

**IMAR ISTANBUL**®  
CONTRACTING - TRADING CO.



## COMPANY PROFILE

# SECTION - 1



## - INTRODUCTION

Imar Istanbul Contracting & Trading Co., established in 2014 in Doha, State of Qatar, has grown into a competitive actor in the field of construction. Our self-esteem, well organized structure, along with commitment to core values such as quality, client satisfaction and reliability have been the basis of our continuous success and sustainability in the construction business. Experience and motivation lead the company into a greater prospect to be one of the best construction companies in the country. While Our Qatar branch is actively managing on operations, we have recently opened our Turkey branch to be based in Istanbul, TURKEY.

As a recognized contractor of choice, with our caliber, professional teams, as both management and executive staff, our aim is to contribute towards the attainment of superior quality service through the delivery of highly competent manpower and reliable maintenance & construction services. We are committed in serving all clients in the most satisfactory manner of customer service with an excellent workforce. The expertise and insight of our employees ensure we deliver inspiring designs and quality craftsmanship in every instance. This, in turn, allows us to generously share our success and resources to upcoming future tasks.

We have a reputation for completing complex and challenging projects to the highest industry standards, safely, on time and within budget, even under the most extreme environmental and operational conditions. Our clients tell us the pleasure to work with us, for being problem solvers, and that we deliver quality projects. By building strong relationships with our clients, we ensure efficient and effective systems are in place for every job, and that communication is clear and understood.

We employ hard-working, dedicated and motivated trades people directly, and have developed systems and the ability to recruit and accommodate large numbers of staff internationally, with a current focus on the G.C.C. The scope of our service, depth of experience and the quality of our people has positioned us at the front of the pack We are very proud of our reputation for being specialists who are known for producing intelligent and innovative solutions in consideration with quality management system, environment management system and occupational health and safety management system We see productive expansion as a certainty and are a progressive organisation, constantly seeking exciting growth opportunities and rising eagerly to challenges.

## OUR MISSION

IMAR ISTANBUL Contracting & Trading Co. is dedicated to providing quality construction, technical and management services to our customers with a professional committed team. We will strive to implement a long term relationship with our clients, based on safety, quality, timely service and an anticipation of their needs. To help fulfill this mission, we will treat all employees fairly and involve them in the quality improvement process to insure responsiveness and cost effective work execution.

## OUR VISION

To continue being an efficient General Contractor and a global actor working in an ethical and balanced fashion to gain the privilege of being the preferred contractor of choice. To be a world-class general construction company committed to total customer satisfaction and enhancing shareholder's value, by creating innovative designs, high quality of material, timely completion and demonstrating the highest standards of workmanship. With our qualified team, to be a global leader in engineering, manufacturing and delivery of high value added quality products and services for the construction industry. A company that our customers want to work with and our employees are proud to work for.

## ABOUT US

Working in a closely attitude with our partners and clients, our projects connect multiple faces of the communities, playing a key role in country-wide development and growth, and provide significant long-term infrastructure. Imar Istanbul team calls on a diversity of experience and expertise to continuously exceed customer needs in the design, project management, construction and delivery of required services.

Operating throughout State of Qatar, Imar Istanbul delivers high quality, building projects and facilities for private and government, institutional and corporate developers. Projects include: Renovation works, Civil & Architectural Finishing works, MEP works, complete fit-out works, Steel structural works. As Imar Istanbul, we maintain open and honest partnerships with our clients to ensure project risks are minimized, cost-controlled, and quality outcomes are delivered for you. Our cooperation aims to add value at every stage of the project, from initial design review and value management throughout construction, all the way to handover and on to maintenance. Our assistance will ensure well built, dynamic outcomes on time and on budget.



## WE MAKE DIFFERENCE

- Fast Track Builder – We continuously deliver services within agreed timeframes.
- Cost Efficient– We will deliver services within the budget.
- Problem solver – We proactively work with our clients to facilitate their workload, saving both time and money.
- Recognized quality– We pay attention to maintain quality and monitor construction stages individually to avoid any mis-conduction in management and execution of works.
- Experience – Our team has the experience and expertise to meet your every expectation.
- Reputation – Our reputation means everything to us and we will work with you to ensure it is even further improved.

## SERVICES

### Design & Built Construction:

Imar Istanbul's collaborative approach to Design-Build brings the design firm and the subcontractors together in a focused, team-oriented relationship offering Owners a single source of contact and responsibility. Our team has consistently demonstrated its successful Design-Build capabilities and approach as a delivery system in both the industrial and commercial sectors in private and public industries.

### Engineering:

Our team will discuss a variety of sustainable options for your consideration and together we will evaluate the potential costs savings, environmental impact and overall project benefits.

## SERVICES

### Project Management:

Imar Istanbul Management process successfully meets project and Owner objectives through structured and consistent systems and procedures as applied by a highly-talented Project Team especially selected for each project based on their relevant experience and capabilities.

### Building Information Modelling:

Our team of dedicated BIM modelers have experience creating 3D structures. We are able to transfer 2D drawings into a detailed BIM model with data and parametric content. With our clients ranging from architects, engineers, to contractors, we are used to working with precise specifications. Our BIM models are tailored to incorporate data and fabrication level detail to meet the visual requirements, capture shop drawings and analyze clashes.

## ORGANIZATION STRUCTURE

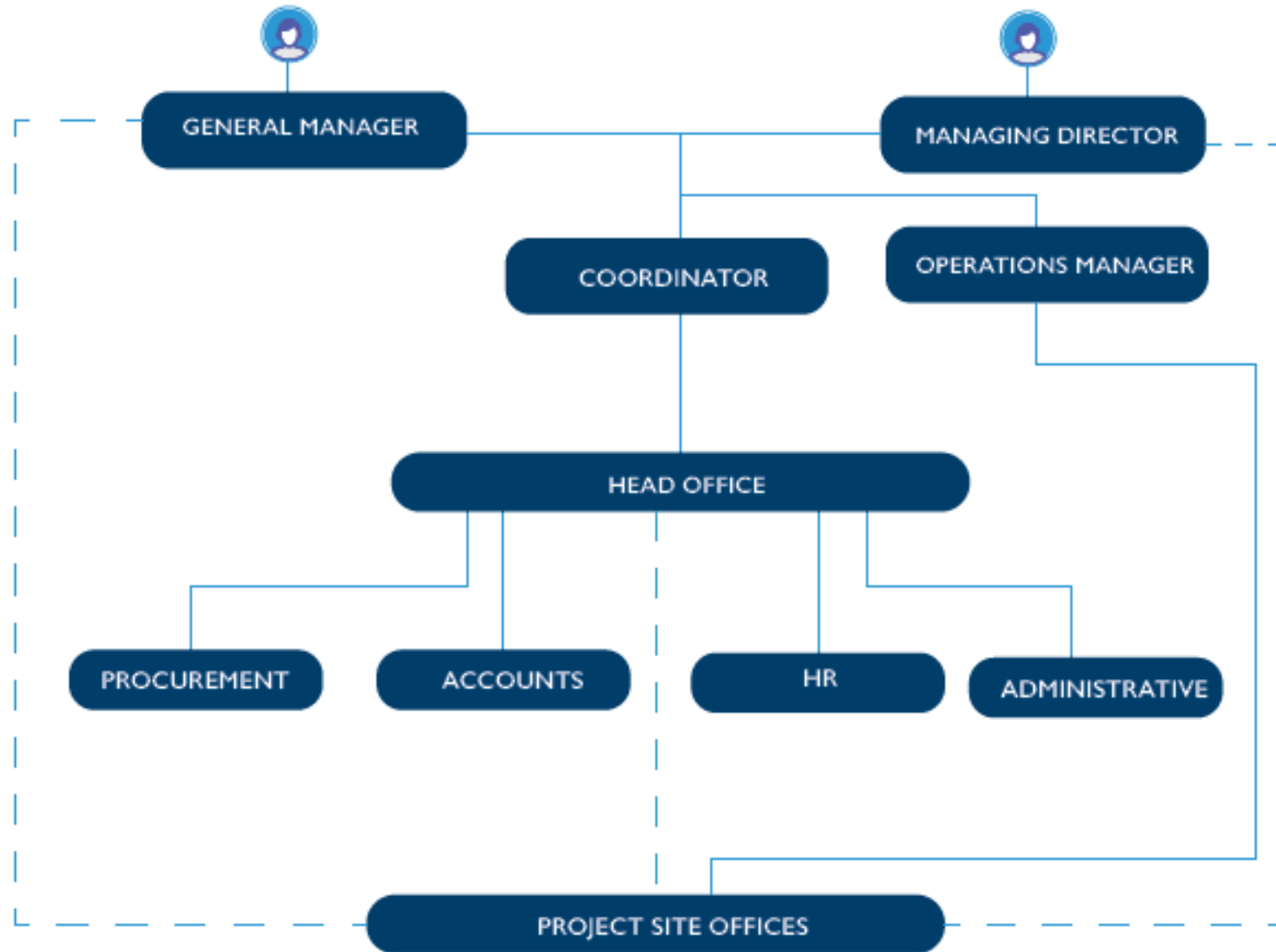
The business is driven by our directors collectively they accumulated more than 20 years of work experience in the building industry. They are involved in the business development, Procurement, Project Management and administration of the company.

The management team proactively gathers feedback, identify changes in the business environment, reviews work process and communicates key learning points and company policy to all staff at regular meetings.

Our People are crucial in the delivery of our services and solutions to our client. In order to ensure that every one is equipped with the right skill, knowledge and attitude, a comprehensive training program is put in place constantly upgrade our people in technical and management skills.

We believe firmly in providing the right training, accredited certification and practical knowledge for our people, in order for them to execute their duties and responsibilities confidently. Our aim is to stay relevant to the ever-changing market place and client requirement.

## ORGANIZATION CHART



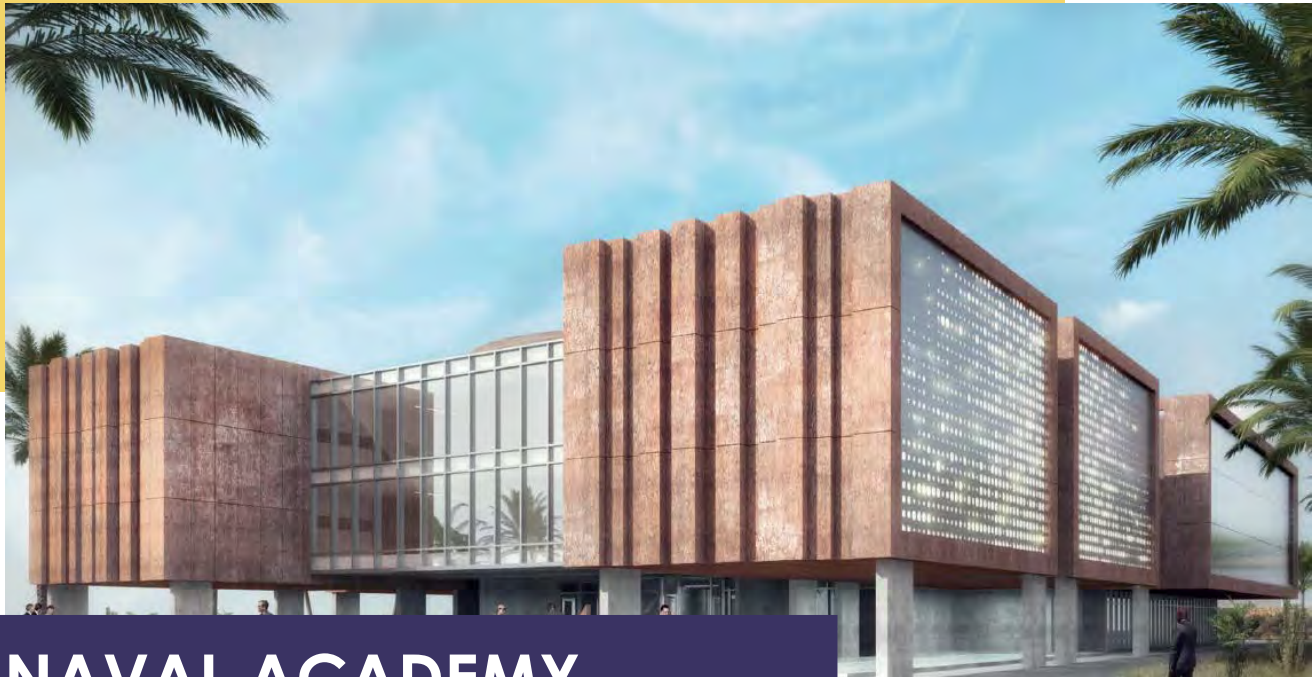
## BIO DATA

ITEM	DESCRIPTION	DETAILS
A	REGISTERED COMPANY NAME :	IMAR ISTANBUL CONTRACTING & TRADING W.L.L
B	REGISTERED ADDRESS IN QATAR :	PALM TOWER (B) OFFICE: 36-01 WESTBAY, DOHA, STATE OF QATAR
C	POSTAL ADDRESS OF COMPANY :	PALM TOWER (B) OFFICE: 36-01 P.O. BOX: 13220 WESTBAY, DOHA, STATE OF QATAR
D	TELEPHONE NUMBER :	+974 4469 6238, +974 3300 3789

# SECTION - 2



**- PROFESSIONAL EXPERIENCE**



# **NAVAL ACADEMY- Al-Ruwais/QATAR**

**CLIENT: QATAR ARMED FORCES (QAF)/DAHRA GLOBAL  
TECHNOLOGIES & CONSULTANCY SERVICES**

---

**CONTRACTOR: IMAR ISTANBUL**



THE PROJECT IS A PART OF QATAR NAVY FORCE MASTER PLAN. PROJECTS FUNCTION IS INTEGRATED MARITIME SIMULATION CENTER. A BATTLE SHIP'S PERCEPTION IN HUMAN MIND HAS ABSTRACTED AND PROCESSED TO THE VIRTUAL FORM WHICH GIVES LIFE TO THE STRUCTURE. DECISION IN THE MASTER PLAN INCLUDES MAKING SALTY WATER CIRCULATE IN THE SITE. PLACEMENT OF MARITIME COMPONENTS, TRANSPARENT DESIGN OF THE GROUND FLOORS AND DESIGNING THE SIMULATORS AS MASSIVE BLOCKS ALL ADD TO CREATING A SHIP METAPHOR.

