

Issue/Revision Number: 01/00

Date of issue: 00/00/2000

Here is where
the logo goes
Company or
office

Document register
Integrated management
system

MANUAL			
Integrated Management System Manual		Code XXXX-IMS-MANUAL	
Procedures			
NO	Procedure	Code	Forms
1	Context management procedure, understanding the parties involved, and defining the scope	XXXX -IMS-P01	XXXX -IMS-F01 XXXX -IMS-F02 XXXX -IMS-F03 XXXX -IMS-F04
2	Leadership, commitment, and distribution of roles and responsibilities	XXXX -IMS-P02	XXXX -IMS-F05 XXXX -IMS-F06 XXXX -IMS-F07 XXXX -IMS-F08 XXXX -IMS-F09
3	Risk and Opportunity Identification Procedure	XXXX -IMS-P03	XXXX -IMS-F10 XXXX -IMS-F11 XXXX -IMS-F12
4	Procedure for identifying environmental aspects and assessing occupational risks	XXXX -IMS-P04	XXXX -IMS-F13 XXXX -IMS-F14 XXXX -IMS-F15 XXXX -IMS-F16
5-	Setting goals and developing plans to achieve them	XXXX -IMS-P05	XXXX -IMS-F17 XXXX -IMS-F18 XXXX -IMS-F19
6	Planning for changes	XXXX -IMS-P06	XXXX -IMS-F20 XXXX -IMS-F21
7	Human resource management procedure	XXXX -IMS-P07	XXXX -IMS-F22 XXXX -IMS-F23 XXXX -IMS-F24 XXXX -IMS-F25 XXXX -IMS-F26
8	Training, qualification, and awareness-raising measures	XXXX -IMS-P08	XXXX -IMS-F27 XXXX -IMS-F28 XXXX -IMS-F29

Issue/Revision Number: 01/00

Date of issue: 00/00/2000

Here is where
the logo goes
Company or
office

Document register
Integrated management
system

			XXXX -IMS-F30 XXXX -IMS-F31
9	Document and Information Management Procedure	XXXX -IMS-P09	XXXX -IMS-F32 XXXX -IMS-F33 XXXX -IMS-F34 XXXX -IMS-F35 XXXX -IMS-F36
10	Infrastructure and Equipment Management Procedure	XXXX -IMS-P10	XXXX -IMS-F37 XXXX -IMS-F38 XXXX -IMS-F39 XXXX -IMS-F40
11	Procurement and Services Management Procedure	XXXX -IMS-P11	XXXX -IMS-F41 XXXX -IMS-F42 XXXX -IMS-F43 XXXX -IMS-F44 XXXX -IMS-F45
12	Internal and External Communications Management Procedure	XXXX -IMS-P12	XXXX -IMS-F46 XXXX -IMS-F47 XXXX -IMS-F48 XXXX -IMS-F49
13	Operations and Engineering Project Management	XXXX -IMS-P13	XXXX -IMS-F50 XXXX -IMS-F51 XXXX -IMS-F52 XXXX -IMS-F53 XXXX -IMS-F54
14	Contract Management Procedure	XXXX -IMS-P14	XXXX -IMS-F55 XXXX -IMS-F56 XXXX -IMS-F57 XXXX -IMS-F58 XXXX -IMS-F59
15	Adjustment and review of plans	XXXX -IMS-P15	XXXX -IMS-F60 XXXX -IMS-F61 XXXX -IMS-F62 XXXX -IMS-F63
16	Quality follow-up procedure	XXXX -IMS-P16	XXXX -IMS-F64 XXXX -IMS-F65 XXXX -IMS-F66

