Document Transmittal Form (DT)

Project Name:	**Harrow School-Abu Dhabi**	**Project No:**	**2419 / AD353**
Client:	**Taaleem Management LLC**	**Location:**	**Abu Dhabi**
Consultant:	**Al Suweidi Engineering Consultants LLC**	**Reference No:**	**AS-AD353-DT-006-R1**
Contractor:	**Al Hikma Building Contracting LLC**	**Date :**	**28-Aug-25**

Subject: **Quality Management Plan**

Detail of Clarification/ Information Required:

Type: (Tick Applicable**)**	☐ Technical Data	☐ Guarantee	☐ Certificate	☐ Test Result
	☐ Schedules/ Programmes	☐ Report	☐ Statutory Issues (NOC)	☒ Others
Attachment	☐ Samples	☐ Drawings	☐ Catalogue	☐ CD's
Purpose of Issue	☐ For information	☐ For further Action	☐ For Record	☒ For Review

Detail : 1. Quality Management Plan

Issued By & Signature : (Project Manager)	**Issued To :**	**Action Required By :**
Mr. Jan Kuhn		
Reference Document : (Attach if any relevant documents**)**	**Work Location : (**if applicable**)**	

Received By :		**Date :**

Comments (if any) :

Please refer to the attached comment sheet.

Eng. Mohammad Al Kubba
20/09/2025

Note: This document provides information or clarification only. If the Contractor considers the provided information as change to the original Contract, then the Contractor has to obtain the required approval as established in the Condition of Contract.

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AL SUWEIDI
السويدي للاستشارات الهندسية ذ.م.م
AL SUWEIDI ENGINEERING CONSULTANTS L.L.C.

ENGINEER'S COMMENTS SHEET

Project Name:	The Harrow School Abu Dhabi Project - Saadiyat Island, SDW4 - Land No. P13, Abu Dhabi, UAE
Submittal Type:	Plan
Reference No:	AS-AD353-DT-006-R1
Description:	Review Comments on Quality Management Plan – Abu Dhabi Harrow School (Ref: AS-AD353-DT-006-R1)

Reviewer's Discipline	☐	**Civil**	☐	**Architectural**	☐	**Mechanical**
	☐	**Electrical**	☐	**Planning**	☒	**QA/QC**
	☐	**HSE**	☐	**Others (Specify ……..)**		

Status	☐	**A: Approved**	☒	**B: Approved with Comments**
	☐	**C: Revise & resubmit**	☐	**D: Rejected**

Comments:

This is a conditional approval. Quality Management Plan to be Resubmitted with the following requirements incorporated:

1. Provide Test Requirements & Frequency Matrix extracted from project specifications.
2. Include Supplier/Subcontractor evaluation forms with defined frequency and acceptance criteria.
3. Maintain a Revision/Change History Log and implement a mandatory periodic review cycle (minimum every 6 months).
4. Ensure NCRs, SORs, and related documents are closed within spec-defined timeframes; add escalation procedure for repeated nonconformances.
5. Page 5: Insert a Change Log Table in every QMP re-issue.
6. Provide a Calibration Register for all site equipment with traceability.
7. Add a clear procedure for the protection of completed/inspected works during construction.
8. 10.10 Appendix J:
   Contractor shall revise the consultant's name from Al Hashemi / GCE to Alsuweidi
   The specification section numbers shall be updated according to the project specification.
9. Comply with previously given comments for Missing Electrical-Specific ITPs
   DB installation
   Final circuit testing
   Earth/grounding and bonding testing
   Fire alarm testing.
   AV system testing
   Lighting control system testing
   UPS testing
   Generator testing.
10. 7.2.1.1 Compliance with Abu Dhabi Authorities
    Contractor shall include all applicable authorities, such as TAQA, Etisalat, etc.
11. A specific section for Mechanical System Quality Procedures shall be provided.

Reviewed by:	
Name	**Eng. Mohammad Al Kubba**
Signature	
Date Reviewed	**20/09/2025**

AL SUWEIDI ENGINEERING CONSULTANTS L.L.C.
APPROVED AS NOTED

Document Transmittal Form (DT)

Project Name:	**Harrow School-Abu Dhabi**	**Project No:**	**2419 / AD353**
Client:	**Taaleem Management LLC**	**Location:**	**Abu Dhabi**
Consultant:	**Al Suweidi Engineering Consultants LLC**	**Reference No:**	**AS-AD353-DT-006-R0**
Contractor:	**Al Hikma Building Contracting LLC**	**Date :**	**10-Jul-25**

Subject: **Quality Management Plan**

Detail of Clarification/ Information Required:

Type: (Tick Applicable)	☐ Technical Data	☐ Guarantee	☐ Certificate	☐ Test Result
	☐ Schedules/ Programmes	☐ Report	☐ Statutory Issues (NOC)	☒ Others
Attachment	☐ Samples	☐ Drawings	☐ Catalogue	☐ CD's
Purpose of Issue	☐ For information	☐ For further Action	☐ For Record	☒ For Review

Detail : 1. Quality Management Plan

Issued By & Signature : (Project Manager)	**Issued To :**	**Action Required By :**
Mr. Jan Kuhn		
Reference Document : (Attach if any relevant documents)	**Work Location :** (if applicable)	

Received By :		**Date :**	

Comments (if any) :

Please refer to the attached Engineer's comment sheet.

Eng. Mohammad Al Kubba
22/07/2025

Note: This document provides information or clarification only. If the Contractor considers the provided information as change to the original Contract, then the Contractor has to obtain the required approval as established in the Condition of Contract.

REVISE & RESUBMIT

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AL SUWEIDI ENGINEERING CONSULTANTS L.L.C.

ENGINEER'S COMMENTS SHEET

Project Name:	The Harrow School Abu Dhabi Project - Saadiyat Island, SDW4 - Land No. P13, Abu Dhabi, UAE
Submittal Type:	Plan
Reference No:	AS-AD353-DT-006-R0
Description:	Review Comments on Quality Management Plan – Abu Dhabi Harrow School (Ref: AS-AD353-DT-006-R0)

Reviewer's Discipline	☐	**Civil**	☐	**Architectural**	☐	**Mechanical**
	☐	**Electrical**	☐	**Planning**	☒	**QA/QC**
	☐	**HSE**	☐	**Others (Specify .....)**		

Status	☐	**A: Approved**	☐	**B: Approved with Comments**
	☒	**C: Revise & resubmit**	☐	**D: Rejected**

Comments:

1. Quality plan to be project-specific (Refer to Page 76,108 mentioned for villa)
2. All forms shall be as per project requirements and approved formats.
3. Valid certificates shall be provided
4. Progress payment to be provided monthly.
5. Third-party scope to be mentioned for all systems as applicable for each stage of the project.
6. More details for Abu Dhabi Authorities to be provided.
7. Snagging/De-snagging works to be detailed.
8. Site walks procedure to be included.
9. Specific section for Mechanical system quality procedures to be provided.
10. Include a dedicated section for Electrical Quality Procedures, identifying responsibilities, specific ITPs, and test formats.
11. More detail needed for testing, validation, and system handover roles.
12. Missing Electrical-Specific ITPs in Appendix J, such as but not limited to:
    - Cable tray installation
    - Cable pulling and termination
    - DB installation
    - Final circuit testing
    - Earth/grounding and bonding testing
    - Fire alarm testing.
    - AV system testing
    - Lighting control system testing
    - UPS testing
    - Generator testing.
13. Add ITPs related to all electrical activities, with reference numbers and test procedures.
14. Testing and Commissioning (Section 9):
    - Define testing and commissioning requirements for electrical systems like:
    - Megger testing (IR)
    - Loop impedance test
    - Voltage drops calculations
    - Functional testing of fire alarm and emergency lighting
    - Coordination testing for protection devices
15. Calibration Certificates
    - Section 7.6 mentions measuring devices but lacks emphasis on:



- Earth tester and multi-function tester certificates
- Ensure calibration certificates for all electrical testing equipment are listed and controlled.

16. Specify how digital records are backed up.

Reviewed by:	
Name	**Eng. Firas** **Eng. Syed**
Signature	
Date Reviewed	**22/07/2025**



PROJECT DETAIL: THE HARROW SCHOOL, AL SAADIYAT ISLAND, PLOT NO. P13, ABU DHABI.

QUALITY MANAGEMENT PLAN

	Name	Designation	Signature	Date
Prepared/ Reviewed By	Eng. Moustafa Mahmpud	Sr. QA/QC Engineer		28.08.2025
Approved By	Eng. Jan Christian Kuhn	Sr. Project Manager		28.08.2025

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ISO Certificates, QHSE Policy, OHS Policy, Environment Policy
CV for QA/QC Manger – Projects
Process/ Step for Improve of quality Works
Job Description (Role & Responsibility) of Employees
Internal Audit Process
Mechanical Works Procedure Flow Chart

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1. Purpose of Quality Control Plan

Quality Planning described in this document shall apply to all activities within Al Hikma Building Contracting LLC scope of work for project which shall encompass the design development (where applicable), site works, supply, Installation, Testing & commissioning and warranty of the related works from pre-contract services through project kick-off to final completion.

This Plan shall apply to all Al Hikma Building Cont.LLC personal assigned to the project, as identified within the document and to the associated resources and facilities employed on the project.

The Plan also addresses control of all Al Hikma Building Cont. Major subcontractors and Suppliers who shall be required to comply with the quality management requirements consistent with their scope of work. The subcontractor and suppliers shall not be required to hold formal procedures, work instruction, etc. approved for their use.

The management systems of such companies that do not hold certification to ISO 9001:2015 may be assessed to verify their capability with respect to the scope of work involved.

The plan compiles with the requirements contained in the tender/contract documents.

Quality planning shall be applied to all contract activities including the overall project management and control, planning engineering, procurement, construction, commissioning and all related monitoring, inspection and testing.

2. Reference

- ISO 9001:2015 Quality Management Systems- Requirements.
- ISO/TR 10013:2021 Guidelines for Quality Management system documentation control document.
- Contract Specification

3. Terms & Definitions

Unless specified otherwise in the tender/contract documents, all quality terms in this plan shall have the meaning described in ISO 9001:2015, Quality Management systems- fundamentals and vocabulary.

In cases of conflict, the terms and definitions included in the tender/contract documents shall take precedence over those included in ISO 9001:2015.

3.1 Definitions

Project Management team shall mean the following as applicable: -

- Project Manager
- Construction Manager

- QA/QC Manager / Engineers
- Project Engineers / Site Engineers
- Planning Engineer
- HSE Manager / Engineer
- Project Coordinator

QHSE: Quality, Health, Safety and Environment

Management System: System to establish policy and objectives and to achieve those objectives

Quality Management System: ISO 9001:2015 Management system to direct and control an Organization with regards Quality.

Quality Management: Coordinated activities to direct and control an organization with regards to quality.

Scope: The scope of works to be under signed for:
1. Tender
2. Design
3. Submittal
4. Approval
5. Installation
6. Commissioning
7. Testing
8. Handover

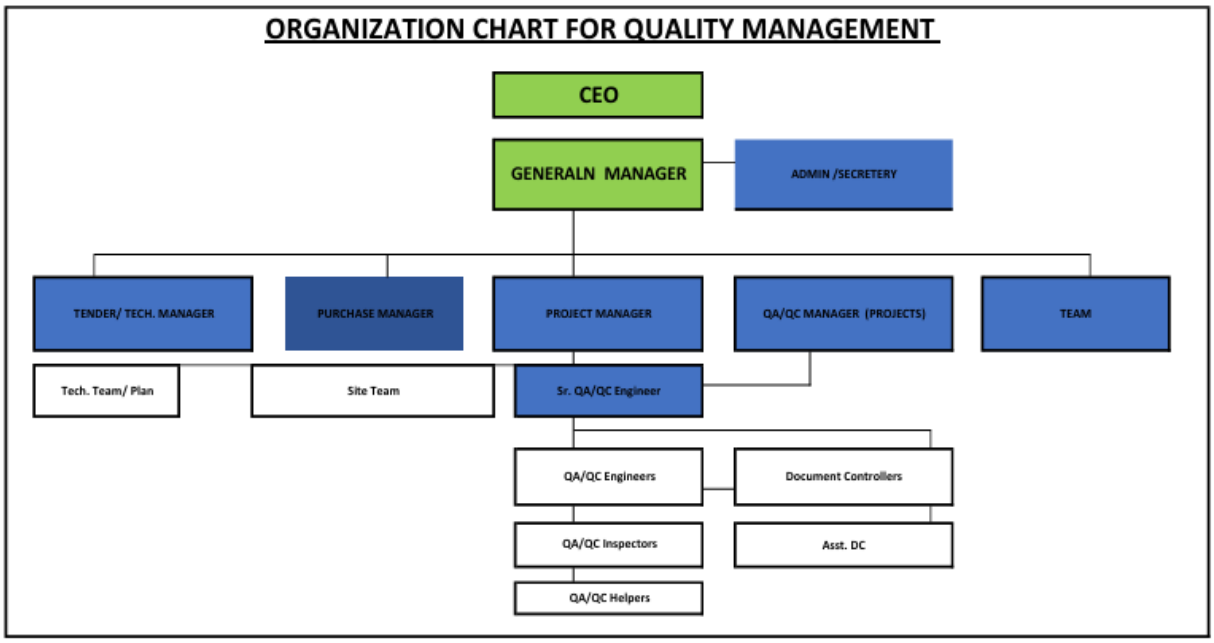
Reference:
1. ISO 9001:2015
2. Contract Specification,
3. IFC Drawings,
4. Standard References
5. Authorities
6. Green Building system – if required

3.2 Term & condition:

All the Term & Condition to be applicable in written as contract documents, may variation can be applicable as per project requirements as agreed between Customer & Contractor.

Content of the Organization: Organization set-up (required no. of qualified QA/QC and supervision Staffs) to be deployed by the Contractor unless agreed with the stage of tendering and contract documents.

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Leadership: Leadership (the CV shall be selected/ approved by the Client / Consultant) for the Lead QA/QC and each/ every department – Project team include the Project Manager.

Appendix No. 01 (Attached CV for the QA/QC Manager)

Quality Planning: Part of quality management focused on setting quality objectives and specifying necessary processes and resource to fulfill the quality objectives.

Supports: Quality management focused on setting quality objectives and specifying necessary processes and resource to fulfill the quality objectives.

Operation: Quality Management focused on fulfilling quality requirements/customer satisfaction

A. QA/QC Policy:

1. Customer satisfaction with product or Service
2. Work should be completed on time
3. Work should compliance with the specifications and standards
4. Minimize cost quality
5. Excellent relation with our valued customers and unique suppliers
6. Continual improvement of quality, quality control system

B. QA/QC Objectives:

1. Provide supreme quality work within stipulated schedule and budget
2. Customer satisfaction
3. Monitor, measure and analysis (**DMAIC -** Define, Measure, Analyze, Improve, Control)
4. Detecting errors and mistakes
5. Continual improvement

1. Quality Assurance: Quality Management focused on providing confidence to quality requirements, A broad (proactive) process for preventing quality failures.
   The step of Quality Assurance: Business, Support, Satisfaction, Service, Standard, Guarantee, Improvement, Customer satisfaction.
   Appendix No. 02 – Test Regime

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2. Quality Control: Quality Management focused on Continual improvement, A reactive process to ensure product or service quality is maintained or improved.

The step of Quality Assurance: Improve, Process, Approval, Result, Customer satisfaction.

1. Approval / Commented Status – Pre-Qualification Submittal
2. Approval / Commented Status – Material Submittal
3. Approval / Commented Status – Shop Drawing Submittal
4. Approval / Commented Status – Method Statement Submittal
5. Approval / Commented Status – Material Inspection Request
6. Approval / Commented Status – Work Inspection Request
7. Audit
8. Trainings

3. Role of QA/QC Engineer: Design, Efficient, Vendor Management, Testing, Execution, Failure Analysis, Conflict Resolution, Root cause analysis, Documentation, Continual improvement, Customer satisfaction.

Performance Evaluation: Performance Evaluation to be recorded as:

1. Documents via written or as photographs
2. Records – A permanent evidence as approved or commented status until or after handed over of project.
3. Customer complaints Records

Improve: Improvement to be improved:

1. Using of Approved /Quality Construction Materials
2. Using of Approved drawing
3. Using of Method Statement / Sequence of Works
4. Day to day inspection – Pre-inspection, Inspection, Post-inspection
5. Raise Non-compliance report against of deviation of works, design, materials, process, procedure and documentation and closeout after compliance / rectification.
6. Proper coordination with the team.
7. No compromise with quality and quality works.
8. Audit from time to time
9. Trainings to supervision staffs & Engaged workers

4. Project Quality Management Requirements

4.1 Project Documentation

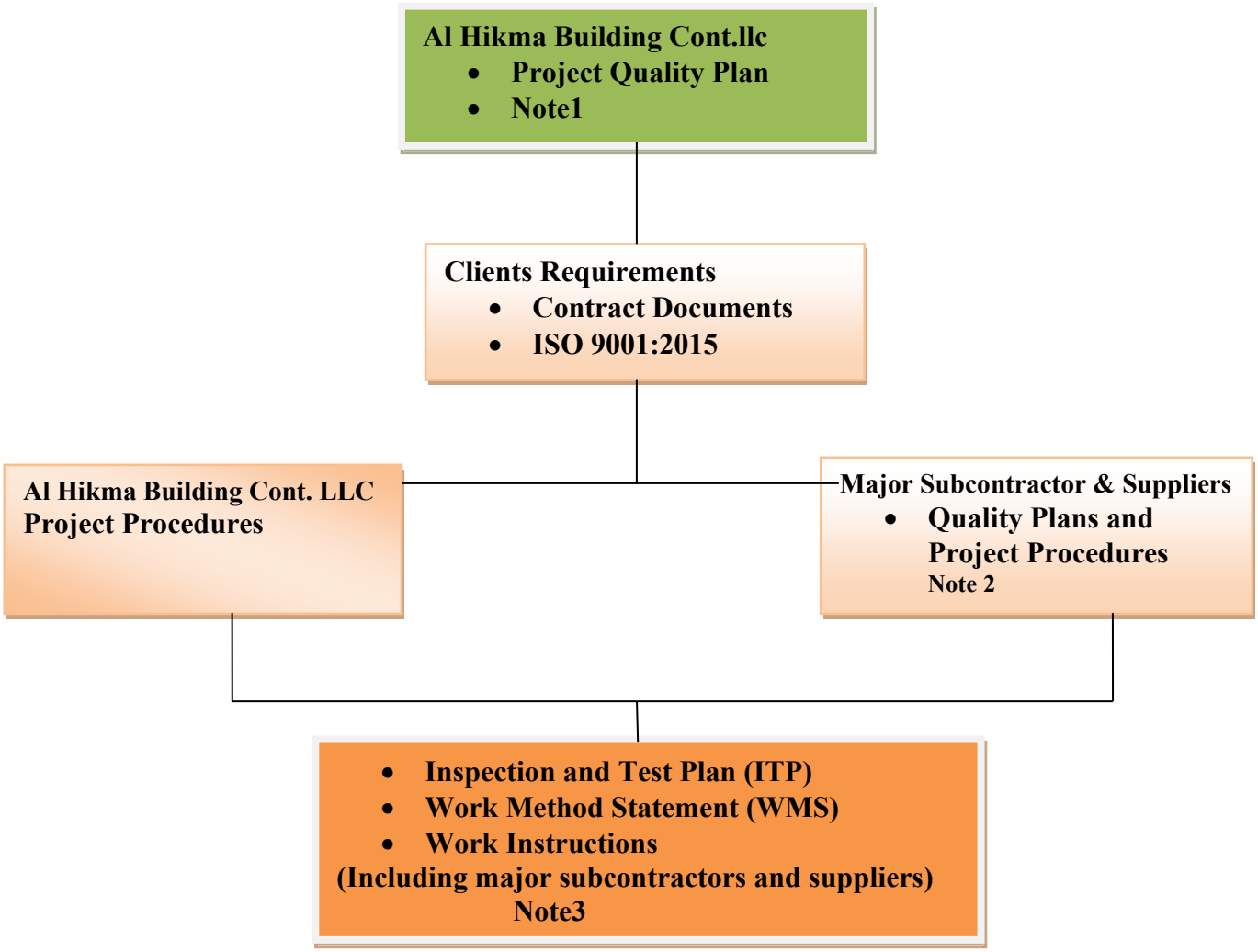
To achieve the project objectives defined in this document, Al Hikma Building Cont. LLC will produce the services of various subcontractors and suppliers in the process. Subcontractors will be required to prepare, to the degree depending on the complexity of their particular services, quality plans, work method statement and ITPs to document resources, practices and work methods. Such documents and related records will form part of the project documentation requirements and will define how interfaces with the various services and/ or supplies are managed.

Inspection and test plan detailed list provided in Appendix-J
Project report format list & place of usage provided in Appendix-L

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4.1.1 Source Documents and Precedence levels

The following illustrates the inter-relationships and the precedence levels of various quality related documents to be implemented on the project.



Legend:
NOTE 1 – May require consultant/ Client approval and regular review / update by Al Hikma Building Cont. LLC
NOTE 2 – May require consultant/ Client approval and regular review / update by Al Hikma Building Cont. LLC
NOTE 3 – May require consultant/ Client approval and regular review / update by Al Hikma Building Cont. LLC

4.1.2 Three levels of Project Documentation

The Project documentation shall be implemented through three (3) levels of documents: -

Level 1 – The PQP defines the quality policy and objectives of the project and demonstrates how this quality planning will be applied to meet the intent of ISO 9001:2015 as well the contractual agreement requirements.

Level 2 – Project procedures prepared and issued by the project Management team, shall specify the responsibilities, requirements for implementation of various work activities, delineation of the internal interfaces as well as interfaces between the Engineer and project Management team and the subcontractors, as appropriate.

Level 2 documents may also include corporate procedures and / or instruction reflecting standard requirements for the performance of various task or work processes, e.g. quality control of design,

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interdisciplinary design checks. These documents will be used on the project, where appropriate, and not required to be modified for implementation by the project team, except for formatting.

Level 3 – Inspection and test plans, work method statements and standard project instructions shall define in detail, the examinations, inspections and/ or tests to be conducted during various manufacturing or construction activities and associated quality control activities.

4.2 Documentation Requirements and Definition

A) Project Quality Plan

- Sets out the structure and the content of the management system, linking the policy and objectives with system elements and procedures.
- Sets out the project's organization, responsibilities and authorities.

B) Project Procedures

- Provided detailed instructions as to what is to be done, by whom, when, where and how particular processes or process steps are to be carried out.
- Define how the process is to be controlled

C) Inspection and Test Plans

- Set out the responsibilities, inspection and testing methods, frequencies, acceptance criteria and verification records for defined work elements.

D) Work Method statements

- Document of intent, which describe a process or series of processes, require approval prior to proceeding (prepared by the construction team and/ or by subcontractors for operations carried out at site).

E) Standard project Instructions

- Documents that define how particular tasks are to be carried out.

F) Conformity Records/ Check-sheets

- All documents which provide records on inspection checks and tests on the works / materials are required under the Inspection and Test Plans.
- Conformity reports certify that discrete elements of the works meet contractual requirements.

G) Reports

- Other reports other than (f) above such as test reports, audit reports, certificates, etc, related to fulfillment of quality requirements

H) Quality Plans

- Documents prepared by Al Hikma Building Cont. LLC.

4.2.1 Control of Project Documents

A) Numbering System of the Documents

All documents generated by Al Hikma Building Cont.llc and its subcontractors shall identify documents with an alphanumerical code which defines the project, the issuer, the location concerned, the discipline, the work package. Any revision to the documents is uploaded over the exiting the document to show its current status.

B) General- All documents incoming and outgoing.

This section describes the document control system which shall be established in the project to:

- Identify the documents with the proper identification code and number
- Approve the documents for adequacy prior issue and distribution
- Review, updates as necessary and re-approve the documents
- Prevent the unintended used of obsolete documents and identify them by suitable manner if they are kept or retained for any purpose.
- Documents of external origin should be identified and their distribution controlled if available.
- Documents should be legible and readily identifiable
- Keep proper tracking system for the documents prepared or received by the contractor.
- This procedure applies to all technical and non-technical documents.

C) Numbering of Drawings & Procedure

The drawings which are issued by the Client / Consultant shall be as per the consultant standard, and Al Hikma Building Cont. LLC. shall be given the numbering system.

D) Request for Information – RFI

During the contract review or during the work progress its might be necessary to Contractor to issue a Request for Information (RFI) for the following reasons:

- If there is missing information in the contract documents and/or contract drawings.
- If there are contradictions between the contractual technical documents or drawings and the standard or codes practice.
- If the technical specification and/or the contract drawing are not clear or ambiguous.
- All issued RFI's are registered and controlled by the Document Control Section.

E) Material Submittal – MAS

- For the material which shall be incorporated into the permanent works and require Client and/ or Consultant's approval and will include information about the selected material, manufacturer and supplier. The supporting technical documents, certificates and samples(required) shall be attached with the submittal.
- Material submittal shall be submitted to the consultant/client for approval, along with material submittal form.

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F) Shop Drawing Submittal – SDS

Shop drawings shall be submitted to the consultant/client for approval, along with shop drawing submittal form.

G) Work Method Statement Submittal – WMS

Work method statement shall be submitted to the consultant/Client for approval along with document submittal form.

H) Technical Submittals

The Technical documents except the drawings, Method Statement, Material submittals, which require the Consultant/Client approval shall be submitted with Al Hikma Building Cont.llc.