PROJECT CONSISTS OF THREE BUILDINGS:

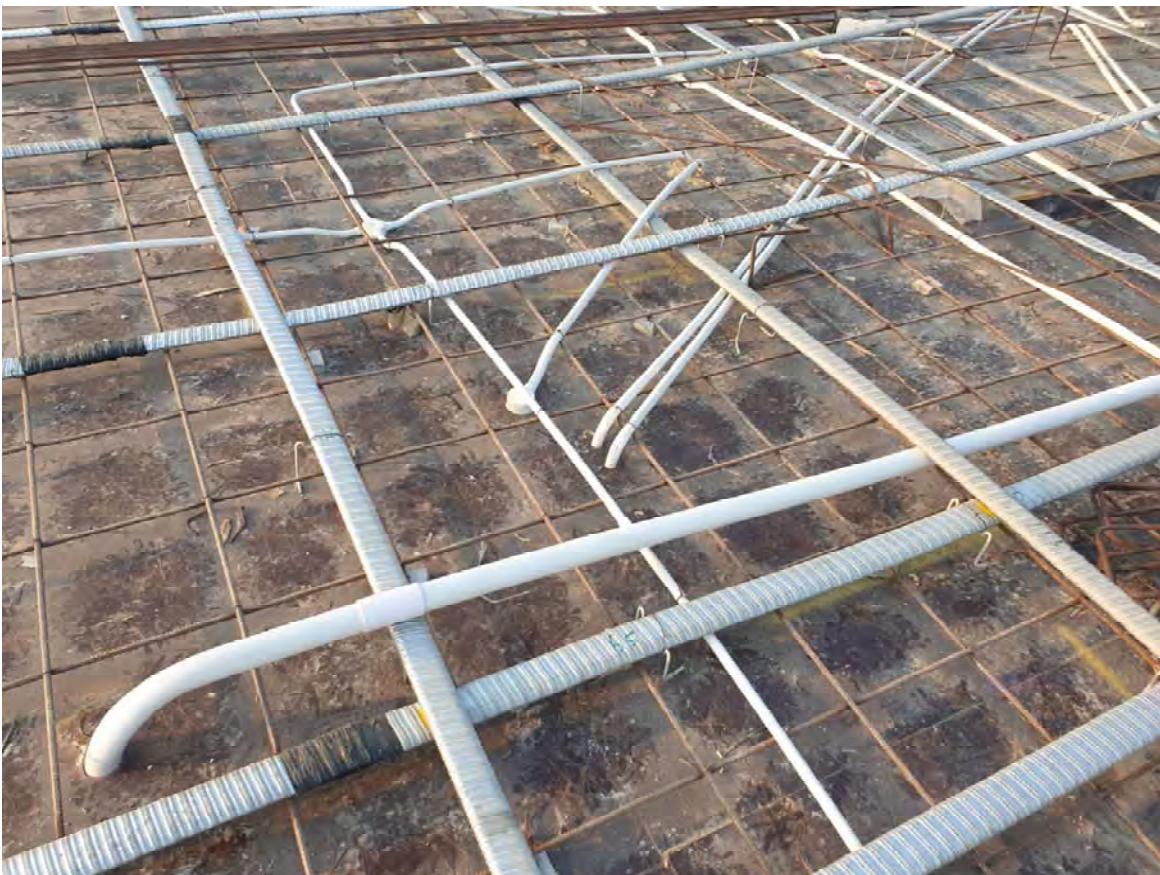
- 1- INTEGRATED SIMULATION CENTER (ISC)
- 2- DAMAGE CONTROL SIMULATION CENTER (DCS)
- 3- SURVIVAL POOL (SVP)

PROJECT NAME	:	DESIGN AND BUILD OF NAVAL ACADEMY
PROJECT LOCATION	:	AL-RUWAIS-QATAR
PROJECT DESCRIPTION	:	COMPLETE DESIGN AND BUILT OF NAVAL BASE ACADEMY STRUCTURE INCLUDING ENGINEERING, EARTHWORKS, ARCHITECTURAL FINISHES, MEP, LANDSCAPING, CIVIL STRUCTURAL WORKS INCLUDING STEEL STRUCTURAL WORKS
CONTRACT COMMENCEMENT DATE	:	01 DECEMBER 2018
CONTRACT COMPLETION DATE	:	20 MAY 2021



































# JOINT WARFARE TRAINING CENTER AND FACILITY BUILDINGS- Al-Shahania/QATAR

CLIENT: HAVELSAN/QATAR ARMED FORCES (QAF)

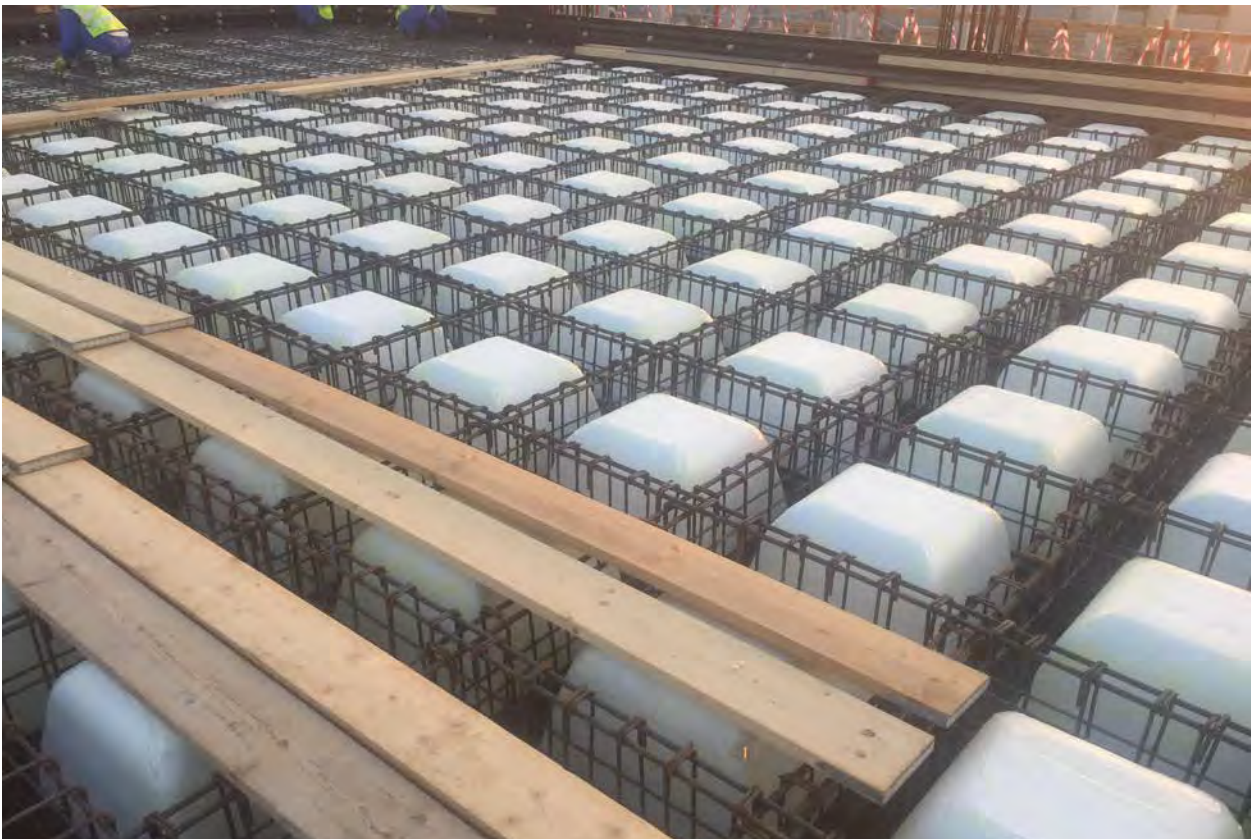
---

CONTRACTOR: IMAR ISTANBUL

JOINT WARFARE TRAINING CENTER IS A FULL SPECIALIZED WARFARE TRAINING CENTER WITH TACTICAL SIMULATION CENTER AND BATTLE SCENARIOS MANAGEMENT UNIT. THE BUILDING IS ONE OF THE PRESTIGIOUS PROJECTS OF QATAR ARMY WHICH WILL ROBUST THE GROWTH IN DEFENCE.

PROJECT NAME	:	DESIGN AND BUILD OF JOINT WARFARE TRAINING CENTER AND FACILITY BUILDINGS
PROJECT LOCATION	:	DUHAILIATH-QATAR
PROJECT DESCRIPTION	:	COMPLETE DESIGN AND BUILT OF MILITARY TRAINING CENTER AND FACILITY BUILDINGS STRUCTURE INCLUDING ENGINEERING, EARTHWORKS, ARCHITECTURAL FINISHES, MEP, LANDSCAPING, CIVIL STRUCTURAL WORKS
CONTRACT COMMENCEMENT DATE	:	15 MARCH 2018
CONTRACT COMPLETION DATE	:	08 JANUARY 2021























# EMIRI AIR FORCES AERO MEDICAL CENTER- Al-Udeid/QATAR

CLIENT: QATAR EMIRI AIR FORCES

---

CONTRACTOR: IMAR ISTANBUL

AEROMEDICAL CENTER PROJECT IS LOCATED IN THE AL-UDEID AIR BASE WHICH IS RECOGNIZED AS ONE OF THE MOST IMPORTANT MILITARY AIR BASES. BEING THE FIRST OF ITS KIND IN THE STATE OF QATAR, THE BUILDING IS ESTABLISHED AS A TRAINING CENTER FOR AIR FIGHTER PILOTS.

THE BUILDING WHICH SITS ON A SOLID FOUNDATION IS COMPOSED OF A TWO-STORY MAIN BUILDING AND A MAJOR SUB-STATION BUILDING.

THE MAIN BUILDING INCLUDES SIMULATOR ROOMS WITH HIGH-TECH WAR CRAFT SIMULATION EQUIPMENT, MEDICAL CLINIC UNITS, OFFICE ROOMS AND A CAFETERIA.

PROJECT NAME	:	EMIRI AIR FORCES AEROMEDICAL CENTER
PROJECT LOCATION	:	AL-UDEID-QATAR
PROJECT DESCRIPTION	:	COMPLETE DESIGN AND BUILT OF MILITARY TRAINING CENTER STRUCTURE INCLUDING ENGINEERING, EARTHWORKS, ARCHITECTURAL FINISHES, MEP, LANDSCAPING, CIVIL STRUCTURAL WORKS
CONTRACT COMMENCEMENT DATE	:	29 FEBRUARY 2016
CONTRACT COMPLETION DATE	:	22 AUGUST 2018





















**QATAR NAVAL COMBAT  
& TACTICAL TRAINING  
CENTER-  
Emiri Naval Base/QATAR**

**CLIENT: QATAR EMIRI NAVAL FORCES/DAHRA GLOBAL  
TECHNOLOGIES & CONSULTANCY SERVICES**

---

**CONTRACTOR: IMAR ISTANBUL**

THE NAVAL COMBAT & TACTICAL TRAINING CENTER WAS BUILT IN QATAR EMIRI NAVAL BASE TO CARRY OUT THE TRAINING OPERATIONS FOR THE NAVAL OFFICERS ON THE LAND AND TO GIVE THEM A REAL TIME SCENIC EXPERIENCE BY HIGH TECH SIMULATORS.

IMAR ISTANBUL UNDERTOOK AND SUCCESSFULLY COMPLETED FULL RENOVATION OF THE BUILDING FROM OLD HANGAR TO A MODERN LOOKING SIMULATOR CENTER INCLUDING DIVERSE MEP WORKS AND LANDSCAPING.



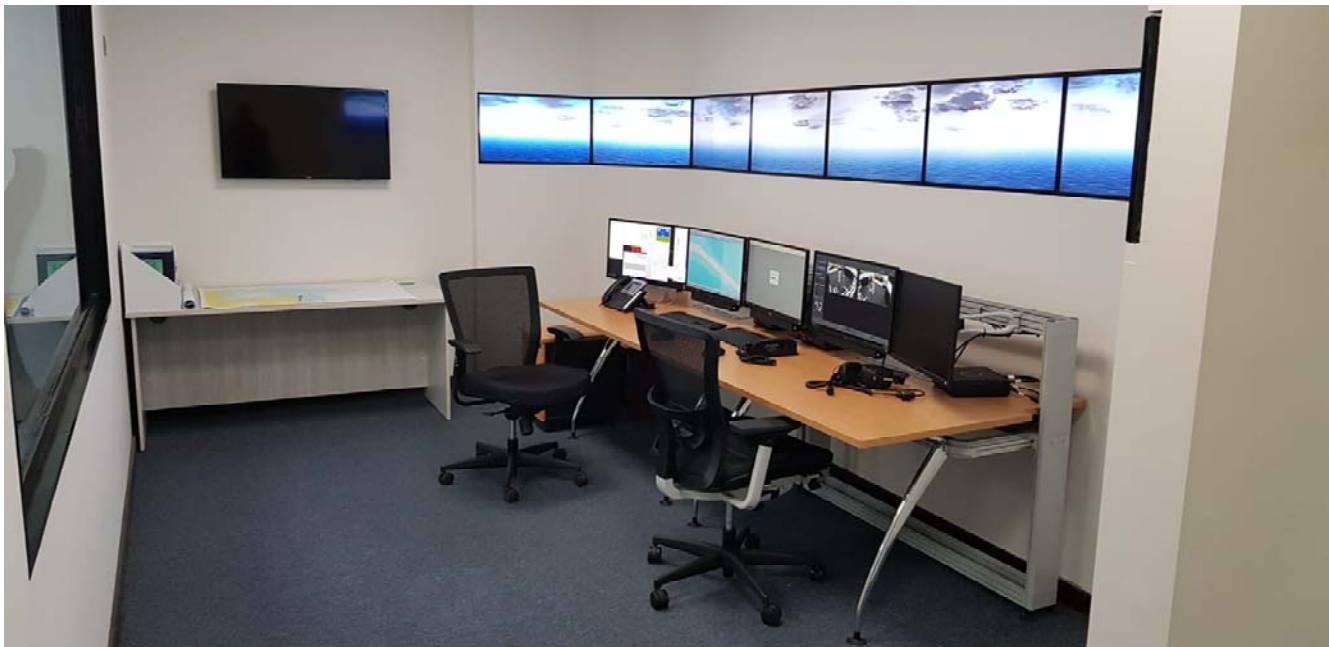
PROJECT NAME	:	QATAR-NAVAL COMBAT & TACTICAL TRAINING CENTER
PROJECT LOCATION	:	NAVAL BASE-QATAR
PROJECT DESCRIPTION	:	COMPLETE DESIGN AND RENOVATION OF MILITARY TRAINING CENTER STRUCTURE INCLUDING ENGINEERING, EARTHWORKS, ARCHITECTURAL FINISHES, MEP, LANDSCAPING
CONTRACT COMMENCEMENT DATE	:	12 JUNE 2017
CONTRACT COMPLETION DATE	:	13 JANUARY 2019















