

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, January 15, 2022

Training Directors

Home Office Support:

1. Manar Bani Amer- Administrative Assistant

SKEP III Staff:

1. Ameera Al-Rawashdeh- Administrative Assistant
2. Yanal Abu Zieneh- Administrative Assistant

Site Engineers

Medanat Staff:

1. Alaa Eleimat
2. Yousef Omar
3. Qais Lataifeh
4. Saddam Al-Bqeen
5. Taher Al Ribie
6. Ammar Gharaibeh

Contractor Staff:

7. Tharwa Malkawi
8. Anas Shdefat
9. 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. Electrical Works.
7. Mechanical Works.
8. Issues Related to Work Shop Drawings, As Built Drawings, Approvals and Similar.
9. Utilities and Infrastructure.
10. Municipalities Regulations.
11. Construction Ethics.

January 15, 2022 Training Material

Administrative training session:

- 1- Filing letters by site engineers and fresh graduate engineers:
 - A description was given to site engineers and fresh graduates regarding the approved way of filing letters directly received from the main office, and how they should follow a certain sequence, put in separate files and arranged according to the subject of the letter.
- 2- Fresh graduates should participate in following the process of answering letters at their sites, by reminding both site senior engineers and packages' managers of the letters still pending to make sure they are answered within the period specified in the contract.
- 3- We stressed on certain issues concerning NCRs (Quality/ Health Safety and Environment Non-Conformance Reports), and explained how they fall under certain engineers' responsibility in accordance with their specialty.
- 4- Speaking of RFIs (Request for Information), we pointed out that our site engineers and fresh graduates alike should pay attention to the sequence of the RFIs submitted directly by the Contractor, their reference number and the name of the school, since we are keen to avoid repetition in reference numbers and the relation between the context and the school mentioned in the RFI form.
- 5- Regarding photos taken at the sites, we reminded everyone to make sure they cover all works done on daily basis, and to pay more attention when receiving guests, (examples: Covering safety procedures each visitor must go through, following the course of the visit step by step and focusing their cameras on every detail discussed, while providing the main office with the main topics discussed throughout the visit).
- 6- About daily and weekly reports, we expressed how important it is to send them as early as possible since they go through a process that indulge choosing their photos, making sure they are following the same format, and editing sometimes.
- 7- Providing data required for the monthly report beforehand is also necessary, in order to review them and make sure they are up to date, following all construction work done monthly, and to avoid any possible mistakes in the information provided.