Prequalification Document

ARABIC INTERIOR LLC.

CONTENT

MESSAGE FROM THE DIRECTOR

“There is no better feeling than watching your dream of a beautiful interior shaping into reality. Your interior design is an essential investment in your brand image. Making the right choice at the right time of which company to trust is as vital as deciding about the investment itself. Arabic Interior LLC is here to build your imagination for you.

Valuing our client’s vision and delivering bespoke interior and fit-out solutions is our strength. We strive to sustain our reputation by catering the clients’ top concerns – their vision, budget, timeline and transparency.

We are honored by the positive feedback of our existing clients and wish to become a part of your success in future too.

Looking forward to bringing your vision to life.”

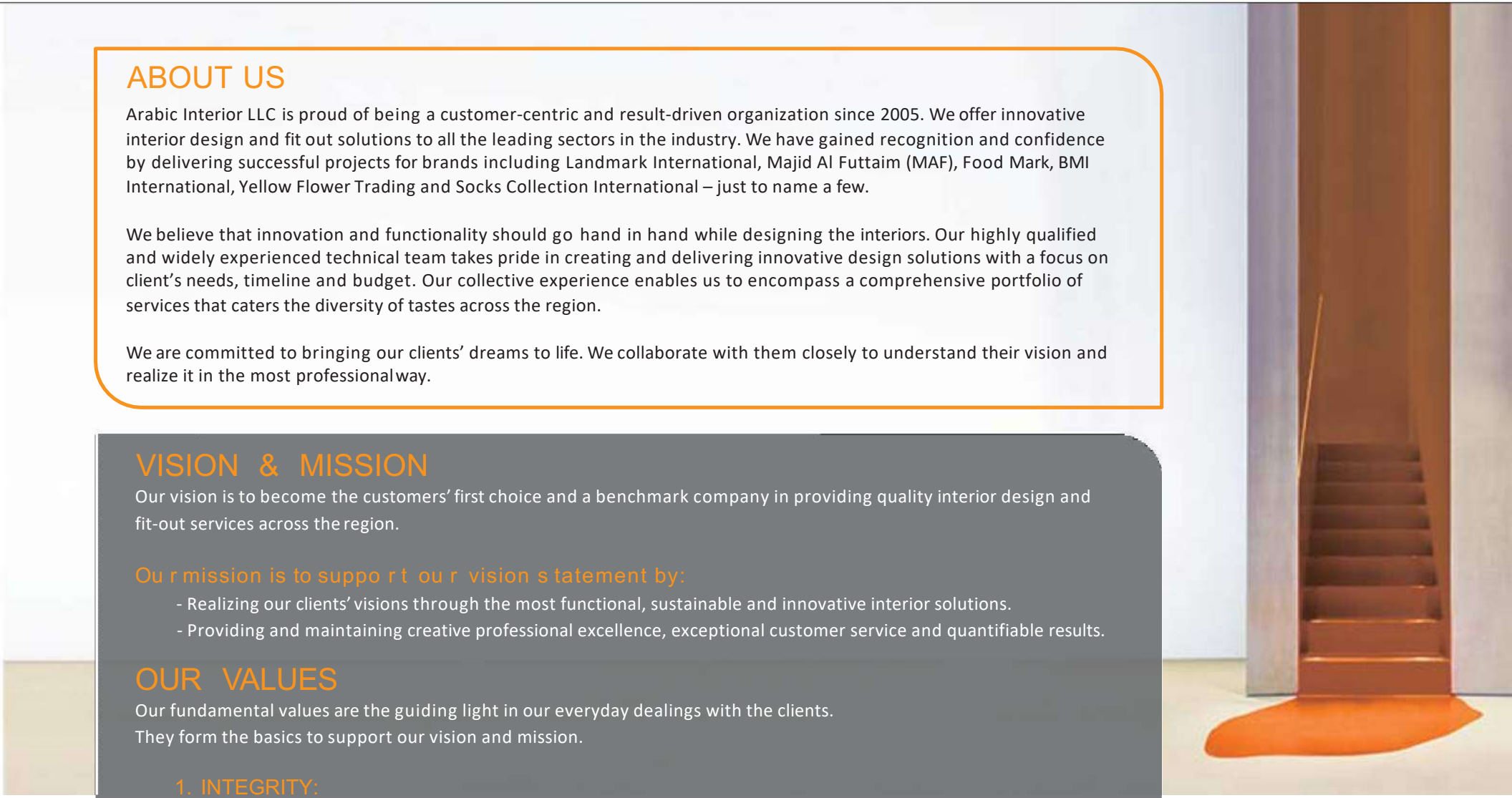
Mohamed Aslam Khan (Akram)
Managing Director

ABOUT US

Arabic Interior LLC is proud of being a customer-centric and result-driven organization since 2005. We offer innovative interior design and fit out solutions to all the leading sectors in the industry. We have gained recognition and confidence by delivering successful projects for brands including Landmark International, Majid Al Futtaim (MAF), Food Mark, BMI International, Yellow Flower Trading and Socks Collection International – just to name a few.

We believe that innovation and functionality should go hand in hand while designing the interiors. Our highly qualified and widely experienced technical team takes pride in creating and delivering innovative design solutions with a focus on client's needs, timeline and budget. Our collective experience enables us to encompass a comprehensive portfolio of services that caters the diversity of tastes across the region.

We are committed to bringing our clients' dreams to life. We collaborate with them closely to understand their vision and realize it in the most professional way.



VISION & MISSION

Our vision is to become the customers' first choice and a benchmark company in providing quality interior design and fit-out services across the region.

Our mission is to support our vision statement by:

- Realizing our clients' visions through the most functional, sustainable and innovative interior solutions.
- Providing and maintaining creative professional excellence, exceptional customer service and quantifiable results.

OUR VALUES

Our fundamental values are the guiding light in our everyday dealings with the clients.
They form the basics to support our vision and mission.

1. INTEGRITY:
   We believe in honesty and strong moral principles without exception.
2. RELIABILITY:
   We will deliver what we promise without compromise. Our clients can depend on us.
3. ACCOUNTABILITY
   We have the strength to be responsible and answerable for our own actions and decisions.

arabic interior

OUR SERVICES

Arabic Interior offers a comprehensive range of Interior Design & Fit-out Services:

1. DESIGN

Your interior design communicates your brand image and inspires the audience. We integrate your vision into your interiors which engages your clients and motivate employees. Our experienced and innovative team of interior designers provide design solutions and consultation for a broad range of projects across residential, corporate & commercial sectors.

The design department offers the following services:

- Interior design
- Concept architecture
- Space planning
- 3D modelling
- Specifications
- FF&E
- Tender packages
- Value engineering

2. FIT-OUT

We offer high quality interior fit-out services throughout the UAE. We have a successful track record of delivering our projects efficiently within the clients' budgets. We make sure the transparency of the scope of the work from the start till the end.

The fit-out division offers the following services:

- Turn-key solutions
- MEP
- Gypsum
- Bespoke joinery items

3. PARTITION & FALSE CEILING CONTRACTING

We offer engineering, procurement and installation of all types of false ceilings and partitions for residential, industrial, commercial or entertainment projects.

The ser vices in this division include:

- Gypsum partitions / dry wall system
- Glass partition
- Wooden partition
- Curtain wall, glazed wall and block wall
- Acoustic partitions / decorative wall cladding in terms of design
- Standard / decorative gypsum ceiling
- Suspended and aluminium strip
- Aluminium tiles
- Gypsum tiles
- Mineral fibbers tiles
- Calcium silicate tiles
- Decorative ceiling

4 . CARPENTRY & DECORATIVE FLOORING

This division excels in bespoke carpentry and flooring activities as per the clients' demands.

Following are the services offered by this division:

- Marble, granite, ceramic, parquet, vinyle and carpet flooring
- Door set
- Wall panelling
- Reception desks
- General carpentry
- Standard, acoustic curved, fire rated, moisture resistant, pivoting, framed and sliding
- Fire doors & screens
- Entrance and automatic doors
- Furniture and fittings
- Decorative wood items and fittings

5. MEP

Our engineers and technical experts specialise in designing and executing mechanical, electrical and plumbing works.

The MEP services include:

- Air filtration system installation & maintenance

HVAC and refrigeration works include:

- Installation of cold rooms, all types of HVAC systems and its electro-mechanical works
- Chilled water piping
- Installation of AHU, FCU
- Kitchen hood ducts and fresh air duct installation
- All kinds of split & package units

Electrical work includes:

- Installation of electrical system for commercial, industrial, residential and mix used projects
- Installation and maintenance of LV distribution boards
- Building architectural lighting system
- LV cable laying & termination
- Fabrication & erection of cable ladders, cable trays & trunking system etc.
- Fire alarm and emergency lighting

Plumbing and sanitary contracting includes:

- All types of plumbing, drainage and sanitary fixing works
- PVC pipe works
- PPR pipe works
- Copper works
- High pressure line works
- Recycling systems
- All types of sauna and Jacuzzi fixing
- Swimming pool
- Irrigation line works
- Fire sprinkler and fire fighting

6. GENERAL CONTRACTING

A successful interior design project requires a brilliant design as well as an excellent execution. Our general contracting division ensures that the finishing precisely follows the design.

General con t racting includes but is not limited to:

- Flooring and tiles
- Wall paper and insulation
- Cladding panels to cover roof and wall framing

7. PAINTING

We also offer interior, exterior painting and interior wall covering. The painting contract may be a new project, addition, alteration, maintenance or repair. It includes standard and decorative type, lacquer and polyurethane.

WHY US:

We are market leader in providing customized, innovative and value for money solutions according to your design and fit-out needs.

Our achievements speak louder than words. We have a comprehensive portfolio of successful commercial and residential projects that have been designed and managed with attention to detail and great care.

We have a highly qualified and internationally experienced team.

Clients are at the center of the full project scope. We maintain effective and transparent communication; gather input from the clients at every stage and deliver the project on time.

Our dedicated post-contract support team is there for you even after the project completion. Arabic Interior believes in keeping a long term relation with its clients.

arabic interior llc

حكومة دبي
GOVERNMENT OF DUBAI

اقتصادية دبي
DUBAI ECONOMY

رخصة تجارية
Commercial License

License Details / تفاصيل الرخصة

License No.	695849				رقم الرخصة
Company Name	ARABIC INTERIOR L.L.C			أرابيك انتيريور ش.ذ.م.م	اسم الشركة
Trade Name	ARABIC INTERIOR L.L.C			ارابك انتيريور ش.ذ.م.م	الإسم التجاري
Legal Type	Limited Liability Company(LLC)			ذات مسئولية محدودة	الشكل القانوني
Expiry Date	02/10/2021	تاريخ الإنتهاء	Issue Date	03/10/2013	تاريخ الإصدار
D&B D-U-N-S ®	0	الرقم العالمي	Main License No.	695849	رقم الرخصة الام
Register No.	1123026	رقم السجل التجاري	DCCI No.	223984	عضوية الغرفة

License Members / الاطراف

Share / الحصص	Role / الصفة	Nationality / الجنسية	Name / الإسم	No./رقم الشخص
	Manager / مدير	India / الهند	محمد اسلم خان شرافت الله خان MOHAMMAD ASLAM KHAN SHARAFATULLAH KHAN	225251

License Activities / نشاط الرخصة التجارية

Painting Contracting	اعمال الاصباغ والدهانات
Plumbing & Sanitary Contracting	اعمال التمديدات والتركيبات الصحية
Floor and wall Tiling Works	اعمال تبليط الارضيات والحوائط
Building Maintenance	صيانة المباني
Carpentry & Flooring Contracting	اعمال النجارة وتركيب الارضيات
Interior Decoration	اعمال تنفيذ التصميم الداخلي

Address / العنوان

Phone No	971-4-2344117	تليفون	P.O. Box	235606	صندوق بريد
Fax No	971-4-2344118	فاكس	Parcel ID	241-550	رقم القطعة
Mobile No	971-50-6583299	هاتف متحرك	مكتب 704 ملك سعيد سلطان سالمين حرمل الظاهري - ديرة- الدهة الثانية		
			البريد الإلكتروني / Email @		

Remarks / الملاحظات

تم نقل الموقع في تاريخ 26/03/2019

Print Date 22/09/2020 12:45 تاريخ الطباعة — Receipt No. 0 رقم الإيصال

الإمارات
THE EMIRATES

يمكنك الآن تجديد رخصتك التجارية من خلال الرسائل النصية القصيرة، ارسل رقم الرخصة إلى 6969 (دو/اتصالات) للحصول على اذن الدفع.
Now you can renew your trade license by sending a text message (SMS). Send your trade license number to 6969 (Du/ Etisalat) to receive payment voucher.

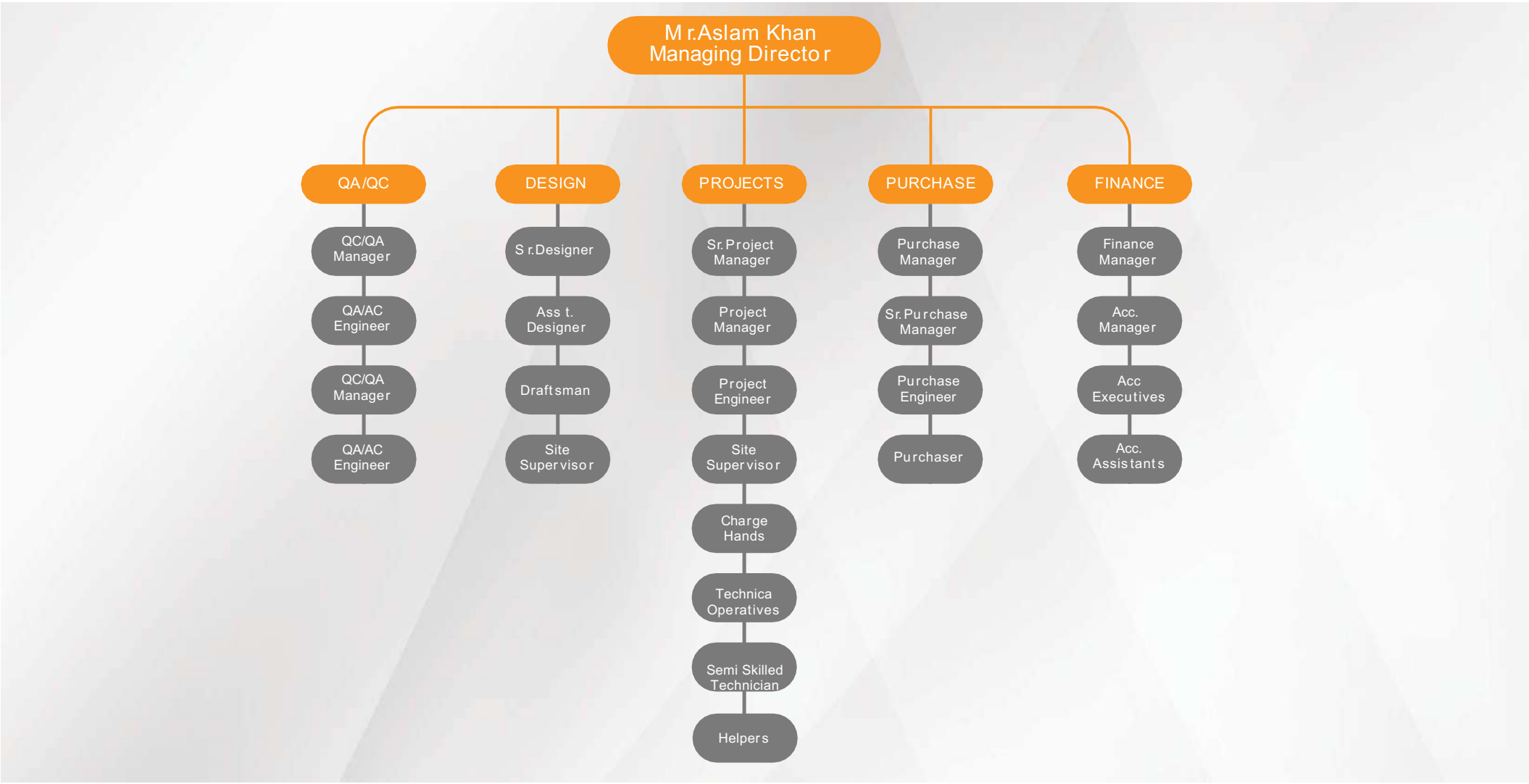
وثيقة إلكترونية معتمدة وصادرة بدون توقيع من دائرة التنمية الاقتصادية. لمراجعة صحة البيانات الواردة في الرخصة يرجاء زيارة الموقع www.dubaided.gov.ae
Approved electronic document issued without signature by the Department of Economic Development. To verify the license kindly visit www.dubaided.gov.ae

arabic interior

COMPANY
TRADE
LICENSE

ORGANISATIONAL CONSTANTS

1.COMPANY ORGANOGRAM



2. EXCLUSION

Is our organization deprived or excluded in any way from participating in government contracts In the UAE?

NO

3. LITIGATION

Is our organization currently involved in any litigation, arbitration or alternative Dispute Resolution Process as a result of contract works?

