# HSE Manager Job Description

## Job Information

| | | | |
|---|---|---|---|
| **Job Title** | HSE Manager | **Shift** | Morning (08:00 to 17:00) |
| **Job Code** | HSE01 | **Employment Type** | Full Time |
| **Department** | HSE Department | **Reports To** | General Manager / Projects Manager |
| **Job Location** | Abu Dhabi , UAE | **Subordinates** | HSE Officers / HSE Assistants |

## Job Main Purpose

The HSE Manager is responsible for developing, implementing, and monitoring health, safety, and environmental systems and procedures to ensure compliance with UAE laws, regulations, and company policies. The role ensures that all project sites maintain a safe working environment for employees, subcontractors, and visitors.

## Duties and Tasks

| Duty 1 | HSE Policy Implementation | |
|---|---|---|
| | Tasks | Frequency |
| 1 | Develop and implement HSE management systems and policies | Initial / Annual |
| 2 | Ensure compliance with legal and client HSE requirements | Daily |
| 3 | Review and update safety procedures and emergency plans | Quarterly |
| 4 | | |
| KPIs | ➢ Compliance audit results<br>➢ Number of updated procedures<br>➢ Policy implementation rate | |

| Duty 2 | Site Inspection & Risk Management | |
|---|---|---|
| | Tasks | Frequency |
| 1 | Conduct regular site inspections to identify hazards and unsafe practices | Weekly |
| 2 | Monitor risk assessments and method statements (RAMS) | Ongoing |
| 3 | Ensure corrective actions are implemented and verified | Continuous |
| KPIs | ➢ Number of site inspections conducted<br>➢ Closure rate of corrective actions<br>➢ Reduction in incident frequency | |

| Duty 3 | Training & Awareness | |
|---|---|---|
| | Tasks | Frequency |
| 1 | Organize HSE inductions and toolbox talks for workers and staff | Weekly |
| 2 | Conduct HSE training sessions and safety campaigns | Monthly |
| 3 | Maintain HSE training and certification records | Ongoing |
| KPIs | ➢ Training completion rate<br>➢ Number of HSE awareness sessions<br>➢ Employee safety awareness score | |

| Duty 4 | Incident Investigation & Reporting | |
|---|---|---|
| | Tasks | Frequency |
| 1 | Investigate accidents, incidents, and near misses | As Required |
| 2 | Prepare detailed incident reports and recommend preventive measures | As Required |
| 3 | Report incidents to management and authorities per company policy | Immediate |
| KPIs | ➢ Incident response time<br>➢ Root cause analysis quality<br>➢ Repeat incident rate | |

| Duty 5 | Monitoring & Reporting | |
|---|---|---|
| | Tasks | Frequency |
| 1 | Prepare weekly and monthly HSE performance reports | Weekly/Monthly |
| 2 | Monitor KPI trends and propose improvements | Monthly |
| 3 | Participate in management review meetings and audits | Quarterly |
| KPIs | ➢ Timeliness of reports<br>➢ Accuracy of HSE KPIs<br>➢ Audit performance improvement rate | |

**Work Environment**

The HSE Manager works across multiple project sites and the head office, frequently exposed to active construction environments. The role requires strict adherence to safety standards and continuous site presence.

**Tools and Equipment**

- PPE inspection checklists
- HSE forms and reporting templates
- MS Office (Excel, Word, PowerPoint)
- Incident tracking software (if applicable)

**Internal and External Communication**

- Internal: Project Managers, Site Engineers, Foremen, HR, Operations, Workers.
- External: Clients, Consultants, Safety Auditors, Government Authorities.

**Knowledge, Skill and Attitude**

Experience

- 8–10 years in HSE management within construction or infrastructure, with minimum 3 years in a leadership role.

**Education, Certifications and Training**

- Bachelor's degree in Engineering / Environmental Science / Occupational Health & Safety

NEBOSH IGC, IOSH, or equivalent mandatory

**Language Skills**

- C1 in English language in different functions

**Skills**

- Strong knowledge of UAE HSE regulations and international standards (OSHA/ISO 45001), ADOSH SF V. 4.0
- ADOSH SF ver. 4.0
- Excellent leadership and communication skills
- Ability to analyze risks and implement preventive measures
- Effective incident investigation and reporting skills
- High attention to detail and safety awareness

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|---|---|---|---|
| **Employee Signature** | | **DATE** | |
| **Direct Manager Signature** | | **DATE** | |
| **HR Manager Signature** | | **DATE** | |

# Site Electrical Engineer Job Description

## Job Information

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|---|---|---|---|
| **Job Title** | Site Electrical Engineer | **Shift** | Morning (08:00 to 17:00) |
| **Job Code** | EE01 | **Employment Type** | Full Time |
| **Department** | Projects Department | **Reports To** | Project Manager / MEP Manager |
| **Job Location** | Abu Dhabi, UAE | **Subordinates** | N / A |

## Job Main Purpose

The Site Electrical Engineer is responsible for the daily supervision, execution, and inspection of all electrical site activities including **cable laying, jointing, terminations, OHL installation, street lighting, and LV/MV works**, ensuring compliance with **ADDC / TRANSCO / ADM** standards and project specifications.

## Duties and Tasks

| Duty 1 | Site Execution and Supervision | |
|---|---|---|
| | Tasks | Frequency |
| 1 | Supervise all on-site electrical works (cable trenching, laying, jointing, terminations, and installations) | Daily |
| 2 | Ensure work execution as per approved drawings, specifications, and method statements | Continuous |
| 3 | Coordinate daily with the Foreman and Supervisor to ensure planned progress | Daily |
| 4 | | |
| KPIs | ➢ Daily progress vs. schedule<br>➢ Work quality and compliance rate<br>➢ NCR count | |

| Duty 2 | Site Coordination and Interface | |
|---|---|---|
| | Tasks | Frequency |
| 1 | Coordinate with civil, mechanical, and OHL teams to avoid work clashes | Daily |
| 2 | Liaise with QA/QC and HSE departments for inspection and safety compliance | Continuous |
| 3 | Attend site coordination meetings with consultants and clients | Weekly |

| | |
|---|---|
| KPIs | ➢ Coordination efficiency<br>➢ Inspection approval rate<br>➢ Communication effectiveness |

| Duty 3 | Quality and Safety Assurance | |
|---|---|---|
| | Tasks | Frequency |
| 1 | Ensure all electrical works are carried out under approved safety procedures | Continuous |
| 2 | Verify that all electrical materials and tools are approved and calibrated | As Required |
| 3 | Support QA/QC engineers during inspections and testing | Daily |
| KPIs | ➢ Safety compliance rate<br>➢ Rework / NCR rate<br>➢ Quality audit score | |

| Duty 4 | Documentation and Reporting | |
|---|---|---|
| | Tasks | Frequency |
| 1 | Prepare daily site progress reports and submit to the Project Engineer | Daily |
| 2 | Maintain updated records of materials used, manpower, and equipment | Continuous |
| 3 | Support the preparation of as-built drawings and red mark-ups | As Required |
| KPIs | ➢ Report accuracy<br>➢ Documentation completeness<br>➢ Submission timeliness | |

| Duty 5 | Testing and Handover Support | |
|---|---|---|
| | Tasks | Frequency |
| 1 | Assist the Testing Team during insulation resistance, continuity, and functional testing | As Required |
| 2 | Ensure corrective actions for punch list items are implemented before handover | Project Closing |
| 3 | Support consultant inspections and final approvals | Project Completion |

| | |
|---|---|
| KPIs | ➢ Testing approval rate<br>➢ Punch list closure rate<br>➢ Handover readiness |

