



Organization Chart

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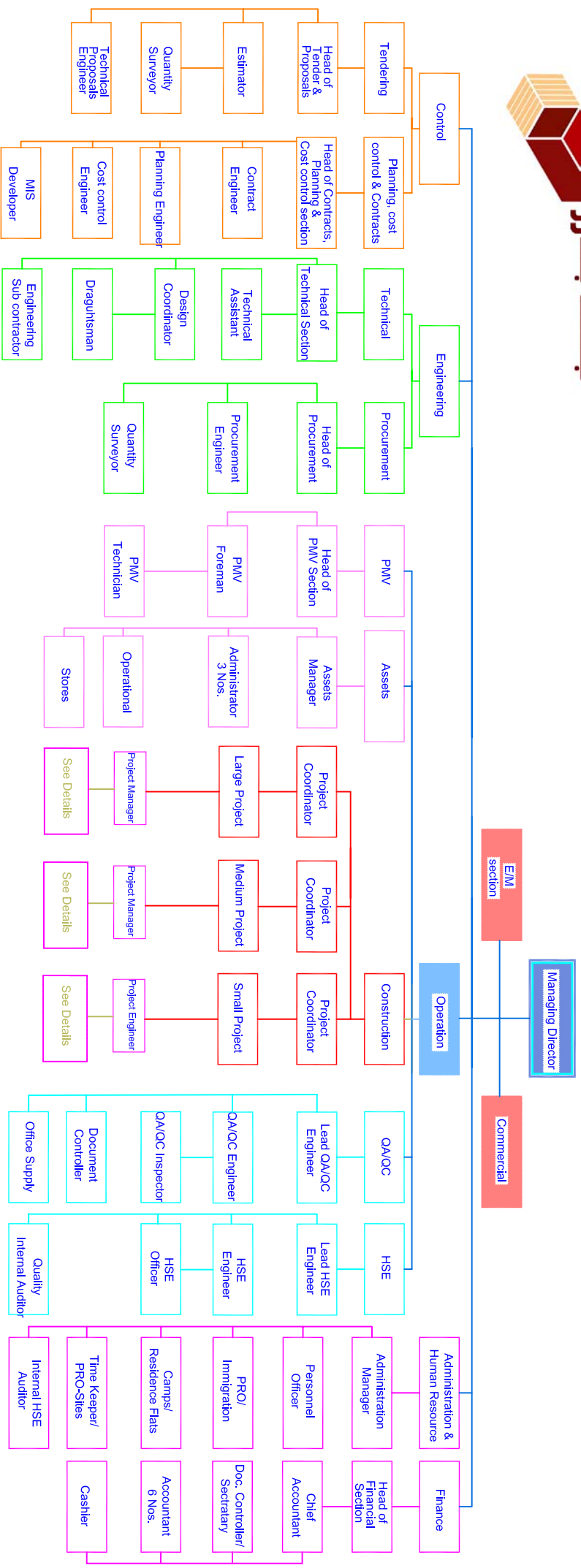
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Gulf Builders



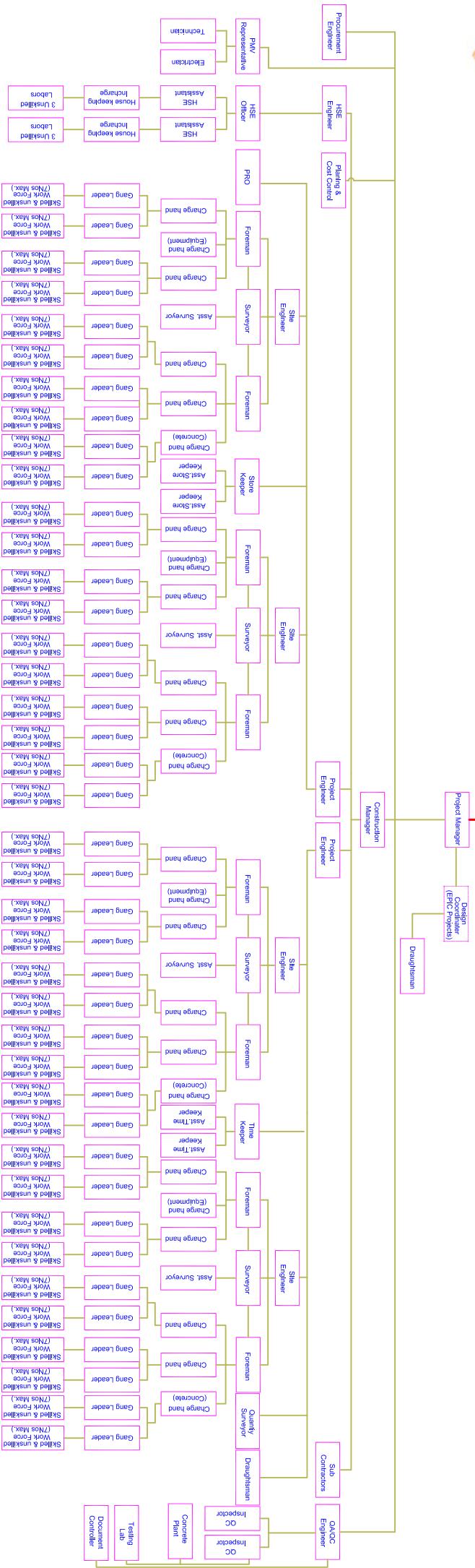
GULF BUILDERS PLANNED H.O.F. ORGANIZATION CHART





