



وزارة البلديات والإسكان

Ministry of Municipalities and Housing

## Excavation Services

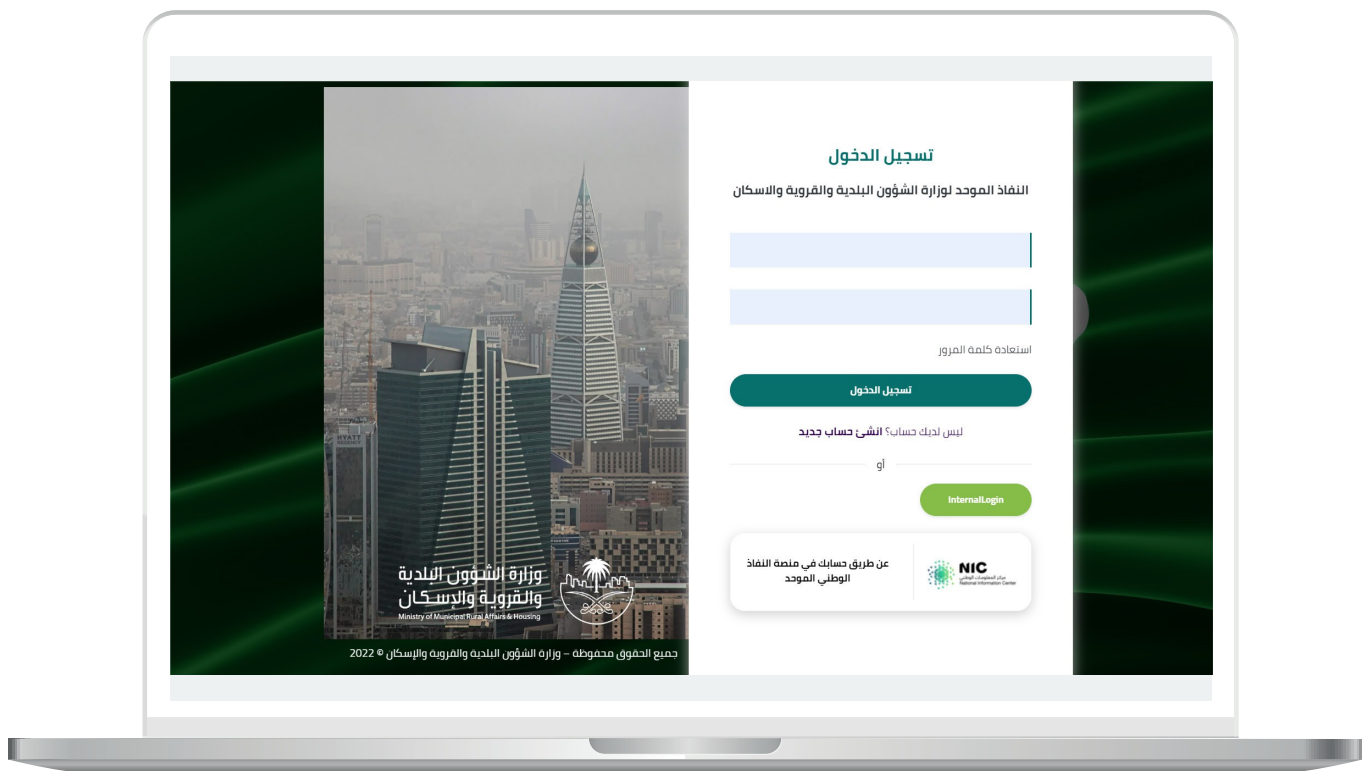
# (Request for Issuing a New Excavation Permit)

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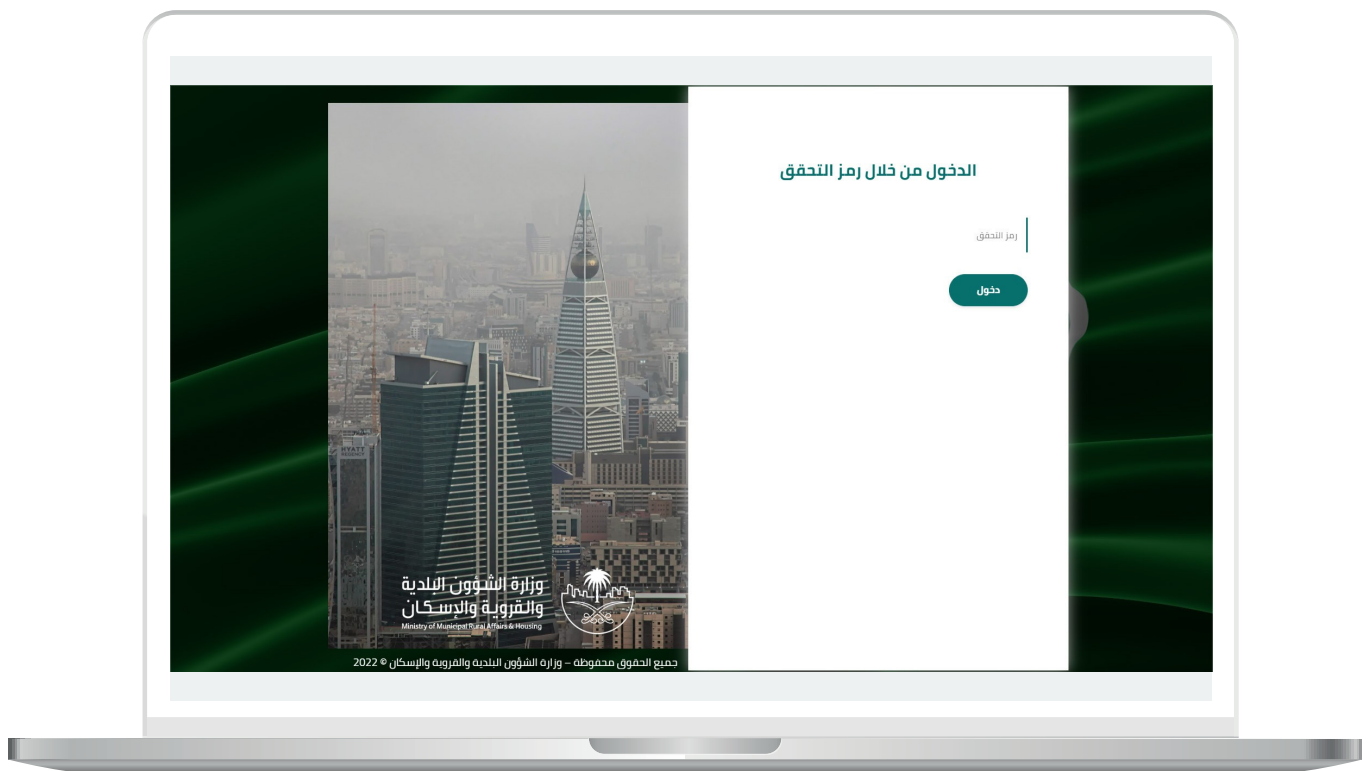
Beneficiary's  
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## Logging into the System

1) After accessing the system link, the following screen will appear, where the user enters their details (**National ID/Iqama Number, Password**) and then clicks the (**Login**) button.

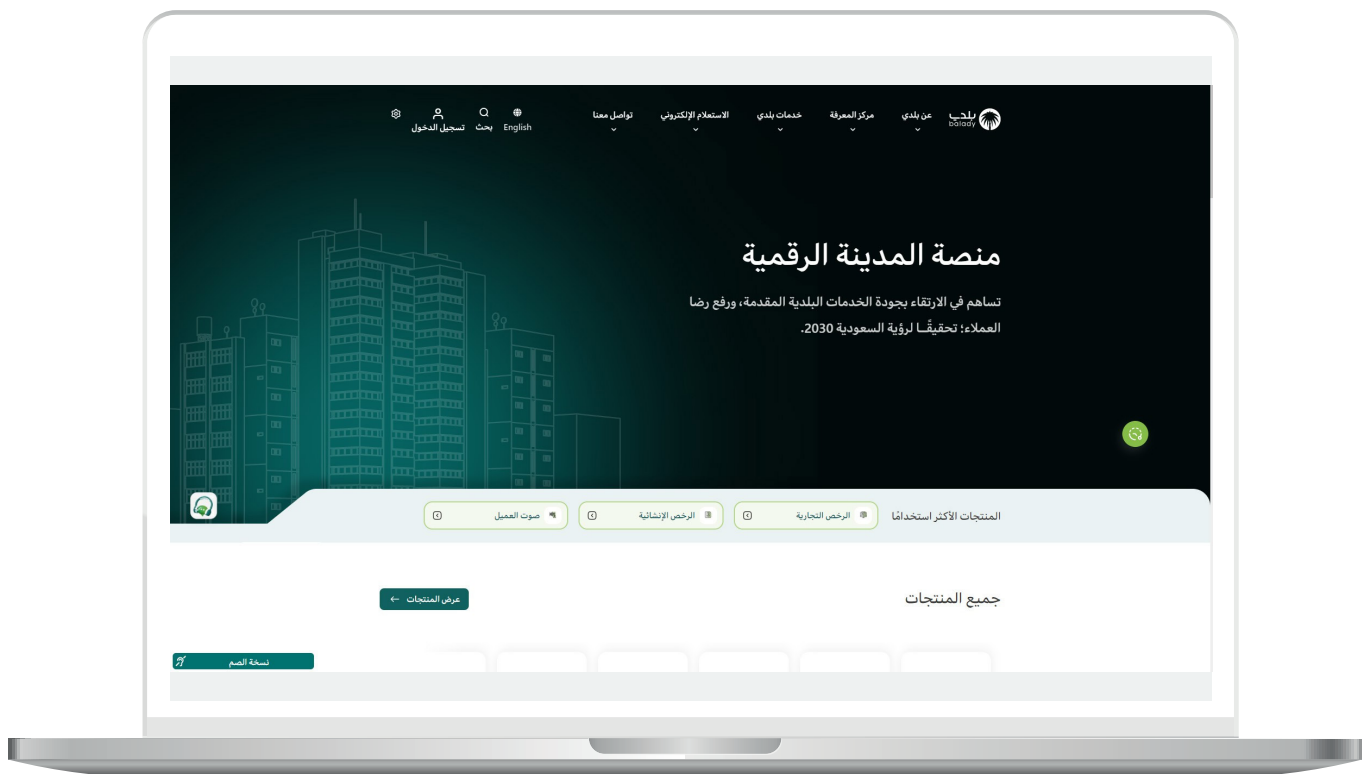


2) A verification code will then be sent to the user's mobile phone, which they need to enter in the (**Verification Code**) field and click the (**Login**) button, as shown in the following screenshot.



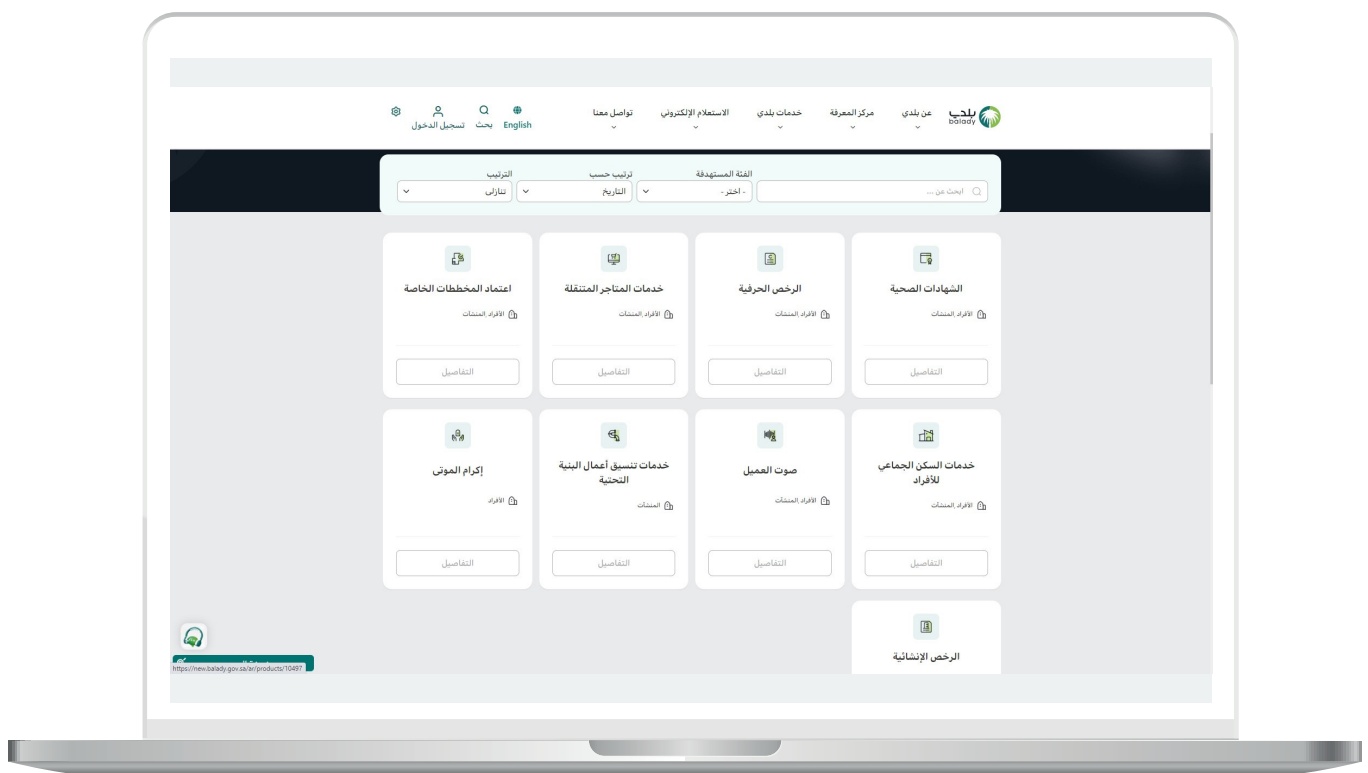
3) Once logged into the Balady platform, the platform's main screen will appear, as shown in the screenshot below.

The user then clicks the **(View Products)** button.

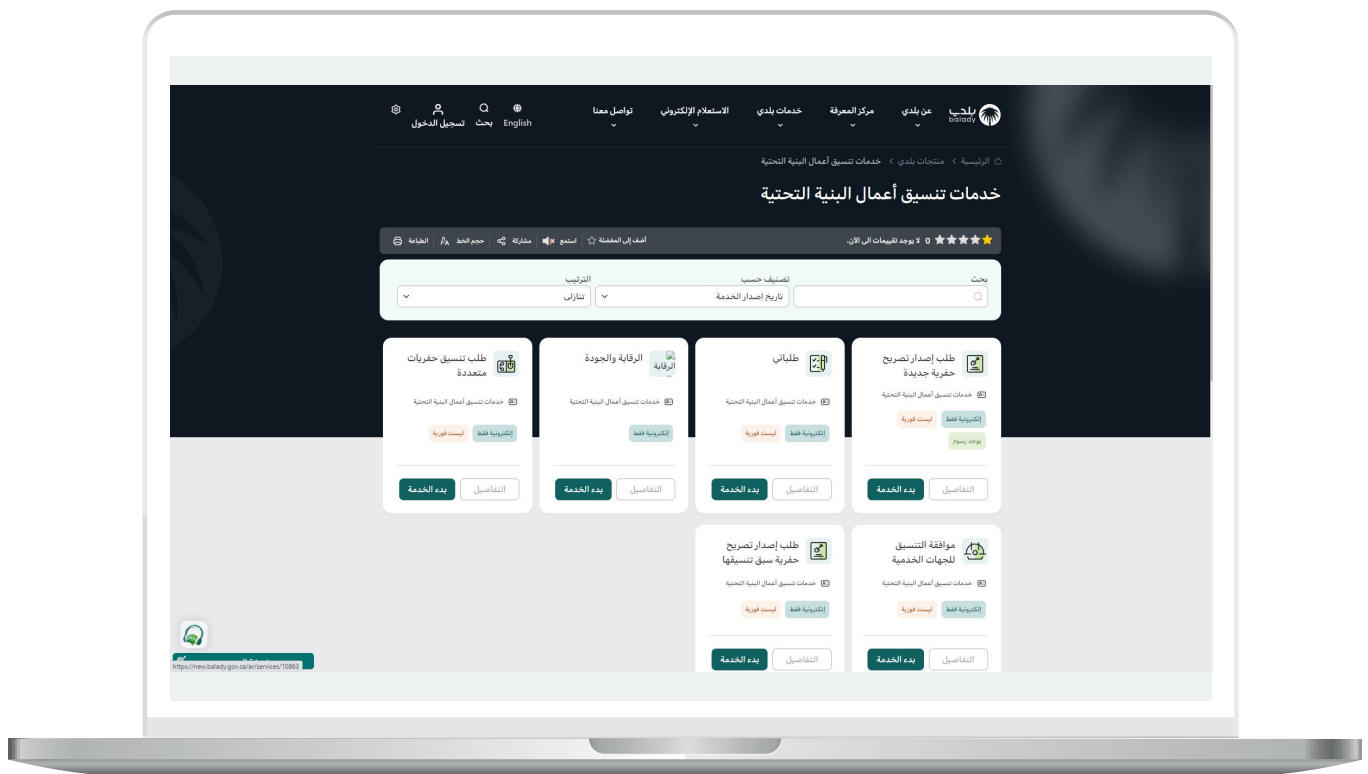




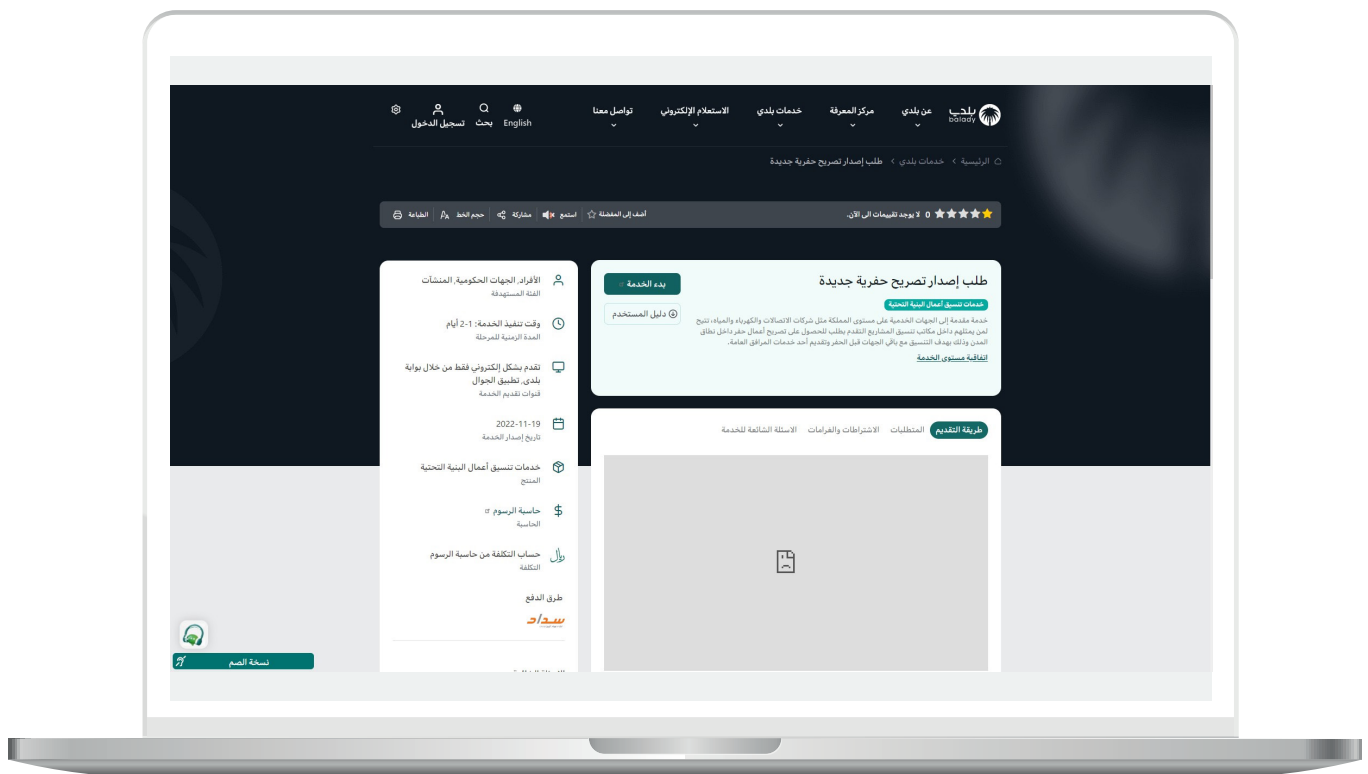
4) From the next screen, the user selects (Infrastructure Coordination Services).



