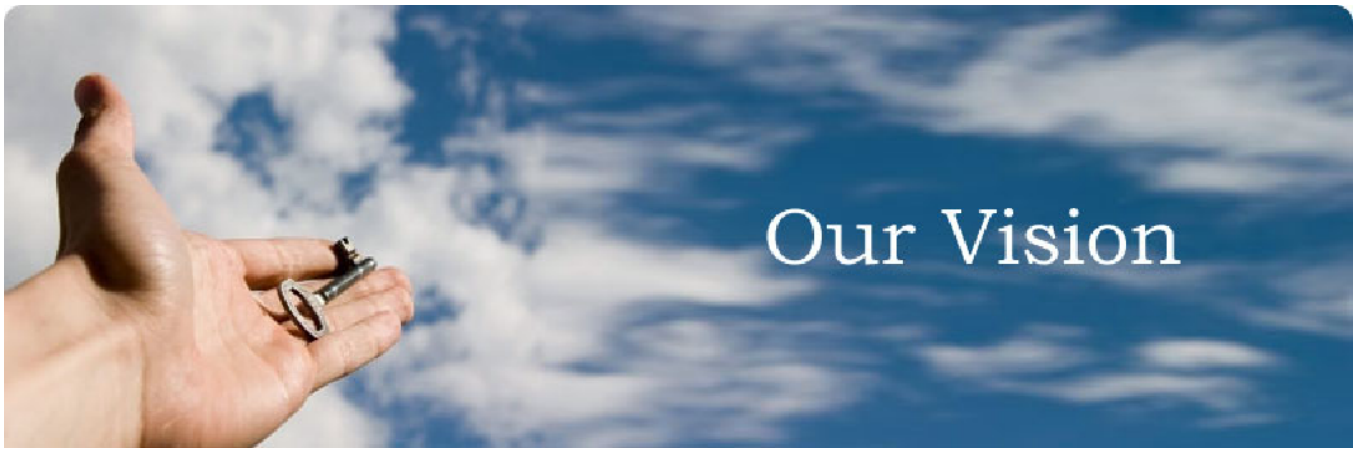


**DHAFER M. AL ZLAIQ & PARTNERS  
GEN. CONT. CO.**

**ISO 9001:2015 . ISO 14001:2015 . ISO 45001:2018**

***COMPANY***

***PROFILE***



## Our Vision

*Vision without a task is only a dream. A task without a vision is but drudgery. But vision with a task is a Dream fulfilled.*

"DMZCO's vision is to be the leading company in the construction of future environments for working, living and communication."

"We aspire to be recognized as the contractor of choice for large, complex and demanding construction & maintenance projects in Saudi Arabia. We are committed to delivering quality work and services, safely and on schedule. A company that our clients want work with, our customers can rely on and our employees are proud to work for. A company with an open mind ready to embrace new opportunities and driven to deliver exceptional value."

**Big thinking precedes great achievement.**

*We can chart our future clearly and wisely only when we know the path which has led to the present*

## OUR MISSION



Dhafer M.Al-Zlaiq Cont.Co (DMZCO) is dedicated to providing quality construction, technical and management services to our customers. We will strive to implement a long term relationship with our clients, based on safety, quality, timely service and an anticipation of their needs. To help fulfill this mission, we will treat all employees fairly and involve them in the quality improvement process to insure responsiveness and cost effective work execution.



## ABOUT US

Dhafer M. Al Zlaiq Gen. Cont. Co. (DMZCO) started its contracting business in the year of 2000. Completed 18 years of successful service with SAUDI ARAMCO, SCECO, MARAFIQ AND SADARA. We are committed to being a trusted partner in the future growth of our clients. We are proud to attach some of our work experiences. Our voracious quest for providing Technological and Engineering excellence stands out as the opportunity in providing a worth creation and enabled us to attain a prominent position in Civil, Electrical and Mechanical work mainly with Saudi Aramco. For the last 18 years we performed more short form and mid form contracts with Saudi Aramco in its various units at Eastern province of Saudi Arabia without any break. Now we are very proud that we also took a small part in overall growth and prosperity of Saudi Arabia's economy by serving Saudi Aramco, the backbone of Saudi Arabia.



**FOUNDER  
MAHDI M. AL ZLAIQ**



**GM  
KHALID M. AL ZLAIQ**

We persistently struggle to improve our performance and complete the projects within the scheduled time. While maintaining the standard of quality and safety during the execution, we forwarded few steps towards our goal to attain the company vision. During the years company determined to make a professional management to make strong organization structure to fulfill the needs of the construction and maintenance sectors. Company started a project support division to assist the projects team in all its needs which enable them to engage

in various fields as Foundation works, water retaining structure, pipeline jobs, installation and replacement of pump and motors, HVAC installation and maintenance, construction of pre-engineered building, instrumentation projects, tank foundation repairing, fencing works, cathode protection, electrical work, specialized in industrial and building works, fire wall installation and maintaining and so on.

A well-equipped yard is maintaining by the company at Rastanura Yard area with all heavy equipment and tools. At present company have 150 own employees working and 50 manpower will be added to our workforce within next two years.

## **COMPANY INFORMATION**

**CONTRACTOR'S NAME** : DHAFER M. AL-ZLAIQ & PARTNERS GEN. CONT.

**CO. CONTRACTOR'S ADDRESS** : P.O BOX 272, RASTANURA 31941, SAUDI ARABIA.

**COMMERCIAL REGISTRATION NO.** : 2066001724

**SAUDI ARAMCO VENDOR NO.** : 10007115

**MARAFIQ VENDOR NO.** : 3695

**SCECO VENDOR NO.** : 32511

**SADARA VENDOR NO.** : 2792

**CERTIFICATION** : ISO 9001:2015  
ISO 14001:2015  
ISO 45001:2018

**CONTRACTOR'S CONTACT PERSON** : MR. THOMAS JOHN

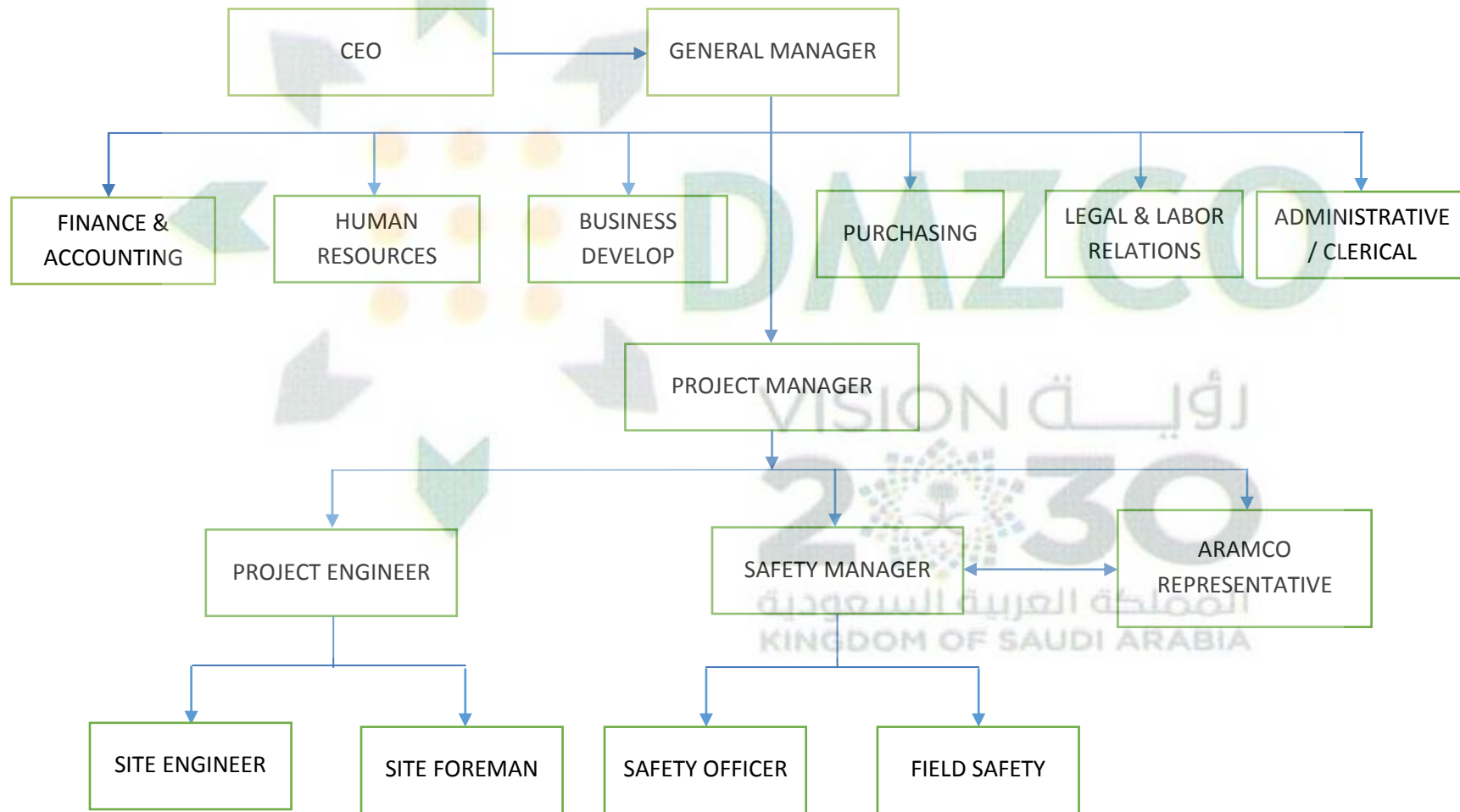
**TELEPHONE NO.** : 013 668 2403

**FAX NO.** : 013 667 4572

**EMAIL ADDRESS** : info@dmzcsa.com,  
dmze.constructions@gmail.com

**WEB** : www.dmzcsa.com

## ORGANIZATIONAL CHART





ISO 45001:2018

# *Certificate of Registration*

This is to certify that the  
Occupational Health and Safety Management System of

**DHAIFER M AL-ZLAIQ & PARTNERS  
GEN. CONT. CO.**

P.O # 272, Ras Tanura - 31941, Kingdom of Saudi Arabia.

has been assessed and found to conform to the requirements of

## **ISO 45001:2018**

**For the following scope:**

Civil, mechanical, electrical, instrumentation and HVAC  
for industries and facilities.

**Certificate number: 26524**

This certificate is valid from 26-Jul-2019 until 25-Jul-2020.



**David Wilmer**  
Certification Manager

## **UNIVERSAL REGISTRARS**

**[www.universalregistrars.com](http://www.universalregistrars.com)**

Level 18, 40 Bank Street,  
Canary Wharf, London E14 5NR, UK.  
**Email ID:** [info@universalregistrars.com](mailto:info@universalregistrars.com)

This certificate can be verified at the above URL.  
The certificate remains the property of Universal Registrars, to whom it  
must be returned on request. Lack of fulfillment of certification terms  
and conditions at all times, may render this certificate invalid.



ISO 14001:2015

# *Certificate of Registration*

This is to certify that the environment management system of

**DHAFAER M AL-ZLAIQ & PARTNERS  
GEN. CONT. CO.**

P.O # 272, Ras Tanura - 31941, Kingdom of Saudi Arabia.

has been assessed and found to conform to the requirements of

## **ISO 14001:2015**

**For the following scope:**

Civil, mechanical, electrical, instrumentation and HVAC  
for industries and facilities.

**Certificate number: 26523**

This certificate is valid from 26-Jul-2019 until 25-Jul-2020.



**David Wilmer**  
Certification Manager

## **UNIVERSAL REGISTRARS**

**[www.universalregistrars.com](http://www.universalregistrars.com)**

Level 18, 40 Bank Street,  
Canary Wharf, London E14 5NR, UK.  
**Email ID:** [info@universalregistrars.com](mailto:info@universalregistrars.com)

This certificate can be verified at the above URL.  
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must be returned on request. Lack of fulfillment of certification terms  
and conditions at all times, may render this certificate invalid.



ISO 14001:2015



ISO 9001:2015

# *Certificate of Registration*

This is to certify that the quality management system of

## **DHAIFER M AL-ZLAIQ & PARTNERS GEN. CONT. CO.**

P.O # 272, Ras Tanura - 31941, Kingdom of Saudi Arabia.

has been assessed and found to conform to the requirements of

## **ISO 9001:2015**

**For the following scope:**

Civil, mechanical, electrical, instrumentation and HVAC  
for industries and facilities.

**Certificate number: 26522**

This certificate is valid from 26-Jul-2019 until 25-Jul-2020.



**David Wilmer**  
Certification Manager

## **UNIVERSAL REGISTRARS**

**[www.universalregistrars.com](http://www.universalregistrars.com)**

Level 18, 40 Bank Street,  
Canary Wharf, London E14 5NR, UK.  
**Email ID:** [info@universalregistrars.com](mailto:info@universalregistrars.com)

This certificate can be verified at the above URL.  
The certificate remains the property of Universal Registrars, to whom it  
must be returned on request. Lack of fulfillment of certification terms  
and conditions at all times, may render this certificate invalid.





# **AREAS OF EXPERIENCE**

## **INDUSTRIAL CIVIL WORKS**

- ❖ Earth works and Road Asphalt pavements.
- ❖ Construction of Concrete Pathways.
- ❖ Construction of Office Buildings.
- ❖ Building Maintenance & Complete renovation works.
- ❖ RCC Foundations for Tanks, Pipe Racks, Pipe Sleepers & Equipment's.
- ❖ Cable Trenches & Ducts Bank.
- ❖ RCC Drains & Culverts Asphalt/Concrete Paving Works.
- ❖ Deep Excavations, Dewatering, Backfilling & Compaction.

## **INDUSTRIAL MECHANICAL WORK**

- ❖ Piping Works Piping works for water (UPVC, GI, Carbon Steel, HDPE, and Asbestos), Sewer, drainage and firefighting works.
- ❖ Pipeline for oil & gas services.
- ❖ Installation and Commissioning of Industrial Generator, Pumps, including Suction and Discharge lines.

## **INDUSTRIAL ELECTRICAL & INSTRUMENTATION WORK**

- ❖ Electrical works required for buildings.
- ❖ Designing, Modification of MCC Panels.
- ❖ Designing, Modification of Automation Control Panels.
- ❖ Designing Installation and Commissioning of Sub Station.
- ❖ Installation and Commissioning of Transformers.
- ❖ Installation of Solar Led Street Lights.
- ❖ Cable Pulling & Installation of cable tray system.
- ❖ All type of Grounding Works.

## **CORROSION CONTROL WORKS**

- ❖ Sand blasting (Sa 2, Sa 2.5, Sa 3).
- ❖ System painting for Pipes, Tanks, Drums, Structural Supports etc.

## **HVAC WORKS**

- ❖ Fabrication and Installation of AC Ducts.
- ❖ Installation of Air Handling Units.

## WORK EXPERIENCE

### PRIMARY CONTRACTOR WORK EXPERIENCE

**Copy this form as necessary and use a separate sheet for each contract**

**Client's Company Name:** POWER & WATER UTILITY CO FOR JUBAIL AND YANBU  
(MARAFIQ)

**Client's Company Address:** MARAFIQ - YANBU  
\_\_\_\_\_  
\_\_\_\_\_

**Name of Client's Representative:** Mohsen H. Al-Hemimi – Procurement & Contract

**Representative's Phone No.:** 014 324 6872

**Representative's Fax No.:** \_\_\_\_\_

**Representative's E-Mail Add.:** hemimimh@marafiq.com.sa

**Contract No.:** 7300019702 **Contract Title:** Bldg. Maintenance Service Contract - Yanbu

**Date Awarded:** 05/26/2019 **Scheduled Completion Date:** 05/25/2022 **Date Completed:** On going

**Estimated Completion Date:** \_\_\_\_\_ **Current % Complete:** 06 %

**Value of Contract:** 7,240,320.00  
(Saudi Riyals) **Value of Supplied Materials:** \_\_\_\_\_  
(Saudi Riyals) **Value of Subcontracts:** \_\_\_\_\_  
(Saudi Riyals)

**Describe the contract's scope of work:** *Your description must include: the type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

The scope of work includes for the supply of skilled and experienced Technicians, Semi-skilled Plant Labors, Materials and Equipment necessary for the maintenance and repair of various buildings and its structural components located at MARAFIQ Facilities in Yanbu.

WORK EXPERIENCE

PRIMARY CONTRACTOR WORK EXPERIENCE

**Client's Company Name:** SAUDI ARAMCO

**Client's Company Address:** MARINE MAINTENANCE DEPT. – RAS TANURA

**Name of Client's Representative:** Mohammed Al-Shammari

**Representative's Phone No.:** 013 678 1731

**Representative's Fax No.:** \_\_\_\_\_

**Representative's E-Mail Add.:** mohammed.shammari.3@aramco.com

**Contract No.:** 6510914475    **Contract Title:** West Pier Roof Replacement for Bldg. 6, 16 & 18

**Date Awarded:** 04/07/2019    **Scheduled Completion Date:** 12/07/2019    **Date Completed:** On going

**Estimated Completion Date:** \_\_\_\_\_    **Current % Complete:** 15%

<b>Value of Contract:</b> <u>850,000.00</u> (Saudi Riyals)	<b>Value of Supplied Materials:</b> _____ (Saudi Riyals)	<b>Value of Subcontracts:</b> <u>Nil</u> (Saudi Riyals)
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**Describe the contract's scope of work:** *Your description must include: the type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

Work Involves the removal of existing roofing sheets & accessories and install new Aluminum roofing sheets (single sheet & Sandwich panels) for the warehouse buildings # 6, 16 & 18. Work includes  
Erection of Scaffoldings, Painting of Structural members etc.

## WORK EXPERIENCE

### PRIMARY CONTRACTOR WORK EXPERIENCE

**Copy this form as necessary and use a separate sheet for each contract**

**Client's Company Name:** SAUDI ARAMCO

**Client's Company Address:** DRILLING & WORKOVER - SHEDGUM

**Name of Client's Representative:** Mohammed Al-Otaibi

**Representative's Phone No.:** 013 872 8268

**Representative's Fax No.:** \_\_\_\_\_

**Representative's E-Mail Add.:** mohammed.otaibi.91@aramco.com

**Contract No.:** 6510906231 **Contract Title:** Install Generator for Back-up Power Supply

**Date Awarded:** 03/03/2019 **Scheduled Completion Date:** 10/31/2019 **Date Completed:** On Going

**Estimated Completion Date:** \_\_\_\_\_ **Current % Complete:** 45%

**Value of Contract:** 1,210,501.00 **Value of Supplied Materials:** \_\_\_\_\_ **Value of Subcontracts:** NIL  
(Saudi Riyals) (Saudi Riyals) (Saudi Riyals)

**Describe the contract's scope of work:** *Your description must include: the type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

The objective of this project is to provide a standby diesel Generator to provide back-up power during the loss of normal power for southern area drilling support offices at Shedgum. The scope includes excavation & backfill, construction of concrete foundation, erect structural steel framed shed, Install power cables, ATS, panel boards etc.

WORK EXPERIENCE

PRIMARY CONTRACTOR WORK EXPERIENCE

**Copy this form as necessary and use a separate sheet for each contract**

**Client's Company Name:** SAUDI ARAMCO

**Client's Company Address:** Transportation & Equipment Services dept. Dhahran.

**Name of Client's Representative:** Fawaz Fahad Al-Fouzan

**Representative's Phone No.:** 013 876 2049

**Representative's Fax No.:** \_\_\_\_\_

**Representative's E-Mail Add.:** Fawaz.fozan@aramco.com

**Contract No.:** 6510913268 **Contract Title:** Waterproof for DH B-3017 & RT – B- 106

**Date Awarded:** 03/24/2019      **Scheduled Completion Date:** 08/10/2019      **Date Completed:** On Going

**Estimated Completion Date:** \_\_\_\_\_ **Current % Complete:** 65%

**Value of Contract:** 685,000.00      **Value of Supplied Materials:** \_\_\_\_\_      **Value of Subcontracts:** Nil  
(Saudi Riyals)      (Saudi Riyals)      (Saudi Riyals)

**Describe the contract's scope of work:** *Your description must include: the type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

Work Involves to replace roof waterproof membrane including Lightweight concrete screed at Building

3017 – Dhahran and Building 106 – Ras Tanura



WORK EXPERIENCE

PRIMARY CONTRACTOR WORK EXPERIENCE

**Copy this form as necessary and use a separate sheet for each contract**

**Client's Company Name:** SAUDI ARAMCO

**Client's Company Address:** Abqaiq Communities Utility division

**Name of Client's Representative:** Glenry Ramos

**Representative's Phone No.:** 013 862 0902

**Representative's Fax No.:** \_\_\_\_\_

**Representative's E-Mail Add.:** glenry.ramos@aramco.com

**Contract No.:** 6510901684 **Contract Title:** Repl. Five (5) Pumps at AC Plant # 2 - Abqaiq

**Date Awarded:** 01/23/2019 **Scheduled Completion Date:** 01/22/2020 **Date Completed:** On Going

**Estimated Completion Date:** \_\_\_\_\_ **Current % Complete:** 30%

**Value of Contract:** 2,100,000.00 **Value of Supplied Materials:** \_\_\_\_\_ **Value of Subcontracts:** \_\_\_\_\_  
(Saudi Riyals) (Saudi Riyals) (Saudi Riyals)

**Describe the contract's scope of work:** *Your description must include: the type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

The scope of work includes to remove existing 05 pumps and supply & install new pumps and its piping accessories, foundations, electrical panel boars etc.

## WORK EXPERIENCE

### PRIMARY CONTRACTOR WORK EXPERIENCE

**Copy this form as necessary and use a separate sheet for each contract**

**Client's Company Name:** SAUDI ARAMCO

**Client's Company Address:** Utilities & Technical Support Dept. Abqaiq

**Name of Client's Representative:** Glenry Ramos

**Representative's Phone No.:** 013 862 0902

**Representative's Fax No.:** \_\_\_\_\_

**Representative's E-Mail Add.:** glenry.ramos@aramco.com

**Contract No.:** 6510860026 **Contract Title:** Repl. 06 chilled water pumps & 01 cooling Water pumps @ AC plant # 3 – Al-Hassa

**Date Awarded:** 01/28/2018 **Scheduled Completion Date:** 04/27/2019 **Date Completed:** 04/27/2019

**Estimated Completion Date:** \_\_\_\_\_ **Current % Complete:** 100%

**Value of Contract:** 1,350,000.00 **Value of Supplied Materials:** \_\_\_\_\_ **Value of Subcontracts:** \_\_\_\_\_  
(Saudi Riyals) (Saudi Riyals) (Saudi Riyals)

**Describe the contract's scope of work:** *Your description must include: the type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

Work Involves Replacing the Existing six chilled water pumps and 01 cooling water pumps at AC plant # 3 @ Mubarratz, Al-Hassa. Removal of Existing Pumps, demolition of Foundation, Electrical Isolation, Removal of Motor and Pump Shaft, and Suction and Discharge Elbows and Installing New Foundations, RTR Piping Materials, Pipe Supports, Electrical Connections, Instrumentation Work, Testing and Commissioning..

WORK EXPERIENCE  
PRIMARY CONTRACTOR WORK EXPERIENCE

Client's Company Name : SAUDI ARAMCO

Client's Company Address : Abqaiq Community Utilities Division

Name of Client's Representative : Abdullah Al Musallami

Representative's Phone No. : 013 574 4597

Representative's Fax No. : \_\_\_\_\_

Representative's E-Mail Add. : abdullah.almusallami@aramco.com

Contract No. : 6510838130

Contract Title : Increase Pressure and Flow of Raw Water System @ Qurrayah.

Date Awarded: 08/21/2017      Scheduled Completion Date: 08/21/2018      Date Completed: 10/20/2018

Estimated Completion Date: 08/21/2018      Current % Complete: 100%

Value of Contract: 6,900,000/-      Value of Supplied Materials: \_\_\_\_\_      Value of Subcontract: Nil

Describe the contract's scope of work:

To upgrade the existing Raw Water Supply of the entire Beach Facility (3-10 and 11+ Areas)  
considering future expansion, which comprise of new booster pumps installation and new  
raw water line parallel to existing line up to distribution valve boxes.To upgrade the existing Raw Water Storage by  
expansion of tank farm and installing additional (two) tanks as per the requirement of demand and SA Standard.

WORK EXPERIENCE  
PRIMARY CONTRACTOR WORK EXPERIENCE

Client's Company Name : SAUDI ARAMCO

Client's Company Address : Abqaiq Community Utilities Division

Name of Client's Representative : Glenry Ramos

Representative's Phone No. : 013 862 0902

Representative's Fax No. : \_\_\_\_\_

Representative's E-Mail Add. : glenry.ramos@aramco.com

Contract No. : 6510840955

Contract Title : Replace Effluent Return Pump-B(M64-G-057B) in Hida Pumping.

Date Awarded: 08/27/2017      Scheduled Completion Date: 10/27/2018      Date Completed: 10/27/2018

Estimated Completion Date: 10/27/2018      Current % Complete: 100%

Value of Contract: 825,677/-      Value of Supplied Materials: \_\_\_\_\_      Value of Subcontract: Nil

Describe the contract's scope of work:

Replace Effluent Return Pump-B(M64-G-057B) in Hida Pumping.

\_\_\_\_\_

\_\_\_\_\_

WORK EXPERIENCE  
PRIMARY CONTRACTOR WORK EXPERIENCE

Client's Company Name : SAUDI ARAMCO

Client's Company Address : Abqaiq Community Utilities Division

Name of Client's Representative : Glenry Ramos

Representative's Phone No. : 013 862 0902

Representative's Fax No. : \_\_\_\_\_

Representative's E-Mail Add. : glenry.ramos@aramco.com

Contract No. : 6510825061

Contract Title : Replace SCUM Pump G5 & Return Sledgu Pump G3 at STP.

Date Awarded: 06/01/2017      Scheduled Completion Date: 09/30/2018      Date Completed: 09/30/2018

Estimated Completion Date: 09/30/2018      Current % Complete: 100%

Value of Contract: 750,000/-      Value of Supplied Materials: \_\_\_\_\_      Value of Subcontract: Nil

Describe the contract's scope of work:

Replace SCUM Pump G5 & Return Sledgu Pump G3 at STP.

\_\_\_\_\_

\_\_\_\_\_



WORK EXPERIENCE  
PRIMARY CONTRACTOR WORK EXPERIENCE

Client's Company Name : SAUDI ARAMCO

Client's Company Address : DHAHRAN

Name of Client's Representative : Samir A. Al-Umair

Representative's Phone No. : 03 8725480

Representative's Fax No. : \_\_\_\_\_

Representative's E-Mail Add. : \_\_\_\_\_

Contract No. : 6510786473

Contract Title : Replace one Generator set @ AWTP building 147, DH

Date Awarded: 08/12/2016      Scheduled Completion Date: 12/17/2017      Date Completed: 12/16/2017.

Estimated Completion Date: 12/17/2017      current % Complete: 100%

Value of Contract: 710,000/-      Value of Supplied Materials: \_\_\_\_\_      Value of Subcontract: Nil

Describe the contract's scope of work:

Replace one Generate Set at AWTP Building 147, DH

\_\_\_\_\_

\_\_\_\_\_

WORK EXPERIENCE  
PRIMARY CONTRACTOR WORK EXPERIENCE

Client's Company Name : SAUDI ARAMCO

Client's Company Address : SAUDI ARAMCO - JEDAH REFINERY

Name of Client's Representative : TALAL AMAR

Representative's Phone No. : 012 427 2445

Representative's Fax No. : 012 427 1480

Representative's E-Mail Add. : \_\_\_\_\_

Contract No. : 6510787437

Contract Title : Install Additional Transfer Pump for JR-JET a-1 Transfer to

Date Awarded: 08/15/2016      Scheduled Completion Date: 08/14/2017      Date Completed: 08/10/2017.

Estimated Completion Date: 08/14/2017      Current % Complete: 100%

Value of Contract: 1,787,500/-      Value of Supplied Materials: \_\_\_\_\_      Value of Subcontract: Nil

Describe the contract's scope of work:

Install Additional Transfer Pump for JR-JET a-1 Transfer to

\_\_\_\_\_

\_\_\_\_\_

WORK EXPERIENCE  
PRIMARY CONTRACTOR WORK EXPERIENCE

Client's Company Name : SAUDI ARAMCO

Client's Company Address : R.T CMNTY UTILITIES

Name of Client's Representative : ABDULRAHMAN BARRAK

Representative's Phone No. : 013 872 5682

Representative's Fax No. : \_\_\_\_\_

Representative's E-Mail Add. : \_\_\_\_\_

Contract No. : 6510770576

Contract Title : Replace Fire Pump#1 at RT Elementary School, RT.

Date Awarded: 04/18/2016      Scheduled Completion Date: 12/28/2017      Date Completed: 12/28/2017.

Estimated Completion Date: 12/28/2017      Current % Complete: 95%

Value of Contract: 322,000/-      Value of Supplied Materials: \_\_\_\_\_      Value of Subcontract: Nil

Describe the contract's scope of work:

Replace Fire Pump#1 at RT Elementary School, RT. Additional work on Variation Order#1  
is in progress.

WORK EXPERIENCE  
PRIMARY CONTRACTOR WORK EXPERIENCE

Client's Company Name : SAUDI ARAMCO

Client's Company Address : Dhahran.

Name of Client's Representative : Abdulaziz Misfer

Representative's Phone No. : \_\_\_\_\_

Representative's Fax No. : \_\_\_\_\_

Representative's E-Mail Add. : \_\_\_\_\_

Contract No. : 6510769053

Contract Title : Replace One (1) Fire Pump at RT Fire Station.

Date Awarded: 03/20/2016 Scheduled Completion Date: 02/18/2017 Date Completed: 02/18/2017

Estimated Completion Date: 02/18/2017 Current % Complete: 100%

Value of Contract: 320,000/- Value of Supplied Materials: \_\_\_\_\_ Value of Subcontract: Nil

Describe the contract's scope of work:

Replace One (1) Fire Pump at RT Fire Station.

\_\_\_\_\_

\_\_\_\_\_

WORK EXPERIENCE

PRIMARY CONTRACTOR WORK EXPERIENCE

**Copy this form as necessary and use a separate sheet for each contract**

**Client's Company Name:** POWER & WATER UTILITY CO FOR JUBAIL AND YANBU  
(MARAFIQ)

**Client's Company Address:** MARAFIQ - YANBU  
\_\_\_\_\_  
\_\_\_\_\_

**Name of Client's Representative:** Mazin Saeed Al-Ghamdi

**Representative's Phone No.:** 014 324 6767

**Representative's Fax No.:** \_\_\_\_\_

**Representative's E-Mail Add.:** ghamdims@marafiq.com.sa

**Contract No.:** 7300010500 **Contract Title:** Bldg. Maintenance Service Contract - Yanbu

**Date Awarded:** 05/26/2016 **Scheduled Completion Date:** 05/25/2019 **Date Completed:** 05/25/2019

**Estimated Completion Date:** \_\_\_\_\_ **Current % Complete:** 100%

**Value of Contract:** 4,004,352.00  
(Saudi Riyals) **Value of Supplied Materials:** \_\_\_\_\_  
(Saudi Riyals) **Value of Subcontracts:** \_\_\_\_\_  
(Saudi Riyals)

**Describe the contract's scope of work:** *Your description must include: the type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

The scope of work includes for the supply of skilled and experienced Technicians, Semi-skilled Plant Labors, Materials and Equipment necessary for the maintenance and repair of various buildings and its structural components located at MARAFIQ Facilities in Yanbu.



**ORK EXPERIENCE**

**PRIMARY CONTRACTOR WORK EXPERIENCE**

**Client's Company Name:** MARAFIQ

**Client's Company Address:** MARAFIQ - YANBU

**Name of Client's Representative:** MAZIN SAEED AL-GHAMDI

**Representative's Phone No.:** 014 324 6767

**Representative's Fax No.:** \_\_\_\_\_

**Representative's E-Mail Add.:** ghamdims@marafiq.com.sa

**Contract No.:** 7300005711 **Contract Title:** Bldg. Maintenance Services - Yanbu

**Date Awarded:** 05/25/2013 **Scheduled Completion Date:** 05/24/2016 **Date Completed:** 05/24/2016

**Estimated Completion Date:** \_\_\_\_\_ **Current % Completion:** 100%

**Value of Contract:** 3,800,000.00 **Value of Supplied Materials:** \_\_\_\_\_ **Value of Subcontracts:** NIL  
(Saudi Riyals) (Saudi Riyals) (Saudi Riyals)

**Scope of work:** Supply of Skilled and Experienced Technicians, Semi-Skilled Plant labors Materials and Equipment necessary for the maintenance and repair of various buildings and its structural components located at MARAFIQ Facilities in Yanbu

WORK EXPERIENCE  
PRIMARY CONTRACTOR WORK EXPERIENCE

Client's Company Name : SAUDI ARAMCO

Client's Company Address : SAUDI ARAMCO TANAJIB

Name of Client's Representative : MOHAMMED AL MOTAIRYI

Representative's Phone No. : 013 378 2039

Representative's Fax No. : 013 378 1897

Representative's E-Mail Add. : \_\_\_\_\_

Contract No. : 6510798758

Contract Title : Construct Additional Parking Area @ Tanajib Airport

Date Awarded: 01/01/2017 Scheduled Completion Date: 06/30/2017 Date Completed: 06/30/2017.

Estimated Completion Date: 06/30/2017 Current % Complete: 100%

Value of Contract: 1,393,044/- Value of Supplied Materials: \_\_\_\_\_ Value of Subcontract: Nil

Describe the contract's scope of work:

Construct Additional Parking Area outside Tanajib Airport, which include excavation, backfilling  
& compaction, asphaltting, perimeter fence installation, parking space marking, installation  
of concrete wheel stop, electric cabling and installation of parking area light.

