



United Works General Contracting Est.

P.O. Box 1324, Al-Khobar 31952

Saudi Arabia

☎ 03 890 1009

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PREQUALIFICATION



United Works General Contracting Est.

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**United Works General
Contracting Est.**

I

INTRODUCTION

United Works General Contracting Est

C.R.# 2060038440
Tel.: 013 890 1009 Fax: 013 890 3918
P.O. Box 1324 Al-Khobar 31952
Kingdom of Saudi Arabia



INTRODUCTION

THE UNITED WORKS GENERAL CONT.EST. A FULLY SAUDI OWNED CONTRACTING ESTABLISHMENT OWNER MR. MOHAMMED S. AL-HARETH UNDER HIS VISION AND DEDICATED GUIDANCE THE ESTABLISHMENT GENERAL CONSTRUCTION PROJECTS FULLY CONCENTRATING IN THE FIELD OF HEAVY AND INDUSTRIAL CIVIL CONSTRUCTION, HV/MV ELECTRICAL AND INSTRUMENTATION, UTILITIES, H.V.A.C WORKS AND LONG TERM MAINTENANCE CONTRACTS IN THE FIELD OF PLANTS, COMMUNITY AND UNDER / ABOVE GROUND UTILITIES.

THE ESTABLISHMENT HAS ESTABLISHED A REPUTATION WELL KNOWN IN CONTRACTING COMMUNITY FOR QUALITY; RELIABILITY COST EFFECTIVENESS, AND SCHEDULE ENSURING THAT PROJECTS BEING EXECUTED ON OR BEFORE AND ARE ADMINISTERED TO THE COMPLETE SATISFACTION OF THE CLIENTS.

THE ESTABLISHMENT IS PROFESSIONALLY MANAGED AND FULLY EQUIPPED AND HAVE KEPT UP TO DATE WITH THE PRESENT DEMANDS AND TREND, ALL DISCIPLINE OF WORK IS CAREFULLY STRUCTURED AND MANAGED FROM OUR VERY OWN EXPERIENCED IN-HOUSE RESOURCES

THE ESTABLISHMENT IS FULLY MOTIVATED AND UNDER DERIVATES FROM THE PRESIDENT CONTINUOUSLY STRIVING FOR IMPROVEMENT AND NEW CHALLENGES.

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II

ORGANIZATIONAL CHART

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IV

WORK EXPERIENCE

UNITED WORKS GENERAL CONT. EST.

P.O. BOX -1324, AL-KHOBAR-31952, SAUDI ARABIA

TEL # 8901009, FAX # 8903918

WORK EXPERIENCE

3/18/2020

S/L#	PROJECT TITLE	SUB-CONTRACT	CONTRACT NO.	DATE AWARDED	CLIENT	VALUE	% COMPLETED
						IN SR.	
1	SEWAGE LINE PROJECT IN KING FAHAD DISTRICT WEST ABU HADRIA ROAD DAMMAM	United Works General Cont. Est.	30008/684	25-Dec-17	MINISTRY OF ENVIRONMENT, WATER &	92,589,109.25	45%
2	BAHR AL AHMAR BOULEVARD WORKS	United Works General Cont. Est.	104352	26-Jul	EMAAR	12,303,904.80	100%
3	ELECTRICAL CONNECTIVITY WORKS (BAY LA SUN MV CORRIDOR - PHASE 2)	United Works General Cont. Est.	103970	5-May-18	EMAAR	6,731,308.30	100%
4	LAGOONA MOTOR SPORT PARK RACE TRACK AND KARTING TRACKS CONSTRUCTION	United Works General Cont. Est.	103634	18-Feb-18	EMAAR	31,877,638.10	99%
5	BLS1 & PANDA PRIMARY ELECTRICAL INFRA RELOCATION WORK	United Works General Cont. Est.	103604	8-Nov-17	EMAAR	11,616,774.95	100%
6	INDUSTRIAL VALLEY PHASE 2.1 & 2.5 SWALE & FOOTPATH FOR ROAD S	United Works General Cont. Est.	103591	28-May-17	EMAAR	10,723,517.20	100%
7	Z ROAD MISCELLANEOUS IMPROVEMENTS & UTILITY TRUNK LINES TO UTILITY YARD # 2 INFRASTRUCTURE WORKS	United Works General Cont. Est.	102862	20-Mar-17	EMAAR	10,637,465.30	100%
8	MOTORSPORT PARK & KAUST (CONSTRUCTION) ROAD GRADING WORKS	United Works General Cont. Est.	103418	29-Dec-2016	EMAAR	3,135,000.00	100%
9	AL TALAH GARDENS PHASE 2 & 3A INFRASTRUCTURE WORKS	United Works General Cont. Est.	10100955	16-Nov-16	EMAAR	27,979,543.90	100%
10	INDUSTRIAL VALLEY 3 - PARCEL B - INFRASTRUCTURE CONSTRUCTION WORKS	United Works General Cont. Est.	103120	9-Aug-2016	EMAAR	28,312,391.25	100%
11	AL MUROOJ PHASE 2 PRIMARY INFRASTRUCTURE WORKS	United Works General Cont. Est.	102958	14-Apr-2016	EMAAR	16,072,699.50	100%
12	AL MUROOJ BEACH COMMUNITY 3 (BC3) INFRASTRUCTURE WORKS	United Works General Cont. Est.	2049	1-May-2016	EMAAR	24,204,729.45	100%
13	I.INDUSTRIAL VALLEY 3 (IV-3) PHASE 1 "C AND PART OF D"BULK EARTHWORKS. KAEC	United Works General Cont. Est.	102519	5-Jan-2016	EMAAR	31,164,551.39	100%
14	AL TALAH GARDENS PRIMARY INFRASTRUCTURE-PHASE 1	United Works General Cont. Est.	102732	15-Nov-2015	EMAAR	25,335,657.05	100%

UNITED WORKS GENERAL CONT. EST.

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WORK EXPERIENCE

3/18/2020

S/L#	PROJECT TITLE	SUB-CONTRACT	CONTRACT NO.	DATE AWARDED	CLIENT	VALUE	% COMPLETED
						IN SR.	
15	AL-SHAROOQ PRIMARY INFRASTRUCTURE WORKS	United Works General Cont. Est.	103105	30-Jul-2015	EMAAR	1,202,806.00	100%
16	HARMAIN WADI CHANNEL EARTHWORKS CONSTRUCTION	United Works General Cont. Est.	102545	30-Apr-2015	EMAAR	1,555,239.26	100%
17	INDUSTRIAL VALLEY 2 (IV-2) PHASE 2.2 AND 2.3 EARTHWORKS, KAEC	United Works General Cont. Est.	102414	12-Jan-2014	EMAAR	27,490,320.00	100%
18	CONSTRUCTION OF DAMMAM DIE 6B 115KV/13.8KV SUBSTATION CIVIL WORKS	United Works General Cont. Est.	450003565	14-Jul-2014	SAUDI ELECTRICAL COMPANY	6,437,750.00	100%
19	INDUSTRIAL VALLEY (IV) PHASE 2 PRORITY PACKAGE EARTHWORK,	United Works General Cont. Est.	2098	23-Mar-2014	EMAAR	#VALUE!	100%
20	WATER NETWORK PROJECT DAMMAM	United Works General Cont. Est.	63/01/00/1336/00/4	24-Jul-2014	SAUDI WATER & ELECTRICAL	14,804,446.25	100%
21	MAIN LIFT STATION, P-14 AND LIFT STATION P-13 AND SEWERLINE AT JUBAIL	United Works General Cont. Est.	63-01-00-1333-00-4	18-Aug-2014	SAUDI WATER & ELECTRICAL	49,500,000.00	100%
22	NEIGHBORHOOD 4 DEVELOPMENT PROJECT AT AL KHAFJI	United Works General Cont. Est.	HQ060AG0C10	27-Sep-2010	SAUDI ARAMCO	36,927,948.75	100%
24	ITHRA- "KING ABDUL AZIZ KNOWLEDGE & CULTURE - UTILITIES" DHAHRAN	United Works General Cont. Est.	6600022781	27/05/2009	SAUDI ARAMCO	37,415,832.30	100%
25	INITIAL AND FINAL DEVELOPMENT OF H/O LOTS, AR'RABIYAH PHASE 4	United Works General Cont. Est.	6600022159	4-Nov-2009	SAUDI ARAMCO	24,133,332.30	100%
26	RABIGH CONVERSION INDUSTRIAL PARK DEVELOPMENT PROJECT	United Works General Cont. Est.	6600019509/02	1-Mar-2009	SAUDI ARAMCO/SUMITOM	166,082,331.80	100%
27	CONSTRUCTION OF NON-PROCESS BUILDING AT KHURSANIYAH PRODUCING(KPF) FACILITIES	United Works General Cont. Est.	6600008004	15-Apr-2008	SAUDI ARAMCO	43,092,500.00	100%
28	SITE PREPARATION FOR CORPORATE DATA CENTER, DHAHRAN	United Works General Cont. Est.	6600018647	18-Jun-2007	SAUDI ARAMCO	46,438,631.80	100%

NOTE: IN CASE OF ANY HARD COPY IS REQUIRED PLEASE DO NOT HESITATE TO ASK.

