



العونىة للخدمات الفنية ذ

Awniyya Technical Services L.L.C

P.O Box: 81029, Dubai-U.A. E Tel:04-2715609

Mail: Sales@awniyya.com; Mob: 050-2270636

AWNIYYA TECHNICAL SERVICES L.L.C

PREQUALIFICATION DOCUMENT

AUTHORIZED DEALERS



TRANE®

GENERAL



LG





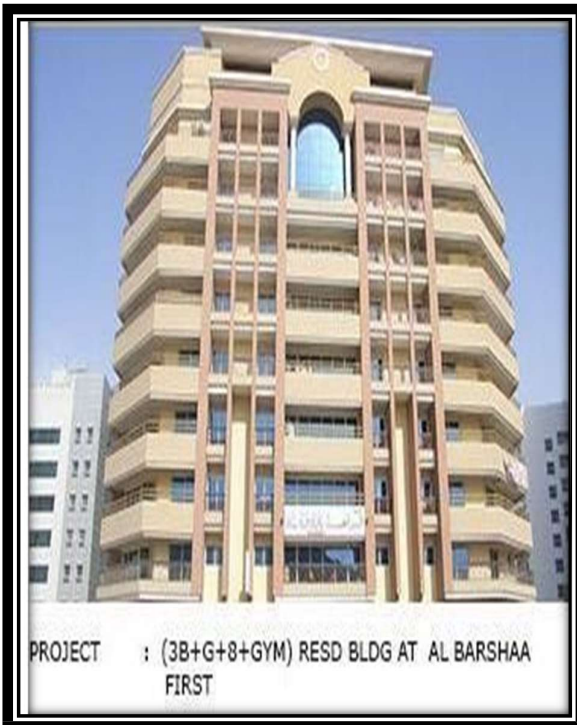
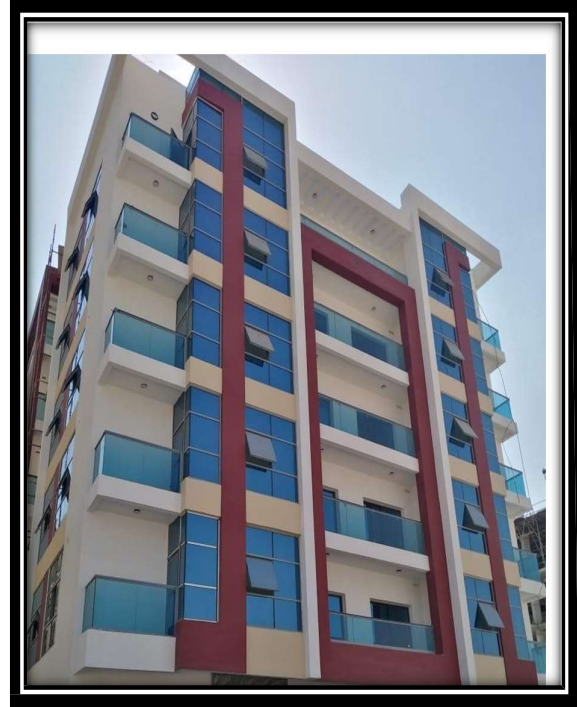
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LEGAL STATUS

Legal Name	: Awniyya Technical Services Co L.L.C.
Type	: Limited Liability (LLC)
P.O. Box:	: 81029, Dubai, United Arab Emirates
Phone	: +971-4-2715609
Mobile	: +971-502270636
Year of Establishment	: May 2009
Ownership	: Dr. P. Sahapdheen, B.E., MBA, Ph.D.,
Key Person for this project	: Muhammad Madhih BE, M.Sc.
Activity	: Design, Supply, Install, Testing, Commissioning and Maintenance of all types of Air- Conditioning
Bankers	: 1. Mashreq Bank UAE
	: 2. Sharjah Islamic Bank UAE



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Introduction

AWNIYYA TECHNICAL services (ATS) is the leading heating ventilation and air- conditioning services company in U.A.E, which is providing services to industrial, Religious, commercial and residential sectors in a high-quality standard using the latest value engineering processes.

We undertake services for all types of HVAC systems, and we offer Annual maintenance contracts all HVAC systems.

ATS was established in the year 2001 and successfully stepped to the “20th” year ATS has been registered Dubai municipality contractor and has experience of Trakhees, ESMA, ESTIDAMA, DM, civil defense etc.

ATS is having dealer ship in the leading origin United states of Carrier, Trane, Rheem. ATS Principles.

- Integrity. We are honest, consistent, fair in all aspects of our behavior, and we communicate openly and directly.
- Customer Satisfaction. We will strive to exceed customers’ expectations and will dedicate our time and efforts to deliver a quality service to all clients.
- Commitment to Innovation. We consider that learning and development is a continuous process. Consequently, we will adapt a state-of-the-art technology and practices to enhance the efficiency of our operations.
- Safety. Our employees are the most important assets. Therefore, we will offer safe and sustainable working conditions for them.
- Team Work. We will seek to attract and develop leading talents, and create an environment where individual growth is the foundation of company growth.



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DEALERSHIP





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THIRD PARTY TESTING SERVICES:

- Air Balancing
- Water Balancing
- Performance and appraisal of equipment's
- Re-Validating the load

SISTER CONCERN COMPANIES:

- Al Jamaliya Technical services
- Shihab Airconditioning services

Highlights:

- Excellent customer service the using latest technology
- Accurate thermal load calculation using HAP 5.1
- All other materials, such as ducts, pipes, grilles have been selected by respective updated software
- Scheduling the work program using Primavera
- We use ERP software to control the activities the of company
- Professional quality-oriented oriented approach



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Awards and Rewards

- We have been working with almost all leading consultants
- Successfully executed more than 1000 projects, some of the projects worth more than 3Million AED.
- Received the PLATINUM & GOLD awards for sales performance from CARRIER air conditioning every year.
- Received Bronze award for sales performance from the Rheem Air-conditioner
- Received good feedback from the clients and consultants.
- Excellent prompt response for any inquiries.