**EXHIBIT "A"**

**WORK EXPERIENCE**

**PRIMARY CONTRACTOR WORK EXPERIENCE**

Copy this form as necessary and use a separate sheet for each contract

Client's company Name: SAUDI ARAMCO

Client's company Address: SHEDGUM

Name of Client's Representative: ABDULLAH AL-GHAMDI

Representative's Phone No.: 013 876 1076

Representative's Fax No.: \_\_\_\_\_

Representative E-Mail Add.: abdullah.ghamdi.99@aramco.com

Contract No.: 6510776274 Contract Title: REPLACEMENT OF OBSOLETE MOTOR PROTECTION RELAY FOR SHED

Date Awarded: 05/11/2016 Scheduled Completion Date: 01/10/2017 Date Completed: 01/10/2017

Estimated Completion Date: \_\_\_\_\_ Current % Complete: 100%

Value of Contract: 725,000.00 Value of Supplied materials: \_\_\_\_\_ Value of Subcontracts: \_\_\_\_\_

Describe the contract scope of work: *Your description must include: The type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

*The work involves to replce of obsolete motor protection relay*

Provide a brief description of any work that you subcontracted to others: NOT APPLICABLE

**EXHIBIT "A"**

**WORK EXPERIENCE**

**PRIMARY CONTRACTOR WORK EXPERIENCE**

Copy this form as necessary and use a separate sheet for each contract

Client's company Name: SAUDI ARAMCO

Client's company Address: RASTANURA

Name of Client's Representative: ABDULLAH AL-GHAMDI

Representative's Phone No.: 013 876 1076

Representative's Fax No.: \_\_\_\_\_

Representative E-Mail Add.: abdullah.ghamdi.99@aramco.com

Contract No.: 6510769053 Contract Title: REPLACE ONE (1) FIRE PUMP AT RT FIRE STATION

Date Awarded: 03/20/2016 Scheduled Completion Date: 04/20/2017 Date Completed: 04/19/2017

Estimated Completion Date: \_\_\_\_\_ Current % Complete: 100%

Value of Contract: 320,000.00 Value of Supplied materials: \_\_\_\_\_ Value of Subcontracts: \_\_\_\_\_

Describe the contract scope of work: *Your description must include: The type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

*The work involves remove the old pump and fix the new pump. Provide electrical connections and other accessories. Install foundation, grouting and painting .*

Provide a brief description of any work that you subcontracted to others: NOT APPLICABLE

**EXHIBIT "A"**

**WORK EXPERIENCE**

**PRIMARY CONTRACTOR WORK EXPERIENCE**

Copy this form as necessary and use a separate sheet for each contract

Client's company Name: SAUDI ARAMCO

Client's company Address: CDC, DHAHRAN

Name of Client's Representative: ABDULLAH AL-GHAMDI

Representative's Phone No.: 013 876 1076

Representative's Fax No.: \_\_\_\_\_

Representative E-Mail Add.: abdullah.ghamdi.99@aramco.com

Contract No.: 6510703815 Contract Title: PROVIDE BUILDING TRADE MAINTENANCE SERVICES @CDC, DH.

Date Awarded: 01/26/2015 Scheduled Completion Date: 01/25/2017 Date Completed: 01/25/2017

Estimated Completion Date: \_\_\_\_\_ Current % Complete: 100%

Value of Contract: 3,750,000.00 Value of Supplied materials: \_\_\_\_\_ Value of Subcontracts: \_\_\_\_\_

Describe the contract scope of work: *Your description must include: The type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

**The work involves to provide Building trade Services at Corporate Data Centre Building facilities including supply of multy craft supervisors, craft of specialised trades, tools, equipments and vehicles necessary to performs mainrenance service activities inside the building perimeter.**

Provide a brief description of any work that you subcontracted to others: **NOT APPLICABLE**



**EXHIBIT "A"**

**WORK EXPERIENCE**

**PRIMARY CONTRACTOR WORK EXPERIENCE**

Copy this form as necessary and use a separate sheet for each contract

Client's company Name: SAUDI ARAMCO

Client's company Address: BERRI GAS PLANT

Name of Client's Representative: ALI ASHOOR

Representative's Phone No.: 013 678 7173

Representative's Fax No.: \_\_\_\_\_

Representative E-Mail Add.: ali.ashoor.2@aramco.com

Contract No.: 6510660328 Contract Title: 476 MFC RO PLANT RTR PIPES MAINT OP#14

Date Awarded: 06/01/2014 Scheduled Completion Date: 05/30/2017 Date Completed: 05/30/2017

Estimated Completion Date: \_\_\_\_\_ Current % Complete: 100%

Value of Contract: 3,497,715.00 Value of Supplied materials: \_\_\_\_\_ Value of Subcontracts: \_\_\_\_\_

Describe the contract scope of work: *Your description must include: The type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

**The work involves remove the old RTR pipe line and fix the new RTR pipe line.**

Provide a brief description of any work that you subcontracted to others: **NOT APPLICABLE**

**EXHIBIT "A"**

**WORK EXPERIENCE**

**PRIMARY CONTRACTOR WORK EXPERIENCE**

Copy this form as necessary and use a separate sheet for each contract

Client's company Name: SAUDI ARAMCO

Client's company Address: RASTANURA BOOSTER, RT.

Name of Client's Representative: ABDULLAH GHAMDI

Representative's Phone No.: 013 872 5480

Representative's Fax No.: \_\_\_\_\_

Representative E-Mail Add.: abdullah.ghamdi.99@aramco.com

Contract No.: 6510674722 Contract Title: REPLACE TWO DIESEL ENGINE AND PUMP AT RASTANURA BOOSTER, RT.

Date Awarded: 09/07/2014 Scheduled Completion Date: 03/30/2016 Date Completed: 03/30/2016

Estimated Completion Date: \_\_\_\_\_ Current % Complete: 100%

Value of Contract: 1,578,000.00 Value of Supplied materials: \_\_\_\_\_ Value of Subcontracts: \_\_\_\_\_

Describe the contract scope of work: *Your description must include: The type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

*The work involves remove the old pump and fix the new pump. Provide electrical connections and other accessories. Install foundation, grouting and painting .*

Provide a brief description of any work that you subcontracted to others: NOT APPLICABLE

**EXHIBIT "A"**

**WORK EXPERIENCE**

**PRIMARY CONTRACTOR WORK EXPERIENCE**

Copy this form as necessary and use a separate sheet for each contract

Client's company Name: SAUDI ARAMCO

Client's company Address: WATER BOOSTER STATION AL HAZA

Name of Client's Representative: FAISAL OTAIBI

Representative's Phone No.: 013 872 3372

Representative's Fax No.: \_\_\_\_\_

Representative E-Mail Add.: faisal.otaibi.40@aramco.com

Contract No.: 6510688815 Contract Title: REPLACE 4 PUMPS AT AC PLANT NO. 2 AND THREE PUMP

Date Awarded: 11/16/2014 Scheduled Completion Date: 02/15/2016 Date Completed: 02/15/2016

Estimated Completion Date: \_\_\_\_\_ Current % Complete: 100%

Value of Contract: 1,850,000.00 Value of Supplied materials: \_\_\_\_\_ Value of Subcontracts: \_\_\_\_\_

Describe the contract scope of work: *Your description must include: The type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

Provide a brief description of any work that you subcontracted to others: NOT APPLICABLE

**EXHIBIT "A"**

**WORK EXPERIENCE**

**PRIMARY CONTRACTOR WORK EXPERIENCE**

Copy this form as necessary and use a separate sheet for each contract

Client's company Name: SAUDI ARAMCO

Client's company Address: MFC. RENOVATE SOFMSD BUILDING AT TANAJIB

Name of Client's Representative: ABDULLAH BAKHARJI

Representative's Phone No.: 013 378 0784

Representative's Fax No.: \_\_\_\_\_

Representative E-Mail Add.: abdullah.bakhurji.1@aramco.com

Contract No.: 6510629777 Contract Title: MFC. RENOVATE SOFMSD BUILDING AT TANAJIB

Date Awarded: 07/02/2014 Scheduled Completion Date: 11/30/2014 Date Completed: 11/29/2014

Estimated Completion Date: \_\_\_\_\_ Current % Complete: 100%

Value of Contract: 5,450,000.00 Value of Supplied materials: \_\_\_\_\_ Value of Subcontracts: \_\_\_\_\_

Describe the contract scope of work: *Your description must include: The type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

*The work involves renovation of building at Tanajib.*

Provide a brief description of any work that you subcontracted to others: NOT APPLICABLE

**EXHIBIT "A"**

**WORK EXPERIENCE**

**PRIMARY CONTRACTOR WORK EXPERIENCE**

Copy this form as necessary and use a separate sheet for each contract

Client's company Name: SAUDI ARAMCO

Client's company Address: 382670 PROJECT UNIT

Name of Client's Representative: MOHAMMAD SIDDIQUI

Representative's Phone No.: 013 673 4686

Representative's Fax No.: \_\_\_\_\_

Representative E-Mail Add.: mohammad.siddiqui.1@aramco.com

Contract No.: 6510682272 Contract Title: TO REPLACE RTR PLANT 44AOV-352 (BI-19-12316-0008)

Date Awarded: 10/15/2014 Scheduled Completion Date: 01/15/2015 Date Completed: 01/14/2015

Estimated Completion Date: \_\_\_\_\_ Current % Complete: 100%

Value of Contract: 820,000.00 Value of Supplied materials: \_\_\_\_\_ Value of Subcontracts: \_\_\_\_\_

Describe the contract scope of work: *Your description must include: The type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

*The work involves remove the old AOV valve and fix the new AOV valve. Provide electrical connections and other accessories.*

Provide a brief description of any work that you subcontracted to others: NOT APPLICABLE

**EXHIBIT "A"**

**WORK EXPERIENCE**

**PRIMARY CONTRACTOR WORK EXPERIENCE**

Copy this form as necessary and use a separate sheet for each contract

Client's company Name: SAUDI ARAMCO

Client's company Address: DISMANTLING AND STORAGE OF RACKS IN WAREHOUSE 1466

Name of Client's Representative: Akin Elejogun

Representative's Phone No.: 013 876 0257

Representative's Fax No.: \_\_\_\_\_

Representative E-Mail : akinniran.elejogun@aramco.com

Contract No.: 6510644421 Contract Title: DISMANTLING AND STORAGE OF RACKS IN WAREHOUSE 1466

Date Awarded: 02/18/2014 Scheduled Completion Date: 04/30/2014 Date Completed: 04/30/2014

Estimated Completion Date: \_\_\_\_\_ Current % Complete: 100%

Value of Contract: 95,000.00 Value of Supplied materials: \_\_\_\_\_ Value of Subcontracts: \_\_\_\_\_

Describe the contract scope of work: *Your description must include: The type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

*The work involves dismantling the rock and storage it in the warehouse.*

Provide a brief description of any work that you subcontracted to others: NOT APPLICABLE

**EXHIBIT "A"**

**WORK EXPERIENCE**

**PRIMARY CONTRACTOR WORK EXPERIENCE**

Copy this form as necessary and use a separate sheet for each contract

Client's company Name: SAUDI ARAMCO

Client's company Address: SATC BOOSTER STATION, RT

Name of Client's Representative: ABDULLAH GHAMDI

Representative's Phone No.: 013 872 1298

Representative's Fax No.: \_\_\_\_\_

Representative E-Mail Add.: abdullah.ghamdi.99@aramco.com

Contract No.: 6510654571 Contract Title: REPLACE FIVE WATER PUMPS AT SATC BOOSTER STATION, RT

Date Awarded: 05/05/2014 Scheduled Completion Date: 04/05/2015 Date Completed: 04/05/2015

Estimated Completion Date: \_\_\_\_\_ Current % Complete: 100%

Value of Contract: 1,122,000.00 Value of Supplied materials: \_\_\_\_\_ Value of Subcontracts: \_\_\_\_\_

Describe the contract scope of work: *Your description must include: The type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

*The work involves remove the old pump and fix the new pump. Provide electrical connections and other accessories. Install foundation grouting and painting.*

Provide a brief description of any work that you subcontracted to others: NOT APPLICABLE



**EXHIBIT "A"**

**WORK EXPERIENCE**

**PRIMARY CONTRACTOR WORK EXPERIENCE**

Copy this form as necessary and use a separate sheet for each contract

Client's company Name: SAUDI ARAMCO

Client's company Address: WATER BOOSTER PUMP, TANAJIB

Name of Client's Representative: ABDULRAHMAN BARRAK

Representative's Phone No.: 013 872 5682

Representative's Fax No.: \_\_\_\_\_

Representative E-Mail Add.: abdulrahman.barrak.2@aramco.com

Contract No.: 6510620098 Contract Title: REPLACE ONE DIESEL ENGINE FOR THE WATER BOOSTER PUMP, TANAJIB

Date Awarded: 10/31/2013 Scheduled Completion Date: 04/30/2014 Date Completed: 04/30/2014

Estimated Completion Date: \_\_\_\_\_ Current % Complete: 100%

Value of Contract: 350,000.00 Value of Supplied materials: \_\_\_\_\_ Value of Subcontracts: \_\_\_\_\_

Describe the contract scope of work: *Your description must include: The type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

*The work involves remove the old Diesel engine and fix the new Diesel engine. Provide electrical connections and other accessories.*

Provide a brief description of any work that you subcontracted to others: NOT APPLICABLE



**EXHIBIT "A"**

**WORK EXPERIENCE**

**PRIMARY CONTRACTOR WORK EXPERIENCE**

Copy this form as necessary and use a separate sheet for each contract

Client's company Name: SAUDI ARAMCO

Client's company Address: SHAYBAH GOSP 4, POWER & UTILITY

Name of Client's Representative: HEBA KURTASS

Representative's Phone No.: 013 678 6238

Representative's Fax No.: \_\_\_\_\_

Representative E-Mail Add.: heba.kurtass.1@aramco.com

Contract No.: 6510605982 Contract Title: REMOVE OLD WATER PROFING

Date Awarded: 09/01/2013 Scheduled Completion Date: 10/10/2013 Date Completed: 10/10/2013

Estimated Completion Date: \_\_\_\_\_ Current % Complete: 100%

Value of Contract: 215,000.00 Value of Supplied materials: \_\_\_\_\_ Value of Subcontracts: \_\_\_\_\_

Describe the contract scope of work: *Your description must include: The type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

To remove the old water proofing.

Provide a brief description of any work that you subcontracted to others: NOT APPLICABLE

**EXHIBIT "A"**

**WORK EXPERIENCE**

**PRIMARY CONTRACTOR WORK EXPERIENCE**

Copy this form as necessary and use a separate sheet for each contract

Client's company Name:	SAUDI ARAMCO		
Client's company Address:	SFC TO REPLACE PLANT34 FLASH#5 BRINE RECYCLE PUMPS		
Name of Client's Representative:	MAJID QUTAIM		
Representative's Phone No.:	013 673 3439		
Representative's Fax No.:	013 673 0810		
Representative E-Mail Add.:	majid.qutaim@aramco.com		
Contract No.:	6510596493	Contract Title:	SFC TO REPLACE PLANT34 FLASH#5BRINE RECYCLE PUMPS
Date	Scheduled	Date	
Awarded:	11/20/2015	Completion Date:	04/30/2014
		Completed:	04/20/2014
Estimated			
Completion Date:		Current % Complete:	100%
Value of	Value of	Value of	
Contract:	540,000.00	Supplied materials:	
		Subcontracts:	

Describe the contract scope of work: *Your description must include: The type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

*The work involves remove the old brine recycle pump and fix the new brine recycle pump. Provide electrical connections and other accessories. And install foundation grouting and painting.*

Provide a brief description of any work that you subcontracted to others: NOT APPLICABLE

**EXHIBIT "A"**

**WORK EXPERIENCE**

**PRIMARY CONTRACTOR WORK EXPERIENCE**

Copy this form as necessary and use a separate sheet for each contract

Client's company Name: SAUDI ARAMCO

Client's company Address: RT AIR STRIP

Name of Client's Representative: ABDULLAH MAGHASIAH

Representative's Phone No.: 013 673 2217

Representative's Fax No.: 013 673 0810

Representative E-Mail Add.: abdallah.maghaslah@aramco.com

Contract No.: 6510565753 Contract Title: INSTALL CAR PARKING LOT AT RT AIR STRIP

Date Awarded: 12/15/2012 Scheduled Completion Date: 02/14/2013 Date Completed: 02/10/2013

Estimated Completion Date: \_\_\_\_\_ Current % Complete: 100%

Value of Contract: 453,600.00 Value of Supplied materials: \_\_\_\_\_ Value of Subcontracts: \_\_\_\_\_

Describe the contract scope of work: *Your description must include: The type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

*The work involves remove to install car parking lot.*

Provide a brief description of any work that you subcontracted to others: NOT APPLICABLE

**EXHIBIT "A"**

**WORK EXPERIENCE**

**PRIMARY CONTRACTOR WORK EXPERIENCE**

Copy this form as necessary and use a separate sheet for each contract

Client's company Name: SAUDI ARAMCO

Client's company Address: BUILDING#2402, DHAHRAN

Name of Client's Representative: ABDULLAH GHAMDI

Representative's Phone No.: 013 876 1076

Representative's Fax No.: 013 872 1309

Representative E-Mail Add.: abdullah.ghamdi.99@aramco.com

Contract No.: 6510559992 Contract Title: RENOVATE STUDIO APARTMENT BUILDING #2404, DHAHRAN

Date Awarded: 11/03/2012 Scheduled Completion Date: 05/02/2013 Date Completed: 05/02/2013

Estimated Completion Date: \_\_\_\_\_ Current % Complete: 100%

Value of Contract: 4,740,200.00 Value of Supplied materials: \_\_\_\_\_ Value of Subcontracts: \_\_\_\_\_

Describe the contract scope of work: *Your description must include: The type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

*Renovation of studio apartment building# 2404, Dhahran.*

Provide a brief description of any work that you subcontracted to others: NOT APPLICABLE

**EXHIBIT "A"**

**WORK EXPERIENCE**

**PRIMARY CONTRACTOR WORK EXPERIENCE**

Copy this form as necessary and use a separate sheet for each contract

Client's company Name: SAUDI ARAMCO

Client's company Address: HMYA ARAMCO BEACH, DHAHRAN

Name of Client's Representative: ABBAS BOKHARI

Representative's Phone No.: 013 872 2549

Representative's Fax No.: 013 872 1309

Representative E-Mail Add.: abbas.bokhari@aramco.com

Contract No.: 6510542515 Contract Title: ENLARGE EXISTING SNACK BAR AT HMYA ARAMCO BEACH, DHAHRAN

Date Awarded: 06/16/2012 Scheduled Completion Date: 04/15/2013 Date Completed: 04/13/2013

Estimated Completion Date: \_\_\_\_\_ Current % Complete: 100%

Value of Contract: 1,155,300.00 Value of Supplied materials: \_\_\_\_\_ Value of Subcontracts: \_\_\_\_\_

Describe the contract scope of work: *Your description must include: The type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

*Enlarging of existing snack bar at hmya aramco beach, Dhahran.*

Provide a brief description of any work that you subcontracted to others: NOT APPLICABLE

**EXHIBIT "A"**

**WORK EXPERIENCE**

**PRIMARY CONTRACTOR WORK EXPERIENCE**

Copy this form as necessary and use a separate sheet for each contract

Client's company Name: SAUDI ARAMCO

Client's company Address: JUYAMAH, NGL

Name of Client's Representative: MOHAMMED MOTAIRY

Representative's Phone No.: 013 673 5612

Representative's Fax No.: 013 673 0810

Representative E-Mail Add.: mohammed.motairy@aramco.com

Contract No.: 6510656870 Contract Title: INSTALL DETECTORS FOR H2S/LEL EXP. PROJECT

Date Awarded: 05/08/2014 Scheduled Completion Date: 10/15/2014 Date Completed: 10/15/2014

Estimated Completion Date: \_\_\_\_\_ Current % Complete: 100%

Value of Contract: 2,200,000.00 Value of Supplied materials: \_\_\_\_\_ Value of Subcontracts: \_\_\_\_\_

Describe the contract scope of work: *Your description must include: The type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

*The work involves remove install new detectors for H2S/LEL project at JUYAMAH, NGL. Support fixing, conduiting. Excavation and pipe laying. Cable pulling and cable termination .*

Provide a brief description of any work that you subcontracted to others: NOT APPLICABLE

**EXHIBIT "A"**

**WORK EXPERIENCE**

**PRIMARY CONTRACTOR WORK EXPERIENCE**

Copy this form as necessary and use a separate sheet for each contract

Client's company Name: SAUDI ARAMCO

Client's company Address: DHAHRAN

Name of Client's Representative: ABDULRAHMAN AL BARRAK

Representative's Phone No.: 03 8725682

Representative's Fax No.: 013 872 1309

Representative E-Mail Add.: abdulrahman.barrak.2@aramco.com

Contract No.: 6510569395 Contract Title: Replace Three (3) Air Blowers at NSTP#494, Dhahran

Date Scheduled Date

Awarded: 12/22/2012 Completion Date: 06/22/2013 Completed: 06/22/2013

Estimated Completion Date: 06/22/2013 Current % Complete: 100%

Value of Contract: 580,000/- Value of Supplied materials: Value of Subcontracts:

Describe the contract scope of work: *Your description must include: The type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

*The work involves to provide Building trade Services at Corporate Data Centre Building facilities including supply of multy craft supervisors, craft of specialised trades, tools, equipments and vehicles necessary to performs mainrenance service activities inside the building perimeter.*

Provide a brief description of any work that you subcontracted to others: NOT APPLICABLE



## WORK EXPERIENCE

### PRIMARY CONTRACTOR WORK EXPERIENCE

**Client's Company Name:** SAUDI ARAMCO

**Client's Company Address:** \_\_\_\_\_

**Name of Client's Representative:** Abdullah Maghaslah

**Representative's Phone No.:** 03 6732217

**Representative's Fax No.:** 03 6730810

**Representative's E-Mail Add.:** abdallah.maghaslah@aramco.com

**Contract No.:** 6510565753 **Contract Title:** INSTALL CAR PARKING LOT AT RT AIR STRIP

Date	Scheduled	Date
<b>Awarded:</b> <u>12/15/2012</u>	<b>Completion Date:</b> <u>02/14/2013</u>	<b>Completed:</b> <u>02/02/2013</u>

Value of	Value of	Value of
<b>Contract:</b> <u>453,600/-</u> (Saudi Riyals)	<b>Supplied Materials:</b> <u>40000/-</u> (Saudi Riyals)	<b>Subcontracts:</b> <u>NIL</u> (Saudi Riyals)

**Scope of work:** Construction of concrete foundation, fabrication & erect steel structure such as Galvanized column,,rectangular tubular beam and installation of high density polyethylene shade fabric.



**EXHIBIT "A"**

**WORK EXPERIENCE**

**PRIMARY CONTRACTOR WORK EXPERIENCE**

Copy this form as necessary and use a separate sheet for each contract

Client's company Name: SAUDI ARAMCO

Client's company Address: ABQAIQ

Name of Client's Representative: ABDULRAHMAN AL BARRAK

Representative's Phone No.: 03-8725682

Representative's Fax No.: 013 872 1309

Representative E-Mail Add.: abdulrahman.barrak.2@aramco.com

Contract No.: 6510572169 Contract Title: INSTALL TWO (2) WATER FOUNTAINS IN  
ABQAIQ

Date \_\_\_\_\_ Scheduled \_\_\_\_\_ Date \_\_\_\_\_

Awarded: 12/31/2012 Completion Date: 04/24/2013 Completed: 04/20/2013

Estimated  
Completion Date: \_\_\_\_\_ Current % Complete: 100 %

Value of \_\_\_\_\_ Value of \_\_\_\_\_ Value of \_\_\_\_\_  
Contract: 875,000/- Supplied materials: \_\_\_\_\_ Subcontracts: \_\_\_\_\_

Describe the contract scope of work: *Your description must include: The type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

*The work involves to provide Building trade Services at Corporate Data Centre Building facilities including supply of multy craft supervisors, craft of specialised trades, tools, equipments and vehicles necessary to performs mainrenance service activities inside the building perimeter.*

Provide a brief description of any work that you subcontracted to others: NOT APPLICABLE

**EXHIBIT "A"**

**WORK EXPERIENCE**

**PRIMARY CONTRACTOR WORK EXPERIENCE**

Copy this form as necessary and use a separate sheet for each contract

Client's company Name: SAUDI ARAMCO

Client's company Address: DHAHRAN

Name of Client's Representative: ABDULLAH AL GHAMDI

Representative's Phone No.: 03 8761076

Representative's Fax No.: 013 872 1309

Representative E-Mail Add.: abdullah.ghamdi.99@aramco.com

Contract No.: 6510559992 Contract Title: Renovate Studio Apartment Building #  
2402, Dhahran.

Date Scheduled Date

Awarded: 03/11/2012 Completion Date: 02/05/2013 Completed: 02/05/2013

Estimated

Completion Date: 06/22/2013 Current % Complete: 100 %

Value of Value of Value of  
Contract: 4,350,200/- Supplied materials: Subcontracts: \_\_\_\_\_

Describe the contract scope of work: *Your description must include: The type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

*The work involves to provide Building trade Services at Corporate Data Centre Building facilities including supply of multy craft supervisors, craft of specialised trades, tools, equipments and vehicles necessary to performs mainrenance service activities inside the building perimeter.*

Provide a brief description of any work that you subcontracted to others: NOT APPLICABLE

WORK EXPERIENCE

PRIMARY CONTRACTOR WORK EXPERIENCE

Client's Company Name: SAUDI ARAMCO

Client's Company Address: DHAHRAN

Name of Client's Representative: ABBAS BOKHARI

Representative's Phone No.: 03 8722549

Representative's Fax No.: 013 872 1309

Representative's E-Mail Add.: abbas.bokhari@aramco.com

Contract No.: 6510542515 Contract Title: Enlarge Existing Snack Bar at HMYA Beach, Dhahran.

Date Awarded: 12/06/2012 Schedul Completion Date: 15/02/2013 Date Completed: 15/02/2013

Estimated Completion Date: 15/02/2013 Current % Complete: 100 %

Value of Contract: 1050300/- Value of Supplied Materials: 450000/- Value of Subcontracts: NIL  
(Saudi Riyals) (Saudi Riyals)

Describe the contract's scope of work: .

Work involves Replacement of Existing Packaged Airconditioning Units, Fire Sprinkler System, Fire Detection System, Communication System, Electrical Works, Plumbing Works, Flooring, Roofing, Painting Works, Aluminium Fabrication and Installation Works for Doors, Windows.

## WORK EXPERIENCE

### PRIMARY CONTRACTOR WORK EXPERIENCE

**Client's Company Name:** SAUDI ARAMCO

**Client's Company Address:** JUAYMAH GAS PLANT

**Name of Client's Representative:** MOHAMMAD RADWAN

**Representative's Phone No.:** 03 6733508

**Representative's Fax No.:** 03 6730810

**Representative's E-Mail Add.:** mohammad.radwan@aramco.com

**Contract No.:** 6510530517 **Contract Title:** Install RTR Pipe on Propane and Butane Trim Coolers.

**Date** **Schedule** **Date**  
**Awarded:** 14/04/2012 **Completion Date:** 31/07/2012 **Completed:** 31/07/2012

**Estimated**  
**Completion Date:** Not Applicable **Current % Complete:** 100 %

**Value of** **Value of** **Value of**  
**Contract:** 159,648/- **Supplied Materials:** 50000/- **Subcontracts:** NIL  
(Saudi Riyals) (Saudi Riyals) (Saudi Riyals)

**Describe the contract's scope of work: .**

Work involves Supply, Fabrication, Installation of RTR Pipe Spools at Propane and Butane Trim Coolers at NGL. It includes Hydrotesting and Commissioning Work.

## WORK EXPERIENCE

### PRIMARY CONTRACTOR WORK EXPERIENCE

**Client's Company Name:** SAUDI ARAMCO

**Client's Company Address:** DHAHRAN

**Name of Client's Representative:** TARIQ BASAGER

**Representative's Phone No.:** 03 8723544

**Representative's Fax No.:**

**Representative's E-Mail Add.:** Tariq.Basager@aramco.com

**Contract No.:** 6510535314 **Contract Title:** Replace Raw Water Pump G-119A at RWZ -2, Dhahran.

**Date** **Schedule** **Date**  
**Awarded:** 15/05/2012 **Completion Date:** 30/12/2012 **Completed:** 30/12/2012

**Estimated**  
**Completion Date:** 30/12/2012 **Current % Complete:** 100 %

**Value of** **Value of** **Value of**  
**Contract:** 309,500/- **Supplied Materials:** 140,000/- **Subcontracts:** NIL  
(Saudi Riyals) (Saudi Riyals) (Saudi Riyals)

#### **Describe the contract's scope of work:**

Work involves Replacement of Raw Water Pump (Centrifugal Horizontal Drive) of 350 HP. Work Includes Civil Work, Electrical Work, Fabrication and Installation of 24" Suction and Discharge Lines. Testing and Commissioning including HiPotential, Megger, Continuity, Hydrotesting, Radiographic, Alignment Testing, Vibration Analysis.

## WORK EXPERIENCE

### PRIMARY CONTRACTOR WORK EXPERIENCE

**Client's Company Name:** SAUDI ARAMCO

**Client's Company Address:** DHAHRAN

**Name of Client's Representative:** ABDUL RAHMAN SAWI

**Representative's Phone No.:** 03 8725480

**Representative's Fax No.:** \_\_\_\_\_

**Representative's E-Mail Add.:** abdullrahman.sawi@aramco.com

**Contract No.:** 6510544003 **Contract Title:** Replace 800Lm of 6" PVC Raw Water Line with 6" HDPE Pipe.

**Date Awarded:** 27/06/2012 **Scheduled Completion Date:** 27/01/2013 **Date Completed:** 30/12/2012

**Estimated Completion Date:** 30/12/2012 **Current % Complete:** 100%

**Value of Contract:** 775,950/- **Value of Supplied Materials:** 350000/- **Value of Subcontracts:** NIL  
(Saudi Riyals) (Saudi Riyals) (Saudi Riyals)

#### **Describe the contract's scope of work:**

Work involves Supply, Fabrication and Installation of 800 Metre of HDPE Raw Water Line. Work consists of Excavation of Trenches, Pipe Welding, Hydrotesting, Chlorination, Installation, Backfilling, Compaction Testing. It also includes Construction of New Valve Boxes and Repair & Painting of Existing Valve Boxes.

EXHIBIT "A"

WORK EXPERIENCE

PRIMARY CONTRACTOR WORK EXPERIENCE

**Copy this form as necessary and use a separate sheet for each contract**

**Client's Company Name:** SAUDI ARAMCO

**Client's Company Address:** CCSD DHAHRAN

**Name of Client's Representative:** ABDULLAH AL GHAMDI

**Representative's Phone No.:** 03 8761076

**Representative's Fax No.:** 013 872 1309

**Representative's E-Mail Add.:** abdullah.ghamdi.99@aramco.com

**Contract No.:** 6510486888 **Contract Title:** IBIS Ventilation Upgrade House# 5048 to 2071Dh

**Date Awarded:** 06/27/2011 **Scheduled Completion Date:** 12/27/2011 **Date Completed:** 12/27/2011

**Estimated Completion Date:** Not Applicable **Current % Complete:** 100 %

**Value of Contract:** 850,000/- **Value of Supplied Materials:** 450000/- **Value of Subcontracts:** NIL  
(Saudi Riyals) (Saudi Riyals) (Saudi Riyals)

**Describe the contract's scope of work:** *Your description must include: the type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

Work involves Fabrication and Installation of Fresh Air Duct and Exhaust Air Duct for 24 Houses. It also includes Installation of Roof Mounted Centrifugal Fans, Fire Barrier between dwelling Units. Painting Works, Installation of Sand trap louvers, Grilles, Kitchen Hood, Preventive Maintenance of AHU'S.

**Provide a brief description of any work that you subcontracted to others:**

NOT APPLICABLE



EXHIBIT "A"

WORK EXPERIENCE

PRIMARY CONTRACTOR WORK EXPERIENCE

**Copy this form as necessary and use a separate sheet for each contract**

**Client's Company Name:** SAUDI ARAMCO

**Client's Company Address:** RASTANURAH COMMUNITY

**Name of Client's Representative:** ABDULLAH AL GHAMDI

**Representative's Phone No.:** 03 8761076

**Representative's Fax No.:** 013 872 1309

**Representative's E-Mail Add.:** abdullah.ghamdi.99@aramco.com

**Contract No.:** 6510494869 **Contract Title:** Replace Vertical Pumps with Submersible & Demolish Dry Well.

**Date Awarded:** 08/07/2011 **Scheduled Completion Date:** 01/07/2012 **Date Completed:** 01/07/2012

**Estimated Completion Date:** Not Applicable **Current % Complete:** 100 %

**Value of Contract:** 476,200/- **Value of Supplied Materials:** 250000/- **Value of Subcontracts:** NIL  
(Saudi Riyals) (Saudi Riyals) (Saudi Riyals)

**Describe the contract's scope of work:** *Your description must include: the type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

Work involves Removal of Existing Vertical Drive Pumps and Supply and Install Submersible Pump, Construct New Valve Boxes, associated piping and Valves for the discharge line of the pump with Electrical and Instrumentation Works. Demolishing of the Dry Well and Concreting Work.

**Provide a brief description of any work that you subcontracted to others:**

NOT APPLICABLE



EXHIBIT "A"

WORK EXPERIENCE

PRIMARY CONTRACTOR WORK EXPERIENCE

**Copy this form as necessary and use a separate sheet for each contract**

**Client's Company Name:** SAUDI ARAMCO

**Client's Company Address:** SAFANIYAH ONSHORE PRODUCTION

**Name of Client's Representative:** Mohammad Motairy

**Representative's Phone No.:** 03 3782039

**Representative's Fax No.:** 03 3781897

**Representative's E-Mail Add.:** mohammad.motairy@aramco.com

**Contract No.:** 6510494982 **Contract Title:** SFC RENOVATE SIMULATOR ROOM AT SAF OJT

**Date Awarded:** 09/04/2011 **Scheduled Completion Date:** 10/31/2011 **Date Completed:** 10/31/2011

**Estimated Completion Date:** Not Applicable **Current % Complete:** 100 %

**Value of Contract:** 250,000/- **Value of Supplied Materials:** 100000/- **Value of Subcontracts:** NIL  
(Saudi Riyals) (Saudi Riyals) (Saudi Riyals)

**Describe the contract's scope of work:** *Your description must include: the type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

Work involves Renovation of the Simulator rooms by changing its Acoustic Ceiling, Construction of new Gypsum Board Wall, Internal and External Painting, Fabrication & Installing Glass Partition, Construction of raised floor, Laying of floor tiles.

**Provide a brief description of any work that you subcontracted to others:**

NOT APPLICABLE

EXHIBIT "A"

WORK EXPERIENCE

PRIMARY CONTRACTOR WORK EXPERIENCE

**Copy this form as necessary and use a separate sheet for each contract**

**Client's Company Name:** SAUDI ARAMCO

**Client's Company Address:** AL HOWTAH

**Name of Client's Representative:** JAISON GEORGE

**Representative's Phone No.:** 03 5776487

**Representative's Fax No.:** 03 5777619

**Representative's E-Mail Add.:** \_\_\_\_\_

**Contract No.:** 6510492240 **Contract Title:** RENOVATION OF MAINTENANCE SHOP

**Date Awarded:** 09/04/2011 **Scheduled Completion Date:** 02/28/2012 **Date Completed:** 02/25/2012

**Estimated Completion Date:** 02/28/2012 **Current % Complete:** 100 %

**Value of Contract:** 868,431/- **Value of Supplied Materials:** 400,000/- **Value of Subcontracts:** NIL  
(Saudi Riyals) (Saudi Riyals) (Saudi Riyals)

**Describe the contract's scope of work:** *Your description must include: the type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

Work involves Installation of 5 Tonn Overhead Crane with all Supporting Beams & Columns. Renovation of Offices and machine shop including replacement of Acoustic Ceiling, Floor tiles, Internal and External Painting, Toilet Renovation, Installation of New Rolling Doors for the Machine Shop.