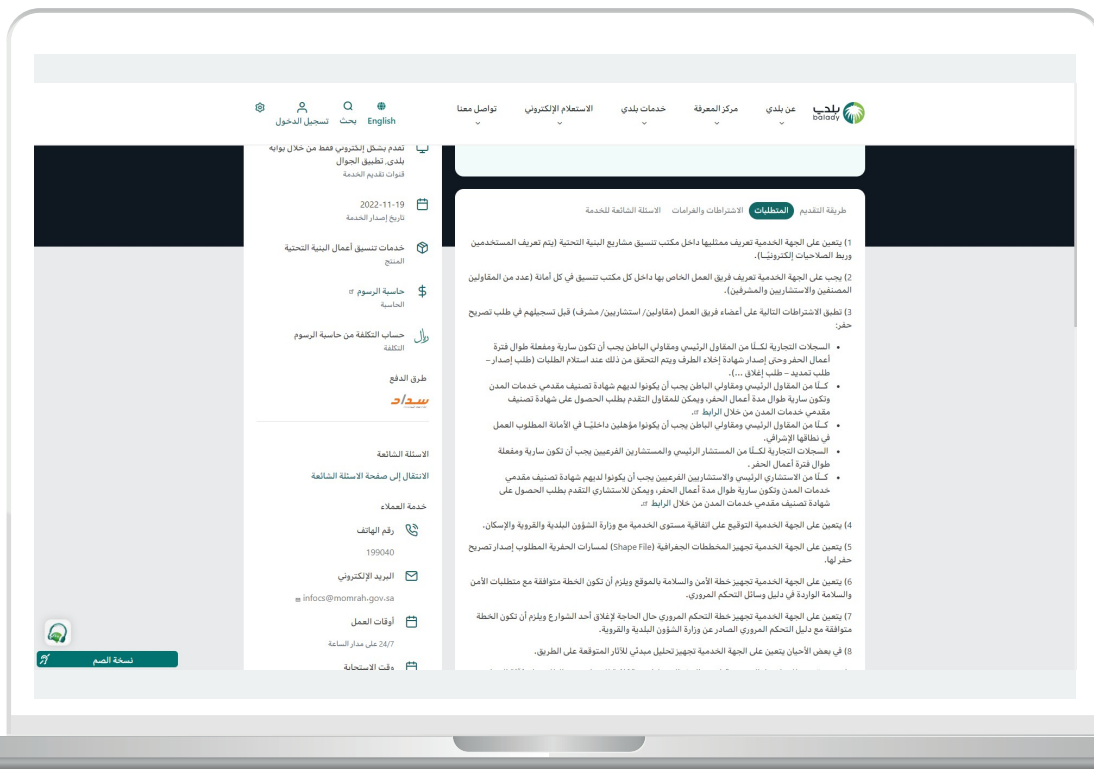
5) Then, the service (Request for Issuing a New Excavation Permit) is selected.



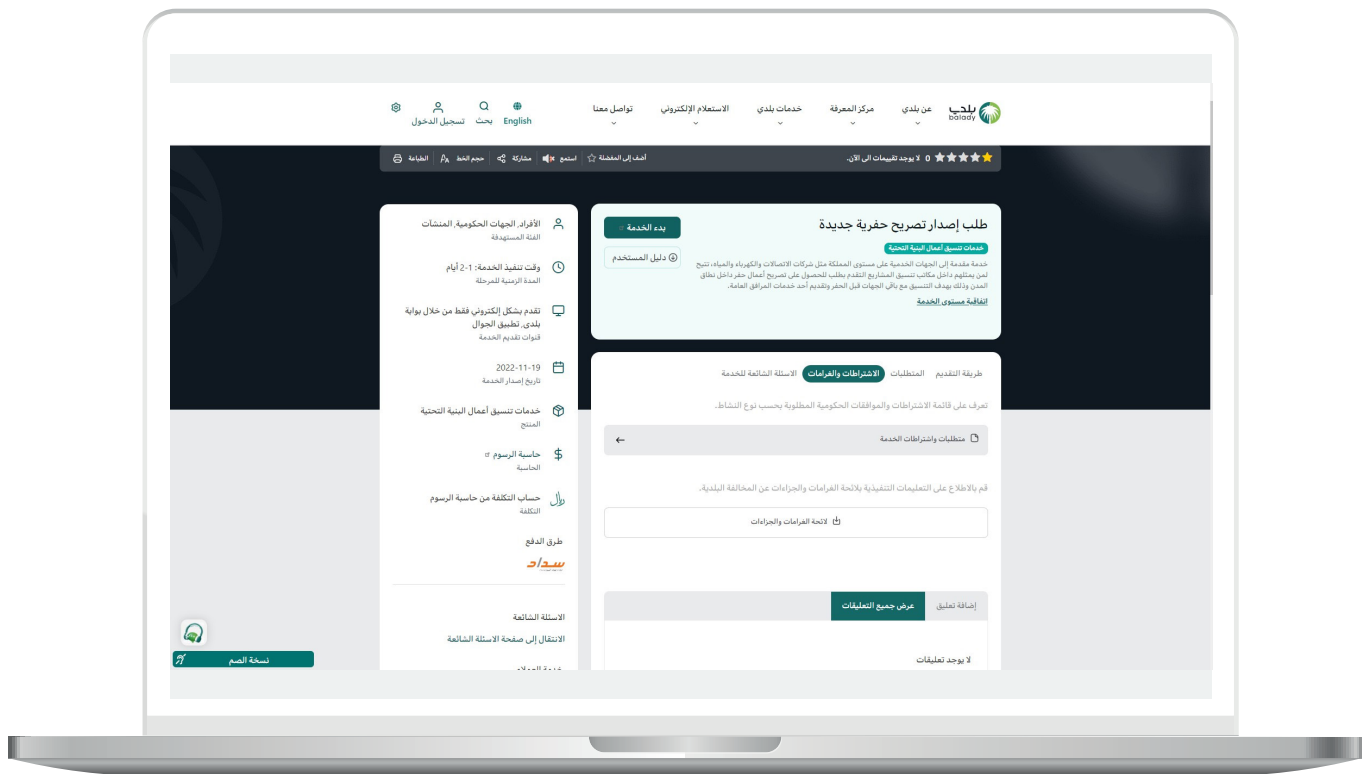
6) The system redirects the user to the service card, where they can review the application process.



## 7) The user can also review the requirements.

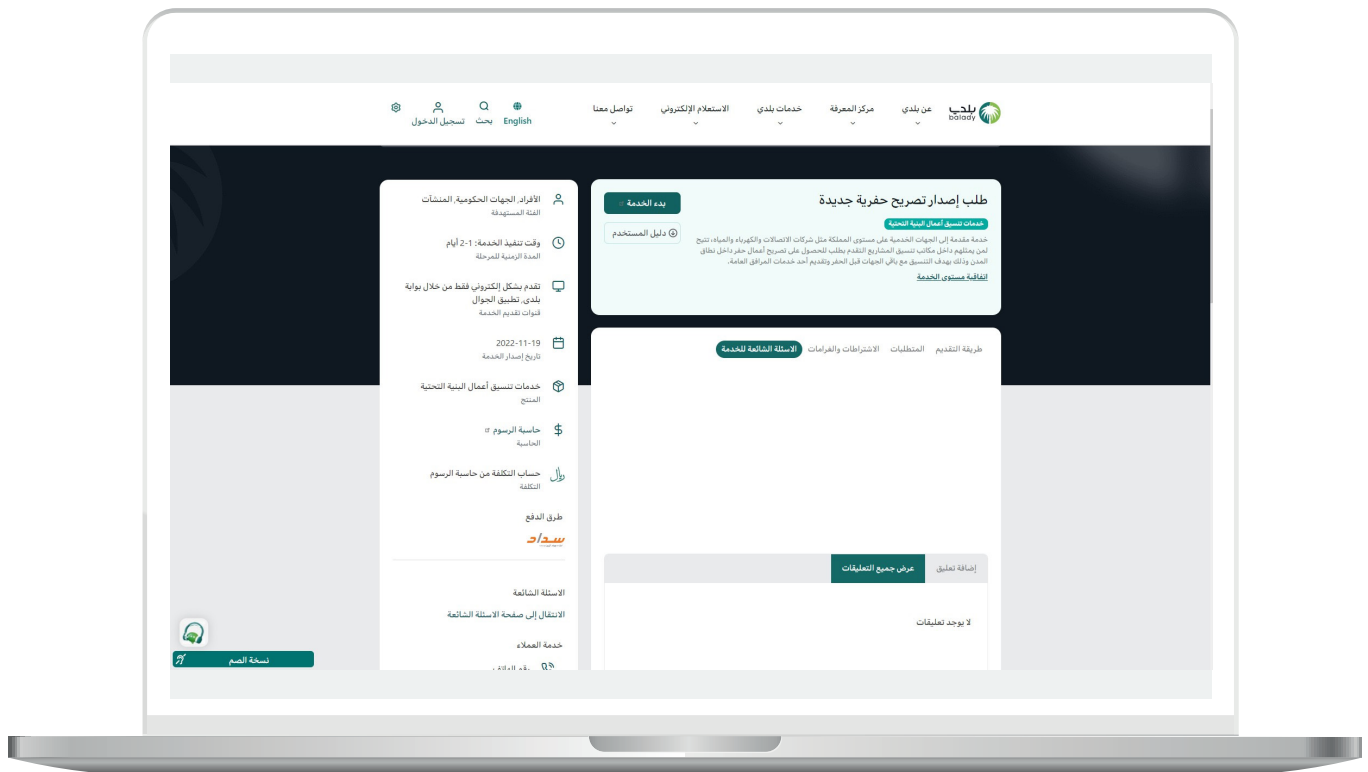


8) Additionally, the use can review the conditions and fines.



9) The frequently asked questions for the service can also be displayed.

The user then clicks the **(Start Service)** button to initiate a service request.





11) The user is then directed to the **(Project Data)** stage, where the following fields are entered (**Project Name, Contract Number, Project Description**). The project period is selected by choosing the values from the electronic calendar for (**Project Start Date, Project End Date**).

Then, the user clicks **(Next)** to proceed to the next stage, with the option to save the request as a draft using **(Save as Draft)** or return to the previous stage using **(Back)**.

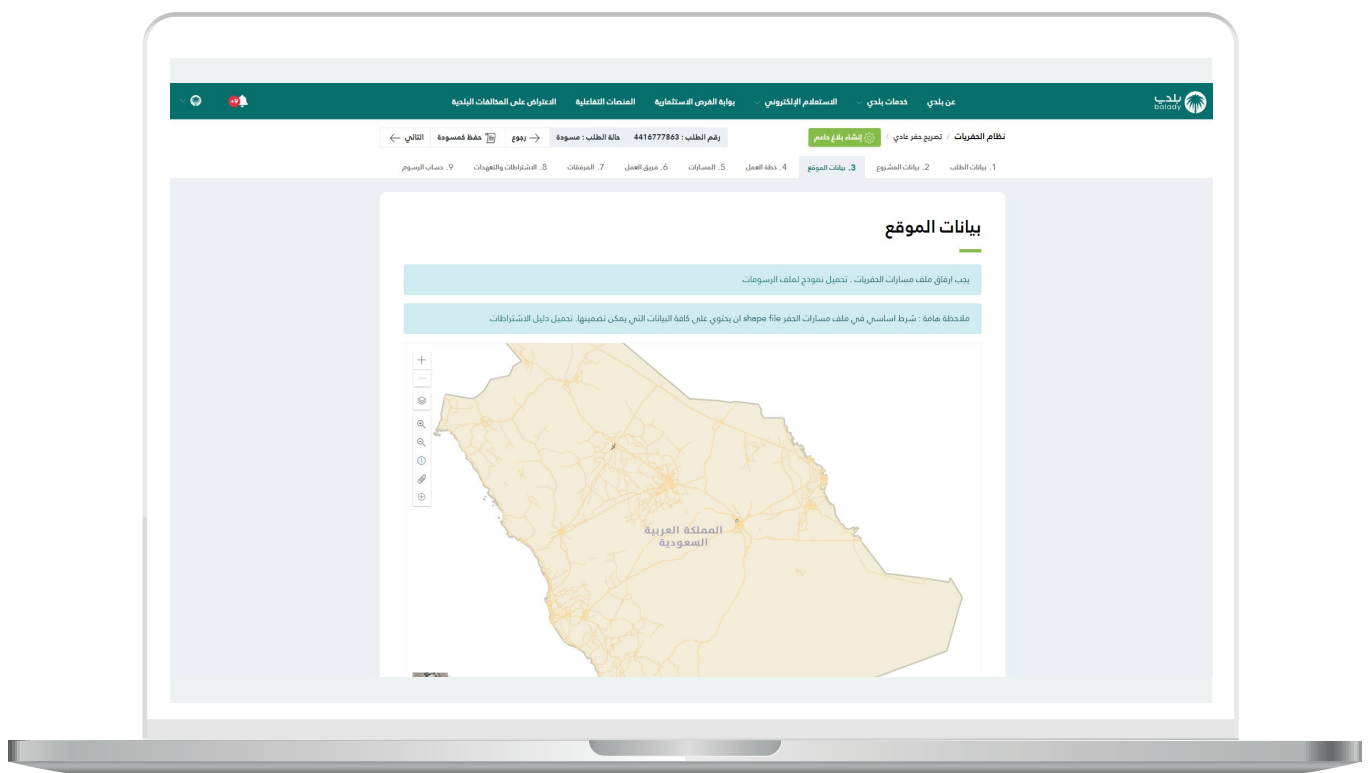
The screenshot shows a web application interface for entering project data. The main heading is 'بيانات المشروع' (Project Data). Below it, there are four input fields with red asterisks indicating required fields:

- رقم العقد (Contract Number)
- اسم المشروع (Project Name)
- وصف المشروع (Project Description)
- تاريخ بداية المشروع (Project Start Date)

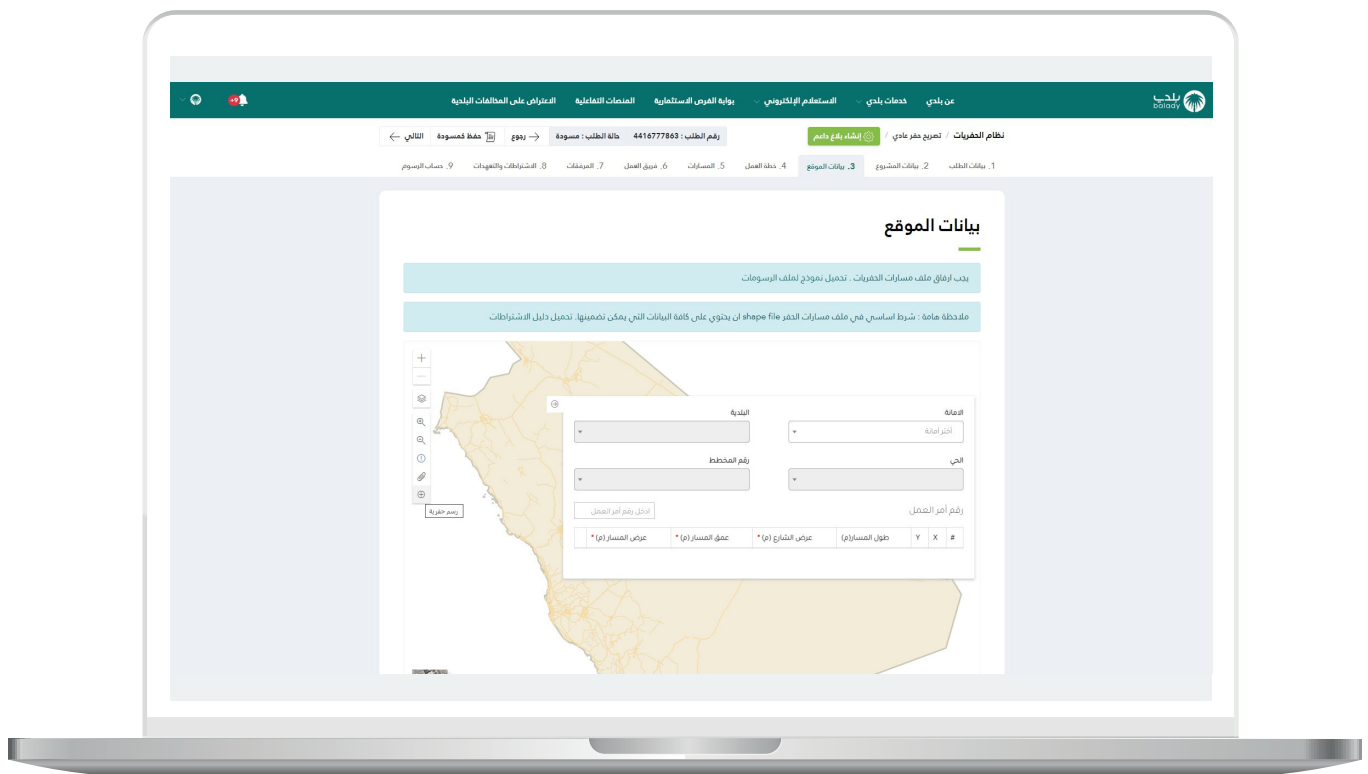
The 'تاريخ بداية المشروع' field is currently selected, and a date picker is visible. The interface includes a navigation bar at the top with links like 'الرئيسية', 'الخدمات', 'الأسعار', 'تواصل معنا', and 'عن بلدي'. A sidebar on the left shows a progress bar with steps 1 through 9, with step 2 'بيانات المشروع' currently active.