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V

MANPOWER LIST

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VI

RESUMES

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VII

EQUIPMENT LIST

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TEL # 864 5361/899 5067, FAX # 899 0241

LIST OF EQUIPMENTS

SL #	EQUIPMENT TYPE	CAPA-CITY & SIZE	NUMBER OWNED
1	GROVE CRANE	15/30 Ton	7
2	CRANE TADANO	50 Ton	3
3	BULL DOZERS		35
4	GRADER		25
5	ASPHALT PAVING MACHINE		9
6	FRONT END LOADER	3 CY	35
7	FRONT END LOADER	1 CY	25
8	BOBCAT LOADERS		28
9	LOADER CRAWLER	3 CY	20
10	BACKHOE / EXCAVATOR	1 CY	40
11	FORKLIFT	10/5 Ton	14
12	BOOM TRUCK	3 Ton	15
13	DUMP TRUCK	6 CY	50
14	DUMP TRUCK	8 CY	40
15	DUMP TRUCK	12 CY	20
16	TRAILERS DUMP TRUCK	30 CY	30
17	HIGH BED TRAILER	40 Ton	80
18	LOW BED TRAILER	40 Ton	45
19	LOW BED TRAILER	60 Ton	50
20	ROLLER / COMPACTOR		30
21	PICK UP	½ Ton	112
22	ROCK BREAKER		43
23	PILING MACHINE (VIBRO HAMMER)		8
24	PILING MACHINE (IMPACT HAMMER)		9
25	WATER TANKER	10,000 GLS	70
26	WATER TANKER	7,500 GLS	55
27	CATTER PILLAR PAY LOADER ATTACHED WITH WELDING MACHINE		40
28	AIR COMPRESSOR (WITH ALL NECESSARY ATTACHMENT)	600 CFM	33
29	AIR COMPRESSOR (WITH ALL NECESSARY ATTACHMENT)	315 CFM	28
30	AIR COMPRESSOR (WITH ALL NECESSARY ATTACHMENT)	125 CFM	18
31	SANDBLASTING MACHINE (WITH ALL NECESSARY ATTACHMENT)		20
32	SPRY PAINTING UNIT/ AIR LESS		15
33	CONCRETE MIXER	UP TO 20 SACK	49
34	CONCRETE FLOATER (FINISHING)		30
35	CHIPPING GUN		61
36	CONCRETE VIBRATOR (WITH VARIOUS TIPS)		41
37	ASPHALT CUTTER		70
38	CONCRETE SAW / CUTTING MACHINE		60
39	POST HOLE DIGGER		40
40	PORTABLE GENERATOR SET	5-6 KW	79
41	GRINDERS (PNEUMATIC/ ELECTRICAL)		80
42	CONDUIT BENDER		16
43	DE-WATERING PUMP	200 GPM	58

UNITED WORKS GENERAL CONT. EST.

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TEL # 864 5361/899 5067, FAX # 899 0241

LIST OF EQUIPMENTS

44	WELDING MACHINE	400 AMP	44
45	JACK HAMMER		39
46	VIBRATOR PLATE COMPACTOR	1.5 Ton	52
47	VIBRATOR PLATE COMPACTOR	3.0 Ton	47
48	OXY-ACETYLENE TORCH SET		109
49	HYDRAULIC JACK	10 Ton	39
50	GROUTING MACHINE		20
51	PIPE CUTTING / THREADING MACHINE		41
52	TAR POT		151
53	CONDUIT / PIPE BENDING MACHINE	UP TO 6"	80
54	HYDRO TEST PUMP		57
55	HVAC DUCT LOCK FORMING MACHINE		37
56	HVAC DUCT SHEET BENDING MACHINE		28
57	HVAC DUCTING TOOLS		40
58	ASSORTED ELECTRICAL TOOLS		107
59	CABLE PULLING MACHINE		23
60	CABLE CART		31
61	MEASURING ELECTRICAL INSTRUMENTS		41
62	POWER GEN SETS		61
63	SCISSOR LIFT		29
64	AMBULANCE		13
TOTAL			2725

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VIII

CAMP FACILITIES

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CAMP FACILITIES

TYPE	CAPACITY	LOCATION	OWNED LEASED
CAMP NO. 1 VILLA PRINCIPAL	300	AL BAGLUF	OWNED
CAMP NO.2 VILLA	225	AL-KHOBAR	LEASED
CAMP NO.3 VILLA	75	AL THUQBAH AL KHOBAR	OWNED
CAMP NO.4 VILLA	50	AL THUQBAH	OWNED
CAMP NO.5 VILLA	85	AL THUQBAH	OWNED
CAMP NO.6 VILLA	300	ABQAIQ	OWNED
CAMP NO.7 COMPOUND	750	RABIGH	OWNED

ALL THE EMPLOYEES ENJOY THE BEST ESTABLISHMENT CAN OFFER. ALL ROOMS PROVIDED WITH A/C, TV, FRIDGE, CARPET AND WASHING AREA WITH WASHING MACHINE, DINING AREA, PLAY ROOM WITH WEIGHT LIFTING EQUIPMENT ETC. ALL CAMPS ARE PROVIDED WITH SWEET WATER, IN THE AL KHOBAR AREA AL-JAZERA CLINICS IS USED FOR URGENT MEDICAL ATTENTION. AL-SALAMA IN THE INSURANCE HOSPITAL FOR MAJOR ACCIDENT AND AL-MANA HOSPITAL FOR STAFF USE. LISKEWISE, IN ABQAIQ WE UTILIZE NATIONAL CLINIC AND AL-SHIFA CLINIC. THE ESTABLISHMENT PROVIDES AL TRANSPORTATION ALL MEDICAL EXPENSES ARE BORNE BY THE ESTABLISHMENT. INCASE OF ABQAIQ OR JUBAIL EVERY WEEKEND A BUS WILL TRAVEL TO AL KHOBAR AND BACK. CATERING AND CLEANING AND OF CAMP IS CARRED OUT BY THE ESTABLISHMENT. MR. MOHAMMED S. AL-HARETH PERSONALLY INVOLVED IN THESE MATTERS ESPECIALLY FOOD AND CLEANING OF OUR CAMPS.

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IX

PROCUREMENT PLAN

Project Procurement Plan

PROJECT TILTLE:

UNITED WORKS GENRAL CONT. EST.

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Project Introduction

DOCUMENT PURPOSE:

The Project Execution Plan (PEP) is the operational document for the project. It is owned, maintained and utilized by the Project Manager and Project Team to support the delivery of the agreed project outputs.

OBJECTIVE:

The objective of this project is to develop and prepare the site for succeeding construction.

SCOPE OF THE PROJECT:

A. SCOPE A – TEMPORARY FACILITIES

1.0 Site Preparation

- 1.1 Rough grading including terracing, up to a maximum of 3 platforms to achieve optimal earthwork movement while maintaining a maximum overall 5% gradient to access and internal roads, and roller compaction of Lay down and fabrication area.

2.0 Access Roads

- 2.1 Main access road, 10m wide connecting the Temporary Facilities to Abu Hadhriyah Expressway.
- 2.2 Internal asphalt road, 10 m wide running north-south from the main access road.
- 2.3 Access roads asphalt, 10m wide connecting Owner/PMT offices area to T274 and T317.

3.0 Utilities Infrastructure

- 3.1 Trench and piping for potable water and sanitary sewer lines for Owner/PMT Offices.

B. SCOPE B – MAIN SITE WORKS

1.0 Clearing and Grubbing

- 1.1 Clearing and grubbing shall consist of the removal and disposal of any rubbish, debris, shrubs and trees. Burning of rubbish or any other material shall not be permitted on site

2.0 Demolition of Existing Structures

- 2.1 Demolition of existing drainage channels, culvert structures and manholes, whether above or below ground, in the areas designated on the Topographic survey drawings, as structures were not completed but left as-is during construction by others.