Issue/Revision Number: 01/00

Date of issue: 00/00/2000

Here is where
the logo goes
Company or
office

Document register

Integrated management system

			XXXX -IMS-F67 XXXX -IMS-F68
17	Environmental monitoring procedure	XXXX -IMS-P17	XXXX -IMS-F69 XXXX -IMS-F70 XXXX -IMS-F71 XXXX -IMS-F72
18	Health and Safety Management Procedure for Projects	XXXX -IMS-P18	XXXX -IMS-F73 XXXX -IMS-F74 XXXX -IMS-F75 XXXX -IMS-F76 XXXX -IMS-F77
19	Operational Change Management Procedure	XXXX -IMS-P19	XXXX -IMS-F78 XXXX -IMS-F79 XXXX -IMS-F80 XXXX -IMS-F81
20	Operational Emergency Management Procedure	XXXX -IMS-P20	XXXX -IMS-F82 XXXX -IMS-F83 XXXX -IMS-F84 XXXX -IMS-F85
21	Contractor and Supplier Management Procedure	XXXX -IMS-P21	XXXX -IMS-F86 XXXX -IMS-F87 XXXX -IMS-F88 XXXX -IMS-F89
22	Adjustment of services provided to customers	XXXX -IMS-P22	XXXX -IMS-F90 XXXX -IMS-F91 XXXX -IMS-F92 XXXX -IMS-F93
23	Monitoring, measurement, and data analysis	XXXX -IMS-P23	XXXX -IMS-F94 XXXX -IMS-F95 XXXX -IMS-F96 XXXX -IMS-F97
24	Internal audit procedure	XXXX -IMS-P24	XXXX -IMS-F98 XXXX -IMS-F99 XXXX -IMS-F100 XXXX -IMS-F101
25	Management review procedure	XXXX -IMS-P25	XXXX -IMS-F102 XXXX -IMS-F103 XXXX -IMS-F104 XXXX -IMS-F105
26	Customer satisfaction measurement procedure	XXXX -IMS-P26	XXXX -IMS-F106 XXXX -IMS-F107

Issue/Revision Number: 01/00

Date of issue: 00/00/2000

Here is where
the logo goes
Company or
office

Document register
Integrated management
system

			XXXX -IMS-F108 XXXX -IMS-F109
27	Nonconformance Management and Corrective Action Procedure	XXXX -IMS-P27	XXXX -IMS-F110 XXXX -IMS-F111 XXXX -IMS-F112 XXXX -IMS-F113
28	Continuous improvement and lessons learned	XXXX -IMS-P28	XXXX -IMS-F114 XXXX -IMS-F115 XXXX -IMS-F116 XXXX -IMS-F117
29	Knowledge Sharing and Lessons Learned Procedure	XXXX -IMS-P29	XXXX -IMS-F118 XXXX -IMS-F119 XXXX -IMS-F120 XXXX -IMS-F121

Policies

NO	Policy	Code
1	General Policy for the Integrated Management System	XXXX -IMS-PL00
2	Organization Context Policy	XXXX -IMS-PL04
3	Leadership Policy	XXXX -IMS-PL05
4	Planning Policy	XXXX -IMS-PL06
5	Support Policy	XXXX -IMS-PL07
6	Operating Policy	XXXX -IMS-PL08
7	Performance Evaluation Policy	XXXX -IMS-PL09
8	Continuous Improvement Policy	XXXX -IMS-PL10

Issue/Revision Number: 01/00

Date of issue: 00/00/2000

Here is where
the logo goes
Company or
office

Engineering Risk Register

XXXX-IMS-F52

First: Project Data

Item	Details	Illustrative example
Project name		Water Desalination Plant Construction Project
Project		PRJ-2025-010
Client/Owner		General Authority for Water
Project Manager		Eng. Ali Al-Harbi
Location		Jeddah - West Coast Region
Project Start Date		00/00
Expected completion date		00

Second: Risk Register

Date of registration	Detailed description of risk	Cause	Probability of occurrence (1-5)	Severity of Impact (1-5)	Risk score (LxC)	Risk level	Mitigation measures	Responsible	Closure date
00	Delay in the supply of essential materials for the project	Poor supply chain management	4	4	16	High	Prepare an alternative supply plan with backup suppliers	Procurement Department	—
00	Potential safety	Weak worker compliance	3	5	15	High	Additional training for	Safety Department	—

Release/Revision: 0/1

Date of issue: 00/00/2000

Date of review:

Retention period: Until updated

Number of pages: 2

XXXX-IMS-F52

Issue/Revision Number: 01/00

Date of issue: 00/00/2000

Here is where
the logo goes
Company or
office

Engineering Risk Register

XXXX-IMS-F52

	incidents due to cranes on site	with safety procedures					workers and increased field supervision		
00	Technical problems with control systems	System design errors	2	4	8	Average	Design review by an independent consultant prior to implementation	Engineering team	—

Third: Risk analysis and recommendations

- Enhance communication with suppliers and include a time commitment clause in contracts.
- Develop a safety contingency plan that includes field simulations of accidents.
- Update the risk management plan every two weeks based on developments at the site.

