

# COMPANY **PROFILE**

Mahmoud Abdul Hay **Managing Director** 

**Managing Director Chief Operation Officer** 

Tel: +974 66121554

Tel: +974 74455045

E. mahmoud@fjcontracting.com



FAJR AL JAZEERA TRADING, CONTRACTING & SERVICES CO. P.O.Box # 8978, Tel: +974-44761637 Fax: +974-66503230

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### INTRODUCTION

Fajr Al Jazeera Trading, Contracting & Services Co.is a Qatari based Contracting Company established in 2013, provide all kind of services in Infrastructure works such as Drainage & Sewer laying, Water Mains and, Maintenance Works, Road works, MEP works and Others Contract base works in Doha; thus, a true construction company in its true sense.

Fj. has executed projects for local government organizations and consulting companies in Qatar such as Ashghal, Kahramaa, Qatar Petroleum and authorities and other major local construction companies and individuals in Qatar.

Our Moto is "We believe in quality not quantity".. We are experienced in providing quality services and products. Every member of the Fajr Al Gazrya Trading and Contracting Co. is dedicated to provide our clients the best service possible through shared goal and commitment.

Security & Safety -The manpower (Fajr Al Jazeera Trading, Contracting & Services Co. is its most valuable resource. To ensure a safe workplace for FJ staff and also to protect clients' investment and facilities, we have a strong health and safety culture driven by a goal to achieve "zero accidents" and "zero man-hours lost". The safety culture has been instilled in FJ employees with the conviction that 'every accident is preventable'.

## RECORD OF CONSTRUCTION

### A. Infrastructure Works

- 1. Water Works, Waste Water: Sewerage networks,
- 2. Water net works, Pipe line works,
- 3. manhole construction, house connection chambers.

### **B. Other Works:**

- 1. Direction drilling
- 2. Water proofing works
- 3. Demolition works
- 4. Scaffolding works
- 5. Asphalt works
- 6. Dewatering

### C. Specialized Work

- 1. Repairing Pipe Line & Manhole
- 2. Pipe Line Flushing & CCTV
- 3.Professional Diving team for Storm Water & Foul sewer Net work (Inspection ,Repair & Construction)
- 4. Potable Water House Connection Hot-Tapping

### **D.** Civil Construction Works

**Buildings construction** 

## PROJECT MANAGEMENT

Fajr Al Jazeera Trading, Contracting & Services Co. is owned by:

- 1) Mr. H.Abdulla Al Solaoty (Sponsor)
- 2) Eng. Mahmoud Abdul Hay Mohamed (Managing Partner

Eng. Mahmoud Abdul Hay Mohamed have extensive knowledge of project management, control of site resource and financial control based on his last 20 years experience in Qatar.

Our Managerial and Technical teams consist of well qualified and experienced, Engineers and others guided by dynamic managers of proven experience, who can execute works of any discipline and multitude related to general civil engineering and others.

We have a well experienced work force comprising stutterers, carpenters, masons, fitters, plumbers, bar benders, welders, mechanics and general helpers.

### **COMPANY INFORMATION**

Scope of Works	All kind of services in Infrastructure works such as Drainage & Sewer laying, Water Mains, Road works and Maintenance.
Contact	Contact Person - Eng. Mahmoud Abdul Hay Mohamed Tel: +974-44761637 Fax: +974-66503230 E-mail mahmoud.eg983@yahoo.com
Address	Fajr Al Jazeera Trading, Contracting & Services Co. P.O. Box # 8978 Tel: +974-44761637 Fax: +974-66503230
Sponsor	Mr. H. Abdulla Al Solaoty
Registration	Commercial Registration – 95979 Qatar Chamber of Commerce-01/34838

### **REGISTRATION LICENSES**



- CHAMBER OF COMMERCE LICENCE
- DOHA MUNCIPALITY LICENCE
- COMMERCIAL REGISTRATION LICENSE

## STATE OF QATAR MINISTRY OF INTERIOR General Directorate of Passport



دولة قطر وزارة الداخلية الادارة العامة للجوازات

### بطاقــة قيد المنشأة Establishment Card

Est. ID

14-4622-00

رقم قيد المنشأة

اسم المنشأة : فجر الجزيرة للتجارة والمقاولات

Est. Name: FAJR

Sector : COMMERCIAL

القطاع: تجاري

First Issue:

2013-12-24

تاريخ اول اصدار:

**Expiry Date:** 

2022-11-30

تاريخ الصلاحية:

مدير عام الادارة العامة للجوازات





2021/12/13 07\072

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التوقيع	الاسم	رقم الوثيقة
and the	احمد راشد حمد راشد البورشيد AHMED RASHID ALBORSHID	27163400887
بحفيرالي الرع الروه	محمود عبدالحى عبدالللاه محمد MAHMOUD MOHAMED	27181801260
-		
Cards 1	الماقة ان يقود بتسليمها اليراي مركز للشرطة	تعليمات

على من يجد هذه البطاقة ان يقوم بتسليمها الى اي مركز للشرطة • Whoever finds this card should deliver it to any police station.



Registration and Commercial Licenses Department

وزارة الاقتصاد والتجارة Ministry of Economy and Commerce

إدارة التسجيل والتراخيص التجارية

Commercial Registration Data



Issue Date: 21/11/2021

Commercial Reg. No.:

Commercial Reg. Status:

Trade Name:

Creation Date:

No. of Branches:

Legal Form:

63104

Fajer Al Jazeera for

28/11/2013

Trading & Contracting

W.L.L Active

Tax Reg. No.: Trade Type:

Expiry Date: Capital:

Firm Nationality:

5000603555

26/11/2022 200000 QATAR

**Contact Information** 

Mail Box: Email:

Contacts Numbers:

#### **Partners**

Name	Document No	CR No	Nationality	Percentage	Status
MAHMOUD MOHAMED	27181801260		EGYPT	49%	
AHMED RASHID H R ALBORSHID	27163400887		QATAR		Active
			CATAR	51%	Active

#### Managers (Authorized Signatories)

Name	Document No	CR No	Nationality	Designation (Authority)
MAHMOUD MOHAMED	27181801260		EGYPT	Manager -
AHMED RASHID H R ALBORSHID	27163400887		QATAR	Manager - Full and Absolute Authority

