



# EXPRO National Manual for Projects Management

## Volume 1, Chapter 1

### EXPRO Projects Introduction and Guideline

Document No. EPM-K00-GL-000001 Rev 003



# EXPRO Projects Introduction and Guideline

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## EXPRO Projects Introduction and Guideline

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### 1.0 EXPRO PROJECTS NATIONAL MANUAL

The EXPRO Projects National Manual is designed to provide users with detailed best practices in terms of methodologies, processes, tools and applications required to be deployed and used on government Entity projects in the Kingdom of Saudi Arabia. Each volume will contain a general procedure, and may contain other procedures, guidelines, checklists, templates, indicators to measure compliance and appropriate tools to be employed. The EXPRO Projects National Manual will cover all phases of a typical project's lifecycle from project registration to project handover and closeout. The EXPRO Projects National Manual will remain a living document and thus will be updated periodically to reflect technical and operational advancements and lessons learned.

The Entity shall use the EXPRO Projects National Manual as the basis for developing the Entity's own documents (Procedures, Templates, Checklists, etc.) which will constitute the Entity's own self-standing, self-contained and comprehensive project management system for managing its own type of projects. The EXPRO Projects National Manual defines the basis requirements to be followed in the planning, design, execution, and delivery of projects. An Entity may choose to develop the requirements further to reflect any unique, specialized systems or industrial driven requirements while maintaining the purpose and the intent of the EXPRO Projects National Manual documents.

Please see **Attachment 1** for EXPRO Projects National Manual Document List

Volume No.	Title	Description
Volume 1	Introduction	The Introduction Volume (this document) provides a guideline and description of the contents found in each of the EXPRO Projects National Manual volume. The content of each volume is define with document title, number and position in the EXPRO Projects National Manual and the EXPRO Portal.
Volume 2	Project Registration	The Project Registration Volume provides guidance on the scope and process to be followed by all Entities that should register their Ministry of Finance approved CapEx projects



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Volume No.	Title	Description
		with EXPLO. Registration will be undertaken online, via the EXPLO Projects Dashboard. Once a project is registered with EXPLO, an official EXPLO Project Registration Number will be provided to the Entity.
Volume 3	Project Initial Planning	The Project Initial Planning Volume provides guidance to Entities on the processes and procedures to be followed during Stage 2 of the EXPLO Stage Gate Process. Each chapter within this Volume provides an outline of the purpose, process, roles, responsibilities and procedures to be followed.
Volume 4	Contracts and Tendering	The Project Contracts & Tendering Volume will include information that will identify the roles and responsibilities and include the procedures to prepare a Request for Proposal, Bid Evaluation; an executed Contract and the associated process maps and procedures to administer a contract.
Volume 5	Procurement	The Procurement Volume is a high level review; consisting of several chapters explaining how to solicit and evaluate bids for the procurement of material and prepare the associated Purchase Order.
Volume 6	Engineering	The Engineering Volume provides guidance to Government Entities in defining and managing the technical services of Architectural/Engineering (A/E) and specialty consultants.
Volume 7	Project Controls and Reporting	The Project Controls and Reporting volume provides guidance to the Government Entities on the processes and principles, which are to be applied in order to establish, control, monitor and report on projects across the full lifecycle.



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Volume No.	Title	Description
Volume 8	Information & Communications Technology (ICT)	The Volume identifies and documents the Information & Communications Technology (ICT) requirements to serve as a reference for successful project execution. The scope of this document covers all Information & Communications Technology issues and work processes associated with the master plan, design, design review, project management procurement, construction, start-up and handover of the project. It covers particular key areas.
Volume 9	Construction Management	The Construction Management Volume provides guidance in managing the project construction phase. The six chapters cover: Introduction, Site Construction Management, Site Supervision, Site Engineering, Field Materials Management, Construction Quality. Each chapter includes information regarding the purpose, roles and responsibilities, procedures, process maps, and templates.
Volume 10	Testing and Commissioning	The Testing and Commissioning Volume discusses the purpose of Testing and Commissioning and the requirements for projects to carry on from the design stage up to the completion of construction stage, then the Testing and Commissioning and Handover stage. It provides information and direction to facilitate an understanding of the complexity and challenges in completing the Building Services Systems Integration. This volume intends to create familiarity to the process and the use of procedures to have a safe, functional, reliable, and efficient building. The requirement for Specialized Independent Third Party (T&C Authority/Provider) is discussed and addresses why and when it is needed.



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Volume No.	Title	Description
Volume 11	Health, Safety, Security and Environment	The Health, Safety, Security and Environmental (HSSE) Volume consists of 6 chapters. It provides the minimum HSSE requirements, expectations, tools and guidance on best practices to manage HSSE on a typical construction project.
Volume 12	Quality	The Quality Volume includes the information such as the purpose, scope, roles and responsibilities, process description, and other supporting templates and illustrations for the following topics: Quality Execution, Audits and Surveillances, Corrective and Preventive Actions.
Volume 13	Risk Management	The risk management volume explains why risk management is important and what benefits can be realized from effective project risk management. It introduces key risk management concepts and definitions, highlighting the key roles and responsibilities necessary for effective implementation of risk management, provides an outline description of the risk management process, and provides generic templates that can be tailored and employed by the Entities to reflect their particular circumstances and needs.
Volume 14	Document Management	<p>The Document Management Volume provides guidance to the Government Entities on the processes and principles which are to be applied in order to:</p> <ul style="list-style-type: none"><li>• Establish an effective document management department and services,</li><li>• Implement an Enterprise Content Management System (ECMS) to capture, secure, process, retrieve,</li></ul>





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Volume No.	Title	Description
		<p>hand over and retain project information (documents and records, with associated metadata),</p> <ul style="list-style-type: none"><li>• Ensure that Government Entities project records (including hard copies), required by National Legislation and other relevant regulations, are protected, retrievable and usable, and maintained for retention and disposition.</li></ul> <p>Each chapter includes information such as the purpose, roles and responsibilities, process instructions, process maps and templates.</p>
Volume 15	Sustainability	The Sustainability Volume provides guidelines for Entities to integrate National Sustainability Goals with project outcomes through setting out a sustainability management system that helps realization of sustainability objectives within each project life cycle
Volume 16	Handover and Closeout	The Handover and Closeout Volume provides the user with an introduction to project handover, closeout and site demobilization. The procedures outline best practice associated with project records retention, facilities handover, contract closeout and site demobilization for a construction contract.



2.0ATTACHMENT

- 1. EXPRO Projects National Manual Document List



## EXPLO Projects Introduction and Guideline

### Attachment 1 - EXPLO Projects National Manual Document List

The series of tables below expand on a list of documents and templates that are part of the National Manual. The Portal ID # is an index number as well as the location within the EXPLO Portal. The first digit is the Volume, the second is the Chapter, and the third is the Procedure or Guideline order, while the final number indicates the checklist or template order. As an example, the Portal # E-WB-4.2.1.2 refers to Volume 4, Chapter 2, the first procedure listing, and the second template or checklist. The document title and document number allow users to complete an electronic search within the EXPLO National Manual Portal quickly and accurately.

#### Volume 1 - Introduction

Title	Document No.
EXPLO Projects National Manual Introduction Guideline	EPM-K00-GL-000001

#### Volume 2 - Project Registration

Title	Document No.
Project Registration Introduction	EPM-S00-GL-000001
Project NPMO Registration Form Template	EPM-S00-TP-000001
Project Supporting Evidence Checklist Template	EPM-S00-TP-000002



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### Volume 3 - Project Initial Planning

Title	Document No.
Project Initial Planning Introduction	EPM-S00-GL-000003
Project Delivery Strategy	EPM-S00-GL-000002
Project Stakeholder Engagement Plan Procedure	EPM-S00-PR-000001
Project Concept Master Plan & Development Framework Procedure	EPM-S00-PR-000002
Project Environmental Impact Assessment Procedure	EPM-S00-PR-000003
Project Permitting Plan Procedure	EPM-S00-PR-000004
Project Schedule - Level 1 Procedure	EPM-S00-PR-000005
Project Cost Estimate (Class 4) Procedure	EPM-S00-PR-000006
Project Outline Business Case Procedure	EPM-S00-PR-000007
Project Business Case Update No. 2 Procedure	EPM-S00-PR-000008
Project Land Acquisition Strategy Procedure	EPM-S00-PR-000009
Project Estimate Classification Matrix	EPM-S00-RG-000002
Project Representative List of Project Definition Deliverables	EPM-S00-RG-000003
Project IBD Workshop Briefing Agenda Template	EPM-S00-TP-000003
Project Multi-disciplinary Concept Options Assessment Template	EPM-S00-TP-000004
Project Permitting Approvals Register Template	EPM-S00-TP-000005
Evidence Matrices Template - Project Outline Business Case	EPM-S00-TP-000007
Project Outline Business Case Template	EPM-S00-TP-000008
Evidence Matrices - Project Business Case #2 Template	EPM-S00-TP-000009
Project Business Case Update #2 Template	EPM-S00-TP-000010
Land Acquisition Strategy Template	EPM-S00-TP-000011
Project Estimate Plan Guideline Template	EPM-S00-TP-000012
Level 1 Schedule, Registration Phase Template	EPM-S00-TP-000013
High-Level Summary Report Format Guideline	EPM-P00-GL-000001



