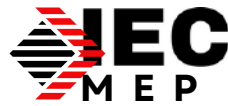




JOINT VENTURE

COMPANY PROFILE

INTEGRATED ENGINEERING CONTRACTING CO
شركة الهندسة المدمجة للمقاولات



HARDOX INTERNATIONAL CO LTD
شركة هاردوكس انترناشونال العربية المحدودة



AN OVERVIEW



Dear Valued Partners,

Since our humble beginnings in 1998 as a one-man establishment, under the name Target Export & Consolidation, has grown to become a leading provider of comprehensive contracting solutions in the fuel, gas, and utility systems sector. Our journey over these past two decades has been marked by relentless dedication, innovation, and a commitment to excellence.

Our aim has always been clear: to transform the industry into one that prioritizes quality and safety above all else. Every system we design and every project we undertake is a testament to our unwavering pursuit of these values. We believe that quality is not just a standard, but a culture that needs to permeate every aspect of our operations.

From our early days of offering specialized fuel systems for generators and boilers, we've expanded our expertise to include marine, aviation, LPG, steam, hot water, compressed air, sewer vacuum, and siphonic roof drain systems. Our growth and diversification have been fueled by a simple yet profound principle – to exceed expectations and deliver systems that empower our clients to thrive.

As we continue to lead the way in quality-oriented contracting solutions, I want to express my gratitude to our dedicated team, partners, and clients. Your support and trust have been instrumental in shaping our success, and we are committed to maintaining this standard of excellence.

Together, let's build a future where quality and innovation redefine the industry.

Sincerely,

Khalil Mneimneh
General Manager / Founder

INTRODUCTION

ABOUT OUR COMPANY

ABOUT US

At IEC, we are proud to be at the forefront of providing comprehensive EPC solutions in the field of Fuel Systems, Aviation Fueling System, Marine Fueling System LPG, and other MEP systems. With an unwavering commitment to quality and customer satisfaction, we have established ourselves as a trusted partner for delivering innovative and efficient systems across a diverse range of sectors.

OUR VISION

To lead the contracting industry by setting new benchmarks in quality, innovation, and customer satisfaction, providing systems that empower projects to thrive.

OUR MISSION

To deliver comprehensive contracting solutions that exceed client expectations, enhance operational efficiency, and uphold the highest standards of safety and sustainability.



COMPANY
PROFILE

200+
PRODUCT

5000+
ITEM IN STOCK

250+
CLIENTS

200+
EMPLOYEE

100+
PROJECTS

10+
MEGA PROJECTS

QUALITY MANAGEMENT

AN ISO 9001 COMPANY



At IEC, we are committed to delivering excellence in every project we undertake. Our contracting services adhere to the rigorous standards of ISO 9001 quality management, ensuring that each solution we provide meets the highest levels of quality, efficiency, and customer satisfaction. We continuously strive to uphold these standards, fostering a culture of continuous improvement and customer-focused innovation.



WE EMPLOY THE FOLLOWING PRACTICES

COMPREHENSIVE TRAINING

We provide rigorous safety training to all employees, ensuring they understand best practices and safety protocols.

AUDITS AND RA

We Conduct frequent safety audits and risk assessments at all job sites to identify potential hazards.

Implement corrective actions promptly to mitigate risks.

SAFETY INCENTIVE PROGRAM

We at IEC recognize and reward employees who consistently adhere to safety protocols, encouraging a safety-first culture.

EMERGENCY RESPONSE PLANS

IEC creates and regularly updates emergency response plans to ensure readiness in case of accidents or emergencies.

- Conduct drills to familiarize employees with emergency procedures.

HS POLICY

AN ISO 45001 COMPANY



At IEC, we believe that our employees are our most valuable asset, and their safety and health are our highest priority. We dedicate all our efforts to ensuring their safety, health, and well-being.



SAFETY COMES FIRST

COMPREHENSIVE TRAINING

We provide rigorous safety training to all employees, ensuring they understand best practices and safety protocols.

AUDITS AND RA

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SAFETY INCENTIVE PROGRAM

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EMERGENCY RESPONSE PLANS

IEC creates and regularly updates emergency response plans to ensure readiness in case of accidents or emergencies.

- Conduct drills to familiarize employees with emergency procedures.

ENVIRONMENTAL POLICY

AN ISO 14001 COMPANY



At IEC, we are deeply committed to sustainability and environmental responsibility. Our adherence to ISO 14001 standards demonstrates our dedication to minimizing environmental impact while delivering high-quality contracting services.



ENVIRONMENTAL MANAGEMENT

SUSTAINABLE POLICIES

We have established comprehensive environmental policies that align with ISO 14001 standards.

ENVIRONMENTAL OBJECTIVES

We set measurable environmental objectives and targets aimed at reducing waste, conserving resources, and minimizing our carbon footprint.

These targets are periodically reviewed and updated to reflect our continuous improvement goals.

WASTE MANAGEMENT

Implement efficient waste management processes that include reducing, reusing, and recycling materials.

SUPPLIER AND CONTRACTOR MANAGEMENT

- Collaborate with suppliers and contractors who share our commitment to sustainability.

- Ensure that they adhere to our environmental standards throughout their supply chain.

COMPLIANCE WITH LEGAL AND REGULATORY REQUIREMENTS

Ensure full compliance with all applicable environmental requirements.

OUR SERVICES

OUR PRODUCTS



THE CONTRACTING DIVISION

MECHANICAL CONSTRUCTION ACTIVITY

- Hot Water System
- Steam System
- Firefighting System
- Sewer Vacuum System
- LPG System
- Plumbing & Drainage
- Compressed Air System
- Cooling Towers
- Irrigation System
- Potable & Fire Water System
- Siphonic Roof Drain System



MARINE FUELING SYSTEM

With a wealth of professional experience on numerous marine projects Fuel Storage Systems along with IEC provide a full turn-key solution for installations of marina fuel systems. We provide a full range of marine specification equipment catering for above and below ground fuel storage tanks, fuel dispensing equipment and secondary contained fuel pipes providing full protection in the severe marine environments.



AVIATION FUELING SYSTEM

IEC AVIATION is a separate division specialized in the Aviation Fueling Systems with JIG certified inspectors following the world's latest standards.

IEC Aviation Design, Supply, Install and TC of the hydrant fueling systems or the refueling vehicles utilities and services.

CERTIFICATES

JOINT VENTURE



WWW.IEC-SA.COM 

Riyadh, Saudi Arabia 

CERTIFICATES

وزارة التجارة
Ministry of Commerce



Company Registration Certificate شهادة تسجيل الشركة

National Unified No.: 7026444666
No.: 4030439959
Date: 1443/04/02 2021/11/07

Company's Trade Name: **Company AL-HANDASA MADMIMJA For Contracting**
Company's type: **Foreign Limited liability Company** Company's nationality: **Saudi Arabia**
Company's duration: **50 Year** Starting from: **1443/04/02 / 2021/11/07** Ending in: **1494/10/15 H / 2071/11/07**
Head Quarter: **4089 jadda 23521-6752 1**
Telephone: **0000000000** Postal Code: **23521** P.O Box: **00000**
Company's Activity: **To view the CR activities please scan the QR code**
Total Capital: **1,000,000 Saudi Riyals**
Managers: 1 **KHALIL MOHAMED SAEED MNEIMNEH** 2 **ZAKARIA ABDULKADIR ARAQJI**
3 **HADI YAHIE ARAQJI** 4
5 6
7 8
9 10
11 12
13 14
15 16
Manager / Managers Authorities: **As stipulated in the company's contract**
The Commercial registration department of city acknowledge: **Jeddah** That this company has been registered in the registry of city: **Jeddah**
This commercial registration will be valid: **1446/04/02 H, 2024/10/05** By the ticket No: **3321612** / And Date: **1445/01/16 / 2023/08/03**



To Verify The Information Of This Certificate Visit <https://www.mc.gov.sa> يمكنكم التحقق من صحة هذه الشهادة بالدخول على www.mc.gov.sa
Kingdom of Saudi Arabia | Riyadh 11162 | +966 11 294 4444