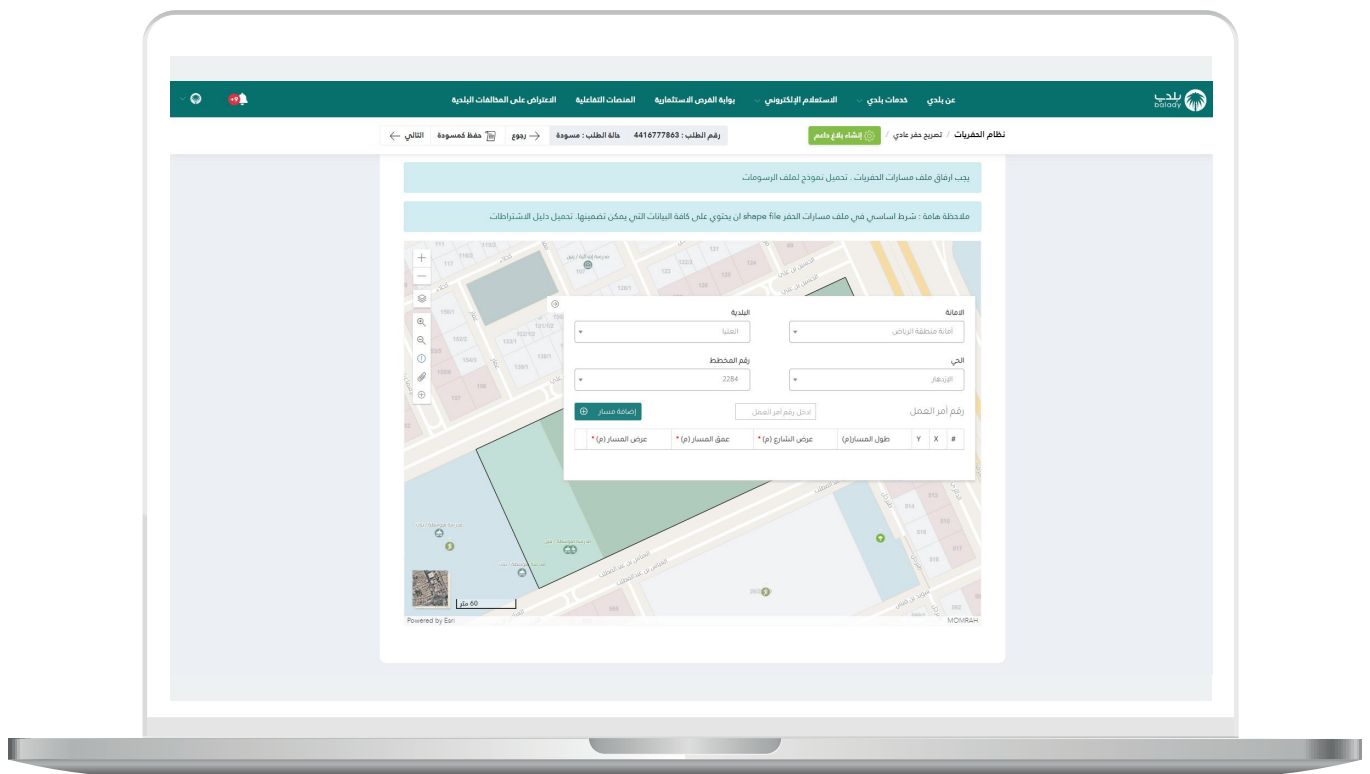
12) The user then proceeds to the **(Location Data)** stage, where they determine the excavation site using multiple available methods.



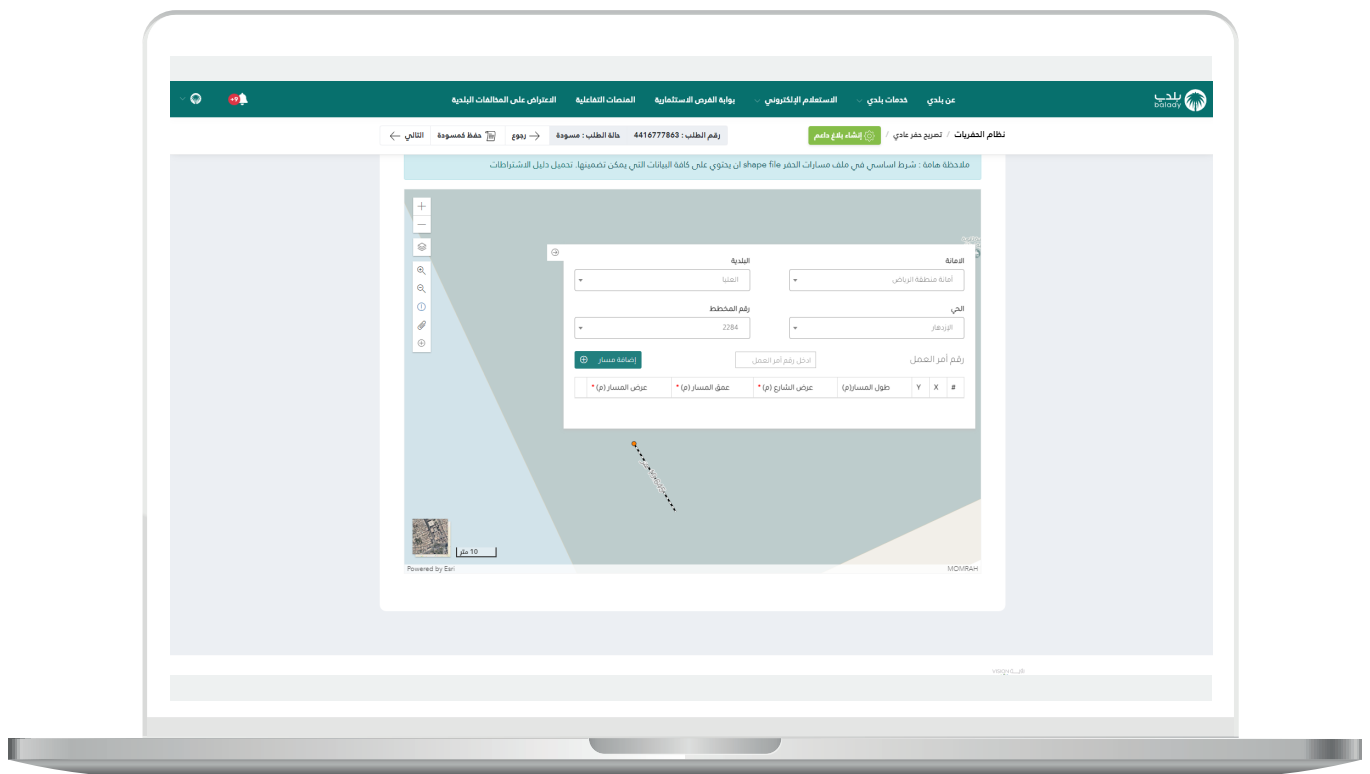
13) After clicking the plus sign (**Draw Excavation**), dropdown lists specific to the excavation location appear, to be selected sequentially, including (**Municipality, Secretariat, District, Plan Number**).



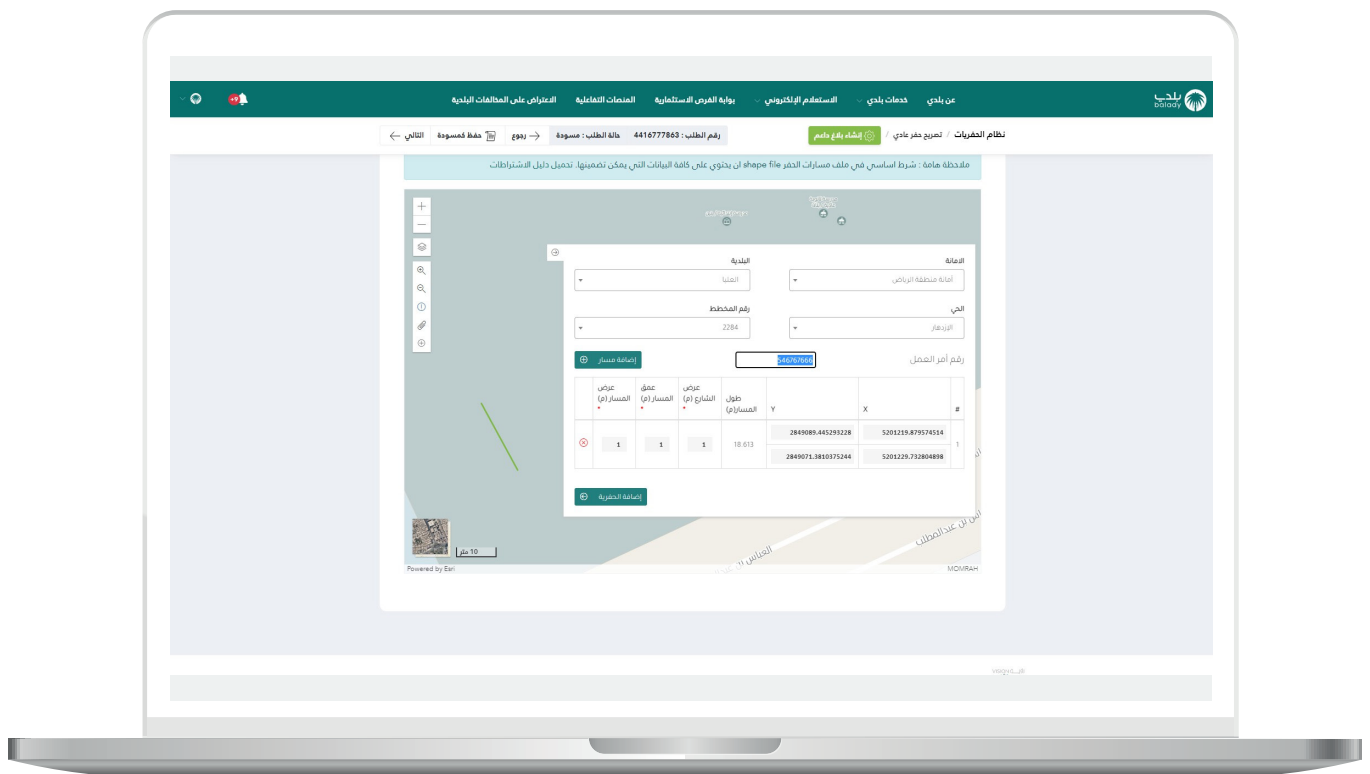
14) Once the area is selected on the map, the user clicks **(Add Route)**.



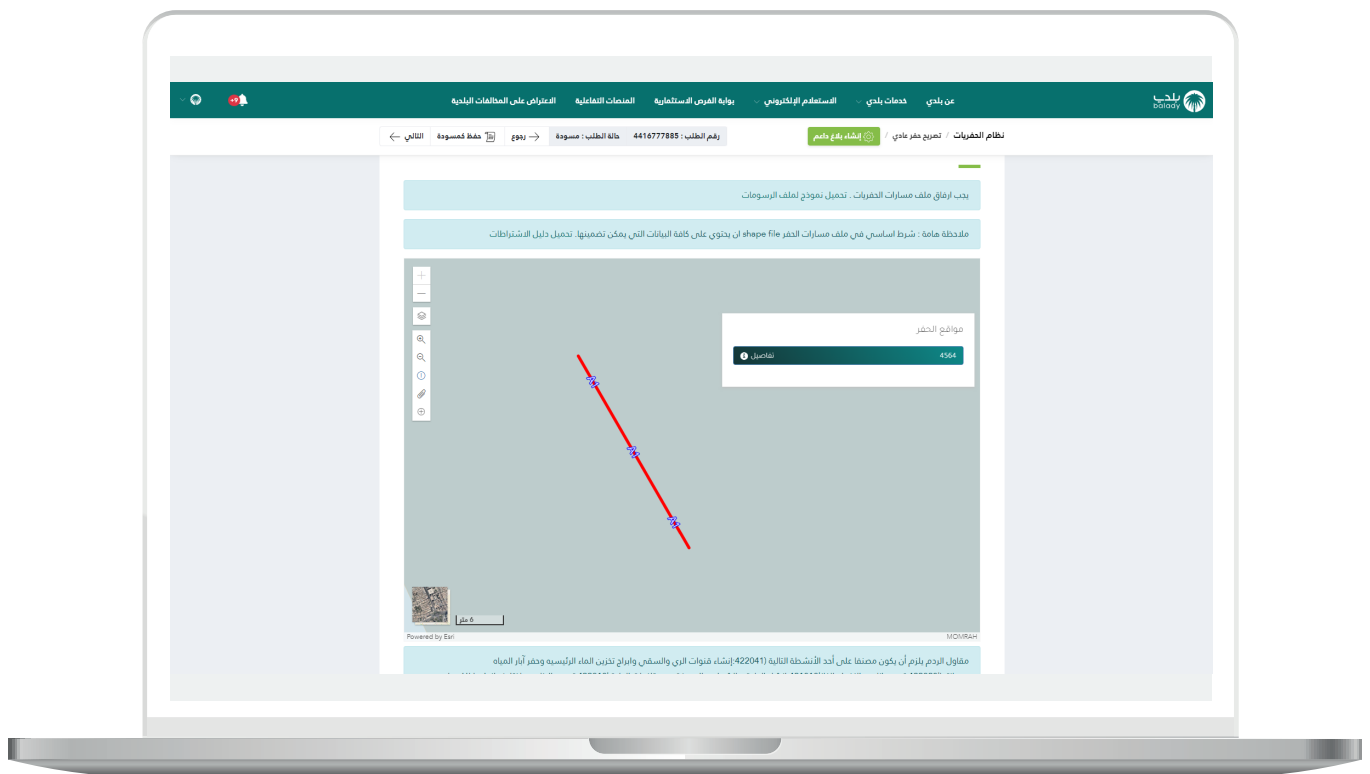
15) The user then draws the route on the map, as shown.



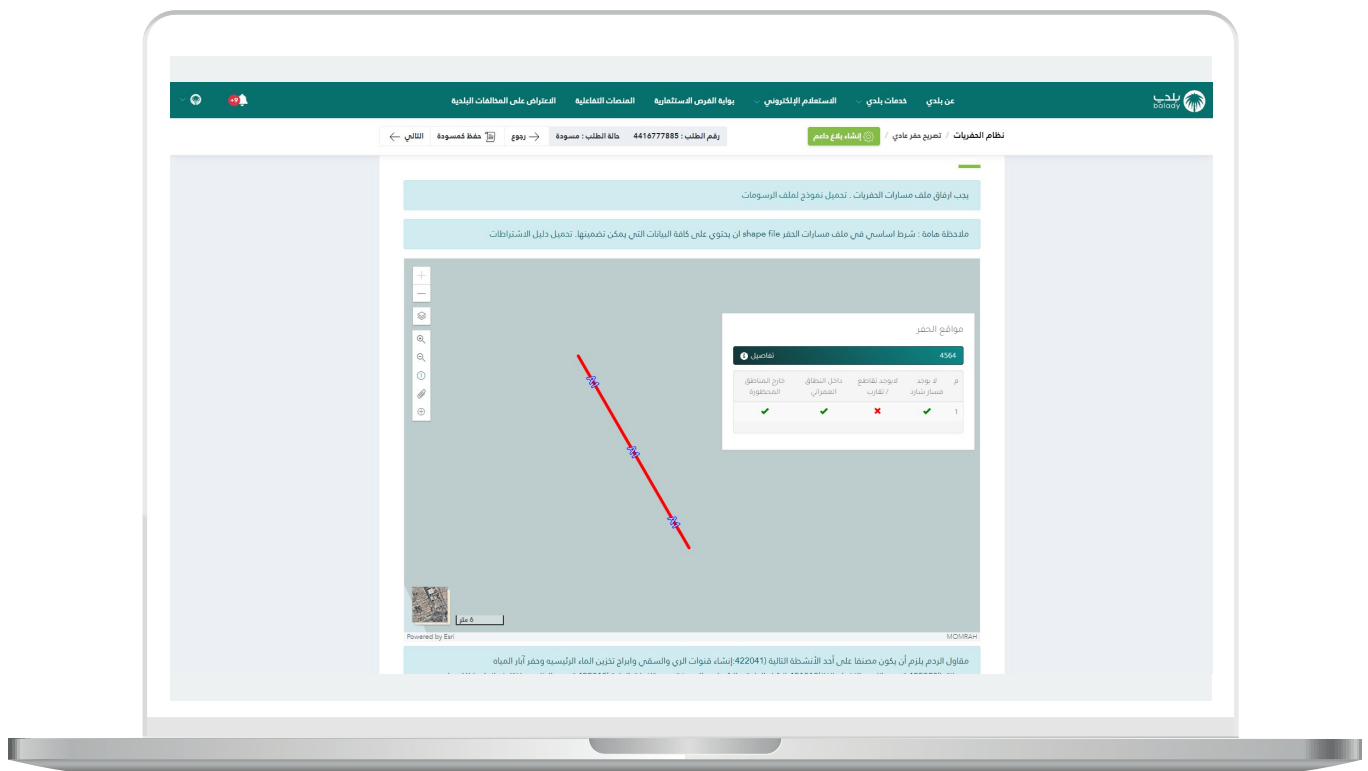
16) The user then enters the value in the **(Work Order Number)** field and fills in the following fields (**Street Width, Excavation Depth, Route Width**), then clicks the **(Add Excavation)** button.