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### Volume 4 - Contracts and Tendering

Title	Document No.
Introduction to Contracts and Tendering	EPM-KD0-GL-000001
Contracting Strategy and Reporting Procedure	EPM-KD0-PR-000001
Project Contracting Strategy (PCS) Template	EPM-KD0-TP-000001
Tender Status Report (TSR) Template	EPM-KD0-TP-000002
Requisitions for Tendering Procedure	EPM-KD0-PR-000002
Requisition for Tendering Template	EPM-KD0-TP-000003
Requisition Checklist	EPM-KD0-TP-000004
Prequalification of Tenderers Procedure	EPM-KD0-PR-000003
Recommended Tenderers List for Approval Template	EPM-KD0-TP-000007
Prequalification Questionnaire Template	EPM-KD0-TP-000008
Prequalification Evaluation Scoring Criteria Template	EPM-KD0-TP-000055
Advertising of Prequalification and Tendering Procedure	EPM-KD0-PR-000004
Request to Advertise for Prequalification Template	EPM-KD0-TP-000005
Request for Public Advertisement to Tender Template	EPM-KD0-TP-000009
Preparation and Issuance of Tender Documents Procedure	EPM-KD0-PR-000005
Part 4 Forms (Forms A to Z) Template	EPM-KD0-TP-000010
Approval of Invitation to Tender Template	EPM-KD0-TP-000011
Part 4 Commercial Conditions Template	EPM-KD0-TP-000006
Tender Letter Template	EPM-KD0-TP-000050
Tender Evaluation Criteria Procedure	EPM-KD0-PR-000006
Commercial Tender Evaluation Criteria Template	EPM-KD0-TP-000012
Technical Tender Evaluation Criteria Template	EPM-KD0-TP-000013
Pre-Tender Meeting Procedure	EPM-KD0-PR-000007
Pre-Tender Meeting Agenda Template	EPM-KD0-TP-000014
Tender Period Communications & Addenda Procedure	EPM-KD0-PR-000008
Tender Questions and Answers Form Template	EPM-KD0-TP-000048
Tender Period Questions and Answers Register Template	EPM-KD0-TP-000015



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Title	Document No.
Invitation to Tender (ITT) Addenda Template	EPM-KD0-TP-000016
Project Tender Receipt and Opening Procedure	EPM-KD0-PR-000009
Tender Opening Form Template	EPM-KD0-TP-000017
Late Tender Acknowledgement Template	EPM-KD0-TP-000018
Tender Evaluation and Negotiation Procedure	EPM-KD0-PR-000010
Tender Submission Compliance Checklist	EPM-KD0-TP-000021
Post Tender Clarifications Template	EPM-KD0-TP-000022
Recommendations to Award Procedure	EPM-KD0-PR-000011
Recommendation to Award Template	EPM-KD0-TP-000024
Award and Contract Execution Procedure	EPM-KD0-PR-000012
Executed Contract Memorandum Template	EPM-KD0-TP-000025
Unsuccessful Tender Notification Letter Template	EPM-KD0-TP-000028
Agreement Kick-Off Meeting Procedure	EPM-KD0-PR-000013
Kick-Off Meeting Agenda Template	EPM-KD0-TP-000029
Minutes of Meeting Template	EPM-KD0-TP-000051
Insurances, Defects and Warranties Procedure	EPM-KD0-PR-000014
Insurance Register Template	EPM-KD0-TP-000030
Warranty Register Template	EPM-KD0-TP-000031
Notification of Warranty Defect Template	EPM-KD0-TP-000032
Performance Bonds Procedure	EPM-KD0-PR-000015
Project Performance Guarantee and Bond Register Template	EPM-KD0-TP-000033
Correspondence Procedure	EPM-KD0-PR-000016
Incoming Correspondence Register Template	EPM-KD0-TP-000034
Outgoing Correspondence Register Template	EPM-KD0-TP-000019
Invoicing and Payment Procedure	EPM-KD0-PR-000023
Project Payment Certificate Template	EPM-KD0-TP-000046
Project Contract Invoice Concurrence Sheet (CICS) Template	EPM-KD0-TP-000047
Variation and Change Order Management Procedure	EPM-KD0-PR-000017
Contractor "Request for Change" Register Template	EPM-KD0-TP-000035



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Title	Document No.
Contract Change Notice Register Template	EPM-KD0-TP-000036
Contract Variation Register Template	EPM-KD0-TP-000037
Contract Change Notice Template	EPM-KD0-TP-000026
Contract Change Notice Check List Template	EPM-KD0-TP-000027
Contract Change Order Template	EPM-KD0-TP-000040
Contract Change Request Template	EPM-KD0-TP-000049
Contract Variation/Change Order Evaluation Committee Report Template	EPM-KD0-TP-000053
Contract Variation/Change Order Routing Slip Template	EPM-KD0-TP-000054
Claims by 2nd Parties Procedure	EPM-KD0-PR-000018
Contract Claims Register Template	EPM-KD0-TP-000038
Preliminary and Final Handover Procedure	EPM-KD0-PR-000019
Certificate of Preliminary Handover Template	EPM-KD0-TP-000039
Certificate of Final Handover Template	EPM-KD0-TP-000041
Defect Register Template	EPM-KD0-TP-000042
Defects Notice Template	EPM-KD0-TP-000020
Performance Evaluations Procedure	EPM-KD0-PR-000021
Contractor Performance Evaluation Template	EPM-KD0-TP-000043
Contract Closeout Procedure	EPM-KD0-PR-000022
Contract Closeout Checklist	EPM-KD0-TP-000044
Contract Demobilization Checklist Template	EPM-KD0-TP-000045
Contract Fact Sheet and Historical Record Template	EPM-KD0-TP-000023



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### Volume 5 - Procurement

Title	Document No.
Introduction to Procurement	EPM-KDR-GL-000002
2nd Party Supplied Materials and Equipment Procedure	EPM-KDR-PR-000001
Approval of 2nd Party Subcontractors, Suppliers and Consultants Procedure	EPM-KDR-PR-000002
Subcontractor Approval Request Template	EPM-KDR-TP-000001
Subcontractor / Supplier Approval Form Template	EPM-KDR-TP-000002
Subcontractor Prequalification Questionnaire Template	EPM-KDR-TP-000003
Supplier Approval Request Template	EPM-KDR-TP-000004
Supplier Prequalification Questionnaire Template	EPM-KDR-TP-000005
2nd Party Material / Procurement Schedule Procedure	EPM-KDR-PR-000003
Procurement Schedule for Critical Materials and Equipment Template	EPM-KDR-TP-000006
eProcurement Guideline	EPM-KDR-GL-000001

### Volume 6 - Engineering

Title	Document No.
Engineering Introduction	EPM-KE0-GL-000010
Definitions and References	EPM-KE0-GL-000011
General Engineering Procedures	EPM-KE0-GL-000012
Design Change Notice Procedure	EPM-KE0-PR-000009
Design Change Notice Template	EPM-KE0-TP-000020
Development and Implementation of Design Standards Procedure	EPM-KE0-PR-000001
Engineering Scope of Work - Checklist	EPM-KE0-TP-000022
Engineering Close Out Procedure	EPM-KE0-PR-000004
Engineering Close-out Checklist Template	EPM-KE0-TP-000021