**Provide a brief description of any work that you subcontracted to others:**

NOT APPLICABLE

EXHIBIT "A"

WORK EXPERIENCE

PRIMARY CONTRACTOR WORK EXPERIENCE

**Copy this form as necessary and use a separate sheet for each contract**

**Client's Company Name:** SAUDI ARAMCO

**Client's Company Address:** RASTANURAH REFINERY

**Name of Client's Representative:** KHALID AL DREAM, SUPERVISOR UMD

**Representative's Phone No.:** 03 6733137

**Representative's Fax No.:** 03 6737935

**Representative's E-Mail Add.:** Khalid.dream@aramco.com

**Contract No.:** 6510414790 **Contract Title:** 50 R/C # 47 & 47A SFC IWS #52 –1000/1001/09

**Date Awarded:** 03/16/2010 **Scheduled Completion Date:** 12/31/2010 **Date Completed:** 12/25/2010

**Estimated Completion Date:** Not Applicable **Current % Complete:** 100 %

**Value of Contract:** 813000/- **Value of Supplied Materials:** 450000/- **Value of Subcontracts:** NIL  
(Saudi Riyals) (Saudi Riyals) (Saudi Riyals)

**Describe the contract's scope of work:** *Your description must include: the type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

Work involves excavation across the Road Crossing After Asphalt Breakout, Removal of Barricades, Cutting of Pipe Sleeves and thier removal by use of Crane, Sand Blasting and Coating on Pipes and Sleeves, Fabrication of New sleeves, Sleeve Installation, Cathode Installation, Barricade Installation, Marl, Sand Backfilling, Asphaltting. Work Location at RC 47, 47A, 25, 28 & 29 at Tank Farm Area.

**Provide a brief description of any work that you subcontracted to others:**

NOT APPLICABLE

EXHIBIT "A"

WORK EXPERIENCE

PRIMARY CONTRACTOR WORK EXPERIENCE

**Copy this form as necessary and use a separate sheet for each contract**

**Client's Company Name:** SAUDI ARAMCO

**Client's Company Address:** BERRI GAS PLANT

**Name of Client's Representative:** ALI HUSSAIN AL- SADIQ

**Representative's Phone No.:** 03 6787291

**Representative's Fax No.:** 03 6787552

**Representative's E-Mail Add.:** ali.sadiq.4@aramco.com

**Contract No.:** 6510419778 **Contract Title:** SFC FOR WATER PROOFING SYSTEM S/S

**Date Awarded:** 04/12/2010 **Scheduled Completion Date:** 07/12/2010 **Date Completed:** 07/05/2010

**Estimated Completion Date:** Not Applicable **Current % Complete:** 100 %

**Value of Contract:** 716800/- **Value of Supplied Materials:** 400000/- **Value of Subcontracts:** NIL  
(Saudi Riyals) (Saudi Riyals) (Saudi Riyals)

**Describe the contract's scope of work:** *Your description must include: the type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

Work Involves Removal of all Roof layers including Gravel, Thermal insulation block foam glass, metal decking, EPDM membrane layers until Concrete slab is exposed, Flooding of Building roof using water to identify damaged areas. Application of Thortex Polytech – CSM water proofing Reinstalling of all roof accessories. Removal and Replacing of Roof flashing, Replacing of Armstrong ceiling. Cleaning of dirt, dust and loose soil and other contaminants on the wall surface, Application of Thortex Wall Tech FP – Thortex Poly Tech BP Primer, Thortex Bridging tape, Thortex Poly Tech, Thortex Reinforced sheet

**Provide a brief description of any work that you subcontracted to others:** NOT APPLICABLE

EXHIBIT "A"

WORK EXPERIENCE

PRIMARY CONTRACTOR WORK EXPERIENCE

**Copy this form as necessary and use a separate sheet for each contract**

**Client's Company Name:** SAUDI ARAMCO

**Client's Company Address:** KHURSANIYAH GAS PLANT

**Name of Client's Representative:** AHMED M. AL- SHAHRANI

**Representative's Phone No.:** 03 6792432

**Representative's Fax No.:** 03 6792451

**Representative's E-Mail Add.:** ahmed.shahrani.2@aramco.com

**Contract No.:** 6510441992 **Contract Title:** INSTALL AND PAINT CHAIN POSTS

**Date Awarded:** 09/01/2010 **Scheduled Completion Date:** 12/01/2010 **Date Completed:** 01/16/2011

**Estimated Completion Date:** Not Applicable **Current % Complete:** 100 %

**Value of Contract:** 207000/- **Value of Supplied Materials:** 50000/- **Value of Subcontracts:** NIL  
(Saudi Riyals) (Saudi Riyals) (Saudi Riyals)

**Describe the contract's scope of work:** *Your description must include: the type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

Work Involves Excavation around KGP Facilities of around 7000Metres to Install Posts. Sand Blasting and Painting of the Post using APCS 26 Black/Yellow. Installation of Post using Concrete (4000Psi), Blasting and Painting of Chain of around 7000Metres. Installing Chain to the Post.

**Provide a brief description of any work that you subcontracted to others:**

NOT APPLICABLE

EXHIBIT "A"

WORK EXPERIENCE

PRIMARY CONTRACTOR WORK EXPERIENCE

**Copy this form as necessary and use a separate sheet for each contract**

**Client's Company Name:** SAUDI ARAMCO

**Client's Company Address:** KHURSANIYAH GAS PLANT

**Name of Client's Representative:** AHMED M. AL- SHAHRANI

**Representative's Phone No.:** 03 6792432

**Representative's Fax No.:** 03 6792451

**Representative's E-Mail Add.:** ahmed.shahrani.2@aramco.com

**Contract No.:** 6510453249 **Contract Title:** INSTALLATION OF CORRUGATED SHEETS

**Date Awarded:** 11/27/2010 **Scheduled Completion Date:** 12/27/2010 **Date Completed:** 01/10/2011

**Estimated Completion Date:** Not Applicable **Current % Complete:** 100%

**Value of Contract:** 123500/- **Value of Supplied Materials:** 50000/- **Value of Subcontracts:** NIL  
(Saudi Riyals) (Saudi Riyals) (Saudi Riyals)

**Describe the contract's scope of work:** *Your description must include: the type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

Installation of Fencing Support including Top rail, Mid rail, and associated fittings of around 600Metres, Installation of

Corrugated Sheet of 0.7mm thickness of Light Creamy Color around the fence to a distance of around 750Metres.

**Provide a brief description of any work that you subcontracted to others:**

NOT APPLICABLE



**EXHIBIT "A"**

**WORK EXPERIENCE**

**PRIMARY CONTRACTOR WORK EXPERIENCE**

Copy this form as necessary and use a separate sheet for each contract

Client's company Name: SAUDI ARAMCO

Client's company Address: DHAHRAN

Name of Client's Representative: Sultan Zoubi

Representative's Phone No.: 03 876 1632

Representative's Fax No.: 03 874 4444

Representative E-Mail Add.: \_\_\_\_\_

Contract No.: 6510439647 Contract Title: REPLACE 3EACH RAW SEWAGE PUMP  
@RSPS #4  
Date \_\_\_\_\_ Scheduled \_\_\_\_\_ Date \_\_\_\_\_

Awarded: 08/14/2010 Completion Date: 07/31/2011 Completed: 07/30/2011

Estimated  
Completion Date: \_\_\_\_\_ Current % Complete: 100 %

Value of \_\_\_\_\_ Value of \_\_\_\_\_ Value of \_\_\_\_\_  
Contract: 360500/- Supplied materials: \_\_\_\_\_ Subcontracts: \_\_\_\_\_

Describe the contract scope of work: *Your description must include: The type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

The work involves to provide Building trade Services at Corporate Data Centre Building facilities including supply of multy craft supervisors, craft of specialised trades, tools, equipments and vehicles necessary to performs mainrenance service activities inside the building perimeter.

Provide a brief description of any work that you subcontracted to others: NOT APPLICABLE



**EXHIBIT "A"**

**WORK EXPERIENCE**

**PRIMARY CONTRACTOR WORK EXPERIENCE**

Copy this form as necessary and use a separate sheet for each contract

Client's company Name: SAUDI ARAMCO

Client's company Address: RAS TANURAH TERMINAL

Name of Client's Representative: JASSIM M. AL - MILAD

Representative's Phone No.: 03 6783479

Representative's Fax No.: 03 6781986

Representative E-Mail Add.: miladjm@aramco.com.sa

Contract No.: 6510447384 Contract Title: RENOVATE PH#2 CONTROL ROOM

Date Scheduled Date

Awarded: 11/13/2010 Completion Date: 01/30/2011 Completed: 01/28/2011

Estimated Completion Date: \_\_\_\_\_ Current % Complete: 100 %

Value of Contract: 320000/- Value of Supplied materials: \_\_\_\_\_ Value of Subcontracts: \_\_\_\_\_

Describe the contract scope of work: *Your description must include: The type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

*The work involves to provide Building trade Services at Corporate Data Centre Building facilities including supply of multy craft supervisors, craft of specialised trades, tools, equipments and vehicles necessary to performs mainrenance service activities inside the building perimeter.*

Provide a brief description of any work that you subcontracted to others: NOT APPLICABLE

**EXHIBIT "A"**

**WORK EXPERIENCE**

**PRIMARY CONTRACTOR WORK EXPERIENCE**

Copy this form as necessary and use a separate sheet for each contract

Client's company Name: SAUDI ARAMCO

Client's company Address: BERRI GAS PLANT

Name of Client's Representative: ALI HUSSAIN AL- SADIQ

Representative's Phone No.: 03 6787291

Representative's Fax No.: 03 6787552

Representative E-Mail Add.: ali.sadiq.4@aramco.com

Contract No.: 6510458313 Contract Title: F-14 SFC TO CLN, RMV, DISPOSE &  
**ARRNG MATERIALS** Scheduled

Date

Awarded: 12/27/2010 Completion Date: 04/30/2011 Completed: 04/30/2011

Estimated

Completion Date: \_\_\_\_\_ Current % Complete: 100 %

Value of Contract: 228500/- Value of Supplied materials: \_\_\_\_\_ Value of Subcontracts: \_\_\_\_\_

Describe the contract scope of work: *Your description must include: The type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

*The work involves to provide Building trade Services at Corporate Data Centre Building facilities including supply of multy craft supervisors, craft of specialised trades, tools, equipments and vehicles necessary to performs mainrenance service activities inside the building perimeter.*

Provide a brief description of any work that you subcontracted to others: **NOT APPLICABLE**

EXHIBIT "A"

WORK EXPERIENCE

PRIMARY CONTRACTOR WORK EXPERIENCE

**Copy this form as necessary and use a separate sheet for each contract**

**Client's Company Name:** SAUDI ARAMCO

**Client's Company Address:** RASTANURAH REFINERY

**Name of Client's Representative:** MOHAMMAD RADWAN

**Representative's Phone No.:** 03 6733503

**Representative's Fax No.:** 03 6730810

**Representative's E-Mail Add.:** mohammad.radwan@aramco.com

**Contract No.:** 6510340108 **Contract Title:** TO PERFORM CIVIL WORK AT RT REFINERY UTILITIES PLANT

**Date Awarded:** 01/15/2009 **Scheduled Completion Date:** 06/01/2009 **Date Completed:** 06/01/2009

**Estimated Completion Date:** NOT APPLICABLE **Current % Complete:** 100 %

**Value of Contract:** 699934/- **Value of Supplied Materials:** 350000/- **Value of Subcontracts:** NIL  
(Saudi Riyals) (Saudi Riyals) (Saudi Riyals)

**Describe the contract's scope of work:** *Your description must include: the type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

Work Involves Concrete Pipe Supports Repair, Concrete Fire Proofing Replacement, Concrete Slab Replacement. The work consists of Installing Temp Supports, Chipping, Cleaning, Splicing of Rebars, Grit Blasting, Painting, Concrete Furnish, Removal of Concrete fire proofing covering on Columns, beams, Blasting and Painting, Refire Proofing, Curing.

**Provide a brief description of any work that you subcontracted to others:**

NOT APPLICABLE

EXHIBIT "A"

WORK EXPERIENCE

PRIMARY CONTRACTOR WORK EXPERIENCE

**Copy this form as necessary and use a separate sheet for each contract**

**Client's Company Name:** SAUDI ARAMCO

**Client's Company Address:** DHAHRAN

**Name of Client's Representative:** M. SUHAIL ATHER

**Representative's Phone No.:** 03 8726464

**Representative's Fax No.:** 03 8722244

**Representative's E-Mail Add.:** \_\_\_\_\_

**Contract No.:** 6510337855 **Contract Title:** REPLACEMENT OF UNDERGROUND WATER ASBESTOS PIPES AT DOHA (SF-173)

**Date Awarded:** 10/14/2008 **Scheduled Completion Date:** 06/14/2009 **Date Completed:** 05/09/2009

**Estimated Completion Date:** NOT APPLICABLE **Current % Complete:** 100%

**Value of Contract:** 457000/- **Value of Supplied Materials:** 250000/- **Value of Subcontracts:** NIL  
(Saudi Riyals) (Saudi Riyals) (Saudi Riyals)

**Describe the contract's scope of work:** *Your description must include: the type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

Work Involves Demolishing Asphalt pavements, Removal of Asbestos Pipes, Excavate Trench to accommodate new UPVC Pipeline, Construction of Valve Boxes, Testing of Pipes and Fittings, Hydrotesting and Pressure Testing, Backfilling.

**Provide a brief description of any work that you subcontracted to others:** NOT APPLICABLE

EXHIBIT "A"

WORK EXPERIENCE

PRIMARY CONTRACTOR WORK EXPERIENCE

**Copy this form as necessary and use a separate sheet for each contract**

**Client's Company Name:** SAUDI ARAMCO

**Client's Company Address:** JUAYMAH GAS PLANT

**Name of Client's Representative:** SALMAN SANONAH

**Representative's Phone No.:** 03 6733178

**Representative's Fax No.:** 03 6730810

**Representative's E-Mail Add.:** \_\_\_\_\_

**Contract No.:** 6510151715 **Contract Title:** EXCAVATE TRENCH TO RUN SPARE CONTROL AND SIGNAL CABLES

**Date Awarded:** 09/03/2005 **Scheduled Completion Date:** 01/24/2006 **Date Completed:** 01/24/2006

**Estimated Completion Date:** \_\_\_\_\_ **Current % Complete:** 100%

**Value of Contract:** 385400/- **Value of Supplied Materials:** 100000/- **Value of Subcontracts:** NIL  
(Saudi Riyals) (Saudi Riyals) (Saudi Riyals)

**Describe the contract's scope of work:** *Your description must include: the type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

Work Involves Asphalt breaking, Excavation, Shoring, Dewatering, Backfilling of Marl and Sand and compacting,

Laying of Cables, Red tile and warning Tape, Backfilling, Asphaltting. Installing Concrete foundation, Structural Steel supports for Junction Boxes, Installing DIN rails.

**Provide a brief description of any work that you subcontracted to others:**

NOT APPLICABLE

EXHIBIT "A"

WORK EXPERIENCE

PRIMARY CONTRACTOR WORK EXPERIENCE

**Copy this form as necessary and use a separate sheet for each contract**

**Client's Company Name:** SAUDI ARAMCO

**Client's Company Address:** JUAYMAH GAS PLANT

**Name of Client's Representative:** HASAN JARASH

**Representative's Phone No.:** 03 6733439

**Representative's Fax No.:** 03 6730810

**Representative's E-Mail Add.:** \_\_\_\_\_

**Contract No.:** 6510289327 **Contract Title:** CARRY OUT IWS TIU -440-1-Q-924, 925, 926, 931, 933 & 942 @JTF

**Date Awarded:** 02/13/2008 **Scheduled Completion Date:** 10/20/2008 **Date Completed:** 10/20/2008

**Estimated Completion Date:** NOT APPLICABLE **Current % Complete:** 100 %

**Value of Contract:** 338824/- **Value of Supplied Materials:** 100000/- **Value of Subcontracts:** NIL  
(Saudi Riyals) (Saudi Riyals) (Saudi Riyals)

**Describe the contract's scope of work:** *Your description must include: the type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

Work Involves Civil Repair consisting of Concrete Breakout, Garnet Blasting, Replacing of Rebars, Application of Coating, Concrete Furnishing.

**Provide a brief description of any work that you subcontracted to others:**

NOT APPLICABLE



EXHIBIT "A"

WORK EXPERIENCE

PRIMARY CONTRACTOR WORK EXPERIENCE

**Copy this form as necessary and use a separate sheet for each contract**

**Client's Company Name:** SAUDI ARAMCO

**Client's Company Address:** BERRI GAS PLANT

**Name of Client's Representative:** ALI HUSSAIN AL- SADIQ

**Representative's Phone No.:** 03 6787291

**Representative's Fax No.:** 03 6787552

**Representative's E-Mail Add.:** ali.sadiq.4@aramco.com

**Contract No.:** 6510324805 **Contract Title:** SFC TO RENOVATE MAINTENANCE SHOP @ F13

**Date Awarded:** 08/16/2008 **Scheduled Completion Date:** 11/16/2008 **Date Completed:** 12/01/2008

**Estimated Completion Date:** NOT APPLICABLE **Current % Complete:** 100 %

**Value of Contract:** 174000/- **Value of Supplied Materials:** 90000/- **Value of Subcontracts:** NIL  
(Saudi Riyals) (Saudi Riyals) (Saudi Riyals)

**Describe the contract's scope of work:** *Your description must include: the type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

Work Involves Replacing of Floor and Wall Tiles, Internal and External Painting of Walls, Installing of Eastern and Western Closets, Partitions, Vanity Tops, and Accessories, Electrical Connections, Lighting Fixture, Emergency Light Installation, Plumbing Works, Raw water line repair, Armstrong Ceiling Installing, Gypsum Board Partitions, Aluminium Cabinets for Office.

**Provide a brief description of any work that you subcontracted to others:** NOT APPLICABLE



EXHIBIT "A"

WORK EXPERIENCE

PRIMARY CONTRACTOR WORK EXPERIENCE

**Copy this form as necessary and use a separate sheet for each contract**

**Client's Company Name:** SAUDI ARAMCO

**Client's Company Address:** SAFANIYAH OFFSHORE

**Name of Client's Representative:** THANI SHAMMARI

**Representative's Phone No.:** 03 3783831

**Representative's Fax No.:** 03 3781897

**Representative's E-Mail Add.:** \_\_\_\_\_

**Contract No.:** 6510334776 **Contract Title:** SFC SG-4 NW & U NEW MATERIAL STORE

**Date Awarded:** 10/05/2008 **Scheduled Completion Date:** 12/06/2008 **Date Completed:** 04/12/2009

**Estimated Completion Date:** NOT APPLICABLE **Current % Complete:** 100%

**Value of Contract:** 149000/- **Value of Supplied Materials:** 60000/- **Value of Subcontracts:** NIL  
(Saudi Riyals) (Saudi Riyals) (Saudi Riyals)

**Describe the contract's scope of work:** *Your description must include: the type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

Work Involves Construction of New Material Store at Safaniyah Offshore, Consisting of Structural Works involving Beams, Channels, Purlings, Gypsum Boards ,Corrugated Roof Sheet, and Electrical Works

**Provide a brief description of any work that you subcontracted to others:** NOT APPLICABLE

EXHIBIT "A"

WORK EXPERIENCE

PRIMARY CONTRACTOR WORK EXPERIENCE

**Copy this form as necessary and use a separate sheet for each contract**

**Client's Company Name:** SAUDI ARAMCO

**Client's Company Address:** RASTANURAH REFINERY

**Name of Client's Representative:** MOHAMMAD RADWAN

**Representative's Phone No.:** 03 6733503

**Representative's Fax No.:** 03 6730810

**Representative's E-Mail Add.:** mohammad.radwan@aramco.com

**Contract No.:** 6510324478 **Contract Title:** RENOVATE NGL METAL SHOP

**Date Awarded:** 08/16/2008 **Scheduled Completion Date:** 02/17/2009 **Date Completed:** 01/17/2009

**Estimated Completion Date:** NOT APPLICABLE **Current % Complete:** 100%

**Value of Contract:** 237587/- **Value of Supplied Materials:** 100000/- **Value of Subcontracts:** NIL  
(Saudi Riyals) (Saudi Riyals) (Saudi Riyals)

**Describe the contract's scope of work:** *Your description must include: the type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

Work Involves Replacing of Floor and Wall Tiles, Internal and External Painting of Walls, Installing of Eastern and Western Closets, Partitions, Vanity Tops, and Accessories, Electrical Connections, Lighting Fixture, Emergency Light Installation, Plumbing Works, Raw water line repair, Armstrong Ceiling Installing, Gypsum Board Partitions, Aluminium Cabinets for Office.

**Provide a brief description of any work that you subcontracted to others:** NOT APPLICABLE

EXHIBIT "A"

WORK EXPERIENCE

PRIMARY CONTRACTOR WORK EXPERIENCE

**Copy this form as necessary and use a separate sheet for each contract**

**Client's Company Name:** SAUDI ARAMCO

**Client's Company Address:** DHAHRAN

**Name of Client's Representative:** MOHAMMED ATHER

**Representative's Phone No.:** 03 8726464

**Representative's Fax No.:** 03 8722244

**Representative's E-Mail Add.:** \_\_\_\_\_

**Contract No.:** 6510313110 **Contract Title:** REPL OF PUMPS AT AL KHOBAR & DAMMAM (3 EA) B PUMPS ST (SF -147)

**Date Awarded:** 05/05/2008 **Scheduled Completion Date:** 01/31/2009 **Date Completed:** 01/03/2009

**Estimated Completion Date:** NOT APPLICABLE **Current % Complete:** 100%

**Value of Contract:** 60500/- **Value of Supplied Materials:** 20000/- **Value of Subcontracts:** NIL  
(Saudi Riyals) (Saudi Riyals) (Saudi Riyals)

**Describe the contract's scope of work:** *Your description must include: the type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

Work Involves Removal of Existing Pump and Installing of New Three Booster Pumps including the Electrical works, Civil Works, Piping and Instrumentation.

**Provide a brief description of any work that you subcontracted to others:**

NOT APPLICABLE

EXHIBIT "A"

WORK EXPERIENCE

PRIMARY CONTRACTOR WORK EXPERIENCE

**Copy this form as necessary and use a separate sheet for each contract**

**Client's Company Name:** SAUDI ARAMCO

**Client's Company Address:** DHAHRAN

**Name of Client's Representative:** MOHAMMED ATHER

**Representative's Phone No.:** 03 8726464

**Representative's Fax No.:** 03 8722244

**Representative's E-Mail Add.:** \_\_\_\_\_

**Contract No.:** 6510343602 **Contract Title:** REPLACE RAW WATER IRRIGATION PUMP AT JUAYMAH FARM (SF -190)

**Date Awarded:** 12/01/2008 **Scheduled Completion Date:** 03/31/2009 **Date Completed:** 03/30/2009

**Estimated Completion Date:** NOT APPLICABLE **Current % Complete:** 100%

**Value of Contract:** 198329/- **Value of Supplied Materials:** 70000/- **Value of Subcontracts:** NIL  
(Saudi Riyals) (Saudi Riyals) (Saudi Riyals)

**Describe the contract's scope of work:** *Your description must include: the type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

Work Involves Removal of Existing Pump and Installing of New Raw water Pump including the Electrical works, Civil Works, Piping and Instrumentation.

**Provide a brief description of any work that you subcontracted to others:**

NOT APPLICABLE

EXHIBIT "A"

WORK EXPERIENCE

PRIMARY CONTRACTOR WORK EXPERIENCE

**Copy this form as necessary and use a separate sheet for each contract**

**Client's Company Name:** SAUDI ARAMCO

**Client's Company Address:** BERRI GAS PLANT

**Name of Client's Representative:** ALI HUSSAIN AL- SADIQ

**Representative's Phone No.:** 03 6787291

**Representative's Fax No.:** 03 6787552

**Representative's E-Mail Add.:** ali.sadiq.4@aramco.com

**Contract No.:** 6510299183 **Contract Title:** SFC FOR INT. WTR RESISTANCE COATING

**Date Awarded:** 02/18/2008 **Scheduled Completion Date:** 02/26/2008 **Date Completed:** 02/26/2008

**Estimated Completion Date:** NOT APPLICABLE

**Current % Complete:** 100%

**Value of Contract:** 19100/-  
(Saudi Riyals)

**Value of Supplied Materials:** 5000/-  
(Saudi Riyals)

**Value of Subcontracts:** NIL  
(Saudi Riyals)

**Describe the contract's scope of work:** *Your description must include: the type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

Work Involves Internal Coating of the Pipe Spools for Sulfuric acid resistance, Chlorine Resistance, Water Resistance.

**Provide a brief description of any work that you subcontracted to others:** NOT APPLICABLE

EXHIBIT "A"

WORK EXPERIENCE

PRIMARY CONTRACTOR WORK EXPERIENCE

**Copy this form as necessary and use a separate sheet for each contract**

**Client's Company Name:** SAUDI ARAMCO

**Client's Company Address:** RASTANURAH REFINERY

**Name of Client's Representative:** SALEH SHUWAIKHAT

**Representative's Phone No.:** 03 6732400

**Representative's Fax No.:** 03 6730810

**Representative's E-Mail Add.:** \_\_\_\_\_

**Contract No.:** 6510176114 **Contract Title:** FABRICATE AND INSTALL WATCHING TOWER

**Date Awarded:** 03/04/2006 **Scheduled Completion Date:** 04/19/2006 **Date Completed:** 04/19/2006

**Estimated Completion Date:** NOT APPLICABLE **Current % Complete:** 100%

**Value of Contract:** 90660/- **Value of Supplied Materials:** 35000/- **Value of Subcontracts:** NIL  
(Saudi Riyals) (Saudi Riyals) (Saudi Riyals)

**Describe the contract's scope of work:** *Your description must include: the type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

Work Involves Fabrication and Installation of Watching Tower at Different Locations as per the drawing

**Provide a brief description of any work that you subcontracted to others:** NOT APPLICABLE



EXHIBIT "A"

WORK EXPERIENCE

PRIMARY CONTRACTOR WORK EXPERIENCE

**Copy this form as necessary and use a separate sheet for each contract**

**Client's Company Name:** SAUDI ARAMCO

**Client's Company Address:** DHAHRAN

**Name of Client's Representative:** ABDUL G. BAIG

**Representative's Phone No.:** 03 8722247

**Representative's Fax No.:** 03 8722244

**Representative's E-Mail Add.:** \_\_\_\_\_

**Contract No.:** 6510281360 **Contract Title:** INTERCONNECT CHILLED AND COND W/SYS FOR 3 CHILLER AT AC PLT (SF 120)

**Date Awarded:** 11/10/2007 **Scheduled Completion Date:** 04/05/2008 **Date Completed:** 03/20/2008

**Estimated Completion Date:** NOT APPLICABLE **Current % Complete:** 100%

**Value of Contract:** 317010/- **Value of Supplied Materials:** 130000/- **Value of Subcontracts:** NIL  
(Saudi Riyals) (Saudi Riyals) (Saudi Riyals)

**Describe the contract's scope of work:** *Your description must include: the type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

Work Involves Fabrication and Installation of Pipe Spools and Fittings to connect the Chilled and Condenser Water systems at A. C. Plant, Dhahran.

**Provide a brief description of any work that you subcontracted to others:**

NOT APPLICABLE



EXHIBIT "A"

WORK EXPERIENCE

PRIMARY CONTRACTOR WORK EXPERIENCE

**Copy this form as necessary and use a separate sheet for each contract**

**Client's Company Name:** SAUDI ARAMCO

**Client's Company Address:** RASTANURAH REFINERY

**Name of Client's Representative:** MOHAMMAD RADWAN

**Representative's Phone No.:** 03 6733503

**Representative's Fax No.:** 03 6730810

**Representative's E-Mail Add.:** mohammad.radwan@aramco.com

**Contract No.:** 6510332305 **Contract Title:** INSTALL MARBLE KITCHEN SINK, CABINETS AND DROP CEILING

**Date Awarded:** 09/15/2008 **Scheduled Completion Date:** 10/30/2008 **Date Completed:** 12/22/2008

**Estimated Completion Date:** NOT APPLICABLE **Current % Complete:** 100%

**Value of Contract:** 113000/- **Value of Supplied Materials:** 40000/- **Value of Subcontracts:** NIL  
(Saudi Riyals) (Saudi Riyals) (Saudi Riyals)

**Describe the contract's scope of work:** *Your description must include: the type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

Work Involves Installing Aluminium Kitchen Cabinets, Sink, and Ceiling as per the Scope and Drawings

**Provide a brief description of any work that you subcontracted to others:** NOT APPLICABLE

EXHIBIT "A"

WORK EXPERIENCE

PRIMARY CONTRACTOR WORK EXPERIENCE

**Copy this form as necessary and use a separate sheet for each contract**

**Client's Company Name:** SAUDI ARAMCO

**Client's Company Address:** RASTANURAH REFINERY

**Name of Client's Representative:** MOHAMMAD RADWAN

**Representative's Phone No.:** 03 6733503

**Representative's Fax No.:** 03 6730810

**Representative's E-Mail Add.:** mohammad.radwan@aramco.com

**Contract No.:** 6510332305 **Contract Title:** P -51 PIPEWAYS AND RTR S. FENCE UPROOTING OF GRASSES REMOVAL

**Date Awarded:** 09/06/2008 **Scheduled Completion Date:** 11/08/2008 **Date Completed:** 11/08/2008

**Estimated Completion Date:** NOT APPLICABLE **Current % Complete:** 100%

**Value of Contract:** 92000/- **Value of Supplied Materials:** NIL **Value of Subcontracts:** NIL  
(Saudi Riyals) (Saudi Riyals) (Saudi Riyals)

**Describe the contract's scope of work:** *Your description must include: the type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

Work Involves Removal of Grasses, trash, debris, sand with help of Loader and Manually and disposing at Juaymah.

**Provide a brief description of any work that you subcontracted to others:** NOT APPLICABLE

EXHIBIT "A"

WORK EXPERIENCE

PRIMARY CONTRACTOR WORK EXPERIENCE

**Copy this form as necessary and use a separate sheet for each contract**

**Client's Company Name:** SAUDI ARAMCO

**Client's Company Address:** RASTANURAH REFINERY

**Name of Client's Representative:** AZHAR SAEED

**Representative's Phone No.:** 03 6735612

**Representative's Fax No.:** 03 6730810

**Representative's E-Mail Add.:** \_\_\_\_\_

**Contract No.:** 6510332305 **Contract Title:** RENOVATE (R & O PLANT BLDG. FACILITIES)

**Date Awarded:** 06/28/2008 **Scheduled Completion Date:** 09/29/2008 **Date Completed:** 09/29/2008

**Estimated Completion Date:** NOT APPLICABLE **Current % Complete:** 100%

**Value of Contract:** 99000/- **Value of Supplied Materials:** 35000 **Value of Subcontracts:** NIL  
(Saudi Riyals) (Saudi Riyals) (Saudi Riyals)

**Describe the contract's scope of work:** *Your description must include: the type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

Work Involves Replacing of Floor and Wall Tiles, Internal and External Painting of Walls, Installing of Eastern and Western Closets, Partitions, Vanity Tops, and Accessories, Electrical Connections, Lighting Fixture, Emergency Light Installation, Plumbing Works, Raw water line repair, Armstrong Ceiling Installing, Gypsum Board Partitions, Aluminium Cabinets for Office.

**Provide a brief description of any work that you subcontracted to others:** NOT APPLICABLE

EXHIBIT "A"

WORK EXPERIENCE

PRIMARY CONTRACTOR WORK EXPERIENCE

**Copy this form as necessary and use a separate sheet for each contract**

**Client's Company Name:** SAUDI ARAMCO

**Client's Company Address:** JUAYMAH GAS PLT

**Name of Client's Representative:** MOHAMMAD RADWAN

**Representative's Phone No.:** 03 6733503

**Representative's Fax No.:** 03 6730810

**Representative's E-Mail Add.:** mohammad.radwan@aramco.com

**Contract No.:** 6510316196 **Contract Title:** RENOVATE TOILET, KITCHEN AND DINING ROOM AT JUAYMAH MAINT BLDG.

**Date Awarded:** 06/10/2008 **Scheduled Completion Date:** 08/20/2008 **Date Completed:** 08/20/2008

**Estimated Completion Date:** NOT APPLICABLE **Current % Complete:** 100%

**Value of Contract:** 202602/- **Value of Supplied Materials:** 75000 **Value of Subcontracts:** NIL  
(Saudi Riyals) (Saudi Riyals) (Saudi Riyals)

**Describe the contract's scope of work:** *Your description must include: the type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

Work Involves Replacing of Floor and Wall Tiles, Internal and External Painting of Walls, Installing of Eastern and Western Closets, Partitions, Vanity Tops, and Accessories, Electrical Connections, Lighting Fixture, Emergency Light Installation, Plumbing Works, Raw water line repair, Armstrong Ceiling Installing, Gypsum Board Partitions

**Provide a brief description of any work that you subcontracted to others:** NOT APPLICABLE

EXHIBIT "A"

WORK EXPERIENCE

PRIMARY CONTRACTOR WORK EXPERIENCE

**Copy this form as necessary and use a separate sheet for each contract**

**Client's Company Name:** SAUDI ARAMCO

**Client's Company Address:** JUAYMAH GAS PLT

**Name of Client's Representative:** HANI SADIQ

**Representative's Phone No.:** 03 6733503

**Representative's Fax No.:** 03 6730810

**Representative's E-Mail Add.:** hani ali.sadiq.4@aramco.com

**Contract No.:** 6510263938 **Contract Title:** REPLACE DEFECTIVE 4" SEWER LINE AT JGP

**Date Awarded:** 07/28/2007 **Scheduled Completion Date:** 01/23/2008 **Date Completed:** 12/16/2007

**Estimated Completion Date:** NOT APPLICABLE **Current % Complete:** 100%

**Value of Contract:** 305040/- **Value of Supplied Materials:** 125000 **Value of Subcontracts:** NIL  
(Saudi Riyals) (Saudi Riyals) (Saudi Riyals)

**Describe the contract's scope of work:** *Your description must include: the type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

Work Involves Fabrication and Installation of 4" Pipe , Valves, and other Fittings at Juaymah Gas Plant. Work involves removal of Existing Pipe after Excavation, and replacing of new pipes, Testing and Backfilling.

**Provide a brief description of any work that you subcontracted to others:** NOT APPLICABLE

EXHIBIT "A"

WORK EXPERIENCE

PRIMARY CONTRACTOR WORK EXPERIENCE

**Copy this form as necessary and use a separate sheet for each contract**

**Client's Company Name:** SAUDI ARAMCO

**Client's Company Address:** BERRI GAS PLANT

**Name of Client's Representative:** KHALED OTAIBI

**Representative's Phone No.:** 03 6787173

**Representative's Fax No.:** 03 6787552

**Representative's E-Mail Add.:** khalid.otaibi.66@aramco.com

**Contract No.:** 6510272059 **Contract Title:** SFC TO PERFORM THE JOB

**Date Awarded:** 12/01/2007 **Scheduled Completion Date:** 05/28/2008 **Date Completed:** 04/19/2008

**Estimated Completion Date:** NOT APPLICABLE **Current % Complete:** 100%

**Value of Contract:** 344137/- **Value of Supplied Materials:** 130000/- **Value of Subcontracts:** NIL  
(Saudi Riyals) (Saudi Riyals) (Saudi Riyals)

**Describe the contract's scope of work:** *Your description must include: the type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

Work Involves Replacing of Floor and Wall Tiles, Internal and External Painting of Walls, Installing of Eastern and Western Closets, Partitions, Vanity Tops, and Accessories, Electrical Connections, Lighting Fixture, Emergency Light Installation, Plumbing Works, Raw water line repair, Armstrong Ceiling Installing, Gypsum Board Partitions, Aluminium Cabinets for Office.

