

AL QUDRAH GROUP PROFILE 2020

Electromechanical Works & Engineering Services



AL-QUDRAH GROUP
ELECTROMECHANICAL WORKS

Since 2000

- AL QUDRAH AL QASWAH TECH. CONT.



-ALQUDRAH REF.LLC.



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Brief Introduction



AL QUDRAH GROUP is an established local company dealing with MEP works for the residential, commercial and industrial buildings

AL QUDRAH GROUP is supported by a consolidated team of specialized dedicated engineers and a committed management with a collective experience of over and above twenty five years in various aspects of engineering procurement and construction.

We have qualified and fully trained technicians with hands on experience in the local MEP services.

We believe in keeping our client's interest on top priority and we extend our commitment in making our client's views into reality keeping in mind all the finest details involved in the process.

We emphasize our commitment to complete the project within the target dates, in full compliance with the contract requirements. We are also committed to the safety and environmental regulations of UAE, and to implement such policies in our projects.

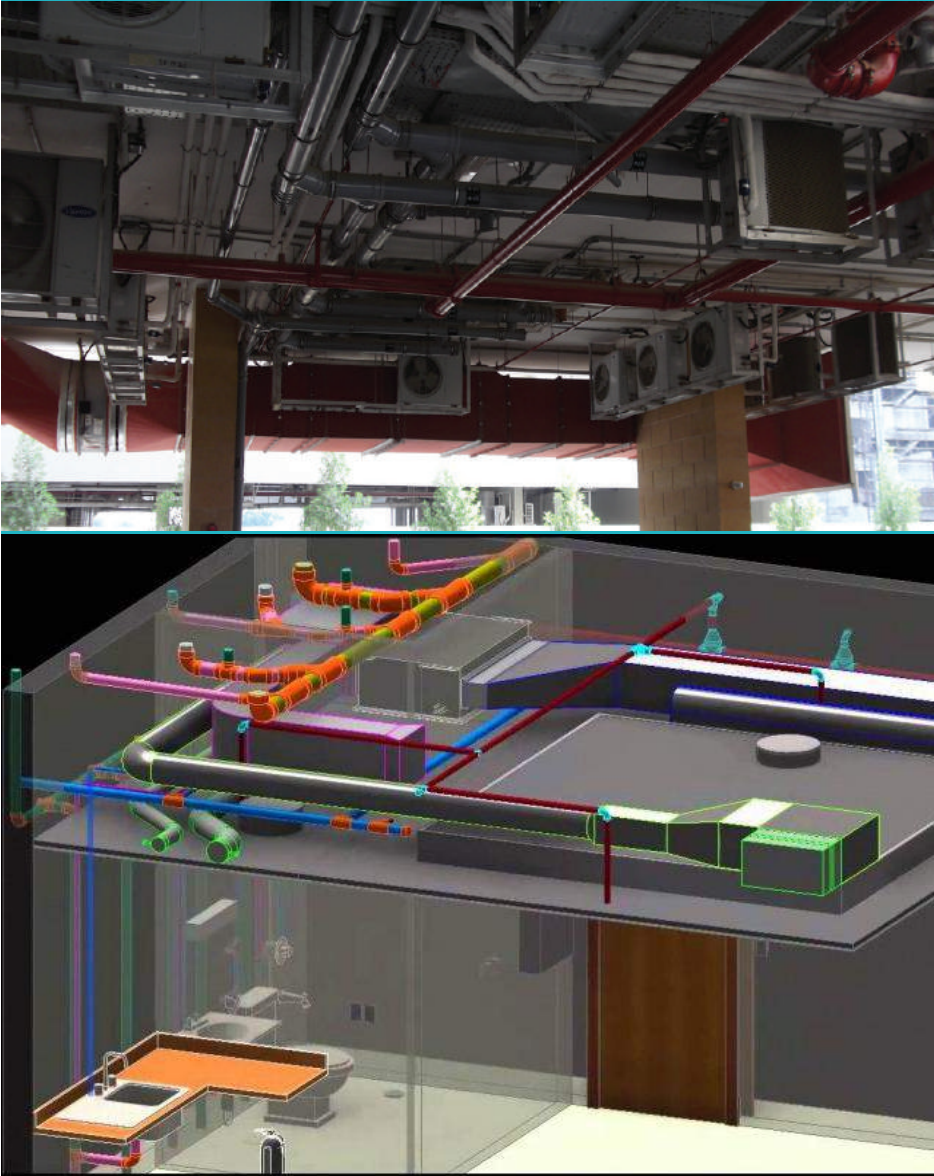
With a stringent quality policy and consistent drive to provide an excellent service to all our clients, AL QUDRAH GROUP is ready to take up more challenges and consolidate its position as one of the major MEP service contractor in here.

Company Capabilities

MEP Projects

Design, supply, installation, testing and commissioning of the following

- DX system and chilled water system.
- Pumping stations (Sewerage, Drainage and potable water).
- Firefighting and fire detection system.
- Water, Sewerage and Drainage networks.
- Low current system.



AL QUDRAH GROUP is also capable of carrying out the projects in the following fields:

MEP services for infrastructures projects.

- Design, Supply, installation, testing and commissioning of street lighting works, Tunnel and Bridge lighting.
- Design, Supply, installation, testing and commissioning of entire lighting systems including feeder pillars/Panels.
- Design, supply, installation, testing and commissioning of HV/LV cable networks.
- Design, Supply, installation, testing, and commissioning of hard landscape works, including decorative lighting system.

MEP MAINTENANCE

- MAINTENANCE OF ALL TYPES OF COOLING SYSTEMS (SPLIT AC, PACKAGE UNITS, CHILLERS, AHU , FAHU, VRV SYSTEM...)
- MAINTENANCE OF ALL TYPES OF VENTILLATION SYSTEMS.
- MAINTENANCE OF ELECTRICAL WORKS FOR ALL PROJECTS.
- PROVIDE SERVICES FOR ANY PLUMBING PROBLEMS.

MANAGEMENT TEAM & Skilled staff

- OPERATION MANAGER
- Mechanical Engineer - HVAC
- Pipe FABRICATORS
- WELDERS
- Electric technician
- Mechanical Engineer - MEP
- DUCT FABRICATORS
- FITTERS
- Plumbers
- Helpers

MANPOWER & RESOURCES & PLANT RESOURCES

Major Plants

- Vehicles- Trans Bus/ Mini Bus/Pickups/ Long body Pickups- Vibrator Rollers
- Hand and plate compactors
- Hydraulic Pipe Bending Machines
- Hydraulic Pipe Cutters
- Pipe Threading Machines
- Pipe Grooved Machine

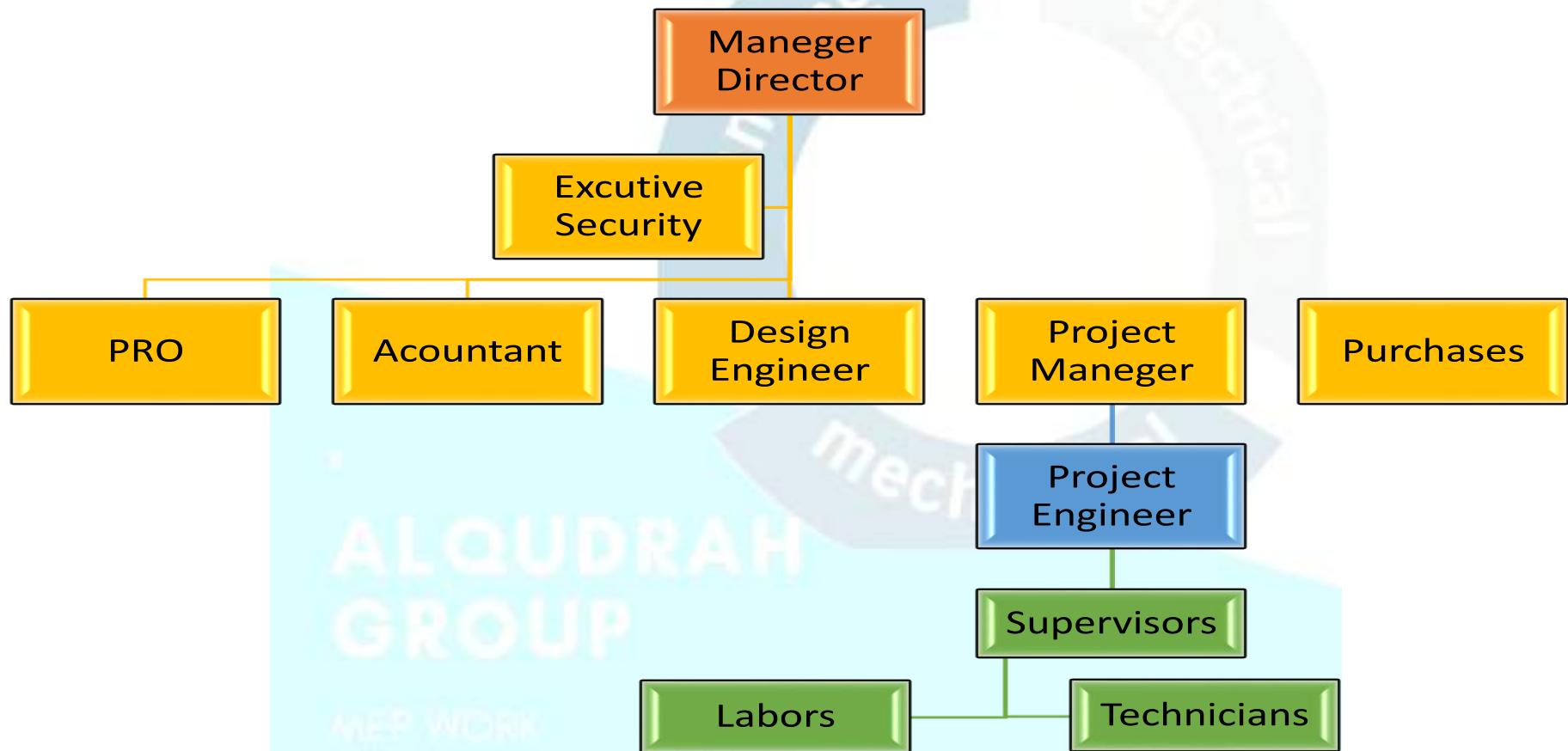
Electrical Tools & Equipments

- Manual and Hydraulic Crimping Machine
 - 10–120sqmm
 - 185– 630sqmm
- Insulation Resistance Tester
 - 1000volts
 - 500volts
- Earth Resistance Tester
- Pressure Pumps
- Lux Meter
- Electric Cable Cutter
- Drill Machines
- Clamp Testers
- Hand Grinders
- Welding Machines
- Cable Trailer
- Cable Winches
- Straight Cable Rollers
- Angle Cable Rollers
- Cable Stockings
- Cable Jack and Shafts
 - 10ton
 - 5ton