The Technical documents shall be for example one of the following documents.

- Prequalification
- Project Safety Plan
- Project Specific Procedures
- Others

I) Distribution of Documents

- All technical documents shall be distributed by document control section.
- The distributed documents shall be stamped with original stamp identifying its status.
- Only the latest revision of each document shall be kept on site for their use and all others superseded and obsolete documents shall be promptly removed from the site and form all the points of use.
- The document Transmittal shall be used for distribution of the documents internally and/or to the subcontractors.
- The document transmittal shall be numbered sequentially and shall be registered and controlled by the document control section.

4.2.2 Control of Quality records

Quality records will be controlled, filed and archived in accordance with Al Hikma Building Cont. LLC procedures which will ensure efficient retrieval and adequate security.
The schedule of quality records is presented in Appendix A of this Project quality plan.

4.2.3 Document Submission

All the procedures, method statements and drawing prepared by the Al Hikma Building Cont. LLC, based on the contract specification, and submit to the consultant/client for approval.

4.2.4 Digital Record Backup and Security

All digital project records, including drawings, correspondence, inspection and test reports, and certificates, shall be stored on the project's central document management system with access limited to authorized personnel only.

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5. Management Responsibility

5.1 Management Commitment

A) The management of the Hikma Building Cont. LLC will engage in regular meetings with the Project Manager to review project matters to a determined agenda. The management will be also

communicating to the project team the importance of meeting the client's requirements. The project quality policy reflects the main elements of the company quality policy. Where project objectives coincide with company objectives, they will be monitored directly from head office.

B) The head offices will ensure that audits and reviews of the project quality system are carried out and that requests for resources in the form of staff, labor, subcontractors and materials, etc. are auctioned.

C) The management is also committed to providing support services in the form of IT and Plant.

5.2 Customer Focus

A) The quality management system provides the basis for client – focused approach and a threshold from which improvements will be continually sought. Such improvements may be indentified:

- As the result of reviews of non-conformity reports leading to corrective and preventive actions
- Through the formal management reviews
- Through measurement and analysis
- Through project auditing
- By project staff during routing work

B) All project staff is encouraged to participate in the quality planning and improvements process. Any person may initiate a project quality system improvement proposal. Formal proposals shall be submitted to the project team for adoption.

5.3 Quality Policy and Objectives

5.3.1 Quality Policy

Our aim is, to be best in the market, by delivering quality products and services to grow and sustain customers' value, effectively and efficiently and to the highest possible standards.

The company is committed to satisfy our customer with the service fulfilling their needs and expectation and strive in the execution of its operations to:-

- Take a systematic approach to Quality management.
- Ensure compliance with requirements to achieve continual improvement.
- Provide resource and training to meet our quality commitment.
- Set targets for quality improvement and review performance regularly.
- We will consistently provide products and services that meet or exceed the requirements and expectations of our customers.

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This intent is supported by a quality management system based on ISO: 9001:2015 which will operate in all the company's areas of activity.

5.3.2 Quality Objectives

Al Hikma Building Cont. LLC is aiming to be the best in the market, by delivering quality products and services to grow and sustain customers value, effectively and efficiently and to the highest possible standards.
Al Hikma Building Cont. LLC to accomplish a timely completion of the project by identifying specific actions, documenting, estimating the types, quantities and Quality of materials, people, equipment or supplies, approximating number of worth periods, analyzing activities sequencing, duration, resource requirements, schedule constrains, and monitor status of the projects.

To provide proper training to the all employees by identifying training needs.

- Continuous development of competence & skills of human resources.
- Delivery of products on time with high Quality standards.
- Increase the Customer Satisfaction Level.

5.4 Project Quality Planning

The quality management of Al Hikma Building Cont. LLC ensures that quality system planning is executed to meet the requirements provided in the project quality plan and client specification, as well as quality objectives. Quality planning includes as ISO: 9001 Requirements.

- The processes of the quality system, including permissible exclusions.
- The resources needed.
- Continual improvement of the quality system.

The quality management system planning process output at Al Hikma Building Cont. LLC and describes the sequence, and interaction, of the processes of the quality management system. Al Hikma Building Cont. LLC quality system is based upon a "process approach" to quality management. For each instance of quality management system planning, the output is documented accordingly, and changes are conducted in a controlled manner.

5.4.1 Appointing Independent testing / Inspection service agency

Al Hikma Building Cont. LLC shall be submitting to the Consultant/client, a list of products/activities to be inspected by independent agencies. If approved by the consultant, independent inspection agencies may be utilized and verify that products or installations comply with applicable manufacturing standards or tests.

Al Hikma Building Cont. LLC shall be submitted the pre-qualification document for independent testing/Inspection service agency to the consultant/client for approval, along with the Al Hikma Building Cont. LLC letter with attachment of following information.

- Name of the laboratory/inspection agency.

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- Address, telephone and fax number and email address
- Company profile
- Certificates of accreditation.
- Materials, equipment, or installation to be tested/inspected.
- Scope of testing/inspections to be conducted.
- Credentials of personnel who will conduct the test/inspections.
- Applicable standards of manufacturer or testing to be verified.
- Schedule of anticipated test/inspection.
- Tests to be witnessed.
- List of any inspection equipment to be utilized.
- Sample report.

The following table outlines some of the systems requiring third-party involvement, including the specific testing scope and corresponding stage of implementation:

System / Discipline	3rd Party Scope	Project Stage
Concrete Works	Cube strength testing, mix design verification	During casting and post-cure
Waterproofing System	Leak testing, surface inspection	After installation, before concealment
Structural Steel Works	Weld inspection, NDT (UT/MPI), bolt torque testing	During installation and final fixing
Electrical Installation	Insulation resistance, continuity, earth testing	Post-installation and during commissioning
Fire Alarm System	Functional testing, interface with FA panel	Pre-commissioning & final testing
Fire Fighting System	Pressure testing, flow test, hydrostatic test	Post-installation and pre-handover
Water Supply / Drainage	Pressure testing, water tightness	After installation and flushing
Lifts / Elevators	Load testing, safety compliance	Final inspection prior to authority approval
Lighting / Power Systems	Lux level testing, load tests	Commissioning
ICT / Data / PA Systems	Signal integrity, connectivity validation	Testing & handover
Calibration of Tools	Calibrated by approved lab with traceable	Prior to and during

System / Discipline	3rd Party Scope	Project Stage
& Devices	certificates	construction use

All third-party testing agencies shall be approved by the Consultant prior to commencement of relevant works.
Pre-qualification documents of third-party agencies, including accreditation certificates and scope of services, will be submitted.

5.5 Responsibility, Authority and Communication

Al Hikma Building Cont. LLC has defined all functions and their responsibilities within the organization. Responsibilities and authorities are defined and communicated in order to facilitate effective quality management.

Al Hikma Building Cont. LLC management ensures that communication regarding the effectiveness of the quality management system is facilitated throughout the organization via the internal communication procedure.

QA/QC Manager – Responsible for all overall quality activities at site.

QA/QC Engineer – Responsible for preparing the quality documents, conduct site inspection and testing activities.

5.5.1 Project Management

- Delegation of authority, but not overall responsibility, for the Quality Management system to the project team, as appropriate to their functions.
- Over-all coordination and liaison with Engineers, including administration of the contract.
- Implementation of remedial and/or corrective actions on matters affecting quality and project performance.
- Review, authorize and issue project Management plan including copies to the client/consultant.
- Set-up system of progress recording, site diaries and photographic recording.

5.5.2 Project Engineering

- Preparation and implementation of project engineering plans/producers/guidelines related to design and technical activities.
- Preparing and verifying: by checking, interdisciplinary reviews and/or technical reviews, as appropriate, all issues of designated deliverables as per contract specifications.
- Develops engineering design responsibility matrix detailing all the necessary consultants and design and build contractors that are required for the project and their associated disciplines/responsibilities/interfaces to ensure that all engineering works are adequately covered the client is responsible for permanent works design on this project.
- Performance of design development in accordance with the scope of work.

- Ensures all shop drawings are fully coordinated meeting the requirements for the installation of works, adequately detail all interface points, all necessary accessibility for other installation, maintenance access requirements and safety requirements.
- Determines the minimum statutory approvals required and who is responsible for obtaining the same.
- Ensures drawing lay-outs (drawing size, text abbreviation, test languages, title blocks, revisions and signatory) are described and presented as per consultant's approval.
- Maintains and update drawing register.
- Establish suitable and sufficient design team and design office for all design works.
- Ensures that detailed design brief, engineering plan, engineering deliverable lists and deliverable program are prepared either by the "in house" team or by approved designer.
- Implement all suitable evaluation procedure to facilitate the review and verification of all alternatives at front end engineering design (FEED)/concept engineering design phase to meet the project needs.
- Ensures that processes of design change request and request for information are clearly understood and communicated to all relevant.
- Ensures all temporary works are designed and constructed in accordance with contract specifications.
- Review files as-built drawings and other documents for works undertaken by venders, subcontractors, manufactures, and specialist and turnkey contractors.
- Maintain and control drawing, engineering correspondence, records and documents, inspection testing and commissioning results.

5.5.3 Project Procurement

- Determines the detailed specification and quantities required for the project including delivery dates and fixed price period.
- Compiles list of potential suppliers accompanied by relevant terms and conditions and specifications of the product required to be supplied and assessed.
- Send enquiries /RFQs to the selected tenders/suppliers and retain list of enquiry documents.
- Ensures signing of purchase orders is limited to staff authorized as stated.
- Administration of purchase orders after award including quality surveillance, expediting, shipping and logistics.
- Establish, maintain and update material procurement schedule.
- Ensures that project site stores and functional stores are controlled.
- Ensures feedback on supplier's performance received from project manager was made as per supplier feedback form & subcontractor feedback form.

- Preparation and issue of packages, comprising the technical requirements, conditions and other requirements for approval.

5.5.4 Project Construction/Installation

- Ensure that site boundaries, markings and controls are checked, using a licensed Surveyor if necessary.
- Establish site set-up layout detailing location of site offices, sheds, toilets, workshops, security facilities, delivery and store containers/compounds, fixed plant and equipment, first aid facilities, canteen, labors rest areas and staff car parking areas.
- Make application and install connection to water, sewer, power, telephones and internet/e-mails.
- Undertake condition survey, if required, and examine, photograph and document existing condition/damage of adjoining building/sites.
- Provide adequate markings/warning signs on locations/rout of buried/hidden services (power/phone cables, water pipes) to prevent accidental damage.
- Erect project signboard, site signs, logos, safety posters/banners and bulletin boards after getting approval of consultant.
- Preparation and implementation of project procedures related to construction and quality control activities.
- Establishment and execution of jobsite materials management.
- Field execution and supervision of construction works and activities.
- Establishment and execution of jobsite quality, health, safety and environmental programs.
- Tracking of construction progress.
- Management of construction/commissioning interfaces.
- Execution of field design change control.
- Management and administration of construction subcontracts.

5.5.5 Project Quality Assurance/Quality Control

- Ensures that the requirements of the company and project management system are established, implemented and maintained.
- Conducts site management reviews to satisfy QHSE standards and meets the objectives laid down in the company's policies.
- Submit periodic reports in regard to the performance of quality, health, and safety & environment systems.
- Confirms all new procedures and any amendments to existing procedures are carried out after getting consultants' approval.
- Responsible for distribution of new procedures or amended procedures, their inclusion in the project plans, communication to project staff and the removal & destruction of obsolete procedures.
- Prepares detailed audit program.
- Carry out internal and external audits and establish report as per ISO to be issued within 14 calendar days from the completion of audit.

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- Control the non-conformance reports.
- Ensures that cost involved in rectifying the non-conformances are recorded and recommended.
- Identifies corrective and prevention actions where in the investigation is recorded.
- Review contract specifications and drawings is order to identify specified inspection and testing requirements including any client's witness and hold points.
- Ensures that inspection and test plan considering the requirements of work program, work method statements, contract specifications, construction/shop drawings and industrial standards is prepared as per Applicable code & client's specification.
- Ensures that delivered goods, materials, equipments or services comply with the requirements of procurement documentation.
- Establish requirements for checking the accuracy of each type of inspection, measuring and test equipment.
- Ensure process is in place to register all calibrated equipment's.
- Establishing the quality system requirements for subcontractors/suppliers if necessary.
- Conducts training and quality awareness programs.

The Project QA/QC Engineer other QA/QC personnel and representatives assigned to the project, as necessary, will be organizationally independent and as such will have the necessary freedom and authority to carry out the activities included in Section 5.5.2 of ISO 9001:2015.

5.5.5.1 Mechanical & Electrical QA/QC Procedures

For all Mechanical and Electrical systems, the QA/QC team shall implement project-specific procedures that clearly define:

- Responsibilities of QA/QC personnel, construction teams, subcontractors, and suppliers in relation to MEP activities.
- Inspection Methods for each activity, aligned with approved Inspection and Test Plans (ITPs) and relevant authority requirements.
- Test Formats and checklists to be used for recording results, including pre-installation, in-process, and post-installation inspections.
- Integration with Method Statements, ensuring that each MEP activity has an approved method statement and an attached ITP before work commences.

The QA/QC team shall:

- Review and approve all MEP shop drawings and material submittals for compliance with specifications.
- Coordinate with site engineers to schedule inspections for MEP installations such as HVAC equipment, plumbing systems, cable trays, distribution boards, fire alarm systems, lighting control systems, UPS units, and generators.
- Maintain calibrated testing instruments and ensure that calibration certificates are available and valid before use.

- Issue and track Non-Conformance Reports (NCRs) for any deviation from approved procedures, drawings, or specifications.
- Conduct periodic internal audits of MEP works and participate in consultant inspections to ensure full compliance before final acceptance.

5.5.6 Project Commercial

- Compiled and issue to PM for review the formal contract documents as soon as practicable following award of subcontract.
- Send the original executed subcontract documents to the document controller for safe keeping; retain a copy on site in the subcontractor's file.
- Ensures that the subcontractor provides all requisite information (e.g. insurances, bank guarantees, and bonds) prior to commencing works on site.
- Ensure all bank guarantees are unconditional and seek approvals for the commercial & contracts manager in respect of any amended wording, use of bonds in lieu of bank guarantees and proposed financial institutions issuing the guarantees/bonds.
- Ensure that a specific subcontract document file is established and maintained in respect of each subcontractor.
- Ensure that subcontractor details are entered in the costing system and an internal purchase order is raised with a breakdown of the subcontract sum is sufficient detail to administer progress claims and possible future variations.
- Ensure that no payment is made to subcontractors that have not signed the subcontract agreement, or not provided requisite bank guarantee/bonds, insurances or an acceptable breakdown of the subcontract sum.
- Provide and maintain program information register.
- Process all subcontractor payment certificates/invoices using the costing system.
- Ensure site instructions to subcontractors are issued by authorized members of staff and ensure the time/cost implications are detailed (for internal use only) prior to issue of the instruction.
- Approve subcontract variations and ensure a register of all potential and/ or actual variations is established and maintained for each subcontractor for cost, revenue and forecast purposes.
- Ensure any contra charges are recorded, agreed (where possible) and separate invoices raised against the subcontractor on a monthly basis.
- Ensure all subcontractors/suppliers complete a final Account/Deed of release document shall be made available to the client prior to final close out of the project to facilitate release or reduction of bank guarantees/retentions.
- Notify the PM and seek advice in respect of any notices of dispute received and prior to initiating any dispute proceedings against a subcontractor.
- Ensures that the following schedules are prepared periodically.
    - Project Meeting
    - Site Instruction
    - Contra Charge
    - Rights and Obligations

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- Program Release
- Material Submittal
- Subcontractors/Suppliers Shop Drawings
- Subcontractors/Suppliers Technical Data
- Provisional Sums and Nominated Subcontractors
- General Supplementary Information
- Wet Works Supplementary Information

- Completes all statutory requirements needed to proceed, such as local authority's approvals and permits, and ensure that all conditions under which such are issued have been complied with.

- Progress Payment Procedure

  Progress payments shall be submitted to the Consultant on a monthly basis in accordance with the approved contract schedule. Each payment application will be supported by:

  -Updated work progress reports

  -Inspection and Test approvals (WIRs, MIRs, NCR closures)

  The QA/QC team shall coordinate with the project commercial team to ensure all relevant documentation is compiled and submitted to support the monthly payment certificate.

5.5.7 Project Planning and Programming

- Provide "road map" that represents how and when the project will deliver the products defined in the projects scope.
- Prepares summary level project schedule that identifies the major deliverables and work breakdown structure components and key schedule milestones.
- Maintains contract schedule that has been agreed and approved as required by the contract with the client, against which all status and progress is to be reported.
- Update baseline schedule to show originally intended progress, for comparing actual performance against originally intended performance.
- Arrange recovery/remedial schedule to show how time lost can be recovered against the contract or target schedule.
- Set-up enterprise project structure to show structure of database of projects.
- Prepares snagging/tracking schedule reflecting Client's milestones, handling over dates and authority's approval dates.
- Organize handing over schedule in accordance with the contract requirements.
- Ensures that appropriate records are created and documented throughout the project and that the staffs responsible for recording the data are identified.
- Ensures that monthly project reports are prepared in timely manner.

5.5.8 Health, safety and Environment

- Provides summary of the processes to be used for the management of identified hazards in order to minimize incidents, damage and losses for the protection of the people, the environment, plant and property.
- Ensures that applicable regulations, standards, codes of practice, procedures and other relevant documents are identified, accesses and maintained in the 'up to date' state and their requirements are communicated to employees and other relevant parties.
- Ensures that all are adequately trained in HSE matters affecting their duties both with Al Hikma Building Cont.llc. Employees and their subcontractors.
- Manages the requirements on the composition, frequency and agenda's for HSE meetings for all levels of management.
- Ensures that subcontractors selected to carry out works on project site are made fully aware of requirements and their own obligations in respect to the requirements.
- Ensures that notification and reporting of all accident, incidents, diseases and dangerous occurrences is conducted in accordance with the requirements of the law and reporting system.
- Provides immediate response for work related injury/illness and the rehabilitation of injured workers which applies to Al Hikma Building Cont.llc employees and assistance will be provided to subcontractors.
- Ensures that a consistent standard is maintained across all projects through the implementation of standard project instructions.

6. Resources Management

6.1 Provision of Resources

A. During the contract review process, the resources necessary to achieve project objective will have been determined. Resources will take the form of:

- Senior and junior professional staff which will provide the management and supervision required.
- Materials and services obtained from suppliers and subcontractors of known capability in sufficient quality and quantity to predetermined schedules.
- Professional organizations for the design, detailing, inspection and testing.
- Tradesmen and labor.
- Plant and equipment.

B. The purpose is to achieve performance, cost and productivity targets by using resources efficiently, to improve where possible and to continually meet project and client requirements.

- Plant and equipment will be delivered, deployed and maintained using a controlled method.

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6.2 Work Environment

The facilities provided for the project team, including offices, stores, welfare facilities and services, will be adequate for the project requirements. They will be compliant to those stated in the contract.

7. Project Realization

7.1 Planning of project Realization

7.1.1 Planning and Scheduling

A) Company procedures are applied to define the processes for developing and maintaining the works planning and programming required under the contract. These may include but not limited to the following:

- Programs and schedules
- Project Management Plan
- Project Quality Plan
- Project Health, Safety and Environmental Plan
- Procedures
- Work Instructions
- Inspection and Test Plans
- Work Method Statements
- The overall program schedule is presented in Appendix E

7.2 Customer Related Processes

7.2.1 Determination of Requirements Related to the project

The organization shall determine

- Requirements specified by the customer, including the requirements for delivery and post delivery activities.
- Requirements not stated by the customer, but necessary for specified of intended use, where unknown.
- Statutory and regulatory requirements related to the product and any additional requirements determined by the organization.

7.2.1.1 Compliance With Abu Dhabi Authorities:

The project shall comply with the applicable requirements and procedures of all relevant Abu Dhabi Authorities having jurisdiction over design, construction, testing, and handover activities.
These authorities include but are not limited to:

- Abu Dhabi Municipality (ADM)
- Abu Dhabi Civil Defense (ADCD)
- TAQA
- Transco / AADC
- Estidama / Department of Energy (DoE)
- Abu Dhabi Waste Management Center (Tadweer)

- Environment Agency – Abu Dhabi (EAD)
- Abu Dhabi Quality and Conformity Council (QCC)

The Contractor shall ensure that:

- All required permits, NOCs, and inspections are applied for and obtained in coordination with the Consultant and Client.
- Submittals and documents comply with the formatting, language, and technical standards required by each authority.
- Final approvals and clearance certificates are obtained prior to handover.

A log of all required submissions and approvals will be maintained throughout the project.

7.2.2 Review of Requirements Related to the Project

A) Prior to the commencement of work, a pre-start meeting will be held to ensure that reviews of the client's requirements are carried out initially and at specified intervals during the course of the project. Reviews will be conducted at senior management level and will concentrate on the following topics as a minimum:

- Provision of resources
- Specification
- Project control
- Variations
- Planning and coordination

B) Records of the review are maintained. Desired changes and instructions relating to the client's requirements will be confirmed before they will be deemed to be accepted by the project management, if they are not documented already.

C) The progress meeting with the Client's and/or Engineer and schedule of other meetings is presented in Appendix G.

7.2.3 Communication with the Client

The Project Manager will be responsible for determining and implementing effective communication with the client and/or his appointed representative's communications may consist of the following subject:

- Project information
- Technical queries
- Contractual matters including amendments
- Order placement
- Feedback on project performance and/or complaints
- Other matters as agreed

7.3 Design and Development

7.3.1 Design and Development Planning

A) Where design is included as part of the contract, the designer will be identified.

B) The design subcontractor will set out the process for the design at all levels and functions with particular regard to:

- Baseline program
- Execution of design activities

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- Allocation of resources

C) Assignment of task in respect to the management and control of design activities and review of design documents and data.
D) Design verification and clarification

7.3.2 Review, Verification and Validation

The Technical Manager/Engineer shall determine during the design reviews the design verification step which are necessary for a particular project or work area and shall incorporate these into the project Engineering Plan.

The Technical Manager/Engineer shall, however clearly define and document the process to be followed and the reasoning behind the process selection.

- Review by the consultants, subcontractors or venders including inter-discipline checks.
- Review by Al Hikma Building Cont.llc
- Review by statutory and regulatory authorities
- Review by third party

7.3.3 Design Changes

A procedure for the management of design change will be prepared to accommodate the need if any such change is identified. Design changes may be initiated by the client or Al Hikma Building Cont.llc. in all cases, they will be documented and approved in accordance with written instructions.

7.4 Purchasing

7.4.1 Project Procurement

A) Scheduling
Project Manager will extract a procurement program based on the target program and provide for budgeting and timely procurement of subcontract services and materials.

B) Subcontracting and Material Procurement
Refer to Procurement Procedures document for controlling the procurement of subcontractors and materials.

The schedule of subcontractors is presented in Appendix H.

7.4.2 Material Verification and Delivery

A) Where appropriate, the quality of materials purchased will be monitored by inspection and testing team either in-house, or by the use of independent facilities.
B) Should the project management require products or services to be delivered at the suppliers and subcontractor's premises, this will be specified in the purchasing documents/subcontract agreements.
C) Normally, accepted material will be taken into store. Bulk material, e.g. concrete, will be released immediately, but will be identified where necessary to allow its location to be traced. Any testing required on receipt will be applied.
D) Similar controls will be applied to the purchased items where final inspection to be carried out by Al Hikma Building Cont.llc at the supplier's premises.

7.5 Production and service Provision

7.5.1 Planning and Constructions processes

A) The planning and construction processes take place under controlled conditions which include but not limited to the following:

- Project specifications, drawings and programs
- ITPs and Method statement
- Plant and Equipment
- Calibrated measuring equipment

B) Program and progress review where control has been specified or where in the opinion of the project management, quality would be adversely affected by the absence of written instructions, these will be produced. Such instructions will take the form of written work procedures, inspection and test plans or work method statements as necessary.

7.5.2 Identification and Traceability

A system for identification and traceability of materials and works will be used to the extent required by the specification. Products may be traceable through the stages of manufacture, fabrication, construction and installation as identified in inspection and test plans.

7.5.3 Preservation of Product

A) Procedures have been established for the handling, storage, and preservation of material including constituent parts of a product to preserve the manufactured quality throughout delivery and installation. Precautions will be taken to protect the material from abuse, misuse damage, deterioration and unauthorized use.
B) When required by the contract, and prior to release for shipment, Al Hikma Building Cont.llc will arrange for the protection of the product from final inspection to final installation. This protection will include protective packaging and the provision of special handling equipment when appropriate.
C) Al Hikma Building Cont.llc shall be prepared the handling procedures and submitted to the consultant for approval, and the storage precaution shall be followed as per the manufacturer recommendation and the contract specification.
D) Al Hikma Building Cont.llc shall arrange the concrete and asphalt batching plant or appoint the subcontractor for supplying the concrete products with the approval from consultant/client.

7.6 Control of Monitoring and Measuring Devices

A) The project quality representative in conjunction with the project manager shall establish the requirements for checking the accuracy of each type of inspection, measuring and test equipment which shall include:

- Method of checking
- Minimum frequency of checking

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- Acceptable accuracy criteria

B) All optical survey instruments, leveling devices and test equipment are controlled in accordance with Manufacturer recommendation.

C) Routine checks will be carried out as described in the procedure with minor adjustment undertaken on site, if possible. However, repairs and major adjustment will be carried out by a qualified agency.

D) Third party inspection and calibration certificate of instrument/equipments shall be filed in quality control records in the site office.

