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## **1. INTRODUCTION**

- 1.1 Director's Statement
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## **1. Executive Director's Statement**

I am proud to introduce Alpha Matrix Contracting L.L.C to you, where we are always driven to satisfy the needs of our clients with our commitment to be a world class organization.

We have a history of quality construction spanning more than 2 years and we have the skills, knowledge and experience to guarantee that projects are delivered on time, to budget and to the required quality.

Our four decades of success continues to drive our vision and mission to:

- Build on our reputation and experience for satisfying clients requirements
- Develop long-term relationships with key stakeholders
- Be efficient, lean and dynamic
- Be an employer of choice and help our employees to reach their full potential

My team and I look forward to being given the opportunity to work with you.

Our organization's success will be built by focusing on our client's requirements and by leveraging the synergy with our sister companies within our group that together span all aspects of the construction process

**Executive Director**



## **1.2 Vision, Mission & Values**

**Our Vision :** Building Trust Through Transparency

**Our Mission :** We at Alpha Matrix Contracting LLC, Sincerely believe in “ Doing it Right the first time and every time “ our mission is ultimate client satisfaction and growth, while simultaneously adhering to time schedules and internationally accepted quality standards.

**Partners :** To develop long term relationships with all key stakeholders – Clients, Suppliers, Sub-Contractors and Employees.

**People :** To be an employer of choice and to help employees reach their full potential

**Productivity :** To be an effective, lean and dynamic organization.

**Profit :** To maximize long term returns to shareholders.

### **Our Values :**

- A** -- Accountability
- L** -- Liability
- P** -- Passion in Working
- H** -- Hospitality
- A** -- Accountability
- M** -- Mission
- A** -- Accountability
- T** -- Timely completion
- R** -- Reliability
- I** -- Intelligent
- X** -- x-tra care