**Work Environment**

Site Electrical Engineers work on live construction sites, often exposed to electrical panels, outdoor works, and coordination with multiple stakeholders. Strict safety adherence is required, especially during testing and power activation.

**Tools and Equipment**

- AutoCAD / Electrical CAD
- Multimeter / Megger / Clamp meter
- Microsoft Excel / Word
- Inspection Forms & Reports
- Mobile Device / Camera

**Internal and External Communication**

- Internal: MEP Manager, Project Manager, Site Engineers, Safety Team
- External: Consultants, Subcontractors, DEWA / ADDC representatives (if applicable)

**Knowledge, Skill and Attitude**

Experience

- 3–7 years in electrical site execution, preferably in building or infrastructure projects.

**Education, Certifications and Training**

- Bachelor's degree in Electrical Engineering
- SOE Card or ADDC/DEWA approval preferred

**Language Skills**

- C1 in English language in different functions

**Skills**

- Deep knowledge of electrical codes and safety regulations
- Proficient in electrical design reading and site supervision
- Ability to lead teams and manage site pressures
- Strong documentation and inspection coordination skills

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| **Employee Signature** | AHMAD. | **DATE** | |
| **Direct Manager Signature** | | **DATE** | |
| **HR Manager Signature** | | **DATE** | |

# QA/QC Engineer Job Description

## Job Information

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|---|---|---|---|
| **Job Title** | QA/QC Engineer | **Shift** | Morning (08:00 to 17:00) |
| **Job Code** | QAQC01 | **Employment Type** | Full Time |
| **Department** | Operations | **Reports To** | Project Manager / QA/QC Manager |
| **Job Location** | Abu Dhabi , UAE | **Subordinates** | QA/QC Inspectors / Document Controller |

## Job Main Purpose

The QA/QC Engineer is responsible for monitoring and ensuring the quality of all electrical and infrastructure works, including LV, MV, and OHL systems. The role ensures compliance with ADDC/ADM standards, project specifications, and company quality management systems. The QA/QC Engineer prepares and maintains inspection records, conducts testing and documentation, and liaises with consultants for approvals.

## Duties and Tasks

| Duty 1 | Quality Control and Inspection | |
|---|---|---|
| | Tasks | Frequency |
| 1 | Conduct inspections for electrical installations such as cable laying, jointing, termination, grounding, and panel installation. | Daily |
| 2 | Verify works comply with approved drawings, standards, and ITPs | Daily |
| 3 | Raise and follow up on Inspection Requests (IRs) with the consultant | Daily |
| 4 | | |
| KPIs | ➢ First-time inspection pass rate<br>➢ NCR frequency<br>➢ Inspection request turnaround time | |

| Duty 2 | Testing and Commissioning | |
|---|---|---|
| | Tasks | Frequency |
| 1 | Coordinate and witness testing for LV/MV cables, transformers, and switchgear | As Required |
| 2 | Prepare testing reports, checklists, and calibration records | Weekly |
| 3 | Ensure all test equipment is properly maintained and calibrated | Ongoing |

| | |
|---|---|
| KPIs | ➢ Testing completion on schedule<br>➢ Calibration compliance rate<br>➢ Defect closure time |

| Duty 3 | Documentation and Quality Records | |
|---|---|---|
| | Tasks | Frequency |
| 1 | Maintain updated QA/QC logs (IR, NCR, MIR, etc.) | Daily |
| 2 | Prepare and submit Material Inspection Requests (MIRs) and test certificates | Weekly |
| 3 | Support the QA/QC Manager in preparing monthly quality reports | Monthly |
| 4 | | |
| KPIs | ➢ Documentation accuracy rate<br>➢ Record submission timeliness<br>➢ Audit readiness score | |

| Duty 4 | Non-Conformance and Corrective Actions | |
|---|---|---|
| | Tasks | Frequency |
| 1 | Identify non-conformities and issue NCRs for non-compliant works | As Required |
| 2 | Follow up with site teams for corrective and preventive actions | Continuous |
| 3 | Track NCR closure status and report to management | Weekly |
| | | |
| KPIs | ➢ NCR closure rate<br>➢ Number of repeat NCRs<br>➢ Time to implement corrective action | |

| Duty 5 | Coordination, Auditing, and Compliance | |
|---|---|---|
| | Tasks | Frequency |
| 1 | Coordinate QA/QC activities with consultants, clients, and ADDC representatives | As Required |
| 2 | Conduct internal quality audits and participate in external audits | Quarterly |
| 3 | Ensure compliance with ISO 9001, HSE, and company procedures | Continuous |
| | | |

| | |
|---|---|
| KPIs | ➢ Audit compliance rate<br>➢ Consultant approval score<br>➢ ISO audit finding closure time |

**Work Environment**

The QA/QC Engineer works between the office and project sites, performing inspections, preparing documentation, and coordinating with consultants. Fieldwork may involve outdoor exposure during inspections and testing activities.

**Tools and Equipment**

- Megger, Earth Tester, Cable Fault Locator
- AutoCAD, MS Office (Excel, Word, Outlook)
- QA/QC logs, NCR forms, Inspection templates

**Internal and External Communication**

- Internal: Project Manager, Site Engineers, Supervisors, HSE, Planning, Procurement.
- External: Consultants, Clients, ADDC/ADM Inspectors, Testing Agencies.

**Knowledge, Skill and Attitude**

Experience

- 5–8 years in QA/QC for electrical or infrastructure projects in the UAE.

**Education, Certifications and Training**

- Bachelor's degree in Electrical Engineering.