**Provide a brief description of any work that you subcontracted to others:** NOT APPLICABLE



EXHIBIT "A"

WORK EXPERIENCE

PRIMARY CONTRACTOR WORK EXPERIENCE

**Copy this form as necessary and use a separate sheet for each contract**

**Client's Company Name:** SAUDI ARAMCO

**Client's Company Address:** BERRI GAS PLANT

**Name of Client's Representative:** ALI HUSSAIN AL- SADIQ

**Representative's Phone No.:** 03 6787291

**Representative's Fax No.:** 03 6787552

**Representative's E-Mail Add.:** ali.sadiq.4@aramco.com

**Contract No.:** 6510299364 **Contract Title:** GALVANIZED SHEETS REPLACEMENT FOR E-122B

**Date Awarded:** 02/19/2008 **Scheduled Completion Date:** 03/11/2008 **Date Completed:** 04/20/2008

**Estimated Completion Date:** NOT APPLICABLE **Current % Complete:** 100%

**Value of Contract:** 99038/- **Value of Supplied Materials:** 45000/- **Value of Subcontracts:** NIL  
(Saudi Riyals) (Saudi Riyals) (Saudi Riyals)

**Describe the contract's scope of work:** *Your description must include: the type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

Work Involves Installation of Galvanised Sheets after removing the existing one at E -122B

**Provide a brief description of any work that you subcontracted to others:** NOT APPLICABLE



EXHIBIT "A"

WORK EXPERIENCE

PRIMARY CONTRACTOR WORK EXPERIENCE

**Copy this form as necessary and use a separate sheet for each contract**

**Client's Company Name:** SAUDI ARAMCO

**Client's Company Address:** RASTANURAH TERMINAL

**Name of Client's Representative:** ABDULLAAH KHALFAN

**Representative's Phone No.:** 03 6735612

**Representative's Fax No.:** 03 6730810

**Representative's E-Mail Add.:** abdullaah.khalid.khalfan.1@aramco.com

**Contract No.:** 6510268347 **Contract Title:** RENOVATE TERMINAL PROJECT UNIT BUILDING

**Date Awarded:** 08/20/2007 **Scheduled Completion Date:** 12/17/2007 **Date Completed:** 12/17/2007

**Estimated Completion Date:** NOT APPLICABLE **Current % Complete:** 100%

**Value of Contract:** 200740 **Value of Supplied Materials:** 90000/- **Value of Subcontracts:** NIL  
(Saudi Riyals) (Saudi Riyals) (Saudi Riyals)

**Describe the contract's scope of work:** *Your description must include: the type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

Work Involves Replacing of Floor and Wall Tiles, Internal and External Painting of Walls, Installing of Eastern and Western Closets, Partitions, Vanity Tops, and Accessories, Electrical Connections, Lighting Fixture, Emergency Light Installation, Plumbing Works, Raw water line repair, Armstrong Ceiling Installing, Gypsum Board Partitions, Aluminium Cabinets for Office.

**Provide a brief description of any work that you subcontracted to others:** NOT APPLICABLE

EXHIBIT "A"

WORK EXPERIENCE

PRIMARY CONTRACTOR WORK EXPERIENCE

**Copy this form as necessary and use a separate sheet for each contract**

**Client's Company Name:** SAUDI ARAMCO

**Client's Company Address:** RASTANURAH REFINERY

**Name of Client's Representative:** HANI SADIQ

**Representative's Phone No.:** 03 6733503

**Representative's Fax No.:** 03 6730810

**Representative's E-Mail Add.:** \_\_\_\_\_

**Contract No.:** 6510270143 **Contract Title:** RELOCATE SMOKING SHELTER #224 @ A.S. GOSP

**Date Awarded:** 08/25/2007 **Scheduled Completion Date:** 10/29/2007 **Date Completed:** 10/29/2007

**Estimated Completion Date:** NOT APPLICABLE **Current % Complete:** 100%

**Value of Contract:** 75610/- **Value of Supplied Materials:** 25000 **Value of Subcontracts:** NIL  
(Saudi Riyals) (Saudi Riyals) (Saudi Riyals)

**Describe the contract's scope of work:** *Your description must include: the type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

Work Involves Construction of New Foundation, Fabrication and Installation of Smoking Shelter #224

**Provide a brief description of any work that you subcontracted to others:** NOT APPLICABLE

EXHIBIT "A"

WORK EXPERIENCE

PRIMARY CONTRACTOR WORK EXPERIENCE

**Copy this form as necessary and use a separate sheet for each contract**

**Client's Company Name:** SAUDI ARAMCO

**Client's Company Address:** BERRI GAS PLANT

**Name of Client's Representative:** ALI HUSSAIN AL- SADIQ

**Representative's Phone No.:** 03 6787291

**Representative's Fax No.:** 03 6787552

**Representative's E-Mail Add.:** ali.sadiq.4@aramco.com

**Contract No.:** 6510258050 **Contract Title:** SFC TO DO ROOF WATER PROOFING

**Date Awarded:** 06/09/2007 **Scheduled Completion Date:** 07/06/2007 **Date Completed:** 07/06/2007

**Estimated Completion Date:** NOT APPLICABLE **Current % Complete:** 100%

**Value of Contract:** 186605/- **Value of Supplied Materials:** 95000/- **Value of Subcontracts:** NIL  
(Saudi Riyals) (Saudi Riyals) (Saudi Riyals)

**Describe the contract's scope of work:** *Your description must include: the type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

Work Involves Removal of all Roof layers including Gravel, Thermal insulation block foam glass, metal decking, EPDM membrane layers until Concrete slab is exposed, Flooding of Building roof using water to identify damaged areas. Application of Thortex Polytech – CSM water proofing Reinstalling of all roof accessories. Removal and Replacing of Roof flashing, Replacing of Armstrong ceiling. Cleaning of dirt, dust and loose soil and other contaminants on the wall surface, Application of Thortex Wall Tech FP – Thortex Poly Tech BP Primer, Thortex Bridging tape, Thortex Poly Tech, Thortex Reinforced sheet

**Provide a brief description of any work that you subcontracted to others:** NOT APPLICABLE

EXHIBIT "A"

WORK EXPERIENCE

PRIMARY CONTRACTOR WORK EXPERIENCE

**Copy this form as necessary and use a separate sheet for each contract**

**Client's Company Name:** SAUDI ARAMCO

**Client's Company Address:** BERRI GAS PLANT

**Name of Client's Representative:** ALI HUSSAIN AL- SADIQ

**Representative's Phone No.:** 03 6787291

**Representative's Fax No.:** 03 6787552

**Representative's E-Mail Add.:** ali.sadiq.4@aramco.com

**Contract No.:** 6510258052 **Contract Title:** SFC 476/ REPAIR CONCRETE FOUNDATION D -10

**Date Awarded:** 06/09/2007 **Scheduled Completion Date:** 09/09/2007 **Date Completed:** 08/18/2007

**Estimated Completion Date:** NOT APPLICABLE

**Current % Complete:** 100%

**Value of Contract:** 55400/-  
(Saudi Riyals)

**Value of Supplied Materials:** 20000/-  
(Saudi Riyals)

**Value of Subcontracts:** NIL  
(Saudi Riyals)

**Describe the contract's scope of work:** *Your description must include: the type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

Work Involves Concrete Pipe Supports Repair, Concrete Fire Proofing Replacement, Concrete Slab Replacement. The work consists of Installing Temp Supports, Chipping, Cleaning, Splicing of Rebars, Grit Blasting, Painting, Concrete Furnish.

**Provide a brief description of any work that you subcontracted to others:** NOT APPLICABLE

EXHIBIT "A"

WORK EXPERIENCE

PRIMARY CONTRACTOR WORK EXPERIENCE

**Copy this form as necessary and use a separate sheet for each contract**

**Client's Company Name:** SAUDI ARAMCO

**Client's Company Address:** JUAYMAH GAS PLT

**Name of Client's Representative:** ABDULLAH KHALFAN

**Representative's Phone No.:** 03 6735612

**Representative's Fax No.:** 03 6730810

**Representative's E-Mail Add.:** abdullaah khalid.khalfan.1@aramco.com

**Contract No.:** 6510262795 **Contract Title:** RENOVATE OPERATION HAMMAM AT AREA 1

**Date Awarded:** 07/21/2007 **Scheduled Completion Date:** 09/30/2007 **Date Completed:** 09/15/2007

**Estimated Completion Date:** NOT APPLICABLE **Current % Complete:** 100%

**Value of Contract:** 80609/- **Value of Supplied Materials:** 35000 **Value of Subcontracts:** NIL  
(Saudi Riyals) (Saudi Riyals) (Saudi Riyals)

**Describe the contract's scope of work:** *Your description must include: the type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

Work Involves Replacing of Floor and Wall Tiles, Internal and External Painting of Walls, Installing of Eastern and Western Closets, Partitions, Vanity Tops, and Accessories, Electrical Connections, Lighting Fixture, Emergency Light Installation, Plumbing Works.

**Provide a brief description of any work that you subcontracted to others:** NOT APPLICABLE

EXHIBIT "A"

WORK EXPERIENCE

PRIMARY CONTRACTOR WORK EXPERIENCE

**Copy this form as necessary and use a separate sheet for each contract**

**Client's Company Name:** SAUDI ARAMCO

**Client's Company Address:** BERRI GAS PLANT

**Name of Client's Representative:** KHALED OTAIBI

**Representative's Phone No.:** 03 6787173

**Representative's Fax No.:** \_\_\_\_\_

**Representative's E-Mail Add.:** khalid.otaibi.66@aramco.com

**Contract No.:** 6510264116 **Contract Title:** 474HP SFC RENOVATE H.P KITCHEN

**Date Awarded:** 07/21/2007 **Scheduled Completion Date:** 08/23/2007 **Date Completed:** 09/28/2007

**Estimated Completion Date:** NOT APPLICABLE **Current % Complete:** 100%

**Value of Contract:** 96960/- **Value of Supplied Materials:** 35000/- **Value of Subcontracts:** NIL  
(Saudi Riyals) (Saudi Riyals) (Saudi Riyals)

**Describe the contract's scope of work:** *Your description must include: the type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

Work Involves Replacing of Floor and Wall Tiles, Internal and External Painting of Walls Electrical Connections,

Lighting Fixture, Emergency Light Installation, Plumbing Works, Raw water line repair, Armstrong Ceiling Installing,

Aluminium Cabinets for Kitchen

**Provide a brief description of any work that you subcontracted to others:** NOT APPLICABLE



EXHIBIT "A"

WORK EXPERIENCE

PRIMARY CONTRACTOR WORK EXPERIENCE

**Copy this form as necessary and use a separate sheet for each contract**

**Client's Company Name:** SAUDI ARAMCO

**Client's Company Address:** RASTANURAH REFINERY

**Name of Client's Representative:** MOHAMMAD YAHYA

**Representative's Phone No.:** 03 6734911

**Representative's Fax No.:** 03 6730810

**Representative's E-Mail Add.:** \_\_\_\_\_

**Contract No.:** 6510207621 **Contract Title:** RENOVATION OF NGL PLANT- 490 P.I.B

**Date Awarded:** 09/02/2006 **Scheduled Completion Date:** 01/15/2007 **Date Completed:** 04/11/2007

**Estimated Completion Date:** NOT APPLICABLE **Current % Complete:** 100%

**Value of Contract:** 384712/- **Value of Supplied Materials:** 130000/- **Value of Subcontracts:** NIL  
(Saudi Riyals) (Saudi Riyals) (Saudi Riyals)

**Describe the contract's scope of work:** *Your description must include: the type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

Work Involves Replacing of Floor and Wall Tiles, Internal and External Painting of Walls, Installing of Eastern and Western Closets, Partitions, Vanity Tops, and Accessories, Electrical Connections, Lighting Fixture, Emergency Light Installation, Plumbing Works, Raw water line repair, Armstrong Ceiling Installing, Gypsum Board Partitions, Aluminium Cabinets for Office.

**Provide a brief description of any work that you subcontracted to others:** NOT APPLICABLE



EXHIBIT "A"

WORK EXPERIENCE

PRIMARY CONTRACTOR WORK EXPERIENCE

**Copy this form as necessary and use a separate sheet for each contract**

**Client's Company Name:** SAUDI ARAMCO

**Client's Company Address:** SAFANIYAH OFFSHORE

**Name of Client's Representative:** ALI DAKHEEL

**Representative's Phone No.:** 03 3782039

**Representative's Fax No.:** 03 3785372

**Representative's E-Mail Add.:** \_\_\_\_\_

**Contract No.:** 6510192520 **Contract Title:** RENOVATION OF TOILETS AT SOFMD AND MOFPD MACHINE

**Date Awarded:** 05/06/2006 **Scheduled Completion Date:** 08/15/2006 **Date Completed:** 09/05/2006

**Estimated Completion Date:** NOT APPLICABLE **Current % Complete:** 100%

**Value of Contract:** 219678/- **Value of Supplied Materials:** 105000 **Value of Subcontracts:** NIL  
(Saudi Riyals) (Saudi Riyals) (Saudi Riyals)

**Describe the contract's scope of work:** *Your description must include: the type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

Work Involves Replacing of Floor and Wall Tiles, Internal Painting of Walls, Installing of Eastern and Western Closets,

Partitions, Vanity Tops, and Accessories, Electrical Connections, Lighting Fixture, Emergency Light Installation,

Plumbing Works.

**Provide a brief description of any work that you subcontracted to others:** NOT APPLICABLE

EXHIBIT "A"

WORK EXPERIENCE

PRIMARY CONTRACTOR WORK EXPERIENCE

**Copy this form as necessary and use a separate sheet for each contract**

**Client's Company Name:** SAUDI ARAMCO

**Client's Company Address:** RASTANURAH REFINERY

**Name of Client's Representative:** MOHAMMAD HENDI

**Representative's Phone No.:** 03 6736958

**Representative's Fax No.:** 03 6730810

**Representative's E-Mail Add.:** \_\_\_\_\_

**Contract No.:** 6510215251 **Contract Title:** RTR CAFETERIA FUNCTION RM RENOVATE

**Date Awarded:** 10/14/2006 **Scheduled Completion Date:** 12/20/2006 **Date Completed:** 12/20/2006

**Estimated Completion Date:** NOT APPLICABLE **Current % Complete:** 100%

**Value of Contract:** 196005/- **Value of Supplied Materials:** 70000/- **Value of Subcontracts:** NIL  
(Saudi Riyals) (Saudi Riyals) (Saudi Riyals)

**Describe the contract's scope of work:** *Your description must include: the type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

Work Involves Replacing of Floor and Wall Tiles, Internal and External Painting of Walls, Partitions and Accessories,

Electrical Connections, Lighting Fixture, Emergency Light Installation, , Raw water line repair, Armstrong Ceiling

Installing, Gypsum Board Partitions, Aluminium Cabinets for Office.

**Provide a brief description of any work that you subcontracted to others:** NOT APPLICABLE

EXHIBIT "A"

WORK EXPERIENCE

PRIMARY CONTRACTOR WORK EXPERIENCE

**Copy this form as necessary and use a separate sheet for each contract**

**Client's Company Name:** SAUDI ARAMCO

**Client's Company Address:** JUAYMAH TANK FARM

**Name of Client's Representative:** ABDULKARIM SHALI

**Representative's Phone No.:** 03 6771225

**Representative's Fax No.:** 03 6730810

**Representative's E-Mail Add.:** \_\_\_\_\_

**Contract No.:** 6510174637 **Contract Title:** ROAD CROSSING#4 T&I AT JTF

**Date Awarded:** 02/28/2006 **Scheduled Completion Date:** 07/23/2006 **Date Completed:** 07/23/2006

**Estimated Completion Date:** NOT APPLICABLE **Current % Complete:** 100%

**Value of Contract:** 200700/- **Value of Supplied Materials:** 80000/- **Value of Subcontracts:** NIL  
(Saudi Riyals) (Saudi Riyals) (Saudi Riyals)

**Describe the contract's scope of work:** *Your description must include: the type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

Work Involves Excavation across the Road Crossing after After Asphalt Breakout, Removal of Barricades, Removal of Pipe Sleeves after Cutting, by using Crane, Blasting and Coating on Pipes and Sleeves, Fabrication of New sleeves, Sleeve Installation, Cathode Installation, Barricade Installation, Marl, Sand Backfilling, Asphaltting.

**Provide a brief description of any work that you subcontracted to others:**

NOT APPLICABLE

EXHIBIT "A"

WORK EXPERIENCE

PRIMARY CONTRACTOR WORK EXPERIENCE

**Copy this form as necessary and use a separate sheet for each contract**

**Client's Company Name:** SAUDI ARAMCO

**Client's Company Address:** RASTANURAH REFINERY

**Name of Client's Representative:** SALEH SHUWAIKHAT

**Representative's Phone No.:** 03 6732400

**Representative's Fax No.:** 03 6730810

**Representative's E-Mail Add.:** \_\_\_\_\_

**Contract No.:** 6510176513 **Contract Title:** RENOVATE TWO MOSQUES FOR NORTH REF MAINT  
**BLDG AND PLT 15**

**Date Awarded:** 02/04/2006 **Scheduled Completion Date:** 04/10/2006 **Date Completed:** 04/10/2006

**Estimated Completion Date:** NOT APPLICABLE **Current % Complete:** 100%

**Value of Contract:** 118000/- **Value of Supplied Materials:** 40000/- **Value of Subcontracts:** NIL  
(Saudi Riyals) (Saudi Riyals) (Saudi Riyals)

**Describe the contract's scope of work:** *Your description must include: the type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

Work Involves Replacing of Wall Tiles, Internal and External Painting of Walls, Electrical Connections, Lighting

Fixture, Emergency Light Installation, Armstrong Ceiling Installing, Speakers and Mic Installing, A.C Installation, New

Carpet with wooden Base Board, Renovation of Ablution area.

**Provide a brief description of any work that you subcontracted to others:** NOT APPLICABLE

EXHIBIT "A"

WORK EXPERIENCE

PRIMARY CONTRACTOR WORK EXPERIENCE

**Copy this form as necessary and use a separate sheet for each contract**

**Client's Company Name:** SAUDI ARAMCO

**Client's Company Address:** SAFANIYAH OFFSHORE

**Name of Client's Representative:** HANI SADIQ

**Representative's Phone No.:** 03 3785356

**Representative's Fax No.:** 03 6730810

**Representative's E-Mail Add.:** \_\_\_\_\_

**Contract No.:** 6510167183 **Contract Title:** SFC RENOVATION OF TOILETS AT WELL SVCS

**Date Awarded:** 12/10/2005 **Scheduled Completion Date:** 01/20/2006 **Date Completed:** 01/07/2006

**Estimated Completion Date:** NOT APPLICABLE **Current % Complete:** 100%

**Value of Contract:** 81239/- **Value of Supplied Materials:** 20000/- **Value of Subcontracts:** NIL  
(Saudi Riyals) (Saudi Riyals) (Saudi Riyals)

**Describe the contract's scope of work:** *Your description must include: the type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

Work Involves Replacing of Floor and Wall Tiles, Internal Painting of Walls, Partitions and Accessories, Electrical Connections, Lighting Fixture, Emergency Light Installation, , Raw water line repair, Armstrong Ceiling Installing,

**Provide a brief description of any work that you subcontracted to others:** NOT APPLICABLE

EXHIBIT "A"

WORK EXPERIENCE

PRIMARY CONTRACTOR WORK EXPERIENCE

**Copy this form as necessary and use a separate sheet for each contract**

**Client's Company Name:** SAUDI ARAMCO

**Client's Company Address:** TANAJIB MARINE

**Name of Client's Representative:** MOHAMMAD YAHYA

**Representative's Phone No.:** 03 3785360

**Representative's Fax No.:** 03 3785372

**Representative's E-Mail Add.:** \_\_\_\_\_

**Contract No.:** 6510128407 **Contract Title:** RENOVATE TANAJIB MARINE MUSSALA #1 / TOILETS & RADAR ROOM

**Date Awarded:** 04/16/2005 **Scheduled Completion Date:** 06/30/2005 **Date Completed:** 06/30/2005

**Estimated Completion Date:** NOT APPLICABLE **Current % Complete:** 100%

**Value of Contract:** 57157/- **Value of Supplied Materials:** 20000/- **Value of Subcontracts:** NIL  
(Saudi Riyals) (Saudi Riyals) (Saudi Riyals)

**Describe the contract's scope of work:** *Your description must include: the type of facility, the location of facility (on plot or off plot), the type of Trades and a brief description of work performed.*

Work Involves Replacing of Floor and Wall Tiles, Carpet tile replace, Internal Painting of Walls, Electrical Connections, Lighting Fixture, Emergency Light Installation, Armstrong Ceiling Installing,

**Provide a brief description of any work that you subcontracted to others:** NOT APPLICABLE



## RESUME

Name: THOMAS JOHN

Nationality: INDIAN

Job Title: CONTRACT MANAGER (PROJECT)

Years with the company: 5

## EDUCATION

### Type of Schooling / Training

Graduate College: KERALA UNIVERSITY

Undergraduate College: KERALA UNIVERSITY

Technical School: CIVIL

### Type of Degree / Certification

BACHELOR OF CIVIL ENGINEERING

PRE-DEGREE

CIVIL ENGINEERING

## WORK EXPERIENCE

Company: Dhafer M.Al-Zlaik & Partners Gen. Cont. Co From: 2013 To: PRESENT

Position Held: CONTRACT MANAGER (PROJECT)

### **Brief Description of Responsibilities:**

Leading a team of Engineers for various projects, undertaking new projects, co-ordination with all departments for the completion of the project, Monitor the work progress and ensure the uniformity and consistency in the application of procedure in conformance of project specification requirements.

Company: AL-NASSAR TRADING AND CONT.CO From: 1996 To: 2012

Position Held: PROJECT ENGINEER

### **Brief Description of Responsibilities:**

RESPONSIBLE FOR ESTIMATION, SCHEDULING, MANAGING A TEAM OF 150 WORKERS FOR VARIOUS ARAMCO PROJECTS.

Company: M.R BALHARITH ESTABLISHMENT AL HASSA, KSA. From: 1994 To: 1995

Position Held: PROJECT ENGINEER

### **Brief Description of Responsibilities:**

RESPONSIBLE FOR WORK ESTIMATION, SCHEDULING, MANAGING THE CONSTRUCTION ACTIVITIES.

Copy this form as necessary and use a separate sheet for each position.



## KEY PERSONNEL

Name: SAJU K.K

Nationality: INDIAN

Job Title: MECHANICAL ENGINEER

Years with the company: 5 YEARS

## EDUCATION

Type of Schooling/ Training

Type of Degree/ Certification

Graduate College: ENGINEERING

BACHELOR OF MECHANICAL ENGINEERING

Undergraduate College: PRE UNIVERSITY

SCIENCE

Technical School: MECHANICAL

MECHANICAL ENGINEERING

## WORK EXPERIENCE

Company: GULF OIL CORPORATION, INDIA

From: 2008 To: 2010

Position Held: PROJECT ENGINEER

Brief Description of Responsibilities:

LEADING A TEAM OF 50 EMPLOYEES IN VARIOUS PROJECTS OF THE COMPANY ENGAGED IN PRODUCT DEVELOPMENTS OF CUSTOMISED PRODUCTS FOR VARIOUS AUTO INDUSTRIES.

Company: DHAIFER M AL ZLAIQ CO.

From: 2010 To: PRESENT

Position Held: PROJECTS ENGINEER

Brief Description of Responsibilities:

WORKING AS A PROJECT ENGINEER AND INVOLVED IN ATTENDING CLIENT MEETINGS, ESTIMATION, PLANNING, DOCUMENTATION, SCHEDULING AND SUPERVISING. ALSO RESPONSIBLE FOR THE SAFETY OF THE WORK SITE.

## **RESUME**

**Name:** JIJIN RAJ

**Nationality:** INDIAN

**Job Title:** QA/QC CIVIL ENGINEER

**Years with the company:** 2

## **EDUCATION**

### **Type of Schooling / Training**

**Graduate College:** ENGINEERING

**Undergraduate College:** PRE UNIVERSITY

**Technical School:** CIVIL

### **Type of Degree / Certification**

BACHELOR OF CIVIL ENGINEERING

SCIENCE

CIVIL ENGINEERING

## **WORK EXPERIENCE**

**Company:** DHAIFER M.AL-ZLAIQ & PARTNERS GEN. CONT. CO **From:** 2016 **To:** PRESENT

**Position Held:** QA/QC CIVIL ENGINEER

### **Brief Description of Responsibilities:**

Provide the leadership, management systems, and resources required to effectively design, procure, construct, and mechanically complete the projects. Set project quality objectives and provide means to achieve them. Provide onsite PM supervision to ensure that the Contractor adheres to all procedures and standards and that the built facilities meet the Mandatory, Project Specifications and Contract requirements. Provide guidance and support to the Project Manager as needed to assure project quality goals are met. Review project QA/QC programs and performance to ensure effective implementation of corporate objectives. Review project QA/QC results, and make appropriate policy adjustments to achieve the desired results. Interface with Inspection Department Manager.

**Company:** RAYAN SAUDI CONTRACTING. **From:** 2011 **To:** 2016

**Position Held:** QA/QC MANAGER

### **Brief Description of Responsibilities:**

Provide the leadership, management systems, and resources required to effectively design, procure, construct and mechanically complete the projects. Provide onsite PM supervision to ensure that the Contractor adheres to all procedures and standards and that the built facilities meet the Mandatory Requirements, Project Specifications and Contract requirements. Provide guidance and support to the Project Manager as needed to assure project quality goals are met. Review project QA/QC programs and performance to ensure effective implementation of corporate objectives. Review project QA/QC results, and make appropriate policy adjustments to achieve the desired results. Interface with Inspection Department Manager.

Copy this form as necessary and use a separate sheet for each position.

## RESUME

**Name:** DHARMAVEER B V

**Nationality:** INDIAN

**Job Title:** SAFETY MANAGER

**Years with the company:** 03

## EDUCATION

### Type of Schooling / Training

### Type of Degree / Certification

**Graduate College:** Modern group of institute.

Diploma in Fire & Safety Engineering.

**Undergraduate College:** PRE UNIVERSITY

SCIENCE

**Technical School:** DIPLOMA

Diploma in Fire & Safety Engineering

## WORK EXPERIENCE

**Company:** DHAIFER M.AL-ZLAIQ & PARTNERS GEN. CONT. CO

**From:** 2014 **To:** PRESENT

**Position Held:** SAFETY MANAGER

### **Brief Description of Responsibilities:**

Participating in workplace safety and health planning meetings. Investigating all close calls and other safety-related incidents that have occurred within the accident area. Ensure the results of safety inspections are documented; monitoring the investigation of accidents and injuries; ensuring that corrective actions are taken; and providing recommendations for ways to prevent similar accidents. Ensure that all accident reports are recorded in a timely, complete, and accurate manner. Inspecting site conditions to determine if hazards are present and to establish procedures and policies to overcome those hazardous situations. Looks for broken equipment, defective tools, and other potential hazards, focusing on worker safety. develop, implement and enforce policies that reduce the risk of accidents. Documentation and keeping policies up to date, meeting the latest standards. Encourage the workers to follow all safety rules and regulations.

**Company:** Beder H Al Hussaini & Sons Co.

**From:** 2009 **To:** 2013

**Position Held:** SAFETY OFFICER

### **Brief Description of Responsibilities:**

Inspecting site conditions to determine if hazards are present and to establish procedures and policies to overcome those hazardous situations. Looks for broken equipment, defective tools, and other potential hazards, focusing on worker safety. develop, implement and enforce policies that reduce the risk of accidents. Documentation and keeping policies up to date, meeting the latest standards. Encourage the workers to follow all safety rules and regulations.

Copy this form as necessary and use a separate sheet for each position.

## RESUME

Name: PANKAJ RAJORIA

Nationality: INDIAN

Job Title: ELECTRICAL ENGINEER

Years with the company: 2 Years& 6 Months

## EDUCATION

### Type of Schooling/Training

### Type of Degree/Certification

Graduate College: BHOPAL TECHNICAL UNIVERSITY ELECTRICAL ENGINEERING

Undergraduate College: HIGHER SECONDARY PLUSW TWO

Technical School: ELECTRICAL ELECTRICAL ENGINEERING

## WORK EXPERIENCE

Company : DHAIFER M.AL-ZLAIQ & PARTNERS GEN. CONT. CO From: 2016 To: PRESENT

Position Held: ELECTRICAL ENGINEER

### **Brief Description of Responsibilities:**

SUPERVISE ALL ENGINEERING ACTIVITIES IN ONGOING AND UPCOMING PROJECTS WHICH INCLUDES  
ESTIMATION, QUANTITY EVALUATION, EXECUTION OF THE PROJECT WITH SITE SUPERVISORS AND  
TECHNICIANS LASTLY TO EXECUTE TESTING & COMMISSIONING.

Company: THYSSEN KRUPP ELEVATORS INDIA PVT LTD. From: 2010 To: 2016

Position Held: ELECTRICAL ENGINEER

### **Brief Description of Responsibilities:**

INSTALLATION, REPAIRING AND MAINTENANCE OF ELECTRICAL PANELS AND OTHER RELATED EQUIPMENT'S LIKE  
CONTACTORS , RELAYS , SWITCH GEAR, MCC PANELS, Etc. THROUGH THE COORDINATION OF MAINTENANCE  
TEAMS. ATTENDING BREAK DOWN OF SWITCH GEAR, MACHINES AND PANELS. MAINTAINING A PROPER LOG SHEET  
AND SPARE PARTS LIST. PREPARATION OF WORK SCHEDULE CHART, HAZARD IDENTIFICATIONS PLAN, MATERIAL  
APPROVAL FORM AND SUBMIT TO THE CLIENT FOR APPROVAL. PLANNING OF WORK AS PER SCHEDULE.

Copy this form as necessary and use a separate sheet for each position.

## RESUME

Name: GEORGY ABRAHAM

Nationality: INDIAN

Job Title: COST ENGINEER - MECHANICAL

Years with the company: 1

## EDUCATION

### Type of Schooling / Training

Graduate College: ENGINEERING

Undergraduate College: PRE UNIVERSITY

Technical School: MECHANICAL

### Type of Degree / Certification

BACHELOR OF MECHANICAL ENGINEERING

SCIENCE

MECHANICAL ENGINEERING

## WORK EXPERIENCE

Company: DHAHER M.AL-ZLAHQ & PARTNERS GEN. CONT. CO

From: 2017 To: PRESENT

Position Held: COST ENGINEER - MECHANICAL

### **Brief Description of Responsibilities:**

TAKE OUT AND PREPARE BILL OF QUANTITIES

Company: RELIANCE REFINERY GUJARATH, INDIA.

From: 2014 To: 2016

Position Held: MECHANICAL ENGINEER

### **Brief Description of Responsibilities:**

NDT TESTING: RADIOGRAPHIC TEST, MAGNETIC PENETRATING TEST.

Copy this form as necessary and use a separate sheet for each position.

## RESUME

Name: RAVIYANANTHAM R

Nationality: INDIAN

Job Title: COST ENGINEER - CIVIL

Years with the company: FIVE MONTHS

## EDUCATION

### Type of Schooling / Training

Graduate College: ENGINEERING

Undergraduate College: PRE UNIVERSITY

Technical School: CIVIL

### Type of Degree / Certification

BACHELOR OF CIVIL ENGINEERING

SCIENCE

CIVIL ENGINEERING

## WORK EXPERIENCE

Company: DHAIFER M.AL-ZLAIQ & PARTNERS GEN. CONT. CO From: 2018 To: PRESENT

Position Held: COST ENGINEER - CIVIL

### **Brief Description of Responsibilities:**

TAKE OUT AND PREPARE BILL OF QUANTITIES

Company: M/S KRITHIKA SUBRAMANIAM, CHENNAI, INDIA. From: 2012 To: 2017

Position Held: CIVIL ENGINEER

### **Brief Description of Responsibilities:**

Overall in charge of projects in terms of construction activities, manpower and material.

Coordination with client's engineers for review of drawings and design documents.

Attending progress meeting with clients engineers. Follow-up and monitor daily construction activities according to drawings and scope of work.

Company: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Position Held: \_\_\_\_\_

### **Brief Description of Responsibilities:**

Copy this form as necessary and use a separate sheet for each position.

## RESUME

Name: GIREENDRAN CHANDRASENAN

Nationality: INDIAN

Job Title: QC ENGINEER - ELECTRICAL

Years with the company: 2

## EDUCATION

Type of Schooling / Training

Type of Degree / Certification

Graduate College: S N P T C

BACHELOR OF ELECTRICAL ENGINEERING

Undergraduate College: PRE UNIVERSITY

SCIENCE

Technical School: ELECTRICAL

ELECTRICAL ENGINEERING

## WORK EXPERIENCE

Company: DHAIFER M.AL-ZLAIQ & PARTNERS GEN. CONT. CO From: 2016 To: PRESENT

Position Held: QC ENGINEER - ELECTRICAL

### **Brief Description of Responsibilities:**

Handling all types of inspection activities related to electrical at site as per the ITP, All site inspections including material receiving inspection. making QA/QC documentation and Co-ordinate with the site engineer for the various types of site activities. Preparing Cost estimation of new projects, attending meeting with the client, Planning, Documentation, Scheduling and supervision of projects.

Company: INNOVATION PROJECTS EST SAUDI ARABIA From: 2010 To: 2016

Position Held: ELECTRICAL QA/QC ENGINEER

### **Brief Description of Responsibilities:**

Handling all types of inspection activities related to electrical at site as per the ITP, Attending Breakdowns of machines, Handling Manpower, cable and conduit works, ups system wiring, cable tray works, wiring, installation and commissioning of MCC, Switch gear and other types of panels. Cable glanding and termination.

Company: PRAVIN ELECTRICALS PVT LTD From: 2000 To: 2002

Position Held: ELECTRICAL ENGINEER

### **Brief Description of Responsibilities:**

Handling Manpower, cable and conduit works, cable tray works, wiring, installation and commissioning of MCC, Switch gear and other types of panels. Cable glanding and termination.

Copy this form as necessary and use a separate sheet for each position.



### **KEY PERSONNEL**

**Name:** CHEATAN ANAND BADUGU

**Nationality:** INDIAN

**Job Title:** QC ENGINEER MECHANICAL

**Years with the company:** FIVE MONTHS

### **EDUCATION**

#### **Type of Schooling / Training**

**Graduate College:** ENGINEERING

**Undergraduate College:** PRE UNIVERSITY

**Technical School:** MECHANICAL

#### **Type of Degree / Certification**

BACHELOR OF MECHANICAL ENGINEERING

SCIENCE

MECHANICAL ENGINEERING

### **WORK EXPERIENCE**

**Company:** DHAIFER M.AL-ZLAIQ & PARTNERS GEN. CONT. CO **From:** 2018 **To:** PRESENT

**Position Held:** QC ENGINEER MECHANICAL

#### **Brief Description of Responsibilities:**

Handling all types of inspection activities related to mechanical at site. All site inspections including material receiving inspection. making QA/QC documentation and Co-ordinate with the site engineer for the various types of site activities. Preparing Cost estimation of new projects, attending meeting with the client, Planning, Documentation, Scheduling and supervision of projects.

