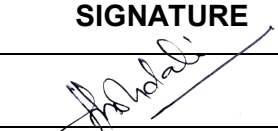
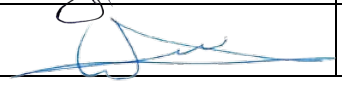
HATEEN TECH.CONT. L.L.C

IT INFORMATION

	NAME	SIGNATURE	DATE
PREPARED BY	**MUHAMMED ALI**		14/06/2026
APPROVED BY	**AHMAD GHANEM**		14/06/2026

1. Company Information

Item	Information
Company Name	Hateen Tech. Cont. L.L.C.
Main Activities	MEP Contracting / Engineering Works
Location	Sharjah, United Arab Emirates

2. IT Infrastructure

Item	Information
Computers	Desktop and laptop computers used by authorized employees
Network	Office network infrastructure and secure internet connectivity
Wi-Fi	Password-protected wireless network
Printers/Scanners	Office printers and scanners
Storage	Server and/or secure cloud-based document storage
Backup	Regular electronic data backup system

3. Software & Applications

Item	Information
Operating System	Microsoft Windows
Office Applications	Microsoft Office / Microsoft 365
Email	Company email system
Engineering Software	AutoCAD and relevant engineering applications
Document Software	PDF/document management applications
Security Software	Antivirus and endpoint protection

4. Data & Document Control

Item	Information
Document Storage	Electronic storage of company and project records
Access Control	Access restricted according to employee responsibilities
Revision Control	Controlled document revisions and identification of current versions
Backup	Regular backup of important electronic records
Project Records	Secure storage of project and quality documentation

5. IT Security

Item	Information
User Access	Individual user IDs and passwords
Password Control	Passwords maintained confidentially and changed when required
Protection	Firewall, antivirus and endpoint security measures
Updates	Regular operating system and software updates
Unauthorized Access	Access permissions applied to protect company information

6. Quality Management System – IT Records

Item	Information
Quality Documents	Quality procedures, policies and forms
Project Documents	Method statements, ITPs, material submittals and inspection records
Nonconformity Records	NCRs and corrective action records
Calibration	Calibration and equipment records
Personnel Records	Training and competency records
Audits	Internal audit and management review records

7. Backup & Business Continuity

Item	Information
Backup Schedule	Regular backup of critical company and project data
Recovery	Data recovery procedure maintained for important electronic information
IT Support	Responsible personnel/IT support available for system issues
Continuity	Arrangements maintained to minimize disruption caused by IT failure