7.6.1 Electrical Testing Equipment Calibration

All electrical testing devices, including but not limited to Earth Testers and Multi-function Testers, shall have valid calibration certificates issued by an approved, accredited laboratory with traceability to international standards.
The QA/QC Manager shall ensure:

- A Calibration Register is maintained listing each device's ID, type, last calibration date, and next due date.
- No electrical testing device is used on-site unless it has a valid calibration certificate within its validity period.
- Copies of all calibration certificates are stored in the quality control records (Appendix A) and made available during audits or inspections.
- Expired or non-compliant equipment is immediately withdrawn from service until recalibrated.

8. Measurement, Analysis and Improvement

8.1 General

Procedures have established to specified construction requirements, sampling and criteria for conformity and testing. Requirements are laid down in a standard and other normative document with the objective to maintain efficiency of construction and made mandatory by the set manuals.

8.2 Monitoring and Measurement

A) The project QA/QC Manager/Engineer may maintain an audit schedule and undertake audits of subcontractors and suppliers.

B) The site QA/QC Engineer is responsible for preparing & submitting the inspection request to the consultant/client.

C) The inspection shall be carried out by the Al Hikma Building Cont.llc QA/QC Engineer with witness of the consultant/client, as per the approved method statements and inspection and test plan requirements.

8.2.1 Customer Satisfaction

A) Al Hikma Building Cont.llc collects comments, complaints and suggestions, from its clients and stakeholders. These data are compiled, consolidated and analyzed to initiate suitable

corrective and preventive action in order to enhance customer satisfaction. The above feedbacks will be used for continual improvement.

B) The organization is increasingly interested in retaining existing customers while targeting non-customers

8.2.1.1 Site Walk Procedure

Regular site walks will be conducted jointly by the Consultant, Client, Contractor, and relevant subcontractors to review the progress, quality, safety, and compliance of ongoing works.

Purpose:

- Verify compliance with approved drawings, method statements, and ITPs.
- Identify and record defects, non-conformances, or unsafe conditions.
- Review status of previous corrective actions.
- Coordinate upcoming activities to prevent clashes and delays.

Attendees:

- Client / Consultant representatives
- Project Manager
- QA/QC Manager or Engineer
- HSE Officer
- Relevant subcontractor supervisors

Frequency:

- Weekly as a minimum, or as requested by the Consultant/Client.
- Additional site walks prior to major activities, critical installations, and handover milestones.

Documentation:

- All findings shall be recorded in a Site Walk Report using an agreed format.
- Reports will be issued to all concerned parties within 48 hours of the site walk.
- Actions shall be assigned with responsible persons and target completion dates.
- Outstanding items will be reviewed in the next walkdown until closed.

8.2.2 Internal Quality Audits

A) The QHSE department has prepared and deployed a procedure for planning, scheduling and scheduling carrying out internal quality audits and for reporting the findings to the management and the functions concerned.

B) The audits may cover project interfaces, project controls, design verification, vendor and subcontractor selection, material requisition generation, construction and installation activities including quality control and pre-commissioning.

C) The results of the audits shall be documented and corrective action requests shall be raised, as appropriate to require implementation of necessary remedial and/or corrective and preventive actions.

D) The internal audits schedule shall be forward to the consultant/client by Al Hikma Building Cont.llc for the information purposes.

8.2.3 Subcontractor and Supplier Audits

Carrying out quality audits on subcontractors and suppliers may be executed as follows:

A) Prior to subcontract award: to asses capability of potential subcontractors/suppliers to carry out the works according to the requirements of the contract as advised by the Estimating director.

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B) After subcontract award: to review compliance of works processes with agreed quality plan/procedures as advised by the Project Manager.

8.2.4 Quality Management system reviews

The process for regular review of the quality management systems adequacy, effectiveness and efficiency by Al Hikma Building Cont.llc at defined intervals has been agreed with the managing partner and documented in a procedure.

8.2.5 Quality Management System Improvement

The QHSE manager has devised a procedure to ensure that improvements initiated at managements reviews and through the monitoring and measurement program are deployed among the project functions. The process for initiating, managing and implementing such improvements is also documented.

8.3 Control of Nonconforming Product

8.3.1 Materials and Equipment

A) Nonconforming materials and equipment will be identified and, this will prevent inadvertent use, continuance, shipment, or mixing with conforming items.

B) The authorization for use, release or acceptance will be provide in the appropriate.

8.3.2 Installation

A) Workmanship or installations, which do not conform to specified requirements, will be subject to reinstallation, repair or rework as documented in procedures. This will prevent their incorporation in the finished product.

B) Deviations or discrepancies will be reported on a nonconformity report depending on the perceived impact on the project. Items identified, as nonconformity will be placed on hold pending agreement on the necessary disposition.

C) Minor deviations that can be rectified immediately should not be documented as NCRs.

D) Any concessions against the specification will be approved by the Consultant/client, where necessary.

8.3.3 Nonconformity Reports

A) All nonconformity reports will be of standard format, which will describe the deficiency identified, and record the agreed disposition method.

B) During the defect liability period, non-conformities will be dealt with as customer-complaints.

C) Al Hikma Building Cont. LLC QA/QC Engineer and project/site engineer is responsible for raise & close the nonconformity reports and its review and approved by the project manager.

D) The NCR reports circulated to the consigned department for identifying and root causing, based on the root causing nonconformity products shall be returned/replaced by Al Hikma Building Cont.llc.

E) The non-conformed item shall be identified as tag system by Al Hikma Building Cont.llc stores.

F) Al Hikma Building Cont.llc shall forward the internal nonconformity reports to the consultant/client.

8.4 Analysis of Data

Data generated will be analyzed in the QHSE department on a regular basis to monitor the effectiveness of the quality management system and evaluated for continual improvement.

8.5 Improvement

8.5.1 Continual Improvement

Ste project quality policy and objectives, audit reports, data analyses, corrective and preventive actions and management reviews will be directed towards continual improvement of quality management system by the QHSE department.

8.5.2 Corrective Action

Prompt and effective corrective action will be taken in all cases where nonconformity or customer complaints are found may require the operating system to be changed.

8.5.3 Preventive Action

Records of nonconformity will be analyzed by the QHSE department to determine the root causes and to institute changes to the system to prevent recurrence. The procedure also provides for consideration of action to prevent a potential problem, which has not yet occurred.

9. Testing and Commissioning

9.1 General

The commissioning plan may include the design brief, final design, documentation and basis of design (if separate), project specifications, commissioning meeting minutes, commission issues log, construction checklists, commissioning forms, training materials, warranty listings, as per the contract specification.

The commissioning plan having the following outlines for typical elements to be included in the commissioning requirements. The commissioning requirements should include, as applicable in the scope of the project, for each system at site.

- Manufacturing testing (QA records)
- Factory performance testing (e.g. thermal performance, controls, type testing)
- Delivery to site records.
- Installation testing (e.g. pressure testing, alignment)
- Individual system testing

9.1.1 Roles & Responsibilities for Testing, Validation, and System Handover

APPROVED AS NOTED

- **QA/QC Manager:** Overall responsibility for coordinating testing and validation activities, ensuring compliance with ITPs, method statements, and contractual specifications.
- **Commissioning Engineer:** Leads functional performance testing, documents results, and coordinates corrective actions.
- **Site Engineers (Discipline-specific):** Supervise field execution of tests, verify readiness before consultant witness, and coordinate subcontractor testing teams.
- **Subcontractors:** Execute the tests as per approved procedures and provide manpower, calibrated equipment, and records.
- **Consultant/Client Representatives:** Witness critical tests, validate results, and approve handover documentation.

9.2 Pre-functional Checklist and Start-up Procedures

A pre-functional inspection checklist is developed and completed for all system being commissioned. The checklist captures equipment nameplate and characteristics data, and confirms the as-built status of the equipment or system. The checklist ensure that the systems are complete and prepared by the Al Hikma Building Cont.llc/ commissioning agent from manufacturer's data, drawings and specifications to include the required installation, checkout, and start up procedures. The installing subcontractors date and initial the checklists as the construction and start-up is completed. The installing subcontractors date and initial the checklist as the construction and start-up is completed. The commission authorities review and verifies the completed checklists before scheduling the functional performance testing.

9.3 Preparation of Preliminary Commissioning Schedule

The preliminary commission schedule gives an indicative list of items that are typically to be included in the commission plan. It is expected that this schedule will require considerable revision as the project progresses, for example, calendar dates will be added during the construction phase as the project program is developed. The schedule should include a list of major commission activities for each system leading to commissioning milestones, the estimated time or date range for each and a list of prerequisite activities (either construction activities or other commissioning activities).

9.4 Preparation of commissioning forms

Al Hikma Building Cont.llc prepares the format for commissioning activities, and submit to consultant/client approval. All form should have provision to records as applicable, the names and signatures of the testers and witnesses for all procedures as well as the date, time, test result and any comments. Forms should provide for ready comparison of the relevant design parameters and the succession of those parameters as tested.

9.5 Execution of Functional Testing

The Al Hikma Building Cont.llc/commissioning agent schedule functional tests through the supervision of consultant/client. May the installation perform by the subcontractor hardware and/ or software manipulations required for the testing. The commissioning personnel witness and record the results of functional performance testing. Any deficiencies found form functional performance testing will be documented in a deficiency/NCR report. The report will include all details of the components or systems found to be non-compliant with the parameters of the functional performance test plans and design documents or alterations required to correct the system operation, and identify the responsible party. The deficiency report will be continuously

updated. The commissioning personnel schedule any required retesting through the consultant/client.

The following commissioning tests shall be conducted, documented, and witnessed by the Consultant:

- Insulation resistance (Megger) testing of all electrical circuits.
- Loop impedance measurements to confirm compliance with design parameters.
- Voltage drop testing across main feeders and final circuits.
- Fire alarm and emergency lighting functional testing, including integration with other systems.
- Protection coordination verification to ensure system safety and fault selectivity.

10.Hand over Process

10.1 Purpose

The requirement of handover will be verbal communication supplemented by a writtrn handover report by Al Hikma Building Cont.llc. The responsibility will be on parties, outgoing and incoming, to ensure that the handover ensures and accurate transfer of information, with sufficient clarity.

10.2 Pre-requisite for Final inspection

The contractor shall complete the following before requesting the final inspection:

A) Submit last progress payment request complete with associated releases, consents and supporting documents.

B) Submit final manufacturer certification, guarantees, warranties and similar documents

C) Submit occupancy permits, operating certificates, final inspection and test certificates and similar releases enabling full and unrestricted use of the works

D) Submit record drawings, operation and maintenance manuals, final project photographs, damage or settlement surveys, property surveys, and similar physical items.

E) Submit an itemized list of all deviations form the requirements of the project documentation and instances of non-conformance.

F) Complete submittal of record documents.

G) Make final changeover of locks and deliver the keys to the engineer.

H) Complete start-up, testing of system, and training of the Employer's operations and maintenance personnel; submit equipment operating data as well as all test reports and test data required by the contract.

I) Dismantle and remove temporary facilities and services from the site; this includes utilities, construction tools, buildings and facilities, mock-ups, and similar elements.

J) Complete final cleaning.

K) Repair and restore exposed finishes which have been marred or otherwise damaged.

L) Submit all spare parts, tools and maintenance equipment

M) Submit final meter readings for all utilities, a measured record of stored fuel and chemicals, and similar data as of the time of final completion.

Once the above is complete, the Al Hikma Building Cont.llc shall notify the Consultant/Client in writing that the works is ready for final the inspection.

10.3 Hand Over forms

Handover notes/instruction shall be entered on the appropriate form and archived for the future reference on completion of the handover. This shall ensure that personal in key positions shall be able to reference historical as well as current information regarding work in progress or completed. The archived information shall be accessible to all personnel. Compliance shall ensure that the records can be audited.

10.4 Project hand over checklist

A) Prior to the date for practical completion, the project manager is responsible for preparing and distributing a project handover checklist in accordance with the contract specification.

B) Consultant/client to check as per the checklist is required to inspect the works and provided a written response to Al Hikma Building Cont. LLC within five working days from the date of checklist.

C) When all outstanding issues have been addressed, the checklist shall be signed off by the both parties.

10.5 Project Completion checklist

The project manager is responsible for ensuring that the project completion check list is attended to promptly, and all items are signed of and dated.

10.6 As Built Drawings, Maintenance Manuals & Warranties

As-built drawings, maintenance manuals and warranties shall be prepared and distributed in accordance with the contract specification. Receipt of manuals may be tracked using the manual review handover schedule. As-built drawings and maintenance manuals are supplied to consultant/client in hard copy and electronic formats. As-built drawings and maintenance manuals are to be issued to consultant/client along with the document submittal cover sheet with Al Hikma Building Cont. LLC letter.

10.7 Snagging and De-snagging Procedure

Prior to final inspection and handover, the QA/QC team shall initiate a systematic snagging process
to identify outstanding works, defects, and incomplete installations.

The procedure shall include the following steps:

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- Initial Snagging by Al Hikma QA/QC team and relevant subcontractors, based on contract specifications and approved drawings.
- Snag List Generation using standard snagging forms (to be submitted for Consultant's review).
- Consultant Inspection & Feedback – Walkdowns shall be conducted jointly with the Consultant to finalize snag items.
- De-snagging – All snagged items shall be rectified, verified by QA/QC, and marked for reinspection.
- Final Verification – The Consultant shall re-inspect to confirm closure of all snag items.
- Archiving – Signed snagging and de-snagging forms shall be archived as part of the project QA/QC records.

The snagging/de-snagging process shall be carried out progressively to ensure no delay in final handover.

11.Appendices

11.1 Appendix A – Schedule of Quality Records

A) Schedule of documents required to be kept in archives as quality records.

B) Purpose for a period of ten (10) years:

- Contract Documents
- Correspondence
- Minutes of Meetings
- Drawings Register
- Contracts Drawings
- Al Hikma Building Cont.llc Shop Drawings
- Subcontractors Shop Drawings
- Engineer's Approvals
- Variation Orders
- Request for Information and Responses
- Local Authority Approvals
- Inspection Reports

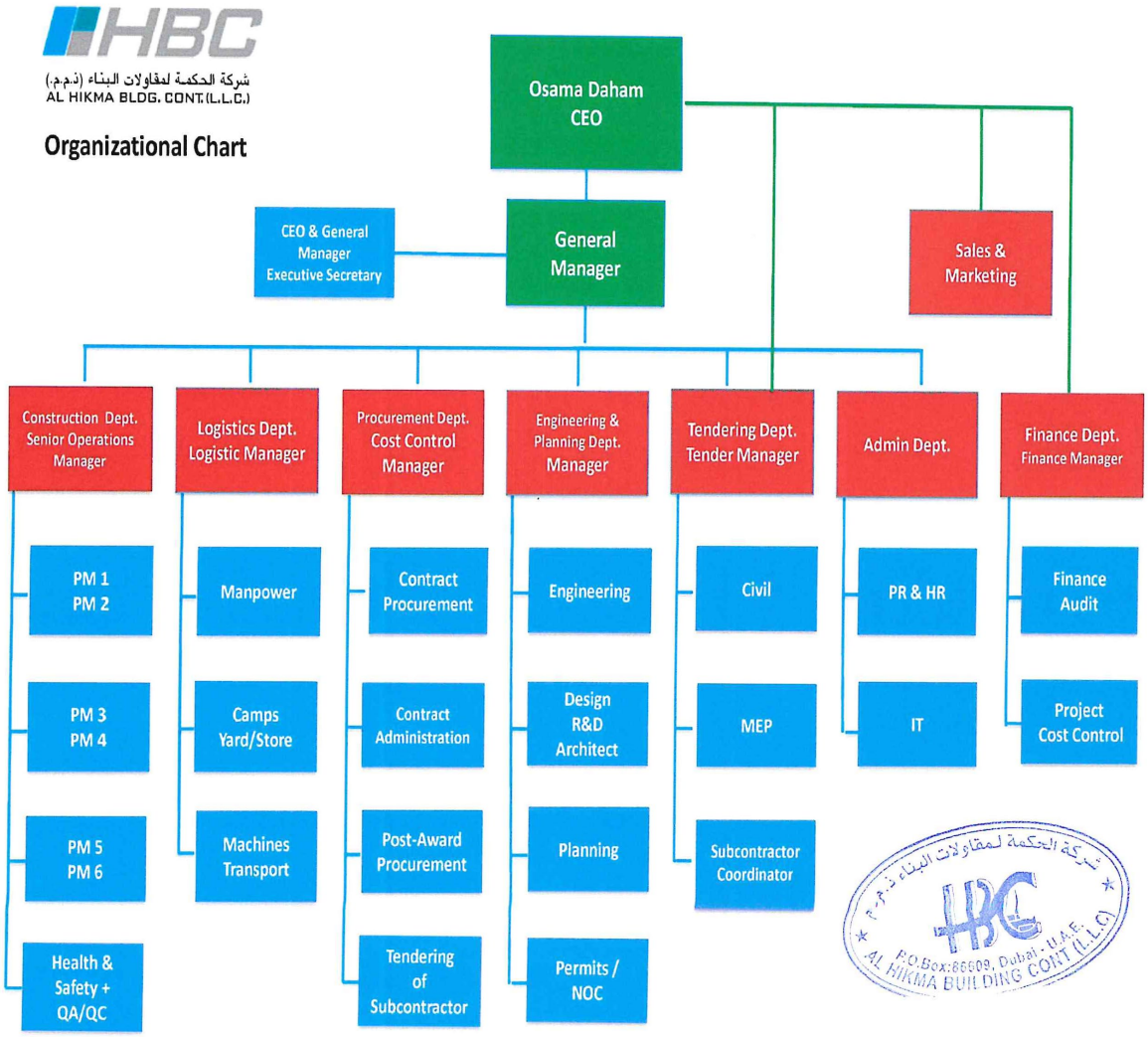
C) Concrete check-sheets, report of visits to manufacturers works, programs –set and achieved, site sketches, site modifications, concrete pours, concrete delivery notes.

- Test certificate & reports

D) Concrete cube tests, weld tests, ground investigation, drainage, services commissioning, steel sources, aggregate sources and gratings, cement, approved design mixes, certificates generally for compliance of materials to international standard references, maintenance manuals, completion certificates, records of remedial works carried-out, snagging lists and record of signing-off.

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11.2 Appendix B – Company Management Structure



11.3 Appendix C – Site Project Management Structure (Organizational Chart)

11.4 Appendix D – Over-All Program Schedule

Title	Reference No	Revision	Issue Date
Contract Program** Construction Program	At Tender Stage-Refer to Tender Submission		

Note:

A) From the above control programs, sectional and short-term programs, look ahead, etc. will be prepared as necessary for close control.

B) All programs shall be reviewed and updated regularly.

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C) Changes to the contract program shall be agreed with the Consultant/Client Engineer.
D) From the programs a schedule conformation receipts dates shall be prepared and agreed with the Consultant/Client Engineer.

11.5 Appendix E – Schedule of Elemental Control Document

A) Elements of work shall be tested, inspected, controlled and recorded in accordance with the quality procedures and operations procedure and referenced in the attached schedules.

B) Sub-contractors' quality plan/elemental quality plans (EQP) and/or Inspection and Test plans (ITP), where called for on the schedule (see Key) shall be prepared by the subcontractors in coordination with QA/QC Manager/Engineer. These EQPs shall be appended to this PQP and listed in the table of content.

i. KEY:
N – Not required
A – EQP to be prepared by Subcontractor
B – Al Hikma Building Cont.llc Standard EQP
C – Special EQP to be prepared by Al Hikma Building Cont.

C) Work Method Statement shall be prepared and submitted by the subcontractors as required by the project Manager. No work shall proceed until requested method statements have been received, reviewed and approved by the Engineer.

D) Any approvals given on the Inspection Requests (IR) are made with the prime of progressing the work and are subject to final inspections and engineer's approvals at the date of handover of the project.
E) Non-conformities with specification shall be the subject of non-conformity reports.

F) The non-issue of a non-conformity report does not necessarily indicate acceptance of the work.

G) Any special requirements stipulated in the contract specification are included in the schedule overleaf.

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11.6 Appendix F Data Sheet for Quality Procedure and Operations Procedure

Element of work	Engineer's approval Required	Elemental Quality Plan (PQP) Reference	Method of Statement Required	Procedure/ITP Reference	Frequency of Recorded Inspection e.g. Check Sheets	Other Verifying Documents e.g. Test Certificates	Special Requirements
Excavation & Backfilling	Yes		Yes	**HBC /ARCH/ ITP/001**		IF REQUIRIED	IF APPLICABLE
CONCRETE WORKS	Yes		Yes	**HBC /ARCH/ ITP/002**		IF REQUIRIED	IF APPLICABLE
WATER PROOFING WORKS	Yes		Yes	**HBC /ARCH/ ITP/003**		IF REQUIRIED	IF APPLICABLE
SHEETING FIXING/DEMOLATION	Yes		Yes	**HBC /ARCH/ ITP/004**		IF REQUIRIED	IF APPLICABLE

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11.7 Appendix G – Schedule of Meeting

A) Progress Meeting with Client/Consultant Engineer

Schedule of Meeting Dates: (as per agreed intervals, or whenever the Engineer considers it to be necessary).

Weekly Project Team Meeting

Chaired by: Client Representative

Minutes by: Consultant's Representative

Attended by: Client Representative, consultant, Al Hikma Building Cont.

B) Schedule of other Meetings

Purpose	Frequency	Chaired by	Minuted by
Subcontractor Coordination	As Required	Project Manager	Project Manager
Department Staff Meeting	As Required	Department Head	Senior Engineer
Quality Meeting	Monthly	QA/QC Manager or Project Manger	QA/QC Engineer
Safety Meeting	As Required	Project Manager	Safety Manager
Management Review Meeting	Twice a year	Project Manager	QA/QC Manager
Internal Coordination Meeting	As Required	Project Manager	Project Manager

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C) Construction Information

A) All incoming and outgoing technical correspondence files and register will be maintained by the Document controller. All incoming and outgoing non-technical correspondence files and register will be maintained by the site Secretary.

B) Superseded drawings shall be clearly identified by the Document Controller or withdrawn from circulation. The project Quantity surveyor shall retain one copy for record purposes.

C) Archiving files at HO, the sender will make sure that the appropriate labels are placed on individual files, which should be durable and legible. The label should contain project name, site number, file description, file reference number, volume number, to and form, etc.

D) The sender will prepare filling index for the files prior to sending to QHSE department and filing index should contain the information as above-mentioned in clause 'C'.

E) Archiving will be expedited by the QHSE department at Head Office.

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11.8 Appendix H – Subcontractor Schedule

S.NO	Subcontractor	Subcontractor's and Sub-subcontractors' Name, Location and Telephone No., including Major Suppliers	Person Responsible for Quality		Order No.
			Overall	On Site	

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11.9 Appendix I – Specimen Authorized Signature

(Please refer to "AUTHORISED SIGNATURES MATRIX" for levels of Authorization)			
Designation	**Name**	**Signature**	**Initial**
CONSTRUCTION:			
PROJECT MANAGER			
QA/QC MANAGER/ENGINEER			
CONTRUCTION MANAGER			
TECHNICAL ENGINEER			
PROJECT ENGINEER			
SITE ENGINEER			
HSE MANAGER/ENGINEER			
PROJECT COORDINATOR			

Note: This document will be submitted once the site management structured.

11.10 Appendix J – Inspection and Test Plan List

Item No.	Title/Description	Document No.
1	Survey Works	
2	Excavation Works	
3	Back filling works	
4	Concrete works	
5	Trenches & Ductwork	
6	Steel Works	
7	Painting Works	
8	Thermal & Moisture works	
9	Block Works	
10	Plastering works	
11	Grating Works	

Note: The Inspection and Test Plans (ITPs) listed above are indicative only.
Detailed project-specific ITPs will be prepared and submitted progressively in line with the construction schedule. Each ITP will be submitted along with its corresponding Method Statement for every activity, and will be subject to consultant review and approval prior to commencement of works.
Electrical ITPs are attached below.

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Project: The Harrow school Ref: HBC/ARCH Rev-0	INSPECTION AND TEST PLAN: EXCAVATION, BACKFILLING AND COMPACTION								DATE: 16.08.2016
S. No.	Description of activity	Inspection & Test Requirement	Reference Documents	Acceptance Criteria	Verification Document Ref.	Inspection Points			Frequency of testing
						HBC	ARCHEN	CLIENT	Third Party Lab	
1	Sampling and Testing of fill material	Sieve Analysis,Plasticity,Modified Protector, Chemical Analysis	Technical Specification 31 23 00	Technical Specification 31 23 00	Material Test Report	H	W	R	H	Each stock pile/ Any source change in material
2	Setting out Prior to Excavation	Survey	Approved Shop Drawing	Approved Drawing/ Technical Specification	Survey data	H	I	P	N/A	Each Structure
3	Excavation up to formation level	Civil and Survey	Approved Shop Drawing	Survey Report/ Approved Drawing	Survey report/Checklist	H	I	P	NA	
4	Compaction Test at formation level	Insitu density test (FDT)	Technical Specification 31 23 00, Approved method statement and Approved Shop Drawing	Technical Specification/Test report	FDT Test Report	H	H	R/P	H	As per Technical Specification/ Minimum one test per structure
5	Backfilling and Compaction	Survey and Insitu density test each layer	Technical Specification 31 23 00, Approved method statement and Approved Shop Drawing	Technical Specification/ Test report	FDT Test report	H	W/R	R/P	H	. As per Technical Specification/ Minimum one test per structure
		Prepared by		Reviewed by					
SIGNATURE									
NAME		Hashim raza		Mishal saad					
Legends:		H = Hold point ; W = Witness Point ; R= Review point ; P = Patrol point; I = Inspection Point							

ALSUWEDI ENGINEERING CONSULTANTS L.L.C.
APPROVED AS NOTED

HBC AL HIKMA BUILDING CONT (L.L.C)
P.O.Box : 93780, Abu Dhabi U.A.E.