NO

CLAIMS MADE AGAINST 3RD PARTY LIABILITY AND CAR POLICIES

NIL

OUR TEAM

SL.NO.	CATEGORIES	NO'S
1	MANAGING DIRECTOR	1
2	OPERATION MANAGER	1
3	GENERAL MANAGER	1
4	MARKETING MANAGER	1
5	PROJECT ENGINEER	4
6	ARCHITECTS	4
7	SAFETY OFFICER	1
8	MACHANICAL ENGINEER	3
95	ELECTRICAL ENGINEER	2
10	SITE ENGINEER	4
11	INTERIOR DESIGNER	2
12	QUANTITY SYRVEYOR/ESTIMATOR	2
13	PROCUREMENT & LOGISTICS	3
14	FINANCE & ADMIN	3
15	PUBLIC RELATION OFFICER (PRO)	1
16	FOREMAN / SUPERVISOR	4
17	TILE LAYER	10
18	GYPSUM WORKER	26
19	STONE MASON	7
20	BLOCK WORK MASON	7
21	PAINTER	20
22	JOINERY PAINTER	12
23	JOINERY CARPENTER	17
24	ELECTRICIAN	14
24	HVAC WORKER	4
25	REINFORCING FITTER	3
23	PLUMBING TECHNICIAN	4
24	WELDER	8
25	DRIVER	6
26	HELPER	15

PROJECTS COMPLETED 2013 - 2015

	PROJECT NAME	SCOPE OF WORKS	ADDRESS
1	Mexx	Interior Fit Out Works	Mirdif City Centre, Dubai
2	Fun City	Interior Fit Out Works	Ras Al Khaimah
3	Max Retail	Interior Fit Out Works	Deerfield , Abu Dhabi
4	Jawed Habeeb Saloon	Interior Fit Out Works	Ajman
5	Max Retail	Interior Fit Out Works	Al Ghurair Centre, Dubai
6	Red Tag	Interior Fit Out Works	Bas Mall, Abu Dhabi
7	Max Retail	Interior Fit Out Works	Bur Dubai, Dubai
8	Sports One	Interior Fit Out Works	Al Ghurair Centre, Dubai
9	Max Retail	Interior Fit Out Works	Ras Al Khaimah
10	Lyfe Stye	Interior Fit Out Works	Al Ain Mall, Al Ain, Abu Dhabi
11	Cottny	Interior Fit Out Works	Oasis Centre, Dubai
12	Jawed Habeeb Saloon	Interior Fit Out Works	Bur Dubai, Dubai
13	Fun City	Interior Fit Out Works	Madinat Zayed, Abu Dhabi
14	Carrefour	Interior Fit Out Works	Al Surouh Mall, Al Ain, Abu Dhabi
15	Iconic	Interior Fit Out Works	Al Wahda Mall, Abu Dhabi
16	Centrepoint	Interior Fit Out Works	Ajman City Centre, Ajman
17	Candelite Office	Interior Fit Out Works	Oasis Centre, Dubai
18	Sports One Office	Interior Fit Out Works	Oasis Centre, Dubai
19	De Thali	Interior Fit Out Works	Lulu Hypermarket, Al Nahda, Dubai
20	Max Retail	Interior Fit Out Works	Ibn Batuta Mall, Dubai

21	Shoe Express	Interior Fit Out Works	Oasis Centre, Dubai
22	Maxx Retail	Interior Fit Out Works	Madina Mall, Al Qusais, Dubai
23	Cottny	Interior Fit Out Works	Madina Mall, Al Qusais, Dubai
24	Office 2102	Interior Fit Out Works	Ontario Tower, Business Bay, Dubai
25	Magic Planet	Interior Fit Out Works	Matajer Mall, Al Mirgab, Sharjah
26	Magic Planet	Interior Fit Out Works	Matajer Mall, Al Juraina, Sharjah
27	Lyfe Style	Interior Fit Out Works	Matajer Mall, Al Juraina, Shrjah
28	Nobon Electronics	Interior Fit Out Works	Jbc, Jumeirah Lake Towers, Dubai
29	Shoe Express	Interior Fit Out Works	Oasis Centre, Dubai
30	Bma Office	Interior Fit Out Works	Jafza, Jabel Ali, Dubai
31	Gym	Interior Fit Out Works	Jbc. Jumeirah Lake Towers, Dubai
32	Landmark Corporate Office	Interior Fit Out Works	Jabel Ali, Dubai
33	Shoe Express	Interior Fit Out Works	Ajman City Centre, Ajman
34	Red Tag	Interior Fit Out Works	Al Dana, Fujairah
35	Gun City	Interior Fit Out Works	Safeer Mall, Fujairah
36	Max Retail	Interior Fit Out Works	Fujairah City Centre, Fujairah
37	Nokia	Interior Fit Out Works	Fujairah City Centre, Fujairah
38	E Max Electronics	Interior Fit Out Works	Fujairah City Centre, Fujairah
39	Fitness First	Interior Fit Out Works	Difc, Dubai
40	Home Centre Office	Interior Fit Out Works	Jabel Ali, Dubai
41	Fitness First	Interior Fit Out Works	Ibn Batuta Mall, Dubai
42	Candelite	Interior Fit Out Works	Merina Mall, Abu Dhabi
43	Centrepoint	Interior Fit Out Works	Ras Al Khaimah

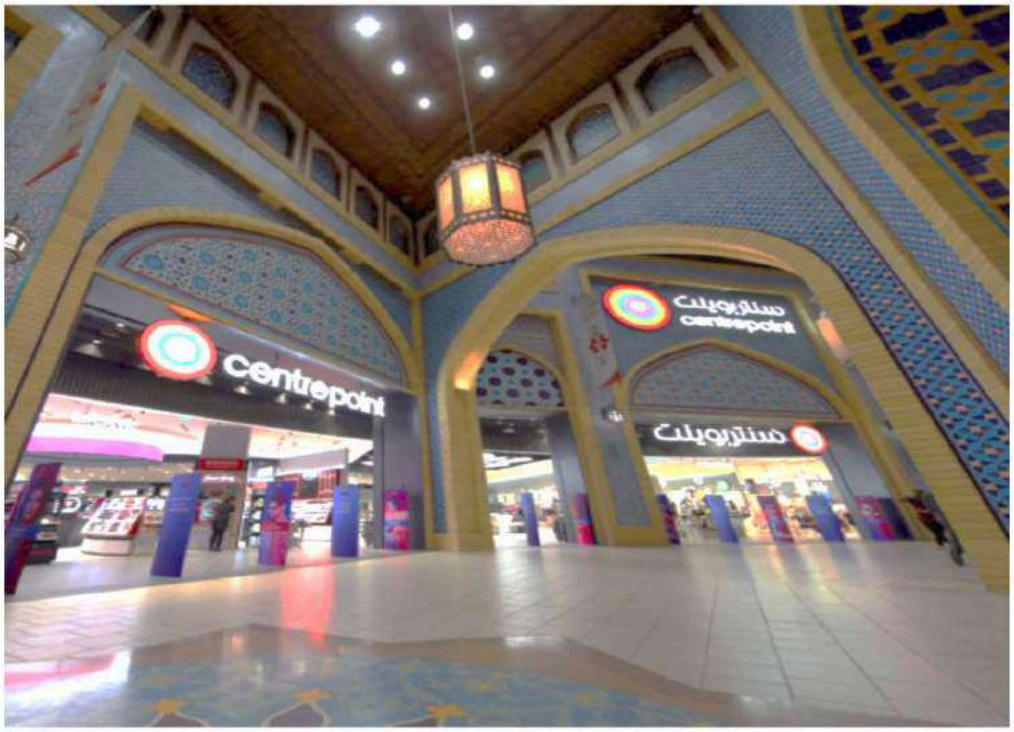
44	Max Retail	Interior Fit Out Works	Merina Mall, Abu Dhabi
45	Max Retail	Interior Fit Out Works	Bas Mall, Abu Dhabi
46	Max Retail	Interior Fit Out Works	Delma Mall, Abu Dhabi
47	Centrepoint	Interior Fit Out Works	Mirdif City Centre, Dubai
48	Max Retail	Interior Fit Out Works	Mirdif City Centre, Dubai
49	Emax Electronics	Interior Fit Out Works	Mirdif City Centre, Dubai
50	Al Falak Electronics	Interior Fit Out Works	Mirdif City Centre, Dubai
51	Chizen Restaurant	Interior Fit Out Works	Dfc, Dubai
52	Max Retail	Interior Fit Out Works	Abu Hail, Dubai
53	Emax Electronics	Interior Fit Out Works	Ibn Batutta Mall, Dubai
54	Centrepoint	Interior Fit Out Works	Dubai Fesivel City, Dubai
55	Socks Collections	Interior Fit Out Works	City Centre, Sharjah
56	Centrepoint	Interior Fit Out Works	Yas Mall, Abu Dhabi
57	Shoemart	Interior Fit Out Works	City Centre, Deira, Dubai
58	Peacock	Interior Fit Out Works	Shindaga City Centre
59	Sana Fashion	Interior Fit Out Works	Shindaga City Centre
60	Yves Rocher	Interior Fit Out Works	Shindaga City Centre
61	Max Retail	Interior Fit Out Works	Shindaga City Centre
62	Max Retail	Interior Fit Out Works	Meaisem City Centre
63	Max Retail	Interior Fit Out Works	Al Mariah Mall
64	Lulu Lemon	Interior Fit Out Works	Mall Of The Emirates
65	Jane Norman	Interior Fit Out Works	Mall Of The Emirates
66	Emax Electronics	Interior Fit Out Works	Manara Mall, RAK

67	Emax Electronics	Interior Fit Out Works	Al Hamra Mall, RAK
68	Shoexpress	Interior Fit Out Works	Al Hamra Mall, RAK
69	Lulu Lemon	Interior Fit Out Works	Mirdif City Centre
70	Tudor	Interior Fit Out Works	Delma Mall, Abu Dhabi
71	Splash	Interior Fit Out Works	Arabian Centre, Dubai
72	Splash	Interior Fit Out Works	Abu Dhabi Co Operative