GULF BUILDERS

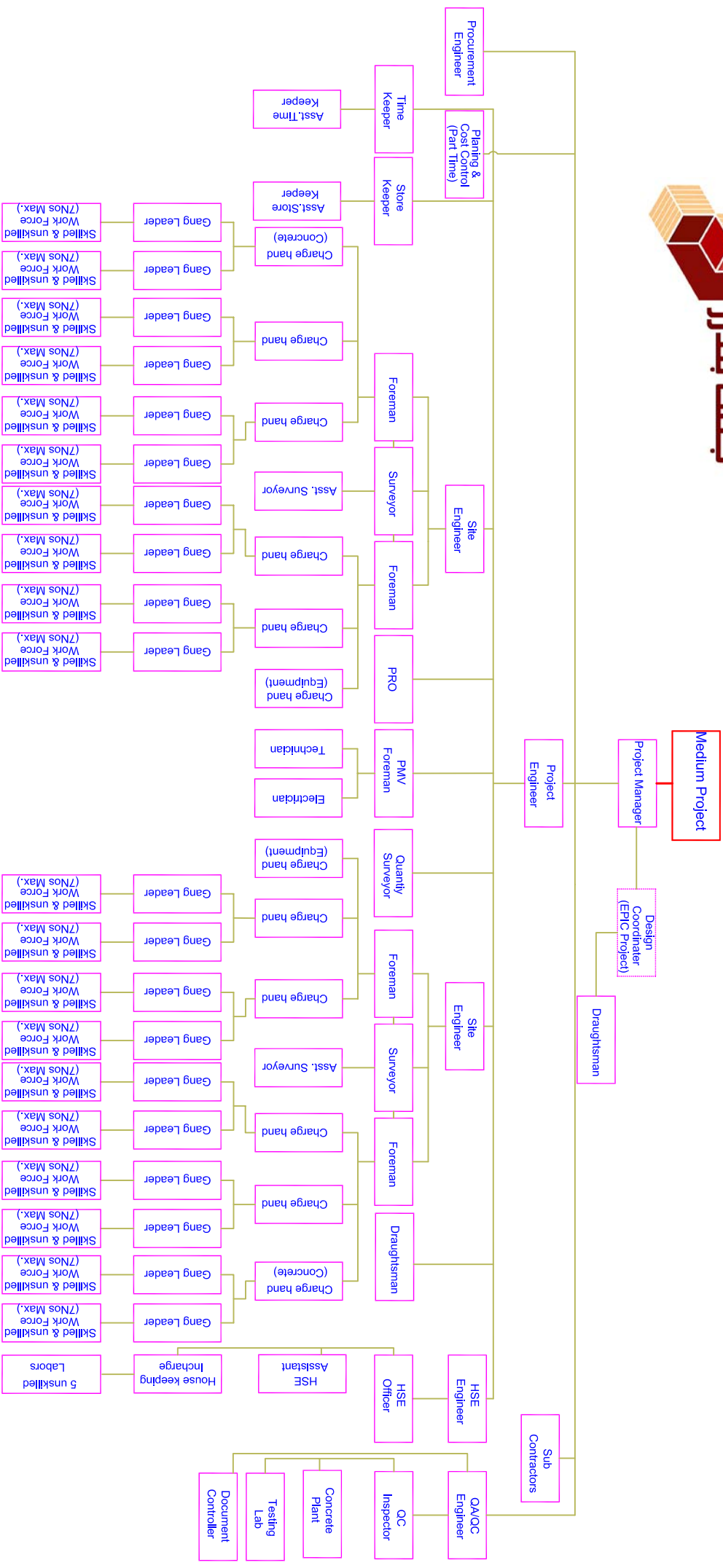
PLANNED Detail Large Project ORGANIZATION CHART