Our Reputed Consultants:

- AL-AJMI Engineering Consultants
- Abdul Raheem Engineering Consultant
- National Engineering Bearue Consultant
- Adnan Safarini Engineering Consultant
- Arch Dome Engineering Consultant
- Sidra Engineering Consultant
- Golden Square Engineering Consultant
- Klick Consultant
- AL Thuraya Engineering Consultant
- Bindal Mouk Engineering Consultant



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- Renaissance Engineering Consultant
- Engineering Consortium Consultant
- Nad Al Sheba Engineering Consultant
- Model Engineering Consultant
- Align Engineering Consultant
- Nutek Consultant
- Scale Engineering Consultant
- Modular Engineering Consultant
- Arkan Engineering Consultant
- Madinati Engineering Consultant
- Atrium Engineering Consultant
- Isometric Engineering Consultant
- X Architect and Design Consultant
- Maple Engineering Consultant
- Eskan Engineering Consultant
- High Art Engineering Consultant
- EM Square Engineering Consultant
- Al Hilal Engineering Consultant
- Arch Identity Engineering Consultant
- Next Engineering Consultant



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Our Reputed Client:

- **AWQAF**
- **ISLAMIC AFFAIRS**
- **AL KARBASH**
- **LOOTAH GROUP**
- **ETJAR INVESTMENTS**
- **SEVEN SEAS REAL ESTATE**



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AUTHORIZED DEALERS

PLOT NO	PROJECT	CONSULTANT	MAIN CONTRACTOR	TCV
645-7993	G+4 BUILDING AT WADI AL SAFA	AL HILAL	AL KHARBASH	1,740,000
643-9679	G+4 BUILDING AT WADI AL SAFA	MADINATI	AL KHARBASH	450,000
643-9726	G+4 BUILDING AT WADI AL SAFA	MADINATI	AL KHARBASH	450,000
63-0161	B+G+1 VILLA AT AL WARQAA	ADNAN SAFFARINI	AMA HOLDINGS	590,000
116-0532	G+4 BUILDING AT AYAL NASIR	ALIGN	MS. LOOTAH	525,000
333-0730	G+3 BUILDING AT AL BADA		AMEC CONSULTANT	390,000
631-7280	B+G+1 VILLA AT DUBAI HILLS	CKC	TURNUL	429,000
PJFRM083	B+G+1 VILLA AT PALM JUMEIRAH	CKC	HAO	510,000
597-1211	G+M WARE HOUSE AT DIP	EXTREME LINE	VISION HOUSE	890,000
332-1836	B+G+1+R VILLA AT PALM JUMEIRAH	NISRIN KAYALLI	NOVAYAY	810,000
323-1092	G+1 GRAND MOSQUE AT JAFILIYA	ABDUL RAHIM	MS LOOTAH	2,021,000



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SOME OF THE LISTED JOBS DONE

PROJECT	CLIENT NAME	PLOT NO	CONSULTANT	MAIN CONTRACTOR
SHOPPING CORRIDOR			AJYAD ENGINEERING CONSULTANT	AL AIN GENERAL CONTRACTING
G+4 BUILDING	SULTAN AHMAD MOHAMMED	P 23/1	NEB	M.S. LOOTAH CONTRACTING
G+M+2 BUILDING	AHMAD & AYESHA ABNA HASSAN	312-121	AL THURAYA ENGINEERING CONSULTANT	CONSTRUCTION BUILDING ENGINEERING PH:042670670
G+4 BUILDING	MOHAMMED NASSER		AL THURAYA ENGINEERING CONSULTANT	BEL SELAH CONTRACTING
2B+G+3 BUILDING	ABDUL SALAM MOHAMMED RAFIE	316-537	CHAWLA ARCHITECTS	NARESCO
G+2 STUDIO APARTMENT	AHMAD MUHAMMAD SAIF BUKHAZMIYA	124-310	ROKH-AL HANDASA	M.S. LOOTAH CONTRACTING
G+M+1 BUILDING	MARYAM MUHAMMED HABROOSH	115-102	BELYOAHAH	M.S. LOOTAH CONTRACTING
G+M+1 BUILDING	ZAINAB ALI SULAIMAN	312-607	NEW ARCH CONSULTANT	HIGH STAR CONTRACTING
G+M+1 BUILDING	ZAINAB ALI SULAIMAN	312-236	NEW ARCH CONSULTANT	HIGH STAR CONTRACTING
G+M+2 BUILDING	MARYAN KHALFAN ABDULLA	118-248	HOUSE OF EXPERTS	AL RAAD CONTRACTING
G+M+1 BUILDING	SULTAN AHMAD MOHAMMED	312-340	ROKH-AL HANDASA	M.S. LOOTAH CONTRACTING
G+3 BUILDING	JAMAL SALEM AL MANE	184	HORIZON CONSULTANT	NATURE CONSTRUCTION
G+1P+6 BUILDING	FAIK BIN HUSAIN	362	CONIN CONSULTANT	HIGH STAR CONTRACTING
G+4 BUILDING	MOHAMMED RAFI ABDUL GHAFOOR	122-484	AL TAKAMUL AL HANDASI	
2B+G+3 BUILDING	ABDUL SALAM MOHD RAFI	373-253	CHAWLA ARCHITECTS	GINCO



