الحربي لمقاولات الطرق
Al Harbi Roads Contracting

PRE - QUALIFICATION
DOCUMENTS

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الإمارات العربية المتحدة
وزارة الأشغال العامة

A - COMPANY INTRODUCTION

Al Harbi Road Contracting (HRC) is one of the leading Civil Engineering contractors in the UAE based in the Emirate of Dubai.

The company was established in early 1998, and had gained wealth of experience during more than 18 years.

HRC is executing all types of civil engineering projects including, but not limited to, Roads, Drainage, Water supply and Irrigation. HRC has technical staff members and skilled & semiskilled workers.

HRC has its own Al Akhilaa General Trading LLC for providing all type of quarry material required in the project and as per required specification and a fully equipped logistics division. With the vast experience of our technical staff, HRC can undertake all types of jobs which require technical skills, and application of many modern technology and materials.

Projects are planned and managed by qualified and highly motivated engineers, backed by experienced administrative and managerial personnel, modern Plant and equipment, as well as highly trained site-personnel to guarantee on-time performance and a high quality.

A detailed company profile is attached.

M/S Al Harbi Road Contracting is Ministry of public work (M.O.P.W) approved vendow & road contractor for Road Construction with value of (30,000,000) Dhs.

M/S Al Akhilaa is one of the biggest quarry material supplier to the most biggest road construction companies and they are the only distributor for approved natural aggregates in Dubai and the surrounding areas.

B – STRATEGIC RELATIONSHIPS
AL AKHILAA

Strategic Relationships – Al Akhilaa

- Encouraged by long term association between the leadership team at Al Harbi Road Contracting and Al Akhilaa General Trading LLC. & Al Akhilaa General Transport and Contracting.

- It is mutually agreed that in return for cost effective value added Road Construction and implementation, Al Akhilaa will provide Al Harbi Road Contracting with the following :

  - Preferential treatment for all Supply of Materials (Road base, Sub base, Aggregate) for projects .

  - Al Harbi being established with vastly experienced staff for Road Construction, will have support from Al Akhilaa to get proposed for their relevant services & provide adequate support in getting qualified.

  - All the above to be provided in expected good faith.

C - VISION

Vision

"To be a recognized name in the Road Construction contracting best known for providing quality and reliable services that meet the highest customer expectations."

D - MISSION

Mission

"To maintain the highest levels of professionalism, integrity, honesty and fairness in our relationship with our Supplies, Sub-contractors and valued Clients."

E – GROUP OF COMPANIES

GROUP OF COMPANIES

1. AL HARBI Road Contracting.
2. AL AKHILAA General Trading LLC.
3. AL AKHILAA General Transport & Contracting.

GROUP OF COMPANIES

M/S Al Harbi Road Contracting Specialized in Supply, Installation, Testing, Operation & Maintenance of Road Construction, Drainage, water, sewerage, Pumping Station & Land Scaping, Specially Road Works.

M/S Al Harbi Road Contracting is a M.O.P.W Approved Vendor & Sub-Contractor for Road Construction.

M/S Al Akhilaa General Trading LLC. is the Sole Distributor of "Road base & Sub base & Aggregate" for Road Construction Projects.

M/S Al Akhilaa General Transport & Contracting specialized in Road construction & transportation.

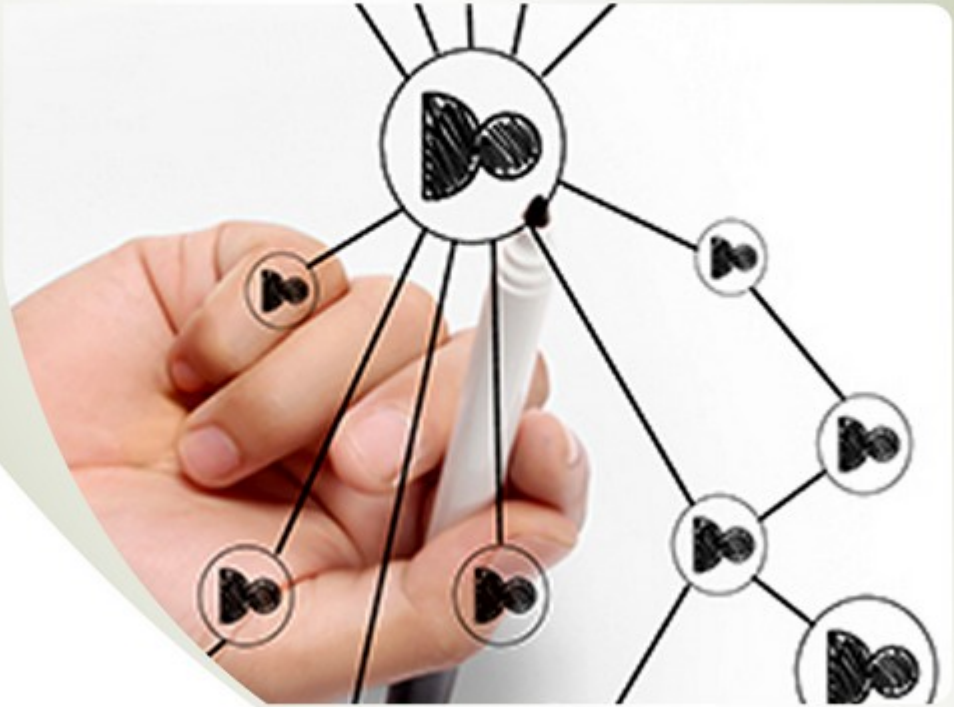
F – KEY PERSONNEL

KEY PERSONNEL

Abdullah Saed Al Shamsi
Chairman

Hashim Sherif Baalawi
General Manager

G – ORGANIZATION CHART



ORGANIZATION CHART

H – PROJECTS UNDER EXECUTION

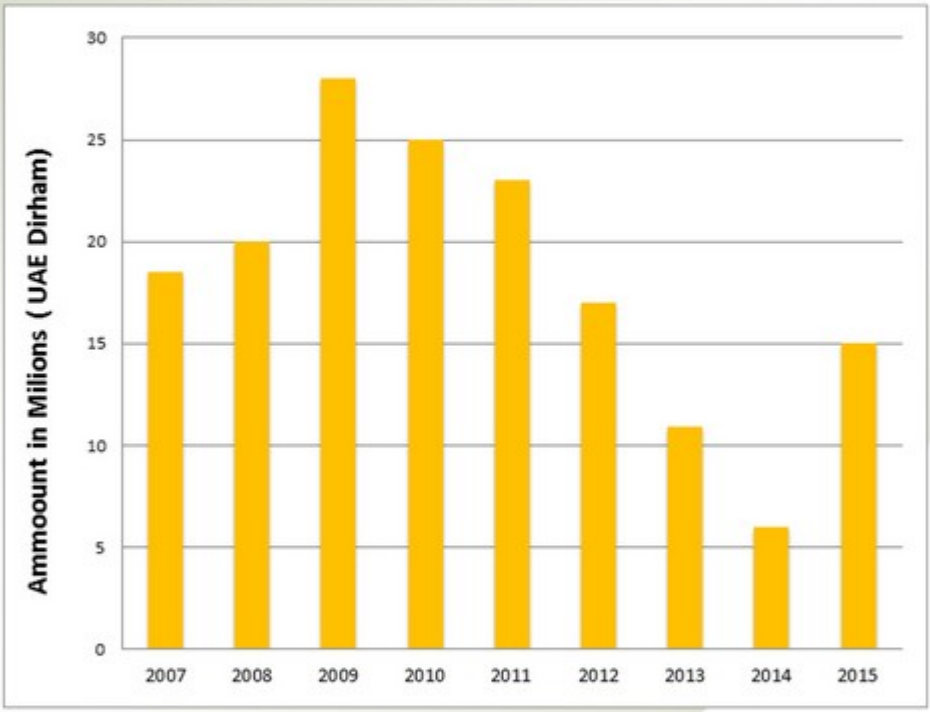
LIST OF ON-GOING PROJECTS

SL	Project name	Client	Contract Value	Consultant	Year
1-	Construction if oil Terminal at Hamriyah	ADNOC Distribution	4,000,000.00	ATKINS	2015
2-	Sharjah Airport access Road & Parking in Ras Al Khor- Dubai	Fresh Fruites Company	1,650,000.00	AQLEH Consulting Engineers	2015
3-	Seih Al Salam Road works access Road & Drainage- Abu Dhabi	HH Mansour Bin Zayed	355,900.00	3D power General Contracting Co.	2015

