

KIFCO BUSINESS STANDARDS POLICY

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1. Introduction

At KIFCO (ALKIFAT For General Trading and Contracting Company Ltd.), we are committed to building excellence and creating trust in all aspects of our operations. Based in Basra, Iraq, and specializing in oil and gas sector services, KIFCO has rapidly earned a reputation for delivering integrated engineering and construction solutions with precision and reliability. This Business Standards Policy reflects our values, operational framework, and unwavering commitment to quality, safety, and client satisfaction.

2. Purpose

This policy aims to provide a comprehensive guide to KIFCO's business standards, ensuring consistency, transparency, and accountability across all our operations. It outlines our core procedures, organizational practices, and quality assurance mechanisms, serving as a foundational document for internal governance and external collaboration.

3. Scope

This policy applies to all employees, contractors, suppliers, and stakeholders involved in KIFCO's operations. It encompasses our general contracting and trading services, including engineering, procurement, construction, and project management for the oil and gas industry.

4. Company Structure and Organization

Team Composition

KIFCO operates with a dedicated team of professionals across various departments, including:

- **Engineering:** Design and technical oversight for projects.
- **Procurement:** Acquisition of materials and equipment.
- **Construction:** On-site project execution.
- **Quality Control:** Ensuring standards and compliance.
- **Safety and Risk Management:** Overseeing HSE compliance and risk mitigation.
- **Administration:** Supporting operations and client relations.

Management Hierarchy

Our organizational structure facilitates efficient decision-making and accountability. Key roles include:

- **Managing Director:** Overall strategic leadership.
- **Department Heads:** Supervising respective operational areas.

- **Project Managers:** Leading individual projects.
- **Site Supervisors:** Overseeing on-site activities.

Decision-Making Process

Decisions are guided by a clear hierarchy, ensuring timely and informed resolutions. Project-related decisions are reviewed by relevant stakeholders, while strategic initiatives are approved by the Managing Director.

5. Project Workflow

Project Phases

KIFCO manages projects through the following phases:

1. **Initiation:** Feasibility studies and client consultation.
2. **Planning:** Detailed project planning and resource allocation.
3. **Execution:** On-site implementation.
4. **Monitoring:** Continuous quality and progress checks.
5. **Closure:** Final delivery and client feedback.

Standard Operating Procedures (SOPs)

Our SOPs ensure uniformity and efficiency across services, including EPCC projects, steel structure construction, and equipment supply.

Tools & Technology

We leverage advanced tools such as Primavera for project scheduling, SAP for procurement, and AutoCAD for design to maintain high standards of precision and efficiency.

6. Industry Standards and Compliance

Certifications

KIFCO adheres to international standards, including ISO 9001 for quality management and ISO 45001 for occupational health and safety.

Local Regulations

We comply with Iraqi laws and regulations governing the oil and gas industry, ensuring ethical and legal operations.

7. Quality Assurance and Safety

Quality Control Processes

Quality is embedded in every stage of our operations. Regular audits and inspections ensure adherence to client specifications.

Health, Safety, and Environment (HSE) Practices

Our HSE policies prioritize:

- Zero incidents through proactive risk assessments.
- Comprehensive safety training for all employees.
- Environmental sustainability in project execution.

Risk Management

Risk identification, evaluation, and mitigation strategies are integral to our project planning process.

8. Resources and Capabilities

Equipment Inventory

KIFCO maintains a robust inventory of modern machinery and scaffolding materials, enabling efficient project execution.

Workforce Expertise

Our team includes certified professionals and skilled technicians with extensive industry experience.

Capacity

We have the capability to manage multiple large-scale projects concurrently.

9. Client Interaction and Deliverables

Client Onboarding

We ensure a smooth onboarding process through detailed initial consultations and transparent agreements.



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Deliverables

Deliverables are tailored to client requirements, with clear timelines and performance metrics.

Feedback Mechanisms

Client feedback is actively sought and incorporated into continuous improvement initiatives.

10. Service-Specific Details

Each service, from steel tank manufacturing to pipeline construction, follows a structured delivery model emphasizing quality and efficiency.

11. Supply Chain and Procurement

Procurement Process

Our procurement processes are transparent and efficient, ensuring timely availability of high-quality materials.

Vendor Management

Vendors are evaluated on reliability, quality, and compliance with KIFCO standards.

Logistics

Our logistics network ensures seamless material transport to project sites.

12. Collaboration and Partnerships

Subcontracting

We collaborate with trusted subcontractors for specialized tasks.

Joint Ventures

Strategic partnerships enhance our service capabilities and market reach.

Client Collaboration

Clients are engaged throughout the project lifecycle to ensure alignment with their expectations.



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13. Maintenance and Aftercare

Maintenance Schedules

Planned maintenance schedules minimize downtime and ensure operational efficiency.

Client Support

Post-project services include technical support and performance evaluations.

14. Future Goals and Initiatives

Expansion Plans

KIFCO aims to expand its services across Iraq and explore new markets.

Innovation Strategies

We invest in cutting-edge technologies to enhance service delivery.

Sustainability Goals

Our commitment to sustainability includes reducing environmental impact and contributing to local community development.

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