Page 1 of 2 CR No: 63104



غـــرفــــة قـطــر QATAR CHAMBER تشهد غرفة تجارة وصناعة قطر بأن المنشاة المذكورة اعلاه سج certifies that the above mentioned establishment has been registered



Registration and Commercial Licenses Department

مستخرج ببعض بيانات السجل التجارب

إدارة التسجيل والتراخيص التجارية

تاريخ الطباعة: 2021/10/31

5000603555

26/11/2022 200000

قطر

رقم التسجيل الضريبي: السمة التجارية:

تاريخ انتهاء السجل:

راس المال: جنسية المنشأة: 63104 فجر الجزيرة للتجارة والمقاولات

28/11/2013

شركة ذات مسئولية محدودة

نشط

0

صندوق البريد:

رقم السجل التجارب:

تاريخ انشاء السجل:

الشكل القانونى:

دالة السجل: عدد الفروع:

الأسم التجارب:

معلومات الاتصال

أرقام الاتصال:

#### الشركاء

Ow.	الأسم	رقم الاثنات	رقم السجل	الجنسية	النسية	الحالة
	عود عبدالحب عبداللاه محمد	27181801260		مصر	49	نشط
	مد راشد حمد راشد البورشيد	27163400887		قطر	51	نشط

#### المدراء (المخولون بالتوقيع)



تشهد غرفة تجارة و صناعة قطر بان المنشاة المذكورة اعلاه سجلت كمنا التجارة و Watar Chamber certifies that the above mentioned establishment has been registered



Registration and Commercial Licenses Department

مستخرج ببعض بيانات السجل التجارب

إدارة التسجيل والتراخيص التجارية

- مدیر	סבינ	27181801260	محمود عبدالحب عبداللاه محمد

#### الأنشطة التجاربة

إسم النشاط	الرقم
القيام بإعمال البنية التحتية	2002781

إسم النشاط	الرقم
انشاءات عامه (مقاولات عامه)	452000

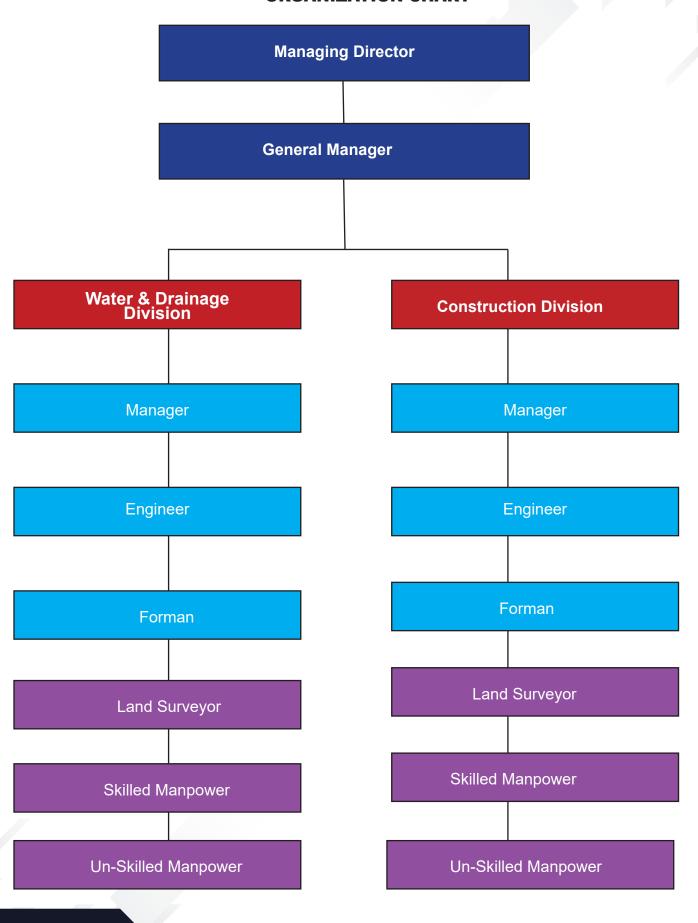


Page 2 of 2 رقم السجل : 63104

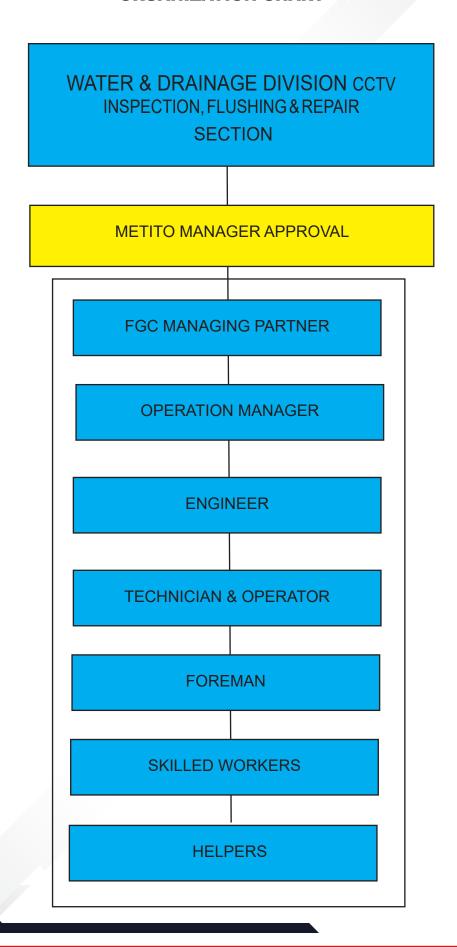
مَلَمُهُ مُلَمَّةً وَلَمُنَاهُ الْمُنْفَاةُ الْمُذَكُورَةُ اعْلَاهُ سَجِلَدُ تشهد غرفة تجارة و صناعة قطر بان المنشاة المذكورة اعلاه سجلا

Watar Chamber certifies that the above mentioned establishment has been registered

#### **ORGANIZATION CHART**



#### **ORGANIZATION CHART**



FAJR AL JAZEERA TRADING, CONTRACTING & SERVICES CO. P.O. Box # 8978, Tel: +974-44761637 Fax: +974-66503230

Fajr Al Jazeera Trading, Contracting & Services Co. regards its human resources as one of the organization's most important assets.