I – COMPLETED PROJECTS

COMPLETED PROJECTS

Since the establishment of HRC, the firm has registered constant growth respects of number of projects executed, as shown in the figure below, growing values, varied nature of project like Roads, Bridge, Interchanges, Drainage works, Canals, Buildings etc.



Increased and wide exposure to all aspects of technical and operational factors and complexities, all of which have empowered the company further to undertake and successfully complete a number of projects involving large contract values. A short list of such projects is furnished below.

COMPLETED PROJECTS

SN	Projects Description	Client	Location	Main Contractor	Contract Value (Dhs)	Year	Duration Days
1	Industrial Gases Plant Construction.	Arabian Industrial Gases	Jabil Ali -Dubai	AL Harbi Road Contracting IGCO	734,000	2007	90
2	Concrete Barrier	Ministry of Public works	Fujairah-UAE	AL Wasit Road Contracting	367,000	2007	15
3	Oxygen plan construction.	Arabian Industrial Gases	RAK-UAE	AL Harbi Road Contracting (Adnan Safareeny)	11,000,000	2007	90
4	Earth works in Emirates city –Ajman.	R-Holding	Ajman-UAE	AL Harbi Road Contracting (Adnan Safareeny)	3,670,000	2007	45
5	Street lighting repairing.	Ministry of Public works	North Emirates of UAE	AL Wasit Road Contracting (M.O.P.W)	2,200,000	2007	180
6	General Maintenance of Information Centers	Dubai Tour Marketing office	UAE -Dubai	Al Harbi General Contracting	5,500,000	2007-2008	150
7	Concrete Barrier	Ministry of Public works	Fujairah-UAE	AL Wasit Road Contracting (M.O.P.W)	550,000	2008	30
8	Solar products-Traffic signboards.	Ministry of Public works	North Emirates of UAE	AL Wasit Road Contracting (M.O.P.W)	1,100,000	2008	180

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COMPLETED PROJECTS

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9	Street lighting repairing.	Ministry of Public works	North Emirates of UAE	AL Wasit Road Contracting	734,000	2008	180
10	General Maintenance of ETQM Building	Dubai Police	UAE -Dubai	Al Harbi General Contracting	7,400,000	2008-2009	180
11	Earth works in Boulevard City –Ajman.	AA Property	Ajman _UAE	AL Harbi Road Contracting (Adnan Safareeny)	734,000	2009	30
12	Safety Steel Barrier.	Ministry of Public Works	Dubai – Hatta Road	AL Harbi Road Contracting (M.O.P.W)	15,884,800	2009	365
13	Road maintenance works.	Ministry of Public Works	North Emirates of UAE	AL Harbi Road Contracting	25,395,642	2009	365
14	Expansion of Mamdouh Lake Dam.	Ministry of Public Works	RAK-UAE	Darwish Engineering Emirates	2,500,800	2013	365
15	Construction a new Dams –No(9)	Ministry of Public Works	Dahid/Sharjah +UAQ+RAK UAE	Reflection Company for Contracting (Idorass Infrastructure Contracting)	8,344,700	2013	365

COMPLETED PROJECTS

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16	R910 Roads in Alkhawaneej First Dubai	RTA	Dubai	NCTC	4,687,900	2014	400

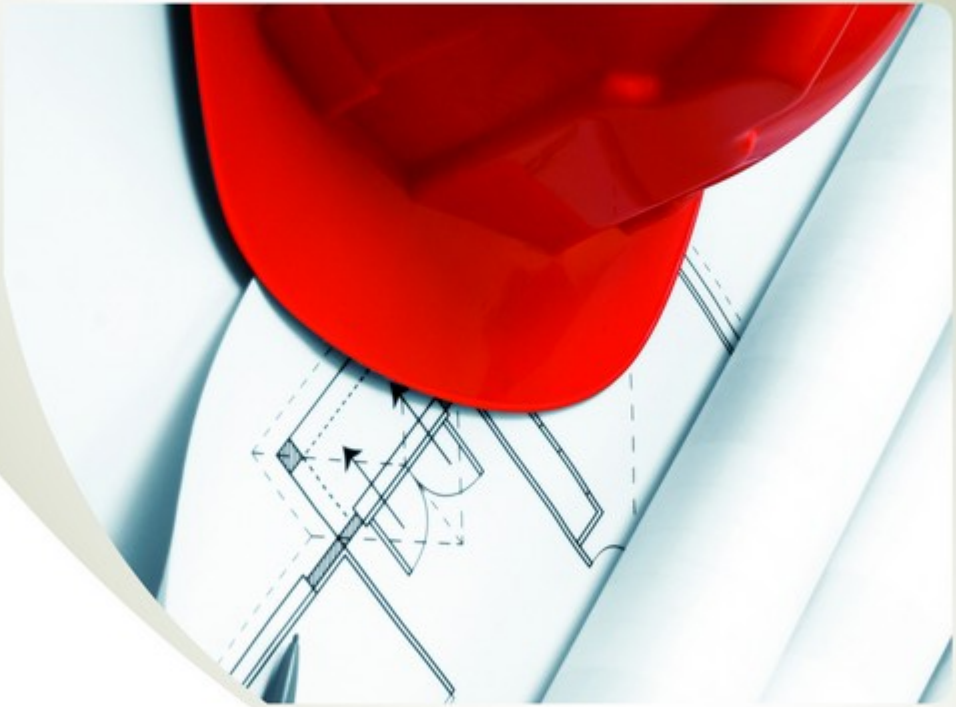
COMPLETED PROJECTS

SN	Projects Description	Client	Location	Main Contractor	Contract Value (Dhs)	Year	Duration Days
17	Construction a New Dams	Ministry of Public Works	AL Fujarah-Skamkam	ALFala Road Contracting (HICSS)	9,000,000	2015	200
18	Infrastructure work Package for Nursing & Army Officers, Al Quoz IV	Dubai	Dubai	Dutco Balfour Beatty (L.L.C)	8,987,853	2015	365

COMPLETED PROJECTS

SN	Projects Description	Client	Location	Main Contractor	Contract Value (Dhs)	Year	Duration Days
17	PL5019 – Police Residential Complex (Plot No. 268-435)	RTA	Oud Al Muteena – Dubai	Engineering Contracting Co. (L.L.C)	2,587,700	2014	100
18	Construction a New Dams	Ministry of Public Works	AL Fujarah-Skamkam	ALFala Road Contracting (HICSS)	9,000,000	2015	200
19	Internal Roads in Alhamidiya & Aljurf Ajman - Phase 1	H.O.P.W	Ajman	NCTC	2,787,900	2015	300
20	Infrastructure work Package for Nursing & Army Officers, Al Quoz IV	Dubai	Dubai	Dutco Balfour Beatty (L.L.C)	8,987,853	2015	365