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Title	Document No.
Design Review Procedure	EPM-KE0-PR-000002
Development of Service Requisition - Procedure	EPM-KE0-PR-000006
Service Requisition Cover Sheet Template	EPM-KE0-TP-000030
Scope of Work and Technical Specifications Template	EPM-KE0-TP-000031
Calculations Procedure	EPM-KE0-PR-000003
Calculation Coversheet Template	EPM-KE0-TP-000027
Calculation Computer Program Information Sheet Template	EPM-KE0-TP-000028
Calculation Sheet Template	EPM-KE0-TP-000029
Technical Standardization Plan	EPM-EN0-PL-000001
Units of Measurement	EPM-KE0-GL-000013
Codes, Standards & References	EPM-KE0-GL-000014
Project Submission Standards and Requirements	EPM-KE0-GL-000015
CAD Standards Procedure	EPM-KE0-PR-000008
Standard Drawing Template Guide	EPM-KE0-GL-000018
Graphical Blocks and Symbols Guide	EPM-KED-GL-000001
AutoCAD Template - General	EPM-KED-TP-000001
AutoCAD Template - Architectural	EPM-KED-TP-000002
AutoCAD Template - Civil	EPM-KED-TP-000003
AutoCAD Template - Electrical	EPM-KED-TP-000004
AutoCAD Template - Fire Protection	EPM-KED-TP-000005
AutoCAD Template - Landscape	EPM-KED-TP-000006
AutoCAD Template - Mechanical	EPM-KED-TP-000007
AutoCAD Template - Piping/Plumbing	EPM-KED-TP-000008
AutoCAD Template - Structural	EPM-KED-TP-000009
AutoCAD Template - Geotechnical	EPM-KED-TP-000010
AutoCAD Template - Telecommunications	EPM-KED-TP-000011
AutoCAD Template - Safety & Security	EPM-KED-TP-000012
AutoCAD Template - Utilities	EPM-KED-TP-000013
AutoCAD Template - Process & Instrumentation	EPM-KED-TP-000014



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Title	Document No.
Entity Automation & Information Management Guideline	EPM-KE0-GL-000019
Automation Survey Template	EPM-KE0-TP-000032
Controlled Computer Program Control Form Template	EPM-KE0-TP-000033
Controlled Computer Program Record of Revisions Template	EPM-KE0-TP-000034
Controlled Computer Program Error Identification Form Template	EPM-KE0-TP-000035
Controlled Computer Program Error Notification Form Template	EPM-KE0-TP-000036
Industry Available Project Management Tools	EPM-DP0-RG-000002
Project Automation Requirements & Deliverables Guideline	EPM-KE0-GL-000020
Project Building Information Modeling Execution Plan (BEP) Template	EPM-KE0-TP-000025
BIM Level of Development Matrices	EPM-KE0-RG-000014
BIM Questionnaire Template	EPM-KE0-TP-000024
3D Model Review Procedure	EPM-KE0-PR-000010
Improving Energy and Water Consumption in Existing and New Buildings	EPM-KE0-GL-000004
General Design Guideline	EPM-KE0-GL-000016
Checklist - Drawing Template	EPM-KE0-TP-000002
Calculation Checklist Template	EPM-KE0-TP-000003
Project Basic Engineering Design Data Template	EPM-KE0-TP-000013
Tagging Procedure Template	EPM-KE0-TP-000012
Document and Data Submittal Requirements - Template	EPM-KE0-TP-000008
Technical Specification Template	EPM-KE0-TP-000009
Third Party Design Approval Template	EPM-KE0-TP-000010
List of Commonly Used Design and Engineering Software	EPM-KE0-RG-000009
Verification and Validation of Computer Programs Procedure	EPM-KE0-PR-000011
Civil (Site Works and Roads) Design Aids	EPM-KEC-GL-000002
Checklist - Grading Layouts Drawings	EPM-KEC-TP-000001
Checklist - Road Layout and Profile Drawings	EPM-KEC-TP-000002
Checklist - Grading Cross-Section at Interval Drawings	EPM-KEC-TP-000003



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Title	Document No.
Checklist - Setting-out Layout Drawings	EPM-KEC-TP-000004
Checklist - Road Cross-Section at Interval Drawings	EPM-KEC-TP-000005
Checklist - Road Signage and Marking Drawings	EPM-KEC-TP-000006
Survey Requirement Template	EPM-KEC-TP-000012
Road Pavement Design Criteria Template	EPM-KEC-TP-000013
Earthwork and Grading Design Criteria Template	EPM-KEC-TP-000017
Traffic and Transportation Design Criteria Template	EPM-KEC-TP-000019
Streets and Roadways Design Criteria Template	EPM-KEC-TP-000021
List of Civil Deliverables	EPM-KEC-RG-000002
Standard Drawing Typical Cross-Section Residential Road Sheet 1 of 1	EPM-KEC-05-000001
Standard Drawing Typical Barrier Types Sheet 1 of 1	EPM-KEC-05-000002
Standard Drawing Curb And Gutter Detail Sheet 1 of 1	EPM-KEC-05-000003
Standard Drawing Pre-Cast Unit Paving Blocks Details Sheet 1 of 1	EPM-KEC-05-000004
Standard Drawing Sewer Line Pipeline Section Sheet 1 of 1	EPM-KEC-05-000005
Exterior Signage Criteria - Procedure	EPM-KEC-PR-000001
Civil Design Guideline	EPM-KEC-GL-000001
Surveying Guideline	EPM-KEC-GL-000005
Architectural Design Aids	EPM-KEA-GL-000002
Architectural Drawings Checklist	EPM-KEA-TP-000001
Checklist - Universal Accessibility Template	EPM-KEA-TP-000020
Architectural Design Criteria Template	EPM-KEA-TP-000003
Landscape Architecture Design Criteria - Template	EPM-KEA-TP-000010
Final Report of Program of Rooms/Spaces for Building Design Template	EPM-KEA-TP-000004
Room Data Sheet Template	EPM-KEA-TP-000021
Template - List of Rooms / Spaces With Areas	EPM-KEA-TP-000022
Template - Interaction Adjacency Matrix	EPM-KEA-TP-000023



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Title	Document No.
Template - Group Session Meeting Agenda and Notes	EPM-KEA-TP-000024
Door Schedule Template	EPM-KEA-TP-000005
Window Schedule Template	EPM-KEA-TP-000025
Material Finish Schedule Template	EPM-KEA-TP-000006
Template - Finishes Legend	EPM-KEA-TP-000026
Template - Escalator Data Sheet	EPM-KEA-TP-000007
Template - Elevator Data Sheet	EPM-KEA-TP-000008
Form 040101A - Encroachment Application (Permit & Restoration) Template	EPM-KEA-TP-000012
Form 040101B - Statement of Work and Proposed Action Template	EPM-KEA-TP-000013
Form 040101C - Conditions for Road Encroachments Template	EPM-KEA-TP-000014
Form 040101D - Conditions for Grounds & Landscaping Encroachments Template	EPM-KEA-TP-000015
Form 040101E - Special Conditions for Sanitary & Industrial Wastewater Systems Template	EPM-KEA-TP-000016
Form 040101F - Conditions for Potable and Raw Water Encroachments Template	EPM-KEA-TP-000017
Form 040101G - Conditions for Treated Effluent and Wastewater Encroachments Template	EPM-KEA-TP-000018
Receipt for Antiquity Template	EPM-KEA-TP-000011
Register - Architectural Deliverables	EPM-KEA-RG-000001
Standard Drawing Solid Core Door Details Sheet 1 of 1	EPM-KEA-05-000001
Standard Drawing Hollow Metal Door Details Sheet 1 of 1	EPM-KEA-05-000002
Standard Drawing Architectural Abbreviations Sheet 1 of 2	EPM-KEA-19-000001
Standard Drawing Architectural Materials Legend Sheet 1 of 1	EPM-KEA-11-000001
Standard Drawing Clear Glass Door Details Sheet 1 of 1	EPM-KEA-05-000003
Architectural Design Guidelines	EPM-KEA-GL-000001
Landscape Architecture Design Guidelines	EPM-KEA-GL-000005



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Title	Document No.
Universal Accessibility Guidelines	EPM-KEA-GL-000004
Program of Rooms/Spaces for Building Design Guidelines	EPM-KEA-GL-000006
Door and Window Schedule Guideline	EPM-KEA-GL-000003
Material Finish Schedule Guidelines	EPM-KEA-GL-000007
Escalator Data Sheet Guideline	EPM-KEA-GL-000008
Elevator Data Sheet Guideline	EPM-KEA-GL-000009
Encroachment Permits Procedure	EPM-KEA-PR-000001
Saudi Arabia Archeology Regulations Procedure	EPM-KEA-PR-000002
Structural Design Aids	EPM-KES-GL-000002
Checklist - Pile Foundation Drawing	EPM-KES-TP-000001
Checklist - Foundation Drawing	EPM-KES-TP-000002
Checklist - Anchor Bolts & Base Plate Drawing Template	EPM-KES-TP-000003
Checklist - Structural Steel Framing Plans Drawing	EPM-KES-TP-000004
Checklist - Retaining Wall Drawing (Structure) Template	EPM-KES-TP-000005
Checklist - Precast Elements Drawing Template	EPM-KES-TP-000006
Checklist - Structural Steel Connections Drawing Template	EPM-KES-TP-000007
Checklist - General Notes Drawing Template	EPM-KES-TP-000008
Structural Design Criteria Template	EPM-KES-TP-000009
List of Structural Deliverables	EPM-KES-RG-000001
Standard Drawing Typical Footing Detail Sheet 1 of 1	EPM-KES-05-000001
Standard Drawing Typical Beam Elevation And Section Sheet 1 of 1	EPM-KES-05-000002
Standard Drawing typical One-Way Slab Detail Sheet 1 of 1	EPM-KES-05-000003
Standard Drawing Metal Stairs Installation Details Sheet 1 of 1	EPM-KES-05-000004
Standard Drawing Concrete Cover Requirement Sheet 1 of 1	EPM-KES-05-000005
Structural Design Guidelines	EPM-KES-GL-000001
Checklist - Transportation Structure GA Drawing	EPM-KES-TP-000011
Mechanical Design Aids	EPM-KEM-GL-000002
Mechanical Plant Room Layout Drawing Checklist	EPM-KEM-TP-000001