## DESIGN & CONSTRUCTION OF DAHRA NEW OFFICE PROJECT

CLIENT: DAHRA GLOBAL TECHNOLOGIES &  
CONSULTANCY SERVICES

CONTRACTOR: IMAR ISTANBUL



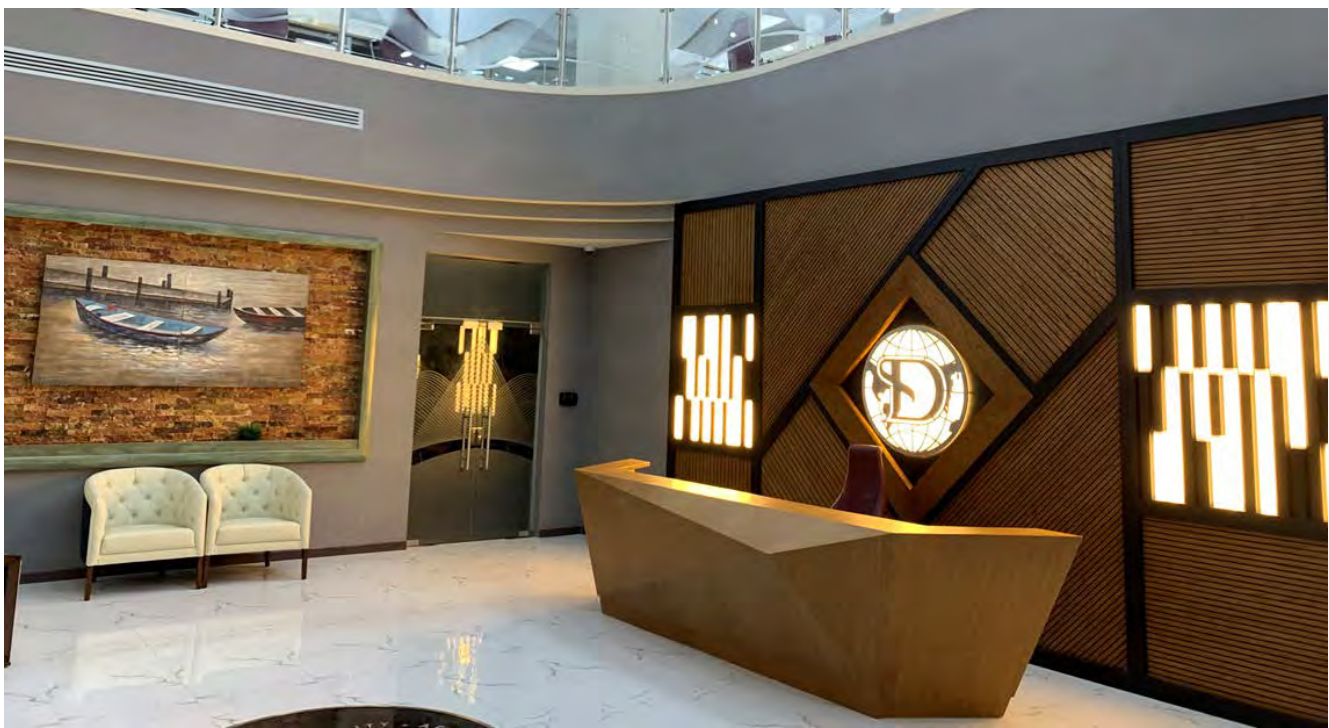
THE DAHRA NEW OFFICE PROJECT IS A "HEAD TO TOE" COMPLETE DESIGN AND BUILD WORK FOR OUR CLIENT DAHRA GLOBAL TECHNOLOGIES & CONSULTANCY SERVICES. THE BUILDING IS LOCATED IN A CENTRAL SPOT IN NAJMA-DOHA ON THE C RING ROAD AND DESIGNATED AS A HEAD QUARTER FOR OUR CLIENT IN TERMS OF DESIGN AND COMPLETE INSTALLATIONS INCLUDING TOP QUALITY FURNISHES.

THE WORKS INCLUDE DESIGN AND BUILD FOR G+2 FLOORS. ALL ARCHITECTURAL, MEP, IT, AND FIT-OUT AND FURNITURE WORKS ARE BASIS OF PROJECT WORK SCOPE.

PROJECT NAME	:	DAHRA NEW OFFICE BUILDING RENOVATION WORKS
PROJECT LOCATION	:	DOHA-QATAR
PROJECT DESCRIPTION	:	COMPLETE DESIGN AND RENOVATION NEW OFFICE BUILDING INCLUDING ENGINEERING, DEMOLISHING, ARCHITECTURAL FINISHES, MEP, LANDSCAPING, COMPLETE FIT-OUT WORKS, FURNITURE.
CONTRACT COMMENCEMENT DATE	:	01 JANUARY 2019
CONTRACT COMPLETION DATE	:	15 NOVEMBER 2019

























## WAREHOUSE FACILITIES AT BERKAT AL AMER- Berkat Al Amer/QATAR

CLIENT: LORDS FURNITURE

---

CONTRACTOR: IMAR ISTANBUL

DESIGN AND BUILDING OF A COMPREHENSIVE WAREHOUSE BUILDING INCLUDING FACILITIES.

PROJECT NAME	:	WAREHOUSE FACILITIES AT BERKAT AL AMER
PROJECT LOCATION	:	BERKAT AL AMER
PROJECT DESCRIPTION	:	COMPLETE DESIGN AND BUILD
CONTRACT COMMENCEMENT DATE	:	01 JUNE 2015
CONTRACT COMPLETION DATE	:	10 DECEMBER 2015







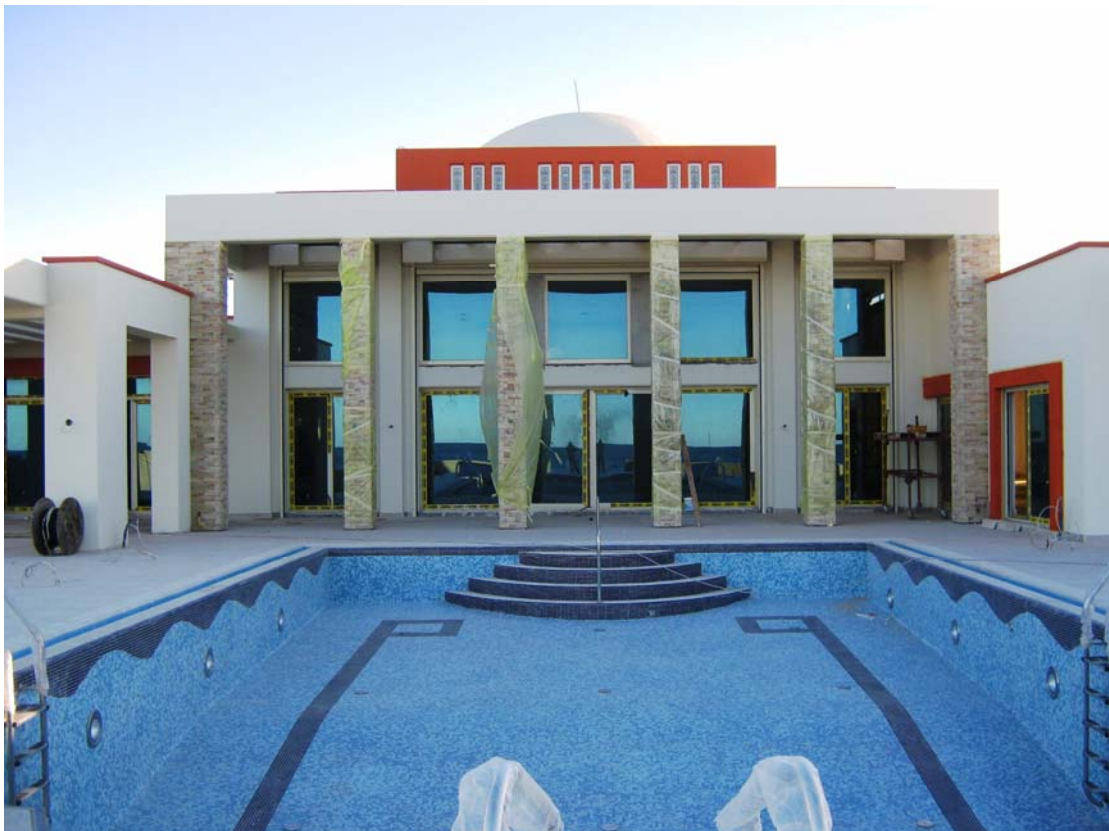
**DESIGN & BUILD OF 100  
VILLAS, CLUB HOUSE,  
SERVICE BLDG. INFR. -  
Sirte/LIBYA**

**CLIENT: LIDCO**

---

**CONTRACTOR: IMAR ISTANBUL**

PROJECT NAME	:	DESIGN & BUILD OF 100 VILLAS, CLUB HOUSE, SERVICE BUILDING AND INFRASTRUCTURE WORKS
PROJECT LOCATION	:	SIRTE-LIBYA
PROJECT DESCRIPTION	:	COMPLETE DESIGN AND BUILT OF RESIDENTIAL COMPOUND INCLUDING ENGINEERING, EARTHWORKS, ARCHITECTURAL FINISHES, MEP, LANDSCAPING, CIVIL STRUCTURAL WORKS
CONTRACT COMMENCEMENT DATE	:	08 DECEMBER 2008
CONTRACT COMPLETION DATE	:	20 JANUARY 2010





























**DESIGN & BUILD OF 80  
VILLAS, CLUB HOUSE,  
SERVICE BLDG. INFR. -  
Sirte/LIBYA**

**CLIENT: ODAC**

**CONTRACTOR: IMAR ISTANBUL**

PROJECT NAME	:	DESIGN & BUILD OF 80 VILLAS, CLUB HOUSE, SERVICE BUILDING AND INFRASTRUCTURE WORKS
PROJECT LOCATION	:	SIRTE-LIBYA
PROJECT DESCRIPTION	:	COMPLETE DESIGN AND BUILT OF RESIDENTIAL COMPOUND INCLUDING ENGINEERING, EARTHWORKS, ARCHITECTURAL FINISHES, MEP, LANDSCAPING, CIVIL STRUCTURAL WORKS
CONTRACT COMMENCEMENT DATE	:	05 JUNE 2010
CONTRACT COMPLETION DATE	:	25 DECEMBER 2010



















# DESIGN AND BUILD OF SIRTE SEASIDE HOTEL- Sirte/LIBYA

CLIENT: ODAC

---

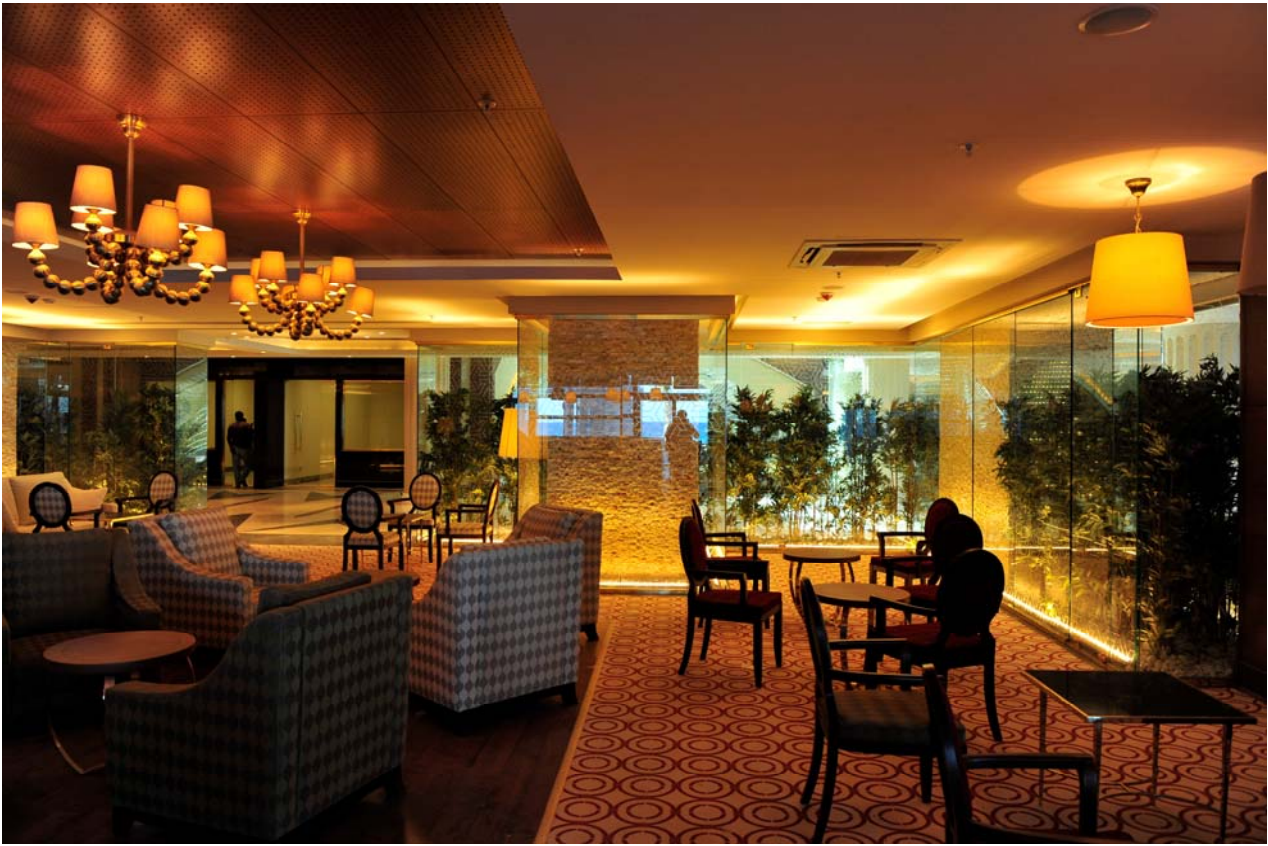
CONTRACTOR: IMAR ISTANBUL



PROJECT NAME	:	DESIGN AND BUILD OF SIRTE SEASIDE HOTEL
PROJECT LOCATION	:	SIRTE-QATAR
PROJECT DESCRIPTION	:	COMPLETE DESIGN AND BUILT OF THE HOTEL INCLUDING ENGINEERING, EARTHWORKS, ARCHITECTURAL FINISHES, MEP, LANDSCAPING, CIVIL STRUCTURAL WORKS
CONTRACT COMMENCEMENT DATE	:	01 NOVEMBER 2009
CONTRACT COMPLETION DATE	:	26 DECEMBER 2010





















Expand intelligence, surveillance and reconnaissance (ISR) aircraft parking and provide parallel taxiway / emergency runway at KAF-Kandahar/AFGHANISTAN

**CLIENT: NAMSA (NATO Maintenance & Supply Agency)**

---

**CONTRACTOR: IMAR ISTANBUL**

DESIGN AND BUILDING OF PAVED TAXIWAY OF 212,000sqm INCLUDING CONCRETE COVERED APRON CONSTRUCTION OF 50,000sqm

PROJECT NAME	:	Expand intelligence, surveillance and reconnaissance (ISR) aircraft parking and provide parallel taxiway / emergency runway at KAF
PROJECT LOCATION	:	KANDAHAR / AFGHANISTAN
PROJECT DESCRIPTION	:	COMPLETE DESIGN AND BUILD
CONTRACT COMMENCEMENT DATE	:	12 OCTOBER 2009
CONTRACT COMPLETION DATE	:	31 MARCH 2011













**RAMENSKOE  
DEVELOPMENT  
PROJECT-  
Moscow/RUSSIA**

**CLIENT: MEBE CONSTRUCTION**

---

**CONTRACTOR: IMAR ISTANBUL**

DESIGN AND BUILDING OF A COMPLETE DEVELOPMENT PROJECT INCLUDING REINFORCED CONCRETE BUILDINGS WITH FACILITIES AND EXTERNAL WORKS AND RECREATIONAL AREAS.