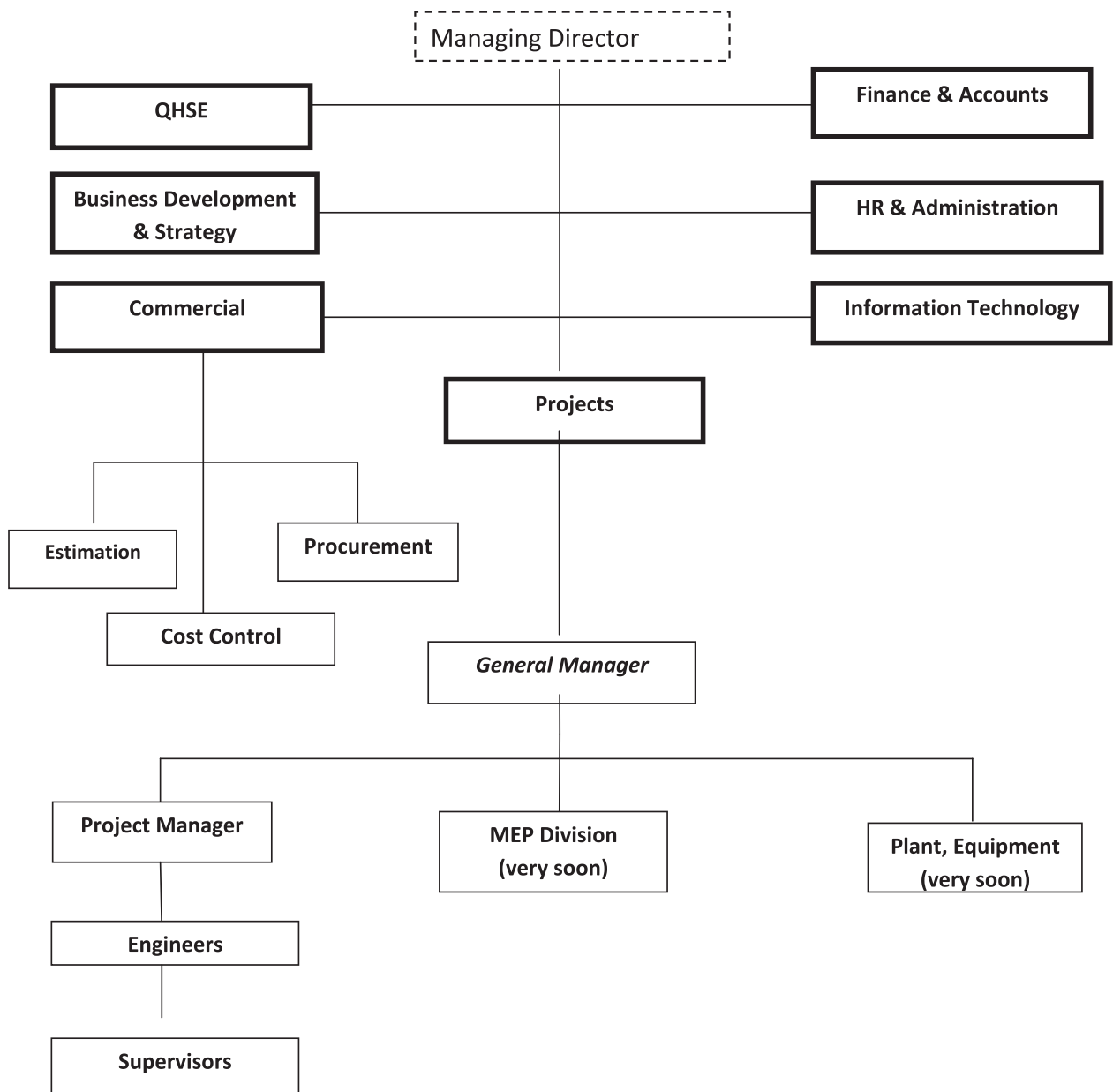


## **3. OUR PEOPLE & ORGANIZATION CHART**

- 3.1 Company Organization Chart
- 3.2 Plants & Equipments
- 3.3 Staff & Manpower



### 3.1 Company Organization Chart





### 3.2 Plant & Equipments

#### Summary of Plant & Equipment

Sl.no	DESCRIPTION	No's
01	Vibrators	5
02	Generators 100 kva	2
03	Bar Bending M/C	2
04	Bar Cutting M/C	2
05	Floor Grinding M/C	1
06	Wood Cutting M/C	2
07	Scaffolding Materials	Lot
08	Jack hammers	3
09	Air Compressor	1
10	Mixer Machine	1
11	Roller Compactor 3T	1
12	Plate Compactors	2

#### Summary of Company Vehicle

<b>S.NO</b>	<b>Type</b>	<b>Total</b>
1	Cars	2
2	SUV	1
3	Pickup 3 Ton	1
4	Pickup 1 Ton	2
5	Light Bus	2



### 3.3 Staff & Manpower

<i>Sr. No.</i>	<i>Designation</i>	<i>No.</i>
	<b>STAFF</b>	
	Project Manager	1
	Project Engineers	2
	supervisor	3
	Accounts	1
	Admin/ HR	1
	<b>Man Power</b>	
1	Chargehand	2
2	Carpenter	12
3	Steel fitters	10
4	Mason	11
5	Electrician	3
6	Plumber	3
7	Drivers	2
8	Operator Bobcat	1
9	General Helper	15
10	Store Asst/Time Office/Office Boy	2
11	Safety	1
	Total	70
	<b>Visas Currently Under Process</b>	<b>80</b>





## **4. SUSTAINABILITY**

- 4.1 Health ,safety& Enviroment
- 4.2 Qality Management



## **4.1 HEALTH ,SAFETY& ENVIROMENT**

Our approach to health, safety and the environment is based on the idea of good communication and good working practices. We believe everyone has a right to return home safely every day.

We understand how our industry affects the community in which we operate and we aim to continuously improve the quality of the built environment for us and for our future generations.