CR IEC & HARDOX

WWW.IEC-SA.COM

Riyadh, Saudi Arabia

CERTIFICATES

٧٠١٧٩٠٩٤٧٩

الرقم الموحد :
١٠١٠٦٥٣٤٢٦
رقم المنشأة :
التاريخ : ١٤٤٢/٠١/٢٦ هـ

شهادة تسجيل الشركة Company Registration Certificate

وزارة التجارة
Ministry of Commerce



الاسم التجاري للشركة : شركة هاردوكس إنترناشيونال العربية المحدودة شركة شخص واحد

نوعها : محدودة أجنبية جنسيتها : سعودي

مدة الشركة : ٩٩ سنة تبدأ من : ١٤٤٢/١١/٠٤ هـ وتنتهي في : ١٥٤٤/١١/١٨ هـ

مركزها الرئيسي : ٠٠٠٠ ٠٠٠٠

هاتف : ١١٥٤٣ الرمز البريدي : ص. ب : ١١١١١

النشاط : للاطلاع على بيانات الأنشطة الرجاء مسح الرمز التجاري

رأس المال : ١.٠٠٠.٠٠٠ ريال سعودي

المديرون : 1 هادي يحيى عرفجي 2

3 4 5 6 7 8 9 10 11 12 13 14 15

سلطات المدير/المديرون : حسب ما نص عليه عقد الشركة

يشهد مكتب السجل التجاري بمدينة الرياض : بأنه تم تسجيل الشركة المذكورة أعلاه بمدينة الرياض

وتنتهي صلاحية الشهادات في : ١٤٤٥/٠١/٢٦ هـ بموجب الإيصال رقم : ٢٢٧٩٥١٨ وتاريخ : ١٤٤٤/٠٨/١٠ هـ



To Verify the Information Of This Certificate Visit <http://www.mc.gov.sa> يتأكد من صحة هذه الشهادة بالدخول على www.mc.gov.sa

+966 11 294 4444 | الرياض 11162 | Kingdom of Saudi Arabia | المملكة العربية السعودية | www.mc.gov.sa MCgovSA

WWW.IEC-SA.COM




CR IEC & HARDOX

Riyadh, Saudi Arabia



CERTIFICATES



TIN 3110865742 الرقم المميز
Certificate No. 100231086963545 رقم الشهادة
Certificate date 10/01/2022 تاريخ الشهادة



هيئة الزكاة والضريبة والجمارك
Zakat, Tax and Customs Authority

الجمهورية العربية السعودية
Kingdom of Saudi Arabia

شهادة تسجيل في ضريبة القيمة المضافة

VAT Registration Certificate

تشهد هيئة الزكاة والضريبة والجمارك بأن المكلف أدناه مسجل في ضريبة القيمة المضافة بتاريخ 10/01/2022 م

The Zakat, Tax and Customs Authority certifies that taxpayer below is VAT registered on 10/01/2022

| | |
|-----------------------------|---------------------------------|
| Taxpayer Name | شركة الهندسة المدمجة للمقاولات |
| VAT Registration Number | 311086574200003 |
| Effective Registration Date | 2022/01/01 |
| Taxpayer Address | جدة، حي الزهراء، البترجي، 23521 |
| CR / License | 4030439959 |
| Contact / ID No | 4030439959 |
| Tax Period | ربع سنوي - Quarterly |
| First Filing due date | 2022/04/30 |

بإذنه، لا يجوز لكم تحصيل ضريبة القيمة المضافة من عملائكم قبل تاريخ نفاذ ذلك ستقوم هيئة الزكاة والضريبة والجمارك بتنفيذ الغرامات المستحقة

Note: As a VAT registered taxpayer, you are not allowed to collect VAT from your customers registration. If otherwise approved, The ZAKAT, Tax and Customs Authority



تاريخ الرصد: 2021/02/16
الرقم المسجل: 3109019360



الهيئة العامة للزكاة والدخل
General Authority of Zakat & Tax

الجمهورية العربية السعودية
Kingdom of Saudi Arabia

شهادة تسجيل في ضريبة القيمة المضافة

VAT Registration Certificate

تشهد الهيئة العامة للزكاة والدخل بأن المكلف أدناه مسجل في ضريبة القيمة المضافة بتاريخ 2021/02/16

Hereby, The General Authority of Zakat & Tax (GAZT) certifies that the taxpayer below is VAT registered on 16/02/2021

| | | | |
|------------------------------|--|--|---------------------|
| Taxpayer Name: | شركة هامدوكس الدولية للتبصيل العربية المحدودة شركة شخص واحد | | اسم المكلف |
| VAT Registration Number: | 310804936800003 | | رقم التسجيل الضريبي |
| Effective Registration Date: | 2021/02/01 | | تاريخ نفاذ التسجيل |
| Taxpayer Address: | الرياض، المنطقة الصناعية، 11741 | | عنوان المكلف |



تمكّن المكلف مسجل في ضريبة القيمة المضافة، لا يحوز لك تحصيل ضريبة القيمة المضافة من عملائك قبل تاريخ نفاذ التسجيل في ضريبة القيمة المضافة، في حال سبق عند ذلك ستتقوم الهيئة العامة للزكاة والدخل بتنفيذ الغرامات المستحقة

هذه الوثيقة مرسلة من النظام الآلي ولا تحتاج إلى توقيع
- الهيئة العامة للزكاة والدخل -

CERTIFICATES

التاريخ
الموافق
رمز الشهادة

١٤٤٥/٠٩/٢٨
٠٧/٠٤/٢٠٢٤

٦٤٠٠٨٣٧٧



شهادة

إسم المنشأة : شركة الهندسة المدمجة للمقاولات

جدة

السعودية

رقم الاشتراك : ٦٢٦٠٥٧٣٠٦
رقم السجل التجاري: ٤٠٣٠٤٣٩٩٥٩

رقما
كتابة
سنة عشره مشتركا
سنة و اربعون مشتركا
اثنان و ستون مشتركا

١٦
٤٦
٦٢

نشأة المذكورة أعلاه قد أوفت بالتزاماتها تجاه المؤسسة
الشهادة ، والتي تم منحها لتقديما لأية جية تطلبها ، وهي
مبنات الإجتماعية في المادة (١٩/٦) منه.

ط أو عن طريق استخدام
بتماعية الرمز المعرف التالي :



www.g

ج إلى توقيع أو ختم)

www.gosi.gov.sa
800 1243344



GOSI IEC & HARDOX



شهادة

إسم المنشأة : شركة هاردوكس إنترناشيونال العربية المحدودة شركة شخص واحد

الرياض

السعودية

رقم الاشتراك : ٦٠٣٤٤٤١٩١
رقم السجل التجاري: ١٠١٠٦٥٣٤٦٦

التاريخ
الموافق
رمز الشهادة

١٤٤٥/١٠/٠٥
١٤/٠٤/٢٠٢٤
٦٤١٠٣٢٢٨

رقما
كتابة
ثلاثة و اربعون مشتركا
مائة و اثنان مشتركا
مائة و خمسة و اربعون مشتركا

٤٣
١٠٢
١٤٥

عدد المشتركين السعوديين
عدد المشتركين غير السعوديين
المجموع

تشهد المؤسسة العامة للتأمينات الإجتماعية بأن المنشأة المذكورة أعلاه قد أوفت بالتزاماتها تجاه المؤسسة
وفق البيانات المقدمة منها حتى تاريخ إصدار هذه الشهادة ، والتي تم منحها لتقديما لأية جية تطلبها ، وهي
صالحة لجميع الأغراض التي نص عليها نظام التأمينات الإجتماعية في المادة (١٩/٦) منه.
مدة الشهادة سارية المفعول حتى ١٤٤٥/١١/٠٥ هـ

يلزم التحقق من صحة وصلاية الشهادة عبر زيارة الرابط
أذناه في الموقع الإلكتروني للمؤسسة العامة للتأمينات الإجتماعية



www.gosi.gov.sa/vc

(الشهادة معتمدة من صاحب الصلاية ولا تحتاج إلى توقيع أو ختم)



www.gosi.gov.sa
800 1243344



WWW.IEC-SA.COM



Riyadh, Saudi Arabia



CERTIFICATES

الموارد البشرية والتنمية الاجتماعية

شهادة الإلتزام بحماية الأجور

| | | |
|-----------------|---------------|-----------------------|
| رقم الشهادة | تاريخ الإصدار | تاريخ انتهاء الصلاحية |
| 439330-13623047 | 12/05/2024 | 12/06/2024 |

حالة الشهادة: تم التحقق ✓

| | | | |
|--------------------------------|-------------|-------------------|--------------------|
| اسم المنشأة | رقم المنشأة | رقم السجل التجاري | رقم المنشأة الموحد |
| شركة الهندسة المدعمة للمقاولات | 9-2069754 | 4030439959 | 9-2069754 |

تم التحقق ✓



الموارد البشرية والتنمية الاجتماعية


شهادة التوطين

| | | |
|-----------------|---------------|-----------------------|
| رقم الشهادة | تاريخ الإصدار | تاريخ انتهاء الصلاحية |
| 144678-17555549 | 07/05/2023 | 26/05/2024 |

تاريخ التجديد/التحديث: 26/02/2024

حالة الشهادة: تم التحقق ✓

| | | | | | |
|--|-------------|-------------------|--------------------|--------------|--------------|
| اسم المنشأة | رقم المنشأة | رقم السجل التجاري | رقم المنشأة الموحد | مستوى نطاقات | معدل التوطين |
| شركة هاردوكس إنترناشيونال العربية المحدودة شركة شخص واحد | 1-2199237 | 1010653426 | 7017909479 | اخضر متوسط | 29% |



WAGES PROTECTION
CERTIFICATE

WWW.IEC-SA.COM

Riyadh, Saudi Arabia



CERTIFICATES



Certificate of Registration

This is to certify

that the Quality Management System of

INTEGRATED ENGINEERING AND TRADING FZ-LLC

at Business Center Rakez, Ras Al Khaimah, United Arab Emirates
has been independently assessed and is compliant with the requirements of:

ISO 9001 : 2015

For the following scope of activities:

Supply and installation of fuel systems related to generators and boilers.

