

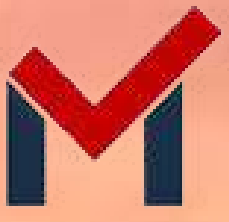
# COMPANY PROFILE



**MUBARAK BIN HAMAD BIN ALI AL FADLI  
CONTRACTING EST. (MHF)**



مؤسسة مبارك بن حمد بن علي الفضلي للمقاولات



Our team of professionals from  
different nationalities  
**delivers international  
expertise.**



رؤية VISION  
2030  
المملكة العربية السعودية  
KINGDOM OF SAUDI ARABIA



**Company Name :** MUBARAK BIN HAMD BIN ALI  
AL FADLI CONTRACTING EST.

**ISO 9001 : 2015**  
**ISO 14001: 2015**  
**ISO 45001: 2018**

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2010898

**سابك**  
**سابك**

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# OUR COMMITMENTS

## OUR MISSION

We aim to provide quality service with better safety, to meet with the changing needs of our clients & to build up a long term relationship based on our service, performance.

## OUR VISION

We aim to be the best contractor to provide best service and be amongst the top contracting companies working with ARAMCO.

**We are Operating as an efficient,  
experienced, contracting company.**



# ABOUT US

This Company Information outlines the capability of Mubarak Bin Hamd Bin Ali Al Fadli Contracting Est in the field of construction particularly on construction management, in-kingdom purchases and actual construction – civil, building, Plants, electro-mechanical, maintenance and other services.

Also included are the company's resources currently available in terms of manpower and equipment and operation services.

Mubarak Bin Hamad Bin Ali Al Fadli Contracting Est was established in 2006 by Mr. Mubarak H. Al Fadli, Saudi National, and 100% Saudi-owned Company. During the past 17 years, MHF has provided a full range of construction, maintenance, renovation, trading, road marking and other related works and services and has completed millions Saudi Riyals worth of contracts all over the regions of the Kingdom.



## MAJOR AREA OF INTEREST

### CONSTRUCTION DIVISION:

- All types of Construction such as Pre-cast buildings, Structure engineered buildings, Shelters, Warehouses & Fencing works...
- Building Maintenance and Modification Works: Waterproofing Raised Floor, Gypsum board, Ceiling and all building finishing.
- Site preparations, Sand Removing, Excavation, Leveling, Backfilling...
- Construction & asphaltting of roads, parking areas, and other related works.
- Underground & above ground LV/HV Electrical works. Buildings electrical works & Industrial electrical works, outside plants, trenching, Transformers installations, UPS and all related works.
- Electro-Mechanical execution: Pumps, Generators, Compressors, Fire Alarm System, Fire Fighting System, HVAC, Plumbing, Manholes, Septic Tanks.
- All Types of Piping Projects under & Above Ground installation:
  - HDPE PIPE, RTR, FBR, PVC, CS Welding (Arc, Tig...)
  - Telecommunication works, Fiber Optic Cable
  - Import and Trading of preventive maintenance instruments and monitoring device and accessories to users of rotating equipment, pumps, compressors, turbines, etc.



Specializing in the following services, MHF could provide these work categories to client with an excellent and satisfactory performance: General building construction for residential, commercial, Gas Plants, hospital and industrial Buildings types

- Building Maintenance Design
- Concrete Repair
- LV/HV Electrical and telecommunication works. Soda Blasting
- Epoxy Coating Industrial Painting
- Electro Mechanical works. HDPE, RTR , CS Pipe lines. ARC / TIG Welding
- HDPE, RTR – FBR – S.S.G.S.C.S. Pipe Installation

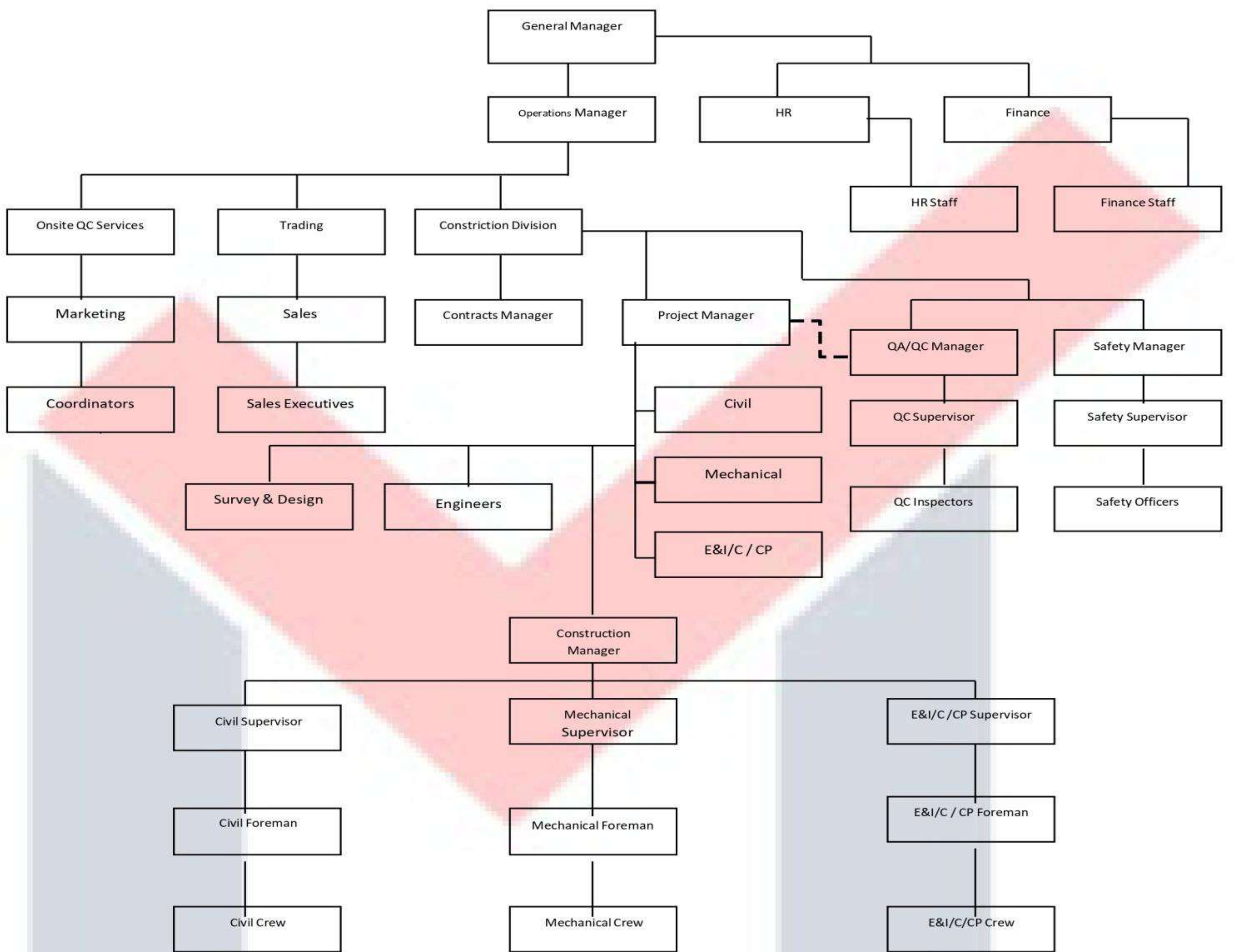
All works related to Electro-Mech. such as HVAC, Fire Fighting System, Fire Alarm system, Pipe welding, Plumbing, Booster pump system, Generators, Compressors.