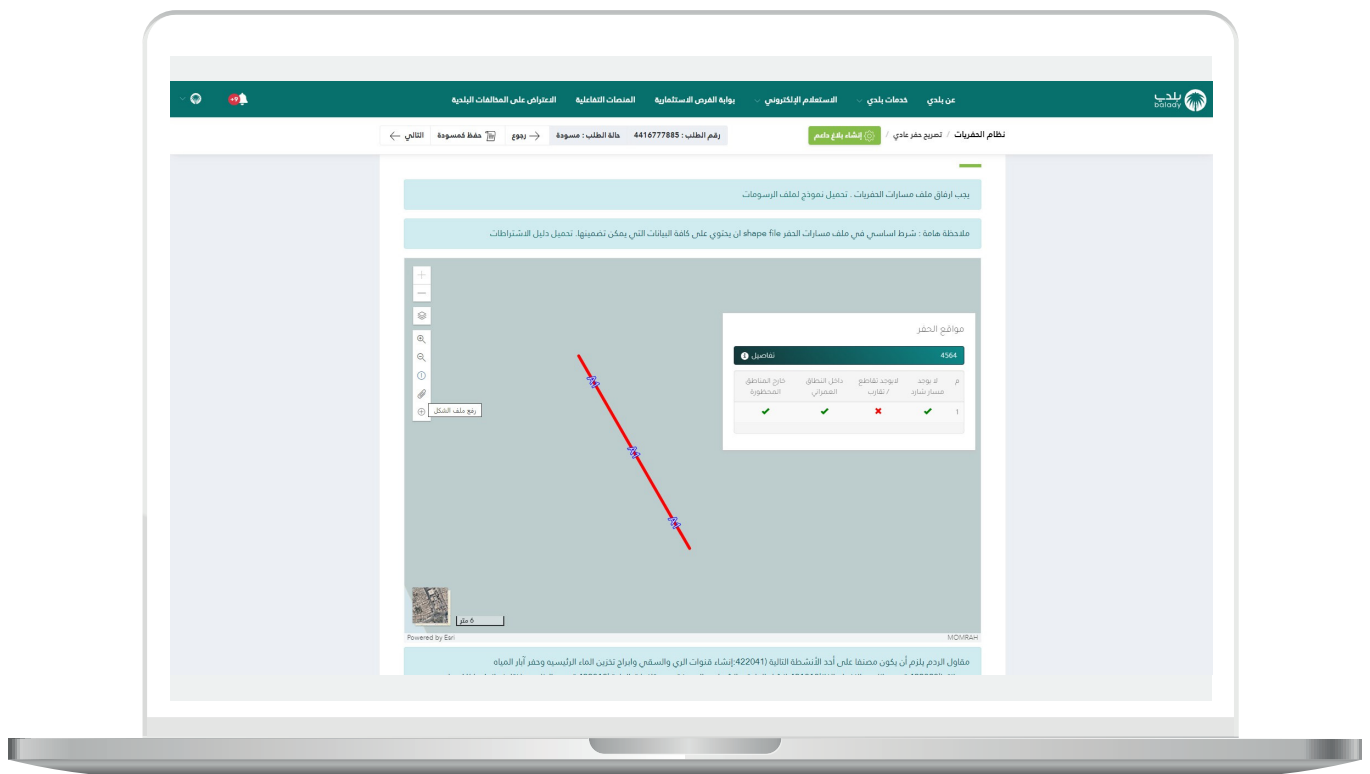
17) The system adds the excavation to the map, as shown.



18) After clicking the **(Details)** menu, excavation details are displayed.

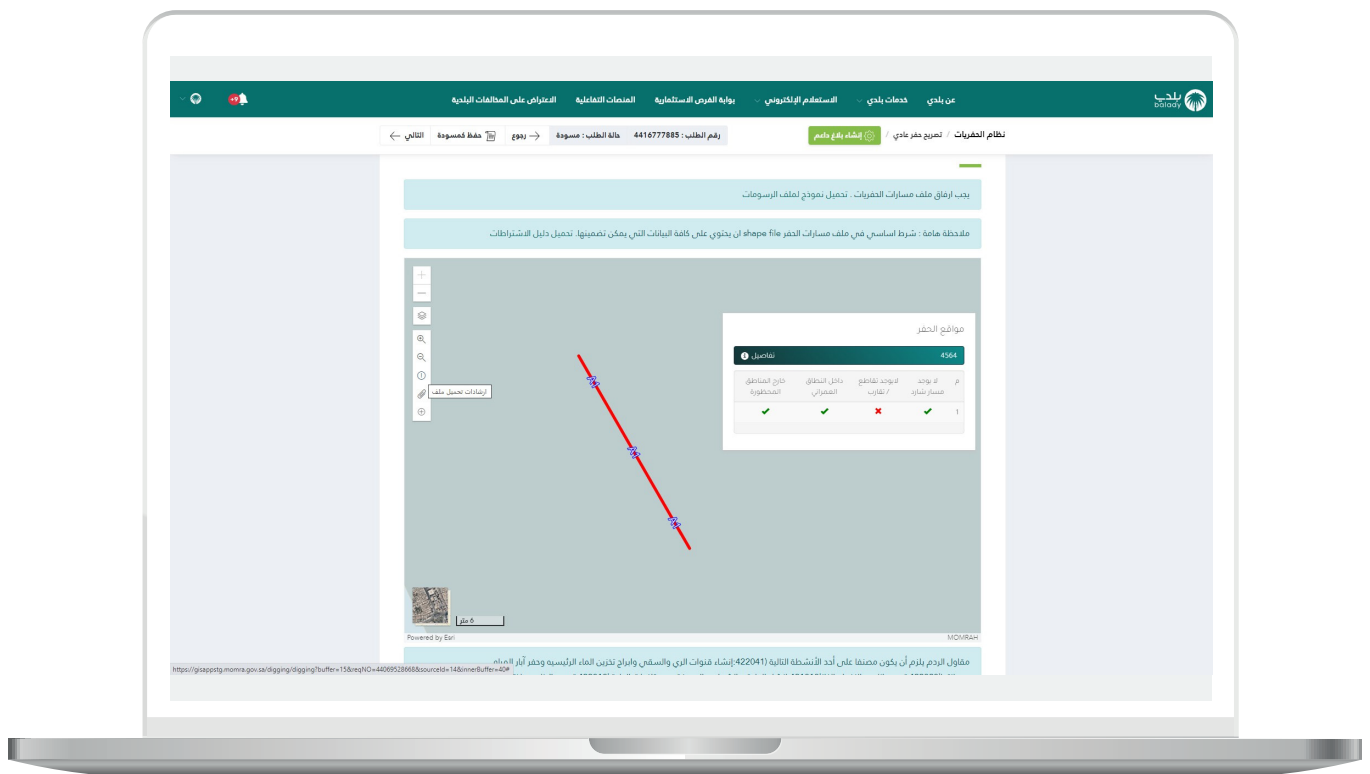


19) The excavation can also be added by uploading its coordinates by clicking the **(Upload Shape File)** button. After a small pop-up window appears, the user clicks the **(Choose File)** button and selects the file from their device.



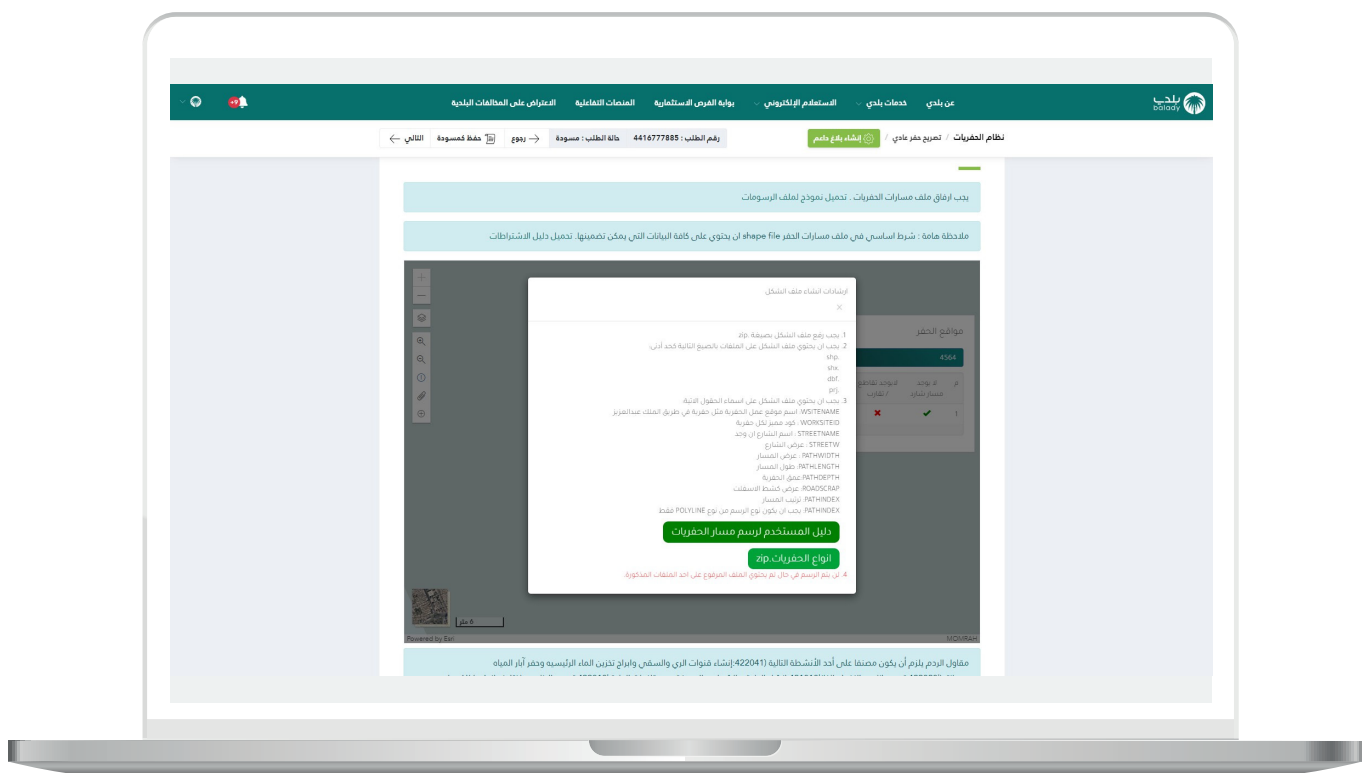


20) The (Shape File Creation Guide) can be viewed by clicking the exclamation mark.



21) A pop-up menu appears containing (User Guide for Drawing Excavation Routes) and (Types of Excavations).

Then, the user clicks (**Next**) to proceed, with the option to save the request as a draft using (**Save as Draft**) or return to the previous stage using (**Back**).





23) The **(Routes)** stage appears, where the user fills in the required fields with appropriate values.

Once completed, the user clicks **(Next)** to proceed, with the option to save the request as a draft using **(Save as Draft)** or return using **(Back)**.

**مسار العمل**

الخط النهائي: 24.78228474630391,46.7224852414030561

الخط البداية: 24.78228474630391,46.7224852414030561

المدينة:

المدينة:

البلدية:

البلدية:

مركز المنطقة العمرانية:

مركز المنطقة العمرانية:

عنوان المسار بالخط:

عنوان المسار بالخط:

الارتفاع عن سطح البحر:

الارتفاع عن سطح البحر:

طول المسار بالخط:

طول المسار بالخط:

رقم أمر العمل:

رقم أمر العمل:

موقع العمل:

موقع العمل:

بيانات الشوارع

اسم الشارع:

طريق المسار بالخط:

مركز المنطقة العمرانية:

مركز المنطقة العمرانية:

24) The user is then directed to the **(Work Team)** stage, where required fields in the following sections must be completed: **(Field Supervisor from the Service Provider Data, Engineering Consulting Office Data, Contractors Data).**

The screenshot displays a web application interface for managing excavation services. The top navigation bar includes links for 'عن بلدي', 'خدمات بلدي', 'الاستعلام الإلكتروني', 'بوابة العرض الاستثمارية', 'المنتجات التفاعلية', and 'عن بلدي'. The main content area is titled 'بيانات المشرف الميداني من الجهة الخدمية' (Field Supervisor Data from the Service Provider). It contains several sections for data entry:

- المشرف الميداني من الجهة الخدمية:** A dropdown menu for selecting the field supervisor.
- بيانات المكتب الاستشاري الهندسي:** Fields for 'المكتب الاستشاري الهندسي' (Engineering Consulting Office) and 'اسم مدير المشروع' (Project Manager).
- بيانات المقاولين:** A section for contractor data, including a list of projects with details like project name, location, and status.

The interface is designed for users to input and manage data related to excavation services, specifically focusing on the field supervisor and project management aspects.

25) The dropdown menu (**Field Supervisor from the Service Provider**) is selected, and the fields are automatically populated. Users can modify values for (**Mobile Number, Additional Mobile Number, Email**).

The screenshot shows a web application interface for entering beneficiary data. The header is green with the logo and navigation links. The breadcrumb trail indicates the current step: 'نظام الحفريات / تحرير خفر باغي / إنشاء باغي جديد'. The main form is titled 'بيانات المشرف الميداني من الجهة الخدمية' and includes the following fields:

- المشرف الميداني من الجهة الخدمية (Dropdown menu)
- الاسم (Text input)
- الجنس (Text input)
- الرقم الهوي (Text input)
- الرقم الجوال (Text input)
- البريد الإلكتروني (Text input)
- عدد سنوات الخبرة (Text input)

Below the main form is a section titled 'بيانات المكتب الاستشاري الهندسي' with the following fields:

- المكتب الاستشاري الهندسي (Dropdown menu)
- اسم مدير المشروع (Text input)
- تعيين كاستشاري رئيسي (Checkbox)

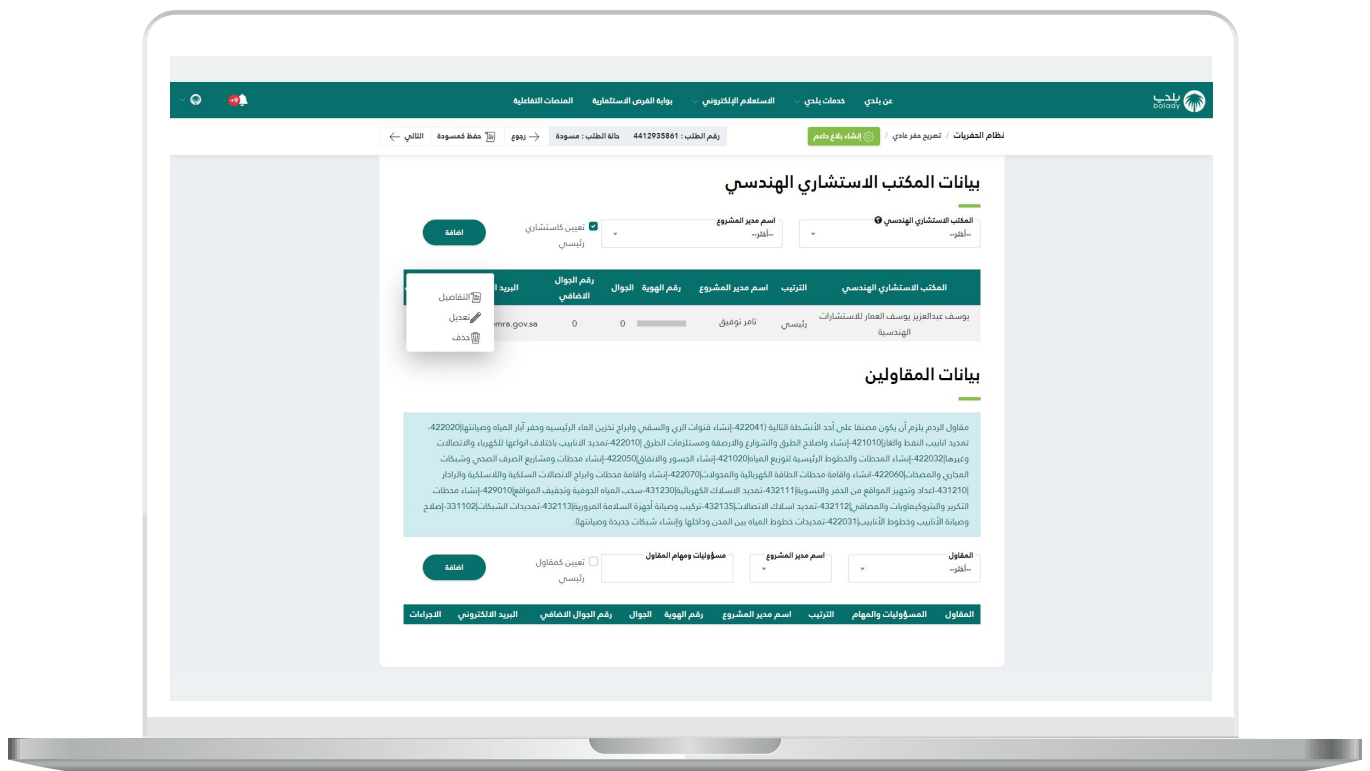
At the bottom, there is a table with the following columns: المكتب الاستشاري الهندسي, الترتيب, اسم مدير المشروع, رقم الهوية, الجوال, رقم الجوال الإضافي, البريد الإلكتروني, and الاذونات.

The form also includes a 'بيانات المقاولين' section at the bottom.

