



# COMPANY PROFILE



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# INTRODUCTION



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## INTRODUCTION

Awtad Alarabia General Cont. & Trading Est. (Awtad Alarabia) was established in the year 2004. We have two main divisions which are contributing Kingdom's continuously growing economy.

- 1- Awtad Arabia General Contracting**
- 2- Awtad Arabia Trading**

### **Awtad Arabia General Contracting Division:**

The major business of this Division is directed towards the Heavy Equipment Rentals, General Contracts for Buildings (Construction, Demolition, Renovation and Maintenance), Industrial Services, Refrigeration and Air Conditioning Maintenance, industrial construction, Mechanical Erection, Electrical Construction, and Manpower Rental services etc.

### **Awtad Arabia Trading Division:**

While having High Tech Products and Solutions in hand, Awtad Alarabia Trading Division offers a complete range of proven technical experience in every aspect of Facility Maintenance, Commercial & Industrial Low Current Systems Projects and its related services such as Engineering/Design/Procurement and Installation of Telecom, Physical Security CCTV Systems, Access Control Systems, Entry Control Devices, Fire Alarm Systems, IP Voice and PA Networks and Telecom Systems, IPTV Systems, CATV and MATV Systems and other.

### **Your Satisfaction is our Success:**

At Awtad Alarabia, we have the resources to ensure successful project completion and client satisfaction. Our goal is to be sure that your project progresses smoothly and that all project time and manpower is managed as efficiently and productively as possible.

We continue to accomplish this goal by utilizing a program that responds to issues by need rather than by organizational structure. This assures each client of a single contact who has a project centered responsibility and authority.

While employees are singularly empowered, project components are carefully reviewed by proper Awtad Alarabia staff members to insure that any decisions affecting the project are made correctly and in a timely and confident manner.

Whether competitively bid or negotiated, each Awtad Alarabia project is prefaced with economy, speed and quality. You can be confident in our commitment to expedient completion without forfeiting cost efficiency or quality standards.

Digital photography is available to owners and project participants for schedule review or issue resolution.

Our team of construction professionals offers a single source solution for all of your construction related needs. Whether its restoration, site preparation, a new facility or facility renovation, we have the experience and personnel to provide the highest quality construction on schedule and within budget. We support our clients from project inception, to the commissioning of the fully operational facility.

Quality Assurance, essential in maintaining today's demanding standards, is ensured through implementation of an effective Quality Management System, rigorous inspection procedures and state of the art quality control equipment.

The safety and health of employees and the protection of the environment are of the highest concerns to the Awtad Alarabia management. A comprehensive safety program has been integrated into the work ethics, so that each employee understands his responsibility from the safety of himself, others, equipment and property.

## SERVICES

Awtad Alarabia offers a wide range of Construction and Support services including:

- General, Low Current & Telecom Systems and HVAC Maintenance of Offices, Hotels, Restaurants and Homes
- Civil Works Industrial/Commercial/Residential Projects
- Mechanical Construction
- Electrical and Low Current Systems Construction
- Plant Maintenance
- Heavy and Light Equipment Rentals
- Manpower supply services

# GENERAL INFORMATION



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## **COMPANY INFORMATION**

**COMPANY:** Awtad Alarabia General Cont. and Trading Est.

**ADDRESS:** 101 Business Tower, King Abdul Aziz Road,  
Almurqab Dist. Jubail  
PO Box No. 30820, Postal Code. 31951 Jubail

**TELEPHONE NO:** 00966-13-3627733

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**E MAIL:** [A3@awtadarabia.com](mailto:A3@awtadarabia.com) ; [info@awtadarabia.com](mailto:info@awtadarabia.com)  
**Website:** [www.awtadarabia.com](http://www.awtadarabia.com)

**CR. NUMBERS:** 2055007266 & 2055008045

**BANK NAME:**  
Alrajhi Bank  
Alahli NCB  
Banque Saudi Fransi  
Arab National Bank (ANB)



## PHILOSOPHY & MISSION

Awtad Alarabia's philosophy has remained unchanged for over ten years: Deliver a quality service or product on time and in budget.

