report will be issued to the investor if the premises are in compliance with the initial approval requirements. The investor will receive a copy of the health requirements.
5. Investor will submit a décor plan of the premises, to be approved by the HCS and then referred to the engineering department for its approval, if so required.
6. After the actual fulfillment of all requirements at the premises, the investor will fix an appointment with the concerned employee from the HCS for the inspection of the premises.
7. The health control inspector inspects the premises and records the inspection details in a report which the investor/representative receives a copy of.
8. The final report will be issued to the investor if all requirements are fulfilled at the premises against payment of AED500. The following documents are required:
 - Final inspection report of the premises.
 - Attested tenancy contract.
 - Décor permit approved by the engineering department.

Health requirements for warehouses:

| 1. Documents Requirements | |
|---------------------------|---|
| 1 | Keeping a valid trade/professional license (or copy) at the facility. |
| 2 | Keeping a record of field visits and follow-ups issued by the HCS at the premises. |
| 3 | Providing all workers with valid occupational health cards issued by the Public Health Clinic of Sharjah Municipality |
| 4 | Providing Hepatitis B vaccine cards for all workers, and ensuring they complete doses in accordance with vaccination program. |
| 5 | Holding a permit for the mezzanine and internal divisions, if any, which is issued by the engineering department. |
| 6 | Having a valid contract with a pest and rodent control company, attested by Sharjah Municipality. |
| 7 | Keeping a record of the regular pest control operations at the hotel facility. |
| 8 | Keeping copies of the registration/conformity certificates of the cosmetics stored in the warehouse. |

| 2. Premises and fit-out Requirements | |
|--------------------------------------|---|
| 1 | Avoiding the use of asbestos surfaces. |
| 2 | Maintaining walls, ceilings and floorings. |
| 3 | No leakage, cracks and fissures in the ceilings or walls. |
| 4 | Maintaining doors and facades. |
| 5 | Painting is appropriate and in good condition. |
| 6 | Providing sufficient ventilation and illumination. |
| 7 | Providing and maintaining AC units |
| 8 | Electrical wirings are properly secured. |
| 9 | Placing a sign with the trade name on the premises façade. It must be the same as mentioned on the trade license |
| 10 | Providing air barriers at the main entrance of the premises. |
| 11 | Volume of work actually performed must be proportional to the permitted shop area. |
| 12 | Assigning a place for the storage of expired/damaged materials, and such place must be separate from the display area to facilitate the disposal of these materials later on. |
| 13 | Providing a sufficient number of first aid kits. |
| 14 | Providing and maintaining shelves for display and storage of items. |
| 15 | Providing refrigerators for storing certain materials like pollen in case of the business of herbs, honey and hone products. |
| 16 | Providing freezers to store the royal jelly, in case of the business of herbs, honey and hone products. |
| 17 | Providing appropriate storage means. |

| 3. Cleaning Requirements | |
|--------------------------|---|
| 1 | Keeping the area outside the premises clean |
| 2 | Paying attention to the cleanliness and general appearance of the premises. |
| 3 | Disposal of waste properly and regularly. |
| 4 | Workers paying attention to their hygiene. |

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| 5 | Paying attention to the cleanliness of tools and devices. |
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| 4. Pest Control Requirements | |
| 1 | Premises must be kept free from pests, rodents or any indication of them. |
| 2 | Abidance by the pest and rodent control program. |
| 3 | Effectiveness of pest control program. |
| 4 | Abidance by the instructions of the pest and rodent control company or establishment. |
| 5 | Providing insect light traps. |

| | |
|-----------------------|---|
| 5. Other Requirements | |
| 1 | Strict cooperation with the health control inspector and adherence to his/her instructions. |
| 2 | Engagement only in the activity permitted. |
| 3 | Cosmetics must be displayed in a place separate from other products (if warehouse is licensed to store different kinds of materials). |
| 4 | No-smoking sign is placed in prominent place. |
| 5 | Displayed items are kept at an appropriate temperature. |
| 6 | Keeping the receipts of the stored items. |
| 7 | Labels of displayed items must contain full required details. |
| 8 | Disposal of expired or damaged materials regularly. |

| | |
|-----------------|---|
| 6. Prohibitions | |
| 1 | Smoking inside the warehouse. |
| 2 | Existence of ashtrays. |
| 3 | Workers with skin diseases or injuries are practicing the activity. |
| 4 | Exposing products to the direct sun. |
| 5 | Storing pharmaceuticals in the warehouse. |
| 6 | Storing medical cosmetics not registered by the MOH, or cosmetics banned from being sold such as hydroquinone. |
| 7 | Storing items bearing indecent images. |
| 8 | Display, preparation or sale of any herbal mixtures. |
| 9 | Storing products banned by the competent health authorities or other authorities, or products recalled from the market. |
| 10 | Trading in non-smoking tobacco products. |
| 11 | Keeping stickers or brochures indicating the availability of therapeutic services. |
| 12 | Using the warehouse for living or for any purpose other than the licensed activity. |
| 13 | Storing medicines or pharmaceuticals belonging to the workers in the warehouse. |
| 14 | Printing the product labels in the warehouse. |
| 15 | Placing offending labels on cosmetics. |
| 16 | Preparation and storing of mixtures in the warehouse. |