AC Tools & Equipments

- HAND TOOL BOXES FOR THE STAFF
- All for Copp. pipe tools (Filer Machine, Pipe Cutter,,etc)- All for GI duct Fabrecator Tools
- HR, Temp, CFM, FPM Meter
- Gas leakage Tester

Organization Chart



List of Projects

No.	PROJECT	CONTRACTOR	CONSULTANT	DESCRIPTION	STATUS
1	Judi Palace, B+G+4+Roof, Jumeirah Village 2	New Valley Building Contracting Co.	Next Engineering Consultants	MEP Works	HANDED OVER
2	Orchid Residence, 2B+G+4+Roof, Jumeirah Village 2	New Valley Building Contracting Co.	Next Engineering Consultants	MEP Works	HANDED OVER
3	4Star hotel, B+G+5+Roof, Fujairah	MSK	S. MEHBOOB & COMPANY CONSULTING ENGINEERS	MEP Works	HANDED OVER
4	B+G+2, Dubai	MSK	ADNAN SATTAIM	MEP Works	HANDED OVER
5	INTERNATIONAL CITY, G+2, Dubai	MSK	NEB	MEP Works	HANDED OVER
6	PRINCES TOWER, Dubai	MSK	ADNAN SAFFARINI	MEP Works	HANDED OVER
7	SAFEER MALL, RAK	MSK	CONSULTAIR	MEP Works	HANDED OVER
8	CENTURY MALL, FUJAIRAH	MSK	CONSULTAIR	MEP Works	HANDED OVER
9	Sharjah municipality	Sharjah municipality	-	HVAC Works	HANDED OVER
10	5 Villas, Sharjah	Tariam contracting co.	Mazaya	HVAC Works	HANDED OVER
11	Al Fakhr Tobacco, Ajman Free Zone	Al Otaiba group	-	MEP Works	HANDED OVER
12	car service station, Al Quoz	Client	-	MEP Works	HANDED OVER
13	pantry café, Dubai	Client	-	MEP Works	HANDED OVER
14	Fresh Fruits Company, Dubai	F.F Co.	-	6 cold storage units	HANDED OVER
15	Al Seeb Properties, Dubai	Client	-	MEP Works	HANDED OVER
16	Office in Manara Tower, Dubai	Client	-	Fit out Works	HANDED OVER
17	Al Touba Contracting, Sharjah	Al Touba Contracting	-	Car park shed	HANDED OVER
18	MY Play Zone at Wahat Hili Mall, Al Ain.	Customer	-	Interior Work	HANDED OVER
19	Hotel Century Mall, Fujairah	H.C.M	-	MEP and Interior Works	HANDED OVER
20	falcon pack factory, Umm al Quwain	falcon pack	-	HVAC Works	HANDED OVER
21	Falcon pack factory, RAK	falcon pack	-	HVAC Works	HANDED OVER
22	Tiffany Group, Khalid port	Client	-	HVAC Works	HANDED OVER
23	joseph advertising Group, Dubai	Client	-	HVAC Works	HANDED OVER
24	DEWA substation	DEWA	-	Replacement of package units	HANDED OVER
25	Sharjah municipality	Sharjah municipality	-	Replacement of package units	HANDED OVER

List of Projects

No.	PROJECT	CONTRACTOR	CONSULTANT	DESCRIPTION	STATUS
26	DEWA substation	DEWA	-	Chilled water system and dosing system	HANDED OVER
27	Al Anoud Tower Sharjah	Al Methaq	Mazaya	Chilled Water system Works	HANDED OVER
28	Azizi tower, B+G+2P+12, Dubai	El Fada General Contracting	Azizi Investments	Chilled Water system Works	HANDED OVER
29	Duplex (G+1) Villa, Sharjah	Al Araf Building Contracting	Al Zarwa Eng. Consultant	HVAC Works	Under Execution
30	Duplex (G+1) Villa, Sharjah	Damas Building Contracting	ENMAA Engineering Consultant UAE	HVAC Works	Under Execution
31	Duplex (G+1) Villa, Dubai	Skeleton Construction LLC.	E home Eng. Consultancy	HVAC Works	Under Execution
32	Duplex (G+1) Villa, Dubai	Al Araf Building Contracting	GECECO	HVAC Works	Under Execution
33	Duplex (G+1) Villa, Sharjah	Al Khait Alzahabi Building Co.	Sharjah Engineering Consultants	HVAC Works	Under Execution
34	Al Wasl Properties, G+6 Dubai	Technical Architect Contracting	Schuster Pechtold	HVAC Works	Under Execution



List of Customers

1	AL FOAH LLC - DUBAI -MIRDIF CITY CENTER - SHARJAH-MATAJER MIRGAB - AL AIN-AL JIMI MALL - ABU DHABI-MARINA MALL - ABU DHABI-MENA MARKET - BAWABAT AL SHARQ MALL- BANIYAS - RAS AL KHAIMAH- RAK MALL	2	SHARIEF GROUP - SHARIEF NOVELTIES STORE - HAMARAIN CENTRE - SHARIEF STORE BRICS: WAFI CITY – DUBAI DUBAI MALL - DUBAI - SHARIEF STORE- MALL OF THE EMIRATES – DUBAI BURJUMAN CENTRE - DUBAI - SHARIEF GIFTS STORE - AL GHURAIR CITY – DUBAI - SHARIEF STORE HOME- DUBAI MALL – DUBAI
3	AL JABER OPTICS - SHARJAH CITY CENTRE - SAHARA CENTER, - AL GHURAIRCENTRE - DEIRA CITY CENTRE - WAFI CITY - LAMZY PLAZA - SHEIKH ZAYED 1- KHALID AL ATTAR TOWER - SHEIKH ZAYED 2- AL GHADEER BLDG. - ASWAAQ – MIZHAR - ARABIAN CENTRE - CITY WALK DUBAI - JUMEIRA TOWN CENTRE - THE DUBAI MALL - DUBAI FESTIVAL CITY - BIN SAUGAT CENTRE - MIRDIF CITY CENTRE	4	RAMEZ GROUP - RAMEZ MARKETS - SHARJAH AL MADAIN R/D NEAR SHARJAH STADIUM - HYPER RAMEZ – SHARJAH EMIRATES R/D - RAMEZ INTL – AL WADHA R/D SHARJAH - GOLDEN RAMEZ – DEIRA DUBAI - UNITED MARKETING GROUP – JAFZA - RAMEZ MARKETS – DEIRA DUBAI NEAR UNION METRO STATION - RAMEZ SHOPPING CENTRE – AJMAN - RAMEZ MAIN STORE – AJMAN - RAMEZ SHOPPING CENTRE – UMM AL QUWAIN
5	IFFCO GROUP - TIFFANY FOOD LTD- SHARJAH - LONDON DAIRY PRODUCTS- DUBAI - SEVILLE PRODUCTS -DUBAI	6	EMIRATES RAWABI - AL RAWDAH FARMS (EMIRATES MODERN POULTRY CO.)
7	DAR AL OMRAN REAL ESTATE	8	BURJE KHALIFA – DUBAI
9	BUHAIRA INSURANCE TOWER- SHARJAH	10	AL TAQA FACILITIES MANAGEMENT
11	ROYAL ELIT REAL ESTAT- SHARJAH	12	ABDUL AZIZ AL MAJED ESTABLISHMENT
13	TARYAM CONTRACTING CO.	14	AL THURIA CONTRACTING
15	AL ARAF CONTRACTING CO.	16	AL ARAF CONTRACTING CO.
17	SEWA	18	SHARJAH MUNICIPALITY
19	FEWA	20	DEWA
21	AL RAWABI DAIRY	22	FALCON PACK SHARJAH AND RAK.
23	FALCON DETERGENTS	24	AL TUNKAYA TRADING LLC
25	NATIONAL CABLE INDUSTRY	26	LOREAL SALOON
27	SUPRIYA GENERAL TRADING LLC- SGT	28	ABBAS TEMPERING INDUSTRY
29	AWAFI FOOD STUFF	30	ROTANA HOTEL
31	HILTON ABU DHABI	32	AL TARAF RADIATOR FACTORY
33	AL WAHDA RADIATOR	34	TRANS EMIRATES
35	DEALS ARTWORK LLC	36	PANACHE INTERNATIONAL
37	MODERN BAKERY	38	EMIRATES CEMENT FACTORY
39	COCA COLA – AL AIN	40	OVERSPACE
41	TOTAL EM.	42	J PLANNING
43	LIBERTY INVESTMENT REAL ESTATE L.L.C.	44	BSC ELECTRO MECHANICAL
45	JOSEPH GROUP	46	AL TAJIR GLASS IND. LLC



Trade License & Other documents

ALQUDRAH
GROUP

MEP WORK



رخصة تجارية
Trading License



License Details تفاصيل الرخصة

Issue Date	1999/03/22	تاريخ الإصدار	License No.	506260	رقم الرخصة
Expiry Date	2020/03/17	تاريخ الإنتهاء	Registration No.	48858	رقم السجل
Trade Name	AL QUDRAH AL QASWAH TECH. CONT.				الاسم التجاري
Legal status	Individual				الشكل القانوني