PROJECT NAME	:	RAMENSKOE DEVELOPMENT PROJECT
PROJECT LOCATION	:	MOSCOW
PROJECT DESCRIPTION	:	COMPLETE DESIGN AND BUILD
CONTRACT COMMENCEMENT DATE	:	12 FEBRUARY 2012
CONTRACT COMPLETION DATE	:	15 MAY 2014









**BIM MODELLING SOLUTIONS FROM OUR SEVERAL  
PROJECTS**

---

All the projects incorporated Level 2 BIM to get the full benefits of the technology, which helped the Contractors to save time and cost.

Preparing the rendered views helped the client to understand the design changes and visualize the finishes of the buildings better.

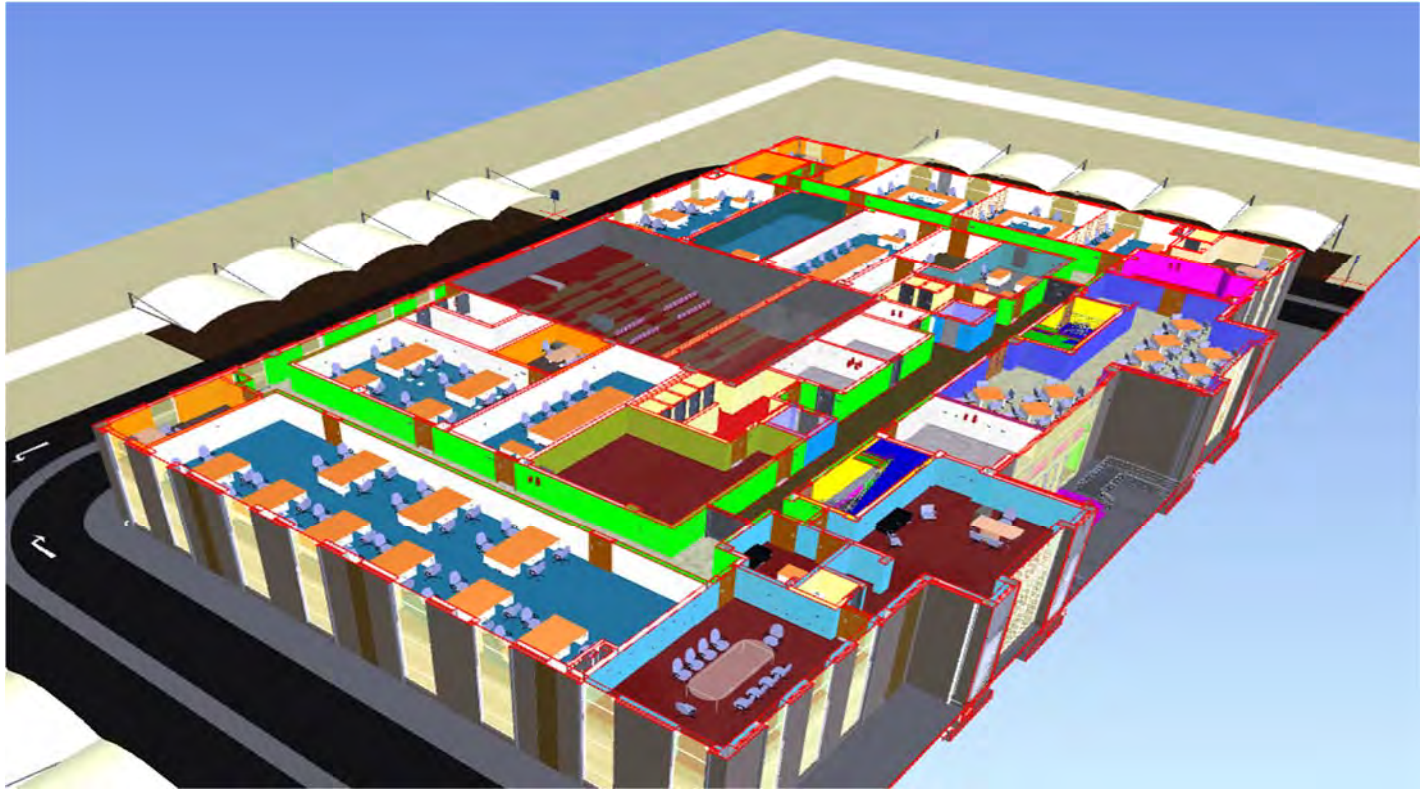
Preparing walkthroughs using the Real time rendering technology with Game engines helped the clients to decide about the interiors and the possibilities are much more.

1. JOINT WARFARE TRAINING CENTER (JWTC), AL DUHAILIYATH

10,000 Sq. M of Construction Area. Joint warfare training center is a full specialized warfare training center with tactical simulation center and battle scenarios management unit. The building is one of the prestigious projects of Qatar Army which will robust the growth in defense.







## 2. AEROMEDICAL CENTER, AL-UDEID AIRBASE

10,000 Sq. M of Construction Area. The project which sits on a construction, is composed of a two-story main building, and a major substation building.



### 3. INTEGRATED SIMULATION CENTER, AL RUWAIS

22,000 Sq. M of Construction area, this Project is master plan of Qatar Navy Force, part of Naval Academy. Project function is integrated maritime simulation center. A Ship perception in human mind has abstracted and processed to the form. Project consists of three buildings.

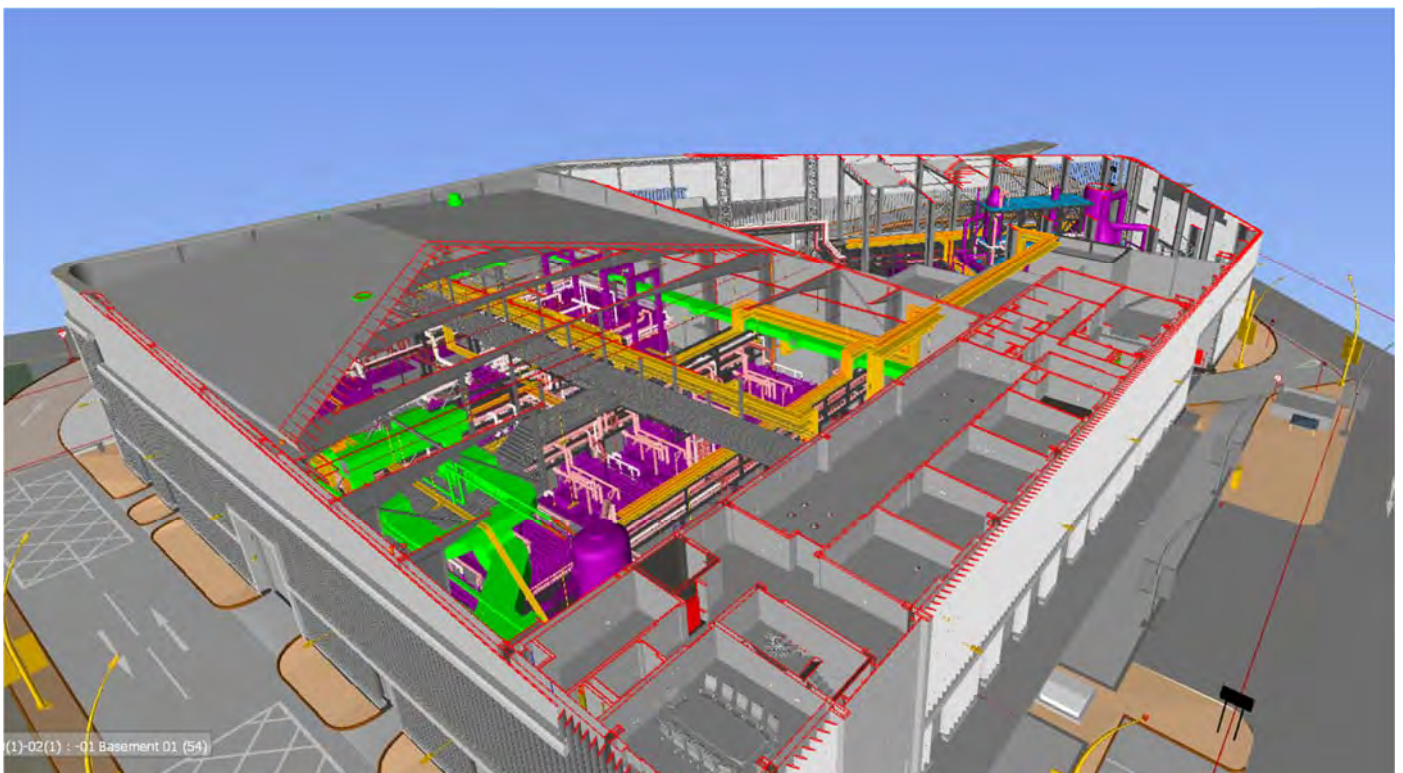


### 4. DAHRA MAIN OFFICE, C-RING ROAD

2000 Sq. M Building works



5. BWRO DESALINATION PLANT, EDUCATION CITY



# SECTION - 3



## - COMPANY REGISTRATION

## COMMERCIAL REGISTRATION



## وزارة التجارة والصناعة

Ministry of Commerce and Industry

Registration and Commercial  
Licenses Department

إدارة التسجيل  
والتراخيص التجارية

### مستخرج بعض بيانات السجل التجاري

تاريخ الطباعة: 2020/04/23



000007400247581

رقم التسجيل الضريبي:

73046

رقم السجل التجاري:

الاسمة التجارية:

اعمار اسطنبول للتجارة والمقاولات

الأسم التجاري:

31/05/2021

تاريخ انتهاء السجل:

02/06/2015

تاريخ انشاء السجل:

200000

راس المال:

شركة ذات مسئولية محدودة

الشكل القانوني:

قطر

جنسية المنشأة:

نشط

حالة السجل:

0

عدد الفروع:

### معلومات الاتصال

+974

أرقام الاتصال:

صندوق البريد:

### الشركاء

الحالة	النسبة	الجنسية	رقم السجل	رقم الإثبات	الأسم
نشط		تركيا		28479201151	شينجاز هان تيميل
نشط		تركيا		28579200942	اردينز بيدول
نشط		قطر		26263400075	عيسى راشد محمد عيسى الحميدى

### المدراء (المخولون بالتوقيع)



Page 1 of 2

رقم السجل : 73046



تشهد غرفة تجارة و صناعة قطر بان المنشأة المذكورة اعلاه سجلت لديها

Qatar Chamber certifies that the above mentioned establishment has been registered



وزارة الاقتصاد والتجارة  
Ministry of Economy and Commerce

Registration and Commercial  
Licenses Department

إدارة التسجيل  
والتراخيص التجارية

مستخرج ببعض بيانات السجل التجاري

الصفة (الصلاحية)	الجنسية	رقم السجل	رقم الإثبات	الأسم
- مدير	تركيا		28579200942	اردينز بيدول
- مدير	قطر		26263400075	عيسى راشد محمد عيسى الحميدى
- مدير	تركيا		28479201151	شينجاز هان تيميل

الأنشطة التجارية

إسم النشاط	الرقم
الانشاءات و المقاولات العامه	4100001

إسم النشاط	الرقم
التجارة في المولدات و المحولات الكهربائية وقطع غيارها	4659501
التجارة في مواد البناء	4752801



Page 2 of 2  
رقم السجل : 73046



تشهد غرفة تجارة و صناعة قطر بان المنشأة المذكورة اعلاه سجلت لديها  
Qatar Chamber certifies that the above mentioned establishment has been registered

# SECTION - 4



**- COMPANY LICENCE**



TAX CARD

MAG 28 0



الهيئة العامة للضرائب  
GENERAL TAX AUTHORITY

TIN: 000007400247581

Taxpayer's Name: IMAR ISTANBUL TRADING &  
CONTRACTING

Address, P.O.Box: 31612 Doha

CR No: 73046

Legal Form: Limited Liability Company

Number of Branches: 0

Activity Commencing Date: 02/06/2015

Issuing Date: 02/06/2019

Expiry Date: 31/05/2020

الرقم الضريبي 000007400247581

اسم المكلف: اعمار اسطنبول للتجارة والمقاولات

العنوان، ص.ب: 31612 الدوحة

رقم السجل التجاري: 73046

الشكل القانوني: شركة ذات مسؤولية محدودة

عدد الفروع: 0

تاريخ بدء النشاط: 2015/06/02

تاريخ الإصدار: 2019/06/02

تاريخ الإنتهاء: 2020/05/31



مدير إدارة خدمات المكلفين

Taxpayer Services Department

98698814197558

تليفون (44461444) فاكس (44461288) - ص.ب (28666) P.O. Box  
البريد الإلكتروني taxpayer.services@gta.gov.qa الموقع الإلكتروني www.tasportal.mof.gov.qa

