



ALKIFAT For General Trading and Contracting Company Ltd.

شركة الكفات للتجارة والمقاولات العامة المحدودة

ORGANIZATION CHART AND COMPANY'S RESOURCES PLAN

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1. Introduction

This document defines the organization chart and resource framework for KIFCO, providing an overview of the company's structure, capabilities, and resource allocation. This plan ensures seamless operations, maximized resource utilization, and alignment with our mission of building excellence and creating trust.

2. Purpose

The purpose of this plan is to:

- Present the organizational structure for clear roles and responsibilities.
- Highlight KIFCO's resources and capabilities supporting operational excellence.
- Establish a framework for efficient resource management and future scalability.

3. Scope

This plan encompasses all operational aspects of KIFCO, focusing on organizational structure, human resources, equipment, infrastructure, and strategic partnerships within Iraq and beyond.

4. Company Structure and Organization

Management Hierarchy

The organizational hierarchy is designed for streamlined decision-making and efficient workflow:

- **CEO/Managing Director:** Responsible for overall strategy and leadership.
- **Executive Management Team:** Includes department heads overseeing key functions like engineering, procurement, and construction.
- **Project Teams:** Led by project managers, supported by engineers, supervisors, and skilled workforce.
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Team Composition

- **Engineering Department:** Focuses on design and technical compliance.
- **Procurement Team:** Handles sourcing and supplier relationships.
- **Construction Team:** Manages on-site execution and delivery.
- **Quality Assurance (QA):** Ensures adherence to standards and specifications.



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- **Health, Safety, and Environment (HSE):** Promotes a safe and compliant working environment.

-

Decision-Making Process

- Strategic decisions are centralized at the executive level.
- Operational and tactical decisions are delegated to project managers and department heads.
- A structured escalation process ensures timely resolution of critical issues.

5. Organizational Chart

The organizational chart illustrates reporting lines, functional responsibilities, and team structures. Below is a sample representation:

[Insert detailed organizational chart, showing roles like CEO, Department Heads, Project Managers, and Supporting Staff.]

6. Resources and Capabilities\

Workforce Expertise

- Skilled engineers, project managers, and specialized technicians.
- Extensive experience in oil and gas sector projects.
- Collaborative teams trained in state-of-the-art technologies.

Equipment Inventory

KIFCO owns and maintains a robust inventory, including:

- Heavy machinery (cranes, bulldozers, and excavators).
- Specialized tools for steel structure fabrication and pipeline construction.
- Scaffolding materials for safe and efficient site operations.

Facilities and Infrastructure

- **Main Office:** Located in Basra, Iraq, equipped with modern communication and operational tools.
- **Workshops and Storage Facilities:** For steel structure fabrication and material storage.
- **On-Site Camps:** Fully equipped for project teams during remote assignments.



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7. Project Workflow

Project Phases

1. **Initiation:** Client onboarding, requirement gathering, and scope definition.
2. **Planning:** Resource allocation, timeline creation, and risk assessment.
3. **Execution:** On-site construction, quality checks, and progress reporting.
4. **Closure:** Deliverables submission, client feedback, and post-project support.

Tools and Technology

KIFCO employs industry-standard software, including:

- **Primavera:** For project scheduling and management.
- **AutoCAD:** For engineering design and drafting.
- **SAP:** For procurement and inventory management.

8. Standards and Compliance

Certifications

KIFCO adheres to international standards, including:

- ISO 9001 (Quality Management)
- ISO 45001 (Occupational Health and Safety)
- API Standards (for oil and gas equipment).

Regulatory Adherence

Compliance with local Iraqi regulations governing safety, labor, and environmental impact.

9. Service-Specific Resources

Specialized Equipment

- Steel tank manufacturing tools and equipment.
- Advanced welding and fabrication machinery.
- Pipeline construction and testing instruments.



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Vendor and Subcontractor Networks

- Partnerships with reliable suppliers for high-quality materials.
- Collaboration with subcontractors for specialized tasks like electrical and IT installations.

10. Collaboration and Client Interaction

Client Onboarding

- Initial meetings to understand client requirements.
- Presentation of project plans and timelines.

Feedback Mechanisms

- Regular client updates through reports and meetings.
- Structured feedback forms post-project completion.

11. Future Goals and Resource Expansion

Strategic Growth Initiatives

- Expansion into new markets within Iraq and neighboring countries.
- Increasing in-house fabrication and construction capabilities.
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Innovation and Sustainability Goals

- Investment in energy-efficient machinery.
- Implementation of eco-friendly construction practices.

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