

Schools for Knowledge Economy Project (SKEP)

Phase III- Package 1 & Package 2

Medanat and Contractor Site Staff Training

Location: Online Meeting

Time: 10:00 a.m. to 12:00 a.m.

Date: Saturday, March 12, 2022

Training Directors

Home Office Support:

1. Suhair Amarin- Project Director/Head of Design Department

SKEP III Staff:

1. Natheer Amarin- Project Manager
2. Sawsan Al-Yousef- RE/Package 2
3. Mahmoud Mughannam- RE/Package 1

Site Engineers

Medanat Staff:

4. Alaa Eleimat
5. Yousef Omar
6. Qais Lataifeh
7. Saddam Al-Bqaen
8. Taher Al Ribie
9. Ammar Gharaibeh

Contractor Staff:

10. Tharwa Malkawi
11. Anas Shdefat
12. Abdullah Al Husban

Fresh Graduates Engineers:

1. Ghaith Otoum
2. Wesam Ankir
3. Maram Abu Awad
4. Areen Khreisat
5. Khalid Al-Jahaleen
6. Sarah Al Ali
7. Aya Al Abed.
8. Dema Dababseh.
9. Abdullah Al Dabbas
10. Ghassan Ajjori
11. Ayman Ayasrah

Purpose of Site Staff Training

Training programs focusing on one or more of the following topics:

1. Health, Safety and Environment.
2. Production of visual documentation through videos and photography.
3. Advanced Materials for Construction and Repair of Concrete.
4. Construction Quality on Site.
5. Construction Supervision Skills.
6. Architectural Works.
7. Electrical Works.
8. Mechanical Works.
9. Issues Related to Work Shop Drawings, As Built Drawings, Approvals and Similar.
10. Utilities and Infrastructure.
11. Municipalities Regulations.
12. Construction Ethics.

March 12, 2022 Training Material

Documentation in Construction (Planning Ahead):

1. Documentation is easily defined as the best tracking practice of every single detail related directly to everything revolving around construction's projects. Thus it should be considered, prepared, and made into a bullet-proof plan before projects are started.
2. Preparing beforehand is considered every party's safety net, since it preserves rights, duties, and also help in tracking and solving issues that may emerge important during the project period or even later in time.
3. It is really helpful to document project progress in a chronological way, including minutes of meeting, on-site reports (photographs, videos, weather conditions and progress reports), requests for information and responses, schedule updates and applications and certifications for contractor payments.
4. According to the above, we should implement a user-friendly document management system and ensure it is executed the correct way, and that's by reading and understanding the contract and specifications of the project before starting. This will give a clear idea about what to track, where and when, and with time a whole data base of work done and still under construction can be referred to any time, which will facilitate other important issues as well, such as payments, managing materials, and best way to execute designs and shop drawings.