Through continuous critical analysis and assessment of previous projects, MHF shall strive for improvement, developing techniques and procedures to increase productivity without compromising either safety or quality. These improvements are for the benefit of our clients and associates.

With this total capacity to perform almost all types of contracting services, MHF plans to expand its construction business by competing in long form contracts with major clients to acquire a bigger share in the market. In this objective, we are prepared to finance the acquisition of the following:

- Hire and recruit experienced and competent management staff, construction supervisory staff/engineers and highly skilled craftsmen/technicians.
- Expand our fleet of equipment, either purchase and/or rent various heavy and light construction equipment and tools.
- Establish a procurement office that will handle all the materials and equipment requirement of the project.
- Acquire land areas for use in fabrication, material lay-down yard, camps and site offices in conformance with client's requirements To conclude, remains committed to its valued and esteemed clients with an assurance that projects will be executed safely to the highest standards and most aggressive of schedules.

# ORGANIZATION CHART





## ORGANIZATIONAL STRUCTURE

The Management of Mubarak Bin Hamd Bin Ali Al Fadli Contracting Est rest on the group of men with diverse work experiences. The organization is so structured as to assure full coverage of all operations and administrative functions. While the other department/sections are encouraged to operate with autonomy, they are nevertheless fully integrated to make a one smooth operating team.

### EXECUTIVE OFFICERS:

**GENERAL MANAGER – MR. Mubarak H Al Fadli** involves himself with matters requiring major corporate decisions, particularly those relating to capital expenditures and other investment and the only authorized signatory of contracts and transaction in the company.

**ADMINISTRATION AND FINANCE MANAGER** – responsible in overall finance and administration, ie. Cost accounting, payrolls, payments and billings, directly report to the executive manager.

**PERSONNEL MANAGER** –, responsible in all personal matters involving the entire company and its employees including all Saudi Government required certificates such as Iqama's, licenses, stickers and permits needed to continue its operation in the kingdom, directly reports to the executive manager.

**OPERATION MANAGER** – Develop and implement project execution strategy, ensure the implementation of quality control standards and cost control on project for on time completion and lead project progress meetings.

**PROJECTS MANAGER** –responsible for all planning and administration of projects & operations, marketing, engineering and logistic requirements of all ongoing projects, directly reports to the executive manager.



# CONSTRUCTION METHOD STATEMENT



## **COMPANY WORK EXECUTION PLAN FOR A LONG FORM CONTRACT**

In relation with the company objective, the company has developed an effective ways in executing and demonstrating its capability in performing a Work in conformance with client specifications and in acceptable way. The sequence and manner, in which the Work is proposed to be carried out, coordinated and managed, will be defined in the proposed detailed Project Construction Schedules and Work Execution Plan, which shall be developed based on Client Scope of Work, drawings and specifications once a project is awarded.

To perform the Work, MHF shall furnish the necessary manpower for management, supervision, skilled worker and labor, construction equipment, tools, consumable, materials, temporary site facilities, transportation of its personnel and services necessary to be able to perform the Work in accordance with the Contract, project drawings, specification and documents.

### **PROJECT MANAGEMENT**

Upon Award of the Contract, MHF will immediately organize a dedicated Project Management Team headed by the Project Manager, who is responsible for the overall management of the project. Activities to start the Work will include mobilization of resources for the required manpower, construction equipment, tools, consumables, material and temporary site facilities. MHF will coordinate with Client's representative, and submit all required deliverables in accordance with the Contract.

The Project Team will be composed of discipline personnel to commence the preparation of all requirements before site mobilization. Pre mobilization activities will include preparation of identification card for MHF personnel that will be involved in the work, qualification certificates for welders, riggers, crane / equipment operators, drivers, certification of equipment, gate pass & vehicle stickers for site access, licenses, permits and other requirements necessary to be able to start the Work.

The Project Team organization will be composed of qualified and competent personnel. MHF Project Team will be deployed to perform the Work in accordance with the approved Manpower Mobilization Schedule, which incorporates the initial, peak and demobilization sequence of manpower for the entire duration of the project.



## MOBILIZATION

Detailed Mobilization Plan for resources, such as the site mobilization of temporary site facilities, manpower, construction equipment, materials will be presented in each specific Mobilization Schedule plan (Manpower Mobilization Schedule, Construction Equipment Schedule and Detailed Construction Schedule) that will be submitted to Client representative for approval prior to actual site mobilization.

## SITE FACILITIES

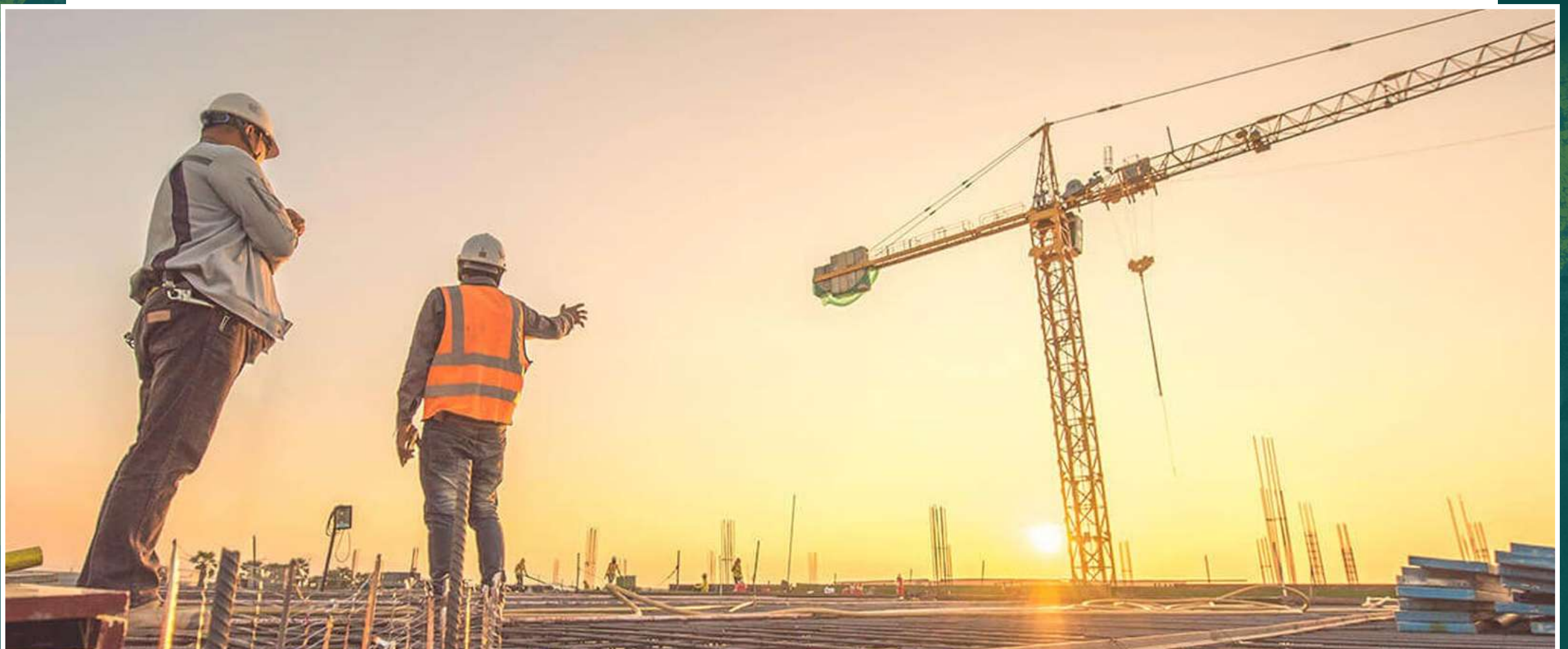
Site temporary facilities will be established on specified designated areas authorized by Client representative & Owner at the plant site. MHF will establish site offices for its construction project task force personnel and personnel of its major Subject Subcontractors employed for the Work.