PROJECT:	CLIENT : taaleem inspiring young minds COST CONSULTANT :	PROJECT CONSULTANT: ALSUWEIDI AL SUWEIDI ENGINEERING CONSULTANTS MEP CONSULTANT:
MAIN CONTRACTOR: HBC	MEP CONTRACTOR: ENTIRE	Method Statement Ref No : AH-D351-MST-EN-MEP-EL-XXX Rev No : 0

INSPECTION TEST PLAN

Installation & Testing of Wires and Cables

Item No	Description of Inspection & Test	Specification Ref / Drawings	Procedure / Checklist	Verifying Record	Frequency	Initiate Inspection &Test	Review & Witness	Review or Approval by Consultants
						Entire	HBC	Al Hashemi / GCE
1	Shop drawings	IFC drawings / Spec Ref: 26 05 19	IFC drawings / Spec Ref: 26 05 19	Consultant Approved Copy	Before start of work	I	H	R
2	Material Approval	IFC drawings / Spec Ref: 26 05 19	Material Submittal	Project Specs / Consultant Material Approval;	Prior to Material Purchase	I	H	R
3	Method Statement	Approved Material Approval / Spec Ref: 26 05 19	As per Attached Procedure	Project Specs / Consultant Material Approval;	Prior to Installation	I	H, I	R
4	Material Inspection Request	Approved Material Approval / Spec Ref: 26 05 19	As per Attached Procedure	Material Submittal Consultant Approval	Prior to Installation	I	H, I	H, W
5	Installation Inspection Request (Wires / Cables)	Approved Shop Drawing / Approved Method Statement / Spec Ref: 26 05 19	Approved Method Statement / Approved Shop Drawing	Approval of Material Inspection / Shop Drawing Installation Inspection Request & Checklist	After Installation Completion	I	H, I	H, W
6	Continuity / Megger Testing Inspection Request (Wires / Cables)	Approved Shop Drawing / Approved Method Statement / Spec Ref: 26 05 19	Approved Method Statement / Approved Shop Drawing	Approval of Material Inspection / Shop Drawing Installation Inspection Request & Checklist	During or After Installation Approval	I	H, I	H, W

LEGEND: I - Initiate Submission H - Hold for Inspection W - Witness Inspection & Approval S - Surveillance Inspection R - Review & Approval

ALSUWEDI AL SUWEIDI ENGINEERING CONSULTANTS L.L.C. APPROVED AS NOTED

HBC AL HIKMA BUILDING CONT (L.L.C) P.O Box : 93780, Abu Dhabi, U.A.E.

PROJECT: The Harrow School Abudhabi	PROJECT MANAGEMENT :	LEAD CONSULTANT: AL SUWEIDI AL SUWEIDI ENGINEERING CONSULTANTS	MAIN CONTRACTOR: HBC
CLIENT: taaleem inspiring young minds		MEP CONSULTANT :	MEP CONTRACTOR : ENTIRE

INSPECTION TEST PLAN

Installation of LV Switchgear and Panel Board

Item No	Description of Inspection & Test	Specification Ref / Drawings	Procedure / Checklist	Verifying Record	Frequency	Initiate Inspection &Test	Review & Witness	Review or Approval by Consultants
						ENTIRE / SUPPLIER	HBC	Al Suweidi
1	Shop drawings	IFC drawings / Spec Ref: 26 23 00	IFC drawings / Spec Ref: 26 23 00	Consultant Approved Copy	Before start of work	I	H	R
2	Material Approval	IFC drawings / Spec Ref:26 23 00	Material Submittal	Project Specs / Consultant Material Approval;	Prior to Material Purchase	I	H	R
3	Method Statement	Approved Material Approval / Spec Ref: 26 23 00	As per Attached Procedure	Project Specs / Consultant Material Approval;	Prior to Installation	I	H	R
4	Material Inspection Request	Approved Material Approval / Approved Method Statement / Spec Ref: 26 23 00	As per Attached Procedure	Material Submittal Consultant Approval	Prior to Installation	I	H, S	H, W
5	Installation Inspection Request (Back Box Enclosure)	Approved Shop Drawing / Approved Method Statement / Spec Ref: 26 23 00	Approved Method Statement / Approved Shop Drawing	Approval of Material Inspection / Shop Drawing Installation Inspection Request & Checklist	After MIR Approval / Installation Completion	I	H, S	H, W
6	Installation Inspection Request (Enclosure with Components)	Approved Shop Drawing / Approved Method Statement / Spec Ref: 26 23 00	Approved Method Statement / Approved Shop Drawing	Approval of Material Inspection / Shop Drawing Installation Inspection Request & Checklist	After MIR Approval / Installation Completion	I	H, S	H, W
7	Installation Inspection Request (Final Fix with Cable Termination)	Approved Shop Drawing / Approved Method Statement / Spec Ref:26 23 00	Approved Method Statement / Approved Shop Drawing	Approval of Material Inspection / Shop Drawing Installation Inspection Request & Checklist	During or After Installation Inspection Approval	I	H, S	H, W

LEGEND: I - Initiate Submission H - Hold for Inspection W - Witness Inspection & Approval S - Surveillance Inspection R - Review & Approval

AL SUWEDI AL SUWEIDI ENGINEERING CONSULTANTS L.L.C. APPROVED AS NOTED

HBC AL HIKMA BUILDING CONT (L.L.C) P.O Box : 93780, Abu Dhabi, U.A.E.

PROJECT: The Harrow School Abudhabi	PROJECT MANAGEMENT :	LEAD CONSULTANT: AL SUWEIDI AL SUWEIDI ENGINEERING CONSULTANTS	MAIN CONTRACTOR: HBC
CLIENT: taaleem inspiring young minds		MEP CONSULTANT :	MEP CONTRACTOR : ENTIRE

INSPECTION TEST PLAN

Testing and Commissioning of UPS System

Item No	Description of Inspection & Test	Frequency	Verifying Document	Verifying Record	Initiate Inspection &Test	Review & Witness	Review or Approval by Consultants
					ENTIRE / SUPPLIER	HBC	Al Suweidi
Document Approval							
1	Shop drawings	Before start of work	Project Specification / Manufacturer Recommendation	Document Submittal Approval	I	H	R
2	Method Statement	Before start of work	Project Specification / Manufacturer Recommendation	Document Submittal Approval	I	H	R
Material Vertification							
3	Material Inspection	Before start of test	Project Specification / Approved Material Submittal	Material Inspection Request Approval	I	H	R
4	Installation Inspection	Before start of test	Project Specification / Approved Shop Drawing Submittal	Installation Inspection Request Approval	I	H	R
Testing Vertification							
5	Pre-Commissioning a. Insulation Resistance Test	Visual Check / Site Readiness / Before or Along Commisioning	Project Specification / Approved Shop Drawing & Method Statement Submittal	Commissioning Inspection Request	I	H, S	H, W
6	Commissioning a. Site Acceptance Test (General Checks) b. Functional Test (Start-Up, Battery Charging, Load transfer, Bypass Operation, Main Failure, Alarm test) c. Integration Test (Autonomy , Load Test, System Interface)	After Pre-Commissioning Approval	Project Specification / Approved Shop Drawing & Method Statement Submittal	Commissioning Inspection Request	I	H, I	H, W

LEGEND: I - Initiate Submission H - Hold for Inspection W - Witness Inspection & Approval S - Surveillance Inspection R - Review & Approval

AL SUWEDI AL SUWEIDI ENGINEERING CONSULTANTS L.L.C. APPROVED AS NOTED

HBC AL HIKMA BUILDING CONT (L.L.C) P.O Box : 93780, Abu Dhabi U.A.E.

PROJECT: The Harrow School Abudhabi	PROJECT MANAGEMENT :	LEAD CONSULTANT: AL SUWEIDI AL SUWEIDI ENGINEERING CONSULTANTS	MAIN CONTRACTOR: HBC
CLIENT: taaleem inspiring young minds		MEP CONSULTANT :	MEP CONTRACTOR : ENTIRE

INSPECTION TEST PLAN

Testing and Commissioning of Lighting Control System

Item No	Description of Inspection & Test	Frequency	Verifying Document	Verifying Record	Initiate Inspection &Test	Review & Witness	Review or Approval by Consultants
					ENTIRE / SUPPLIER	HBC	Al Suweidi
Document Approval							
1	Shop drawings	Before start of work	Project Specification / Manufacturer Recommendation	Document Submittal Approval	I	H	R
2	Method Statement	Before start of work	Project Specification / Manufacturer Recommendation	Document Submittal Approval	I	H	R
Material Vertification							
3	Material Inspection	Before start of test	Project Specification / Approved Material Submittal	Material Inspection Request Approval	I	H	R
4	Installation Inspection	Before start of test	Project Specification / Approved Shop Drawing Submittal	Installation Inspection Request Approval	I	H	R
Testing Vertification							
5	Pre-Commissioning a. Cable Continuity Test	Visual Check / Site Readiness / Before or Along Commisioning	Project Specification / Approved Shop Drawing & Method Statement Submittal	Commissioning Inspection Request	I	H, S	H, W
6	Commissioning a. Functionality Device Test b. Programming Control Philosophy c. Final Graphics Test Work Station	After Pre-Commissioning Approval	Project Specification / Approved Shop Drawing & Method Statement Submittal	Commissioning Inspection Request	I	H, I	H, W

LEGEND: I - Initiate Submission H - Hold for Inspection W - Witness Inspection & Approval S - Surveillance Inspection R - Review & Approval

AL SUWEDI ENGINEERING CONSULTANTS L.L.C. APPROVED AS NOTED

HBC AL HIKMA BUILDING CONT (L.L.C) P.O Box : 93780, Abu Dhabi U.A.E.

PROJECT: The Harrow School Abudhabi	PROJECT MANAGEMENT :	LEAD CONSULTANT: AL SUWEIDI / السويدي للاستشارات الهندسية / AL SUWEIDI ENGINEERING CONSULTANTS	MAIN CONTRACTOR: HBC
CLIENT: taaleem inspiring young minds		MEP CONSULTANT :	MEP CONTRACTOR : ENTIRE

INSPECTION TEST PLAN

Testing and Commissioning of Earthing and Lightning Protection System

Item No	Description of Inspection & Test	Frequency	Verifying Document	Verifying Record	Initiate Inspection &Test	Review & Witness	Review or Approval by Consultants
					ENTIRE / SUPPLIER	HBC	Al Suweidi
Document Approval							
1	Shop drawings	Before start of work	Project Specification / Manufacturer Recommendation	Document Submittal Approval	I	H	R
2	Method Statement	Before start of work	Project Specification / Manufacturer Recommendation	Document Submittal Approval	I	H	R
Material Vertification							
3	Material Inspection	Before start of test	Project Specification / Approved Material Submittal	Material Inspection Request Approval	I	H	R
4	Installation Inspection	Before start of test	Project Specification / Approved Shop Drawing Submittal	Installation Inspection Request Approval	I	H	R
Testing Vertification							
5	Pre-Commissioning a. Earth Cable Continuity Test b. Equipotential bonding Test	Visual Check / Site Readiness / Before or Along Commisioning	Project Specification / Approved Shop Drawing & Method Statement Submittal	Commissioning Inspection Request	I	H, S	H, W
6	Commissioning a. Earth Rod Testing b. Air Terminal Testing c. SPD Testing	After Pre-Commissioning Approval	Project Specification / Approved Shop Drawing & Method Statement Submittal	Commissioning Inspection Request	I	H, I	H, W

LEGEND: I - Initiate Submission H - Hold for Inspection W - Witness Inspection & Approval S - Surveillance Inspection R - Review & Approval

AL SUWEDI AL SUWEIDI ENGINEERING CONSULTANTS L.L.C. APPROVED AS NOTED

HBC AL HIKMA BUILDING CONT (L.L.C) P.O Box : 93780, Abu Dhabi, U.A.E.

PROJECT: The Harrow School Abudhabi	PROJECT MANAGEMENT :	LEAD CONSULTANT: AL SUWEIDI AL SUWEIDI ENGINEERING CONSULTANTS	MAIN CONTRACTOR: HBC
CLIENT: taaleem inspiring young minds		MEP CONSULTANT :	MEP CONTRACTOR : ENTIRE

INSPECTION TEST PLAN

Testing and Commissioning of Audio Video System

Item No	Description of Inspection & Test	Frequency	Verifying Document	Verifying Record	Initiate Inspection &Test	Review & Witness	Review or Approval by Consultants
					ENTIRE / SUPPLIER	HBC	Al Suweidi
Document Approval							
1	Shop drawings	Before start of work	Project Specification / Manufacturer Recommendation	Document Submittal Approval	I	H	R
2	Method Statement	Before start of work	Project Specification / Manufacturer Recommendation	Document Submittal Approval	I	H	R
Material Vertification							
3	Material Inspection	Before start of test	Project Specification / Approved Material Submittal	Material Inspection Request Approval	I	H	R
4	Installation Inspection	Before start of test	Project Specification / Approved Shop Drawing Submittal	Installation Inspection Request Approval	I	H	R
Testing Vertification							
5	Pre-Commissioning a. Cat-6 Cable Fluke Test	Visual Check / Site Readiness / Before or Along Commisioning	Project Specification / Approved Shop Drawing & Method Statement Submittal	Commissioning Inspection Request	I	H, S	H, W
6	Commissioning a. Functionality Device Test (WAP, Projector Screen, Media Switch Controller, Rack Player/Amplifier, Microphone, Speakers) b. Programming Control c. Final Graphics Test Work Station	After Pre-Commissioning Approval	Project Specification / Approved Shop Drawing & Method Statement Submittal	Commissioning Inspection Request	I	H, I	H, W

LEGEND: I - Initiate Submission H - Hold for Inspection W - Witness Inspection & Approval S - Surveillance Inspection R - Review & Approval

AL SUWEIDI ENGINEERING CONSULTANTS L.L.C. APPROVED AS NOTED

HBC AL HIKMA BUILDING CONT (L.L.C) P.O Box : 93780, Abu Dhabi, U.A.E.

PROJECT: The Harrow School Abudhabi	PROJECT MANAGEMENT :	LEAD CONSULTANT: AL SUWEIDI AL SUWEIDI ENGINEERING CONSULTANTS	MAIN CONTRACTOR: HBC
CLIENT: taaleem inspiring young minds		MEP CONSULTANT :	MEP CONTRACTOR : ENTIRE

INSPECTION TEST PLAN

Testing and Commissioning of Fire Alarm and Voice Evacuation System

Item No	Description of Inspection & Test	Frequency	Verifying Document	Verifying Record	Initiate Inspection &Test	Review & Witness	Review or Approval by Consultants
					ENTIRE / SUPPLIER	HBC	Al Suweidi
Document Approval							
1	Shop drawings	Before start of work	Project Specification / Manufacturer Recommendation	Document Submittal Approval	I	H	R
2	Method Statement	Before start of work	Project Specification / Manufacturer Recommendation	Document Submittal Approval	I	H	R
Material Vertification							
3	Material Inspection	Before start of test	Project Specification / Approved Material Submittal	Material Inspection Request Approval	I	H	R
4	Installation Inspection	Before start of test	Project Specification / Approved Shop Drawing Submittal	Installation Inspection Request Approval	I	H	R
Testing Vertification							
5	Pre-Commissioning a. Cable Continuity Test	Visual Check / Site Readiness / Before or Along Commisioning	Project Specification / Approved Shop Drawing & Method Statement Submittal	Commissioning Inspection Request	I	H, S	H, W
6	Commissioning a. Detector Device Test (Initiating Applicance) b. Speaker / Flasher Test (Notification Appliance c. Fire Telephone Test d. Interfacing Test (Control / Monitor Module) e. Cause & Effect Matrix Test f. Battery Autonomy Test / Dooms Day Test g. Final Graphics Test Work Station	After Pre-Commissioning / Device Test Approval	Project Specification / Approved Shop Drawing & Method Statement Submittal	Commissioning Inspection Request	I	H, I	H, W

LEGEND: I - Initiate Submission H - Hold for Inspection W - Witness Inspection & Approval S - Surveillance Inspection R - Review & Approval

AL SUWEDI ENGINEERING CONSULTANTS L.L.C. APPROVED AS NOTED

AL HIKMA BUILDING CONT (L.L.C) P.O Box : 93780, Abu Dhabi U.A.E.

PROJECT: The Harrow School Abudhabi	PROJECT MANAGEMENT :	LEAD CONSULTANT: AL SUWEIDI / السويدي للاستشارات الهندسية / AL SUWEIDI ENGINEERING CONSULTANTS	MAIN CONTRACTOR: HBC
CLIENT: taaleem inspiring young minds		MEP CONSULTANT :	MEP CONTRACTOR :

INSPECTION TEST PLAN

Testing and Commissioning of Final DB Light and Power Points

Item No	Description of Inspection & Test	Frequency	Verifying Document	Verifying Record	Initiate Inspection &Test	Review & Witness	Review or Approval by Consultants
					ENTIRE / SUPPLIER	HBC	Al Suweidi
Document Approval							
1	Shop drawings	Before start of work	Project Specification / Manufacturer Recommendation	Document Submittal Approval	I	H	R
2	Method Statement	Before start of work	Project Specification / Manufacturer Recommendation	Document Submittal Approval	I	H	R
Material Vertification							
3	Material Inspection	Before start of test	Project Specification / Approved Material Submittal	Material Inspection Request Approval	I	H	R
4	Installation Inspection	Before start of test	Project Specification / Approved Shop Drawing Submittal	Installation Inspection Request Approval	I	H	R
Testing Vertification							
5	Pre-Commissioning (Cable Megger / Cold Testing)	Visual Check / Site Readiness / Before or Along Commisioning	Project Specification / Approved Shop Drawing & Method Statement Submittal	Commissioning Inspection Request	I	H, S	H, W
6	Commissioning (Live Circuit Testing)	After Pre-Commissioning Approval	Project Specification / Approved Shop Drawing & Method Statement Submittal	Commissioning Inspection Request	I	H, I	H, W

LEGEND: I - Initiate Submission H - Hold for Inspection W - Witness Inspection & Approval S - Surveillance Inspection R - Review & Approval

AL SUWEIDI ENGINEERING CONSULTANTS L.L.C.
APPROVED AS NOTED

HBC AL HIKMA BUILDING CONT (L.L.C) P.O Box : 93780, Abu Dhabi, U.A.E.

PROJECT :	**CLIENT :** taaleem inspiring young minds	**PROJECT CONSULTANT:** AL SUWEIDI AL SUWEIDI ENGINEERING CONSULTANTS
	COST CONSULTANT :	**MEP CONSULTANT:**
MAIN CONTRACTOR: HBC	**MEP CONTRACTOR:** ENTIRE	**Method Statement Ref No :** AH **Rev No : 0** **Date :**

INSPECTION TEST PLAN

Installation of LV Switchboard and Panel Boards

Item No	Description of Inspection & Test	Specification Ref / Drawings	Procedure / Checklist	Verifying Record	Frequency	Initiate Inspection &Test	Review & Witness	Review or Approval by Consultants
						Entire	HBC	Al Hashemi / GCE
1	Shop drawings	IFC drawings / Spec Ref: 26 33 00 / 26 36 23 / 26 35 33	IFC drawings / Spec Ref: 26 33 00 / 26 36 23 / 26 35 33	Consultant Approved Copy	Before start of work	I	H	R
2	Material Approval	IFC drawings / Spec Ref: 26 33 00 / 26 36 23 / 26 35 33	Material Submittal	Project Specs / Consultant Material Approval;	Prior to Material Purchase	I	H	R
3	Method Statement	Approved Material Approval / Spec Ref: 26 33 00 / 26 36 23 / 26 35 33	As per Attached Procedure	Project Specs / Consultant Material Approval;	Prior to Installation	I	H, I	R
4	Material Inspection Request	Approved Material Approval / Spec Ref: 26 33 00 / 26 36 23 / 26 35 33	As per Attached Procedure	Material Submittal Consultant Approval	Prior to Installation	I	H, I	H, W
5	Installation Inspection Request (Panel Installation)	Approved Shop Drawing / Approved Method Statement / Spec Ref: 26 33 00 / 26 36 23 / 26 35 33	Approved Method Statement / Approved Shop Drawing	Approval of Material Inspection / Shop Drawing Installation Inspection Request & Checklist	After Installation Completion	I	H, I	H, W
6	Installation Inspection Request Termination & Final Fix (Panel Installation)	Approved Shop Drawing / Approved Method Statement / Spec Ref: 26 33 00 / 26 36 23 / 26 35 33	Approved Method Statement / Approved Shop Drawing	Approval of Material Inspection / Shop Drawing Installation Inspection Request	After Cable Installation & Testing Approval / Panel Installation Approval	I	H, I	H, W

LEGEND: I - Initiate Submission H - Hold for Inspection W - Witness Inspection & Approval S - Surveillance Inspection R - Review & Approval

AL SUWEDI ENGINEERING CONSULTANTS L.L.C. APPROVED AS NOTED

HBC AL HIKMA BUILDING CONT (L.L.C) P.O Box : 93780, Abu Dhabi U.A.E.

PROJECT :	**CLIENT :** taaleem Inspiring young minds	**PROJECT CONSULTANT:** ALSUWEIDI السويدي للاستشارات الهندسية AL SUWEIDI ENGINEERING CONSULTANTS
	COST CONSULTANT :	**MEP CONSULTANT:**
MAIN CONTRACTOR: HBC	**MEP CONTRACTOR:** ENTIRE	**Method Statement Ref No :** **AH-D351-MST-EN-MEP-EL-xxx**
		Rev No : 0
		Date

INSPECTION TEST PLAN

Installation of Access Control System

Item No	Description of Inspection & Test	Specification Ref / Drawings	Procedure / Checklist	Verifying Record	Frequency	Initiate Inspection &Test	Review & Witness	Review or Approval by Consultants
						Entire	HBC	
1	Shop drawings	IFC drawings / Spec Ref: 28 13 00	IFC drawings / Spec Ref: 28 13 00	Consultant Approved Copy	Before start of work	I	H	R
2	Material Approval	IFC drawings / Spec Ref: 28 13 00	Material Submittal	Project Specs / Consultant Material Approval;	Prior to Material Purchase	I	H	R
3	Method Statement	Approved Material Approval / Spec Ref: 28 13 00	As per Attached Procedure	Project Specs / Consultant Material Approval;	Prior to Installation	I	H, I	R
4	Material Inspection Request	Approved Material Approval / Spec Ref: 28 13 00	As per Attached Procedure	Material Submittal Consultant Approval	Prior to Installation	I	H, I	H, W
5	Installation Inspection Request (Cable Containment)	Approved Shop Drawing / Approved Method Statement / Spec Ref: 28 13 00	Approved Method Statement / Approved Shop Drawing	Approval of Material Inspection / Shop Drawing Installation Inspection Request & Checklist	After Installation Completion	I	H, I	H, W
6	Installation Inspection Request (Cable Pulling)	Approved Shop Drawing / Approved Method Statement / Spec Ref: 28 13 00	Approved Method Statement / Approved Shop Drawing	Approval of Material Inspection / Shop Drawing Installation Inspection Request & Checklist	After Containment Approval / Cable Installation Completion	I	H, I	H, W
7	Installation Testing Inspection Request (Cable Continuity Test)	Approved Shop Drawing / Approved Method Statement / Spec Ref: 28 13 00	Approved Method Statement / Approved Shop Drawing	Approval of Material Inspection / Shop Drawing Installation Inspection Request & Test Sheet	During or After Cable Installation Approval	I	H, I	H, W
8	Installation Inspection Request Termination & Final Fix (Device / Equipment)	Approved Shop Drawing / Approved Method Statement / Spec Ref: 28 13 00	Approved Method Statement / Approved Shop Drawing	Approval of Material Inspection / Shop Drawing Installation Inspection Request & Test Sheet	After Cable Installation & Testing Approval / Device or Equipment Installation Completion	I	H, I	H, W

LEGEND: I - Initiate Submission H - Hold for Inspection W - Witness Inspection & Approval S - Surveillance Inspection R - Review & Approval

ALSUWEDI السويدي للاستشارات الهندسية AL SUWEIDI ENGINEERING CONSULTANTS L.L.C. APPROVED AS NOTED

شركة الحكمة لمقاولات البناء ذ.م.م HBC AL HIKMA BUILDING CONT (L.L.C) P.O Box : 93780, Abu Dhabi, U.A.E.