GULF BUILDERS

PLANNED Detail Medium Project ORGANIZATION CHART

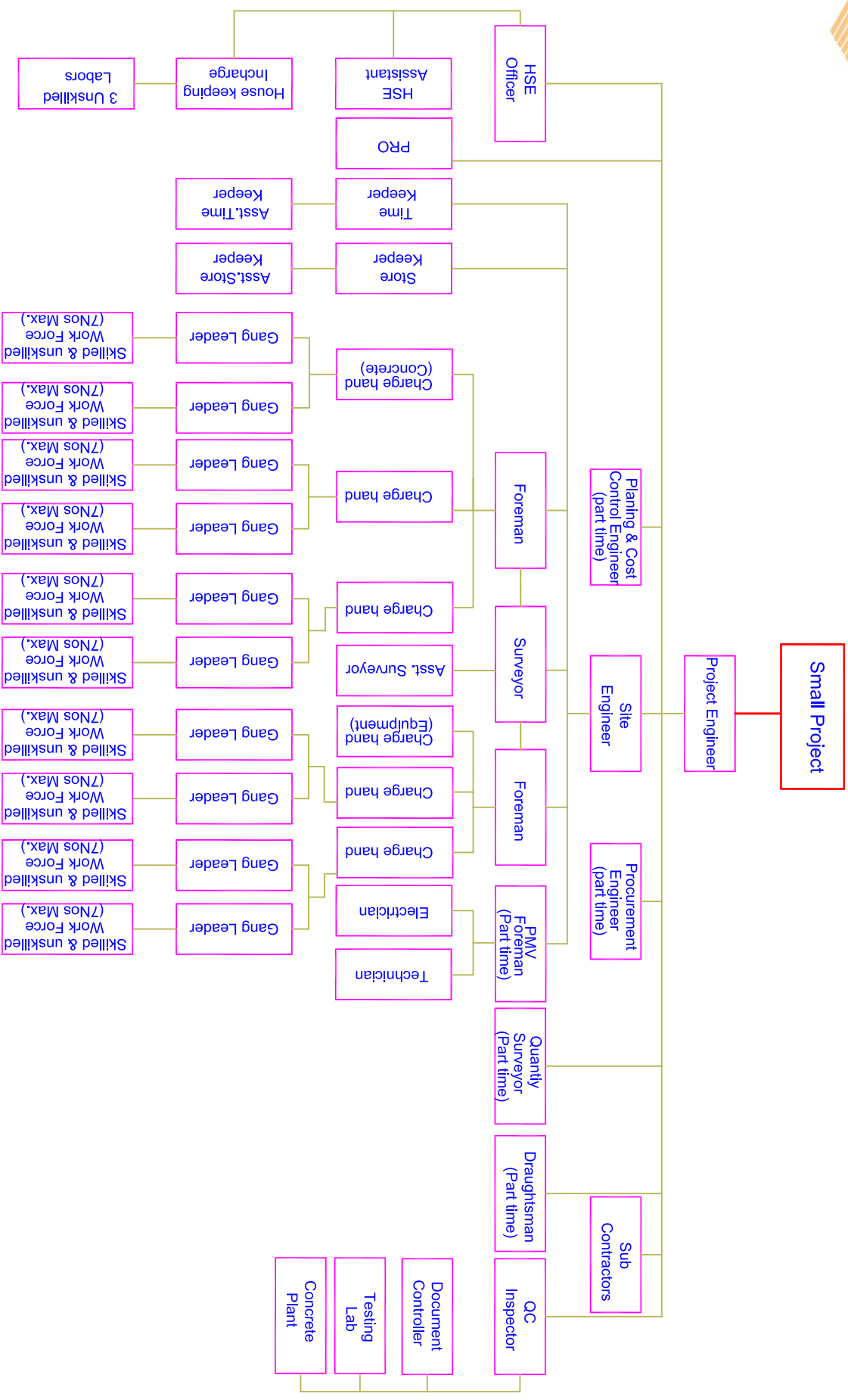




GULF BUILDERS
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GULF BUILDERS

PLANNED Detail Small Project ORGANIZATION CHART





GULF BUILDERS

Definition CONSTRUCTION Activity on ORGANIZATION CHART

CONSTRUCTION

Project Coordinator (PC):	<ol style="list-style-type: none"> 1- Project contractual matters (Including V.Os & Invoices). 2- Organize coordination weekly meetings with the company various departments. 3- Coordination with the project concerned legal authorities. 4- Handling project formal correspondences. 5- Follow up procurement submissions & subcontracting nominations. 6- Follow up for arranging the project necessary resources. 7- Report to the operation manager the project obstructions, hindrances & areas of concern 	Assistant store keeper (ASK):	<ol style="list-style-type: none"> 1- Material stacking, reservation & identification. 2- Material issuance control.
Project Manager (PM):	<ol style="list-style-type: none"> 1- Project management, progress & financial performance. 2- Coordination with the project consultant / client. 3- Attend all meetings with client / consultant. 4- Attend coordination meetings with external authorities. 5- Monitor & evaluate the subordinates' efficiency. 6- Survey ahead for project hindrances & obstructions. 7- Justify any delay to the project activities. 	Time Keeper (TK):	<ol style="list-style-type: none"> 1- Workers time sheets. 2- Equipments time sheets
Construction Manager (CM):	<ol style="list-style-type: none"> 1- Site entire execution & resource management. 2- Organize site daily meetings. 3- Arrange project required resources. 4- Monitor resources capability 5- Attend progress meetings with client / consultant. 6- Advise of monthly look ahead resources requirements. 7- Survey ahead for construction obstructions & hindrances. 	Assistant time keeper (ATK):	<ol style="list-style-type: none"> 1- Workers time sheets. 2- Equipments time sheets
Section Engineer (Sec.E):	<ol style="list-style-type: none"> 1- Day to day site activities planning & execution. 2- Resource management (the right resources at the right time in the right place). 3- Prepare shop drawings. 4- Prepare RFC. 5- Feedback productivity reports to the P/C Engineer. 6- Survey ahead for site hindrances & obstructions. 	Planning & cost control Engineer (PCE):	<ol style="list-style-type: none"> 1- Weekly & monthly progress reports. 2- Activity based actual / look ahead execution schedule. 3- Activity based cost control report. 4- Prepare monthly cost control reports. 5- Activity based recovery schedule