Site storage structures will be erected for storing materials and equipment that are sensitive to exposure to harsh environment conditions and/or requiring indoor storage prior to utilization and installation. MHF will provide utilities and waste disposal services for the requirement of the facilities.

MHF will submit to Client representative for approval, the detailed drawings and layout plans of the proposed ancillary site facilities, which will include layout plans for materials storage and lay-down yard, site offices, fabrication shed, equipment maintenance shed, tool room, sanitary facilities and other support facilities that are required for the WORK.

## PERSONNEL CAMP FACILITIES

MHF will utilize its existing Camp where MHF has established camp facilities within the area, or will establish camp facilities where there is no MHF existing camp for its personnel that will be assigned for this project. The camp provides sufficient facilities to accommodate all MHF personnel including personnel of its Sublet Subcontractors. MHF camps will have sufficient space capacities consisting of living quarters with air condition units, including cooking and dining halls, laundry sheds, camp and general services office, recreation facilities, overhead water tanks, guard house, sewage holding tank, sewer and water lines, electrical and AC system and other required structures.





## **ENGINEERING**

Engineering Personnel will perform the documentation, distribution & control of all incoming project documents issued by Client representative, which includes approved for construction drawings, specifications, vendor's data, and other referenced codes and standards made part of the contract document.

Based on the received documents Engineering will prepare temporary site facilities layout plans, prepare deliverables for submittal, procedures & execution plans, lifting plans, and perform all other required documentation for submittal to Client representative evaluation/approval.

## **PROCUREMENT OF MATERIAL**

Material Group will process all material requisitions raised by engineering task force and support group, contact approved suppliers and facilitate processing of purchase orders for material supplied by Contractor for purchase requiring prior approval by Client.

Purchasing personnel shall obtain material technical literature and/or specifications from suppliers / manufacturers, which will be submitted to Client representative for evaluation and approval before being purchased.

## **MATERIAL / WAREHOUSING**

Warehousing personnel shall prepare the required storage warehouse for Contractor supplied materials and materials turnover by Client to MHF's responsibility. Control of material at the project site will be the responsibility of warehousing personnel assigned at the site in accordance with the approved material procedures.

Material / Warehousing personnel assigned at the project site shall see to it that control & usage of material at the construction site are handled properly so as to prevent materials from being left lying around the site, without control or custody. This will be participated by all concerned MHF operation staff and direct line supervision, and safety officers.



## **SAFETY & SECURITY PLAN:**

MHF full time Safety Supervisor and Safety Officers experienced and familiar with the project specific work safety requirements, safety procedures and regulations will be assigned at the project site to take the responsibility for the implementation of the approved Safety Program. Safety & Security Program will be submitted to Client representative for approval prior to implementation. MHF assigned Safety Officers will be at the work site during the entire project duration to implement and enforce the approved Safety Program.

## **TRAINING**

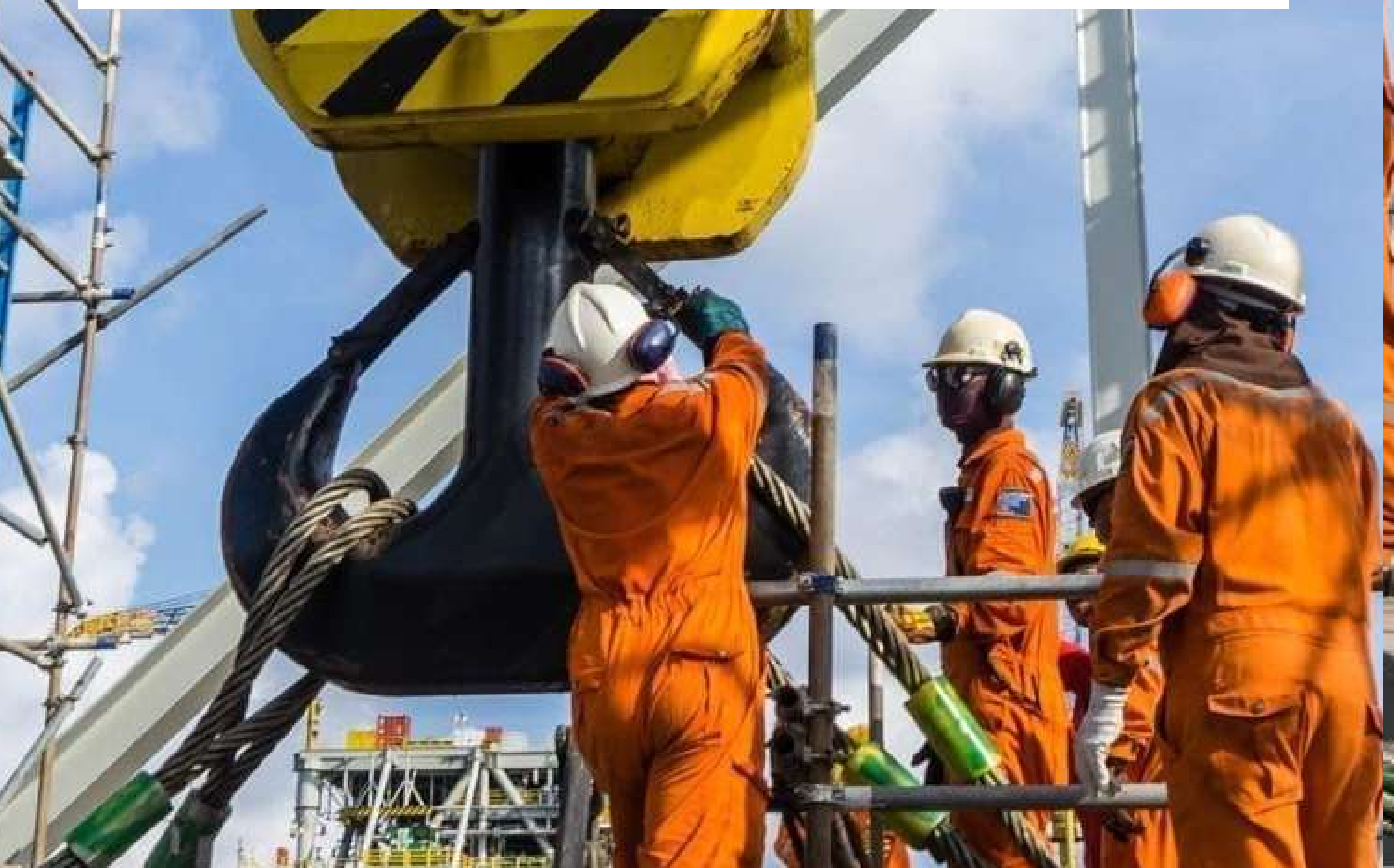
MHF shall continue to train its personnel to maintain standards quality workmanship and safety requirements for the project. MHF shall conduct Training for both Technical Skill and Safety of its personnel.

