NOVOTRADEX
INTERNATIONAL LLC

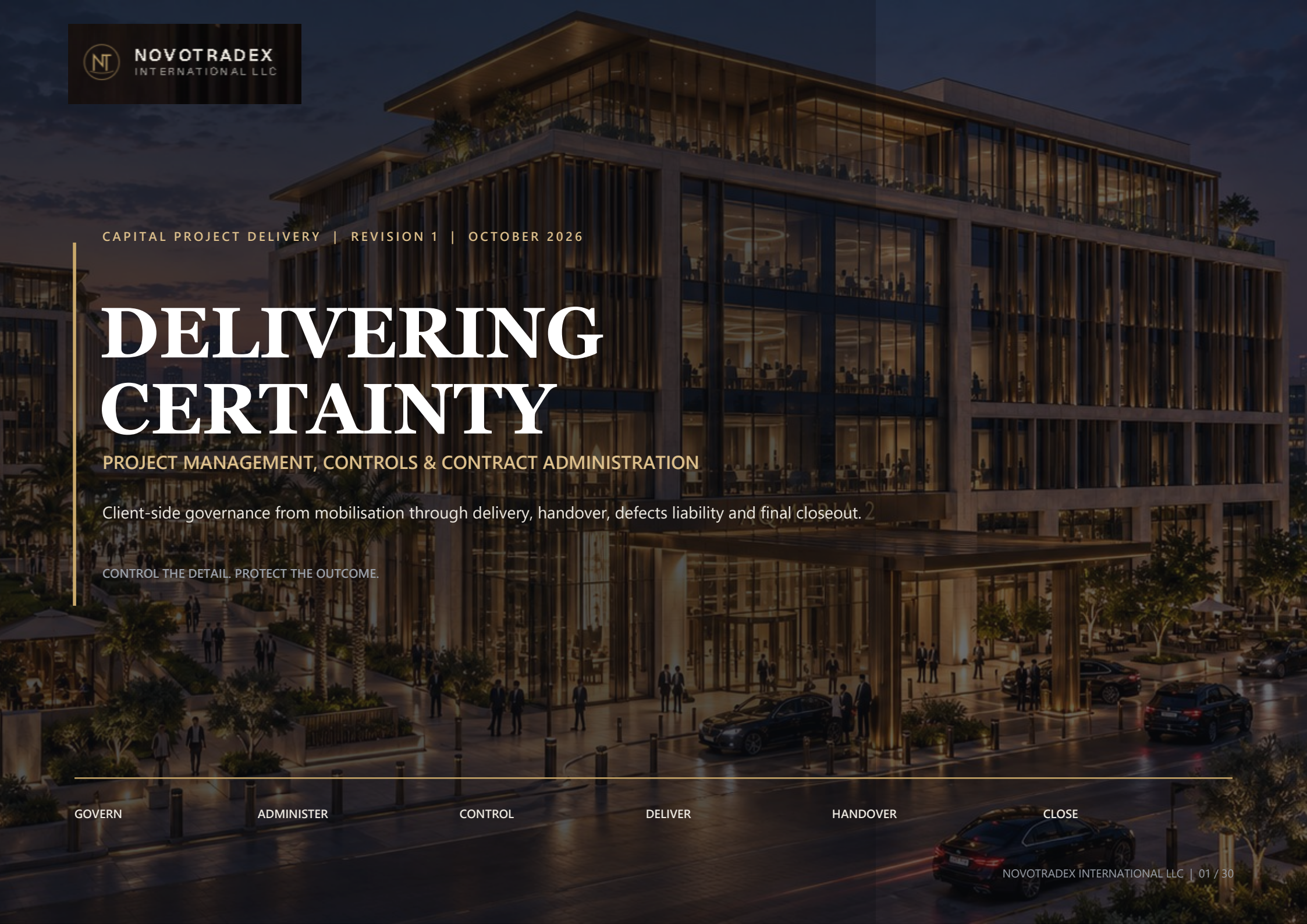
CAPITAL PROJECT DELIVERY | REVISION 1 | OCTOBER 2026

DELIVERING CERTAINTY

PROJECT MANAGEMENT, CONTROLS & CONTRACT ADMINISTRATION

Client-side governance from mobilisation through delivery, handover, defects liability and final closeout.

CONTROL THE DETAIL. PROTECT THE OUTCOME.



GOVERN | ADMINISTER | CONTROL | DELIVER | HANDOVER | CLOSE

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CAPABILITY DOCUMENT

Control the delivery. Protect the outcome.

A detailed client-side scope for project governance, contract administration, project controls, construction completion, procurement support and final closeout.

01	**Project management**	03-09	Promise, lifecycle, governance, mobilisation, design and construction management.
02	**Project controls**	10-21	Contract, cost, time, progress, change, claims, risk and reporting.
03	**Completion**	22-24	Handover, defects liability and final project closeout.
04	**Procurement**	25	An enabling pathway from delivery strategy to contract award.
05	**Project applications**	26-28	Hospitality, healthcare and complex-development service applications.
06	**Engagement**	29-30	Flexible mandates, core deliverables and contact information.

Project imagery is presented as supplied concept and capability material to illustrate management environments; it is not represented as completed construction. Contract-form references are high-level workflow summaries; the executed contract and governing law always prevail.

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OUR PROJECT MANAGEMENT PROMISE

Client-side control. Measurable delivery.

NovoTradeX establishes the governance, procedures, controls and evidence needed to make timely decisions, manage contractual exposure and maintain a reliable forecast of the final outcome.

ONE OWNER-FACING MANAGEMENT SYSTEM

Structured around the contract. Driven by verified data. Focused on decisions.



CLIENT OUTCOMES

Five outcomes. One management standard.

01

Contract clarity

Duties, notices, decisions and entitlements are administered consistently.

DEFINE / CONTROL / VERIFY

02

Cost certainty

Commitments, changes and forecasts remain visible against the approved budget.

DEFINE / CONTROL / VERIFY

03

Schedule confidence

Milestones, critical paths and recovery actions are actively managed.

DEFINE / CONTROL / VERIFY

04

Controlled change

Scope, time, cost and risk consequences are assessed before approval.

DEFINE / CONTROL / VERIFY

05

Complete closeout

The asset, records, accounts and obligations are closed without loose ends.