Steps for getting the HCS approvals for licensing private schools:

1. The investor or its representative should report to the HCS at the public health building in Al Nassiriya area to fix an appointment for the inspection of the would-be licensed premises, and the following documents are required:
 - Licensing Application form and trade name issued by the SEDD.
 - Tenancy contract or title deed.
 - Approval of the Ministry of Education.
2. The health control inspector inspects the premises and record the inspection details in a report of which the investor/representative receives a copy.
3. The investor/representative reports to the HCS to presents the inspection report.
4. The initial report will be issued to the investor if the premises are in compliance with the initial approval requirements. The investor will receive a copy of the health requirements.
5. After the actual fulfillment of all requirements at the premises, the investor will fix an appointment with the concerned employee from the HCS for the inspection of the premises.
6. The health control inspector inspects the premises and records the inspection details in a report which the investor/representative receives a copy of.
7. The final report will be issued to the investor if all requirements are fulfilled at the premises against payment of AED500. The following documents are required:
 - Final inspection report of the premises.
 - Attested tenancy contract / title deed.
 - Approval of the Ministry of Education.

Health requirements for private schools:

| 1. Documents Requirements | |
|---------------------------|--|
| 1 | Keeping a valid trade/professional license (or copy) at the facility. |
| 2 | Keeping a record of field visits and follow-ups issued by the HCS at the premises. |
| 3 | Providing all workers with valid occupational health cards issued by the Public Health Clinic of Sharjah Municipality |
| 4 | Providing Hepatitis B vaccine cards for all workers, and ensuring they complete doses in accordance with vaccination program. |
| 5 | Having a valid contract with a pest and rodent control company, attested by Sharjah Municipality. |
| 6 | Keeping a record of the regular pest control operations at the school facility. |
| 7 | Having a valid contract with an establishment specialized in cleaning and disinfection of water tanks and licensed in Sharjah emirate. |
| 8 | Having a contract with an establishment specialized in supervising the swimming pool at the school, if any. |
| 9 | Having a valid contract with a physician licensed to practice profession in the private sector. |
| 10 | Keeping a record of the physician's regular visits. |

| 7. Premises and fit-out Requirements | |
|--------------------------------------|---|
| 1 | Trade name in the sign fixed on building façade is the same as the licensed one. |
| 2 | Avoiding the use of asbestos surfaces. |
| 3 | Maintaining walls, ceilings and floorings. |
| 4 | No leakage, cracks and fissures in the ceilings or walls. |
| 5 | Maintaining doors and facades. |
| 6 | Providing appropriate protection to the breakable glass doors |
| 7 | Providing appropriate protection to the stairs (not less than 2 m on its open side). |
| 8 | Painting is appropriate and in good condition. |
| 9 | Electrical Wiring and switchgears are properly secured. |
| 10 | Providing water source from the main water supply network. |
| 11 | Providing appropriate drainage facilities. |
| 12 | Providing sufficient illumination at the school. |
| 13 | Providing sufficient ventilation at the school. |
| 14 | Keeping maintenance of sanitary extensions to the water supply network. |
| 15 | Providing metal grids for all building windows and securing the upper windows. |
| 16 | Keeping maintenance of window metal grids. |
| 17 | Providing a sufficient number of exhaust fans. |
| 18 | Maintaining AC units at the school. |
| 19 | Closing the door leading to the rooftop and school yards leading to the bus parking lots, and closing the venues leading to the back yards. |
| 20 | Providing a warehouse for storing equipment and furniture. |
| 21 | Providing a playroom at the KG section. |
| 22 | Providing a flooring of reinforced sponge for the playroom. |
| Classrooms: | |