License Members اطراف الرخصة

الحصص	الصفة	رقم الهوية / الجواز	الجنسية	إسم المستثمر	رقم المستثمر
Shares	Type	ID/Passport No.	Nationality	Investor Name	Investor No.
%100	المالك	784198484315720	الإمارات	عبدالرحمن محمد رحمة عبدالرحمن الشامي	4728663

أنشطة الرخصة: مقاولات فئة سادسة كهرباء، صحرى
العنوان: الشارقة/مبلح/الشارقة- خلف شارع الشيخ خليفة بن زايد آل نهيان حقة رقم 203 طابق رقم 2 ملك محمد سعد محمد سعد النيفي

رقم الهاتف المتحرك: 0503631052
صندوق البريد: 388 الشارقة

Notes الملاحظات

- تغيير الشكل القانوني من ذمهم الى مؤسسة فردية، تغيير الاسم التجاري للشركة / المؤسسة، انسحاب شريك / شركاء، تغيير نشاط، تغيير عنوان موقع العمل



2019/08/26

تاريخ الطباعة

41266

رقم المستخدم





2019

الشارقة
عاصمة عالمية
للكتاب
SHARJAH
WORLD BOOK
CAPITAL

رخصة تجارية

Trading License



Issue Date 2014/02/24
Expiry Date 2021/02/24

تاريخ الإصدار License No. 723522
تاريخ الإنتهاء Registration No. 156266

Trade Name AL QUDRAH REF.LLC
Legal status Limited Liability Company

License Details تفاصيل الرخصة

رقم الرخصة

723522

رقم السجل

156266

الاسم التجاري القدرة للتبريد ذ.م.م

الشكل القانوني شركة ذات مسؤولية محدودة

License Members أطراف الرخصة

رقم المستثمر	اسم المستثمر	الجنسية	رقم الهوية / الجواز	الصفة	الحصص
Investor No.	Investor Name	Nationality	ID/Passport No.	Type	Shares
4728663	عبدالرحمن محمد رحمه عبدالرحمن الشامسي	الإمارات	784198484315720	شريك	%51
4782014	احمد رمزي محمد محمد	مصر	784197231831096	شريك	%49

مقاولات فئة سائسة، تركيب وحدات التكييف

أنشطة الرخصة

الشارقة-المصلى/الشارقة-شارع ابراهيم محمد المدفع -شقة رقم 205B طابق رقم 2 ملك وليد محمد محمد

العنوان

0566006052

رقم الهاتف المتحرك:

36013 الشارقة

صندوق البريد:

2020/03/18

تاريخ الطباعة

42214

رقم المستخدم



شهادة تسجيل لضريبة القيمة المضافة في الامارات العربية المتحدة
Certificate of Registration for Value Added Tax in the United Arab Emirates

The Federal Tax Authority certifies that the entity below is
a registered person for Value Added Tax in the UAE

تشهد الهيئة الاتحادية للضرائب أن الجهة التالية مسجلة لضريبة القيمة
المضافة في الامارات العربية المتحدة

Full Arabic legal name	إلقدرة للتوريد ذ م م	الاسم القانوني الكامل باللغة العربية
Full English legal name	AL QUDRAH REF. LLC.	الاسم القانوني الكامل باللغة الانجليزية
Registered address	بناية وليد محمد محمد - شقة رقم 205B, شارع ابراهيم محمد المدفع, المصلي, الشارقة, Sharjah, United Arab Emirates, 36013, +97165328376	العنوان المسجل
Tax Registration Number	100305188300003	رقم التسجيل الضريبي
Effective Registration Date	01/01/2018	تاريخ التسجيل الفعلي
First VAT Return Period	1 Jan 2018 – 31 Mar 2018 and quarterly thereafter	فترة أول إقرار لضريبة القيمة المضافة
VAT Return due date	28th day following the end of the VAT return period	تاريخ استحقاق إقرار ضريبة القيمة المضافة

Start and end dates of Tax periods: 1 Apr to 30 Jun, 1 Jul to 30 Sep, 1 Oct to 31
Dec, 1 Jan to 31 Mar

بداية ونهاية الفترات الضريبية

يرجى التأكد من صحة تفاصيل الشهادة. يجب إبلاغ الهيئة الاتحادية للضرائب في حال تغيير الاسس التي حصلت فيها على رقم التسجيل
الضريبي الخاص بك.

Please check that the details on this certificate are correct. You must inform the Federal Tax Authority of any change on the
basis of which you obtained your Tax Registration Number.



Issuing Date:

17/12/2017

تاريخ الإصدار

11/04/2020

To Whom It May Concern,

We, M/s AL TAJIR GLASS INDUSTRIES LLC is a glass bottle manufacturing company for packaging of water and beverages and catering to many industries in UAE

The company is running in three shifts and we need to ensure smooth running of operations of us and our customers.

To maintain the operation without any trouble, we require the services of M/s Al Qudrah ref LLC is an essential supplier to be available to us

M/s Al Qudrah ref LLC provides us with support for Chiller maintenance which is a fundamental part for the plant operations; we consider M/s Al Qudrah ref LLC an indispensable part of our supply chain process ; in view of the same we require the employees of M/s Al Qudrah ref LLC to visit our plant situated in Jebel Ali industrial area 2 to maintain the chiller services regularly.

Regards,


Authorized Signatory

AL TAJIR GLASS INDUSTRIES LLC



AL TAJIR GLASS INDUSTRIES L.L.C.

P.O. Box : 28862, Dubai, United Arab Emirates, Tel : 971-4-8801222, Fax : 971-4-8801112

E-mail : altajir@emirates.net.ae



To Whom it May Concern	الي من يهمه الامر
<p>We, IFFCO Group is a leading business house in the Gulf region working in the field of Foodstuffs Manufacturing and Production, IFFCO Group of Companies manufactures, processes and produces Commodities and Strategic Foodstuffs including (Flour, Edible Oil, Chicken, Animal Feed, Personal Care Products and Biscuits)</p> <p>IFFCO through its business continuity plan is operating its facilities in order to meet the essential and strategic food requirements of all its Customers and Consumers in UAE, throughout this crisis.</p> <p>We are also playing an essential role to ensure the all our beloved customers and consumers are having a full access to all their daily food needs from our products during the UAE's #stayhome initiative.</p> <p>Our third-party suppliers are very vital for us to continue our critical role in securing the foodstuffs in UAE, without their support, we would not be able continue the operations.</p> <p>IFFCO, hereby confirms that M/S Al Qudrah Ref. LLC. is providing essential Maintenance Service to IFFCO Group to ensure continuity supply of food products</p> <p>IFFCO, would like to take this opportunity to wish your organization and families all the best during these trying times.</p> <p>For.....</p>	<p>نحن مجموعة شركات افكو ، مؤسسة رائدة في مجال الاعمال في منطقة الخليج في مجال تصنيع و انتاج المواد الغذائية، مجموعة شركات افكو تقوم بصناعة العديد من السلع و المنتجات الغذائية الاستراتيجية (طحين ، زيت طعام ، دجاج ، اعلاف حيوانية ، مستحضرات تنظيف ، بسكويت).</p> <p>تقوم مجموعة افكو من خلال خطة العمل المستمرة بتشغيل منشآتها من أجل تلبية المتطلبات الغذائية الاساسية و الاستراتيجية لجميع العملاء والمستهلكين في دولة الإمارات العربية المتحدة ، طوال هذه الأزمة.</p> <p>أيضاً فإننا نلعب دوراً أساسياً لضمان وصول جميع الاحتياجات اليومية من منتجاتنا الي جميع عملائنا المحبوبين والمستهلكين بشكل كامل خلال مبادرة #خليك_بالبيت في الإمارات العربية المتحدة.</p> <p>إن موردنا الخارجيين مهمون للغاية بالنسبة لنا لمواصلة دورنا الحاسم في تأمين المواد الغذائية في الإمارات العربية المتحدة ، بدون دعمهم ، لن نتمكن من مواصلة العمليات.</p> <p>تؤكد شركة افكو بموجب هذا الخطاب أن القدرة يقوم بتوريد مواد خدمة الصيانة الأساسية للمجموعة لضمان استمرارية توريد المواد الغذائية الاستراتيجية لدينا.</p> <p>نود افكو أن تغتنم هذه الفرصة لنتمنى لمؤسستك وعائلتك كل التوفيق خلال هذه الأوقات العصيبة.</p>

IFFCO
INTERNATIONAL FOODSTUFFS CO.
P.O. Box: 4115 Sharjah - U.A.E.

5th April 2020



QA/QC Manual



ALQUDRAH
GROUP

MEP WORK

Quality Policy and Authority

AL QUDRAH GROUP recognizes that in today's competitive market place, effective quality systems are essential when providing quality cost effective services to our clients. Management is totally committed to providing Commercial & Industrial General Contracting Services that comply fully with the specifications and expectations of our valued clients. Therefore, it is the policy of AL QUDRAH GROUP. to adhere strictly to this quality control program and to insure that this program and the requirement so for customers are met on each and every project we execute.

Full authority for the implementation and administration of the quality controls described in this manual has been delegated to the Quality Control Manager "QCM".

The QR has the responsibility and organizational freedom to identify quality control problems, stop work, recommend solutions and verify resolution of such problems. The QR shall also have the responsibility of documenting the established Quality Assurance/Quality Control Programs in a manner that strives to comply with ISO9001:2008 or the latest edition of the standard that establishes the requirements for an ISO compliant management system. The ultimate objective of this company's QA/QC program is to comply fully or surpass the quality standards established by the International Organization for Standards.

Project Managers are responsible for their assigned project's QA/QC activities. They may delegate the performance of their assigned duties to qualified individuals, but they shall retain full responsibility for completing their projects in strict accordance with established quality control policies and the client's specifications

The quality of all subcontractors and vendors shall be the joint responsibility of the QR and the applicable Project Manager. All projects will be executed in a manner that emphasizes safety, quality, schedule and maximum cost effectiveness.