**Company:** CREATIVE SYNERAGIES PVT. LTD., INDIA **From:** 2012 **To:** 2017

**Position Held:** MECHANICAL ENGINEER

#### **Brief Description of Responsibilities:**

overall in charge of projects in terms of construction activities, manpower and material. coordination with client's engineers for review of drawings and design documents. attending progress meeting with clients engineers. follow-up and monitor daily construction activities according to drawings and scope of work. NDT testing: radiographic test, magnetic penetrating test.

Copy this form as necessary and use a separate sheet for each position.

## **RESUME**

**Name:** T. RAJA DURAI

**Nationality:** INDIAN

**Job Title:** QC ENGINEER CIVIL

**Years with the company:** 2

## **EDUCATION**

### **Type of Schooling / Training**

**Graduate College:** ENGINEERING

**Undergraduate College:** PRE UNIVERSITY

**Technical School:** CIVIL

### **Type of Degree / Certification**

BACHELOR OF CIVIL ENGINEERING

SCIENCE

CIVIL ENGINEERING

## **WORK EXPERIENCE**

**Company:** DHAIFER M.AL-ZLAIQ & PARTNERS GEN. CONT. CO **From:** 2016 **To:** PRESENT

**Position Held:** QC ENGINEER CIVIL.

### **Brief Description of Responsibilities:**

Handling all types of inspection activities related to civil at site. All site inspections including material receiving inspection. making QA/QC documentation and Co-ordinate with the site engineer for the various types of site activities. Preparing Cost estimation of new projects, attending meeting with the client, Planning, Documentation, Scheduling and supervision of projects.

**Company:** A. k Constructions, India

**From:** Jan. 2015 **To:** Dec. 2015.

**Position Held:** CIVIL ENGINEER

### **Brief Description of Responsibilities:**

Supervising the various construction sites & monitoring man power and material. Managed around 96 people which include skilled and unskilled workers. Guiding to labor in various construction sites for smooth work.

Copy this form as necessary and use a separate sheet for each position.

## **RESUME**

**Name:** MINHAJ AHMED

**Nationality:** INDIAN

**Job Title:** QA ENGINEER

**Years with the company:** 2

## **EDUCATION**

### **Type of Schooling / Training**

**Graduate College:** ENGINEERING

**Undergraduate College:** PRE UNIVERSITY

**Technical School:** CIVIL

### **Type of Degree / Certification**

BACHELOR OF CIVIL ENGINEERING

SCIENCE

CIVIL ENGINEERING

## **WORK EXPERIENCE**

**Company:** DHAIFER M.AL-ZLAIQ & PARTNERS GEN. CONT. CO

**From:** 2016 **To:** PRESENT

**Position Held:** QA ENGINEER

### **Brief Description of Responsibilities:**

Perform all daily inspection and test of the scope and character necessary to achieve the quality of construction required in the drawings and specifications for all works under the contract performed ON or OFF site. Carry out inspection and checking for all quality related procedures in the site and ensures activity at the site are as per approved method statement and inspection test plan. Coordinate with the consultant's representative and Site En-charge for inspection and meeting about quality problems including the closure of Non-Compliance Report. Report to the QA/QC Manager. Control, and monitor all activities related to Quality Management System. Taking care of QA/QC documents of the entire project including certificates, calibration, test results, inspection requests, non-compliance reports and site instruction/observations, permanent materials delivered and other QA/QC documents. Responsible for the closure of Non-conformance, NCR and Site Instruction, SI. Responsible for the quality and workmanship of every activity, thorough knowledge of all phases of engineering construction relating to Civil, Architectural and Structural discipline interfacing the multidisciplinary operations. Develop method statement for the activity including risk assessment and job safety environmental analysis and Inspection Test Plan and Checklist based on specifications of the project. Carry out Internal Audit at the site as scheduled in the Project Quality Plan, PQP.

**Company:** S.S KHATKE CONSTRUCTIONS, INDIA

**From:** 2012 **To:** 2015

**Position Held:** Q.S. ENGINEER

### **Brief Description of Responsibilities:**

Supervising the various construction sites & monitoring all the i.e. Man, Material etc. Managed and around 96 peoples which includes skilled and unskilled workers. Guiding to labors in various construction sites for smooth work.

Copy this form as necessary and use a separate sheet for each position.

## **RESUME**

**Name:** PRATHAP

**Nationality:** SRILANKA

**Job Title:** ELECTRICAL INSPECTOR

**Years with the company:** 7

## **EDUCATION**

### **Type of Schooling / Training**

**Graduate College:** DIPLOMA

**Undergraduate College:** PRE UNIVERSITY

**Technical School:** ELECTRICAL

### **Type of Degree / Certification**

DIPLOMA IN ELECTRICAL ENGINEERING

MATHS

DIPLOMA IN ELECTRICAL ENGINEERING

## **WORK EXPERIENCE**

**Company:** DHAFAER M.AL-ZLAIQ & PARTNERS GEN. CONT. CO      **From:** 2010 May.    **To:** PRESENT

**Position Held:** ELECTRICAL INSPECTOR

### **Brief Description of Responsibilities:**

Monitoring and administering the QA/QC Plan or Program and ensuring incorporated materials on construction projects are in compliance with the plans and specifications. Assuring that the work is performed as required by the contract and meets or exceeds the required qualities. Assuring the acceptable quality of materials, processes, and workmanship in the project work. Assisting Quality Assurance and Quality Control Engineer. Issue materials receiving report for the delivered materials. Finishing work checking in a presence of the Engineer or Consultant. Maintain standards of safety and comply with Company's Health, Safety and Environment Management System requirements. Follow and maintain Company standards of Quality in accordance with Company Quality System requirements.

## **RESUME**

**Name:** KANTHA RUBAN

**Nationality:** SRILANKA

**Job Title:** MECHANICAL INSPECTOR

**Years with the company:** 17

## **EDUCATION**

### **Type of Schooling / Training**

**Graduate College:** DIPLOMA

**Undergraduate College:** PRE UNIVERSITY

**Technical School:** MECHANICAL

### **Type of Degree / Certification**

DIPLOMA IN MECHANICAL ENGINEERING

MATHS

MECHANICAL ENGINEERING DIPLOMA

## **WORK EXPERIENCE**

**Company:** DHAIFER M.AL-ZLAIQ & PARTNERS GEN. CONT. CO      **From:** 2000    **To:** PRESENT

**Position Held:** MECHANICAL INSPECTOR

### **Brief Description of Responsibilities:**

Monitoring and administering the QA/QC Plan or Programme and ensuring incorporated materials on construction projects are in compliance with the plans and specifications. Assuring that the work is performed as required by the contract and meets or exceeds the required qualities. Assuring the acceptable quality of materials, processes, and workmanship in the project work. Assisting Quality Assurance and Quality Control Engineer such as steel reinforcement checking same as in construction drawing. Issue materials receiving report for the delivered materials. Following up the concreting works in a presence of the Engineer or Consultant, slump test and cubes preparation for the compressive test. Finishing work checking in a presence of the Engineer or Consultant. Maintain standards of safety and comply with Company's Health, Safety and Environment Management System requirements. Follow and maintain Company standards of Quality in accordance with Company Quality System requirements.

Copy this form as necessary and use a separate sheet for each position.

## **RESUME**

**Name:** ABDALLA A MOHAMMED YAHIA

**Nationality:** SUDAN

**Job Title:** CIVIL INSPECTOR

**Years with the company:** 17

## **EDUCATION**

### **Type of Schooling / Training**

### **Type of Degree / Certification**

**Graduate College:** SUDAN UNIVERSITY OF SCIENCE & TECHNOLOGY. DIPLOMA IN CIVIL ENGINEERING.

**Undergraduate College:** PRE UNIVERSITY MATHS

**Technical School:** CIVIL DIPLOMA IN CIVIL ENGINEERING

## **WORK EXPERIENCE**

**Company:** DHAIFER M.AL-ZLAIQ & PARTNERS GEN. CONT. CO **From:** 2000 **To:** PRESENT

**Position Held:** MECHANICAL INSPECTOR

### **Brief Description of Responsibilities:**

Monitoring and administering the QA/QC Plan or Programme and ensuring incorporated materials on construction projects are in compliance with the plans and specifications. Assuring that the work is performed as required by the contract and meets or exceeds the required qualities. Assuring the acceptable quality of materials, processes, and workmanship in the project work. Assisting Quality Assurance and Quality Control Engineer such as steel reinforcement checking same as in construction drawing. Issue materials receiving report for the delivered materials. Following up the concreting works in a presence of the Engineer or Consultant, slump test and cubes preparation for the compressive test. Finishing work checking in a presence of the Engineer or Consultant. Maintain standards of safety and comply with Company's Health, Safety and Environment Management System requirements. Follow and maintain Company standards of Quality in accordance with Company Quality System requirements.

Copy this form as necessary and use a separate sheet for each position.

## RESUME

Name: HAMZA KARASSANY

Nationality: SUDAN

Job Title: PROCUREMENT MANAGER

Years with the company: 5

## EDUCATION

Type of Schooling/Training

Type of Degree/Certification

Graduate College: UNIVERSITY OF KHARTOUM

DIPLOMA IN BANK MANAGEMENT AND ACCOUNTING

Undergraduate College:

Technical School:

## WORK EXPERIENCE

Company: Dhafer M. Al - Zlaik & Partners Gen. Cont. Co

From: 2013 To: PRESENT

Position Held: PROCUREMENT MANAGER

### **Brief Description of Responsibilities:**

Liaises with key company employees to determine their product and service needs. Monitors business trends and product availability to pay the best price for company goods and services without sacrificing quality or delivery times. Nurtures relationships with suppliers to negotiate the best prices for company. Identifies and researches potential new suppliers. Researches new products and services to meet company's goals. Assesses total costs of company purchases. Develops and implements strategies for procuring, storing, and distributing goods or services and maintaining stock levels. Oversees a team of purchasing agents (in large companies). Reports to the chief procurement officer.

Company: AL MOHANDIS BOIYATH EST., SUDAN.

From: 2010 To: 2012

Position Held:

### **Brief Description of Responsibilities:**

Prepares purchase orders by verifying specifications and price; obtaining recommendations from suppliers for substitute items; obtaining approval from requisitioning department. Obtains purchased items by forwarding orders to suppliers; monitoring and expediting orders.

Copy this form as necessary and use a separate sheet for each position.



## **RESUME**

Name: SAYED SHARAFUDDIN

Nationality: INDIAN

Job Title: PURCHASER

Years with the company: 10

## **EDUCATION**

### **Type of Schooling / Training**

### **Type of Degree / Certification**

Graduate College: DIPLOMA

DIPLOMA IN CIVIL ENGINEERING

Undergraduate College: PRE UNIVERSITY

MATHS

Technical School: CIVIL

CIVIL DIPLOMA

## **WORK EXPERIENCE**

Company: DHAIFER M.AL-ZLAIQ & PARTNERS GEN. CONT. CO

From: 2007 To: PRESENT

Position Held: PURCHASER

### **Brief Description of Responsibilities:**

Prepares purchase orders by verifying specifications and price; obtaining recommendations from suppliers for substitute items; obtaining approval from requisitioning department. Obtains purchased items by forwarding orders to suppliers; monitoring and expediting orders.

## **RESUME**

**Name:** KAPILAMANI NAGAMANI

**Nationality:** SRILANKAN

**Job Title:** LOCAL PURCHASER

**Years with the company:** FIVE MONTHS

## **EDUCATION**

### **Type of Schooling / Training**

**Graduate College:** DIPLOMA

**Undergraduate College:** PRE UNIVERSITY

**Technical School:** CIVIL

### **Type of Degree / Certification**

DIPLOMA IN CIVIL ENGINEERING

MATHS

CIVIL DIPLOMA

## **WORK EXPERIENCE**

**Company:** DHAIFER M.AL-ZLAIQ & PARTNERS GEN. CONT. CO **From:** 2006 **To:** PRESENT

**Position Held:** LOCAL PURCHASER

### **Brief Description of Responsibilities:**

Collate purchase orders and purchase requisitions in order to order materials, goods and supplies. Send them to the suppliers. Review inventories and order as required. Interact with the suppliers on a day-to-day basis. Review deliveries against the orders. Track the status of any orders. Deal with non-supplied, under orders, over orders and damaged goods. Ensure that any invoices are sent to accounts for payment. Produce and maintain all reports.

Copy this form as necessary and use a separate sheet for each position.

## KEY PERSONNEL

Name: SURAJ SUNDARAM Nationality: INDIAN

Job Title: SAFETY OFFICER Years with the company: ONE YEAR

## EDUCATION

Type of Schooling/ Training

Type of Degree/ Certification

Graduate College: DIPLOMA

DIPLOMA IN INDUSTRIAL SAFETY AND FIRE

Undergraduate College: PRE UNIVERSITY

SCIENCE

Technical School: NEBOSH

NEBOSH

## WORK EXPERIENCE

Company: Najran Company FROM: 2012 TO: 2014

Position Held: Safety officer

Company: General Contracting Company LLC, Sharjah, Shutdown Project (2008)

Position Held: Safety officer

Company: Estim Construction Co.Ltd,Tanzania,South Africa Shutdown Project (2010.)

Position Held: Safety officer

## KEY PERSONNEL

Name: SYED SAAD UDDIN Nationality: INDIA

Job Title: SAFETY OFFICER Years with the company: TWO YEARS

## EDUCATION

Type of Schooling/ Training

Type of Degree/ Certification

Graduate College: DIPLOMA

Diploma in Fire and Safety Engineering

Ggraduate College: UNIVERSITY

Bachelor of Commerce

Technical School: Fire and Safety Engineering

Diploma in Fire and Safety Engineering

## WORK EXPERIENCE

Company: DHA FER M AL ZLAIQ From: DEC. / 2015 To: PRESENT

Position Held: SAFETY OFFICER

Company: Mega Engineering Company,. 2011 TO 2005

Position Held: SAFETY OFFICER

## KEY PERSONNEL

Name: SHALU CHERIAN THOMAS Nationality: INDIAN

Job Title: SAFETY OFFICER Years with the company: Three months

## EDUCATION

Type of Schooling/ Training

Type of Degree/ Certification

Graduate College: DIPLOMA

DIPLOMA IN INDUSTRIAL SAFETY AND FIRE

Undergraduate College: PRE UNIVERSITY

SCIENCE

Technical School: NEBOSH

NEBOSH

## WORK EXPERIENCE

Company: Dhafer M. Al-Zlaiq Co. FROM: 2018 TO: Present

Position Held: Safety officer

Brief Description of Responsibilities:

Inspecting site conditions to determine if hazards are present and to establish procedures and policies to overcome those hazardous situations. Looks for broken equipment, defective tools, and other potential hazards, focusing on worker safety. develop, implement and enforce policies that reduce the risk of accidents. Documentation and keeping policies up to date, meeting the latest standards. Encourage the workers to follow all safety rules and regulations.

## KEY PERSONNEL

Name: SUJEEWA PREMLAL Nationality: SRILANKAN

Job Title: FOREMAN - MULTI CRAFT Years with the company: 12

## EDUCATION

Type of Schooling/ Training

Type of Degree/ Certification

Graduate College: DIPLOMA

DIPLOMA ENGINEERING

Undergraduate College: PRE UNIVERSITY

MATHS

Technical School: CIVIL

CIVIL DIPLOMA

## WORK EXPERIENCE

Company: DHA FER M AL ZLA IQ From: 2005 To: PRESENT

Position Held: FOREMAN - MULTI CRAFT

Brief Description of Responsibilities:

Leading a Team of 60 Employees at various Projects of the company's engaged in Construction and Maintenance. Responsible for the safety of the work at site and a team leader for the activities related to the site. Responsible for the quality of work.

Company: Mega Engineering Company, Srilanka. 2011 TO 2005

Position Held: FOREMAN (CIVIL)

Brief Description of Responsibilities:

Leading team of 50 employees at various projects of the company's engaged in construction, maintenance and renovation. Responsible for the safety at site and a team leader for the activities related to the site.

## KEY PERSONNEL

Name: LIMBADRI KAMMARI NARSAIAH Nationality: INDIAN

Job Title: FOREMAN MULTI CRAFT Years with the company: 3 YEARS

## EDUCATION

Type of Schooling/ Training

Graduate College: DIPLOMA

Undergraduate College: PRE UNIVERSITY

Technical School: CIVIL

Type of Degree/ Certification

DIPLOMA CIVIL ENGINEERING

MATHS

CIVIL DIPLOMA

## WORK EXPERIENCE

Company: AL NASAR TRADING & CONTRACTING CO. From: 1992 To: 2012

Position Held: FOREMAN (CIVIL)

Brief Description of Responsibilities:

Leading a Team of 56 Employees at various Projects of the company's engaged in Construction and Maintenance. Responsible for the safety of the work at site and a team leader for the activities related to the site. Responsible for the quality of work.

Company: DHAFAER M. AL ZLAIQ CO. From: 2013 To: STILL

Position Held: FOREMAN (MULTI CRAFT)

Brief Description of Responsibilities:

Leading a Team of more than 60 Employees at various Projects of the company's engaged in Construction and Maintenance. Responsible for the safety of the work at site and a team leader for the activities related to the site. Responsible for the quality of work.



### KEY PERSONNEL

Name: SYED SAIFUDDIN Nationality: INDIAN

Job Title: FOREMAN Years with the company: 02 YEARS

### EDUCATION

Type of Schooling/ Training

Type of Degree/ Certification

Graduate College: DIPLOMA

DIPLOMA CIVIL ENGINEERING

Undergraduate College: PRE UNIVERSITY

MATHS

Technical School: CIVIL

CIVIL DIPLOMA

### WORK EXPERIENCE

Company: AL BAHAR CONSTRUCTION From: 2004 To: 2013

Position Held: FOREMAN (CIVIL)

Brief Description of Responsibilities:

Leading a Team of 30 Employees at various Projects of the company's engaged in Construction and Maintenance. Responsible for the safety of the work at site and a team leader for the activities related to the site. Responsible for the quality of work.

Company: DHAHER M. AL. ZLAHQ CO. From: 2014 TO TILL DATE

Position Held: FOREMAN (CIVIL)

Brief Description of Responsibilities:

Leading team of 35 employees at various projects of the company's engaged in construction, maintenance and renovation. Responsible for the safety at site and a team leader for the activities related to the site.

## KEY PERSONNEL

Name: KALLE PELLY BABU Nationality: INDIAN

Job Title: GENERAL FOREMAN Years with the company: 1 MONTH

## EDUCATION

Type of Schooling/ Training

Type of Degree/ Certification

Graduate College: DIPLOMA

DIPLOMA CIVIL ENGINEERING

Undergraduate College: PRE UNIVERSITY

MATHS

Technical School: CIVIL

CIVIL DIPLOMA

## WORK EXPERIENCE

Company: DHAIFER M.AL-ZLAIQ CONT. CO From: 2018 To: PRESENT

Position Held: FOREMAN (CIVIL)

Brief Description of Responsibilities:

Leading a Team of 60 Employees at various Projects of the company's engaged in Construction and Maintenance. Responsible for the safety of the work at site and a team leader for the activities related to the site. Responsible for the quality of work.

Company: QUALIFIED TECHNICIANS CO. From: 2010 TO 2016

Position Held: FOREMAN (CIVIL)

Brief Description of Responsibilities:

Leading team of 45 employees at various projects of the company's engaged in construction, maintenance and renovation. Responsible for the safety at site and a team leader for the activities related to the site.

## MANPOWER RESOURCES

SL. NO.	SKILL LEVEL	CURRENTLY IN-KINGDOM	CURRENTLY ASSIGNED TO CONTRACTS	APPROVED VISA'S (ATTACHED COPIES)	PROJECT AVAILABILITY FOR THE NEXT 3 YEARS
01	AIR CONDITIONING TECHNICIAN	2	2	0	02
02	EQUIPMENT OPERATOR	3	3	0	0
03	CARPENTER (FAMING / FINISH)	06	06	0	6
04	CLERKS / RECEPTIONIST	1	0	0	0
05	DRAFTSMAN/ CADD OPERATOR	0	0	0	1
06	DRIVER	06	6	0	4
07	ELECTRICIAN	04	03	0	03
08	STEEL FIXER	06	3	0	0
09	ENGINEER CIVIL	3	3	0	2
10	ENGINEER ELECTRICAL	02	1	0	1
11	ENGINEER FIRE ALARM	0	0	0	1
12	ENGINEER MECHANICAL	2	1	0	1
13	EQUIPMENT OPERATOR	4	1	0	1
14	FIRE ALARM TECHNICIAN	0	0	0	1
15	FOREMAN – GENERAL MAINTENANCE / BUILDING TRADES	06	4	0	2
16	FOREMAN MULTI CRAFT	08	5	1	1
17	GENERAL SUPERVISOR	1	1	0	2
18	FOREMAN - MECHANICAL	2	2	0	1
19	LABOR	50	22	0	15
20	MACHINIST / MECHANIC	3	3	0	1
21	MASON / TILE SETTER	08	6	4	4
22	MATERIAL PLANNER	1	1	0	0
23	MATERAIL PROCESSOR (EXPEDITER / RECEIVER / CONTROL MAN)	2	1	0	1
24	PROJECT MANAGER	1	1	0	0
25	PAINTER	5	4	0	2
26	PLUMBER	8	8	0	2
27	SAFETY MANAGER/COORDINATOR / OFFICER	6	4	0	1
29	WELDER	8	3	0	3
30	QA/QC	3	1	0	1
31	TRAINING COORDINATOR	1	1	0	0

## EQUIPMENT LIST

SL. NO.	VEHICLE/ EQUIPMENT DESCRIPTION	YEAR MODEL	NUMBER OWNED	NUMBER LEASED	TOTAL
A	BOB CAT	2001	2		2
B	ELECTRIC AIR COMPRESSOR	2000	3		3
C	PICKUP TRUCK (SINGLE CREW CAB)	2006	4		4
D	SEDAN	2008	10		10
E	WELDING MACHINE	2006 – 10	6		6

## ADDITIONAL EQUIPMENTS:

SL. NO.	VEHICLE/ EQUIPMENT DESCRIPTION	YEAR MODEL	NUMBER OWNED	NUMBER LEASED	TOTAL
A	FORK LIFT TRUCK 5 TON	1999	2		2
B	TRAILER	1983	2		2
C	CONCRETE SAW (CUTTER)	2010	2		2
D	JACK HAMMER	2000	3		3
E	COMPACTOR MACHINE	2003	6		6
F	LOADER WITH BACKHOE	2006	1		1
G	BOOM TRUCK - 7 TON	2014	1		1
H	MINI BUS	2001	4		4

I	DIESEL AIR COMPRESSOR	2007	3		3
J	WATER TANK (29000 LTR.)	1983	1		1
K	GENERATOR DIESEL	2001 – 03	2		2
L	CHAIN BLOCK	2006	10		10
M	ELECTRICAL GRINDER	2009	20		20
N	SNAD BLASTING MACHINE SET	2006	2		2
O	PAINTING MACHIJNE (AIR LESS SPRAY)	2006	1		1
P	DEWATERING PUMP	2018	03		1
Q	CABLE PULLING WINCH	2006	1		1
R	CONCRETE MIXTURE	2005	1		1
S	SCAFFOLDING ITEMS (30000 SQ. FT.)		1		1
T	SHEET METAL CUTTER	2006	1		1
U	OXYGEN / ACETYLENE SET (GAS CUTTING)	2006	3		3
V	BOOM TRUCK (3 TON )	2001 – 05	2		2
W	BOOM TRUCK (5 TON)	2006 – 06	2		2
X	DUMP TRUCK (27 TON)	1976	1		1
Y	FLAT BED (5 TON)	2008 – 10	1		1
Z	WATER TANKER (600 LTR.)	1983	1		1
AA	DIESEL TANKER (400 LTR.)	2006	1		1

EXHIBIT "G-1"

CONTRACTOR'S EQUIPMENT MAINTENANCE AND STORAGE FACILITIES

**We are maintaining a well equipped yard with an area of 40,000sqft.which accommodates all our Equipments, Vehicles and Materials.**

**Enormous Space is Provided for the storage of Tools, Materials and Vehicle Parking. A well equipped Automobile Workshop is also maintained within the Yard with Experienced Mechanics , Auto Electrician's who are experienced in Servicing and Maintaining all the Equipments and Vehicles of the Company.**

**We Practice Safety Not only at the Work Site , But also at Our Yard.**

**We equipped our yard with all safety measures and all the employees strictly instructed to wear all safety (P.P.E.) while working.**

**Our Yard is also utilized for Training the Employees about Safety Measures required to follow at the Work Site and also they are trained to operate various equipments which they are required to operate at the work site.**

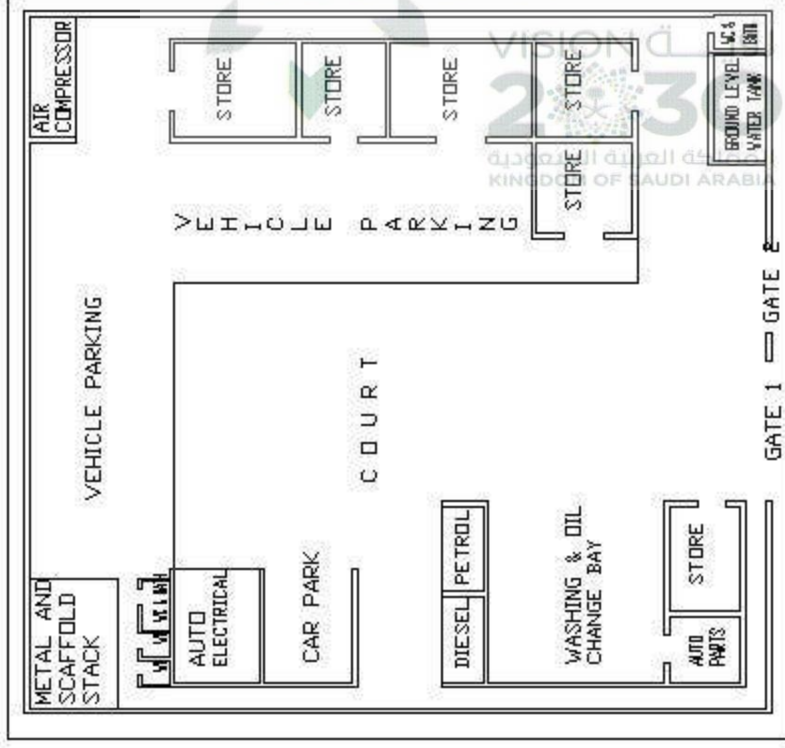
**We have a Yard Incharge, who is responsible for all the activities of the Yard. A logbook is maintained where all details regarding Material In/Out, Equipment In/Out, Vehicle In/Out, Personnel In/Out is registered. Also the details regarding the Safety Orientation conducted at the Yard, Equipment Training Provided to workers is maintained.**

**All Equipment and Vehicle Details with their Maintenance schedule is also maintained. Any Breakdown, repair is also recorded at the Logbook.**

**We have a Team of 15 Members who maintains Our Equipment and Material Yard.**

- **Yard Incharge – 1 Nos**
- **Vehicle & Equipment Mechanics – 6 Nos**
- **Auto Electrician – 3 Nos**
- **Helpers – 5 Nos**

**Our Material and Equipment Store is Located at Yard Area ,RasTanurah**



**YARD LAYOUT PLAN**

NOTE: ALL DIMENSIONS ARE IN FOOT ROUNDED OFF UPTO TWO DECIMAL PLACE

**YARD LAYOUT DIMENSIONS**







شركة ظافر مهدي آل زليق وشركاه للمقاولات العامة  
أعمال مدنية - كهربائية - ميكانيكية - بناء

Dhafer M. Al-Zlaiq & Partners Gen. Cont. Co.  
Civil - Mechanical - Electrical & Construction Works  
www.dmzcsa.com - info@dmzcsa.com

## QUALITY POLICY STATEMENT

The aim of the company is to ensure that all internal practices and arrangements are suitable for ensuring the satisfaction of our requirements. Maximum effort therefore, is directed towards the provision of satisfactory installations and services at the first attempt, whilst ensuring that when problems do arise they are solved not only in a timely, but also a professional manner. In order to achieve this objective, it is the company's policy to establish and maintain an effective and efficient Quality Management System, which provides discipline and planned approach to all activities, thus influencing the quality of the Company's work. Determination of conformance of work to regulatory and contractual requirements is verified on the basis of objective evidence of quality. Management has the responsibility and duty to ensure that all personnel engaged in tasks which influence quality, are aware of their obligations, not only to the company but also to the CLIENT requirements, are properly trained and are provided with adequate resources. The General Manager retains ultimate responsibility for the operation of the Quality Management System. However, the responsibility and authority for the monitoring, maintenance and reporting, is delegated to the Quality Assurance Manager, together with the necessary organizational freedom to do this effectively.

The Quality Plans specific to the projects i.e. Project Quality Plan shall be developed well in advance, prior to commencement of project execution to ensure that all activities are controlled to ensure full compliance with the contract requirements.

The Project Manager of the company shall ensure that the Technical and Quality Requirements are fully complied with during the construction phase of the project. In addition it shall be his responsibility to ensure total fulfillment of all contractual obligations and the maintenance of good client relationship. The Quality Assurance Department shall ensure compliance with the Project Specifications, Drawings, Standards, Codes, etc. by performing surveillance and planned inspections in accordance with the Project approved Inspection and Test Plans. Shall issue non-conformance reports where standard deviations have been identified. The Project Quality plan shall be implemented during the construction phase of the Project.

  
PROJECT MANAGER.



  
CHIEF EXECUTIVE OFFICER



# Quality Assurance Quality Control Plan

**Dhafer M. Al-Zlaiq & Part. Gen. Cont. Co.**

Post Box 272, Ras Tanura 31941

Saudi Arabia

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[www.dmzcsa.com](http://www.dmzcsa.com)



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رؤية  
VISION  
2030  
المملكة العربية السعودية  
KINGDOM OF SAUDI ARABIA



## **SECTION-1**

### **QUALITY POLICY AND AUTHORITY**

DMZC Company recognizes that in today's competitive marketplace, effective quality systems are essential when providing quality cost effective services to our clients. Management is totally committed to providing Commercial & Industrial General Contracting Services that comply fully with the specifications and expectations of our valued clients. Therefore, it is the policy of DMZC Company to adhere strictly to this quality control program and to insure that this program and the requirements of our customers are met on each and every project we execute.

Full authority for the implementation and administration of the quality controls described in this manual has been delegated to the Quality Control Manager "QCM". The QCM has the responsibility and organizational freedom to identify quality control problems, stop work, recommend solutions and verify resolution of such problems.

Project Managers are responsible for their assigned project's QA/QC activities. They may delegate the performance of their assigned duties to qualified individuals, but they shall retain full responsibility for completing their projects in strict accordance with established quality control policies and the client's specifications.

The quality of all subcontractors and vendors shall be the joint responsibility of the QCM and the applicable Project Manager. All projects will be executed in a manner that emphasizes safety, quality, schedule and maximum cost effectiveness.

Any commitment, conflicts, or non-conformance issues not resolved using current established Quality System Procedures shall be brought to the attention of the undersigned for final resolution.

**Khalid M. Al Zlaiq**  
General Manager,  
Dhafer M Al Zlaiq & Part. Gen. Cont Co.

## **SECTION 2**

### **MANAGEMENT RESPONSIBILITY**

#### **2.1 Responsibility**

Management has the responsibility to define and document its policy and objectives for, and commitment to quality. Management will ensure that its policy is understood, implemented and maintained at all levels of the organization.

All employees have the responsibility and authority for implementation of established QA/QC activities. Resolution of conflicts in QA/QC policies shall flow through the organizational chain of command as follows:

1. Field Employees
2. General Foreman
3. Project QA/QC Manager
4. Project Manager
5. Quality Control Manager
6. General Manager

It is the responsibility of any employee that manages, performs or verifies work affecting quality to:

- a. Initiate action to prevent the occurrence of work or service non-conformity;
- b. Identify and record any quality problems;
- c. Initiate, recommend, or provide solutions through designated channels;
- d. Verify the implementation of solutions;
- e. Control further processing, delivery or installation of non-conforming work until the deficiency or unsatisfactory condition has been corrected.

#### **2.2 Allocation of Resources and Personnel**

Management shall identify in-house requirements and provide adequate resources and trained personnel as needed to support required QA/QC verification activities. Verification activities shall include inspection, testing and monitoring of the construction/

installation processes and audits of the quality systems. These activities shall be carried out by personnel independent of those having direct responsibility for the project being executed.

### **2.3 Management Review**

The established QA/QC policies and procedures shall be reviewed at appropriate intervals by management to ensure continuing suitability and effectiveness. These reviews will include assessment of the results of internal audits and shall assess overall conformance to client's requirements and expectations. Records of such reviews and audits shall be maintained.

#### **Construction Quality Assurance team**

The CQA team will solely participate in the quality assurance function and will not be involved in any other aspect of the construction effort. This team will, however possess all of the credentials, capabilities and experience of an independent design / construction oversight team. The duties and responsibilities of each position are described below. On individual or entity may perform multiple CQA responsibilities.

#### **Project Engineer**

The project engineer is responsible for overall implementation and management of the CQA/QC plan and will supervise the preparation of the construction certification report. The project engineer will be independent of the construction contractor but directly accountable for the successful completion of the work. The duties and responsibilities of the Project Engineer include the following:

- Review and approve shop drawings.
- Provide support to the CQA Manager in interpreting the meaning and intent of the construction plans and specifications and in the performance and supervision of the CQA testing program.
- Provide consultation and technical support.
- Identify as appropriate and in-coordination with the CQA manager, discrepancies or deficiencies in project work. Any deficiencies deemed by the Project Engineer to require immediate attention will be report immediately.
- Review and evaluate change orders proposed by the contractor, owner, designer or CQA team. All change orders will require a signature indicating approval from all above referenced parties.
- Provide other technical support as required.

### **CQA Manager**

The CQA manager will be assigned to the site on a full-time basis and will report directly to the Project Engineer. The duties and responsibilities of the CQA Manager include the following:

- Perform and oversee all CQA testing activities.
- Coordinate CQA activities with the Construction Manager and the Project Engineer.
- Review contractor invoices and recommend payment schedule to the Project Engineer.
- Maintain copies of all CQA and CQC testing results and certifications.
- Prepare and distribute weekly construction reports to the Project Engineer.
- Provide input on the construction certification report.

The general purpose of the CQA Manager is to ensure that the contractor provides a full, complete, and properly constructed product in accordance with all plans and specifications. The primary duties of the CQA Manager are to verify that all QA and QC tests required under the construction contract are performed and assure that all installed equipment and materials have passed the required tests. The CQA manager will complete material and equipment tests and maintain reports of testing results any failures and any corrective actions employed to obtain acceptable test results. All test data, reporting data and contractor submission will be included in the construction certification report. The CQA manager shall be permitted to suspend construction activities under conditions such as inclement weather where they believe the integrity of its components will be compromised.



### **Field CQA Inspectors**

Field CQA Inspectors will report directly to the CQA Manager and will be present during all major construction activities. The duties and responsibilities of this position include the following:

- Visually inspect materials imported to the site for conformance with contract specifications and for variations from tests completed prior to the materials being delivered to the site.
- Observe and record observations regarding the storage and handling of equipment and materials.
- Independently verify quantity calculations.
- Prepare daily reports documenting all contractor activities.
- Assist with the preparation of “as built drawings.

