



CORPORATE STANDARD · VERSION 1.0

SKYLINE PROJECT STANDARD

One project.

One accountable team.

One source of truth.

One standard of delivery.

The Skyline Project Standard sets out how we plan, coordinate, verify, document and deliver every project our clients entrust to Skyline Horizon.

INTRODUCTION

OUR COMMITMENT

At Skyline Horizon we understand that a project is not managed through deliverables alone. It is managed by making sound decisions, coordinating the people involved, anticipating risks and keeping a clear view of what is happening.

From the start of your project you have the backing of a high-performing team of civil engineering, architecture and specialty professionals, as each project requires.

Our commitment is to stand with you from beginning to end with technical rigor, clear communication and responsible management, so that every decision is made under criteria of quality, efficiency and full compliance with the applicable regulations.

Your project is underway. We take care of moving it forward.

SCOPE OF APPLICATION

Project management · Independent supervision · Technical consulting · Engineering and architectural design · Construction · Specialized studies · Industrial projects · Building projects

01 · HOW WE WORK

1 · ONE PROJECT. ONE RESPONSIBLE TEAM.

Every Skyline project has a clearly identified person in charge.

The Project Manager leads the overall coordination of the project, integrates the different disciplines and acts as the client's main point of contact.

Engineers, architects, specialists, consultants and other professionals work as one team around the project's objectives.

The client should not have to manage that coordination.

Skyline manages it for them.

2 · THE RIGHT EXPERTISE FOR EVERY PROJECT

Not every project requires the same disciplines.

Skyline builds the technical team according to the real needs of each project, bringing in the specialists required in engineering, architecture, technical studies, construction, safety and other areas.

When specialized work is delivered through external consultants, Skyline keeps the direction, coordination and technical management of the project.

A technical need should reach the right specialist without shifting the complexity of coordinating it onto the client.

3 · CLEAR COMMUNICATION

Communication should help make decisions, not create noise.

That is why we aim for every relevant communication to state clearly:

- What happened.
- What it means.
- What decision is required.
- Who is responsible.
- What the next step is.

Important decisions, commitments, changes and critical matters are documented when their impact on the project requires it.

Clear communication. Clear decisions. Clear accountability.

02 · HOW WE CONTROL

4 · TECHNICAL & REGULATORY COMPLIANCE

Every project identifies the applicable technical, contractual and regulatory framework from the outset.

Designs, studies, recommendations and technical decisions are developed considering the standards, regulations, specifications and requirements that apply to each scope.

Where applicable, this may include structural, electrical, lighting, construction, occupational health and safety, permitting, urban regulations, client specifications and other technical standards.

Our objective is simple: to do things correctly from a technical and regulatory standpoint.

5 · QUALITY BEFORE ISSUE

A deliverable is not finished merely because it has been produced.

Relevant deliverables must pass the quality controls defined for the project before they are issued.

As a general principle, Skyline works under a logic of states:

Draft → Review → Approved for Issue → Issued

The depth of the review depends on the nature and criticality of the deliverable.

Our standard seeks to reduce errors, inconsistencies and rework before they reach the client or third parties.

6 · PROJECT CONTROL

Every project is controlled according to its nature and scope.

Where applicable, Skyline tracks:

Scope · Time · Cost · Quality · Risks · Changes

The level of control must be proportionate to the project.

We do not aim to create bureaucracy. We aim to keep enough information to know where we are, what is changing and what we must do next.

02 · HOW WE CONTROL

7 · CHANGE MANAGEMENT

Changes are a natural part of projects.

What matters is that they do not happen silently.

When we identify a relevant change in scope, cost, design, schedule or execution conditions, we aim to:

Identify → Assess → Communicate → Approve → Implement

Where applicable, Skyline communicates the impact before the change is incorporated.

The objective is for decisions to be conscious, traceable and technically supported.

8 · RISKS, ISSUES & ESCALATION

Problems should not be hidden.

When Skyline identifies a deviation, technical risk, non-compliance, blocker or pending decision that may affect the project, it must make it visible and manage its resolution.

Every relevant matter should be able to answer:

- What is happening?
- What impact may it have?
- Who must act?
- What is the next step?

Critical matters must be escalated in good time.

No surprises.

9 · SAFETY & PROFESSIONAL RESPONSIBILITY

No schedule or cost objective comes above safety or a technically responsible decision.

On projects involving site activities, technical visits, work at height or other operational risks, Skyline requires compliance with the applicable HSE (health, safety and environment) conditions and requirements for the scope.

When a condition is not safe or technically acceptable, it must be made visible and corrected before continuing, where applicable.

03 · HOW WE RECORD

10 · ONE PROJECT RECORD

Every project must have a single source of truth.

The Project Record progressively centralizes the information needed to understand the history and status of the project.

It may include, where applicable:

- Contract and proposal.
- Scope and schedule.
- Designs, studies and reports.
- Minutes, deliverables and relevant communications.
- Decisions, changes and risk registers.
- Versions and closure documentation.

If it matters to the project, it belongs in the Project Record.

11 · TRACEABILITY BY DEFAULT

Important decisions must be understandable after they happen.

That is why Skyline aims to keep traceability on:

- What was decided and when.
- On what information.
- Who took part.
- What the outcome was.
- Which version remained current.

Traceability protects the project, supports audits and avoids relying solely on informal conversations or individual memory.

03 · HOW WE RECORD

12 · CONTROLLED DELIVERABLES

Documents and relevant deliverables must clearly identify their version and status.

Where applicable, Skyline keeps a record of their different issues to reduce ambiguity about which information is current.

One document. One current version. Clear history.

13 · PROJECT CLOSURE

A project does not end simply because the last file was sent.

At closure, Skyline aims to verify that:

- The committed deliverables have been issued.
- Relevant pending items are identified or resolved.
- The final documentation is organized.
- The main decisions remain traceable.
- The client keeps a coherent record of the project.

The objective is for the project to be closed with the same clarity with which it began.

CLOSING

SKYLINE PROJECT STANDARD

Technical rigor. Clear decisions. Traceable projects.

Every project is different.

Our standard does not seek to impose the same process on all of them.

It seeks to ensure that, regardless of size or complexity, Skyline projects keep the same fundamental principles:

Responsibility. Technical rigor. Transparency. Traceability. Quality.

That is Skyline Project Standard.