Our underlying philosophy is one of best practice in all areas. Our goals will achieved by :-

- Continual measurement and improvement in all of our activates.
- Complying with relevant legislation and requirements and regularly measuring and checking compliance.
- Minimizing incidents, accidents and emissions by reporting, reviewing, learning and adjustment
- Engaging our supply chain and our subcontractors and setting standards which apply equally to all parties
- Reducing our wastage, our consumption and improving our efficiency
- Minimizing our impact on people and the environments around us
- Establishing long term strategies which result in overall gain
- Providing strong governance and setting aggressive targets and objections
- Communication our strategy at all levels
- Reviewing our policies to see where we can improve and to ensure they evolve with changing conditions within our industry and the world around us.

### **Site Based Health & Safety**

A Health and Safety team, led by a Safety Manager is based on each site and their function is to assist and advise the Senior Management team in meeting their requirements. Ultimately, Health and Safety remains the responsibility of the Project Management Team, specifically the Project Manager.

Examples of the site safety teams' commitments are :-

- Supporting and advising the Site Management Team in all aspects of risk management.
- Providing all new persons to site with a site specific safety induction.
- Reviewing method statements with management and ensuring that new starters receive a suitable method statement briefing before they commence work on-site.
- Regular site safety inspections throughout each day focusing on any safety & environmental related issues.
- Keeping up-to-date records of plant, equipment and any corresponding inspections.
- Regularly reviewing and updating on site traffic management, signage and liaising with Senior Management.



### **Risk Assessment & Method Statement**

Alpha Matrix Contracting Project Team routinely identifies risks and ensures that all residual risks are properly controlled. Any control measures are set within a safe system of work, where each task undertaken will have risk assessment and method statement. All personnel working on specific tasks will be required to read and sign the briefing sheet before any work commences, ensuring they understand the risk involved and the associated safe sequence of work. All sub-contractors are responsible for submitting risk assessments and method statements for their works. Eastern identifies and focuses on those risks that are significant and these include

- Lifting operations
- Work at height
- Excavations & Ground Works
- Temporary works
- Plant operations
- Traffic management
- Use of plant & equipment
- Scaffolding
- Control of hazardous substance

### **Safety Meetings**

Communication of health and safety issues is a key factor to success and regular quarterly management health and safety meetings take place that involving selected and rotated members of site management staff as well as our construction managers. This meeting is chaired by the GM. These meetings discuss best practice, new initiatives, changes to safety legislation and HSE activity. Site safety meetings are conducted two weekly at project level and address how safety, health and environmental issues are being managed at site level i.e.;

- Reviewing any accidents and incidents over the previous period.
- Health, safety and environmental audit results.
- Discussing in detail the current activities being carried out in particular, new work operations due to commence.
- Planned cooperation between departments on site

### **Emergency Preparedness**

Emergency preparedness is included in the construction phase safety plan for each project and includes all major utility company numbers, local police station, local hospitals and civil defense details. Each project is required to conduct an emergency evacuation drill every 6 months to ensure the effectiveness of the plan.



### **Sub-contractor Selection & Monitoring**

All suppliers and sub-Contractors are assessed by the QHSE Department. and, subject to a satisfactory safety history, are granted trading status. Selected sub-contractors attend a 'Pre-Contract' meeting where safety is discussed. The selected sub-contractor attends a 'Pre-Start' meeting prior to starting on-site where more detailed site-specific safety is discussed. Once started on site, every sub-contractor is subject to continuous monthly monitoring of performance. Any future work that the sub-contractors is subject to previous safety performance.

### **Safety Communication**

The Project Team will communicate safety throughout the project. During the construction phase safety is communicated via daily, weekly and monthly safety meetings. Safety is also communicated via Posters and Alerts that are displayed in and around site to keep all site operatives aware of the significant hazards and dangers when not complying with site safety rules and procedures.

### **Public Safety & Security**

A traffic management plan will be considered for all projects taking into account, as a priority, public and worker safety. In order to prevent unauthorized access to the site, all site areas will be protected with secure hoarding which will also incorporate additional security measures i.e. gates managed by trained and competent security staff. Safety training and safety inspections will take place on site i.e.;

- Site safety inductions
- TBTs
- Pre Job briefings
- Task specific safety awareness etc
- First aid
- Scaffolding Inspections
- Fire Appointed persons
- Lifting Operations

A safety reward system will also operate for managers and workers alike, based on performance, set against targets and objectives.