Any commitment, conflicts, or non-conformance issues not resolved using current established Quality Assurance/Quality Control Procedures shall be brought to the attention of the undersigned for final resolution.

MANAGEMENT RESPONSIBILITY

Responsibility

Management has the responsibility to define and document its policy and objectives for, and commitment to, quality. Management will ensure that its policy is understood, implemented, and maintained at all levels of the organization.

All employees have the responsibility and authority for implementation of established QA/QC activities. Resolution of conflicts in QA/QC policies shall flow through the organizational chain of command as follows:

1. Field Employees
2. Craft Leaders
3. General Foreman
4. Field Superintendents
5. General Superintendent
6. Project QA/QC Manager
7. Project Manager
8. Quality Control Manager
9. President

It is the responsibility of any employee that manages, performs, or verifies work affecting quality to:

- Initiate action to prevent the occurrence of work or service non conformity.
- Identify and record any quality problems.
- Initiate, recommend, or provide solutions through designated channels.
- Verify the implementation of solutions.
- Control further processing, delivery, or installation of non-conforming work until the deficiency or unsatisfactory condition has been corrected.

ALLOCATION OF RESOURCES AND PERSONNEL

Management shall identify in-house requirements and provide adequate resources and trained personnel as needed to support required QA/QC verification activities.

Verification activities shall include inspection, testing and monitoring of the construction/installation processes and audits of the quality systems. These activities shall be carried out by personnel independent of those having direct responsibility for the project being executed.

MANAGEMENT REVIEW

The established stabilized QA/QC policies and procedures shall be reviewed at appropriate intervals by management to ensure continuing suitability and effectiveness.

These reviews will include assessment of the results of internal audits and shall assess all conformances to client's requirements and expectations. Records of such reviews and audits shall be maintained.

QUALITY SYSTEMS

AL QUDRAH GROUP's staff has established and maintain and document this QA/QC system as a means of ensuring that the services we provide our clients conform to specified requirements. This QA/QC system shall include:

Documented quality system procedures and instruction to ensure that all activities are performed in accordance with established requirements;

Program is a process of continuous improvement which requires input from everyone in our organization. Everyone in our organization comply and endeavor to improve the process where possible. QA/QC program consists of the following key components:

- Established QA/QC procedures and instructions that comply with generally accepted industry standards, Federal, State, and Local regulating authorities, and the project specifications and standards established by Client
- The identification and timely issuance to the project team any required controls, processes, inspection equipment, fixtures, tools, materials and labor skills needed to properly execute the project.

- Updating, as necessary, of quality control, inspection, and testing techniques, including the development of new methods and procedures.
- Identification of any commitments made which exceeds available resources in sufficient time to properly acquire the required resources.
- Clarification of the standards of acceptability as required to support the overall QA/QC program and our client's objectives.
- Review of the project process, construction, installation, inspection, and test procedures to ensure that applicable documentation reflects how activities are actually performed.
- Effective maintenance of quality records to document and track performance and improvement.

The QA/QC manual is not a controlled document. A copy is available to all employees through their immediate supervisor. The QA/QC manual is designed to convey basic QA/QC procedures and instructions that must be followed by all employees and subcontractors of **AL QUDRAH AL QASWAH TECH. CONT..**

Specific QA/QC procedures and instructions for individual activities are maintained by the QCM and issued to Project Managers as controlled documents. It is the Project Manager's responsibility to ensure specific activity QA/QC procedures and instructions are conveyed to the individuals or subcontractors performing the specified activities.



PROJECT REVIEW & SETUP

PROPOSAL SUBMISSION AND RESPONSIBILITY ASSIGNMENT

Upon receipt of a Request for Proposal (RFQ) from a client, management will review the requirements of the RFQ and determine if a proposal will be submitted to perform the work. If management decides to submit a proposal for the work, a Project Manager is assigned the responsibility of generating the proposal to perform the work.

The proposal must include all costs related to completing the work in accordance with the client's specifications.

RFQ and CONTRACTUAL REVIEW

The Project Manager shall view the contract documents contained in the RFQ and establish and maintain procedures to ensure that:

- The requirements and acceptance specifications of the client are adequately defined and documented.
- Any requirements differing from those included in the proposal are resolved or clarified in the proposal.
- That AL QUDRAH GROUP has the capability to meet all contractual requirements of the RFQ and any ensuing contract.
- Records of such contract reviews shall be maintained for future reference.

The RFQ and contract review activities, interfaces, and communication shall be coordinated with the clients required to clarify all issues and to ensure that the responsibilities of both parties are well defined and documented.

PROPOSAL PREPARATION

The Project Manager shall set up the project structure as the proposal for the work is generated. It is the responsibility of the Project Manager to ensure that all costs related to executing the work in accordance with established QA/QC procedures and the contract requirements are included.

The process of identifying all material and subcontractor requirements shall be in accordance with established QA/QC procedures. Proper sourcing during the

proposal stage will make actual purchasing and subcontracting activities much more efficient after a ward of the work

Once all costs have been identified and a execution/staffing plan has been developed, the Project Manager shall schedule a meeting with management to review the proposal's risks and contingencies. Final decisions concerning proposal pricing and clarifications shall be management's responsibility.

PROJECT SETUP

Upon a ward, the Project Manager shall immediately setup the project in accordance with the execution and staffing plan established during the proposal. All key staff members shall be notified and sent as much information concerning their responsibilities to the project as soon as possible.

The Project Manager shall develop a project QA/QC file containing the basic QA/QC manual and all related specific activities' QA/QC procedures and instructions.

The project QA/QC manual shall be reviewed and approved by the QCM.

DOCUMENT CONTROL

CONTROL OF QA/QC MANUALS, PROCEDURES AND INSTRUCTIONS

Specific QA/QC procedures and instructions for individual activities are maintained by the QCM and issued to Project Managers as controlled documents. It is the Project Manager's responsibility to ensure specific activity QA/QC procedures and instructions are conveyed to the individuals or subcontractors performing the specific activities.

Revisions to the QA/QC documents shall be by section and approved for adequacy by authorized personnel prior to issue. A revised table of contents indicating the newly issued approved and accepted revision shall accompany the revised sections. In the case of sample forms a revised «Listing of Exhibits» shall indicate the latest exhibit revisions.

The QR shall ensure that:

- All pertinent issues of appropriate QA/QC documents are available at all locations where operations essential to the effective functioning of the quality system are performed.

- All obsolete documents are promptly removed from all points of issue or use.

A master list or equivalent document control procedure shall be established to identify the current revision of documents in order to preclude the use of non-applicable documents. Documents shall be re-issued after a practical number of changes have been made.

CONTROL OF PROJECT RELATED DOCUMENTS

Upon a ward, each project is assigned a project number and the Project Manager established as “Project Job File”. This file shall contain a complete set of all project related contract documents, specifications, drawings, etc. All information generated during the life of the project shall be maintained in this job file.

A listing shall be made of all drawings, specifications, vend or data, etc. that are to be submitted to the client for review and approval. A copy of all documents returned by the client approved, or approved as noted, shall be maintained in the job file.

Any revisions to the contract documents shall be date stamped on the date received and reviewed by the Project Manager for any possible impact to the project. All changes after contract award shall be properly documented and any associated addition or deduction to the contract price shall be immediately identified and submitted to the client for review and approval.

A complete set of all documents required for proper execution of the work shall be maintained at the project site. Any revisions received shall be immediately forwarded to the project site for use while executing the project. Any field changes to the work shall be properly noted on the project site set of the drawings. The projects it set of the drawings shall show the work exactly as the work was built. (Here in after referred to as the “As-Built”» set of drawings.)

PURCHASING & MATERIAL

GENERAL PURCHASING REQUIREMENTS

The Project Manager has the overall responsibility to ensure that all materials and services purchased are in accordance with the established QA/QC procedures, the project specifications, and drawings.

SUBCONTRACTING REQUIREMENTS

All subcontractors shall be selected on the basis of their ability to meet subcontract requirements, including established quality requirements. AL QUDRAH AL QASWAH TECH. CONT. has established a list of qualified subcontractors for services typically sub contracted. Award of a subcontractor accompany not on the approved subcontractors list requires written approval of the QCM.

These selection of subcontractors, and the type and extent of control exercised by the Project Manager shall be dependent upon the type of service, client requirements, and where appropriate, on records of subcontractors previously demonstrated capability and performance. The Project Manager shall ensure that applicable QA/QC procedures are followed by all subcontractors performing services for **AL QUDRAH GROUP**. Applicable client contract requirements and liabilities shall be agreed upon in writing by all subcontractors.

MAINTENANCE OF PURCHASING DATA

All purchasing documents shall contain data clearly describing the material or service ordered, including, wherever applicable:

- The type, class, style, grade, or other precise identification of items purchased
- The title or other positive identification, and applicable issue dates of specifications, drawings, process requirements, inspection instructions, and other relevant technical data, including requirements for approval or qualification of product, procedures, process equipment, and personnel.
- The title, number, and issue of the quality system standard to be applied to the product.

The Project Manager shall review and approve purchasing documents for adequacy of specified requirements prior to release.

VERIFICATION OF PURCHASED PRODUCTS

Where specified in the contract, the client or the client's representative shall be afforded the right to verify at source or upon receipt that purchased materials or work conforms to specified requirements. Verification by the client shall not absolve the Project Manager of the responsibility to ensure that acceptable materials are used in the performance of the work.

The client's verification at a vendor or subcontractor's plants shall not be used by the Project Manager as evidence of effective control of quality by the vendor or subcontractor.

MATERIAL CERTIFICATION & TRACEABILITY

CLIENT SUPPLIED MATERIALS and EQUIPMENT

The Project Manager shall ensure that all materials and equipment furnished by the client are verified, stored, and maintained until incorporation into the work. Any such items that are damaged or otherwise unsuitable for use shall be recorded and reported to the client immediately. Proper notification to the client on receipt of any unusable materials or equipment must be made in order to ensure that the client retains the responsibility for providing useable materials or equipment.