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| 23 | Class room areas must accommodate a suitable number of students (1.5 meter for each student). |
| 24 | Providing soft surface desks suitable to the age stages of the students. |
| 25 | Providing illumination and AC units sufficient to school room sizes. |
| 26 | Using appropriate writing tools and keeping them in a suitable place. |
| 27 | Boards are firmly fastened on the walls. |
| 28 | Distance between board and student desks is not less than 1.5 meter. |
| 29 | Not using inappropriate, unhealthy writing tools (e.g. chalk) or tools with pungent odor especially in the KG classrooms. |
| 30 | Fixing curtains or posters on the windows which are exposed to direct sun. |
| Washrooms: | |
| 31 | Providing a number of toilets and sinks sufficient to the number of students and their age stages. |
| 32 | Providing liquid soap in the washrooms. |
| 33 | Providing appropriate hand drying tools in the washrooms. |
| 34 | Hiring a nanny at the KG to help kids use the toilets. |
| 35 | There are appropriate barriers between the toilets in each washroom. Such barriers must be raised up to the ceiling. |
| 36 | It is prohibited to use the students' urinal bowls. |
| 37 | Exhaust fans are available in sufficient numbers and appropriate sizes in all washrooms. |
| 38 | Washroom surface cleaning detergents must be kept away from the reach of the students. |
| Clinics: | |
| 39 | A clinic room is available in a suitable site. |
| 40 | Providing a bathroom and sink for hand wash are annexed to the clinic. |
| 41 | The flooring of the clinic is easy to clean. |
| 42 | Providing sufficient illumination and ventilation in the clinic's rooms. |
| 43 | Providing cleaning tools at the clinic. |
| 44 | Assigning a place for medical diagnosis. |
| 45 | Infected students must be isolated properly. |
| 46 | A permanent nurse licensed to practice the profession in the private sector must be available. |
| 47 | Glass cabinet, metal cabinet, chairs and appropriate office furniture must be available at the clinic. |
| 48 | A fridge with capacity not less than 12 feet must be available at the clinic. |
| 49 | Ice box and 4 ice bags must be available at the clinic. |
| 50 | A medical bed with curtains must be available. |
| 51 | Providing disposable tissue rolls for the diagnostic bed and replace them after each use. |
| 52 | Providing wheel chair. |
| 53 | Providing boy weighing scale, height scale and Stethoscope |
| 54 | Providing first aid kit with guide book. |
| 55 | Providing visual acuity testing board. |
| 56 | Providing diagnostic set. |
| 57 | Providing nebulizer. |
| 58 | Providing hot water bladder. |
| 59 | Providing digital thermometers (10) |

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| 60 | Providing disposable wood tongue depressors (1000). |
| 61 | Surgical gloves (1000) |
| 62 | Stainless steel trolley, small stainless steel tray with cover, glass container for cotton, sterilization medium box, stainless steel kidney tray with steel cover, dental trim, artery forceps, dissecting forceps, stitch Scissors, surgical scissors, normal scissors, battery and wooden or metal splints. |
| 63 | Providing a garbage bin with round cover and bags that are replaced regularly. |
| 64 | Pharmaceutical formulations must not be expired and have labels with details in Arabic / English languages |
| 65 | Antipyretic drugs must be available. |
| 66 | Not using sedative and hypnotic drugs for children. |
| 67 | The drug package opening date must be noted down. |
| Laboratories | |
| 68 | Exhaust fan must be available at the laboratories which are not provided with central AC. |
| 69 | A hot and cold water source must be available at the chemistry lab. |
| 70 | Appropriate hand wash tools must be available at the labs. |
| 71 | Liquid soap for hand wash must be available at the labs. |
| 72 | Guidance signs must be available at the chemistry lab. |
| 73 | Providing first aid kit at the lab and replacing the expired or damaged materials regularly. |
| 74 | Gas cylinders must be tight sealed with appropriate protection. |
| 75 | Providing exhaust fans or funnel for sucking odors and steams at the areas where chemical experiments are performed. |
| 76 | Providing a sealed cabinet for keeping hazardous chemicals. |
| 77 | Providing warning signs on the chemicals packages. |
| 78 | Providing face masks and gloves at the labs. |
| 79 | Providing an appropriate store for the tools and materials required for the activity. |

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| 3. School yards Requirements | |
| 1 | The yards have enough space for athletic activities. |
| 2 | Enough and safe plastic toys are available in the KG section, suitable to the students' ages. |
| 3 | Not using damaged or unusable plastic toys. |
| 4 | Providing sufficient number of shades at the yards (covering not less than 30% of the total yard area). |
| 5 | Providing a layer of soft sand or rubber surface pavers at the external playground area. |
| 6 | Providing a protective layer of suitable material on the pillars, sharp corners and trees up to a height of two meters. |
| 7 | Providing safe protection around the trees and trimming the sharp edges of the trees. |

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| 4. Water Tank & Cooler Requirements | |
| 1 | Not using the ground water for drinking. |
| 2 | Maintaining water tanks clean and not rusty. |
| 3 | Water tank covers are tight sealed. |

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| 4 | There must be a hole at the bottom of the tank to facilitate its cleanliness and ventilation. |
| 5 | Carrying out maintenance for the water tanks regularly. |
| 6 | Cleaning and sterilizing the water tanks regularly. |
| 7 | Abidance by the tanks cleaning and sterilization program. |
| 8 | Drinking water is available in a healthy place. |
| 9 | Providing a drinking water source at the upper floor of the school. |
| 10 | Providing sufficient number of water coolers. |
| 11 | Installation and maintenance of water cooler filters |
| 12 | Water filters are properly healthy. |
| 13 | Installing ceramics around and behind water coolers. |
| 14 | Appropriate drainage manhole is available at the water coolers area. |