TRADE LICENCE

MAG 28 G

2018/08/15

No 1 of 1

تاريخ الطباعة:

صفحة رقم:



Registration and Commercial  
Licenses Department

وزارة الاقتصاد والتجارة  
Ministry of Economy and Commerce

إدارة التسجيل  
والتراخيص التجارية

## رخصة تجارية



2015/08/26	تاريخ اصدار الرخصة:	110499	رقم الرخصة:
2019/08/20	تاريخ انتهاء الرخصة:	اعمار اسطنبول للتجارة والمقاولات	الاسم التجاري:
73046	رقم السجل التجاري:	شركة	نوع المنشأة التجارية:
		اعمار اسطنبول للتجارة والمقاولات	السمة التجارية:

### بيانات المدير المسؤول :

اسم المدير المسؤول: عيسى راشد محمد عيسى الحميدى  
رقم الإثبات: 26263400075

جنسية المدير المسؤول: قطر

### نموذج ختم المنشأة التجارية :

### بيانات الموقع :

19	عقار رقم:	تجاري	تصنيف الموقع:
820	رقم الدور/ الوحدة:	مكتب تجاري	نوع الموقع:
الشيخ حمد بن جاسم بن جبر ال ثاني	اسم مالك العقار :	60 لا يوجد	المنطقة:
	نوع الرخصة :	برج النخلة	الشارع:
برج النخلة ب - الدفنة	وصف العنوان :	820	رقم الشارع :

### الأنشطة التجارية :

رقم النشاط	إسم النشاط	رقم النشاط	إسم النشاط
4100001	انشاءات عامه ( مقاولات عامه )		



مدير إدارة التسجيل والتراخيص التجارية

# SECTION - 5



## - HSE POLICY

## **SAFETY HEALTH & ENVIRONMENT (SHE) POLICY**

### **OUR COMMITMENT:**

IMAR ISTANBUL CONTRACTING & TRADING CO. values the prosperity of its workforce, clients and the public.

- ❖ We IMAR ISTANBUL, have a commitment to our workforce to provide them with safe working conditions that insures their physical and mental prosperity.
- ❖ We IMAR ISTANBUL, have commitment to our clients to keep their sites safe and environmentally friendly during and after construction,
- ❖ We IMAR ISTANBUL, have commitment to the public to keep our sites safely maintained as not to cause any harm to the neighbouring or adjacent buildings and properties.

### **OUR GOAL:**

We at Imar Istanbul Contracting & Trading Co. recognized that high standards of Health and Safety are an integral part of efficient project management objectives and contribute to the operational efficiency and profit of the company. For such standards to be achieved, adequate financial and physical resources are made available, thereby ensuring continuing development of our employees and the provision of the necessary expert advice, all new employees are inducted through a safety induction program, while site employees go through periodic safety tool box talk meetings.

Site Managers pursue progressive improvements in health and safety performance by establishing and maintaining control, communicating the necessary information, encouraging co-operation between individuals and groups thereby ensuring that a positive health & safety culture is promoted and developed. In the same way, it is recognized that employees have a duty of care to themselves, and others by avoiding hazards, preventing accidents and co-operating with the Company by complying with all instructions and recommendations on health & safety directives.

### **OUR RESPONSIBILITY:**

- ❖ Safe & healthy work methods and conditions to be adopted and provided.
- ❖ All statutory requirements are observed and are treated as the minimum standards to be applied to all work activities.
- ❖ Employees are made well aware of potential hazards and the possible measures to be adopted, by providing information, instruction training and supervision.

- ❖ Steps are taken to identify the immediate and potential cause of work-related injuries and implement any preventive action necessary.
- ❖ This policy is reviewed and developed periodically to ensure it remains effective and any necessary amendments are communicated to all employees.

### **OUR WORK RESPONSIBILITY:**

Ensuring own personal health & safety, and that of others in the workplace

Complying with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management for health and safety.

Practice safe work methods, instructions and rules.

Be active in promoting a safe work place.

Report any unsafe conditions and equipment.

Report all accidents and near miss incidents.

Ensure that no action or inaction will cause harm or to any other person.

Employees who wilfully disregard Company Health & safety policies and procedures will be subject to summary dismissal.

# SECTION - 6



## - QUALITY PLAN





# PROJECT QUALITY PLAN

IMAR ISTANBUL

CONTRACTING & TRADING W.L.L.

**TABLE OF CONTENTS**

- 1. GENERAL**
- 2. PROJECT ORGANIZATION AND RESPONSIBILITIES**
- 3. PROJECT QUALITY MANAGEMENT SYSTEM**
- 4. MEASURING TEST EQUIPMENTS AND INSTRUMENTS**
- 5. INSPECTION AND TESTING**
- 6. NON CONFORMANCES AND CORRECTIVE / PREVENTIVE ACTIONS**
- 7. RESOURCE MANAGEMENT**
- 8. PRODUCT REALIZATION**
- 9. MEASUREMENT, ANALYSIS AND IMPROVEMENT**
- 10. PROJECT CONTROLS**
- 11. PROCUREMENT**
- 12. SUPPLIERS AND SUBCONTRACTORS**
- 13. MATERIAL MANAGEMENT**
- 14. DESCRIPTION AND SEQUENCE OF WORK ELEMENTS**
- 15. PROJECT CLOSURE AND HANDOVER**

## **INTRODUCTION**

This Project Quality Plan states the Quality requirements to be followed up to the Design, Supply, Installation, Construction, testing and commissioning of this Project

## **PURPOSE**

The Project Quality Plan shall be utilized as a tool to control the Quality and to verify and control the Project Quality achieved.

The following are the minimum Quality objectives which have been specified by contractor and which are to be achieved within the contractual scope of work.

- Ensure that the work is accurately planned and organized.
- Ensure that the personnel involved in the project activities are adequately trained and qualified, and that tasks and responsibilities have been correctly assigned.
- Ensure that procedures and instructions are issued for the performance of all quality related activities.
- Ensure through qualified inspection that, the work is carried out to the required level of quality.
- Demonstrate, by means of documented quality records, that the work has been carried out and inspected to the required level of quality.

## **SCOPE**

The Project Quality Plan defined the philosophies, organization, procedures and methods to be used by all personnel to achieve Quality in the performance of the work. The work is intended to include all aspects of knowing, understanding and following the project and company organization, procedures, methods, requirements, standards and codes. The Project Quality Plan outlines the Project Quality Program, which shall be implemented within the Project framework under IMAR ISTANBUL responsibility. The Project Quality program outlined in this plan shall be applicable to the Project activities to be carried out by the contractor. The Project Quality Program, consisting of this Project Quality Plan, Quality related procedures and Quality Control Plans / Inspected and Test Plans will be established taking into consideration the IMAR ISTANBUL Quality Management System as well as the specified contractual requirements.

## **1. GENERAL**

### **1.1 Project**

The general structure of the quality management system established by IMAR ISTANBUL, to meet the requirements of its customers, through this Quality Plan, is being conveyed to its Employers, employees, auditors or other related parties.

Any one or all of the phases of development / design / management / implementation /commissioning and/or operation of the project that IMAR ISTANBUL is executing within its general contracting services in the construction sector, constitute the scope of this Quality Plan.

**M/s. IMAR ISTANBUL Contracting & Trading Co. (IMAR ISTANBUL)**, established significant projects in State of Qatar. IMAR ISTANBUL, with its well-trained and highly qualified personnel, precise application of the international standards, emphasis placed on occupational health and safety and consciousness to environment, is one of the growing enterprises and competing in the international arena. Main fields of activity of IMAR ISTANBUL is comprised of, but not limited to the following:

- Design and Build of all types of superstructure projects
- Specialization in Military Buildings as Training and Simulation Centers etc.
- Electrical, Mechanical and Instrumentation Works,
- Architectural Works and all internal external finishes
- Design and Engineering including BIM
- Landscaping, Furniture and all fine detailing Works

Related projects were successfully completed in **the State of Qatar**.

**IMAR ISTANBUL** Headquarters address and coordinates for correspondence are as follows:

**IMAR ISTANBUL Palm Tower-B,**

**Westbay, Doha, STATE OF QATAR**

**Telephone: +974 4469 6238;**

**E-mail: info@imaristanbul.com**

**IMAR ISTANBUL** Qatar Main Office address and coordinates for correspondence are as follows:

**(25.318314-51.527386)**

## **1.2 References**

- Project Specifications,
- Qatar Construction Specifications 2014 (QCS 2014),
- International related Standards,
- Any other standard/ Regulations/ Laws prevailing in the country/ specified in the documents.

## **1.3 Statement of Policy**

IMAR ISTANBUL believes that people are our most valuable asset. It is therefore the policy of IMAR ISTANBUL:

- To do all that is reasonable and practicable to ensure a safe and healthy environment for all who work for us, or who may be affected by our work and to comply with all relevant local Safety, Health and Environmental legislation and so far as reasonably practicable, with applicable international standards and legislation.
- To ensure that employees, suppliers, contractors & subcontractors involved in this project understand the importance of both quality, occupational health, safety and the protection of the environment in their work and the need to employ only those safe and environmentally acceptable working practices and procedures which will produce the required standards.

## **2. PROJECT ORGANIZATION AND RESPONSIBILITIES**

### **2.1 Organization Brief**

The QA / QC Department will act as a separate entity and will be free of conflicts with progress and construction restraints. The QA / QC Department will perform its function on assuring that quality of workmanship and services performed are consistent with the Standards and the quality described by the relevant approved drawings and Specifications.

### **2.2 Responsibilities**

#### **2.2.1 General Manager/Managing Director, Coordinator**

GM / MD supervises the progress of the project on a top-executive level, representing the top management of IMAR ISTANBUL. He is reported by the Project Manager and the Head Office Coordinator. He is responsible for highest-level resourcing of the Project and he attends the managerial level meetings.

Coordinator is responsible for the Istanbul Head Office support to the Project. He reports to the Top Management of IMAR ISTANBUL and the GM/MD responsible for the execution of the Projects in Qatar in full cooperation with the Project Manager. He organizes allocation of the financial, engineering, personnel, international procurement, international sub-contracting and IMAR ISTANBUL's other Head Office resources to the Project according to the schedule and the Project Manager's requirements.

#### **2.2.2 QA/QC Engineer**

QA/QC Engineer (QCE) is responsible for all Quality Control/Quality Assurance matters. He reports to the MD/GM of IMAR ISTANBUL in charge of execution of the Projects in Qatar as well as the Quality Control Manager in IMAR

ISTANBUL's Headquarters in Doha. The QA/QC Engineer directs a team of QA/QC Inspectors at site.

He shall have thorough knowledge of the local and international standards and specifications referred to in the Contract Documents and he shall exercise his judgment based on the criteria of the applicable standards and specifications. QCE shall review the requirements of the Employer and propose necessary actions to the Project Manager. He shall periodically audit the implementation of the Quality Plan and report to the Project Manager together with his suggestions for corrective and preventive actions, if any. He is also responsible to distribute the "Controlled Copy" of QA/QC Plan as per the distribution matrix.

### **2.2.3 HSE Engineer**

He reports to the Top Management of IMAR ISTANBUL in charge of execution of the Projects in Qatar as well as the HSE Coordinator in IMAR ISTANBUL's Headquarters in Istanbul. He is responsible for the health, safety and environmental control of the whole site according to the Employer's standards, local and government safety regulations and established Project HSE Procedures. He is responsible for carrying out objectives and policies of IMAR ISTANBUL HSE System. The HSE Manager directs the HSE supervisors and inspectors at site.

### **2.2.4 Project Manager**

The Project will be led by the Project Manager. Project Manager will be appointed after the award of the Contract. The Project Manager represents the Contractor against the Employer in all day-to-day matters and takes all the responsibility in all aspects of the Project. He reports to the Contractor's top management. He will be responsible and authorized to manage the project in accordance with the contract requirements and to take all necessary actions required for the fulfillment of this task. The Project Manager leads and fully supports the HSE Engineer and the HSE team, and the QA/QC Teams. The

Project Manager is supported in all respects from the Head Office departments. This service is provided thru Project Coordinator based at the Head Office.

The Project Manager leads the establishment of the work schedule and monitors the performance of the Works. He takes all the required actions to ensure via the project team that the Work Safety, Technical, Commercial, Quality, Financial and Schedule objectives are achieved and manning levels are maintained to facilitate Project execution. He continuously monitors and reviews the performance and effectiveness of the Project Team and monitors the performance of all major subcontractors engaged on the Work.

The Project Manager establishes and chair monthly/weekly progress review meetings.

### **2.2.5 Construction Manager**

Reports to the Project Manager. He has overall responsibility and authority for the realization of all activities at site as per the Contract. He is responsible for carrying out objectives and policies of IMAR ISTANBUL Quality Management System, observing realization of ongoing activities in accordance with plans and systems.

He will be assisted by a number of site supervisors of all disciplines required as per the nature of the works. Construction Manager is responsible also on the health and safety matters within the scope of his construction area.

### **2.2.6 Project Controls Manager**

Reports to the Project Manager. He has overall responsibility and authority for project scheduling, progress and performance monitoring, cost control, regular reporting, preparation of interim and final payment reports and preparation of payment reports for subcontractors. Project Controls Manager is supported by a group of planning, reporting and cost control engineers.



### **2.2.7 Commercial Manager**

Reports to the Project Manager. He has overall responsibility for the contract administration and preparation of Subcontracts.

### **2.2.8 Finance and Administration Manager**

Reports to the Project Manager. He has the overall responsibility and authority for administrative and site's internal financial matters. Arranging for transport, accommodation, government permits, time keeping of the personnel, keeping personnel records, health services, purchasing of site needs etc. are some of his main administrative tasks. Keeping the accounting records of the site and the payment of salaries to the personnel, payments to the sub-contractors are some of his main finance tasks.

### **2.2.9 Logistics Manager**

Reports to the Project Manager. He is responsible for all procurement and logistics activities. He responsible for gathering and evaluation of Vendor's proposals, preparation of purchase orders, transportation of the consumables and project materials & equipment.