**Language Skills**

- C1 in English language in different functions

**Skills**

- Strong knowledge of ADDC/ADM quality standards and ITP processes
- Excellent documentation and inspection skills
- Familiarity with testing and commissioning procedures
- Detail-oriented, organized, and proactive approach
- Strong communication and coordination abilities

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| **Employee Signature** | | **DATE** | |
| **Direct Manager Signature** | | **DATE** | |
| **HR Manager Signature** | | **DATE** | |

# Project Engineer Job Description

## Job Information

| | | | |
|---|---|---|---|
| **Job Title** | Project Engineer | **Shift** | Morning (08:00 to 17:00) |
| **Job Code** | PE02 | **Employment Type** | Full Time |
| **Department** | Operations | **Reports To** | GM/Projects' Manager |
| **Job Location** | Abu Dhabi , UAE | **Subordinates** | Site Engineers, Supervisors, Foremen, HSE Officers |

## Job Main Purpose

The Project Engineer is responsible for planning, coordinating, and supervising the execution of electrical and infrastructure works including LV, MV, and OHL systems. The role ensures compliance with ADDC, ADM, and project specifications, while maintaining safety, quality, and timely delivery at all sites.

## Duties and Tasks

| Duty 1 | Project Planning and Coordination | |
|---|---|---|
| | Tasks | Frequency |
| 1 | Review design, IFC, and shop drawings for LV/MV networks and OHL systems | Pre-execution |
| 2 | Coordinate with consultants (ADDC/ADM) for design approvals and clarifications | As required |
| 3 | Plan daily and weekly activities based on manpower and material availability | Daily |
| 4 | | |
| KPIs | ➢ Work progress vs. project schedule<br>➢ Drawing approval turnaround time<br>➢ Material and manpower planning accuracy | |

| Duty 2 | Site Execution and Supervision | |
|---|---|---|
| | Tasks | Frequency |
| 1 | Supervise installation of electrical infrastructure: cable laying, duct banks, trenching, earthing, street lighting, and substation works | Daily |
| 2 | Ensure compliance with ADDC/ADM standards, specifications, and safety procedures | Daily |
| 3 | Conduct site inspections and monitor subcontractor performance | Weekly |

| | |
|---|---|
| KPIs | ➢ Inspection pass rate (ADDC/Consultant)<br>➢ NCR frequency<br>➢ Safety compliance rate |

| Duty 3 | Testing, Commissioning, and Handover | |
|---|---|---|
| | Tasks | Frequency |
| 1 | Prepare test plans and procedures for LV/MV networks and street lighting systems | Pre Handover |
| 2 | Coordinate with QA/QC and consultants during testing and final inspection | As Required |
| 3 | Ensure all as-built drawings and O&M manuals are completed | Project Completion |
| 4 | | |
| KPIs | ➢ First-time inspection approval rate<br>➢ Handover documentation accuracy<br>➢ Punch list closure rate | |

| Duty 4 | Technical and Administrative Support | |
|---|---|---|
| | Tasks | Frequency |
| 1 | Prepare RFIs, material submittals, and method statements | Weekly |
| 2 | Coordinate with Procurement for materials as per approved specifications | Weekly |
| 3 | Submit progress reports and updates to the Project Manager | Weekly |
| | | |
| KPIs | ➢ Timely submission of technical documents<br>➢ Procurement coordination efficiency<br>➢ Report accuracy | |

| Duty 5 | Quality, Safety, and Compliance | |
|---|---|---|
| | Tasks | Frequency |
| 1 | Enforce company QA/QC and HSE policies on-site | Continuous |
| 2 | Conduct toolbox meetings and ensure PPE compliance | Weekly |
| 3 | Support internal and external audits and ensure full compliance | As Required |

| | | |
|---|---|---|
| KPIs | ➢ Safety incident frequency<br>➢ NCR closure rate<br>➢ Audit compliance score | |

**Work Environment**

Works primarily on-site in infrastructure and electrical projects across Abu Dhabi (LV/MV cable networks, OHL, street lighting). Requires regular field supervision under outdoor conditions.

**Tools and Equipment**

- AutoCAD / MS Project / Excel / Outlook
- Megger, Earth Tester, Multimeter
- Inspection forms, NCR logs, testing checklists

**Internal and External Communication**

- Internal: Project Manager, Site Engineers, QA/QC, HSE, Procurement, Planning.
- External: ADDC, ADM, Civil Defense, Consultants, Clients, Subcontractors.

**Knowledge, Skill and Attitude**

Experience

6–10 years in electrical and infrastructure projects (LV/MV/OHL) in the UAE

**Education, Certifications and Training**

- Bachelor's degree in Electrical Engineering.

**Language Skills**

- C1 in English language in different functions

**Skills**

- Strong understanding of ADDC/ADM standards and testing procedures
- Excellent site management and coordination skills
- Knowledge of power distribution systems and earthing
- Ability to interpret drawings and resolve site issues
- Strong communication, leadership, and reporting skills

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| **Employee Signature** | | **DATE** | |
| **Direct Manager Signature** | | **DATE** | |
| **HR Manager Signature** | | **DATE** | |

# Testing Team Job Description

## Job Information

| | | | |
|---|---|---|---|
| **Job Title** | Testing Engineer / Testing Team | **Shift** | Site-based (as per project schedule) |
| **Job Code** | TE01 | **Employment Type** | Full Time |
| **Department** | Electrical Division / QA-QC Section | **Reports To** | QA/QC Engineer / Project Engineer / Project Manager |
| **Job Location** | Abu Dhabi , UAE | **Subordinates** | Testing Technicians / Assistant Testers |

## Job Main Purpose

The Testing Engineer / Testing Team is responsible for performing all pre-commissioning and commissioning tests for **LV, MV, and HV electrical systems** — including cables, transformers, switchgear, RMUs, and control systems.
The role ensures all systems are tested, documented, and certified in accordance with **ADDC / DEWA / ADM standards** and project specifications prior to energization.