J – PROJECTS PHOTOS



PROJECTS PHOTOS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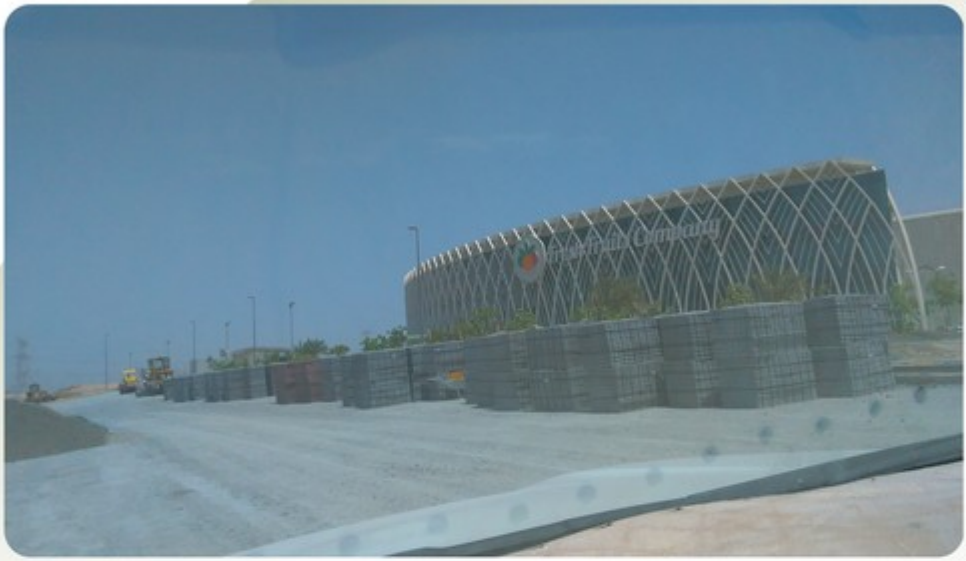


Attention
تنبيه
امامك
اشارة ضوئية جديدة
New Traffic Signal Ahead
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K-ACHIEVEMENT CERTIFICATES

L-CONSTRUCTION SAFETY

SAFETY FIRST

POLICY STATEMENTS

Health & Safety Policy Statement

HRC firmly believes that the company will instill and develop a health and safety culture across the organization, whereby a commitment to the prevention of both injury to employees, subcontractors or persons affected by our activities and incidents of damage or loss of property, plant and equipment will improve the overall performance of the business.

In order achieve this objective we will

- Implement an effective Health and Safety Management system to ensure all operations are carried out in accordance with Local, International or Customer specific Health & Safety practice.
- Through appropriate delegation of authority, ensure responsibility for Health and Safety at all levels within the Organization.
- Provide effective training development for all employees to improve their capability to identify and manage the risks normally associated with the nature to our work.
- Maintain credible and accurate records of all incidents and occurrences, which can be used to produce meaningful statistics against which continuous improvement initiatives can be measured.

INTRODUCTUIN AND OBJECTIVES

The Plan sets out the manner in which HRC intends to deliver the commitments set out in the Company health, safety and environment policy statements, the requirements of accepted industry codes of practice and the requirements of the client and employer.

The principles of control for the safe execution of the contract as outlines in this project SHE plan are based on the following principal legislation (note that the following is not exhaustive):

- Ports, Customs & Free Zone Corporation – HS & Fire Regulations and Standards.
- Code of Construction Safety Practice (Dubai) – Local Order 61/1991
- Dubai Municipality TG (Technical Guidelines) – Environmental Protection & Safety Section.

UK H&S Regulations, while not low, are adopted as good practice. Key regulations used in the management of health and safety on the Project, are detailed below:

- The Provision and Use of Work Equipment Regulations 1998.
- The Construction (Health, Safety and Welfare) Regulations 1996.
- The Construction (Head Protections) Regulations 1989.
- Lifting Operations and Lifting Equipment Regulations 1998.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- Control of Substances Hazardous to Health Regulations 2002.
- The Work at Height Regulations 2005.

INTRODUCTUIN AND OBJECTIVES

It is the objective of HRC to provide a safe working environment for all persons affected by the companies' activities. In addition, it is the objective to achieve a zero reportable accident record for this project and continually improve the management of health, safety and welfare and environmental issues within the organization.

ENVIROMENTAL POLICY STATEMENT

HRC shall be controlled and executed in accordance with documented work procedures and safety standards. All HRC work procedures and safety standards are located in the SHEQ directory within the company internet HRC Net.
All sites specific SHE documents shall be located in the Project SHEQ directory within Project Sites in HRC Net.

CURRENT SHE WORK PROCEDURES ARE AS FOLLOWS

TITLE
Management of Safety, Health and Environment
Project SHE Start Up
Accident / Incident Reporting and Investigation
Risk / Impact Assessment and SHE Method Statements
Maintenance, Inspection and Testing of Plant, Tools Equipment
Safety in Officers and Other Premises
Environmental Controls
SHE Induction, Information and Instruction
SHE Committees, Communication and Consultant
SHE Audit and Inspection

SHE Work procedures contain relevant safety forms, prefixed SAF, SAF shall be used on all HRC projects.

Safety Standards have been prepared to control key site activities. HRC operations shall be carried out in accordance with documented safety standards. In order to ensure maximum effectiveness, HRC safety standards are prepared in both English and Hindi. All current safety standards are located in SHEQ directory on HRC Net.

Current Standards Include

- Safety Standard - 01 – MEWPS
- Safety Standard - 02 – Storage of Combustible Materials
- Safety Standard - 03 – Ladders and Steps
- Safety Standard - 04 – Head Stress
- Safety Standard - 05 – PPE Guidelines
- Safety Standard - 06 – Mobile Aluminum Scaffold Towers
- Safety Standard - 07 – Hot Works
- Safety Standard - 08 – Safety Gove Selection
- Safety Standard - 09 – Abrasive Wheels Cutting and Grinding Equipment
- Safety Standard - 10 – Manual Handling

DISTRUBTION AND MAINTENANCE

This SHE Plan shall be distributed to key personnel via the company internet, HRC Net. Hard copies will be issued to third parties for information / approval as require.

This SHE Plan is a controlled document. It is the responsibility of the SHEQ Manager to ensure that this plan is amended as necessary.

KEY PERSONNEL

POSITION	CONTACT NAME(S)	CONTACT DETAILS
INTERNAL		
Operations Manager		
Project Manager		
Project SHEQ Manager		
Project Safety Officer		
EXTERNAL		
Main Contractor Safety Contact		
Client Safety Contact		
Emergency Services		

DUTIES AND RESPONSIBILITIES

PROJECT MANAGER

The project Manager is responsible for the overall SHE management of the contracts undertaken by him. He is responsible for:

- Ensuring knowledge of the compliance with company policies, procedures, HRC safety standards and site safety rules.
- The Project Manager must be visible in the Health and Safety process, constantly monitoringthe project environment and performance. Provide the force and resources necessary project compliance with agreed safety procedures and standards.
- Taking action to correct discrepancies reported as a result of surveys or inspections.
- Ensuring that all employees (including sub-contractors) are competent to perform their work tasks.
- Ensuring that all personnel have access to end use approved work procedure, are properly trained and know how to use issued equipment safely.
- Ensuring that relevant SHE training is provided.
- Providing safe plant, equipment and working conditions for all employees.
- Ensuring that resources allotted for SHE activities are being properly utilized.
- Highlighting safety priorities.
- Monitoring compliance with agreed safety procedures and standards.
- Ensuring 2 weekly SHE meeting are held for the project.
- Ensuring that recommendations arising from incident reviews are implemented by the agreed target date.
- Reporting competent supervision and implementing solutions if the work is stopped due to SHE concerns.
- Setting a personal example.