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Title	Document No.
HVAC Riser Diagram Checklist	EPM-KEM-TP-000002
HVAC (Duct) Layout Drawing Checklist	EPM-KEM-TP-000003
Piping & Instrumentation Diagram Checklist	EPM-KEM-TP-000004
Equipment Schedule Checklist	EPM-KEM-TP-000005
Fire Protection (Pipe) Layout Drawing Checklist	EPM-KEM-TP-000006
U/G Utility (Pipe) Layout Drawing Checklist	EPM-KEM-TP-000007
Standard Mechanical Design Deliverables Checklist	EPM-KEM-TP-000026
Multiple Effect Distillation (MED) Desalination System Data Sheet Template	EPM-KEM-TP-000015
Miscellaneous Chemical Feed System Data Sheet Template	EPM-KEM-TP-000016
Atmospheric Bulk Chemical Feed System Data Sheet Template	EPM-KEM-TP-000017
Horizontal Centrifugal Pump Data Sheet Template	EPM-KEM-TP-000018
Sump Pump Data Sheet Template	EPM-KEM-TP-000019
Roof Mounted Vent Fan Assembly Data Sheet Template	EPM-KEM-TP-000020
Sewage Lift Station Data Sheet Template	EPM-KEM-TP-000021
Hydropneumatic Tank System Data Sheet Template	EPM-KEM-TP-000022
Diesel Generator Data Sheet Template	EPM-KEM-TP-000010
Mechanical Equipment List Template	EPM-KEM-TP-000012
Mechanical Design Criteria Template	EPM-KEM-TP-000014
List of Mechanical Deliverables	EPM-KEM-RG-000001
Standard Drawing Fire Water Sprinkler Nozzles Sheet 1 of 1	EPM-KEM-05-000001
Standard Drawing Rectangular Duct to Round Duct Transitions Sheet 1 of 1	EPM-KEM-05-000002
Standard Drawing Emergency Shower/Eye-Wash Detail Sheet 1 of 1	EPM-KEM-05-000003
Standard Drawing Elevator Sump Pump Piping Detail Sheet 1 of 1	EPM-KEM-05-000004
Standard Drawing Installation Detail of Fire Hydrant Sheet 1 of 1	EPM-KEM-05-000005
Mechanical Design Guidelines	EPM-KEM-GL-000001
District Cooling Design Guideline	EPM-KEM-GL-000003



## EXPRO Projects Introduction and Guideline

Title	Document No.
District Cooling System Design Optimization Checklist	EPM-KEM-TP-000027
Electrical Design Aids	EPM-KEE-GL-000003
Lighting & Small Power Layout Checklist	EPM-KEE-TP-000001
Single Line Diagram Checklist	EPM-KEE-TP-000002
Checklist - Conduit (Raceway) Layout	EPM-KEE-TP-000003
Checklist - Cable Rack/Tray Layout	EPM-KEE-TP-000004
Checklist - Earthing/Grounding Layout	EPM-KEE-TP-000005
Checklist - Underground (UG) Raceway Layout	EPM-KEE-TP-000006
Checklist – Lightning Protection System Layout	EPM-KEE-TP-000007
Data Sheet - UPS System Template	EPM-KEE-TP-000013
Data Sheet - Liquid Immersed Distribution Transformer Template	EPM-KEE-TP-000014
Data Sheet - Capacitor Bank Template	EPM-KEE-TP-000015
Data Sheet - Electrical Requirements for Packaged Equipment Template	EPM-KEE-TP-000016
Data Sheet - Prefabricated Substation Buildings Template	EPM-KEE-TP-000017
Data Sheet - DC System Template	EPM-KEE-TP-000018
Electrical Design Criteria Template	EPM-KEE-TP-000019
Electrical Equipment List Template	EPM-KEE-TP-000020
Data Sheet - Dry Type Distribution Transformers Template	EPM-KEE-TP-000021
Data Sheet - Motor Template	EPM-KEE-TP-000023
Checklist - Interface with Saudi Electricity Company (SEC)	EPM-KEE-TP-000024
List of Electrical Design Deliverables	EPM-KEE-RG-000001
Standard Drawing Single Line Diagram for Street Lighting Sheet 1 of 1	EPM-KEE-05-000001
Standard Drawing Cable Tray Mechanical Support Details Sheet 1 of 1	EPM-KEE-05-000002
Standard Drawing Street Light Pole Base Details Sheet 1 of 1	EPM-KEE-05-000003
Standard Drawing Cable Riser Section Sheet 1 of 1	EPM-KEE-05-000004



## EXPRO Projects Introduction and Guideline

Title	Document No.
Standard Drawing Emergency Generator Grounding Details Sheet 1 of 1	EPM-KEE-05-000005
Electrical Design Guidelines	EPM-KEE-GL-000001
ELV System Design Aids	EPM-KEE-GL-000004
Checklist – ELV System Schematic	EPM-KEE-TP-000011
Checklist - Distributed Control System (DCS) Block Diagram	EPM-KEE-TP-000009
Checklist - CCTV/ Surveillance System Layout	EPM-KEE-TP-000010
Check List - Structured Cabling System Layout	EPM-KEE-TP-000012
Checklist - Access Control System Layout	EPM-KEE-TP-000025
Checklist - Public Address System Layout	EPM-KEE-TP-000026
Checklist - Master Clock System Layout	EPM-KEE-TP-000027
Checklist - Distributed TV System Layout	EPM-KEE-TP-000028
Checklist - Audio/Visual System Layout	EPM-KEE-TP-000029
Checklist - Fire Alarm System Layout	EPM-KEE-TP-000030
Checklist - Intercom System Layout	EPM-KEE-TP-000031
ELV System - Design Criteria	EPM-KEE-TP-000022
List of ELV Design Deliverables	EPM-KEE-RG-000002
Standard Drawing Fire Alarm Riser Diagram Sheet 1 of 1	EPM-KEE-05-000006
Standard Drawing Access Control Door Details Sheet 1 of 1	EPM-KEE-05-000007
Standard Drawing Audio / Visual Outlets Mounting Details Sheet 1 of 1	EPM-KEE-05-000008
Standard Drawing Surveillance Camera Details Sheet 1 of 1	EPM-KEE-05-000009
Standard Drawing IP Camera Details Sheet 1 of 1	EPM-KEE-05-000010
ELV System Design Guideline	EPM-KEE-GL-000002
Utilities Design Aids	EPM-KEC-GL-000003
Checklist - Utility Layout Drawings	EPM-KEC-TP-000007
Checklist - Utility Profile Drawings	EPM-KEC-TP-000008
Checklist - Utility Chamber Schedule Drawings	EPM-KEC-TP-000009
Checklist - Utilities Typical Chamber Drawings	EPM-KEC-TP-000010





## EXPRO Projects Introduction and Guideline

Title	Document No.
Checklist - Utility Corridors Layout Drawings	EPM-KEC-TP-000011
Storm Water Management Design Criteria Template	EPM-KEC-TP-000014
Potable and Fire Water Design Criteria Template	EPM-KEC-TP-000015
Sanitary Sewer Design Criteria Template	EPM-KEC-TP-000016
Recycled Water (KRRigation) System Design Criteria Template	EPM-KEC-TP-000018
Utility Corridor Design Criteria Template	EPM-KEC-TP-000020
Utilities Design Guideline	EPM-KEC-GL-000004
Coastal Marine Design Aids	EPM-KER-GL-000001
Checklist - General Notes Drawing (Marine Structures)	EPM-KER-TP-000001
Checklist - Foundation Drawing (Marine Structures)	EPM-KER-TP-000002
Checklist - Pile Foundation Drawing (Marine Structures)	EPM-KER-TP-000003
Checklist - Quay Wall Drawing	EPM-KER-TP-000004
Coastal Marine Design Criteria Template	EPM-KER-TP-000005
Coastal & Marine Design Guideline	EPM-KER-GL-000002
Environmental Guideline	EPM-KE0-GL-000001
Geotechnical Guideline	EPM-KE0-GL-000002
ELV System Integration Guideline	EPM-KE0-GL-000007
ELV System Integration - Checklist	EPM-KE0-TP-000015
Fire and Life Safety System Integration - Checklist	EPM-KE0-TP-000016
BMS and Mechanical System Integration Checklist	EPM-KE0-TP-000017
Extra Low Voltage Integration Block Diagram	EPM-KEE-13-000001
Fire and Life Safety Integration Block Diagram	EPM-KEE-13-000002
BMS and Mechanical Integration Block Diagram	EPM-KEE-13-000003
Building Management System and Mechanical System Integration Guideline	EPM-KE0-GL-000009
Fire and Life Safety System Integration Guideline	EPM-KE0-GL-000008