### **Noise / Dust / Heat**

It is envisaged that certain operations will cause higher noise, dust and vibration. Close liaison will be implemented with any affected parties in order to keep disruption to a minimum. Construction methods will be chosen to minimize the extent of noise, dust and vibration, particularly with regard to heavy operations such as excavation etc. Heat will also be a major Hazard, especially within the summer months working in direct sunlight. A heat stress plan will be taught, issuing guidance in relation to prevention and precautions to minimize heat exposure.



### **Traffic Management (On and Off-site)**

Close liaison with the local traffic department, client and consultant will be maintained throughout the project lifecycle, to ensure that any disruption to local traffic routes is kept to a minimum. Traffic management will be managed and coordinated by the project team. A traffic management plan will be implemented and reviewed every 4 weeks. Traffic routes will incorporate physical plant/pedestrian segregation barriers with signage.

### **Progress Meetings**

Regular progress meetings are held at project level between the project team and sub-contractors on-site. These meetings are used to discuss progress, programme and what works are anticipated in order to identify suitable arrangements to manage any associated risks; for example;

- Ensuring risk assessments and safe systems of work are up-to-date,
- Ensuring adequate supervision and management is provided
- Ensuring relevant training is in place

### **Workforce Meetings & Communication**

We are committed to creating a working environment where effective worker consultation on health, safety and environment issues is paramount. We believe that everyone should be valued and all views listened to with respect to creating a safe and healthy working environment. Monthly workforce meetings will be held to ensure the latest health and safety information is passed to workers. We will also ensure that they are up-to-date with works due to start i.e. hazards that may be created or changes that need to be made. The main emphasis of these meetings is not only to pass on information but also to allow any issues to be raised. The most Senior Manager on the site will host the meetings as this enables appropriate authority when issuing courses of action. Site Safety Notice boards are also located in and around the project to communicate health and safety related matters and initiatives.

### **Internal Reviews**

Internal site review meetings are held monthly by the Project Manager and attended by the site senior management team. Health, safety and environmental issues will be placed at the top of the agenda before progress and programme, this, we believe emphasizes the importance that Senior Management place on health, safety and environmental issues.

### **Welfare & Inductions**

All personnel-attending, sites attend a site induction prior to work. The project site will have suitable and sufficient welfare facilities in place prior to works commencing. These inductions will be recorded and a sticker issued to the individual (for hard hat) confirming the same.

Construction Environmental Management Plan (CEMP)

Alpha matrix contracting understands that the principles of sustainable practice are to be adhered to during the construction process. We will adopt a proactive approach to environmental protection for the project and apply sustainable practices during its construction delivery. Alpha Matrix Contracting recognizes the specific Environmental and Sustainability (E&S) requirements to be implemental during project.



## **4.2 QUALITY MANAGEMENT**

Alpha Matrix Contracting implements an Integrated Management System that provides all the controls, processes, guidance and control records for managing the project activities of Alpha Matrix Contracting and Alpha Matrix Contracting subcontractors.

The Alpha Matrix Contracting managements system has continuous improvements at the heart as such the system is consistently updated to meet changing business, legislative quality and sustainability requirements.

Each project follows a prescribed format to ensure that the key quality control and measures are in place, are well understood and are formally communicated to the project team.

The key stages are summarized below:-

### Project Objectives and KPI's

These are established at the outset of the project and will form the basis against which the quality management system will be reported and measured. These include

- Inspections pass rates
- Non-Conformance and corrective action
- Training and induction
- Defect management
- Audit performance and feedback

### **Project Quality Plan (PQP)**

A Project Quality Plan is developed specifically for each project and will be submitted prior to commencement of the first construction activity and will be updated as required. Alpha Matrix Contracting will call and chair meetings to ensure approval of the plan with the Employers Representative's. The PQP will contain the relevant extracts from the Alpha Matrix Contracting Quality Management System and will be enhanced to include any project specific protocols which will need to be developed for the project.