## **QUALITY CONTROL PLAN**

A specific Quality Assurance & Control Program addressing all quality requirements of the work will be submitted to Client representative for prior approval subsequent to award of the Contract. This is to ensure full compliance with the project quality assurance and control program requirements and specification.

## **PROJECT SCHEDULING / MONITORING / REPORTING**

Planning Engineer will be assigned to prepare the project specific construction schedules, which will be submitted to Client representative for review and approval. MHF Project Control personnel will conduct actual field monitoring the work progress and update the construction schedule, including preparation of production reports that will be submitted to MHF Management and Client representative.





## **CONSTRUCTION ACTIVITIES**

MHF will execute the work in accordance with the Contract scope of Work, which shall be executed in strict adherence with the approved construction drawings, specifications, and standards. Specific construction field procedures will be developed and submitted to Client representative for review and approval (if required) prior to performing the specific work activity.

MHF shall take necessary steps in order to minimize the use of scaffolding works by the utilization of construction equipment such as man baskets, cherry pickers and man lifts whichever is most applicable for the Work and intensive application of on-ground assembly of structures, piping, and equipment and consider the maximization of prefabrication/ pre-casting and pre-assembling method, whenever possible.

Piping Coordinator shall be assigned to take over the overall responsibility for various piping activities during the Testing phase of the work, which shall include coordination, expediting and troubleshooting of groups involved in construction, inspection, engineering, material control, punch clearing, line checking, pressure testing etc.

MHF will perform the required pre-commissioning work of the completed facilities in accordance with the requirement of the job specification, procedures and direction of the Client representative. Pre commissioning work plan will be prepared and submitted to Client representative for review and approval prior to execution of the intended pre-commissioning works.

## **WORKING HOURS / COORDINATION**

Regular working hours will be on a ten (10) hours per day, six (6) days per week basis. However, MHF will render overtime works beyond the above regular daily working hours when necessary, to address the requirement and nature of the specific work activities under consideration and also when necessary to maintain the target completion date of the project.

MHF to provide a Working Hour Program and shall assign Timekeepers to check & control actual working hours of site personnel to ensure full working day is provided, personnel start and finish work on time, actual time recording will be maintained. This will be participated by direct line supervision and timekeeping personnel.

MHF shall coordinate all work activities with Client representative at all reasonable times during the conduct of the work, to achieve a well-coordinated and smooth flow of the project execution. MHF shall also coordinate and cooperate with other contractors working in the area so as not to interfere with each other work, and to avoid delay in the progress of the Work.



## DEMOBILIZATION PLAN

Prior to demobilization of MHF personnel, equipment and temporary facilities, the following actions shall be made:

- MHF shall prepare a written demobilization plan and submit to Client representative prior to the commencement of demobilization activities.
- No demobilization of resources will be initiated without the prior approval of Client representative.
- Prior to final acceptance, MHF will submit to Client representative a complete list of free issue surplus/excess materials, which shall be returned to Client designated yard within the jobsite.
- MHF will conduct housekeeping work in the construction site and render the area cleared of all temporary facilities and debris. All works performed finally accepted by Client would be preserved and safeguarded during demobilization.



# MANPOWER RESOURCES



### MHF WORKFORCE IN THE KINGDOM

ItemNo	Designation	Number of Employees
1	Owner	01
2	Executive Manager	01
3	Construction Manager	01
4	Administration & Finance Manager	01
5	Personnel Manager	01
6	Estimation Manager	01
7	Project Manager	01
8	Project Engineer - Civil	01
9	Project Engineer - Mechanical	01
10	Project Engineer - Electrical	01
11	Safety Engineers	01
12	Personnel Officers	01
13	Procurement Officer	01
14	Superintendent/Field Supervisors	02
15	Planning, Cost & Scheduling Officer	01
16	Quality Surveyors	01
17	QA/QC Engineers	01
18	Safety Supervisors	02
19	Expeditors	01
20	Surveyor	01
21	Foreman	03
22	Warehouseman	01
24	Heavy Vehicle Driver	15
25	Light Vehicle Driver	04
26	Excavator Operator ( Doosan DX225 LC)	08
27	Wheel Loader Operator (CAT906M)	06
28	Roller Compactor Operator (CS12)	04
29	Grader Operator (14G)	03
30	Electricians	05
31	Cable Splicer	02
32	HVAC Technician	02
33	Mechanical Technician	02
34	Welders / Steel Fabricators	20
35	Carpenters	04
36	Masons	07



37	Sandblasters	03
38	Painters	02
39	Steel Fixer	10
40	Plumbers	02
41	Pipefitters	05
42	Flagman	02
43	Pipe/Tig welders	05
44	Instrument Technicians	05
45	Instrument Fitters	05
46	Insulators	07
47	Laborers	20
48	Rigger - Level I	01
49	Rigger - Level III	01
50	Crane Operator	03
	Total Manpower	181