To that end, our mission is:

- To perform for our customers the highest level of quality construction services at fair and market competitive prices.
- To ensure the longevity of our company through repeat and referral business achieved by customer satisfaction in all areas including timeliness, attention to detail and service-minded attitudes.
- To maintain the highest levels of professionalism, integrity, honesty and fairness in our relationships with our suppliers, subcontractors, professional associates and customers.

## VISION STATEMENT

The Company continues to move forward and become the leading Engineering and Construction Company in the Kingdom of Saudi Arabia and eventually the region, while delivering projects that consistently meet international standards.

## OUR FUTURE

With our philosophy, values, and mission firmly in place, we are targeting controlled growth and sustained profitability in the future. Our responsibility to our clients, employees, and community remain the principal focus of our operations and is defined by our corporate values.

As we move into the future, Awtad Alarabia is better prepared now than ever before and will take its ventures beyond the design stage – creating a physical reality that can be touched and felt. With the rough road ahead, we are ready to take on whatever challenges that come its way without losing sight of its vision; all of us at Awtad Alarabia remain committed to excellence and growth.

## CORPORATE VALUES

To further develop our corporate strengths we have established a corporate mandate to maintain strong core values that truly reflect the company's philosophy.

## **1. People**

At Awtad Alarabia, we recognize the value of our people and continually strive to develop human resources. We recruit knowledgeable and highly skilled professionals while providing opportunities in training and self-development.

## **2. Commitment**

Awtad Alarabia's firm commitment to deliver quality projects and services has resulted in the company's acceptance as one of the growing construction firms in the region. Our well-defined understanding of client specifications and their requirement for a timely delivery, has served as the principal foundation for our acceptance as one of the fastest growing construction company in the area.

## **3. Integrity**

Over the years, we have gained a reputation for integrity and trust from our customers. Our commitment and drive for success has built a solid base of satisfied customers who continue to use our services time and again. Awtad Alarabia's integrity speaks for itself and a legacy of past projects has ensured continued success while opening doors for future opportunities.

## **4. Continuous Learning**

At Awtad Alarabia, learning is ongoing. We believe in integrating the latest in construction and engineering technology to ensure that our projects are not compromised by disruptions or obsolescence.

## **5. Trust**

With years of construction expertise under our belt, Awtad Alarabia has earned the trust and support of clients. We are confident in our ability to deliver superior products in accordance with customer requirement.

## **6. Customer Satisfaction**

At Awtad Alarabia our work is never complete without the final nod of approval from our clients. Construction work is processed through stringent quality control measures and only after tedious inspection and tests is the project handed over to the client. We are committed to our clients' approval and our work is not complete until all specifications have been met.

## POLICEIS

### QUALITY POLICY

*"Efficient and effective management of company human resources that helps the realization of projects in advance of set deadlines, conforming to every quality standard prescribed."*

Awtad Alarabia is committed to providing consistently high quality construction which meet and exceed customer's specified contractual requirements.

To do this effectively we believe our Quality Management System (QMS) will ensure controlled work, compliance to standards, and appropriate communication across all levels as well as accountable records maintenance for all work undertaken. This is reinforced by management commitment to continuous improvement via measurement and feedback processes which aim to improve customer satisfaction.

The QMS we have adopted is in accordance with ISO9001:2008 requirements including: an integrated Business Management Manual, procedures, process flows and work instructions. This formalized system allies with staff training, skills, competences and measurable objectives at corporate, departmental and personal levels to ensure a high quality deliverable.

### QUALITY OBJECTIVES

- To deliver our clients the standards of quality specified in the contract within budget.
- To create and maintain a culture of quality within the group.
- To ensure that all our employees are trained in quality assurance and that this training is ongoing at all levels.
- To provide the resources necessary to achieve the required level of quality.
- To ensure that quality control mechanisms are being sufficiently and effectively applied at all times.
- To provide documentary evidence of all quality control measures.
- To ensure that all consultants, suppliers, sub-contractors and others who are involved in our projects meet the required quality standards.
- To continually review, improve and implement quality control and best practice procedures.
- To seek feedback from our clients and consultants as to the level of quality delivered.