## EXPLO Projects Introduction and Guideline

### Volume 7 - Project Controls and Reporting

Title	Document No.
Project Controls & Reporting Introduction Guideline	EPM-KP0-GL-000001
Project Cost Control Introduction Guideline	EPM-KPC-GL-000001
Project Cost Coding Structures Procedure	EPM-KPC-PR-000001
Project Budget Control Procedure	EPM-KPC-PR-000002
Preliminary / Original Budget Summary Template	EPM-KPC-TP-000001
Escalation Worksheet Template	EPM-KPC-TP-000002
Original Budget (OB) Report Template	EPM-KPC-TP-000003
Budget Transfer Notice Template	EPM-KPC-TP-000004
Overall Man-Hours Cost Status Report by Category Template	EPM-KPC-TP-000005
Project Cost & Commitment Procedure	EPM-KPC-PR-000003
Total Project Cost and Commitment Report Template	EPM-KPC-TP-000006
Project Controls Bid Package Input Form Template	EPM-KPC-TP-000007
Commitment Authorization (CA) Form Template	EPM-KPC-TP-000008
Contract Commitment Authorization (CCA) Form Template	EPM-KPC-TP-000009
CoCo Reconciliation Template	EPM-KPC-TP-000010
Cost and Commitment by Commitment ID Template	EPM-KPC-TP-000011
Total Project Cost Commitment Payment Summary Template	EPM-KPC-TP-000012
Project Forecasting Procedure	EPM-KPC-PR-000004
Forecast Implementation Plan Template	EPM-KPC-TP-000013
Forecast Development Schedule Template	EPM-KPC-TP-000014
Bulk Quantities Template	EPM-KPC-TP-000015
Material Pricing Template	EPM-KPC-TP-000016
Subcontract Pricing Template	EPM-KPC-TP-000017
Direct Labor Pricing Template	EPM-KPC-TP-000018
Distributable Pricing Template	EPM-KPC-TP-000019
Home Office Services Template	EPM-KPC-TP-000020
Site Office Support Template	EPM-KPC-TP-000021



## EXPRO Projects Introduction and Guideline

Title	Document No.
Contingency Analysis Template	EPM-KPC-TP-000022
Project Engineering Tracking Procedure	EPM-KPC-PR-000005
Engineering Tracking Report Template	EPM-KPC-TP-000023
Typical Engineering Tracking Setup Template	EPM-KPC-TP-000024
Engineering Tracker Deliverables Count Template	EPM-KPC-TP-000025
Project Quantity Tracking Procedure	EPM-KPC-PR-000006
Quantity Tracker Summary and Details Template	EPM-KPC-TP-000026
Procurement Schedule for Critical Materials and Equipment Template	EPM-KPC-TP-000027
Project Trend Program Procedure	EPM-KPC-PR-000007
Project Trend Form Template	EPM-KPC-TP-000028
Project Trend Register Template	EPM-KPC-TP-000029
Project Management of Change Procedure	EPM-KPC-PR-000008
Project Change Order Log Template	EPM-KPC-TP-000030
Project Backcharges Procedure	EPM-KPC-PR-000009
Project Basis for Backcharge Entitlement Checklist Template	EPM-KPC-TP-000031
Project Backcharge Order of Magnitude (OOM) Estimate Template	EPM-KPC-TP-000032
Backcharge Summary Log Template	EPM-KPC-TP-000033
Project Cost and Commitment Report Template	EPM-KPC-TP-000034
Project Daily Summary of Backcharge Work Template	EPM-KPC-TP-000035
Project Notice of Backcharge Work to be Performed Template	EPM-KPC-TP-000036
Project Backcharge Completion/Cancellation Notice Template	EPM-KPC-TP-000037
TIC Cost Breakdown and Summary Report Template	EPM-KPC-TP-000039
Project Weekly Quantities Report Procedure	EPM-KPC-PR-000011
Typical Design Quantity Tracker Template	EPM-KPC-TP-000038
Project Historical Cost Reporting Procedure	EPM-KPC-PR-000012
Project Estimate Introduction Guideline	EPM-KPE-GL-000001
Project Estimate Types Procedure	EPM-KPE-PR-000001



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Title	Document No.
Project Estimating Coding Procedure	EPM-KPE-PR-000002
Project Estimate Methodology/Development Procedure	EPM-KPE-PR-000003
Estimate Checklist	EPM-KPE-TP-000001
Estimate plan Template	EPM-KPE-TP-000002
Estimate Preparation Schedule Template	EPM-KPE-TP-000003
Construction Job Hour Checklist Template	EPM-KPE-TP-000004
Wage Rate Build-Up by Craft Template	EPM-KPE-TP-000005
Wage Rate Build-Up by Category Template	EPM-KPE-TP-000006
Escalation Calculation for Different Rates per Year Template	EPM-KPE-TP-000007
Project Estimate Review Procedure	EPM-KPE-PR-000004
Estimate Review Package Template	EPM-KPE-TP-000008
Presentation Attendees, Roles and Agenda Template	EPM-KPE-TP-000009
Estimate Open Items Template	EPM-KPE-TP-000010
Project Estimate Approval Procedure	EPM-KPE-PR-000005
Project Estimate Approval Confirmation Sheet Template	EPM-KPE-TP-000011
Estimate Approval Matrix Template	EPM-KPE-TP-000012
Project Planning & Scheduling Introduction Guideline	EPM-KPP-GL-000001
Project Planning and Scheduling Definitions and Concepts Procedure	EPM-KPP-PR-000001
Project Schedule Development Procedure	EPM-KPP-PR-000002
Project Schedule Curves Procedure	EPM-KPP-PR-000003
Project Schedule Contingency Procedure	EPM-KPP-PR-000004
Project Contractor Requirements for Planning & Scheduling Procedure	EPM-KPP-PR-000005
Project Schedule Standards and Quality Procedure	EPM-KPP-PR-000006
Project Schedule Look-ahead Procedure	EPM-KPP-PR-000007
3-Week Look Ahead Template	EPM-KPP-TP-000001
Project Schedule Claims Procedure	EPM-KPP-PR-000008
Project Reporting Introduction Guideline	EPM-KPR-GL-000001



## EXPRO Projects Introduction and Guideline

Title	Document No.
Project Weekly Reporting Procedure	EPM-KPR-PR-000001
Project Monthly Reporting Procedure	EPM-KPR-PR-000002
Monthly Progress Report Template	EPM-KPR-TP-000001
Project Summary Report - Registration Template	EPM-KPR-TP-000003
Project Summary Report - Initial Planning Template	EPM-KPR-TP-000004
Project Summary Report - Tender for Design Template	EPM-KPR-TP-000005
Project Summary Report - Design Template	EPM-KPR-TP-000006
Project Summary Report - Tender for Construction Template	EPM-KPR-TP-000007
Project Summary Report - Construction, Testing & Commissioning, Handover & Closeout Template	EPM-KPR-TP-000008
High-Level Summary Report Format Guideline	EPM-P00-GL-000001
Project Cost Reporting Procedure	EPM-KPR-PR-000003
Project Schedule Reporting Procedure	EPM-KPR-PR-000004
Project Critical Items Action Report Procedure	EPM-KPR-PR-000005
Project Critical Items Action Report Template	EPM-KPR-TP-000002

### Volume 8 - Project Information & Communications Technology

Title	Document No.
Project Information & Communications Technology Planning Introduction	EPM-IT0-GL-000001
Project Information & Communications Technology Plan	EPM-IT0-PL-000001
Project Information & Communications Technology Plan Template	EPM-IT0-TP-000001