**EQUIPMENTS**  
**RESOURCES**



## **EQUIPMENT RESOURCES TO BE PURCHASE/ RENT**

	<b>1. CONSTRUCTION /FABRICATION EQUIPMENT</b>	<b>Specification/ Capacity</b>	<b>Quantity</b>
1	JCB ROUGH TERRAIN FORKLIFT	3 TONS (76HP)	4
2	FORKLIFT	5TONS	1
3	POWER GENERATOR SETS	8KVA	2
4	POWER GENERATOR SETS	12.5KVA	2
5	STATIONARY BOOM TRUCK	6 TONS	2
6	MANLIFT WITH BASKET(HOP-UP) 18.5 M REACH		1
7	AIR COMPRESSOR	375 CFM	4
8	PORTABLE AIR COMPRESSOR		5
9	ELECTRIC BENDING MACHINE	6MM- 36 MM	2
10	ELECTRIC BAR CUTTER	6MM-36MM	1
11	AUTO MATIC GRITH WELDING MACHINE		2
12	SANDBLASTIG EQUIPMENT & ACCESSORIES		2
13	CONCRETE SHUT CRETE		1
14	PORTABLE PUMP CRETE		2
15	VIBRATING CONCRETE SCREEDER		4
16	POWER TROWELS (ALL PURPOSE)		2
17	CONCRETE MORTAR MIXER		2
18	CONCERETE MIXERS		3
19	CONCRETE VIBRATORS(ELECTRIC DRIVEN)		2
20	CONCRETE VIBRATORS		8
21	CONCRETE PAVEMENT CUTTER		4
22	SUCTION PUMP COMPLETE WITH ACCESSORIES	12HP	4
23	ROTARY WOOD SAW		2
24	COMPLETE ELECTRICAL TOOLS	SETS	8
25	COMPLETE CARPENTARY TOOLS	SETS	20
26	COMPLETE METAL FABRICATION TOOLS	SETS	2
27	COMPLETE TINSMITH TOOLS	SETS	2
28	COMPLETE PAINTING TOOLS	SETS	4
29	COMPLETE PLUMBING TOOLS	SETS	3
30	COMPLETE CLEANING TOOLS	SETS	1
31	VACCUM CLEANING MACHINE, HEAVY DUTY		2
32	MACHANICAL TROLLEYS		2
33	H-FRAME SCAFOLDS 1.2 M x 2.0 M	SETS	1500
34	FIRE EXTINGUISER, HEAVY DUTY		45
35	FIRE EXTINGUISER	25 LBS	60
SL	<b>ADDITIONAL EQUIPMENT FOR PURCHASE/RENT</b>	<b>CAPACITY /UNIT</b>	<b>QUANTITY</b>
To support the company's expansion program, MHF intend to rent or purchase the following lifting equipment, transport vehicles and other construction equipment and tools to be used in the performance of the mechanical and electrical long form construction, subcontracts in the future.			
1	Mobile crane	20 tons	1
2	Mobile crane	40 - 45 tons	1
3	Mobile crane	70 - 75 tons	1



4	Mobile crane	140 tons	1
5	Fork lifts	7.5 - 10 tons	4
6	Tractor trailers	40 tons	5
7	Diesel driven welding machine	400 amps	15
8	Generator sets	281 - 381 KVA	10
9	Air compressors	600 CFM	3
10	Hydro test Pumps	5000 - 10000 psi	1
11	Cable puller or Air Tagger (Cable pulling)		5
12	Crude Oil tanker	32,000 liter	3
<b>SL</b>	<b>TRANSPORT/UTILITY VEHICLES</b>	<b>CAPACITY /UNIT</b>	<b>QUANTITY</b>
1	Low bed trailer trucks	80 tons	5
2	Flat Bed trailer trucks	30 tons	5
3	Service Bus	50 seater	6
4	Service crew cab	Double cab	10
5	Water tanker	5000 ltr	5
6	Service car	4 x 4	14
7	Service pick up	2 x 2 SS	5
8	Service pick up	4 x4	15
9	Water truck	20,000 liters	5
10	Water truck	12,000 liters	4
11	Potable water tank		10
12	Dump trucks	16 m <sup>3</sup>	5
13	Doosan Excavator	Doosan DX225 LC	8
14	CAT Wheel Loader (CAT906M)	CAT 906M	6
15	CAT Roller Compactor (CS12)	CS12	4
16	CAT Grader (14G)	14G	3



**WORK**  
**EXPERIENCE**



### Project Details

Srl	Description	Starting Date mm/dd/yyyy	Ending Date mm/dd/yyyy	Contract Type	Amount
1	Parking Shades Construction at Ghazal & Waqar , SA Contract#6510706801	02/20/2015	05/10/2015	Sub Contract	150,000.00
2	Repairing and Replacing Defective fence at USWP,SA, Uthmaniyah Gas Plant. Contract#6510729388	06/21/2015	07/20/2015	Sub Contract	15,000.00
3	Modify Concrete Foundation of GM505-A/B for New, ShedgumGas Plant . SA Contract #6510763110	02/07/2016	02/15/2016	Sub Contract	21,500.00
4	Repair Fire Monitor @ SRU @ HGP, Hawiyah Gas Plant , SA Contract #6510812689	02/17/2017	07/15/2017	Sub Contract	35,000.00
5	Expansion & Upgrade of Remote Header – U3 , at Haradh	01/24/2018	10/25/2018	Sub Contract	3,458,325.00
6	Construction Gas Wellhead HRDH1231 (Materials Excluded) at Haradh	05/20/2018	09/30/2018	Sub Contract	765,790.00
7	Supply and Installation of Type V Fence at Haradh area	02/23/2018	08/15/2018	Sub Contract	432,000.00
8	Expansion & Upgrade of Remote Header – EK @ Haradh	01/29/2019	10/30/ 2019	Sub Contract	3,260,465.00
9	115KV Switchyard Modification – Civil & Mechanical Works ; Hawiyah GOSP-3	03/15/2020	12/28/2020	Sub Contract	3,867,450.00



10	115KV Switchyard Modification – Civil & Mechanical Works; Hawiyah GOSP-3	06/16/2020	12/28/2020	Sub Contract	2,473,010.00
11	Construction of new Cable Trench @ Ma'aden Ammonia Plant, Ras Al Khair , Contract #EC/MHF-1401/2020	11/01/2020	03/21/2021	Sub Contract	200,450.00
12	Curbstone and Interlock Works at Spark Building Project , SAPRK, Abqai, Contract# SC078 -2021- SASPARK	10/09/2021	12/12/2022	Sub Contract	504,884.51
13	Main Line Maintenance of Fire Hydrant @Royal Commission for Jubail & Yanbu	12/21/2021	01/15/2022	Sub Contract	25,000.00
14	Electrical work at Koch factory as per BOQ P-33-2021 ,Dammam	02/02/2022	08/25/2022	Sub Contract	330,154.50
15	Civil works at Koch factory as per BOQ P-33-2021, Dammam	09/02/2022	12/29/2023	Sub Contract	470,635.00
16	Renovation of Central Control Room (CCR) at KhPD, Khurais Plant, 6511092484	01/08/2023	07/07/2023	Saudi Aramco	873,689.50
17	Installation of Gas Grid Pipe Line Works- Spark NCR-SPARK-SUB-12-R00	01/20/2023	09/22/2023	Sub Contract	1,002,823.25
18	SA016 – Construction of Sales Gas Supply Pipeline to Yambu Plant Phase 3 Project	14/04/2023	25/10/2023	Sub Contract	831,430.00
19	Removal & Paving of New Interlock Bricks / AUT-PO-2023-0088	07/ 11/2023	On Going	Sub Contract	239,453.00
20	Installation of 8" Valve on the existing 250 & 350 Manhole With Extension Accessories/ NRC-PO-SINO-424	27/11/2023	On Going	Sub Contract	40,000.00



**SAFETY**  
**PROGRAM**



## **SAFETY COMMITMENT AND HEALTH POLICY**

International Union Contracting Est., believes that NO JOB OR NO TASK IS MORE IMPORTANT THAN WORKER'S HEALTH AND SAFETY.