DEFINE / CONTROL / VERIFY

FULL LIFECYCLE MANAGEMENT

Control continues beyond construction.



The management thread CONTRACT / COST / TIME / CHANGE / RISK / INFORMATION / DECISIONS

The same coding, registers, authority limits and reporting logic follow the project from mobilisation to final closeout.

Build the management system before delivery accelerates.

0-10 DAYS

Mandate + facts

- Confirm authority and objectives
- Collect contracts and baseline data
- Map parties, interfaces and decisions

10-30 DAYS

Procedures + controls

- Issue Project Management Plan
- Set registers, coding and workflows
- Validate cost and schedule baselines

30-60 DAYS

Operate + verify

- Run reporting and governance cycle
- Test forecasts and change controls
- Close information and compliance gaps

60-90 DAYS

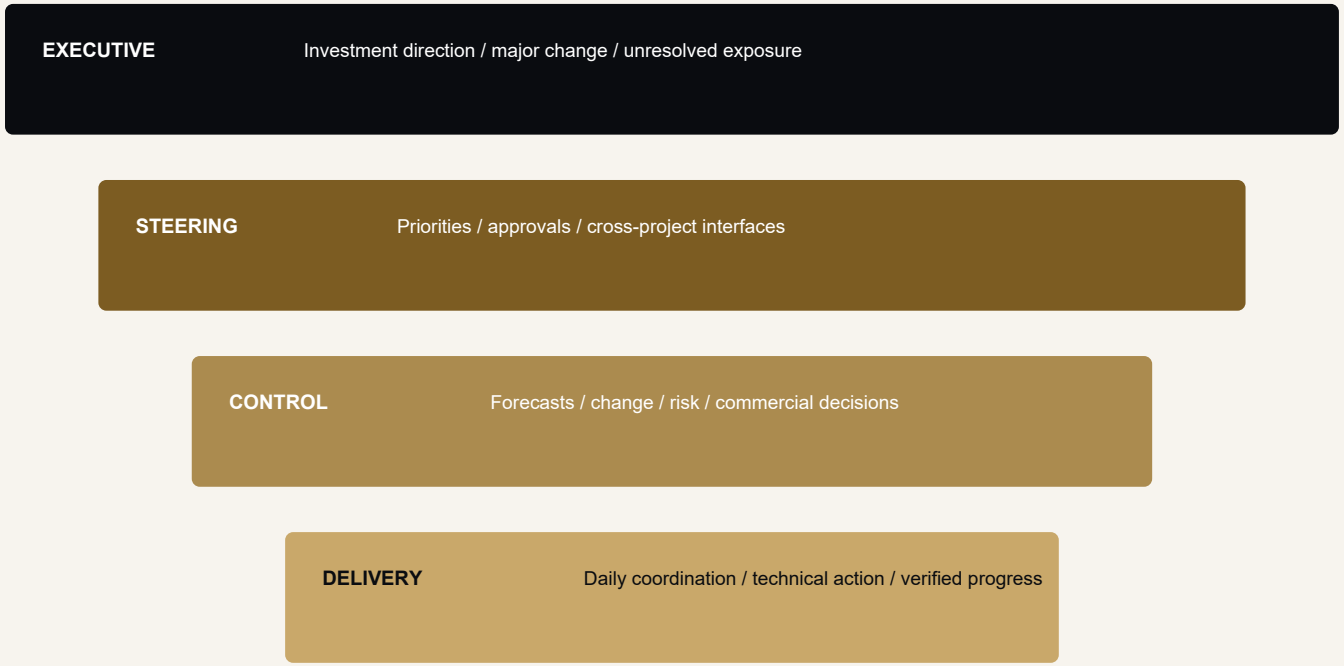
Stabilise + improve

- Benchmark contractor performance
- Refine dashboards and thresholds
- Embed lessons and improvement actions

MOBILISATION OUTPUT A functioning control environment with agreed authority, baselines, procedures, reports and decision routines.

GOVERNANCE AND DECISIONS

Put the right decision at the right level, with the right evidence.



Decision protocol

01 Define

State the decision and contractual deadline.

02 Evidence

Confirm current data, options and exposure.

03 Recommend

Present a clear client-side recommendation.

04 Authorise

Apply the delegated authority matrix.

05 Record

Issue, communicate and update all controls.



DESIGN AND INTERFACE MANAGEMENT

Make interfaces *visible and owned.*

From brief to approved information.

01 Design brief

Owner requirements, success criteria, scope boundaries and design obligations.

02 Deliverables

Master schedule, responsibility matrix, review gates and approval status.

03 Interfaces

Architecture, structure, MEP, specialist systems, authorities and operator needs.

04 Constructability

Sequencing, access, temporary works, package boundaries and site constraints.

05 Design change

Need, impact, authority, instruction and baseline update before implementation.

06 Information release

Current approved information issued to procurement and construction.



CONSTRUCTION MANAGEMENT

Manage the work. Verify the record.

01 Site coordination

Work fronts, interfaces, access, logistics and short-term priorities.

OBSERVE / ACT / VERIFY

02 Quality

ITPs, inspections, NCRs, testing, samples and completion evidence.

OBSERVE / ACT / VERIFY

03 HSE oversight

Plan compliance, observations, incidents, corrective action and leadership.

OBSERVE / ACT / VERIFY

04 Performance

Resources, productivity, progress, constraints and recovery commitments.