## EXPLO Projects Introduction and Guideline

### Volume 9 - Construction Management

Title	Document No.
Construction Management Introduction	EPM-KC0-GL-000001
Project Construction General Procedure	EPM-KCC-PR-000001
Project Construction Constructability Procedure	EPM-KCC-PR-000005
Project Construction Constructability Suggestion Form Template	EPM-KCC-TP-000011
Project Construction Constructability Suggestion Log Template	EPM-KCC-TP-000012
Project Construction Constructability Checklist	EPM-KCC-TP-000013
Project Construction Field Works Activities Procedure	EPM-KCC-PR-000002
Project Construction Three-Week Look Ahead Template	EPM-KCC-TP-000001
Project Construction STARRT Card Checklist	EPM-KCC-TP-000002
Project Construction Method Statement Guideline - Template	EPM-KCC-TP-000015
Project Construction Punchlist Procedure	EPM-KCC-PR-000004
Project Construction Punchlist Form Template	EPM-KCC-TP-000010
Project Construction Completions and Turnover Procedure	EPM-KCC-PR-000003
Project Construction Punchlist Form	EPM-KCC-TP-000003
Project Construction Initial Acceptance Checklist	EPM-KCC-TP-000004
Project Construction Initial Acceptance Deficiencies List Template	EPM-KCC-TP-000005
Project Construction - Initial Acceptance Exceptions List Template	EPM-KCC-TP-000006
Project Construction Initial Acceptance Certificate Template	EPM-KCC-TP-000007
Project Construction Final Acceptance Certificate Template	EPM-KCC-TP-000014
Project Construction Turnover Certificate Template	EPM-KCC-TP-000008
Project Construction Turnover Package Checklist	EPM-KCC-TP-000009
Project Construction Progress Reports Procedure	EPM-KCS-PR-000001
Project Construction Contractor Daily Report Template	EPM-KCS-TP-000001
Project Construction Contractor Weekly Progress Report Template	EPM-KCS-TP-000002



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Title	Document No.
Project Construction Contractor Monthly Progress Report - Template	EPM-KCS-TP-000003
Project Site Construction Department Daily Report Template	EPM-KCS-TP-000004
Project Construction Field Change Document Procedure	EPM-KCE-PR-000003
Project Construction Field Change Document Form Template	EPM-KCE-TP-000019
Project Construction Technical Query Procedure	EPM-KCE-PR-000002
Project Construction Technical Query Form Checklist	EPM-KCE-TP-000004
Project Construction Technical Query Log Template	EPM-KCE-TP-000005
Project Construction As-Built Drawings Procedure	EPM-KCE-PR-000007
Project Construction Temporary Works Procedure	EPM-KCE-PR-000006
Project Construction Surveying Procedure	EPM-KCE-PR-000005
Project Construction Survey Work Request Template	EPM-KCE-TP-000009
Project Construction Civil Works Procedure	EPM-KCE-PR-000009
Project Construction Utility Strike Investigation Report Template	EPM-KCE-TP-000011
Project Construction Inspection and Test Plan for Excavation and Backfill Activities Template	EPM-KCE-TP-000012
Project Construction Inspection and Test Plan for Inspection of Reinforcement, Formwork and Concrete Activities Template	EPM-KCE-TP-000013
Project Construction Inspection and Test Plan for Inspection of Structural Steel Activities Template	EPM-KCE-TP-000014
Project Construction Inspection and Test Plan for Inspection of Wall, Cladding Panels Activities Template	EPM-KCE-TP-000015
Project Construction Inspection and Test Plan for Inspection of Blockwork Activities Template	EPM-KCE-TP-000016
Project Construction Inspection and Test Plan for Inspection of Gypsum Plasterboard Wall Activities Template	EPM-KCE-TP-000017
Project Construction Concrete Pour Card Template	EPM-KCE-TP-000020
Project Construction Electrical Works Procedure	EPM-KCE-PR-000004



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Title	Document No.
Project Construction Inspection and Test Plan for Raceways and Cable Tray Activities Template	EPM-KCE-TP-000006
Project Construction Inspection and Test Plan for Cable/Terminations Installation Activities Template	EPM-KCE-TP-000007
Project Construction Inspection and Test Plan for Electrical Equipment Activities Template	EPM-KCE-TP-000008
Project Construction Mechanical Works Procedure	EPM-KCE-PR-000001
Project Construction Static Equipment Checklist	EPM-KCE-TP-000001
Project Construction Rotating Equipment Checklist	EPM-KCE-TP-000002
Project Construction Inspection and Test Plan for Mechanical Equipment Install Activities Checklist	EPM-KCE-TP-000003
Project Construction Piping Works Procedure	EPM-KCE-PR-000010
Project Construction Inspection and Test Plan for Construction Piping Works Template	EPM-KCE-TP-000018
Project Construction Welding Works Procedure	EPM-KCE-PR-000008
Project Construction Inspection and Test Plan for Inspection of Welding Activities Template	EPM-KCE-TP-000010
Project Construction Field Material Management Procedure	EPM-KCM-PR-000001
Project Construction Quality Management System Procedure	EPM-KCQ-PR-000005
Project Construction Material Receipt Inspection Report Template	EPM-KCQ-TP-000004
Project Construction Site Surveillance Report Template	EPM-KCQ-TP-000005
Project Construction Inspection and Testing Form Template	EPM-KCQ-TP-000006
Project Construction Request for Inspection Form Template	EPM-KCQ-TP-000007
Project Construction Control of Non-Conforming Items Procedure	EPM-KCQ-PR-000006
Project Construction Non-Conformance Report Template	EPM-KCQ-TP-000008
Project Construction Non-Conformance Report Trend Analysis Worksheet Checklist	EPM-KCQ-TP-000009





## EXPRO Projects Introduction and Guideline

Title	Document No.
Project Construction Control of Material Testing Procedure	EPM-KCQ-PR-000004
Project Construction Testing Program Forecast Template	EPM-KCQ-TP-000001
Project Construction Testing Program Monthly Work Schedule Notification Template	EPM-KCQ-TP-000002
Project Construction Testing Program Work Request Template	EPM-KCQ-TP-000003

### Volume 10 - Testing and Commissioning

Title	Document No.
Project Testing and Commissioning Procedure	EPM-KT0-PR-000006
Project Testing and Commissioning Guideline	EPM-KT0-GL-000003
Testing & Commissioning Checklists and Templates	EPM-KT0-RG-000007
Checklist - Pre-Start Up for Pumps	EPM-KT0-TP-000001
Checklist - Pre-Start Up for Fire Pumps	EPM-KT0-TP-000002
Checklist - Pre-Start Up for Fans	EPM-KT0-TP-000003
Checklist - Pre-Start Up for Centralized AHU	EPM-KT0-TP-000004
Checklist - Pre-Start Up for Variable Air Volume Box	EPM-KT0-TP-000005
Checklist - Pre-Start Up for Fan Coil Unit (FCU)	EPM-KT0-TP-000006
Checklist - Pre-Start Up for Computer Room Air Conditioner (CRAC)	EPM-KT0-TP-000007
Checklist - Pre-Start Up for Chillers	EPM-KT0-TP-000008
Checklist - Pre-Start Up for Cooling Towers	EPM-KT0-TP-000009
Checklist - Pre-Start Up for Plate Heat Exchangers	EPM-KT0-TP-000010
Checklist - Pre-Start Up for Boilers	EPM-KT0-TP-000011
Checklist - Pre-Start Up for Condensate Recovery Unit	EPM-KT0-TP-000012
Checklist - Pre-Start Up for Water Treatment Plant	EPM-KT0-TP-000013
Checklist - Pre-Start Up for Waste Water Treatment Plant	EPM-KT0-TP-000014
Checklist - Pre-Start Up for Electric Traction Elevator	EPM-KT0-TP-000015
Checklist - Pre-Start Up for Escalator and Moving Walks	EPM-KT0-TP-000016



## EXPRO Projects Introduction and Guideline

Title	Document No.
Checklist - Pre-Start Up for Building Management Unit (BMU)	EPM-KT0-TP-000017
Checklist - Pre-Start Up for Generator Set	EPM-KT0-TP-000018
Checklist - Pre-Energization for HV/MV Switchgear	EPM-KT0-TP-000019
Checklist - Pre-Energization for Switchboards	EPM-KT0-TP-000020
Checklist - Pre-Energization for Transformers	EPM-KT0-TP-000021
Checklist - Pre-Commissioning for HV/MV Ring Main Unit	EPM-KT0-TP-000022
Checklist - Pre-Commissioning for HV/MV Capacitor Banks	EPM-KT0-TP-000023
Checklist - Pre-Energization for MV/LV Automatic Transfer Switch	EPM-KT0-TP-000024
Checklist - Pre-Energization for Uninterruptible Power Supply (UPS)	EPM-KT0-TP-000025
Checklist - Pre-Commissioning for MCC/Distribution Boards	EPM-KT0-TP-000026
Checklist - Pre-Commissioning for HV/LV Cables	EPM-KT0-TP-000027
Checklist - Pre-Commissioning for Grounding (Earthing)	EPM-KT0-TP-000028
Checklist - Functional and Performance Test for Fire Pumps	EPM-KT0-TP-000029
Checklist - Functional and Performance Test for Chilled Water Pumps	EPM-KT0-TP-000030
Checklist - Functional and Performance Test for Central Fans	EPM-KT0-TP-000031
Checklist - Functional and Performance Test for Centralized AHU	EPM-KT0-TP-000032
Checklist - Functional and Performance Test for Computer Room AC Unit (Precision Unit)	EPM-KT0-TP-000033
Checklist - Functional and Performance Test for Fan Coil Unit (FCU)	EPM-KT0-TP-000034
Checklist - Functional and Performance Test for Cross Flow Cooling Towers	EPM-KT0-TP-000035
Checklist - Functional and Performance Test for Boilers	EPM-KT0-TP-000036
Checklist - Functional and Performance Test for Water Treatment Plant	EPM-KT0-TP-000037



