PRACTICAL PROJECT TOOL

Middle East Commercial Lighting Project Specification Checklist

A practical checklist for UAE, Saudi Arabia and GCC contractors, lighting designers and project buyers

Use this workbook before RFQ, consultant submittal, sample approval and mass production. It helps your team lock the exact fixture, controls, documents and approval evidence before details are lost between drawings, emails and quotations.

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Commercial lighting solutions customized for project requirements

SECTION 01

Project Information

Complete this page before asking suppliers to select a model. Attach the BOQ and reflected ceiling plan whenever available.

Country / market	
City / project location	
Project name	
Project type	
Project stage	
Consultant / lighting designer	
Contractor / buyer	
Estimated quantity	
Required delivery date	

Project type examples: office, hotel, retail, education, healthcare, public building or mixed-use development.

SECTION 02

Lighting Specification

Record values for the exact offered configuration. If a value is conditional, write the condition rather than copying a family-level brochure claim.

Fixture type / model	
Housing dimensions	
Wattage	
Delivered lumens	
Luminous efficacy (lm/W)	
CCT	
CRI	
Optic / beam angle	
UGR target and calculation condition	
Mounting method	
Housing finish / RAL	

Cross-check the quotation, datasheet, IES/LDT file, drawing and sample label. The model, wattage and optic should agree across all five.

SECTION 03

Controls and Operating Logic

Select required functions, then define the control sequence by zone. DALI compatibility is not the same as DALI-2 certification; record the exact driver and verification status.

☐ ON/OFF	☐ 1-10V dimming
☐ DALI / DALI-2	☐ Tunable white
☐ Occupancy sensor	☐ Daylight sensor
☐ Emergency lighting	☐ Separate up/down control
☐ Wireless / BMS integration	☐ Other

Driver manufacturer and model	
Certification / database status	
Zones and operating schedule	
Emergency mode and duration	

Control sequence notes

SECTION 04

Technical Documents

Request model-specific files early enough for the consultant to review them. Mark both receipt and approval status in your document register.

☐ Model-specific datasheet	☐ IES photometric file
☐ LDT photometric file	☐ DIALux calculation
☐ Dimensioned CAD drawing	☐ Installation drawing
☐ Driver information	☐ Control wiring diagram
☐ Test report(s)	☐ Declaration / certificate(s)
☐ BOM / spare-parts list	☐ Revision history

Document package revision	
Submitted by / date	
Consultant review status	
Open comments / resubmission due	

Evidence check: the photometric file must match the offered wattage, optic and product revision. A generic brochure or a calculation made with another model is not approval evidence for the quoted fixture.

SECTION 05

Sample and Approval

Use one approved reference to prevent the final production batch from drifting away from the sample reviewed by the project team.

☐ Physical sample required	☐ Project mock-up required
☐ Golden sample retained	☐ Approved BOM locked
☐ Housing finish / RAL approved	☐ CCT / colour consistency checked
☐ Photometric performance confirmed	☐ Dimming behaviour checked
☐ Emergency function checked	☐ Installation method checked

Sample model / serial number	
Sample revision	
Date received	
Approved by	
Approval date	
Approved deviations	
Golden-sample storage location	

Production release rule

Mass production may begin only after the drawing, BOM, finish, photometric configuration and physical sample reference are approved and recorded.

SECTION 06

Supplier Evaluation

Ask each question against the exact model and market. Record the evidence supplied, not only a yes/no answer.

#	Question	Y	N	Evidence / owner
1	What is the exact product model and configuration code?	☐	☐	
2	What are the measured lumen output and efficacy values?	☐	☐	
3	Under which room and layout conditions does the UGR claim apply?	☐	☐	
4	Can you provide the matching IES or LDT file?	☐	☐	
5	Can the offered model be calculated in DIALux?	☐	☐	
6	Which controls are supported, and what is their certification status?	☐	☐	
7	Can dimensions and connection layouts be customized to the drawing?	☐	☐	
8	Can you provide a physical sample or project mock-up?	☐	☐	
9	Will the approved sample and BOM control mass production?	☐	☐	
10	Which conformity documents are available for the destination market?	☐	☐	

SECTION 07

Project RFQ Form

Send this summary with your BOQ and reflected ceiling plan. Add one line per fixture family when the project uses more than one configuration.

Country / city	
Project type	
Fixture type	
Quantity	
Required length / dimensions	
Optic / beam angle	
CCT / CRI	
Control protocol	
Mounting method	
Required documents	
Sample deadline	
Delivery deadline	

Attachments

☐ BOQ	☐ RCP	☐ Luminaire schedule
☐ DIALux model	☐ Reference image	☐ Other drawing

SEND YOUR PROJECT SPECIFICATION TO OLAMLED

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Important: approval and import requirements can vary by country, authority, application and exact product configuration. Confirm the current route with the consultant, importer and relevant local authority before production or shipment.