## Duties and Tasks

| Duty 1 | Electrical Testing and Commissioning | |
|---|---|---|
| | Tasks | Frequency |
| 1 | Conduct insulation resistance, continuity, and polarity tests on LV/MV cables | Daily |
| 2 | Perform high-voltage pressure tests (VLF, DC, AC) using calibrated testing sets | As Required |
| 3 | Test transformer ratios, earthing resistance, switchgear functionality, and control circuits | As Required |
| 4 | | |
| KPIs | ➢ Test completion rate<br>➢ First-time pass rate<br>➢ NCR frequency | |

| Duty 2 | Documentation and Reporting | |
|---|---|---|
| | Tasks | Frequency |
| 1 | Prepare detailed testing reports with readings, calibration certificates, and test results. | Daily |
| 2 | Maintain proper test logs and submit reports to QA/QC Engineer or Consultant. | Weekly |

| | | |
|---|---|---|
| 3 | Support final testing documentation for ADDC / DEWA approval | Project Handover |
| KPIs | ➢ Accuracy of test records<br>➢ Timely report submission<br>➢ Approval success rate | |

| Duty 3 | Safety and Compliance | |
|---|---|---|
| | Tasks | Frequency |
| 1 | Follow lock-out/tag-out (LOTO) and isolation procedures during testing. | Continuous |
| 2 | Ensure all team members use PPE and safety barriers during live tests | Daily |
| 3 | Conduct toolbox talks before high-voltage testing | As Required |
| 4 | | |
| KPIs | ➢ Safety compliance rate<br>➢ Zero incident record<br>➢ Audit compliance | |

| Duty 4 | Equipment Maintenance and Calibration | |
|---|---|---|
| | Tasks | Frequency |
| 1 | Verify calibration certificates for all testing instruments | Before Every Use |
| 2 | Maintain testing kits and report any malfunctions | Ongoing |
| 3 | Coordinate with calibration agencies for periodic verification | Quarterly |
| | | |
| KPIs | ➢ Calibration compliance<br>➢ Equipment downtime rate<br>➢ Test equipment availability | |

| Duty 5 | Coordination and Site Interface | |
|---|---|---|
| | Tasks | Frequency |
| 1 | Coordinate with the site team for testing schedules and isolation points | Daily |
| 2 | Liaise with consultants and ADDC inspectors for witnessing tests | As Required |
| 3 | Report site issues or non-conformities immediately to the QA/QC Engineer | Ongoing |

| | |
|---|---|
| KPIs | ➢ Coordination efficiency<br>➢ Delay response time<br>➢ Inspection feedback rating |

**Work Environment**

Testing is carried out on live or pre-energized systems at substations, cable routes, and infrastructure projects. The role involves outdoor and indoor work under strict safety protocols.

**Tools and Equipment**

- VLF Test Set / Primary Injection / Secondary Injection Kits
- Megger / Earth Tester / Clamp Meter
- Multimeter / IR Tester / Hi-Pot Tester
- PPE and electrical safety tools (gloves, mats, rods, etc.)

**Internal and External Communication**

- Internal: QA/QC Engineer, Project Engineer, HSE, Site Engineer, Electrical Supervisor.
- External: ADDC Inspectors, Consultant Representatives, Calibration Agencies.

**Knowledge, Skill and Attitude**

Experience

- 5–10 years in testing and commissioning of LV/MV/HV systems in the UAE.

**Education, Certifications and Training**

- Bachelor's or Diploma in Electrical Engineering.

**Certification**

- ADDC / DEWA Testing & Commissioning Approval (preferred).
- Electrical Safety Certification (mandatory).

**Skills**

- Strong understanding of LV/MV/HV testing procedures and ADDC standards
- Ability to operate and analyze test equipment
- Excellent reporting and documentation accuracy
- Strong focus on safety and quality compliance
- Effective communication and teamwork

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|---|---|---|---|
| **Employee Signature** | | **DATE** | |
| **Direct Manager Signature** | | **DATE** | |
| **HR Manager Signature** | | **DATE** | |

# Document Controller Job Description

## Job Information

| | | | |
|---|---|---|---|
| **Job Title** | Document Controller | **Shift** | Morning (08:00 to 17:00) |
| **Job Code** | DC01 | **Employment Type** | Full Time |
| **Department** | Projects | **Reports To** | Project Manager / QA-QC Manager |
| **Job Location** | Abu Dhabi , UAE | **Subordinates** | NA |

## Job Main Purpose

The Document Controller is responsible for managing, organizing, and controlling all project documentation — including drawings, submittals, correspondences, inspection requests, and approvals — in accordance with **company, client, and ADDC/TRANSCO standards**. The role ensures that all documents are properly logged, distributed, and retrievable for internal and external use.

## Duties and Tasks

| Duty 1 | Document Control and Management | |
|---|---|---|
| | Tasks | Frequency |
| 1 | Register and maintain all incoming and outgoing documents, drawings, and transmittals. | Daily |
| 2 | Assign document numbers and ensure version control for revisions | Continuous |
| 3 | Distribute drawings, submittals, and reports to concerned departments and consultants | Daily |
| 4 | | |
| KPIs | ➢ Accuracy of document logs<br>➢ Response time to document requests<br>➢ Revision control compliance | |

| Duty 2 | Project Correspondence and Communication | |
|---|---|---|
| | Tasks | Frequency |
| 1 | Manage correspondence with clients, consultants, and subcontractors | Daily |
| 2 | Prepare and maintain transmittals, submittal logs, and communication records | Daily |
| 3 | Ensure proper filing of all project letters, memos, and approvals | Continuous |
| KPIs | ➢ Document retrieval speed<br>➢ Submission tracking accuracy<br>➢ Consultant feedback rating | |

| Duty 3 | Drawing and Submittal Control | |
|---|---|---|
| | Tasks | Frequency |
| 1 | Maintain updated registers for drawings, material submittals, RFIs, MIRs, and IRs | Daily |
| 2 | Track document approvals and follow up with consultants or authorities (ADDC / ADM / TRANSCO) | Weekly |
| 3 | Archive obsolete versions to avoid confusion at site | Continuous |
| 4 | | |
| KPIs | ➢ Timely update of registers<br>➢ Drawing approval turnaround time<br>➢ Zero outdated drawings in use | |

| Duty 4 | Electronic and Hard Copy Archiving | |
|---|---|---|
| | Tasks | Frequency |
| 1 | Maintain both soft and hard copy filing systems in a structured manner | Continuous |
| 2 | Ensure data backups and confidentiality of project documents | Weekly |
| 3 | Support digital document management systems (SharePoint / ERP / Maximo) | As Required |
| | | |
| KPIs | ➢ Data backup frequency<br>➢ File structure compliance<br>➢ Retrieval accuracy | |

| Duty 5 | Reporting and Coordination | |
|---|---|---|
| | Tasks | Frequency |
| 1 | Prepare weekly document status reports for Project Manager / QA-QC | Weekly |
| 2 | Support QA/QC and HSE teams with documentation for audits and inspections | As Required |
| 3 | Coordinate with site teams for updated drawings and inspection submissions | Continuous |
| | | |

| | |
|---|---|
| KPIs | ➢ Report accuracy<br>➢ Audit compliance<br>➢ Coordination efficiency |

**Work Environment**

The Document Controller works mainly in the project site office or head office. Regular coordination with engineers, QA/QC, and consultants is required.

**Tools and Equipment**

- MS Office (Excel, Word, Outlook)
- Document Management System (DMS / SharePoint / Maximo / Aconex)
- Printers, scanners, filing systems

**Internal and External Communication**

- Internal: Project Manager, QA/QC, Planning, Procurement, Engineers, HSE.
- External: Clients, Consultants, ADDC / TRANSCO / ADM representatives, Subcontractors.