DUTIES AND RESPONSIBILITIES

CONSTRUCTION MANAGER

- Ensuring knowledge of the compliance with company policies, procedures, HRC safety standards and site safety rules.
- The Project Manager must be visible in the Health and Safety process, constantly monitoring the project environment and performance. Provide the force and resources necessary project compliance with agreed safety procedures and standards.
- Carrying out inspections as often as necessary to ensure that all works are carried out in accordance with prescribed SHE requirements.
- Taking action to correct discrepancies reported as a result of surveys or inspections.
- Ensuring that all personnel have access to end use approved work procedure, are properly trained and know how to use issued equipment safely.
- Reporting, investigating and following-up SHE incidents in support of the SHE team.
- Providing competent supervision and implementing solutions if the work is stopped due to SHE concerns.
- Setting a personal example.

DUTIES AND RESPONSIBILITIES

SHEQ MANAGER

The SHEQ Manager reports directly to the General Manager. His primary function is to:

- Ensuring knowledge of the compliance with company policies, procedures, HRC safety standards and site safety rules. Ensure all staff is aware of their duties and responsibilities.
- Develop, implement and enforce safe systems of work and environmental procedures.
- Investigating all fatal and major accidents, injuries, fires and property damage and issuing or circulating required reports and ensuring that recommended corrective and preventive measures are implemented.
- Direct the focus and activities of the company site SHE team.
- Liaise with the Managing Contractor with regard to company SHE procedures and rules.
- Attend SHE meeting and advise the company management team of changing or new requirements.
- Maintain accident / incident statistics for management review.
- Assisting the project management with the preparation of Project specific SHE plans procedures and method statements.
- Conducting and participating in project safety meetings where required.
- Initiate and organizing SHE audits for the project as required.
- Developing and implementing safety-training programs for employees.
- Setting a personal example.

DUTIES AND RESPONSIBILITIES

PROJECT SAFETY OFFICER

The Safety Officer to the SHEQ Manager and is responsible for :

- Ensuring knowledge of and compliance with company policies, procedures, HRC safety standards and site safety rules.
- Conducting regular site inspections and participating periodically in more detailed H&S Audit.
- Advise on and assist in the implementation of corrective action or measures necessary to ensure site safety.
- Manage the day to day Project site safety requirements.
- Forcefully executing his function without tolerance for noted complacency or non-compliance on the project.
- Ensuring that habitual violators or safety complacent site personnel are reported to senior management.
- Participating in project safety meetings.
- Coordinating and conducting safety training in accordance with the project requirements.
- Investigating, in conjunction with the SHEQ Manager, all accidents, injuries, fires, property damage, near misses and other SHE related incidents, issuing or circulating required reports and ensuring that recommended corrective and preventive measures are implemented.
- Evaluating the need for and requesting specified safety equipment.
- Setting a personal example.

DUTIES AND RESPONSIBILITIES

SUPERVISORS AT ALL LEVELS

The Safety Officer to the SHEQ Manager and is responsible for :

- Ensuring knowledge of and compliance with company polices, HRC safety standards and site safety rules.
- Supervisors must be knowledgeable in regard to all aspects of Health, Safety and Environment practices on their projects. They must be aware of the nature of work that has unusually high incidents or accidents. Supervisors should know what aspects of the work require special HSE precautions.

They are responsible for:-

- Understanding their personal duties and responsibilities.
- Supporting the project Health, Safety and Environment process.
- Preventing HSE being circumvented or undermined.
- Instructing personnel in HSE requirements and practices applicable to the work that they will be performing through instruction and on site guidance. This should be daily and before the start of any new task.
- Ensuring that all required safety equipment is requested and made available to those carrying out the work on site.
- Reviewing HSE considerations for all job tasks and recognizing potential risks before starting.
- Discussing any areas of concern with the relevant HSE personnel.
- Ensuring that Risk / impact assessments are carried out by the relevant engineers / supervisors prior to the execution of specific tasks.
- Ensuring that method statements incorporate risk / impact assessments are in place prior to the execution or specific tasks.
- Setting a personal example.

DUTIES AND RESPONSIBILITIES

ALL PERSONNEL / OPERATIVES

- Ensuring knowledge of and compliance with company polices, HRC safety standards and site safety rules.
- Supervisors must be knowledgeable in regard to all aspects of Health, Safety and Environment practices on their projects. They must be aware of the nature of work that has unusually high incidents or accidents. Supervisors should know what aspects of the work require special HSE precautions.

  Understanding their personal duties and responsibilities.
- Supporting the project Health, Safety and Environment process.
- Preventing HSE being circumvented or undermined.
- Instructing personnel in HSE requirements and practices applicable to the work that they will be performing through instruction, tool box talks and on-site guidance. This should be prior to the start of any new task, or as required, and recorded accordingly.
- Ensuring that all required safety equipment is requested and made available to those carrying out the work on site.
- Reviewing HSE considerations for all job tasks and recognizing potential risks before starting.
- Discussing any areas of concern with the relevant HSE personnel.
- Ensuring that Risk / impact assessments are carried out by the relevant engineers / supervisors prior to the execution of specific tasks.
- Ensuring that method statements incorporate risk / impact assessments are in place prior to the execution or specific tasks.
- Setting a personal example.

SITE HEALTH, SAFETY AND WELFARE CONTROL

INDUCTION

On arrival all operatives and sub-contractors operatives will report to the Company site office where they will attend induction.

Prior to commencement to working or entering the Project site; operatives, visitor and subcontractors will also be required to attend the Managing Contractors site induction.

All plant and equipment (owned or hired) must report to the SHE Department prior to entering the site.

Documentation pertaining to the suitability of the plant / equipment will be verified.

Staff, Operative and visitor induction to the Project will be carried out by the HRC Project Safety Officer. Induction will cover, but is not limited to:

- MEP installation details – type of equipment, site layout, locations etc.
- Project Information – Client, Managing Contractor role, other trades, vehicle & Pedestrian routes, general site rules etc.
- Security arrangements.
- Fire & Emergency procedures.
- First Aid arrangements
- Accident & Incident reporting procedures.
- Welfare and Accommodation Facilities.
- Housekeeping & Environment considerations
- Toolbox Talk arrangements
- Risk / impact assessments and register / Method Statements
- PPE requirements
- Alcohol/Drugs Policy.
- Company Disciplinary procedures.

At the earliest opportunity, all senior staff will attend a company safety induction training session. This will be held weekly. The SHEQ Manager will make booking arrangements as necessary.

SITE HEALTH, SAFETY AND WELFARE CONTROL

SECURITY

Relevant security measures for this project are detailed below:

Access Arrangements

Vehicles: Access for vehicles to the site will be recognized via recognized site roads only.
Pedestrian: Access to the project site will be via safe walkways and marked pedestrian routed.
Personnel will not cross clearly indicated exclusion zones.

Visitors to Report to

All visitors will report to the project site officers prior to visiting site.

Only inducted personnel will access site.

Additional Security Measures

Visitors to the project site offices will sign in at reception.

All personnel will ensure that personnel and company possessions are secured or locked away.

Items of value will not be left unattended.

SITE HEALTH, SAFETY AND ENVIRONMENT RECORDS

The Project will maintain Site Health, Safety and Environment Records. A site filing system for health and safety is detailed in the Quality Plan, HRC-QA-01.