PRODUCT IDENTIFICATION AND TRACEABILITY

Where appropriate, the Project Manager shall establish and maintain procedures for identifying materials and equipment from applicable drawings, specifications, or other documents, during all stages of production, delivery, and installation.

Where, and to the extent that, traceability is a specified requirement of the contract, individual products or product batches shall have a unique identification. This identification shall be recorded in the Job File and issued to the client with specified 'As-Built' data.

PROCESS CONTS

MANAGEMENT OF PROCESS CONTROLS

During project set up the Project Manager develops the project QA/QC plan covering all construction activities and applicable processes which directly affect quality. The Project Manager shall ensure that these processes are carried out under controlled conditions.

The controlled conditions shall include the following:

- Documented work instructions defining the manner of executing the work to ensure that an acceptable level of quality is maintained at all times. The instructions shall also specify equipment, materials, skills and working environments required to comply with applicable standards, codes, and quality plans.
- R Monitoring and control of suitable process and work characteristics during execution of the work.
- Clear identification of the required approval of processes.
- Criteria for workmanship which shall be stipulated, to the greatest practicable extent, in written standards or by means of representative samples.

SPECIFIC ATIVITY PROCESS CONTROLS

Specific Activity Process Controls are for activities where the results cannot be fully verified by subsequent inspection and testing. Accordingly, continuous monitoring and/or compliance with documented procedures are required to ensure that the specified requirements are met.

Management shall continue review of established QA/QC procedures to ensure ongoing suitability and effectiveness. As the need for new activity QA/QC process procedures is identified they will be created and implemented. Records shall be maintained for qualified processes, equipment, and personnel, as appropriate.

The following Specific Activity QA/QC Procedures shall be followed when performing applicable activities:

- Business Acquisition, Estimating and Proposal Preparation
- Purchasing, Material Control and Subcontracting
- Project Management and Cost\Document Control
- Civil and Site Work
- Concrete Foundations
- Buildings and Structures
- Mechanical Systems
- Electrical Systems
- HVAC Systems

ALQUDRAH
GROUP

MEP WORK

INSPECTION and TESTING

INSPECTION AND TESTING OF PURCHASED MATERIALS AND EQUIPMENT

All materials and equipment shall be inspected and tested to ensure conformance with the project requirements before it is released for use. Verification that all items conform to specified requirements of the quality plan shall be documented and filed in the project QA/QC file. In determining the amount and nature of inspections, consideration should be given to the control exercised at the manufacturing source and documented evidence of quality conformance provided from the supplier.

Where incoming materials are released for urgent construction purposes, it shall be positively identified and recorded in order to permit immediate recall and replacement in the event of nonconformance to specified requirements.

INSPECTION AND TESTING DURING CONSTRUCTION

During actual construction of a project, the Project Manager shall ensure that:

- All inspection and testing activities are performed in accordance with the quality plan and documented procedures.
- Ensure specification and drawing conformance by the use of established process monitoring and control methods.
- Ensure that all required inspections and tests have been completed and necessary reports have been received and verified before the finished work is released to the client.
- Identify and correct any nonconforming work.

FINAL INSPECTION AND TESTING

The quality plan or documented procedures for final inspection and testing require that all specified inspection and tests, including those specified either by established quality procedures or the client, are carried out and that the work meets specified requirements.

The Project Manager shall ensure that all final inspections and testing activities

are in accordance with the quality plan and documented procedures. Upon completion, all associated data and documentation shall be properly filed in the project QA/QC file and submitted to the client as required.

INSPECTION AND TEST RECORDS

The Project Manager shall ensure that all records which give evidence that the work has passed specified inspection and/or testing acceptance criteria are maintained in the project QA/QC file for future reference.

INSPECTION AND TEST STATUS

The inspection and test status of the work shall be identified by using markings, authorized stamps, tags, labels, routing cards, inspection records, test software, physical location, or other suitable means, which indicate the conformance or nonconformance of work with regard to inspections and tests performed. The identification of inspection and test status shall be maintained, as necessary, throughout the project to ensure that all work has passed the required inspections and testing specified.

Records shall identify the inspection authority responsible for the release of conforming work.

INSPECTION, MEASURING, & TEST EQUIPMENT

The QCM shall ensure that all inspection, measuring, and test equipment controlled, calibrated, and maintained, whether owned by **AL QUDRAH GROUP** on loan, or provided by the client. Equipment shall be used in a manner which ensures that measurement uncertainty is known and is consistent with the required measurement capability.

The QCM shall:

- Identify the measurements to be made ,the accuracy required, and select the appropriate inspection, measuring, and test equipment;
- Identify, calibrate and adjust all inspection, measuring, and test equipment and devices that can affect work quality at set intervals to ensure that certified equipment having a known valid relationship to nationally recognized standards-where no such standards exist, the basis used for calibration shall be documented;
- Establish, document, and maintain calibration procedures, including

details of equipment type, identification number, location, frequency of checks, check method, acceptance criteria, and the action to be taken when results are unsatisfactory;

- Ensure that the inspection, measuring, and test equipment is capable of the accuracy and precision necessary;
- Identify inspection, measuring, and test equipment with a suitable indicator or approved identification record to show the calibration status;
- Maintain calibration records for inspection, measuring, and test equipment;
- Assess and document the validity of previous inspection and test results when inspection, measuring, and test equipment is found to be out of calibration;
- Ensure that the environmental conditions are suitable for the calibrations, inspections, measurements, and tests being carried out;
- Ensure that the handling, preservation, and storage of inspection, measuring, and test equipment is such that the accuracy and fitness for use is maintained;
- . Safeguard inspection, measuring, and test facilities, including both test hardware and test software, from adjustments which would invalidate the calibration setting.

Where test hardware (jigs, fixtures, templates, patterns) or test software is used as suitable forms of inspection, they shall be checked to prove that they are capable of verifying the acceptability of the work prior to use during construction. All test hardware shall be rechecked at prescribed intervals. The Project Manager shall establish the extent and frequency of such checks and shall maintain records as evidence of control.

Measurement design data shall be made available, when required by the client or his representative, for verification that it is functionally adequate.

CONTROL OF NONCONFORMING ACTIONS **& CORRECTIVE ACTIONS**

CONTROL OF NONCONFORMING WORK

The Project Manager shall establish and maintain procedures to ensure that any work that does not conform to specified requirements is prevented from inadvertent release to the client. Control shall provide for identification, documentation, evaluation, segregation when practical, disposition of nonconforming work and for notification to management as required.

NON CONFORMITY REVIEW AND DISPOSITION

Nonconforming work shall be reviewed in accordance with documented procedures.

Then on conforming work may be:

- Reworked to meet the specified requirements
- Accepted with or without repair by concession of the client
- Reused for alternative applications
- Rejected, torn out, scrapped and new work performed.

Where required by the contract, the proposed use or repair of the nonconforming work to specified requirements shall be reported for concession to the client or his representative. The description of nonconformity that has been accepted, and of repairs, shall be recorded to denote the actual condition.

Repaired and reworked work shall be re-inspected in accordance with documented procedures.

CORRECTIVE ACTION

The Project Manager shall establish, document, and maintain procedures for:

- Investigating the cause of nonconforming work and the corrective action needed to prevent recurrence;
- Analyzing all processes, work operations, concessions, quality records, service reports, and customer complaints to detect and eliminate potential causes of nonconforming work;
- Initiating preventative actions to deal with problems in relation to the risks encountered;
- Applying controls to ensure that corrective actions are taken and their effectiveness;
- Implementing and recording changes in procedures resulting from corrective actions.

AUDITS, RECORDS and TRAINING RECORDS

INTERNAL QUALITY AUDITS

The QR shall carry out internal audits to verify whether quality activities comply with planned arrangements and to determine the effectiveness of the quality system. The QCM shall maintain records on the performance and adequacy of each project's QA/QC activities.

Audits shall be scheduled on the basis of the status and importance of the activity. The audits and follow-up actions shall be carried out in accordance with documented procedures established to ensure improvement to overall company QA/QC program.

The results of the audits shall be documented and brought to the attention of the president within 10 days or sooner when critical action is required, after each internal quality audit. Each audit report shall have the actions started and planned by the QR and Project Manager for any nonconforming activities found.

QUALITY RECORDS

The QCM shall follow established procedures for identification, collection, indexing, filing, storage, maintenance, and disposition of quality records.

Quality records are to be maintained to demonstrate achievement of the required quality and the effective operation of the quality system. Pertinent sub-contractor quality records shall be an element of this data.

All quality records shall be legible and identifiable to the project involved.

Quality records shall be stored and maintained in such a way that they are readily retrievable in facilities that provide a suitable environment to minimize deterioration or damage to prevent loss of the records. Retention times of quality records shall be a minimum of seven (7) years, longer if required by specific project requirements. Where agreed contractually quality records shall be made available for evaluation by the client.

AUDITS, RECORDS and TRAINING RECORDS

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be made available for evaluation by the client.

TRAINING

The QCM, the Project Managers and management are all responsible for identifying the training needs of all personnel performing activities affecting quality during production and installation. Personnel performing specific assigned tasks shall be qualified on the basis of appropriate education, training, and / or experience, as required.

Appropriate records of training shall be maintained on each individual's training and qualifications.





HSE MANUAL

ALQUDRAH
GROUP

MEP WORK

Introduction

We believe that all our people are entitled to the same level of protection regardless of where in the world they work. To ensure a consistent approach to safeguarding Health, Safety, Environment and Security we have developed a global HSE Management System supported by our HSE processes, procedures, instructions and guidelines, as well as a mature security system.

AL QUDRAH GROUP. Business Management System is a controlled suite of documentation of which this document forms a part.