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G+2 EMPLOYEE ACCOMMODATION		598-978	MAS CONSULTANT	HIGH STAR CONTRACTING
G+M+4 BUILDING	AL SHABAB AL ARABI	134-993	GROUP CONSULTANT	M.S.LOOTAH CONTRACTING
2B+G+M+1 BUILDING	ESSA ABDULLA AHMAD	354-0382	CHAWLA ARCHITECTS	AL SAYEGH CONTRACTING
G+M+1 BUILDING	MOHD ABDULLA YOUSUF	114-478	ABDUL RAHIM ENGINEERING CONSULTANT	KHALID RAFI CONTRACTING
G+M+2 WORK SHOP & LABOUR ACCOM	RAEDA MUSABBIH RASHID AL FATTAM	369-967	ARC INTERNATIONAL	HIGH STAR CONTRACTING
G+M BUILDING	AL AROOJ CATERING SERVICE	597-349	TEAM 90 CONSULTANT	HIGH STAR CONTRACTING
G+2 OFFICE BUILDING	DUBAI DRYDOCK	321-201	BELYOAHAH	SYSTEM CONTRACTING
G ONLY 2NOS VILLA	ABDULLA RAZZAQ	251-2813	AL MAJAL CONSTRUCTION	VALI CONTRACTING
G ONLY 9NOS VILLA	MD BIN RASHID HOUSING	900-1127	BONYAN CONSULATNT	NATINE
G+M+1 BUILDING	ABDUL HAMED	113-674	CHAWLA ARCHITECTS	ALI AL TAMIMAI CONTRACTINH
G+2+R LABOUR ACCOM	MUNIR AHMAD	264-501	ENVIRONS	AL FAISALIYA
G+M+1 BUILDING	AHMAD SAIF	113-442	CITY SPARE CONTRACTING	ALI AL TAMIMAI CONTRACTING
2B+G+6+R BUILDING	ADEL NOOR JABER	421-303	POINEERS OF EXPERTS	
G+M+1+R	ANAA ABDUL RAZZAQ & HAFSA ABDUL	112-267	AL THURAYA ENGINNERING CONSULTANT	ASHIANA CONTRACTING
G+M+1 BUILDING	IAYYAB IBRAHIN BAKAR	112-151	AL THURAYA ENGINNERING CONSULTANT	ASHIANA CONTRACTING
G+M+4 BUILDING	AQIL FIKREE	312-1287	AL THURAYA ENGINNERING CONSULTANT	KARANI CONSTRUCTION
G+4 BUILDING	ABDULLA MOHAMMED	241-329	M.AL. SHAIKH MUBARAK	M.S.. LOOTTHA
G+4 BUILDING	KHAMIS IBRAHIM	241-330	M.AL. SHAIKH MUBARAK	M.S..LOOTTHA
G+4 BUILDING	SAEED AHMAD ESSA SALEM	241-278	M.AL. SHAIKH MUBARAK	M.S..LOOTTHA



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G+3+GYM BUILDING	AHMED AND MOHAMOUD AL DAUAL	359-957	AL DANA CONSULTANTS	AHMED BIN DASMAL
G+M WAREHOUSE	SAXOM ARMOR	597-1019	S.J. LEWIS ENGG CONSULTANTS	EUROGULF CONSULTANTS
G+2+GYM BUILDING	AHMED MUSTAFA HASSAN AHLI	123-0170	AL ASRI CONSULTANT	SHAMS AL KHALEEJ CONT
G+M+3+R BUILDING	ABNAA ABDUL WAHID FIKREE	188-317		
G+2 SHOPS	KHALID OBAID BAKHIT KHALFAN	127-924	ELITE ENGINEERING CONSULTANTS	DEVELOPMENT CONSULTANTS
WATER TRANSPORTATION STATION	MARINE TRANSPORT DEPARTMENT & RTA	326-5655	AL KITEKNIK INTL	CARRIER INTL EM WORKS
G+4+R BUILDING	AHMED ABDUL GHAFOOR MOHD SAEEDY	117-0379	SAFEER ENGG CONSULTANTS	EGY BUILD
G+M CHOCOLATE FACTORY	OBAID AL MULLA	364-312		
G+M FACTORY OFFICE	EMCON	423-2043		CONFORCE CONTRACTING
G+M+3 BUILDING		129-063		AL KHARBASH
G+M FACTORY OFFICE	EMCON	423-2043		CONFORCE CONTRACTING
G+2+R BUILDING	ALI HASSAN SALEM ABDULLA AL	127-1008	TEAM 90 CONSULTANT	M.S. LOOTAH CONTRACTING
G+M+4 BUILDING	SHEIK MOHD ZAYED	113-493	DEVELOPMENT CONSULTANT	MIAMI CONTRACTING
ETISALAT EXCHANGE	SUPERGOOD CONTRACTING			SUPERGOOD CONTRACTING
G+3 SCHOOL BUILDING	CANADIAN INTERNATIONAL SCHOOL	598-1225	SIGNATURE & CROWN INDIA	AL JIHAN CONTG
G+4+R BUILDING	MOHD ABDILAZIZ NAJEM	117-0385	X-ARCHITECTS	ASHIYANA CONTRACTING
B+G+3+R Building	JASSIM QAMBAR JAFFAR ALI	333-0625	AL DANA ENGINEERING CONSULTANT	IDEAL SYSTEM CONTRACTING
G+3+R BUILDING	MADAMME FATMA ABED THANI	333-0562	AL MAJAL CONSTRUCTION	M.S.LOOTAH CONTRACTING
G+2+R BUILDING	ABDULLA KHARBASH ABDULLA AL MANSOORI	316-0757		AL KHARBASH CONTRACTING