## **HEALTH & SAFETY POLICY**

Awtad Al Arabia is committed to provide a safe and healthy working environment for employees, visitors and customers to their work place, with adequate welfare facilities, safe equipment and systems of work.

Health and Safety is a continuing objective and hence is an integral part of the business plan. Awtad Al Arabia recognizes that Safety is the responsibility of everybody in the company and not just the function of the management. The management and employees have specific duties and responsibilities to comply with the letter and spirit of the policy.

Employees also have specific responsibility to take reasonable care of themselves and others who may be affected by their acts or omissions and to cooperate with management to achieve the required standards.

Awtad Al Arabia maintains that the health and safety of the employees and general public is of paramount importance. No employee is expected to carry out any task which they reasonably feel is unsafe and safety will always take precedence over expediency.

Awtad Al Arabia will provide necessary information, instructions and training to employees and others, including temporary staff and sub-contractors to ensure their competence with respect to health and safety.

Awtad Al Arabia will ensure that procedures are established to ensure that safe equipment are provided to the employees and non-employees working on a project.

Awtad Al Arabia is not of sufficient size to warrant a health and safety committee, but the company will consult the employees on regular basis to encourage the feedback with the aim of introducing the pro-active health and safety ideas from all levels of the company.

Awtad Al Arabia will ensure that health and safety is fully integrated into the management, planning and decision making processes within the organization.

Awtad Al Arabia believes that most of the accidents can be prevented and request all concerned to co-operate in making this establishment a safe and healthy environment to work.

Awtad Al Arabia has ensured that there are arrangements in place for the effective development and review of this policy statement.

## **ENVIRONMENTAL POLICY**

Awtad Al Arabia is committed to meeting industry best practices in environmental performance wherever reasonable to do so. The company recognizes that its operations may have some impact on environment but will endeavor to minimize any impact where possible. The company believes that good environmental performance helps ensures good business performance.

In pursuit of our goals we will implement the following principles.

- We will endeavor as a minimum requirement, to always conduct our activities within the law and the requirements of the statutory regulations;
- We will develop and promote policies and procedures that minimize, where practical, the detrimental impacts that our activities have upon the environment;
- We will encourage the development of suitable methods, which promotes environmental protection and/or minimize their environmental effects;
- We will encourage our sub-contractors and suppliers to pursue best practice and to apply environmental friendly solutions;
- We aim to provide education and training for our employees, to help them include environmental considerations in all aspects of their work friendly solutions;
- We will attempt to make efficient use of natural resources and minimize, where possible, our use of utilities and production waste;
- We will dispose of our waste in accordance with waste management requirements;
- We will attempt, where practical, to respect the environment demands of the communities in which we operate and society in general;

## **EQUAL OPPORTUNITIES & NO – DISCRIMINATION POLICY**

Awtad Al Arabia strongly promotes a policy of equal opportunity and non-discrimination and maintains a program of monitoring to review the effectiveness of the policy in practice. The basic policy of Awtad Al Arabia is as follows;

- Our employment practices seek to confirm to both the letter and spirit of the applicable laws and regulations regarding non-discrimination in employment.
- There shall be no discrimination with regard to race, color, religion, age, sex, marital status, nationality and disability in all matters applying to employees.
- Only experience, aptitude and abilities are measurement for employment potential and advancement is solely based on the individual's performance, achievement, ability, aptitude and promotion potential;
- It is our policy to maintain a discrimination-free work environment for all employees, clients and those visiting our premises, as well as freedom from discriminatory harassment;

### **HR/RECRUITMENT POLICY**

Awtad Alarabia gives paramount importance to the selection and recruitment process in order to recruit high quality staff with necessary skills and attributes to enable the company to fulfill its corporate aims and objectives. Awtad Alarabia Selection and Recruitment Policy and Procedures aim to provide clear guidance to Managers in relation to both the selection and appointment of staff.