The guidance given in this handbook:

- Identifies key features of HSE management process rules which you must understand and comply with, if **AL QUDRAH AL QASWAH TECH. CONT.** is to achieve consistent HSE objectives
- Tells you about the Group's HSE goals, objectives and culture
- Provides an overview of how **AL QUDRAH GROUP. CONT.** expects you to work safely using the processes which form the elements of our Management System
- Lists issues concerning your safety with which you need to become familiar when you join a worksite
- Identifies **AL QUDRAH GROUP.**'s collective responsibilities and the role of the HSE departments with regards to HSE management
- Empowers you to address unsafe conditions in your work place or to stop unsafe behavior by work colleagues
- Promotes the reporting of all near miss incidents, damage, illnesses and injuries so that **AL QUDRAH GROUP.** can learn from any mistakes and make improvements
- Provides lists of topics to help you assess the risks associated with work tasks and to assist you when involved in toolbox talks or similar
- Leads you in maintaining your security by listing the key security actions you should take

People who are new to **AL QUDRAH GROUP.** may be unfamiliar with how **AL QUDRAH GROUP.** manages HSE in their working environment. Please do not hesitate to ask your supervisor to explain anything you are unsure about or tell you more about HSE.

Safety is a core value

We are committed to an incident-free workplace, every day, everywhere. We continue to minimize the impact of our activities on the environment. We share and embrace the following core values:

- Safety
- Integrity
- Innovation
- Performance
- Collaboration

HSEQ policy statement

AL QUDRAH GROUP is committed to an incident-free workplace, every day, everywhere. Our performance depends on our ability to continually improve the quality of the services we provide to our clients, while protecting people and minimizing the impact on the environment. **AL QUDRAH GROUP** requires an active commitment to HSEQ from all our people and our contractors in all work activities. Line managers are responsible and accountable for ensuring compliance with all HSEQ policies and procedures and this Corporate HSEQ Policy. We will always communicate openly on HSEQ issues with our stakeholders and share with them our experience and knowledge of successful HSEQ initiatives.

Policy implementation

The Company has an HSEQ Committee which oversees all HSEQ matters. This Committee is chaired by the Chief Executive Officer and establishes procedures and guiding principles as it deems necessary to carry out the Company HSEQ policy. The Company has established and maintains assessment, self-evaluation and audit programs to monitor the Company's compliance with this Policy. A Compliance audit report is presented to the **AL QUDRAH GROUP**. S.A. Board of Directors at least once a year.

Compliance with relevant legislation

The Company standards comply with all applicable laws and regulations in the countries where we operate.

Risk Management

The Company strives to mitigate the impact of any foreseeable hazards, which may endanger health, safety and the environment, or could affect the quality of products and services it provides. This will be achieved through formal risk assessments as required per Company Policies and Procedures.

Training

The Company is committed to provide training and development needs as appropriate for each individual's duties and responsibilities – this will always include HSEQ training. Line managers are responsible for ensuring that appropriate training is given and individual competency evaluation is conducted as per the Company's standards.

This policy will be regularly reviewed to ensure on going suitability. This is critical to the continuous success of our business as it allows us to optimize our Company performance and adds value for all our stakeholders.

HSEQ common principles

The following principles provide a common foundation across the Group on which our HSEQ and Security policies are built:

- We work according to applicable laws, codes and regulations
- We comply with approved procedures, rules and instructions
- We provide our people with all necessary information, instruction and supervision
- Our people are trained and competent for the tasks they are expected to complete
- We provide Safe Systems of Work (SSOW) facilitated by efficient planning, robust risk assessment and effective management of change
- All incidents must be reported and investigated and remedial actions assigned and completed
- Clear objectives are set and progress is regularly reviewed
- Documentation is reviewed in accordance with a scheduled programme or after a significant change

Health

We manage business activities to keep health risks to a minimum.

We provide a healthy working environment with the appropriate level of surveillance and support.

We provide expert medical support to our people to ensure that appropriate health examinations and preventative medicines are provided.

We promote good occupational health by ensuring compliance with regulatory requirements and by providing clear guidance and information through our health principles.

Health principles

We will:

- Work according to applicable health laws, codes and regulations
- Promote and maintain a positive health culture
- Provide and maintain healthy working conditions
- Consult our people on matters affecting their health
- Assess and control the health risks arising from our work activities
- Strive to prevent work-related ill health
- Make appropriate medical care available at all work-sites

Safety

We operate a risk management approach to our activities whereby we identify hazards, assess the associated risks and then work to eliminate the hazards or reduce the risks to a tolerable level. All of our vessels operate under the International Safety Management Code (ISM).

Everyone who observes an unsafe situation or who feels it is not safe to continue with a task has a duty to intervene and stop the job. Such intervention will always be supported by AL QUDRAH AL QASWAH TECH. CONT.'s Management.

We are convinced that encouraging safe behavior and highlighting the importance of personal safety as a way of life will help to create environment where our people are safe and secure.

Our safety culture and management are supported by the subsea principles which include all safety training.

AL QUDRAH GROUP. safety principles

We will:

- Work according to applicable safety laws, codes and regulations
- Promote and maintain a positive safety culture
- Review every incident and implement actions to prevent future occurrence
- Assess and control any safety risks arising from our work activities
- Consult our people on matters affecting their safety
- Provide and maintain safe work equipment and places of work
- Control, use and store hazardous substances safely

Environmental

We always conduct our business in a way that considers the environment and which aims to keep any negative impact to a minimum. This policy is managed by close attention to achieving regulatory compliance and continually improving our environmental performance through careful selection of consumables and working practices designed to reduce waste, energy consumption and emissions.

Awareness of the impact that our activities may have on the environment and the management of measures to control such impacts is encouraged through our environmental principles.

Environmental principles

We will:

- Work according to applicable environmental laws, conventions, protocols and regulations
- Promote and maintain a positive environmental culture
- Manage our activities to eliminate or reduce any potential negative environmental impact
- Consider sustainability an important element in the way we do business
- Use planning, design and risk assessment to avoid and reduce environmental risk; environmental aspects and registered work are assessed on worksites

Clean Operations Initiative

The initiative saves fuel, reduces air emissions and improves the efficiency of our operations.

Execution can take effect as long as the operation is safe and within the contract terms.

Anything equal to or more than 0.5m3 fuel saved is classified as a recordable Clean Operation!

Security

AL QUDRAH GROUP. is absolutely committed to providing our people with secure arrangements for their work environment and for away from home activities such as travel and business trips. We operate security networks on both a regional and global basis to manage security issues, to develop and implement security plans and to monitor local security intelligence. It is our policy to engage with local communities and to be sensitive to any local community issues.

AL QUDRAH AL QASWAH TECH. CONT. works in compliance with the International Ship and Port Facilities Security Code (ISPS), and we maintain ship and worksite security plans which are regularly tested.

AL QUDRAH GROUP. maintains its effective security programs through compliance with international protocols, ships' flag-state rules, industry best practice and our own rules and procedures.

Security principles

We will:

- Promote and maintain a positive security culture
- Assess and manage threats so that we can protect our people and assets
- Take account of security issues in all aspects of our operations and planning
- Key points
- Refer to **AL QUDRAH AL QASWAH TECH. CONT.** travel packs when travelling overseas
- Follow all travel instructions and local rules
- Keep your possessions close to you
- Do not attract attention to yourself
- Always have a contact list in country

Substance abuse policy

Everyone on a AL QUDRAH AL QASWAH TECH. CONT. worksite has the responsibility to be fit and ready to carry out his or her work duties at all times, without risk of their performance being impaired or their competence reduced by substance abuse.

AL QUDRAH GROUP will not tolerate the use of alcohol or any other prohibited substance on any worksite.

Arriving at a **AL QUDRAH GROUP** worksite or business meeting under the influence of alcohol in any amount is strictly prohibited.

To maintain a workplace that is free from substance abuse, AL QUDRAH AL QASWAH TECH. CONT. may conduct searches, pre-employment screening, random tests or post-incident tests for drugs and alcohol.

Abuse of alcohol or other prohibited substances will result in disciplinary procedures. **AL QUDRAH GROUP**'s Human Resources Departments will ensure correct local application of this policy, in accordance with legislation.

Jewellery policy

The wearing of jewellery is not permitted at the workplace, defined as follows: every ship, barge, workshop, construction yard, warehouse, stores area or the like, and includes any office facility where the work activity involves any risk from wearing jewellery.

Specifically, the wearing of finger rings, earrings and facial jewellery is prohibited in the workplace. The wearing of bracelets and necklaces is also prohibited in the workplace; the only exception is for medical bracelets which should be of the 'open copper' type or close fitting and covered by clothing and personal protective equipment, such as coveralls.

Where other jewellery is worn, such as that associated with body piercing, this is only permitted where the jewellery is continuously and completely covered by clothing such as coveralls or catering jackets.

Wrist watches must be removed when working with moving equipment and machinery.

This policy is to be maintained by everyone at AL QUDRAH AL QASWAH TECH. CONT. whilst working or visiting workplace of a client, subcontractor

or third party facility.

Knife policy

The use of clasp or sheath knives is to be avoided, and wherever possible an alternative cutting tool must be used. Where a knife is considered to be the safest and most appropriate tool, it must be used with care and safety gloves with the appropriate cut protection. Stop and assess the risk.

Knives are to have round-ended blades to minimize stabbing injuries. Divers' knives (underwater use), galley knives (galley use) and cutlery (galley use) are excluded from this hardware requirement.

People are not permitted to bring their own knives to work. Appropriate cutting tools will be maintained and provided at the worksite. Cutting tools and safety knives should be inspected prior to use, any damage reported and a replacement sourced.

HSE awareness at onshore and offshore worksites

We have set specific HOUSE RULES which must be complied with at all worksites, whether offshore or onshore, in an office, fabrication yard, shipyard or workshop. Your supervisor will be able to help you to access these and any local HSE rules and documents.

You are required to remain alert to other operations going on around you.

Never take short cuts that could put your own or other people's safety at risk or cause harm to the environment.

Do not assume that a piece of equipment is safe to use because it has been delivered to the worksite. Make sure it has been checked thoroughly before it is used for the first time.