Fourth: Review and Approval

Preparation	Review	Approval
Name:	Name:	Name:
Position: Project Manager	Position: Risk Management Director	Position: General Manager
Signature:	Signature:	Signature:

Release/Revision: 0/1

Date of issue: 00/00/2000

Date of review:

Retention period: Until updated

Number of pages: 2

XXXX-IMS-F52



Operational procedures and engineering project management



Issue/Revision Number:

01/00

Date of issue: 00/00/2000

Here is where
the logo goes
Company or
office

Operations and
Engineering Project
Management

XXXX-IMS-P13

Approvals

Prepared by:	Review by:	Approved by:
Consulting firm	Quality Manager	General Manager
Name:	Name:	Name:
Signature:	Signature:	Signature:

Statement of amendments

NO	Statement of amendments	Date of Amendment	Page number
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Distribution List

NO	Administration	Responsible	Number of copies
1.	Senior Management	General Manager	1
2.	Management Representative	Integrated System Officer	1
3.	All Departments	Department managers	As needed
4.			

Release/Revision: 0/1

Date of issue: 00/00/2000

Date of modification:

Retention period: Until
updated

Number of pages: 7

XXXX-IMS-P13

Issue/Revision Number:

01/00

Date of issue: 00/00/2000

Here is where
the logo goes
Company or
office

Operations and
Engineering Project
Management

XXXX-IMS-P13

1- Purpose:

This procedure aims to establish an integrated methodology for the efficient and effective management and operation of engineering projects, ensuring:

- Compliance with contract requirements, technical specifications, and the approved schedule.
- The application of best practices in project management in accordance with quality (ISO 9001:2015), occupational health and safety (ISO 45001:2018), and environmental (ISO 14001:2015) systems.
- Enhancing coordination between technical and operational departments to achieve the organization's strategic objectives.
- Support continuous improvement in all phases of the project, from planning to final delivery.

2- Scope:

This procedure applies to all engineering projects managed by the organization, including:

- Internal projects related to infrastructure development or internal operations.
- External projects carried out for owners or clients.
- Operational projects related to routine maintenance or operational modifications.

3- Responsibilities:

Role	Responsibilities
Senior Management	Approve operational plans, review progress reports, and ensure that the necessary resources are available.
Engineering Operations Manager	Oversee the planning, implementation, and monitoring of projects and ensure compliance with approved regulations.
Project Managers	Manage day-to-day project operations, coordinate resources, and ensure quality, time, and cost compliance.
Engineering and Technical Team	Execute technical work according to approved plans and specifications.
Quality Department	Monitoring the application of quality standards and preparing internal audit reports for projects.
Environment and Safety Department	Monitoring compliance with safety requirements and environmental aspects throughout the project life cycle.
Procurement Department	Providing materials and equipment according to the agreed project schedule.

Release/Revision: 0/1

Date of issue: 00/00/2000

Date of modification:

Retention period: Until
updated

Number of pages: 7

XXXX-IMS-P13

Issue/Revision Number:

01/00

Date of issue: 00/00/2000

Here is where
the logo goes
Company or
office

Operations and Engineering Project Management

XXXX-IMS-P13

4- Definitions:

Term	Definition
Engineering project	A set of activities organized to achieve a specific goal within an agreed time frame, budget, and quality standards.
Project Management Plan (PMP)	A detailed document that includes scope, resources, schedule, budget, quality plans, and risks.
WBS (Work Breakdown Structure)	A work breakdown structure that divides the project into small, manageable, and trackable components.
Progress Reports	Periodic reports showing the level of completion compared to the approved plan.