FGC's competent workforce, coupled with its experience in mobilizing, coordinating and managing multi-national project teams, enables it to provide a complete project delivery service and ensures that its project organization is adequately staffed with appropriate skills in a timely manner.

FGC's technical, project and executive management staff is highly qualified with the necessary educational background and practical work experience in organizing and motivating multicultural and multinational workforce.

FGC's policy promotes recruitment of personnel on a permanent basis, instead of project basis. This ensures a permanent core of executive and management personnel, enhancing the benefits in training, and fosters dedication to the welfare and improve ment of the company.

# Most of the Machinery and vehicles owned by Fajr Al Jazeera Trading, Contracting & Services Co. comprise:

DRILLING AND EARTHWORKS EQUIPMENT **CONCRETE EQUIPMENT** COMPACTION EQUIPMENT **ELECTRICAL GENERATION EQUIPMENT** WELDING MACHINES AIR COMPRESSORS WATER PUMPS FLUSHING JET EQUIPMENT LIGHT TRANSPORT **HEAVY TRANSPORT** 

**CCTV EQUIPMENT** 

- Projects Manager 2 Nos
- Engineers (Civil) 3 Nos
- Engineers (MEP) 4 Nos
- Surveyor 2 Nos.
- Planning Engineer 1 No
- Safety officer 2 Nos
- QA/QC Engineer 1 No
- Quantity Surveyor 1 No
- CCTV Technician 2 Nos
- Secretary/DC 2 Nos

### **Item Quantity**

Bending Machine	1
Shearing Machine	1
Cutting Machine	1
CNC Machine	1
Grinding Machine	10
Floor mounted Drilling Machine	1
Welding Machine	5
Zig saw Machine	1
G.I. Cutting Machine	1
Lock Former	1
Work Bench	4
Tools	Lot
Steel Racks	Lot
Office Furniture	Lot
Pressure Test Pump	3
Threading M/c	2
Hand Drill M/c	Lot
Electric Jack Hammer	2
Cable Laying Jack	1
Cable pulling Roller	Lot
Crimping Tools	2
Testing Equipment	Lot
Multi Meter	Lot
Megger	6
Chain Pulley Blocks	2

### **TRANSPORTATION**

Vehicle	Quantity
Range Rover	3
Toyota Land Cruiser	2
Toyota Avalon	1
Toyota Camry	1
Nissan Maxima	1
Hyundai Accent	3
Mitsubishi Truck (Crane mounted)	5
Toyota Double cabin pick up	3
Mini Bus for Staff Transport	2

### **TECHNOLOGY**

As we move towards this technological oriented millennium, our service is supported by up-to-date technological infrastructure.

Our Computer Aided Design & Drafting Facility (CADD) is equipped with modern PC's with latest software programs to support us in this competitive edge.

The following are the list of our support facilities assisting us in delivering a quality service:

CAD / CAM Machinery
Personal Computers with ACAD program
Equipment Selection program
Heating / Cooling Load program
Drafting Machines
Drafting Tables
Tools & Tackles
Latest Equipment Library
Copier Machines, Plotters
Scanner etc.

# LIST OF PROJECTS

FAJR AL JAZEERA TRADING, CONTRACTING & SERVICES CO. P.O. Box # 8978, Tel: +974-44761637 Fax: +974-66503230

	Lis of Ongoing Projects						
SR	Project ID	Project	Client	Owner	Status		
1	TSE connection 100mm □ Arwa Tower □ Dafna	Private Sector	QMMC	AL Faisal Group	On⊡going		
2	Construction of Foul Sewer House Connec- tion Stage 1 & Stage 2 Smesemia City	Roads and Infrastructure in Semaisma Package 04 (DS140□ P04)	JEC	Ashghal	On⊡going		
3	Foul Sewer Backdrop Installation □ 400mm & 600mm	0369□00 396CENTER- AL DOHA CORNICHE PACKAGE 2A	JEC	Ashghal	Awarded		
4	Foul Sewer Pipe Block- age removal 400mm	Ashghal O&M □ Emar- gency Work Order	Metito	Ashghal	Awarded		
5	Construction of Sur- face water & Foul Sew- er network	PJ014 – Road and In- frastructure in South of Al Mashaf	UCC□ InfraRoad JV	Ashghal	On⊡going		

### LIST OF COMPLETED PROJECTS

		1	1	<u> </u>		
SR	Project Name	Project Value (Qrs)	Client	Start Date	Finish Date	Type of Works
1	Asphalt reinstate- ment works at AL Hilal area	1,197,250. 00	The Group Contract- ing Co	15/03/2021 /	15/03/2021	The work shall generally comprise of Removal the asphalt 7CM / Tac coat spraying /Wearing course SCT 1 laying of Wearing base course
2	HDPE piping works	1,765,000.00	Al –Emadi	25/03/2020	20/06/21	The work shall generally comprise of 250mm, 150LM HDPE pipe drilling and laying of pipes.
3	HDPE piping works	817,500.00	Al Jabor Dewater- ing	11/03/2018	7/04/2018	Direction drilling (HDD) in Al-Wakra area .
4	Sewer Pipeline Inspection and Cleaning	125,500.00	ASHGHAL METITO	8/03/2017	2/04/2018	Existing Sewer Pipeline Inspection using CCTV and Cleaning by Flushing in various location.
5	Sewer Inspection and Flushing at Manateq – Um Al Houl Sez 3	155,580.00	MANATEQ METITTO	11/17/2016	5/12/2017	Conduct inspection newly laid pipe suspected leaking using CCTV and cleaning.