PROJECT : **Project No.**	**CLIENT :** taaleem Inspiring young minds	**PROJECT CONSULTANT:** ALSUWEIDI السويدي للاستشارات الهندسية AL SUWEIDI ENGINEERING CONSULTANTS
	COST CONSULTANT :	**MEP CONSULTANT:**
MAIN CONTRACTOR: HBC	**MEP CONTRACTOR:** ENTIRE	**Method Statement Ref No :** **AH-D351-MST-EN-MEP-EL-009** **Rev No : 0** **Date : 27.08.2024**

INSPECTION TEST PLAN

Installation of Lighting Control System

Item No	Description of Inspection & Test	Specification Ref / Drawings	Procedure / Checklist	Verifying Record	Frequency	Initiate Inspection &Test	Review & Witness	Review or Approval by Consultants
						Entire	HBC	Al Hashemi / GCE
1	Shop drawings	IFC drawings / Spec Ref: 26 09 43	IFC drawings / Spec Ref: 26 09 43	Consultant Approved Copy	Before start of work	I	H	R
2	Material Approval	IFC drawings / Spec Ref: 26 09 43	Material Submittal	Project Specs / Consultant Material Approval;	Prior to Material Purchase	I	H	R
3	Method Statement	Approved Material Approval / Spec Ref: 26 09 43	As per Attached Procedure	Project Specs / Consultant Material Approval;	Prior to Installation	I	H, I	R
4	Material Inspection Request	Approved Material Approval / Spec Ref: 26 09 43	As per Attached Procedure	Material Submittal Consultant Approval	Prior to Installation	I	H, I	H, W
5	Installation Inspection Request (Cable Containment)	Approved Shop Drawing / Approved Method Statement / Spec Ref: 26 09 43	Approved Method Statement / Approved Shop Drawing	Approval of Material Inspection / Shop Drawing Installation Inspection Request & Checklist	After Installation Completion	I	H, I	H, W
6	Installation Inspection Request (Cable Pulling)	Approved Shop Drawing / Approved Method Statement / Spec Ref: 26 09 43	Approved Method Statement / Approved Shop Drawing	Approval of Material Inspection / Shop Drawing Installation Inspection Request & Checklist	After Containment Approval / Cable Installation Completion	I	H, I	H, W
7	Installation Testing Inspection Request (Cable Continuity Test)	Approved Shop Drawing / Approved Method Statement / Spec Ref: 26 09 43	Approved Method Statement / Approved Shop Drawing	Approval of Material Inspection / Shop Drawing Installation Inspection Request & Test Sheet	During or After Cable Installation Approval	I	H, I	H, W
8	Installation Inspection Request Termination & Final Fix (Device / Equipment)	Approved Shop Drawing / Approved Method Statement / Spec Ref: 26 09 43	Approved Method Statement / Approved Shop Drawing	Approval of Material Inspection / Shop Drawing Installation Inspection Request & Test Sheet	After Cable Installation & Testing Approval / Device or Equipment Installation Completion	I	H, I	H, W

LEGEND: I - Initiate Submission H - Hold for Inspection W - Witness Inspection & Approval S - Surveillance Inspection R - Review & Approval

ALSUWEDI السويدي للاستشارات الهندسية AL SUWEIDI ENGINEERING CONSULTANTS L.L.C. APPROVED AS NOTED

شركة الحكمة لمقاولات البناء ذ.م.م HBC AL HIKMA BUILDING CONT (L.L.C) P.O Box : 93780, Abu Dhabi U.A.E.

PROJECT : **Project No.**	**CLIENT :** taaleem Inspiring young minds	**PROJECT CONSULTANT:** AL SUWEIDI / السويدي للاستشارات الهندسية / AL SUWEIDI ENGINEERING CONSULTANTS
	COST CONSULTANT :	**MEP CONSULTANT:**
MAIN CONTRACTOR: HBC	**MEP CONTRACTOR:** ENTIRE	**Method Statement Ref No :** **Rev No : 0** **Date :**

INSPECTION TEST PLAN

Installation of Lighting Fixtures and Wiring Devices

Item No	Description of Inspection & Test	Specification Ref / Drawings	Procedure / Checklist	Verifying Record	Frequency	Initiate Inspection &Test	Review & Witness	Review or Approval by Consultants
						Entire	HBC	Al Hashemi / GCE
1	Shop drawings	IFC drawings / Spec Ref: 26 27 26 / 26 50 00	IFC drawings / Spec Ref: 26 27 26 / 26 50 00	Consultant Approved Copy	Before start of work	I	H	R
2	Material Approval	IFC drawings / Spec Ref: 26 27 26 / 26 50 00	Material Submittal	Project Specs / Consultant Material Approval;	Prior to Material Purchase	I	H	R
3	Method Statement	Approved Material Approval / Spec Ref: 26 27 26 / 26 50 00	As per Attached Procedure	Project Specs / Consultant Material Approval;	Prior to Installation	I	H, I	R
4	Material Inspection Request	Approved Material Approval / Spec Ref: 26 27 26 / 26 50 00	As per Attached Procedure	Material Submittal Consultant Approval	Prior to Installation	I	H, I	H, W
5	Installation Inspection Request	Approved Shop Drawing / Approved Method Statement / Spec Ref: 26 27 26 / 26 50 00	Approved Method Statement / Approved Shop Drawing	Approval of Material Inspection / Shop Drawing Installation Inspection Request & Checklist	After Installation Completion	I	H, I	H, W
6	Installation Inspection Request Termination & Final Fix (Light Fixtures / Wiring Devices)	Approved Shop Drawing / Approved Method Statement / Spec Ref: 26 27 26 / 26 50 00	Approved Method Statement / Approved Shop Drawing	Approval of Material Inspection / Shop Drawing Installation Inspection Request & Test Sheet	After Installation Completion / After Cable Installation & Testing Approval	I	H, I	H, W

LEGEND: I - Initiate Submission H - Hold for Inspection W - Witness Inspection & Approval S - Surveillance Inspection R - Review & Approval

AL SUWEDI ENGINEERING CONSULTANTS L.L.C. APPROVED AS NOTED

AL HIKMA BUILDING CONT (L.L.C) P.O Box : 93780, Abu Dhabi U.A.E.

PROJECT : **Project No.**	**CLIENT :** taaleem inspiring young minds	**PROJECT CONSULTANT:** ALSUWEIDI السويدي للاستشارات الهندسية AL SUWEIDI ENGINEERING CONSULTANTS
	COST CONSULTANT :	**MEP CONSULTANT:**
MAIN CONTRACTOR: HBC	**MEP CONTRACTOR:** ENTIRE	**Method Statement Ref No :** **AH-D351-MST-EN-MEP-XXXXXXX** **Rev No : 0** **Date :**

INSPECTION TEST PLAN

Installation of Electric Vehicle Charging System

Item No	Description of Inspection & Test	Specification Ref / Drawings	Procedure / Checklist	Verifying Record	Frequency	Initiate Inspection &Test	Review & Witness	Review or Approval by Consultants
						Entire	HBC	Al Hashemi / GCE
1	Shop drawings	IFC drawings / Spec Ref: 34 60 13	IFC drawings / Spec Ref: 34 60 13	Consultant Approved Copy	Before start of work	I	H	R
2	Material Approval	IFC drawings / Spec Ref: 34 60 13	Material Submittal	Project Specs / Consultant Material Approval;	Prior to Material Purchase	I	H	R
3	Method Statement	Approved Material Approval / Spec Ref: 34 60 13	As per Attached Procedure	Project Specs / Consultant Material Approval;	Prior to Installation	I	H, I	R
4	Material Inspection Request	Approved Material Approval / Spec Ref: 34 60 13	As per Attached Procedure	Material Submittal Consultant Approval	Prior to Installation	I	H, I	H, W
5	Installation Inspection Request (EVS)	Approved Shop Drawing / Approved Method Statement / Spec Ref: 34 60 13	Approved Method Statement / Approved Shop Drawing	Approval of Material Inspection / Shop Drawing Installation Inspection Request & Checklist	After Installation Completion	I	H, I	H, W
6	Installation Inspection Request Termination & Final Fix (EVS)	Approved Shop Drawing / Approved Method Statement / Spec Ref: 34 60 13	Approved Method Statement / Approved Shop Drawing	Approval of Material Inspection / Shop Drawing Installation Inspection Request & Test Sheet	After Cable Installation & Testing Approval / Device or Equipment Installation Completion	I	H, I	H, W

LEGEND: I - Initiate Submission H - Hold for Inspection W - Witness Inspection & Approval S - Surveillance Inspection R - Review & Approval

ALSUWEDI السويدي للاستشارات الهندسية AL SUWEIDI ENGINEERING CONSULTANTS L.L.C.
APPROVED AS NOTED

شركة الحكمة لمقاولات البناء ذ.م.م HBC AL HIKMA BUILDING CONT (L.L.C) P.O Box : 93780, Abu Dhabi U.A.E.

11.11 Appendix K – Project reports formats list and Place of Using

S.No.	Description	Place of Using
1	Document Transmittal Form	This form used along with the submission of all documents by Al Hikma Building Cont.
2	Prequalification Approval form	This form used along with the submission of all technical data of manufacturers by Al Hikma Building Cont.
3	Material Approval Form (MAF)	This form used along with the submission of all materials for approval by Al Hikma Building Cont.
4	Shop Drawing Approval Form (SDAF)	This form used along with the submission of all shop Drawing by Al Hikma Building Cont.
5	Technical Submittal Approval Form (TSAF)	This form used along with the submission of all Technical detail by Al Hikma Building Cont.
6	Method Statement Approval Form (MSAF)	This form used along with the submission of all Method statement by Al Hikma Building Cont.
7	Inspection Request (IR)	This form used once the activity finished by Al Hikma Building Cont.llc, informed to the consultant/client for inspection and approval.
8	Request For Information (RFI)	This form used by Al Hikma Building Cont.llc, for any information required from the Consultant/Client.
9	Weekly Progress Report	This report used by Al Hikma Building Cont.llc, for weekly progress work activities & other related information required from the Consultant/Client.
10	Monthly Progress Report	This report used by Al Hikma Building Cont.llc, for Monthly progress work activities & other related information required from the Consultant/Client.

Note: Some project-specific forms are provided in the following pages.
Any additional or updated forms required for the project execution, including those mandated by the consultant or authorities, will be developed and submitted for approval during the actual construction phase.

Snagging and de-snagging forms shall be submitted and approved prior to the start of finishing works and will be used during walkdowns and final inspections.

ALSUWEDI AL SUWEIDI ENGINEERING CONSULTANTS L.L.C
APPROVED AS NOTED

Reference No. AS-AD353-WR-001

Project Weekly Status Report

For Harrow School – Saadiyat Island, Abu Dhabi

Week No : **Ending Date:**

Submission Date:

APPROVED AS NOTED

Project Status Report

PROJECT DETAILS

Project Name:
Report Recipients:
Report Prepared By:

EXECUTIVE SUMMARY

Project Description:	Summarize the overall project achievements and progress made to date.
Overall Status:	Describe the overall status of the project.
Project Schedule:	State whether the project is currently on schedule.
Project Deliverables:	State whether the customer has accepted the deliverables produced.
Project Risks:	Describe the status of high priority risks.
Project Issues:	Describe the status of high priority issues.
Project Changes:	Describe any project changes made during the reporting period.

DETAILED STATUS REPORT

Project Progress:

- Overall Project Progress vs Planned
- Progress Percentage for the Week vs Planned vs Last Week

Project Schedule:

Show the status of the project delivery against schedule by completing the following table:

Deliverables	Scheduled Completion Date	Actual Completion Date	Actual Variance	Forecast Completion Date	Forecast Variance	Summary
Deliverable	Date	Date	Days	Date	Days	Description

This table describes the:

- "Deliverables" (the deliverables listed in the Project Charter)
- "Scheduled Completion Date" (the date by which each deliverable was scheduled for completion)
- "Actual Completion Date" (the actual date when each deliverable was completed)
- "Actual Variance" (the difference between the Actual and Scheduled completion dates)
- "Forecast Completion Date" (the new date why which the deliverable is forecast to be completed)
- "Forecast Variance" (the difference between the Forecast and Scheduled completion dates)
- "Summary" (a summarized description of the project's delivery against the schedule; i.e. To Schedule, Under Schedule or Over Schedule)

ALSUWEDI AL SUWEIDI ENGINEERING CONSULTANTS L.L.C.
APPROVED AS NOTED

Project Quality:

- Insert NCR Log and analysis highlighting the achievement and open NCR with justification for previous week
- Insert SOR Log and analysis highlighting the achievement and open SOR with justification for previous week
- Insert IR Log for previous

Project Risks:

Describe each high priority risk, and rate its likelihood and impact on the project by completing the following table:

Risks	Likelihood	Impact	Summary
Description	Rating	Rating	Description of Status

This table describes the:

- "Risks" (the High Priority risks raised during the reporting period)
- "Likelihood" (the Likelihood rating of each identified risk)
- "Impact" (the Impact rating of each identified risk)
- "Summary" (a description of the risk status; i.e. Open, Mitigated, Transferred or Avoided)

Project Issues:

Describe each high priority issue, and rate its likelihood and impact on the project by completing the following table:

Issues	Impact	Summary
Description	Rating	Description of Status

This table describes the:

- "Issue" (the High Priority issues raised during the reporting period)
- "Impact" (the Impact rating of each identified issue)
- "Summary" (a description of the issue status; i.e. Unresolved or Resolved)

Updated Programme

2 Week look-ahead Programme

- Include a 2 week look ahead program along with all necessary logs (for procurement, submittals... etc.).

Long Lead Items Status (Schedule)

Material Loge update

Shop drawings log update

ALSUWEDI AL SUWEIDI ENGINEERING CONSULTANTS L.L.C. APPROVED AS NOTED

HBC AL HIKMA BUILDING CONT (L.L.C) P.O. Box : 93780, Abu Dhabi U.A.E.

Authority Approval Status

- Summary of all required approval and current status of each one

Project Progress Photos

taaleem inspiring young minds	ALSUWEIDI السويدي للاستشارات الهندسية AL SUWEIDI ENGINEERING CONSULTANTS	HBC

Document Transmittal Form (DS)

Project Name:		**Project No:**	
Client:		**Location:**	
Consultant:		**Reference No:**	DS-001
Contractor:		**Date :**	

Subject:

Detail of Clarification/ Information Required:

Type: (Tick Applicable)	☐ Technical Data	☐ Guarantee	☐ Certificate	☐ Test Result
	☐ Schedules/ Programmes	☐ Report	☐ Statutory Issues (NOC)	☐ Others
Attachment	☐ Samples	☐ Drawings	☐ Catalogue	☐ CD's
Purpose of Issue	☐ For information	☐ For further Action	☐ For Record	☐ For Review

Detail :

Issued By & Signature : (Project Manager)	**Issued To :**	**Action Required By :**
Reference Document : (Attach if any relevant documents**)**	**Work Location : (**if applicable**)**	

Received By :	**Date :**

Comments (if any) :

Note: This document provides information or clarification only. If the Contractor considers the provided information as change to the original Contract, then the Contractor has to obtain the required approval as established in the Condition of Contract.

PT-16 Rev. 1, 07 Jun 2022

ALSUWEDI AL SUWEIDI ENGINEERING CONSULTANTS L.L.C. APPROVED AS NOTED

HBC AL HIKMA BUILDING CONT (L.L.C) P.O. Box : 93780, Abu Dhabi U.A.E.

Inspection Request (IR)

Project Name:		**Project No:**	
Client:		**IR Rev.**	**IR-001 R00**
Consultant:		**Date of Submission :**	
Contractor:		**Date of Inspection :**	
Location:		**Time of Inspection :**	

Discipline	**Civil** ☐	**Architecture** ☐	**Mechanical** ☐	**Electrical** ☐	**Other** ☐
Description of Works to be inspected and /or tested:				**Building:**	
				Level:	
				Element:	

Specification No:		**Drawing No.:**	
Material Submittal No.:		**Materail Inspection No.:**	
Method Statement No.:		**ITP No.:**	
		Checklist No.:	

Drawings attached to show the location (s) : ☐
Material Approval : ☐
Attached Test Certificates: ☐

Other Sections' Comments & Sign-off

Site Engineer: Ready for QA/QC Engineer inspection and/or:	Date:	Time	Signed by:

QA/QC Engineer Comments:

QA/QC Engineer: Ready for Engineer 's inspection and/or:	Date:	Time	Signed by:

Received by Engineer on:	Date:	Time	Signed by:

Consultant Inspector Comments:

Witnessed Site Test Results (if any):

☐ Passed
☐ Failed
☐ N/A

Ref. Report No: Testing Lab Representative Signature

Consultant Final Comments & decision: The work is:

☐ A -Approved
☐ B - Approved with Comment
☐ C - Revise and Resubmit
☐ D - Rejected

Remarks:

Resident Engineer/PM (Name & Sign) :

Contractor: **Signature:** **Date:**

ALSUWEDI AL SUWEIDI ENGINEERING CONSULTANTS L.L.C. APPROVED AS NOTED

HBC AL HIKMA BUILDING CONT (L.L.C) P.O Box : 93780, Abu Dhabi U.A.E.

Permanent Material Received On Site Inspection (PMI)

Project Name:		**Project No:**	
Client:		**Location:**	
Consultant:		**Reference No:**	**PMI-001**
Contractor:		**Date :**	

Discipline	Civil ☐	Architecture ☐	Mechanical ☐	Electrical ☐	Other ☐				
Material Detail							**List of Enclosure**		
Item Description :							☐ Delivery Note.		
Material Approval Ref. :							☐ Test Report.		
Manufacturer/Country of Origin :							☐ Material Approval		
Supplier :							☐ Samples with Sample Tag.		
Test Report No. :							☐ Others		
Date Material Received on Site :									
Storage Location :									
Contractor (Name & Sign):							**Date:**		
Discipline Enginner		**QA/QC**		**Sustainbility**			**Project Manager**		

Comments By Consultant:

Engineer's Decision:

The above materials have been inspected on site and found, at time of inspection, to be:

☐ Fully satisfactory and can be used for permanent works at site.

☐ Partialy satisfactory and can be used for permanent works after taking into consideration our above mentioned remarks.

☐ Rejected and can not be used for permanent works at site

Resident Engineer/PM (Name & Sign): **Date:**

APPROVED AS NOTED

Material Submittal Form (MS)

Project Name:	**Harrow School-Abu Dhabi**	**Project No:**	**2419 / AD353**
Client:	**Taaleem Management LLC**	**Location:**	**Abu Dhabi**
Consultant:	**Al Suweidi Engineering Consultants LLC**	**Submittal No:**	**AS-AD353-MS-CIV-002-R0**
Contractor:	**Al Hikma Building Contracting LLC**	**Date :**	**19-May-25**

Submittal Description:

Discipline Civil ☐ Architecture ☐ Mechanical ☐ Electrical ☐ Other ☐

Material Detail	**List of Enclosure (Tick as applicable)**
Item Description:	☐ Technical literature.
Specs.Ref.:	☐ Compliance Statement/Comparison.
BOQ. Ref.:	☐ Sustainability Compliance.
Drwg. Ref.:	☐ Previous Test Results.
Material Specified:	☐ Copy of the Related Specs.
Material Proposed:	☐ Samples with Sample Tag.
Manufacturer /Supplier:	☐ List of Previous Projects Done.
Reason for Alternative:	☐ Previous Approvals
Remarks:	☐ Original Brochure Catalogue
	☐ Warranty
	☐ Others

We certify that the material submitted herewith has been reviewed in details and in compliance with the Contract Drawings and Specifications except as otherwise stated above.

Contractor (Name & Sign) **Date :** 19-May-25

Discpline Enginner	QA/QC	Sustainability	Project Manager Mr. Jan Kuhn

Comments By Consultant:

A= Approved ☐ **B= Approved with Comments** ☐ **C= Revise & Resubmit** ☐ **D=Rejected** ☐

Senior Engineer (Name & Sign):

Resident Engineer/PM (Name & Sign) **Date:**

Note: Approval, Corrections or comments made by the Consultant on this submittal, shall not relieve the Contractor from any of his contractual responsibilities and obligations. Contractor shall be responsible for complying and coordinating with all other relevant Contract Documents requirements including but not limited to coordination with other trades and complying with safety regulations. Contractor shall be responsible for any delays due to submittals' non-conformity with the Contract Documents

AL SUWEIDI ENGINEERING CONSULTANTS L.L.C. APPROVED AS NOTED

AL HIKMA BUILDING CONT (L.L.C)

METHOD OF STATEMENT SUBMITTAL (MOS)

Project Name:		**Project No:**	
Client:		**Location:**	
Consultant:		**Submittal No:**	MOS-001
Contractor:		**Date :**	

Submittal Description:									
Discipline	**Civil** ☐		**Architecture** ☐		**Mechanical** ☐		**Electrical** ☐		**Other** ☐

1- Purpose:

2- Scope:

3- Legislation and code of practice:

4- References:

5- Definitions:

6- Resources:

- 6.1 Materials and their approval
- 6.2 Subcontractor approval
- 6.3 Shop drawings approval
- 6.4 Equipment
- 6.5 Human Resource

7- Safety Precautions:

8- Detailed Construction Methodology

9- Construction Programme:

10- Inspection and Testing:

11- Related Forms:

12- Attachments:

Contractor (Name & Sign): **Date :**

Discpline Engineer	QA/QC	Sustainability	Project Manager

Comments By Consultant:

A = Approved ☐ B = Approved with Comments ☐ C= Revise & Resubmit ☐ D = Rejected ☐

Senior Engineer (Name & Sign):

Resident Engineer/PM (Name & Sign) **Date:**

PT-02 Rev. 2, 03 Jan 2023

ALSUWEDI AL SUWEIDI ENGINEERING CONSULTANTS L.L.C. APPROVED AS NOTED

HBC AL HIKMA BUILDING CONT (L.L.C) P.O Box : 93780, Abu Dhabi U.A.E.

SHOP DRAWING SUBMITTAL (SD)

Project Name:		**Project No:**	
Client:		**Location:**	
Consultant:		**Submittal No:**	SD-001
Contractor:		**Date :**	

Submittal Description :	
Decepline	**Civil** ☐ **Architecture** ☐ **Mechanical** ☐ **Electrical** ☐ **(** **Other** ☐

S.No	Drawing No.	Description	Rev	Ref. Contract Drawing	Code / Approval

We certify that the drawings herewith have been reviewed in details and in compliance with the contract drawings and specifications.

Contractor (Name & Sign): **Date:**

Discpline Engineer	QA/QC	Sustainability	Project Manager

Comments By Consultant:

A = Approved ☐ **B = Approved with Comments** ☐ **C = Revise & Resubmit** ☐ **D = Rejected** ☐

Senior Engineer (Name & Sign):

Resident Engineer/PM (Name & Sign) **Date:**

Note: Approval, Corrections or comments made by the Consultant on this submittal, shall not relieve the Contractor from any of his contractual responsibilities and obligations. Contractor shall be responsible for complying and coordinating with all other relevant Contract Documents requirements including but not limited to coordination with other trades and complying with safety regulations. Contractor shall be responsible for any delays due to submittals' non-conformity with the Contract Documents.

ALSUWEDI AL SUWEIDI ENGINEERING CONSULTANTS L.L.C. APPROVED AS NOTED

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Request For Information (RFI)

Project Name:	Harrow School-Abu Dhabi	**Project No:**	2419 / AD353
Client:	Taaleem Management LLC	**Location:**	Abu Dhabi
Consultant:	Al Suweidi Engineering Consultants LLC	**Reference No:**	AS-AD353-RFI-001-R0
Contractor:	Al Hikma Building Contracting LLC	**Date :**	

Discipline: Civil ☐ Architecture ☐ Mechanical ☐ Electrical ☐ Other ☐

Subject:

Detail of Clarification/ Information Required:

Suggestive Solution:

Contractor (Name & Sign) : **Date:**

Comments By Consultant:

Senior Engineer (Name & Sign):

Resident Engineer/PM (Name & Sign) **Date:**

Note: This document provides information or clarification only. If the Contractor considers the provided information as change to the original Contract, then the Contractor has to obtain the required approval as established in the Condition of Contract.

ALSUWEDI AL SUWEIDI ENGINEERING CONSULTANTS L.L.C. APPROVED AS NOTED

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Monthly QA/QC Report
(Attached to Contractor Monthly Report)

PROJECT DETAILS

Project Name:
Report Recipients:
Report Prepared By:

A. Attendance of Contractor's QA/QC Team during the Previous Month:

Insert histogram to show daily number of QA/QC team who had attended works versus their trade (i.e. QA/QC team leader, QA/QC engineer (s) and quality inspectors, document controllers … etc).

B. Analysis for RFIAs submitted during the previous month:

SN.	Trade	Total No. of RFIAs	Status (No's)				Status (%)				Approved RFIA		Not Approved & Not Completed RFIA	
			A	AN	NC	R	No.	AN	NC	R	No. (4+5)	% (8+9)	No. (6+7)	% (10+11)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

C. Analysis of NCRs issued during the previous month:

SN.	Trade	Total No. of NCRs	Type of NCR		Status (No's)		Status (%)		Average Time Consumed to Close NCR (in days)
			Major	Minor	Closed	Opened	Closed	Opened	

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AL HIKMA BUILDING CONT (L.L.C)

D. Major Quality Assurance / Quality Control Activities Achieved During Previous Month:

S.N.	Major Achieved Activities

E. Major Quality Control / Quality Assurance Activities Planned for Next Month:

S.N.	Major Planned Activities

ALSUWEDI السويدي للاستشارات الهندسية AL SUWEIDI ENGINEERING CONSULTANTS L.L.C. APPROVED AS NOTED

شركة الحكمة لمقاولات البناء ذ.م.م HBC AL HIKMA BUILDING CONT (L.L.C) P.O. Box : 93780, Abu Dhabi U.A.E.

F. Overall view of Contractor's QA/QC team leader / QA-QC engineer of effectiveness and efficiency of quality management system being implemented at site and his recommendations for improvement:

ALSUWEDI APPROVED AS NOTED

APPENDIX NO. 01

ALSUWEDI
AL SUWEIDI ENGINEERING CONSULTANTS L.L.C.
APPROVED AS NOTED

AL HIKMA BUILDING CONT (L.L.C)
P.O Box : 93780, Abu Dhabi U.A.E.