3.0 Site Preparation

- 3.1 Main Site Preparation Works such as cut and fill of seven (7) areas namely Priority Area 01/02/03/04/05/06/07 to achieve the proposed final grade elevation.
- 3.2 Disposal of excess fill and unsuitable fill materials to designated Saudi ARAMCO approved dump site.

4.0 Fencing and Gates

- 4.1 Supply and installation of Saudi ARAMCO Standard Perimeter Fence and Gates Types I & IV.

5.0 Access Roads

- 5.1 North access road 550m long 15m wide asphalt road, including junction with Royal Commission Road T-218.
- 5.2 South access road 165m long, 15m wide asphalt road, including junction with Royal Commission road T- 274.
- 5.3 East access road 300m long 15m wide asphalt road, including junction with Royal Commission Road T-311.
- 5.4 Additional seven 10m wide asphalt access roads including junctions with Royal Commission Roads located east and west of the Main Site.

6.0 Main Site Roads

- 6.1 Ground improvement by removal of loose/unsuitable soil and replacement with suitable backfill compacted in layers over specified areas.
 - 6.2 Main Site Roads sub-base course, base course and binder course for main site priority area 01 to area 07.
-

Project Management

INTRODUCTION

This section expands the operational management of the KAUST - [King Abdullah University of Science & Technology Research Park Infrastructure] Project.

PROJECT MANAGEMENT

Project Manager	: R. Fenomeno
Procurement Manager	: Jun Arsenal
QA/QC Manager	: Erland Barrun
Health & Safety Manager	: JoJo

Project Details Design & Engineering Management

Engineer Manager	: Awadh S. Al-Hareth
Detail Design Eng. Team	: Fathy Kamel
Civil Engineer	: Diab Moataz
Electrical Engineer	: Shabaz Al-Farid
Communication Engineer	: Naldy
Mech/HVAC Engineer	: John KK

QA/QC Management

QA//QC Manager	: Parvaiz Ahmed
QC Supervisor	:
QC/ Civil Engineer	:

Procurement Management

Procurement Manager	: Jun Arsenal
Procurement Engineer	: Mohammed Nabil
Material Engineer	: Nabil Mohammed

Construction Management

Construction Manager	: Fathy Kamel
Senior Project Engineer	:

Civil Engineer :
Structural Engineer :
Mechanical/Plumbing Engineer :
HVAC Engineer :
Communication Engineer :

Project Procurement Plan

Introduction

The requirement for the purchase of goods, equipments or services will be raised by the construction team, based on the IFC drawings, which will be counter checked by construction team leader (Construction Manager). This Material Request will be reviewed by Project Manager and sent to Purchase department.

Project Procurement Plan will be submitted by Procurement Manager.

Selection of Supplier

The Project Procurement team will analyze the “Material Request”, and will search the best supplier of that product following the Saudi Aramco Registered vendors/suppliers for that particular product.

Sub Contractor Management

If a requirement will feel to sub-divide a part of the project to some sub-contractor, then sub-contractor will be forced to follow the Saudi Aramco Standards.

Also he will be asked for weekly progress reporting.

Testing of purchased

Goods/Services

The purchased goods and services are inspected or tested / assessed upon receipt to ensure conformance with the purchase specification and standards.

Project Procurement Plan [Cont'd]

Records & Required

The records will be maintained and submitted to Clients representative for the maintenance of purchased product.

Records may include:

Purchase orders, agreements/contracts, supplier selection and performance documents, Requests for Information/ Tender/Quotation, subcontractor records/documents etc.

PROCUREMENT PLAN

The Contractor will organize a site procurement team that will be responsible in processing and preparing all the material requests to be procured and monitor the procurement schedule status. Upon signing of the Contract, the Procurement Department will secure the detailed and final Material Take Off (MTO) list from the Estimation Department and will start preliminary checking on all items and determine through local vendors whether the materials are available within or outside of the Kingdom and be aware of its respective ETA's.

The site procurement team should be aware of the long lead items which it should be processed at the earlier for as much as possible especially those who will be coming from outside of the Kingdom. They will be responsible in checking and conduct an inspection of every purchased material delivered at site in order to provide the best quality material to be used in the project. The procurement team at site will closely monitor and be aware of tracking the status of the materials which are being purchased.

All technical documents pertaining to the material will be collected and reviewed and if found to meet the project specification and requirements will be submitted for the client's approval. A Purchase Order (P.O) will be placed with the

Project Procurement Plan [Cont'd]

Vendor/manufacturer, assuring to supply the spare parts catalogues, operation manual, maintenance manual and the earliest delivery period of the material. During this period the Procurement Department will process customs duty exemption documents (if applicable) for materials to be brought out of the Kingdom. The Procurement Manager will communicate with the respective Project Managers and will prepare and provide material requirement schedule for the project. Weekly and monthly updates will pass on the Project Manager at its various stages of the project. The S.A.G correspondence offices on receiving shipping documents of materials from out of the Kingdom will carry out all formalities required for the clearance of materials.

In receiving of the materials (In-Kingdom/Out of the Kingdom) in our storage warehouse, the store keeper will coordinate with the QA/QC technician to check and inspect the material and if found accurate and in good quality, he will then sign the delivery note and material invoice respectively. The QA/QC technician will submit the material checklist report and a copy of material delivery receipt and the material invoice as well to the Project Manager. The site store keeper will receive the material on site and will be store the materials accordingly.

If the material is required on site after some time, the material will be retained in the store until it is required to transport to the project. All materials will be stored in proper order with all necessary attention and care. The materials will be transported to site on padded support. Proper care will be taken during loading and unloading of the materials. While in the storage yard, the materials will be identified very well by means of marking, tagging etc. and will keep a posting card for each item, as well as weekly check should be signed on the material tag. Materials will be stored in different places according to the manufacturer's recommendation.

Thus, all stages of material procurement to handling, United Works General Cont. Est. will have a good view on even the minor aspects of material control.

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X

**SAFETY OFFICER &
OTHER
CERTIFICATION**

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XI

QA/QC PROGRAM

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QUALITY ASSURANCE

AND

QUALITY CONTROL PROGRAM

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UWC QA/QC PROGRAM

Section 1

QUALITY POLICY

AND

AUTHORITY

UWC QA/QC PROGRAM

QUALITY POLICY AND AUTHORITY

UNITED WORKS GENERAL CONT. EST. recognizes that in today competitive marketplace, effective quality systems are essential when providing quality cost effective services to our clients. Management is totally committed to providing General Contracting Services that comply fully with the specifications and expectations of our valued clients. Therefore, it is the policy of UWC EST. to adhere strictly to this quality control program and to insure that this program and the requirements of our customers are met on each and every project we execute.

Full authority for the implementation and administration of the quality controls described in this manual has been delegated to the Quality Control Manager "QCM". The QCM has the responsibility and organizational freedom to identify quality control problems, stop work, recommend solutions and verify resolution of such problems.

Project Managers are responsible for their assigned project's QA/QC activities. They may delegate the performance of their assigned duties to qualified individuals, but they shall retain full responsibility for completing their projects in strict accordance with established quality control policies and the client's specifications.

The quality of all subcontractors and vendors shall be the joint responsibility of the QCM and the Project Manager. All projects will be executed in a manner that emphasizes safety, quality, schedule and maximum cost effectiveness.

Any commitment, conflicts, or non-conformance issues not resolved using current established Quality Assurance / Quality Control Procedures shall be brought to the attention of the undersigned for final resolution.

GENERAL MANAGER

Section 2

**MANAGEMENT
RESPONSIBILITY**

MANAGEMENT RESPONSIBILITY

2.1 RESPONSIBILITY

Management has the responsibility to define and document its policy and objectives for, and commitment to, quality. Management will ensure that its policy is understood, implemented, and maintained at all level of the organization.

All employees have the responsibility and authority for implementation of established QA/QC activities. Resolution of conflicts in QA/QC policies shall flow through the organizational chain of command as follows:

1. Field Employees
2. Craft Leaders
3. General Foreman
4. Field Superintendents
5. General Superintendent
6. Project QA/QC Manager
7. Project Manager
8. Quality Control Manager
9. President

It is the responsibility of any employee that manages, performs, or verifies work affecting quality to:

- a. Initiate action to prevent the occurrence of work or service non-conformity;
- b. Identify and record any quality problems.
- c. Initiate, recommend, or provide solutions through designated channels;
- d. Verify the implementation of solutions;
- e. Control further processing, delivery, or installation of non-conforming work until the deficiency or unsatisfactory condition has been corrected.