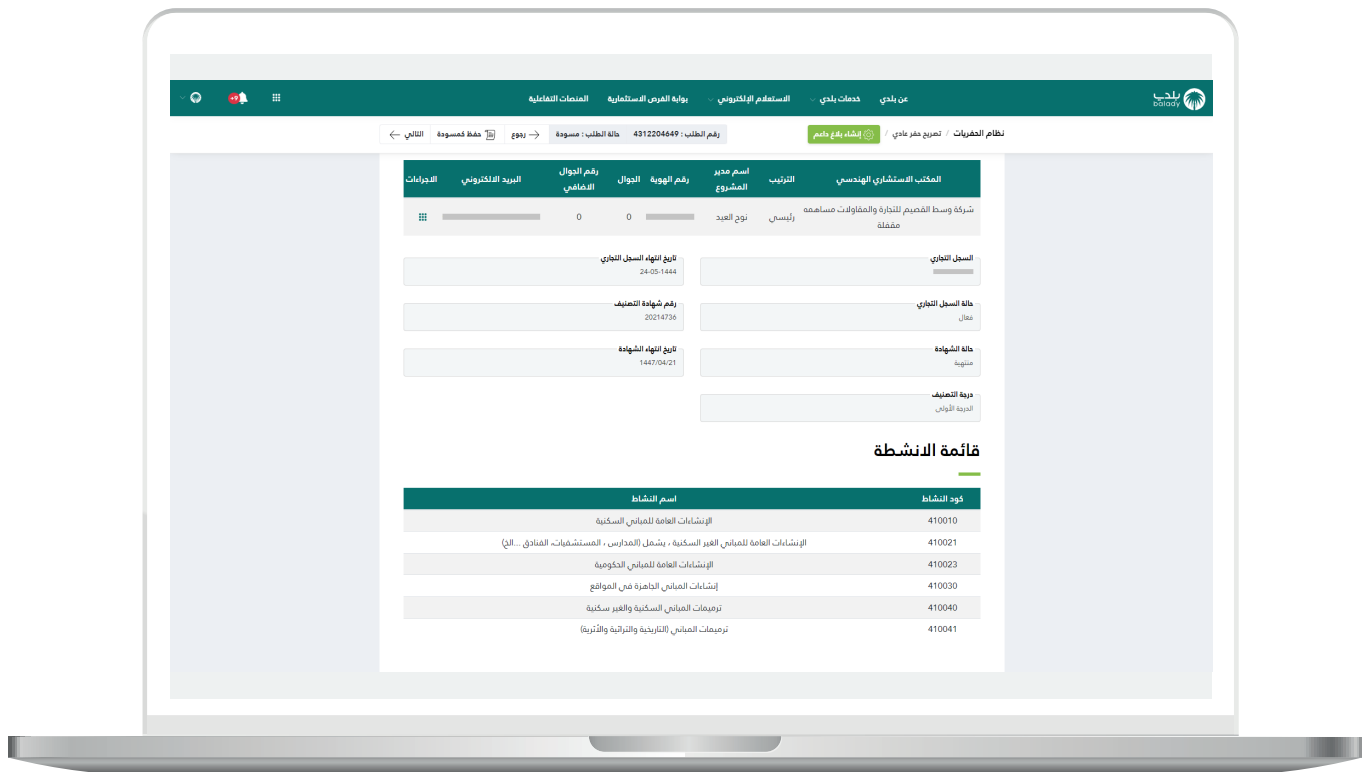
26) Consultants are added in the **(Engineering Consulting Office)** section by selecting values from the dropdown menus **(Consulting Office, Project Manager Name)** and clicking **(Add)**.

Note: At least one consultant must be designated as **(Primary Consultant)** by selecting the checkbox **(Assign as Primary Consultant)**.

By clicking the action box in the **(Actions)** column, users can view details by clicking **(Details)**, modify consultant data using **(Edit)**, or remove a consultant using **(Delete)**.

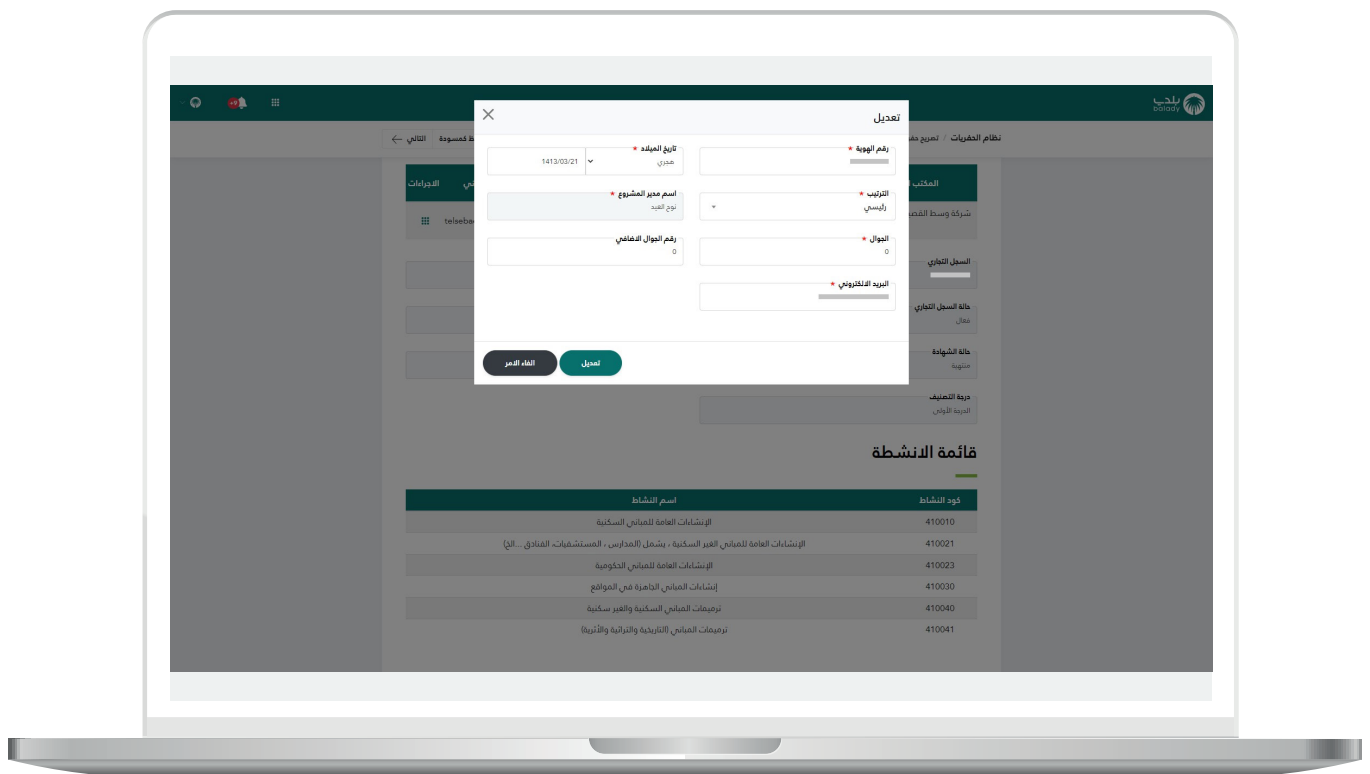


27) After clicking the **(Details)** button, the consultant office details are displayed.

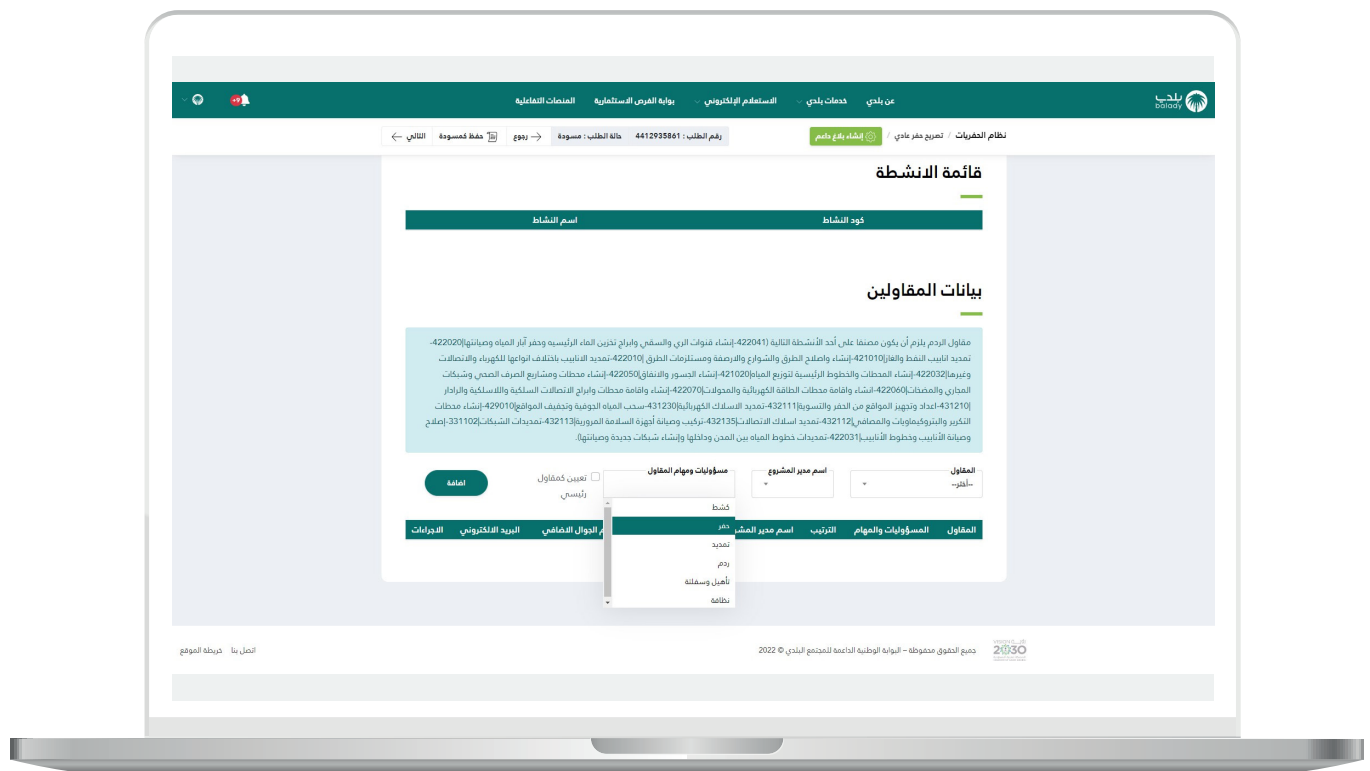




28) After clicking the **(Edit)** button, a pop-up screen appears, allowing the user to modify field values with new data, then click **(Edit)** to save changes, with the option to cancel the action using the **(Cancel)** button.

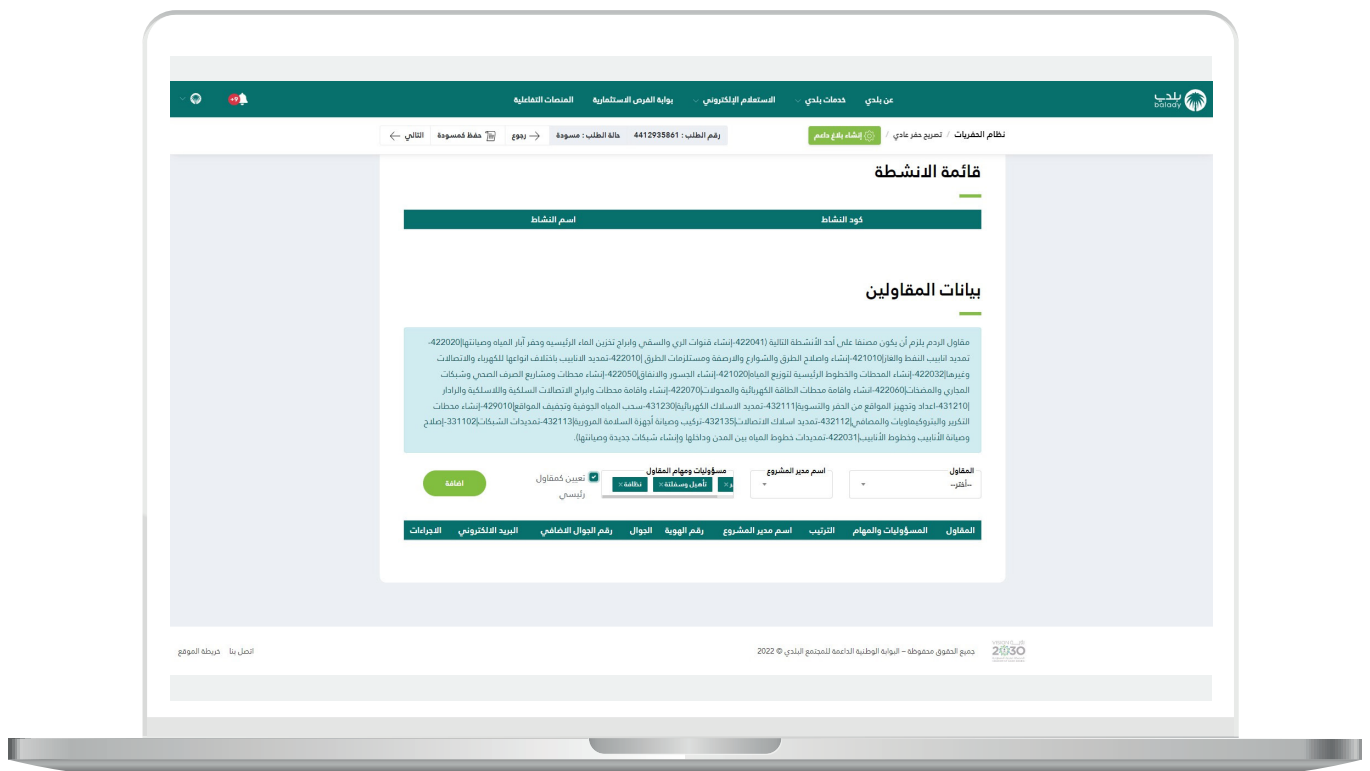


29) Contractors are added in the **(Contractors Data)** section using the same method. Users select values from the dropdown menus (**Contractor, Project Manager Name**) and choose contractor responsibilities using **(Contractor Responsibilities & Tasks)**, with the option to select multiple responsibilities/tasks.



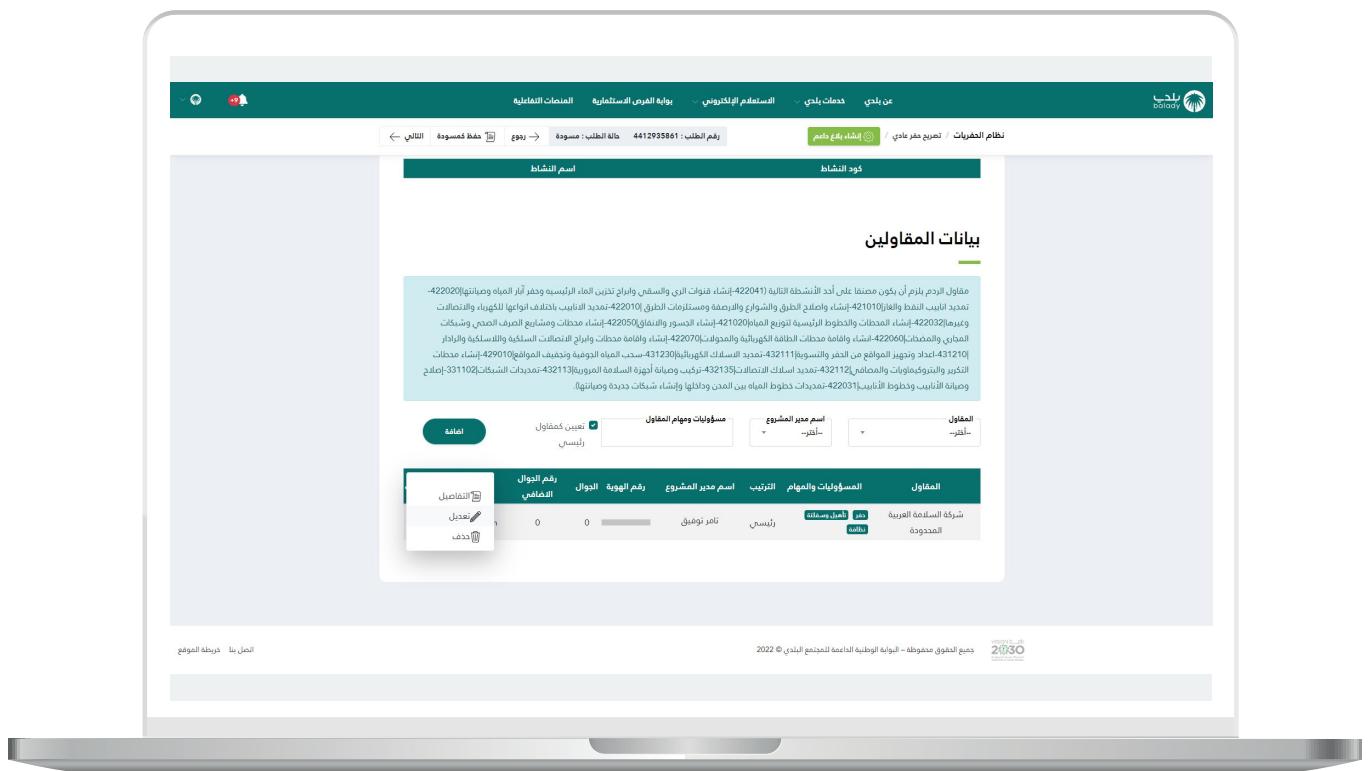
30) The user then clicks the **(Add)** button.

Note: At least one contractor must be assigned as the Primary Contractor by selecting the checkbox **(Assign as Primary Contractor)**.

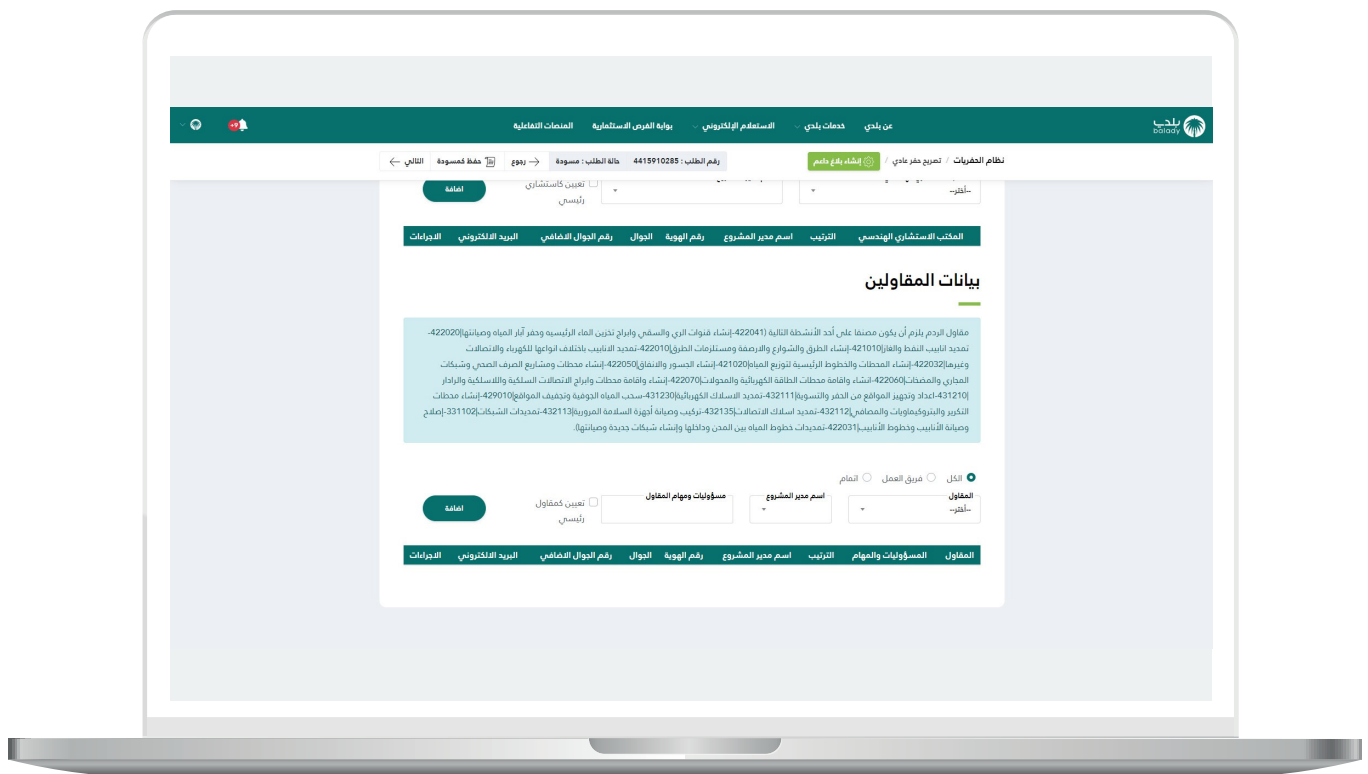


31) By clicking the action box in the **(Actions)** column, users can view contractor details by clicking **(Details)**, modify contractor data using **(Edit)**, or remove a contractor using **(Delete)**.

