

C04 Structural Works — Completed Requirement Document

This document represents the complete and organized version of all requirements prepared by **Biada Group** for the **C04 Structural Works**.

1. Contact Person (Engineer)

Purpose: The designated engineer for daily on-site communication.

Details:

- **Name:** Eng. Habip Eliş
- **Position:** Site Engineer — C04 Project
- **Company:** Biada Group
- **Phone:** +964 750 123 4567
- **Email:** habip.elis@biada.com
- **Working Hours:** 08:00 – 17:00
- **Alternate Contact:** Eng. Ali Hassan — +964 770 987 6543

Responsibilities: Daily reporting, site coordination, safety monitoring, and Qaiwan communication.

2. Time Schedule (MS Project Plan)

Project Duration: 01-Nov-2025 – 11-Feb-2026 (103 calendar days)

ID	Activity	Start	Duration (days)	Finish
1	Mobilization	01-Nov-2025	7	07-Nov-2025
2	Site Setup	08-Nov-2025	3	10-Nov-2025
3	Excavation	11-Nov-2025	10	20-Nov-2025
4	Foundation Works	21-Nov-2025	14	04-Dec-2025
5	Concrete Columns	05-Dec-2025	20	24-Dec-2025
6	Slab Construction	25-Dec-2025	14	07-Jan-2026
7	Brickwork	08-Jan-2026	10	17-Jan-2026
8	Finishes	18-Jan-2026	15	01-Feb-2026
9	Inspections	02-Feb-2026	7	08-Feb-2026
10	Handover	09-Feb-2026	3	11-Feb-2026

Note: The MS Project calendar is configured for **Full Calendar Days**.

3. Communication Plan

Role / Person	Company	Email	Phone	Channel	Frequency	Purpose
Project Manager	Biada	habip.elis@biada.com	+964 770 000 1111	Email / Weekly	Weekly	Project progress & contract management
Site Engineer	Biada	habip.elis@biada.com	+964 750 123 4567	WhatsApp / Daily	Daily	Site progress & reporting
Project Rep	Qaiwan	qai.pm@qaiwan.com	+964 770 222 3333	Email / Meeting	Weekly	Approvals & change management
Safety Officer	Biada	safety@biada.com	+964 750 999 8888	Phone / Report	Daily	Safety inspections

Meetings:

- **Daily:** 15-min site review
- **Weekly:** Progress meeting (Biada + Qaiwan)
- **Monthly:** Management review

Escalation Path: Site Engineer → Project Manager → Qaiwan Representative → Contract Manager

4. Organizational Structure

- **Project Director — Biada Group**
 - **Project Manager — Biada Group (Eng. Habip Eliş)**
 - Site Engineer — Biada Group
 - QA/QC Engineer — Biada Group
 - Safety Officer — Biada Group
 - Foremen / Subcontractors

Roles Summary:

- **Project Manager:** Project management & reporting
 - **Site Engineer:** Daily field implementation
 - **Safety Officer:** Occupational safety supervision
 - **QA/QC Engineer:** Quality control and documentation
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5. Safety Plan

Sections: Objective, Responsibilities, PPE, Training, Risks, Emergencies, Inspections

PPE List: Helmet, Goggles, Ear Protection, Gloves, Steel-Toed Boots, Reflective Vest

Emergency Contacts:

- **Ambulance:** 112
- **Site Emergency Leader:** Eng. Habip Eliş (+964 750 123 4567)
- **Nearest Hospital:** Azadi Hospital, Erbil

Inspection Plan: Daily checks + Weekly Safety Meetings + Monthly Analysis

6. Risk Assessment Plan

ID	Risk Description	Probability	Impact	Score	Mitigation	Responsible	Status
R1	Material delay	4	4	16	Backup suppliers, stock control	Procurement	Open
R2	Weather conditions	3	3	9	Tents/covers, accelerated schedule	Site Engineer	Open
R3	Work accident	2	5	10	Training, PPE inspections	Safety Officer	Open
R4	Design modification	3	4	12	Change control process	Project Manager	Open

7. Quality Assurance (Qaiwan Workflow)

Steps:

1. Document review and approval
2. Preparation of ITP (Inspection & Test Plan)
3. Defining Hold/Witness Points
4. Recording site testing results
5. Issuing and closing NCRs
6. Final inspection and documentation handover

Forms Used: IR, NCR, Inspection Report

8. Time Extension Request

Subject: Request for Time Extension — C04 Structural Works

To: Qaiwan Project Manager
Cc: Contract Manager, Biada Project Director

Dear [Name],

Reference: Contract No. C04/BIADA/2025

Due to the site access suspension between 10-Jan-2026 and 20-Jan-2026, we hereby request a time extension of 10 calendar days.

Attached are the supporting daily reports and site closure notices.

Kind regards,
Eng. Habip Eliş
Project Manager – Biada Group

9. Safety Reports & Checklists

Daily Inspection:

Check Item	Status	Remarks
PPE Compliance	✓	All personnel properly equipped
Electrical Cables	✗	Temporary protection required
Crane Inspection	✓	Daily inspection completed

Weekly Report:

- Trainings Conducted: 2
- Near Misses: 0
- Accidents: 0
- NCRs: 1 (Closed)

Monthly KPI:

- LTIF: 0
- PPE Compliance: 98%

10. Daily Progress Report

Date: 05-Nov-2025

Weather: Sunny — 25°C

Manpower: 45 staff (2 engineers, 5 foremen, 38 workers)

Equipment: 1 crane, 1 pump, 2 mixers

Activities: Mobilization 100%, Site setup 60%

Issues: No material delays

Next Plan: Excavation to commence

11. Payment Plan

Stage	Payment %	Description
Mobilization	10%	Upon completion of site setup
Foundation Complete	20%	After client approval
Superstructure	30%	Upon 50% completion
Finishes	30%	Upon full completion
Final Acceptance	10%	After final handover

Billing Flow: Contractor → Biada PM → Qaiwan Approval → Payment