If a job represents a potential safety or health threat, every effort will be made to plan a safe way to do the task.

Every procedure must be a safe procedure. Shortcuts in safe procedures by either foremen or workers will not be tolerated.

If a worker observes any unprotected job, which may pose a potential threat to their health or safety, he or she must inform management and management must take adequate precautions.

The company is committed to Safety, Health and Environmental excellence. This humanitarian gesture of the company is directed towards protecting the welfare of its most valuable asset – the worker, its physical resources and work environment.

The company mission is the total acceptance of Zero Accident and Incident Concept. As such, everyone employed in the Company must completely submit to and adapt himself with the company's set principles:

Through educational training, proactive planning, judicious execution of work and total compliance with all safety procedures and prescribed safe work practices, accidents, incidents and injuries can be prevented. Only those operations / activities that create no harm to personnel, no losses to company resources and no ill effect to work environment can be considered efficient and profitable

The Safety In-Charge is responsible for assisting management in development and implementation of safety awareness of the Company Safety Programs and approved by Client.

**“IF A JOB CANNOT BE DONE SAFELY  
IT WILL NOT BE DONE”.**

**OUR FUTURES ARE ONLY BUILT THROUGH OUR PEOPLE.  
WE AIM TO PROTECT THEM**



## **PERFORMANCE APPRAISAL PROGRAM** *(Including Safety)*

Every employee will participate annually in a formal performance appraisal with their respective project managers. The objectives of this appraisal process are to:

- Establish and/or clarify job objectives,
- Establish standards, against which performance will be measured, including safety performance,
- Identify employee developmental needs and strategies to address these needs,
- Enhance communications between employee and project manager/supervisors.

### **PROCEDURES**

Formal performance appraisals are conducted yearly for each employee. Semiannual or quarterly reviews are recommended to foster better communication between project managers, supervisors and employees in assessing progress, jointly developing new plans and objectives, and clarifying expectations for the coming year. Employees who have been under the direction of more than one project manager and/or supervisor during the performance review period (for example, an employee who transferred from one department to another) may be evaluated by both the previous and current supervisors. The current supervisor, however, has the primary responsibility for completing the appraisal form. New employees are in an introductory period for 3 months from their hire date. At the end of that period, the employee's job performance will be reviewed through the formal performance appraisal process.

### **EMPLOYEE'S APPRAISAL DISCUSSION**

During each annual appraisal discussion the employee, project managers and supervisors review the employee's performance during the previous year measured against standards set at the start of the year. Both successes and failures are reviewed. It is constructive to take the time to understand why certain objectives were successfully achieved and what prevented the successful achievement of other objectives. This review helps to set and achieve new objectives in the year ahead. A key part of the appraisal process is a self-review by the employee which allows the employee to review his or her own performance.

This can enhance two-way communication between employee and project manager/supervisor. Employees should discuss job expectations, developmental plans, concerns, and areas the employee feels that additional training would be helpful. The supervisor and the employee should discuss the employee's self-review during the appraisal discussion. If the appraisal discussion is not satisfactory, problems or disagreements should be discussed between the employee and the supervisor.



## **PROCESSING APPRAISAL FORMS**

Once the project manager/supervisor and employee have completed the annual performance appraisal discussion, the appropriate forms are finalized. The employee will be asked to sign the appraisal form. Signing the appraisal form does not necessarily represent agreement with the contents of the appraisal. Employees can provide a written explanation of any disagreement that will be attached to the final appraisal form. The form will be forwarded to the executive manager for review and signature. At this time, dates may be set for interim review sessions throughout the year.

## **RELATIONSHIP TO SALARY INCREASES**

The performance appraisal program is designed primarily to clarify expectations and improve job performance through improved communication between an employees and his project manager and/or supervisor. The performance appraisal is only one of a number of items considered in compensation decisions. Questions concerning the Performance appraisal process should be directed to the employee's immediate superior which is the project manager or the supervisor as the case maybe.

## **RESPONSIBILITY:**

### **Project Managers and Supervisors**

Responsible for the effective implementation of the performance appraisal program. New supervisory personnel should contact the executive manager to arrange for training and to define their role in the process.

### **Office of the Executive And General Manger**

Responsible for providing materials used in the performance appraisal program each year, monitoring the process, and filing all completed appraisals. They will also provide training and consultation for employees and supervisors as needed.

### **Employees**

Responsible for working with their project managers and supervisors to identify and develop agreed upon responsibilities, expectations, performance standards, and areas needing improvement. Employees are responsible for completing a self-review to assist in the appraisal process. If disagreements arise during the appraisal session, employees are responsible for providing a written explanation of their disagreement that will be attached to the completed appraisal form.



**QUALITY  
PROGRAM**



# PROJECT QUALITY MANUAL

## INTRODUCTION

### General Information

Project Manager shall have total responsibility of the successful completion of the project in accordance with the customer's contract. Quality requirements of the project are under his responsibility who reports directly to the President / General Manager.

On Contract award the Project Manager will issue a project specific organization chart in line with the details of the contract agreement. This shall be progressively updated, made available to the customer and displayed on the project notice board.

MHF have for many years completed construction projects at various locations within the Kingdom of Saudi Arabia and have established as an industrial leader due to their experience and by following Quality Management principles. This approach has resulted in the completion of its past project works meeting its customer's satisfaction despite sometimes-stringent time and budget constraints. The completed works have met the quality standards imposed even under difficult situations.

Quality awareness and control are the heart of all the processes involved in the execution of a construction project and its intent that this manual shall describe and define in details how these identified quality level are to be achieved at defined stages during the project completion.



# QUALITY MANAGEMENT SYSTEM

## Description

MHF have operated a quality system that has been complied with since 2007.

## Project Mission Statement

MHF are dedicated to the Principles of customer's satisfaction and progressive improvement of its operating systems, quality of operations and the excellence of its completed works and Services are paramount and these concepts are not in any way to be compromised.

These principles are to be applied to all aspects of the execution of a construction project not only to the direct works but also in all activities including those of support services and supplier participation. All requirements have been clearly documented in the dedicated Project Quality Assurance manual, associated procedures and inspection plan all of which are in accordance with quality management concepts documented in the Quality Control Manual.

Project personnel at all levels are directed to familiarize themselves with the general requirements of the Quality Management System and the specifics of the Project Quality Objectives identified constantly applying these principles in everyday activities. The aims of the project is to provide the Customer with a facility constructed to the highest possible quality standard in so doing enhancing the reputation of the company and providing the opportunity to cement Customer-Company relations leading to mutually beneficial future associations.