					<i></i>	
6	Road crossing in Al- Wakra area	540,000.00	Al Jabor Dewatering Co	01/06/2015	22/09/ 2015	The work shall generally comprise of Utility Diversion works, including liaise with PWA, excavate to expose all existing utilities, to divert existing utilities, laying pipe, sand bed, surround and other necessary protection, backfilling of new trench.
7	Construction, Completion and Maintenance of Underground Car Park Nos. 5 & 6 at Doha Central Grand Park (Al Bidda Park)	235,000.00	Bojamhooi Trading & Contracting Co.		31/09 /2015	The work generally comprises of for the Directional Drilling/Tunneling works at Underground Car park 6at Doha Grand Park.
8	Construction of Commercial & Admin Building at Najma Area – Road crossing ducting works	485,,326.00		06/05/2014	06/12 /14	The work shall generally comprise of excavation including cutting through the asphalt road, removal of surplus material away from site to Authority approved location, supply and lay pvc duct and concrete surround, backfilling, reinstatement of Asphalt Road.
9	Dewatering and Rein- statement works	490,000	Public Works Au- thority	16/09/2014	18/10 /2014	The work generally comprises of excavation/ lay duct pipe at road crossing for dewatering in Al Wakra Area, Al Wifaq Street. Permit no. 184842
10	Souq Waqif Under- ground parking - GRP Pipe Laying		DIC / Urba- con Con- tracting Co.	23/06/2014	08/09/ 2014	The work shall generally comprise of pipes verification of existing underground utilities, excavation, laying of GRP pipes, sand bed, surround and other necessary protection, backfilling of new trench.
11	Dewatering and Rein statement works	490,000	Public Works Au- thority	16/09/2014	21/01 /2015	Construction of necessary sewer network pipe line to connect into the existing network, manhole construction includes necessary valves and fittings, road reinstatement at Mesaieed

### دوله فطر State of Qatar

### هيئــة الأشغال العـامــة PUBLIC WORKS AUTHORITY

### **Emergency Road Opening and Oc Bcupancy Per-**

- 1. The Contractor named on this Permit shall adhere to all the conditions set by Public Works Authority and all approval agencies.
- The Agency commissioning the work holds full responsibility for the quality and safety of the work and the reinstatement executed under this Permit.
- 3. The emergency RO permit shall be kept on site ready for inspection at all times.
- 4. The Public Works Authority holds no responsibility nor liability for the works carried out un der the "Type of Work" and explained under the "Description of Work".
- 5. The Public Works Authority reserves the right to pursue legal actions against the named Contractor in case of violating the permit conditions, guidelines or technical specifications.
- This RO Permit does not impose nor imply any liabilities of any sort on Public Works Authority in connection with the activities carried out under this Permit. In the case where any activities result in civil and/or criminal action towards the Public Works Authority and/or third parties, i.e. deaths, injuries and/or property/asset damage, the named Contractor and Agency shall be liable. The safety of the work site remains the responsibility of the party conducting the work.

Project No.	Project Title	Start Date: 16/04/2017
Emergency Works	Emergency works under 48	Start Time: 6:00 pm
Zone No.	hrs.	End Date: 18/04/2017
23	RO Title	End Time: 5:59 pm
Street No.	Emergency repair of Road	
830, 945		

#### **Agency Information**

Agency:	Ashghal-Roads	
Contractor:	Fajr Al Jazeera Trading, Contracting &	
Engineer:	Services Co.	
	Mahmoud Mohamed	



### دولة قطر State of Qatar

RO NO. 405906 RO Permit No: 0 Printed On: 28/12/2015 Printed By : Abdul Malik

#### هيئية الأشغال العامية PUBLIC WORKS AUTHORITY

#### QATAR PERMIT OF ROAD OPENING

This Permit is initial approval for Road Works. Applicant has to generate work authorization before (1day) starting the work and need to keep work authorization permit on field for inspection. Working or Occupying road without RO Permit and work authorization will be subjected to heavy fine and penalty

Project No.

Project Title

485/15

Application Date: 28/12/2015

**Emergency Works** 

Emergency works under 48 hrs

Start Date: 28/12/2015

End Date 29/12/2015

Agency Information

Agency:

Ashghal-Drainage

Contractor:

Fajr Al Gayzra Trading & Contracting Co.

Engineer:

Mahmoud Mohamed

**Contact Details:** 

Mobile:74455045 Phone(Res):

**Project Description** 

It is intended to undertake:

Emergency Road Works (Valid for Max 48 Hrs)

Type of work:

SEWER HOUSE CONNECTION

Description of Work:

Drainage house connection, works in carraige way, footpath and

verge area, Zone # 24, Rawdat Al Khail.

This emergency RO permit is valid for 48 hours only. Please ensure a copy of this permit is retained on site. The permit holder is fully responsible for health and safety of workers and road users associated with works carried out under this permit





RO NO. 416888

RO Permit No: 19595 Printed On: 10/05/2016 Printed By: Ali Abdul-

la Al Makki

### **QATAR PERMIT OF ROAD OPENING**

This Permit is initial approval for Road Works. Applicant has to generate work authorization before (1day) starting the work and need to keep work authorization permit on field for inspection. Working or Occupying road without RO Permit and work authorization will be subjected to heavy fine and pen

**Project No** 

**Emergency Works** 

**Project Title** 

Emergency works under 48 hrs

**Application** 

Date: 10/05/2016

Start Date: 13/05/2016 End Date 14/05/2016

#### **Agency Information**

Agency:

Contractor:

Engineer:

Contact Details:

Ashghal-Drainage

Fair Al Jazeera Trading, Contracting &

Services Co.

Mobile:74455045

Phone (Res):

#### **Project Description**

It is intended to undertake:

Emergency Road Works (Valid for Max 48 Hrs)

Type of work:

Significant flooding

Description of Work:

Raising main repairign work

This emergency RO permit is valid for 48 hours only. Please ensure a copy of this permit is retained on site. The permit holder is fully responsible for health and safety of workers and road users associated with works carried out under this permit



Project No. Emergency Works

### دولة قطر State of Qatar

Emergency RO No.451679 Printed By : Rizwan Malek

Start Data 16/04/2017 Start Time 6:00

# هيئه الأشغال العامه PUBLIC WORKS AUTHORITY

#### **Emergency Road Opening and Occupancy Permit**

- 1. The Contractor named on this Permit shall adhere to all the conditions set by Public Works Authorty and all approval agencies.
- 2. The Agency commissioning the work holds full responsibility for the quality and safety of the work and the reinstatement executed under this Permit.
- 3. The emergency RO permit shall be kept on site ready for inspection at all times.