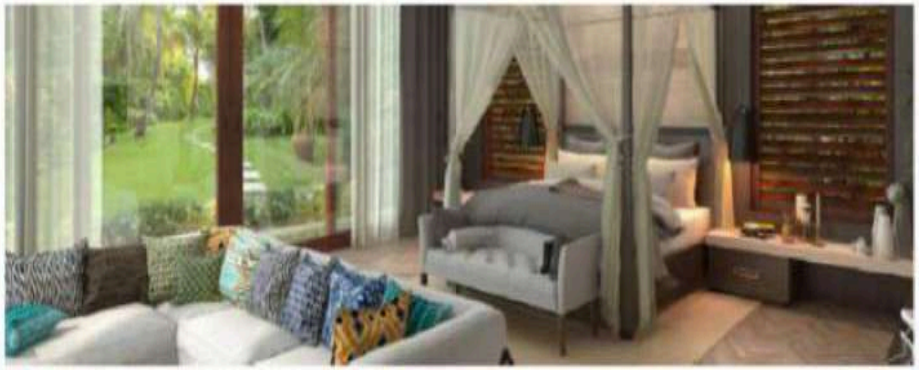
ARAB MARINE UNIVERSITY-KHOR FOKAAN

DANUBE-AL BARSHA

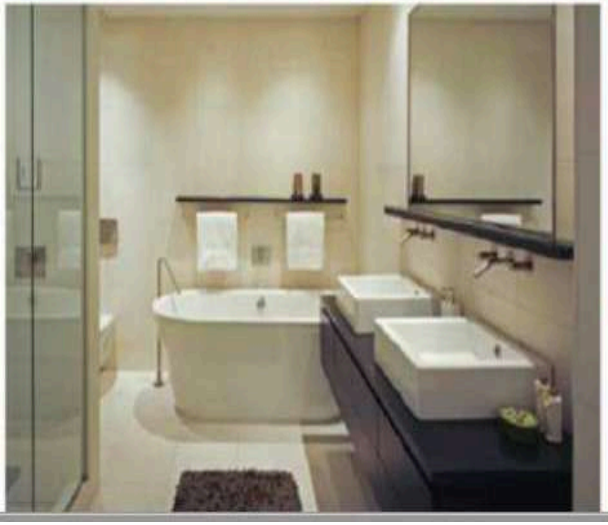
ZARA- AL MANAR MALL

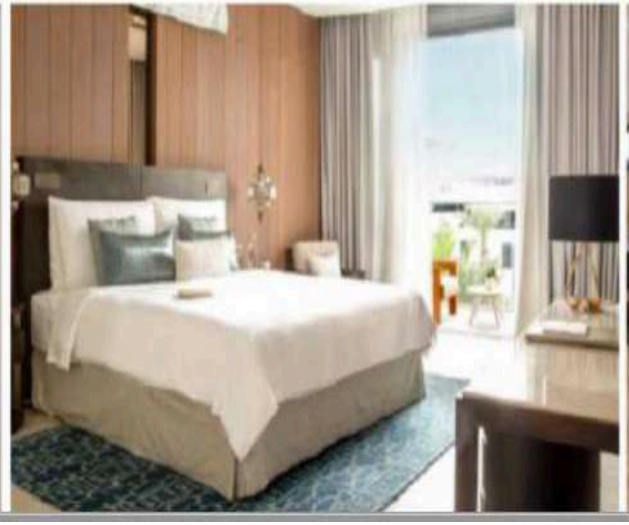


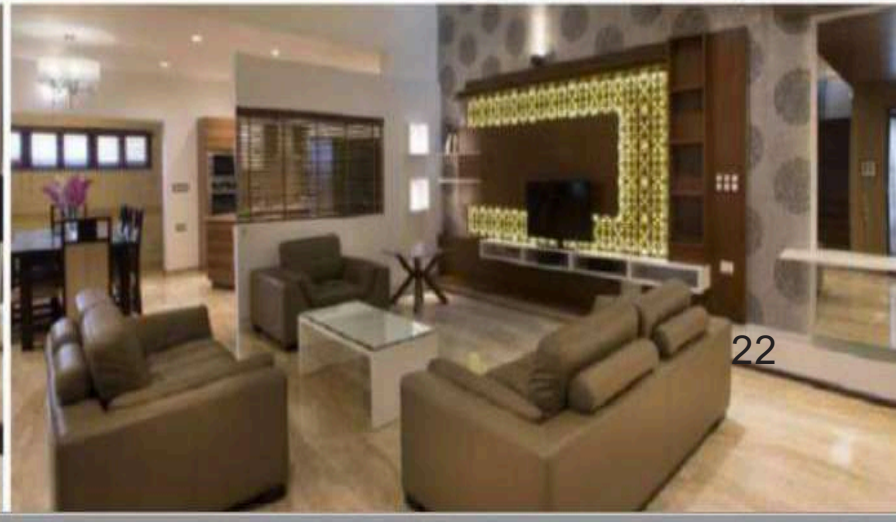
CENTREPOINT-IBN BATTUTA



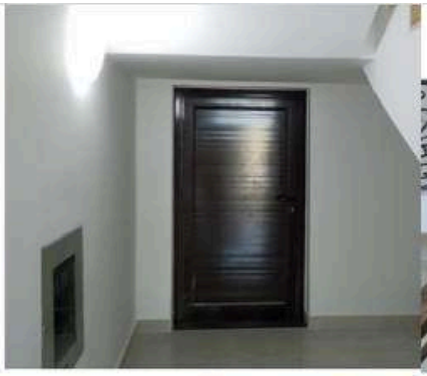
Private Villa

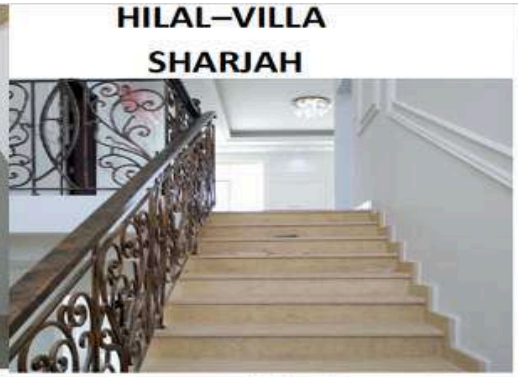


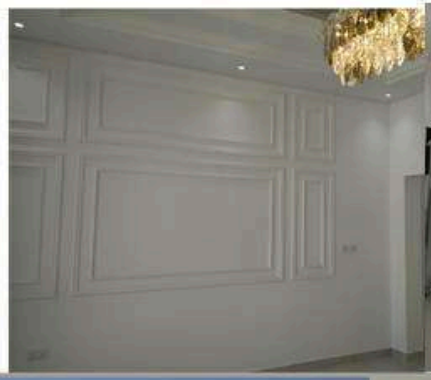


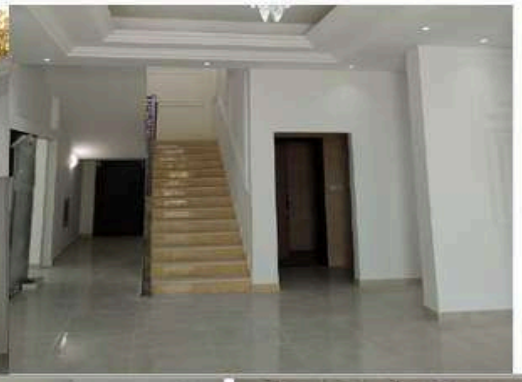


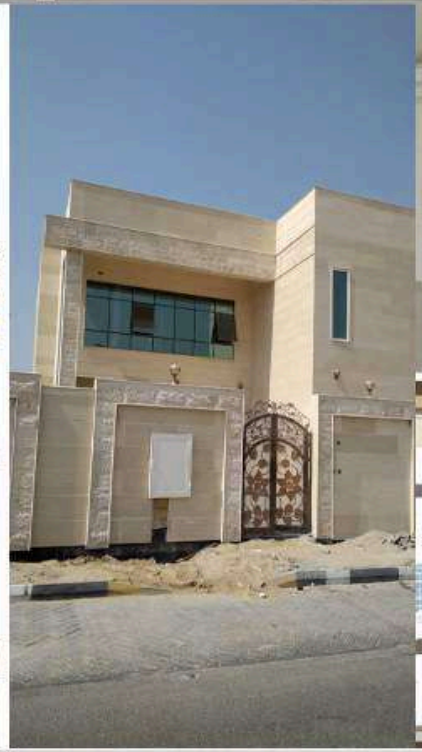
Villa Project

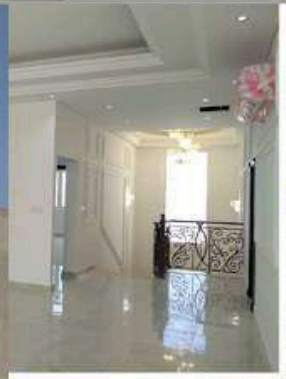


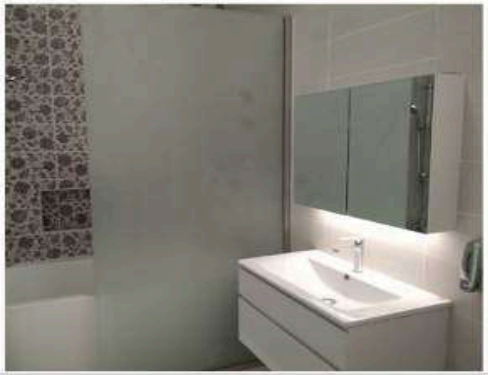


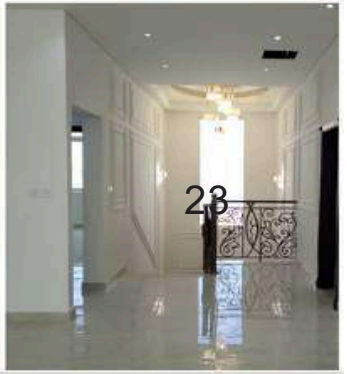


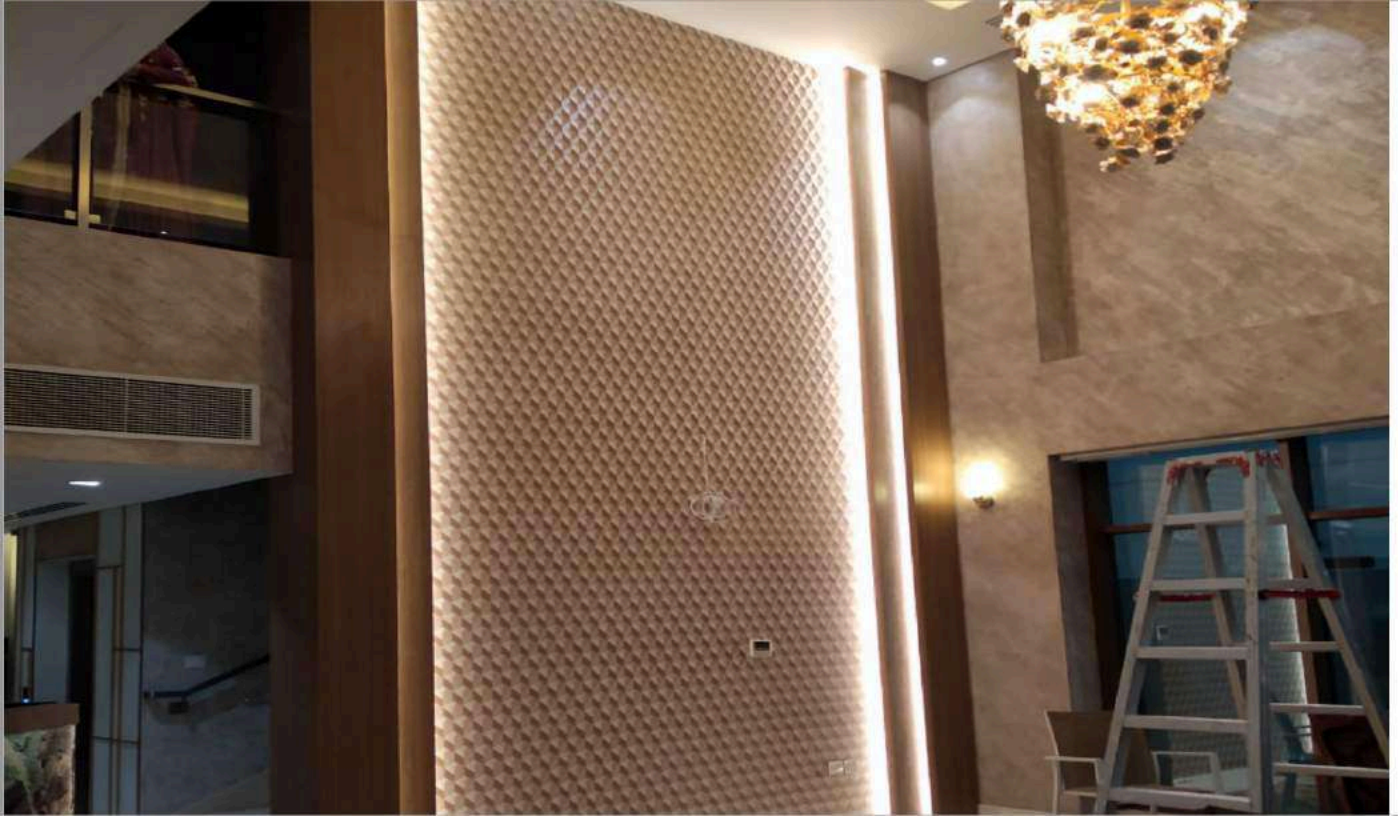


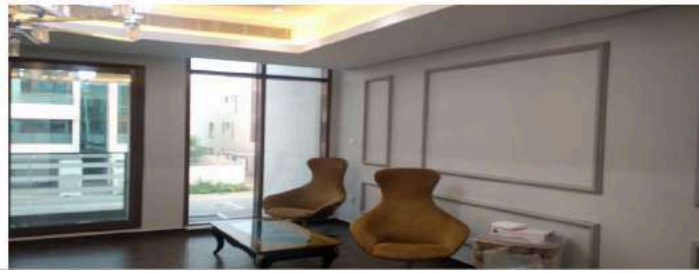


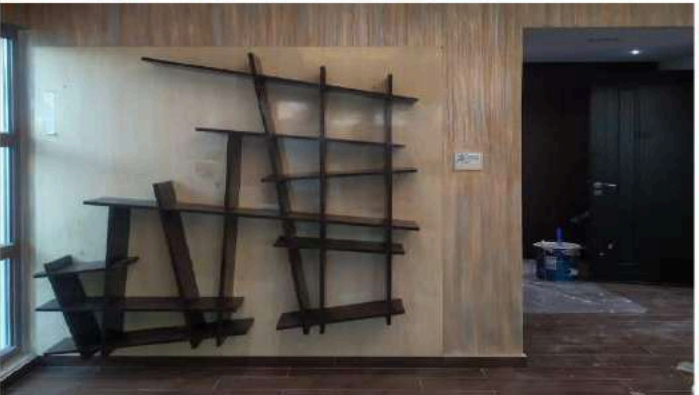












Royal Furniture


Cottny


jane norman


centrepoint
سنتربوينت
Lifestyle

OUR FACTORY IN AL HYLE - FUJAIRAH

PROJECT ORGANISATION CHART

PROJECT HSE PLAN

Revision	Description	Date	Prepared By	Reviewed By	Approved By
0	Issue For Review/ Approval		HSE Engineer	QSHE Manager	CEO

1. SCOPE

The following health, safety and environmental plan reflects the high priority that Arabic Interior LLC Management places at work.

- Protect the health & safety of all persons engaged at work site.
- Comply with the relevant statutory and contractual health and safety requirements.
- Ensure that the health & safety of all persons is not affected by the work.
- Provide trained, experienced and competent personnel and supervision.
- Provide and maintain plant, places and systems of work that are safe and without risk to health and the environment.
- Provide all personnel with adequate information, instructions, training and supervision.
- Effective control, co-ordination and monitoring of the activities of all personnel on the project including contractors in respect of health, safety, environment and security.
- Establish effective communication on health & safety matters with all relevant parties involved in the project works.
- Ensure that all instructions and planning takes into account the health and safety of all persons that may be affected by the work.
- Inform all relevant persons with the detail of all method statements and risk assessments that may affect their health and safety.

2PURPOSE

We take pleasure in introducing Arabic Interior LLC, an MEP, fit-out and general contracting company specialized in electromechanical, fit-out and interior works. Our skilled and well experienced engineers and service staffs are always available for satisfying our clients by delivering defect-free engineering, construction, maintenance and related services in the field of electromechanical and building Interior as per client's requirements and contract obligations. We continuously improve ourselves to meet the ever growing demand on HSE requirements of the business environment.

This Health, Safety & Environment Plan has been prepared to provide a framework for Arabic Interior LLC personnel to plan and develop a program and to achieve the objectives contained in the project's Health, Safety and Environment Policy.

Our company is committed to achieve the results at all levels of the organization thereby establishing and maintaining the effective environmental management system and OH&S conforming to the relevant sections of the latest edition of the International Standard.

Arabic Interior LLC has adopted its HSE policy and organization addressing all functions influencing environmental, occupational and health management.

All personnel employed by the company are responsible for achieving the targets and objectives and are described in the form of process. Determination of conformance is made on the basis of objective evidences and records.

3.POLICIES

Our Company's Health, Safety and Environment policies are described here under.

HEALTH, SAFETY & ENVIRONMENT POLICY

Arabic Interior LLC provides products and installations to the building services, fit-out, Interior and electromechanical sectors that meet client's satisfaction. Our company is committed and focused on integrating health, safety and environmental (HSE) considerations into our business operations that we developed jointly with our partners in order to be a responsible employer and assume the lead in our business.

- Provide and maintain safe, health and environmentally responsible working conditions;
- Implement a risk based HSE management system to ensure compliances with relevant laws and standards, including ISO 14001 and OHSAS 18801;
- Provides HSE training to our employees and HSE leadership to our partners;
- Regularly engage with our employees and partners on HSE issues;
- Adopt a preventive approach in our business activities by undertaking risk assessment, complying with legislation arrangements and setting standards to promote and assure the best practicable HSE performance of our subsidiaries and supply chain companies;
- Implement arrangements and set standards to promote and assure the best practicable HSE performance of our subsidiaries and supply chain companies;
- Protect the environment from damage or pollution by any operation under the company's control;
- Investigate thoroughly all the incidents and near incidents owing to nonconformance with procedures in order to prevent recurrence;
- Minimize the risk to personnel and property by preventing accidents and minimize loss of life or bodily injury to its employees and damage to its physical assets;
- Periodically monitor and report on HSE management and performance;
- Annually review HSE policy statement, set performance and management targets.

All Arabic Interior LLC employees are responsible for adhering to and implementing this policy statement which shall be further developed in accordance to the international standards. Our business leaders and managers are accountable for monitoring and managing the compliance and performance of this policy.

This policy statement is applicable to all our employees, offices and business activities.

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4 . TERMS & DEFINITIONS

4.1	TERMS
Client:	xxxxxx
Consultant:	xxxxxx
Contractor:	Arabic Interior LLC
PMC:	Project Management Consultants
Shall:	Means activity is mandatory
PPE:	Personal Protective Equipment
TPI:	Third Party Inspector
P &A:	Personnel & Administration
Site:	Means the location where work is to be constructed





1.2 DEFINITIONS

ACCIDENT: An unplanned and undesired event which has probability of causing personal injury or property damage.

INCIDENT: An undesired event condition that could result in harming people, damaging property or the environment.

AUDIT: A critical examination of all parts of a total operating system with relevance to the safety.

NEAR MISS: An unexpected, unwanted event not causing loss, injury or illness but which under slightly altered conditions can lead to an accident.

FATAL: Death resulting from an accident.

MAN HOURS WORKED: The total number of employee hours' work by all employees working at site and office.

FIRST AID KIT: First aid kit is where the injured person is given medical treatment and discharged immediately for reporting on duty, without counting any loss oftime.

LOST TIME INJURY (LTI): Any work injury which renders the injured person to perform his regular job or an alternative restricted work assignment on the next scheduled work day after the day on which the injury occurred.

LOST WORKDAYS - DAYS FROM WORK: The total number of calendar days on which the injured person was temporarily unable to work as a result of lost workday case or permanent partial disability.

TOTAL RECORDABLE CASE: It is the cumulative of LTI, restricted work case (RWC) and medical treatment case (MTC).

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R5.ESPONSIBILITIES AND EMPOWERMENT

It is everyone's responsibility to implement HSE plan of the company and achieve HSE targets.

1. PROJECT MANAGER

The Project Manager is responsible for the establishment of the project HSE implantation plan. The Project Manager shall set the pace for the project HSE program with the site HSE Manager/Officer.

HSE responsibilities shall include, but will not be limited to:

- Overall management and execution of the work;
- Report to the Project Director/CEO;
- Approve the project documents;
- Assume full responsibility for HSE activities on the project and maintain liaison with the client;
- Ensure that the project is executed in accordance with HSE management system, contract HSE plan and applicable occupational health, safety and environment regulatory/statutory requirements;
- Set HSE objectives and targets and monitor their implementation;
- Arrange resources for the attainment of HSE objectives and targets;
- Ensure that all accidents, occupational illnesses and environmental incidents are promptly investigated and effective measures are taken to prevent recurrence;
- Ensure that HSE committee meetings are organized regularly and chair the HSE committee meetings;
- Take action against the personnel who are regularly violating HSE norms and creating negative motivation for HSE;
- Review the Risk Assessment and Emergency Plan for the project activities;
- Play a vital role as a key person in the event of emergency;
- Ensure compliances to the local legislation & company's HSE requirements.

2. 2 CONSTRUCTION MANAGER

Responsibilities shall include, but will not be limited to:

- Report to the Project Manager;
- In absences of Project Manager, assume full responsibility for HSE activities on the project, overall management and execution of the work.

- Ensure that the rules and regulations are being complied by subcontractor and terms & conditions related to HSE are incorporated in work order;
- Ensure that the work procedures contain HSE requirements; hazards are identified, assessed, properly managed and understood by supervisors/ workers;
- Visit the work site daily to ensure the maintenance of a high level HSE awareness among the workers;
- Attend weekly HSE meetings and ensure that the HSE concerns are addressed;
- Encourage and support supervisors to execute safe working practices;
- Manage all subcontractors to ensure that the overall HSE compliance is achieved;
- Work in close conditions that are deemed to be unsafe;
- Comply with all statutory requirements applicable for the project.

3. 3 QHSE MANAGER

The QHSE Manager is responsible for the implementation of the HSE programme as HSE administrator. The QHSE Manager shall function as an adviser/consultant to the site management, supervisory personnel, sub contractor's HSE organizations in establishing and maintaining compliance with local laws & regulations and client's HSE requirements.

Responsibilities shall include, but will not be limited to:

- Report to the CEO;
- Identify project specific requirements of the statutory bodies;
- Formulate and implement plans to comply with the statutory requirements;
- Prepare, control and implement the project HSE plan and advice on HSE matters of all stages of the project;
- Co-ordinate and execute planned HSE training and awareness programmes;
- Review HSE performance statistics and initiate actions for the improvement;
- Set HSE targets and plan to enhance HSE performance.

4. 4 HSE OFFICER / ENGINEER / SUPERVISOR

Responsibilities shall include, but will not be limited to:

- Report to QHSE Manager/Project Manager;
- Act as a focal point with client's representatives, local authorities and sub-contractors on HSE matters.
- Inspect emergency service and give report to the concerned trained and qualified personnel to maintain the emergency services;
- Co-ordinate client HSE inspection/ walkabout sessions;

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- Co-ordinate with the departments on HSE matters;
- Participate in subcontractor's HSE committee meetings;
- Conduct initial HSE induction for all workers;
- Carry out daily tour of construction sites to coordinate and maintain a good housekeeping and safe practices;
- Stop unsafe work practices and provide necessary guidance for safe work practices;
- Train and assist supervisors to conduct toolbox meetings;
- Ensure that the specified precaution in work permits is complied with;
- Conduct HSE meetings on site with the attendance by relevant supervisors and work leaders;
- Act as secretary in HSE committee meeting;
- Conduct and carry out incident/accident investigation with work supervisors and submit the relevant reports;
- Co-ordinate with P&A for implementation of firefighting and accident handling systems;
- Prepare the monthly HSE statistics and submit to the management and clients;
- Investigate all accidents and recommend the appropriate corrective measures;
- Inform all construction subcontractor with HSE requirements;
- Review the risk assessment and emergency plan made by the execution team.

5. 5 PROJECT ENGINEER / SUPERVISOR- HSE

Project Engineer / Supervisor is directly responsible for the control and activities of craft employees on construction projects. They play key role in the execution and maintenance of an effective jobsite HSE programme.

The actual performance of the HSE programme is the prime responsibility of Construction Supervisor who has direct contact with the execution team. Construction Supervisors are responsible for wide range of activities. They must plan their HSE activities with the same care and effort as they do other portions of their work programme.

Responsibilities shall include, but will not be limited to:

- Report to the Section In-charge/ Project Manager;
- Carry out toolbox meetings to ensure that the work crews are made aware of hazards that are to be encountered on the job and adhere to hazard management controls;
- Ensure that all work crews are issued with the required safety protective gears and have attended the initial HSE induction;
- Carry out daily checks to ensure that hand tools and equipment are in good working condition;
- Explain all applicable safe practices, rules and regulation to all employees under his direct supervision;
- Housekeeping in his work area and maintenance of all personal protective devices;
- Report immediately all accidents and near miss incidents with or without injury or damage;

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- Report immediately all accidents and near miss incidents with or without injury or damage;
- Assist the HSE officer in investigation of accidents;
- Ensure that the HSE plan is implemented in his area of work;
- Stop & control all unsafe activities under his working area.

6. 6 EMPLOYEES

Employee's HSE responsibilities shall include, but will not be limited to:

- Report to the Project Engineer / Supervisor;
- Carry out his duties in a safe manner and take care for his safety and that of other fellow workers who may be affected by his acts;
- Work according to the instructions of his supervisors and always comply with the rules and regulations of health, safety and environmental manual;
- Maintain tools and equipment issued to him in a safe operating condition and report defects to his immediate supervisor without delay;
- Obtain necessary work permits from his supervisors and abide by his instructions;
- Follow the instructions of HSE officer;
- Inform all unsafe conditions, dangerous occurrences, near miss incident and accident to the site Engineer/ Supervisor or HSE Office without delay.

7. EMPOWERMENT

Anyone can stop the work if it is carried out in an unsafe work condition or by an unsafe act. Arabic Interior LCC employees, project management consultants (PMC), third party inspectors (TPI) and clients have the power to stop any unsafe work practices at site yard etc.

6. HSE PROCEDURES FOR CONSTRUCTION ACTIVITIES

1. HSE OBJECTIVES AND TARGETS

HSE OBJECTIVES

- Provide HSE training to the employees before inducting at site;

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- Minimize occupational health risks through:
- Risk assessment & identification of required controls before start of a new activity
- Engineering controls
- Administrative controls
- Hire and placement
- Periodic inspection and primitive maintenance of equipment
- Emergency response drill
- Minimizing energy consumption;
- Minimizing fuel consumption;
- Optimum utilization of raw materials &consumables;
- Procurement of equipment, automobiles, materials etc. with environmental consideration in focus;
- Elimination/reduction in use of abettors materials;
- Improvement of indoor air quality.

HSE TARGETS

- Minimizing OHS risk;
- Provide HSE training to employees before induction at site;
- HSE targets for the following indicators to be set for each project.

LIST OF INDICATORS	HSE TARGET
1. Fatal	Zero
2. Lost Time Injury Frequency Rate (LTFR)	Less Than 0.2
3. Total Recordable Case Frequency Rate (TRCFR)	Less Than 0.5
4. Security Incident Frequency Rate	Zero

2. 2 NEW EMPLOYEE INDUCTION

New employee upon his arrival on the project shall be instructed on HSE rules and regulations of the company on hazards and risks to execute project and emergency communication channel. No person is permitted to work without safety induction training.

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HSE INDUCTION TRAINING (INCLUDES FOLLOWING POINTS)

- Background of the project

- Scope of work
- Company's policies
- Good habits at work site
- Information on equipment, substances, PPE to be used
- Responsibilities
- Site rules, site traffic regulation
- First aid kit facility
- Accident / Incident reporting
- High risk activities
- Basic firefighting training
- Environmental awareness
- Personal safety and security

EXEMPTION OF HSE INDUCTION TRAINING

One-day casual labor's job hazards training shall be given to the employees prior to the start of activities. Visitors and third party inspectors shall be given tool box talk before entering the site.