## **3. PROJECT QUALITY MANAGEMENT SYSTEM**

### **3.1 General**

IMAR ISTANBUL will establish, document and put into practices; it's Quality Management System for this Project in accordance with the Project Requirements and with the terms and conditions of Contract, QCS 2014 and ISO 9001:2008. Procedures, Method Statements, Inspection and Test Plans, Quality Forms and databases will be prepared during the documentation processes in accordance with the references which are defined in this Quality Plan. Quality Plan, Procedures, Method Statements, ITP's and Quality Forms will be effective upon their Approval by the Employer's Representative / Employer.

**PROJECT QUALITY  
PLAN**



Internal and External Audits, Corrective and Preventive Actions, Management Review Meetings will be major guides applied in order to maintain the continuity and effectiveness of the system and achieve the continual improvement.

To enhance customer satisfaction by meeting customer requirements, IMAR ISTANBUL will adopt a process approach in developing, implementing and improving the effectiveness of its Quality System

Operation of this Project is build up of many activities, which are interacting with each other. These activities, that utilize resources and that are managed in order to transform inputs into outputs are considered as processes.

IMAR ISTANBUL realizes its activities through three main processes, which are naturally build up of many sub-processes and many supporting processes, all of which operate jointly and interactively. These three processes are “Design”, “Procurement” and “Construction, Installation, Commissioning”.

Running and control of these processes are realized through monitoring and analysis of IMAR ISTANBUL Project Quality Objectives, and establishing, implementing and improvement of Corrective and Preventive Action Systems. Details of these operations will be given in the Corrective and Preventive Action Procedure.

## **3.2 Document and Record Control**

### **3.2.1 Control of Documents**

IMAR ISTANBUL will initiate procedural control of documentation at the necessary level to satisfy Employer that timely distribution of the required documents to Project personnel takes place. Project Specific Document and Record Control Procedure will be given all details of this process.

### **3.2.2 Control of Records**

Quality Records will be maintained to provide objective evidence that product supplied conforms to requirements of Project Specifications, Standards and Regulations.

These Records consist of the results of inspections, tests, audits and other quality activities, as well as support design documentation, plans, procedures and handover documents. Records will be identifiable to the product involved and will contain pertinent information such as the inspection authority, acceptance criteria etc.

Details of this process will be given in the Project Specific Document and Record Control Procedure.

## **3.3 Quality Audits, Schedule**

It is policy of IMAR ISTANBUL to ensure that the Work is monitored throughout all stages of the Project, to meet the level of quality required by the Contract.

The quality system employed shall ensure that all activities within the Work are completed, checked, and tested in accordance with the specified requirements.

IMAR ISTANBUL will use a system of formal internal and external audits and quality surveillance activities as the prime means of verifying that quality policy and objectives are being achieved and maintained.

An Audit will be conducted by reviewing all the procedures and this Quality Plan and to check whether the implementations of the activities are being done accordingly.

The Employer's Representative / Employer reserve the right to participate in contractors/sub-contractors audits as an observer.

In case there are some corrective actions to be taken, implementation of corrective action shall be verified through re-audit activity.

*The Quality Assurance Group, which was not assigned on this particular Project or an approved Third Party Agency, shall be responsible for conducting the audit to assure that the effectiveness of the quality will be satisfactorily met. Therefore the Project will be audited internally by IMAR ISTANBUL Head Office.*

*Additionally, sub-contractors / suppliers will be audited by auditors of IMAR ISTANBUL to evaluate if they meet the technical and quality requirements of the work.*

*Internal and External Audits will give opportunity to IMAR ISTANBUL for measuring the quality level of the Project. Major and minor non-conformities shall be minimized by IMAR ISTANBUL for raising the quality level of the Project. All non-conformities which are found during internal and external audits shall be following up strictly and closed in the proposed schedule.*

*After each audit, recommendations of Audit Team will be indicated in the Audit Report and these recommendations will be a guide for quality improvement activities. Audit results, recommendations of Audit Team will be discussed in the Management Review Meetings.*

**Employer's quality audits (QCS, Sect.1, Clause 8.6.2):**

The Employer's Representative / Employer may undertake a quality audit at any time during the course of the Contract. IMAR ISTANBUL shall make all personnel and facilities available to the Employer's Representative / Employer as necessary to undertake quality audits, the results of which could be available to IMAR ISTANBUL for review.

IMAR ISTANBUL shall implement any recommendations made by the Employer's Representative / Employer based on the result of the Employer's Representative / Employer quality audit.

Details of this process will be given in the Project Specific Procedure for Audits

### **3.4 Management Responsibilities**

#### **3.4.1 Management Commitments**

IMAR ISTANBUL will operate a comprehensive, documented Quality Management System, which complies with ISO 9001 in order to define, measure and control the various systems, processes and activities that shall be employed for the execution of projects.

IMAR ISTANBUL is committed to providing products and services that meet or surpass our Employer's requirements. The effective management of risks and the identification of opportunities, in a formalized and proactive manner, are critical to the successful execution of the project.

The Quality Management System will be reviewed at specified intervals to ensure its continuing suitability, adequacy and effectiveness in addressing the requirements of this policy, and project quality objectives.

By review of this policy and performance, achievement will be recognized and business objectives will be established for the following year. In the effort to achieve this, all necessary resources will be made available. The capabilities of

our systems, individuals, subcontractors, suppliers and partners will be assessed prior to being used and their performance will be continuously monitored.

It is the responsibility of management and employees to implement this policy together with their collective and individual responsibilities as defined within the Quality Management System.

The QA/QC Engineer will be authorized by Top Management, Coordinator to identify quality problems and to initiate, recommend and provide solutions. He will be further authorized to prevent further processing of nonconforming items or activities until the non-conformance is satisfactorily corrected.

The QA/QC Engineer shall maintain and control the issue of this document, shall verify the implementation of its requirements and shall regularly report to the Top Management, Coordinator, on the status and effectiveness of its implementation.

Any disputes concerning implementation of the requirements of this document shall be referred to the Top Management, Coordinator for resolution.

Safety, Health, and Environmental will be inherent to our core processes and day-to-day activities. The aim of IMAR ISTANBUL is to ensure that risks to health and safety of personnel, public and to the environment is reduced or controlled to as low as is reasonably practicable.

### **3.4.2 Customer Focus**

IMAR ISTANBUL is an organization operating with customer focus approach. Customer focus concept covers the Employers and end users. The specifications of the Employer, their annexes and technical standards are utilized in determining the requirements of the Employer.

IMAR ISTANBUL believes that customer satisfaction can only be met through correct, complete and timely delivery of Employer requirements at appropriate price levels and maintains its operations accordingly.

IMAR ISTANBUL will measure and monitor Employer satisfaction by using Minutes of Meetings, Work Instructions, Corrective Action Requests of Employer, and any other correspondences.

### **3.4.3 Quality Objectives**

The objectives of IMAR ISTANBUL during all phases of the Work will be as follows:

- To produce the Work in accordance with the contractual specification, standards, approved procedures and appropriate regulation, on time and within budget.
- To perform the work correctly first time, with the earliest detection and prevention of non-conformities.
- To promote an open and free exchange of information culture, within IMAR ISTANBUL and subcontractors organizations.
- To capitalize on all opportunities to improve efficiencies and reduce costs whilst maintaining the minimum standards required by the Contract.
- To ensure all work is executed in line with the requirements of the Project Quality Management System.

In order to be consistent and in parallel with the targets above, project specific quality objectives of IMAR ISTANBUL will be as follows:

- *Max. 3% negative test result for the tests performed in the compacted fill layers.*
- *Max. 3% wastage in concrete.*
- *Min. 80% realization of monthly planned progress payments.*
- *Max. 1% negative test result for the compressive strength of concrete cube samples.*
- *Max. 3% wastage in reinforcing steel.*

These targets will be monitored and reported by relevant responsible Managers to the Project Management monthly and will be reviewed in the Management Review Meetings.

#### **3.4.4 Quality Planning**

The QA/QC Engineer will assure that the Project Quality Management System is planned and, changed as necessary, to meet the requirements of ISO 9001 and QCS.

System planning shall be maintained the integrity of the Project Quality Management System.

QA/QC Engineer shall monitor and assess the implementation of Project Quality Management System and shall report to the Top Management, Coordinator regularly.

### **3.5 Contract Review**

Before commencement of Work activities Project Manager shall review Contract commitments to ensure that:

- Requirements are adequately defined and documented,
- Requirements differing from those in the tender or "Invitation to Bid" documents are addressed,
- Contract requirements are within the capabilities of present facilities of IMAR ISTANBUL.

Employer initiated change orders to the Contract stipulation will also be reviewed in the same manner and any consequence will be settled before the commencement of relevant works.

The results of the Contract review are documented by Project Manager and the works will be initiated by a kick-off meeting with the participation of the all involved personnel.



The copy of the final issue of Contract will be available at the Project Manager and department managers.

### **3.6 Management Review**

IMAR ISTANBUL top management shall review their Quality System annually to ensure the system is suitable, adequate, and effective. IMAR ISTANBUL Quality Management Representative is responsible to plan and schedule the reviews by coordinating Project Managers.

Project Management, in addition to the periodic reports, reviews the efficiency of the Project Specific Quality Management System with six months periods, however considering the progress of Work, inspection and test results, audit results, Employer complaints etc., review frequency may be changed subject to approval of Employer. The data produced by the project specific quality management system, materialization versus the objectives, related preventive and corrective actions, recommendations for continual improvement and Employer satisfaction data are used as inputs for the decisions to be given for the new period, objectives are renewed and with use of these data records are generated.

The data produced by Quality Management System, statistical evaluation of quality objectives, related preventive and corrective actions, recommendations for continual improvement, and Employer's satisfaction data are used as inputs for decisions for the new period.

#### **3.6.1 Quality Management Representative**

A member of top management or a Manager on duty in the Headquarters, in addition to his other responsibilities and authorities, is assigned by the President as "Quality Management Representative". The responsibilities and authorities of the Total Quality Management Representative are:

- Manage the studies to define the areas of improvement for IMAR ISTANBUL,

- Guide and monitor the group studies with the purpose of improvement,
- Implement and maintain the quality management system in accordance with project documents, QCS and ISO 9001 standard and continually improve its effectiveness,
- Direct and monitor ISO 9001 certification studies.
- Implement, guide and monitor internal audit and training activities.
- Represent the top management on these issues throughout the organization and against the third parties.

### **3.6.2 Internal Communication**

Meetings, telephone, fax, e-mail, notice boards, intranet are generally used within IMAR ISTANBUL for communication. Special importance is given to the timely sharing of the information and documents.

## **3.7 Laboratory and Field Testing and Inspection Instructions**

### **3.7.1 Testing and Inspection Equipment**

A unique identification number for each item of measuring and test equipment will be established. This unique identification number shall be permanently affixed to each item of measuring and test equipment.

IMAR ISTANBUL shall ensure that each item of inspection, measuring and test equipment is calibrated / verified at intervals recommended by the manufacturer. Valid calibration/verification certificates for measuring and testing equipment shall be present and available for inspection during inspections and tests.

Reference date/frequency of calibrations/verifications required shall be affixed to each individual apparatus provision for the date, name and signature of the inspector for the most recent calibration.

### **3.7.2 Sampling**

Material shall be sampled and tested in accordance with the QCS and relevant project documents, and recorded accordingly on the respective Testing or

Inspection Sheet. Frequency of the tests, responsible and authorize parties, method of the tests, related standards, acceptance criteria will be given in related Inspection and Test Plans.

### **3.7.3 Testing and Inspection**

The tests shall be conducted by IMAR ISTANBUL's own laboratory or Third party staff highly experienced in their fields with the attendance of Supervising Consultant prior to receipt of test results from the independent laboratories.

Test results shall be recorded in accordance with the respective testing and inspection sheet, for which a testing or inspection register shall be maintained for each type of Test or Inspection in addition to full compliance to QCS 2014 Section 1, Clause 8.7.

### **3.7.4 Project Procedures**

Project Specific Control Procedures will be issued and distributed in accordance with Project Specific Document and Record Control Procedure and strictly implemented after Approval of the Employer. Below listed Project specific

### **3.7.5 Method Statements**

Method statements will be prepared by related expert personnel for critical activities by taking into consideration the approved drawings, Contractual Standards, Specifications, Procedures and resources of IMAR ISTANBUL. Method Statements shall be issued "For Construction", distributed in accordance with the Approved Document and Record Control Procedure and strictly implemented after approval of the Employer.

Method Statement shall contain below mentioned headings:

- Purpose of the Method Statement shall be explained.
  - Scope
- Brief description of the Work shall be given.

- Reference Documents  
All Documents related to work i.e. Drawings, specifications, instructions, Resources.
- Materials  
Source and type of materials, plant / equipment shall be identified, approval status shall be given.
- Methodologies  
Implementation of the work and sequence shall be described.
- Health and Safety  
Safety of Employees, potential risks, hazards and precautions during the implementation of the work shall be defined. It shall be referred to risk assessment, related procedures for emergency and accidents.

#### **4. MEASURING TEST EQUIPMENTS AND INSTRUMENTS**

(As per QCS Section 1 – Clause 8.7.3)

Details of calibration process will be given in the Procedure for Calibration of Measuring and Test Equipments

All the measuring and test equipments shall be used with calibration/verification certificates. Each equipment shall be identified with a unique number. This number shall be permanently affixed to each item of measuring and test equipment.

All the inspection, measuring and test equipments shall be calibrated / verified at intervals recommended by the manufacturers.

QA/QC Engineer shall establish log of all measuring and test equipment records with following contents and shall maintain the calibration register.

- Equipment description.
- Identification number.
- Date of the Last Calibration.
- Due date for the next calibration of equipment or instrument.

## **5. INSPECTION AND TESTING**

Inspection, sampling and testing activities required by the specifications / inspection and test plans shall be conducted at approved third parties facilities adequately equipped acceptable to the Employer's Representative / Employer. The Employer's Representative / Employer shall be promptly notified of all irregularities or deficiencies in the work that are observed during the inspection and testing.

Inspection and Test Plans will be addressed the following requirements in line with the sequence of the Works (as with their corresponding Method Statements):

- 1) Activity description,
- 2) Type of Control and Acceptance Criteria, i.e. tolerances, finishes, strength, torque, pressure, thickness etc
- 3) Frequency of the Inspection or Test Activity,
- 4) Quality Record: Controlling Document i.e. Form, Record, Report or Checklist used to record Inspection or Test.
- 5) Controls: Responsible person for checking / testing / sampling / inspection etc., for each interested party
- 6) Obligations: Verification Documents, i.e. Employers Requirements, Specification / Standards / Regulations / Drawings, etc.,

Employer's Representative / Employer have the right to reject any part of the Work which does not comply with any requirement or requirements of the Contract, including, but not limited to, poor workmanship, non-conforming materials or equipment. Upon receiving notice of rejection, IMAR ISTANBUL shall immediately commence to corrective action on the defective part of the Work.