2.2 ALLOCATION OF RESOURCES AND PERSONNEL

Management shall identify in-house requirements and provide adequate resources and trained personnel as needed to support required QA/QC verification activities. Verification activities shall include inspection, testing and monitoring of the construction / installation processes and audits of the quality systems. These activities shall be carried out by personnel independent of those having direct responsibility for the project being executed.

2.3 MANAGEMENT REVIEW

The established QA/QC policies and procedures shall be reviewed at appropriate intervals by management to ensure continuing suitability and effectiveness. These reviews will include assessment of the results of internal audits and shall assess overall conformance to client's requirements and expectations. Records of such reviews and audits shall be maintained.

Section 3

QUALITY SYSTEMS

QUALITY SYSTEMS

UWC EST. staff has established and shall maintain and document this QA/QC system as a means of ensuring that the services we provide our clients conform to specified requirements. This QA/QC system shall include:

- a) Documented quality system procedures and instructions to ensure that all activities are performed in accordance with established requirements;
- b) Effective management support to ensure compliance and the use of the QA/QC procedures and instructions.

All employees of UWC EST. shall strive to improve the quality of our services to our clients. The QA/QC program is a process of continuous improvement which requires input from everyone in our organization. Everyone in our organization shall comply and endeavor to improve the process where possible. An effective QA/QC program consists of the following key components;

- a) Established QA/QC procedures and instructions that comply with generally accepted industry standards, Federal, State and Local regulating authorities, and the project specifications and standards established by the client;
- b) The identification and timely issuance to the project team any required controls, processes, inspection equipments, fixtures, tools, materials and labor skills needed to properly execute the project;
- c) Updating, as necessary, of quality control, inspection, and testing techniques, including the development of new methods and procedures;
- d) Identification of any commitments made which exceeds available resources in sufficient time to properly acquire the required resources;
- e) Clarification of the standards of acceptability as required to support the overall QA/QC program and our client's objectives;
- f) Review of the project process, construction, installation, inspection and test procedures to ensure that applicable documentation reflects how activities are actually performed;
- g) Effective maintenance of quality records to document and track performance and improvement.

The QA/QC manual is not a controlled document. A copy is available to all employees through their immediate supervisor. **The QA/QC manual is designed to convey basic QA/QC procedures and instructions that must be followed by all employees and subcontractors of UWC Company.**

Specific QA/QC procedures and instructions for individual activities are maintained by the QCM and issued to Project Managers as controlled documents. It is the Project Manager's responsibility to ensure specific activity QA/QC procedures and instructions are conveyed to the individuals or subcontractors performing the specified activities.

Section 4

PROJECT REVIEW

AND

SETUP

PROJECT REVIEW AND SETUP

4.1 PROPOSAL SUBMISSION AND RESPONSIBILITY ASSIGNMENT

Upon receipt of a Request for Proposal (RFQ) from a client, management will review the requirements of the RFQ and determine if a proposal will be submitted to perform the work. If management decides to submit a proposal for the work, a Project Manager is assigned the responsibility of generating the proposal to perform the work. The proposal must include all costs related to completing the work in accordance with the client's specifications.

4.2 RFQ AND CONTRACTUAL REVIEW

The Project Manager shall review the contract documents contained in the RFQ and establish and maintain procedures to ensure that:

- a) The requirements and acceptance specifications of the client are adequately defined and documented;
- b) Any requirements differing from those included in the proposal are resolved or clarified in the proposal;
- c) That UWC Company has the capability to meet all contractual requirements of the RFQ and any ensuring contact
- d) Records of such contract shall be maintained for future reference

The RFQ and contract review activities, interfaces and communication shall be coordinated with client as required to clarify all issues and to ensure that the responsibilities of both parties are well defined and documented.

4.3 PROPOSAL PREPARATION

The Project Manager shall set up the project structure as the proposal for the work is generated. It is the responsibility of the Project Manager to ensure that all costs related to executing the work in accordance with established QA/QC procedures and the contract requirements are included.

The process of identifying all material and subcontractor requirements shall be in accordance with established QA/QC procedures. Proper sourcing during proposal stage will make actual purchasing and subcontracting activities much more efficient after award of the work.

Once all costs have been identified and execution/staffing plan has been developed, the Project Manager shall schedule a meeting with management to review the clarifications shall be management's responsibility.

4.4 PROJECT SETUP

Manager shall immediately setup the project accordance with the execution and staffing plan established during the proposal. All key staff members shall be notified and sent as much information concerning their responsibilities to the project as soon as possible.

The Project Manager shall develop a project QA/QC file containing the basic QA/QC manual and all related specific activities, QA/QC procedures and instructions. The project QA/QC manual shall be reviewed and approved by the QCM.

Section 5

DOCUMENT

CONTROL

DOCUMENT CONTROL

5.1 CONTROL OF QA/QC MANUALS, PROCEDURES AND INSTRUCTIONS

Specific QA/QC procedures and instructions for individual activities are maintained by the QCM and issued to Project Managers as controlled documents. It is the Project Manager's responsibility to ensure specific activity QA/QC procedures and instructions are conveyed to individuals or subcontractors performing the specific activities.

Revision to the QA/QC documents shall be by section and approved for adequacy by authorized personnel prior to issue. A revised table of contents indicating the newly issued approved and accepted revision shall accompany the revised sections. In the case of sample forms a revised "Listing of Exhibits" shall indicate the latest exhibit revisions.

The QCM shall ensure that:

- a) All pertinent issues of appropriate QA/QC documents are available at all locations where operations essential to the effective functioning of the quality system are performed;
- b) All obsolete documents are promptly removed from all points of issue or use.

A master list or equivalent document control procedure shall be established to identify the current revision of documents in order to preclude the use of non-applicable documents. Documents shall be re-issued after a practical number of changes have been made.

5.2 CONTROL OF PROJECT RELATED DOCUMENTS

Upon award, each project is assigned a project number and the Project Manager establishes a "Project Job File". This file shall contain a complete set of all project related contract documents, specifications, drawings, etc. All information generated during the file of the project shall be maintained in this job file.

A listing shall be made of all drawings, specifications, vendor data, etc. that are to be submitted to the client for review and approval. A copy of all documents returned by the client approved, or approved as noted, shall be maintained in the job file.

Any revisions to the contract documents shall be date stamped on the date received and reviewed by the Project Manager for any possible impact to the project. All changes after contract award shall be properly documented and any associated addition or deduction to the contract price shall be immediately identified and submitted to the client for review and approval.

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A complete set of all documents required for proper execution of the work shall be maintained at the project site. Any revisions received shall be immediately forwarded to the project site for use while executing the project. Any field changes to the work shall be properly noted on the project site set of the drawings. The project site set of the drawings shall show the work exactly as the work was built. (Hereinafter referred to as the "As-Built" set of drawings.)

Section 6

PURCHASING

AND

MATERIAL CONTROL

PURCHASING AND MATERIAL CONTROL

6.1 GENERAL PURCHASING REQUIREMENTS

The Project Manager has the overall responsibility to ensure that all materials and services purchased are in accordance with the established QA/QC procedures, the project specifications, and drawings.

6.2 SUBCONTRACTING REQUIREMENTS

All subcontractors shall be selected on the basis of their ability to meet subcontract requirements, including established quality requirements. UWC Company has established a list of qualified subcontractors for services typically subcontracted. Award of a subcontract to a company not on the approved subcontractors list requires written approval of the QCM.

The selection of subcontractors, and the type and extent of control exercised by the Project Manager shall be dependent upon the type of service, client requirements, and, where appropriate, on records of subcontractors' previously demonstrated capability and performance. The Project Manager shall ensure that applicable QA/QC procedures are followed by all subcontractors performing services for SSH Company. Applicable client contract requirements and liabilities shall be agreed upon in writing by all subcontractors.

6.3 MAINTENANCE OF PURCHASING DATA

All purchasing documents shall contain data clearly describing the material or service ordered, including, where applicable:

- a) The type, class, style, grade, or other precise identification of items purchased;
- b) The title or other positive identification, and applicable issue dates of specifications, drawings, process requirements, inspection instructions, and other relevant technical data, including requirements for approval or qualification of product, procedures, process equipment, and personnel;
- c) The title, number, and issue of the quality system standard to be applied to the product.

