AL HIKMA BUILDING CONTRACT (L.L.C)
Standard Operation Procedure

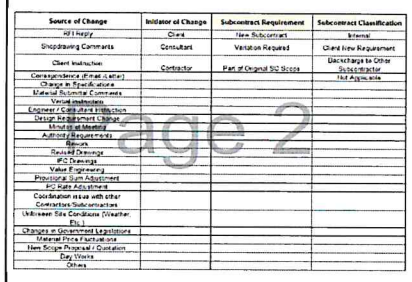
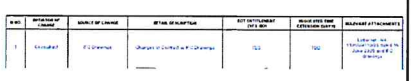
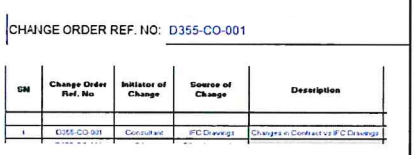
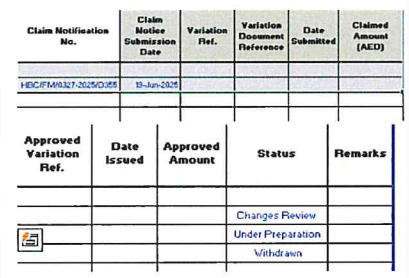
Prepared by:	Approved by:
Ferdinand	Jad Jawad,
Asst. Commercial Manager	General Manager

Title: **CHANGE ORDER MANAGEMENT AND PROCEDURE (VARIATION CLAIM)**

Control No. _____

Purpose: To standardize the process of Change orders (Variation Claims)

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I/C Department / Position	Flowchart	Illustration	Internal Distribution	Remarks
Operations-SE/PE/PM Technical Commercial	From the list of Possible Sources, the team can raise a Change Order Form. The purpose of this Form is to record all possible changes that may impact the value of the Project			
	Select from the List on which category for the Source of Changes and who is the initiator of the change (In Excel Data Drop Down is provided). From Subcontractor portion, select the classification (Internal, etc)			
	Add the in Change Order Form the Detailed Description, EOT Entitlement, Suggested Time Extension in Days (IF Any) and relevant document attachments for the changes			
Site Document Controller	Forward to Site Document Controller for updating in the Change Order Log and assign a Change Order Ref. No (Eg. D355-CO-001). The Site DC is custodian of the Reference numbers for Both Change Order and Claim Notification Log		*Site DC PM Accounts Commercial*	*Update should be Every time there is New Change Order Form Submitted*
Operations-SE/PE/PM Technical Commercial	Requester should sign the Change Order Form and Send for Approval			
Site Document Controller	All Change Order form created should be updated in the Change Order Log by the Site Document Controller			
Site Document Controller Main Office Reception	Site Document Controller should create an Excel Live Shared File of the Change Order Log on HBC One Drive and share the rights to the following Access: 1.) Site DC / HO Reception - Author/Admin 2.) PM - Full Access 3.) Commercial - View/Edit 4.) Accounts- View 5.) GM- Full Access		*Site DC HO Reception PM Accounts Commercial*	
Site Document Controller Commercial PM	The concerned should the status from submission of the Claim Notification, variation until the approval of the Variation n the Change Order Log		*Site DC Reception PM Accounts Commercial*	
PM Commercial General Manager Accounts	Monthly Review and Audit will be done to check the status of each Change Order till closure and Project Final Accouint		*PM Accounts Commercial GM*	

History of Revisions:

Revision No.	Contents of Revision	Effectivity Date	Prepared by