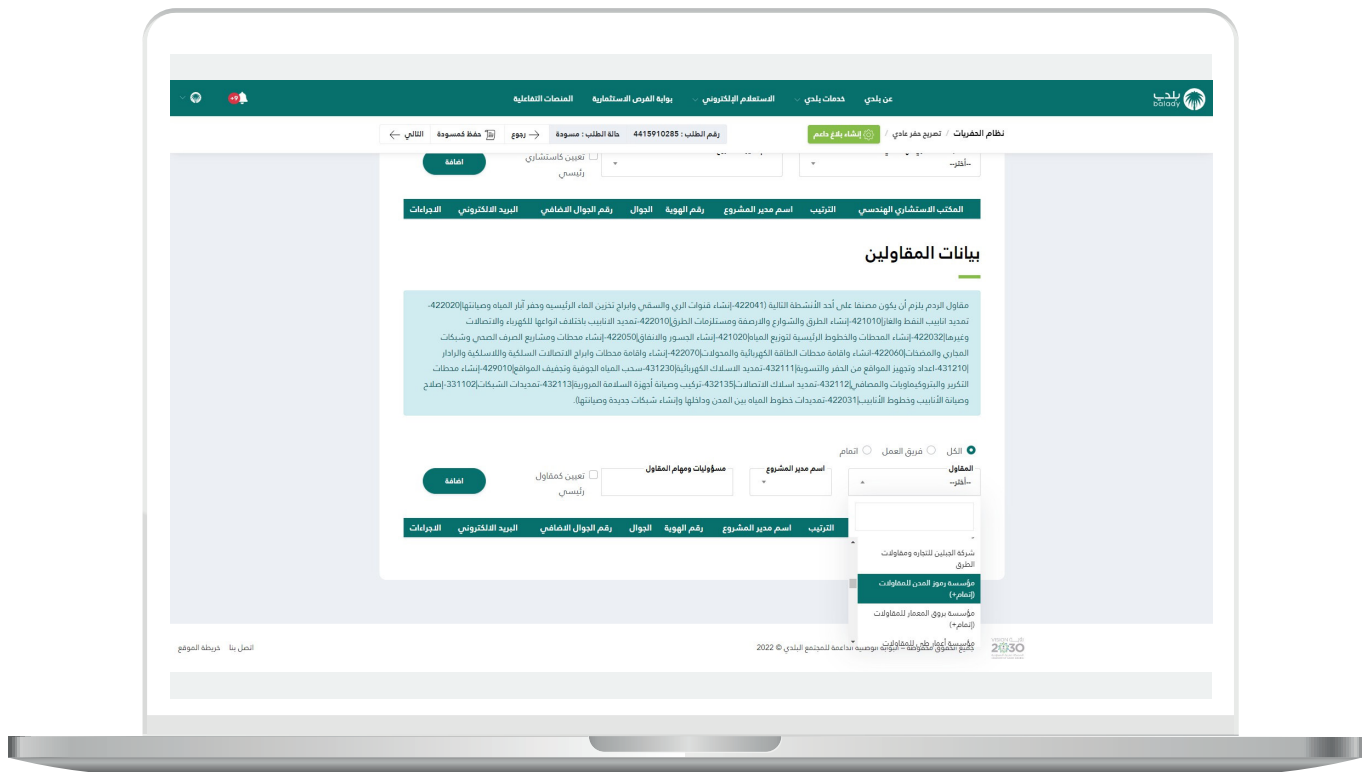
Then, the user clicks **(Next)** to proceed, with the option to save the request as a draft using **(Save as Draft)** or return to the previous stage using **(Back)**.



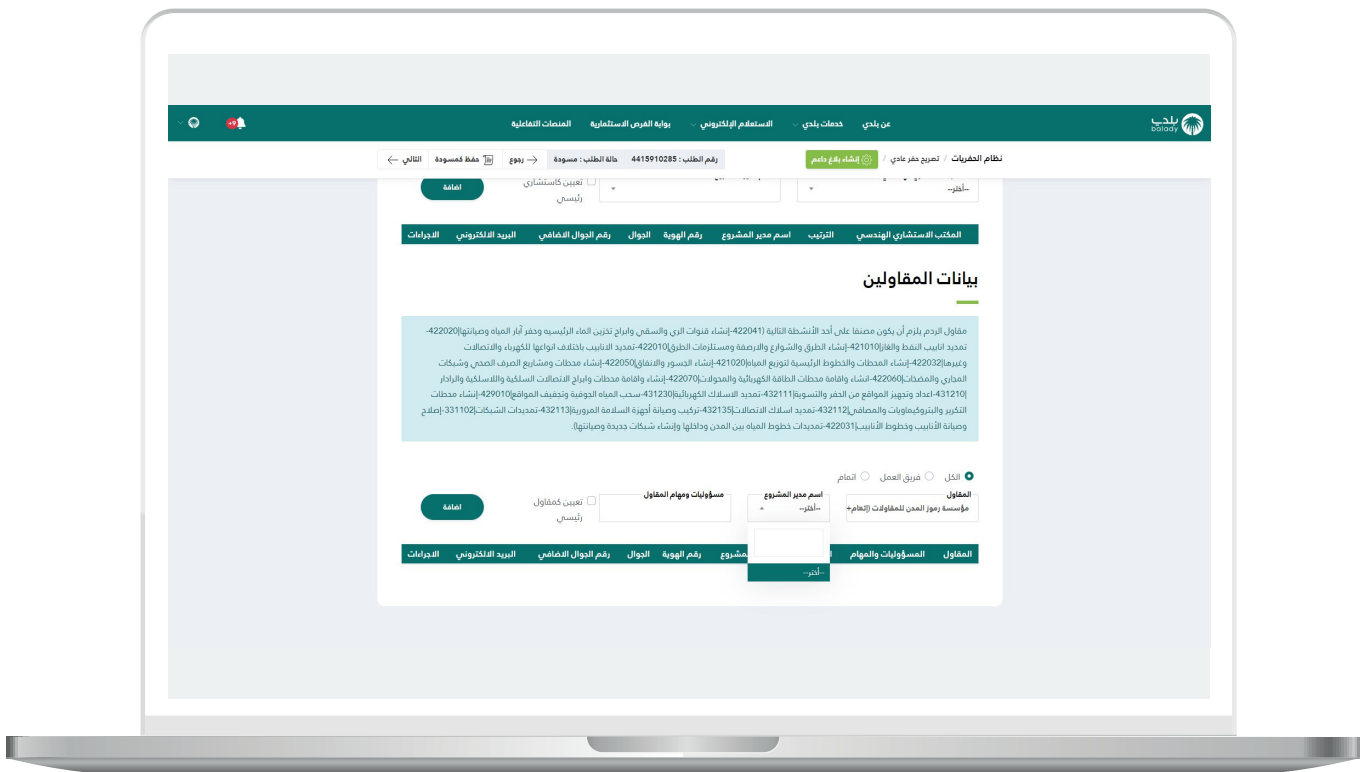
32) If the selected area has an active Contractor Qualification Platform (Etmam+), the system will display three options: (All, Team, Etmam+).



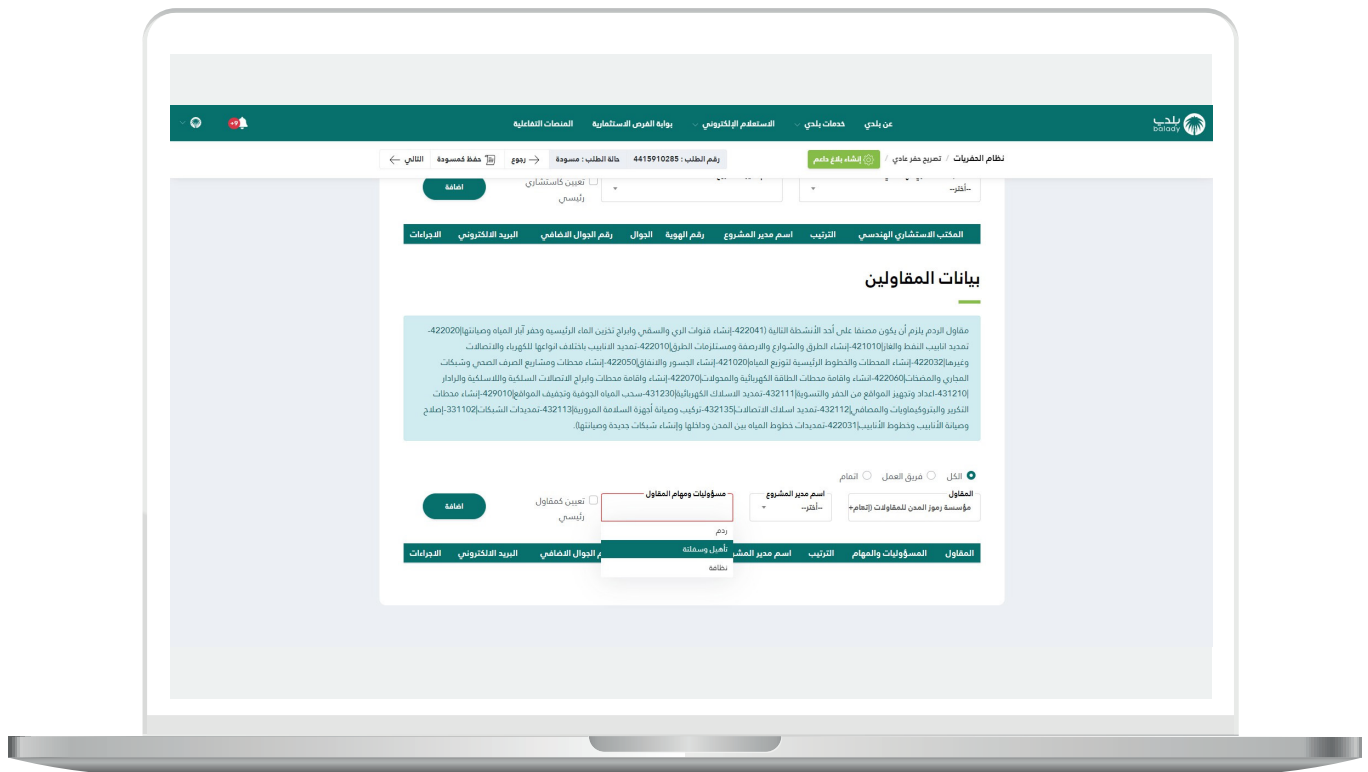
33) When selecting (All), both the Team and Etmam+ lists are merged. Contractors qualified under Etmam+ are marked with (Etmam+), as shown in the screenshot below.



34) The dropdown list (Project Manager Name) will not display any values if a contractor qualified by Etmam is selected.



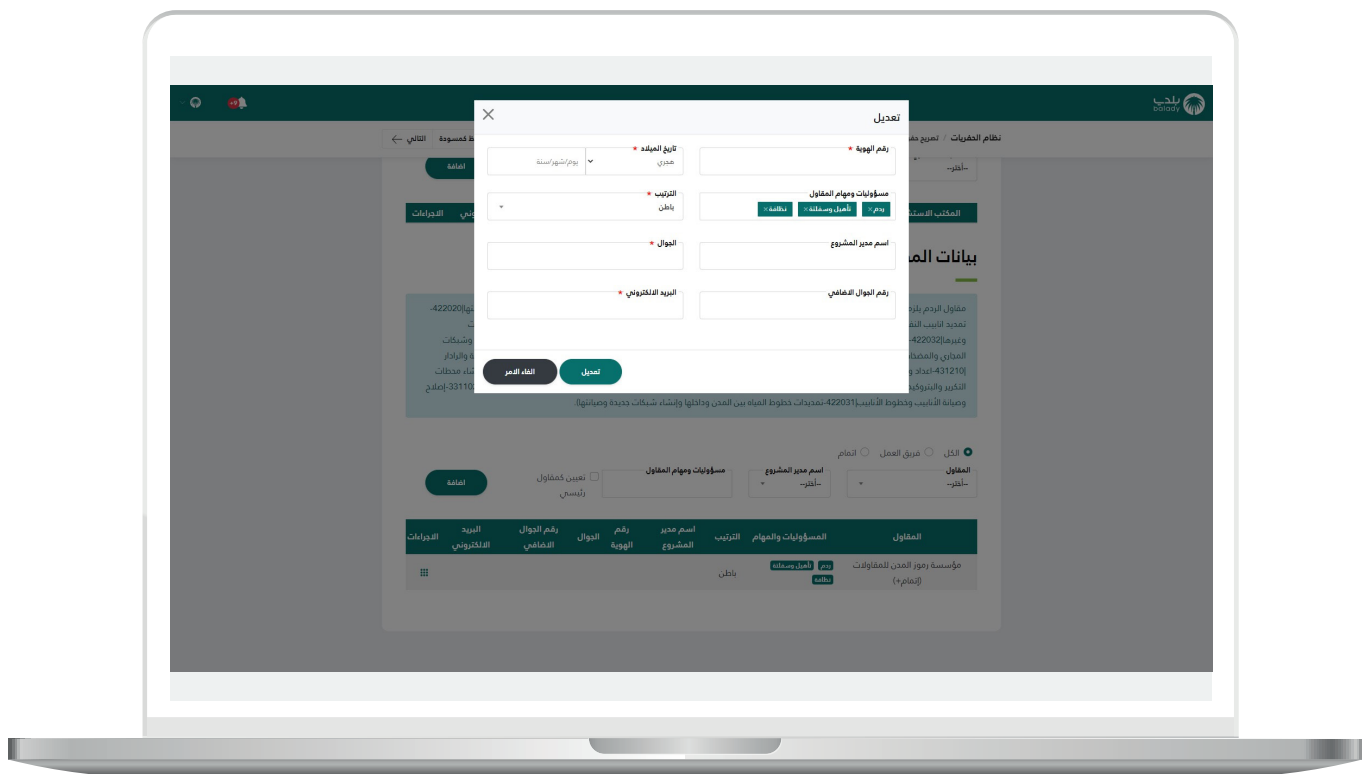
35) The dropdown list (**Contractor Responsibilities and Tasks**) includes the following three values only when a contractor qualified by Etmam is selected: (**Backfilling, Rehabilitation and Paving, Cleaning**).



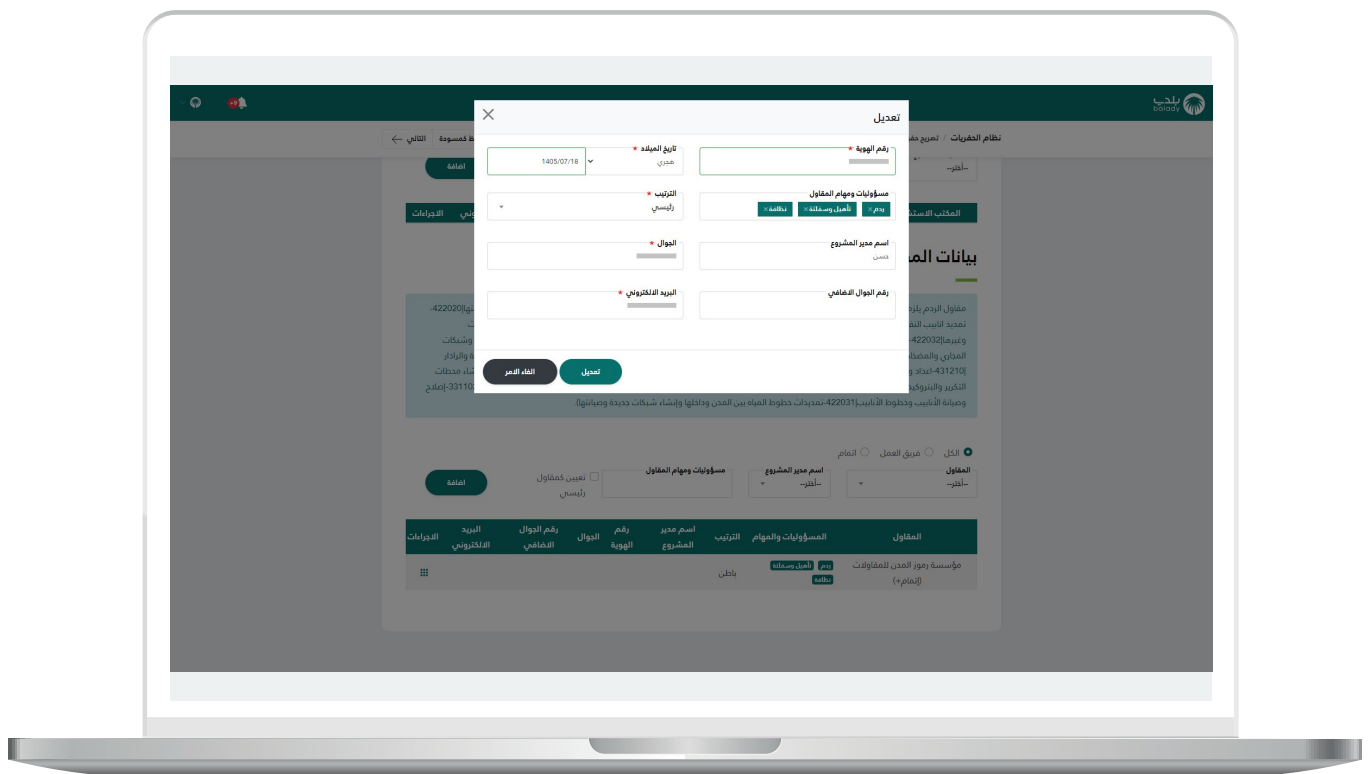


36) After clicking the **(Add)** button, the project manager's fields will be filled in, but only if a contractor qualified by Etmam is selected.