Droject Title

- 4. The Public Works Authority holds no responsibility nor liability for the works carried out under the "Type of Work" and explained under the "Description of Work".
- 5. The Public Works Authority reserves the right to pursue legal actions against the named Contractor in case of violating the permit conditions, guidelines or technical specifications.
- 6. This RO Permit does not impose nor imply any liabilities of any sort on Public Works Authority in connection with the activities carried out under this Permit. In the case where any activities result in civil and/or criminal action towards the Public Works Authority and/or third parties, i.e. deaths, injuries and/or property/asset damage, the named Contractor and Agency shall be liable. The safety of the work site remains the responsibility of the party conducting the work.

Project No. Emergency Works		Start Date: 16/04/2017 Start Time: 6:00	
Zone No.			
23	Emergency works under 48 hrs	pm End Date: 1 8/04/2017 End Time:	
23	RO Title		
Street No. 830, 945	Emergency repair of Road	5:59 pm	

Agency Information	
Agency:	Ashghal-Roads
Contractor:	Fajr Al Jazeera Trading, Contracting & Services Co.
Engineer:	
It is intended to undertake:	Emergency Road Works (Valid for Max 48 Hrs)
Type of work:	Local defects in the carriageway
Description of Work:	Emeregncy repair of damaged existing road at Zuhair Bin Amr & Al Quds streets Bin Mahmoud area.
	Mahmoud Mohamed
Contact Details:	Mobile:74455045
	Phone (Res):
Project Description	

#### **HEALTH AND SAFETY POLICY**

This document will contain the company's safety standards in the form of:

Policy statement of the management Guidelines for safety and health General rules Housekeeping Employee health Safety in office Safety with vehicles

### POLICY STATEMENT OF THE MANAGEMENT

It is the intention of the Company to provide a 100% safe and secure working environment to all its employees. The Company will facilitate continuous improvement of health of all its employees and their families. Towards these objectives, the Company will provide leadership in the following:

Invest in the implementation of health and safety standards, which conform to, or exceed international best practices. Train and develop all relevant individuals in the prevention of acci dents in work places. Monitor and provide assistance to individuals in the provision of proper healthcare for themselves and their families. Continuously upgrade safety standards in all work places covering all individuals towards achieving and accident free' environment. Ensure the safety of other individuals, customers, suppliers and/or business associates along with their property, by extending the scope of our safety programme to cover them. Conform to the conditions laid down in all legislative enacts in the QATAR pertaining to health and safety at work places.

#### **SAFETY AT WORK**

The company aims to achieve 100% accident-free environment in all work places, all the time.

The divisional managers will be responsible to implement a plan for safety in the respective work places which will include the following;

A documented induction training programme to educate all new employees to the division, on all safety standards.

Emergency response plan for each location Minimum housekeeping standards.

Accident procedure including training in first aid. Appointment of safety representatives.

Communication methods of safety standards to all concerned.

The Divisional Managers may delegate this responsibility to a senior staff member of his division, not below Gr. 12, to the extent of attending to routine matters pertaining to safety standards but the final responsibility will be with the Divisional Manager.

Managers and supervisors will be responsible for the following, in addition to the above;

Communicating safe work procedures to all employees under his supervision.

Investigate and take corrective action on all accidents, injuries and any such incidents in the respective work place.

Conduct safety meetings at regular intervals, record decisions and follow up action to rectify unsafe conditions.

Ensure 100% compliance to all safety regulations by all employees within his control.

Acquire knowledge on all hazards associated with the type of work discharged by his people and take appropriate steps to avoid them.

Ensure the safety of people and property belonging to customers, suppliers and business associates available in the work place.

The employees will be responsible to consistently being aware of all safety standards in the respective location and adhering to them without deviation. They will be required to;

Consult their supervisors on a regular basis for safety instructions and actively support the implementation of all safety regulations.

Attend safety meetings and contribute to the improvement of safety standards in the respective work place.

Report all matters, which will have any adverse effect on safety standards in the work place.

Follow all safety instructions laid down in respect of the work place and train others to follow the same.

Report all accidents and any other incidents of such nature to the relevant safety representatives or the supervisor.

Assist in the maintenance of all safety equipment and fire prevention equipment in the work place.

Learn first aid and firefighting techniques as and when required by the supervisors and practice them when required.

The management will take all reasonable steps towards providing the above facilities, and it will be the collective responsibility of all employees to achieve the status of a healthy workforce in the Company.

The Human Resources Manager will be responsible for the administration of the health-care objectives.

#### **SAFETY IN OFFICE**

It will be the responsibility of the person in charge of the location to ensure the following standards are constantly maintained.

Each employee working in an office shall be familiar with the evacuation plan specific to the location.

The fire alarm bell and pull stations shall be clearly marked and always kept unobstructed.

All passageways, exit routes, stairways and general areas shall be kept unobstructed and clean all the time.

A fully equipped FIRST AID box shall be kept in a central area of the location. If the location has more than two divisions, each such division should possess separate first aid boxes. The number of first aid boxes should generally be one box for every 50 employees.

Employees should be trained in first aid and basic firefighting in such a manner that there should be at least four trained employees at any given time, in the case of offices where more than 50 employees work.

All electrical wiring must be routed through casing/conduits and the electrical sys-

- Storing of inflammable or combustible material should be done in accordance with minimum standards prescribed for such storing.
- Electrical circuits should be marked and care should be taken to examine electrica loads periodically.
- Fire extinguishers, fire exits, first aid boxes and electrical control panels should never be obstructed and should be kept clear for emergency use.
- An evacuation plan should be drawn in respect of all work places and every employee should be made aware of the plan.

#### **EMPLOYEE HEALTH**

It is the intention of the Company to ensure the maintenance of good healthcare to all its employees. Towards this intention, the Company will take all reasonable steps to upgrade the health awareness of its employees and assist them in preventive healthcare. The Company will provide leadership in the following;

- Educate employees in general hygiene and good eating habits.
- Compulsory medical examinations at least once a year particularly for those over 40 years of age.
- General cleanliness, housekeeping and impact of a clean environment
- Provision of decent and clean accommodation wherever possible.
- Physical training facilities particularly for those who work in an office environment.
- Provision of family healthcare and advice on family planning.
- Medical care and relief for those who suffer illness or injury and assistance for speedy recovery.