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| 5. Cleaning Requirements | |
| 1 | Keeping the area outside the school clean |
| 2 | Paying attention to the cleanliness and general appearance of the school. |
| 3 | Workers are paying attention to their hygiene. |
| 4 | Disposal of waste properly and regularly. |
| 5 | There must be waste bins provided with bags in classrooms and yards for the disposal of waste. |
| 5 | Waste bins are closed with covers. |

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| 6. Pest Control Requirements | |
| 1 | Premises must be kept free from pests, rodents or any indication of them. |
| 2 | Abidance by the pest and rodent control program. |
| 3 | Abidance by the instructions of the pest and rodent control company or establishment. |

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| 7. School Bus Requirements | |
| 1 | Buses must be air conditioned. |
| 2 | Buses must meet safety and security requirements. |
| 3 | Providing buses with curtains and sun barriers. |
| 4 | Providing protection to the internal side of the glass. |
| 5 | Doors must be automatically closing and provided with means of protection. |
| 6 | Seats must be safe. |
| 7 | There must be a supervisor for each bus. |
| 8 | Buses must be cleaned and maintained regularly. |

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| 8. Other Requirements | |
| 1 | Strict cooperation with the health control inspector and adherence to his/her instructions. |
| 2 | Engagement only in the activity permitted. |
| 3 | Premises must not be used for living or any other purpose other than education activities. |
| 4 | Not breeding animals or birds in the school. |
| 5 | Building must be permitted for practicing the activity. |

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| 6 | There must be first aid kits sufficient to the school needs. |
| 7 | Smoking is not allowed in the school and a no-smoking signs are placed prominently. |
| 8 | TVs must be provided with protection screens and fixed safely at a height appropriate to students. |
| 9 | Computer must be provided with protection screens. |
| 10 | Tools and furniture must not be stored in the yards and corridors. |
| 11 | Damaged and unusable tools and equipment must be disposed of. |

Steps to obtain approvals from the HCS for licensing private nursery

1. The investor or its representative should report to the HCS at the public health building in Al Nassiriya area to fix an appointment for the inspection of the would-be licensed premises, and the following documents are required:
 - Licensing Application form and trade name issued by the SEDD.
 - Tenancy contract or title deed.
 - Approval of planning and survey department for villas.
 - Approval of the Ministry of Education.
 - Building plan.
2. The health control inspector inspects the premises and record the inspection details in a report of which the investor/representative receives a copy.
3. The investor/representative reports to the HCS to presents the inspection report.
4. The initial report will be issued to the investor if the premises are in compliance with the initial approval requirements. The investor will receive a copy of the health requirements.
5. Investor makes a décor plan for the premises and gets it approved by the HCS and the Engineering Department.
6. After the actual fulfillment of all requirements at the premises, the investor will fix an appointment with the concerned employee from the HCS for the inspection of the premises.
7. The health control inspector inspects the premises and records the inspection details in a report which the investor/representative receives a copy of.
8. The final report will be issued to the investor if all requirements are fulfilled at the premises against payment of AED500. The following documents are required:
 - Final inspection report of the premises.
 - Attested tenancy contract / title deed.
 - Approval of the Ministry of Education.

Health requirements for private nurseries:

| 1. Documents Requirements | |
|---------------------------|--|
| 1 | Keeping a valid trade/professional license (or copy) at the facility. |
| 2 | Keeping a record of field visits and follow-ups issued by the HCS at the premises. |
| 3 | Providing all workers with valid occupational health cards issued by the Public Health Clinic of Sharjah Municipality |
| 4 | Providing Hepatitis B vaccine cards for all workers, and ensuring they complete doses in accordance with vaccination program. |
| 5 | Having a valid contract with a pest and rodent control company, attested by Sharjah Municipality. |
| 6 | Keeping a record of the regular pest control operations at the nursery facility. |
| 7 | Having a valid contract with an establishment specialized in cleaning and disinfection of water tanks and licensed in Sharjah emirate. |

| 2. Premises and fit-out Requirements | |
|--------------------------------------|--|
| 1 | Trade name in the sign fixed on building façade is the same as the licensed one. |
| 2 | Avoiding the use of asbestos surfaces. |
| 3 | Carrying out maintenance on walls, ceilings and floorings. |
| 4 | No leakage, cracks and fissures in the ceilings or walls. |
| 5 | Carrying out maintenance on doors and facades. |
| 6 | Providing curtains or posters on the main entrance to the building. |
| 7 | Providing appropriate protection on the sharp edges of the corridors and stairs. |
| 8 | Using safe glass in the doors and windows. |
| 9 | Windows must be 1.2-1.4 meters high. |
| 10 | Painting is appropriate and in good condition. |
| 11 | Electrical wiring and switchgears must be secured properly. |
| 12 | Carrying out maintenance on the AC units. |
| 13 | Water leaking from the AC units must be drained properly. |
| 14 | Providing sufficient number of exhaust water. |
| 15 | Upper windows must be safe. |
| 16 | Providing and maintaining metal grid behind all windows. |
| 17 | Providing thick fabric curtains or metal curtains on the windows. |
| 18 | Upper floor balconies must be closed safely. |
| 19 | Providing water source from the main water supply network. |
| 20 | Providing appropriate drainage facilities. |
| 21 | Keeping maintenance of sanitary extensions to the water supply network. |
| 22 | Providing sufficient illumination at the nursery. |
| 23 | Providing sufficient ventilation at the school. |
| 24 | Not using wool carpet or moquette on the floor. |
| 25 | Warehouses and stores are properly closed. |
| 26 | Assigning a warehouse for keeping equipment and furniture. |
| Kids Bedrooms | |
| 27 | Rooms must be air conditioned. |
| 28 | Kids must be distributed on rooms according to their age group. |
| 29 | There must be beds with appropriate barriers available to babies. |