Awtad Alarabia Selection and Recruitment Policy consist of the following:

- Justification for the recruitment
- Recruitment of staff with the appropriate skills, both technical and personal, in order to meet the company's current and future needs
- Merit shall be the only criteria for all the appointments.
- Assessment, as per requirement for all the appointments in the company, is mandatory
- Awtad Alarabia recognizes the skills and abilities of all people regardless of their sex, race, religion, age, creed, color or nationality
- Internal candidates or others personally known to the company must be treated in exactly the same way as all other candidates
- Develop and enhance the public image of Awtad Alarabia both as an employer and as quality provider of construction services

The Recruitment procedure consists of the following steps.

- Vacancy arises.
- Need to fill position confirmed and approved by the authority.
- Review job description, job specification and selection criteria of Advertised position.
- Short listing of applicants.
- Interview of applicants and selection of a suitable applicant.
- Under take the reference check and organize pre-employment medical examination.
- Offer position to the applicant subject to medical clearance and management approval.
- Provide induction program, review performance and complete probation assessment.





S. No.	Client	Project	Completion Date
1	YRC Group, Jubail	Facilities Electrical, Telecom, CCTV, HVAC and Plumbing Maintenance Contract	Ongoing
2	THGC Jubail	Offices, warehouse and showroom CCTV & HVAC maintenance	Dec 2015
3	International Building System Co	Site development and Road Asphalting works, SNTV Project Jubail.	Aug 2015
4	Beijing Construction Engineering Group	Sand Back Filling Work ,Hii Jalmodah , Royal Commission , Jubail.	Dec 2013
5	ASGC Facilities Maintenance for Technip Saudi Arabia	Facilities Maintenance works include Civil, HVAC and MEP works	Ongoing since 4 years
6	Arabian Pipe Co.	Construction of X-Ray rooms with all related civil and electrical works and Pre-fabricated roofing system	Nov 2009



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# HUMAN RESOURCES

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### MANAGEMENT PERSONNEL

General Manager	01
Business Dev. Manager	03
Project Managers	02
Construction Managers	03
Manager QA	01
Manager QC	01
Manager HSE	01
Manager Procurement	01
Manager Administration	01

### ENGINEERS & SUPERVISORS

Project Engineers	05
Mechanical Engineer	05
Low Current Engineer	03
HVAC Engineers	05
Electrical Engineers	05
Safety Personnel	10
Q/C Engineers/Inspectors	05
Surveyor	05
Field Supervisors Civil, MEP and HVAC	15
Low Current Systems Supervisors	03
General Foremen	10

### OFFICE STAFF

Design Engineers	05
Planner/Scheduler	02
Draftsmen	04
Purchase Officers	03
Accounts Officers	02
Marketing Executives	03
Public Relations Officers	03
Secretary/ Data Processors	04
Office Boy	02