### **Initial Project Quality Team Meeting**

An initial meeting will be held to ensure the project team understands the technical issues that affect the quality of the finished product. This meeting will be attended by key parties within the project.

### **Risk Assessment of Key Trade Packages**

A risk focused approach is taken to the achievement of Quality. At the initial Quality team meeting and throughout the project, assessments are made of high risk packages and the technical issues associated with each. For these high risk activities, and as related to the product, specific KPI's will be prepared and measured.



## **Supply Chain**

One of the keys to the success of the project is the selection and approval of the supply chain.

Alpha Matrix Contracting undertakes a rigorous process which ensures that only suppliers and subcontractors with proven capability and relevant experience are selected for tender. Quality requirements are included routinely within all subcontractors/supplier subcontracts. Subcontractors will be required to submit their own quality control measures for approval by Alpha Matrix Contracting and these will be checked to ensure they support the overall PQP. Alpha Matrix Contracting will supplement or impose further controls on Alpha Matrix Contracting Subcontractors where considered necessary.

## **Mock Ups and Benchmarks**

The standards to be met will need to be defined and clearly stated so that objective inspection, measurement and test can be made.

A series of mock ups and benchmarks will be agreed and will form the basis of acceptance of the works

Mocks-ups are used to :

- Verify initial selections, samples and aesthetics
- Act as a learning tool to production
- Communicate quality requirements to all site personnel.

Benchmarks are used to:

- Confirm quality standards at the start of production on site;
- Act as an example against which production quality is judged.

## **Maintaining Quality**

Once a standard has been set and agreed, the AMC management team ensures it is maintained. The is achieved by 100% inspection of the 'first-off' items. If standards are consistently being met, then a review will be carried out and a decision made to reduce the level of inspection. If standards are not being met, then inspection levels will be maintained until management, supervision and tradesmen fully understand the standards required.

No work will be offered to the Employers Representative for acceptance until AMC is confident that it has been reviewed by AMC for compliance with the specification. Work will not be covered up without the written approval of the Employers Representative. At all stages the client's representative will be given access to carry out independent checks to ensure that quality systems are being implemented.

## **Method Statements & Inspection & Test Plans**

All work will be carried out in accordance with an approved method statement and inspection and test plans (ITP'S)

Inspection activities will take place on and/ or off site, as appropriate. The above principles apply to work carried out either by in-house operatives or Subcontractors/Suppliers.



### **Materials & Testing**

The status of all materials to be incorporated in the works will be known. All materials to be used will be submitted for approval.

General testing of concrete on site for workability and temperature will be carried out by AMC at the site location. Other tests regarding concrete, soil and other materials will be carried out within a laboratory.

Any testing by an external laboratory or agency will be subject to approval of the organization and for the type of test to be carried out. A schedule of tests will be maintained and updated routinely detailing the number and frequency of testing, the type of test, responsible parties and specification / standards to be met.

All test results will be to a standard format, will be fully certified with all relevant details and will be submitted to Employers Representative on a regular basis.

### **Training & Communication**

All persons delegated authority to test and check works (including subcontractors) are required to be competent to carry out the task.

Quality communication will occur at all levels throughout the organization. At the simplest level this will be published in pictorial form, with examples showing good and bad practice and these are translated into appropriate languages to ensure it is readily understood.

Quality Toolbox Talks are given routinely for the tasks which are ongoing on site at the time.

At the higher level quality KPI's will be routinely tracked and monitored to engender a culture of continuous check and improvement. Quality alerts are routinely issued for general information and in response to specific identified within the AMC organization.

### **Non Conformances**

There will be occurrences where items do not meet the specified standard and in these cases these will be documented under a non-conformance report. These may be generated at any level by the Client, Alpha Matrix Contracting, or by Subcontractors.

Each non-conformance is addressed immediately, classified according to its importance and analyzed to identify the root cause of the non-conformance. Correction and corrective action shall be identified to correct and prevent the re-occurrence of the problem and the necessary action implemented without further delay. Target times are set for closure of each.