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| 30 | There must be beds appropriate to the kids above the age of 2 years. |
| 31 | A distance of at least one meter must be kept between beds. |
| 32 | Number of beds must be proportionate to the number of kids and the size of rooms. |
| 33 | Changing bed sheets daily. |
| 34 | Mattresses must be covered with a non-absorbent material. |
| 35 | Providing cabinets suitable for keeping kids items. |
| 36 | Providing a garbage bin with cover and bags. |
| 37 | Placing curtains or poster on the windows which are directly exposed to sunlight. |
| Entertainment Hall | |
| 38 | The hall must be air-conditioned. |
| 39 | The floorings must be made of rubber and suitable for physical activities. |
| 40 | Fixing unstable cabinets properly. |
| 41 | An appropriate sized TV must be provided and fixed at a height of 1.5 meter. |
| 42 | TVs and computers must be provided with protective screens. |
| 43 | Computer tables must be appropriate to kids' ages. |
| Kids' Washrooms | |
| 44 | Number of washrooms is appropriate to the number of kids (a washroom for 6 kids). |
| 45 | Washroom accessories (toilets and sinks) are appropriate to the kids' ages. |
| 46 | There are must be appropriate barriers between the toilets in each washroom. |
| 47 | Sinks are fixed up to a height suitable for the kids. |
| 48 | Assigning an equipped place for changing diapers and providing disposable tissue rolls under the place of change. |
| 49 | Providing appropriate hand drying tools. |
| 50 | Providing water heater. |
| 51 | Providing sufficient number of exhaust fans. |
| 52 | Cleaning tools and detergents must be stored in closed cabinets away from the reach of the kids. |
| 53 | Doors must not be closed from inside. |
| 54 | Providing garbage bins with covers and bags. |
| 55 | The Bathtub, if any, must be securely covered. |
| Kitchen: | |
| 56 | Providing a small electric oven. |
| 57 | Providing cabinets and shelves. |
| 58 | Providing a fridge for reserving perishable foods. |
| 59 | Kitchen sharp utensils must be kept in closed cabinets, away from the reach of children. |
| 60 | Providing water filtering unit. |
| 61 | Not using LPG cylinders. |
| 62 | Kids' food must not be prepared at the kitchen. |
| Dining Room | |
| 63 | The room must be equipped with chairs and tables without sharp edges. |
| 64 | Each kid must have its own eating utensils. |
| Clinic Room: | |
| 65 | The clinic room must be in a suitable location between other rooms. |
| 66 | A washroom and hand wash sink must be annexed to the room. |

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| 67 | Floorings must be safe and easy to clean. |
| 68 | Clinic room must be well illuminated and ventilated. |
| 69 | There must be special tools for cleaning the clinic. |
| 70 | Assigning a place for medical diagnosis and wound dressing change. |
| 71 | Medical history, vaccination and follow-up files must be provided for each child. |
| 72 | Permanent nurse duly licensed to practice profession in the private sector must be available. |
| 73 | Having a valid contract with a physician duly licensed to practice profession in the private sector. |
| 74 | A record of the regular visits by the physician must be available. |
| 75 | Infected children must be isolated properly. |
| 76 | Providing glass cabinet, metal cabinet, kids' chairs and appropriate office equipment. |
| 77 | Providing a fridge of a capacity not less than 12 feet. |
| 78 | A garbage bin with round cover and bags that must be changed regularly must be available. |
| 79 | A medical bed with curtains must be available. |
| 80 | A small drawer must be available with the medical bed. |
| 81 | Tissue rolls must be available with the diagnostic bed, and be changed regularly. |
| 82 | An equipped bed must be available for observing the patient. |
| 83 | Wheel chair must be available. |
| 84 | Ice box must be available. |
| 85 | A weighing scale, height scale and stethoscope must be available. |
| 86 | A first aid kit equipped with a guidebook. |
| 87 | A visual acuity testing board must be available. |
| 88 | A diagnostic set must be available. |
| 89 | A nebulizer must be available. |
| 90 | Providing the following: stainless steel trolley, small stainless steel tray with cover, glass container for cotton, sterilization medium box, stainless steel kidney tray with steel cover, dental trim, artery forceps, dissecting forceps, stitch Scissors, surgical scissors, normal scissors, battery and wooden or metal splints (4). |
| 91 | Hot water bladder must be available. |
| 92 | 4 ice bags must be available. |
| 93 | 10 digital thermometers must be available |
| 94 | 1000 disposable wood tongue depressors must be available. |
| 95 | 1000 surgical gloves must be available. |
| 96 | Not using sedative and hypnotic drugs for children. |
| 97 | Absence of any drugs with labels in languages other than English and Arabic. |
| 98 | Absence of any expired drugs. |
| 99 | Antipyretic drugs must be available. |
| 100 | Opening date must be noted down on the drug packages. |