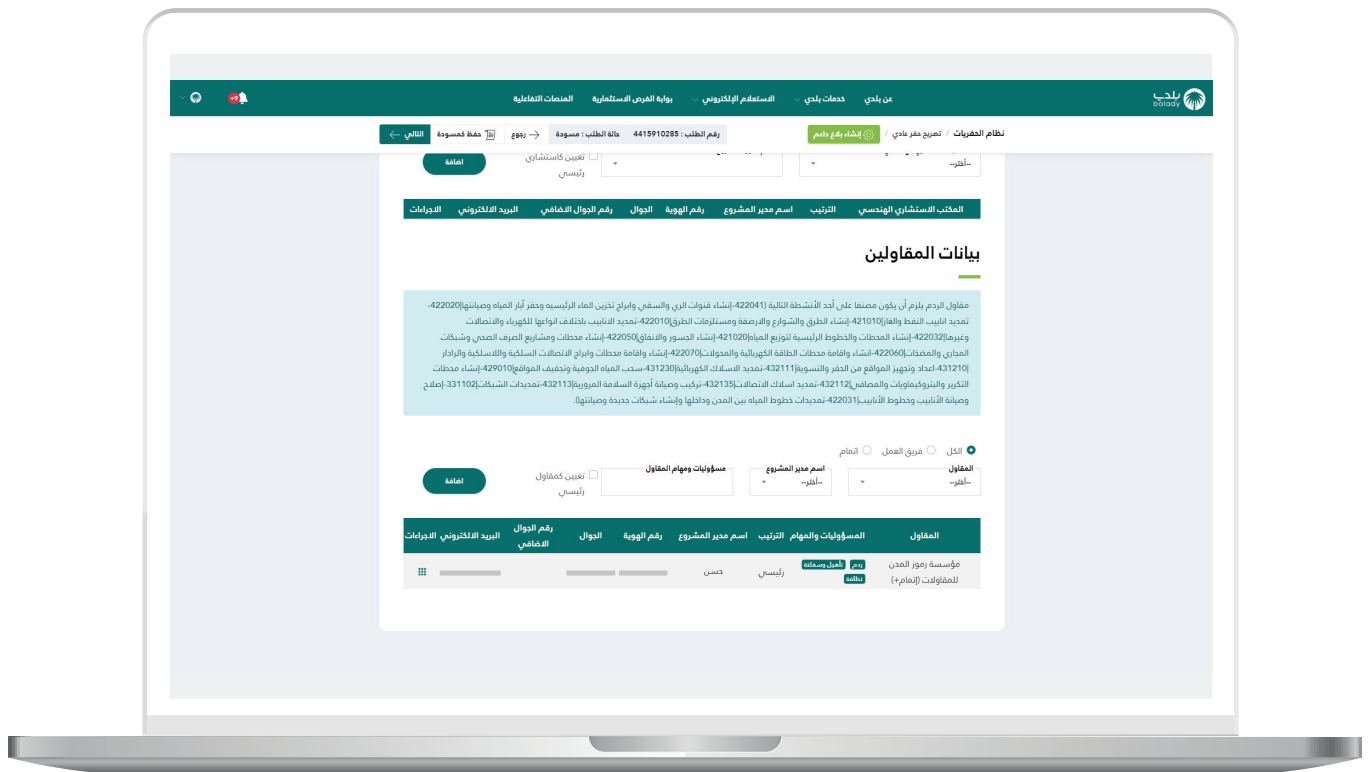
The user must enter the **(ID Number)** and select **(Date of Birth)** from the electronic calendar.



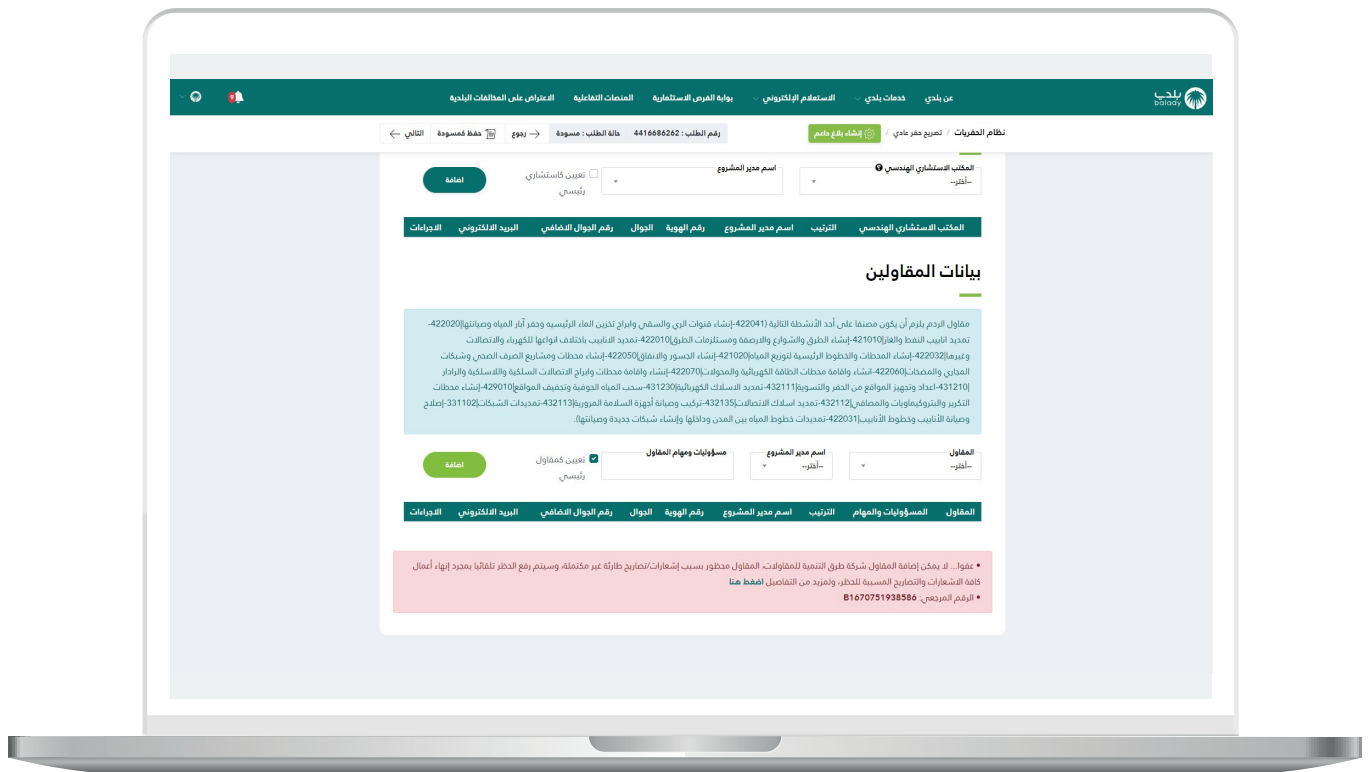
37) The system then retrieves the (Project Manager Name) field, and the user enters values for the following fields: (Mobile Number, Additional Mobile Number, Email) before clicking the (Edit) button.



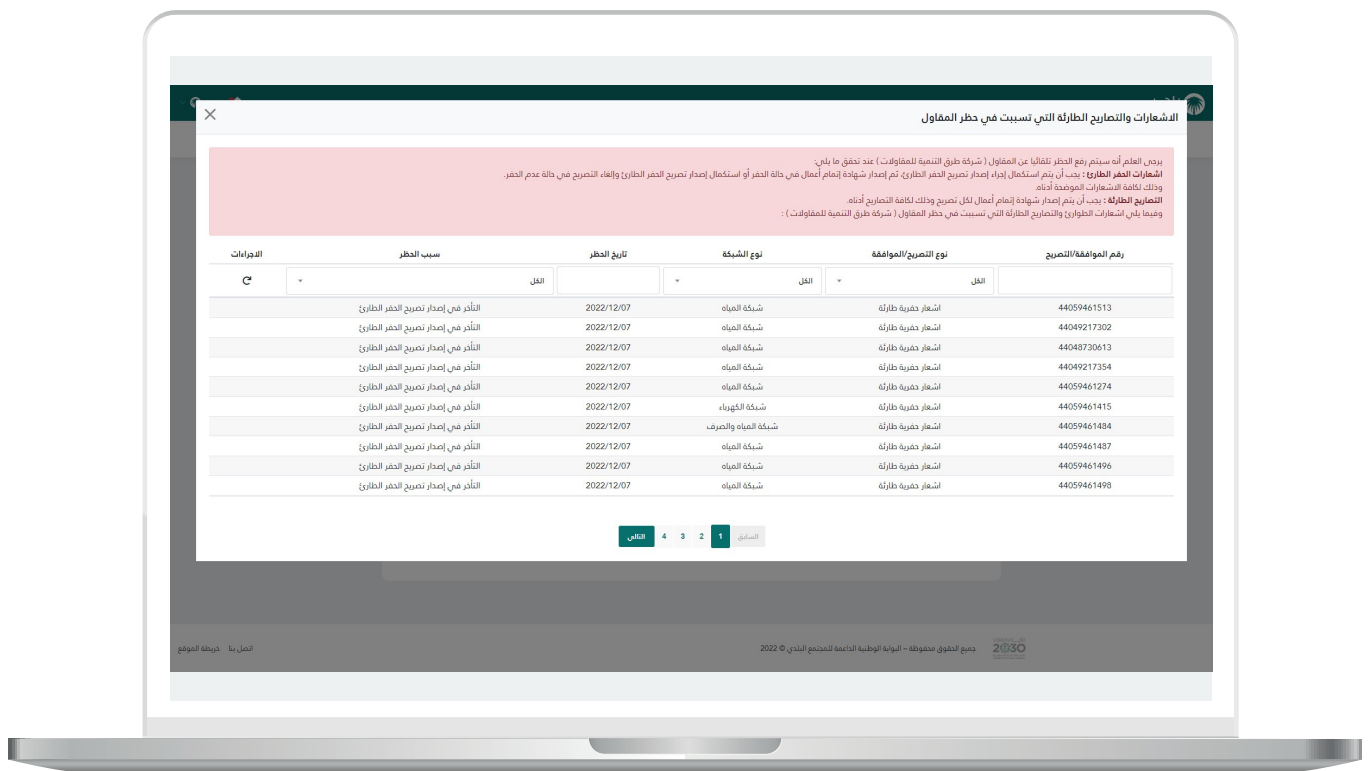
38) The user clicks **(Next)** to proceed, with options to save as a draft using **(Save as Draft)** or return to the previous stage using **(Back)**.



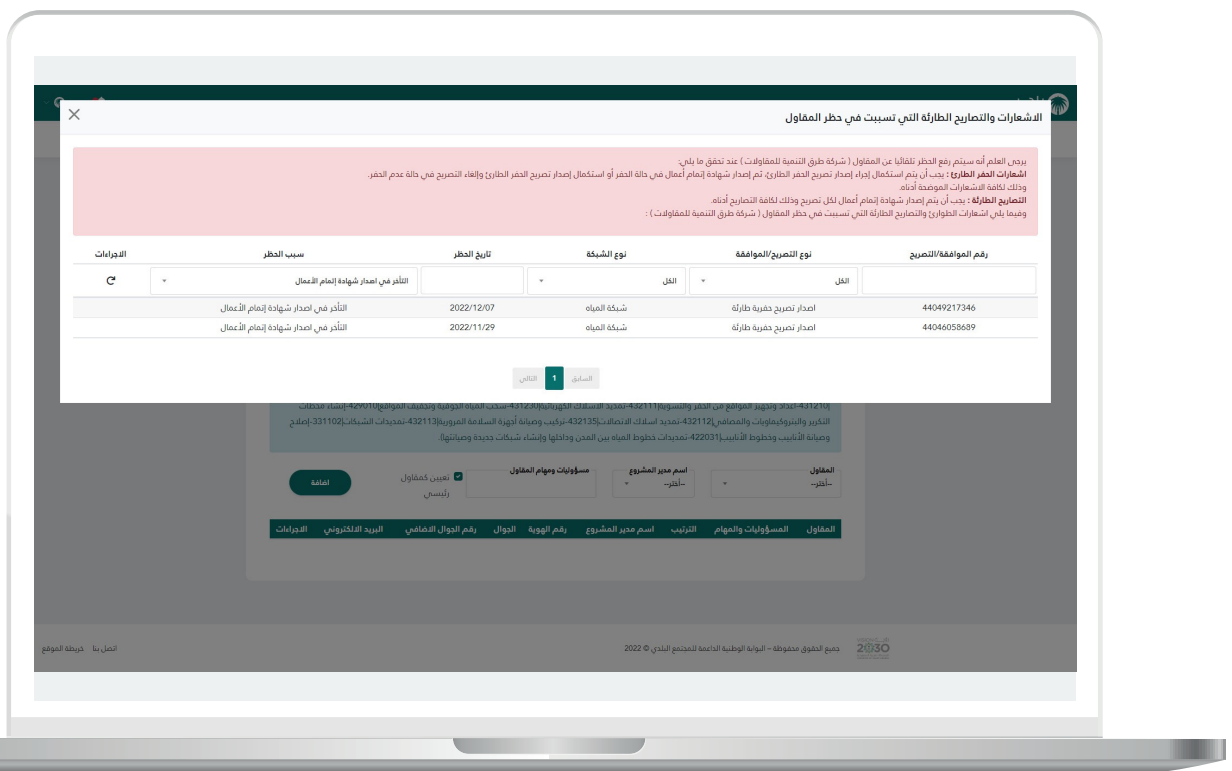
39) If the contractor is banned, an error message appears as shown below. The user can review the details of requests that caused the contractor's ban by clicking the link **(Click Here)**.



40) After clicking the (Click Here) link, the following screen appears.



41) The results can be filtered using dropdown lists, as shown below.



42) After clicking the **(Next)** button, the user moves to the **(Attachments)** stage, where they upload the required attachments. They can also add additional attachments by entering a value in the **(Attachment Name)** field, uploading the file in the **(Attachment)** field, and clicking the **(Upload)** button.

The user clicks **(Next)** to proceed, with options to save as a draft using **(Save as Draft)** or return to the previous stage using **(Back)**.

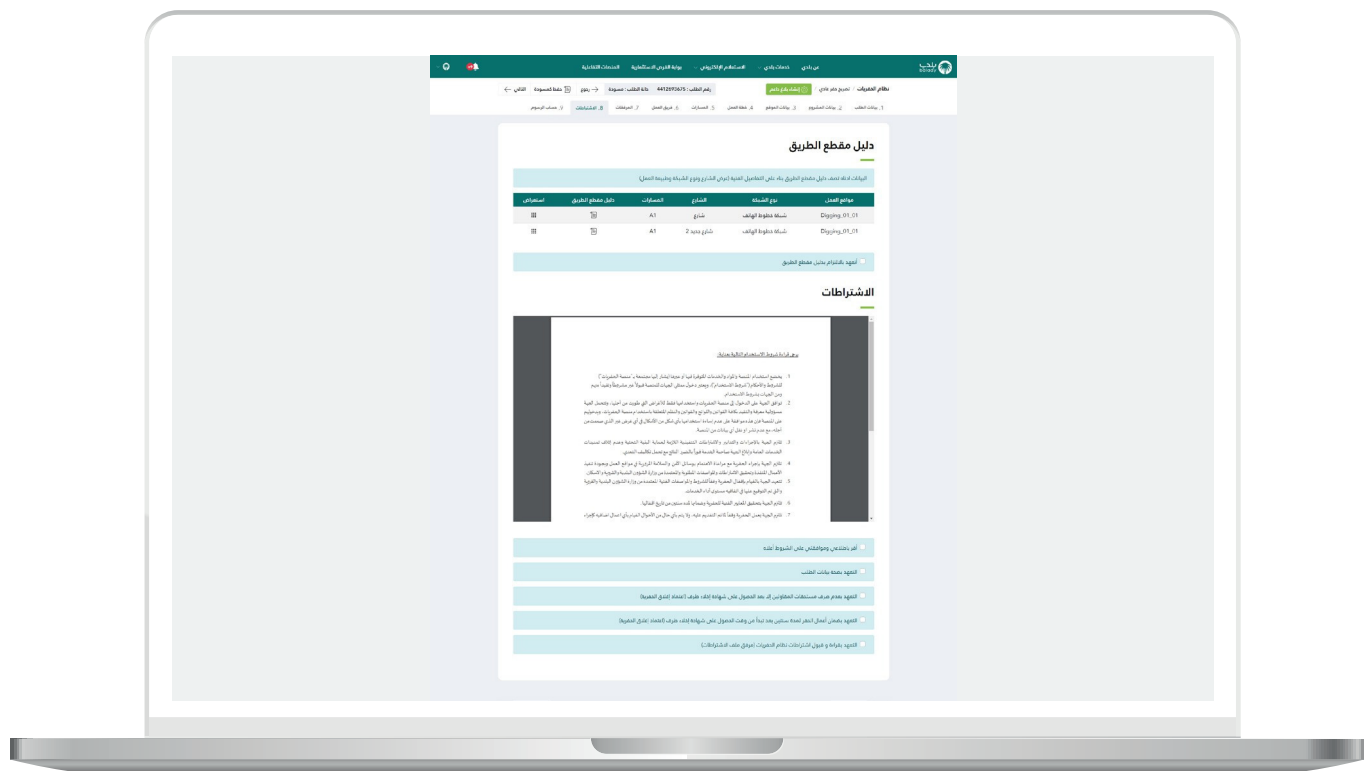
The screenshot displays the 'المرفقات' (Attachments) stage of the application. The top navigation bar contains the following links: 'عن بلدي', 'خدمات بلدي', 'الاستعلام الإلكتروني', 'بوابة العرض الاستشارية', and 'المنتجات التفاعلية'. The breadcrumb trail shows the sequence: 'نظام الحفرات' / 'تصريح حفر عادي' / 'إنشاء بضع خاص' / 'رقم الطلب: 4412935861' / 'حالة الطلب: مسودة' / '7 المرفقات'.