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B+G+1+Roof – DUBAI HILLS



B+G+1+Roof – PALM JUMEIRAH

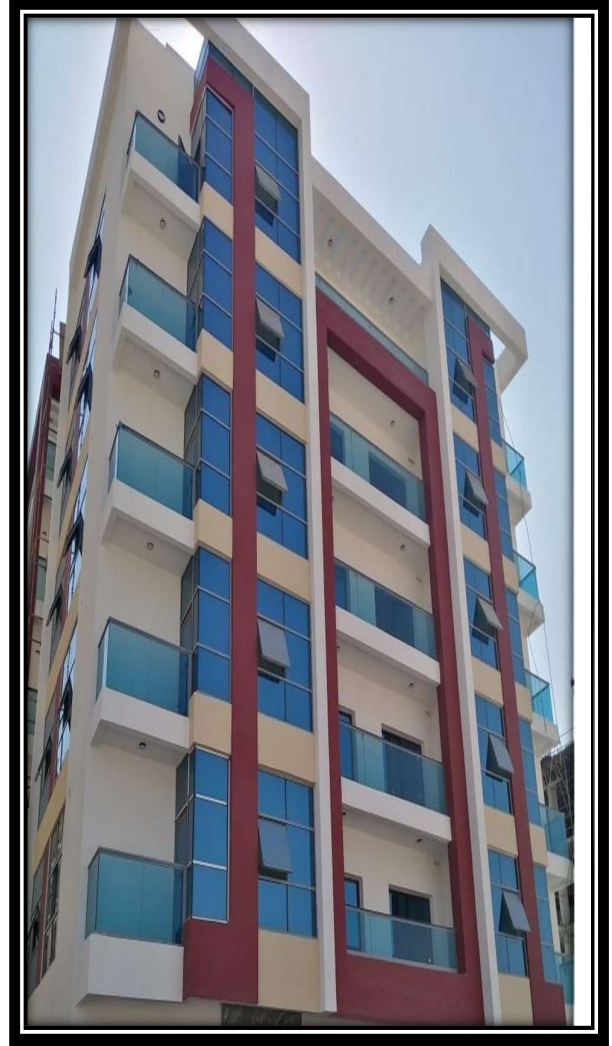


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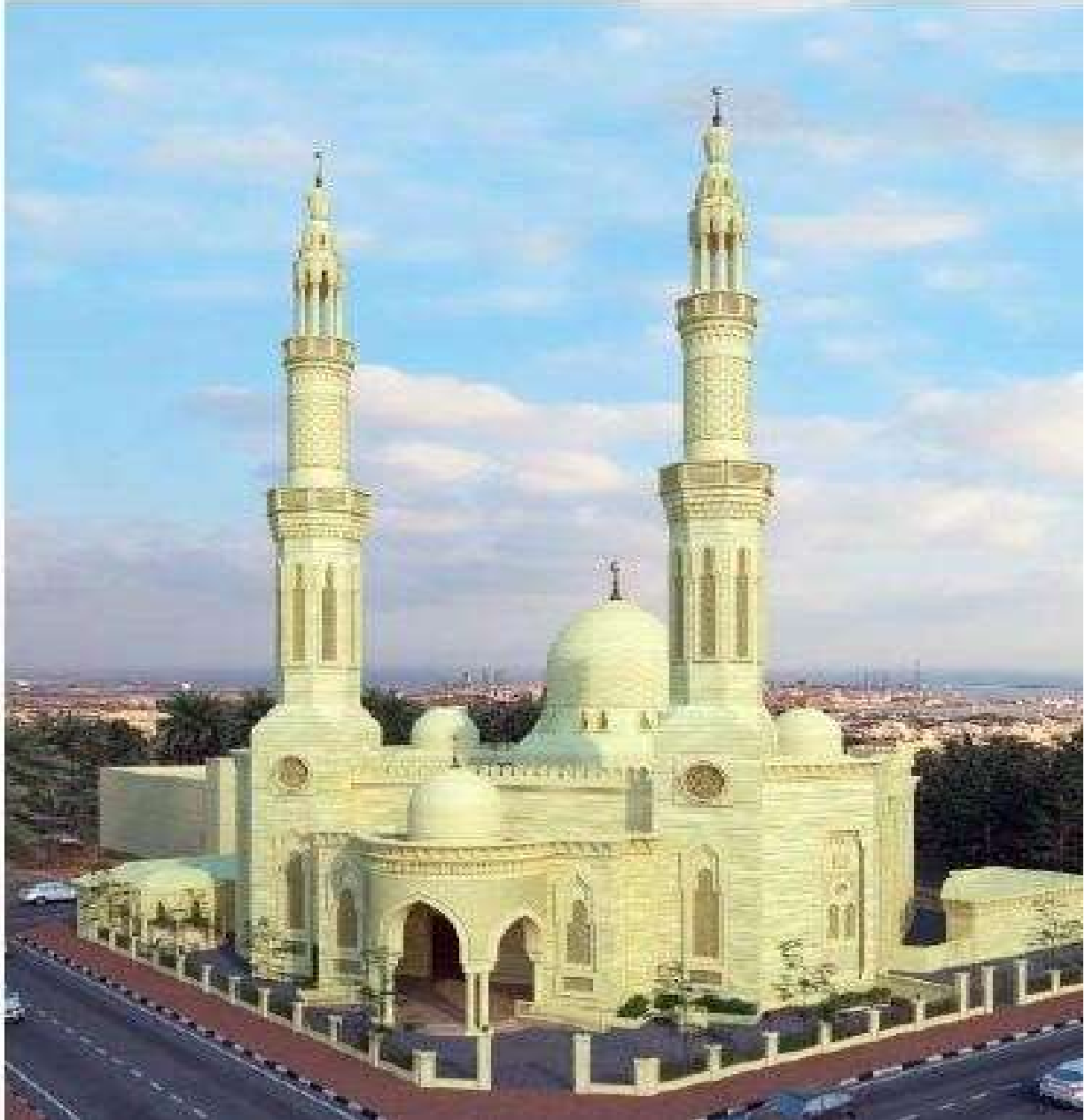




