

ELHAM Construction & Material Supply Co.

Complete Company Document Control Structure

00_CORPORATE_MASTER

00.01_Company_Registration

- Business License
- Ministry Registrations
- Chamber of Commerce
- Tax Registration (TIN)
- Shareholder Documents
- Articles of Incorporation
- Company Profile
- Company Seal & Logo
- Official Letterheads

00.02_Legal_&_Compliance

- Contracts
- MoUs
- NDAs
- Legal Opinions
- Court Documents
- Insurance Policies
- Compliance Certificates
- Arbitration Documents

00.03_Tax_&_E-Filing

- ARD E-Filing Credentials
- Tax Clearance Certificates
- VAT Documents
- Withholding Tax
- Monthly Tax Reports
- Annual Tax Reports
- Payment Receipts
- Tax Correspondence

00.04_Banking_&_Finance

- Bank Accounts
 - Cheque Books
 - Swift Records
 - LC Documents
 - Financial Statements
 - Audit Reports
 - Cash Flow Reports
 - Budget Plans
 - Expense Reports
 - Payroll
 - Petty Cash
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01_HR_&_ADMINISTRATION

01.01_Employees

- Employee Files
- National IDs
- Contracts
- CVs
- Certificates
- Performance Reviews
- Attendance
- Leave Records

01.02_Recruitment

- Job Announcements
- Interview Records
- Candidate CVs
- Hiring Approvals

01.03_Administration

- Office Inventory
 - Asset Register
 - Vehicle Documents
 - Fuel Logs
 - Office Maintenance
 - Visitor Logs
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02_ENGINEERING_&_TECHNICAL_LIBRARY

02.01_Civil_Engineering

- Structural Design
- Concrete Design
- Foundation Design
- Road Design
- Drainage
- Survey
- Geotechnical

02.02_Electrical_Engineering

- Power Systems
- Solar PV
- Earthing & Grounding
- Protection Systems
- SCADA
- MV/LV Systems
- Transformer Design

02.03_Mechanical_Engineering

- HVAC
- Pump Systems
- Piping
- Fire Fighting

02.04_Standards_&_Codes

- IEC
- IEEE
- NEC
- ACI
- ASTM
- Eurocode
- ISO

02.05_Engineering_Books

- PDF Library
- University Books
- Training Manuals
- Handbooks

02.06_Engineering_Software

- AutoCAD
 - Civil 3D
 - ETAP
 - PVsyst
 - MATLAB
 - Revit
 - Primavera
 - MS Project
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03_PROJECTS

03.01_Active_Projects

Project Structure Template

- 01_Contract
- 02_Correspondence
- 03_Design
- 04_Drawings
- 05_Submittals
- 06_Procurement
- 07_Construction
- 08_QA_QC
- 09_HSE
- 10_Reports
- 11_Meetings
- 12_Photos
- 13_AsBuilt
- 14_Commissioning
- 15_Closeout

03.02_Completed_Projects

- Archived Projects
- Lessons Learned
- Final Reports

03.03_Reference_Projects

- Sample Designs
- Sample Contracts
- Sample BOQs

- Benchmark Projects
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04 PROCUREMENT & SUPPLY CHAIN

04.01_Suppliers

- Supplier Profiles
- Supplier Evaluations
- Supplier Contracts
- Certifications

04.02_RFQ_&_Tendering

- RFQs
- Tender Documents
- Comparative Analysis
- Technical Evaluation
- Commercial Evaluation

04.03_Purchase_Orders

- Approved POs
- Delivery Notes
- Invoices
- Tracking

04.04_Logistics

- Shipping Documents
- Customs Clearance
- Packing Lists
- Bills of Lading
- Transportation Records

04.05_Warehouse

- Inventory Logs
 - Material Receiving
 - Material Issuing
 - Stock Reports
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05_CONTRACTS_&_COMMERCIAL

05.01_Client_Contracts

05.02_Subcontractor_Contracts

05.03_Supplier_Contracts

05.04_Claims_&_Variations

05.05_Payment_Certificates

05.06_Bonds_&_Guarantees

- Performance Bonds
 - Advance Guarantees
 - Insurance Bonds
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06_QA_QC

06.01_Inspection_&_Test_Plans

06.02_Method_Statements

06.03_Checklists

06.04_Test_Reports

06.05_NCR

06.06_Material_Approvals

06.07_Calibration_Certificates

07_HSE

07.01_HSE_Plans

07.02_Risk_Assessments

07.03_Incident_Reports

07.04_Safety_Trainings

07.05_PPE_Records

07.06_Environmental_Reports

08_MARKETING_&_BUSINESS_DEVELOPMENT

08.01_Company_Profile

08.02_Presentations

08.03_Client_Database

08.04_Proposals

08.05_Advertising

08.06_Social_Media

09_IT_&_DIGITAL_SYSTEMS

09.01_Website

09.02_Domains_&_Hosting

09.03_Email_System

09.04_Backups

09.05_Cybersecurity

09.06_AI_&_Automation

10_ARCHIVE

10.01_Old_Projects

10.02_Expired_Contracts

10.03_Archived_Financials

10.04_Archived_Correspondence

Recommended Master Rules

1. Every file should have:
2. Date
3. Revision
4. Discipline
5. Status
6. Responsible Person
7. Use Standard Naming: Example: ELHAM-CIV-DRW-001-REV0.pdf
8. Separate:

9. Active Files

10. Approved Files

11. Superseded Files

12. Archive Files

13. Weekly Backup:

14. External HDD

15. Cloud Backup

16. Local NAS Storage

17. Recommended Main Platforms:

18. Google Drive

19. OneDrive

20. Synology NAS

21. SharePoint

Suggested Future Expansion

- ERP System
- Digital Document Control
- Barcode Warehouse System
- AI Search Engine
- EPC Dashboard
- KPI Monitoring System
- Procurement Automation
- Engineering Knowledge Base