TOOLBOX MEETING

Each work supervisor shall conduct daily toolbox meetings to discuss health and safety issues before commencement of any activity. Work supervisors shall lead these meetings. This meeting shall be longer than 5-10 minutes of duration and the items covered in these meetings include:

- Work procedures, risk assessment applicable to the particular activity
- Safety measures to be adopted during executing the job
- Any important information / happening related to the particular activity

6.3 ACCIDENT / INCIDENT REPORTING AND INVESTIGATION

All accidents / incidents shall be reported immediately to the Project Manager, Engineer and HSE Officer. All accidents/incidents shall be recorded on site in particular format with an investigation report. All accidents and its investigation shall be reported to the client & PMV within 48 hours.

Arabic Interior LLC shall undertake detailed investigations of all accidents and incidents including near misses to establish causes and prevent recurrence. An investigation report shall be prepared detailing remedial actions with close out dates.

MONTHLY HSE REPORT AND STATISTICS

The HSE statistics shall be forwarded to Arabic Interior LLC, PMC and the client on monthly basis.
Standard format consisting of the following classified headings shall be tabulated:

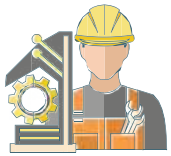
1. Man-hours exposure
2. No. of Lost Time injuries (LTI)
3. No. of man days lost
4. No. of first aid cases
5. No. of vehicle incidents
6. No. of fire near miss incidents
7. No. of near miss incidents
8. Details of the training carried out
9. Environment incidents

4. TRAINING

To achieve our HSE objectives and meet the zero accident target, HSE training shall be regularly organized for all personnel working on the project. All managerial and supervisory staff shall attend the HSE training courses, organized from time to time. HSE re-induction training shall be given to all employees after an interval of three months. All HSE training shall be re-implemented at every three months interval.

Training registers will be maintained for all training courses delivered. Individual training records shall also be maintained. All records shall be forwarded to the PMC and the client.

5. 5 HSE COMMUNICATION



HSE MEETINGS - MONTHLY

The HSE Committee shall be chaired by the Project Manager / QSE Manager on monthly basis. Invitations to sit on the committee shall be extended to the Client & PMC's loss prevention representatives.

The responsibilities of this committee shall include the following:

- Overall analysis of the site HSE activities
- Good safety practices being adopted / to be adopted
- Deficiencies found during safety inspection and measures to be taken to improve the same

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- Incidents / accidents or near misses that have occurred, review of Investigation and recommendations
- Hazards observed and corrective actions
- Identification of unsafe act

The secretary shall circulate date, time, venue and agenda of the meeting two days in advance. The HSE meeting shall be recorded and copy of minutes of the meeting shall be forwarded to all concerned for action and implementation. In this meeting the suggestions of the attending members shall be reviewed based on their past experience and shall be recorded for action and implementation.

The HSE meeting members shall comprise of the following personnel:

Project Manager / Project QHSE Manager	Chairman
HSE Officer/ Coordinator	Secretary
Construction Manager	Committee Member
Site Engineer	Committee Member
Work Supervisor (One From Each Discipline)	Committee Member
Site HSE Supervisors	Committee Member
Work Crew Representatives	Committee Member
Representative of Subcontractor	Committee Member

6. 6 EMERGENCY PLANNING AND PREPAREDNESS

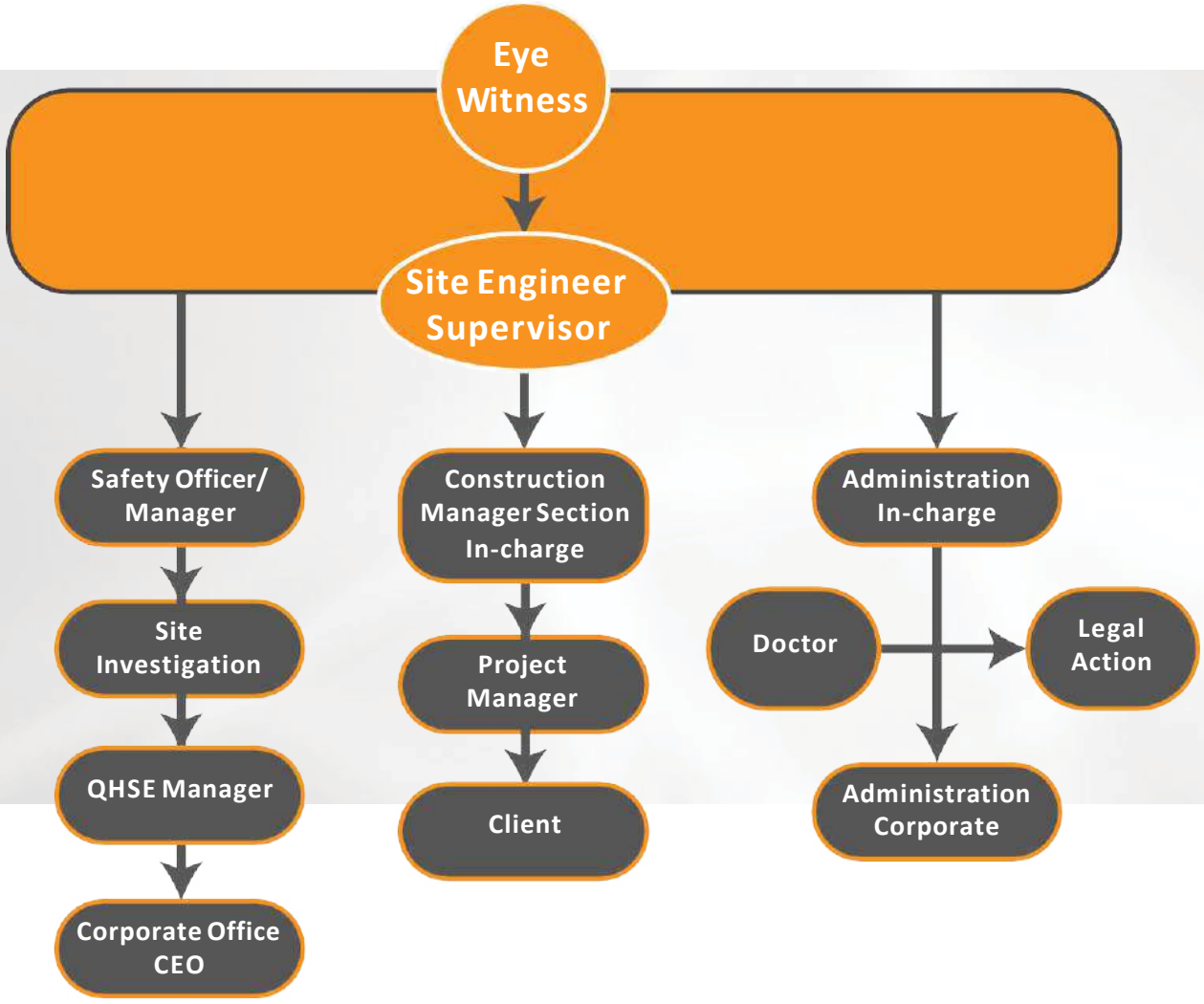
Procedures to clearly define the actions to be taken in the event of an emergency or potential emergency shall be drawn up. The emergency procedures shall be regularly reviewed and updated. All visitors arriving on site practice drills for identified emergency situations including rescue operations shall be undertaken. In any existing premises / terminal of Arabic Interior LLC we shall follow our Emergency Plan & Procedure.

Foreseeable emergencies would include but not necessarily be limited to:

- Fire
- Accident
- Gas release from the nearby pipeline
- Natural calamities

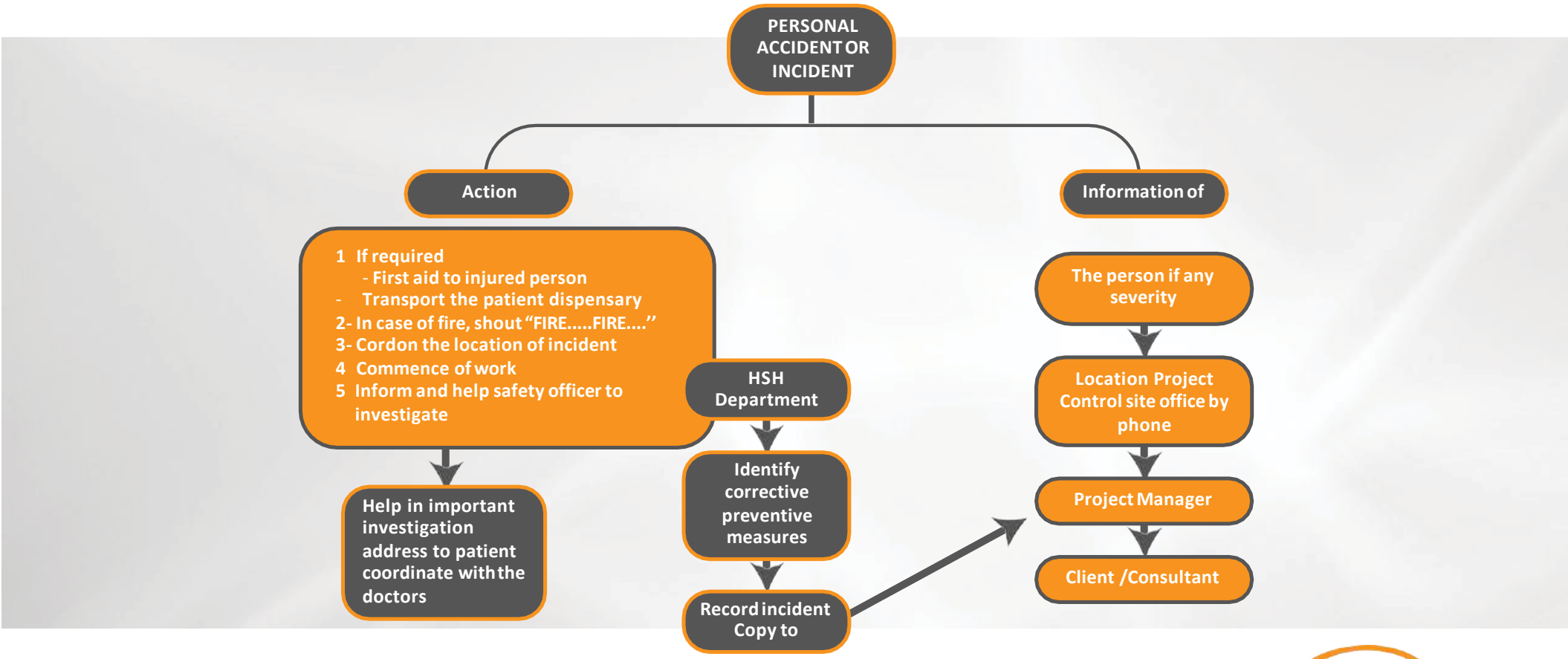
ACCIDENTS / INCIDENTS NEAR MISS REPORTING CHANNEL

In case of any accident / incident / near miss, following communication shall be used for the reporting. It is necessary to report all accidents / incidents / near misses immediately.



EMERGENCY ACTION PLAN

Detailed action plan as below shall be followed in an event of emergency..



- Witnesses shall be reporting to the Area Supervisor immediately.
- In case of an emergency Area Supervisor shall notify all employees by telephone or by shouting.
- Supervisor shall decide whether an evacuation is necessary. Evacuation shall be carried out by the Area Supervisor.
- Area In-charge shall direct all employees to assemble in the nearest and designated assembly point in an orderly manner without making noise.
- All machinery and equipment shall be switched off. Lighting shall be remained on but capable of being switched off.
- Where a work group does not have a dedicated assembly point then Area In-charge shall decide the place where to assemble during the time of an emergency.
- Roll-call of the employees shall be taken and status to be reported to the Area In-charge, Site Safety Office, Project Manager and Administration In-charge.
- In case of any personal injury, first aid kit treatment shall be given to the victim at site. If possible, rush to find nearby hospital or Arabic Interior LLC's designated hospital for the further treatment.
- When the area notified as safe by the HSE department, then go back to the job, otherwise leave the site as per the instructions of the Area Supervisor or Site Safety Office.

RESPONSIBILITIES IN CASE OF EMERGENCY:

- Give the right and immediate information to the Area Supervisor.
- Follow the instruction of Area Supervisor or Site Safety Office.
- Assist the victim / injured in the rescue or evacuation form the danger.
- In case of fire, help to extinguish the fire.
- Do not re-enter the site for work until the area is notified as safe by the Site Safety Officer.
- Co-operate with the Safety Officer for the Investigation.

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AREA SUPERVISORS/ PROJECT ENGINEERS

Responsibilities shall include, but will not be limited to:

- Give immediate information to the Site Safety Officer, Construction Manager, Project Manager and Administration In-charge.
- If required, emergency evacuation shall be carried out.
- Notify all persons who are working under his area of work.
- Ensure that no person is at work location after evacuation.
- Give the instructions to the workforce to keep the peace.
- Conduct roll call after emergency evacuation.
- Give the right information to Site Safety Officer, Construction Manager, Project Manager and Administration In-charge for other help.
- In case of personal injury, provide first aid treatment to the injured person and make arrangements to send him to the hospital.
- In case of fire, use fire extinguisher for the firefighting.
- Follow the instructions of Safety Manager/ Officer.
- Assist the victim / injured in the rescue or evacuation from the danger.
- Assist the Safety Officer/ Manager for the accident/incident investigation.

CONSTRUCTION MANAGER/ SECTION MANAGER

Responsibilities shall include, but will not be limited to:

- After getting the information from Project Engineer/ Supervisor, visit the site as early as possible.
- Collecting right information about accident or emergency and forward to the Project Manager, Safety Manager/Officer.
- Provide necessary information to the Project Engineer/Supervisor.
- Inform the Administration In-charge about the facility provided to the patient.
- Assist Safety Manager/Officer in the Investigation.

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- In case of personal injury, provide first aid treatment to the injured person and make arrangements to send him to the hospital.
- In case of fire, use fire extinguisher for the firefighting.
- Follow the instructions of Safety Manager/ Officer.
- Assist the victim / injured in the rescue or evacuation from the danger.
- Assist the Safety Officer/ Manager for the accident/incident investigation.

CONSTRUCTION MANAGER/ SECTION MANAGER

Responsibilities shall include, but will not be limited to:

- After getting the information from Project Engineer/ Supervisor, visit the site as early as possible.
- Collecting right information about accident or emergency and forward to the Project Manager, Safety Manager/Officer.
- Provide necessary information to the Project Engineer/Supervisor.
- Inform the Administration In-charge about the facility provided to the patient.
- Assist Safety Manager/Officer in the Investigation.

PROJECT MANAGER

Responsibilities shall include. But will not limited to:

- Visit the site where the accident has occurred as early as possible.
- Provide necessary instructions to the execution team.
- Give instructions to the injured person.
- Give the information to the consultant and client through mobile phone.

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QHSE MANAGER/ SAFETY OFFICER

Responsibilities shall include, but will not be limited to:

- Visit the site where the accident has occurred as early as possible.
- Provide necessary instructions to the Project Engineer/Supervisor, workforce and Construction Manager on the site.
- Collect right information and forward to the Project Manager.
- Ensure / provide first aid treatment if Safety Officer/QHSE Manager is available at site. After first aid, injured should be sent to the hospital as early as possible for further treatment.
- Declare that the area is safe or unsafe to carry out routine work.
- Provide necessary guidance for the fire fighting in case of fire.
- Give the accident information to the client and the consultant.
- Carry out detailed investigation and make report.
- All reports shall be forwarded to the client and the consultant.
- Instructions shall be provided to the injured.

ADMINISTRATION IN CHARGE

Responsibilities shall include, but will not be limited to:

- After receiving the message about the accident, inform the doctor by phone to provide immediate medical help to the injured.
- Coordinate with the doctors.
- Assist QHSE Manager/ Officer in the detailed Investigation.
- Take legal actions like compensation for the person, medical claim, insurance etc.
- Take care of the injured person at hospital and after discharging from the hospital.
- Follow the instructions of Project Manager / QHSE Officer.
- Collect right information and forward to the Project Manager.
- Ensure/provide first aid treatment if Safety Officer/Manager is available on site. After first aid, the injured should be sent

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6.7 PERSONAL PROTECTIVE EQUIPMENT

All personnel are required to wear safety helmet, safety shoes and appropriate PPE's at construction sites. Use of PPE's depends upon the nature of the job and site condition. Personnel not having appropriate PPE will not be allowed to work on site, in sign boards and barricading. All Project Engineers or Supervisors shall be responsible for ensuring that suitable PPE is available in serviceable condition and is used at the required times. A stock of critical personal protective equipment PPE as per the site requirements shall be maintained at all time in the site stores and key locations (sound and vibration stations, horizontal directional drilling stations etc.) Minimum three (3) number of safety helmets shall be kept in the vehicles of the key personnel of project. Only approved personal protective equipment shall be provided to the employees and workmen.

HEAD PROTECTION: All personnel shall be issued with safety helmets which shall be worn at all times when in construction site.

HAND PROTECTION: Hand protection shall be issued to all workers as per their job requirements. Appropriate hand gloves shall be worn at all times by all personnel involved in the work.

FOOR PROTECTION: Approved suitable safety shoes/gumboots shall be worn at all times by all personnel at the construction site.

EAR PROTECTION: Ear protection shall be worn by personnel involved in high level noise area. Whenever practicable, equipment generating high noise shall be located at the maximum possible distance from any work being performed.

EYE PROTECTION: Suitable personal protective equipment for the protection of eyes shall be provided and used by the workers engaged in the operations like welding, grinding, sand blasting, painting, cutting and chipping etc.

FALL PROTECTION: Fall protection system (Full Body Harness) shall be applied during work at height. Additional safety measures shall be taken like providing safety net, safety belt, safety harness depending upon the site conditions and job requirement. Only approved safety net, safety belt, full body harness shall be provided by the company.

DUST, FUMES & GASES PROTECTION: Arabic Interior LLC shall prevent the concentration of dust, fumes and gases by providing suitable means to control their concentration within the permissible limit so that they do not cause injury or pose any health hazard to the workers.

FACE PROTECTION: Face shield is required when there is a possibility of materials penetrating the skin.

8. 8 WELDING AND FLAME CUTTING

GAS WELDING

In gas welding, metals are joined by heating them with the flame of burning fuel gas and other gases. Sometime it includes the use of pressure and filler metal. In oxygen cutting, the metal is heated by burning fuel gases and then severed or removed by the chemical reaction of metal oxygen. The handling and storage of gas cylinders needs particular attention.