As a minimum, site Health, Safety and Environment Records will include:

- Induction Records.
- Risk / Impact Register / Risk and Environment Impact Assessment
- Tool Box Talk Registers.
- HSW Audit and Environment Inspection Reports.
- Accident / Incident / Near Miss Reports.
- Medical Treatment Record / First Aid Register.
- Material Safety Data Sheets (MSDS)
- Safety Training Records.
- Permits to work.
- Minutes of Safety Meeting.
- Lifting equipment register.
- Site SHE Plan, HRC – SHE-001; and relevant local legal documents; as per 3.2 of this SHE Plan.

SITE HEALTH, SAFETY AND WELFARE CONTROL

COMPLETE AND TRAINING

All operatives will be competent to carry out their duties. HRC Construction Managers will ensure that operatives are adequately trade tested to determine capability and are trained and / or experienced in carrying out the tasks allocated to them.

Safety and specialist training will be provided in house or via external trainers as necessary to ensure that any specific project requirements are met.

It will be the responsibility of the Safety Adviser in conjunction with the Construction Manager to ensure that all site operatives engaged in certain operations hold valid certification. Operatives carrying out the following activities MUST hold recognized certifications of competence.

- Operation of Mobile Crane
- Operation of mobile plant e.g. Telehandler
- Electrical Switching
- Operation of MEWPS.

TOOL BOX TALKS

Supervisors will conduct a weekly "Toolbox Talk" meeting or as required. Attendance will be mandatory for all operatives / personnel engaged on site.

Specific Toolbox Talk sessions will be help to relay specific safe systems of work set out in HRC Method Statements.

Toolbox Talk sessions should take approximately 10-15 minutes and will be given to group of approximately 15-20 people unless very specific in nature.

Company recommended tool box talks are located in the SHEQ directory of HRC Net, however, site specific detail shall be added where relevant.

SITE HEALTH, SAFETY AND WELFARE CONTROL

SUB-CONTRACT CONTROL

Only approved Sub-Contractors may be used, Refer to SHEQ Manager if in doubt to check contractor's approval status.

All Sub-contract employees will attend HRC induction.

The Construction Manager will ensure that daily checks are carried out on Sub-contractors with regard to compliance with site rules.

Sub-Contractors will be required to provide HRC with appropriate Method statements and / Risk Assessments for all elements of work prior to commencement.

Sub-Contractors will be subject to continuous inspection by HRC Safety Advisor at any time. Repeated failure to comply with site and HRC safety rules will result in removal from site.

Subcontractors will provide HRC with copies of relevant training and competence records as requested.

WELFARE FACILITIES

The Managing Contractor will ensure that suitable and sufficient welfare facilities (sanitation, rest areas, washing & facilities & drinking water) are provide and they are maintained in good, hygienic, condition at all times.

Where the Managing Contractor does not provide basic welfare facilities, HRC will provide suitable and sufficient sanitary, washing facilities and drinking water.

SITE HEALTH, SAFETY AND WELFARE CONTROL

WORKING AT HEIGHT

All Work at height must be carried out within the requirements laid down in relevant regulations, HRC safety standards and site rules.

If the work cannot be carried out safely from the ground then the following options can be selected in order of performance:

- Mobile Elevating Work Platform (MEWP).
- Conventional Scaffold Systems (tube and fitting).
- Mobile Aluminum Tower Scaffold.
- Step up Mini Scaffold / Podium Steps (height limited).
- Ladders / stepladders.

Safety harnesses will be used when working at height where there is a danger of falling. Restraint harnesses will be used with MEWPS or when working on incomplete scaffold with missing edge protection. Shock absorbers will NOT be used unless the work is at a height of 4m or above.

Stepladders may only be used for short duration work away from edges, regardless of edge protection. Stepladders will be footed by a second operative if working above 2m.

All scaffolds and mobile access towers must be of sound construction, erected, inspected and used by competent persons. All inspections will be recorded and the Scaff-Tag system used. Scaffolds and mobile scaffolds will be inspected weekly or when erected or altered.

Independent scaffold will only be erected by qualified, certificated scaffolders trained in the erection of tube and fitting heavy duty scaffold. Operatives who are trained only to erect lightweight mobile aluminum scaffold will not permitted to erect tube and fitting scaffold.

Mobile tower scaffolds will be erected and used in accordance with the HRC Safety Standard – 06; Mobile Aluminum Scaffold Towers.

MEWPS will be used in accordance with the HRC Safety Standard – 01; Mobile Elevating Works Platforms (MEWP).

Ladders and steps shall be used in accordance with HRC Safety Standard – 03; Ladders and Steps.

SITE HEALTH, SAFETY AND WELFARE CONTROL

LIFTING OPERATIONS

Lifting operations will be subject to the production of a method statement where the lift involves any of the following equipment:

- Chain block
- Vertical material lift (e.g. genie lift)
- Use of telehandler / forklift as a lifting device
- Mobile Cranes
- Tower Cranes

Mobile cranes will require the submission of a Managing Contractor lifting operations permit. An HRC mobile crane method statement with be developed in advance of works.

Use of tower cranes will be confirmed prior to start of works.

All slinging of HRC loads will be responsibility of HRC. A qualified signaler will be available for all loads lifted with a crane.

All lifting gear and accessories will be certified by a third party; approved by the U.A.E Government of EHS (PCFC).

Certifications will be retained in the HRC stores with the Safety Officer.

PLANT, TOOLS AND EQUIPMENT

Portable appliances including leads supplied by HRC or Subcontractors will be inspected prior to use. Damaged or faulty electrical will be returned to site stores.

All tools and equipment used on the project will be issued in good order and will be checked daily by the user.

All damaged tools and equipment will be replaced. Home-made tools will not be permitted.

All plant will be issued in good order will be maintained by a competent person. Only trained persons may operate HRC plant.

HRC stores will retain of all owned equipment. Equipment issued to individuals will be signed for and a record of issued maintained.

SITE HEALTH, SAFETY AND WELFARE CONTROL

NOISE

Noise generated by site plant and operations must be kept to an absolute minimum at all times.

Hearing protection will be made available to all operations and will mandatory to use when using equipment measured above 85dBA. Noise assessments will be carried out as necessary to determine requirements.

ELECTRYCITY ON SITE

The Managing Contractor will provide 110v, 220v and 380v supply where necessary.

All power tools and electrically operated plant will be 110v. Permission from the Managing Contractor may be required if non 110v equipment is to be brought onto site. A Managing Contractor permit may be required.

RCD's (Residual Current Devices) will be fixed to any 220v / 380v tools brought onto site where this is available and technically practical.

As a minimum, non 110v equipment will be double insulated and cables will be armored or will be protected from damage.

The Managing Contractor will provide general access lighting and emergency lighting. HRC will provide adequate. Task lighting will be 100v.

The Managing Contractor or HRC will appoint a competent electrician for the maintenance and inspection of all Company electrical equipment / services. Inspections will be documented and copies held by the site Safety Officer.

PRESSURE TESTING

Pressure testing is regarded as a hazardous activity. Prior to pressure testing, the work area will be barricaded and adequate signage set out along the pipe system to be pressure tested.

Prior to any pressure testing activities being conducted on site, a HRC permit will be required.

SITE HEALTH, SAFETY AND WELFARE CONTROL

WELDING OPERATIONS

Electric Arc Welding (Steel Pipe). Electricity operated welding equipment will only be used by qualified persons.

Copies of welder's qualification records will be submitted to the Managing.
Contractor prior to the commencement of work.

PPR (Polypropylene) is a thermoplastic piping system that will be used in the piped hot water systems. PPR pipe welding kits only will be used by competent persons.

Cables for 220v or 380v equipment will be armored or suitably protected.