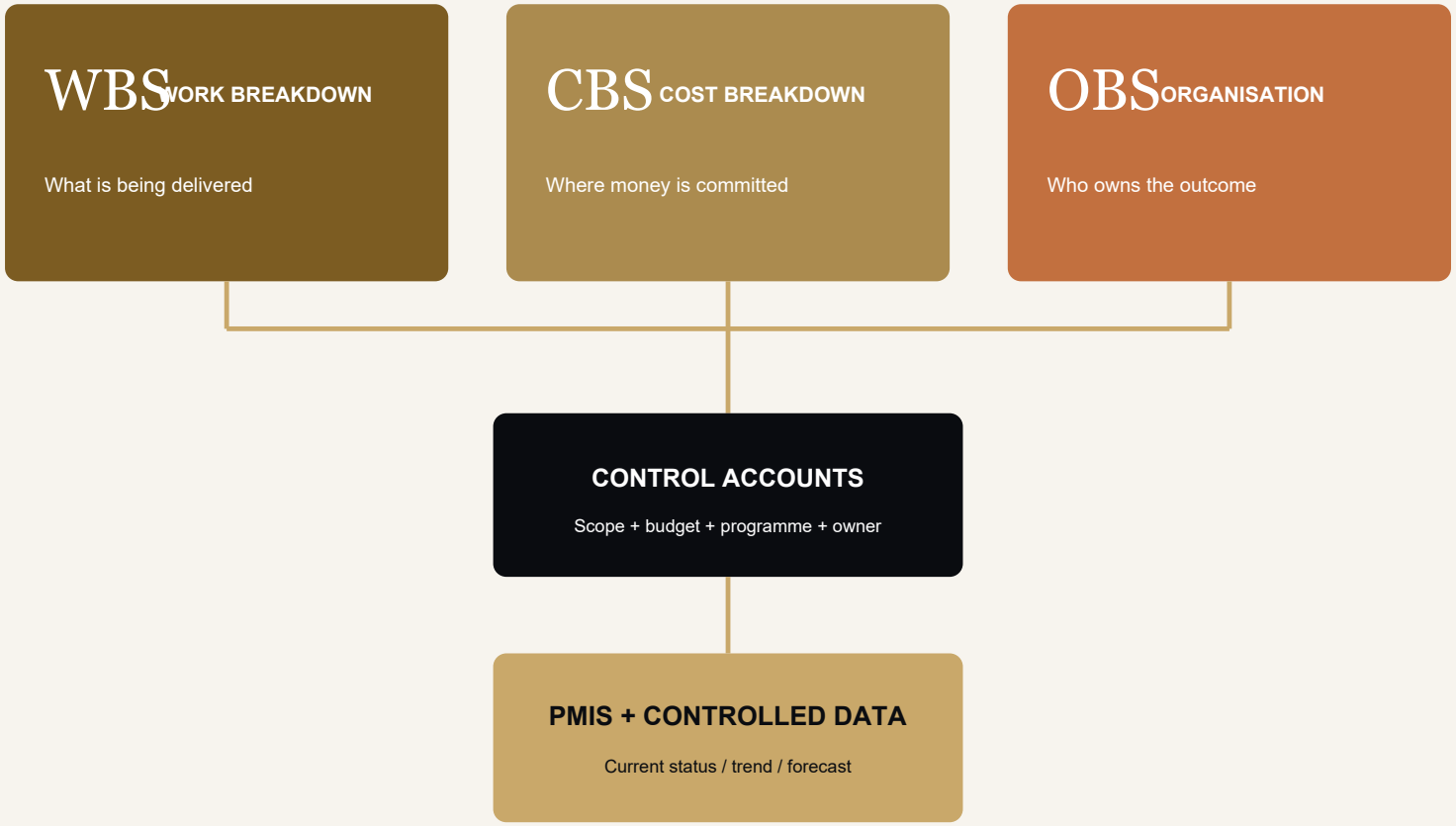
OBSERVE / ACT / VERIFY

05 Commercial

Measurement, payment, change, notices, claims and forecast exposure.

OBSERVE / ACT / VERIFY

One coding logic connects scope, cost, schedule and accountability.