This statement is a binding project commitment and shall be prominently displayed on all notice boards throughout the project



# Terms and Definitions

Where applicable throughout this manual general fundamentals and vocabulary used shall be in accordance with standards and the most common of which and certain unique terminology are as follows:

- |  |   |  |
|--|---|--|
| <b>Contractor</b>                      | - | <b>MUBARAK BIN HAMD BIN ALI AL FADLI CONTRACTING EST (MHF)</b>   |
| <b>Customer / Client</b>               | - | Direct recipient of a product or service provided by the contractor in accordance with a contractual agreement.  |
| <b>Project Management Team</b>         | - | The section of the company in charged with the execution of a contract.  |
| <b>Quality Management System</b>       | - | System to establish a quality policy and quality objectives and the means to achieve those objectives.   |
| <b>Quality Control (QC)</b>            | - | Part of Quality Management focused on fulfilling quality requirements.   |
| <b>Procedure</b>                       | - | Specified way to carry out an activity or process  |
| <b>Operating Instruction</b>           | - | Guidance on the sequence of events and responsibilities in completing a composite operation in effect a documented work\ instruction                                   |
| <b>Quality Control Inspection Plan</b> | - | A document setting out the specific quality control practices, resources, sequence and responsibility of activities relevant to a particular project, product or item. |
| <b>Standard / Specification</b>        | - | The contract governing code and that determines acceptable materials, Practices and the Criteria used to judge the acceptability of Specific actions or installations. |
| <b>Supplier</b>                        | - | Approved providers of equipment, structures/components, materials and subcontracted services.  |



# Project Quality Manual (PQM)

The object of this manual is to provide a definitive guide to the system of controls that are to be applied to particular projects contracted scope of work.

At the project bid stage, this manual will be a general management identifier only. Once a contract is awarded, it shall be developed to include the Specified requirements and arrangements for that particular project, prior to submission for approval by the Customer. Once approved by all authorized parties its documented requirements shall become a binding commitment on all these parties.

The PQM provides control, such that activities are performed through quality planning, established procedures and operating instructions. These provide guidance and control on the methods for executing a particular task. These requirements will normally not vary from project to project and are generally not required to be modified. In fact, any request shall be resisted as it may impact on operational awareness.

The customer's contract referenced specifications deal with acceptance criteria for particular items or operations. These mandatory requirements, approved methods and procedures are bound together by the project specific Quality Control Inspection Plan. No construction or associated activities shall be commenced until customer approval is obtained.





**QUALITY**  
IS THE BEST  
BUSINESS  
PLAN

## QUALITY ADMINISTRATION

### General

Personnel who have a direct impact on the quality of the end product shall be given the organizational freedom to carry out their duties without undue pressure or duress. Requirements.

The Project Manager shall be assigned as the qualified and experienced QC personnel by the Quality Control Manager to monitor and provide necessary controls.

Quality control personnel shall be selected for their suitability for a particular projects scope of work consideration shall be forgiven to their qualifications and experience and shall also have undergone a period of in-house training and examination in quality system appreciation and discipline proficiency. Quality control person is appreciated to have specialist skills. However, these are not infinite and work assignment shall only be allocated to personnel who have been issued certification attesting to their proficiency in a particular discipline by QC Section.

QC Inspectors are categorized in accordance with training and experience in the following manner:

- *Piping / Welding*
- *Civil / Structural*
- *Rotating / Static Equipment*
- *Electrical / Instrument*
- *Coating / Insulation*



The Project Quality Control Section shall be headed by a QC representative who shall be responsible for the supervision of surveillance's necessary and the monitoring and reporting on compliance or non-compliance with the Project Quality Control System. The title of this designated representative will be dependent on the project size, responsibility or contract dictates. The QC designated representative shall have direct responsibility for all quality administration for the project, which includes the maintenance of the quality system.

Resumes and supporting certification shall be provided for customer approval as requested prior to personnel assignment. Any customer's interviews of QC personnel will be completed in the presence of the individual direct supervisor.

## Authority

The project QC representative's decision related to quality and/or implementation of this Project Quality Control Manual shall be final, unless specific parts are waived by the Customer and Project Manager in writing.

## Responsibility

Project QC inspection shall reject work which does not meet the work specifications, or which was not inspected, tested or examined in full compliance with the requirements of the Quality Control Inspection Plan, referenced standards and specifications. These rejections will be documented in a manner identified in the pertinent procedures.

### **The QC assigned shall:**

- Identify quality problems
- Reject non-conforming items
- Initiate, recommend or provide solutions to the problems with the customer's sanction / approval through designated channels, the most important of which is non-conformance, corrective and preventive actions reporting.
- Shall verify implementation of actions agreed and document results.
- Control further processing of non-conforming items, control deficiencies, or unsatisfactory conditions until rectification and approval has occurred. The requirement for ensuring preventive actions are imposed to preclude reoccurrence shall be given high profile.

The Project QC Section shall ensure that all project personnel have the necessary degree of understanding of the project quality requirements and that they are in possession of all documentation to enable them to comply with the requirements.

The QC section so as to reinforce the quality message and to bring to the attention any specific areas for improvement or any developments that has necessitated change shall introduce periodic quality training sessions and meetings.



# Project Reports

To ensure that Project quality activities are independently monitored and that action is taken at the earliest possible time, thus avoiding conflict and difficulties; a comprehensive weekly reporting System between the Contractor Project QC section and the Client QA/QC representative. This report shall be completed on the last working day of the week transmitted in accordance with the procedure. QC Section shall ensure that on-going difficulties are captured and recorded. A project logbook shall be established on commencement of site activities and shall record all quality difficulties. This logbook shall be completed in accordance with the procedure. Any proposed customer's or third party audits must be reported to the QC Section at the earliest possible time to allow for their representative to be present during the event and during the actual inspection. Any subsequent reports must also be copied in full. Should any complaint received from the customer or external authority by the project, a copy must be forwarded immediately to the QC Section (Main office) so that the matter can be fully investigated and resolved by the Company and the customer's satisfaction. All instances of customer complaint shall be finally action, recorded and retained by QC Section in accordance with procedure.

All other project reporting shall be defined by the customer in the Contract and by the responsible department in accordance with the agreed procedures. As soon as site activities commence, agreement should be made with the customer's quality representative for the establishment of quality meetings. The criteria for establishing these meetings should not be allowed to stray beyond topics related to quality matters.

Project quality meetings shall be recorded and minutes distributed to all attendees with additional copies to the Project and the Quality Control Section.



**PROJECT LOCATION**  
**PICTURES**





















**PIPING FABR'N / INSTL'N**





















The background of the image is a detailed architectural floor plan or site plan. It features various geometric shapes, lines, and shaded areas in a muted color palette of pinks, oranges, and browns. The drawing includes rectangular structures, corridors, and irregular polygons, suggesting a complex layout of a building or a site. The overall style is technical and precise.