Inspection activities on Site will be carried out in accordance with Project Specific Procedure for Identification of Inspection and Test Status.

### **5.1 Receiving Inspection & Testing**

The incoming product shall not be used until it has been inspected or otherwise verified and approved as conforming to specified requirements by the Employer. Verification of conformance shall be in accordance with the quality plan and / or

procedures and / or certificates / reports of such verification by approved third party. When incoming product is released prior to verification for urgent use to avoid delays in operation, it shall be identified in order to permit immediate recall and replacement in the event of non-conformity to specified requirements.

## **5.2 In-Process Inspection & Testing**

Relevant inspection and testing operations shall be performed as required by the Inspection and Test Plan. The operations / product shall be “on hold” until required inspection and test have been completed or necessary reports have been received and verified.

Whenever operations are continued prior to inspection and test to avoid delays, that part of the operations or products shall be identified in order to permit replacement / repair in the event of non-conformity to specified requirements.

## **5.3 Quality Records**

Required quality records, to demonstrate that the specific quality requirements are implemented and achieved shall be identified in the related procedures and/or Inspection & Test Plans. Records shall support all activities related to project specific Quality Management System to verify conformance to the quality requirements.

Format of quality records shall be submitted to Employer for approval prior to their use. All revision requirements of the Employer for Quality Report Forms shall be transmitted to IMAR ISTANBUL with a written communication.

All department managers are responsible to ensure the collection, registration and systematic maintenance of Quality records within the scope of their work

# **6. NON CONFORMANCES AND CORRECTIVE / PREVENTIVE ACTIONS**

## **6.1 Non-conformances**

The Non-conformity Procedure for Review and Disposition of Non-conforming Items will be issued.

Control of Nonconformities: In the case of any non-conformity is found, the item having non-conformance shall be held in quarantine and Non-Conformance Report Form shall be issued by the QA & QC Department and will be submitted to Employer for information. The corrective actions for the material / equipment having non-conformity shall be decided and applied in accordance with the IMAR ISTANBUL's Corrective and Preventive Action Procedure. The material / equipment having non-conformity shall not be released to be used unless decided corrective actions are completed, re-inspected and found acceptable by the QA & QC Department. All quarantined items shall be permanently marked.

## **6.2 Corrective and Preventive Actions**

*Mainly following sources of data are reviewed in order to implement Corrective & Preventive Actions:*

- a) Non-Conformance Reports issued by Employer,
- b) Audit Reports issued by Employer,
- c) Non-Conformance Reports issued by the IMAR ISTANBUL's Site QA & QC Organization,
- d) Internal and External Audit Non- Conformity Reports issued by Auditor of Contractor.

A project specific procedure for corrective and preventive action process will be prepared and submitted to Employer for approval. A meeting will be held after reviewing of above-mentioned documents by the related departments to determine the root cause, and to discuss and establish required corrective and/or preventive actions. Convenient problem solving techniques will be used in determination of cause and its remedy. Decisions taken in this meeting will be recorded on the related Non-conformance Report. IMAR ISTANBUL's QA/QC Engineer is responsible to follow-up the implementation of approved Corrective & Preventive Action and to verify their completion correctly.

## **7. RESOURCE MANAGEMENT**

### **7.1 Provision of Resources**

IMAR ISTANBUL will determine and provide the resources needed,

a) To implement, maintain and continually improve the effectiveness of the quality management system. In order to ensure this, IMAR ISTANBUL will establish quality consciousness throughout the organization on ISO 9001 standard, which is the basis of the QMS; in addition to QCS & relevant contract documents makes sure that its employees shall reach the necessary level of experience to perform the requirements of the system and to audit the system; and provides the resources needed.

b) To secure customer satisfaction by meeting the customer requirements, to maintain and improve technical proficiency in both design and contracting activities. In this context to recruit competent technical personnel, train them and provide them necessary hardware.

### **7.2 Human Resources**

Related applications will be carried out as explained in the "Human Resources Procedure".

Principal criteria of IMAR ISTANBUL in recruitment are the competence of the personnel to be recruited from the standpoints of appropriate education, training, needed skills and experience. These competencies will be determined in accordance with the job descriptions in accordance with Project Requirements, local laws and regulations. Skills and expertise of personnel will be improved through trainings. Training will be provided to the personnel to satisfy the requirements of the system Training needs will be discussed and approved during the Management Review Meetings and annual training schedule will be put into its final form. Since training is considered as a strategically important topic, the effectiveness of training will be discussed and evaluated. Through the meetings, personnel will be made



aware of the relevance and importance of their activities. Personnel will be also explained during the meetings, on the quality objectives of their departments and on how they shall contribute to the achievement of these quality objectives. Records of education, training, skills and experience of personnel will be kept in personnel departments.

### **7.3 Work Environment**

Considering the size and the needs of the project, the work environment to be comprised of working, housing, storage and support units is planned, its efficiency is ensured and it is maintained.

## **8. PRODUCT REALIZATION**

The stages that IMAR ISTANBUL realizes the product are described hereafter.

### **8.1 Planning of Product Realization**

For this purpose, prior to the start of project, a “Project Quality Plan” which provides the project specific implementation methods and quality objectives and establishes the correlation with the main system; a “Work Schedule” which provides the basis for management of all the durations and costs of the activities; and considering the activities “Inspection and Test Plans” will be prepared.

### **8.2 Customer – Related Processes**

IMAR ISTANBUL will determine the requirements set forth in the general and specific specifications of the project, the laws and regulations applicable to the project and other specifications judged necessary by the organization itself. In order to see, if these requirements will be fulfilled at all stages of the processes, they will be monitored, reviewed and necessary records are kept. All Employer’s Representative / Employer -meeting records, records of amendments related to the projects and all Employer’s Representative / Employer requests and complaints will be pursued and evaluated during the Management Review Meetings.

### **8.3 Design and Development**

Inputs related to the Contract requirements shall be determined. These inputs shall include;

- Functional and performance requirements,
- Applicable statutory and regulatory requirements, contractual requirements
- Where applicable, information derived from previous similar designs.

The inputs shall be reviewed for adequacy. Requirements shall be complete, unambiguous and not in conflict with each other.

The outputs of design and development shall be in a form suitable for verification against the design and development input and shall be approved prior to release.

Design and development outputs shall

- meet the input requirements for design and development,
- provide appropriate information for procurement and construction stages,
- contain or referenced to acceptance criteria,
- Specify the characteristics that are essential for its safe and proper use.

At suitable stages, systematic reviews of design and development shall be performed

- to evaluate the ability of the results of design and development to meet requirements,
- to identify any problems and propose necessary actions.

Participants in such reviews shall include representatives of the relevant disciplines.

Verification shall be performed to ensure that the design and development outputs have met the design and development input requirements.

Design and development validation shall be performed to ensure that the results are capable of meeting the requirements for the specified application or intended use, where known.

Design and development changes shall be identified, reviewed, verified and validated, as appropriate, and approved before implementation. The review of design and development changes shall include evaluation of the effect of the changes on constituent parts.

All these activities shall be carried out by Design Consultant, and IMAR ISTANBUL will conduct regular meetings and audits in order to ensure that all design documents will be drafted according with the Specifications and Standards. Records of inputs, the results of the reviews, verification, validation and review of changes, and any necessary actions shall be maintained.

#### **8.4 Field Engineering**

All relevant codes, standards, Employer Specifications, and other requirements of Employer stated in Contract shall be considered, and they will be incorporated in the engineering documents. It will be given due consideration to satisfy technical, Quality, and HSE requirements of applicable country laws and regulations.

All queries related to incomplete, ambiguous or conflicting requirements will be issued by IMAR ISTANBUL and submitted to Employer for clarification.

All design outputs such as calculations, design drawings, shop drawings, sketches, tables, etc., shall be directly submitted to Engineering Manager prior to submission to the Employer for approval. Engineering Manager in association with department managers will review the above-mentioned outputs for constructability, and submit their comments. The comments will be reviewed and the required revisions will be made. The cycle will be repeated until optimal solutions are found. Then, the last version of the outputs will be submitted to Employer for approval.

#### **8.5 Change Management**

Management of the changes has the highest importance for the execution of Works. Changes mainly may occur due to revisions in the documents (such as calculations, drawings, and other design outputs, procedures, method statements etc.), responses of Employer to the queries, and Employer's instructions.

IMAR ISTANBUL will establish and implement an effective change management procedure. Change tracking form will be issued by Design Consultant for change requirements. Engineering Manager in association with senior departmental personnel will review all the change requirements for constructability, and assess the impacts of the change. In parallel with this assessment, actions to be taken will be determined and responsible person for each action is assigned. Engineering Manager is responsible to follow-up the status of decided actions, and to report the Project Manager.

If it is considered that the change constitutes a variation as defined in Contract, a variation request form shall be issued.

All revised documents will be distributed according to the project document distribution list, thus all departments that may be affected by the revisions will be kept informed on timely manner, without any exclusion. In this way obsolete documents will be removed from the system and their use will be prevented.

## **8.6 Purchasing**

Vendor (supplier) List of IMAR ISTANBUL will be prepared as a database based on the approved list by the Employer. Quality and delivery performance of the suppliers will be monitored on purchase order basis and necessary improvement activities will be initiated accordingly. New entries can be made to the supplier list following the customer requirements, market performance and the information and references obtained through the third parties and based on the approved list of vendors by the concerned authorities. As the performance of the suppliers directly affects the final product of IMAR ISTANBUL, special importance will be given to this subject.

## **8.7 Control of Production and Service Provision**

IMAR ISTANBUL will plan product and service provision through “Work Schedule”. “Inspection and Test Plans” ensure that the related implementations are carried out under controlled conditions.

At the implementation stages, product and process validation will be maintained through application of a specific procedure. IMAR ISTANBUL will exercise care with Employer’s property while it is under control of IMAR ISTANBUL or being used by IMAR ISTANBUL. Employer’s property can be material, equipment, system, documentation or space. Employer’s property will be identified and considered as if it is IMAR ISTANBUL property. If any of the Employer’s property will lost, damaged or otherwise found to be unsuitable for use, this situation will be reported to the Employer’s Representative / Employer and records will be kept.

## **9. MEASUREMENT, ANALYSIS AND IMPROVEMENT**

### **9.1 General**

Procedure for Audits, Non-conformity Procedure for Review and Disposition of Non-conforming Items and Corrective and Preventive Action Procedure will be given details measurement, analysis and improvement applications.

The basic reasoning behind monitoring and measuring is to be able to determine the root causes in problematic areas through the analysis of the gathered data, to define the areas of improvement and thus to increase the competition power of the organization. Therefore IMAR ISTANBUL will define the data needed, gather these defined data that is considered to be the indicators of success or failure on a regular basis and evaluate and analyze the data with appropriate techniques.

### **9.2 Monitoring and Measurement**

Monitoring and measurement will be done in four basic ways: monitoring the Employer’s Representative / Employer satisfaction, internal audits, monitoring and measurement of processes and monitoring and measurement of product.

Employer's Representative / Employer complaints, data obtained during the mutual agreements with Employer's Representative / Employer are used to monitor the Employer's Representative / Employer satisfaction. Internal audits will be undertaken in accordance with the "Internal Audit Procedure" and will be realized periodically.

### **9.3 Control of Non-conforming Product**

Related applications will be performed as expressed in the Article 6 of this Quality Assurance Plan. IMAR ISTANBUL, in order to ensure the prevention of unintended use or delivery of the product that does not conform to the product requirements, will identify and control it at following stages:

- Design
- Incoming material
- Operations

### **9.4 Analysis Of Data**

IMAR ISTANBUL shall collect and analyze the following data to determine the suitability and effectiveness of its Project Specific Quality Management System and to identify where improvements can be made in the system:

- a) Employer satisfaction / dissatisfaction,
- b) Conformity of products to requirements,
- c) Measuring and monitoring data,
- d) Trends of both positive and negative compliance,
- e) Quality audits data.

QA & QC Manager is responsible for gathering and analyzing the above-mentioned data and reporting them to Project Manager.

## **9.5 Improvement**

The fundamental principle is to prevent the occurrence of potential nonconformities and to be able to make this systematically. Preventive actions are helpful in this respect. Upon occurrence of the problematic cases, corrective actions are implemented and the system is modified in order to prevent recurrence. Additionally, in order to continually improve the effectiveness of the Quality Management System, improvement actions are taken.

## **10. PROJECT CONTROLS**

Effective Project Controls are essential for successful project execution and among the responsibilities of the Project Management team. These project controls are described under a number of headings both general and specific.

### **10.1 Overall Project Controls**

Overall project controls are among the primary duties of the Project Manager from the day of contract signature until successful handing over to the Employer. He will ensure that steps are taken either by himself or by his staff to:

- Meet project target schedules,
- Comply with contractual conditions and specifications,
- Control the cost and schedule performances,
- Ensure smooth information flow within the project team,
- Ensure regular and adequate reporting (internal and external),
- Supervise the exchange of correspondence regarding the project,
- Assure overall QA/QC,
- Assure project execution with utmost safety.

### **10.2 Technical Control**

Technical Control of the project will be carried out by the Project Manager through the Engineering Manager who will be responsible for all technical matters including coordination between engineering disciplines to ensure that their activities are fully integrated and their interfaces are compatible.

### **10.3 Material Control**

All project materials and consumables necessary for the Works shall be entered into a master list. This list shall be checked against original inquiry, bid summary and purchase orders as well as fabrications progress, and changes in design.

The Project Manager, assisted by the engineering, commercial and inspection staff shall draw up these documents in conjunction with the expediting group.

All materials shall be dispatched to the site and, after checking for faults and deficiencies shall be placed in the warehouses, with proper identification mark and using storing methods compatible with rapid checking and inventory control.

All Manufacturers' shop drawings shall be reviewed, with respect to process requirements, standards and specifications and shall be submitted to the Employer's Representative / Employer. The vendors shall be required to submit the drawings prepared from the data sheets within a specific time frame, pursuant to the order, for timely performance.