- Approved standard pressure gauge, regulators and other weld- cutting equipment shall be used.
- Commonly used welding and cutting gases include oxygen, acetylene and argon. Reference should be made to the relevant materials safety data sheets.
- Protect cylinders from cuts or abrasions.
- Do not lift compressed gas cylinders with an electromagnet or slings. Cylinders must be handled by a crane in valves on cylinders.
- Load cylinders to be transported by allowing less movement between cylinders. Secure them to prevent violent contact or upsetting.
- Cylinders should be stored in a safe, dry and well ventilated place prepared and reserved for that purpose.
- Cylinders should not be stored near elevators, gangways, stairwells or other places where these can be knocked down

- Cylinders of oxygen stored indoors should not be within 6 meters of cylinders containing flammable gases or highly combustible materials.
- Acetylene and liquefied fuel gas cylinders should be stored with the valve up.
- Defective pressure gauges shall not be permitted on regulators.
- The oxygen regulator should be equipped with a safety relief valve or designed in a way that if diaphragm rupture, the broken parts will not fly.
- Never allow oxygen and oil to mix as it may cause an explosion.
- Long hoses should not be used, as they are difficult to purge. Leaked hoses must be repaired immediately.
- Protect hoses from sparks, slag, grease, oil and hot objects.
- Check values (flashbacks arrestors) should be installed at the torch end of each hose to prevent the back-flow of gases.
- Before changing torches, shut off the gas at the pressure reducing regulators and not by crimping the hose.
- Never put down a torch until the gases have been completely shut off.
- Do not hang torches from regulator or other equipment that allows them to come in contact with the sides of gas cylinders.
- When extinguishing the flame, close the acetylene and oxygen valves in the order recommended by the torch manu facturer.
- Never keep gas cylinders inside a confined space.
- When gas welding is complete is it essential that the shut valve on the cylinder is closed so there is no danger of the gas building up in a confined area such as an excavation, vessel or tank.

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ARC WELDING

In arc welding, metals are joined by heating application of pressure or use of filler metal. The process includes shielded welding i.e. using gas or a solid flux to blanket the weld. Welding cables may be subjected to severe abuse if they are dragged over the site of work under construction and across sharp corners, or run over by vehicles. Special attention needs to be given to prevent electric shock.

- All equipment shall be provided with approved standard.
- All equipment should have ELCB installed, connected and tested every day. If ELCB found defective, work should not commence.
- Replace or repair defective cable immediately.
- In confined areas, cover or arrange cables to prevent contact with falling sparks.
- Never change electrodes with bare hands, wet gloves or when standing on wet floors.
- Earth or ground the frames of both portable and stationary welding units.
- Keep welding cables dry and free of grease and oil to prevent breakdown of insulation.
- Take special care to keep welding cables away from power supply cables or high tension wires.
- If a cable (either a work lead or electrode lead) exposes bare conductors, cover the exposed portion with rubber, plastic or friction tape equivalent in insulation to the cable covering.
- If cables have to run over some considerable distance from the welding unit then consider placing them onto overhead supports.
- Protect cables that must be laid on the floor or ground so they will not interfere with safe passage or become damaged or entangled.
- If it is necessary to weld or cut near combustible materials, the combustible materials should be moved away to a safe distance, protected by non-combustible materials, swept clean and if possible, protected with a flame resistant covering.

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- A fire watch and a fire extinguisher should be maintained throughout the welding or cutting operation and continued for at least 30 minutes after job completion.
- Gases (the oxides of nitrogen, carbon monoxide and ozone), metallic dusts and fumes may pose respiratory hazard during welding work. If gases, dusts, and fumes cannot be kept below the Threshold Limit Values, welders should wear suitable respiratory equipment. Should oxygen be deficient, self-contained breathing apparatus or hose masks with blowers are necessary.
- Use local exhaust ventilation or general ventilation systems in confined areas such as tanks and pressure vessels. This precaution should maintain toxic gases, fumes or dust below the maximum allowable concentrations.
- Local exhaust removal and general ventilation should be used when welding involves coatings of fluxes containing base metals that contain zinc, fluorine beryllium, lead or cadmium, and their compounds. So that the concentration of any toxic fume generated is below the Threshold Limit Value (TLV).
- Local exhaust or general ventilation should be used to maintain the concentrations of oxides of nitrogen within safe limits.
- When ultraviolet radiation passes through the air, ozone can be formed in the welding area. General ventilation will usually control ozone levels in the welding area.
- Inert gas-shielded arc welding requires precautions to provide proper respiratory protection, positive ventilation, local exhaust removal or approved respiratory equipment or combination of them.

9. 9 STORAGE OF FLAMMABLE LIQUIDS & GAS INCLUDING PAINT

A flammable liquid includes any liquid or emulsion which gives off a flammable vapor at a temperature of less than 32 degree centi-grade. Typical highly flammable liquids include petrol, thinners, mentioned spirits and petroleum based adhesives. They can pose the risk of flammability, explosion and toxicity. The following standards apply.

- The base of the building shall comprise a sloped concrete floor at or above ground level.
- The sloped concrete floor shall be provided with a sill that is 150 mm high. The purpose of the sill is to contain any flammable liquid spillage and leakage.

- Only diesel-powered vehicles with spark arrestor shall be permitted within six meters of the flammable liquid storage building.
- The building shall be a minimum of 5 meters away from any adjacent building. Must observe proper storage practices for storing flammable liquids. Check the product safety data sheet requirements.
- A minimum of 2 x 9 kg fire extinguishers (dry powder CO2 type) shall be provided. Also provide the weather protection from rain and direct sunlight.
- Provide signs outside the building in Arabic, Hindi, Urdu, Bengali, Tagalog and English.

HIGHLY FLAMMABLE LIQUIDS
NO SMOKING, NO NAKED FLAMES, NO MATCHES
AND NO LIGHTERS ALLOWED

- Provide adequate cross ventilation at both high and low levels.
- Containers of flammable liquids shall be clearly marked to identify contents.
- The building shall be kept locked at all times when unattended. A responsible person who supervises any work within the building shall keep the key.
- Doors to open outwards and kept fully open when people are inside.
- If lighting is necessary, it must be flame proof and wiring to be enclosed in armored cable with electrical switches sockets, junction boxes, fuses and other electrical equipment outside store.

- Containers should be closed, there should be no leaks.
- Vehicles shall not be refueled inside the building.
- Battery charging shall not take place inside building.
- Non-combustible absorbents shall be used to soak up / remove flammable liquids. Dry sand shall be kept in plastic bags for use when spills occur.
- Flammable liquids shall not be stored next to the source of heat.
- If shelves or racks are to be used, they should be made of non-ferrous metal or other non-combustible material.
- Storage of flammable liquid on site of work is not permitted.
- Never cut any container or drum which contains a flammable liquid or gas.
- Oxygen cylinder shall not be stored with flammable liquid or gases.

GAS STORAGE

A level of compacted earth concrete or paving slabs shall be provided and surrounded by a secure chain link fence which is at least 2m high with a hard standing, provided for the delivery and dispatch of cylinders. If the compound is more than 12 sq. m, two exits should be provided in opposite corners of the compound. There should be sufficient shelter to prevent cylinders from being exposed to the extreme weather.

Sign must be clearly displayed indicating the type of gas cylinders, prohibiting of smoking and the use of any naked flame in the area of the store.

Cylinders must be stored with their valves uppermost and not be mixed with any other gases or substances.

10. 0 SCAFFOLD ERECTION AND DISMANTLING

Scaffolding is the structure which supports an elevated working platform. Wooden scaffolding shall not be used. Metal pipes shall be used for support of the structure. The following general requirements are applicable.

- Scaffolding shall be erected, moved, dismantled or altered under the supervision of a competent person. Scaffolding work shall only be done by trained and experienced personnel.
- Never change the scaffolding components of different manufacturers.
- Maintain scaffold components (clamps boards, standards etc.) in clean condition. Inspect boards before use.
- Handle scaffold components with care. Do not throw or drop items.
- The footing must be level, sound, rigid and capable of carrying the maximum intended load without settling or displacement. Unstable objects such as barrel, boxes, loose bricks or concrete blocks are not to be used.
- Guard-rails, mid rails and toe boards must be installed on all open sides and ends of platforms more than 2000mm above the floor.
- Ladder access shall extend one meter above the landing.
- Where persons are required to work or pass under the scaffolding, such scaffolds shall be provided with a screen between the toe-board and the guardrail extending along the whole opening.
- Overhead protection shall be provided where necessary.
- Slippery conditions on scaffolds shall be eliminated immediately.
- The poles, legs or uprights of scaffolds shall be plumbed securely and rigidly braced to prevent swaying and displace ment.

- Scaffolding planks must extend over their end supports for a distance 150mm to 300mm, if cleared.
- All planking of platforms shall be overlapped a minimum of 300mm and secured from moving.
- Scaffolding or its components shall be capable of supporting load without failure at least four (4) times the maximum intended load. The manufacturer should be able to indicate the safe working load of his product.
- Any scaffold or component of scaffold that is weakened or damaged must be repaired or replaced immediately.
- An access ladder or equivalent safe access shall be provided.
- Shall be inspected by a competent person at least once a week and after inclement weather.
- Safe or unsafe signs shall be placed near the access ladder. Weekly scaffold inspection sheet should be completed and posted near the ladder.

ERECTION

Before installing the equipment, the job site should be thoroughly surveyed and the installation needs to be carefully planned. Method statements shall be prepared for mobile crane lifts above 25 tons and dual crane lifts.

- Rigging studies / drawings, calculations and erection design sketches shall be prepared and approved prior to attempting the lift. The following information shall be included within the package:
- Lift weight
- Lifting tackle to be used.
- Plan and elevation sketches showing obstruction to the load at any point during the lift.
- Proper scale drawings of those points during the lift if the load comes within 750 mm of the crane boom.
- The marking (i.e. N North) shall be clearly marked on the equipment, in such a way that no questions as to the proper orientation will arise during the setting of the equipment.
- All lifting machinery and equipment, all parts and working gear, both fixed and movable shall be of good condition, sound material and free from patent defect. They shall be maintained and operated in accordance with recognized standards including legislation.
- A register shall be maintained which shows all equipment classed as lifting machinery and lifting tackle and the details of examinations and tests conducted thereon.
- Lifting machinery, equipment and lifting tackle shall be re-tested by an independent examination approved authority after a major alteration repairs.
- When working in a hazardous area or near an area which could become hazardous, all relevant lifting machinery shall be of diesel driven and equipped with the appropriate spark arrestors subject to work permit instructions.
- All Supervisors and Field Engineers shall be on the constant alert for unsafe rigging practices and report them to the lift specialist, HSE Officer or his designate. This practice includes worn or unsafe slings, improperly sized slings, poor or unsafe rigging and over loaded equipment.
- Lift Specialist will be the person in-charge of the operations.

- Riggers involved will be recognized by yellow helmet with red tape around the helmet. Signalman will have two bands of red tape around the helmet/ apron.
- Area where lift is to take place will be "Roped Off" and "No Entry" signs will be placed in order to keep out unauthorized personnel.
- Onlookers have to be kept outside the roped area.
- When outriggers are provided with the crane, they shall be fully extended. In case of heavy and critical lifts, the area at the main lift crane foot print shall be provided with timber or steel mats or both to protect underground services.
- No crane operation will take place without a qualified, certified, appointed and easily identifiable signalman/ banks man.
- Cranes shall not be used to transport loads. Unless specifically designed for this purpose. The hook of the crane must be secured to prevent it from swinging when the crane is in transit.
- Mobile Jib Cranes, Side Booms and A FRAMES shall not work in the vicinity of overhead power lines unless a safe working distance of the total length of the job plus six meters is observed.
- Industrial forklift trucks shall not be used to lift a load greater than the safe working load permitted for the vehicle.
- Passengers are not permitted on vehicles, mobile plant or forklift trucks which are not specifically designed or equipped with passenger seats.
- Identification and inspection - all items of lifting tackle shall be plainly die-stamped with an identification number and it is "SAFE WORKING LOAD".
- All lifting tackle shall be inspected and tested at least once every 12 month period by an independent competent person in accordance with statutory requirements.
- Equipment shall be free from any obvious defects and any lifting tackle shall not be used beyond its statutory test period.
- All hooks fitted to the lifting machinery and equipment must be provided with a safety latch.
- Wire ropes shall be of the correct size grade and construction to withstand the maximum load imposed. The length of the wire ropes used in the main hoisting system shall allow for the entire range of movement specified with minimum of two full wraps of the rope on the hoist drum at all times.
- Sub-standard lifting gear shall not be used but discarded so that it cannot be reused.
- All installation work for heavy or critical lifts shall stop when the wind velocity exceeds the 25 knots.
- No equipment shall be installed under high winds, heavy rain or any other condition which may be deemed dangerous or unsafe.
- Softeners are required protecting slings of the equipment being lifted so that sharp edges do not damage the lifting gear.
- During installation, special care shall be taken not to damage the anchor bolts or their threads.

STRUCTURAL STEEL ERECTION

The following general safety practices and precautions are applicable during steel erection:

- Provide safe means of access and safe workplace for the stacking of structural steel components and ensure their stability. Stacks should be constructed to enable their removal by slingers without risk of them being struck or trapped.
- Consideration must first be given to providing safe means of access and working platforms including ladders, scaffolds, lightweight staging and purpose built platforms etc.

Where it is not possible to provide a working platform, erectors shall wear a safety harness and use a fall arresting device such as lifeline. Alternatively, safety nets should be erected by skilled riggers who are closely supervised.

6.11 WORKING AT HEIGHT

Where work at height is required, the team leader will ensure that all such work is properly controlled and that safe access and working platforms are provided in accordance with the statutory requirements. The team leader will ensure that all scaffolding is erected, altered or dismantled only by competent, trained and experienced personnel under the immediate supervisor. All scaffolds will be of sound construction and be properly maintained and inspected.

1. 2 LIFTING OPERATIONS

CRANE AND LIFTING EQUIPMENT MAN/LIFT OPERATIONS

The contractor will only mobilize crane and lifting equipment that has been tested and certified as lift for purpose. All crane operators and riggers shall maintain the records of tests and certification of all lifting equipment and crane employed at work. Maintenance records shall be routinely inspected by the contractor and made available for employer audits.

LIFTING GEAR

Lifting machine, chains, ropes and lifting tackles used at site shall conform to the following:

- All parts shall be of good construction, sound material and adequate strength and free from defects.
- Shall be properly maintained, thoroughly examined and load tested by a competent person regularly.
- No lifting machine, chain, rope or lifting tackle be loaded beyond safe working load except for purpose of test and this safe working load must be plainly marked on the gear concerned.

If during the course of construction a man basket is required, it shall be designed by a structural engineer. All man baskets shall be load tested and approved by client inspection department periodically.

RIGGING PLAN

A suitable, qualified and experienced person shall be appointed as Supervising Rigger. His responsibilities will include the preparation of the rigging study and the safe rigging and lifting of the load at the location. All works involving the use of crane shall be functioning of all crane activities.

6.13 FIRST AID & MEDICAL CARE

At every work place, first aid facility shall be provided and maintained. The first aid box shall be distinctly marked with a red cross on white back ground. The box shall be kept by the Project Engineer or Supervisor who are always readily available during the working hours at the work place. Every vehicle will also have a first aid box with sufficient medicines. Record of first aid cases shall be maintained. Contact numbers of hospitals and doctors shall be displayed at key locations on the construction site. Arabic Interior LLC will ensure that a vehicle is stationed at the work spot all the time to immediately mobilize the injured to the designated hospital.

6.14 FIRE PREVENTION AND PROTECTION

Suitable fire extinguishers shall be provided at each work site, mess room fuel and oil storage area etc. Firefighting training shall be provided to all the employees at an interval of few months. All fire extinguishers' maintenance shall be carried out once in a month and record be maintained. Unauthorized fire or naked flame must be prohibited at work site. At any time during the execution of project work, sufficient number of trained personnel must be available at each site to operate fire extinguishers in case of fire.

1. 5 CONFINED SPACE WORK

In general case work will be carried out without resorting to entry by personnel. When working in a confined space is unavoidable, a detailed safety procedure shall be taken by Project Engineer from authorized person in written form. If proper safety procedure shall not be followed then work permit shall be cancelled.

LIGHTING

Illumination is essential for the safety, security and protection as it is related to every workplace, approaching dangerous opening and lifting appliance.

- Walking and working areas shall be adequately illuminated during periods of occupancy.
- No dark spots shall be present in the workplace.
- Illumination level shall be sufficient for the detail of work performed. Recommended lighting levels shall be as follow:
- General work area involving sites clearance and rough work - 50 lux
- Craft work such as reinforcing concreting - 100 lux
- Fine craft work such as all work with power tools, electrical, welding – 300 lux
- Emergency lighting for escape – 50 lux
- No faulty light fixtures/ bulbs shall be fitted.
- Where required, hand lamps shall be provided with protective cover and preferably double insulated.

6.16 EXCAVATION AND TRENCHING

Before allowing any excavation to proceed, a trough survey of the ROW will be undertaken and comprehensive risk assessment carried out. Based on the results of the survey and risk assessment, a detailed method statement will be prepared detailing the proposed method and sequence of excavation activities. Arabic Interior LLC will ensure that there are no public utilities running. To ascertain the above trial pit excavation shall be done manually.

All machinery used for the purpose shall be of good condition. Only experienced operators shall be allowed to operate the excavators. All machinery and vehicle shall be placed & moved at least 1.5 meter away from the edge of the trench or excavated pit. Excavated shall be maintained throughout the trench to prevent collapse.

Trenching shall be ca r ried ou t as per the allowable slope table given as below:

TABLE- ALLOWABLE SLOPES

SOLL TYPE	HEIGHT /DEPT RAT	SLOPE ANGLE
STABLE ROCK GRANITE ORSANDSTONE	VERTICAL	90
TYPE A (CLAY)	¾: 1	53
TYPE B (GRAVEL OR SILT)	1:1	45
TYPE C (SAND)	11/2:1	

TYPE A SHORT TERM FOR A MAXIMUM EXCAVATION DEPTH

Without ladder any person shall not be allowed in the trench or excavated pit. Spacing between ladders or other means must be such that the worker will not have to travel more than 25 ft laterally to the nearest means of escape. If proper slope shall not be maintained then Shoring or Trench Shield shall be provided to protect the person working in the trench.

Proper visual barricading shall be made around deep excavations to warn and protect people from falling into pits. Where there are public highways interfering with the works, proper signs shall be posted to warn the oncoming traffic in advance along with sand barriers. "Deep Excavation" signs shall be provided wherever excavation is done.

17. HORIZONTAL DIRECTIONAL DRILLING (HDD)

Horizontal Directional Drilling (HDD) is a process by which it is possible to install utilities underground with minimal disruption to the ground surface. This is accomplished by making a pilot bore to the ground at an angle and the leveling out of a specified depth. Once the proper depth has been reached. It is then possible to advance the pilot bore horizontally to destination point where the drill is redirected so it exits the ground. HDD is a critical activity in the pipeline construction so that so many safety precautions need to be taken before during and after HDD crossing.