The Project Manager shall review and approve purchasing documents for adequacy of specified requirements prior to release.

6.4 VERIFICATION OF PURCHASED PRODUCTS

Where specified in the contract, the client or the client's representative shall be afforded the right to verify at source or upon receipt that purchased materials or work conforms to specified requirements. Verification by the client shall not absolve the Project Manager of the responsibility to ensure that acceptable materials are used in the performance of the work.

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The client's verification at a vendor or subcontractor's plant shall not be used by the Project Manager as evidence of effective control of quality by the vendor or subcontractor.

Section 7

MATERIAL CERTIFICATION

AND

TRACEABILITY

MATERIAL CERTIFICATION AND TRACEABILITY

7.1 CLIENT SUPPLIED MATERIALS AND EQUIPMENT

The Project Manager shall ensure that all materials and equipment furnished by the client are verified, stored, and maintained until incorporation into the work. Any such items that are damaged or otherwise unsuitable for use shall be recorded and reported to the client immediately. Proper notification to the client of receipt of any unusable materials or equipment must be made in order to ensure that the client retains the responsibility for providing useable materials or equipment.

7.2 PRODUCT IDENTIFICATION AND TRACEABILITY

Where appropriate, the Project Manager shall establish and maintain procedures for identifying materials and equipment from applicable drawings, specifications, or other documents, during all stages of production, delivery, and installation.

Where, and to the extent that, traceability is a specified requirement of the contract, individual products or product batches shall have a unique identification. This identification shall be recorded in the Job File and issued to the client with specified "As-Built" data.

Section 8

PROCESS CONTROLS

PROCESS CONTROL

8.1 MANAGEMENT OF PROCESS CONTROLS

During project setup the Project Manager develops the project QA/QC plan covering all construction activities and applicable processes which directly affect quality. The Project Manager shall ensure that these processes are carried out under controlled conditions.

The controlled conditions shall include the following:

- a) Documented work instructions defining the manner of executing the work to ensure that an acceptable level of quality is maintained at all times. The instructions shall also specify equipment, materials, skills and working environments required to comply with applicable standards, codes, and quality plans;
- b) Monitoring and control of suitable process and work characteristics during execution of the work;
- c) Clear identification of the required approval of processes;
- d) Criteria for workmanship which shall be stipulated, to the greatest practicable extent, in written standards or by means of representative samples.

8.2 SPECIFIC ACTIVITY PROCESS CONTROLS

Specific Activity Process Controls are for activities where the results cannot be fully verified by subsequent inspection and testing. Accordingly, continuous monitoring and / or compliance with documented procedures are required to ensure that the specified requirements are met.

Management shall continue review of established QA/QC procedures to ensure ongoing suitability and effectiveness. As the need for new activity QA/QC process procedures is identified they will be created and implemented. Records shall be maintained for qualified processes, equipment, and personnel, as appropriate.

The following Specific Activity QA/QC Procedures shall be followed when performing applicable activities:

- a. Estimating and Proposal Preparation
- b. Purchasing, Material Control and Subcontracting
- c. Project Management and Cost\Document Control
- d. Civil and Site Work
- e. Concrete Foundations
- f. Buildings and Structures
- g. Mechanical Systems / HVAC Systems
- h. Electrical Systems

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Section 9

INSPECTION

AND

TESTING

INSPECTION AND TESTING

9.1 INSPECTION AND TESTING OF PURCHASED MATERIALS AND EQUIPMENT

All materials and equipment shall be inspected and tested to ensure conformance with the project requirements before it is released for use. Verification that all items conform to specified requirements of the quality plan shall be documented and filed in the project QA/QC file. In determining the amount and nature of inspections, consideration should be given to the control exercised at the manufacturing source and documented evidence of quality conformance provided from the supplier.

Where incoming materials are released for urgent construction purposes, it shall be positively identified and recorded in order to permit immediate recall and replacement in the event of nonconformance to specified requirements.

9.2 INSPECTION AND TESTING DURING CONSTRUCTION

During actual construction of a project, the Project Manager shall ensure that:

- a) All inspection and testing activities are performed in accordance with the quality plan and documented procedures;
- b) Ensure specification and drawing conformance by the use of established process monitoring and control methods;
- c) Ensure that all required inspections and tests have been completed and necessary reports have been received and verified before the finished work is released to the client.
- d) Identify and correct any nonconforming work.

9.3 FINAL INSPECTION AND TESTING

The quality plan or documented procedures for final inspection and testing require that all specified inspection and tests, including those specified either by established quality procedures or the client, are carried out and that the work meets specified requirements.

The Project Manager shall ensure that all final inspections and testing activities are in accordance with the quality plan and documented procedures. Upon completion, all associated data and documentation shall be properly filed in the project QA/QC file and submitted to the client as required.

9.4 INSPECTION AND TEST RECORDS

The Project Manager shall ensure that all records which give evidence that the work has passed specified inspection and / or testing acceptance criteria are maintained in the project QA/QC file for future reference.

9.5 INSPECTION AND TEST STATUS

The inspection and test status of the work shall be identified by using markings, authorized stamps, tags, labels, routing cards, inspection records, test software, physical location, or other suitable means, which indicate the conformance or nonconformance of work with regard to inspections and tests performed. The identification of inspection and test status shall be maintained, as necessary, throughout the project to ensure that all work has passed the required inspections and testing specified.

Records shall identify the inspection authority responsible for the release of conforming work.

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Section 10

INSPECTION MEASURING

AND

TEST EQUIPMENT

INSPECTION, MEASURING AND TEST EQUIPMENT

The QCM shall ensure that all inspection, measuring, and test equipment is controlled, calibrated, and maintained, whether owned by SSH Company, on loan, or provided by the client. Equipment shall be used in a manner which ensures that measurement uncertainty is known and is consistent with the required measurement capability.

The QCM shall:

- a) Identify the measurements to be made, the accuracy required, and select the appropriate inspection, measuring, and test equipment;
- b) Identify, calibrate, and adjust all inspection, measuring, and test equipment and devices that can affect work quality at set intervals to ensure that certified equipment having a known valid relationship to nationally recognized standards - where no such standards exist, the basis used for calibration shall be documented;
- c) Establish, document, and maintain calibration procedures, including details of equipment type, identification number, location, frequency of checks, check method, acceptance criteria, and the action to be taken when results are unsatisfactory;
- d) Ensure that the inspection, measuring, and test equipment is capable of the accuracy and precision necessary;
- e) Identify inspection, measuring, and test equipment with a suitable indicator or approved identification record to show the calibration status;
- f) Maintain calibration records for inspection, measuring, and test equipment;
- g) Assess and document the validity of previous inspection and test results when inspection, measuring, and test equipment is found to be out of calibration;
- h) Ensure that the environmental conditions are suitable for the calibrations, inspections, measurements, and tests being carried out;
- i) Ensure that the handling, preservation, and storage of inspection, measuring, and test equipment is such that the accuracy and fitness for use is maintained;
- j) Safeguard inspection, measuring, and test facilities, including both test hardware and test software, from adjustments which would invalidate the calibration setting.

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Where test hardware (jigs, fixtures, templates, patterns) or test software is used as suitable forms of inspection, they shall be checked to prove that they are capable of verifying the acceptability of the work prior to use during construction. All test hardware shall be rechecked at prescribed intervals. The Project Manager shall establish the extent and frequency of such checks and shall maintain records as evidence of control. Measurement design data shall be made available, when required by the client or his representative, for verification that it is functionally adequate.

Section 11

**CONTROL OF
NONCONFORMING
ACTIONS
AND
CORRECTIVE ACTIONS**

CONTROL OF NONCONFORMING ACTIONS AND CORRECTIVE ACTION

11.1 CONTROL OF NONCONFORMING WORK

The Project Manger shall establish and maintain procedures to ensure that any work that does not conform to specified requirements is prevented from inadvertent release to the client. Control shall provide for identification, documentation, evaluation, segregation when practical, disposition of nonconforming work, and for notification to management as required.

11.2 NONCONFORMITY REVIEW AND DISPOSITION

Nonconforming work shall be reviewed in accordance with documented procedures.

The nonconforming work may be:

- a) Reworked to meet the specified requirements.
- b) Accepted with or without repair by concession of the client.
- c) Reused for alternative applications.
- d) Rejected, torn out, scrapped and new work performed.

