

## INTER-OFFICE MEMORANDUM

Date : 22 May 2024  
To : Engr. Majed Alesmail, Managing Director  
From : Mohamed Bhaiyat, Director- Quality & Risk Management  
CC : Department Heads

**Subject: Emergency Level of Authority – For Business Continuity**

Dear Engr. Majed,

As you are aware, we have taken a department-wise approach to implementing Business Continuity Management System. An emergency level of authority for purchases is required in cases of contingencies.

In the event of emergencies, disasters, procurement system malfunctions, unavailability, or breakdown of critical resources during or outside operational hours, which negatively affect or compromise operations, staff welfare and the integrity of services, the following Letter of Authorization (LOA) for the procurement of spare parts and services is identified. This applies to all facilities and departments certified on the Business Continuity Management System.

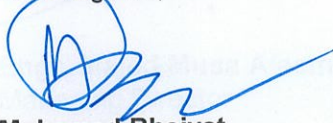
If this LOA needs to be activated, approval would be required following a review of the disaster situation by the BC Management Representative and the respective department BC Champion (Dept Head). The request will then be submitted for final approval to the designated BC Champion in the Finance Department.

As discussed in our monthly management meeting, the the BC champions have yet to be formalized. This process will be completed once all departments submit their respective department champion nominations. Additionally, a similar LOA policy was implemented in 2018 to meet WHO-GDP requirements for healthcare. This memo aligns with that LOA and further enhances compliance with BC requirements.

Item	BC – Management Rep & BC Champion
Consumables	SAR 1000
Parts	SAR 2000
Services	SAR 5000
Equipment Rental	SAR 5000

Thank you for your usual support.

Kind Regards,




**Mohamed Bhaiyat**  
Director, Quality & Risk Management

Reviewed By:

**Burhan M**  
Director- Finance



Approved By:

  
**Engr. Majed Musa Alesmail**  
Managing Director