**Knowledge, Skill and Attitude**

Experience

- 4–7 years in document control within construction or electrical infrastructure projects in the UAE.

**Education, Certifications and Training**

- Diploma or Bachelor's degree in Business Administration / Engineering / or related field.

**Certification**

- DCC / Aconex / EDMS Training (preferred).

**Skills**

- Strong document control and filing skills (electronic & manual)
- Excellent communication and attention to detail
- Knowledge of ADDC / TRANSCO document standards
- Strong computer literacy (Excel, SharePoint, PDF editing)
- Confidentiality, organization, and teamwork attitude

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| **Employee Signature** | | **DATE** | |
| **Direct Manager Signature** | | **DATE** | |
| **HR Manager Signature** | | **DATE** | |

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Distribution
طاقة للتوزيع



**AHMAD HASSAN KHURSHID MIRZA KH**

Electrical Engineer

Falcon Middle East Contracting Ang General Main

## COMPETENT PERSON

| CP1 (HV) | CP2 (LV) | CP3 (Mech) | CP4 (LAB) | AP1B (HV) | AP2B (HV) | CP4 (MECHRW) | CP5 (LAP) |
|---|---|---|---|---|---|---|---|
| X | X | | | | | | |

Scope_Of_Work:

1.Supervision For Cable Laying, Jointing, Termination, Up To 33Kv.

2. Installation Of Electrical Equipment's Up To 22Kv.

3. Connection& Disconnection Of Lv Cables In Live Lv Panels (Fp&St).

If found, please contact

02 416 1111

gshelpdesk@taqadistribution.com

Card No.: D52497
Emirates Id: 784199635344742
Issue Date: 22/07/2025
Exp. Date: 21/07/2027

In Case Of Emergency Call 800 2332

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**Muhammad Zaheer Muhammad Sadiq**

Electrician

Falcon Middle East Contracting Ang General Mai

**CABLE JOINTER**

TAQA

Distribution

طاقة للتوزيع



**Mark Antony Mariya Susai Mariya Susa**

Safety Officer

Falcon Middle East Contracting Ang General Mai

SAFETY OFFICER

**Scope_Of_Work:**

**Safety Officer**

If found, please contact

02 416 7777

gshelpdesk@taqadistribution.com

**Card No.: D55448**
**Emirates Id: 784200051091203**
**Issue Date: 10/02/2026**
**Exp. Date: 09/02/2028**
**In Case Of Emergency Call 800 2332**

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**EHATSHAM RIFFAT**

Electrician Assistant

Falcon Middle East Contracting Ang General Mai

**CABLE JOINTER**

**Scope_Of_Work:**

- **Cable Jointer Copper And Aluminum (Al) - Lv/11/22/33 Kv**
- **Live Termination In Fp/St/Lv Panel.**

| | LV | 11K | 22KV | 33KV |
|---|---|---|---|---|
| 1- Heat Shrinkable Type | ☒ | ☒ | ☒ | ☒ |
| 2- Mechanical Aluminum ALU | ☐ | ☒ | ☒ | ☒ |
| 3- Transision Joint | ☐ | ☒ | ☒ | ☒ |
| 4- Plugin Type Termination | ☐ | ☐ | ☐ | ☐ |

If found, please contact

02 416 1111

gshelpdesk@taqadistribution.com

TQ
A TAQA GROUP COMPANY

**Card No.: D52495**
**Emirates Id: 784199513645087**
**Issue Date: 21/07/2025**
**Exp. Date: 20/07/2027**
In Case Of Emergency Call 800 2332

TAQA
Distribution
طاقة للتوزيع



**KAZI AYUB SAHEBLAL**

Electrical Technician

Falcon Middle East Contracting Ang General M

**COMPETENT PERSON**

| CP1 (HV) | CP2 (LV) | CP3 (Mech) | CP4 (LAB) | AP1B (HV) | AP2B (HV) | CP4 (MECHRW) | CP (LA |
|---|---|---|---|---|---|---|---|
| [X] | [X] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] |

Scope_Of_Work:

Supervising:

1) Cable Laying, Jointing And Termination Up To 33Kv & Installation Of Electrical Distribution Equipment.

2) Lv Cable Connection In Live Lv Panel, Feeder Pillar & Service Turret.

3) Emergency And Maintenance Works For Ohl Up To 33Kv.

If found, please contact
02 416 1111
gshelpdesk@taqadistribution.com

Card No.: 051892
Emirates Id: 784196538182476
Issue Date: 26/05/2025
Exp. Date: 25/05/2027
In Case Of Emergency Call 800 2332

CamScanner

TAQA
Distribution
طاقة للتوزيع



**MUHAMMAD ASLAM MUHAMMAD RA**

Electrician Assistant

Falcon Middle East Contracting Ang General Mai

**CABLE JOINTER**

**Scope_Of_Work:**

**Cable Jointer** Copper And Aliminiuim Lv **Cable .**

**Live Termination** In Fp/St/Lv **Panel**

**[With Respective** Ptw**]**

| | LV | 11K | 22KV | 33KV |
|---|---|---|---|---|
| 1- Heat Shrinkable Type | X | | | |
| 2- Mechanical Aluminium ALU | X | | | |
| 3- Transision Joint | | | | |
| 4- Plugin Type Termination | | | | |

If found, please contact

02 416 1111

gshelpdesk@taqadistribution.com

TQ
A TAQA GROUP COMPANY

**Card No.: D56364**
**Emirates Id: 784198429308269**
**Issue Date: 16/04/2026**
**Exp. Date: 15/04/2028**
In Case Of Emergency Call 800 2332

# Project Engineer Job Description

## Job Information

| | | | |
|---|---|---|---|
| **Job Title** | Project Engineer | **Shift** | Morning (08:00 to 17:00) |
| **Job Code** | PE02 | **Employment Type** | Full Time |
| **Department** | Operations | **Reports To** | GM/Projects' Manager |
| **Job Location** | Abu Dhabi , UAE | **Subordinates** | Site Engineers, Supervisors, Foremen, HSE Officers |

## Job Main Purpose

The Project Engineer is responsible for planning, coordinating, and supervising the execution of electrical and infrastructure works including LV, MV, and OHL systems. The role ensures compliance with ADDC, ADM, and project specifications, while maintaining safety, quality, and timely delivery at all sites.