In the case the correction or corrective action cannot be taken immediately, any non-conforming work will be clearly identified to prevent further work being carried out on this element. Non-conforming materials will be either be removed from the site or marked appropriately.

NCR's are discussed and reviewed in the weekly meetings held internally and with subcontractors and are routinely reported in weekly and monthly reports.





### **Audit**

A full programme of audit of project activities will be carried to an agreed audit schedule which is based upon risk and the greatest opportunity for improvement.

The purpose of an audit is to check compliance to the implemented system and to identify areas of improvement. The audit procedure will apply to every element of the QMS / IMS and work carried out by our Subcontractors for all phases of construction up to delivery of the final product.

Access will be made to allow the employers representative to conduct any audits requested of the management system. AMC believes in a proactive in resolving any findings or opportunities for improvement which will have been identified during the audit process.

### **Reports & Meetings**

Formal reporting on quality issues against specific objectives and KPI's will be carried out weekly and summarized monthly.

Quality meetings are held internally and with all Subcontractors to address issues raised during construction and summarized at monthly meetings held with the Client's Representatives.

### **Handover**

The project handover is a critical element of work, which must be considered from the outset and an agreed in place well before actual handover are due to commence. The process will include;

- Final snagging
- Closing outstanding issues
- O&M's, records and documentation required
- Liaison responsibility with statutory authorities
- Client training and formal handover



## **5. PROJECTS LIST & PHOTOGRAPHS**

### 5.1 General Manager Previous Work Experience



## Projects & Photographs

Our reputations for top quality construction has been built over the years, a list of successful completed / ongoing projects in Dubai, are given below and proves our track record for success.

Description Of Job	Name Of Client	Consultant	Project- Amount AED	Remarks
G+1 Villa with Service Block& Compound Wall	Mr. Sultan Mohd. Obaid Al Tawila	My Vision Engineering	3.50 Millions	
G+1 Villa with Majlis Block, Service Block& Compound Wall	HamadSaif Al Mansouri	Islamic Architects	4.60 Millions	
G+1 Villa and Service Block	Ahmed HasanSalehHasanMahboub	My Vision Engineering	3.15 Millions	
G+1+Roof floor Villa,Majlis Block , Service Block & Compound Wall	Mr. Faraj Ali Bin Hamoodah	Islamic Architects	5.5 Millions	
G+1 Villa,,Service Block& Compound Wall	Ahmed HasanSalehHasanMahboub	Islamic Architects	3.055 Millions	
G+1 Villa, Service Block& Compound Wall	Rashid ObaidMohd. Al Tawila	Ramesh Associates	2.567 Millions	
G+1 ,7 Nos . Villas at Jumaira park	Ms. Alia Abdul Rehaman Merdas	Orchid Engineering Consultants	2.175 million /Each	

## Jobs in hand

Description Of Job	Name Of Client	Consultant	Project- Amount AED	Remarks
G+1 Luxury villa @Palm Jumeirah	Mr. Moeen Nawaz	Chawla	3.50 Millions	
G+2 Town Houses (18 Nos) @ jumeirah village circle	Mr. Fourqan Peerani	Emsquare	18.5 Millions	
G+1 Luxury villa @ Jumeirah Village Triangle	Mr. Patrick Perera	Orchid	2.5 Millions	



G+1 Villa for Mr. Ahamed Hassan Mahboub-Exterior view



B+G Majlis Block for Mr. Faraj Ali Bin Hamoodah-Exterior view



G+1 Villa for Mr.Sultan Mohd Obaid Al Tawila-Exterior view



Majlis Block for Mr.Hamad Saif Al Mansouri-Exterior view



G+1 Villa for Mr. Faraj Ali Bin Hamoodah- Exterior view



G+1 Villa for Mr. Faraj Ali Bin Hamoodah- Interior view



G+1R Villa for Mr. Hassan Ibrahim-Exterior View



G+1 Villa for Mr. Faraj Ali Bin Hamoodah- Interior view



## **6. APPENDICES**

- 6.1 Trade Licenses
- 6.2 Company Directory