Control outputs

01 Executive dashboard

02 Cost report

03 Schedule report

04 Change register

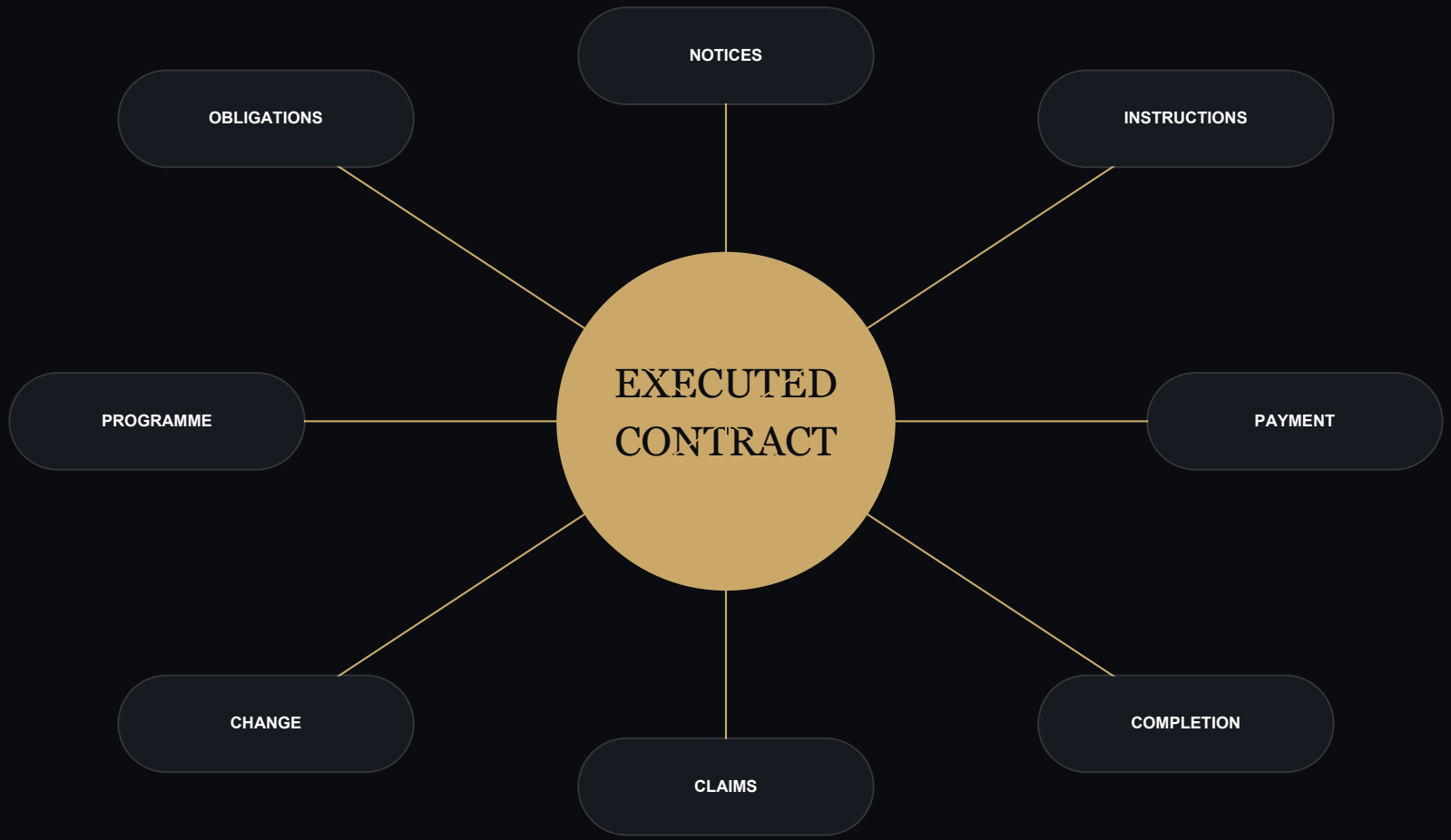
05 Risk register

06 Contract status

07 Decision log

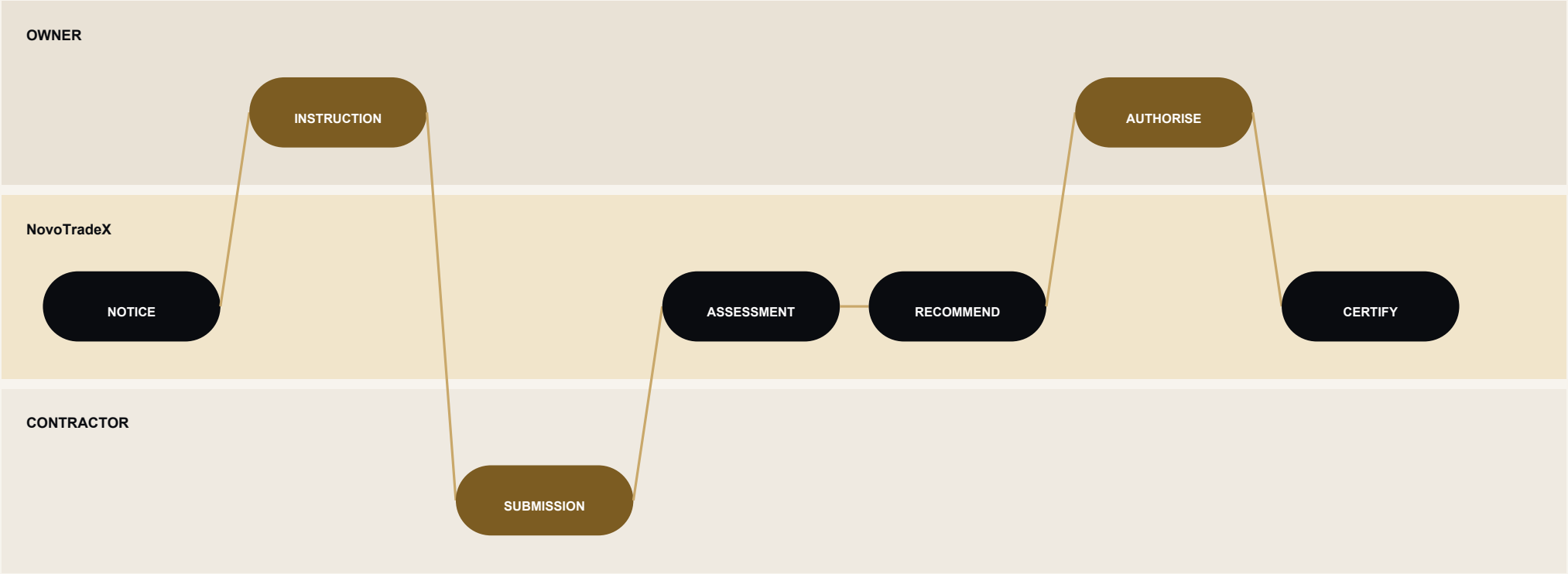
08 Closeout forecast

The contract as an operating system.



NovoTradeX establishes the procedures, registers, deadlines and evidence required to administer each mechanism consistently under the authority assigned by the executed contract.

Every transaction has an owner, deadline and record.



Control record Date / clause / subject / responsible party / response due / status / decision / linked cost and time impact

CONTRACT ADMINISTRATION 03

Control obligations, commercial status and evidence together.

01 Obligations

- Authority matrix
- Key dates and notices
- Deliverable obligations
- Insurance and securities
- Approvals and consents
- Completion conditions

02 Commercial

- Payment applications
- Measurement and valuation
- Variations and trends
- Claims and counterclaims
- Retention and guarantees
- Final account forecast

03 Evidence

- Controlled correspondence
- Daily and progress records
- Instructions and submissions
- Meeting and decision logs
- Photos, tests and inspections
- Audit-ready document trail

Every material decision should be contractually valid, commercially understood and supported by evidence.

CONTRACT FRAMEWORKS

One management discipline, adapted to the selected form.

FIDIC

ENGINEER / EMPLOYER REPRESENTATIVE

- Notices and determinations
- Programme and progress
- Measurement and payment
- Variations and claims
- Taking-over and defects
- DAAB and dispute support

JCT

CA / EMPLOYER'S AGENT

- Instructions and variations
- Payment certification
- Extensions and loss/expense
- Practical completion
- Rectification and making good
- Final account and certificate

NEC4

PROJECT MANAGER

- Early warnings
- Accepted Programme
- Compensation events
- Payment assessment
- Collaborative risk reduction
- Completion and defects

Framework descriptions are high-level summaries only. NovoTradeX's duties, decision powers and certification authority follow the executed appointment and contract. Project-specific legal interpretation remains with appointed counsel. FIDIC, JCT and NEC names and contract forms remain the property of their respective owners. Official references: fidic.org / corporate.jctltd.co.uk / neccontract.com.

Forecast the final cost - not only the amount already spent.