### **Construction Quality Control team**

Key positions in the construction contractor’s CQC team will be declined in the construction contract: e.g., Contractor Superintendent, Contractor CQC Manager, etc. Other CQC positions and responsibilities will be assigned at the discretion of the procured contractor. The construction contractor’s CQC team will be subject to the review and approval of the CQA Manager before site mobilization is authorized. Team members may be employed directly by the contractor, or as subcontracted firms or individuals. One individual or entity may perform multiple CQC responsibilities. The CQC team will consist of the following positions, or equivalent:

### **Contractor Superintendent**

The Construction Contractor Superintendent will have Overall responsibility for implementing the CQC program, including appointment of a CQC Manager, and providing daily construction reports documenting testing and construction activities. The daily reports will be provided to the CQA Manager may not be the Construction Contractor Superintendent and must be approved by the Project Engineer.

### **CQC Manager –**

The CQC Manager will be responsible for overseeing all quality control testing performed by the contractor and providing contractor certification reports to the CQA Manager. Other related duties will include coordinating shop drawing submittals, providing required samples, and coordinating work and testing with the CQA Manager. The CQC Manager will provide daily construction reports which document all testing and describe construction Contractor Superintendent and a copy provided to the CQA Manager. The CQC Manager will report directly to the construction Contractor Superintendent.

### **Field CQC Inspectors**

Field CQC Inspectors will report directly to the CQC Manager and will be present during all major construction activities. The duties and responsibilities of this position include the following:

- Visually inspect materials imported to the site for conformance with contract specifications and for variations from tests completed prior to the materials being delivered to the site.
- Observe and record observations regarding the storage and handling of equipment and materials.
- Prepare daily reports documenting all contractor activities.
- Assist with the preparation of “as –built” drawings.

### **SECTION 3**

### **QUALITY SYSTEM**

DMZC Company's staff has established and shall maintain and document this QA/QC system as a means of ensuring that the services we provide our clients conform to specified requirements. This QA/QC system shall include:

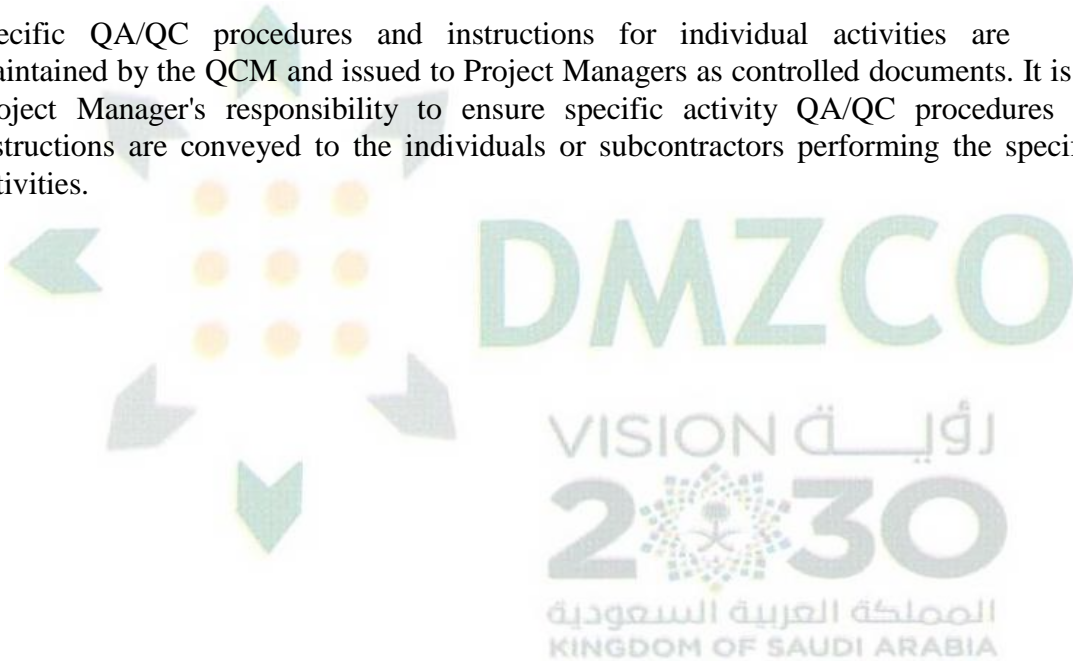
- a) Documented quality system procedures and instructions to ensure that all activities are performed in accordance with established requirements;
- b) Effective management support to ensure compliance and the use of the QA/QC procedures and instructions.

All employees of DMZC Company shall strive to improve the quality of our services to our clients. The QA/QC program is a process of continuous improvement which requires input from everyone in our organization. Everyone in our organization shall comply and endeavor to improve the process where possible. An effective QA/QC program consists of the following key components;

- a) Established QA/QC procedures and instructions that comply with generally accepted industry standards, project specifications and standards established by the client;
- b) The identification and timely issuance to the project team any required controls, processes, equipment inspection, fixtures, tools, materials and labor skills needed to properly execute the project;
- c) Updating, as necessary, of quality control, inspection, and testing techniques, including the development of new methods and procedures;
- d) Identification of any commitments made which exceeds available resources in sufficient time to properly acquire the required resources;
- e) Clarification of the standards of acceptability as required to support the overall QA/QC program and our client's objectives;
- f) Review of the project process, construction, installation, inspection, and test procedures to ensure that applicable documentation reflects how activities are actually performed;
- g) Effective maintenance of quality records to document and track performance and improvement.

The QA/QC manual is not a controlled document. A copy is available to all employees through their immediate supervisor. The QA/QC manual is designed to convey basic QA/QC procedures and instructions that must be followed by all employees and subcontractors of DMZC Company.

Specific QA/QC procedures and instructions for individual activities are maintained by the QCM and issued to Project Managers as controlled documents. It is the Project Manager's responsibility to ensure specific activity QA/QC procedures and instructions are conveyed to the individuals or subcontractors performing the specified activities.



## **SECTION 4**

### **PROJECT REVIEW AND SET UP**

#### **4.1 Proposal Submission and Responsibility Assignment**

Upon receipt of a Request For Proposal (RFQ) from a client, management will review the requirements of the RFQ and determine if a proposal will be submitted to perform the work. If management decides to submit a proposal for the work, a Project Manager is assigned the responsibility of generating the proposal to perform the work. The proposal must include all costs related to completing the work in accordance with the client's specifications.

#### **4.2 RFQ and Contractual Review**

The Project Manager shall review the contract documents contained in the RFQ and establish and maintain procedures to ensure that:

- a) The requirements and acceptance specifications of the client are adequately defined and documented;
- b) Any requirements differing from those included in the proposal are resolved or clarified in the proposal;
- c) That DMZC Company has the capability to meet all contractual requirements of the RFQ and any ensuing contract;
- d) Records of such contract reviews shall be maintained for future reference.

The RFQ and contract review activities, interfaces, and communication shall be coordinated with the client as required to clarify all issues and to ensure that the responsibilities of both parties are well defined and documented.

#### **4.3 Proposal Preparation**

The Project Manager shall set up the project structure as the proposal for the work is generated. It is the responsibility of the Project Manager to ensure that all costs related to executing the work in accordance with established QA/QC procedures and the contract requirements are included.

The process of identifying all material and subcontractor requirements shall be in accordance with established QA/QC procedures. Proper sourcing during the proposal stage will make actual purchasing and subcontracting activities much more efficient after award of the work.

Once all costs have been identified and a/an execution/staffing plan has been developed, the Project Manager shall schedule a meeting with management to review the proposal's risks and contingencies. Final decisions concerning proposal pricing and clarifications shall be management's responsibility.

#### **4.4 Project Set Up**

Upon award, the Project Manager shall immediately setup the project in accordance with the execution and staffing plan established during the proposal. All key staff members shall be notified and sent as much information concerning their responsibilities to the project as soon as possible.

The Project Manager shall develop a project QA/QC file containing the basic QA/QC manual and all related specific activities' QA/QC procedures and instructions. The project QA/QC manual shall be reviewed and approved by the QCM.



## **SECTION 5**

### **DOCUMENT CONTROL**

#### **5.1 Control of QA/QC Manual, Procedures and Instructions**

Specific QA/QC procedures and instructions for individual activities are maintained by the QCM and issued to Project Managers as controlled documents. It is the Project Manager's responsibility to ensure specific activity QA/QC procedures and instructions are conveyed to the individuals or subcontractors performing the specific activities.

Revisions to the QA/QC documents shall be by section and approved for adequacy by authorized personnel prior to issue. A revised table of contents indicating the newly issued approved and accepted revision shall accompany the revised sections. In the case of sample forms a revised "Listing of Exhibits" shall indicate the latest exhibit revisions.

The QCM shall ensure that:

- a) All pertinent issues of appropriate QA/QC documents are available at all locations where operations essential to the effective functioning of the quality system are performed;
- b) All obsolete documents are promptly removed from all points of issue or use.

A master list or equivalent document control procedure shall be established to identify the current revision of documents in order to preclude the use of non-applicable documents. Documents shall be re-issued after a practical number of changes have been made.

#### **5.2 Control of Project Related Documents**

Upon award, each project is assigned a project number and the Project Manager establishes a "Renovation of Tanajib Port Control Tower and Stevedoring Bldg.". This file shall contain a complete set of all project related contract documents, specifications, drawings, etc. All information generated during the life of the project shall be maintained in this job file.

A listing shall be made of all drawings, specifications, vendor data, etc. that are to be submitted to the client for review and approval. A copy of all documents returned by the client approved, or approved as noted, shall be maintained in the job file.



Any revisions to the contract documents shall be date stamped on the date received and reviewed by the Project Manager for any possible impact to the project. All changes after contract award shall be properly documented and any associated addition or deduction to the contract price shall be immediately identified and submitted to the client for review and approval.

A complete set of all documents required for proper execution of the work shall be maintained at the project site. Any revisions received shall be immediately forwarded to the project site for use while executing the project. Any field changes to the work shall be properly noted on the project site set of the drawings. The project site set of the drawings shall show the work exactly as the work was built.



## **SECTION 6**

### **PURCHASING AND MATERIAL CONTROL**

#### **6.1 General Purchasing Requirement**

The Project Manager has the overall responsibility to ensure that all materials and services purchased are in accordance with the established QA/QC procedures, the project specifications, and drawings.

#### **6.2 Subcontracting Requirement**

All subcontractors shall be selected on the basis of their ability to meet subcontract requirements, including established quality requirements. DMZC Company has established a list of qualified subcontractors for services typically subcontracted. Award of a subcontract to a company not on the approved subcontractors list requires written approval of the QCM.

The selection of subcontractors, and the type and extent of control exercised by the Project Manager shall be dependent upon the type of service, client requirements, and, where appropriate, on records of subcontractors' previously demonstrated capability and performance. The Project Manager shall ensure that applicable QA/QC procedures are followed by all subcontractors performing services for DMZC Company. Applicable client contract requirements and liabilities shall be agreed upon in writing by all subcontractors.

#### **6.3 Maintenance of Purchasing Data**

All purchasing documents shall contain data clearly describing the material or service ordered, including, where applicable:

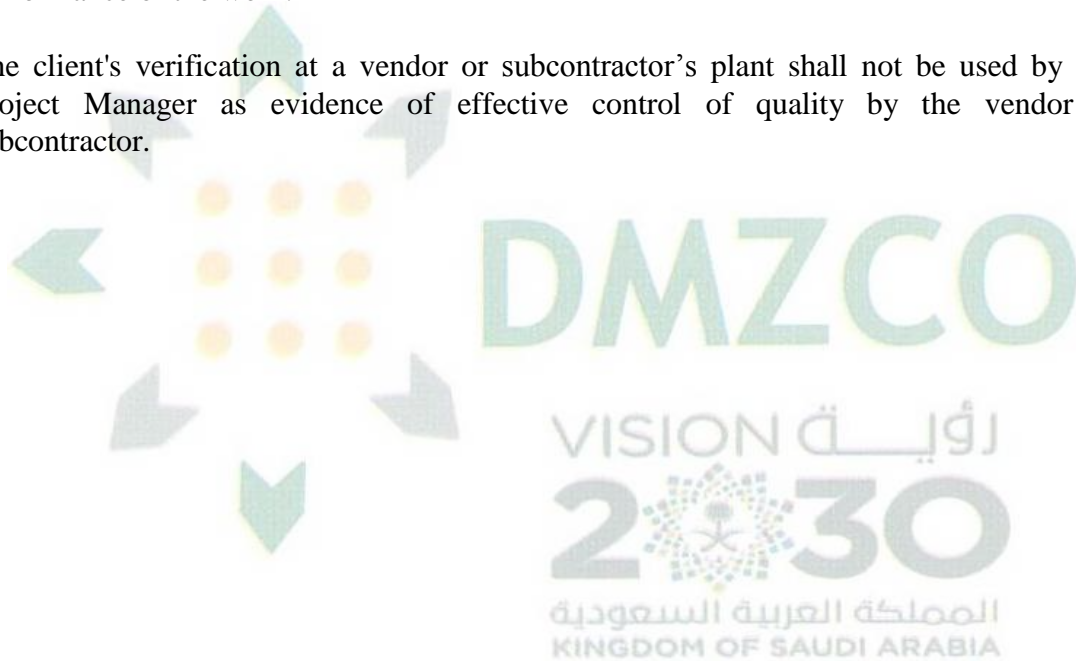
- a) The type, class, style, grade or other precise identification of items purchased;
- b) The title or other positive identification, and applicable issue dates of specifications, drawings, process requirements, inspection instructions, and other relevant technical data, including requirements for approval or qualification of product, procedures, process equipment, and personnel;
- c) The title, number and issue of the quality system standard to be applied to the product.

The Project Manager shall review and approve purchasing documents for adequacy of specified requirements prior to release.

#### **6.4 Verification of Purchased Goods**

Where specified in the contract, the client or the client's representative shall be afforded the right to verify at source or upon receipt that purchased materials or work conforms to specified requirements. Verification by the client shall not absolve the Project Manager of the responsibility to ensure that acceptable materials are used in the performance of the work.

The client's verification at a vendor or subcontractor's plant shall not be used by the Project Manager as evidence of effective control of quality by the vendor or subcontractor.



## **SECTION 7**

### **MATERIAL CERTIFICATION AND TRACEABILITY**

#### **7.1 Client Supplied Materials and Equipment**

The Project Manager shall ensure that all materials and equipment furnished by the client are verified, stored and maintained until incorporation into the work. Any such items that are damaged or otherwise unsuitable for use shall be recorded and reported to the client immediately. Proper notification to the client of receipt of any unusable materials or equipment must be made in order to ensure that the client retains the responsibility for providing useable materials or equipment.

#### **7.2 Product Identification and Traceability**

Where appropriate, the Project Manager shall establish and maintain procedures for identifying materials and equipment from applicable drawings, specifications, or other documents, during all stages of production, delivery, and installation.

Where, and to the extent that, traceability is a specified requirement of the contract, individual products or product batches shall have a unique identification. This identification shall be recorded in the Job File and issued to the client with specified "As-Built" data.

## **SECTION 8**

### **PROCESS CONTROLS**

#### **8.1 Management of Process Controls**

During project setup the Project Manager develops the project QA/QC plan covering all construction activities and applicable processes which directly affect quality. The Project Manager shall ensure that these processes are carried out under controlled conditions.

The controlled conditions shall include the following:

- a) Documented work instructions defining the manner of executing the work to ensure that an acceptable level of quality is maintained at all times. The instructions shall also specify equipment, materials, skills and working environments required to comply with applicable standards, codes and quality plans;
- b) Monitoring and control of suitable process and work characteristics during execution of the work;
- c) Clear identification of the required approval of processes;
- d) Criteria for workmanship which shall be stipulated to the greatest practicable extent, in written standards or by means of representative samples.

#### **8.2 Specific Activity Process Control**

Specific Activity Process Controls are for activities where the results cannot be fully verified by subsequent inspection and testing. Accordingly continuous monitoring and / or compliance with documented procedures are required to ensure that the specified requirements are met.

Management shall continue review of established QA/QC procedures to ensure ongoing suitability and effectiveness. As the need for new activity QA/QC process procedures is identified they will be created and implemented. Records shall be maintained for qualified processes, equipment, and personnel, as appropriate.

The following Specific Activity QA/QC Procedures shall be followed when performing applicable activities:

- a. Business Acquisition, Estimating and Proposal Preparation.
- b. Purchasing, Material Control and Subcontracting.
- c. Project Management and Cost\Document Control.
- d. Civil and Site Work.
- e. Concrete Foundations.
- f. Buildings and Structures.
- g. Mechanical Systems.
- h. Electrical Systems.
- i. HVAC Systems.

## **SECTION 9**

### **INSPECTION AND TESTING**

#### **9.1 Inspection and Testing of Purchased Materials and Equipment**

All materials and equipment shall be inspected and tested to ensure conformance with the project requirements before it is released for use. Verification that all items conform to specified requirements of the quality plan shall be documented and filed in the project QA/QC file. In determining the amount and nature of inspections, consideration should be given to the control exercised at the manufacturing source and documented evidence of quality conformance provided from the supplier.

Where incoming materials are released for urgent construction purposes, it shall be positively identified and recorded in order to permit immediate recall and replacement in the event of nonconformance to specified requirements.

#### **9.2 Inspection and Testing During Construction**

During actual construction of a project, the Project Manager shall ensure that:

- a) All inspection and testing activities are performed in accordance with the quality plan and documented procedures;
- b) Ensure specification and drawing conformance by the use of established process monitoring and control methods;
- c) Ensure that all required inspections and tests have been completed and necessary reports have been received and verified before the finished work is released to the client.
- d) Identify and correct any nonconforming work.

#### **9.3 Final Inspection and Testing**

The quality plan or documented procedures for final inspection and testing require that all specified inspection and tests, including those specified either by established quality procedures or the client, are carried out and that the work meets specified requirements.

The Project Manager shall ensure that all final inspections and testing activities are in accordance with the quality plan and documented procedures. Upon completion, all associated data and documentation shall be properly filed in the project QA/QC file and submitted to the client as required.

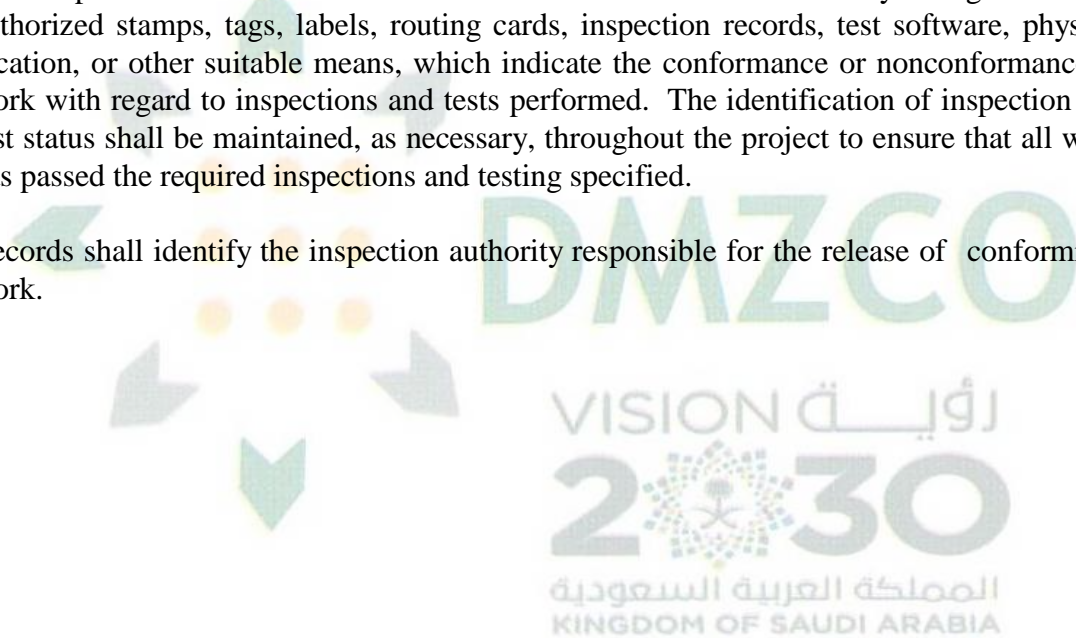
#### 9.4 Inspection and Test Records

The Project Manager shall ensure that all records which give evidence that the work has passed specified inspection and / or testing acceptance criteria are maintained in the project QA/QC file for future reference.

#### 9.5 Inspection and Test Status

The inspection and test status of the work shall be identified by using markings, authorized stamps, tags, labels, routing cards, inspection records, test software, physical location, or other suitable means, which indicate the conformance or nonconformance of work with regard to inspections and tests performed. The identification of inspection and test status shall be maintained, as necessary, throughout the project to ensure that all work has passed the required inspections and testing specified.

Records shall identify the inspection authority responsible for the release of conforming work.





**SECTION 10**  
**INSPECTION, MEASURING AND TEST EQUIPMENT**

The QCM shall ensure that all inspection, measuring, and test equipment is controlled, calibrated, and maintained, whether owned by DMZC Company, on loan, or provided by the client. Equipment shall be used in a manner which ensures that measurement uncertainty is known and is consistent with the required measurement capability.

The QCM shall:

- a) Identify the measurements to be made, the accuracy required, and select the appropriate inspection, measuring, and test equipment;
- b) Identify, calibrate, and adjust all inspection, measuring, and test equipment and devices that can affect work quality at set intervals to ensure that certified equipment having a known valid relationship to nationally recognized standards - where no such standards exist, the basis used for calibration shall be documented;
- c) Establish, document, and maintain calibration procedures, including details of equipment type, identification number, location, frequency of checks, check method, acceptance criteria, and the action to be taken when results are unsatisfactory.
- d) Ensure that the inspection, measuring, and test equipment is capable of the accuracy and precision necessary;
- e) Identify inspection, measuring, and test equipment with a suitable indicator or approved identification record to show the calibration status;
- f) Maintain calibration records for inspection, measuring, and test equipment.
- g) Assess and document the validity of previous inspection and test results when inspection, measuring, and test equipment is found to be out of calibration
- h) Ensure that the environmental conditions are suitable for the calibrations, inspections, measurements, and tests being carried out;
- i) Ensure that the handling, preservation, and storage of inspection, measuring, and test equipment is such that the accuracy and fitness for use is maintained;
- j) Safeguard inspection, measuring, and test facilities, including both test hardware and test software, from adjustments which would invalidate the calibration setting.

Where test hardware (jigs, fixtures, templates, patterns) or test software is used as suitable forms of inspection, they shall be checked to prove that they are capable of verifying the acceptability of the work prior to use during construction. All test hardware shall be rechecked at prescribed intervals. The Project Manager shall establish the extent and frequency of such checks and shall maintain records as evidence of control. Measurement design data shall be made available, when required by the client or his representative, for verification that it is functionally adequate.

## **SECTION 11**

### **CONTROL OF NONCONFORMING ACTIONS AND CORRECTIVE ACTIONS**

#### **11.1 Control of Nonconforming Works**

The Project Manager shall establish and maintain procedures to ensure that any work that does not conform to specified requirements is prevented from inadvertent release to the client. Control shall provide for identification, documentation, evaluation, segregation when practical, disposition of nonconforming work, and for notification to management as required.

#### **11.2 Nonconformity Review and Disposition**

Nonconforming work shall be reviewed in accordance with documented procedures.

The nonconforming work may be:

- a) Reworked to meet the specified requirements
- b) Accepted with or without repair by concession of the client
- c) Reused for alternative applications
- d) Rejected, torn out, scrapped and new work performed.

Where required by the contract, the proposed use or repair of the nonconforming work to specified requirements shall be reported for concession to the client or his representative. The description of nonconformity that has been accepted, and of repairs, shall be recorded to denote the actual condition.

Repaired and reworked work shall be re-inspected in accordance with documented procedures.

#### **11.3 Corrective Action**

The Project Manager shall establish, document, and maintain procedures for:

- a) Investigating the cause of nonconforming work and the corrective action needed to prevent recurrence;
- b) Analyzing all processes, work operations, concessions, quality records, service reports, and customer complaints to detect and eliminate potential causes of nonconforming work;
- c) Initiating preventative actions to deal with problems in relation to the risks encountered;
- d) Applying controls to ensure that corrective actions are taken and their effectiveness;
- e) Implementing and recording changes in procedures resulting from corrective actions.

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# ISO 9001:2015 Quality Manual

**Revision 1.0**

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## 0. VISION AND MISSION:

### **Vision:**

Vision without a task is only a dream. A task without a vision is but drudgery. But vision with a task is a Dream fulfilled. Uphold the Quality, Safety and Reliability in meeting our Client's needs. Encouraging and promoting human rights. Fostering environmental protection and sustainable development. Maintain steady growth and thus become the prime company for Industrial Solutions. Discharge Value to projects through cost and planning optimization and effective risk management. Big thinking precedes great achievement. We can chart our future clearly and wisely only when we know the path, which has led to the present.

### **Mission:**

To be the preeminent construction and maintenance company for Civil, Mechanical, Electrical, Instrumentation and HVAC for Industries and Facilities, services by consistently improving the quality of our planning and execution. To add value for clients through innovation, foresight, integrity, and aggressive performance and to serve with character and purpose that brings honor to God.

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## 1. INTRODUCTION:

- DHAHER M.AL-ZLAHQ & PARTNERS GEN. CONT. CO. hereafter called DMZCO, has established, documented and implemented Quality Management System in accordance with the requirements of ISO 9001:2015 International Standard. The primary objectives of the Quality Management System are:
  1. Document best practices in the organization
  2. Achieve high level of Client satisfaction by better satisfying requirements and expectations of the Client
  3. Improve the overall management of the organization DMZCO will maintain and continually improve the Quality Management System in accordance with the requirements of ISO 9001:2015 International Standard.
- This quality manual is used internally to guide the company's employees through the various requirements of the ISO standard that must be met and maintained in order to ensure client satisfaction and continuous improvement in the company's processes.
- This quality manual is used externally to introduce the Quality Management System to clients and other external stakeholders. The manual is used to familiarize them with the controls that have been implemented, and to assure them that the integrity of the Quality Management System is maintained and focused on client satisfaction and continuous improvement.

### 1.1 Scope

This Quality Management System addresses the processes that impact the company's engineering implementation, Procurement, Construction and Maintenance activities.

## 2. NORMATIVE REFERENCES:

ISO 9000:2015 – Quality Management Systems – Fundamentals and Vocabulary.



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### 3. TERMS AND DEFINITIONS:

The definitions contained in ISO 9000:2015 – Quality Management System – Fundamentals & Vocabulary are used. Listed below are explanations of how the terms “risks”, “special requirements”, “critical items”, and “key characteristics”, are applied at Dhafer M. Al-Zlaiq & Partners Gen. Cont. Co

### 4. CONTEXT OF THE ORGANIZATION

#### 4.1 Understand the Organization and its Context

DMZCO has determined the external and internal issues that are relevant to its purpose audits strategic direction and that affect its ability to achieve the intended result(s) of its quality management system. Identifying internal and external parties and their needs. Documenting the context of the organization. DMZCO shall monitor and review the information about these external and internal issues.

#### 4.2 Understanding the Needs and Expectations of Interested Parties

DMZCO has determined the interested parties that are relevant to the quality management system and the requirements of these interested parties that are relevant to the quality management system.

DMZCO shall monitor and review the information about these interested parties and their relevant requirements.

#### 4.3 Determining the Scope of the Quality Management System

DMZCO has determined the boundaries and applicability of the quality management system to establish its scope and has considered the following factors:

- The external and internal issues referred;
- The requirements of relevant interested parties;
- The products and services of the organization.

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#### 4.4 Quality Management System and its Processes

DMZCO has determined the processes for Quality Management System and their application throughout the organization. It has determined the sequences and interaction of these processes as well as the criteria and methods required to ensure the effective operation and control of these processes as well as inputs required and output expected. DMZCO has also determined the criteria, methods, including measurements and related performance indicators needed to ensure the effective operation, and control of these processes.

DMZCO has ensured and will ensure the availability of resources and information necessary for implementation of the processes and measures. Furthermore, it will continuously monitor and analyze these processes and implement actions necessary to achieve planned results and continual improvements.

- a) The assignment of the responsibilities and authorities for these processes;
- b) The risks and opportunities in accordance with the requirements of 6.1, and plan and implement the appropriate actions to address them;
- c) The methods for monitoring, measuring, as appropriate, and evaluation of processes and, if needed, the changes to processes to ensure that they achieve intended results;
- d) Opportunities for improvement of the processes and the quality management system.

DMZCO shall maintain and retain the documented information to the extent necessary to support the operation of processes to prove confidence that the processes are being carried out as planned.

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## 5. LEADERSHIP

### 5.1.1 Leadership and Commitment for the Quality Management System

DMZCO has been actively involved in implementing the Quality Management System. It has established quality objectives and the quality policy as well as provided the vision and strategic direction for implementing the QMS.

DMZCO is committed towards maintaining and continuously improving the established QMS.

The effectiveness of the QMS is continuously improved by

- Creating Awareness among the Employees.
- Ensuring the availability of resources.
- Establishing the Quality Policy.
- Establishing Quality Objectives.
- Supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility and also engaging, directing and supporting persons to contribute to the effectiveness of QMS
- Continuously communicating to the organization the importance of meeting client as well as Compliance Obligation.
- Periodically conducting Management Review meeting.

### 5.1.2 Client Focus

DMZCO will demonstrate the leadership and commitment with respect to client focus and Compliance obligation requirements are met.

DMZCO ensures that client needs and expectations are determined through interactions and feedbacks.

DMZCO strives to identify current and future client needs, to meet client's requirements and exceed client expectations.

DMZCO management ensures the focus on improving client satisfaction is maintained by setting and reviewing objectives related to client satisfaction.

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## 5.2 Quality Policy

The Quality Policy is available as documented information, be communicated, understood and available to relevant interested parties.

The Quality Policy of DMZCO is as follows:

**DMZCO strives to achieve, sustain, and enhance client satisfaction by continually improving through standardizing and innovating of our systems and processes through team work and competence of our personnel by adopting best industry practices.**

## 5.3 Organizational Roles, Responsibilities and Authorities

1. An organizational structure has been established to show the interrelation of personnel in the organization.
2. A framework is created for reporting on the performance of the quality management system, on opportunities for improvement and on the need for change or innovation, and especially for reporting to top management;
3. Top Management Ensures the promotion of client focus throughout the organization;
4. Top management ensures that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.
7. Job descriptions define the responsibilities and authorities of each of the positions.
8. Job descriptions and the organizational structure are reviewed and approved by top management for adequacy. This documented information available throughout the organization to help employees understand responsibilities and authorities.
9. The Responsibility & authorities are defined below. In addition to this Job Responsibilities are issued to all the persons.

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## 6. PLANNING FOR THE QUALITY MANAGEMENT SYSTEM

### 6.1 General

DMZCO has ensured that the planning of the Quality Management System is carried out to meet all requirements as well as prevent or reduce undesired effects by effective planning of actions to address risk and opportunities. It has also ensured that the integrity of the Quality Management System is maintained when changes to the Quality Management System are planned and implemented.

### 6.2 Quality Objectives and Planning to Achieve Them

- Deliver products, solutions and services that delight our clients
- Continuously enhance satisfaction of internal and external clients
- Improve productivity by eliminating waste and rework

The quality policy as well as quality objectives are included in new employee training as well as training on the QMS.

Management periodically reviews the objectives during management review meetings to determine the policy's continuing suitability for the organization.

#### 6.2.1 Quality Objectives:

The top Management shall carry out the changes in a planned and systematic manner whenever there is a change to the Quality Management System is identified.

The top management shall consider the following, before changing the QMS:

1. The purpose of the change and its consequence.
2. The integrity of the Quality Management.
3. The availability of resources.
4. The allocation or re-allocation of responsibilities and authorities.



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## 7. SUPPORT

### 7.1 Resources

#### 7.1.1 General

DMZCO has ensured that personnel who are assigned responsibility defined in the QMS are competent.

To ensure competence of the personnel, job descriptions have been prepared identifying the qualifications required for each position that affects conformity to product requirements. Qualifications include requirements for education, skills and experience. Appropriate qualifications, along with required training, provide the competence required for each position.

#### 7.1.2 Infrastructure

- The company activities are carried out in its own office premises. Computers with Local Area Network connection, Internet connection, Printer connection and Phone are provided to employees.
- List of assets is prepared and maintained by Admin Assistant.

#### 7.1.3 Environment for the Operation of Processes

- DMZCO has provided a work environment as per statutory requirements.
- A layout of electrical and network cabling, which enables safety and security is provided.
- Proper lighting, air-conditioning, exhaust fans, first aid box and fire extinguishers are provided.

#### 7.1.4 Monitoring and Measuring Resources

DMZCO has determined to undertake monitoring, periodical checking and bugs fixing of the software as needed to provide evidence of conformity of projects specifications and client satisfaction. It has ensured that monitoring, periodical checking and bugs fixing of the software are consistent with the requirements of the Projects as also to enhance the efficiency of the Software.

- All computers and other equipment's are protected from damage and deterioration during handling, maintenance & storage.

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### 7.1.5 Organizational Knowledge

If DMZCO has identified a changing need and trend, we shall consider its current knowledge and determine how to acquire or access the necessary additional knowledge.

NOTE1: Organizational knowledge can include information such as intellectual property and lessons learned.

NOTE2: To obtain the knowledge required, we shall consider:

- a) Internal sources (e.g. learning from failures and successful projects, capturing undocumented knowledge and experience of topical experts within the organization).

### 7.2 Competence:

Qualifications are reviewed upon hire, when an employee changes positions or the requirements for a position change. Human Resources maintain evidence of employee qualifications. If there are differences between the employee's qualifications and the requirements for the job, training is provided to equip the employee with the necessary competence for the job.

DMZCO identifies the competency needs for personnel performing activities affecting quality by means of Skill Matrix. DMZCO ensures that

- Appropriate evidence of education, skills and experience are maintained.
- The personnel are aware of their job description and their contribution towards achieving Quality Objectives.

All employees are trained on the relevance and importance of their activities and how they contribute to the achievement of the Quality Objectives.

### 7.3 Awareness

DMZCO shall ensure that the employees shall be aware of:

1. The Quality Policy;
2. Relevant Quality Objectives
3. The actions if not conforming to the Quality Management System requirements.



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## 7.4 Communication

The Leader has ensured that communication between various organizational levels and functions regarding the process of the Quality Management System are effectively carried out and effectiveness is checked through periodic management review meetings.

Internal Communication is done by means of review meetings & information passing through e-mail notifications.

DMZCO has implemented effective arrangements for communicating with the interested parties through different Medias such as telephone, website, email and courier. Communication to interested parties includes communication related to project or general enquiry, project information, contracts, amendment, client feedback and complaints.

