4.1.2 Project Planning and Scheduling

Al Faniah has established a procedure to control Project Planning & Scheduling. The purpose of this procedure is to ensure to develop planning package & programme proposals in line with Contract requirements; coordinate, compile, review and follow-up with Subcontractor progress, to plan, modify, monitor and control all resources and equipments at site to complete the Project within the given period of completion.

A Method Statement has been prepared for "Project Control & Progress Management" to ensure the following objectives are met:

- The identification of all significant milestones
- The identification and analysis of Contractor and subcontractors basic activities are controlled
- That progress monitoring is achieved
- Ensures continuous monitoring of forecast and actual data
- The prompt identification of any delay and define corrective actions to recover slippage
- To explain the methodology required to implement and to ensure that planning Package can be integrated in project control system

4.2 Design Control

Al Faniah will coordinate with approved design of multiple disciplines, compile and review all design submittals before submitting to the client's approval and ensure that they are in compliance with contract requirements/specifications, compliance of comments and finally its approval in line with contract requirements & schedule. A drawing register will be prepared and submitted to the client's approval and a log will be maintained weekly to monitor the status and appropriate actions will be initiated accordingly for any delays.

4.3 Documents and Data Control

Al Faniah has established a procedure to Control Project Documentation.

The purpose of this document is to define the Document & Data Control System of the Quality Management System in order:

- ☐ The control of documents in terms of approval, issue, change and distribution.
- ☐ To ensure that approved, valid and up to date copies of all documents are available at all times.
- ☐ To ensure that all non-valid and obsolete documents are withdrawn from circulation and either destroyed or separately filed.
- ☐ To ensure that documents are securely filed, and easily retrievable.
- ☐ Those relevant personnel have the latest relevant copies of necessary documents.

The following procedures will be effectively utilized to check the adequacy of any documents produced by Al Faniah or their subcontractor prior to issue.

Preparation of Documents & Reports:

QA/QC POLICY

Contract documentation may originate from various sources. For this reason it is of utmost importance that document preparation is coordinated by one single office, which will be the responsibility of Al Faniah Project site office.

Submittals as required for the Project, such as Programme of Works; Drawings; Plans; Method Statements, Site Reports, Maintenance Manuals; Final Dossier, As Built Record drawings will be prepared by Al Faniah Project Site Office or their subcontractor/suppliers and submitted to the Clients for approvals in line with the procedures mentioned Part 7 of Section 1 of QCS 2007. After checking and verification by the concerned technical personnel, Al Faniah shall submit to the client for review and comments all documents as required for approvals in sufficient time to allow the client to review and comment upon them without delaying the performance of the work.

Document & Data Changes: The changes shall be identified in the document or through appropriate attachment, where practicable.

Numbering of Documents / Reports: A unique and consistent document numbering system will be adopted for all documentation relevant to the project. The criteria adopted will be alphanumeric digits and letters (abbreviations) to distinguish project reference, type of document, source, etc.

Control Logs: Document control will be the responsibility of the site office. All concerned parties will refer to the site office document numbering, logging, distribution and issue.

Every Contract document issued by Al Faniah will be logged in a Document Register. The Register will contain the following information about document:

☐ Logging Number (Sequential Number)