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B+G+1+Roof – JAFILIYA GRAND MOSQUE



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AL ANSAR INTERNATIONAL PVT SCHOOL, SHARJAH





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G+1, 12 villa



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SAFETY





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Work Force

Position	Nos
Managing Director Dr. P. Sahapdheen. B.E., MBA. Ph.D.	1
Project Engineer	7
Estimation	2
Design Engineer	2
Admin	1
Site Engineer	4
Accounts	2
Foremen	2
Duct man & Asst.Duct Man	25
Technicians	18
Drivers	6



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SAFETY POLICY STATEMENT

Safety Procedures,

It is the policy of this company to work continually toward improving safety policy as well as safety procedures. The personal safety and health of each employee and student is of primary importance.

We will maintain a safety and health program conforming to the best practices of organizations of this type. To be successful, such a program must embody the proper attitudes toward injury and illness prevention on the part of instructors, employees and students. It also requires cooperation in all safety and health matters, not only between instructors, employees and students, but also between each individual and his or her fellow workers. Only through such a cooperative effort can a safety program in the best interest of all be established and preserved.

We recognize that the responsibilities for safety and health are shared.

- The company accepts the responsibility for leadership of the safety and health program, for its effectiveness and improvement, and for providing the guidance and assistance to ensure safe working conditions. □
- Instructors are responsible for developing the proper attitudes toward safety and health in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves. □
- Employees are responsible for the wholehearted, genuine cooperation with all aspects of the safety and health program, including compliance with all rules and regulations, and for continuously practicing safety while performing their duties. □

Management considers no phase of the operation more important than the health and safety of the employee and instructors. Management will continue to be guided and motivated by this policy and, with the cooperation of all instructors and employees will actively pursue a safer working environment throughout the company.

2. SAFETY POLICY ASSIGNMENT OF RESPONSIBILITIES

The Safety Coordinator is the primary person responsible for the implementation and enforcement of the corporate safety policy.

Managers and instructors will assume the responsibility for enforcing the program. In addition, the Safety Coordinator will be responsible for all documentation and records developed as a result of safety training, meetings, accident investigations, and hazard reports required by this plan.

3. SAFETY PLAN ANNUAL REVIEW

The Safety Coordinator will review the written safety program with Director and Lead Instructor during

June (national safety month) of each calendar year and will revise as necessary and appropriate. This

review will be to determine if all areas of exposure are addressed in the written safety program. Any new hazards identified during the review will be addressed in the written safety program and



employees will receive training.

Annual reviews will be documented with our Annual Review: Safety Plans form, showing date of review and any new areas of exposure identified.

Documentation will be maintained by the Safety Coordinator.

4. INJURY AND ILLNESS DATA

The Safety Coordinator will maintain records of all work-related injuries and illnesses. The following records are applicable only to work-related injuries.

- First Report of Injury Workers' Compensation Notification.
- First Aid Maintenance.
- HVAC Tech Incident/Accident Report (when injuries are involved)
- Accident and injury records will be kept by the Safety Coordinator for a period of five (5) years as
- required by OSHA regulation.
- SAFETY POLICY ASSIGNMENT OF RESPONSIBILITIES

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- First Aid Maintenance□
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- Accident and injury records will be kept by the Safety Coordinator for a period of five (5) years as required by OSHA regulation.

8. ACCIDENT/INJURY ANALYSIS

The Safety Coordinator will review all accident investigation reports, hazard reports, incident reports, inspection reports, and the Injury Log as needed to identify any trends in accidents or hazards that may be developing at our company location.



9. RECORDKEEPING

a. An effective recordkeeping program allows us to identify areas for improvement in our safety program.

The recordkeeping element is also essential in tracking the performance of duties and responsibilities

under the program (see specific references to required program documents throughout the written safety program).

b. The Safety Coordinator is responsible for maintaining documentation of training, accident reports, hazard reports, incident reports, and any other documentation incidental to the implementation of this accident prevention plan. Blank forms for all safety-related training and documentation will be available from the Safety Coordinator.

10. INJURY LOG

An injury log will be maintained in the office. Injuries will be recorded within 24 hours of being reported. The summary portion of the Injury Log will be posted from July 1 to June 30 each year, in a place where employee notices are normally posted.

Injury records will be retained for a period of five (5) calendar years.

11. SAFETY MEETINGS/TRAINING

Employees will attend annual safety meetings, which will be conducted by the Safety Coordinator. Documentation will include: (1) date of training, (2) name of trainer, (3) subject(s) covered and (4) signed attendance roster.

Reports will be filed in a log and maintained for a period of 5 years or as required by law or directives. Safety training meetings will be documented and records will be maintained. Copies of safety training records will be provided by the Safety Coordinator.

Material Safety Data Sheets (MSDS) will be included in HVAC Tech's Safety Binder and will be made available to all employees.

12. ACCIDENT INVESTIGATION REPORTS

A written accident report will be filed with the Safety Coordinator where it will be available for review. The investigation will be documented and the report will be retained for a period of 5 years or as required by law or directives.