Certificate Of Registration

Awarded to

AL HIKMA BUILDING CONTRACTING (LLC)

at

P.O. BOX NO. 86609, FLAT NOS. 802, 803, 804 NASSER BIN ABDULLATIF AL SERKAL BLDG. 2, PORT SAEED AREA, DUBAI, UAE

Quality Registrar Systems certify that the management system of the above organization has been audited and found to be in compliance with the QRS requirements for registration of the management system standard detailed below:

ISO 9001:2015

Quality Management Systems

Scope of work

GENERAL CIVIL & MEP CONTRACTING SERVICES AND SOLUTIONS FOR HIGH RISE BUILDINGS, LUXURIOUS VILLAS, MOSQUES, LABOUR CAMPS, FACTORIES, OFFICE BUILDINGS, SCHOOLS AND INDUSTRIAL STRUCTURES, AND WAREHOUSES

EA 28
Certificate No: AQU-10571
Originally Registered: 31 AUG 2013
Latest Issue: 28 JULY 2023
Valid up-to: 30 AUG 2026

Quality Registrar Systems

QRS ISO 9001 : 2015 CERTIFIED

SCB ASCB Accreditation Services Worldwide

UAE OFFICE ADDRESS

Quality Registrar Systems Intl.
Abu Dhabi, United Arab Emirates
www.qrs-intl.com
Tel: 02-3096166

HBC شركة الحكمة لمقاولات البناء ذ.م.م P.O.Box : 93780, Abu Dhabi U.A.E. AL HIKMA BUILDING CONT (L.L.C)

WORLDWIDE CERTIFICATION

This is an accredited certificate authorized for issue by Accreditation Sc odies LLC who have accessed QRS (Intl.) as a Certifying Body for compliance with ISO 17021:2015 'Conformity Assessmer bodies providing audit and certification of management systems. This certificate is only valid when confirmed by the register listed in the QRS (Intl.) (qrs-intl.com)

ALSUWEDI AL SUWEIDI ENGINEERING CONSULTANTS L.L.C. APPROVED AS NOTED

Certificate Of Registration

Awarded to

AL HIKMA BUILDING CONTRACTING L.L.C.

at

P.O.BOX NO: 86609, FLAT NOS. 802,803 & 804, NASSER BIN ABDULLATIF AL SERKAL BUILDING 2, PORT SAEED, DEIRA, DUBAI, UAE

Quality Registrar Systems certify that the management system of the above organization has been audited and found to be in compliance with the QRS & ISO standard requirements for registration of the management system standard detailed below:

ISO 14001:2015

Environmental Management Systems

Scope of work

GENERAL CIVIL & MEP CONTRACTING SERVICES AND SOLUTIONS FOR HIGH RISE BUILDINGS, LUXURIOUS VILLAS, MOSQUES, LABOUR CAMPS, FACTORIES, OFFICE BUILDINGS, SCHOOLS, INDUSTRIAL STRUCTURES AND WAREHOUSES

IAF 28
Certificate No: ADU-5561
Originally Registered: 25 OCT 2022
Latest Issue: 25 OCT 2022
Valid up-to: 24 OCT 2025

Quality Registrar Systems

GLOBAL HEADQUARTERS

Accreditation Service for Certifying Bodies, LLC
8 The Green, Dover, DE, 19901,
United States
www.ascb.com

UAE OFFICE ADDRESS

Quality Registrar Systems Intl.
Abu Dhabi, United Arab Emirates
www.qrs-intl.com
Tel: 02-3096166

WORLDWIDE CERTIFICATION

This is an accredited certificate authorized for issue by Accreditation S bodies (Europe) Limited who have accessed QRS (Intl.) as a Certifying Body for compliance with ISO 17021:2015 'Conformity Assessme bodies providing audit and certification of management systems.
This certificate is only valid when confirmed by the register listed in the QRS (Intl.) (qrs-intl.com)

ALSUWEDI AL SUWEIDI ENGINEERING CONSULTANTS L.L.C. APPROVED AS NOTED

AL HIKMA BUILDING CONT (L.L.C) P.O. Box : 93780, Abu Dhabi U.A.E.

Certificate Of Registration

Awarded to

AL HIKMA BUILDING CONTRACTING L.L.C.

at

P.O.BOX NO: 86609, FLAT NOS. 802,803 & 804, NASSER BIN ABDULLATIF AL SERKAL BUILDING 2, PORT SAEED, DEIRA, DUBAI, UAE

Quality Registrar Systems certify that the management system of the above organization has been audited and found to be in compliance with the QRS & ISO standard requirements for registration of the management system standard detailed below:

ISO 45001:2018

Occupational Health and Safety Management Systems

Scope of work

GENERAL CIVIL & MEP CONTRACTING SERVICES AND SOLUTIONS FOR HIGH RISE BUILDINGS, LUXURIOUS VILLAS, MOSQUES, LABOUR CAMPS, FACTORIES, OFFICE BUILDINGS, SCHOOLS, INDUSTRIAL STRUCTURES AND WAREHOUSES

IAF 28
Certificate No: ADU-3847
Originally Registered: 25 OCT 2022
Latest Issue: 25 OCT 2022
Valid up-to: 24 OCT 2025

Quality Registrar Systems

GLOBAL HEADQUARTERS

Accreditation Service for Certifying Bodies, LLC
8 The Green, Dover, DE, 19901,
United States
www.ascb.com

UAE OFFICE ADDRESS

Quality Registrar Systems Intl.
Abu Dhabi, United Arab Emirates
www.qrs-intl.com
Tel: 02-3096166

WORLDWIDE CERTIFICATION

This is an accredited certificate authorized for issue by Accreditation Se dies (Europe) Limited who have accessed QRS (Intl.) as a Certifying Body for compliance with ISO 17021:2015 'Conformity Assessmer odies providing audit and certification of management systems. This certificate is only valid when confi sted in the QRS (Intl.) (qrs-intl.com)

AL SUWEDI ENGINEERING CONSULTANTS L.L.C. APPROVED AS NOTED

QHSE Policy

AL HIKMA BUILDING CONTRACTING LLC shall commit and ensure the Quality of its services, Health & Safety of its Employees, Clients, Visitors, and the community at large and protect the physical environment in which the **AL HIKMA BUILDING CONTRACTING LLC's** associated business activities are carried out.

The Management and Staff of **AL HIKMA BUILDING CONTRACTING LLC** shall:

- Ensure that our products and services meet the needs and expectations of our clients in terms of quality.
- Develop and implement an Integrated Management System conforming to ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018.
- Ensure the availability of personal, financial, and human resources necessary to mitigate the adverse impact of its operations on HSE.
- Undertake reviews to measure QHSE performance against identified objectives and targets and continually improve the system.
- Ensuring the safety and welfare of our staff and the protection of our assets.
- Comply with or exceed all relevant Quality, Environmental, Health & Safety legal laws, regulations, and other requirements.
- Identify the hazards in the production facility, assess the risks, and manage those risks to reduce adverse impacts on HSE.
- Periodically review the suitability, adequacy, and effectiveness of the (QHSE) management system.
- Make every effort to protect the environment and prevent pollution, minimize consumption of materials, promote the reuse and recycling of waste, and adopt best practices on waste management.
- Strive to achieve continual improvement of the QHSE management system and related performance.
- Prevent accidents and cases of work-related ill-health.
- Provide appropriate training for employees where applicable.
- Ensure that the company's QHSE Policy is well communicated to all quarters concerned.
- Commitment to participation and communication of workers

شركة الحكمة لمقاولات البناء ذ.م.م
HBC
P.O. Box : 86609 Dubai U.A.E.
AL HIKMA BUILDING CONT. (L.L.C)

OSAMA DAHAM
CEO

Date: 18 February 2025

شركة الحكمة لمقاولات البناء ذ.م.م
HBC
P.O. Box : 93780, Abu Dhabi U.A.E.
AL HIKMA BUILDING CONT (L.L.C)

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APPROVED AS NOTED

OHS Policy

AL HIKMA BUILDING CONTRACTING (L.L.C.) is committed to providing and maintaining a healthy, safe, and secure working environment for all its employees and all other people who may be affected by its activities.

AL HIKMA BUILDING CONTRACTING (L.L.C.) recognizes that good health and safety management benefits the organization and that a commitment to a high level of safety makes good business sense. It also recognizes that health and safety are essential functions and must, therefore, continually improve, update, and adapt to changes.

The success of this statement and its implementation depend on the commitment from **AL HIKMA BUILDING CONTRACTING (L.L.C)'s** Top Management. It applies to all premises and activities within **AL HIKMA BUILDING CONTRACTINGS (L.L.C.)'s** control.

In order to achieve this aim, **AL HIKMA BUILDING CONTRACTING (L.L.C.)** has the following key objectives:

- To comply with the legal requirements related to health, safety, security, and welfare of all its employees whilst at work.
- To ensure that visitors, and the general public who may be affected by **AL HIKMA BUILDING CONTRACTING (L.L.C)'s** activities, are not exposed to risks, especially their health and safety.
- To identify hazards (the potential for harm), assess the risks (the likelihood of that harm being realized), and manage those risks.
- To consult with employees and ensure all who work on our behalf are adequately informed of identified risks and where appropriate receive the relevant information, instruction, training, and supervision.
- To make arrangements for coordination and cooperation with other employers where **AL HIKMA BUILDING CONTRACTING (L.L.C.)** shares premises, facilities, or activities with persons working from other organizations or where persons from other organizations are working in **AL HIKMA BUILDING CONTRACTING (L.L.C.)** controlled premises, facilities or activities.
- To maintain work equipment in a safe state and provide both safe systems of work and a safe working environment for employees and all who work on our behalf.
- To maintain arrangements for ensuring the safe use, handling, storage, and transport of articles and substances.
- To maintain clear procedures for action to be taken in the event of an emergency.
- To encourage the development and continual maintenance of a positive attitude towards health and safety throughout **AL HIKMA BUILDING CONTRACTING (L.L.C.)**.
- To commit to the continual improvement of the Occupational Health and Safety Management System in all processes.
- To uphold our duty of care to build a safe, sustainable, and responsible working environment.
- Commitment to workers' consultation and participation.

This Health and Safety Statement of Intent will be reviewed and, if necessary, revised on an annual basis.

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HBC
P.O. Box : 86609, Dubai U.A.E.
AL HIKMA BUILDING CONT (L.L.C)

OSAMA DAHAM
CEO

Date: 17 December 2024

شركة الحكمة لمقاولات البناء ذ.م.م
HBC
P.O. Box : 93780, Abu Dhabi U.A.E.
AL HIKMA BUILDING CONT (L.L.C)

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APPROVED AS NOTED

ENVIRONMENTAL POLICY

AL HIKMA BUILDING CONTRACTING (L.L.C) is committed to protecting and enhancing our natural habitats and building a cultural environment to realize our vision for Dubai as an outstanding and globally recognized sustainable tourism destination.

To this end, we will:

- Allocate adequate resources to achieve our vision.
- As an Entity, we shall comply with the relevant UAE legislation and support our sector to help achieve our common vision.
- Proactively engage with stakeholders and work with them to eliminate and control environmental impacts.
- Protect the environment through continual improvement of our environmental performance and prevention of pollution.
- Drive continual improvement by monitoring and reporting our performance against the best industry practices.
- Review the environmental policies, procedures, and practices to ensure that the system remains relevant and appropriate.

Our Environmental Goals are:

- Improve indoor environmental quality within the company.
- Reduce our ecological footprint in line with the industry's best practices, specifically:
  - Reduce water and energy consumption.
  - Reduce and Manage Waste.
  - Reduce resource consumption and maximize efficiency.
- Avoid, reduce, and control the use of hazardous or toxic substances.
- Protect, maintain, and/or improve the quality of the natural and built environment.

This policy applies to and is required to be implemented by all employees, suppliers, External service providers, and the contractors of **AL HIKMA BUILDING CONTRACTING (L.L.C)**.

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HBC
P.O. Box : 86609 Dubai U.A.E.
AL HIKMA BUILDING CON. (L.L.C)

OSAMA DAHAM

CEO

Date: 18 February 2025

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P.O. Box : 93780, Abu Dhabi U.A.E.
AL HIKMA BUILDING CONT (L.L.C)

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APPROVED AS NOTED

Kailash Chandra Sahu



QA/QC Manager – Projects
(Exp. with 21+ years)

Contact Details:

+971- 55-3527016

rkksahu84@gmail.com
kailash.sahu2008@gmail.com

Personal Details:
Date of Birth
11th June 1984

Nationality-Indian

Marital Status-Married

Skills:
System Knowledge
Planning
Decision making
Client Relationship
Compliance
Interpersonal communication
Critical thinking
Problem solving

Passport & Visa:
Y8495525 -17.01.2034

June 2025 – Present

QA/QC Manager - Projects

(Civil, Infrastructure, Aluminum-Façade & Ready-Mix Concrete).

Educational Academy–

Master's in Civil Engineering

MBA in (TQM) Total Quality Management.

Diploma in Fire & Safety Engineering

Technical Academy–

LEED in Green Association

QMS Auditor – ISO 9001:2015

Certified Quality Manager (CQM)

Project Management Professional (PMP)

Certification Course - OSHA

CAREER OBJECTIVE

Make grow – the organization, let grow – my colleagues, and help grow myself. In short, a symbiotic professional growth in the domain of engineering.

PROFESSIONAL EXPERIENCE

1. Al Hikma Building Contracting LLC Present:
QA/QC Manager – Projects

2. Trojan General Contracting LLC, Abu Dhabi, UAE – March 2017 - May 2025 (QA/QC Manager – Project)

Project: Balghaiylam Development, Yas Island, Abu Dhabi, UAE
2200 Residential Villas (G+1 Precast Construction).
Project Cost AED 2.6 billion.

Client: Aldar PJSC
Consultants: Dar Al-Handasah Consultants

Project: Hydra Towers, Reem Island, Abu Dhabi, UAE
3B+G+05P+29 floors of 03 Residential Towers.
Project Cost AED 600 million.

Client: Hydra Properties
Consultants: Architecture & Planning Group

Project: Dubai Creek Harbor Development, Ras Al Khor, Dubai, UAE
2B+G+5P+40 Floors of 2 Residential & Com. Towers, Project Cost–AED 950 million

Client: EMAAR, Dubai, UAE.
Consultants: SSH International Engineering Consultants

Project: The Palm Tower, Palm Jumeirah, Dhabi, UAE
4B+ G+ 4P+ 53 floors of 01 Tower of 5 Star Hotel, Mall, & Commercial /Residential Project. Project Cost - AED 800 million.

Client: The Nakheel, Dubai
Consultants: wME Consultants (Structural) & RFT consultant (Architect)

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3. Al Rostamani Pegel LLC, Dubai, UAE. — **Nov. 2010 – Feb. 2017**

Project: Boulevard Crescent Project, Downtown, Dubai, UAE — **Sr. QA/QC Engineer**
2B+G+4p+39 / 21 Floors of Commercial & Residential 02 Towers.
Client: EMMAR, Dubai, UAE.
Consultants: Brewer Smith Brewer Gulf

Project: Dubai Frame Project Dhabi, UAE
Dubai Frame Project, 150m. Height and 95m. wide of Tourism frame at Zabeel Park. Project Cost - AED 250 million.
Client: Government of Dubai
Consultants: Fernando Doins

Project: Marina Arcade Tower Project, Dubai, UAE
2B+G+4P+47 Floors of Commercial & Residential Tower. Project Cost-AED 765 million
Client: Marina Arcade Real Estate
Consultants: Al Asmi Engineering Consultant

4. Bando Engineering and Cons. Co. Ltd., Dubai, UAE. / Simplex infrastructure Limited, Dubai, UAE (JV) — **Nov. 2008 – Oct. 2010**

QA/QC Engineer

Project: U- Bora Towers Project, Business Bay, Dubai, UAE
2B+G.F. +5P+54 storeys+2 Mech. Floor+2 Roof of 01 Office Tower.
2B+G.F. +5P+16 storey's +Roof of 03 Residential Towers
2B+G.F. +3 Floors Retail Area + Roof. Project Cost-AED 1.2 billion
Client: Bando Engg. & Con. Co. Ltd.
Consultants: Aedas Limited / Al Burj Engg. Consultant

Project: Dubai Metro Project — **April 2007- Oct. 2008**

QA/QC Engineer
Pile Cap + Pier Construction. Project Cost-AED 550 million.
Client: Road & Transport Authority, Dubai, UAE
Consultants: Atkins Limited / AEDAS Limited

5. M/S Larsen & Toubro Limited ECC Division, India — **July 2005 – March 2007**

Project: Oberoi Commercial Tower, Goregaon (E), Mumbai, India — **QA/QC Engineer**
Client: Oberoi Builders Ltd, Mumbai, India
Consultants: Y.S. Sanee / Tata Consultancy

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P.O Box : 93780, Abu Dhabi U.A.E

ACADEMIC CREDENTIALS

- **Master of Technical in Civil Engineering – Construction Management (AI University)**
- **Bachler in Civil Engineering (Rajasthan University)**
- **MBA in Total Quality Management (Sikkim Manipal University)**
- **Diploma in Fire & Safety Engineering**
- **Grade XII**
- **Grade X**

SKILLS / EXPERTISE & TRAININGS

- Certified QMS Lead Auditor from IRCA - ISO 9001: 2015
- Certified Quality Manager (CQM) from GIPMC.
- Project Management Professional from PMI
- LEED (Leadership Energy and Environmental Design) in Green Association from USGBC.
- Certification Course from OSHA
- Completed Internal Auditor – ISO 9001:2015 and Internal OHSMS (Occupational Health and Safety Management Systems) Auditor (ISO 45001:2018) from Dubai.
- Certified Quality Control & Mix Design Course from ACI (American Concrete Institute).
- Completed Training in Concrete Technology from NMRCA (National Ready Mix Concrete Association).
- Master in Decorative Concrete from World of Concrete.

COMPUTER SKILL

- **Software Skills**: Microsoft Office, AutoCAD.
- **Language:** Fluent in English, Hindi.

WORK EXPERIENCE

AL HIKMA BUILDING CONTRACTING LLC, DUBAI, UAE.

QA/QC Manager Projects (Operation) – Reporting to General Manager / CEO / Project Manager

Job Responsibilities as Team Management:

- Achievement of quality assurance operational objectives and support the creation and update quality assurance procedures for Quality Management System (QMS) & Integrated Management System (IMS).
- Handling Bidding / Pre-Tender Documents
- Oversee and ensure compliance with all third party and regulatory requirements; stay abreast of regulatory changes and how it affects the business
- Handling & know the project start documents – BOQ, IFC Drawing, Specification and submittal Project Quality Plan, HSE Plan, NOC, Authority Requirement's, Insurance, Work Methodology & Test Schedule, Presentation.
- Involve in Kick-off meeting for the Sub-Contractors / Major Suppliers, Scope of works & Matrix.
- Attend the Client / Consultant meetings for Pre-Tender as well as progress Quality Meetings.
- Auditing properties, identifying issues, ro and conflict resolution.

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APPROVED AS NOTED

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- Handling Internal Audits (ISO 9001-Quality) and IMS Audits.
- Manage service delivery complaints or non-conformances; quickly and thoroughly investigate delivery and/or process failure, determine the root cause and take prompt corrective actions.

Job Responsibilities Project QA/QC Activity:

- Problem solving, handling to QA/QC Team, Communication & coordination with Project Team.
- Reviewing Specification, Drawings, Standards, Reference, Test Reports to know and understand the customer and project requirements.
- Responsible for implementation, monitoring and documentation of QA/QC activities, making sure they are as per the inspection and test plans and quality control procedures in the Project Quality Plan.
- Handling Pre-Qualification Submittal, Material Submittal as per the project specification obtaining Sub-contractor approval.
- Handling Method Statement and Inspection test plans in accordance with the project specification and Industry standards.
- Handling of tracking and updating the Engineering Logs and monthly Key Performance Indicator (KPI) reports for overall project.
- Involve in Quality walk-through and record the punch points to identify quality related issues for implementing best practices etc.
- Handling Site inspection, making sure all the work is proceeding as per the contract specification and the client's requirements.
- Ensuring that work is proceeding with the latest drawings and details and as per approved method statement.
- Handling Non-Conformance Reports and site observation reports for the activities which are deviated from the contract specifications or normal construction industry practices and to appraise the Manager, also to follow up the close out of NCRs and SORs (Internal & External).
- Performing root cause analysis, conflict resolution and required corrective action, preventive action with the project team.
- Handling of QA/QC Weekly & Monthly Report, Audit Reports.
- Conducting the weekly/ monthly Quality meeting with the project team, QA/QC team and concern sub-contractors.
- Attending and coordinating with the Consultant/ Clients meeting and inspection as required.
- Handling Authority / Municipality Inspection as required.
- Time to time Factory for witness or approval of proposed materials such as Ready-Mix Concrete, Aluminum works/ Timber works.
- Handling Snag/ De-Snag and DLP stage of construction in projects.
- Handling Testing, Commissioning and Handling-over of projects with the required warranty.

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Aluminum Factory (Aluminum Division) as Façade QA/QC:

- Handling the factory - Aluminum & Glazing Works Division for QA/QC activity like approval by Client/Customers.
- Handling to QA/QC Inspector/ Engineer for regular QA/QC activity like receive the Materials, Production Inspection, Dispatch, QA/QC reports (rejection reports of materials, inspection reports as per check list and drawings), Interact with the Client/Consultant to get approval.

Technical Manager (Ready Mix Concrete):

- Sound experience in Concrete Mix Design for higher grades and different type of concrete such as Normal Concrete, Decorative Concrete, Foam Concrete, Waterproofing Concrete, Fiber Concrete.
- Sound experience in raw material testing for Concrete such as Cement, GGBS, Fly ash, Micro silica, Aggregates, Admixture, Water.
- Following Test for Compressive and Durability strength of concrete.

REFERENCE

1. Eng. Ajimshad Sherafudheen - Corporate QA/QC Manager- M/s Sobha Engineering - Mob. No. 056-2255268
2. Eng. Raja Kathar – QA/QC Manager – M/s Al Sahel Cont. Co. LLC. – Mob. No. 056-7376726

DECLARATION

I hereby declare that the above-mentioned details are true to my knowledge and belief and would be interested in presenting myself with an open interview if I am shortlisted.

Kailash Ch. Sahu
QA / QC Manager – Projects
Dubai, UAE

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JOB DESCRIPTION

JOB TITLE: PROJECT MANAGER
REPORTS TO: GENERAL MANAGER

JOB SUMMARY

The Project Manager has the primary responsibility for achieving the success of the project, while also complying with the financial and administrative policies and regulations associated with the award. As an overall in charge of the project to control and manages the team, monitor all progress, payments, contracts, cost budget of the Job and summarizes the same for decision making and analysis.

DUTIES; ESSENTIAL JOB FUNCTIONS

1. Liaise with Head office for all matters related to project administration, Finance and Manpower.
2. Act as a main contact person of the Project to deal with Consultant and client.
3. Determines the various responsibilities and assign site staff accordingly for accomplishing the project and control the team towards efficient and effective utilization of Company's resources.
4. Regular checking of the job for review, BOQ, bar chart, government requirements, staffing and all aspect within the department's productivity and intimate to the management for information and assistance.
5. Liaises with Clients/Consultants/Government officials regarding the projects as and when required for clarifications and to obtain and secures building permits, demarcation, fencing and other pertinent documents from concerned government and private offices for every new project. Also, to obtain the completion certificate.
6. Monitors the progress of works as per the program and Project quality Plan.
7. Coordinates with other department such as but not limited to Engineering, Operations, and Purchase Departments to ensure smooth flow of the projects.
8. Monitor the project execution within the approved budget and in accordance with the contract specification
9. Ensures that all QA/QC Procedure, safety rules, precautions and procedures are strictly implemented in all projects sites.
10. Reply all contractual letters from the client, consultant and authorities.
11. Maintain the records of all Projects Transactions, Authority Requirements, approvals,
variations, cost claims, time extensions, payments, project development and etc.
12. Attend Management meeting with Client/Developer/Project Management and Supervision Consultant if required.
13. Co-ordinate with Developer/Project Management to finalize the tender package.

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JOB DESCRIPTION

JOB TITLE : CONSTRUCTION MANAGER

REPORTS TO: PROJECT MANAGER / GENERAL MANAGER

JOB SUMMARY

To lead and mange project site's manpower and work activities to achieve company's goal and objective in providing quality job and performance in the most effective manner. Mobilizes all the Project Engineers and monitor their site progress through meetings on a regular basis. Ensures that all works related to site are in accordance with the Government Policy and approvals.

DUTIES & ESSENTIAL JOB FUNCTIONS

1. Analyzes and interpret documents, specification, drawings and BOQ.
2. Prepares schedules of activities, daily, weekly and monthly program of labors and plants. Estimates time required to perform each work/activity, effectively and efficiently and ensure to complete the work within the project time.
3. Ensures the availability of required manpower, material and equipment based on time target, size and type of project.
4. Manage and executes the project from the planning stage to final completion stage within the approved budget, time and quality.
5. Complying with company policies, quality procedures, statutory requirements etc.
6. Ensures quality of materials and the installation of work as per specifications.
7. Attends to all aspects related to project health, safety and security.
8. Report to Project Manager on site progress, technical and design issues.
9. Identifies and takes necessary corrective actions to improve the progress and/or quality of work.
10. Monitor the subcontractor works such as civil, MEP, and Architectural closely to ensure the progress and quality.
11. Updating overall workforce to different site locations (workers- Engineers, Foremen and Labor) and providing this accurate data to the Project Manager for decision making and weekly update.
12. Ensures that materials for the project are approved by the Consultant/Client.
13. Ensure that Municipality approvals obtained prior to casting structural membrane.
14. Direct and control the snagging works related to the project and handover of completed works.
15. Attends site meetings.
16. Attend any tasks identified by the Project Manager.