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| 3. Water Tank & Cooler Requirements | |
| 1 | Not using ground water for drinking. |
| 2 | Commitment to the tank cleaning and disinfecting program. |

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| 3 | Maintaining water tanks clean and not rusty. |
| 4 | Water tank covers must be tight sealed. |
| 5 | There must be a hole at the bottom of the tank to facilitate its cleanliness and ventilation. |
| 6 | Carrying out maintenance for the water tanks regularly. |
| 7 | Cleaning and sterilizing the water tanks regularly. |
| 8 | Water supplied to all building facilities must be provided with filtering units. |
| 9 | A sufficient number of water coolers must be available and provided with filtering units. |
| 10 | Water of the water coolers must be drinkable. |
| 11 | Using disposable plastic cups or assigning a cup for each child. |

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| 4. Yard Requirements | |
| 1 | A vacant and secure space must be available around the building for physical activities. |
| 2 | A planted area free of pits, ponds or toxic plants with thorns. |
| 3 | A safe protection must be provided around trees. |
| 4 | Sharp edges of trees must be trimmed regularly. |
| 5 | Playground must be paved with the free-of-inclusion soft sand or well-maintained green grass or court rubber. |
| 6 | Manholes must be sealed properly. |
| 7 | Shades must be provided sufficiently in the outdoor physical activity area. |
| 8 | Sponge protective layer must be provided around shade pillars and on all sharp edges. |
| 9 | Providing proper barriers to protect children from street dangers. |
| 10 | The exterior door (nursery gate) must be kept closed all the time. |

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| 5. Rides Requirements | |
| 1 | Keeping a sufficient space around rides in the yard. |
| 2 | Providing sufficient space for rides in the internal section of the building. |
| 3 | The rides design, size, shape and color must be suitable for children. |
| 4 | Rides must be properly fixed so that children are not exposed to danger. |
| 5 | Rides must be made of strong, non-rustic and non-corrosive materials. |
| 6 | Rides inner wood must be free from cracks, decay and rot. |
| 7 | Materials used in the manufacture of rides must be nontoxic. |
| 8 | Rides made of plastic or elastomers must endure high temperature. |
| 9 | Rides must be soft surfaced, endure physical activity of children and works smoothly. |
| 10 | Rides in the internal section must be safe and made of plastic. Wool rides must not be used. |
| 11 | Regular maintenance must be carried out on rides, while damaged rides must be disposed of. |
| 12 | Keeping rides clean. |

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| 6. Pest Control Requirements | |
| 1 | Premises must be kept free from pests, rodents or any indication of them. |
| 2 | Commitment to the pest and rodent control program. |

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| 3 | Effectiveness of the pest control program. |
| 4 | Abidance by the instructions of the pest and rodent control company or establishment. |

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| 7. Bus Requirements | |
| 1 | Buses must meet all safety and security requirements. |
| 2 | Buses must be air conditioned. |
| 3 | Providing buses with curtains and sun barriers from inside. |
| 4 | Providing protection to the internal side of the glass |
| 5 | Doors must be automatically closing and provided with means of protection. |
| 6 | Seats must be safe. |
| 7 | There must be a supervisor for each bus. |
| 8 | Not transporting any children below the age of two years. |
| 9 | Bus capacity must be suitable to number of children. |
| 1 | Buses must be cleaned and maintained regularly. |

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| 8. Other Requirements | |
| 1 | Strict cooperation with the health control inspector and adherence to his/her instructions. |
| 2 | Engagement only in the activity permitted. |
| 3 | Commitment to the licensed area. |
| 4 | The area of the establishment must be appropriate to the work actually performed. |
| 5 | Not using the premises for living or any other violating activity. |
| 6 | Not breeding animals or birds in the school. |
| 7 | Nannies must not be infected. |
| 8 | Equipped first aid kits must be provided sufficiently to meet the needs of the nursery. Damaged or expired materials must be replaced regularly. |
| 9 | Smoking or whatever indicates smoking must not be allowed in the premises. |
| 10 | Paying attention to the cleanliness and general appearance of the nursery. |
| 11 | Paying attention to the exterior environment. |
| 12 | Number of children must be appropriate to the size of the room. |
| 13 | Number of nannies must be appropriate to the number of children. |
| 14 | Nannies must be observe their hygiene. |
| 15 | Waste bins must be available with bags that must be replaced in a healthy and regular manner. |
| 16 | Detergents must be available in the premises. |
| 17 | Paying attention to the children's hygiene. |
| 18 | Damaged or unusable tools or equipment must be disposed of. |
| 19 | No sale of food or beverages is allowed in the nursery. |
| 20 | Automatic washing/drying machine must be available for children clothes when required. |
| 21 | Groundwater must be used in irrigation only. |
| 22 | A swimming pool must not be provided or used unless with the approval of competent authorities. |