13. SAFETY INSPECTION POLICY

Managers and instructors will be responsible for conducting and documenting safety inspections within the facility. Records of these inspections will be maintained and a copy provided to the Safety Coordinator.

instructor meetings. Hazards will be reported to the Safety Coordinator. The Safety Coordinator will take corrective action(s) as necessary to protect employees. Hand and power tools should be inspected to identify any hazardous conditions prior to beginning work.

The instructors will be responsible for conducting daily inspections of the workplace and correcting any identified hazards.

Documentation of these inspections will be kept by the Safety Coordinator for a period of 5 years.

14. ACCIDENT INVESTIGATION PROCEDURES

- Investigations are required on all accidents including those "near misses" not producing injuries. Near miss investigations will be documented. Near miss investigation reports will be reviewed to determine if a recurring hazard exists. Accidents that do not produce injury have probably produced other job hindrances, such as delays, damaged material, damaged equipment, etc.
- All accidents are to be investigated by the Safety Coordinator and students involved. Investigations will be conducted as soon as possible, but no later than 24 hours after the accident.
- Employee work-related injury and illness events will be reported using the "First Report of Injury" and "Supervisor Accident Investigation Report" (both available on Asperity's Employee Service Center website), and will be forwarded to Asperity's Workers' Compensation Department, who will forward to the safety consultant for review.
- All incident reports, hazard reports, accident investigation reports, and inspection checklists will be reviewed by company management to determine if trends are occurring.
- These are the simple steps involved in producing a thorough and effective investigation:
 - Understand the need for the investigation.
 - Prepare for the investigation.
 - Gather facts about the investigation (who, what, where, why, when, and how).



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- Take pictures, draw diagrams, and get witness statements (do not rely on memory, accident scenes change).
- Analyze the facts.
- Develop conclusions.
- Analyze conclusions.
- Make a report. Be very detailed and don't leave out simple facts.
- Correct the situation(s) or recommend corrective actions, depending on your authority.
- Follow through on recommendations.
- Double check the corrective action(s).
- Critique the investigation (assist management in reviewing the investigation report).
- Each person in the review process is responsible for assuring thorough investigations and following up on corrective action to make sure it is effective.

15. ACCIDENT INVESTIGATION GUIDELINES

An accident can be defined as any occurrence that interrupts or interferes with the orderly progress of the job and usually occurs suddenly and unexpectedly. Some accidents involve human injury. Accidents arise from a combination of unsafe acts and unsafe conditions.

The intent of an accident investigation should be to determine what basic condition or act caused the accident so corrective measures can be taken to prevent recurrence and not to identify the guilty party.

An accident should be investigated as soon as possible and at least within the first 24 hours of the occurrence. The sooner the information is gathered, the more accurate the facts will be.

The accident investigation should include the following:

- Interview the employee or student involved (when possible) to evaluate
- the situation and potential liability.
- Photograph the scene (if possible). Do not rely on memory.
- Locate, interview, and get statements from any witnesses.
- Evaluate any evidence found at the scene and reconstruct events.
- Have involved employees' step through the sequence of events.
- Do not disturb the accident scene until you are satisfied with the investigation.
- Before leaving the scene, warn, protect, and/or repair any exposure areas.



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- Involved employee should complete a written report before leaving for the day. Be sure the report is in sufficient detail.
- Re-interview the involved employee if necessary.
- Complete all documentation of the event.

16. DISCIPLINARY POLICY

Managers, instructors, and employees are required to comply with company safety and health policies, procedures, and practices as a condition of employment.



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QA & QC - PROJECT-SPECIFIC QUALITY STANDARDS

OVERVIEW

[ATS] personnel and subcontractors and suppliers are accountable for compliance to standards-based written specifications.

To achieve expectations reliably and consistently, specifications are clearly spelled out, not only for results but also for processes. Specifications apply to materials, work steps, qualified personnel and subcontractors and suppliers, safe work rules, and environmental work conditions.

Standards ensure that results are specified rather than left to discretionary practices.

REGULATORY CODES

All [ATS] construction activities comply with the relevant regulations. The Quality Manager identifies regulatory requirements applicable to the jurisdictions served, including:

- Applicable Federal regulations
- Applicable State regulations
- Applicable building codes and local addenda to building codes
- Applicable Fire Code
- Applicable Fuel and Gas Code
- Applicable Mechanical Code
- Applicable Plumbing Code
- Additional regulations specified by the customer contract

The Quality Manager identifies regulatory requirements that apply to a specific project on the Project Quality Assurance/Quality Control Plan.

The Superintendent had jobsite access to relevant codes and government regulations.

INDUSTRY QUALITY STANDARDS

All [ATS] construction activities comply with generally accepted good workmanship practices and industry standards.

The Quality Manager identifies supplemental requirements for industry standards that apply to a specific project on the Project Quality Assurance/Quality Control Plan when it is not otherwise specified by the contract, contract technical specifications, or approved drawings.