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JOB DESCRIPTION

JOB TITLE : QA/QC MANAGER - PROJECTS

REPORTS TO: GENERAL MANAGER / PROJECT MANAGER

JOB SUMMARY

To ensure that Quality management System is established, understood, implemented and maintained in line with the Company Quality Policy and the current version of ISO 9001. To develop and implement new systems and procedures to improve organizational efficiency and quality of operations throughout the Company and responsible for overall QA/QC requirements on site.

DUTIES & ESSENTIAL JOB FUNCTIONS

1. Ensures that processes needed for the quality management system are established, implemented and maintained in accordance with the ISO 9001:2015 requirements.
2. Prepare and maintain Project Quality Documents.
3. Establishes the internal quality audit plan and co-ordinates auditors.
4. Reports the results of internal audits, corrective and preventive actions and the overall effectiveness of the quality system to the Higher Management.
5. Induction of staff as required.
6. Developing Project Quality Plan, ITP, Method Statements, QA/QC procedures and assigning QA/QC staff on full time or visiting basis.
7. Prepares forms and checklist for the whole system of the project.
8. Follow the approved system/procedure for Inspection and testing of all incoming materials to ensure material conformity and also to store and control material as per the quality requirements.
9. Establishes and controls the document and data control system.
10. Identifies all good and non-conforming materials by proper tagging/labeling.
11. To assist the plant authorized personnel, ensuring that the equipments are calibrated and are checked for accuracy as per the Calibration Schedule.
12. Co-ordinate with site management to see that the QA/QC program is implemented as per the Project specifications and in-house management system.
13. Reporting to the top management on the performance of the quality management system and any need to improvement.
14. Reporting to the top management in case of any nonconformity
15. Strict implementation of ISO 9001:2015 Quality Standard and all other applicable standards / related procedures.
16. QA/QC Manager is the key person for the implementation of Quality Management System of the Company and would take load as assigned by the Management from Time to Time and shall maintain the control of material and process in an effective manner.

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JOB DESCRIPTION

JOB TITLE : QA/QC ENGINEER

REPORTS TO: QA/QC MANAGER /PROJECT MANAGER

JOB SUMMARY

The implementation, maintenance, monitoring, documentation of the quality system for the Projects under the project manager cost effectively in line with company quality management system and Contract Specification.

DUTIES & ESSENTIAL JOB FUNCTIONS

1. Assist QA/QC Manager for Developing Project Quality Plan, Inspection and test Plan, Method Statements, QA/QC Procedures.
2. To manage / co-ordinate Inspection, arrange Sampling; monitor the required Test and record Inspections and Tests as per the requirements.
3. Establishes System for Inspection and Testing of all incoming Materials to ensure Material conformity and also to Store and control Material as per the Quality requirements.
4. Ensure that Engineer's Approval and/or the required Factory or Supplier Compliance Certificates have been obtained upon delivery of available Material at the Project Site.
5. Establishes and controls the Document and Data control system.
6. Identifies all good and Non-Conforming Materials by proper tagging/labeling.
7. Raise Non-Conformance Report (NCR) and Field Observation Notice (FON), once the activities are deviated from the Contract Specifications or normal practice and the follow up of the same.
8. Administration and close out of corrective action requests.
9. To assist the plant authorized personnel, ensuring that the equipments are calibrated and are checked for accuracy as per the Calibration Schedule.
10. Ensure that the issue, amendment and recall of Controlled Documents and other essential records are done in conformance with the Quality System, the current ISO 9000 standard and the Project Quality Plan.
11. Co-ordinate with site management to see that the QA/QC programme is implemented as per the Project specifications and in-house management system.

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12. Strict implementation of ISO 9001:2015 Quality Standard and all other applicable standards / related procedures.
13. Liaison with the consultant and proposing improvement measures.

OTHER FUNCTIONS AND RESPONSIBILITIES

Attend any tasks as assigned by the Management from Time to Time and shall maintain the control of material and process in an effective manner.

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JOB DESCRIPTION

JOB TITLE : QA/QC INSPECTORS
REPORTS TO: QA/QC ENGINEER / QA/QC MANAGER / PROJECT -CONSTRUCTIOIN MANAGER

JOB SUMMARY

Inspection and documentation of the quality system for the Projects cost effectively in line with company quality management system and Contract Specification.

DUTIES & ESSENTIAL JOB FUNCTIONS

1. Ensure that Engineer's approval and/or the required factory or supplier compliance certificates have been obtained upon delivery of available material at the project site.
2. To conduct inspection, arrange sampling; monitor the required test and record inspections and tests as per the requirements.
3. Monitor the test and arrangement of tests as per the specification.
4. Identifies all good and non-conforming materials by proper tagging/labeling.
5. Inform the QA/QC Engineer/Manager to Raise Non-Conformance Report (NCR) and Field Observation Notice (FON), once the activities are deviated from the Contract Specifications or normal practice and the follow up of the same.
6. To inform the plant authorized personnel, ensuring that the equipments are calibrated and are checked for accuracy as per the Calibration Schedule.
7. Co-ordinate with site management to see that the QA/QC programme is implemented as per the Project specifications and in-house management system.
8. Strict implementation of ISO 9001:2008 Quality Standard and all other applicable standards / related procedures.
9. Liaison with the consultant and proposing improvement measures.

OTHER FUNCTIONS AND RESPONSIBILITIES

Attend any tasks as assigned by the Management from Time to Time and shall maintain the control of material and process in an effective manner.

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JOB DESCRIPTION

JOB TITLE: PLANNING ENGINEER

REPORTS TO: PROJECT MANAGER / GENERAL MANAGER

JOB SUMMARY

To ensure the development of the most appropriate method and sequence of construction operations for all projects, in conjunction with the Project manager and Construction Manager. Preparing baseline program for all new jobs. Manage the Projects time scheduled program in Primavera format and updating the same on a timely basis and monitoring the same in line with the site actual progress.

DUTIES & ESSENTIAL JOB FUNCTIONS

1. Ensure smooth project flow through site planning teams continuous monitoring.
2. Monitor the baseline program preparation by the Planning Engineer.
3. Prepares cash flow (S curve), resource requirements (Histogram) including manpower & equipment and machineries.
4. Review and monitor programs for execution through updating on weekly and monthly basis.
5. Prepare/Verify weekly & monthly reports.
6. Prepare look ahead to compare the work done with the planned.
7. Communicates the bar charts to the site people and updating the immediate superior on regularly.
8. Revises programs to justified with Consultant's comments, if any
9. Initiates / responds to all planning and time related correspondence.
10. Prepares claim impacted program/Extension of Time (EOT) report.
11. Plan and schedule the accelerated and revised plan to keep the project on track.
12. Preparing the recovery program plan for delayed zones.
13. Review the program which given to us by the subcontractors.
14. Monitoring the cash flow and procurement.
15. Coordinate with the Project Director/ Project Manager to control the work progress and subcontractor's progress and provide necessary inputs as how to achieve the target.

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JOB DESCRIPTION

JOB TITLE: HSE MANAGER / HSE ENGINEER
REPORTS TO: PROJECT MANAGER / GENERAL MANAGER

JOB SUMMARY

To implement and maintain an effective safety management system for the Company so as to ensure all activities are conducted in a safe and controlled manner. Also to actively promote the Company's Health, Safety, and Environmental policy and give recognition for the enhancement of safety performance.

DUTIES & ESSENTIAL JOB FUNCTIONS

1. Develops Safety Plan, Job Risk Assessment, Emergency Response Procedure, Risk Matrix to the Project works activities and ensures that these have been carried out.
2. To ensure all project sites Safety Procedures are implemented and peoples who involved in the site understood to follow and obey all the Safety System control measures.
3. Setting-up, developing and implementing for all safety aspects to achieve Zero target accident.
4. Ensures that Site Safety Procedures are implemented.
5. Give Safety advice and suggestion for who involved in the project's activities regarding Government & Local Authority HSE Regulations & Rules should be follow and obey.
6. Maintain Projects Safety System Administration, Statistic and Documentation files.
7. Identifies hazards and implement control measures.
8. Reports to Construction Manager/Project Manager for any unsafe conditions or defects in plant or equipment.
9. Reports any injuries resulting from work related activities.
10. Investigates any site accidents and analyses the causes and make the necessary preventive actions.
11. Control & Monitoring Safety Implementation on all sub-contractors activity in all project sites.
12. Compiles and records safety statistics.
13. Suggesting any new Local Government Safety Regulations.
14. Coordinate and communicate safety and health activities between our company and other subcontractor.
15. Additional guidance as request and needed for Safety Officers regarding site safety condition improvement.

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JOB DESCRIPTION

JOB TITLE: Safety Officer

Reporting to: Project Manager / Safety Manager / Safety Engineer

Reported by: Safety Chargehand & Safety Assistants

Duties & Responsibilities

- Awareness and understanding of all Safety rules and regulations in the Company
- Implement, read and understand the site-specific Safety Manual and requirements
- Ensure that Subcontractors operate in a safe manner and comply with the project safety policy
- Carry out regular and random inspection on the site and record results
- Compile and record safety statistics
- Maintain the necessary Safety related records
- Develop and implement safe systems of work for the project in conjunction with the Project Manager
- Ensure risk assessments have been carried out for work activities
- Ensure the use and wearing of protective clothing and safety equipment provided
- Ensure the use of the correct tools and equipment for the job
- Report to Project Manager and Project Engineer any unsafe conditions or defects in plant or equipment
- Report any injuries resulting from work activities
- Investigation into Site accidents and analysis of the causes and associated preventative actions
- Ensure the maintenance of a high standard of housekeeping at all times
- Make program for toolbox talks for sites

Reports

- Produce the necessary Safety related records

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JOB DESCRIPTION

JOB TITLE : MEP COORDINATOR
REPORTS TO: PROJECT MANAGER

JOB SUMMARY
To manage MEP activities with the achievement of goals and objectives within time and cost to requisite quality in the most effective manner.

DUTIES & ESSENTIAL JOB FUNCTIONS
1. Maintains copy of all documents required at job site for Municipality/Consultant inspection,
i.e. No Objection Certificates from Etisalat, Electric and Water Agencies, etc.), Affection
Plan, Building Permit, etc.
2. Direct MEP Site Engineers.
3. Ensure that the project MEP work is carried out in accordance with the required quality, cost
and time constraints.
4. Co-ordination and administration of MEP related material, equipment and drawing submittals. Ensure that MEP work is executed on site in accordance with the contract
drawings, specifications, agreed procedures and method statements.
5. Review, control and approval of MEP work procedures and method statements.
6. Liaison with the Engineer's MEP Supervisory Engineer, inspectors and relevant staff.
7. Ensuring that the MEP works provides and adheres to the necessary QA controlled
documents in an orderly and organized way.
8. Ensure that As Built Drawings and related documents are prepared, reviewed, submitted
and approved in a timely manner and in accordance with contract requirements.
9. Check that MEP valuations correspond with progress.

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JOB DESCRIPTION

JOB TITLE: PROJECT ENGINEER (SUB-STRUCTURE, SUPER STRUCTURE & FINISHES)

REPORTS TO: CONSTRUCTION - PROJECT MANAGER / GENERAL MANAGER

JOB SUMMARY

To manage project site's manpower and work activities to achieve company's goal and objective in providing quality job and performance in the most effective manner. Mobilizes all the Site Engineers and monitor their Site progress through meetings on a regular basis. Ensures that all works related to Site are in accordance with the Government Policy and approvals**.**

DUTIES & ESSENTIAL JOB FUNCTIONS

1. Analyzes and interpret documents, specification, drawings and BOQ.
2. Executes & monitoring for schedules of activities, daily, weekly and monthly program
of labors and plants. Estimates time required to perform each work/activity, effectively and efficiently and ensure to complete the work within the project time.
3. Executes the work as per the available manpower, material and equipment based on time target, size and type of project.
4. Executes the project from the planning stage to final completion stage within the approved budget, time and quality.
5. Complying with company policies, quality procedures, statutory requirements etc.
6. Ensures quality of materials and the installation of work as per specifications.
7. Attends to all aspects related to project health, safety and security.
8. Report to Construction Manager on site progress, technical and design issues.
9. Identifies and takes necessary corrective actions to improve the progress and/or quality of work.
10. Updating overall workforce to different site locations (workers- Engineers, Foremen and Labor) and providing this accurate data to the Construction Manager for decision making and weekly update.
11. Ensures that materials for the project are approved by the Consultant/Client.
12. Ensure that Municipality approvals obtained prior to casting structural membrane.
13. Direct and control the snagging works related to the project and handover of completed works.
14. Attends site meetings.
15. Attend any tasks identified by the Construction Manager.

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JOB DESCRIPTION

JOB TITLE: Site Engineer

Reporting to: Project Engineer / Construction Manager / Project Manager

Reported by: Foremen, Chargehand and labourer

Duties & Responsibilities

- Exercising full control over the workforce on site
- Ensuring that safety rules and regulations are communicated to the workforce and are fully enforced
- Site surveying and setting out, dimensional control
- Completing all necessary Q.A. documentation related to the work under his direct control and co-ordinate daily site inspections
- Ensuring that all information on drawings is conveyed to the workforce in a proper manner
- Any other duties and responsibilities as designated by the Project Engineer
- Co-ordination with labor, Sub-contractors and site staff
- Work preparation, planning of Construction for the day-to-day work
- Checking quality and quantity of site work
- Maintaining the work as per specification and drawings
- Planning for the work in advance and evaluation material requirement in advance
- Control achievement of workforce
- Control and sign Overtime sheets daily

Reports

- Q.A. documentations
- Control achievement of workforce
- Control and sign Overtime sheets daily

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JOB DESCRIPTION

JOB TITLE: Draughts Man

Reporting to: Planning Engineer / Technical Engineer / Project Manager

Duties & Responsibilities

- Mobilization Site Layout drawing
- Preparation of formwork / reinforcement / detail plans (CAD) etc.
- Assistance in Material submittals and submittal records
- Subcontractor submittals and submittal records
- Assistance in preparation of monthly progress report
- Preparation of shop drawings
- Drawing distribution
- Drawing records
- All shop drawing submittal receipt back of approved drawings and record
- As built drawing preparation and record

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APPENDIX NO. 04

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AL HIKMA BUILDING CONTRACTING LLC
INTERNAL AUDIT REPORT

AUDIT DETAILS

Audit No:	**QAQC/IAR/CVL/TGXXX/000**	**Audit Report Date:**	
Project Code:		**Decipline:**	**Civil**
Project Name:			
Name of Project Manager			
Audit date:			

Name of Auditors:

1)

2)

3)

Audit Reference:	**ISO 9001:2015, PQP requirements**
Type of Audit:	**QA/QC Internal Audit**
Frequency of Audit	**06 Month**

PURPOSE OF AUDIT

The purpose of the Internal Audit is to ensure that Construction activities, Project Policies and Process are in compliance to approved Project Quality Plan, Organizational requirements and Client Quality requirements. It is for ensuring the effectiveness of the system, to evaluate operation and function of the individual Departments in the Projects and recommends for best practice and industrial standards for the continual improvement of the system.

SCOPE OF AUDIT/ OBJECT IVES

A - Scope of the Audit will covers the following:

(a) - Implementation of Project Quality Plan (PQP).
(b) - Q.M.S as per ISO 9001:2015 and International Standards.
(c) - Client requirements
(d) - Organizational requirements

B – Objectives:

(a) - To assess the effectiveness of established QMS System as per ISO 9001:2015, and International Standards.
(b) - Identify all good and best practices.
(c) - Identify all Non Conformance, gaps and short coming.
(d) - Suggest recommendation and share good practice for continual improvement.

OPENING MEETING

The audit started with a brief opening introduction meeting by detailing the reason for conducting the audit. Project Manager, Project Engineers, Site Engineers, QA/QC Engineer, Planning Engineer, Technical Engineer, Store Keeper, QS Engineer etc. are attended the meeting.

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QUALITY MANAGEMENT SYSTEM - ISO 9001:2015 (INTERNAL AUDIT)

Project No & Project Name:

Client:

Consultant:

Main Contractor : Al Hikma Building Contracting LLC

Date:

Audit Agenda

Day-01

1	09.30 am - 10.00 am	Opening Meeting.
2	10.00 am - 11.00 am	General Items.
3	11.00 am - 01.00 pm	Audit with Project Manager, Construction Manager, Project Engineers, Site Engineers- QA/QC & HSE matters.
4	01.00 pm - 02.00 pm	Lunch Break.
5	02.00 pm - 04.00 pm	QS, QA/QC, Planning, Store, Procurement & Engineering Documents
6	04.00 pm- 05.00 pm	Closing Meeting.

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HBC Internal Audit Observation Report

Audit Ref. #		Audit Date			
Project Name		Audit Report Issue Date		Audit Closure submission Date	
Client		Total No of Observations	0	Total NCRs Issued	0
Lead Consultant		Total No of Audit Findings	0		
Supervision Consultant		Audit Closure submission Date		Final Audit Closeout Date	
Main Contractor		Auditor 1	Auditor 2	Auditor 3	

Issuance						**Closeout**		
SN	Audit Findings - Observations	NCR/ Observation	NCR Ref No/ Observation ref no	Recommendation Given By Audit Team	Responsible By/ Issued to	Action by the Auditees	Status	Remark
1								
2								
3								
4								
5								

Authorized for Issuance by:

QA/QC Manager Projects	
Name	
Signature	
Date:	

Authorized for Closeout by:

Project QA/QC Representative		Project Manager	
Name		Name	
Signature		Signature	
Date:		Date:	

Authorized for Final Closeout by:

QA/QC Manager Projects	
Name	
Signature	
Date:	

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P.O Box : 93780, Abu Dhabi U.A.E

AL HIKMA BUILDING CONTRACTING L.L.C

NON-CONFORMITY REPORT (NCR)	AUDIT REPORT REF No. :	DATE:
SYSTEM PROCEDURE:QMS SYSTEM	NCR REF No. : HBC/IAR/NCR/XXXX/XXX	
DEPARTMENT :	ACTIVITY :	

PROJECT :
CLIENT :
CONSULTANT :
CONTRACTOR : AL HIKMA BUILDING CONTRACTING LLC

☐ **Major NCR** ☐ **Minor NCR**

SUBJECT/REFERNCE CLAUSE:

DESCRIPTION OF DEFICIENCIES

Auditor Name:	Signature:	Date :

PROPOSED CORRECTIVE ACTION TO BE TAKEN BY THE AUDITEE:

Date of Completion:

PROPOSED PREVENTIVE ACTION:

WE HEREBY AGREE WITH THE PROPOSED PREVENTIVE ACTION AS STATED BELOW:

Auditee Name:	Signature:	Date of Completion:

THE ABOVE MENTIONED TASK HAS BEEN CHECKED BY THE AUDITOR

FOR AUDITOR USE:

Closing Action: ☐ Closed ☐ Open, follow up NCR

Name:	Signature:	Date:

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AL HIKMA BUILDING CONT (L.L.C)

AL HIKMA BUILDING CONTRACTING L.L.C

AUDIT OBSERVATION SHEET (AOS)	AUDIT REPORT REF No. :	DATE:
SYSTEM PROCEDURE:QMS SYSTEM	AOS REF No. : HBC/IAR/AOS/XXXX/XXX	
DEPARTMENT :	ACTIVITY :	

PROJECT :
CLIENT :
CONSULTANT :
CONTRACTOR : AL HIKMA BUILDING CONTRACTING L.L.C

SUBJECT/REFERNCE CLAUSE:

DESCRIPTION OF DEFICIENCIES

Auditor Name:	Signature:	Date :

PROPOSED CORRECTIVE ACTION TO BE TAKEN BY THE AUDITEE:

Date of Completion:

PROPOSED PREVENTIVE ACTION:

WE HEREBY AGREE WITH THE PROPOSED PREVENTIVE ACTION AS STATED BELOW:

Auditee Name:	Signature:	Date of Completion:

THE ABOVE MENTIONED TASK HAS BEEN CHECKED BY THE AUDITOR

FOR AUDITOR USE:

Closing Action: ☐ Closed ☐ Open, follow up AOS

Name:	Signature:	Date:

AL SUWEDI ENGINEERING CONSULTANTS L.L.C
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AL HIKMA BUILDING CONT (L.L.C)

AL HIKMA BUILDING CONTRACTING L.L.C

INTERNAL QUALITY AUDIT ATTENDANCE SHEET

Project Code:

Project Name:

Date of Audit :

OPENING MEETING

Sl No:	Name	Emloyee ID	Designation	Mobile No:	E-Mail ID	Signature
1						
2						
3						
4						
5						
6						

CLOSING MEETING

1						
2						
3						
4						
5						
6						

AUDITORs DETAILS

Name:	**Emp. Id:**	**Designation:**	**Signature:**
Name:	**Emp. Id:**	**Designation:**	**Signature:**
Name:	**Emp. Id:**	**Designation:**	**Signature:**

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AL HIKMA BUILDING CONT (L.L.C)

APPENDIX NO. 05

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P.O.Box : 93780, Abu Dhabi U.A.E.

Sequence of Construction/ Erection of Precast Elements

Project:

Client:

Consultant:

Main Contractor: **M/s Al Hikma Building Contracting LLC**

Sub-Contractor:

- Surveying & Level
- Excavation
- Compaction
- PCC
- Water Proofing
- Raft/Footing
- Plinth Wall up to Grade Slab
- Grade Slab (G.F. LVL)
- MIR of Precast Elements
- Precast Wall Erection (GF – FF Level)
- Grouting
- Hollow Core Slab Erection (FF Level)
- Slab Topping (FF Level)
- Precast Wall Erection (FF - Roof Level)
- Grouting
- Slab Topping (Roof Level)
- Parapet Wall Erection
- Grouting

Kailash Chandra Sahu

QA/QC Manager - Projects

Al Hikma Building Contracting LLC

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Clearance Reference No.	
Revision No.	
Date	
WIR Reference No.	

Civil Clearance Form

Project :

Client:

Consultant:

Main Contractor : M/s Al Hikma Building Contracting LLC

Sub-Contractor :

Discipline: ☐ General ☐ Structural ☑ Architectural ☐ Others.....

Request by Sub-Contractor		Receiving by TGC			
	Requested by Sub-Contractor		Received by Civil Site Engineer	Received by PE/ CM	Received by QA/QC
Name:		Name:			
Requested Date:		Receiving Date:			

Clearance for the Activity:

Location Details:

Plot No.	Sector/ Cluster/ Zone	Building Type/ Villa Type	Level/ Floor	Villa No./ Room No./ Flat No.	Grid Lines/ Area of Work

Planned/ Target Clearance required on:		Actual Clearance required on:	

Civil Site Engineer Comments (Main Contractor)

☐ Fully Approved
☐ Partially Approved
☐ Not Approved

Name: Signature: Date:

Project Engineer/ Construction Manager Comments (Main Contractor)

☐ Fully Approved
☐ Partially Approved
☐ Not Approved

Name:

QA/QC Comments (Main Contractor)

☐ Fully Approved
☐ Partially Approved
☐ Not Approved

Name:

Consultant Comments [Optional]

☐ Fully Approved
☐ Partially Approved
☐ Not Approved

Name:

Received by Sub-Contractor

☐ Fully Approved
☐ Partially Approved
☐ Not Approved

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AL HIKMA BUILDING CONT (L.L.C)
P.O.Box : 93780, Abu Dhabi U.A.E.

Clearance Reference No.	
WIR Reference No.	
Revision No.	
Date:	

Survey Clearance and Work Clearance- To Start Precast Works

Project :
Client:
Consultant:
Main Contractor : M/s Al Hikma Building Contracting LLC
Sub-Contractor :

Discipline:	CIVIL	**Sub-Discipline:**	ARCHITECTURAL
	Requested by Taking Over Sub-Contractor/ HBC Engineer		**Received by TGC Engineer**
Name:		**Name:**	
Requested Date:		**Received Date:**	

Scope of Work:

Location Details:

Plot No.	Sector/ Cluster/ Zone	Building Type/ Villa Type	Level/ Floor	Villa No./ Flat No./ Room No	Grid Lines/ Area of Work

Sl. No.	ACTIVITY	YES	NO	N/A	WIR REFERENCE	REMARKS
1	Dowel bars provided as per the approved shop drawings/ requirements (Level, Coordinates) - Before Pour Concrete	☐	☐	☐		
2	Plinth wall level is as per the approved shop drawings and coordinates	☐	☐	☐		Max allowable tolerance is ±10mm
2	Formwork removed & area is cleared	☐	☐	☐		
3	Surface of the plinth wall is free from any undulations, bulging, honeycombs etc.	☐	☐	☐		
4	Dowel bars provided as per the approved shop drawings/ requirements (Level, Coordinates) - After Pour Concrete	☐	☐	☐		
5	MEP sleeves are provided as per requirement and proper protection has been provided	☐	☐	☐		
	Planned/ Target Clearance required on:			**Actual Clearance Required on:**		

Responsible Site Engineer/ Project Engineer (Main Contractor)

☐ Invalid
☐ Approved
☐ Not Approved

Name: Signature: Date:

Responsible Surveyor (Main Contractor)

☐ Accepted
☐ Not Accepted

Name: Signature: Date:

Project Manager / Construction Manager Comments (Main Contractor)

☐ Approved
☐ Not Approved

Name: Signature: Date:

QA/QC Comments (Main Contractor)

☐ Approved
☐ Not Approved

Name: Signature: Date:

Requested by Taking Over Sub-Contractor/ HBC Engineer

☐ Accepted
☐ Not Accepted

Name: Signature: Date:

AL SUWEDI ENGINEERING CONSULTANTS L.L.C.
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AL HIKMA BUILDING CONT (L.L.C)
P.O.Box : 93780, Abu Dhabi U.A.E.