The cost cycle

01 Approved budget

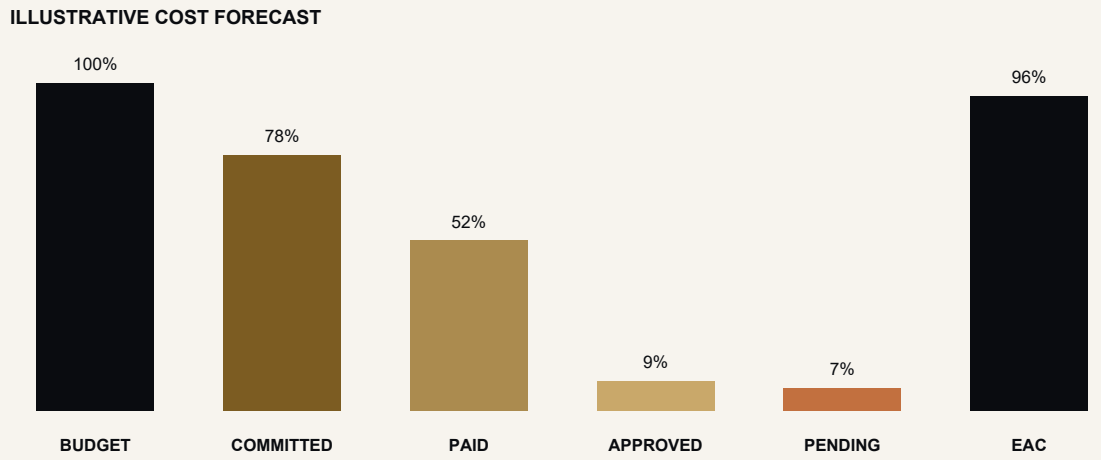
02 Commitments

03 Actuals + accruals

04 Changes + trends

05 Forecast to complete

06 Estimate at completion



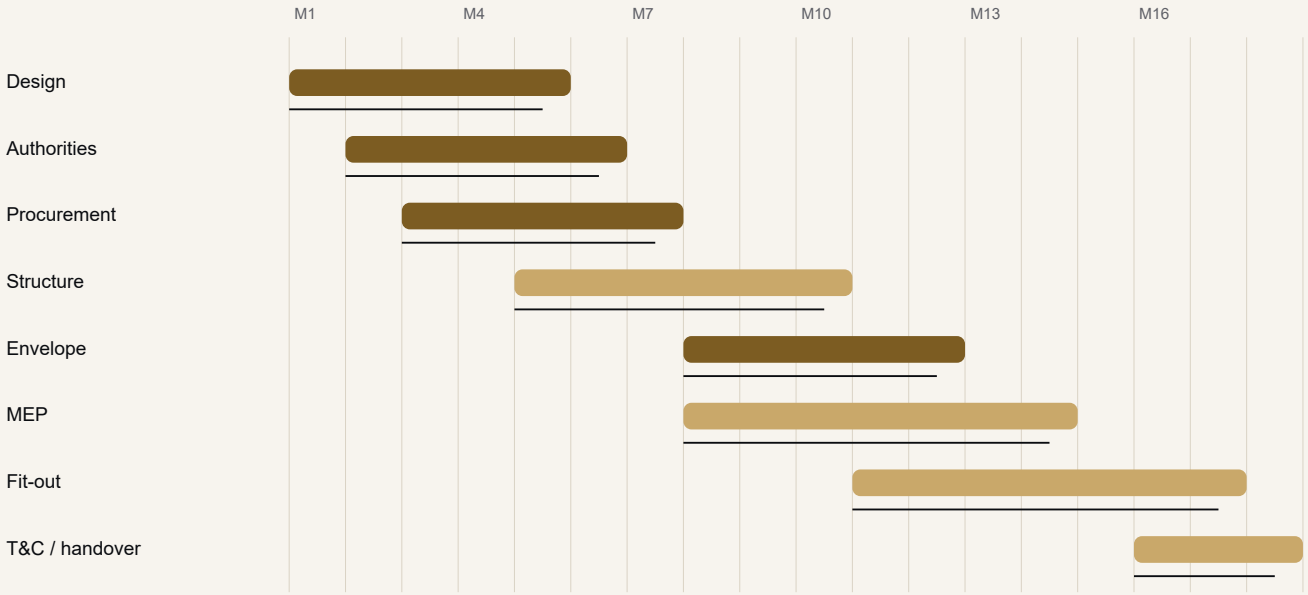
EAC
96%
Forecast final cost

CONTINGENCY
4%
Remaining provision

CHANGE
16%
Approved + pending

Maintain a credible programme and act on the critical path.

ILLUSTRATIVE INTEGRATED PROGRAMME



Control actions

01 **Baseline**

Review logic, milestones, resources and contract compliance.

02 **Update**

Verify progress, remaining duration and current constraints.

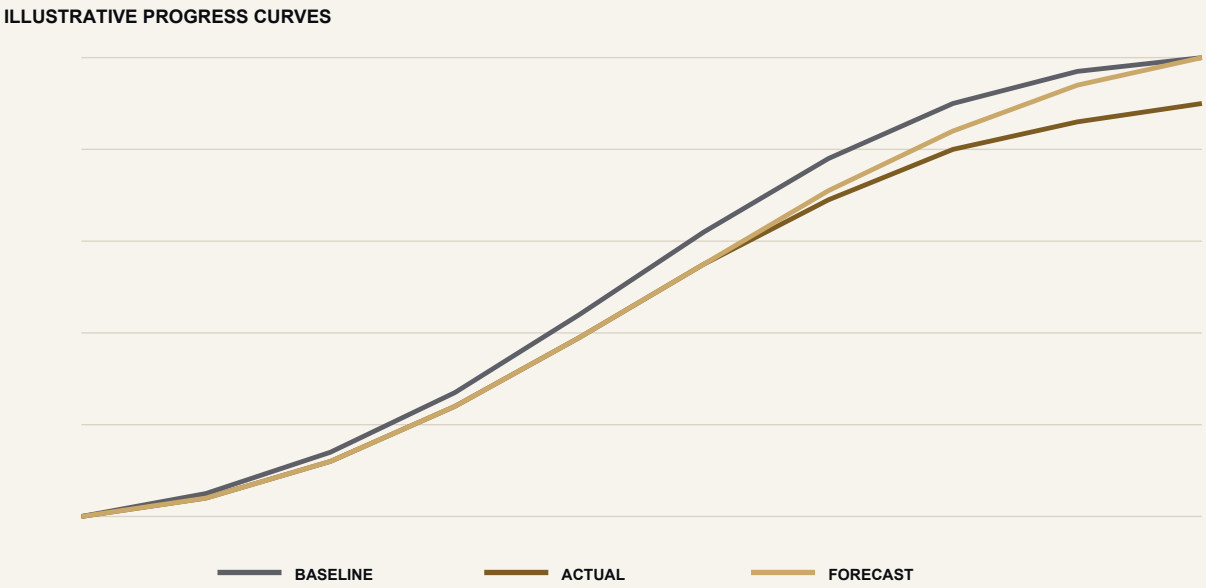
03 **Analyse**

Critical path, float, delays, interfaces and forecast completion.