Following safety measures shall be taken during HDD:

- Properly accurate survey shall be carried out of HDD site.
- Underground utilities and its location shall be identified and safe distance and depth shall be maintained during HDD.
- Calculation of the pipe section length and weight shall be carried out and HDD capacity shall be higher that the pipe section.
- Proper approach shall be made for access and exit.
- Sufficient lighting arrangement shall be made for the night hour work.
- Communication media and transformation media shall be available at HDD site at all working hours.
- HDD rig operator shall be qualified and experienced.
- Only experienced person shall be deployed in HDD activity.
- Necessary PPE's shall be worn at all the time at site.
- All electrical equipment are properly earthed and insulated.
- Defective electrical equipment/ instruments shall be replaced immediately.
- Visual inspection of the drill machine/ HDD rig and its parts like hydraulic hoses, drill bit etc. shall be checked before use.
- General neatness shall be maintained at HDD site.

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- HDD site shall be cordoning at all time to prevent unauthorized entry in the working location.
- Signboard "DEEP EXCAVATION - STAY AWAY" or "HDD IN PROGRESS KEEP OUT"
- During pulling operations standing on near pipe section is prohibited.

HANDLING & DISPOSAL OF BENTONITE

Bentonite slurry is used in the HDD operation for the lubricant and hold wall of bore hole at place. Bentonite is one type of mineral clay. A pit of sufficient capacity holds the used bentonite slurry/ cuttings returns is to be dug on the entry site and connected to the entry pit. A pump shall be available in readiness to remove the excess cuttings if the need arrives. The wastage is collected and disposed far away from the site.

1. 8 COMPRESSED AIR AND AIR POWERED TOOLS

Compressed air and air powered tools are also capable of being a serious hazard. The improper use of compressed air has resulted in internal injuries, perforated eardrums and even death. It has also led to severe damage to the machinery.

- Never clean clothes and the work area with compressed air-use brush or vacuum equipment.
- If an airline or coupling comes apart, it can become dangerous. Always chain to couplings for safety.
- Do not drive vehicles over air-horses. Provide two planks on either side of the airline where they cross roads and walk ways.
- Always shut off the pressure before disconnecting air-powered tools.
- Air powered tools such as jackhammers drilling should be inspected and handled by a competent person.
- Eye protection shall be worn by the operator and if noise is hazardous then hearing protection shall be worn.

1. 9 MACHINES EQUIPMENT AND VEHICLES

Machines, equipment and vehicles are a potential source of the air pollution. The main pollutants which will come out from different activities would be Suspended Particulate Matter (SPM). The main sources of air pollution are:

- Exhaust coming out fromdifferent equipment
- Dust generated as a result of different construction activities
- Dust suspended particles during transportation of material

Arabic Interior LLC will implement standard procedures designed to ensure that all such plant and equipment is free from defect and has the necessary guards in place. We will also ensure that all statutory tests, examinations and inspections, where appropriate, have been carried out and that it is safe for its intended use. All lifting equipment shall be tested by a competent person and test report shall be submitted to the client and consultant.

- Each item of plant and equipment will be subject to a Preventative Maintenance Program to ensure that it remains safe for use.
- All plant and equipment will be operated only by trained personnel.

Only good condition vehicles shall be deployed at site. All vehicles shall be with audible reverse alarms and maintained in a good working condition. Reversing shall be done only when there is adequate rear view visibility or under the directions of a banks man.

2. 20 PRESSURE TESTING OF PIPELINE

Pressure testing is used to test the strength of the pipeline. Hydraulic testing is far safer than pneumatic testing. The pneumatic testing of equipment should be avoided and only used with the approval of senior management.

- Foundations and supporting structures should be capable of taking the combined weight of both the equipment and fluid to be taken care.
- Temporary closures should be checked and fastened.
- Pressure indicating devices is accurately calibrated and property connected.
- Adequate vents are provided at high points.
- Pressures rose slowly and test for leaks is done. Rectify leaks before increasing pressure. Avoid the consequences of a pressure size due to thermal expansion of the test medium.

2. 21 ABRASIVE WHEELS

Abrasive wheels are potentially dangerous and it is essential that the correct wheel is selected and fitted by a competent person.

- Only persons who have been trained to do so shall mount abrasive wheels and diamond tip blades.
- Use of abrasive wheels / diamond tip blade tools and equipment will be limited to the persons who have received the training noted above.
- The names of every person on site trained and appointed to mount abrasives wheels / diamond tip blades will be entered into the register/training record maintained at site.
- All persons required to use this equipment will be provides with adequate personal protective equipment.
- Correct wheel should be used in accordance with the speed of grinding machine. Valid date must be endorsed on the wheel. Only valid discs should be used.

22. 2 SAND BLASTING CLEANING

Sand blasting is the blowing of steel grit or garnet using a system of compressed air water or steam with the purpose of removing scale, rust and old coatings from a surface prior to painting or coating.

- Blasting shall only be done under the supervision of an experienced and competent person.
- Personnel doing blasting work must be competent and experienced in this work.
- The Supervisor In-charge shall ensure that grit-blasting personnel are properly instructed before starting the work.
- The Supervisor In-charge shall ensure that the equipment is maintained in safe and good working order.
- The work place shall be a restricted area and a rope barricade shall enclose it. Warning signs indicating "DANGER – BLASTING" should be posted on the barricade.
- Provide suitable materials to act as curtains (tarpaulins plastic sheeting etc.) to enclose the work area so as to retain grit within the area and protect personnel outside the area.
- Provide suitable and secure covers to protect instruments gauges airline waves and similar items which are not to be cleaned.
- Establish a good housekeeping system to ensure that excessive debris and spent grit is removed as early as possible and in any case at the end of the day's work.
- No grit blasting shall take place in the immediate vicinity of operating electric motors or air intakes or operating internal combustion engines. Such items of equipment must be stopped and protected from grit blasting particles.
- Sand blasting procedures shall be available and communicated to the painting personnel.

23. 3 PAINTING

Painting includes the application of a protective coating material by the use of a compressed air spray painting system, the hydraulic atomization (airless) method, the use of brushes / rollers / sponges or similar equipment. Hazards associated with painting are of toxic solvents.

- Painting shall only be done under the supervision of a competent person. Those personnel doing the painting must also be competent to dowork.
- The Supervisor In-charge shall ensure that the equipment is maintained in a safe and good working order.
- The workplace shall be the restricted area and rope barricade shall enclose it. Warning signs indicating "DANGER, PAINTING AREA" should be posted on the barricade.
- Provide suitable materials to act as curtains (tarpaulins plastic sheeting etc.) to enclose the work area and protect the newly painted surface until it isdry.
- If paint components are flammable then no painting shall be done in the vicinity. Paint should be vapor proof.
- Symbolic sign for "NO SMOKING" and "NO NAKED FLAMES" shall be posted in the areas where paint / flammable liquids are in use.
- Provide suitable and secure covers to protect instruments, gauges airline valves and other equipment which is not painted.
- Establish a good housekeeping system to ensure that excessive debris, paint containers and masking tape is removed as early as possible and in any case at the end of the day's work.

- Painting in confined spaces or vessels shall always be controlled by the work permit.
- Material safety data sheets for each product shall be held observed. A product data sheet is inadequate. Copies shall be kept by painting supervisors.
- Unwanted flammable material including paint thinners, rags and cotton waste, impregnated flammable spirits or paint are to be kept in metal drums with close fitting lids and disposed of in a proper manner away from spray painting areas.
- Painting procedure shall be available and communicated to the painting personnel.
- Suitable respirators shall be used by the crew to protect them from hazardous solvent/ paint vapors.
- Suitable fire extinguishers shall be kept in a standby where painting work is carried out.

6.2 4 ELECTRICAL SAFETY

Only authorized and competent personnel will inspect and certify all site electrical supply systems. All electrical equipment shall be inspected and certified as safe for use prior to commissioning. Electrical supply systems shall be maintained in a safe condition. All portable electrical equipment will be 220 volt or lower. For requirement of high voltage, client shall be contacted for permission. All overhead supplies will be protected. Inspections shall be carried out on all electrical equipment and recorded with the notice on the piece of equipment confirming it is safe.

POWER SUPPLY

Electrical supply systems shall be maintained in a safe condition and electric connection for construction power shall be provided as mentioned in the bid documents. All portable electrical equipment shall be 220 volt lower. For requirement of high voltage, client shall be contacted for permission. All overhead supplies shall be protected. Inspection shall be carried out on all electrical equipment and recorded with the notice on the piece of equipment confirming it is safe. Besides this following precautions shall also be taken.

- All switch boards, extension boards etc. shall be protected from rain and water. There shall be no water leakage. Circuit breakers shall be provided on all distribution boards and main switchboards.
- All fuses shall be of good quality and conform to correct ratings. Use of make shift wires or conductors, ELCBs/MCBs shall be preferred.
- Working or energized circuit/ live wires is strictly prohibited.
- Electrical maintenance workman must use wooden platforms, insulated tools and rubber boots.
- Pipelines lying outside the ditches for welding or other activities shall be connected to earth rods. The rod must intrude into earth 1.00 as minimum.
- While crossing overhead electric lines, all operational movements of excavators, cranes, side boom tractors and all other tall items of equipment shall be carefully observed.

TEMPORARY ELECTRICAL INSTALLATIONS

Only authorized and competent personnel shall install all site electrical supply systems and shall be responsible for the control of all the maintenance and repair of any electrical switchboard, distribution board and hand tools. All electrical equipment shall be inspected and certified as safe for use prior to commissioning. The provision of all connections and equipment required shall be in accordance with these safety conditions and comply strictly with applicable Electricity Rules.

POWER LINES

When work is to be performed in the vicinity of overhead power lines, the following precautions shall be observed.

- Proper signage identifying the hazard is to be erected.
- Safe clearance distance are to be observed (check local requirements).
- Only qualified personnel are to operate equipment in the immediate area of a power line.
- Tower footings may require fencing to avoid encroachment of equipment.
- When working adjacent to a hydro corridor, be sure to check for electrical induction and to follow appropriate mitigation procedures.

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25. 5 CONTROL OF SUBTANCES HAZARDOUS TO HEALTH

It shall be ensured that the procedure for the control of substances hazardous to health is fully implemented. This includes controlling the risk arising from handling, storage, use and disposal of substances hazardous to health. To this end the Project Manager shall appoint a member of the site management team as the hazardous substances controller to supervise and monitor the implementation of the controls which includes, but may not be limited to the following:

- Establishing an inventory of all hazardous substances on the site.
- Maintaining a file of Suppliers Hazard Data Sheets.
- Ensuring that an assessment of the proposed handling, storage, use and disposal of hazardous substances is carried out.
- Ensuring that the personnel exposed to the hazardous substances are provided with the result of the assessments and written Health & Safety instructions, together with the provision of suitable and adequate personal protective equipment and training.

26. 6 RADIATION SAFETY MEASURES

For ionizing radiation, requirements shall be followed:

- Radiography cameras shall be operated only by certified radiographers under the supervision of Site In-charge.
- Field radiography may be permitted on a restricted scale when the occupancy around is minimum.
- An appropriate area around the radiation source must be cordoned off during field radiography. The radiography shall be used during night.
- Radiation warning symbols shall be conspicuously posted along the cordon. Placards displaying the appropriate legend in English and local language shall be posted at the cordon. Warning sign with a biped sound shall be used during night.
- The concerned radiographer shall be available at the site very near the cordoned area throughout the exposure.
- All operations shall be planned in advance and executed in a minimum possible time.
- Prior to on site transport of the camera with the source from one place to another in a road vehicle shall be ensured that source pencil is locked in camera so as to avoid any accidental opening of the shutter and failing of source pencil from camera.
- The radiography cameras when not in use shall always be stored in a pit in separate storage room or in a pit under lock.
- The proper storage of source inside the camera must be verified after every operation with radiation survey meter both at the time of while keeping them inside the storage room and while taking them out of the storage room should use at site.
- Only qualified person shall handle the camera.
- No person shall sit on the camera with radiography source.
- Camera shall be handled properly with care.
- No person shall stand near the source unnecessarily.
- Radiography sources shall be kept securely and safely to avoid any theft or misplacement.
- Functions of radiography cameras shall be checked routinely.
- Proper handling tools and accessories shall be used for handling sources.
- Cameras having radiation sources shall not be stored along with unexposed films explosive.

6.2 7 HEALTH & HYGIENE

HEALTH CHECK UP FOR ALL EMPLOYEES

Medical examination of all workers/employees shall be carried out by Arabic Interior LLC before they are appointed for the site activities. Medical examination shall be carried out by an authorized medical hospital only. If a worker is not suitable for construction activities as per his medical report then he shall not be appointed and allowed to do any work on the entire project. A worker who has recovered from major dieses or injury, a medical re-examination shall be carried out before allowing him to work.

The medical examination shall include:

A. Clinical examination with particular reference to:

i) General physique
ii) Vision - Worker shall not be color blind and his vision should be 6/6 or without glasses.
iii) Hearing- Person with normal hearing must be able to hear a forced whisper at twenty four feet. Person using hearing aids must be able to hear a warning sound under noisy working conditions.
iv) Breathing & lungs
v) Upper limbs – Adequate arm function and grip (both arms)
vi) Lower limbs – Adequate legs and foot functions
vii) Spine – Adequately flexible for the job concerned
viii) General – Mental alertness and stability with good hand and foot co-ordination.

B. Any other which the examining doctor considers necessary.

DRINKING WATER

Only laboratory tested and approved drinking water shall be provided and used by the Arabic Interior LLC at construction sites, accommodation camp and site offices. Laboratory test of drinking water shall be carried out once in a year and its record shall be maintained on the site. Copy of the drinking water test report shall be submitted to the Client/Consultant. At every place where construction work is in progress, the company shall make an effective arrangement to provide and maintain sufficient supply of drinking water for the whole day. Drinking water shall not be stored within six meters of any washing urinal or latrine.

WASHING FACILITIES

At every work place, adequate and suitable facilities for washing shall be provided and maintained. Such facilities shall be accessible and kept in clean and hygienic condition.

SITE HOUSE KEEPING

Daily sweep and remove all kind of waste e.g. debris, packing material, cotton waste, oil spillage, welding rods, grinding wheels etc. Leave clear space around storage and ensure unobstructed access for firefighting purpose and emergency evacuation.

28. 8 WORKING HOURS

During the course of the project, the workers shall be working six days a week and eight hours a day. Normally the work shall be carried out during day light hours. If during the course of the project night work is required, all support facilities such as lighting shall be provided in order to keep the safe working conditions.

29. 9 SMOKING

The rules in effect at the work site and contractors' corporate guidelines shall determine the project policy towards smoking. Smoking shall not be allowed on the site except the designated areas. Failure to adhere to this requirement may result in immediate removal of the offending personnel. A designated area for smoking shall be demarcated.

30. 0 BEHAVIOR MODIFICATION AND DISCIPLINARY ACTIONS

Non-conformance with the HSE requirements may occur because of lack of knowledge / skill, improper training or coaching, lack of motivation or attitude problem. It is the duty of the person in charge of the offender to establish the cause by using counseling and coaching. When people are knowledgeable and counseling / coaching have been provided then disciplinary action shall be taken. The team leader is responsible for implementation of coaching, counseling and formal discipline of subordinates.

31. 1 SUBCONTRACTOR'S HSE MANAGEMENT PLAN

Subcontractors will be required to establish the HSE plan for approval by Arabic Interior LLC in line with this plan incorporating all requirements of the company and the client. Also follow the company's additional directive at site as required. If subcontractor shall not establish their own HSE Plan, they are abide to follow Arabic Interior LLC's HSE Plan.

6.3 2 DEMOLITION

Arabic Interior LLC shall adhere to safe demolishing/dismantling practices at all stages of work to guard against unsafe practices. If required, Arabic Interior LLC shall disconnect service line (power, gas supply, water etc.) and make alternate arrangements prior to start of work and restore them. For revamp job operating plants where locations of underground utilities are not not known with certainty, Arabic Interior LLC shall depute an experienced person for supervision and shall make adequate arrangements for firefighting and first aid facilities during the excavation of these activities.

7. HSE POLICY & PROCEDURE ADOPTION BY VENDORS AND SUPPLIERS

All vendors and suppliers will have to comply with Client's Policy and approved HSE plan of Arabic Interior LLC. Vendors and suppliers will have to take care of the HSE Client's Policy and PPE's Policy during manufacturing, handling and transportation of supply items for Arabic Interior LLC. During transportation, supply items shall be covered with the insurance and the supplier/vendor must report all near miss accident/incident in the prescribed format for the project. Client's policies and reporting formats shall be forwarded to all vendors and suppliers as a soft copy.

8. HAZARD MANAGEMENT

DEFINITION

The technique of identifying and assessing the potential risks of a situation or activity for causing acute chronic harm wither to personnel or the environment with the aim of managing the risk to an acceptable level.

1. OBJECTIVES

Establishing systematic procedures for:

- Identifying and assessing inherent hazards in specific activities or facilities.
- Evaluating the potential adverse consequences of an incident to employees, the public, the environment and assets.
- Successfully managing health, safety and environmental risk with the activities.

2. 2 REQUIREMENTS

A suitable and sufficient assessment of risk and implementation of appropriate controls is required for all activities undertaken by Arabic Interior LLC. This standard therefore sets out the requirements for the management of hazards in the workplace and for facilities with major accident and hazard potential. Examples of work activities for which risk assessment and management is required include but are not limited to:

- Major accident, hazard potential facilities
- Hot work of any type (where heat is used or generated)
- Work which may cause an unintended or uncontrolled hydrocarbon or toxic release including any disconnection or opening of any closed pipeline, vessel or equipment containing or which has contained flammable or toxic materials
- Electric work which may cause danger
- Entry to confined space and work inside
- Work involving the use of dangerous/hazardous substances
- Manual handling, movement and lifting of heavy objects
- Excavation
- Pressure systems and pressure testing
- Operations which compromise safety systems or remove them from service
- Work involving display screen equipment
- Transport
- Work at height or over liquids
- Work involving and requiring personal protective equipment
- Non- routine operations
- Work in adverse environments

9. RISK ASSSESSMENT

This procedure is intended to help Arabic Interior LLC and its employees to assess the risk in the work place. The process starts by identifying hazards, then evaluating the risk arising from those hazards and finally taking necessary measures to reduce the risk from person to the lowest level that is reasonably practicable (ALARP). The purpose of risk assessment stage of the risk management is to obtain an idea of the scale or size of the risk. It should also provide the ranking of the hazards identified to agree on a priority to take further action.

Risk assessment process consists of five steps. Each step of the assessment process should be completed before going onto the next.

STEP 1:LOOK FOR THE HAZARDS

Look for what could reasonably be expected to cause harm. Ignore trivial (unimportant/small) and concentrate only on significant hazards which would result in serious harm or effect several people. This includes considering the equipment and material being used and the environment where the work is being carried out. Manufacturer instruction or material data sheets can also help you stop hazards and put risk in their true perspective.