Where required by the contract, the proposed use or repair of the nonconforming work to specified requirements shall be reported for concession to the client or his representative. The description of nonconformity that has been accepted, and of repairs, shall be recorded to denote the actual condition.

Repaired and reworked work shall be re-inspected in accordance with documented procedures.

11.3 CORRECTIVE ACTION

The Project Manager shall establish, document, and maintain procedures for:

- a) Investigating the cause of nonconforming work and the corrective action needed to prevent recurrence;
- b) Analyzing all processes, work operations, concessions, quality records, service reports, and customer complaints to detect and eliminate potential causes of nonconforming work;
- c) Initiating preventative actions to deal with problems in relation to the risks encountered;
- d) Applying controls to ensure that corrective actions are taken and their effectiveness;
- e) Implementing and recording changes in procedures resulting from corrective actions.

Section 12

AUDITS,

RECORDS

AND

TRAINING RECORDS

AUDITS, RECORDS AND TRAINING RECORDS

12.1 INTERNAL QUALITY AUDITS

The QCM shall carry out internal audits to verify whether quality activities comply with planned arrangements and to determine the effectiveness of the quality system. The QCM shall maintain records on the performance and adequacy of each project's QA/QC activities.

Audits shall be scheduled on the basis of the status and importance of the activity. The audits and follow-up actions shall be carried out in accordance with documented procedures established to ensure improvement to overall company QA/QC program.

The results of the audits shall be documented and brought to the attention of the president within 10 days or sooner when critical action is required, after each internal quality audit. Each audit report shall have the actions started and planned by the QCM and Project Manager for any nonconforming activities found.

12.2 QUALITY RECORDS

The QCM shall follow established procedures for identification, collection, indexing, filing, storage, maintenance, and disposition of quality records.

Quality records are to be maintained to demonstrate achievement of the required quality and the effective operation of the quality system. Pertinent sub-contractor quality records shall be an element of this data.

All quality records shall be legible and identifiable to the project involved. Quality records shall be stored and maintained in such a way that they are readily retrievable in facilities that provide a suitable environment to minimize deterioration or damage to prevent loss of the records. Retention times of quality records shall be a minimum of seven (7) years, longer if required by specific project requirements. Where agreed contractually quality records shall be made available for evaluation by client.

12.3 TRAINING

The QCM, the Project Managers and management are all responsible for identifying the training needs of all personnel performing activities affecting quality during production and installation. Personnel performing specific assigned tasks shall be qualified on the basis of appropriate education, training, and or experience, as required. Appropriate records of training shall be maintained of each individual's training and qualifications.

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XII

LOSS PREVENTION PROGRAM

LOSS PREVENTION PROGRAM

A. THE SAFETY STATEMENT AND OBJECTIVES

The UNITED WORKS GENERAL CONT. EST. Loss Prevention Program is based on the premise that every employee is entitled to a safe and healthful work environment. Our Loss Prevention Program is designed specifically for the protection of our employees and visitors. Management and all employees are directed to make safety and loss prevention a top priority.

We believe every employee is concerned for his or her own safety and the safety of co-workers and will recognize that these rules and policies are for their protection. The goals we have set for our Loss Prevention Program are achieved through a cooperative effort among all employees and management. Safe work habits and the awareness and knowledge of all safety rules and policies are a condition of your employment at United Works General Cont. Est. All employees are required to attend training to become familiar with rules and policies to abide by them. These rules and policies will be enforced just as any other company policy. Failure to comply can result in reprimand, suspension or employment termination.

All employees are encouraged to make suggestions that will assist in maintaining safe work conditions and should bring these suggestions to their supervisor's attention. It is through our joint participation that accidents can be prevented, but only you can make safe work practices a habit.

Accidents cause pain and suffering, wasted time and money, and can cost someone his or her life. UWC is committed to providing you with a safe place to work. We require your assistance and participation in keeping it that way. We will never ask you to commit an unsafe act or violate a safety rule/ we expect the same from you.

Our policy toward safety is in no way limited to the rules that follow. All unsafe practices, whether listed here or not, will be addressed.

COMPANY SAFETY GOALS AND OBJECTIVES

UWC is committed to providing its employees with a safe and healthful working environment. To achieve this environment the company has established the following goals, objectives and tactics:

GOALS

1. Annually reduce employee accidents and injuries until they stand at or near zero.
2. Help develop safe work habits and attitudes among employees.
3. Provide a channel of communication between employee and management.

OBJECTIVES

1. Establish a Loss Prevention Program that will reduce the number of injuries and accidents to a minimum, not merely keeping with, but surpassing the best experience of other operations similar to ours.
2. Reduce the injury rate by 95 percent.

TACTICS

1. Review past injuries quarterly for trends and causes of accidents.
2. Review our Loss Prevention Program annually to meet the current safety needs of the company.
3. Provide supervisors and employees with safety training in the following areas:
 - a) Excavation and backfilling activities
 - b) Concreting works
 - c) Welding works
 - d) Mechanical/piping works
 - e) Electrical works
 - f) Commissioning works

SAFETY RESPONSIBILITIES

All responsibilities should be clearly communicated and understood. No person should be held responsible for performing a function unless that person also has the authority to accomplish it.

At UWC, safety responsibilities are assigned to the safety manager and all employees. Everyone is responsible for safety in the workplace.

GENERAL MANAGER RESPONSIBILITIES

Management accepts the responsibility for impressing upon all employees that safety and injury prevention has a high priority at SSH and that all rules and policies will be followed.

1. Provides leadership and guidance to middle management for the acceptance, maintenance and enforcement of the Loss Prevention Program.
2. Provides resources for training and monitoring the Loss Prevention Program.
3. Periodically reviews the safety records and reporting functions.
4. Promotes and attends safety functions.
5. Maintains open lines of communication between employees, supervisors and management relative to the free exchange of safety suggestions and information.
6. Monitors the follow-up on recommendations made to improve performance and prevent accidents.

SAFETY COORDINATOR RESPONSIBILITIES

At UWC, the primary responsibility for the Loss Prevention Program rests with the safety Coordinator. He is responsible for the daily maintenance of the Loss Prevention Program and provides leadership to the safety officers in their daily functions related to safety.

1. Works closely with all company operations and insurance carrier representative to ensure that safety compliance interfaces with operating procedures, and that safe work methods are established and maintained as policy.
2. Establishes and implements all necessary employee safety training and develops controls that ensure that safe procedures are followed.

3. Makes periodic inspections of all areas of the organization to identify safety hazards. Takes action to correct all unsafe conditions or practices.
4. Ensures compliance with all company, local, state and federal state regulations.
5. Enforces safety procedures for interviewing, testing, investigating, hiring and orientation of new employees.
6. Complies with proper procedures for accident investigation and reporting.
7. Reviews job safety inspection forms with supervisors and schedules job tasks to be reviewed.

SAFETY MANAGER RESPONSIBILITIES

The safety manager is responsible for translating top management's policies into action and for promoting safety activities among employees. He provides leadership for his employees in their daily functions related to safety and production.

1. Periodically inspects all areas to identify safety hazards and take action to correct all unsafe conditions or practices
2. Ensures compliance with all company, local, state and federal safety regulations.
3. Assists in establishing procedures for interviewing, testing, investigating, hiring and orienting new employees.
4. Orients new employees to safe job procedures, job assignments, job requirements and all rules related to their job.
5. Trains employees involved in accidents and those whose performance or actions make additional training necessary.
6. Enforces the use of required personal protective equipment.

SUPERVISOR RESPONSIBILITIES

Supervisors are key in the success of our Loss Prevention Program. Their responsibilities must be met on a daily basis and with a high degree of proficiency. They must be able to communicate and enforce all safety policies and procedures. All employees must feel confident that the supervisor cares about their personal safety.

1. Orients new employees to safe job procedures, job assignments, job requirements and all rules related to their job.
2. Reports any unsafe conditions or equipment to workshop supervisor, and follows up to ensure that any defective equipment or unsafe conditions are corrected.
3. Brings forth information on all accidents and incidents, and assists in determining steps to prevent recurrence.
4. Reviews the daily activities of each employee and assists the site supervisors in enforcing the Loss Prevention Program and all safety rule.
5. Maintains satisfactory standards of housekeeping throughout the organization.
6. Knows how to operate all emergency equipment in his area of responsibility.