04 **Recover**

Agree actions, owners, resources and measurable recovery targets.

Measure completed work consistently, then explain the trend.



Measurement rules

01 Quantities

Installed and verified measured work.

02 Milestones

Weighted completion of defined deliverables.

03 Units

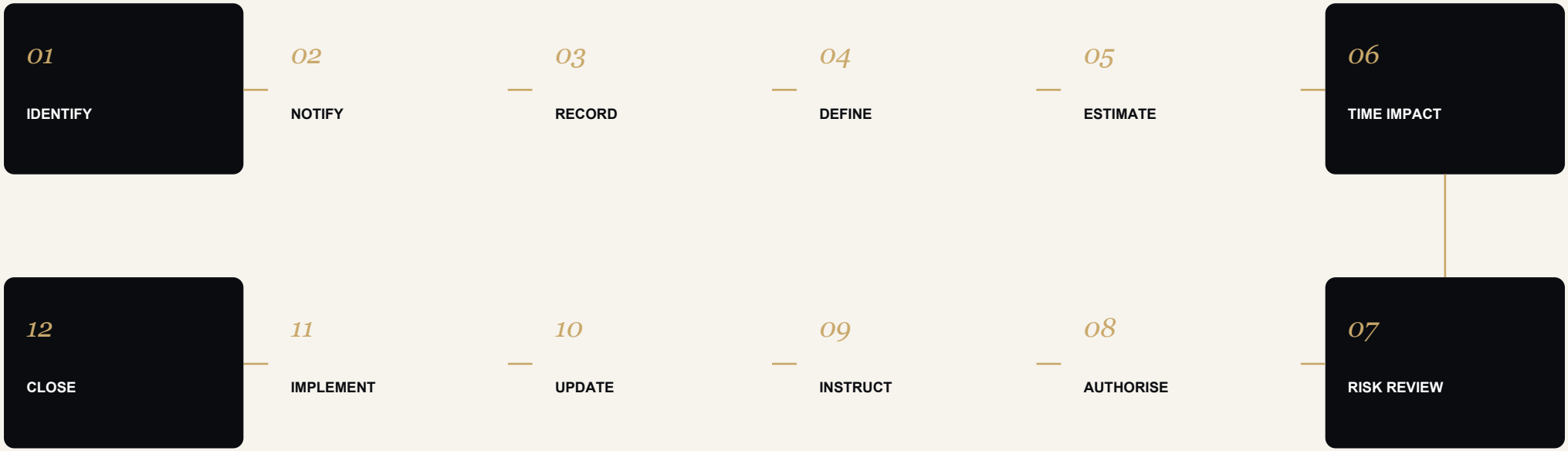
Completed rooms, systems, zones or assets.

04 Evidence

Approved records before progress is credited.

Performance reporting combines achieved progress, productivity, resources, constraints, variance causes and a realistic completion forecast.

No change is complete until scope, cost, time and records agree.



CHANGE LOGIC CAUSE / CONTRACTUAL BASIS / SCOPE / COST / TIME / RISK / AUTHORITY / IMPLEMENTATION / STATUS

Potential changes and early warnings are tracked before formal entitlement or approval is established.

Avoid escalation through early notice, evidence and reasoned assessment.

01	**PREVENT**	Clear obligations / early warning / timely decisions
02	**ASSESS**	Entitlement / causation / time / quantum / records
03	**NEGOTIATE**	Without-prejudice dialogue / options / settlement authority
04	**DETERMINE**	Engineer / CA / PM decision as the contract requires
05	**RESOLVE**	DAAB / adjudication / mediation / arbitration support

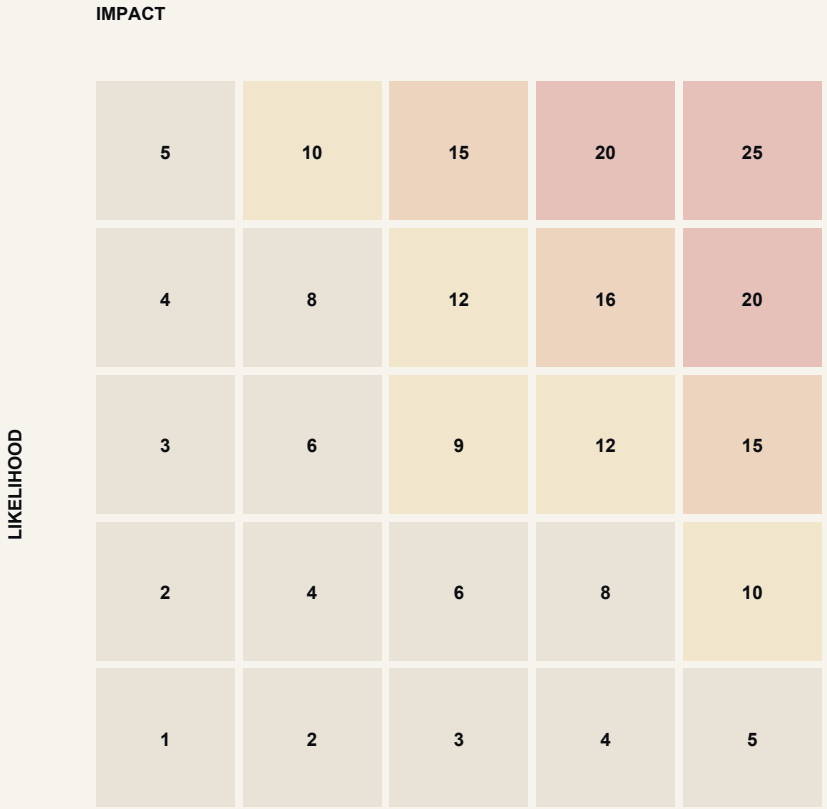
Claim assessment

01	Contractual basis
02	Notice compliance
03	Cause and effect
04	Programme impact
05	Cost and quantum
06	Mitigation and records

NovoTradeX provides technical and contract-management support. Formal legal advice and representation remain with appointed legal counsel.