Certificate Number: IQC202303810

Validity of this certificate can be verified at www.IQC-UK.com/verify

| | |
|--|------------------------------|
| Date of Certification | 5 th October 2023 |
| 1 st Surveillance Audit | 4 th October 2024 |
| 2 nd Surveillance Audit | 4 th October 2025 |
| Certificate Expiry (subject of the company maintaining its system to the required standard) | 4 th October 2026 |

Director of Certification



International Quality Certifications is a certification body following the requirements of EGAC and IAF standard guidelines. International Quality Certifications does not assume any liability to any party other than the client; and then only in accordance with the agreed upon certification agreement. This certificate's validity is subject to the organization maintain their system in accordance with International Quality Certification's requirements for certification.

This certificate is the property of
International Quality Certifications and shall be returned immediately upon request.
219 Kensington High Street, Kensington, London, W8 6BD, United Kingdom
website: www.iqc-uk.com, **email:** info@iqc-uk.com
Company No. 13160049 / CAB No. 012227

ISO 9001

WWW.IEC-SA.COM



Riyadh, Saudi Arabia



CERTIFICATES



Certificate of Registration

This is to certify

that the Quality Management System of

INTEGRATED ENGINEERING CONTRACTING CO.

at Kingdom of Saudi Arabia, Riyadh, Tahlia Street, Sulaymania, Al Mas Building, 1st floor.
has been independently assessed and is compliant with the requirements of:

ISO 9001 : 2015

For the following scope of activities:

Supply, Installation, Testing and Commissioning of Steam System including Boilers and
Fuel Systems.

Certificate Number: IQC202303808

Validity of this certificate can be verified at www.IQC-UK.com/verify

| | |
|--|-------------------------------|
| Date of Certification | 2 nd February 2023 |
| 1 st Surveillance Audit | 1 st February 2024 |
| 2 nd Surveillance Audit | 1 st February 2025 |
| Certificate Expiry (subject of the company maintaining its system to the required standard) | 1 st February 2026 |

Director of Certification



International Quality Certifications is a certification body following the requirements of EGAC and IAF standard guidelines. International Quality Certifications does not assume any liability to any party other than the client; and then only in accordance with the agreed upon certification agreement. This certificate's validity is subject to the organization maintain their system in accordance with International Quality Certification's requirements for certification.

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International Quality Certifications and shall be returned immediately upon request.

219 Kensington High Street, Kensington, London, W8 6BD, United Kingdom

website: www.iqc-uk.com, email: info@iqc-uk.com

Company No. 13160049 / CAB No. 012227

ISO 9001

WWW.IEC-SA.COM



Riyadh, Saudi Arabia



CERTIFICATES



Certificate of Registration

This is to certify

that the Quality Management System of

INTEGRATED ENGINEERING AND TRADING FZ - LLC

at Business Center Rakez, Ras Al Khaimah, United Arab Emirates
has been independently assessed and is compliant with the requirements of:

ISO 14001 : 2015

For the following scope of activities:

Supply and Installation of Fuel Systems related to Generators and Boilers

Certificate Number: IQC-202103848

Validity of this certificate can be verified at www.IQC-UK.com/verify

| | |
|--|------------------------------|
| Date of Certification | 30 th August 2021 |
| 1 st Surveillance Audit | 29 th August 2022 |
| 2 nd Surveillance Audit | 29 th August 2023 |
| Certificate Expiry (subject of the company maintaining its system to the required standard) | 29 th August 2024 |

Director of Certification



International Quality Certifications UK Ltd. is a certification body following the requirements of IAF standard guidelines. International Quality Certifications does not assume any liability to any party other than the client; and then only in accordance with the agreed upon certification agreement. This certificate's validity is subject to the organization maintain their system in accordance with International Quality Certification's requirements for certification.

This certificate is the property of

International Quality Certifications UK Ltd and shall be returned immediately upon request.

219 Kensington High Street, Kensington, London, W8 6BD, United Kingdom

website: www.iqc-uk.com, email: info@iqc-uk.com

Company No. 13160049 / CAB No. 012102

ISO 14001

WWW.IEC-SA.COM



Riyadh, Saudi Arabia



CERTIFICATES



Certificate of Registration

This is to certify

that the Quality Management System of

INTEGRATED ENGINEERING AND TRADING FZ - LLC

at Business Center Rakez, Ras Al Khaimah, United Arab Emirates
has been independently assessed and is compliant with the requirements of:

ISO 45001 : 2018

For the following scope of activities:

Supply and Installation of Fuel Systems related to Generators and Boilers

Certificate Number: IQC-202103849

Validity of this certificate can be verified at www.IQC-UK.com/verify

| | |
|--|------------------------------|
| Date of Certification | 30 th August 2021 |
| 1 st Surveillance Audit | 29 th August 2022 |
| 2 nd Surveillance Audit | 29 th August 2023 |
| Certificate Expiry (subject of the company maintaining its system to the required standard) | 29 th August 2024 |

Christina

Director of Certification



International Quality Certifications UK Ltd. is a certification body following the requirements of IAF standard guidelines. International Quality Certifications does not assume any liability to any party other than the client; and then only in accordance with the agreed upon certification agreement. This certificate's validity is subject to the organization maintain their system in accordance with International Quality Certification's requirements for certification.

This certificate is the property of

International Quality Certifications UK Ltd and shall be returned immediately upon request.

219 Kensington High Street, Kensington, London, W8 6BD, United Kingdom

website: www.iqc-uk.com, email: info@iqc-uk.com

Company No. 13160049 / CAB No. 012102

ISO 45001

WWW.IEC-SA.COM



Riyadh, Saudi Arabia



CERTIFICATES

Bureau Veritas Certification



HARDOX S.A.R.L.

CHOUEIFAT, KHALDEH - LEBANON

This is a multi-site certificate, additional sites are listed on the next page(s)

Bureau Veritas Certification Middle East - UK Branch certifies that the Management System of the above organisation has been audited and found to be in accordance with the requirements of the Management system standards detailed below

ISO 9001:2015

Scope of certification

DESIGN, FABRICATION AND ASSEMBLING OF ALUMINIUM CURTAIN WALLS, SKYLIGHTS, CLADDING, DOORS, WINDOWS, ROLLING SHUTTERS AND BALUSTRADES

| | |
|---|------------|
| Original cycle start date: | 19-10-2011 |
| Expiry date of previous cycle: | 19-10-2020 |
| Certification / Recertification Audit date: | 16-10-2020 |
| Certification / Recertification cycle start date: | 19-02-2021 |

Subject to the continued satisfactory operation of the organisation's Management System, this certificate expires on: 19-10-2022

Certificate No.: **LB001714** Version: **2** Issue date: **24-03-2022**




Co-located Party Address: 5th Floor, 44 Piccadilly Street, London, E1 8HQ, United Kingdom
Local Office: Bureau Veritas (Lebanon S.A.) - Dohaam Center 5th Floor - Doha - Lebanon



Bureau Veritas Certification



HARDOX S.A.R.L.