Clearance Reference No.	
Revision No.	
Date	
WIR Reference No.	

MEP Clearance Form

Project :

Client:

Consultant:

Main Contractor : M/s Al Hikma Building Contracting LLC

Sub-Contractor :

Discipline: ☐ Mechanical ☐ Electrical ☑ Plumbing ☐ HVAC ☐ Others.....

Request by HBC		Receiving by MEP Sub-Contractor			
	Requested by TGC Site Engineer		Received by MEP Site Engineer	Received by PE/ CM	Received by QA/QC
Name:		Name:			
Requested Date:		Receiving Date:			

Clearance for the Activity:

Location Details:

Plot No.	Sector/ Cluster/ Zone	Building Type/ Villa Type	Level/ Floor	Villa No./ Room No./ Flat No.	Grid Lines/ Area of Work

Planned/ Target Clearance required on: **Actual Clearance required on:**

Mechanical Engineer Comments (MEP Sub-Contractor)

☐ Fully Approved ☐ Partially Approved ☐ Not Approved

Name: Signature: Date:

Electrical Engineer Comments (MEP Sub-Contractor)

☐ Fully Approved ☐ Partially Approved ☐ Not Approved

Name: Signature: Date:

Project Engineer/ Construction Manager Comments (MEP Sub-Contractor)

☐ Fully Approved ☐ Partially Approved ☐ Not Approved

Name: Signature: Date:

QA/QC Comments (MEP Sub-Contractor)

☐ Fully Approved ☐ Partially Approved ☐ Not Approved

Name: Signature: Date:

MEP Coordinator Comments (Optional) (Main Contractor)

☐ Fully Approved ☐ Partially Approved ☐ Not Approved

Name: Signature: Date:

Consultant Comments (Optional)

☐ Fully Approved ☐ Partially Approved ☐ Not Approved

Name: Signature: Date:

Received by HBC Engineer (Main Contractor)

☐ Fully Approved ☐ Partially Approved ☐ Not Approved

Name: Signature:

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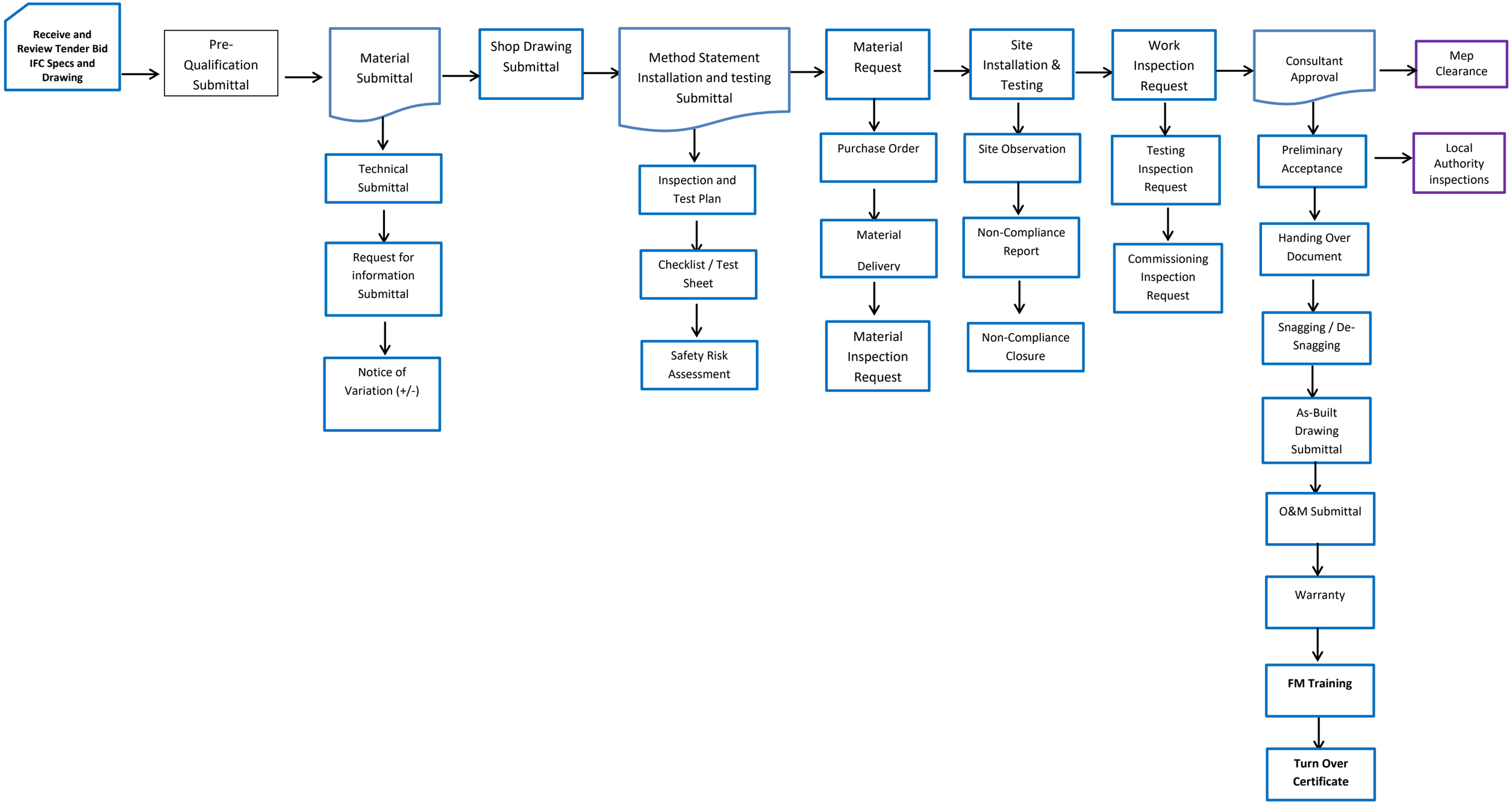
HBC AL HIKMA BUILDING CONT (L.L.C) P.O.Box : 93780, Abu Dhabi U.A.E.

APPENDIX NO. 06

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P.O.Box : 93780, Abu Dhabi U.A.E.

SITE PROCEDURE FLOW CHART



Prepared by: JAF

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APPENDIX NO. 07

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AL HIKMA BUILDING CONT (L.L.C)
P.O.Box : 93780, Abu Dhabi U.A.E.

COVID-19 Response Plan

Date:		**RD**	
Project		**Version #**	**Rev 0**
Sr. Project Manager:		**Key contact**	
Documented By:	……..	**Mob. No.**	
Subject:	**PROJECTS SPECIFIC ACTIONS**		

PROJECT KEY TEAM

S/N	Name	Title	Company
1		Sr. Project Manager	M/s HBC
2		Sr. Construction Manager	M/s HBC
3		HSE Manager	M/s HBC
4		MEP Manager	M/s HBC
5		Planning Manager	M/s HBC
6		Technical Manager	M/s HBC
7		Commercial Manager	M/s HBC
8		Logistic Manager	M/s HBC
9		Sr. Admin Specialist	M/s HBC

S/N	Item	Action by	Support by	Date	Status
1.	Unnecessary meetings avoided with external parties.	Project Manager	Project Team	18/03/2020	✓
2.	When absolute necessary, meetings will be held at half the capacity of the meeting room	Project Manager	Project Team	18/03/2020	✓
3.	Staff showing signs of fever/ cough/sneezing are advised to stay home and submit fit certificate on resumption from approved authority.	Admin Off.	Time Office	18/03/2020	✓
4.	Hand sanitizers placed next to Printers and Reception main door.	Admin Off.	Front Office	25/02/2020	✓
5.	10 personnel max permitted to use Hoist in one trip. (Refer attachment)	HSE Team	Site Team	25/02/2020	✓
6.	The Supervisors/Engineers are summoned individually to discuss any concerns raised for safety instead of mass meeting as was happening earlier.	HSE Team	Site Team	15/03/2020	✓
7.	Regulating the meals break for congestion within workforce.	Admin Off.	Time Office	18/03/2020	✓
8.	Conducted intensive audit for Workers accommodation for all our subcons and their supply facilities. The audit outcome notified to their Project Leads for required corrective actions in line with DM circular guidelines.	HSE Team	Subcon Leads	15/03/2020	✓
9.	Site Canteen & Mosque temporarily closed to avoid congestion within the workforce.	Logistic Manager	Site Logistic Team	18/03/2020	✓
10.	30 People propose to commute to and from the project. More Buses requisition in place	Admin Off.	Time Office		○
11.	An Emergency Team preferably combination of Maintenance and Security Personnel is formed to deal any situation in case of complete shutdown ordered under the leadership of Logistic Manager Mr. Akheel Khan	Project Manager	Logistic & MEP Team	15/03/2020	✓

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12.	The construction Supervision Personnel to be moved from the office to another location within the project to reduce office congestion	Logistics Manager	Project Team		
13.	An additional Rest area is being introduced to reduce the mobbing in existing Welfare Area.	Logistic Manager	Site Logistic Team		
14.	Conduct awareness sessions, campaign roadshow (posters and visual aids), at all Projects in line with authorities. Multilingual Posters displayed in work site. Refer the attachment	HSE Team	Site Team	25/02/2020	
15.	Develop risk assessment and decision-making process to mitigate the risks.	HSE Team	Site Team	25/02/2020	
16.	Temperature monitor of all employees: actively check and monitor the fever of the employees upon entry to Projects. Refer the Attachment	Site Paramedic	HSE Team	25/02/2020	
17.	Temporary suspension of mass toolbox talks or group meeting and strictly having maximum 10 attendees for all training and toolbox talk. Refer the Attachment	HSE Team	Site Team	25/02/2020	
18.	Establish a clear communication protocol if employees show symptoms of COVID-19	Admin Off.	Time Office	25/02/2020	
19.	Establish a clear communication protocol if employees test positive for COVID-19	Admin Off.	Time Office		
20.	Conducted medical checkup and assessments for our employees (staff & Labor approx. 300) in the Projects as per the Clients requests				Not required by Client
21.	Restrict and minimize access to visitors or entries to office premises, limiting meeting and gathering, avoid team meeting when possible. Provide access control system at office main door (Refer the Attachment)	Admin Off.	Front Office	25/02/2020	
22.	Segregate employee groups within departments/projects. In order to minimize the risks of overcrowding in the workplace. Create a minimum of two working groups (Group A & Group B). Ensure employee groups are cross trained to perform the duties needed Adopt different timings for work shift on site to reduce congestion Refer the proposed Roster for the project Refer attachment	Project Manager	Project Team/ HR-Sr Management		
23.	Maintain regular housekeeping decontamination practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.	Logistic Manager/ Admin	Site Logistic Team	01/03/2020	
24.	Existing cleaners are trained to ensure intensive housekeeping decontamination practices across locations	Admin Off.	Office Boys	25/02/2020	
25.	Handling posts, mails, packages and food ensure following hygiene protocol.	Admin Off.	Front Office	25/02/2020	
26.	Hire an external specialized cleaning company full sanitization & outsource additional cleaners to support inhouse cleaners	Logistic Manager	Site Logistic Team		
27.	Implemented pest control in the office premises	Logistic Manager	Site Logistic Team	25/04/2019	
28.	Bio-metric attendance system to be suspend until further notice. Attendance recording via alternative method with Face Recognition	Logistic Manager	Admin Team	25/02/2020	
29.	Maintain flexible policies concerning remote work and flexible sick leave policy to support employees to stay at home for a sick family member.	Project Manager	Project Team	22/03/2020	
30.	Provide working mothers up to two hours early leave to support their children during the closure of education institutions	Project Manager	Project Team	18/03/2020	

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31.	Announce a memo remote work for employees with risk factors (e.g., older age; presence of chronic medical conditions, including immunocompromising conditions; pregnancy)	Project Manager	Project Team		**To be advised as per Employee request**
32.	Defer all annual leave plans until further notice.	Project Manager	Project Team		✔
33.	Suspend all business trips until further notice in line the relevant government authorities.				Not applicable
34.	Send out to all employees a travel declaration form	Admin Off.	Project Team	02/03/2020	✔
35.	Enforce a 14 days mandatory quarantine for employee returning from leave.	Admin Off.	Project Team	15/03/2020	✔
36.	Activate cards attendance and disable Bio-metric attendance, and purchases face Recognition. Refer the Attachment	Admin Off.	Time Office	25/02/2020	✔
37.	Enable conference/video calls via Microsoft teams	Project Manager	Admin Off.		→
38.	Enable secure one drive to share resources and documents accessible from any location.	Project Manager	Admin Off.		→
39.	Introduced the TruDox24x7 mobile app to uphold convenience and seamless access to health care needs.	Admin Off.	Project Team		✔
40.	Verified insurance network coverage for the remote areas, outside Abu Dhabi, if the clinics and hospitals having the required facilities for inspections and early treatment				✔

Prepared By	**Approved By**	
Name: Position:	**Name:** Position:	
Sign: -	Sign: -	

Legend:

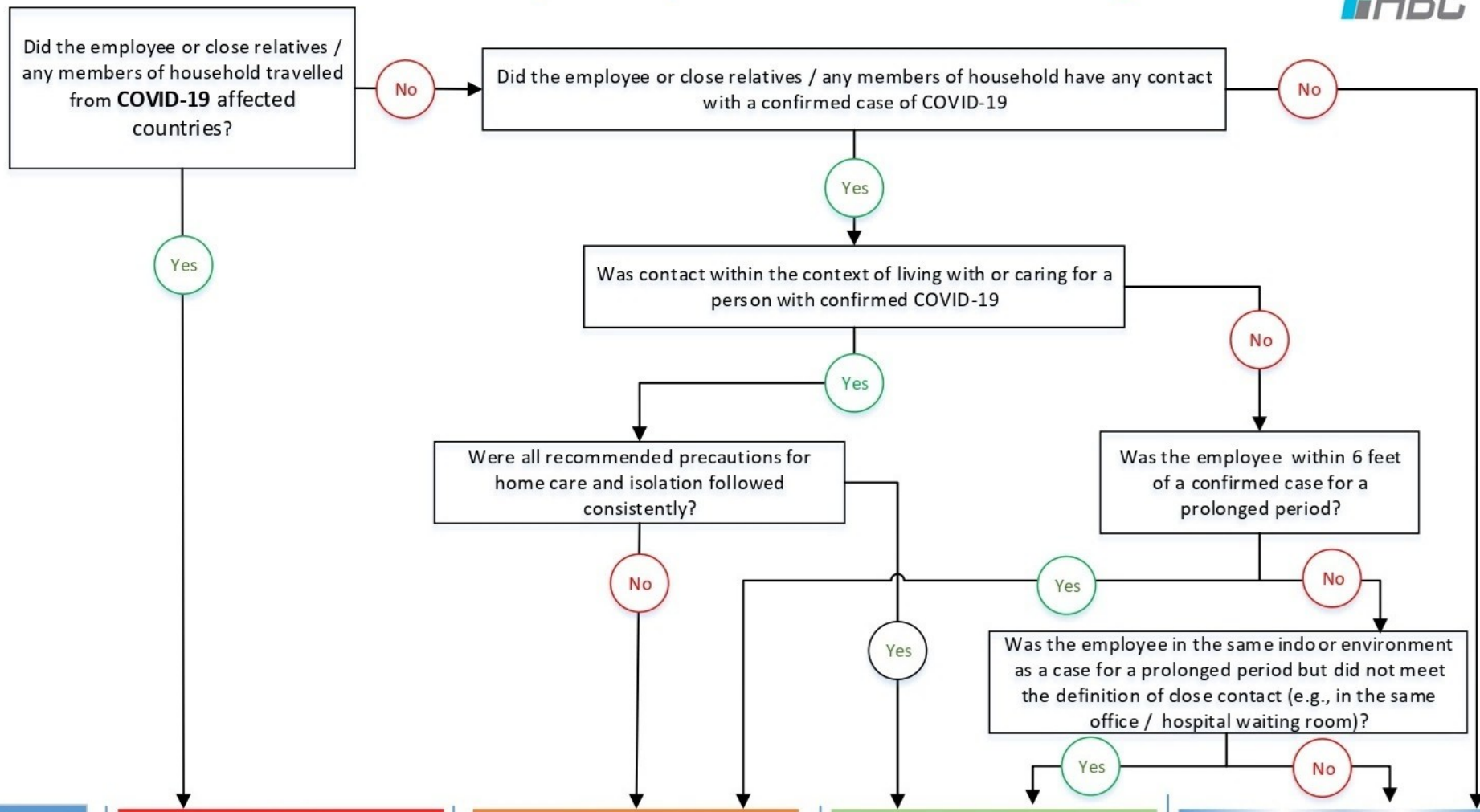
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⬢	Pending approval
O	Pending

✔	Done
C ✔	Done in Camps
H ✔	Done in Head Office
→	On going

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Coronavirus Disease (COVID-19) Risk Assessment & Decision Making



	High Risk	Medium Risk	Low Risk	No Identifiable Risk
Actions for people without symptoms consistent with COVID-19	Stay at home and seek medical evaluation from a health care provider. No public activities; daily active monitoring; controlled travel	Stay home; Self-monitoring with health care provider	Self Observation	None
Actions for people with symptoms consistent with COVID-19	Stay at home, seek immediate medical attention by calling the health care provider before arriving at hospital. Inform immediate Supervisor and email at **info@hbc. ae**	Stay at home, seek immediate medical attention by calling the health care provider before arriving at hospital. Inform immediate Supervisor and email at **info@hbc. ae**	Stay home from work, avoid contact with others, don't travel. Seek Medical advice Inform immediate Supervisor and email at **info@hbc. ae**	None; routine medical care

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Employee Welfare Guidelines		Personal Hygiene Guidelines	
1. Ensure sick leave policies are flexible and consistent	✓	1. Promote frequent and thorough hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands.	→
2. Communicate and emphasize staying at home when sick, respiratory etiquette and hand hygiene.	✓	2. If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 60% alcohol.	→
3. Employees who have a sick family member at home with COVID-19 should notify his line manager and workplace.	✓	3. Perform routine environmental cleaning	
4. Employees is confirmed to have COVID-19 should inform his fellow employees of their possible exposure to COVID19 in the workplace but maintain confidentiality.	✓	4. Engage cleaning services at workplace to support inhouse cleaners and to also be trained specially for commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.	✓
5. Prepare a list of emergencies call out for Health and Safety Managers across the Group.	✓		→
6. Establish a clear communication protocol if employees show symptoms of COVID-19	✓	5. Handling posts, mails, packages and food ensure following hygiene protocol.	
7. Establish a clear communication protocol if employees test positive for COVID-19			

Legend:

→	To be initiated
⬢	Pending approval
O	Pending

✓	Done
✓ C	Done in Camps
✓ H	Done in Head Office
⟶	On going

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Action Plan:

Initiatives		Action	Q1			Q2		
			Jan	Feb	March	April	May	June
HSE	Conducted awareness sessions, campaign roadshow, at all Projects in line with authorities.	▪ Conducted awareness sessions, campaign roadshow (posters and visual aids), at all Projects in line with authorities.		✓	✓			
		▪ Develop risk assessment and decision-making process to mitigate the risks.			✓			
		▪ Temperature monitor of all employees: actively check and monitor the fever of the employees upon entry, Camps, Projects, and Head Office		✓ →				
		▪ Temporary suspension of mass toolbox talks or group meeting and strictly having maximum 10 attendees for all training and toolbox talk		✓ →				
	Hygiene protocol	▪ Establish a clear communication protocol if employees show symptoms of COVID-19 ▪ Establish a clear communication protocol if employees test positive for COVID-19			✓			
	Conduct additional precautionary measures based on Client requirements	▪ Conducted medical checkup and assessments for our employees (staff & Labour approx. 300) in the Projects as per the Clients requests		✓ →				
HR & ADMIN	Mitigate the risk of the spread of COVID19 across the workplace and implementing preventive measures to ensure the health and safety of all employee.	▪ Restrict and minimize access to visitors or entries to office premises, limiting meeting and gathering, avoid team meeting when possible.			✓ →			
		▪ Segregate employee groups within departments/projects. In order to minimize the risks of overcrowding in the workplace. Create a minimum of two working groups (Group A & Group B). Ensure employee groups are cross trained to perform the duties needed			→			
	Housekeeping preventive measures	▪ Maintain regular housekeeping decontamination practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.		✓ →				
		▪ Existing cleaners are trained to ensure intensive housekeeping decontamination practices across locations		✓				
		▪ Handling posts, mails, packages and food ensure following hygiene protocol.			✓ →			
		▪ Hire an external specialized cleaning company full sanitization & outsource additional cleaners to support inhouse cleaners		✓ C	✓ H			
		▪ Implemented pest control in the office premises	✓ →					

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	Camps & Labour Accommodation preventive measures	▪ Implemented regular fogging works, deep sanitation and cleaning of all facilities.		✓ →					
		▪ Reduced number of occupants per room based on feasibility basis			✓				
		▪ Regular disinfection of common toilets and any shared spaces every 15 days.		✓ →					
		▪ Recreation rooms, mosques and gyms are closed until further notice.			✓				
		▪ Defined quarantine and isolated rooms across all Camps.			✓				
	Attendance and Remote work, policies and procedures	▪ Bio-metric attendance system to be suspend until further notice. Attendance recording via alternative method i.e. Windows log in and Face Recognition			✓				
		▪ Maintain flexible policies concerning remote work and flexible sick leave policy to support employees to stay at home for a sick family member.			✓				
		▪ Provide working mothers up to two hours early leave to support their children during the closure of education institutions			✓				
		▪ Announce a memo remote work for employees with risk factors (e.g., older age; presence of chronic medical conditions, including immunocompromising conditions; pregnancy)			✓				
	Annual Leave & Business Travel Procedures	▪ Defer all annual leave plans until further notice.			○				
		▪ Suspend all business trips until further notice in line the relevant government authorities.			✓				
		▪ Send out to all employees a travel declaration form			✓				
		▪ Enforce a 14 days mandatory quarantine for employee returning from leave.			✓ →				
IT	**Utilize IT smart solutions to minimize employee physical interactions**	▪ Activate cards attendance and disable Bio-metric attendance, and purchases face recognition			✓				
		▪ Enable conference/video calls via Microsoft teams			✓				
		▪ Enable secure one drive to share resources and documents accessible from any location.			✓				
Insurance	**Introduce an app based remote access platform**	▪ Introduced the TruDox24x7 mobile app to uphold convenience and seamless access to health care needs.			✓ →				
		▪ Verified insurance network coverage for the remote areas, outside Abu Dhabi, if the clinics and hospitals having the required facilities for inspections and early treatment.			✓ →				

Every Project Manager is to prepare and submit a practical continuity plan and guidelines of Employee wellbeing but while ensuring continuity of business and minimal disturbance to projects operations.

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COVID-19 Response Plan			
Business Continuity Guidelines		**Workplace /Accommodation Specific Actions**	
Arabtec operates in multiple workplaces with many different environments to consider. Each Opco, project, and support function will need to develop their own guidelines to ensure we do everything possible to protect the health and wellbeing in our workplaces while complying with directives from relevant authorities. Below we outlined key considerations that as a minimum should be included in your Business Continuity Plan. 1. **Segregation/Isolate:** to the extent segregate teams in support functions and projects. Options to consider are: a. Limiting movement between office floors b. Splitting starting times to reduce congestion c. Relocate teams of part to another location to reduce concentration of employees d. Projects to identify and address congestion spots such as lifts and busses 2. **External Visitors & Meetings**: minimize access of external visitors to offices and sites along with internal meetings and gatherings – utilize available conference and video facilities 3. **Crisis Plan:** Develop a Crisis Plan to maintain business continuity if there is increasing absenteeism and supply chain interruption 4. **Age & Health Issues:** implement a flexible approach to employees who maybe at greater risk due to age and health issues 5. **Family Welfare**: take a flexible approach (working remotely) to support families who need to stay at home to take care of sick children or sick family member – also allow employees to take leave paid or unpaid 6. **Business Travel:** all business travel to be suspended. 7. **Housekeeping:** maintain regular decontamination practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.		**Camps, Sites, Mass Halls & Transportation** 1. Publish and Communicate: a. Hygiene and prevention measure's b. Sick employees to stay home/camps if any symptoms appear c. Protocol of Informing and reporting employees who appear symptoms d. Positive cases protocol 2. Working actions: a. regular housekeeping decontamination of workplaces, accommodation and transportation b. Discourage sharing phones, desks, offices, or other work tools and equipment, when possible c. Temperature checking of employees entering and leaving workplaces d. Bio-metric attendance system to be suspend and replaced with face recognition e. Closing of canteen or mess rooms to reduce employee interaction. f. Create quarantine floors within the camps g. Travel Declaration Form to be filled Camp Boss **<u>Staff HQ Abu Dhabi and Dubai</u>** 1- Travel Declaration 2- Awareness and Communication 3- Offices Disinfecting and sanitization	

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APPROVED AS NOTED

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