Site Engineer (SE):	<ol style="list-style-type: none"> 1- Resources optimization. 2- Advise of RFI, Location & timing 3- Continuous site monitoring & progress evaluation. 4- Translate & communicate project specifications & drawings to site team. 5- Advise of site particular obstructions & hindrances. 	Procurement Engineer (PE):	<ol style="list-style-type: none"> 1- Material Submittals. 2- Material ordering & follow up its arrival. 3- Petty cash.
Foreman (F):	<ol style="list-style-type: none"> 1- Assign the particular activity. 2- Resources deployment 3- Evaluate the daily productivity. 4- Control the material consumption. 5- Complete the labor & equipments production sheets. 	Quantity Surveyor (QS):	<ol style="list-style-type: none"> 1- Calculate project BOQ as per AFC drawings. 2- Prepare project invoices & VOs.
Charge Hand (CH):	<ol style="list-style-type: none"> 1- Ensure executing the planned activities right first time 2- Complete labors production sheet. 3- Control material consumption. 4- Equipment individual productivity & efficiency. 	PMV Foreman (PMV):	<ol style="list-style-type: none"> 1- Equipment servicing & maintenance.
Gang Leader (GL):	<ol style="list-style-type: none"> 1- Carry out assigned activity. 2- Report labor individual productivity & efficiency. 	QA/QC Engineer (QAC):	<ol style="list-style-type: none"> 1- Implement project specific QA/QC program implementation. 2- Carrying out first off & final off inspections 3- Checking project submittals. 4- Document controlling system. 5- Coordination with TPI. 6- Survey ahead for quality concerns & improvements. 7- As-Built Documentation
Surveyor (S):	<ol style="list-style-type: none"> 1- Coordinate with Sec.E for survey works for RFI. 	QC Inspector (QCI):	<ol style="list-style-type: none"> 1- Prepare RFI. 2- In-process site inspections. 3- Survey ahead for site quality concerns & improvements.
Draughtsman (D):	<ol style="list-style-type: none"> 1- Project shop drawings / sketches / details / As-Built drawings. 	HSE Engineer (HSEE):	<ol style="list-style-type: none"> 1- Implement project specific HSE program. 2- HSE work permits. 3- Activity based risk analysis. 4- HSE investigation reports. 5- Survey ahead for HSE potential risks & improvements.
Public Relation Officer (PRO):	<ol style="list-style-type: none"> 1- Work permits. 2- Site purchasing. 	HSE officer (HSE):	<ol style="list-style-type: none"> 1- Tool box meetings. 2- 100% PPE. 3- House Keeping. 4- Survey ahead for site HSE violations / potential impacts.
Store Keeper (SK):	<ol style="list-style-type: none"> 1- Material stacking, reservation & identification. 2- Material issuance control. 3- Store documentation system. 	House Keeping Incharge (HKL):	<ol style="list-style-type: none"> 1- Site house keeping. 2- Segregate useful material / items for re-use.