RISK AND OPPORTUNITY

Convert uncertainty into ownership, action and forecast exposure.



The active risk cycle

01 **Identify**

Event, cause, consequence and affected objective.

02 **Assess**

Probability, impact, proximity and contractual exposure.

03 **Respond**

Avoid, reduce, transfer, accept or exploit opportunity.

04 **Own**

Named action owner, due date and decision authority.

05 **Monitor**

Residual exposure, trend and forecast consequence.

Controlled information becomes management intelligence.

SOURCE

01 Schedule
02 Cost ledger
03 Contract registers
04 Site records
05 Quality + HSE
06 Risk + change

CONTROL

01 Validation
02 Coding
03 Workflow
04 Approval
05 Audit trail
06 Access control

OUTPUT

01 Dashboards
02 Monthly report
03 Decision papers
04 Exception alerts
05 Forecasts
06 Closeout record

REPORTING RHYTHM DAILY FIELD DATA / WEEKLY CONTROL REVIEW / MONTHLY EXECUTIVE REPORT / EVENT-DRIVEN ALERTS

Plan handover from the beginning.

Completion is a managed readiness process, not a last-minute collection of documents.

01 Plan

Handover strategy, zones, responsibilities and acceptance criteria.

02 Test

Commissioning plans, inspections, witnessing and integrated testing.

03 Document

As-builts, O&M manuals, asset data, warranties and certificates.

04 Train

Operator training, demonstrations, spares and maintenance readiness.

05 Accept

Snag status, authority approvals, taking-over and occupation readiness.



DEFECTS LIABILITY PERIOD

Maintain accountability after taking-over or practical completion.

01

NOTIFY

Record location, system, priority, evidence and contractual date.

02

TRIAGE

Safety, operational, warranty and access implications.

03

ASSIGN

Responsible party, response time and rectification plan.

04

RECTIFY

Coordinate access, supervision, testing and service continuity.

05

VERIFY

Inspect, retest, close evidence and monitor recurrence.

06

CERTIFY

Making-good / defects / performance certification as applicable.

DEFECT REGISTER | WARRANTY REGISTER | RESPONSE SLA | ACCESS PLAN | SEASONAL TESTING | RETENTION + SECURITIES

The period closes only when notified defects are resolved, required tests are complete, records are accepted and contractual certification conditions are satisfied.

Close the project technically, commercially and contractually.

01 Technical
As-builts / O&M / test records / authority approvals

02 Commercial
Final account / payments / retention / securities

03 Contract
Claims / certificates / obligations / correspondence

04 Asset
Data / warranties / spares / training / maintenance

05 Risk
Residual liabilities / latent matters / ownership transfer

06 Records
Indexed archive / access / retention policy / audit trail

07 Performance
Final KPI review / contractor score / benefits status

08 Learning
Lessons / recommendations / repeatable improvements

FINAL CONTROL FORMAL CONTRACT-CLOSEOUT MEMORANDUM / ACCEPTED ARCHIVE / NAMED OWNER FOR EVERY RESIDUAL ACTION



04 / PROCUREMENT MANAGEMENT

A controlled path *to an executable contract.*

Procurement as an enabling service.

Procurement is aligned with the project controls system so every package enters delivery with clear scope, risk allocation, milestones, pricing structure and reporting requirements.

01	02	03	04	05	06	07
STRATEGY	PACKAGE	MARKET	TENDER	EVALUATE	NEGOTIATE	AWARD

01 **Delivery route**

Contracting strategy and package boundaries.

02 **Prequalification**

Capability, capacity, compliance and financial standing.

03 **Tender control**

Documents, clarifications, addenda and tender governance.

04 **Evaluation**

Technical, commercial, risk and programme assessment.

05 **Formation**

Negotiated terms, award recommendation and mobilisation data.



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ILLUSTRATIVE PROJECT APPLICATION | HOSPITALITY

Protect the opening date and the guest experience.

PALACIO HOTEL & BRANDED RESIDENCES

Five-star hotel and branded-residence environment with operator interfaces, separate arrivals and a complex amenity programme.

01 **Governance + operator brief**

Translate brand, owner and operator requirements into approval gates, responsibilities and a room-and-system completion strategy.

02 **Time + phased opening**

Integrate design, long-lead procurement, mock-ups, testing, authority approvals and opening-readiness milestones.

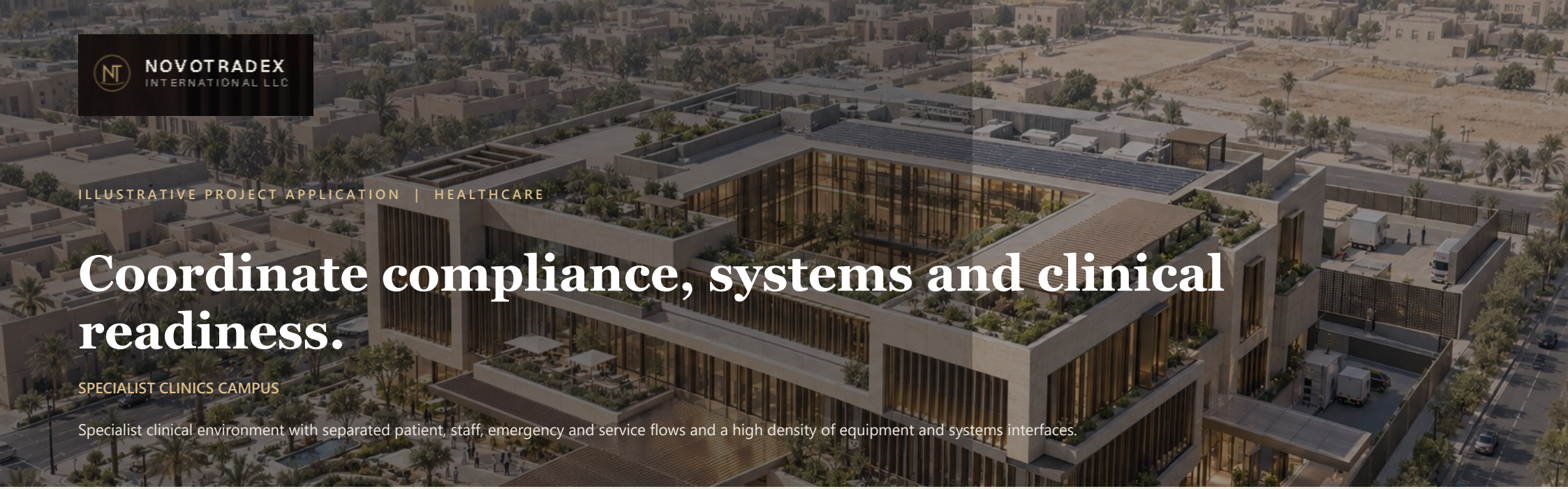
03 **Cost + change**

Maintain package budgets, commitments, approved and pending change, forecast exposure and value decisions.