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Title	Document No.
Checklist - Functional and Performance Test for Waste Water Treatment Plant	EPM-KT0-TP-000038
Checklist - Functional and Performance Test for Condensate Recovery Unit	EPM-KT0-TP-000039
Checklist - Functional and Performance Test for Electric Traction Elevators	EPM-KT0-TP-000040
Checklist - Functional and Performance Test for Escalator and Moving Walks	EPM-KT0-TP-000041
Checklist - Functional and Performance Test for Building Management Unit (BMU)	EPM-KT0-TP-000042
Checklist - Functional and Performance Test for HV/MV Capacitor Banks	EPM-KT0-TP-000043
Checklist - Functional and Performance Test for Uninterruptible Power Supply (UPS)	EPM-KT0-TP-000044
NFPA 20 for Fire Pumps Acceptance Test Form - Template	EPM-KT0-TP-000045
Fire Detection Alarm System (FDAS) Test Package Template	
Earth Electrode Testing Template	EPM-KT0-TP-000047
Door Intercom Testing Template	EPM-KT0-TP-000048
Car Park Access System Testing Template	EPM-KT0-TP-000049
Security and Access Control Testing Template	EPM-KT0-TP-000050
BMS Graphics Testing Template	EPM-KT0-TP-000051
BMS Control Set-Point and Parameter Testing Template	EPM-KT0-TP-000052
BMS and EPMS PTP and Loop Testing Template	EPM-KT0-TP-000053
Cable Testing Template	EPM-KT0-TP-000054
Equipment/Device Calibration log template	EPM-KT0-TP-000055
Checklist - Functional and Performance Test for Pressure Independent Variable Air Volume Box	EPM-KT0-TP-000056
Checklist - Pre-start Up for VoIP	EPM-KT0-TP-000057
Checklist - Functional and Performance Test for VoIP	EPM-KT0-TP-000058



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Title	Document No.
Checklist - Pre-start Up for LAN/WLAN	EPM-KT0-TP-000059
Checklist - Functional and Performance Test for LAN/WLAN	EPM-KT0-TP-000060
Warranty of Materials template	EPM-KT0-TP-000061
Testing and Commissioning process template	EPM-KT0-TP-000062
Energization Certificate template	EPM-KT0-TP-000063
Design Turnover Package Certificate Template	EPM-KT0-TP-000064

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Project Development and Planning Process Plan	EPM-KS0-PL-000001
Project Startup Checklist	EPM-KS0-TP-000012
Project HSSE Orientation and Training Plan	EPM-KS0-PL-000003
Supervisors Orientation Checklist	EPM-KS0-TP-000004
Visitor Orientation Checklist	EPM-KS0-TP-000005
New Employee Education and Development Checklist (Week 1)	EPM-KS0-TP-000006
New Employee Education and Development Checklist (Week 2)	EPM-KS0-TP-000007
New Employee Education and Development Checklist (Week 3)	EPM-KS0-TP-000008
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Level 1 Evaluation Sample Form Template	EPM-KS0-TP-000010
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Project Initial Notification Report Template	EPM-KSS-TP-000023
Project Causal Factor Checklist	EPM-KSS-TP-000024
Project Documentation Checklist	EPM-KSS-TP-000025



## EXPRO Projects Introduction and Guideline

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Project HSSE Alert Template	EPM-KSS-TP-000026
Project HSSE Assessment Process Procedure	EPM-KS0-PR-000002
Project Self-Assessment Form Template	EPM-KS0-TP-000001
Project New Employee HSSE Summary Flyer	EPM-KS0-MN-000001
Project Sub-contractor HSSE Evaluation, Selection & Monitoring Plan	EPM-KS0-PL-000002
Performing a Subcontractor Work Risk Assessment Checklist	EPM-KS0-TP-000002
Sub-contractor Pre-Mobilization Checklist	EPM-KS0-TP-000003
Supervisor Safety Pocket Book	EPM-KS0-MN-000002
Craft Safety Pocket Book	EPM-KS0-MN-000003
Project General Safe Working Requirements Procedure	EPM-KSS-PR-000001
Project Housekeeping Requirements Procedure	EPM-KSS-PR-000002
Project Personal Protective Equipment Procedure	EPM-KSS-PR-000003
Project Fire Prevention and Protection Procedure	EPM-KSS-PR-000004
Project Fall Protection Procedure	EPM-KSS-PR-000005
Project Barricades and Signs Procedure	EPM-KSS-PR-000006
Project Confined Space Entry Procedure	EPM-KSS-PR-000007
Project Confined Space Permit Template	EPM-KSS-TP-000001
Project Elevated Work Platform Procedure	EPM-KSS-PR-000008
Daily Checklist	EPM-KSS-TP-000002
Project Compressed Gas Cylinder Procedure	EPM-KSS-PR-000009
Project Night Works Procedure	EPM-KSS-PR-000010
Night Works Assessment Template	EPM-KSS-TP-000007
Project Portable Ladders Inspection and Control Procedure	EPM-KSS-PR-000011
Project Drinking Water Procedure	EPM-KSS-PR-000012
Project Work Over or Near Water Procedure	EPM-KSS-PR-000013
Project Emergency Preparedness Procedure	EPM-KSS-PR-000014
Project Suspended Personal Platform Procedure	EPM-KSS-PR-000015
Personnel Platform Lift Data Sheet Template	EPM-KSS-TP-000018



## EXPRO Projects Introduction and Guideline

Title	Document No.
Project Crane-Suspended Personnel Platform Approval and Checklist	EPM-KSS-TP-000019
Project Hazardous Work Permit Procedure	EPM-KSS-PR-000016
Hazardous Work Permit Form Template	EPM-KSS-TP-000020
Project Hazardous Work Permit Register Template	EPM-KSS-TP-000021
Project Powered Industrial Trucks Procedure	EPM-KSS-PR-000017
Daily Pre-Start Checklist	EPM-KSS-TP-000003
Project Crane and Lifting Operation Procedure	EPM-KSS-PR-000018
Rigging Work Operations Checklist	EPM-KSS-TP-000004
"Low Risk" Crane Lift Summary Template	EPM-KSS-TP-000005
Project Demolition Procedure	EPM-KSS-PR-000019
Project Welding Operation Procedure	EPM-KSS-PR-000020
Project Electrical Safety Procedure	EPM-KSS-PR-000021
Project Energized Electrical Work Permit (EEWP) Checklist	EPM-KSS-TP-000027
HSSE Electrical Safety Assessment Checklist	EPM-KSS-TP-000038
Project Non-Destructive Examination Procedure	EPM-KSS-PR-000022
Project Vehicle Safety Management Procedure	EPM-KSS-PR-000023
MEPI Site Assessment Tool Template	EPM-KSS-TP-000008
MEPI Project Assessment Tool Template	EPM-KSS-TP-000009
Project Hazard Communication Procedure	EPM-KSS-PR-000024
Project Hazardous Material Evaluation Form Template	EPM-KSS-TP-000028
Project Approval for Hazardous Material Use Form Template	EPM-KSS-TP-000012
Hazardous Materials Inventory List Form Template	EPM-KSS-TP-000013
Multi-Employer Workplace Hazard Communication Interface Form Template	EPM-KSS-TP-000014
SDS Archive Record Cover Sheet Template	EPM-KSS-TP-000015
Waste Product Disposal Request Template	EPM-KSS-TP-000016
Project Approved Chemical/Product Index Template	EPM-KSS-TP-000017
Project Office Facilities Procedure	EPM-KSS-PR-000025