If you work offshore you must be particularly careful when the motion of the ship or barge is being adversely affected by weather conditions. Site specific issues will be detailed in HSE plans or Ships Marine Operations manuals.

Never use a chemical without familiarizing yourself with the hazards (control of substances hazardous to health). Familiarize yourself with requirements for waste segregation on the site. Avoid any spillage of oil and chemicals by good housekeeping and operating practices. Report any incidents.

House rules

1. Always follow safety sign information
2. Keep work sites clean, tidy and obstruction free
3. Use the right tool in the right way for the job
4. Use the correct manual handling technique if manual handling cannot be avoided
5. Hold the handrail on stairs, walk, do not run
6. Always plan every lifting operation
7. Never cross safety barriers or enter prohibited areas
8. When risk assessing task plans, always consider the environmental conditions and their effects
9. Always wear vehicle seat belts and never use a hand held mobile phone when driving
10. Wear and maintain the correct PPE

Your duties and responsibilities

To make sure that we all work to the same basic standards, you must:

- You have an obligation to stop any activity or operation which you consider unsafe (including those of subcontractors)
- Always be aware of your own safety and the safety of others
- Prevent damage to equipment and the environment
- Comply with all policies, procedures and rules
- Read and understand Critical Safety Behaviors and avoid exhibiting 'at risk' behaviors proven to cause almost all of **AL QUDRAH GROUP.**'s injuries
- Work safely in accordance with AL QUDRAH AL QASWAH TECH. CONT.'s processes, procedures and rules
- Think about the hazards and risks you and others may be exposed to before you start, and during the execution of any task and take the necessary precautions to mitigate these risks
- Not take short-cuts
- Be aware of safety issues at all times even after work is over – remember injuries can also happen when you are off shift

SAFETY FIRST

- Bring your HSE concerns to the immediate attention of your supervisor
- Report promptly all unsafe conditions and practices (including those of sub-contractors) to your supervisor
- Report all injuries and illnesses, no matter how minor, to your supervisor or the medic promptly
- Report equipment damage, near misses and every spill/release to your supervisor
- Always use the proper safety equipment/PPE
- When travelling/working in malarial regions, take the prescribed chemoprophylaxis medication, use repellent and protective clothing
- Ensure you travel with valid certificates (survival, medical, vaccinations and malaria compliance attestation when applicable)
- Ensure your physical examination/health screening is up to date
- Ensure you have understood your worksite induction and participate in toolbox talks on each shift
- Follow all security instructions
- Use tools for their intended purpose only - no unauthorized modifications or use of sub-standard equipment

Leadership duties and accountability

Managers and team leaders have overall responsibility for and are held accountable for the health and safety of people working for them. This includes the protection of people, the environment and equipment on their worksite.

Their responsibility includes activities such as:

- Conducting risk assessment and evaluation
- Providing safe operational procedures
- Providing safe equipment
- Ensuring a robust permit to work system is used where special activities or non-routine work takes place
- Ensuring good worksite housekeeping
- Carrying out safety induction/familiarization training
- Listening to workers' concerns with regard to safety and acting

- Promoting the Critical Safety Behaviors campaign
- Intervening when at-risk behavior is observed
- Setting a good example through personal leadership and the promotion of health, safety and environmental policies and initiatives
- Demonstrating accountability through performance reviews, counselling and disciplinary action
- Leading investigations into injuries, accidents and high potential incidents, contributing to the reports and ensuring follow up of actions and provision of feedback
- Ensuring people working under supervision have received adequate training to enable them to perform their assigned tasks safely
- Conducting management site visits and reporting findings

Short service worker programme

- **AL QUDRAH AL QASWAH TECH. CONT.** has implemented a programme on specific worksites to indent, train and monitor workers who are new to that worksite, and/or the company. These workers should be easily identified. In an offshore environment **AL QUDRAH GROUP**. people must pay attention to those new to the site, watch out for their safety and ensure they understand the activities taking place in their surroundings.

Training requirements

- **AL QUDRAH GROUP**. has multiple levels of awareness and training programmes depending on each individual's activities and worksite environment.
- Everyone will undergo an HSEQ introduction to the company and a site specific induction. If your role requires specialized qualifications and training, whether it is internal or external, this will be addressed.

HSE induction - what you need to know

When visiting a worksite for the first time you must attend a 'safety induction'

as soon as possible after your arrival. Your induction may include the

following issues:

- Organization at the worksite – roles and responsibilities
- The Emergency Plan and its location, alarms, and responses
- Overview of work areas, “no-go” areas and general traffic areas
- Muster points and escape routes
- Survival craft and equipment
- Man overboard actions
- Firefighting equipment
- First aid treatment and location of equipment
- Safety signs and their meaning – PPE areas, first aid, warnings etc
- Identification of safety representatives
- Review of safety notice board
- Smoking rules and smoking/no smoking areas
- Worksite waste disposal and segregation procedure
- Worksite security procedures
- HSE Risk Assessment system at the site
- Permit to work system and type of work which requires a permit
- Hazardous areas and precautionary measures
- Confined space working
- Handling of dangerous substances
- Protective clothing, equipment and what you must use in your job
- Reporting of incidents, damage and injuries
- Reporting of HSEQ observations
- Project/location specific information

When you have read this HSE handbook and attended your induction, you will understand better how we can all successfully manage HSE together. Remember to ask your supervisor or manager for further help if you do not aspect of this handbook or the induction.

Cultural awareness

AL QUDRAH AL QASWAH TECH. CONT. operates globally and you may be required to work in or travel through parts of the world where the culture and environment is not familiar to you. Please behave respectfully towards the citizens and customs of other countries at all times.

In most instances, AL QUDRAH AL QASWAH TECH. CONT. will arrange the services of reputable agents to assist in your transfer to your place of work and to provide help and assistance in dealing with issues such as:

- Personal security
- Health
- Personal property and baggage
- Visas and travel documents
- Internal transportation, meals and accommodation in transit

Your **AL QUDRAH GROUP** Management Team will also provide you with current information and advice on ways to minimize exposure to particular health risks in the countries in which you will work or through which you will travel.

Please take the time to study the information and advice provided.

Always follow the instructions of the reputable agents and / or local security teams provided by **AL QUDRAH GROUP**

Malaria control plan

AL QUDRAH AL QASWAH TECH. CONT. has established a Malaria Control Plan to protect vulnerable people by providing:

- A. Awareness
- B. Bite Prevention
- C. Chemical Prophylactics
- D. Diagnosis and Treatment

Ultimate aim of this policy is to have no cases of malaria amongst people do not have a natural immunity, i.e. people who are not indigenous to Countries where malaria is endemic.

The Malaria Control Programme applies to every person required to travel for AL QUDRAH AL QASWAH TECH. CONT. to an area where there is a risk of contracting malaria, onshore as well as offshore. Our people are required to participate in the programme and to confirm their agreement to participate by signature on the Malaria Control Plan Attestation Form.

Smoking rules

Smoking Rules

Each AL QUDRAH AL QASWAH TECH. CONT. office, barge, ship and worksite has defined areas where smoking is permitted. Smoking is only permitted in designated areas. You must comply with the 'no smoking' signs.

Fatigue

Fatigue due to long working hours, or lack of rest caused by circumstances such as travel, may affect your ability to concentrate, presenting a safety hazard to you or your work colleagues.

Please notify your supervisor if you feel that your concentration is likely to be affected by fatigue. Your supervisor will try to arrange shift rotations so that you are rested before commencing your work, or your shift duration is reduced to avoid a related hazardous condition.

Risk Management

Risk Management is a key component in our Business Management System that identifies, evaluates and determines the means of reducing risks to an acceptable level across a wide range of factors to protect people, the environment, and assets and to avoid loss.

AL QUDRAH AL QASWAH TECH. CONT. has procedures to systematically identify and evaluate the hazards and effects that might arise from our activities and from the materials that are used or encountered in them. The scope of the Risk Management process ranges from design through to fabrication, installation and operation.

Management of Change (MOC)

Experience has shown that incidents such as injury or damage are often caused by not following the planned course of action due to some form of unexpected change. Control of change must be as rigorous as the initial and risk assessment of our activities. This means that we need to re-assess risks associated with the change. We do this through a defined Management of Change process (see Management of Change process document). Its features are:

- Changes to the planned procedure are subjected to hazard identification risk assessment and control analysis
- Changes are subject to approval by Management/Supervision in accordance with the MOC process before the work is carried out
- People involved in the work must be told about the new procedure or equipment and risks prior to the work

- Work cannot proceed until the change has been re-assessed, approved and the revised procedures explained to those involved in the task

Examples:

- Damaged rigging has required a change in configuration using available rigging onboard. This change is subject to the full MOC process
- An offshore crew has devised an improved methodology for executing a portion of the work addressed in the procedure. This change is subject to the full MOC process

Permit to Work (PTW)

AL QUDRAH GROUP operates a Permit to Work (PTW) system at worksites to control non-routine or special work activities that could present a health or safety risk to anyone or risk of environmental damage as identified in risk assessment (see Permit to Work process document). Examples of where this process would apply:

- Non routine welding, burning or grinding where flammable materials are present (complemented by Hot Work Checklist)
- Dealing with explosives
- High pressure water jetting or grit blasting
- Pressure testing
- Breaking into pipelines/hoses containing residual pressure or combustible liquids
- Isolating electrical or mechanical machinery to allow maintenance or repair (complemented by Electrical or Mechanical Checklist)
- Working at height i.e. any position where the potential exists for a person to have a fall likely to cause a personal injury
- Removing protection systems (e.g. machinery guards)
- Any work that directly affects critical safety systems
- Entering into confined spaces or places where the atmosphere is suspect (complemented by Confined Space Checklist)
- Spray painting or using chemicals in closed or confined spaces
- Activities involving radioactive sources such as non-destructive testing

Work may need to be carried out by specialists with specific training or

qualifications and require dedicated supervision at all times. Only people who have completed PTW training and are designated as the Person in Charge are allowed to raise a PTW.