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Regulatory Codes and Industry Standards			
Division	Description	Reference Standard No.	Reference Standard Title
23	Color coding of all piping systems	ASME A13.1	Scheme for the Identification of Piping Systems
23	Installation of metal ductwork	SMACNA 1966	HVAC Duct Construction Standards Metal and Flexible
23	Installation of duct supports for sheet metal ductwork	SMACNA 1966	HVAC Duct Construction Standards Metal and Flexible
23	Installation of underground ductwork	ACCA Manual 4	Installation Techniques for Perimeter Heating & Cooling
23	Installation of radon ductwork	ASTM D 2855	Standard Practice for Making Solvent-Cemented Joints with Poly (Vinyl Chloride)(PVC) Pipe and Fittings
23	Ductwork cleaning	ASHRAE 62.1	Ventilation for Acceptable Indoor Air Quality
23	Field welded joints	ASME B31.3	Process Piping
23	Brazed joints	AWS B2.2/B2.2M	Specification for Brazing Procedure and Performance Qualification
23	Soldered joints	ASME B31.5	Refrigeration Piping and Heat Transfer Components
23	Installation of air terminal units	NFPA 90A	Standard for the Installation of Air Conditioning and Ventilating Systems
23	Fuel oil system installation	NFPA 31	Standard for the Installation of Oil-Burning Equipment
23	Radiant floor heating system installation	HYI-400	Radiant Floor Heating

MATERIAL AND EQUIPMENT SPECIFICATIONS

The Quality Manager ensures that all types of materials and equipment that affect quality are identified and controlled.

The Quality Manager evaluates the expected use of materials and equipment and identifies types of materials and equipment that may affect project quality. For each item, the Quality Manager sets specifications for their intended use, including:

- Compliance to contract requirements
- Compliance to code and industry standards and listing requirements
- Structural integrity
- Performance
- Durability
- Appearance
- Product identification for traceability.

The Quality Manager identifies controlled material and equipment that apply to the project. The Quality Manager ensures that purchase orders for listed materials and equipment include the relevant specifications as specified in section 6.7 Purchase Order Requirements.



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Only approved materials are used in the construction process.

WORK PROCESS SPECIFICATIONS

The Quality Manager ensures that work processes are controlled to ensure that the specified requirements are met. When appropriate, the Quality Manager will specify project quality standards for work processes that may include:

- References to documented procedures such as manufacturer's installation instructions
- Procedures for carrying out process steps
- Methods to monitor and control processes and characteristics
- Acceptability criteria for workmanship
- Tools, techniques and methods to be used to achieve the specified requirements.

CONTROLLED MATERIAL IDENTIFICATION AND TRACEABILITY

The Quality Manager determines types of project materials that require quality controls.

For each type of quality-controlled material, the Quality Manager determines lot control traceability requirements, if any, and specifies the means of lot identification. Identification methods may include physical labels, tags, markings and/or attached certification documents.

When lot-controlled materials are received, the Superintendent verifies that materials have the specified lot identifications.

The Superintendent maintains lot identification at all production phases from receipt, through production, installation, or assembly, to final completion. Acceptable methods for preserving lot identification include physically preserving observable lot identifications, recording the lot identification on a work task quality inspection form or other work record, or collecting the physical lot identifier as a record along with supplemented with location.

If lot-controlled materials are without lot identification, the Superintendent deems the materials as nonconforming and segregates them and/or clearly marks them to prevent inadvertent use. The Superintendent treats the material according to the company policy for nonconformance's. Only the Quality Manager can re-identify or re-certify the materials.

MEASURING DEVICE CONTROL AND CALIBRATION

The Quality Manager evaluates the project requirements and determines if there are measuring devices that require controls to assure quality results.

For each type of device, the Quality Manager identifies:

- Restrictions for selection
- Limitations on use.
- Calibration requirements including the frequency of calibration. All calibrations must be traceable to national measurement standards.

When a measurement device is found not to conform to operating tolerances, the Quality Manager validates the accuracy of previous measurements.



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ATS QUALITY STANDARDS

[ATS] quality standards supplement contract requirements when they are necessary to ensure quality.

The Quality Manager identifies supplemental requirements for [ATS] Quality standards that apply to a specific project on the Project Quality Assurance/Quality Control Plan.

When [ATS] quality standards differ from industry standards or product manufacturer instructions, the Quality Manager justifies that the standard reliably achieves quality results and then documents the justification.

All [ATS] construction activities conform to the company quality standards.

APPLICATION OF MULTIPLE SOURCES OF SPECIFICATIONS

Should work ask, the higher level of specification applies. When there are equal levels of specifications that conflict, the specifications are applied in this order:

- Submittals approved by the customer
- Contract technical specifications
- Contract drawings
- Government regulations that exceed requirements of items below
- [ATS] quality specifications, including subcontract specifications
- [ATS] Quality Manual
- Product installation instructions
- Industry standards
- Generally accepted practices
- Should multiply sources of conflicting specifications apply to a project, the Quality Manager defines the standards that apply to the specific project on the Project Quality Assurance/Quality Control Plan



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QA & QC - PROCESS CONTROLS

OVERVIEW:

The construction process plan define show project work is to be done and approved for the overall project. The construction process plan is communicated to all key personnel, subcontractors and suppliers in a startup meeting. As the project proceeds, works ask plans provide additional details of how each individual work task is carried out. Work tasks planning meetings are used to communicate expectations of the work task plan to key personnel responsible for carrying out the work task.