ISO 9001:2015

Scope of certification

| Site Name/Location | Site Address | Site Scope |
|---|---|--|
| HARDOX S.A.R.L. | CHOUEIFAT, KHALDEH - LEBANON | DESIGN, FABRICATION AND ASSEMBLING OF ALUMINIUM CURTAIN WALLS, SKYLIGHTS, CLADDING, DOORS, WINDOWS, ROLLING SHUTTERS AND BALUSTRADES |
| SITE 1 - HARDOX INTERNATIONAL UNABLIHED | F. CLASSE 1111, BECHAM, BEIRUT, LIBANON (FABRIQUE HARD, KHANH - SALES AREA) | DESIGN, FABRICATION AND ASSEMBLING OF ALUMINIUM CURTAIN WALLS, SKYLIGHTS, CLADDING, DOORS, WINDOWS, ROLLING SHUTTERS AND BALUSTRADES |

Certificate No.: **LB001714** Version: **2** Issue date: **24-03-2022**




Co-located Party Address: 5th Floor, 44 Piccadilly Street, London, E1 8HQ, United Kingdom
Local Office: Bureau Veritas (Lebanon S.A.) - Dohaam Center 5th Floor - Doha - Lebanon



HARDOX ISO

WWW.IEC-SA.COM 

Riyadh, Saudi Arabia 

CERTIFICATES



Bureau Veritas Certification

HARDOX S.A.R.L.

Bureau Veritas Certification Holding SAS - UK Branch certifies that the Management System of the above organization has been audited and found to be in accordance with the requirements of the management system standards detailed below:

ISO 9001:2015

Scope of certification:

The following site is part of the Management System of the above organization:

HARDOX S.A.R.L.

CHOLEFAH, RIHALDEH - LIBANON

DESIGN, FABRICATION AND ASSEMBLING OF ALUMINIUM CURTAIN WALLS, SKYLIGHTS, CLADDING, DOORS, WINDOWS, ROLLING SHUTTERS AND BALUSTRADES

Certificate No.: LB001914-002 Version: 2 Issue date: 24-03-2022

The validity of this certificate depends on the validity of the main certificate, which expires on: 18-12-2023



Certification Body: 200 rue de France - 40 Avenue Street, London, E7 9NE, United Kingdom
Local Office: Bureau Veritas Holding SAS - Orleans Centre 100 Place - Orleans - Libanon

UKAS is a registered provider of certification services under the UKAS Management System Certification Scheme (UKAS 24) and is a member of the International Register of Certificated Auditors (IRCA).



Bureau Veritas Certification

HARDOX S.A.R.L.

Bureau Veritas Certification Holding SAS - UK Branch certifies that the Management System of the above organization has been audited and found to be in accordance with the requirements of the management system standards detailed below:

ISO 9001:2015

Scope of certification:

The following site is part of the Management System of the above organization:

SITE 1 - HARDOX INTERNATIONAL ARAB LIMITED

P.O. BOX 1111, SECOND INDUSTRIAL CITY, ARAMCO ROAD, RIYADH - SAUDI ARABIA

DESIGN, FABRICATION AND ASSEMBLING OF ALUMINIUM CURTAIN WALLS, SKYLIGHTS, CLADDING, DOORS, WINDOWS, ROLLING SHUTTERS AND BALUSTRADES

Certificate No.: LB001914-001 Version: 2 Issue date: 24-03-2022

The validity of this certificate depends on the validity of the main certificate, which expires on: 18-12-2023



Certification Body: 200 rue de France - 40 Avenue Street, London, E7 9NE, United Kingdom
Local Office: Bureau Veritas Holding SAS - Orleans Centre 100 Place - Orleans - Libanon

UKAS is a registered provider of certification services under the UKAS Management System Certification Scheme (UKAS 24) and is a member of the International Register of Certificated Auditors (IRCA).