STEP 2 : DECIDE WHO MIGHT BE HARMED AND HOW?

Think about the people who may be at the work place at the time of risk e.g. cleaners, visitors, contractors and members of the public etc. Is there any chance that they may/might be harmed by your activities?

STEP 3 : EVALUATED THE RISK ARISING FROM THE HAZARDS AND DECIDE WHETHER EXISTING PRECAU- TIONS ARE ADEQUATE OR MORE SHOULD BE DONE

Risk can be reduce by using the following hiera rchy:

- Eliminate the hazard to remove the risk e.g. use of intrinsically safe electrical equipment in a classified area
- Reduce or substitute the hazard with an alternative
- Isolate the hazard from the people
- Control the hazard by introducing suitable measures
- Personal Protective Equipment

- Discipline: personal discipline that is competence based and organization discipline which is rule based.

STEP 4 : RECORD YOUR FINDINGS

Record the findings, write down the more significant hazards e.g. above ground power cable.

STEP 5 : MONITOR AND REVIEW (REVIEW YOUR ASSESSMENT AND REVISE IT IF NECESSARY)

Review your assessment from time to time and revise if necessary. If these is any significant change, you should add to the assessment to take account of the new hazards.

10. . ENVIRONMENT MANAGEMENT

DEFINITIONS

(A) Environment includes water, air and land; and the inter-relationship which exists among and between water, air, land, human beings, other living creatures, plants, microorganism and property.
(B) Environmental pollutant means any soil, liquid or gaseous substance present in such concentration that may be or tend to be injurious to the environment.
(C) Environmental pollution means the presence in the environment of any environmental pollutant.
(D) Hazardous substance means any substance which by reason of its chemical or physio-chemical properties or handling is liable to cause harm to human beings, other living creatures, plants, micro-organisms, property or the environment.

Any chemical including solvents and paints required for construction shall be stored in designated bonded areas around the site and shall be registered at the offices in accordance with the hazardous substances procedure.

THE MAIN OBJECTIVES ARE:

- To assess the environmental condition of the area where the construction is carried out.
- To provide timely indication if any environmental control measure fails.
- To achieve laid down/acceptable standards.
- To monitor effectiveness of environmental mitigation measures.
- Ensure compliance with regulatory requirements, Pollution Control Act and similar laws codes as applicable for control of environment pollutants (such as dusty air, noise etc. as applicable)

MACHINES AND EQUIPMENT

Machines and equipment are potential of pollutants so it is important to be concerned of the location and role of the plant equipped with potential of the air pollution.

- Exhaust coming out from different equipment
- Dust generated as the result of different construction activities.

MITIGATION MEASURES

Transportation of material from one place to another generates air pollution which degrades the atmosphere of the area. To minimize the pollution, precaution will be taken to minimize visible particulate matter from being deposited by proper cleaning facilities.

The main sources of air pollution are:

- Exhaust coming out from different equipment
- Dust generated as the result of different construction activities.

MITIGATION MEASURES

Transportation of material from one place to another generates air pollution which degrades the atmosphere of the area. To minimize the pollution, precaution will be taken to minimize visible particulate matter from being deposited by proper cleaning facilities.

SOURCE OF NOISE POLLUTION

The noise generated during the running of the different equipment:

- Noise generated due to the generator and mixer.
- Noise generated at site during operation of welding, grinding and use of vibrators during concreting etc.

NOISE CONTROL MEASURES (PPE)

Ear plugs / ear muffs shall be provided to the persons working in noisy area.

MITIGATION MEASURES

The following steps will be taken to minimize construction noise emission level.

- Locate stationary equipment so as to minimize noise impact.
- Equipment and plants are stopped when not in use.
- Use of well-maintained machinery, equipment and vehicles
- Silencers and mufflers on constructing equipment shall be properly fitted and maintained
- Schedule the work to avoid simultaneous activities that would generate high noise levels.
- Construction of temporary physical noise barriers wherever required.

WASTE MANAGEMENT

We shall develop a programme to identify and record waste streams that will be generated during the construction and commissioning. We shall develop procedures for their disposal in compliance with the applicable regulations and best practices.

The impact of waste shall be reduced through segregated collection. Besides during mobilization, construction demobilization and commissioning of construction projects, the contractor shall minimize the waste through material section.

Waste handling shall be in compliance with the applicable legislation and clients' requirements. All waste shall be stored in such a way that it is not accessible to the construction site. Waste registration shall include as minimum:

- The type (e.g. chemical waste)
- The amount
- The composition
- The source of origin
- The method of treatment
- The destination
- The method of transport
- Hazardous

WASTE COLLECTION

- Waste shall be categorized as follows: wood, metal, chemicals, paper, plastic and household garbage.
- Chemical waste disposed of during the construction site activities shall be registered in waste log by the Contractor.
- No waste regardless of composition shall be drained to process sewers, trenches, ditches or channels.
- A sufficient number of metal containers shall be provided on site to store trash and debris resulting from any operation.
- Any uncontrolled emission shall be immediately reported.

WASTE SEGREGATION

Waste segregation exercise shall involve sorting and separating waste on the basis of its characteristics. Waste materials shall be segregated at source by providing colored and marked containers for storing the waste.

- Red - hazardous waste
- Green - refuse
- Brown - plastic
- Blue - class
- Special plastic bags type containers shall be used for medical waste.

WASTE DISPOSAL

- Sufficient containers and scrap disposal area should be allocated.
- All scrap bin and containers for flammable/spontaneously combustible material
- Keep drainage channels free from choking.
- Make schedule for collection and disposal of waste.

WARNING AND SIGNS

- Industrial waste conforms to lay down statutory discharge standards.
- No toxic, corrosive of flammable substances in public sewage system
- Waste disposal shall be in accordance with the best practice.
- Comply all the provision of PCB and disposal of hazardous waste.

WASTE WATER DISPOSAL

Waste water shall be treated to render it acceptable for discharge. Raw sewage and other waste water shall not be discharged into water without treatment.

11. SAFETY CHECKLIST

EYE AND FACE PROTECTION

- Safety glasses or face shields are worn anytime when work operations can cause foreign objects getting into the eye, such as during welding, cutting, grinding, nailing, when working with concrete and harmful chemicals or when exposed to flying particles.
- Eye and face problems protectors are selected based on anticipated hazards.
- Safety glasses and face shields are worn when exposed to any electrical hazards including working on energized electrical system.

FOOT PROTECTION

- Construction workers should wear shoes or boots with slip-resistance soles.
- Safety footwear is worn to prevent crushed lose when working around heavy equipment or falling objects.

HAND Protection

- Gloves should fit snugly.
- Workers wear the right gloves for the job (for example heavy duty rubber gloves for concrete work, welding gloves and sleeves when exposed to electrical hazards).

7.HEAD PROTECTION

- Hard hats are routinely inspected for dents, cracks or deterioration.
- Workers shall wear hard hats where there is a potential of objects falling from above, bump on to their heads.
- Hard hats are placed after heavy blow or electrical shock.
- Hard hats are maintained in good condition.

8.Scaffolding

- Scaffolds should be set on sound footing.
- Damaged parts that affect the strength of the scaffold are taken out of service.
- Scaffolds are not altered.
- All scaffolds should be fully planked.
- Employees are not permitted to work on scaffolds when they are covered with snow, ice or other slippery materials.
- Scaffolds are erected or moved with 19 ft away from power lines.
- Employees are not permitted to work on scaffolds in bad weather or high winds unless a competent person has deter mined that is safe to do so.
- Ladders, boxes, barrels, buckets or other makeshift platforms are not used to raise work height.
- Extra is not allowed to build up on scaffold platforms.
- Scaffolds should not be loaded with more weight than what they are designed to support.

9.Electrical Safety

- Work on an existing energized (hot) electrical circuit is prohibited until power is shut off and grounds are attached.
- An effective lockout / system is in place.
- Frayed, damaged or worn electrical cords or cables are promptly replaced.
- All extension cords have grounding prongs.
- Protect flexible cords and cables from damaged sharp corners and projections should be avoided.
- All electrical tools and equipment are maintained in safe condition, checked regularly for defects and taken out for service if a defect is found.
- Do not bypass any protective system or designated authorities to protect employees from contact with electrical energy.
- Overhead electrical power lines are located and identified.
- Ensure the ladders, scaffolds, equipment or materials never come 10 ft of electrical power lines.
- All electrical tools must be properly grounded unless they are double insulated type.
- Multiple plug adapters are prohibited.

10. HAZARD COMMUNICATION

- A list of hazardous substances used in the workplace is maintained and readily available at the worksite.
- There is written hazard communication program addressing material safety data sheets, MSDS labeling and employees' training.
- Each container of hazardous substance (vats, bottles, storage tank) is labeled with product identity and hazard warning.
- Material Safety Data Sheets should be readily available at all times for each hazardous substance used.
- There is an effective employee training program from hazardous substance.

11.CRANE SAFETY

- Cranes and derricks are restricted from operating within 10 feet of any electrical power line.
- The upper rotating structure supporting the boom and material being handled is provided with an electrical ground while working near energized transmitter towers.
- Rated load capabilities, operating speed and instructions are posted and visible to the operator.
- Cranes are equipped with a load chart.
- The operator understands and uses the load chart.
- The operator can determine the angle and length of the crane boom at all times.
- Crane machinery and other rigging equipment is inspected daily prior to use to make sure that it is in a good condition.
- Accessible areas within the crane's swing or spin of materials when raised or lowered by crane or derrick.
- Illuminations of hand signals to crane and derrick operators on the job site.
- The signal person uses correct signals for the crane operator to follow.
- Crane outriggers are extended when required.
- Crane platforms and walkways have antiskid surfaces.
- Broken, worn or damaged wire rope is removed from service.
- Guardrails, hand holds and steps are provided for safe and easy access to and from all area of the crane.
- Load test reports/certification is available.
- Overload limits are tested and correctly set.
- The maximum acceptable load and the last results are posted on the crane.
- Initial and annual inspections of all hosting and rigging equipment are performed and reports are maintained.
- Only properly trained and qualified operators are allowed to work with hoisting and rigging equipment.

12. LEGAL AND CONTRACTUAL OBLIGATIONS

Additionally, each sub-contractor is responsible for ensuring that all personnel under their control observe the legal requirements.

Arabic Interior LLC and its employee retain the right to stop any operation, activity or erection of plant, equipment etc. if it is considered that there is a risk to the safety or health of any person. The company will not accept responsibilities for any increased cost or delay arising out of such action.
The sub-contractor and all personnel under his control shall obey any written or verbal instructions given by an authorized Arabic Interior LLC representative or HSE Manager, HSE officer or Safety Supervisor in respect of health and safety.

The Sub-Contractor shall comply with each requirement or prohibition contained within the health and safety documentation supplied by Arabic Interior LLC in connection with his contract or sub-contractor.

Contractors will ensure that their HSE manuals, statutory notices, registers guidance notes, HSE procedures and all other HSE documents are provided, made accessible to the contractors of their legislative and contractual responsibilities.

Individuals who fall to comply with HSE practices will be subject to counseling / coaching.

13. GENERAL HSE GUIDELINES

- Where work activities may conflict with the impact upon other work activities, steps shall be taken to discuss the matter with relevant parties and establish a consensus. Ensure that both parties and their teams are fully aware of potential hazards together with appropriate precautions.
- All plant and equipment shall be inspected before work commences and at periodic intervals thereafter. All plant and equipment shall be safe before and during use.
- Only competent personnel are permitted to operate plant and equipment and such persons shall be tested by a competent person and issued with appointment certificate authorizing them to operate specified plant and equipment.
- Only qualified and appointed personnel (such as riggers and scaffolder) shall do skilled work.
- Method statements/risk assessments shall always examine the people, equipment, materials and the environmental aspects of the proposed work. Such method statements/risk assessments shall always be referred to sub-contractor/ contractor, HSE departments for review and comment.
- Ensure that an emergency/rescue plan to cater for any mishap (Injury, fire etc.) is available, known to all people and capable of immediate activation.

- Maintain good housekeeping at all times. Provide and maintain adequate hygiene and welfare facilities such as toilets, hand washing measures, drinking water and canteen shelter, food waste bins and defined smoking area.
- A specific task related risk assessment shall be completed for this work activity and appended to the method state ment. The risk assessment shall be completed on the approved format.
- Hazardous area should be with the attachment of appropriate warning symbols.
- Work area should always be kept clean. Unwanted scarp or tools should not be left unattended that may be hazardous to others.
- Personal protective equipment should be used wherever required.
- All warning symbols should be well obeyed and regarded.
- It should be ensured that all electrical cord hoses and leads are well protected or elevated such that there is no obstruction to stairways and walkways.
- All project emergency procedures should be thoroughly understood and obeyed.
- Scarp materials should be disposed of immediately as these can create fire and accident.

14 . REFERENCES

IS CODES FOR PPE

IS : 1179 – 1967	Equipment for eye, face protection during welding
IS : -1989 -1986(PART I&III)	Leather safety boots and shoes
IS: - 2925 – 1984	Industrial safety helmets
IS: 3521 – 1983	Industrial safety belts and harness
IS: 3738 – 1975	Rubber knee boots
IS: 4770 – 1968	Rubber glove and electrical purposes
IS : 5424- 1969	Rubber mats for electrical purposes
IS : 5557- 1969	Industrial and safety rubber knee boots
IS: 5983- 1978	Protection
IS: 6519- 1971	Codes of practices for selection care And Repair and safety gloves
IS: 6994- 1973	Industrial safety clothing
IS: 8519- 1977	Guide for selection of industrial safety
IS: 8520- 1977	Equipment for eye, face and gear protection Guide for selection of industrial safety Equipment for body protection
IS: 8990- 1978	Code of practice for maintenance and care of industrial clothing

IS: 9167- 1979	Ear protection
IS: 9623- 1980	Recommendations for the selection, use and maintenance of respiratory protective safety devices
IS:10667- 1983	Guide for selection of industrial safety Equipment for protection of feet and leg
IS: 1126- 1985	Leather footwear having direct molding sole
IS: 1969-1986(PART I & II)	Leather safety boots & shoes

15. ANNEXURE

HSE FORMATS

1. Accident Investigation Report
2. Incident Report
3. Tool Box
4. Weekly Inspection
5. Safety Inspection Report (Excavation)
6. Safety Inspection Report
7. Weekly Inspection Report (Vehicles)
8. Accidents, Incidents Statistics
9. Weekly, Monthly HSE Meeting Report
10. Site Inspection Checklist

0	**ISSUE FOR REVIEW & APPROVAL**		**PCM**	**QHES MANAGER**	**CEO**

GENERAL

1.1 INTRODUCTION

1. This quality plan is proposed principal quality document for the project and summarizes the quality system, the resources and control for the implementation on the project. The quality plan has been prepared and reviewed by the construction support and quality management department; and approved for issue by the project quality team.

2. The quality is divided into a narrative and five attachments:
   1. Project Quality System Matrix
   2. List of Quality Management Procedures
   3. Indicative Audit Schedule
   4. Preliminary List of Applicable QOP's and ITTP's
   5. Project Organization Chart

2. SCOPE

1. This Project quality plan sets out the specific quality practices, resources and sequence of activities appropriate to the Project.

2. The project quality plan specifies the quality requirements for the project, the procedures to be followed in meeting these requirements and the manner in which compliance with these requirements is verified.

3. The scope of the present quality plan is as follows:
   - Procurement and construction of the project, as defined in the Agreement between COMPANY and CONTRACTOR relative to the CONTRACT and associate technical relative.
   - Subject included in ISO9001:2008
   - CONTRACTOR work as defined in purchase order and subcontractor agreements.

3. PURPOSE

1. The purpose of the quality plan is to ensure that:

- The requirements of ISO 9001:2008 and CONTRACTOR corporate quality system are met.
- The engineer quality requirements to CONTRACTOR are understood and met with particular references to the CONTRACT.
- The project quality management system is implemented and audited and the process conforms to the specified requirements of the contra's objective and policy.

4. QUALITY POLICY

The project quality policy and the objectives for the project are as follows:

POLICY

- To establish, implement and maintain an efficient and effective quality system that meets the requirements of the iSO9001:2008. For application of this project work, the control verifications needs to be put in place to assure the quality during each stage of procurement and construction.
- To ensure that products are supplied and constructed in accordance with the Engineers' requirements to enhance customer satisfaction.
- To implement the quality system on all the activities and operations by all project personnel, vendors, sub-contractors and sub-tiers that affect the quality of the products and services provided under the CONTRACT.
- To review and monitor the quality system at regular intervals throughout the contract period both to improve the system continually and detect and correct anything adverse by taking the necessary executive action.

OBJECTIVES

- To provide products and services for the realization of a successful project that meets the contract and project's require ments to the mutual satisfaction of the Engineer and the COMPANY.
- To meet all quality requirements and technical performance criteria for the plant.
- To meet all commercial performance criteria (namely schedule and cost) by efficient utilization of technological, human and material resources.

Specific procedure such as quality management procedures, quality control procedures and inspection and test plans, method statements will be developed and implemented to ensure that all quality aspects of the work are addressed. This quality policy is issued by the undersigned Project Director and the QHSE Manager on behalf of CONTRACTOR for the project.

Project Director	QHSE Manager
Signature:	Signature:

All revisions of documents shall be indicated with the appropriate revision number beside a line marking the revised portions on the right hand side of the text.

Main office of Construction Support & Quality Management Department is to be copied on all revised issued to this Project Quality Plan.

Revisions shall be the responsibility of the QHSE Manager and shall be made so as to constantly reflect the current Project Quality System and contract/statutory and regulatory.

2. ORGANIZATION AND RESPONSIBILITIES

1. PROJECT ORGANIZATION

The QHSE organization for the project including organizational interfaces, inter-relationship lines of reporting/communication and hierarchical structure are documented by:

- Project QHSE Organization Chart

Revision of the project organization chart shall be controlled independently of this plan.

2.2 RESPONSIBILITIES

2.2.1 Project Quality System Matrix gives a brief overview of all the activities, responsibilities and procedures within the project, and falls in line with the requirements of ISO9001:2008. The detailed responsibilities are stated in the Quality Management Team.