5- Tools and templates:

NO	Template name	Code	Retention period	Storage location
1	Project Management Plan Template	XXXX-IMS-F50	5 years	Project Management System
2	Work Progress Tracking Log	XXXX-IMS-F51	5 years	Project Management System
3	Engineering Risk Log	XXXX-IMS-F52	5 years	Risk Management
4	Technical Meeting Log	XXXX-IMS-F53	5 years	Engineering Archive
5	Project Completion Report	XXXX-IMS-F54	10 years	Central Archive

6- Procedure Steps:

NO	Step	Responsible for implementation	Form used	Responsibility for updating
1	Receive and analyze the project request or contract to determine the scope of work and objectives.	Operations Management Director	—	Director of Operations Management
2	Form a project team and appoint a project manager responsible for planning and implementation.	Senior Management	—	Senior Management

Release/Revision: 0/1

Date of issue: 00/00/2000

Date of modification:

Retention period: Until updated

Number of pages: 7

XXXX-IMS-P13

Issue/Revision Number:

01/00

Date of issue: 00/00/2000

Here is where
the logo goes
Company or
office

**Operations and
Engineering Project
Management**

XXXX-IMS-P13

3	Prepare a project management plan (PMP) including scope, schedule, resources, budget, and risk plan.	Project Manager	XXXX-IMS-F50	Project Manager
4	Obtain approval of the project management plan from senior management before beginning implementation.	Senior Management	XXXX-IMS-F50	Senior Management
5	Execute work according to approved technical plans and schedules.	Engineering Team	XXXX-IMS-F51	Project Manager
6	Monitor work progress and document achievements in the follow-up log.	Project Manager	XXXX-IMS-F51	Project Manager
7	Hold regular meetings to review performance, discuss challenges, and update technical records.	Project Manager	XXXX-IMS-F53	Project Manager
8	Monitoring compliance with quality, safety, and environmental standards throughout all stages of the project.	Quality Department + Safety and Environment Department	XXXX-IMS-F52	Quality Department
9	Submit performance reports to senior management on a regular basis to review the level of achievement.	Project Manager	XXXX-IMS-F51	Project Manager
10	Address any deviations or changes in the scope or plan of the project in coordination with senior management.	Project Manager	XXXX-IMS-F52	Project Manager
11	Prepare a documented project completion report detailing the results and lessons learned.	Project Manager	XXXX-IMS-F54	Project Manager

Release/Revision: 0/1

Date of issue: 00/00/2000

Date of modification:

Retention period: Until updated

Number of pages: 7

XXXX-IMS-P13

Issue/Revision Number:

01/00

Date of issue: 00/00/2000

Here is where
the logo goes
Company or
office

Operations and
Engineering Project
Management

XXXX-IMS-P13

12	Get the completion report approved by senior management and officially close the project.	Senior Management	XXXX-IMS-F54	Senior Management
----	---	-------------------	--------------	-------------------

7- Risk Management:

Risk	Cause	LxC	Level	Preventive measure
Delayed supply of materials and equipment	Poor planning or supplier issues	4×4=16	High	Prepare an alternative procurement plan and work with reliable suppliers.
Design or blueprint errors	Poor review or lack of technical scrutiny	3×4=12	Medium	Implement thorough technical reviews prior to implementation.
Safety incidents during implementation	Failure to comply with safety procedures	5×3=15	High	Intensify training, field monitoring, and emergency procedures.
Exceeding the approved budget	Weak cost control	3×3=9	Average	Periodic financial review and effective budget management.

8- Performance indicators:

Indicator	Measurement method	Target	Frequency
Percentage of projects completed within schedule	Work progress reports	≥ 90%	Monthly

Release/Revision: 0/1

Date of issue: 00/00/2000

Date of modification:

Retention period: Until updated

Number of pages: 7

XXXX-IMS-P13

Issue/Revision Number:

01/00

Date of issue: 00/00/2000

Here is where
the logo goes
Company or
office

**Operations and
Engineering Project
Management**

XXXX-IMS-P13

Percentage of projects adhering to approved budget	Comparative financial reports	≥ 95%	Quarterly
Customer satisfaction rate	Customer satisfaction surveys	≥ 95%	Upon delivery
Number of incidents recorded in projects	Health and safety reports	0	Monthly

9 References

- **ISO 9001:2015 Quality Management Systems.**
- **ISO 14001:2015 Environmental Management Systems.**
- **ISO 45001:2018 Occupational Health and Safety Management Systems.**
- **PMBOK® Guide – Project Management Institute (PMI)**
- **Policies and procedures approved within the company's integrated management system.**

Release/Revision: 0/1	Date of issue: 00/00/2000	Date of modification:	Retention period: Until updated	Number of pages: 7	XXXX-IMS-P13
-----------------------	---------------------------	-----------------------	---------------------------------	--------------------	--------------