## **HEALTH AND SAFETY**

#### **GENERAL RULES**

- Protection of human life is of highest priority at all times. This should never be compromised.
- Our work is never so urgent or important that we cannot take time to do it safely.
- All accidents are preventable.
- Involvement of all employees, proper communication and recognition of safety stan dards will
- Management will provide leadership and an example in the creation, compliance and mainte nance of safety standards.
- No equipment shall be operated unless the employee concerned has either received relevant training to do so or permitted by the management for the operation of such equipment.
- All employees should wear the necessary protective clothing and use other protective gear, as required in the respective area.

#### HOUSEKEEPING

Proper housekeeping has a direct bearing on most of the accidents. It will be the responsibility of the management to ensure the following standards in housekeeping are maintained and to this extent the Divisional Manager in charge of the location will be held responsible.

- All passageways, entryways, aisles, stairs, storerooms, service rooms and work shops shall be kept clean and unobstructed.
- All first aid boxes should be examined on a regular basis and replenished as required.
- Every employee must be made aware of fire exit routes and the locations of fire alarm pull stations

## **HEALTH AND SAFETY**

- No file cabinets or cupboards should be kept open when not in use. Overloading and stacking material on top of cabinets/cupboards should not be allowed.
- Each location should be adequately equipped with appropriate firefighting equipment and such equipment shall be periodically inspected and maintained by company approved contractors.

#### **SAFETY WITH VEHICLES**

- Company owned vehicles shall be driven only by those with a valid Qatar license in respect of the class of vehicle and expressly approved by the company to drive such a vehicle.
- Vehicles shall be driven with utmost care and in keeping with all the traffic rules prevalent in the area imposed by the local authority/police.
- No person should use a mobile phone while driving a vehicle unless with the aid of a set of earphones.
- Driving a vehicle while being under the influence of alcohol or dangerous drugs will be considered a serious offence punishable by instant dismissal of the employee.
- It is expected that employees of AA Trading & Engineering Company will set an ex ample for both the general public and other employees of the group by displaying exemplary road manners.
- Every user of a vehicle will be responsible to ensure that the vehicle is constantly roadworthy and serviced/repaired at the appropriate time. He shall also be re sponsible to obtain the relevant certificates of roadworthiness from an approved workshop before the renewal of registration.
- Each commercial vehicle will be inspected by the Divisional Manager or his nominated representative at least every month for its general condition.

#### **OUTLINE QUALITY PLAN**

#### **CONTENTS**

- 1.0 Purpose and Scope
- 2.0 Responsibilities
- 3.0 Reference Documents
- 4.0 Works Procedure
- 5.0 Inspection & Test Plan
- 6.0 Records
- 7.0 Method of monitoring, reporting and measurement for progress
- 8.0 Equipment, plant & machinery

#### 1.0 PURPOSE AND SCOPE

The purpose of this document is to define the methods and controls employed to ensure that the works of the conveying systems for the project is carried out in a controlled and systematic manner and that in all respects shall conform to the specified requirements.

The scope of this document shall cater for all the aspects of the works of the elevator that shall include as the followings:

Design
Installation
Test & Commissioning
Handing Over

#### 2.0 RESPONSIBILITIES

The overall responsibility of the organization for the works is according to the following:

#### 2.1 Sales

The Sales Manager shall be responsible for getting necessary information and documents, preparing the technical specification, the shop drawings and documents in accordance with the Specification and the Employer's Representatives instruction and getting approval of the technical specifications, the shop drawings and documents for manufacturing / installation. The Sales Manager shall issue all required work order / instructions to the concerned other department in the Organization and factory as per the approved specification and the approved shop drawings.

#### 2.2 Technical

The Technical Manager has overall responsibility for the execution of the contract, including timely completion of the words in accordance with the specifications and drawings and also in accordance with Statutory Regulations. The Technical Manager has overall responsibility to ensure that the works are progressed in according with Quality Plan to be established after the contract award and ensure compliance with the Safety Plan. The Technical Manager shall be responsible for interfacing with other Designated Contractor. The Technical Manager shall be responsible for all necessary testing, such as pre-commissioning, test on completion, to ensure the performance and operation condition in accordance with the approved specifications / approved procedures and handing over.

#### 2.3 Installation

The Installation Engineer shall be responsible for the installation of conveying systems, control of interface with other works, management of storage, transportation and other related site work, and co-ordination with the factory for the timely delivery of the equipment. And also, he shall be responsible for control of overall works programme and installation schedule.

#### 2.4 Maintenance

The Maintenance Engineer shall be responsible for preparing the operation and maintenance instruction manuals and part lists and as-built drawings of the works and for supervising the operations and maintenance obligations under the Contract. And also, he shall be responsible for supervising of operation training of the Employer's staff.

#### 3.0 REFERENCE DOCUMENTS

The reference documents for the works shall be properly kept at the Site office and controlled. The reference documents may include the following documents.

- 1. Contract (includes Tender Form).
- 2. General Condition of Contract.
- 3. Employer's Requirements.
- 4. Outline Specifications.
- 5. Statutory requirements & Regulations.
- 6. Other documents/drawing approved/ agreed before the contract award.

#### 4.0 WORKS METHODOLOGY

#### 4.1 GENERAL

The following content of this section outlines the works methodology for the work of the conveying systems. The intention is to provide an overview of how the work shall proceed on preparation of shop drawings, manufacturing, installation, testing and commissioning. General sequence of flow-charts for Execution of the works.

#### PREPARATION OF TECHNICAL SPECIFICATION & SHOP DRAWING

#### Sales Department shall:

- Review the specification requirement.
- Obtain the necessary architectural data.
- Check the design parameter.
- Develop the basic design of the conveying system and its overall dimension
- According to the specification, architectural data and the design parameter.
- Prepare the shop drawings for preliminary according to the basic design data.
- Co-ordinate with the Designated Contractor on the drawings.
- Prepare the shop drawings for approval.
- Clarify the comments of the Employer's Representative.
- Issue the approved shop drawings to the factory for manufacturing and
- Installation.