## 7.5 Documented Information

Documented information required by the standard and by the organization as being necessary for the effectiveness of the quality management system will be maintained until the extent necessary

7.5.1 Creating and Updating.

7.5.2 Control of Documented Information.

**Reference:** Procedure for Control of Documented Information QMS-SP-01

## 8 OPERATION

### 8.1 Operational Planning and Control

Quality planning is required before new processes implemented. DMZCO has determined the planning process for realization of projects and service:

- Determine the Quality Objectives and requirements of the project.
- Establish processes and documentation and provide resources and facilities specific to realization of the project and service.
- Establish processes for monitoring, inspection, verification and validation of the project. Establish and document the criteria for acceptability of the project and service to the clients.
- Maintain necessary documented information to provide evidence of conformity to processes. Maintain necessary documented information to provide evidence that the resulting service meets customer requirements.

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## 8.2 Customer Communication

DMZCO has implemented effective arrangements for communicating with the client through different media such as telephone, website, email & courier. Client communication includes communication related to project implementation, work progress or general enquiry, material information, contracts, amendment, client feedback and complaints.

## 8.3 Design and Development of Projects and Services

### 8.3.1 General

DMZCO will establish, implement and maintain a design and development process where the detailed requirements of the organization's services are not already established or not defined by the client or by other interested parties, such that they are adequate for subsequent service provision.

### 8.3.2 Design and Development Planning

The design and development procedure outlines the process for controlling the design and development process. The Project Team plans design and development according to this procedure.

The design plan includes:

- Project management plan
- Design and development stages
- Required design reviews
- Verification and validation methods appropriate to each design and development stage
- Responsibilities and authorities for design and development
- Identification of the technical interfaces required for the project
- Updating of the design plan as the project progresses

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### 8.3.3 Design and Development Inputs

Inputs relating to product requirements are determined and documented according to the Design and Development procedure. All inputs are reviewed for adequacy and completeness, and to resolve any ambiguous inputs.

Inputs include:

- Functional and performance requirements
- Applicable statutory and regulatory requirements
- Where applicable, information derived from previous similar projects
- Other requirements essential for design and development

### 8.3.4 Information for External Providers

DMZCO Shall communicate to external providers applicable requirements for the following:

- a) the products and services to be provided or the processes to be performed on behalf of the organization;
- b) approval or release of products and services, methods, processes or equipment;
- c) competence of personnel, including necessary qualification;
- d) their interactions with the organization's quality management system;
- e) the control and monitoring of the external provider's performance to be applied by the organization;
- f) Verification activities that the organization, or its customer, intends to perform at the external provider's premises.

DMZCO shall ensure the adequacy of specified requirements prior to their communication to the external provider.

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## 9. PERFORMANCE EVALUATION

### 9.1 Management Review

Top management reviews Quality Management System. This is conducted to ensure the continuing suitability, adequacy and effectiveness of QMS.

Opportunities are also identified during these meetings for improvement and need for any changes in the QMS including the Quality Policy, Quality Objectives and customer complaints and feedbacks.

### 9.2 Management Review Input

Review Inputs includes current performance and improvements opportunities related to:

- Results of audits.
- Customer / client's feedback.
- Process performance and product conformance.
- Status of preventive and corrective action.
- Change that could affect the quality management system.
- Follow up action from previous management review.
- Recommendations for improvement.

Agenda is prepared by Management Representative and circulated to all the attendees before Management Review Meeting.

**Reference:** Agenda of Management Review Meeting.

### 9.3 Management Review Output

Review Output includes, actions related to

- Improvements of the quality management system and its process.
- Improvements of products related to customer requirements.
- Resource needs.

Review outputs are recorded in the minutes of Management Review Meetings and copies circulated to all members.

**Reference:** Minutes of the Management Review Meeting

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## 10. IMPROVEMENT

### 10.1 General

Top Management shall determine and select opportunities for improvement and implement necessary actions to meet customer requirements and enhance customer satisfaction.

This shall include, as appropriate:

- Improving processes to prevent nonconformities;
- Improving products and services to meet known and predicted requirements.
- Improving quality management system results.

### 10.2 Nonconformity and Corrective Action

DMZCO has taken care to ensure that Nonconformance in the service is reduced or eliminated.

**Reference:** Procedure for Control of Non-Conformance

DMZCO has established methods to take action to eliminate the causes of Non-Conformities in order to prevent recurrence. The corrective actions are appropriate to the effects of the Non-Conformities encountered. Effectiveness of the Corrective action initiated is reviewed.

**Reference:** Procedure for Corrective Action

### 10.3 Continual Improvement

DMZCO continually improves the effectiveness of the QMS through the declared documented Information of Quality policy and Quality objectives, Audit Results, Data Analysis, Corrective action and Management Review.

# PROCUREMENT POLICY MANUAL



شركة ضافر مهدي آل زليق وشركاه للمقاولات العامة  
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MAY 17, 2005

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المملكة العربية السعودية  
OF SAUDI ARABIA



# **PROCUREMENT OF GOODS**

## **PROCUREMENT POLICY & PURPOSE**

The purpose of this manual is to establish the policies and procedures of Dhafer M.Al-Zlaiq & Partners Gen.Cont.Co (DMZCO), concerning the acquisition of highest quality of desired goods and services at the best price possible. DMZCO's procurement policies and procedures are designed to ensure timely, efficient, and economic procurement, within the guidelines of good business practices. Further, the policies are aimed at streamlining the process of procurement while maintaining adequate controls. These procurement procedures apply to all staff involved in the procurement process and to all type of procurement.

## **PROCUREMENT RESPONSIBILITIES**

It is the responsibility of the General Manager to ensure the implementation of the policies and procedures in this manual.

The Finance Manager shall receive and disperse funds in accordance with the policies determined by the Board of Directors.

The General Manager has been authorized to write and sign checks drawn against the accounts of the company for the following administrative purposes:

- Payment of contractors with whom the Procurement Officer has negotiated a contract, provided that the contractors have performed the work to the satisfaction of the Company and the client.
- Payment of on-going or regularly recurring expenses of the organization, including, but not necessarily limited to, monthly rent, telephone charges, equipment rental charges etc.
- Purchase of materials and equipment necessary for the project operations and any other incidental purpose as may arise for the orderly operations of the company.

## **THE PROCUREMENT TEAM**

The Dhafer M.Al-Zlaiq & Partners Gen.Cont.Co (DMZCO) procurement team shall be composed of General Manager, Project Manager, Finance Manager and Procurement Officer / Representative



The team shall meet when there is need to deliberate on issues pertaining to procurement

The key terms of reference for the procurement team shall be to:

- i. Award tenders
- ii. Approve orders
- iii. Award contracts
- iv. Approve variation of contracts conditions

## SEPERATION OF DUTIES

There shall be proper separation of duties between:

- i. The person who orders a particular purchase from a vendor
- ii. The person who satisfies that the goods supplied are satisfactory.
- iii. The person who accept the goods in to project store.
- iv. The person who authorize payment.

## PROCUREMENT PLANNING

Procurement planning is part of the annual budgeting process. Contract administration is responsible for planning their project's estimated procurement needs on an annual basis through the use of the annual procurement plan (APP), which indicates the items to be bought in the various quarters of the year. The procurement officer will use the APP to plan for requisitions. It is critical that the procurement team discuss the APP at the beginning of each year and as need may arise within the year. The APP will also require the final approval of the project coordinator, who will share it with the project manager for comments before approval.

## PROCUREMENT REQUISITION (PR)

Each specific procurement procedure process shall be initiated by procurement requisition to the procurement officer from the requesting department and should show detailed specifications and requirement for the item(s) being requested. They should also indicate that the item is budgeted for. The PRs allow the departments flexibility within the overall annual plans regarding specifications, exact quantities, delivery dates etc. they are also used to cater for un-planned or emergency procurement.

The PR form will show the following:

- i. Items required
- ii. Quantities.
- iii. Delivery date and locations.
- iv. Accounting information.
- v. Whether procurement is within budget or emergency or un-planned.
- vi. Signature of the preparing person
- vii. The department head.

Some suppliers/ subcontractors do prescribe some conditions or restrictions required to be observed in the course of procurement pertaining to the project they fund. It is the responsibility of the procurement team to ensure that such supplier / vendor requirements and restrictions are observed in the procurement of goods and services but within the framework of DMZCO's procurement guidelines.

All requisitions must be signed by the project manager or designate, who should ensure that the item(s) are in budget or should seek authority to procure as per policy. Any person designated to authorize requisitions in acting capacity must have the authority given in written clearly stating the period authorized.

## CONTROL ON PROCUREMENT

Goods and services will only be procured within approved budget except in case of emergencies, which has to be approved by the general manager. Thus, in addition to being responsible for preparing the APP/budget, the contract administration should ensure that actual procurement throughout the year remains within the budget.

The financial officer shall assist the procurement officer in conducting periodic checks on procurement activities to ensure that they conform to APPs, procurement requirements, and DMZCO's policies and procedures.

It is the responsibility of the person who signs the local purchase order (LPO) to verify that the following have been done whether or not he actually collects the goods concerned.

- i. That the correct quantity has been received and signed.
- ii. That the quality and price of goods is as agreed.

- iii. That all goods delivered have been securely and inventory records appropriately updated.
- iv. That the delivery note is checked, signed, and forwarded to the financial officer to await the invoice.

Purchase under petty cash must not exceed the maximum amount established and documented by the financial officer.

Procurement staff and all members of the procurement team will be required to sign a “conflict of interest” document stating that they will not purchase goods or services from a company they have vested interest.

## **PROCUREMENT PROCESS REPORT**

Upon receipt of requisitions, the procurement officer will first verify that the requisitions is properly approved according to the signing authority. He will then enter the requisition details into the procurement report worksheet. After this he will begin the process of sourcing for goods.

The procurement report worksheet is updated to reflect requisition as they are received. It also includes information on status of each procurement requisition, complete with expected delivery date. This is to be submitted to projects department on a monthly analysis.

The procurement officer is required to present a monthly financial and narrative report on procurement to the general manager, through the administrative assistant and a copy forwarded to the financial officer and project manager.

## **VENDOR SELECTION**

Careful selection of approved vendors should be done to ensure that best possible price, quality and delivery time available within the markets is obtained. A list of approved vendors (the list of pre-qualified vendors), for each type of goods and services based on letter of introduction and past performance shall be maintained. This will make the process of vendor identification much faster. The vendor list shall be reviewed and updated periodically to ensure that current known factors are taken into consideration. Once the previous year’s list of vendors has been updated and approved by the procurement team, procurement of goods and services can be effected. Vendor selection for inclusion on the list of pre-qualified or approved vendors will take place periodically and will be done by the procurement team.

## **VENDOR SELECTION CRITERIA**

The following set of criteria is essential for deciding on choice of vendors:

- i. Price
- ii. Quality of goods/services. Such a justification must be verifiable.
- iii. Availability of goods/services within the required delivery time.
- iv. After sale service, including availability of parts/ supplies.
- v. Vendor's previous records of performance and service.
- vi. Ability of vendor/supplier to render satisfactory service in this instance.
- vii. Financial stability of the vendor/supplier.
- viii. Availability of vendor's representatives to call upon and consult with.
- ix. Payment terms
- x. Warranty offered.
- xi. Ability to provide samples.

## **PROCUREMENT FOR QUOTATION**

The procurement office and the head of the engineering department may recommend potential vendors but the selection of those invited will be left to the discretion of the procurement team. The procurement officer or designate will send a quotation request with the specification of goods and details or any relevant information needed to get accurate quotation to the supplier listed to be participated. All vendors must receive the same information.

## **USE OF DEALERS AND SOLE SUPPLIERS**

In the interest of ensuring quality, reliability and timeliness, the procurement officer may establish purchase agreements or contracts with main dealers of regularly purchased goods. Where possible due to other factors, the procurement officer will negotiate rates and discounts with the supplier or a method to determine price for invoice justification. These agreements and prices (net of discounts) should be reviewed annually to ensure that they are competitive.

## **LOCAL PURCHASE ORDERS (LPO) WITH VENDORS**

The LPO is a contract with the vendors should include all information regarding the goods and services being procured as well as standard terms of delivery, payment and

arbitration in case of dispute. If contracts are precise and clear, possibilities of disputes will be reduced and DMZCO will stand far greater chance of receiving the goods and services as expected. Upon selection of a vendor, a legally binding contract or purchase order should be drawn-up for the goods and services in question and signed by both parties prior to procurement. Detailed specifications, quantities, unit prices, delivery deadlines, locations, and payment schedules must be specified in such contracts or purchase order.

## **ORDER FOR RECURRING REQUISITION**

Procurement of a recurrent nature, i.e. where the same goods and services may be issued several times a year, one vendor may be selected for a period of up to one year. In some cases, particularly for services, purchase orders for the goods or services can be drawn-up once, which may then be reference every time those goods or services are required without requiring separate quotations and purchase orders on each occasion. In other cases, particularly for regularly purchased goods, vendors can be selected once, but separate purchase orders drawn-up each occasion the vendors are used.

## **CERTIFYING DELIVERY OF GOODS AND SERVICES**

The procurement process cannot be completed without certification that the goods and services procured have been received entirely to DMZCO's satisfaction, in particular, to the satisfaction of the requisition. The procedure for receiving goods and services is therefore important in ensuring that vendors have entirely met their obligations. Once DMZCO's representative has certified that goods and services have been received to their satisfaction, it has little further resources to complain about a vendor's performance; and payment can then be made.

In all cases, the certification of receipts of goods and services is pre-requisite to DMZCO and the following guidelines are essential for that purpose.

- i. The procurement officer should ensure that goods and services are checked against purchase order / contracts, waybills, invoices or delivery notes.
- ii. Requisition department at the time of delivery will facilitate the receiving and checking of goods and services whereby the receiving person will have to sign the delivery notes or any other documents during delivery.



- iii. Physical checking should be done by the requisitioning department and not by the procurement officer.
- iv. In some cases, receiving of goods and physical checking of goods or services may be delegated to other company representatives who are so authorized by the procurement officer. Such might include cases where goods or services are delivered directly to a project field locations; or where specialist's technical certification is required.
- v. Any differences between documents done physical checks should be noted and reported to the procurement officer for action.

## PAYMENT PROCESSING PROCEDURE

The recipient department is responsible for preparing payment requisition which then it forwards to the procurement office for checking and certifying. The document is then sent to the finance department for further checking and necessary approval and authority to pay. All payments must be made in accordance to the contractual terms between the vendor and Dhafer M.Al-Zlaiq & Partners Gen.Cont.Co and in reference to the financial policies.



## **PROCUREMENT OF 3<sup>RD</sup> PARTY SERVICES**

### **APPOINTING AND PAYING SERVICES**

3<sup>RD</sup> party services shall be sought for:

- i. A job for which the required technical expertise does not exist in-house at Dhafer M.Al-Zlaiq & Partners Gen.Cont.Co
- ii. A job is not ongoing and hence does not require full time staff.
- iii. A job that does not require more than 6 months continuous engagement.

The following procedure shall be observed for engaging the services of a 3<sup>rd</sup> party at DMZCO.

- i. The decision to hire the services of a 3<sup>rd</sup> party shall be taken by the project manager in liaison with the contract administration.
- ii. The concerned engineer form the contact administration shall send quotation request to specific appropriate consultants requesting for proposal for the specific consultancy service by a stated dates or periods.
- iii. The proposal received shall be reviewed by a concerned engineer in charge in liaison with the project manager and the ensuring recommended name shall be submitted to the general manager who shall discuss with the project manager.
- iv. The terms of reference for the services shall be mutually agreed upon and the financial officer shall be involved in the negotiation of financial aspects of the terms.
- v. The contract agreement shall be signed by both parties before commencement of the service assignment.
- vi. Payment is conditional on satisfactory completion of the whole job unless the agreement provides for advance payment and balance after completion of specifically agreed tasks.

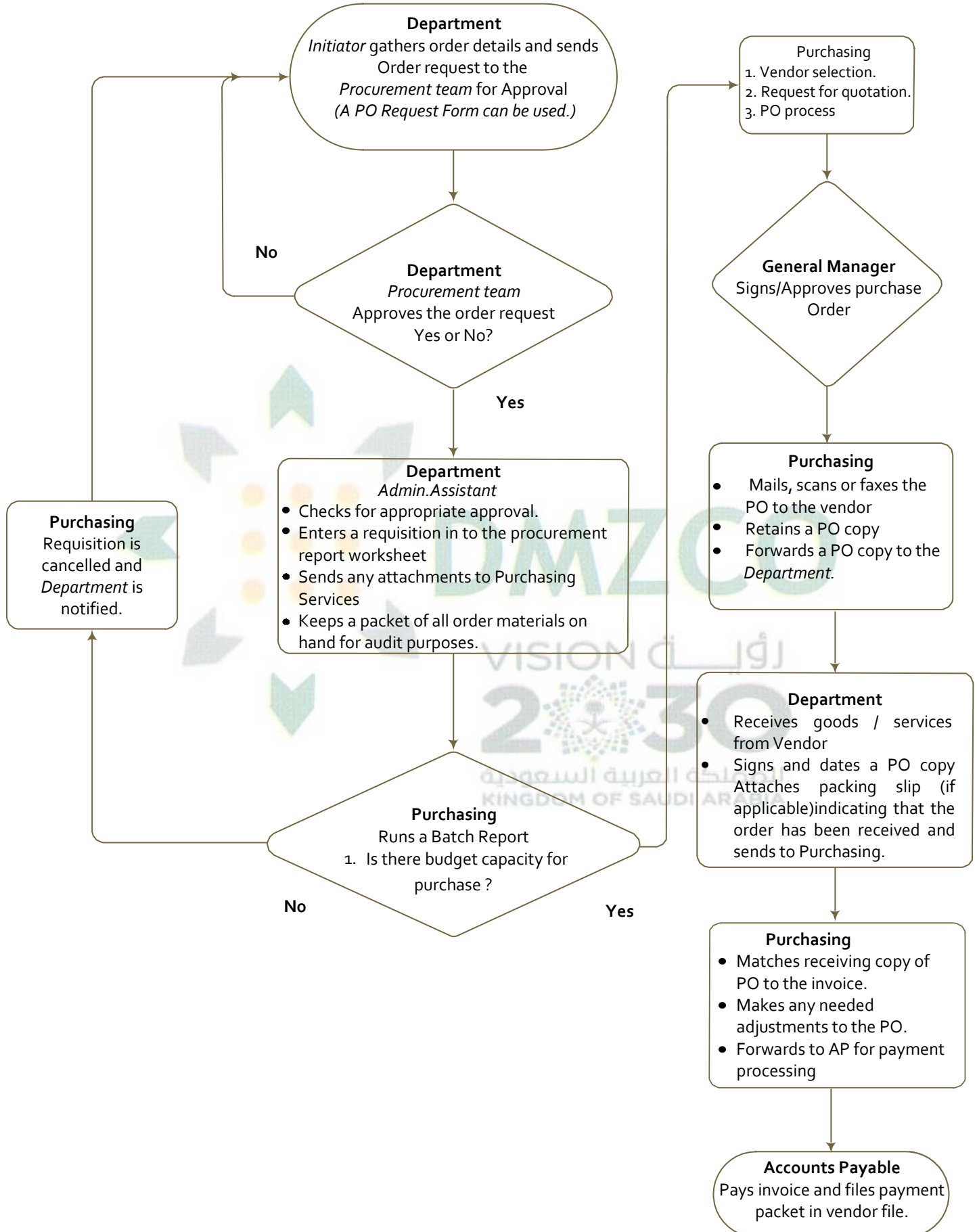


## APPOINTING AND PAYING CASUAL WORKERS

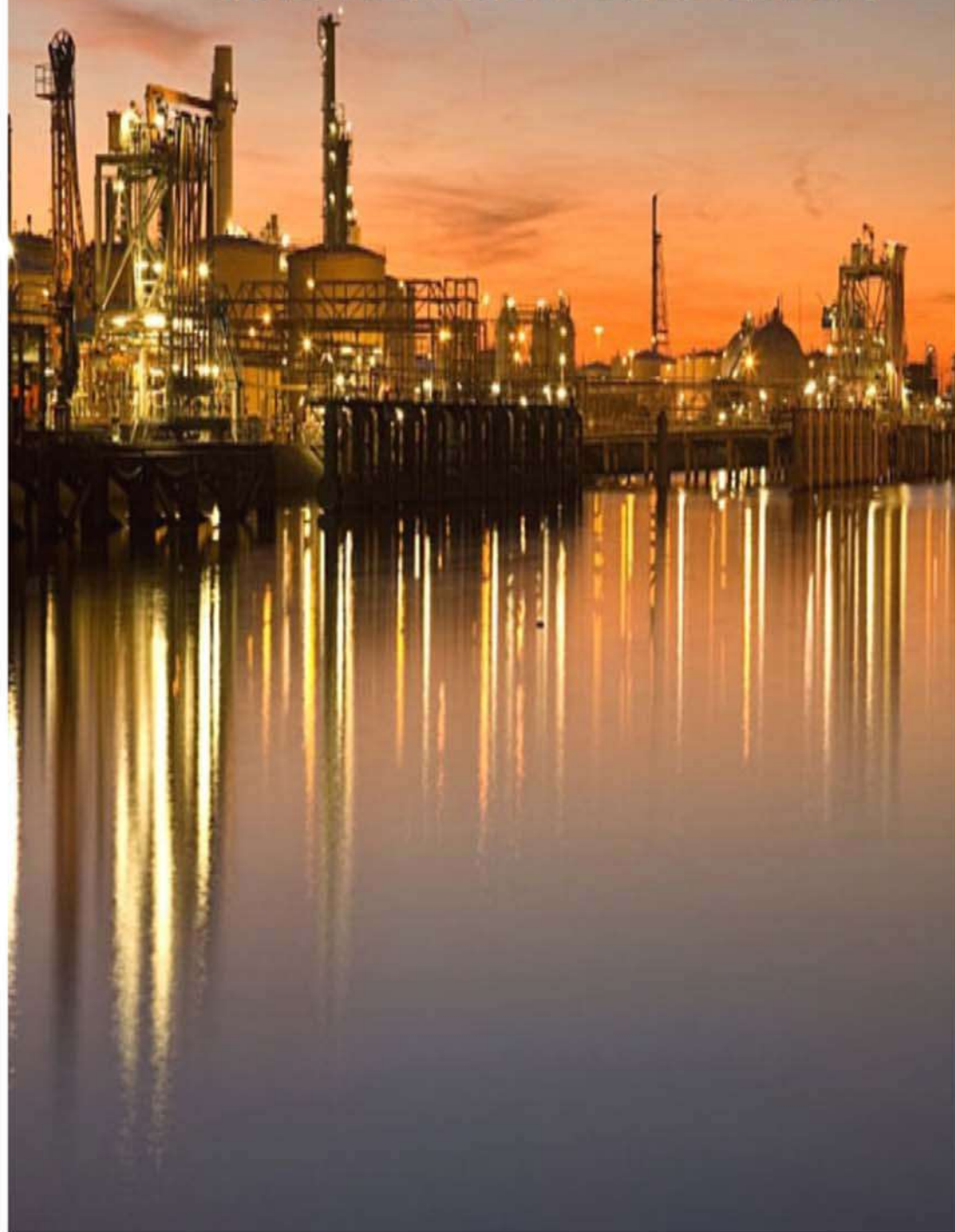
Casual workers will be those engaged in project work especially manual work, for one to several days. The following procedure shall be observed for engaging the services of casual workers.

- i. The casual workers are engaged by the contract administration upon approval of the general manger.
- ii. A list of casual workers (name and identity numbers) shall be maintained by the contract administration stating the terms of reference for the casual worker.
- iii. The letter of authority for engagement of casual workers shall be issued by the general manager to the contract administration stating the terms of reference for the casual workers.
- iv. Casual workers are expected to comply with all the policies of Dhafer M.Al-Zlaiaq & Partners Gen.Cont.Co and safety procedure as required at project site, while at their service.
- v. Payment shall be made on a weekly or monthly basis.

**Procurement & Handling Process Flowchart**



# SAFETY AND LOSS PREVENTION PROGRAM







شركة ظافر مهدي آل زليق وشركاه للمقاولات العامة  
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Dhafer M. Al-Zlaiq & Partners Gen. Cont. Co.  
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## **SAFETY POLICY STATEMENT**

The policy of DHAFER M. AL ZLAIQ & PARTNERS GEN. CONT. CO. is to recognize its duty as an employer, so far as reasonably practicable the health and safety at work of its all employees. The management of DMZCO considers that health and safety matters are management responsibility which rank equally with marketing, finance, commercial and personnel matters.

The chief executive of the company has special responsibility to maintain an overview of health and safety matters throughout DMZCO.

It is the policy of the company to:

- ✓ Produce and keep up to date its own health and safety policy.
- ✓ Ensure that all activities are conducted in a manner consistent with the procedure.
- ✓ Provide appropriate training in relation with health and safety.
- ✓ Ensure that all accidents and all major incidents are properly investigated and reviewed so that appropriate remedial steps may be taken.

Management and supervisory staff have the responsibility for implementing this policy throughout the company and must ensure that health and safety consideration is given equal priority.

All employees are instructed to cooperate with the company in carrying out this policy and must ensure that their own work is carried out without risk to themselves and others.

This Statement of company policy will be displayed at all offices, sites and work places.



Issued By the Chief Executive Officer.

## 1. SAFETY & ACCIDENT PREVENTION

Project safety is a primary responsibility of all people involved, especially management and supervision assigned to the project. Every Project has a NO ACCIDENT goal. Each Project Manager and Construction Manager has overall responsibility for safety at each respective location. The Safety Manager monitors all safety activities at the job sites and reports his findings to management through the Site Manager. The Safety Manager administers the project safety and fire-prevention programs and maintains responsibility for the first aid and medical operations. The project safety program is administered in accordance with OSHA regulations for construction (CFR 1926), KSA Government legislation, OWNER safety rules and regulations, applicable ANSI standards, OWNER Environmental regulations, 2004 and OWNER specific safety rules and procedures.

### SAFETY GOALS

Specific safety and health goals for the project are as follows:

- No lost-time or restricted workday cases and no recordable cases and no fatality, through a safety plan and safety procedures that are aimed at modifying the behavior of all employees on the project to become more safety conscious to prevent all accidents and injuries.
- Provision of medical and first aid facilities to provide immediate treatment and proper management of injuries to prevent it from developing into a more serious type of injury to the benefit of the injured and the project.
- No onsite damage incidents.
- No offsite damage incidents as far as is within the control of Project Management.
- Avoidance of offsite damage incidents where the control of Project Management is limited.
- Optimization of the onsite working conditions, leading to the prevention of physical and mental complaints, prevention of occupational sickness disability leave, and prevention of the occupational illnesses of all workers.
- Minimum nuisance (e.g. noise, light, traffic, smells) to the surrounding community, potentially caused by construction related activities, directed at zero nuisance reports from the surrounding community.
- Maintain safe working areas and good housekeeping.



## FUNCTIONS AND RESPONSIBILITIES

Project Management is committed to a Safety Program requiring that accountability will begin at the highest level of management. Each level of Project Management, Contractor Management, supervision and employees will claim ownership in, and take personal responsibility for their roles in the safety program and will act as a change agent to modify each employee's behavior positively towards working safely.

Each level of management shall take on the responsibility for the safety of employees and comply with the project safety standards and requirements. Contractor will perform inspections and audits and continuous field monitoring jointly and/or separately to determine compliance to safety.

Accountability is a critical part of the safety program and will be implemented with positive reinforcement that will challenge everyone involved, irrespective of his level of responsibility, to achieve our mutual goal of "No Accidents." All activities will be governed by the assumption that, *"all accidents can be prevented"* and that the *"behavior of all employees can be modified to work safely"*. In order to achieve a No Accident and No Injury culture all levels of management are required to subscribe to the following:

- a bold aligned commitment to the elimination of worker injury.
- establishing a sense of urgency for the elimination of incidents and injury.
- forming a powerful coalition with parties that can make a difference to lead the initiative.
- creating a vision of No Accident that emphasizes the impact on people and the possibilities it creates.
- communicating the vision to everyone many times and in many ways.
- creating new possibilities for the people.
- focusing on leadership, behavior and the environment for safety.
- empowering everyone to act on the vision.
- continually communicating what has been accomplished, what is left and what is next.
- institutionalizing new approaches by articulating the connection between incident and No Accident and the project's business objectives. Apart from the above, the following roles and responsibilities have been defined for the various levels of project / Contractor management and supervision on the project.

## 1. Project Manager

The Project Manager represents senior levels of management on the project site and is accountable for

The following activities:

- communicating to subordinates the safety values of the project.
- Ensuring the safety performance and accountability of subordinates.
- visibly demonstrating to the organization that personal commitment to safety is a number one priority.
- Review and respond to safety reports.
- Issue memo of recognition when goals are achieved.
- Issue memo of concern when goals are missed.
- Review all accident investigation reports.
- Request and review weekly safety statistical reports.
- visibly participate in safety programs.
- Provide the project with resources.
- Include safety as part of each project meeting.
- Include safety performance when conducting subordinates and contractor performance reviews.

## 2. Construction Manager

The Construction Manager is essential in the implementation of the safety accountability program.

The success of the program is contingent upon the support of this level of management.

The construction manager is accountable for the following activities:

- Ensuring subordinates safety performance and accountability and compliance to the safety program.
- Communicate safety requirements and Job Bulletins to subordinates.
- ensuring the quality of Contractor safety performance.
- Taking part in activities that emphasize the commitment to the project safety program.
- "Leading by Example" sending a message "safety is a value."
- Review and respond to Contractor safety assessments.
- Monitor morning Toolbox meetings.



- Participate Weekly Area Safety Assessments.
- Participate in Owner's Safety audits.
- Participate in incident investigations.
- Enforce the disciplinary program.
- Ensure all employees receive required training.

### 3. Supervisor

The Supervisor is the first line of reporting for the craft employee/worker. Defining accountability tasks for the craft employee begins at this level. Specific tasks that a supervisor is responsible for are:

- Conduct pre-task evaluations of work scope & area.
- Present Job Safety Analysis in a systematic way to ensure that hazards and abatement measures are communicated to the employees.
- Conduct specific equipment and PPE inspections.
- Participate in Weekly Safety Self-Assessments.
- Conduct safety duties as outlined in the Supervisor Safety Logbook and record activities.
- Correct all safety deficiencies as per the Weekly Area Safety Assessments and Area Discrepancy Logbook.
- Conduct daily Toolbox Talks with subordinates.
- Hold weekly safety meeting with all employees.
- actively involving every employee in the safety program.
- Ensure employee participation.
- Monitor crews for compliance.
- Enforce project policies and procedures.
- Monitoring the behavior of the people and provide coaching to change the attitude and behavior positively towards working safely and instills "think before acting" and "value of human life".
- Assist in accident investigations.
- Obtain daily-required permits and ensure compliance to permit conditions.
- Ensure subordinates are trained for their duties as per the Project Safety Program.

#### **4. Craft / Worker**

Craft and workers, like any other person on the project, has the responsibility to keep himself and the

People around him safe. They work under the supervision of the Supervisor and have the responsibility to perform their work safely according to the training they received and instructions

From the Supervisor. Craft and workers have the responsibility to ask when they are not sure and must

Think before they act. They are also responsible to coach co-workers should they not understand the

Work and/or safety requirements and therefore are about to perform an unsafe act or create an unsafe

Condition.

#### **5. Field Safety Supervisor**

The field safety supervisor assists the Worker and is responsible for monitoring the performance and assist with the implementation of the safety program where required. For day-to-day safety matters the field safety supervisor deals directly with the Site Foreman to resolve problems. The field safety supervisor ensures that contractors adopt, implement and maintain a safety process in accordance with the Project Safety Plan and Procedures as outlined in the HIP & Safety Manual

#### **6. CONTRACTOR / Subcontractor Safety Representative**

The Contractor safety representative is responsible for implementing the Contractor's safety program on the project. He is responsible for monitoring and administering a proactive project safety program in accordance with the project safety program designed to provide assistance in recognizing, evaluating, and subsequently eliminating or controlling hazardous acts or conditions. He works in conjunction with his project/site manager, construction manager and site safety representative assisting in the implementation of the safety program as it pertains to the Contractor.

## SAFETY EXECUTION

The control of accidents is the direct result of Management working together for a common objective – No Accident. The leadership and tone for such an effort originates with Project Management and Contractor Management. The Degree to which management accepts this responsibility will determine the success or failure of the entire safety program.

1. Instruction and training of employees are required. Apart from own orientation-training, employees will also attend training presented by Aramco as required. The following are mandatory training programs:

- Indoctrination / Orientation
- All employees will attend a site-specific orientation presented by Safety Supervisor prior to the start of work or as required. The goals set for the project, the project safety rules and regulations and the No Accident philosophy will be communicated to all employees, supervisors and managers. The course will also emphasize the importance of human life and promote employee ownership and accountability by utilizing behavior based safety techniques.
- Supervisor Training
- All supervisors will attend a special Safety Leadership Skill-path training course presented by the Contractor that aims to equip supervisors with the knowledge and skills to fulfill their safety roles, duties and responsibilities.
- Safety Officers Training
- All safety officers will attend a Safety Personnel Development course designed and presented by the Contractor. This course aims to equip the safety officers with the skills and knowledge to perform their duties. The course is similar to the supervisor training mentioned above but concentrates on the roles, duties and responsibilities of safety officers. In addition it includes safety administration and procedures and field execution safe work practices as per the project safety manual and procedures.
- Work Assignments
- All work assignments shall include specific attention to safety." Follow-up" monitoring is required in order to prevent accidents
- (Safety Action Plan / Job Safety Analysis / Safety Task Assignments/ Safe Work Plan / Permits).

- Meetings
- Properly conducted and recorded weekly safety meetings will be required. Additionally, all meetings, staff, progress and others will have a portion of the agenda devoted to accident prevention and safety.
- Toolbox meeting
- Toolbox meetings will be held daily by all supervisors as a coaching tool to help modify the behavior of the employees to work safely, effectively assign permitted work and to constructively correct unsafe and to effectively acknowledge employees and crews for working safely.
- Specific Training
 

The Safety Procedures require that employees performing specific tasks or operating specific equipment be trained and certified or designated as a competent person as defined. The following training /certification programs will present as required. After Obtaining Third Party Certification, Qualified Employees will undergo Aramco Training program and Certification as required for various jobs.

  - ❖ Equipment operators – specific to the type and or model of equipment operated.
  - ❖ Forklift operators – initial training specific to the model and annual refresher training
  - ❖ Electrical Lock out Tag Out
  - ❖ Working on or around energized electrical equipment /circuits
  - ❖ Confined spaces – Supervisor, Entrant, Attendee
  - ❖ Scaffold – Builder, User, Inspector
  - ❖ Trenching and Excavation – Competent Person
  - ❖ Fall Protection – Usage, Inspection, 100% fall protection and tie-off policy. All employees working at elevation must attend.
  - ❖ Respiratory Protection – Use, inspection, care
  - ❖ Hazard Communication
  - ❖ Personal Protective Equipment
  - ❖ First Aid – first aid, bleeding, CPR.
  - ❖ Fire prevention – fire fighting, fire extinguisher, fire 4prevention.
  - ❖ Hot work – gas cylinders, burning, welding, and cutting.
  - ❖ Crane and Rigging – crane operation, signals, rigging/slinging, lifting equipment, lift permits.
  - ❖ Pre-commissioning and Startup.