The main content area is titled 'المرفقات' and contains a table of required attachments:

الترتيب	الوصف	اسم المرفق	المرفق
1	بيانات الطلب	اسم المرفق	المرفق
2	بيانات المشروع	اسم المرفق	المرفق
3	بيانات الموقع	اسم المرفق	المرفق
4	خطة العمل	اسم المرفق	المرفق
5	المسارات	اسم المرفق	المرفق
6	مخطط العمل	اسم المرفق	المرفق
7	المرفقات	اسم المرفق	المرفق
8	الاشتراطات والتعهدات	اسم المرفق	المرفق
9	صاحب المشروع	اسم المرفق	المرفق

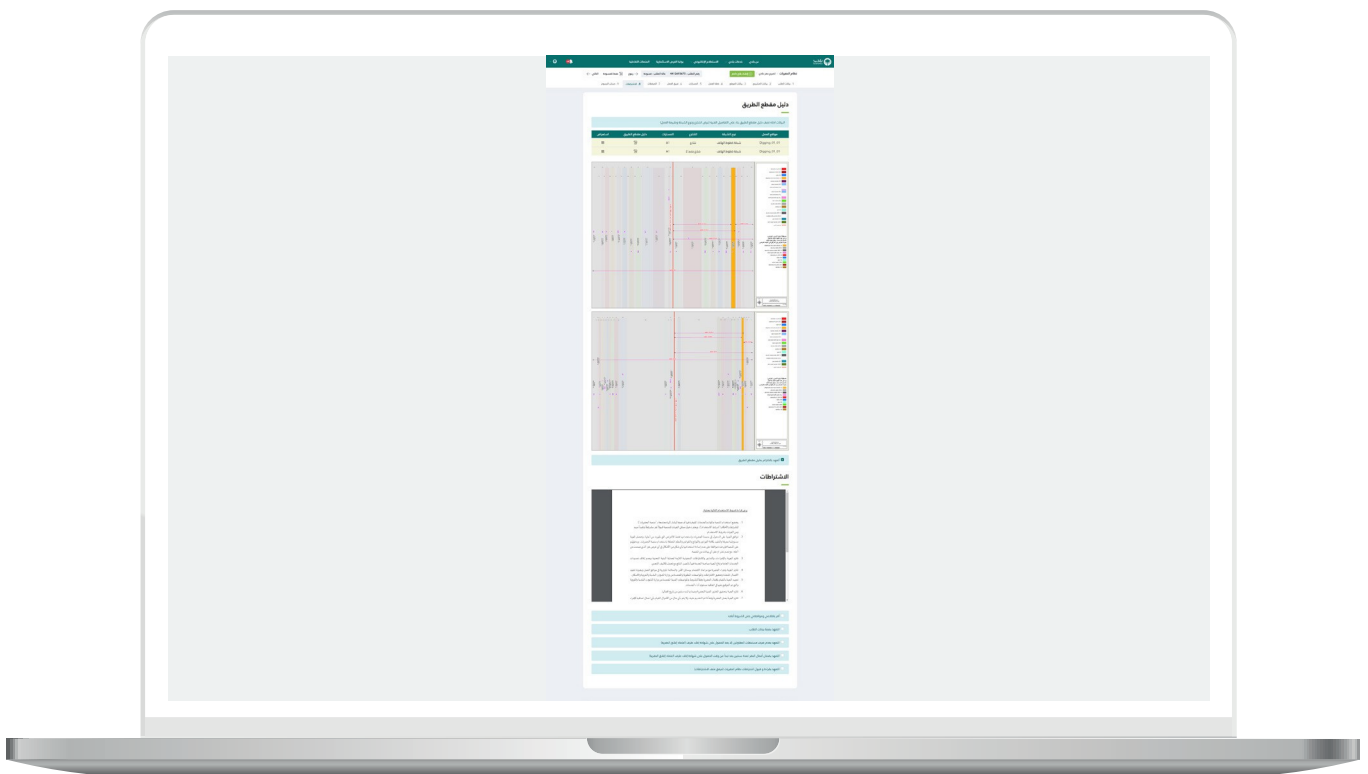
Below the table, there is a section for 'مرفقات إضافية' (Additional Attachments) with a similar structure for adding more attachments.

**43)** The user then moves to the **(Requirements)** stage, where the **(Road Section Guide)** section appears, showing worksite locations.

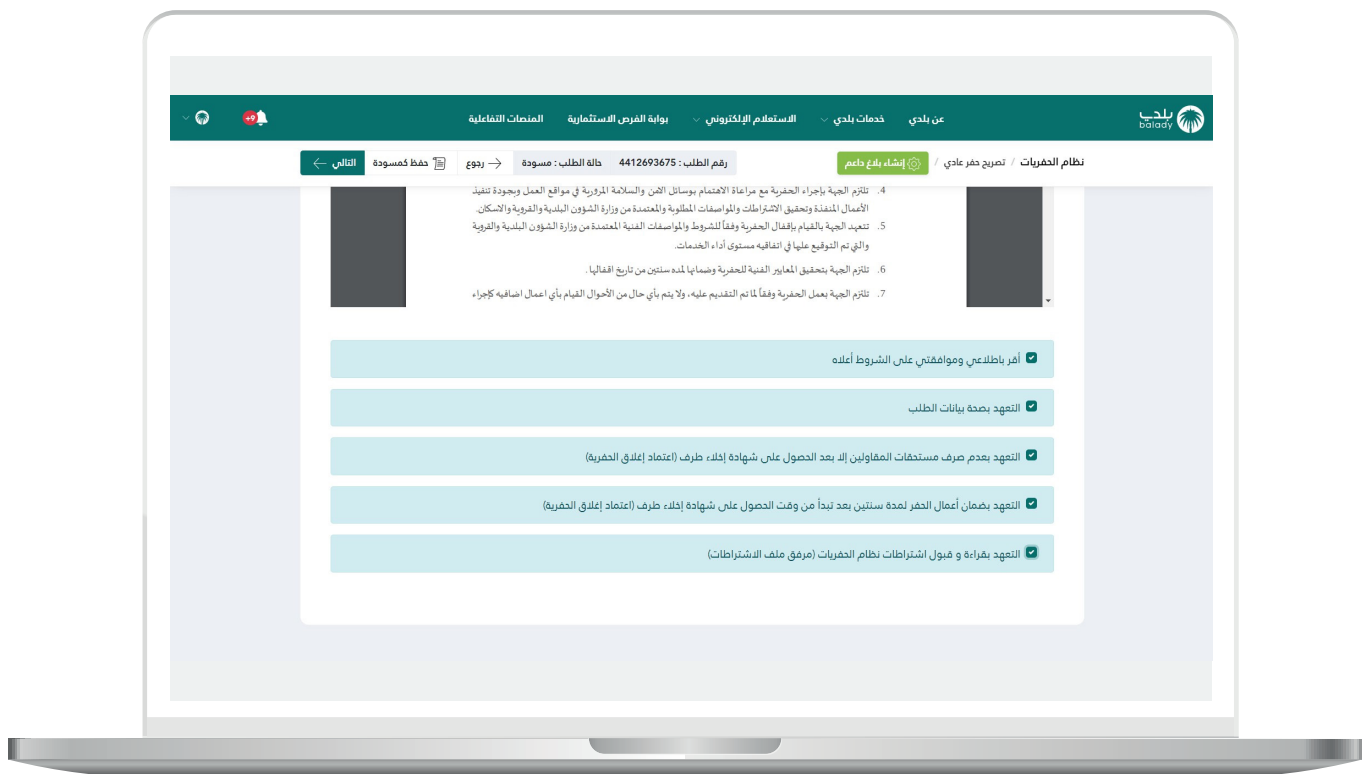




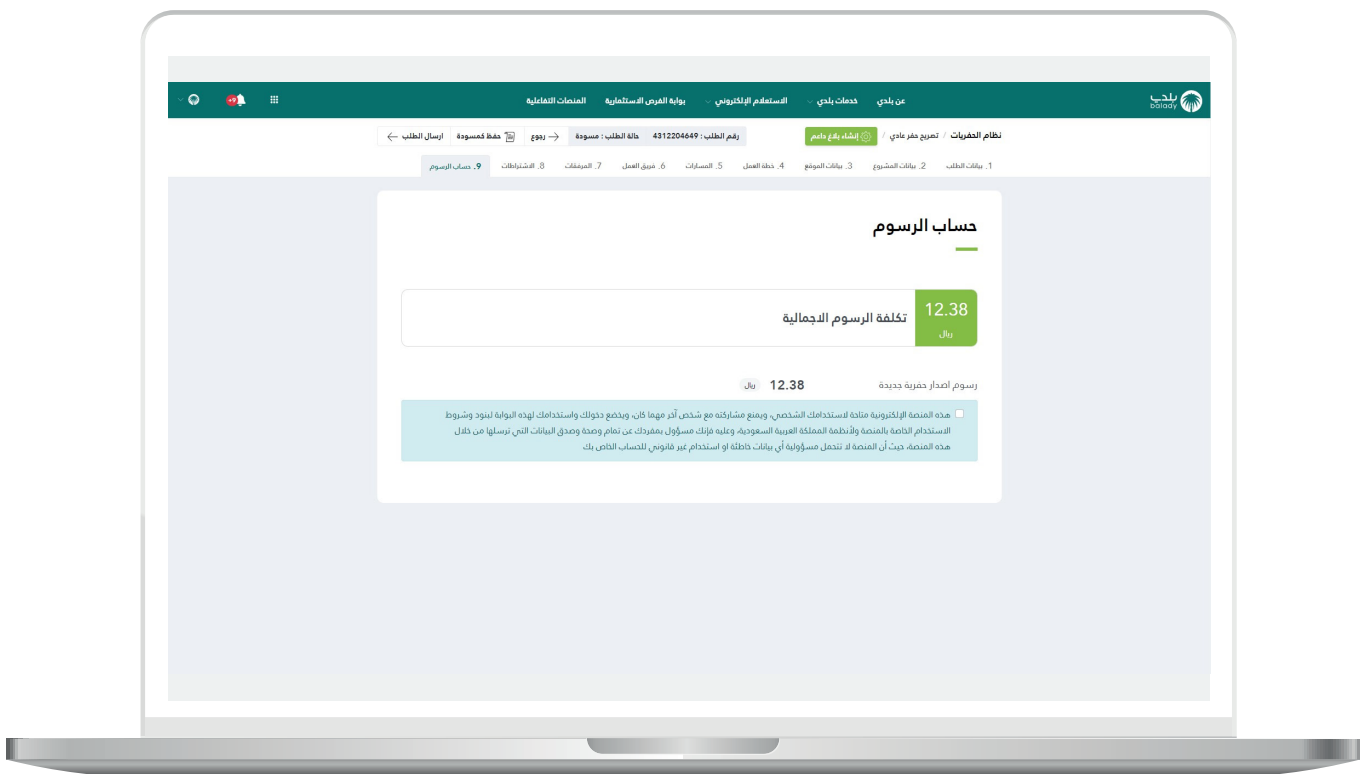
44) After clicking the view checkbox in the table, the worksite details are displayed, and the user agrees to the acknowledgment (**I pledge to comply with the Road Section Guide**).



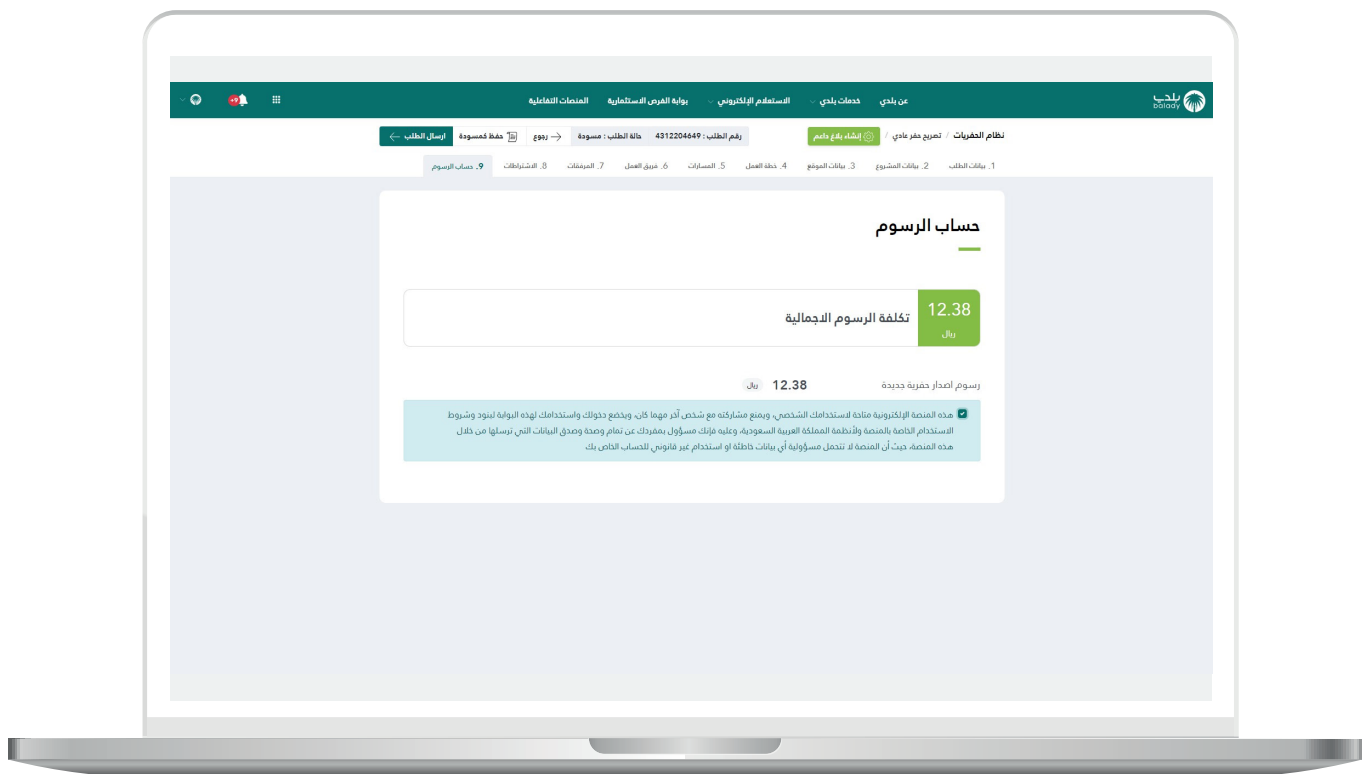
45) The user reads the requirements and agrees to the commitments, then clicks the **(Next)** button, with the option to save the request as a draft for later reference using the **(Save as Draft)** button and the option to return to the previous stage using the **(Back)** button.



46) The user is then directed to the **(Fee Calculation)** stage, where the total service fee is displayed. The user must agree to the terms by selecting the acknowledgment checkbox.



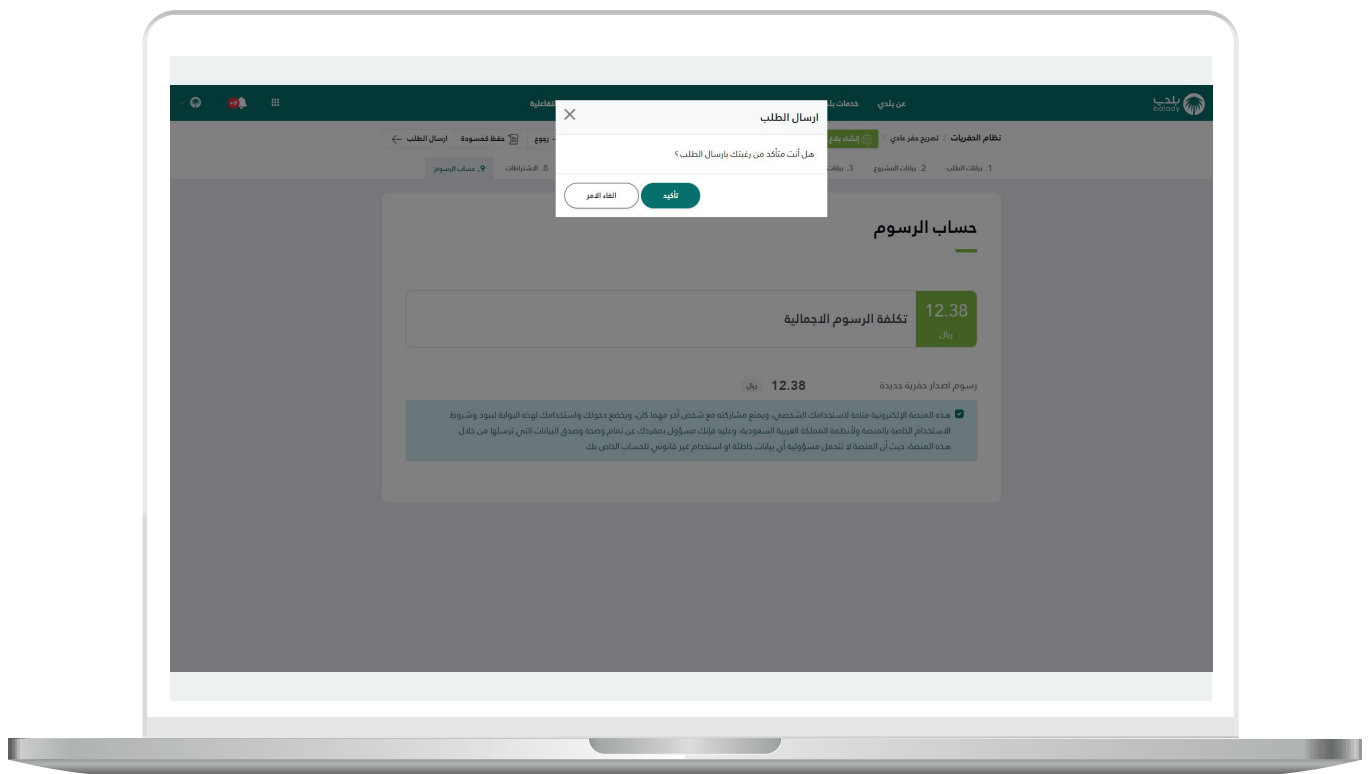
47) The user clicks (**Submit Request**), with the option to save the request as a draft using (**Save as Draft**) or return to the previous stage using (**Back**).



48) A confirmation alert appears, prompting the user to click **(Confirm)** to finalize the request submission. The user can cancel the process by clicking **(Cancel)**.

Note:

After completing the **(Excavation Permit Issuance)** process, a **(Coordination Report)** will be automatically generated.



 | 199040 Direct Contact Number

 | @Balady\_CS Customer Service