Firefighting equipment will be located at the workplace where ever welding work is being carried out – refer to HRC Fire Safety Plan, HRC-03, for further information.

Hot works will be carried out in accordance with the HRC Safety Standard – HRC -01; Hot Works. Managing Contractor's Hot Work Permit will be required, prior to any types of hot work operations.

PERSONAL PROTECTIVE EQUIPMENT

PPE used by HRC on the project will be manufactured to a high standard will meet UK / European standards where relevant. HRC will ensure that all their employees are provided, free of charge, with all necessary protective equipment to comply with all risk assessments and site safety rules. PPE shall be selected and used in accordance with HRC Safety Standard 05; Personal Protective Equipment Guidelines and HRC Safety Standard 08; Safety Glove Selection. PPE will be issued to all persons at induction.

Safety helmets, safety boots and high visibility vests, as a minimum will be worn at all times on site by all staff, visitors.

All operatives will be issued with hard hat, safety boots, safety gloves, high visibility vest and ear plugs. Safety glasses, Face Shield and additional items of equipment such as welding gloves, safety harnesses etc. will be issued as required by the task.

Method statements and / or risk assessments will detail the required PPE for a task.

SITE HEALTH, SAFETY AND WELFARE CONTROL

PROTECTION OF THE PUBLIC AND OTHER TRADES

The Managing Contractor will be responsible for ensuring that visitors and members of the public are protected from injury when visiting or in close proximity of the site.

HRC recognizes their responsibility to protect the public/visitors and other trades form injury which may be caused by their activities on the project.

HRC employees and HRC Sub-contractors will not disturb, remove or misuse any barriers, guards, warning, signs, walkways, hoarding, fencing, lighting , netting etc. that have been erected by the Managing Contractor or any other contractor working on the site/project.

HRC employees and HRC Sub-contractors will be responsible for notifying the Managing Contractor (via the HRC Supervisor or Project Manager) of any damage to any of the above so that repair work can be carried out as soon as possible.

PERMIT TO WORK / ACCESS PERMITS

WORK ACTIVITY	PERMIT IN FORCE	PERMIT ISSUED BY
Working in Confined Spaces	Y	HRC / Managing Contractor
Hot Works	Y	Managing Contractor
Electrical Work Permit for 220v/380v Equipment	Y	Managing Contractor
LV Access / Permit to Work	Y	HRC / Managing Contractor
Permit to Make Live	Y	HRC / Managing Contractor
Permit to pressurize pipe work systems	Y	HRC / Managing Contractor
Excavation	Y	Managing Contractor
Permit to Operate a Mobile Crane	Y	Managing Contractor

SITE HEALTH, SAFETY AND WELFARE CONTROL

PERMIT PROCEDURE

Permit will only be issued by a competent person. A list of persons authorized to sign permits will be generated by the SHEQ Manager where AP's are not appointed.

Authorized Persons (AP's) will be nominated for the implementation and operation of electrical and mechanical safe systems of work.

Permits for excavation, hot works, Electrical Work Permit for 220v / 380v equipment and operation of a mobile crane may only be issued by the Managing Contractor.

Such Permits will be applied for a minimum of 24 hours in advance of works commencing.

AUDIT AND INSEPECTION

All projects will be subject to continuous Inspection with regard to Health and Safety and Environment.

Safety concerns and required actions will be recorded in the "Action Management System' – AMS This database will be used to record all internally raised concerns and those received from external parties' e.g. Managing Contractor. The AMS will be maintained by the SHEQ Manager and close out recorded. An AMS summary report will be issued to senior personnel during safety committees for review.

AMS is located in the SHEQ directory of the company internet.

SITE HEALTH, SAFETY AND WELFARE CONTROL

ACCIDENT / INCIDENT REPORTING

All incidents (accidents resulting in injury or causing illness to HRC employees or its sub-contractors) and events (near-miss accidents) will be reported in order to:

- Establish a written record of factors which led to or could have led to injuries, illness, and occurrences as well as property and vehicle damage.
- Promptly investigate incidents and events in order to initiate and support corrective and/or preventive action.
- Provide statistical information for use in analyzing all incidents and events involving HRC personnel and its sub-contractors and monitor performance against objectives.

All accidents and incidents shall be reported via the Accident Reporting System located in the SHEQ directory of HRC Net.

The Accident / Incident reporting requirements apply to all incidences involving HRC and its sub-contractor personnel arising out of or in the course of employment, which results in personal injury, illness, and/or property and vehicle damage.

Events (Near Misses), which, strictly by chance, do not result in actual observable injury, death, or property, damage, are required to be reported. The information obtained from such reporting can be extremely useful in identifying and mitigating problems before they result in actual personal or property damage. Examples of a near miss incident required to be reported is material falling from a height that does not result in an injury or damage to property.

ACCIDENT / INCIDENT INVESTIGATION

The SHEQ Manager will review each reported Accident / incident and event to determine of further investigation is required. All lost time accidents will be investigated by the Project Safety Advisor.

Major and fatal accidents will require senior personnel including the SHEQ Manager and Project Manager to perform the investigation.

Recommendations for corrective and/or preventative actions necessary to reduce or eliminate hazardous conditions will be generated.

Investigations will be recorded and documented. Findings and recommendation will be formally reported.

SITE HEALTH, SAFETY AND WELFARE CONTROL

COMMUNICATION & CONSULTATION

HRC will ensure that all employees are provided with adequate information with regard to health, safety and welfare on commencement and during their employment on the project.

Project notice boards will display relevant safety information, safety alerts and accident statistics.

HRC employees have the right to bring health, safety environment and welfare concerns directly to the attention of the Project Manager or SHEQ Manager, or their appointed deputies, who will be obliged to investigate all complains or concerns brought forward by any employee, Feedback to those raising the complaint / concern will be within 48 hours.

A safety committee will be held every 2 weeks to discuss HSE & welfare issues. Relevant information and agreed working rules will be communicated to staff necessary.

The safety committee will be chaired by the Project Manager, or his appointed deputy.
Senior site management will attend.

RISK / IMPACT ASSESSMENTS

Risk / Impact assessments will be generated prior to carrying out specific tasks. Assessments shall be carried out in accordance with WP-HS 04 Risk / Impact Assessment and SHE Method Statements.

It is the responsibility of the relevant discipline engineer or Supervisor, to generate risk / impact risk assessments, prior to works commencing.

A majority of assessments will be task based and produced during construction. However a project risk / impact register will be developed for all those risks / impacts foreseeable in advanced.

The project risk / impact register will be issued to all Supervisors and Construction / Project Manager and will be used as a basis for generating site wide and task method statements.

Appropriate control measures will be identified and noted in the risk assessment document.
The findings of the Risk Assessment will be communicated to all employees and their signatures will be obtained on the Training Attendance Register as proof that they have been made aware, that they understand the identified risks and hazards, and to ensure that they will comply with the control measures put into place.

A copy of risk assessment will be held on site with the relevant supervisor and will be subject to scrutiny / audit by the Safety Officer at any time during the task.

Failure to produce the appropriate documentation or risk assessment will result in the task being stopped until appropriate document / actions have been addressed.

SITE HEALTH, SAFETY AND WELFARE CONTROL

PROJECT METHOD STATEMENTS

The key feature of method statements is that they provide a sequence for carrying out a task, under the control of the contractor. Some work activities must be done in sequence to ensure safety.

HRC Method statements will incorporate risk / impact assessments and a separate form need not be addressed. HRC method statements will be documented using the 10 point SHEQ plan, and for this contract, the information transferred on to the managing contractor's method statement template.

The manner in which such method statements shall be generated is detailed in WP-HS-04 Risk / Impact Assessment and SHE Method Statements.