## Duties and Tasks

| Duty 1 | Project Planning and Coordination | |
|---|---|---|
| | Tasks | Frequency |
| 1 | Review design, IFC, and shop drawings for LV/MV networks and OHL systems | Pre-execution |
| 2 | Coordinate with consultants (ADDC/ADM) for design approvals and clarifications | As required |
| 3 | Plan daily and weekly activities based on manpower and material availability | Daily |
| 4 | | |
| KPIs | ➢ Work progress vs. project schedule<br>➢ Drawing approval turnaround time<br>➢ Material and manpower planning accuracy | |

| Duty 2 | Site Execution and Supervision | |
|---|---|---|
| | Tasks | Frequency |
| 1 | Supervise installation of electrical infrastructure: cable laying, duct banks, trenching, earthing, street lighting, and substation works | Daily |
| 2 | Ensure compliance with ADDC/ADM standards, specifications, and safety procedures | Daily |
| 3 | Conduct site inspections and monitor subcontractor performance | Weekly |

| | |
|---|---|
| KPIs | ➢ Inspection pass rate (ADDC/Consultant)<br>➢ NCR frequency<br>➢ Safety compliance rate |

| Duty 3 | Testing, Commissioning, and Handover | |
|---|---|---|
| | Tasks | Frequency |
| 1 | Prepare test plans and procedures for LV/MV networks and street lighting systems | Pre Handover |
| 2 | Coordinate with QA/QC and consultants during testing and final inspection | As Required |
| 3 | Ensure all as-built drawings and O&M manuals are completed | Project Completion |
| 4 | | |
| KPIs | ➢ First-time inspection approval rate<br>➢ Handover documentation accuracy<br>➢ Punch list closure rate | |

| Duty 4 | Technical and Administrative Support | |
|---|---|---|
| | Tasks | Frequency |
| 1 | Prepare RFIs, material submittals, and method statements | Weekly |
| 2 | Coordinate with Procurement for materials as per approved specifications | Weekly |
| 3 | Submit progress reports and updates to the Project Manager | Weekly |
| | | |
| KPIs | ➢ Timely submission of technical documents<br>➢ Procurement coordination efficiency<br>➢ Report accuracy | |

| Duty 5 | Quality, Safety, and Compliance | |
|---|---|---|
| | Tasks | Frequency |
| 1 | Enforce company QA/QC and HSE policies on-site | Continuous |
| 2 | Conduct toolbox meetings and ensure PPE compliance | Weekly |
| 3 | Support internal and external audits and ensure full compliance | As Required |

| | | |
|---|---|---|
| KPIs | ➢ Safety incident frequency<br>➢ NCR closure rate<br>➢ Audit compliance score | |

**Work Environment**

Works primarily on-site in infrastructure and electrical projects across Abu Dhabi (LV/MV cable networks, OHL, street lighting). Requires regular field supervision under outdoor conditions.

**Tools and Equipment**

- AutoCAD / MS Project / Excel / Outlook
- Megger, Earth Tester, Multimeter
- Inspection forms, NCR logs, testing checklists

**Internal and External Communication**

- Internal: Project Manager, Site Engineers, QA/QC, HSE, Procurement, Planning.
- External: ADDC, ADM, Civil Defense, Consultants, Clients, Subcontractors.

**Knowledge, Skill and Attitude**

Experience

6–10 years in electrical and infrastructure projects (LV/MV/OHL) in the UAE

**Education, Certifications and Training**

- Bachelor's degree in Electrical Engineering.

**Language Skills**

- C1 in English language in different functions

**Skills**

- Strong understanding of ADDC/ADM standards and testing procedures
- Excellent site management and coordination skills
- Knowledge of power distribution systems and earthing
- Ability to interpret drawings and resolve site issues
- Strong communication, leadership, and reporting skills

| | | | |
|---|---|---|---|
| **Employee Signature** | | **DATE** | |
| **Direct Manager Signature** | | **DATE** | |
| **HR Manager Signature** | | **DATE** | |

# COMPETENCY ASSESSMENT & AUTHORISATION

| | | | |
|---|---|---|---|
| **Name:** | RAVINDER SINGH JASWAL JASWANT SINGH | | Cert # D57901 |
| **Designation:** | HSE Officer | |  |
| **Identification (EID)#** | 784197874692607 | | |
| **Contact Details:** | +971 508153117 | | |
| **Company Name:** | FALCON MIDDLE EAST CONTRACTING ANG GENERAL MAINTENANCE - SOLE PROPRIETORSHIP L.L.C. | | |
| **Project/Contract & TQD Function** | D-111661/E | POWER | |
| **Scope of work:** | Safety Supervision for Long Term Rate Agreement for Supply and Installation of Underground Cable, Electrical Distribution Equipment, OHL and allied works in Abu Dhabi Central & Eastern Region (LOT 1) | | |

| | | | |
|---|---|---|---|
| **Competency Assessment Date:** | 29 Jul 2026 | **Expiry Date:** | 28 Jul 2027 |

| **Competency Type** | **Sub-Type Authorised:** |
|---|---|
| HSE Professional Authorisation | ☒HSE Officer |

TQDC has verified that the individual has successfully completed all required pre-mandatory HSE training courses for the requested competency assessment type. During the TQDC competency assessment, they demonstrated a comprehensive understanding of TAQA Distribution HSE and operational/technical standard compliance requirements implementation during the entire duration of scope planning, preparation and execution.

This authorization is subject to continuous compliance monitoring with applicable TQDC Essential safety rules (ESR), permit to work (PTW), and other scope associated HSE standards, HSE plan and HSE performance expectations.

Any violations related to TAQA HSE Standard requirements cited during the scope execution, site visits conducted by TQDC representatives, shall be formally recorded, and the Contractor shall be required to implement appropriate corrective actions. In cases where repeated violations (up to three instances) are observed/recorded, and the Authorised Person for the scope of work has demonstrably failed to monitor or address non-compliance of HSE & regulatory requirements, TAQA Distribution reserves the right to revoke the this authorization and enforce their permanent removal from the project site or from any of the TQD Premises.

**Authorization terms & conditions:**

The following conditions apply to all personnel holding authorised HSE certification under TQD:

- A valid copy of this certificate must be available and always presented at the execution site.
- No operation shall commence without the direct supervision of duly authorised personnel present at the worksite.
- Authorised personnel are responsible for ensuring full compliance with TQD HSE requirements throughout the entire scope of work. They shall monitor compliance, identify any non-conformities, and immediately report them through the approved HSE communication and reporting channels, including QR-code–enabled systems for proactive safety alerts, Permit-to-Work audits, and ESR compliance checks.
- Prior to the commencement of any activity, authorised personnel shall conduct and verify the Last-Minute Risk Assessment (LMRA) specific to the scope of work, ensure it is recorded, and communicate it clearly to all members of the involved workgroup.
- Authorised personnel shall verify all task-specific certifications of the workgroup and confirm that all personnel hold the required craft and competency approvals before any activity begins.
- Authorised personnel are mandated to stop or suspend any work immediately upon observing non-compliance, unsafe acts or conditions, deviations in scope, environmental changes, or any other factors that may compromise the safety of personnel, operations, assets, or affected parties. All deviations and unsafe acts/conditions shall be fully documented with corrective or immediate actions in the designated HSE reporting tools.
- TQD reserves the absolute right to revoke, cancel, suspend, or require re-attendance of the competency assessment for any authorised personnel found to be in violation of the above requirements or in response to changes in regulatory or TQD standards.
- Any duplication, alteration, falsification, or forgery of this certificate, or any attempt to misuse or reproduce this document without proper authorisation, will result in immediate revocation of the authorisation and may lead to the imposition of a lifetime ban from working with TQD or any TQD stakeholders, applicable to both the company and the individuals involved. TQD maintains the right to take further legal action where deemed necessary.