**A database will be developed to track employee training. The database will identify type and date of certification /training each employee has received.**

### **Safety Action Plan / Job Safety Analysis**

It is the responsibility of project supervision, including Contractor / subcontractor supervision to perform a Safety Action Plan and Job Safety Analysis either individually or in a group, before any assigned task is undertaken. Supervisors shall complete the JSA form (Job Safety Analysis) identifying any hazards that may be associated with a task and the abatement measures required eliminating or protecting against the hazard. The JSA will be discussed during daily Toolbox talks and may require actual demonstration of how to perform the task safely.

### **Supervisor Safety Logbook**

Each field supervisor shall use the Supervisor Safety logbook weekly and record his safety duties performed. The logbook is designed to guide the field supervisor through his safety duties and responsibilities and to record the safety issues he needs the help of management.

### **Weekly Safety Area Assessments**

The Weekly Safety Area Assessment program will be used to conduct and document project inspections and corrective action. The assessment team will consist of the Contractor management, safety representative and respective supervisor.

### **Quarterly Safety Audits**

Owner Safety Department will conduct quarterly safety assessments. As part of the assessment a comparison will be made of the three months average of Weekly Area Safety Assessments conducted by the project team.

### **Safety Alignment**

Safety alignment sessions are presentations and meetings hosted by Contractor project management, other senior Contractor employees and safety representatives. The alignment sessions will be held at the start of construction and after Owner has conducted a project wide safety audit every four to six months or when major project and/or important milestone or transition points were reached. The purpose of the meeting is to discuss project wide and safety concerns and to identify areas for improvement and to determine,

as a safety alignment team, ways of improving safety in the areas needing improvement including safety behavioral modification.

All safety improvement strategies agreed upon during the safety alignment session(s) must be implemented.

### **Recordkeeping and Accident Reporting**

It is the Safety Manager's responsibility to maintain all records. This includes the maintenance of an

Accident log, annual summary and the posting of all mandatory posters.

Records of the following safety activities must be maintained at the project;

- Employee training and certifications.
- Tool Box meetings.
- Weekly Safety Assessments.
- Weekly safety reports.
- Monthly safety reports.
- Employee medical records.
- Mobil equipment inspections.
- Equipment Assured Grounding, PPE, Rigging, Ladder inspections.
- Hazard Communication Program and Material Safety Data Sheet file.
- Accident and incident investigations – Employee's Report – Supervisor's Report.
- Disciplinary action.
- First aid log.
- Injury Log specific to the project and current for the year.

### **Accident, Incident Investigations**

All accidents, incidents, first aid cases and near misses must be investigated. Affected employee(s) will complete an Employee's Report of Occupational Illness/Injury and the employee's supervisor shall complete a Supervisor's Report of Accident. Based on the severity i.e. OSHA Recordable or Lost Work Day or nature of the incident additional investigation may be warranted. Investigations of OSHA Recordable or Lost Workday cases shall include a "Root Cause Analysis" and measures that will be implemented to prevent similar incidents.

A project investigation team consisting of the construction manager, site safety representative and supervisor(s) shall jointly investigate accidents, incidents, near misses



and first aid cases deemed serious of nature. Incidents serious of nature will be reported the same day.

### Language

The main language of the project will be English. All documentation will be in English and training will primarily be conducted in English. All levels of management, supervision, craft foremen and safety personnel must be fluent in English to be accepted to work on the project. Translators will be employed to translate into all the other languages the workers employed speak to assist in communication, instruction, training and toolbox talks. All documentation translated into other languages shall be multilingual with English and the other language(s)

### Safe Work Plan

All work performed on the project shall be according to and controlled by a daily Safe Work Plan which is an extension of the Job Safety Analysis. It shall be in accordance with the project safety rules and regulations and project safety procedures and specific to the type and scope of work and work area per supervisor.

### DISCIPLINE

*This procedure is provided to assist in the uniform application of disciplinary action for*

*safety violations throughout the project.*

The Safety Manager coordinates accident prevention as it applies to all areas of the safety and health program. The Safety Manager reports directly to the Site Manager and is not a part of the project's line organization. With the exception of work performed within their office, they do not exercise direct operational control of any project work.

The Safety Manager shall keep a constant check on the methods used by supervisors and employees to prevent safety violations. They have the authority to correct and instruct employees concerning the violation of safety rules and shall stop work in situations of imminent danger. Should the Safety Manager witness an unsafe work situation, which requires the application of the project's disciplinary program, they must bring this to the attention of the appropriate project supervisor. The supervisor is responsible for carrying out

the necessary corrective measures. The Safety Manager may advise or recommend the type of reprimand or discipline to be applied, but shall not administer the discipline themselves, except for the serious safety violations requiring immediate dismissal/termination from the project as stated below. If appropriate discipline is not forthcoming, the chain of command shall be followed until appropriate corrective measures and discipline result. If satisfactory results are not achieved after working through the Site Manager, the Safety Manager shall contact the Project Safety Manager for resolution or further instructions.

### ***NEW HIRE ORIENTATION***

**Stresses safety as a matter of common sense and attitude. Addresses the concept of teamwork, communication, and self-discipline. Makes the foreman, supervisors, and craftsmen aware of their responsibilities concerning safety. Also gives an overview of the regulating agencies.**

#### **A. RESPONSIBILITIES**

Each Manager, supervisor and foreman is to ensure that employees under his supervision have received an initial safety orientation.

#### **B. INDOCTRINATION OUTLINE**

**Personal Protective Equipment:** This part of the orientation covers the use, selection, and maintenance of personal protective and life saving equipment. Eye, face, hearing, head, feet, etc.

As well as respiratory protective measures are covered.

**Personal Tools:** A list of approved tools for use on the jobsite is given to each employee. These tools are inspected and logged on a tool list. The craftsman must perform inspection of the tools on a daily basis. All personal equipment must be of safe design and construction for the work to be performed.

**Housekeeping:** General housekeeping practices and requirements are covered. Also, specified are the types of containers provided for the collection and separation of waste trash, oily and used rags and other wastes.

**Fire Protection/Prevention:** Fire protection and prevention standards and techniques are addressed. Emergency situations and availability of fire protection and suppression equipment are included.

**Hand and Power Tools:** This section of the safety orientation covers the safe use of hand tools, electrical tools, power actuated tools, etc. Maintenance of tools, guarding, and personal protective Equipment.

**Electrical:** Covers electrical installations used on the jobsite both temporary and permanent. Policies and procedures developed to protect employees such as lockout and tag-out of circuits, ground fault protection, grounding and bonding, equipment installation, maintenance, and temporary wiring/lighting.

**Ladders/Scaffolds:** Orientation stresses the use of ladders for access purposes. Selection of the correct ladder for the job, and inspection to assure good ladder condition are primary points. Fixed ladders, portable ladders, wood and metal ladders are addressed as well as how to set up and use ladders correctly. Scaffolding, the different types used, and their erection and inspection requirements are included in the orientation and scaffolding erection should be done by qualified craftsmen and should be approved by Aramco certified Scaffolding Supervisor or Inspector.

**Fall Protection:** The safeguarding of employees working in elevated positions and the 100% fall protection policy and 100% tie-off policy is discussed. Body Harnesses, life lines, lanyards and instances of where they should be used are covered. Steel erection that includes flooring requirements, structural steel assembly, and bolting, riveting, fitting up, etc., are main topics.

**Excavations, Floor Openings, Confined Spaces:** General/specific protection requirements are topics. Passageways, personal protective equipment, and vehicular traffic are discussed. Also covered are barricades, trenching requirement, and entry permit for confined spaces.

**Vehicle/Equipment Safety:** Different types of equipment, motor vehicles, mechanized equipment, etc., are topics. Jobsite driving rules and individual equipment requirement (to

include inspection) are covered. Equipment limitations and equipment usage only for its intended purposes are subjects.

**Permits:** Covers daily construction permit. Also, emphasizes special permits such as lifting, flame, excavation, vessel entry, elevated work, chemical permit, night work, radiography, etc., to include where, why and how they must be used.

**Specialized Training:** This section of the orientation alerts employees to the education and training programs that are required for them to effectively control or eliminate any hazards or other exposure to illness or injury. It includes the training needs of supervisors and craft.

**Jobsite Meetings:** Their purpose is to place accident prevention foremost in each employee's mind. Also equips the employees with the necessary overall preventive action. ATTENDANCE IS MANDATORY.

**First Aid/Emergency Treatment:** Informs the employee about the type of first aid services available and how to acquire them when necessary. Also discusses what to do in emergency situations and talks about emergency facilities.

**Disciplinary Procedures:** This portion of the orientation explains the rules of conduct, and safe work regulations that must be adhered to. Also explains the classifications of violations and disciplinary action taken for each violation.

## **EVACUATION**

In the event of a fire, vapor release, or project evacuation is required, the emergency alarm will sound,

Signaling the type of emergency that is being experienced: (Instructor will go over alarm signals).

## **PROTECTIVE EQUIPMENT**

### **HEAD PROTECTION**

A company issued hard hat (with the bill to the front) must be worn at all times once entering the work area (Instructor will define work area) with the exception of offices, equipment with fully enclosed cabs, lunch and break periods provided no work is going on in

the immediate area. No metal hard hats will be permitted on the project. All hard hats must be in accordance with ANSI standards.

There will be no change in the design, surface or suspension of the hard hat. Hard hats will also be worn when welding, grinding, cutting and other work requiring a hood or face shield and/or goggles are performed.

### **EYE AND FACE PROTECTION**

Approved safety glasses with side shields are required at all times once entering the work area with the exception of offices, equipment with fully enclosed cab and windshield, when superior eye protection is worn and during lunch or break periods provided, or when no work is being performed in the immediate area. Employees will be furnished one pair of nonprescription ANSI approved Safety Glasses. If employee loses, or leaves at home his safety glasses, the replacement pair will be payroll deducted. Replacement lenses for damaged or broken lenses will be replaced at no charge to the employee. Dark lens safety glasses are not allowed in buildings with inadequate lighting.

Employees working with or assisting in work handling molten materials or reactive chemicals will wear a full face shield with mono goggles. When grinding or buffing, a face shield with approved safety glasses. When cutting or burning, burning goggles will be required. When welding, a welding hood and lens equipped with no less than a Number 10 filter. Additional eye protection will be worn when specified on permits or as conditions warrant.

### **RESPIRATORY AND HEARING PROTECTION**

Respiratory and/or hearing protection is required in designated areas and or when performing specific tasks (Instructor will address areas and tasks).

### **BARRICADES**

Barricade tape is not to be used in lieu of physical barricades for floor, hole, wall openings or when permanent handrails have been removed. Yellow barricade tape indicates to use caution when approaching or entering the area.

### **ELECTRICAL TOOLS, CORDS**

Tools are to be visibly inspected by the employee prior to use. Any tool or cord found to be defective is to be returned to the tool room. Tools and cords must have a current color code. Check the RPM rating of grinding wheels or disc. The RPM rating must be greater than that of the driver. Tools and guards are not to be altered. Do not tie electric cords to metal

rods or nails. All electrical tools must be grounded and equipped with ground fault circuit interrupter (GFCI) to protect possible electrical shock.

### **EXPLOSIVE ACTUATED TOOLS**

Explosive Actuated Tools are sometimes referred to as powder actuated drivers, ramset tools or stud gun. It is a tool that depends on an explosive charge to provide the driving force. Only certified employees are permitted to use this type tool. The employee must have a certification card in his possession when using the tool. These explosive actuated tools are very dangerous and the use thereof must be properly controlled and locked away when not in use. It must be inspected prior and after each use and the cartridges accounted for.

### **SCAFFOLDS**

All scaffolds, platforms, and staging must be completely decked with decking secured and shall be built with standard handrails and toe boards on open sides and ends. The footing for scaffolds shall be sound and capable of carrying the maximum intended load. No scaffold shall be erected, moved, dismantled or altered except under the supervision of a competent person. No scaffold shall be used unless it has a valid current inspection tag indicating it is safe for use.

### **COMPRESSED GAS CYLINDERS**

Compressed gas cylinders will be capped, tied-off, (only chain, No wire or rope allowed), or otherwise properly stored when not in use. Cylinders must remain in the upright position at all times.

Cylinders will be kept upright and secured in a trolley when in use. Keep protective caps in place.

No oil or grease is to be used on valves or gauges. Gas cylinders will not be moved except in proper racks and the upright position.

### **LOCKOUT**

Lockout the power source prior to making adjustments or repairs to any equipment. Do not tamper with energy sources that are locked and/or tagged out.

DO NOT DEPEND on the control switch on ported bands, drills, grinders etc. UNPLUG THEM.

LIFTING AND/OR SWINGING LOADS



Do not walk under a suspended load or permit others to do so. Barricade the lift area to control access into the area. Never pick up a load in excess of the capacity of the equipment (Instructor will give overview of non-engineered and engineered lift procedure). All lifts of 5 tons and greater require a lift permit. Only one person at a time will give hand signals to operator. Tag lines will be used to control loads. Never leave a suspended load unattended. Never ride on a load, crane hook, headache ball or forks of a lift truck. Do not use a crane if it is not inspected and/or without a valid color code for the month.

## **CHAIN BLOCKS**

Before using chain blocks, inspect and check for proper operation using a test load before making a critical lift. Make sure it has a valid inspection and color code. Know how much you are lifting and the chain block limitations. Avoid having more than one person at a time pull on the pull chain of a chain block. Never use a load chain as a sling for lifting. Straighten chains and make every link seat before lifting. Never jerk or put any strain on a kinked chain. Use wire rope to suspend or anchor chain blocks. Never use manila or other rope. Minimize exposure to the weather otherwise it can render the lowering mechanism inoperative.

## **PERMITS**

There are various permits required on the project. The following are examples of the more common or most used: COLD WORK - Work that does not ordinarily create enough heat to ignite flammable gas-air Mixtures or flammable materials.

HOT WORK - Any work, tool, or equipment (welding, burning, grinding, vehicles, portable Welders, etc.) Which might provide a source of ignition for a flammable mixture?

## **RELEASE PERMIT**

Exposing the interior of any process equipment such as tanks, pipes, Vessels, etc., to the atmosphere.

## **CONFINED SPACE**

The authorization required to enter any vessel, pipe, confined space, Excavation etc., for any reason.

## **GENERAL**

Drink water only from approved drinking water containers or dispensers. Proper housekeeping is essential and will be part of every job. Clean up all spills or leaks promptly. If you must leave the area, barricades or post someone to remain there until your return. Obey all posted speed limit signs.

Obey all safety signs, signals and barricades. Pedestrians will have the right-of-way. Yield right-of-way to emergency vehicles. Smoking is permitted in designated areas only. All lighters and strike anywhere matches are prohibited. No firearms, weapons, or cameras are allowed on the job site. Riding on equipment such as cranes, cherry pickers, forklifts, etc. is not permitted. No riding in the back of pickups and open vehicles are allowed. Employees must obey all danger and caution signs. Correct all unsafe conditions when possible. Report all others to your immediate supervisor or safety personnel. No running is permitted on the job site. Pony tails, and otherwise exceptionally long hair, is to be worn in such a manner that it will not cause danger to an employee from fire or entanglement in tools or moving machinery. All material raised and lowered from any height must be done by rope (No dropping or throwing). No horseplay will be tolerated. No fighting or any form of altercation will be tolerated. All involved will be subject to termination.

Drugs, alcohol, and any form of non-prescription medications shall be prohibited, as well as reporting to work under the influence of same. Those involved in distributing or accepting any form of illegal drugs or alcohol on the job site will be terminated.

## **EQUIPMENT OPERATIONS**

Operators must be certified for the type of equipment being operated. No riding on equipment with operators. Equipment must be properly inspected and have a valid color code. Equipment will be supported by flagmen equipped with red and green flags

## **ACCESS**

Climbing, sliding down columns or diagonal bracing is not permitted. Walking elevated beams and

Pipe without being tied off is not permitted.

## **HAZARD COMMUNICATION**

The intent of the Project and OSHA Hazard Communication Standard is to ensure that employees who must work with hazardous chemicals are informed of the hazards as

well as of safe methods of handling. Handling and storage are the two most common causes of accidents with chemicals. There are several ways that the information is relayed to the employee, these being: Container labeling - labels give you immediate hazards associated with the chemical. Material Safety Data Sheets (MSDS) give you detailed information about the chemical – physical and health hazards, First-Aid, fire fighting, protective equipment, etc. Know what you are handling, read the label, and if there is any doubt, consult the Material Safety Data Sheet. All this information is available through the Safety Department (Instructor will give instructions on how to obtain Lanark MSDS). All you have to do is ask and this information will be made available. Should you be denied this information, contact Safety immediately.

### **UNSAFE ACTS ARE PROHIBITED!**

**Don't forget that YOU are the safety program and the safety program is for YOU!**

**Should I disregard or fail to abide by the above provisions, I understand that my services will be**

**Terminated immediately with cause and denied access to the Project site.**

### **4. NEAR MISS PROCEDURE**

#### **A. PURPOSE**

When an accident occurs that could have caused serious harm to personnel, damage to equipment, or business interruption, three things must occur to ensure safety, efficiency, and continued quality at the project.

- 1) Prompt, safe and efficient handling of the incident to reduce the severity.
- 2) A thorough investigation aimed at correcting the root cause of the incident.
- 3) Sharing the result of the knowledge gained from the investigation with the other project work groups and the Owner Safety Department to help prevent similar occurrences.

#### **B. INVESTIGATION**

- 1) Upon learning of a Near Miss Incident, the responsible direct line supervisor should contact the Safety Manager who will arrange to visit the scene of the accident jointly.

***Private investigations are counter-productive and should be avoided.***

- 2) At the scene, he should collect preliminary information, take pictures and measurements, and take necessary actions to preserve information.

3) When possible, the investigation should be started ***within one (1) hour*** of occurrence of the incident. Participants should focus on what is needed to prevent reoccurrence and should not be viewed as a meeting to assign blame.

### **C. RESPONSIBILITY**

To aid you in expediting the reporting process, a "Near Miss" report form has been developed. When an incident occurs, the "Near Miss" should be investigated ***within one (1) hour of the occurrence*** and the report should be completed ***within two (2) working days*** by the appropriate direct line supervisor. When the report is completed, distribution should be made in the following manner:

- 1) The Contractor Safety Manager will send a completed copy to the Contractor Construction Manager.
- 2) The Contractor Construction Manager will review the report for thoroughness of the investigation and for appropriate corrective action.
- 3) The Contractor Construction Manager will make distribution to the Safety Department who will copy appropriate members of management and make a Central Data Bank.
- 4) The Safety Manager will make project wide distribution and will accumulate all completed Near Miss Reports for the Project.

To best serve the educational and preventative aspect of this procedure, the report should exclude individual names, ***and*** should identify the job title, unit, equipment name, numbers and functions.

***After an incident occurs, this procedure can be a valuable tool in preventing reoccurrence***

***Of similar incidents.***

## **SAFETY ACTION PLANS / SAFETY TASK ASSIGNMENT / SUPERVISOR'S SAFETY LOGBOOK / SAFE WORK PLAN**

### **SAFETY ACTION PLANS**

#### **A. GENERAL**

Safety Action Plans are a basic procedure for analyzing a scope of work for hazards establishing abatement methods and assigning responsibility. There are five basic steps involved in developing a Safety Action Plan:

- 1) Define the complete scope of work;
- 2) break the scope down to individual task;
- 3) Identify the potential hazards and assessing the resulting risk;
- 4) Eliminate or reducing the risk at the source, where possible; and
- 5) Recommend safe procedures and or identifying control standards to abate. The residual risks Once Safety Plans are developed they should be periodically reviewed to determine that if they are up-to-date, addressing hazards and applicable standards.

## **PROCEDURE**

- 1) Prior to commencing any scope of work a Safety Action Plan will be developed. The Safety Department will be provided the details of the scope, the crafts and or contractors to perform the work, the area the work is to be performed and the estimated start date.
- 2) The Safety Department will review the scope and identify all applicable Owner, OSHA, Owner and applicable ANSI standards.
- 3) The Safety Department and the responsible superintendent and supervisor will complete a Safety Action Plan Form, listing the hazards, abatement procedures and responsible individuals.
- 4) The Safety Action Plan will be submitted to Owner for review and comments.
- 5) A Kick-Off meeting will be scheduled with applicable Owner and project management and supervision responsible for the work activities.
- 6) The Safety Action Plan will be reviewed and supervision responsible for abatement measures will be identified.
- 7) A round table discussion will then be conducted utilizing the experience of all meeting attendees to identify any hazard(s) that may have been experienced before when performing similar work activities.
- 8) Abatement measures will be developed for any hazard(s) that are identified as a result of the round table discussion.
- 9) A copy of the completed Safety Action Plan will be issued to the Owner for review and signature approval. Upon Owner approval, the Safety Action Plan will be distributed to all supervisors involved in completing the scope of work.
- 10) The completed Safety Action Plan will be reviewed on a weekly basis with all involved craft personnel. Supervisors will use the Safety action Plan to assist in developing Job Safety Analysis (JSA's) contained within the plan and in developing daily Safety Task Assignment forms, and completing daily Safety Work Plan forms.



- 11) The Safety Action Plan will be updated if there is a change in the work scope or execution methods.
- 12) The Safety Action Plan will be reviewed at least monthly to determine if updating is required.
- 13) Safety Action Plans will be kept on record and will be included in Owner's safety audits.

## **SAFETY TASK ASSIGNMENTS**

***This procedure provides guidelines for all supervisors who assign work to employees. Additionally, it takes into consideration all aspects of the task to be performed with emphasis on safety.***

### **GENERAL**

- 1) Safety Task Assignment (STA) is showing or explaining to each employee the safety application that pertains to the job he is to do.
- 2) It is the responsibility of management down through foreman to give STA assignments to all employees, either individually or in a group  
Before they actually begin any assigned task. The STA may only require a few words, but in many cases, it could require an actual demonstration of how the job can be done safely while pointing out  
Any hazards that may be encountered in any task.
- 3) Supervisors can manage their business safely by assuring that every employee understands thoroughly every STA given to him on every job that he is to perform.

### **PROCEDURE**

- 1) Each foreman shall review the Safety Action Plan and the Job Safety Analysis (JSA) applicable to the scope of work to be performed and must analyze each job or task for specific hazards before work  
Begins. This will enable him to give accurate instructions for each job that his employees will be engaged in during that work shift.
- 2) The magnitude of the task will generally determine the extent of the STA. Some tasks will require only a few words of STA and others may take a more detailed explanation or other preparation for  
Employees. All employees involved must be checked to ensure that they understand what they are expected to do to safely perform their task.



- 3) Each supervisor/foreman is responsible for giving STA's every day per group of employees. The STA should include any specific hazard that group may encounter, safety equipment, and any personal protective devices that may be needed.
- 4) Each foreman will assign each employee to be alert to a designated hazard that may be encountered during the course of their work activities. These employees will report any hazard observed to the foreman for correction. It is the responsibility of the foreman to initiate corrective action to the greatest degree necessary to achieve abatement of the hazard following notification by his employee.
- 5) The STA Roster should be posted in a conspicuous place near the work area. This will enable the employees to review the STA during the course of the day.
- 6) At the end of the shift, each employee will sign off on the Post Task Assignment section of the form prior to leaving the project.
- 7) The STA's shall be returned to the supervisor at the end of each workday/shift for review and be kept on file. STA's shall be made available to Owner upon request and will be included in Owner's Safety audits.
- 8) The STA roster should be turned in at the end of each shift, so the Area Superintendent / Area Field Supervisor can review it.

## **SUPERVISOR'S SAFETY LOGBOOK**

### **GENERAL**

Supervisors are appointed for their skills in the various disciplines, and are best equipped to identify various work hazards and initiate effective control measures in order to prevent incidents from occurring. Supervisors are the key to incident / accident prevention. In order to create a sustained culture of proactive safety awareness on the Project, thereby leading to higher levels of safety excellence, it is required that Supervisors apportion special time devoted for Safety alone for various endeavors as outlined in the Supervisor's Safety Log Book. It is recommended that an hour allocated each week for this proactive safety endeavor will suffice to bring about visible improvements as far as site safety implementation and compliance is concerned. To demonstrate individual commitment to the Safety Program and transparency of actions to safeguard the health and safety of workers, the Supervisors Safety Log Book must be utilized by all Supervisors on this Project. The logbook guides the field supervisor through his safety duties and responsibilities and provides a log to record the safety duties performed.

## PROCEDURE

- 1) Each field supervisor shall utilize a Supervisor's Safety Logbook each week to record his safety duties and responsibilities performed.
- 2) At least 48 hours prior to the start of the work, each field supervisor shall develop a JSA based on the information contained in the Safety Action Plan and current working conditions of the work area. The supervisor must inspect the work area to finalize the JSA.
- 3) The field supervisor shall review the JSA in the logbook and the Safety Action Plan with the foreman and issue the Safety Task Assignment in the logbook to the foreman to complete.
- 4) The field supervisor shall conduct daily Toolbox Talks with his crew prior to the start of work each day utilizing the format in the logbook and record the Toolbox Talk topic and discussed. The content of the JSA and STA shall also be included in the Toolbox Talk. If the supervisor has more than one foreman and crew reporting to him then he must alternate his Toolbox Talks between the crews and the foreman must then conduct the Toolbox Talk in the absence of the supervisor.
- 5) Each week the field supervisor shall conduct a safety inspection of his area of responsibility and record the findings, corrective actions assigned to foremen and concerns for management's attention in the logbook.
- 6) The last week of each month the supervisor shall conduct a thorough inspection of his crew's Personal Protective Equipment and Gang/Toll Boxes and record the inspection in the logbook.
- 7) The last week of each month the supervisor shall review the Toolbox Talk and Site Safety and complete the review form in the logbook. He shall also complete the Safety Promotion section and nominate a Safe Worker for the month and record the name of the worker in the logbook.
- 8) The HSE & Security Manager and the supervisor's area manager/superintendent shall review the Supervisor's Safety Logbook weekly but not less than once a month. This review is very important because it will reflect the supervisor's safety commitment through the records of the logbook. Special attention must be given to the suggestions made to improve safety in the work area and to determine what other support management and safety could provide to the supervisor.
- 9) The logbook shall be presented to Owner for review upon request. The logbook shall also be included in Owner's safety audits.

## **SAFE WORK PLAN**

The Safe Work Plan is a valuable tool in the hands of the supervisor to assist him in managing the work and safety in the work area. It also allows the supervisor to have hold points when certain work needs his approval to continue from one step in the process to another.

- 1) The supervisor shall also use the information on the JSA and Safety Action Plan to complete a Safe Work Plan for each foreman and crew each day and submit it to his Area manager/Area superintendent for review and approval 24 hours prior to the start of work. The Manpower Assignment Log on the overleaf of the Safe Work Plan must also be completed with the name of each Crew member.
- 2) Once the Safe Work Plan has been approved, the supervisor must issue it to the applicable foreman prior to the start of the shift.
- 3) The foreman shall review the Safe Work Plan and discuss it with his crew and post it in the work area.
- 4) The supervisor shall inspect all his work areas during the course of the workday/shift and sign the Safe Work Plan to agree that he is satisfied the work is being performed safely and in accordance with the JSA and Safe Work Plan.
- 5) Should there be any deviation or unsafe acts/conditions the supervisor shall immediately take the necessary corrective actions. The supervisor shall stop the work should imminent danger situations exist until the corrections have been made. Only after he is satisfied that the work can continue safely will he give permission for the work to continue.
- 6) The Safe Work Plan shall be returned to the supervisor at the end of the workday/shift and the work progress and safety issues discussed with the foreman.
- 7) The supervisor shall keep all previous Safe Work Plan on file and make it available to Owner upon request. The safe Work Plan will be included in Owner safety audits.

## **SAFETY AUDIT**

Part of having a successful safety and health process in place is also having a method of performance measurement evaluation that continually identifies those areas needing improvement to meet established goals or standards of excellence. This safety audit/assessment will be performed by the Owner each quarter and may include participation of Contractor Management and/or Contractor Safety Personnel. Representatives of Contractor Corporate Safety may also be invited to participate.

## DHAFER M. AL-ZLAIQ CONT CO.

The health and safety assessment process provides a systematic method of evaluating and quantifying performance in a detailed but uncomplicated fashion, and evaluates the administrative and housekeeping elements separate from the field execution elements. All three portions are ultimately combined to form the full report. This evaluation process gives those performing the assessment an agenda of critical items to review, and when performing follow-up evaluation, can prompt the evaluator to revisit past deficiencies for the purpose of measuring improvement and/or verifying abatement. For Owner, Contractor Management and supervision, the final report presents the bottom line results. The scores also play an important role in the Project Safety Incentive Plan to determine winners in the categories of Administration, Housekeeping and Field Execution. In addition to providing a consistent means of evaluation, this process is well suited to both those performing the evaluation and those who will use the information to improve their safety culture.



## Environmental vision:



The management and staff of the DHAIFER M. AL-ZLAIQ CONT. CO believe that to achieve our goals of Becoming the premiere company in K.S.A, we must lead not only economically, but environmentally and socially as well. The company understands that it is in a prominent position to affect the environment in K.S.A our objective is not only to sustain our environment for our Descendants but also to rehabilitate the damage previously done.

We believe that our corporate responsibility goes beyond our proprietary borders and we Endeavor to cooperate with our neighbors and our suppliers to develop our business in a sustainable manner. Every effort will be made to conserve resources throughout our operations. Our purchasing Department will seek products and services of local origin and that are environmentally benign. The Company will choose to hire local whenever possible. Our success will be determined on a yearly Basis with a commitment to improve. Furthermore, the company will not only meet existing environmental laws and regulations, but go beyond the status quo and seek techniques and Approaches that position us ahead of our competition.

Our policy towards the environment will be readily available and promoted to our business partners and guests. Growth of our company depends on our abilities to minimize or eliminate our impacts on our surroundings. Our ultimate success depends on the environment of K.S.A without a beautiful country; our customers will cease to com. Our company's future and the future of environment are inter connected



### **The key points of its strategy to achieve this are:**

- Minimize waste by evaluating operations and ensuring they are as efficient as possible.
- Minimize toxic emissions through the selection and use of its fleet and the source of its power requirement.
- Actively promote recycling both internally and amongst its customers and suppliers.
- Source and promote a product range to minimize the environmental impact of both production and distribution.
- Meet or exceed all the environmental legislation that relates to the Company.
- Use an accredited program to offset the greenhouse gas emissions generated by our activities.

### **Policy Statement**

Newly-Enlightened Co accepts responsibility for the harmful effects its operations have on both the local and global environment and is committed to reducing them.

Newly-Enlightened Co will measure its impact on the environment and set targets for ongoing improvement.

The Company will comply with all relevant environmental legislation.

The Company will implement a training program for its staff to raise awareness of environmental issues and enlist their support in improving the Company's performance.

Newly-Enlightened Co will encourage the adoption of similar principles by its suppliers.

### **OUTLOOK**

For the Last decades experience with Saudi Aramco we admired that the responsibility and commitment of Environment Protection Department to ensure the policy of Aramco in sanitary codes, project environmental assessments, air and water quality standards, occupational health regulations, hazardous material communication guidelines, waste management procedures and vital oil spill contingency plans.

As the part of expansion of our company we are planning to open out an environmental Division to widen up our work area. Now the company is planning to take part in major works related with removal and



disposing of the industrial & other waste by environmentally acceptable method.

The Company has a solid plan and now equipped with vacuum suckers and all other accessories. In 2013 company will acquire a waste treatment plant and dumping area to dump Oil Waste and Solid Waste.

*~ We won't have a society if we destroy the environment. ~*

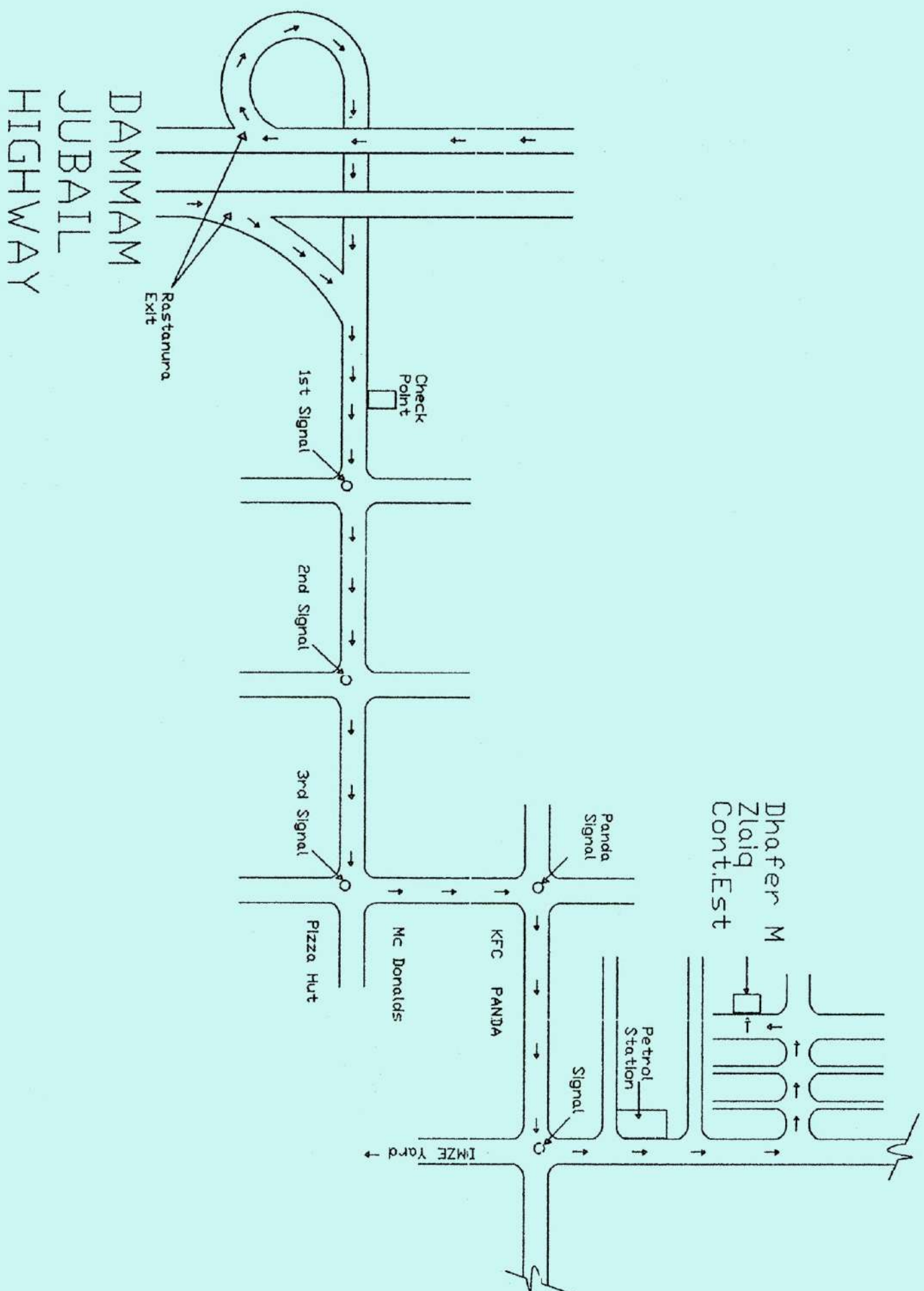
**- Margaret Mead**





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KINGDOM OF SAUDI ARABIA

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أعمال مدنية - كهربائية - ميكانيكية - بناء

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