Steps for getting the approval of HCS for licensing cosmetics trading (sale) business

1. The investor or its representative should report to the HCS at the public health building in Al Nassiriya area to fix an appointment for the inspection of the would-be licensed premises, and the following documents are required:
 - Licensing Application form and trade name issued by the SEDD.
 - Title deed / Tenancy contract (attestation not required at this stage).
2. The health control inspector inspects the premises and record the inspection details in a report of which the investor/representative receives a copy.
3. The investor/representative reports to the HCS to presents the inspection report.
4. The initial report will be issued to the investor if the premises are in compliance with the initial approval requirements (required area must not be less than 15m², and dimensions not less than 3.5m²). The investor will receive a copy of the health requirements.
5. Investor makes a décor plan for the premises and gets it approved by the HCS and the Engineering Department.
6. After the actual fulfillment of all requirements at the premises, the investor will fix an appointment with the concerned employee from the HCS for the inspection of the premises.
7. The health control inspector inspects the premises and records the inspection details in a report which the investor/representative receives a copy of.
8. The final report will be issued to the investor if all requirements are fulfilled at the premises against payment of AED250 for shops whose area is not exceeding 50m², and AED500 for shops whose area is more than 50m². The following documents are required:
 - Final inspection report of the premises.
 - Attested tenancy contract.
 - Décor permit approved by the engineering department.

Health requirements for sale (trading) of cosmetics

| 1. Documents Requirements | |
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| 1 | Keeping a valid trade/professional license (or copy) at the facility. |
| 2 | Keeping a record of field visits and follow-ups issued by the HCS at the premises. |
| 3 | Providing all workers with valid occupational health cards issued by the Public Health Clinic of Sharjah Municipality |
| 4 | Providing Hepatitis B vaccine cards for all workers, and ensuring they complete doses in accordance with vaccination program. |
| 5 | Holding a permit for the mezzanine and internal divisions, if any, which is issued by the engineering department. |
| 6 | Having a valid contract with a pest and rodent control company, attested by Sharjah Municipality. |
| 7 | Keeping a record of the regular pest control operations at the premises. |

| 2. Premises and fit-out Requirements | |
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| 1 | Avoiding the use of asbestos surfaces. |
| 2 | Maintaining walls, ceilings and floorings. |
| 3 | No leakage, cracks and fissures in the ceilings or walls. |
| 4 | Maintaining doors and facades. |
| 5 | Painting is appropriate and in good condition. |
| 6 | Providing sufficient ventilation and illumination. |
| 7 | Providing AC units at the premises. |
| 8 | Carrying out maintenance on the AC units. |
| 9 | Electrical wirings are properly secured. |
| 10 | Fixing a sign with the trade name on the premises façade. It must be the same as mentioned on the trade license |
| 11 | Providing air barriers at the main entrance of the premises. |
| 12 | Restricting activities to the permitted area only. |
| 13 | Volume of work actually performed must be proportional to the permitted shop area. |
| 14 | Assigning a place for storage of expired/damaged materials, to be separated from the display area before disposal of them. |
| 15 | Providing a sufficient number of first aid kits In proportion to the number of workers. Damaged or expired materials must be replaced regularly. |
| 16 | Providing and maintaining shelves for display and storage of items. |
| 17 | Providing storage or reservation means required for practicing the business. |

| 3. Cleaning Requirements | |
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| 1 | Keeping the area outside the premises clean. |
| 2 | Paying attention to the cleanliness and general appearance of the premises. |
| 3 | Disposal of waste properly and regularly. |
| 4 | The store, if any, must be kept clean and suitable for storage. |
| 5 | Detergents must be available. |
| 6 | Workers must be pay attention to their hygiene. |
| 5 | Paying attention to the cleanliness of tools and devices. |

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| 4. Pest Control Requirements | |
| 1 | Premises must be kept free from pests, rodents or any indication of them. |
| 2 | Abidance by the pest and rodent control program. |
| 3 | Abidance by the instructions of the pest and rodent control company or establishment. |