#### 4.2 INSTALLATION

#### Installation Department shall:

- Prepare overall works program and installation schedule.
- Co-ordinate the schedule with the Employer's Representative and other Designated Contractor.
- Monitor the actuarial installation schedule.
- Prepare the progress report and records required by the contract.
- Receive work area and check the dimension of the site.
- Receive the equipment and inspection of packing.
- Assemble the parts, hoist and install the conveying system.
- Inspect the installed conveying system.
- Protect the installation against impact damage, scratches etc. Until testing & commissioning.

## 7.0 METHOD OF MONITORING, REPORTING & MEASUREMENT FOR PROGRESS

The works items shall be monitored/measured on each works progress and reported to the Employer. The works item, weighing of work items and its format shall be defined separately. Progress of works is checked and recorded and report shall be submitted to the Employer. The actual progress of work shall be charted against the proposed program to ensure progress.

#### 8.0 EQUIPMENT, PLANT AND MACHINERY

Plant and Machinery, such as Forklift, Chain Blocks, Welding Set and Special Torque Wrench, shall be registered and maintained in good manner. The detailed items, its identification and checklist shall be prepared and recorded.

#### 4.4 TESTING & COMMISSIONING

Testing Department shall:

- Perform the final inspection of the installed conveying systems according to the approved shop drawings.
- Operate the conveying systems, trial and confirm all operation requirements.
- Be witnessed by the statutory inspector.
- Train the Employer's staff.
- Test(s) to be witnessed by the Client's Representative.
- Handing over the conveying systems.

#### 4.5 INTERFACE WITH OTHER WORKS

Interface with the following other works will be carried out in the specific manner in accordance with the Employer's requirements through the co- ordination meeting and drawings etc.

#### 5.0 INSPECTION AND TEST PLANS

The detailed inspection and test plans on the works shall be established and approved.

The outline inspections and test points are:

- Approval of Shop Drawing, Specifications.
- Delivery inspection at site.
- Site inspection.
- Statutory inspection.

#### 6.0 RECORDS

The RECORD shall be taken at every element of the works and kept to identify the compliance and/or non-compliance to the approved specifications, shop drawings. The drawings and letter format shall be prepared according to the Employer's requirement.

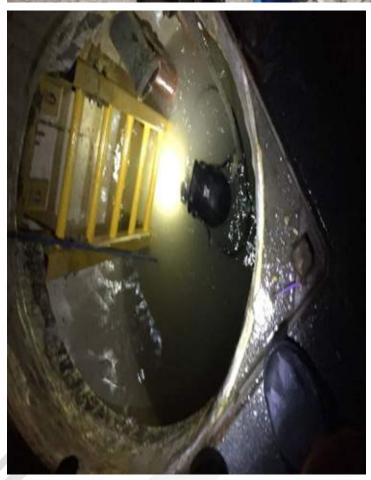
# **PHOTOS**

(FAJR AL JAZEERA TRADING, CONTRACTING & SERVICES CO. P.O. Box # 8978, Tel: +974-44761637 Fax: +974-66503230

## Potable water / Foul Sewer works









## Manhole Flushing/GRP Back Drop, Epxy & Interlock









## **Road Crossing Sewerage Ducting**





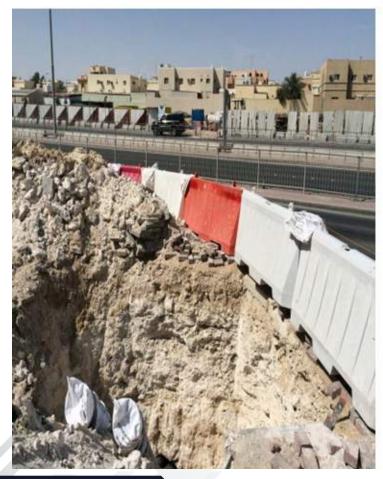




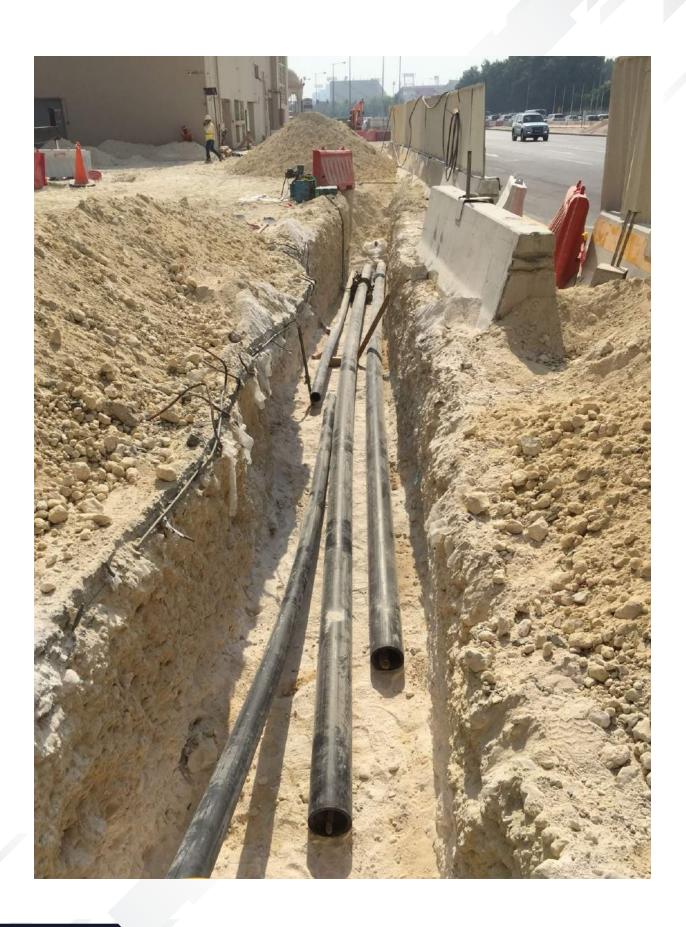
## **HDPE** Pipe drilling and Laying of Pipes