### **10.4 Schedule Control and Progress Reporting**

Project Schedule Control and Progress Reporting shall be carried out on behalf of the Project Manager by the Project Controls Manager based on inputs provided by the Construction Engineers on site at regular intervals as per the Employer's Representative / Employer instruction.

Schedules shall then be issued to each engineering department and the site supervisors showing, in detail, the activities for which each group is responsible.

For the project procurement, the schedule shall list each item of equipment together with specific dates for activities, the same sequence from requisitions, and issuance up to delivery on site. It shall also indicate the critical items which are to receive priority treatment.



Schedule (Progress) reports shall be prepared by the Project Manager assisted by the related Department Engineers at regular intervals as agreed by the Employer's Representative / Employer as per QCS, Sect.1, Clause 7.8.3.

The Project Controls Manager will be fully responsible for the accuracy of his reporting and should play the role of an independent auditor of project activities. In particular, he should become familiar with the details of the project, visit the site, engineering offices and vendors' works on a regular basis to confirm the validity of all the information that he is fed by project staff.

The Project Controls Manager will update the program of the works as required during the construction of the works.

For the preparation of the detailed work schedules, CPM techniques will be employed by Project Controls Manager in cooperation with the technical staff. This detailed work program is in weekly basis and used at site for project control. According to the results obtained by such tools, the work schedule will be revised as necessary. Immediate action is taken in order to accommodate the revised critical path.

The "Primavera" software package will be utilized for project planning and control which can be run on the IBM PC's or compatibles available at project site.

Monthly progress reports give the necessary information to the company management, in such a manner that any actual or potential problems demanding management intervention are highlighted in accordance with QCS.

## **11. PROCUREMENT**

A Logistics Manager, assisted by Purchasers for specialist supplies and the Department Engineer when necessary, shall be responsible for the overall procurement. The Logistics Manager shall report directly to the Project Manager.

The Logistics Manager prepares the Vendors Lists for different categories of materials, establishes the general procurement policy, organizes the main negotiating meetings with the vendors, selects the successful suppliers and places purchases orders.

### **11.1 Purchasing**

The purchasers shall be technically and commercially experienced people who may draw on the resources of other members of the project team as needed.

Specific details shall be handled in close cooperation with the Project Manager, Department Engineer and Logistics Manager. Purchasers will normally send inquiries to vendors, tabulate responses, seek technical and commercial clarifications and keep the Logistics Manager advised.

### **11.2 Expediting**

The Project Manager shall assign a team to expedite all purchases after issue of purchase orders.

The expediting team will obtain detailed work and delivery schedules from each vendor together with the dates of important milestones in the vendors manufacturing / fabrication program. The most important single function of the expediting team is to ensure that vendors meet the dates foreseen on the project schedule. The expeditors will check the accuracy and reliability of the vendors' reporting system by visits to the vendors' working sites early in the manufacturing program. If this reporting system is not reliable, periodic visits to those vendors will be made. If the vendor of a critical item is not meeting his production schedule, an expeditor will be assigned full-time to that vendor's works, and report regularly to the Logistics Manager.

### **11.3 Inspection**

The inspection staff works in close conjunction with engineering and expediting staff and report to the Employer if required on the project specification.

Inspections in the Manufacturer's workshop shall begin with the receipt of the raw materials and depending on the difficulty and status of the work shall be continued as routine. They shall be concluded by the final inspection which shall include dimensional checking, non-destructive testing and performance wherever appropriate and application of other relevant testing procedures.

#### **11.4 Vendor Data**

Vendor data may be transmitted by e-mail correspondences. In case it is required, Vendor data shall be updated at the most practicable time following its receipt.

#### **11.5 Storage**

Materials shall be stocked at IMAR ISTANBUL site stockyards by Warehouse team. Material shall be stored in full compliance with related specification and taking into consideration manufacturer recommendation as well. QA/QC team will perform receiving, routine and load out inspection as necessary.

Materials which are not comply with project specification and standard requirement shall be stored separately at the quarantine area and properly marked in accordance with Non-conformity Procedure for Review and Disposition of Non-conforming Items.

#### **11.6 Transportation**

Delivery of material will be in accordance with Purchase Order Documents and Contract schedule. Establish clear understanding of shipping responsibilities, communication channels, and shipping duration. Provide efficient monitoring & status of reporting for all shipment.

### **12. SUPPLIERS AND SUBCONTRACTORS**

IMAR ISTANBUL shall prequalify each Supplier (if he is not on the approved vendor list) / Subcontractor. IMAR ISTANBUL shall evaluate Supplier's/Subcontractor's capabilities to meet the technical, quality and schedule requirements of Work. Such

evaluation shall include technical review of products to ensure compliance with applicable Employer's standards.

IMAR ISTANBUL will hold regular meetings and maintain a close liaison with Subcontractors and Suppliers to ensure full work scope, Quality and HSE requirements understanding is achieved.

Subcontractors / Suppliers shall be required to submit Quality documentation to cover their scope of work. The submission shall consist of Quality organization, Inspection & Test Plan, Quality Procedures / Method Statements proposed Quality Report Forms as minimum.

The Quality Documents submitted by the Subcontractors / Suppliers shall be reviewed by IMAR ISTANBUL's Quality Department to ensure compliance with the Project Specific Quality Plan, prior to commencement of any work.

The Subcontractors Quality Department shall be integrated into the IMAR ISTANBUL's Quality Organization and shall implement the appropriate parts of the Project Specific Quality Plan. Personnel of the Subcontractors shall attend to the orientation trainings, which shall be given at Site by IMAR ISTANBUL's Quality Organization to ensure correct understanding and implementation of the Project Specific Quality Plan. This integration shall be carried out under the close supervision and guidance of the IMAR ISTANBUL's Quality Department. The implementation of the Project specific Quality Plan by the Subcontractors shall be controlled, and monitored.

### ***13. MATERIAL MANAGEMENT***

All materials shall be loaded, unloaded and stored in accordance with the IMAR ISTANBUL's HSE Plan. They shall be stored in a neat and orderly manner to provide efficiency in physical checking and movement, and in a manner to ensure reasonable protection from damage, deterioration and pilferage.

Inside and outside storage areas (aisles, bin, sections, yard plots etc.,) should be clearly defined and identified with the appropriate storage location signs.

There will be a special closed area for those materials such as welding electrodes, electronic and instrumentation equipment, coating/wrapping materials, paints as well as consumables deemed inappropriate to be stored in atmospheric conditions.

The receiving inspection shall be applied to all materials and equipment delivered to IMAR ISTANBUL's Warehouse, in accordance with the related reference Contractual Documents and Purchase Orders. In principal receiving inspection will include document review, traceability, and the physical inspection of the material / equipment.

## **14. DESCRIPTION AND SEQUENCE OF WORK ELEMENTS**

### **14.1 Field Construction Works:**

Construction Manager will be responsible for field construction work. Site supervisors for each discipline will be in charge of individual engineering disciplines and shall report to the Construction Manager.

### **14.2 Work Elements to be Subcontracted:**

IMAR ISTANBUL has the know-how and the means to carry out all construction activities.

For the purpose of resource optimization and increasing productivity, IMAR ISTANBUL chooses to subcontract some activities but closely monitor the work quality and progress of its subcontractors through its Project Teams.

### **14.3 Detailed Work Schedule for the Project :**

Project will be controlled and monitored by IMAR ISTANBUL Project Management, using Critical Path Analysis Method, and Primavera Project Planner as the main scheduling tool.

Site conditions, weather conditions and contract milestone dates are taken as the main parameters, the required progress rate is and the required amount of crews are allocated with right amount of resources to safely maintain the target progress rate.

Project progress is designed and monitored in the following levels:

### **Level 1 Planning**

This is a bar chart representation of all of the activities from contract award to commissioning, prepared with the initially available information at the tender stage, without much detail. This program is presented in the internal meeting stage and used to define the schedules of each internal department in IMAR ISTANBUL. All related departments such as engineering, procurement and construction management are informed at this stage and organized accordingly. The same Level 1 program is also used to schedule the subcontractors and suppliers at the early stages of the project.

Together with level 1 program, a manpower histogram and equipment mobilization schedule is presented, to inform all internal departments on the resource deployment plan.

### **Level 2 Planning**

This includes a CPM (Critical Path Method) analysis and various representations of project schedule according to the agreed detailed work breakdown structure (WBS). Resource and cost allocations will be also loaded on this level and this schedule will use for progress monitoring of the project.

All discipline engineers and site supervisors will receive copies of the target program and control the construction work under their responsibilities accordingly.

Resource allocation and material control for critical operations will be very carefully carried out well in advance of the operation, to ensure smooth and successful completion of such operations.

Level 2 plan is the main project management and monitoring tool. In regular reports, planned, completed and on-going activities being carried out at site, several weeks before and forward of the actual date are presented.

### **Level 3 Planning**

Planning with further details will be prepared for some specific operations such as erection of large equipment, or operations involving shut-downs of existing facilities.

According to the complexity of the operation, programs on hourly basis will be prepared for such specific cases.

All of the personnel involved in such operations will be briefed and all resources allocated with all of the safety equipment and precautions, before commencement of such specific operations.

### **Level 4 Planning**

Planning Schedule which have the most detailed activities. It will be used during the execution stage. The information is directly gathered from the site so the schedule shows the actual situation of the site. It is the key for planning the sources to achieve the target.

## **15. PROJECT CLOSURE AND HANDOVER**

The Project Closure and Handover Procedure will be submitted at the final stage of the work to define Handover Process which will include the contents of Project Dossier, conditions of Completion Certificate, As-Built Process, Quality Records, training of operators etc.

# SECTION - 7



## - CERTIFICATES





# CERTIFICATE

*This is to Certify that the  
Quality Management System*

*of*

## **IMAR ISTANBUL CONTRACTING & TRADING CO.**

P.O. BOX. 13220, Twin Palm Tower - B, Office - 3601, West Bay,  
Doha, State of Qatar.

has been independently assessed and is compliant  
with the requirements of

### **ISO 9001:2015**

This Certificate is applicable to the following product or service ranges:

**ALL KIND OF BUILDING PROJECTS CONTRACTING, DESIGN,  
CONSTRUCTION, INTERIOR & FIT OUT WORKS,  
LANDSCAPING PROJECTS.**

*:: Certificate No :: QA81701A*

Date of initial registration	29 January 2018
Date of this Certificate	29 January 2018
Surveillance audit on or before	24 January 2019
Recertification Due / Certificate expiry	28 January 2021

This Certificate is property of LMS Certifications and remains valid

subject to satisfactory surveillance audits.

*Jawad*  
Director

For verification and updated information concerning the present certificate visit to [www.lmscert.com](http://www.lmscert.com)

This Certificate is the property of LMS Certification Limited and shall be returned immediately when demanded.



ACCREDITED  
Management Systems  
Certification Body  
MSCB-132

LMS Certification Limited  
35 Park Hill, Huddersfield, West Yorkshire, HD2 1QG.  
Phone : +44 2089355094  
Visit :- [www.lmscert.com](http://www.lmscert.com)  
E-mail :- [info@lmscert.com](mailto:info@lmscert.com)



LMS/IAS/F109Q/17/REV02



# CERTIFICATE

*This is to Certify that the  
Environmental Management System  
of*

## **IMAR ISTANBUL CONTRACTING & TRADING CO.**

P.O. BOX. 13220, Twin Palm Tower - B, Office - 3601, West Bay,  
Doha, State of Qatar.

has been independently assessed and is compliant  
with the requirements of

**ISO 14001:2015**

This Certificate is applicable to the following product or service ranges:

**ALL KIND OF BUILDING PROJECTS CONTRACTING, DESIGN,  
CONSTRUCTION, INTERIOR & FIT OUT WORKS,  
LANDSCAPING PROJECTS.**

*:: Certificate No :: QA81701B*

Date of initial registration	29 January 2018
Date of this Certificate	29 January 2018
Surveillance audit on or before	24 January 2019
Recertification Due / Certificate expiry	28 January 2021

This Certificate is property of LMS Certifications and remains valid

subject to satisfactory surveillance audits.

*Joan*  
Director

For verification and updated information concerning the present certificate visit to [www.lmscert.com](http://www.lmscert.com)

This Certificate is the property of LMS Certification Limited and shall be returned immediately when demanded.



ACCREDITED  
Management Systems  
Certification Body  
MSCB-132

**LMS Certification Limited**  
35 Park Hill, Huddersfield, West Yorkshire, HD2 1QG.  
Phone : +44 2089355094  
Visit :- [www.lmscert.com](http://www.lmscert.com)  
E-mail :- [info@lmscert.com](mailto:info@lmscert.com)



LMS/IAS/F109E/17/REV02



# CERTIFICATE

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

## **IMAR ISTANBUL CONTRACTING & TRADING CO.**

P.O. BOX. 13220, Twin Palm Tower - B, Office - 3601, West Bay,  
Doha, State of Qatar.

has been independently assessed and is compliant  
with the requirements of

### **OHSAS 18001:2007**

This Certificate is applicable to the following product or service ranges:

**ALL KIND OF BUILDING PROJECTS CONTRACTING, DESIGN,  
CONSTRUCTION, INTERIOR & FIT OUT WORKS,  
LANDSCAPING PROJECTS.**

*:: Certificate No :: QA81701C*

Date of initial registration	29 January 2018
Date of this Certificate	29 January 2018
Surveillance audit on or before	24 January 2019
Recertification Due / Certificate expiry	28 January 2021

This Certificate is property of LMS Certifications and remains valid  
subject to satisfactory surveillance audits.

  
Director

For verification and updated information concerning the present certificate visit to [www.lmscert.com](http://www.lmscert.com)

This Certificate is the property of LMS Certification Limited and shall be returned immediately when demanded.



ACCREDITED  
Management Systems  
Certification Body  
MSCB-132

LMS Certification Limited  
35 Park Hill, Huddersfield, West Yorkshire, HD2 1QG.  
Phone : +44 2089355094  
Visit :- [www.lmscert.com](http://www.lmscert.com)  
E-mail :- [info@lmscert.com](mailto:info@lmscert.com)



LMS/IAS/F109OH/17/REV02



CONTACT : +974 4469 6238  
+974 3300 3789

ADDRESS : Twin Palm Tower – B, Floor 36-01  
Westbay, Doha-QATAR  
P.O. Box: 13220

E-MAIL : [info@imaristanbul.com](mailto:info@imaristanbul.com)

[www.imaristanbul.com](http://www.imaristanbul.com)