# COMPETENCY ASSESSMENT & AUTHORISATION

| | | | |
|---|---|---|---|
| **Name:** | MOHAMED BASITH RATHINA MOHAMED | | Cert # D56142 |
| **Designation:** | ELECTRICAL ENGINEER | |  |
| **Identification (EID)#** | 784200028320636 | | |
| **Contact Details:** | +971 567650142 | | |
| **Company Name:** | FALCON MIDDLE EAST CONTRACTING ANG GENERAL MAINTENANCE - SOLE PROPRIETORSHIP L.L.C. | | |
| **Project/Contract & TQD Function** | D-111661/E | POWER | |
| **Scope of work:** | 1. Supervision for cable laying, jointing and termination up to 33kv.<br>2. Connection& disconnection of LV cables in live LV panels (FP&ST). | | |

| | | | |
|---|---|---|---|
| **Competency Assessment Date:** | 22 Apr 2026 | **Expiry Date:** | 21 Apr 2027 |
| **Competency Type** | **Sub-Type Authorised:** | | |
| Contractor Permit Receiver (CP) | ☒Electrical LV ☒Electrical HV | | |

TQDC has verified that the individual has successfully completed all required pre-mandatory HSE training courses for the requested competency assessment type. During the TQDC competency assessment, they demonstrated a comprehensive understanding of TAQA Distribution HSE and operational/technical standard compliance requirements implementation during the entire duration of scope planning, preparation and execution.

This authorization is subject to continuous compliance monitoring with applicable TQDC Essential safety rules (ESR), permit to work (PTW), and other scope associated HSE standards, HSE plan and HSE performance expectations.

Any violations related to TAQA HSE Standard requirements cited during the scope execution, site visits conducted by TQDC representatives, shall be formally recorded, and the Contractor shall be required to implement appropriate corrective actions. In cases where repeated violations (up to three instances) are observed/recorded, and the Authorised Person for the scope of work has demonstrably failed to monitor or address non-compliance of HSE & regulatory requirements, TAQA Distribution reserves the right to revoke the this authorization and enforce their permanent removal from the project site or from any of the TQD Premises.

**Authorization terms & conditions:**

The following conditions apply to all personnel holding authorised HSE certification under TQD:

- A valid copy of this certificate must be available and always presented at the execution site.
- No operation shall commence without the direct supervision of duly authorised personnel present at the worksite.
- Authorised personnel are responsible for ensuring full compliance with TQD HSE requirements throughout the entire scope of work. They shall monitor compliance, identify any non-conformities, and immediately report them through the approved HSE communication and reporting channels, including QR-code–enabled systems for proactive safety alerts, Permit-to-Work audits, and ESR compliance checks.
- Prior to the commencement of any activity, authorised personnel shall conduct and verify the Last-Minute Risk Assessment (LMRA) specific to the scope of work, ensure it is recorded, and communicate it clearly to all members of the involved workgroup.
- Authorised personnel shall verify all task-specific certifications of the workgroup and confirm that all personnel hold the required craft and competency approvals before any activity begins.
- Authorised personnel are mandated to stop or suspend any work immediately upon observing non-compliance, unsafe acts or conditions, deviations in scope, environmental changes, or any other factors that may compromise the safety of personnel, operations, assets, or affected parties. All deviations and unsafe acts/conditions shall be fully documented with corrective or immediate actions in the designated HSE reporting tools.
- TQD reserves the absolute right to revoke, cancel, suspend, or require re-attendance of the competency assessment for any authorised personnel found to be in violation of the above requirements or in response to changes in regulatory or TQD standards.
- Any duplication, alteration, falsification, or forgery of this certificate, or any attempt to misuse or reproduce this document without proper authorisation, will result in immediate revocation of the authorisation and may lead to the imposition of a lifetime ban from working with TQD or any TQD stakeholders, applicable to both the company and the individuals involved. TQD maintains the right to take further legal action where deemed necessary.

# COMPETENCY ASSESSMENT & AUTHORISATION

| | | | |
|---|---|---|---|
| **Name:** | NAVEEN ANUMANDLA SHANKAR ANUMANDLA | | Cert # D58469 |
| **Designation:** | ELECTRICAL ENGINEER | |  |
| **Identification (EID)#** | 784199214396220 | | |
| **Contact Details:** | +971 557473523 | | |
| **Company Name:** | FALCON MIDDLE EAST CONTRACTING ANG GENERAL MAINTENANCE - SOLE PROPRIETORSHIP L.L.C. | | |
| **Project/Contract & TQD Function** | D-111661/E | POWER | |
| **Scope of work:** | 1. Supervision for cable laying, jointing and termination up to 33kv.<br>2. Connection& disconnection of LV cables in live LV panels (FP&ST). | | |

| | | | |
|---|---|---|---|
| **Competency Assessment Date:** | 23 Sep 2026 | **Expiry Date:** | 22 Sep 2027 |
| **Competency Type** | **Sub-Type Authorised:** | | |
| Contractor Permit Receiver (CP) | ☒Electrical LV ☒Electrical HV | | |

TQDC has verified that the individual has successfully completed all required pre-mandatory HSE training courses for the requested competency assessment type. During the TQDC competency assessment, they demonstrated a comprehensive understanding of TAQA Distribution HSE and operational/technical standard compliance requirements implementation during the entire duration of scope planning, preparation and execution.

This authorization is subject to continuous compliance monitoring with applicable TQDC Essential safety rules (ESR), permit to work (PTW), and other scope associated HSE standards, HSE plan and HSE performance expectations.

Any violations related to TAQA HSE Standard requirements cited during the scope execution, site visits conducted by TQDC representatives, shall be formally recorded, and the Contractor shall be required to implement appropriate corrective actions. In cases where repeated violations (up to three instances) are observed/recorded, and the Authorised Person for the scope of work has demonstrably failed to monitor or address non-compliance of HSE & regulatory requirements, TAQA Distribution reserves the right to revoke the this authorization and enforce their permanent removal from the project site or from any of the TQD Premises.