**S.A GOVT. LICENCES/  
COMPANY DOCUMENTS**

**mubarak H ALOUDAH**

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**From:** Saudi Aramco Electronic Contracting Network (ECN) [G-ECNFAX@um.aramco.com]  
**Sent:** Monday, December 21, 2015 2:21 AM  
**To:** info@mubarakksa.com  
**Cc:** jaffar.darweesh@aramco.com  
**Subject:** SAUDI ARAMCO VENDOR REGISTRATION UPDATE (090121f3811fa027)

December 21, 2015

**YOUR SAUDI ARAMCO VENDOR  
REGISTRATION NUMBER: 10052558**

**MUBARAK HAMAD ALOUDAH EST, FOR CONTRACTING  
P.O.BOX.22125  
Hofuf 31982  
Saudi Arabia**

Thank you for updating your registration information with Saudi Aramco. Your update request for registration information has been approved.

We appreciate your interest in doing business with Saudi Aramco and wish you the best of success.

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وزارة التجارة  
Ministry of Commerce

# شهادة تسجيل مؤسستين فردية

الرقم: ٢٢٥٧.٣٣٢٧٩

التاريخ: ١٤٢٧/٠٩/٠٨ هـ

الرقم الموحد للمنشأة: ٧٠٠٦٨١٥٤٧١

الإسم التجاري للمؤسسة: مؤسسة مبارك بن حمد بن علي الفضلي للمقاولات

مركزها الرئيسي: ٢١٦٢.٨٤٨١

ص.ب.: \_\_\_\_\_ الرمز البريدي: ٣٦٣١١ هاتف: \_\_\_\_\_

اسم التاجر: مبارك بن حمد بن علي الفضلي

رقم السجل المدني - الإقامة: ١٠٢٠٥٣٤٢٨٣

رقم الحفيظة - الجواز: \_\_\_\_\_ تاريخه: ١٤٤٣/١٠/٠٧ هـ

النشاط: للاطلاع على بيانات الأنشطة الرجاء مسح الرمز التجاري

رأس المال: ١٥٠٠٠ خمسة عشرة ألف ريال فقط لا غير

اسم المدير أو الوكيل المفوض: مبارك بن حمد بن علي الفضلي

الجنسية: سعودي

رقم السجل المدني - الإقامة: ١٠٢٠٥٣٤٢٨٣

تاريخه: ١٤٤٣/١٠/٠٧ هـ

تاريخ الميلاد: ١٣٧٩ هـ

مصدره: أحوال الأوصياء

سلطات المدير

يشهد مكتب السجل التجاري بمدينة العيون

بأنه تم تسجيل هذه المؤسسة بسجل مدينة العيون

وتنتهي صلاحية الشهادة في ١٤٤٦/٠١/١٨ هـ

بموجب الإيصال رقم ٨٤٣٢٢٠١

و تاريخ: ١٤٤٣/١٢/٢٦ هـ



مدير السجل التجاري: نايف صالح الطاسان

التوقيع:

To Verify the information of this certificate visit <http://v.mci.gov.sa> يمكنك التحقق من صحة هذه الشهادة بالادخول على



# Certificate of Registration

*This is to certify that  
The Quality Management System of*

**MUBARAK BIN HAMAD BIN ALI AL FADLI CONTRACTING EST**

**PO Box 22125, Eastern Province, Al Ahsa 36311, Al Uyun,  
Kingdon of Saudi Arabia**

*has been assessed and found to be in accordance with the  
requirements of the Quality Management System standard*

## ISO 9001:2015

for the following scope :

**Design, Construction and Repair of Industrial Buildings, High Rise Commercial  
and Residential Buildings, Oil and Gas Pipelines, Roads and Bridges and  
Allied Requirements Like Fire Fighting Projects, MEP & STP Projects**

CERTIFICATE No. : MUB23L2Q68SA

ISSUED DATE : 07/12/2023  
EXPIRY DATE : 06/12/2026

1ST SURVEILLANCE DUE : 06/11/2024  
2ND SURVEILLANCE DUE : 06/11/2025

Managing Director



CB-MS-4022

Accredited By United Accreditation Foundation (UAF)  
400 North Center DR, STE 202 Norfolk, VA 23502,  
United States of America (USA)

**For BMG Conformity Assessment Services Pvt. Ltd.**

C-338, 2nd Floor, Sector-10, Noida-201301, G.B. Nagar, (U.P.) India

This Certificate is intellectual Property of BMG and can be maintained through surveillance and renewal audits.

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# Certificate of Registration

*This is to certify that  
The Environmental Management System of*

**MUBARAK BIN HAMAD BIN ALI AL FADLI CONTRACTING EST**

**PO Box 22125, Eastern Province, Al Ahsa 36311, Al Uyun,  
Kingdon of Saudi Arabia**

*has been assessed and found to be in accordance with the  
requirements of the Environmental Management System standard*

## ISO 14001:2015

for the following scope :

**Design, Construction and Repair of Industrial Buildings, High Rise Commercial  
and Residential Buildings, Oil and Gas Pipelines, Roads and Bridges and  
Allied Requirements Like Fire Fighting Projects, MEP & STP Projects**

CERTIFICATE No. : MUB23L2E69SA

ISSUED DATE : 07/12/2023  
EXPIRY DATE : 06/12/2026

1ST SURVEILLANCE DUE : 06/11/2024  
2ND SURVEILLANCE DUE : 06/11/2025

Managing Director



CB-MS-4020

Accredited By United Accreditation Foundation (UAF)  
400 North Center DR, STE 202 Norfolk, VA 23502,  
United States of America (USA)



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For BMG Conformity Assessment Services Pvt. Ltd.  
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# Certificate of Registration

*This is to certify that  
Occupational Health & Safety Management System of*

**MUBARAK BIN HAMAD BIN ALI AL FADLI CONTRACTING EST**

**PO Box 22125, Eastern Province, Al Ahsa 36311, Al Uyun,  
Kingdom of Saudi Arabia**

*has been assessed and found to be in accordance with the requirements  
of the Occupational Health & Safety Management System standard*

## ISO 45001:2018

for the following scope :

**Design, Construction and Repair of Industrial Buildings, High Rise Commercial  
and Residential Buildings, Oil and Gas Pipelines, Roads and Bridges and  
Allied Requirements Like Fire Fighting Projects, MEP & STP Projects**

CERTIFICATE No. : MUB23L2O70SA

ISSUED DATE : 07/12/2023  
EXPIRY DATE : 06/12/2026

1ST SURVEILLANCE DUE : 06/11/2024  
2ND SURVEILLANCE DUE : 06/11/2025

Managing Director



CB-MS-4006

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# MUBARAK BIN HAMAD BIN ALI AL FADLI CONTRACTING EST. (MHF)

مؤسسة مبارك بن حمد بن علي الفضي للمقاولات

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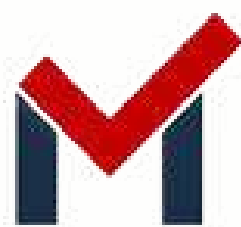
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THANK YOU



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CONTRACTING EST. (MHF)**

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