PROJECT STARTUP AND QUALITY CONTROL COORDINATION MEETING

Prior to the commencement of work, the Project Manager holds a meeting to discuss and coordinate how project work will be performed and controlled. Key personnel from [ATS], subcontractors and suppliers meet to review expectations for project quality results as well as quality assurance and quality control policies and procedures including:

- Key requirements of the project
- The Project Quality Assurance/Quality Control Plan
- Required quality inspections and tests
- The project submittal schedule
- Quality policies and heightened awareness of critical quality requirements
- Project organization chart and job responsibilities
- Methods of communication and contact information
- Location of project documents and records

PREPARATORY PROJECT QUALITY ASSURANCE/QUALITY CONTROL PLAN PLANNING WORK TASK REQUIREMENTS REVIEW

In preparation for the start of an upcoming work task, the Super intendent views an integrated and coordinated set of documents that collectively define quality requirements for the work task including:

- Objectives and acceptance criteria of the work task
- Quality standards that apply to the work task
- Work instructions, process steps, and product installation instructions that apply to the work asks.
- Shop drawings
- Submittals
- Tools and equipment necessary to perform the work
- License, certification, or other qualification requirements of personnel assigned to work
- Required records of the process and resulting product
- The subcontractor contracted to perform the work, if applicable
- Customer contract requirements.
- Required quality inspections and tests.
- Method for clearly marking non conformances to prevent inadvertent use



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- Location of quality system records and documents
- Personnel training

PREPARATORY SITE INSPECTION

The Superintendent also performs a quality inspection of the work area and:

- Assesses completion of required prior work
- Verifies field measurements
- Assures availability and receiving quality inspection status of required materials
- Identifies any non conformances to the requirements for the work task to begin
- Classifies potential problems

WORK TASK PREPARATORY QUALITY PLANNING MEETINGS

Prior to the start of a work task, the Superintendent conducts a meeting with key company subcontractor personnel responsible for carrying out, supervising, or inspecting the work, and interested customer representatives.

During the meeting, the Superintendent communicates the work task quality requirements and reinforces heightened awareness for critical requirements. Topics for a work task quality plan meeting include:

- Conflicts that need resolution
- Required quality documents and verification of availability to the personnel carrying out, supervising, or inspecting the work task
- Record keeping requirements and the availability of necessary forms
- Review methods and sequences of installation
- Special details and conditions standards of workmanship
- Heightened awareness of critical quality requirements
- Quality risks
- Work tasks quality inspection form

WEEKLY QUALITY PLANNING AND COORDINATION MEETINGS

The Superintendent conducts a meeting with key companies, sub contractor and supplier personnel responsible for carrying out, supervising, or inspecting the work, and interested customer representatives.



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The meeting is held on a nominal weekly schedule. During the meeting, the Super intendent facilitates coordination among the participants, communication among the participants, and reinforces heightened awareness for critical requirements.

The Superintendent maintains a record of the meeting event on the Daily Quality Control Report.

PROCESS CONTROL STANDARDS

JOB-READY START WORK STANDARDS

Work on a work task starts only when conditions do not adversely impact quality, comply with government regulations, contract technical specifications, industry standards, or product installation instructions.

The Quality Manager identifies supplemental start-work requirements that apply to a specific project when they are necessary to assure quality results.

WORK IN PROCESS STANDARDS

Work is conducted only when conditions do not adversely impact quality; comply with government regulations, contract technical specifications, industry standards, or product installation instructions.

The Quality Manager identifies supplemental work in process requirements that apply to a specific project when they are necessary to assure quality results.

PROTECTION OF COMPLETED WORK STANDARDS

[ATS] will preserve and protect work in process, completed work, component parts, materials, and

when applicable, delivery to the destination so as to maintain so that compliance with project requirements and standards. This includes handling, storage, protection from natural elements, and reducing risks of damage.

Completed work is protected from damage as specified by government regulations, contract technical specifications, industry standards, or product installation instructions.

The Quality Manager identifies supplemental protection requirements that apply to a specific project when they are necessary to assure quality results.

MATERIAL STORAGE

The Superintendent ensures all materials will be delivered, stored and handled in a manner that protects them from damage, moisture, dirt and intrusion of foreign materials.

Delivery of materials will be planned according to the work progress to minimize storage on site, where there are higher possibilities of damages and deterioration of materials.

Stored materials will be segregated to prevent cross contamination and limit losses should a delivery be rejected.

The Superintendent surveys stored materials during daily jobsite reviews and identifies any material that have incurred damage or otherwise become defective and therefore unfit for use.



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CONTROLLED USE OF MATERIALS

The Project Manager ensures that contracts and purchase orders are awarded only to outside organizations qualified to perform the work task and/or supply materials as required for the specific project.

Only approved materials are used in the construction process. Only approved materials are specified in purchase and/or subcontracts.

Materials that are defective, deteriorated, damaged, or not approved are not used. The Superintendent clearly marks such materials for non-use or otherwise holds them aside.

When customer-supplied materials are lost, damaged, or otherwise found unsuitable for use, the Superintendent reports such findings to the customer.

When subcontractor-supplied materials are damaged or otherwise found unsuitable for use, the

Superintendent reports such findings to the subcontractor.

The Superintendent ensures that construction uses only materials specified in the contract technical specifications, contract drawings, and approved submittals. Substitutions are made

only by agreement of the customer and documented by a change order (see section 2.1.3.6

CONTROLLED PRODUCT USE AND INSTALLATION

[ATS] construction activities conform to manufacturers' product use and installation instructions that apply to the construction process.

When installing a product, the Superintendent has access to all applicable product installation instructions.

DAILY QUALITY CONTROL REPORT

The Superintendent records a summary of daily work activities. The report will include:
Schedule Activities

Completed General description of work activities in progress.

Problems encountered, actions taken, problems, and delays Meetings held, participants, and decisions made Subcontractor and Supplier and Company Crews on site Visitors and purpose General Remarks Improvement Ideas Weather conditions

MONTHLY QUALITY CONTROL REPORT

When a monthly quality control report is required by the Project Quality Plan, the Superintendent records a monthly status report. The report includes:

A summary of work completed and work in progress Outstanding issues Issues resolved during the reporting period Outstanding potential change orders Project status with current project costs and estimated completion date A cost analysis summarizing actual costs to date and estimated future cost.