**Authorization terms & conditions:**

The following conditions apply to all personnel holding authorised HSE certification under TQD:

- A valid copy of this certificate must be available and always presented at the execution site.
- No operation shall commence without the direct supervision of duly authorised personnel present at the worksite.
- Authorised personnel are responsible for ensuring full compliance with TQD HSE requirements throughout the entire scope of work. They shall monitor compliance, identify any non-conformities, and immediately report them through the approved HSE communication and reporting channels, including QR-code–enabled systems for proactive safety alerts, Permit-to-Work audits, and ESR compliance checks.
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- TQD reserves the absolute right to revoke, cancel, suspend, or require re-attendance of the competency assessment for any authorised personnel found to be in violation of the above requirements or in response to changes in regulatory or TQD standards.
- Any duplication, alteration, falsification, or forgery of this certificate, or any attempt to misuse or reproduce this document without proper authorisation, will result in immediate revocation of the authorisation and may lead to the imposition of a lifetime ban from working with TQD or any TQD stakeholders, applicable to both the company and the individuals involved. TQD maintains the right to take further legal action where deemed necessary.

# COMPETENCY ASSESSMENT & AUTHORISATION

| | | | |
|---|---|---|---|
| **Name:** | HESHAM MOHAMMAD AL KADAH | | Cert # D59114 |
| **Designation:** | ELECTRICAL ENGINEER | |  |
| **Identification (EID)#** | 784197231925823 | | |
| **Contact Details:** | +971 506633835 | | |
| **Company Name:** | FALCON MIDDLE EAST CONTRACTING ANG GENERAL MAINTENANCE - SOLE PROPRIETORSHIP L.L.C. | | |
| **Project/Contract & TQD Function** | D-114841 | POWER | |
| **Scope of work:** | 1.Supervision for cable laying,<br>2.Connection& disconnection of LV cables in live LV panels (FP&ST). | | |

| | | | |
|---|---|---|---|
| **Competency Assessment Date:** | 11 Sep 2026 | **Expiry Date:** | 10 Sep 2027 |
| **Competency Type** | **Sub-Type Authorised:** | | |
| Contractor Permit Receiver (CP) | ☒Electrical LV ☒Electrical HV | | |

TQDC has verified that the individual has successfully completed all required pre-mandatory HSE training courses for the requested competency assessment type. During the TQDC competency assessment, they demonstrated a comprehensive understanding of TAQA Distribution HSE and operational/technical standard compliance requirements implementation during the entire duration of scope planning, preparation and execution.

This authorization is subject to continuous compliance monitoring with applicable TQDC Essential safety rules (ESR), permit to work (PTW), and other scope associated HSE standards, HSE plan and HSE performance expectations.

Any violations related to TAQA HSE Standard requirements cited during the scope execution, site visits conducted by TQDC representatives, shall be formally recorded, and the Contractor shall be required to implement appropriate corrective actions. In cases where repeated violations (up to three instances) are observed/recorded, and the Authorised Person for the scope of work has demonstrably failed to monitor or address non-compliance of HSE & regulatory requirements, TAQA Distribution reserves the right to revoke the this authorization and enforce their permanent removal from the project site or from any of the TQD Premises.

**Authorization terms & conditions:**

The following conditions apply to all personnel holding authorised HSE certification under TQD:

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- Any duplication, alteration, falsification, or forgery of this certificate, or any attempt to misuse or reproduce this document without proper authorisation, will result in immediate revocation of the authorisation and may lead to the imposition of a lifetime ban from working with TQD or any TQD stakeholders, applicable to both the company and the individuals involved. TQD maintains the right to take further legal action where deemed necessary.

# COMPETENCY ASSESSMENT & AUTHORISATION

| | | | |
|---|---|---|---|
| **Name:** | MUSTAFA NAZAR ABDELKADIER ABUELKASSIM | | Cert # D59123 |
| **Designation:** | ELECTRICAL ENGINEER | |  |
| **Identification (EID)#** | 784199706413848 | | |
| **Contact Details:** | +971 529009311 | | |
| **Company Name:** | FALCON MIDDLE EAST CONTRACTING ANG GENERAL MAINTENANCE - SOLE PROPRIETORSHIP L.L.C. | | |
| **Project/Contract & TQD Function** | D-111661/E | POWER | |
| **Scope of work:** | 1. Supervision for cable laying, jointing, and termination up to 33kv.<br>2. Connection& disconnection of LV cables in live LV panels (FP&ST). | | |

| | | | |
|---|---|---|---|
| **Competency Assessment Date:** | 18 Sep 2026 | **Expiry Date:** | 17 Sep 2027 |
| **Competency Type** | **Sub-Type Authorised:** | | |
| Contractor Permit Receiver (CP) | ☒Electrical LV ☒Electrical HV | | |

TQDC has verified that the individual has successfully completed all required pre-mandatory HSE training courses for the requested competency assessment type. During the TQDC competency assessment, they demonstrated a comprehensive understanding of TAQA Distribution HSE and operational/technical standard compliance requirements implementation during the entire duration of scope planning, preparation and execution.

This authorization is subject to continuous compliance monitoring with applicable TQDC Essential safety rules (ESR), permit to work (PTW), and other scope associated HSE standards, HSE plan and HSE performance expectations.

Any violations related to TAQA HSE Standard requirements cited during the scope execution, site visits conducted by TQDC representatives, shall be formally recorded, and the Contractor shall be required to implement appropriate corrective actions. In cases where repeated violations (up to three instances) are observed/recorded, and the Authorised Person for the scope of work has demonstrably failed to monitor or address non-compliance of HSE & regulatory requirements, TAQA Distribution reserves the right to revoke the this authorization and enforce their permanent removal from the project site or from any of the TQD Premises.

**Authorization terms & conditions:**

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- A valid copy of this certificate must be available and always presented at the execution site.
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- Authorised personnel are mandated to stop or suspend any work immediately upon observing non-compliance, unsafe acts or conditions, deviations in scope, environmental changes, or any other factors that may compromise the safety of personnel, operations, assets, or affected parties. All deviations and unsafe acts/conditions shall be fully documented with corrective or immediate actions in the designated HSE reporting tools.
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- Any duplication, alteration, falsification, or forgery of this certificate, or any attempt to misuse or reproduce this document without proper authorisation, will result in immediate revocation of the authorisation and may lead to the imposition of a lifetime ban from working with TQD or any TQD stakeholders, applicable to both the company and the individuals involved. TQD maintains the right to take further legal action where deemed necessary.