



CIVIL ENGINEERING DIVISION

For all submission types, TKS-CED is committed to completing the review process within ten working days, but does strive to try to complete it within 5 working days. Delays can occur due to the following:

- Missing drawings.
- Details clarification.
- Internal department clarification.
- Special approval from higher management.

6.1 Front desk registration & acknowledgement process

- 6.1.1 TKS-CED Helpdesk receives from the Client's Consultant the application for the Concept Design.
- 6.1.2 This application is presented in pdf format in a CD containing the document/drawing package together with other submission requirements depending on submission type
- 6.1.3 The TKS-CED Helpdesk has the right to accept or reject the submission if the CD is not complete as per the checklist requirements.
- 6.1.4 If the submission is complete, then the CD is accepted and a mail notification is forwarded with the submission serial number to the Consultant within one working day, for easy tracking purposes.
- 6.1.5 Incomplete submission are rejected by TKS-CED Helpdesk to be resubmitted as per procedure

6.2 Distribution of Documentation to Respective Sections

- 6.2.1 Once submission accepted it assigned to Manager-Architectural Engineering by Arch. Admin and circulate submission to Architect Engineers.
- 6.2.2 Architect Engineer undertakes review of Architectural drawings and calculations as per Trakhees Design Guidelines and Regulations-Architecture and relevant codes & standards.
- 6.2.3 Submissions are directed to the Planning Section to be checked as per the applicable Planning standards and requirements by Architect engineer for some project where applicable.

6.3 Feedback & Compile Summary

- 6.3.1 Architect Engineer shall check Concept Design submission against Building Regulations and Design Guidelines-Architecture and other relevant documents/applicable standards and shall receive feedback from other relevant section, if required.
- 6.3.2 If the submission meets all requirements, Arch.sec admin to prepare Concept Design NOC with fees notification as per finance Code.