HARDOX ISO

WWW.IEC-SA.COM



Riyadh, Saudi Arabia



ORGANIZATION CHART

JOINT VENTURE



WWW.IEC-SA.COM



Riyadh, Saudi Arabia



Organization Chart

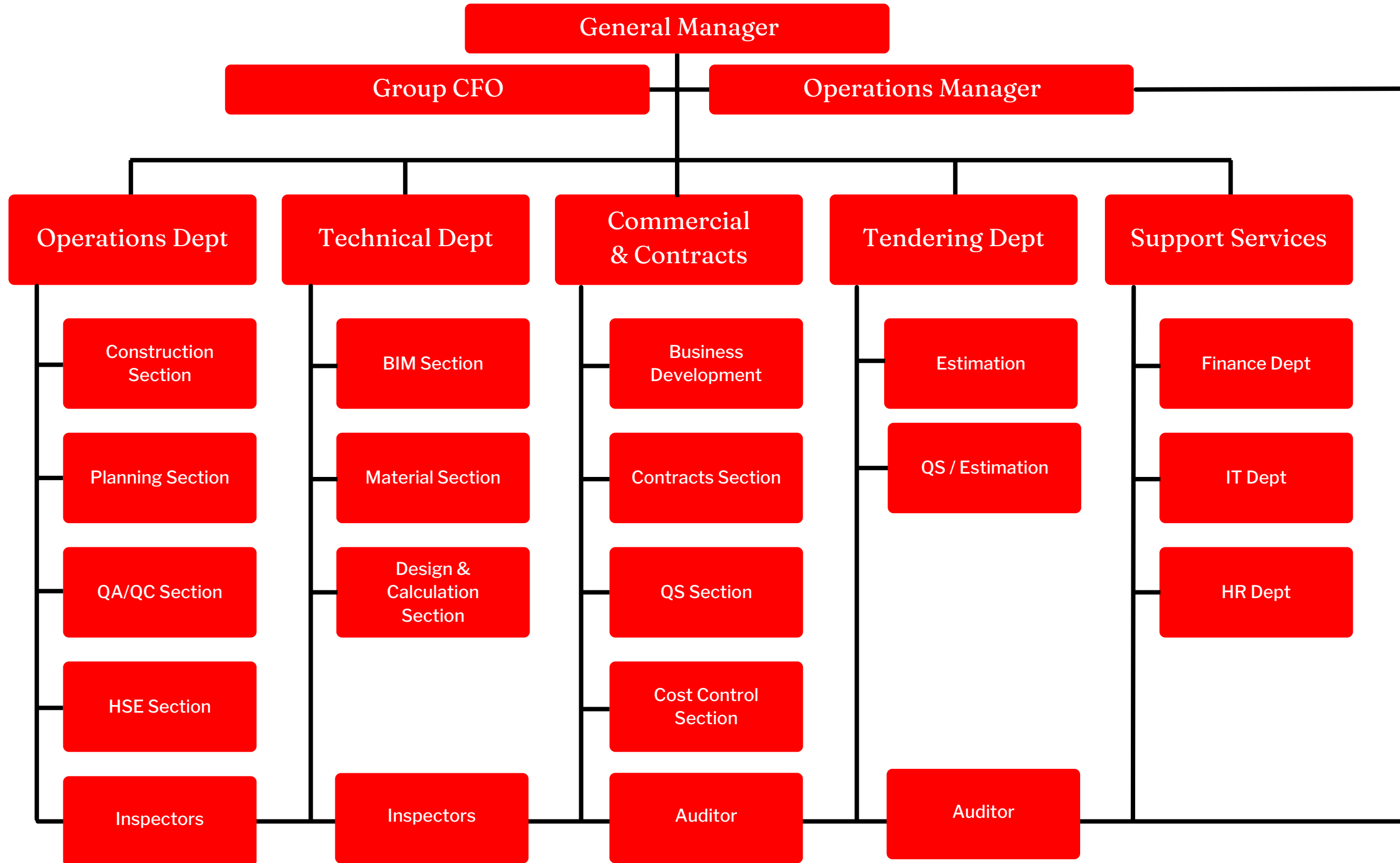
IEC SAUDI ARABIA

Owner 1
Hardox International

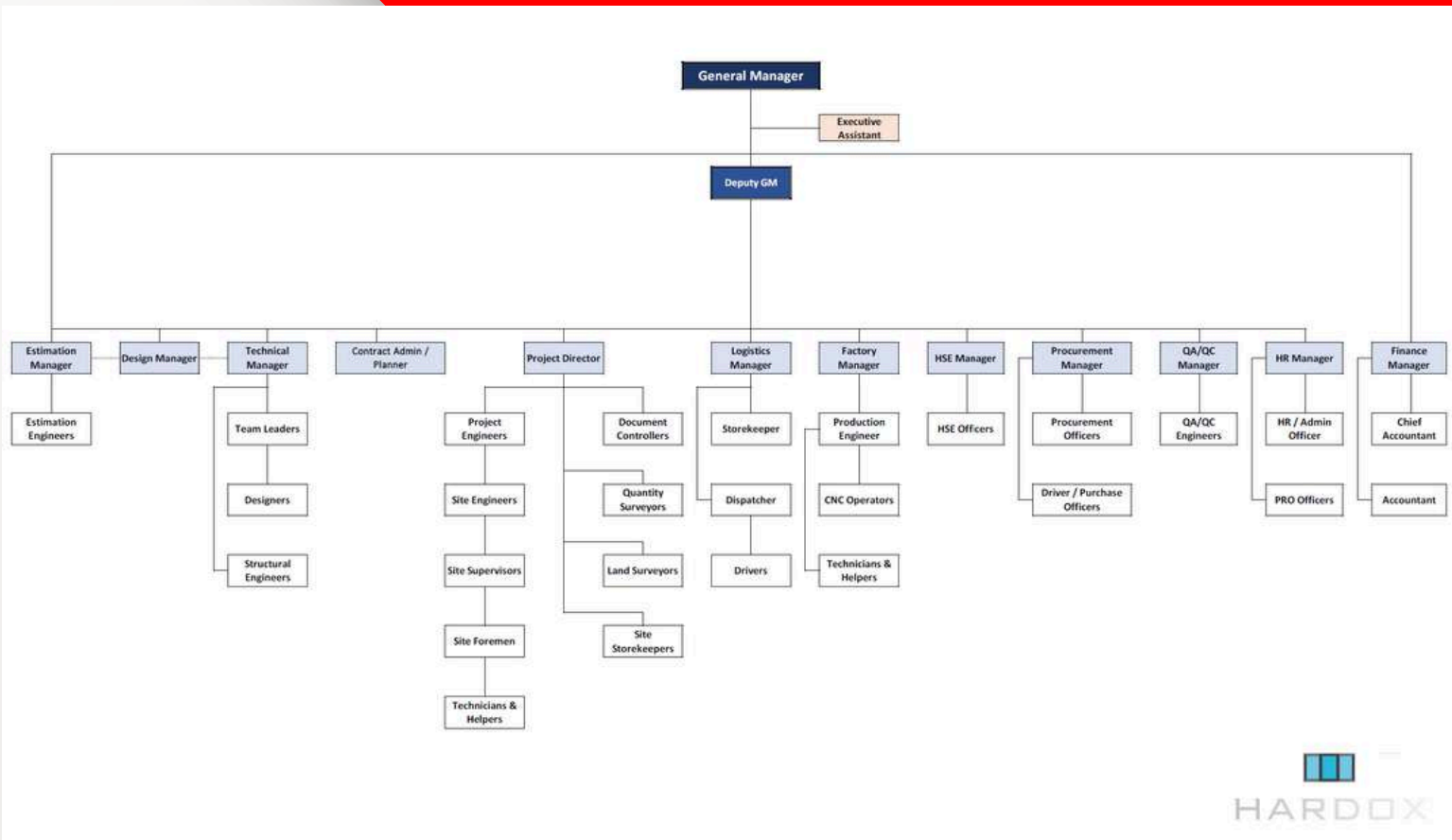
Owner 2
TEC International

Version
1.04


Date
02 Oct, 2023



CERTIFICATES



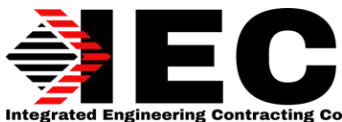
WWW.IEC-SA.COM 


Riyadh, Saudi Arabia 

JV IEC/HARDOX

CV'S

JOINT VENTURE



WWW.IEC-SA.COM 

Riyadh, Saudi Arabia 

Paul Fakhry

Nationality: Lebanese
Position: Deputy General Manager

PROFESSIONAL EXPERIENCE

2020-Present Operations Manager at Hardox International - KSA
 2016-2019 Self Employed Facade Project Manager / Management Consultant - Lebanon,
 2014-2016 Project Director at Alumco w.l.l
 2011-2014 Assistant General Manager for Operations at Alumco S.A.L. - Lebanon
 2009-2011 Deputy Area Manager at Alumco UAE I.l.c. - UAE
 2005-2008 Operations Manager at Alumco ltd - KSA
 1999-2005 Project Manager at Alumco s.a.l. - Lebanon

EDUCATION & QUALIFICATIONS

1995 Masters in Mechanical Engineering - Lebanese University - Lebanon
 Languages Arabic, English and French

EXPERIENCE

Operations Management, Overseeing ongoing projects, managing project managers, Allocating installation resources. Negotiating contracts with suppliers. Manage staff performance. Maximize productivity. Maintain budgets. Project management, Proficient facade technical support. Contracts administration, Project Specifications review, Scheduling and planning, Cost control. Variation Orders and EOT claims management. Invoicing, collection. Engaged in several reorganization initiatives. Issues procedures, flowcharts. Designed forms, reports. Issues job descriptions.

MAJOR PROJECTS

| YEAR | PROJECT NAME | LOCATION |
|-------------|---|---------------|
| 2019 | Maraya Festival Hall | Al Ula - KSA |
| 2017 - 2019 | Portside, Urban Dream, Uptown Badaro, Josons HW, Edelweiss, Club House Faqra, Trabaud, Dbayeh Workplace | Lebanon |
| 2016 | King Fahed Medical City | Riyadh - KSA |
| 2016 | King Faisal University | Al-Ahsa - KSA |
| 2014 | Beirut Terraces / Allenby Gate / Credit Libanais Headquarters / Plus Towers II, Beirut City Center / BEAC (Equatorial Guinea) / Zaitunay Bay | Lebanon |
| 2011 | Etihad Tower 4 and 5 / Etihad Towers Podium / Meena Plaza | UAE |
| 2008 | King Abdulaziz University for Science and Technology / Ministry Of Interior / King Abdulaziz International / Airport Expansion / Red Sea Mall / Yanbu Airport / Lotus Plaza Twin Towers / Salama Center | KSA |
| 2000 - 2005 | Hilton Beirut Habtoor Grand Hotel / Park View Realty / Le Royal Hotel / Governmental Agencies / Gefinor Rotana Hotel | Lebanon |

Andre Rezk

Nationality: Lebanese

Position: Project Director

PROFESSIONAL EXPERIENCE

| | |
|----------------|--|
| 2023 - Present | Project Director - HARDOX INT, Riyadh, KSA |
| 2019 - 2023 | Acting General Manager - Belgium Aluminum Company W.L.L, Doha, Qatar |
| 2012 - 2019 | Facade & Fit-Out Project Manager - Al Huda Engineering Works Doha, Qatar |
| 2006 - 2012 | Senior Facade Project Manager - ALUMCO WLL. Doha, Qatar |
| 2005 - 2006 | Facade Installation Manager - Rama Aluminum Factory co. Riyadh , KSA |
| 1997 - 2005 | Facade Project Engineer - K.D. Dantziguan com. Mkales Lebanon |

EDUCATION & QUALIFICATIONS

1994 - M.S. in Mechanical Engineering - Riga Aviation University

1995 - Member of "Ordre Des Ingenieurs"

Languages: Arabic, English, Russian, French

EXPERIENCE

- Highly qualified Design Project Director with experience in the aluminum industry.
- Main experience in managing multinational workfroce, planning, production, procurements, QA/QC & HSE, asses problems and make time and cost saving decisions, impelemntation of approved drawings on site.

MAJOR PROJECTS

| YEAR | PROJECT NAME | LOCATION |
|------|---|----------|
| | Nishan Tower | Qatar |
| | Al Baker Towers | Qatar |
| | Hassanesco Tower | Qatar |
| | Qatar University | Qatar |
| | Ministry of Education & Higher Education HQ | Qatar |
| | The Early Childhood Teachers Training Center Building | Qatar |
| | Barwa Commercial Avenue | Qatar |
| | Al Refaa & Al Rayyan Towers | Qatar |
| | Diplomat Tower | Qatar |
| | Al Etihad Towers | UAE |
| | New Doha International Airport | Qatar |
| | Qatar Science & Technology Park Education City | Qatar |
| | Pearl Qatar Parcels 1,2,3 | Qatar |
| | JAWAL | KSA |
| | British Bank Tower - HQ | KSA |
| | Al Ahli Bank Tower | KSA |

Jalal El-Hajj

Nationality: Lebanese
Position: Technical Manager

PROFESSIONAL EXPERIENCE

2021-Present Senior Technical Engineer at Hardox International KSA
 2014-2021 Senior Facade Designer / Project Manager at ALGECO LTD
 2012-2014 Project Manager at Glassline Industries
 2008-2012 Project Engineer at Glassline Industries - Lebanon
 2005-2008 Designer and Production Engineer at Taleb and Co. - Lebanon

EDUCATION & QUALIFICATIONS

2000-2005 Bachelor Degree in Mechanical Engineering / Construction & Energetic from L.U. - Lebanon
 2009 Education Development Management Group - Course of "Facade Engineering"
 2012 MEIRC Training and Consultancy - Seminar of Project and Contract Management
 Languages Arabic, English and French

EXPERIENCE

Superior facade technical (aluminum, glazing, steel) with an understanding of key activities and methodology for glazing and metal panels in Lebanon and the Gulf.