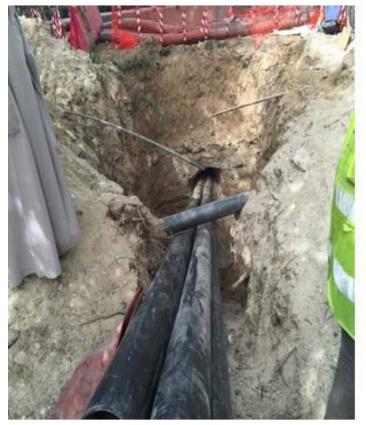








## Directional Drilling/Tunneling works at Underground Car park 6at Doha









## **Direction Drilling (HDD) in Al**□**Wakra** area

















## **Drainage works at Mesaieed**









## Asphalt Reinstatement works at AL Hila





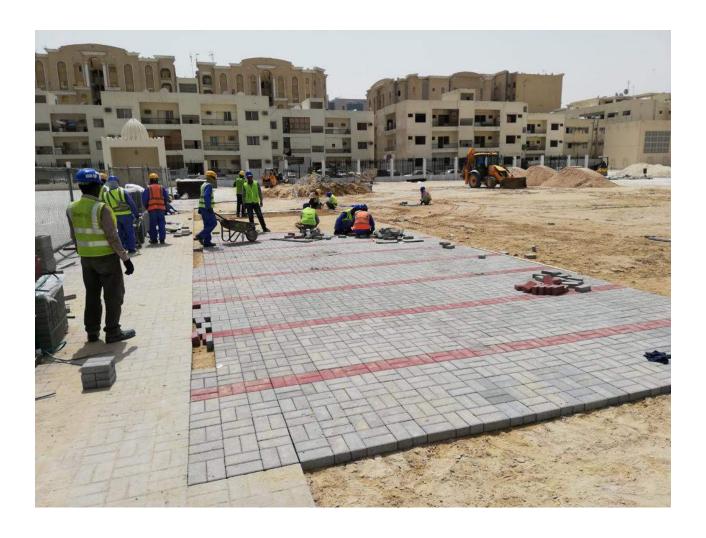








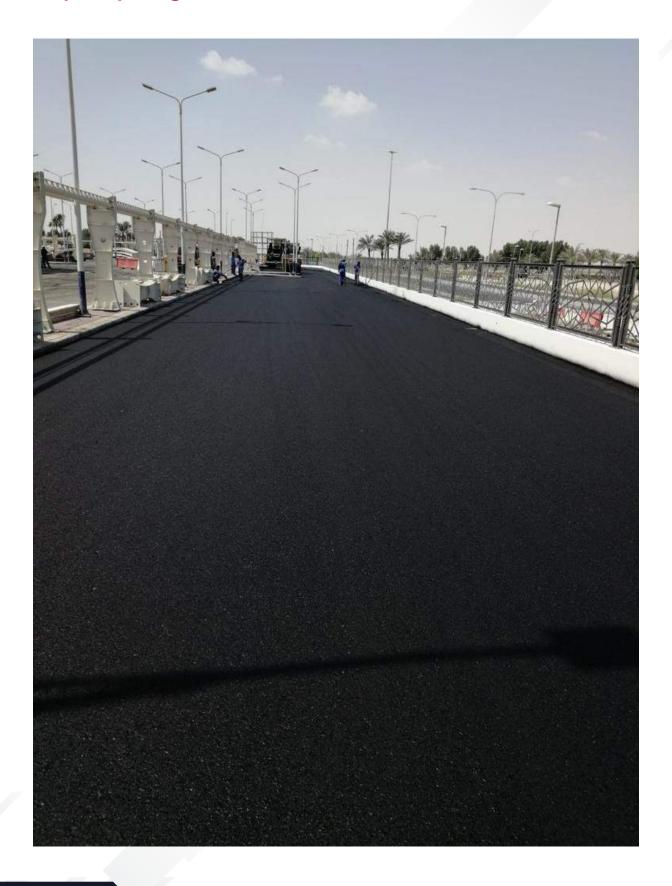
## **Interlock Paving**



### **Electrical Chamber Construction Civil & MEP**



### **Asphalt paving**



### **Chamber Construction Civil Work**







### **MEP Wet well Network Installation**





## **Civil Work**



## **MEP Pump Room Installation**



### **Precast Chamber**



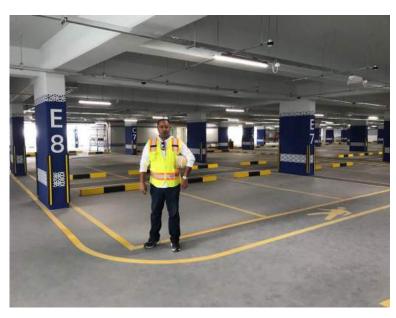
### **Manhole Construction**



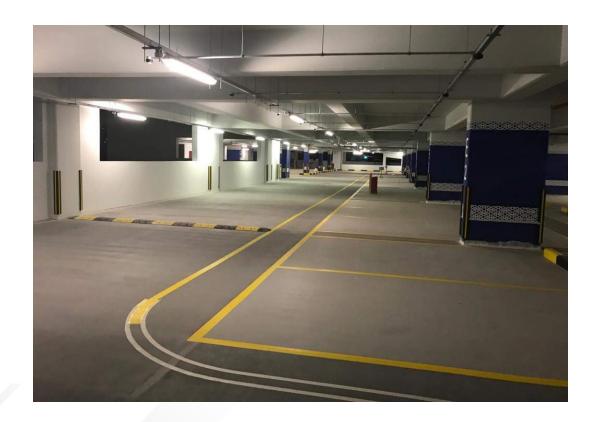
## **HDPE Welding**

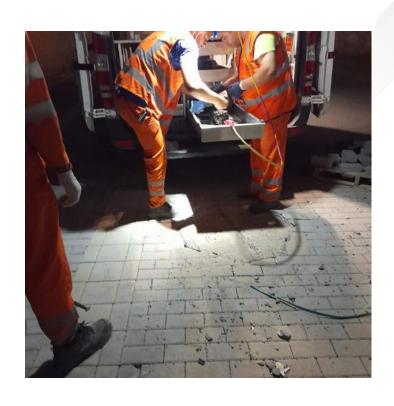


## **Cctv operation**











### **Cctv Trunk**



## Flushing & Water Jetting Operation



## Play Area Setting