7. Enforces the use of required personal protective equipment.
8. Thoroughly investigate all accidents and injuries, and files all necessary reports in a timely manner.
9. Retrains or instructs employees involved in accidents and those whose performance make additional training necessary.
10. Makes periodic inspections of all areas of the organization to identify safety hazards. Acts to correct all unsafe conditions or behaviors.
11. Performs job safety inspections by establishing methods, and files necessary reports in a timely manner.

EMPLOYEE RESPONSIBILITY

We want SSH employees to be the safest, most knowledgeable and most conscientious employee in our industry. To develop and maintain this professional image, our management must provide all employees with proper training. UWC employees must:

1. Understand all safety rules and policies and work in such a manner that abides by these rules.
2. Maintain the physical and mental standards necessary for the job.
3. Daily inspect his or her assigned work area and equipment and immediately report any unsafe conditions.
4. Immediately report all accidents or near accidents involving property damage or injuries, regardless of who was at fault.
5. Become familiar with and abide by all local, state and federal regulations that apply to his or her activity.
6. Attend all required safety meetings.
7. Help extend the life of equipment through proper operation and avoidance of use.
8. Be familiar with the proper maintenance of required personal protective equipment and use it.

SAFETY COMMITTEE RESPONSIBILITIES

A safety committee will be formed and will meet on regular basis. This can be a most valuable Tool in maintaining an effective safety program and communicating management's commitment and concerns for safety throughout the organization. To be effective, the safety committee should:

1. Include all levels of employees and promote active participation from top management.
2. Meet on a regular basis with a pre-planned agenda and careful documentation of who attended, what was discussed and what action was taken.
3. Conduct regular safety inspections of all areas in the site and suggest corrective action on all hazards noted.
4. Be responsible to promote safety awareness that will lead to accident and injury prevention.
5. Ensure that it is a position of prestige and importance. People should be honored to participate on the committee.
6. Bring ideas and suggestions before management that will encourage safety awareness in all employees.

7. Keep management informed of situations that will jeopardize safety or the compliance with the SSH Loss Prevention Program. Under the direction of the General Manager and the safety committee, he should reach every department in the company and keep the employees aware of the importance of accident prevention and safety.

B. WORK STANDARDS AND RULES

All UWC employees are expected to be familiar with and abide by all the following rules. Our policy toward safety is in no way limited to the rules that follow and all unsafe practices, whether listed here or not, will be addressed. Failure to comply with any safety rule will be cause for disciplinary action and can lead to reprimand or termination.

1. Always report any injuries or accidents to supervisors. Know where first aid facilities are located. All injuries should be treated at once.
2. All employees must wear personal protective equipment such as hard hats, hearing protection and others when in designated areas that requires such protection. Appropriate footwear is required.
3. Do not remove safety guards from any saw, machine or hand tools. Do not operate any saw, machine or hand tool without a safety guard.
4. Practical jokes and horseplay can lead to accidents and will not be tolerated. Never distract another employee.
5. Obey all warning tags and signs posted throughout the workplace or affixed to machinery or hand tools.
6. Be careful when lifting or pushing heavy objects. Avoid unnecessary back injuries by following rules of common sense:
 - Keep neutral curve in low back
 - Keep head up
 - Lift with legs
 - Bring load in close
7. Know where a fire extinguisher is located and how to properly operate it. Do not play with fire extinguisher.
8. Keep all areas neat, orderly and free from trash and debris.
9. Check the condition of all personal protection equipment, machinery and extension chords daily. Never remove ground wires from electrical tools. Unless it is a part of your regular job, never attempt to make electrical repairs.
10. Smoking is allowed only in designated areas. Completely extinguish all matches butts.
11. Possessing, using, selling or being under the influence of alcohol, marijuana, hallucinogens or any other drugs or controlled substances on company property at any time or when a company time away from the workplace is strictly prohibited and could result in immediate termination of employment.

C. ENFORCEMENT PROCEDURE

Responsibilities do not stop with the management. Employees are responsible to obey all company rules and to work in such a manner that will prevent injury to themselves or fellow employees.

The Company's intent is not to discipline employees who are involved in non-preventable accidents. SSH position is to work with those employees to make them safer workers. Disciplinary procedures are established to deal with any employees who disregard company policies and rules, or who are repeatedly negligent in their duties. Our procedures are set up to first warn, then if properly communicated warnings are not heeded, to discipline problem employees. SSH cannot and will not permit negligent people to repeatedly injure themselves or to put their fellow employees in danger.

Should there be a violation of safety rules or policies, the following disciplinary procedures will apply:

1. *Verbal warning:* Employee will be given a verbal warning for a minor offense. A record of this warning will be placed in employee's personal file.
2. *Written warning:* Employee will be given a written warning for relatively serious or repeat offenses. Copies of the written warning are filed in the employee's personal file.
3. *Suspension:* Employees may be suspended from work duties without pay and with a written warning for continual repeated offenses or severe violations that result in injury to him and others.
4. *Termination of employment.* Employees may be terminated for flagrant violations of company policies and procedures. Termination may also occur if employee persists in continued or repeated warnings and continues at an unacceptable level of performance.

D. EMPLOYEE TRAINING

The training of supervisors and other employees is vital in a successful Loss Prevention Program. SSH management provides training to all supervisors and supports their training of all other employees.. Employee training is the responsibility of the safety manager.

Safety training is not a one-time occurrence. Continual monitoring and interaction between employees and supervisors demonstrates accident prevention efforts.

Safety rules and safe work procedures should be discussed specifically with each employee on an ongoing basis. Work routines should be reviewed periodically. Employees should be given explanations of potential hazards to avoid and safeguards to follow. Discussions should include a review of safety procedures, along with an explanation of why they are necessary.

Safety training should include the following topics:

1. Working at heights
2. Confined spaced
3. PPE
4. Excavations
5. Health hazards
6. Speed limits on jobsites
7. Barricades
8. Electrical tools
9. Heavy equipment/machineries

It may become necessary to retrain employees in safety rules or procedures.

It is vital to our Loss Prevention Program that all safety training programs and meetings be carefully documented. Written records of all training activities are the responsibility of the safety supervisor.

E. WORKSITE REVIEW AND INSPECTIONS

Job safety review and inspection is a process of identifying hazards and developing safe job procedures. SSH is committed to providing a safe and healthful environment for its employees. Part of providing the environment involves uncovering potential hazards in the workplace. These hazards may have been overlooked in the layout of the building or the design of equipment, been developed after production started, or resulted from changes in work procedures or personnel.

The four basic steps in doing a job safety review and inspection are:

1. Select the job to be reviewed. Selecting jobs to be reviewed should be based on frequency of accidents, injury severity, potential injury and whether the job is newly established.
2. Break the job down into successive steps or actions and observe how they are performed.
3. Identify the hazards or potential accidents. Look for accident types – what can the employee be struck by, caught on, contacted by, etc.
4. Develop solutions for potential accidents. This may include writing a standard operating procedure, finding a new way to do the task, changing physical conditions or reducing the number of times the task has to be performed.

The major benefits of job safety reviews come after completion. Safety attitude and awareness among employees is improved. The analysis can also be used for initial job safety training and as pre-job safety instructional tools. Properly used, job safety review and inspections can reduce accidents frequency and severity.

All review and inspections will be documented by safety supervisor for follow-up in the future to determine if recommendations have been implemented.

F. REPORTING PROCESS AND ACCIDENT INVESTIGATION

The management at SSH accepts the responsibility for minimizing losses due to unsafe practices by promptly and accurately investigating all accidents whether an injury occurs or not.

Accident investigation is a vital part of our Loss Prevention Program and is designed to prevent or control unsafe practices. The information obtained in a thorough investigation will assist in determining when accident occurred and then give a basis for taking corrective action. The investigation must include a written report.

ACCIDENT INVESTIGATION PROCEDURE

Usually the safety manager is responsible for accident investigation. However, the safety coordinator may find it necessary to also be involved in the investigation.

An investigation should always be done as soon after the accident as possible. Facts should be gathered and statements taken while the accident is still fresh in the minds of those involved. If possible, every employee who is involved or who witnessed the incident should be interviewed. All possible causes should be studied and accurate details should be obtained. The accident investigator should interview witnesses and caution should be used in jumping to hasty conclusions.

PREPARING A WRITTEN REPORT

All possible questions related to the accident must be answered and corrective actions must be recommended.