04 **Commissioning + handover**

Control room readiness, systems testing, O&M manuals, warranties, training, spares and defects closure.

Illustrative service application based on supplied concept material. The final management mandate, authority and deliverables follow the executed appointment and actual project status.



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ILLUSTRATIVE PROJECT APPLICATION | HEALTHCARE

Coordinate compliance, systems and clinical readiness.

SPECIALIST CLINICS CAMPUS

Specialist clinical environment with separated patient, staff, emergency and service flows and a high density of equipment and systems interfaces.

01

Clinical brief + compliance

Control user requirements, room data, authority criteria, infection-control obligations and approval evidence.

02

Interfaces + equipment

Coordinate architecture, MEP, medical equipment, ICT, specialist vendors, utilities and builder's-work requirements.

03

Testing + validation

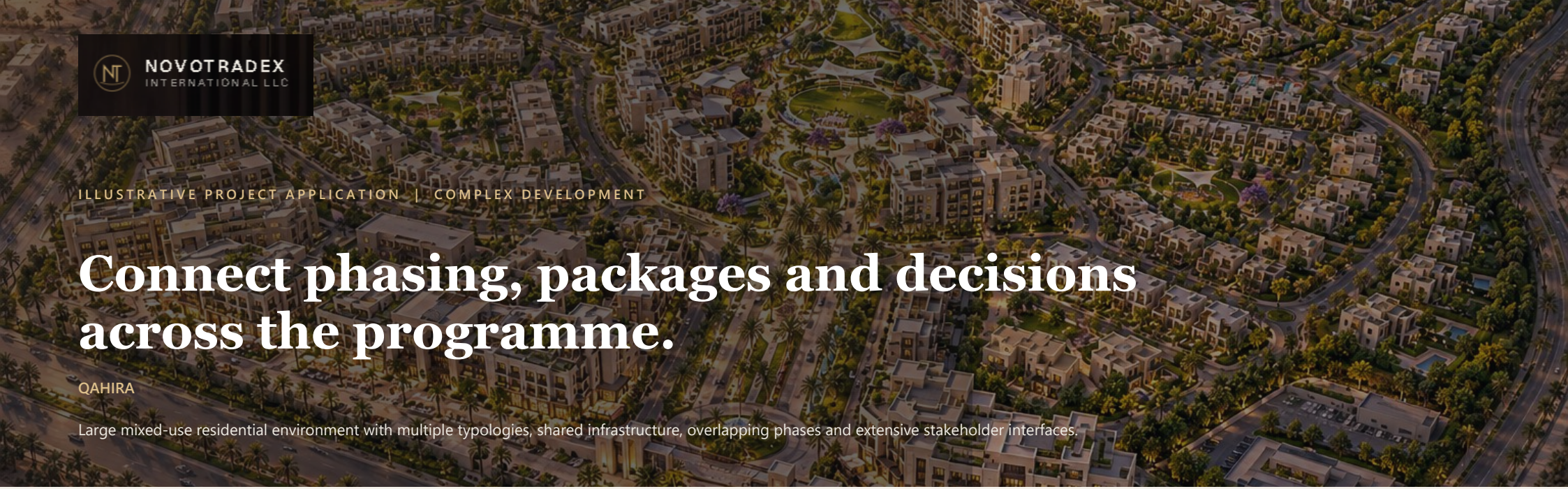
Plan inspections, integrated testing, commissioning records, failures, retests and operational acceptance.

04

Handover + DLP

Complete asset data, O&Ms, warranties, training, critical spares, defect response and performance follow-up.

Illustrative service application based on supplied concept material. The final management mandate, authority and deliverables follow the executed appointment and actual project status.



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ILLUSTRATIVE PROJECT APPLICATION | COMPLEX DEVELOPMENT

Connect phasing, packages and decisions across the programme.

QAHIRA

Large mixed-use residential environment with multiple typologies, shared infrastructure, overlapping phases and extensive stakeholder interfaces.

01 **Governance + phasing**

Define phase gates, development priorities, delegated authority, decision deadlines and package ownership.

02 **Design + package interfaces**

Coordinate typologies, infrastructure, public realm, utilities, authority submissions and package boundaries.

03 **Integrated controls**

Connect WBS, CBS, programme, commitments, trends, risk, change and executive reporting across phases.

04 **Completion strategy**

Plan sectional completion, authority approvals, asset transfer, community operations and residual-action ownership.

Illustrative service application based on supplied concept material. The final management mandate, authority and deliverables follow the executed appointment and actual project status.

Apply the complete system or target the control gap.

01 **Integrated PMC**

Client-side leadership across governance, design, procurement, construction, controls and closeout.

02 **Project controls**

Dedicated cost, schedule, change, risk, reporting and PMIS support.

03 **Contract administration**

Administration of communications, payments, changes, claims, completion and records.

04 **Recovery + closeout**

Rapid diagnosis, recovery planning, claims support, handover, defects and final closure.

Core deliverables

- Project Management Plan
- Governance + authority matrix
- Controls procedures
- Cost + schedule baselines
- Contract registers
- Change + risk registers
- Executive dashboards
- Handover + closeout plans

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PROJECT MANAGEMENT + PROJECT CONTROLS

Control the delivery. Protect the outcome.

Client-side governance from mobilisation to final closeout.

NOVOTRADEX INTERNATIONAL LLC

Project Management & Project Controls

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6 October City

COMMERCIAL REGISTER 60,569

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