Strong facade designing and construction, including value engineering and problem solving skills for larger and technically challenging projects.

MAJOR PROJECTS

| YEAR | PROJECT NAME | LOCATION |
|------|-------------------------------|----------|
| 2021 | Dream Hotel | Qatar |
| 2020 | Water Front Business Park | Lebanon |
| 2020 | Urban Dreams | Lebanon |
| 2020 | Port Side | Lebanon |
| 2017 | ABC Mall | Lebanon |
| 2013 | Basilique Notre Dame du Liban | Lebanon |
| 2012 | Le Mall - Dbaye | Lebanon |
| 2011 | Royal Jordanian Headquarters | Jordan |
| 2011 | Taj Mall | Jordan |
| 2010 | Jordan Gate | Jordan |
| 2008 | Magic Planet | Kuwait |
| 2006 | City Mall | Jordan |
| 2006 | Beirut Mall | Lebanon |

Salim Halimeh

Nationality: Palestinian
Position: Estimation Manager

PROFESSIONAL EXPERIENCE

2021-Present Estimation Manager at Hardox International KSA
 2019-2021 Estimation Manager at Archital Architecture & Consultancy
 2016-2018 Business Development Manager at Hijazi Glass Contracting Co.
 2015-2016 Head of Estimation Department at Glassline Industries - Lebanon
 2018-2015 Project Manager at Glassline Industries - Lebanon
 2007-2011 Project Manager at Multiforms
 2007-2007 Project Engineer at Multiforms LLC - UAE
 2006-2006 Design Engineer at Multiforms LLC - UAE

EDUCATION & QUALIFICATIONS

2005 Bachelor Degree in Mechanical Engineering from Beirut Arab University - Lebanon
 2019-Present Master of Science, Strategic Business Management, University of Law-Business School - London
 Languages Arabic and English

EXPERIENCE

Fidic Certification, Module $\frac{1}{2}$
 Contract Administration / Environmentally responsive buildings
 Planning & Scheduling with Primavera Feasibility study - OEA.
 Performance management / Cost management / Wictop Software use.
 Logikal Software user / RA workshop / Guardian Glass performance / AGC glass performance / Techdesk / Fire protection and compliance.

MAJOR PROJECTS

| YEAR | PROJECT NAME | LOCATION |
|------|--|----------|
| - | Summerland Hotel & Resort | Lebanon |
| - | L'armonial Residential Project | Lebanon |
| - | Olives Residential Project | Lebanon |
| - | Palacio Residential Project | Lebanon |
| - | Achrafieh 4878 Offices Project | Lebanon |
| - | Renaissance Hotel, IBIS Hotel, Dubai Marina Mall | UAE |
| - | International City - Persia Package | Persia |
| - | International City - Spain Package | Spain |
| - | Boulevard Plaza / Jumeirah Plaza / Jumeirah Village / Dubai Maritime City Residence / Al-Ain University Campus | UAE |

Samir Jamil

Nationality: Lebanese
Position: Procurement Manager

PROFESSIONAL EXPERIENCE

2021-Present Procurement Manager at Hardox International - KSA
 2020-2021 Procurement & Bidding Manager at Al Madarioun for Building Limited Co. - Regional Office in Lebanon
 2010-2020 Procurement Manager & ERP expert committee member at ALUMCO SAL - Regional Office in Lebanon
 2009-2010 Procurement Senior Buyer at Averda Group - Lebanon
 2007-2009 Procurement and Asset Management Officer at Modern Electro-Mechanical Projects Co (MEPCO)
 2003-2007 Purchasing Assistant Manager at Middle East Airports Services (MEAS) Purchasing Department
 2002-2003 Executive Manager and Computer Instructor at Ibn Majed International Center - UAE
 1999-2002 Whole and Retail Sales Representative and Accountant at Woodco - Lebanon

EDUCATION & QUALIFICATIONS

2014 Best Practices in procurement Management held at Management Mix Lebanon
 2013 Mediation course at ALUMCO SAL premises
 2009 Inco terms (Shipping terms exporting and importing) courses
 2005 Four days training workshops on the use of the ORACLE program
 2004 ISO9000: 2000 Series Foundation Training Course
 2003 A+ Certificate for Establishment of Computer Learning Centers
 2003 N+ (Network plus) Certification
 2003 Certificate of achievement in 2152, Implementing Microsoft Windows 2000 Professional and Server.
 2003 Certificate of achievement in 2126, managing a Microsoft Windows 2000 Network Environment.
 2002 Standard Level Certificate in IT skills at Cambridge International Examinations Center.
 1993-1995 Mechanical Technology-BT Degree, Amelia Technical Institute-Beirut Lebanon.
 Languages Arabic and English

EXPERIENCE

Public relations, sales & purchasing manager, operating and coordinating activities within an environment of diversified social and professional stakeholders while in charge of controlling large stocks of merchandise both in quality and quantity. Fluent in IT skills, A+ hardware & software and also administrative network.

Ali Thini

Nationality: Lebanese
Position: Structural Engineer

PROFESSIONAL EXPERIENCE

AUG 2023 - Present Senior Structural Engineer at HARDOX INTERNATIONAL
 JULY 2022 - JULY 2023 Team Leader at ESS - ENVELOPES & SPECIAL STRUCTURES - LEBANON
 JUNE 2021 - JUNE 2022 Team Leader at ALC - Auto Lubumbashi Construction - Congo
 JULY 2017 - JUNE 2021 Structural/ Facade Engineer at ESS - ENVELOPES & SPECIAL STRUCTURES - LEBANON

EDUCATION & QUALIFICATIONS

2017 Master Degree in Civil Engineering - Lebanese University
 Languages Arabic, French, English

EXPERIENCE

Strategic Management:

Highly qualified Design Project Manager with experience in the aluminum industry.
 Main experience in problem solving and getting exposure to multiple projects, and managing a team of junior designers.

MAJOR PROJECTS

| YEAR | PROJECT NAME | LOCATION |
|------|--|------------------|
| - | DMUD (DELTA MIX USED DEVELOPMENT) | KSA |
| - | Sheybara Island - Red Sea | KSA |
| - | SHE (SHAMIYA HARAM EXPANSION) | KSA |
| - | Doha Metro-Shelters | Qatar |
| - | Jumeirah Gate | Dubai |
| - | Batroun Square | Lebanon |
| - | KITC-Kuwait International Tennis Complex, Kuwait University | Kuwait |
| - | Marasi Al Bahrain/Bahrain, National Guard Health Affairs Hospitals | Bahrain |
| - | Hasbaya Villa, Naccache Villa, and BS Private Villa | Lebanon |
| - | Bahrain Airport Buss | Bahrain |
| - | V-Tower | Lebanon |
| - | Auto Lubumbashi Headquarter | Lubumbashi - DRC |
| - | New showroom project | Lubumbashi - DRC |
| - | Cylinder Hangar | Lubumbashi - DRC |
| - | | |

Chady Chemaly

Nationality: Lebanese

Position: Production & Logistics Engineer

PROFESSIONAL EXPERIENCE

2021-Present Project Engineer at Hardox International - KSA
 2019-2021 Project Engineer at Algeco
 2019-2019 Project Manager at Bluepr
 2018-2019 Installation Manager at AGEV - Lebanon
 2014-2018 Site Engineer at Confirm General Contracting - Lebanon

EDUCATION & QUALIFICATIONS

2014-2017 Master in Construction Management at Conservatoire National des Arts et des Metiers - Lebanon
 2011-2014 Bachelor Degree in Civil Engineering at Conservatoire National des Arts et des Metiers - Lebanon
 Languages Arabic, English and French

EXPERIENCE

Plan, organize and direct activities concerned with the construction and maintenance of structures, facilities, and systems; responsible of coordinating and completing the project on time within the budget and scope studied, as well as implementing and monitoring all the structural, architectural, mechanical and electrical related works at the site as per the approved drawings, methods, safety rules and quality standards.

Attending regular meeting with the client and consultant to provide updates on the project progress after the preparation of all tender documents (quotation, BOQ, Schedule...) and providing the management with the daily/weekly reports and inspection requests.

Responsible for interpreting and explaining plans and contract terms to administrative staff, workers, and clients, representing the owner or developer; and conferring with supervisory personnel, owners, contractors, and design professionals to discuss and resolve matters such as work procedures, complaints, and construction problems.