## EXPRO Projects Introduction and Guideline

Title	Document No.
Project Utility Clearance Procedure	EPM-KSS-PR-000026
Utility Hit Investigation Report Form Template	EPM-KSS-TP-000006
Project Manual Material Handling Procedure	EPM-KSS-PR-000027
Project Floor and Wall Openings Procedure	EPM-KSS-PR-000028
Project Roofing Work Procedure	EPM-KSS-PR-000029
Project Safety Watches Procedure	EPM-KSS-PR-000030
Project Lockout/Tagout Procedure	EPM-KSS-PR-000031
Lockout/Tagout Permit Template	EPM-KSS-TP-000029
LO/TO Permit Register Template	EPM-KSS-TP-000030
Personal Lock Register Template	EPM-KSS-TP-000031
Temporary Lift Cover Sheet Template	EPM-KSS-TP-000032
Temporary Lift Register Template	EPM-KSS-TP-000033
LO/TO Assessment Checklist	EPM-KSS-TP-000034
Project Excavation and Trenching Procedure	EPM-KSS-PR-000032
HSSE Excavation Assessment Checklist	EPM-KSS-TP-000010
Excavation and Penetration Permit Template	EPM-KSS-TP-000011
Project Scaffolding Control Management Procedure	EPM-KSS-PR-000033
HSSE Compliance Assessment Sheet Template	EPM-KSS-TP-000035
Project Road Works Procedure	EPM-KSS-PR-000034
Project Piling Operations Procedure	EPM-KSS-PR-000035
HSSE Pile Driving Checklist	EPM-KSS-TP-000036
Project Blasting and Explosive Procedure	EPM-KSS-PR-000036
Ordnance Incident Call Log Form Template	EPM-KSS-TP-000037
Project Powder Actuated Tools Procedure	EPM-KSS-PR-000037
Project Medical Services and Medical Management Plan	EPM-KSH-PL-000001
Authorization for Medical Treatment Form Template	EPM-KSH-TP-000017
Modified Duty Work Assignment Template	EPM-KSH-TP-000018
Project Medical Services and Medical Surveillance Procedure	EPM-KSH-PR-000001
Physician's Statement Form Template	EPM-KSH-TP-000019



## EXPRO Projects Introduction and Guideline

Title	Document No.
Report of Medical Examination Template	EPM-KSH-TP-000020
Project Occupational Health and Industrial Hygiene Procedure	EPM-KSH-PR-000002
Industrial Hygiene Assessment Checklist	EPM-KSH-TP-000021
Project Occupational Health Records Maintenance System Procedure	EPM-KSH-PR-000003
Project Respiratory Protective Equipment Procedure	EPM-KSH-PR-000004
Respiratory Wearer Clearance Form Template	EPM-KSH-TP-000001
Respirator User Medical Questionnaire Template	EPM-KSH-TP-000002
Employee Statement of Medical Condition Form Template	EPM-KSH-TP-000003
Respirator Fit Test Record Template	EPM-KSH-TP-000004
Respirator Maintenance Log Template	EPM-KSH-TP-000005
Project Air Surveillance Program Procedure	EPM-KSH-PR-000005
Personal DAC-Hour Record Template	EPM-KSH-TP-000008
Personal Air Sampling/Monitoring Data Sheet Template	EPM-KSH-TP-000009
Project Air Sampling/Monitoring Data Sheet Template	EPM-KSH-TP-000010
Project Labor Accommodation Sanitation and Hygiene Procedure	EPM-KSH-PR-000006
Accommodation Village HSSE Compliance Checklist	EPM-KSH-TP-000011
Project Control of Hazardous Materials Procedure	EPM-KSH-PR-000007
Project Heat Stress Management Procedure	EPM-KSH-PR-000008
Project Asbestos Management Procedure	EPM-KSH-PR-000009
Mandatory Medical Questionnaire Template	EPM-KSH-TP-000012
Mandatory Abbreviated Periodical Medical Questionnaire Template	EPM-KSH-TP-000013
Employee Asbestos Medical Surveillance Exam Results Template	EPM-KSH-TP-000014
Project Hearing Conservation Program Procedure	EPM-KSH-PR-000010
Noise Monitoring Form Template	EPM-KSH-TP-000015
Employee Notification Form Template	EPM-KSH-TP-000016
Project Pollution Control Procedure	EPM-KSE-PR-000001





## EXPRO Projects Introduction and Guideline

Title	Document No.
Project Waste Management Procedure	EPM-KSE-PR-000002
Project Environmental Training and Awareness Procedure	EPM-KSE-PR-000003
Training Roster Template	EPM-KSE-TP-000001
Project Compliance Evaluation Procedure	EPM-KSE-PR-000004
Project Site Work Security Procedure	EPM-KSJ-PR-000001
Visitor Gate Pass Log Template	EPM-KSJ-TP-000001
Material Gate Pass Template	EPM-KSJ-TP-000002
Security Incident Report Template	EPM-KSJ-TP-000003
Daily Report Record Sheet Template	EPM-KSJ-TP-000004

### Volume 12 - Quality

Title	Document No.
Project Quality Introduction	EPM-EQ0-GL-000001
Project Quality Execution Procedure	EPM-EQ0-PR-000002
PDCA (Plan-Do-Check-Act) Template	EPM-EQ0-TP-000003
Project Quality Absolutes Template	EPM-EQ0-TP-000014
Project Quality Assurance Audit Procedure	EPM-EQA-PR-000001
Audit Schedule Template	EPM-EQA-TP-000001
Audit Notification and Plan Template	EPM-EQA-TP-000002
Site Visit Summary Attendance Sheet Template	EPM-EQA-TP-000003
Quality Assurance Audit Results Summary Template	EPM-EQA-TP-000004
Quality Surveillance Report Template	EPM-EQA-TP-000005
Quality Assurance Audit Status Report Template	EPM-EQA-TP-000006
Quality Assurance Audit Report Template	EPM-EQA-TP-000007
Audit Summary Template	EPM-EQA-TP-000008
Project Quality Assurance Audit and Reporting Process Guideline	EPM-EQA-GL-000001
Project Quality Corrective and Preventative Action Procedure	EPM-EQ0-PR-000003
Corrective Action Notice (CAN) Template	EPM-EQ0-TP-000004



## EXPRO Projects Introduction and Guideline

Title	Document No.
Corrective Action Notice (CAN) Status Report Template	EPM-EQ0-TP-000005

### Volume 13 - Risk Management

Title	Document No.
Introduction to Risk Management	EPM-EM0-GL-000001
Project Risk Management Procedure	EPM-EM0-PR-000001
Project Risk Management Plan Template	EPM-EM0-TP-000002
Project Risk Register Template	EPM-EM0-TP-000001

### Volume 14 - Document Management

Title	Document No.
Introduction to Document Management Guideline	EPM-KR0-GL-000001
Project Document Management Procedure	EPM-KR0-PR-000001
Project Document Control Work Request Template	EPM-KR0-TP-000004
Project Document Transmittal Form Template	EPM-KR0-TP-000005
Project Distribution Matrix Template	EPM-KR0-TP-000006
Project Standard Document Numbering Procedure	EPM-KR0-PR-000002
Project Document Numbering Register Template	EPM-KR0-TP-000008
Project Inter Department Review (IDR) Procedure	EPM-KR0-PR-000003
Project Hard Copy Filing Procedure	EPM-KR0-PR-000004
Project Folder Side Label Template	EPM-KR0-TP-000007
Project Subcontractor Submittal Management Procedure	EPM-KR0-PR-000005
Project Subcontractor Deliverable Schedule (SDS) Template	EPM-KR0-TP-000001
Project Subcontractor Deliverables Schedule (SDS) Procedure	EPM-KR0-PR-000006
Project Subcontractor Deliverable Schedule (SDS) Template	EPM-KR0-TP-000002
Project Subcontractor Deliverable Register (SDR) Template	EPM-KR0-TP-000003
Project Records Retention and Turnover Procedure	EPM-KRR-PR-000001



## EXPRO Projects Introduction and Guideline

Title	Document No.
Project Records Retention & Turnover Matrix Template	EPM-KRR-TP-000001
Project Archive Box Label Template	EPM-KRR-TP-000003
Project Records Retrieval Request Form Template	EPM-KRR-TP-000004
Project Record Destruction Request Form Template	EPM-KRR-TP-000005

### Volume 15 - Sustainability

Title	Document No.
Sustainability Introduction Guideline	EPM-KU0-GL-000002
Sustainability Guideline	EPM-KU0-GL-000001

### Volume 16 - Handover and Closeout

Title	Document No.
Introduction to Project Turnover and Closeout	EPM-KTC-GL-000001
Project Turnover of Facility / Infrastructure Procedure	EPM-KTC-PR-000001
Contractor Project Records Retention & Turnover Matrix Template	EPM-KTC-TP-000001
Project Management Team (PMT) Project Records Retention & Turnover Matrix Template	EPM-KTC-TP-000006
Project Turnover of Spare Parts Procedure	EPM-KTC-PR-000002
Spare Parts Vendors Information Template	EPM-KTC-TP-000002
Spare Parts Tag Numbers Template	EPM-KTC-TP-000003
Spare Parts Record (SPR) Template	EPM-KTC-TP-000004
Project Operations Training Procedure	EPM-KTC-PR-000003
Project Training Program Matrix Template	EPM-KTC-TP-000005
Project Closeout and Site Demobilization Procedure	EPM-KTC-PR-000006