STORAGE OF MATERIALS ON SITE

The following rules will apply to materials stored on site:

- Materials and consumables will be protected from the elements and stored on pallets and covered.
- Items will be stacked safely and secured.
- Flammable substances will only be ordered in small containers and will be stored so that easy access is available for the telehandler / forklift.
- No fuel will be stored in HRC stores.
- Heavy items of equipment will not be stacked or stored at high level and will be stored so that easy access is available for the telehandler / forklift.

The HRC stores compound will be maintained in a clean and tidy manner. Records of stores issues will be maintained.

Stores issued to site will not be located in access/egress routes and will not be stacked close to an edge. Materials located on site will be stacked in lay down areas agreed with the Managing Contractor. Where possible, packaging materials will be removed from site at the earliest opportunity in order to reduce the fire load.

Storage of combustible materials will be carried out in accordance with the HRC Safety Standards 02; Storage of Combustible Materials.

SITE HEALTH, SAFETY AND WELFARE CONTROL

CONTROL OF SUBTANCES HAZARDOUS TO HEALTH (COSHH) AND MATERIAL SAFETY DATE SHEETS (MSDS)

All the employees will be properly informed, trained prior to using substances hazardous to health.
A COSHH Risk Assessment may be required. Where identified, the risk assessment will be carried out, incorporating the relevant MSDS. The manner in which this shall be carried out is detailed in WP-HS-04 Risk / Impact Assessment and SHE Method Statements.

Where required, COSHH Risk Assessments will be conducted by the relevant supervisors, prior to using the chemicals on the site.

A Separate COSHH Store will be maintained to prevent risk to health from hazardous substances and fire.

Materials will be stored, handled and disposed of in accordance with the guidelines on the MSDS.

DELEGATION OF RESPONSIBILITY

Certain activities will be classed as safety critical. Safety critical roles will require the formal appointment of a competent person(s) to oversee the activity. These persons will be referred to as AP's (Appointed Persons).
Where required, there may be a Senior AP managing a team of AP's within one function.

HRC safety critical roles on the project will be, but are not limited to, the following:

- Electrical AP (Responsible for implementation of ESSW – Electrical Safe System of Work).
- Mechanical AP (Responsible for implementation of MSSW – Mechanical Safe System of Work).
- Crane AP (Responsible for crane lifting operations).
- Mobile Tower Scaffold Inspector / Ladder Inspector.

AP's will be appointed by the Project Manager in writing via formal appointment letters. Copies of appointment letters will be retained by the SHEQ Department.

Copies of appointment letters will be issued to the Managing Contractor for information.

SITE HEALTH, SAFETY AND WELFARE CONTROL

HRC CONSTRUCTION SAFETY MANUAL

The Company Safety Manual (CSM) will be made available to the Managing Contractor for guidance. The HRC safety team will ensure that standards set out the CSM are applied to the project, where relevant and where practicable.

In particular, electrical and mechanical safe systems of work will be applied. These will work in conjunction with any safe systems of work required by the Managing Contractor or where a procedure is not deemed suitable and sufficient.

WASTE MANAGEMENT AND GROUND CONTAMINATION

Housekeeping is a significant safety and environmental issue. HRC will nominate a housekeeping team specific to the project zones where appropriate.
Waste materials will be removed from site as soon as possible.

Hazardous waste materials such as empty / part empty containers of paints, pipe cements, adhesives etc. will be disposed of the appropriate skip, provided by the Managing Contractor.

All materials of this nature will be removed from site and disposed of in a timely manner. Note: Only small containers of hazardous materials will be issued to site, typically 1 liter in size. This will limit environmental damage if the material is spilled or discarded.

Contamination may occur to the spillage of oils or the release of chemicals into the ground. No oil, diesel or petrol will be stored on site in order to eliminate the possibility of unplanned spillage.

During cleaning and flushing works chemicals will be used to clean the pipe work systems. Contaminated water from these works will not be released into the drainage system. Contaminated water will be stored and removed from site for disposal at a licensed facility.

SITE HEALTH, SAFETY AND WELFARE CONTROL

SHE GUIDANCE NOTES

Selected HRC procedure will be used for guidance. These will be issued to HRC staff for information and instruction as required.

EMERGENCY PROCEDURES

FIRE

Site wide fire procedures will be developed by the Managing Contractor. HRC has developed a specific Fire Safety Plan, HRC –SHE-03, utilizing, as appropriate, the Managing Contractor procedures.

The HRC SHEQ Manager will ensure that the requirements of the Fire Safety Plan have been implemented.

FIRST AID / MEDICAL EMERGENCY

HRC will appoint adequately trained first aiders in line with current regulative requirements. First aiders will be suitably trained and hold a current first aid certificate issued by an organization whose training and qualifications are approved, usually, by the governing municipality or local government.

Where necessary, HRC will have a resident site nurse for the project. A nurse cabin will be provided complete with all necessary consumables.

In addition, a First Aid Box proportional to staffing levels will be located in the HRC Site Offices.

HEAT STRESS

Heat stress is a major and significant occupational problem in this region depending on the environmental conditions and the physical activity being undertaken by the person. High temperature, high thermal radiation, high humidity, low air movement, high activity levels in the work place and the need to wear personal protective equipment, all combine in elevating the body temperature, resulting in heat cramps, heat exhaustion or heat stroke. The same degree of exposure may produce different effects depending upon the susceptibility of the person exposed. Continued exposure to high temperature and humidity or to the hot sun is the common cause of heat craps, heat exhaustion and heat stroke. Supervisors must look for early signs of heat stress, relieve workers and provide appropriate treatment.

Heat stress shall be planned for a dealt with in accordance with HRC Safety Standard 04; Heat Stress.

SITE HEALTH, SAFETY AND WELFARE CONTROL

DISCIPLINE

The HRC Safety Officer / Advisor will keep a constant check on the methods used by supervisors and employees to prevent violations. They have the authority to correct and instruct employees concerning the violation of HSE rules and will stop work in situations of imminent danger.

Should the Safety Officer / Advisor witness an unsafe work situation, which requires the application of the project's disciplinary program, they must bring this to the attention of the appropriate project supervisor and then the Project Manager or SHEQ Manager. The supervisors will be responsible for carrying out the necessary corrective measures.

The HRC Safety Officer / Advisor may advise or recommend the type of reprimand or discipline to be applied, but will not administer the discipline themselves. This will always be discussed with the Project Manager and SHEQ Manager prior to action. Disciplinary action may result in fines or even termination.

If appropriate discipline is not forthcoming, the chain of command will be followed until appropriate corrective measures and discipline result.

SUPPORTING AND REFERENCE DOCUMENTS

The following documents will form elements of the HRC SHEQ management system. These documents will be retained, and where appropriate, update, by the SHE Department.

- HRC SHE Procedures.
- HRC Safety Standards.
- HRC –SHE-001, Health, Safety and Environmental Plan.
- HRC Construction Safety Manual.
- HRC Work Procedures (Selected).
- HRC Safety Booklet.