### SKILLED/UNSKILLED WORKERS

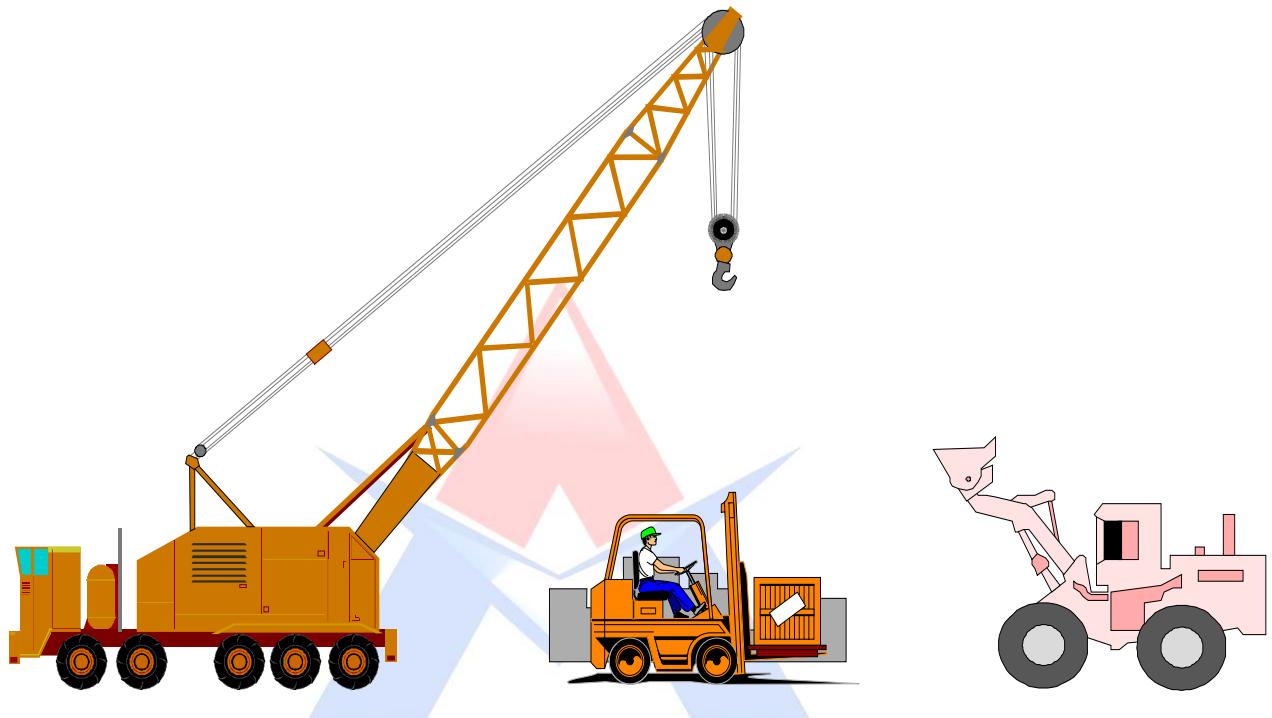
HVAC and Low Current Technicians	20
Equipment Operator	20
Asphalt workers	30
Masons	35
Cement Finishers	10
Shuttering Carpenters	25
Finishing Carpenters	20
Plumbers	05
Painters	10
Sand Blasters	04
Drivers	10



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Electricians	10
Pipe Fitters	15
Welders	10
Steel Fixers	20
Steel Fabricators	15
Mechanics	05
Labors/ Helpers	100





# EQUIPMENT

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## EQUIPMENT

Crane-25T	01
Crane-50T	01
Telescopic Cranes	10
Excavators	14
Rubber Tired Front End Loaders	05
Fork Lift (6 Tons)	10
Compressor (150 cfm)	04
Boom Truck	05
Electric Welding Machines (300 amp. & Larger)	08
Concrete Mixer	02
Sand Blasting Machine	02
Roller Compactor	04
Dozer	02
Grader	02
Water Truck (5000 Gallons & Larger)	04
Dump Truck 30 M <sup>3</sup>	10
Dump Truck 15M <sup>3</sup>	15
Asphalt Paver	02
Steel Roller	02
Tyre Roller	02
MC-1 Tanker	02
Dewatering pump	05
Asphalt / Concrete Cutter	06



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Plate load Compactor	09
Vibrator	10

#### WELDING & TESTING EQUIPMENT

Fusion double wedge welder	05
Extrusion welder	05
Air pressure testing kit	04
Vacuum box seam tester	03
Tensiometer	02
Spark tester	05
Sample cutter	05
Hot air welding gun / blower	06
Portable hand grinders	10
Tools Box	15

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VEHICLES  
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Land Cruiser	01
Prado	01
Camry	04
Corolla	04
Trailer	03
Nissan Van	05
GMC Bus	05
Single/Double Cabin Pick-Up	25