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| 5. Other Requirements | |
| 1 | Strict cooperation with the health control inspector and adherence to his/her instructions. |
| 2 | Engagement only in the activity permitted. |
| 3 | Cosmetics must be displayed in a place separate from other products (if warehouse is licensed to store different kinds of materials). |
| 4 | No-smoking sign is placed in prominent place. |
| 5 | Displayed items are kept at an appropriate temperature. |
| 6 | Copies of registration/conformity certificates of the cosmetics displayed in the premises must be available. |
| 7 | Keeping receipts of the displayed items. |
| 8 | Labels of displayed items must contain full required details, including dates of production, packaging and expiry. |
| 9 | Disposal of expired or damaged materials regularly. |
| 10 | Providing disposable trial samples. |

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| 6. Prohibitions | |
| 1 | Smoking inside the warehouse. |
| 2 | Existence of ashtrays. |
| 3 | Exposing products to the direct sun. |
| 4 | Display or trading in pharmaceutical preparations in the premises. |
| 5 | Display or trading in medical cosmetics, such as hydroquinone. |
| 6 | Display or trading in medical cosmetics which are not registered by the MOH or banned from being traded in as a general sale product. |
| 7 | Display of products bearing indecent images. |
| 8 | Display or trading in products banned by the competent health authorities or other authorities, or products recalled from the market. |
| 9 | Display of damaged or expired products. |
| 10 | Finding therapeutical advertising posters or brochures at the premises. |
| 11 | Using the premises for living or for any purpose other than the licensed activity. |
| 12 | Storing medicines or pharmaceuticals belonging to the workers in the premises. |
| 13 | Printing product labels in the premises. |
| 14 | Placing offending labels on cosmetics. |

Health requirements to obtain a vehicle permit for distribution of drugs, herbs, healthy foods or cosmetics

Documents required to be presented to competent employee at the HCS:

1. Copy of trade license of the distributing company.
2. Valid vehicle registration card.
3. Application form submitted by the distributing company for approval of permit issuance.

Payment of permit fees: AED500 for vehicles with Sharjah number plates, and AED2000 for vehicles with other emirate's number plates.

Vehicle requirements:

1. Transporting vehicles must be suitable for the nature of transported materials and properly closed.
2. Distributing vehicles must be covered from the top to avoid exposing the transporting items to the direct sun, dust, moisture or other weather conditions.
3. The driver cockpit must be separated from the back part of the vehicle (place of keeping transported items).
4. The vehicle top, sides and storing area door must be covered by heat-insulating material, and the flooring must be made of corrugated aluminum or steel.
5. Curtains must be fixed on the storage area doors.
6. Sufficient illumination must be provided in the vehicle storage area.
7. The cooling capacity (cooling system) must be operating with high efficiency.
8. A thermometer must be available in the vehicle.

9. Transported items must be stored in a suitable temperature (at room temperature of 25c, cooling or freezing degree).
10. Possibility of isolating the items according to their nature.
11. Keeping vehicle properly clean, free from pollutants and operable.
12. Packages must be arranged so orderly that air distribution will not be affected, and in fixed position for avoid being damaged mechanically.
13. Assigning an isolated space for storing expired or unusable materials or storing them in a clearly identified container.
14. Vehicle design and accessories must ensure easy uploading and unloading to accomplish these operations as fast as possible.
15. Vehicle must be provided with all safety and security requirements must be available.
16. A sticker stating the distributing company name must be placed on the vehicle.
17. Providing an equipped first aid kit.
18. The following documents must be available in the vehicles:
 - Distributing company's trade license or copy.
 - Field visits and follow-up record issued by the HCS.
 - Valid occupational health cards and hepatitis B vaccination cards for all workers accompanying the vehicle (if company is licensed in Sharjah emirate and not specialized in medical or pharmaceutical activities).
 - Distribution permit issued by the HCS of Sharjah City Municipality.

Release of cosmetics, personal care products or herbs from the ports of Sharjah emirate:

Health requirements for products:

1. Absence of hazardous materials.
2. Absence of agricultural pests and banned chemicals in virtue of a certificate issued by the ministry of agriculture's officials at the port.
3. Product's fitness for human consumption and expiry date must be mentioned on the package.
4. The time passed from validity period of the product must not exceed its half.
5. Product label must be placed on its package and showing the following details:
 - Trade name.
 - Producing or packaging entity and its address.
 - State of origin.
 - Contents and their rates.
 - Benefits and desired results.
 - Net weight.
 - Method of use.
 - Product batch number.
 - The label must be written in Arabic and English languages, if so required, and fastened clearly on the package so that it cannot be removed or tampered with.

Documents required for the release of cosmetics shipment:

- Health certificate from the state of origin, attested by the UAE Ministry of Foreign Affairs and the competent embassy.
- Lab testing certificate from the state of origin, attested by the UAE Ministry of Foreign Affairs and the competent embassy.
- Certificate of free sale for the product for a period not less than 3 continuous years in the state of origin, attested by the UAE Ministry of Foreign Affairs and the competent embassy.
- Conformity certificate of the product, issued by Emirates Authority for Standardization and Metrology.