M-LIST OF WORKERS & EQUIPMENTS

ALHARBI

LIST OF EMPLOYEES

GENERAL	
Office and Administration Managers	2
Section Managers	1
ENGINEERING AND TECHNICAL STAFF	
Project Engineers	2
Site Agents	4
Procurement Engineers	1
Project Planning Engineers	1
Site Engineers	3
Lab / Materials Engineers	1
Office Engineers / Quantity Surveyors	1
Draughtsman	2
Surveyors	3
Safety Officers	1
OTHER OFFICE STAFF	
Accountants	2
Computer Programmer and Network Specialist	1
Skilled Workers	**15**
Semi-Skilled Labour	**20**
Non-Skilled Labour	**25**

LIST OF MACHINERY

Below are some of the machinery owned by the company	
Steel Roller	2
Motor Graders, different sizes (12 - 18 feet of cutting plate-width)	2
Wheel Loaders (Shovels)	2
Excavators for multiple tasks	1
JCB	4
Skid Steer Loaders – (Models: BOBCAT)	5
6-Wheel Dump Trucks – Various models and capacities up to 30 tons	2
Water tankers – Various models and capacities (5,000 gallon)	3
Site Feeding Diesel Tankers – Capacity up to 5,000 gallon	1
Trailers: Normal and hydraulic – Various load capacities	40
Generators	2
Air compressors	1
Dewatering Pumps, Booster pumps, Jetting pumps	6
Pickups	1
Pneumatic Tire Roller	1

N-BANKERS & TRADE LICENSE

OUR MAIN BANKERS

ABU DHABI ISLAMIC BANK

COMMERCIAL BANK OF DUBAI (ISLAMIC)

O – QUALITY CONTROL

QUALITY MANAGEMENT PLAN

Project Name :
Project Manager :
QC/QA Manager :

DOCUMENT CHANGE CONTROL

The following is the document control for revisions to this document.

Version No.	Date of Issue	Author(s)	Brief Description of Change
1	June 2010	H.H	

QUALITY MANAGEMENT APPROACH

The purpose for managing quality is to validate that the project deliverables are completed with and acceptable level of quality, Quality management assures the quality of the project deliverables and the quality of the processes used to manage and create the deliverables.

The quality management plan identifies these key components:

Objects of Quality Review	Quality Measure	Quality Evaluation Methods
Project Deliverables	Deliverable Quality Standards Completeness and Correctness Criteria	Quality Control Activities
Project Processes	Process Quality Standards Stakeholder Expectations	Quality Assurance Activities

QUALITY MANAGEMENT APPROACH

The following is a brief explanation of each of the components of the quality management plan

Project Deliverables & Processes	The key project deliverables and processes subject to quality review
Deliverable Quality Standards and Completeness and Correctness Criteria	• The quality Standards that are the "measures" used to determine a successful outcome for a deliverable. • The completeness and correctness criteria describe when each deliverable is complete and correct as defines by the customer. Deliverables are evaluated against these criteria before they are formally approved.
Process Quality Standards and Stakeholder	• The quality standards that are the "measures" used to determine if project work processes are being followed • Stakeholder expectations describe when a project processes is effective as defined by the project stakeholders. An example is the expectation to be regularly informed monthly of project status.

Expectations	
Quality Control Activities	• The quality control activities that monitor and verify that the project deliverables meet defined quality standards.
Quality Assurance Activities	• The quality assurance activities that monitor and verify that the processes used to manage and create the deliverables are followed and are effective.

QUALITY MANAGEMENT OBJECTIVES

The following are the quality objectives of the project that reflect the overall intentions to be allied with regard to quality throughout the project.

1. To establish that the Quality (Management) System is achieving the expected results and meeting the Company's requirements, continuing to conform to the Standard, continuing to satisfy the customer needs and expectations, and functioning in accordance with the established Operating Procedures.

2. To expose irregularities or defects in the System, identify weaknesses and evaluate possible improvements.

3. To review the effectiveness of previous corrective actions, and to review the adequacy and suitability of the management system for current and future operations of the Company.

4. To review any complaints received, identify the cause and recommend corrective action if required.

5. To review the finding of internal/external audits and identify any areas of recurring problems or potential improvements.

6. To review the reports of nonconforming items and trend information to identify possible improvements.

WELFARE FACILITIES

All productive work is planned and undertaken is accordance with the company's procedures, and any specific documents agreed for individual contracts (e.g. contract specifications).

- Work instructions are provide by the agreed contract specification and any documents referenced therein, alternatively work is performed in accordance with nationally accepted codes of practice (e.g. BS6701).

- Inspection and testing is carried out on completion of installation activities, with results being documented. Should items not be acceptable against the agreed contract criteria they will be repaired, replaced or identified for a subsequent evaluation and decision. All repaired items are subject to a re-inspection to ensure acceptability.

PROJECT QUALITY ASSURANCE

The following activities will ensure satisfying the meeting the project management standards

- Approval of the project plan by the project sponsor.
- Sign-off changes of the project plan by the project sponsor.
- Full testing of the project deliverables.
- Sign-off changes to the deliverables by identified stakeholders.
- Post implementation review.

QUALITY TEAM RULES & RESPONSIBILITIES

Authority

All Staff are allocated with authority to perform their allocated responsibilities. The following provides a summary of the principal responsibilities of each job role, and these are clarified in greater detail within the Operating Procedures.

All staff shares the authority and responsibility of identifying noncompliance or possible improvements, and recording these instances such that corrective action can be taken, both to rectify the immediate situation and to prevent recurrence.

The project Manager continually reviews the company's resources to ensure that adequate staff, equipment and materials are available to meet customer requirements.

RESPONSIBILITIES

Project Manager

- Approval of the Quality Assurance System
- Management Review
- Design Control
- Supplier Selection & Purchasing
- Contract Management & Control
- Training

Quality Manager

- Internal Audit
- Resolution of Quality Assurance System Discrepancies.
- Control & Maintenance of the Quality Assurance System.
- Documentation & Change Control.

QUALITY TOOLS

The following list contains some of the tools that are used to support quality management implementation and the purpose or use of the tool.

Tool Name	Tool Purpose / Use
Cause and Effect Diagram	can be used in quality control to help the project manager look backwards at what has contributed to quality problems on the project
Pareto Chart (Pareto Diagram)	Prioritize potential “causes” of the problems
Run Chart	To look at history and see a pattern of variation

QUALITY CONTROL AND ASSURANCE

DOCMENTATION PLAN

All documentation utilized within the Company related to the management system itself, or to the execution of individual customer contracts is controlled to ensure that it is issued to the appropriate personnel, under the correct level of authority, is revised and reissued as necessary, and all obsolete versions are removed from the point of use.

Such documentation typically includes

- Specifications, Customer Orders, Plans / Drawing,
- Quality Assurance Manual/ Operating Procedures.
- National/ International Standards and Codes of Practice.
- The Quality Assurance Manual, Procedures and Quality Plans are maintained by the Quality Manager who ensures that the appropriate items, at the correct revision levels, are issued to all who need them within the Company.

National/ International Standards, Codes of Practice are maintained by the Support Engineers who ensure that appropriate documents are available within the Company, and are issued at the correct revision levels. External suppliers of documentation are contacted regularly to ascertain that the documents held remain current.

The distribution of standard documents is controlled and recorded on Distribution Lists, which also show the current issue status. The Distribution Lists are reviewed and updated as changed occur.

All changed to documents are reviewed and approved by the person responsibility for the original issue and, where appropriate, the nature of the change is indicated on the document. Master copies of the revised documents are retained as records of the changes and renewed as necessary to ensure clarity.

Each contract has a File which contains all relevant information. Information is also held on the company's computer system for ease of access and manipulation.

QUALITY CONTROL AND ASSURANCE

The following logs will be used to itemize, document and track to closure items reported through quality management activities.

QUALITY CONTROL LOG

ID NUMBER	Review Date	Deliverable Reviewed	Findings	Resolution	Resolution Date

QUALITY ASSURANCE LOG

ID NUMBER	Review Date	Deliverable Reviewed	Findings	Resolution	Resolution Date

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ALHARBI

الـحربـى لمقاولات الطـرق

Al Harbi Roads Contracting

International Accreditation Agency

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