- Quality Management Procedures
- Quality Operation Procedure
- Inspection & Test Plan
- Method Statements

3. Within the Quality System all department and discipline managers are responsible for:
   - Implementing and maintaining the project Quality Management System and to ensure the project quality policy and objectives are understood and achieved by all personnel within their departments.
   - Identifying and evaluating actual or potential problems that may affect quality.
   - Maintaining and revising where necessary the quality management procedure relevant to their department.
   - Conducting staff training to ensure awareness and understanding of the project Quality Management System and the requirements of the applicable Quality Management procedures and have ready and unlimited access to them.
   - Ensuring that the staff is adequately qualified and experienced in their relevant disciplines to perform the duties of their position in a satisfactory manner.
   - Verifying that approved procedures are implemented within the department and identifying the requirement for any necessary complementary procedures to the QA/QC Manager.
   - Establishing and reviewing complementary procedures in conjunction with the QA/QC Manager.
   - Ensuring Engineers' satisfaction through daily construction operations.
   - Checking opportunities for the improvement of Quality Management.

4. The QHSE Manager has the necessary authority and responsibility for ensuring that the requirement of the project Quality Management System is established. He is the final authority on quality matters and has the primary responsibility to structure the quality Management System which involves all departments in a focused effort to ensure compliance.

5. The QHSE Manager is independent of production personnel and reports to Project Director and liaises with the main office QHSE Manager on all quality assurance issues.

6. Function of the appointed QHSE Manager Include:
   - Drafting on behalf of and in conjunction with the main office QHSE Manager and senior management, the quality policy and objectives, Project Quality Plan, QOP's policy and any other procedure/document necessary for the successful implementation of the project quality requirements.

- Auditing and monitoring the Project Quality Management System, its continuing suitability and effectiveness and the level of implementation to determine where improvements are needed and recommending investigation and necessary appropriate corrective action.
- Reporting QHSE activities to the Project Director.
- Evaluating supplier / subcontractor's quality system
- The QHSE Manager and his team are to establish and implement quality control procedure for each item.
- Participating in project management meetings on issues related to project quality system.
- Developing and implementing training sessions on the project quality system for the project personnel.
- Reviewing the project organizational relationship as they affect quality and developing proposals for improvement.
- Liaising with the Engineer Quality Coordinator (if available) on issues concerning the quality system.
- Determining and reporting the cause of quality losses and non-conformance; and coordinating suitable corrective actions to address the same.
- Issuing monthly QA/QC report within the first week of the following month.
- Supervision and coordination of the project term discipline QC Engineer and QC Inspector as appropriate.
- Implementation of inspection and test plans requirements and coordination with construction management to this end.
- Ensuring over all compliance of works with applicable codes, standards, contracts, specification through suitable examination and testing.

7. Independent testing Laboratory

The Independent testing Laboratory (ITL) will be responsible for the submission of written report for each inspection and similar quality assurance (in compliance approved ITP) to the Engineer.

Personnel verifying quality at all stages of production process have sufficient authority and organizational freedom to:

- Interpret, Inspect and state in each report whether tested and inspected work complies with or deviates from the contract documents/specifications.
- Identify and document quality related problems for necessary corrective and preventive action.
- Recommend, initiate and verify the implementation of solutions for continuous quality improvements.
- Terminate the processing, delivery and/or use of non- conforming product until proper disposition of material or rectification of deficiency.

2.2.8 The responsibility of compliance with the appropriate quality management system requirements shall be imposed on vendors and subcontractors consistent with their scope of work through the terms and conditions included in purchase orders and subcontractors.

2.3 MANAGEMENT REVIEW

1. The Quality Management System is reviewed regularly to ensure its continuing suitability, adequacy and effectiveness. The reviews are conducted by the project team in the management review meetings.

2. Management review meetings shall be scheduled to take place once every four months and shall be optimized to make best use of the audits.

3. . PROJECT APPAROACH

1. GENERAL

1. The Project Quality System meets the requirements of:
   - ISO9001:2008
   - Contract (as applicable)
   - Specifications (as applicable)

3.1.2 The Project Quality System is implemented through two sets of governing documents:
- The Contractor's specifications, procedures etc.
- Contractor Quality System Documents

3.1.3 Contractor Quality System documents (listed below) provide a system of quality assurance and quality control, a level consistent with the requirements noted above.

LEVEL 1 Quality Manual, which defines the corporate objective and policies and demonstrates how they are applied to comply with the requirements of ISO9001:2008.

LEVEL 2 Project Quality Plan and Corporate & Project Quality Operation Procedures, which specify the management activities, responsibilities, quality to meet the specified quality requirements of the contract.

LEVEL 3 Construction Method Statements and quality control documentation such as quality operation procedure and inspection & test plans, which specify activities and responsibilities necessary to meet the detailed specified quality requirements of the contract.

4. Revisions to Quality Management Procedures are originated by the concerned department manager, reviewed by the QHSE Manager or his degree and approved by the project director.

5. The project quality philosophy and system of the CONTRACTOR embraces the activities of its suppliers and sub-con tractors who are required to conform either to their own existing quality system or to defined CONTRACTOR procedures to ensure compliance to the project specifications. Where there is deference between their own and the CONTRACTOR procedure and latter shall rule.

3.2 CONTRACT REVIEW

1. The main office Proposal Department has to perform initial review of the CONTRACT documents prior to award. The minutes of the TENDER REVIEW Board Meeting constitute the record CONTRACT review prior to award of CONTRACT.

2. Codes and standards to be applied for the project shall be identified during the contract documents review. Any unfamiliar codes and standards will be highlighted on their respective procedure.

3. Country laws and regulations applicable to the project shall be identified during the contract documents review. And these laws shall also be imposed on the vendors and subcontractor for the project.

4. On award of CONTRACTOR .all information on the CONTRACT shall be transferred in accordance with documented procedure to the CONTRACT project team. Applicable Engineer proceeds and initiate further development of the necessary execution plans, schedules and procedures to implement the CONTRACT.

5. CONTRACT Review shall include all kick-off meetings and familiarization activities such as distribution of copies of the r elevant parts of the contract documents within CONTRACTOR organization. CONTRACT amendments- if any shall be in the form of change orders or approved technical variances and shall be reviewed by appropriate project management personnel and put into effect. Records of CONTRACT review shall be separated and maintained.

6. Any amendments to the CONTRACT shall be first approved by the COMPANY and ENGINEER before proceeding.

3.3 COORDINATION PROCEDURE

1. Internal coordination of management decisions, information documents etc. within contractor on site and between contractor on site and contractor's area office is covered by the various sections of these PQP and associated documents.

2. Coordination between the Contractor and the Engineer shall be agreed during mobilization and specified in the coordination procedure covering details such as: protocol for standard addresses for documents, standard form of transmittal, format number and addresses of standard copies of documents/data for approval etc.

3. Coordination with subcontractors shall be agreed before award of subcontractor and shall cover details such as addresses for documents, standard form of transmittal, number and addresses of standard copies of documents/data authority for approval etc.

4. Coordination with local and national authorities be detailed at mobilization stage in full consultation with the Company and the Engineer.

3.4 PROJECT CONTROL

1. CONTRACT final planning and scheduling documents shall be handed over to the project Control Manager at mobilization stage.

2. Project Control Manager is responsible for preparing and updating schedules in accordance with CONTRACT requirements.

3. In agreement with the Construction Director and prior to commencing work, Project Control Manager shall issue a Progress Monitoring Procedure.

4. Project Control Manager shall transmit necessary planning and scheduling data to the Construction Director who is then responsible for ensuring the necessary materials, documents and other input resources are available at jobsite before item of work begins.

3.5 PROCESS CONTROL

Process control shall be planned and implemented via the use of Quality Control Procedure (QOP's) and Inspection & Test Plan (ITP's) supportive of the QOP's and ITP's are project specifications codes, standard, method statements etc.

4. DESIGN CONTROL

Design is not a part of the scope of the work of the contract or for this project. If during the Management Review, it is noted that the elements of design are being undertaken for which contractor carries the liability for the design. A suitable procedure shall be complied.

5. DOCUMENT AND DATA CONTROL

1. The requirements of the documentation are in with ISO: 9001:2008 clauses 4.2 and are applicable to the whole CONTRACT project scope.

2. All the documents coming within the quality system as defined by QOP470/002-Rev shall be issued on controlled distribution.

3. The document control schedule shall be prepared shortly after the award of contract and shall list all documents foreseen at the time andtheir target issue.

4. All controlled document shall be coded and have the revision status marked on them.

5. A distribution matrix shall be issued and maintained covering all addresses and types of controlled documents Concerned managers shall approve this documents before issue.

6. The document control process shall ensure that any document changes will go through the same people as the original document change replaces or modifies.

7. Copies of superseded document shall be destroyed. Superseded masters shall be marked "Superseded" and archived separately.

8. A database shall be maintained recording the revision and shall be issued regularly to heads of the departments unless they have read only access to the database.

9. Project Control Manager is responsible for liaising with head of IT and for agreeing computerized document control requirements including:

- Director organization
- Master-file directories
- Restricted access to data file

5.1.10 Head of IT is responsible for setting up the system and for training document control clerk in use of applicable software.

6. PROCUREMENT

1. PROCUREMENT PLAN

1. The requirements of this section follow ISO: 9001:2008 clause 7.4.

2. Vendor list of prospective suppliers shall be prepared after taking documents experiences or carrying out supplier evaluation.

3. Quality requirements shall be clearly specified in all purchase orders of subcontract agreement.

4. Purchasing of all permanent work materials will be carried out in accordance with purchasing QOP420/001 REV 0 and all subcontractors will be issued as per Supplier Evaluation selection QOP420002-rev 0.

6.2 EVALUATION OF SUBCONTRACTOR AND VENDORS

1. The assessment and qualification of vendors and subcontractors are carried out in accordance with the following criteria:
   - Sub-contractors/vendors specified by the company or Engineer
   - Sub-contractors/vendors selected on previously demonstrated experience
   - Satisfactory assessment of sub-contractors/vendors quality system
   - Experiencing of vendor's product by other companies

6.2.2 Where a vendor can demonstrate that his product need a product standard (e.g. BS ASME etc.) there will not normally be any need to investigate the vendor's quality system.

6.3 PURCHASING DATA AND VERIFICATION

1. During progress of the sub contracted work, the QHSE Manager shall audit the sub-contractor's compliance with the quality system as appropriate. In parallel, the project QHSE department shall expedite notification points of inspection and test witnessing as appropriate, based on mutual agreement between contractor and vendors/sub-contractors.

2. Quality records generated by the sub-contractor shall be systematically reviewed by the project QHSE department to ensure their accurateness and timely production as the work progresses.

4. CONTROL OF COSTUMER SUPPLIED PRODUCT

Company supplied permanent material and equipment will be controlled, using the same systems as are used for contractor products unless otherwise specified in the contract specifications. Upon receipt, accompanying documentation shall be checked for correctness and any deficiencies shall be processed through the system and company shall be advised.

5. PRODUCT IDENTIFICATION AND TRACEABILITY

1. All materials shall be uniquely identified and inspected at appropriate stage to ensure that they conform to the requirements, have the necessary certifications where applicable and have been installed in accordance with the drawing that is followed for all types of materials used from the purchasing stage and the construction process to ensure that the correct materials are used.

2. Where traceability is a contractual requirement, certification shall be specified in the contract documents.

3. Unless otherwise specified, true verified certification shall be in English.

4. Only original or true verified copies of certificates are acceptable

6.6 HANDLING, STORAGE, PACKAGING, PRESERVATION AND DELIVERY

6.6.1 Project specification and instructions shall identify any special requirements. Procedures for handling, storage, packaging and delivery shall be such as to ensure they are suitable to prevent damage or deterioration.

2. Handling, storage, preservation and delivery is addressed and controlled in accordance with QOP420/003-rev 0 and issued to vendors as part of the procurement & logistic documents.

7. INSPECTION AND TESTING

1. INSPECTION AND TESTPLAN

1. All work is to be inspected in accordance with an Inspection and Test Plan (ITP).

2. Inspection personnel shall be assigned based on their previous experiences for similar project.

3. The ITP shall set out in matrix from the sequence of inspection steps, the governing document (specification, standard etc.) the standard to be achieved, the persons witnessing and the supporting documents to be produced. QOP's shall be produced in addition to ITP's if complexity or specific inspection instructions to demand.

4. The ITP shall be in compliance with project specifications.

1	2	3	4	5	6		
Item No.	**Description of work**	**Controlling Specification**	**Verifying Documents**	**Testing Frequency**	**Inspection Status**	**Consultant**	**Company**
					Contract		

Defined as Follows:

- Controlling Specification: is the specification which recognizes or affirms test procedure for the intended job activity, not mentioned in the project specification. It will be referred to Ministry of XXXX or SGS BV Inspection/Test Forms will be as per Engineer's advice.

- Inspection Parties: Independent Testing Laboratory (ITL) is the prime party for the execution of Quality Test for any activity specified in the project specification or as instructed by the Engineer.

- ITL laboratory will be fully and totally unbiased and not part of the contractor organization. All independent original laboratory test reports shall be submitted directly to the Engineer (copied to the Contractor). For any deviation/ deficiencies in the test results (activity performance/work), the ITL will interpret the test reports result. Engineer and Contractor QHSE Manager who in turn follows the implementation of corrective action completion by construction and in turn informs the Engineer/ITL for any further verification/Quality Test if required.

- The Engineer will be the final authority to hold, witness surveillance and records review with respect to the importance of jobs.

- Verifying Documents: Specified section where the project specification requires the quality/tests request for intended job/activity.

- Contractor QC documents control will keep copies of records/documents for all quality tests requests for inspection and any test as mentioned in the Quality Control Plan for the purpose of traceability.

5. ITP's and QOP's shall be prepared and approved before work starts.

6. The Engineer reserves the right to be present at and witness any QA/QC activity that is performed.

7. The Engineer shall be notified of any required inspection and test at least 24 hours prior to the test.

8. QC inspection records shall be completed as work proceeds and shall not be left until the end of the job. The ITP is to be used as plan only and acceptable signature shall be obtained on the forms (attached to the relevant ITPS') sign off and submission to Engineer, if required shall follow as soon as possible after work is completed.

7.2 IN-PROCESS INSPECTION AND TESTING

1. All incoming products and materials are subject to receiving inspection as detailed in QOP and in-process inspection is addressed in the project ITP's and QOP's.

2. In-process inspection and tests shall be performed as per the approved quality documents, and test results evaluated and accepted specified acceptance criteria.

7.3 FINAL INSPECTION AND TESTING

1. Process of final inspection and testing of all products and materials is addressed in the project construction ITP's and QOP's.

2. Inspection reports prepared by contractor's inspection shall also ensure that all requirements and statutory construction regulations have been applied and are met.

4. INSPECTION AND TEST RECORDS

1. Work inspection and test records such as weird reports and heat construction ITP's and QOP's.

2. Records shall provide sufficient information and be subject to review by Engineer at any stage.

5. CONTROL OF INSPECTION, MEASURING AND TEST EQUIPMENT

1. All inspection, measuring and test equipment used on the project will be controlled and calibrated in accordance with t he procedure QOP.

2. Suppliers and subcontractors including test and inspection houses shall be responsible for controlling their own inspection, measuring and test equipment used in the performance of their work.

7.6 INSPECTION AND TEST STATUS

The inspection status of all materials and work within the CONTRACT scope shall be known and verifiable at all times as per quality operation procedure.

8. CONTROL OF NON- CONFORMING PRODUCT

11.1 NON-CONFORMANCE SYSTEM

11.1.1 Non-conformance system is under the responsibility of the QHSE Manager who carries out trend analysis of the non-conformances raised. The QHSE Manager is responsible for implementing the non-conformance system in accordance with the QOP.

2. QHSE Manager shall maintain a log of all non-conformances.

3. After reviewing the records, the QHSE Manager shall initiate corrective and preventive actions, as necessary to prevent recurrence of serious non-conformity.

11.2 CORRECTIVE ACTIONS

1. The QHSE Manager is responsible for initiating and monitoring corrective and preventive action in accordance with the QOP.

2. In case of "major" non-conformities, the non-conformance resolution shall be exhaustively documented in the non-con formance report.

3. "MINOR" non-conformities are also reported, however, require less remedial actions, and are monitored to aid continuous quality improvement.

4. If significant or recurrent cases of defects or non-conformities are detected, the QHSE Manager investigates the causes and promotes proper corrective actions in accordance with the internal quality system procedures.

11.3 PREVENTIVE ACTIONS

The QHSE Manager is assisted by the department managers, on the basis of appropriate sources of information such as processes and work operations that affect quality.

9. CONTROL OF QUALITY RECORDS

1. THE QHSE Manager is responsible for ensuring that all necessary documentation is compiled to complete the handover data package.

2. INDEXING System, Format number of copies etc. of handover package and handover procedure shall be reviewed by the Engineer at early stage in the project.

3. Quality records shall normally be kept for a minimum of 5 years from date of final handover of the work to the Engineer, unless otherwise specified in the CONTRACT. Hard-copies shall be stored in a weather proof room or container, fire protected and environmentally controlled if necessary. Contents shall be indexed, soft copies will be stored, if required, on back up hard disk or DVD technology held in the main office.

4. Quality records shall be maintained in accordance with QR500.

10. QUALITY AUDITS

1. AUDIT PLAN

1. The QHSE Manager shall issue and maintain a quality audit schedule based on the guideline. This schedule shall be subjected to the Engineer review. The Engineer shall receive notification of the contractor's internal audits in advance.

2. The QHSE Manager is responsible for carrying out audits in accordance with the project audit schedule and QOP. All audit reports shall be addressed to the Project Director and copied to Audit Manager, Engineer, as well as any other concerned parties.

3. The QHSE Manager or his designee shall maintain a log of Corrective Action Notices (CANS).

4. The Engineer may also perform a programme of quality and compliance audits. Contractor shall provide assistance and access to its system as required. Any deficiencies will be rectified by the contractor in a timely manner.

5. For construction activities, audits are carried out at 20%, 50% and 70% erection or as otherwise indicated in the audit plan.

11. TRAINING

1. The standard policy is to employ project personnel who have previous demonstrated experiences in working with the standards and codes applicable to the subject project. Any requirements for additional training shall be addressed as per project specific qualified for the function. Additional specific operator training will be provided if required.

2. Training needs shall be the subject of discussion at management review meetings.

3. For all training provided by the project, the syllabus shall be dignified in writing, course notes shall be provided and attendees shall sign an attendance register.

4. The QHSE Manager shall ensure that the managers, site senior staff and quality related personnel are familiarized with:

- The essential of the ISO 9001:2008 standard
- The Project Quality System as set out by Project Quality Plan
- The Quality Management procedure applicable to each manager's work and duties
- Implementation of detailed procedures such as QOP's, ITP's.

12. STATISTICAL TECHNIQUES

The project shall employ suitable statistical techniques to control construction activities with inherent repeatability. Results from the statistical analysis shall be used to assess the quality levels of workmanship as well as suitability of material and associated construction equipment. Statistical technique are primarily used for the analysis of non-conformance.

13. REPOSTING

Reporting shall be as per the CONTRACT requirements or as agreed with the Engineer during mobilization.

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