1. *Personnel and background information.* Name of the person involved in the accident. What are the employee's regular job tasks? What are the nature of the injuries and the injured body parts?
2. *Accident description and related information.* Give the exact location of the accident. What was the job task the injured was doing at the time? What was the exact step or part of the job being done? What type of accident occurred?
3. *Analysis of accident causes.* What did the injured employee do or fail to do that contributed directly to the accident? What defective or otherwise unsafe condition of tools, equipment, machinery structures or work contributed directly to the accident? What was the primary type of unsafe action or condition involved?
4. *Actions to prevent accident recurrence.* Indicate actions needed to prevent recurrence. Identify persons responsible for planned corrective actions.
5. *Miscellaneous information.* When was the last job hazard analysis of the job conducted? Who investigated the accident?

REPORTING PROCEDURES

All accidents must be reported to a supervisor as soon as possible. If an employee is injured, be sure to get the injured employee the necessary medical attention first. Then, the safety Coordinator is responsible to report the injury to our worker's compensation provider, then the human resources department will act as soon as possible to be sure the claim is processed as efficiently as possible.

United Works General Contracting Est

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Kingdom of Saudi Arabia



XIII

LEGAL DOCUMENTS

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

المملكة العربية السعودية
وزارة الداخلية
مصلحة الزكاة والدخل

(١٨٥)



فرع الدمام

الرقم المميز: ٣٠١٢٠٤٨٧٧٤

رقم الشهادة: ١٣٦٥٢٦

التاريخ: ١٣-٠٦-١٤٣٦ هـ

شهادة

تشهد مصلحة الزكاة والدخل بأن المكلف /مؤسسة اعمال المتحدين للمقاولات
سجل مدني رقم (١٠٦٢٨٩٤٩٨٣) وسجل تجاري/رخصة رقم / (٢٠٦٠٠٣٨٤٤٠)
قدم إقراره عن الفترة المنتهية في ٣٠-١٢-١٤٣٥ هـ
وقد منح هذه الشهادة لتمكينه من إنهاء جميع معاملاته بما في ذلك صرف مستحقاته
النهائية عن العقود.
يسري مفعول هذه الشهادة حتى تاريخ ٣٠-٤-١٤٣٧ هـ الموافق ٠٩-٠٢-٢٠١٦ م .
(الثلاثون من شهر ربيع الآخر سنة الف و اربعمئة وسبعة وثلاثون هجري)

الفروع في النموذج المرفق :

الوظيفة : مدير عام فرع المصلحة بالدمام المكلف

الإسم : صالح بن حماد الحماد

التوقيع :

الختم الرسمي



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

المملكة العربية السعودية
وزارة الاقتصاد والتجارة
مصلحة الزكاة والدخل
فرع الدمام



الرقم المميز ٤٨٧٧٤٠١٢٠٣٠

رقم الشهادة: ١٣٦٥٢٦

التاريخ: ١٣-٠٦-١٤٣٦ هـ

صفحة رقم: ١

قائمة فروع المكلف مؤسسة اعمال المتحدين للمقاولات

سجل تجاري رقم ٢٠٦٠٠٣٨٤٤٠

المدينة	اسم الفرع	رقم السجل / الرخصة
محافظة الخبر	تابعه للسجل الرئيسي	٤٣٥/٠٢٧٧٠





شهادة

إسم المنشأة : مؤسسة اعمال المتحدين للمقاولات
إسم صاحب العمل : محمد سالم صالح ال حمد ال الحارث
ص.ب : ١٣٢٤ الخبر ٣١٩٥٢ السعودية

رقم الإشتراك : ٥٠٢٥٥٤٨٣٢
رقم السجل التجاري : ٢٠٦٠٠٣٨٤٤٠
مصدره: الدمام

رقما	كتابة	
١	مشارك واحد فقط	عدد المشتركين السعوديين
٠	صفر	عدد المشتركين غير السعوديين
١	مشارك واحد فقط	المجموع

تشهد المؤسسة العامة للتأمينات الاجتماعية بأن المنشأة المذكورة أعلاه قد أوفت بالتزاماتها تجاه المؤسسة وفق البيانات المقدمة منها حتى تاريخ إصدار هذه الشهادة ، والتي تم منحها لتقدمها لأية جهة تطلبها ، وهي صالحة لجميع الأغراض التي نص عليها نظام التأمينات الاجتماعية في المادة (٦/١٩) منه .

هذه الشهادة سارية المفعول حتى ١٤٣٧/٠٣/١١ هـ.

(الحادي عشر من شهر ربيع الأول لعام ألف و اربعمائة وسبعة و ثلاثون هجرية)

مدير عام مكتب المنطقة الشرقية

سلمان بن حمد الخراص

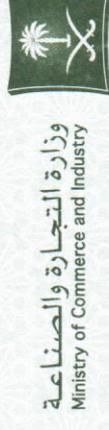


* لا يعتد إلا بأصل هذه الشهادة لجميع الأغراض.

* تعتبر هذه الشهادة لاغية في حالة وجود كشط أو شطب عليها.

* إن تصنيف منشآتكم في برنامج نطاقات خاضع لأحكام ذلك البرنامج .

الرقم : ٢٠٥١٠٣٨٤٤٠
التاريخ : ١٤٢٩/١٠/٢٧



شهادة تسجيل مؤسسة فردية

الاسم التجاري للمؤسسة : مؤسسة اعمال المتحدين للمقاولات
مركزها الرئيسي : الخبر \ حي الجسر - شارع الملك فهد
ص.ب : ١٣٢٤ الرمز البريدي ٣١٩ هاتفي ٨٩٠١٠٠
اسم التاجر : محمد سالم صالح ال حارث
رقم السجل المدني - الإقامة : ٠٠١٠٢٢٨٩٤٩٨٣
رقم الحفيظة - الجواز : ٤٣٩٣٦

النشاط : مقاولات عامة للمباني (انشاء , هدم , ترميم , اصلاح) وصيانة وتشغيل المنشآت
التجارية والسكنية والصناعية واعمال الطرق والانارة والسفلته والمياه
والصرف الصحي والاعمال الكهربائية والميكانيكية وتنسيق الحدائق والمسطحات
الخضراء وتأجير المعدات .

رأس المال : ٢٥٠٠٠,٠٠ افقط خمسة اوا عشرون ألفا اذ لا غير , , ,
اسم المدير أو الوكيل المفوض : مهدي سالم صالح ال حارث
الجنسية : سعودي

رقم السجل المدني - الإقامة : ٠٠١٠٢٦٤٢٨٩٧٨
سلطات المدير : إدارة أعمال المؤسسة , , ,
يشهد مكتب السجل التجاري بمدينة الدمام
وتنتهي صلاحية الشهادة في ١٠/٢٧/١٤٣٩

بأنة تم تسجيل هذه المؤسسة بسجل مدينة الخبر .

تاريخه : ١٤٣٣/١٠/٢٩
تاريخ الميلاد : ١٣٩٢

مصدره : الخبر
نجران



بموجب الإصدار رقم : ٣٤١٧٧٤٢٣
تاريخه : ١٤٢٤/١١/٠٠

مدير السجل التجاري : سعيد جارالله آل مشيط
التوقيع : محمد موم



غرفة الشرقية
ASHARQIA CHAMBER

شهادة اشتراك

Membership No : 125627

Classification: Third

Date of Issue: 27/4/2015

Asharqia Chamber Certifies that :

0

Commercial Register No (2060038440)

Registered for this year

The certificate expires on 10/7/2018

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التوقيع

الختم

غرفة الشرقية
ASHARQIA CHAMBER
مركز خدمات فرع
منارة التجارة والصناعة

Unified number 92000 1361

Fax 013 8570607



نعمل معاً... لخدم أفضل

رقم العضوية : 125627

الدرجة : الثالثة

تاريخ الاصدار : 1436/07/08

تشهد الغرفة التجارية الصناعية بالمنطقة الشرقية بأن :

مؤسسة أعمال المتحدين للمقاولات العامة

المقيدة بالسجل التجاري / الترخيص رقم (2060038440)

مشتركة لدينا لهذا العام

ويتهي سريان هذه الشهادة في 26/10/1439

صندوق البريد 1324 الخبر 31952

صدرت في : 2015/4/27 الموافق : 1436/07/08 م

رقم السند : 13005 تاريخ الاشتراك : 1429/10/29 هـ 13/CS748-13-2008

الرقم الموحد ١١ ٣١ ٠٠٠ ٩٢

فاكس ٠١٣ ٨٥٧٠٦٠٧

United Works General Contracting Est

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OFFICE LOCATION