MAJOR PROJECTS

| YEAR | PROJECT NAME | LOCATION |
|------|-------------------------|--------------------------|
| - | ABHA Airport | ABHA - KSA |
| - | Waterfront | Dbayeh - Lebanon |
| - | Portside | Gemmayze - Lebanon |
| - | Villeroy & Boch | Khobar - KSA |
| - | Faces - Al Nakheel Mall | Dammam - KSA |
| - | Nando's - Ajdan Walk | Khobar - KSA |
| - | Saint Jean Les Villes | Daychounieh - Lebanon |
| - | BBC | Mirna Chalouhi - Lebanon |
| - | Nohad Nawfal Stadium | Zouk Mosbeh - Lebanon |
| - | NDU Barsa | Barsa - Lebanon |
| - | Saint Therese School | Amioun - Lebanon |
| - | NDU Louaizi "CPF" | Zouk - Lebanon |

Ibrahim Mulla

Nationality: Indian

Position: Construction manager

PROFESSIONAL EXPERIENCE

| | |
|------------------------|---|
| JAN 2022 - Present | Construction Manager - HARDOX |
| FEB 2020 - JAN 2022 | Sr. Project Manager - Alfa Facade System Pvt. Ltd. Pune India |
| AUG 2015 - OCT 2019 | Projects Manager - Shanfari Aluminium Co. L.L.C Oman |
| APRIL 2014 - JUNE 2015 | Project Manager Jafco Aluminium & Steel Co W.L.L Qatar |
| OCT 2010 FEB 2014 | Project Manager - Architectural Metal Works, UAE |
| ARIL 2007 - SEP 2010 | Project Engineer - Belgium Aluminium & Glass Co. UAE |
| JUNE 2004 - DEC 2006 | Project Manager - Alfa Metal Works, Miraj. India |
| JAN 1998 - DEC 2003 | Zibentek Metal Works Pvt. Ltd, India |

EDUCATION & QUALIFICATIONS

| | |
|-----------|--|
| 1996 | Diploma in mechanical engineering from BTE Mumbai, India |
| | B.E Mechanical engineer from Shivaji University |
| Languages | English, Hindi and Marathi |

EXPERIENCE

- Highly qualified Construction Manager with experience in the aluminum industry.

Main experience in overseeing all site installation works. Plan, organize and monitor execution of project day to day activities such as engineering, surveying, cladding, delivery and installation as per agreed schedules.

MAJOR PROJECTS

| YEAR | PROJECT NAME | LOCATION |
|------|---|-------------|
| - | Muscat International airport | MUSCAT OMAN |
| - | City Hotel L&T | MUSCAT OMAN |
| - | Permanent Accommodation for Contractors at DUQM(Renaissance Services) | MUSCAT OMAN |
| - | Hilton Hotel | MUSCAT OMAN |
| - | Shopping Mall | UAE |
| - | Commercial towers | UAE |
| - | High rise buildings | UAE |
| - | Hospitals | UAE |
| - | Schools | UAE |
| - | Villa | UAE |

Bharathidasan Natarajan

Nationality: Indian

Position: Senior QA-QC Engineer

PROFESSIONAL EXPERIENCE

| | |
|-----------------------|---|
| JUNE 2019 - JAN 2021 | Senior QA-QC Engineer - HARDOX |
| MAY 2018 - DEC 2018 | Project Manager - SKAPE CONSTRUCTIONS -MADURAI ,TAMILNADU - INDIA |
| DEC 2013 - APRIL 2018 | QA/QC Manager BELGIUM ALUMINIUM AND GLASS INDUSTRIES (AL FARA'A GROUP)UAE |
| Nov 2009 - Oct 2013 | Senior QA/QC Engineer - ALUMCO UAE LLC – DUBAI,UAE. |
| JUNE 2007 - AUG 2009 | QA/QC Engineer - EVERSENDAL ENGG. LLC – DUBAI, UAE |
| MAR 2006 - APRIL 2007 | JAFCO ALUMINIUM & STEEL CO. W.L.L – Doha, Qatar |
| JUNE 2004 - SEP 2006 | QA/QC Inspector - M/S SVM FABRICATORS - Trichy ,TamilNadu - India |

EDUCATION & QUALIFICATIONS

| | |
|-----------|---|
| 2006 | B.E (Mechanical Engineering) - First Class Madurai Kamaraj University, Tamil Nadu. – INDIA |
| | MBA – Operations and Project management - Pursuing Madurai Kamaraj University, Tamil Nadu - INDIA |
| Languages | English, Tamil, Telugu, Hindi & Malayalam |

EXPERIENCE

- Highly qualified Senior QA-QC engineer managing over all QA/QC department .

Monitoring &Controlling all ISO requirements & documentation through periodic Audits. Performing preparation and reviews of QA/QC Plans, Inspection and Test Plans, and other Project QA/QC Documents.

MAJOR PROJECTS

| YEAR | PROJECT NAME | LOCATION |
|------|--|----------|
| - | Burj khalifa | UAE |
| - | Dubai Mall | UAE |
| - | The presidential Palace project | UAE |
| - | Etihad Towers | UAE |
| - | ADNEC Capital gate project | UAE |
| - | New Doha International Airport | QATAR |
| - | Msheireb Downtown Doha | QATAR |
| - | Lusail Multipurpose hall(Sports stadium) | QATAR |
| - | | |
| - | | |
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| - | | |

Tharwat Mohamed Ibrahim**Nationality:** Egyptian**Position:** Finance Manager**PROFESSIONAL EXPERIENCE**

- 2022-Present Finance Manager at Hardox International Company - KSA
- 2018-2021 Finance manager at Miracle Company for Trading, Industry and General Contracting - KSA
- 2017-2018 Accounting Manager at Al Kifah contracting Co. - KSA
- 2011-2017 Accounting Manager at El Hakmiah Holding – KSA
- 2006-2010 Senior accountant in Pro Act World Co. – KSA
- 2004-2006 Senior accountant in AL AMIR P&G – KSA
- 2002-2004 Accountant at World with no boundaries Co. - Egypt

EDUCATION & QUALIFICATIONS

2002 Bachelor Degree in Commerce (Major: Accounting) – Helwan University - Egypt

Languages Arabic and English

EXPERIENCE

Experienced Finance Manager with over 17 years of experience in the contracting field. Excellent experience in preparing financial reports and presentation for top management. Ability to work under pressure and provide the best possible results. Working on developing the department's performance. Excellent ability to deal with the different functional levels. High ability to prioritize work assignments. Ability to manage the team and achieve high productivity. The interest in maintaining team spirit and morale. Commitment to the company's policies and work on developing them. Implement the reward and punishment policy in the financial department. Create a system to preserve the company's assets and resources. Ability to preserve the company's rights in dealing with external parties. Working to build strong relationships with suppliers, clients, and the banks. Ability to use bank sites to make the needful transactions.

ACCOUNTING PROGRAMS

- Al-Motammem {General ledger and stock control}.
- Infinity {General ledger and stock control}.
- Resort {General ledger and stock control}.
- SAP {General ledger}.

Moueen Souki**Nationality:** Lebanese**Position:** Head of Engineering**PROFESSIONAL EXPERIENCE**

- 2021-Present Head of Engineering at Integrated Engineering Contracting Co. - KSA
- 2016-2021 Technical & Procurement Engineer at Hamad Al Alaiwi & Partners Contracting Co. – KSA
- 2014-2016 Estimation Engineer at KG Tech Arabia – KSA
- 2011-2014 Engineer Assistant at Aqua Systems – Lebanon

EDUCATION & QUALIFICATIONS2014 Masters Degree in Mechanical Engineering – Lebanese International University – Lebanon

Languages Arabic and English

EXPERIENCE

Experienced Technical Manager with a demonstrated history of working in the mechanical or industrial engineering domain. Overseeing the development and execution of systems, managing budgets, and supervising multiple teams. Directing and monitoring assigned office or project startup and operations which include review of design for plant operability, preparation of operations manuals, coordination with construction during field check out and pre-commissioning and testing and execution of the startup in the field.

