AL HIKMA BUILDING CONTRACTING LLC

QUALITY, HEALTH, SAFETY, AND ENVIRONMENT SYSTEM

PROCUREMENT & PURCHASING PROCEDURE

AL HIKMA BUILDING CONT.L.L.C HBC Controlled

	Name	Signature	Date
PREPARED BY	KARLA		14 January 2026
APPROVED BY	OSAMA DAHAM		14 January 2026

1. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
00	01 June 2022	Original issue.	CEO
01	14 January 2026	Company Rebranding & Update.	CEO

2.0 PURPOSE

To establish a Procedure that will define the purchasing process, provide supplier/vendor information, and verify the purchased product.

3.0 SCOPE

This procedure applies to AL HIKMA BUILDING CONTRACTING LLC.

4.0 RESPONSIBILITY

i. Assistant Procurement Manager

ii. Purchase Officer

iii. General Manager (GM)

iv. CHIEF EXECUTIVE OFFICER (CEO)

v. Storekeeper

5.0 PROCEDURE

New Supplier Selection

i. The new suppliers are identified from the market through research, exhibitions, and customer references and supplier inquiries based on the product requirement.

ii. The new Suppliers are qualified based on ISO 9001, ISO 14001, and ISO 45001 (or equivalent) Certified Supplier / Customer reference/Authorized Product Dealer or manufacturer, and the details are recorded in the supplier information sheet.

iii. Then the supplier will be brought into the list of approved Suppliers.

Job Material Requirement Purchase

i. Based on the job requirement, the quantity of required material will be calculated, and the material requisition will be raised. This will be authorized by the CEO/GM/ Assistant Procurement Manager.

ii. On receipt of the material requisition, the storekeeper will review the stock position in the stores as per the procedure for store.

iii. If the material is available, the storekeeper will issue the material. Else, the storekeeper will forward the material Requisition to the Purchase Department.

Purchasing Activity

i. Purchases are mainly consumables and Outsourced Operations. The outsourced operations are managed through contracts depending on the requirements, project to project. In general, the items are purchased as consumables, and if required, a Purchase Order is raised with the approved suppliers/providers for the required product with specifications and terms & conditions.

ii. Purchase Requisition is to be authorized by the Assistant Procurement Manager.

iii. Purchase orders are prepared by the Purchase Officer and reviewed/approved by CEO/GM/ Assistant Procurement Manager.

iv. The Purchase Officer will review and inspect the incoming materials for Quality, Quantity, and completeness.

v. The Purchase Officer will record the details of Operations and materials purchased and forward the invoice for payment to the Head of Finance.

vi. Non-conformance related to the Purchase process is handled as per the procedure for control of non-conformance and Procedure for Corrective and Preventive Action.

vii. Purchaser ensures that all the pertinent versions of documents and records related to the Purchase process are controlled and maintained as per the procedure for control of documents.

viii. Purchase Head identifies the training needs of the staff and adheres to the training process as stated in the procedure for training.

6.0 DOCUMENTS & RECORDS

Supplier Information Sheet	IMS-PUR-F01
Approved Supplier List	IMS-PUR-F02
Supplier Evaluation Form	IMS-PUR-F03
Vendor Registration Form	IMS-PUR-F04