HSE department roles

AL QUDRAH GROUP.'s businesses and operations have HSE departments with responsibility for guiding the implementation of HSE policies. They also measure safety performance against specific HSE improvement action plans. They provide independent audits of worksites to measure the effectiveness of the systems so that they can provide advice and assistance to improve safety performance. When incidents occur, **AL QUDRAH AL QASWAH TECH. CONT.**'s HSE departments co-ordinate the analysis of all incidents, damage and injury events and provide investigative services for the more serious events including near miss incidents with a high potential outcome. Investigation findings are used to provide a basis for continuous improvement to our procedures and processes.

Safety representatives/delegates

AL QUDRAH GROUP. encourages the participation of all our people in promoting safe working practices throughout our operations. Forums are held regularly for you and your colleagues to discuss issues of concern and make proposals to improve HSE performance.

Worksites nominate worker safety representatives/delegates to act on behalf of peer groups at HSE meetings. These representatives/delegates are identified clearly in the work areas. We encourage you to be a safety champion and volunteer.

Communication

AL QUDRAH GROUP. encourages you to bring HSE issues to the attention of any of the following:

- Your immediate supervisor your worksite manager
- A member of the worksite safety committee
- A member of a team involved in hazard identification and risk assessment exercises
- Your team when participating in a toolbox talk
- The person carrying out the task

AL QUDRAH GROUP.'s Senior Managers regularly visit worksites to enquire about HSE concerns. These visits provide an opportunity for you to speak to them as they are interested in hearing your ideas on how safety performance can be improved. Safety communication is a two-way process; so if you speak to a manager about safety concerns, **AL QUDRAH AL QASWAH TECH. CONT.** will respond – to let you know what action is being taken or to explain why

action will not be taken. Managers have a duty to respond to you in a timely manner with their findings and actions.

If you find it difficult to raise your safety issue with any of the people listed above, or feel your concern has not been fairly addressed, you may contact the supporting HSE Manager or the VP HSEQ.

Toolbox Talks

Toolbox talks provide the forum for the Supervisor or the 'Person In Charge' of Work Team to ensure that everyone involved in the activity fully understands the tasks, hazards involved, hazard control measures to be employed and; procedures to be followed.

All work groups will hold a daily toolbox meeting at the beginning of each shift to discuss the planned scope of work for that day. Additional toolbox meetings should be held as required throughout the shift i.e. if there are significant changes to the task, people involved or environment conditions. The attendees at a toolbox meeting and any other relevant information shall be formally recorded on Toolbox Talk Form (FO-GL-HSE-016).

Worksite management representatives and engineers will periodically attend the toolbox meetings to monitor their effectiveness and obtain feedback on work related HSE issues

Time Out for Safety

'Time Out for Safety' empowers individual workers, supervisors and managers who perceive that there is a potential hazard associated with a task to stop the work and take time out for safety without the fear of negative consequences.

Time Out for Safety may also be used by supervisors and team leaders to hold a short discussion with their work teams to focus on a HSEQ related topic of interest i.e. a recent incident or near miss, a received safety alert or information bulletin, a lesson learned, etc.

Some examples of when a Time Out for Safety might be called are:

- A change of plan, or to pass on urgent information critical to the job in Management of Change
- An unscheduled event, or the emergence of a previously unidentified risk or hazard
- Incomplete understanding of instructions, procedures or ongoing activities

- To discuss relevant incidents' or near miss, safety alert
- A need to ask for help or direction
- As a means to focus on a particularly hazardous task or condition

HSEQ observation and intervention

Everyone has a part to play in managing safety. You are responsible for looking after your own safety and the safety of those around you. By keeping alert you can help to eliminate at-risk behaviors, correct unsafe conditions and contribute to safety at your worksite.

If you see something that looks unsafe, or an at-risk behavior, approach

Co-workers and discuss it using questions. Then either stop it, correct it or bring it to the attention of somebody who can stop it and correct it. You should also recognize and comment on safe behavior.

Fill out an OBSERVATION card to share the information, prevent re-occurrence and help improve **AL QUDRAH GROUP**.worksites. Likewise you should report and recognize notably safe behavior. The system is used to highlight behaviors, quality, environmental events and worksite conditions. Fill out an INTERVENTION card if you have had a conversation that questioned an 'at-risk' behavior or supported an example of safe behavior. The reporting of these observations and interventions will reveal if there are common trends that we can address through training or other corrective action.

Incident reporting and investigation

Incidents are actual events which do or could cause harm. They include injury, illness, damage and near miss incidents. They are events that **AL QUDRAH GROUP** wants to prevent.

If an incident does occur, it is essential that it is properly reported so that managers can investigate and take the necessary actions to prevent recurrence.

All incidents are recorded in the Synergy 'case' database. You may have to contribute to a report if you are injured or involved in an accident; please remember, the report should only contain facts (do not include your opinions or make unsubstantiated claims). The events will be investigated either by the worksite manager or a special investigative team, depending on the severity of the event.

Please remember to report all undesired events and injuries promptly.

Near miss incident

This is an event which could have resulted in damage or injury. An incident actually happened but no damage or injury was sustained. Near miss reporting is required in order to communicate the lessons learned and prevent future incidents and accidents.

Damage

Damage to materials, property or equipment, or where harm is caused to the environment are included in this class. Damage specifically caused by fire or explosion is also identified.

Injury

Describes events in which people have sustained an injury. Most sites will have trained First Aiders available. In the case of the larger ships, barges or yards, a Medic or Doctor will be available on site to treat the injured person. The medic or doctor will categorise the 'injury'.

Illness

This category is used for reporting illnesses.

Personal Protective Equipment (PPE)

The planning and assessment of work activities will take account of any hazards and where practicable, the risk from these hazards will be eliminated or reduced. A residual risk may remain, but we can often reduce this further by wearing appropriate PPE. It is **AL QUDRAH GROUP** policy to ensure that suitable PPE is available to everybody and always used in work activities. Your full compliance with safe, well proven working procedures should prevent accidents and consequential injuries. PPE is the last personal of but may not protect you if you fail to behave safely.

- Every person on a worksite must wear (unless in a designated safe zone):
- Hard-hat
- Coveralls with high visibility reflective stripes or a high visibility tabard
- Safety boots/shoes
- Safety glasses
- Gloves (unless deemed unfit for task)

Additional PPE must be used when required and may include:

- Hearing protection
- Fall protection harnesses
- Respiratory protection equipment
- Lifejackets (offshore applications including in harbor use)
- Burning goggles or clear goggles
- Gloves with specific hand protection (cut/thermal/chemical)
- Welding hood
- Full face shield

Emergency situations

During your worksite induction you will be informed about the alarms used at your workplace and the specific procedures that you must follow in case of fire or other emergency situations. When an alarm is raised, stop work, make your work place safe and go immediately to your designated muster station/ assembly point.

If you discover a fire, raise the alarm immediately. Attempt to extinguish the fire only if you are familiar with the firefighting equipment and are sure you will not endanger your own life.

Ensure that during your induction you learn where to go for medical assistance.

Harmful substances

Every worksite, which uses any chemicals, must:

- Review the chemicals, which you use on a regular basis and ensure that you are familiar with the associated hazards and personal protection measures. Be familiar with the Material Safety Data Sheets (MSDS) and the assessments for the safe use of chemicals.
- Follow all instructions related to safe use and storage of chemicals
- Understand spill cleanup procedures and know where spill response equipment is stored.
- Prior to using hazardous chemical substances, instructions for their use and precautions to be taken must be fully understood and when applicable, identified on the Permit to Work. Detailed information is available to site management through SYPOL on hazardous substance management.

Lifting operations

Much of Subsea 7's work involves lifting operations using cranes or other lifting equipment. Subsea 7 has developed very specific rules covering the use and maintenance of such equipment. Many lifting operations are subject to detailed planning risk assessment and the implementation of approved lift plans. Some of the key issues in these rules are:

- Never work under a suspended load
- You must be adequately trained and authorized before you can operate cranes, winches, fork lifts, jacks and any other lifting equipment
- Anyone using lifting equipment and/or rigging must be sure prior to use that it is fit for purpose, has up to date certification showing that it has successfully passed a test of its lifting capability. They must also ensure that they understand and confirm with their supervisor the color code system for in-date lifting and rigging equipment
- The route for a lift must be clear of people and obstructions
- Equipment used for lifting people must be designed and certified and marked for this purpose
- Check that equipment required for lifting people is marked 'man-riding'
- Never use a people transfer basket to carry more than the stated number of people
- Ensure that you understand and follow the lift plan

Manual handling

The first consideration: can manual handling be avoided?

All manual handling tasks must be assessed. Stop and think.

- Is the task repetitive?
- Will it take more than an easy effort to lift it or is it above the limits on the next page?
- Do I have to push or pull?
- Does this involve more than one person?

If the answer is yes to any of these, a manual handling assessment should be carried out to mitigate the risk of injury.

The most effective control to reduce injury or incidents from manual handling is not to perform the manual handling in the first instance.

Working at height

Working at height should be considered as a last option when deciding how a work task should be carried out and may require a permit to work. Working at height should only be undertaken if the task is essential and alternative means of completing the task have been fully considered. Refer to the Working at

Height Procedure when assessing the work.

Working at height can be defined as 'Any position where the potential exists for a person to have a fall likely to cause a personal injury'.

There is no minimum height where the risks should not be considered and assessed. We should remember that 60% of serious injuries sustained due to industrial falls are from a height of less than 2 meters.

The only occasion where a fall protection system may not be used is when a greater hazard exists after implementing fall protection measures. The residual risk must then still be assessed as acceptable to carry out the work.

You must receive working at height training before doing tasks that require it. All scaffolding must be certified and inspected daily by a qualified person.

Dropped objects

Dropped objects have proved to be the third highest cause of fatalities and serious injuries in the oil and gas industry.

What to do in the event of an accident

In the event of an accident act in this order:


1. Secure the site - make sure it is safe
2. Raise the alarm
3. Bring First Aider to the injured person if safe to do so


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MEP WORK



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