Definition ADMIN. & ACCOUNTS Activity on ORGANIZATION CHART

ADMINISTRATION & ACCOUNTS

Administration personnel officer	<ol style="list-style-type: none"> 1- Recruiting/ Termination 2- Collecting CV and Information 3- Interview/ Employment Offer 4- Ticket Reservation/ Arrival to Doha
PRO/ Immigration	<ol style="list-style-type: none"> 1- Visas/ Resident Permit/ CID/ Customs. 2- Photograph/ Blood Test/ Medical Test/ Finger Print 3- Contract attestation/ Residence Permit/ Exit Permit 4- Business Visa for agencies/ Customs
Camps/ Residence Flat	<ol style="list-style-type: none"> 1- Maintenance/ Safety & Health 2- Rent the Camp/ Camp Boss/ Cleaning 3- Water & Electricity/ Health & Safety 4- Sewerage
Time Keeper/ PRO Sites	<ol style="list-style-type: none"> 1- Controlling Work Force in Site 2- Preparing Time Sheet in daily basis. 3- Receiving work force requirement from site 4- Preparing Spread sheets on daily basis 5- Transferring the data to timesheet / Approval from Project Manager 6- Forwarded to accounts before fifth of each month
Office Supply	<ol style="list-style-type: none"> 1- Controlling all printed stationary/ Office supply
Head of Accounts	<ol style="list-style-type: none"> 1- Financial Policies 2- Budgeting/ Cash Flow 3- Planning & Strategies. 4- Internal Control System 5- Financial Projects/ Assets 6- Reporting to MD/ Partners 7- Oriental Marine Account
Chief Accountant	<ol style="list-style-type: none"> 1- Project Cost Analysis 2- Operation Supervision 3- Issuing Monthly Trial Balance 4- Reporting to Head of Accounts 5- CET Accounts
Document Controller/ Secretary	<ol style="list-style-type: none"> 1- Filing/ Typing Cheques/ Typing L.C 2- P.V Writing
Accountant 1	<ol style="list-style-type: none"> 1- A/c Receiving/ Commercial/ E& M Depr/ Store
Accountant 2	<ol style="list-style-type: none"> 1- Subcontractor/ Payment
Accountant 3	<ol style="list-style-type: none"> 1- Accounts Payable/ A/c Pay Payment
Accountant 4	<ol style="list-style-type: none"> 1- General Ledger/ Bank Payment/ Receipt Voucher/ Conf. Medical Account
Accountant 5	<ol style="list-style-type: none"> 1- Payroll/ Financial Settlement/ Petrol / Petty Cash
Accountant 6	<ol style="list-style-type: none"> 1- Letter of Credit/ Assets Control/ Invoice Reg./ Transmittal Forms
Cashier	<ol style="list-style-type: none"> 1- Payroll/ Q-tel/ Kahramma/ Hala Card/ Withdrawl/ Deposits/ Banks follow
Site Accountant	<ol style="list-style-type: none"> 1- Checking W/F Time Sheets/ Checking Equipment Time Sheets 2- Checking Petty Cash/ Prepared Subcontractors P.C 3- Issuing Subcontractors Payment

GULF BUILDERS

Definition ASSETS Activity on ORGANIZATION CHART

ASSETS

Assets Manager

- 1- Planning & Cost Analysis.
2. Establishing Marketing Policy/ Controlling Stores
- 3- Purchasing of Assets/ Maintenance / Assets Policy

Administrator 1

- 1- Equipment registration/ Driving Licence for Drivers
- 2- Traffic Department affairs/ Insurance affairs

Administrator 2

- 1- Preparing W/S Invoice/ Purchase Assistant/ Checking Supplier of W/s
- 2- Document Controller

Administrator 3

- 1- Purchasing of assets, Consumables & stationary

Assets

Operational Officer

- 1- Marketing/ Logistics/ Coordination
- 2- Construction Machinery/ Cars & Vehicles/ Office Equipments
- 3- Office furniture/ Tools & Instruments/ Scaffolding/ Port Cabin/ Buildings/ Land

Assets

Stores

- 1- Main Store receiving materials/ Issuing Materials/ Controlling scaffolding & tools
- 2- Issuing Invoices from Stores