MAJOR PROJECTS

| YEAR | PROJECT NAME | LOCATION |
|-----------|---|----------|
| 2013 | <u>Richani</u> Water Station | Lebanon |
| 2016-2019 | Riyadh Metro Station – Line 1 & 2 – East, South, North Depots & 6 Surface Stations | KSA |
| 2022 | L01 / 14 Towers in KAFD / PIF Tower / Sabic Hospital | KSA |
| 2023 | B05 / S35 <u>Power House</u> / <u>Sindhala Utilities</u> / Neom Construction Villages / H12-Red Sea | KSA |

Amer Hamze**Nationality:** Lebanese**Position:** Project Manager**PROFESSIONAL EXPERIENCE**

- 2023-Present Project Manager at Integrated Engineering Contracting Co. - KSA
- 2017-2023 Construction Manager at Al Manaf for Investing and Industrial Development – KSA
- 2016-2017 Senior MEP Engineer at Abdul-Aziz Alsaghyir Holding - Minwal Co. – KSA
- 2011-2016 MEP Engineer at Advanced Vision for Electro-Mechanical Co. – KSA

EDUCATION & QUALIFICATIONS2010 Masters Degree in Mechanical Engineering – Lebanese University – Lebanon

Languages Arabic and English

EXPERIENCE

Experienced Project Manager with over 14 years of experience in the construction field. Plan and implement projects. Help define project scope, goals and deliverables. Define tasks and required resources. Collect and manage project team. Manage the project budget. Allocate project resources. Create a project schedule and timeline. Support and direct team. Lead quality assurance. Report on the project status. Present to stakeholders reports on progress as well as problems and solutions. Implement and manage changes when necessary to meet project deliverables. Evaluate and assess the result of the project

MAJOR PROJECTS

| YEAR | PROJECT NAME | LOCATION |
|-----------|--|----------|
| 2011-2016 | King Abdullah Bin Abdulaziz Project (Holy Haram) / King Abdul Aziz Airport | KSA |
| 2017 | Clemenceau Medical Center / Makarim Apartment Hotel / Riyadh Metro – 7 Elevated Stations | KSA |
| 2017-2023 | AL MUNIF 7-Story Residential Building / ABDUL AZIZ AL ADWAN 5 story Office buildings / ALOBAIKAN Palace | KSA |
| 2023-2024 | Hotel 12 <u>Ummahat AlShaykh Islands</u> , Red Sea / L01 Palace / B05 / <u>Sindhala Utilities</u> / King` s College Hospital | KSA |

Naeem Abdullah**Nationality:** Jordanian**Position:** Operations & Logistics Manager**PROFESSIONAL EXPERIENCE**

2022-Present Operations & Logistics Manager at Integrated Engineering Contracting Co. - KSA

2018-2022 Operations & Logistics Manager at SFFECO – KSA

2017-2018 Project Sales Engineer at Tazeez Advanced industrial company Ltd – KSA

2013-2017 Projects Sales Engineer at Inara Lighting Company – KSA

EDUCATION & QUALIFICATIONS2010 Bachelor Degree in Electrical Power Engineering – Al-Balqa` Applied University – Jordan

Languages Arabic and English

EXPERIENCE

Experienced Operations & Logistics Manager with over 11 years of experience in the construction field. Highly organized and proactive to oversee and optimize the company logistics operations. Play a critical role in coordinating and managing the efficient movement of goods, ensuring timely delivery, and optimizing costs. Having strong leadership skills, strategic thinking, and a deep understanding of supply chain and logistics processes.

MAJOR PROJECTS

| YEAR | PROJECT NAME | LOCATION |
|-----------|--|----------|
| 2013-2017 | Aloft Hotel Riyadh / Aloft hotel Khobar / Prince Bandar Private Offices building. | KSA |
| 2017-2018 | Riyadh Metro Project (FAST-ANM) / Riyadh Roads Renovation for Lighting poles / Jeddah Roads Renovation for Lighting poles | KSA |
| 2018-2022 | Riyadh Metro Project (BACS-ANM) / South Boarder Infrastructure SBI / Al Marai Planet – Rabigh | KSA |
| 2022-2024 | Hotel 12 <u>Ummahat AlShaykh</u> Islands, Red Sea / L01 Palace / B05 / <u>Sindhala</u> Utilities / King`s College Hospital / Qassim Airport / KAFD Parcels | KSA |

Faiz Ahmad Faiz**Nationality:** Indian**Position:** Construction Manager**PROFESSIONAL EXPERIENCE**

2024-Present Construction Manager at Integrated Engineering Contracting Co. - KSA

2014-2024 Construction Manager at Hamad Al Alaiwi & Partners Contracting Co. – KSA

2010-2014 Project Engineer at RTC Contracting Company – KSA

2007-2008 Mechanical Engineer at MIDMAC – Qatar

2000-2006 Mechanical Engineer at APCO - India

EDUCATION & QUALIFICATIONS

1999 Diploma in Mechanical Engineering from AMU, Aligarh, India

Languages English, Arabic & Hindi

EXPERIENCE

Construction Manager with more than 20 years of total extensive and hands-on experience in the field of Plumbing/Firefighting/Ventilation and Air Conditioning. Overseeing the logistical requirements of a project Delegating work to colleagues within the team. Meeting regularly with clients, third parties and other managers to report on progress. Setting targets, objectives, and responsibilities for all supervised staff. Regularly reviewing timings, budget, labor, risk, and project plans to ensure work stays on track. Setting and agreeing budgets. Conducting site visits to inspect work, check materials and ensure staff are following health and safety guidelines. Dealing with contracts and mitigating the impact of any issues. Ensuring the delivery of high-quality work within contract timescales. Working in an office and on a construction site.

MAJOR PROJECTS

| YEAR | PROJECT NAME | LOCATION |
|-----------|--|---------------|
| 2000-2006 | Nucleus Software, Noida, India-600TR Chiller Plant. / Cadbury Gwalior, New Delhi, India-450TR Chiller Plant. / Mata Charan Devi Hospital, New Delhi, India-300TR Chiller Plant | India |
| 2007-2008 | 108 Cultural Village of two types (250 m2 each) including Mosque Club House, Guard House and Sewage treatment plant | Qatar |
| 2009 | <u>Chattarpur Farm House</u> in New Delhi-India-64HP, VRF-2Series | India |
| 2010-2014 | Princes Noura <u>Bint Abdulrahman</u> University (PNU) | KSA |
| 2014-2023 | Riyadh Metro Project – East Depot / King Salman Palace / Sabic Hospital / PIF Tower / KAFCO Parcels | KSA / Morocco |

Moataz Mohammed**Nationality:** Egyptian**Position:** Project Engineer**PROFESSIONAL EXPERIENCE**

- 2023-Present Project Engineer at Integrated Engineering Contracting Co. - KSA
- 2020-2023 Project Executive at E.B.A for Contracting and Supplies – Egypt
- 2018-2020 Mechanical Section Head at JK Enterprise LTD – KSA
- 2016-2017 Senior Mechanical Engineer at Archen Consultant Engineering. – KSA
- 2009-2016 Senior Mechanical Engineer at Saudi Bin-Ladin Group – ABCD – KSA
- 2006-2009 Senior Mechanical Engineer at Al Assaf Contracting Company – KSA
- 2005-2006 Site Mechanical Engineer at Saudi Waves Company for Contracting - KSA

EDUCATION & QUALIFICATIONS2010 Bachelor Degree in Power Mechanical Engineering – Helwan University – Egypt

Languages Arabic and English

EXPERIENCE

Certified Professional Project Engineer with over 16 years of hard-core experience with projects execution, installation, testing and commissioning for Mechanical Equipment (HVAC, Fire Fighting, Plumbing, RO and STP Plants) in several projects. Functional experience in engineering, construction, and project management.

MAJOR PROJECTS

| YEAR | PROJECT NAME | LOCATION |
|-----------|---|----------|
| 2005-2006 | Ministry of Finance & National Economy Complex | KSA |
| 2006-2009 | Diabetic and rehabilitation hospital in King Abdul-Aziz medical city / Fire station project / <u>Elzwareg</u> workshop project / Jeddah technical college | KSA |
| 2009-2016 | Princess Nora Bent Abdurrahman University (PNU) | KSA |
| 2016-2017 | Luxor Health Center / Khalid Ibn El-Walid School | Egypt |
| 2018-2020 | MOI premises in <u>Albadea</u> island | KSA |
| 2020-2023 | Cordoba Boulevard Shopping Center | KSA |
| 2024 | B05 Project | KSA |

Hans Persius**Nationality:** Filipino2013**Position:** Technical Engineer**PROFESSIONAL EXPERIENCE**

- 2024-Present Technical Engineer at Integrated Engineering Contracting Co. - KSA
- 2022-2024 Design Engineer at AES Arabia LTD. – KSA
- 2019-2022 Project Engineer at BEAUCHEM THERMTECH GROUP, INC. - Philippines
- 2018-2019 Project Engineer at MECHMAR COCHRAN BOILERS (M) SDN BHD – Malaysia
- 2013-2018 Design Engineer at MECHMAR COCHRAN BOILERS (M) SDN BHD – Malaysia

EDUCATION & QUALIFICATIONS2014 Masters Degree in Mechanical Engineering – Lebanese International University – Lebanon

Languages Filipino & English

EXPERIENCE

Experienced Technical Engineer with almost 10 years of total extensive and hands-on experience in Mechanical/Piping and Layout Detail Design, Design Engineering, Project Management and Construction in the fields of Process Boilers and it's system in the Plant. Result oriented and good team player who can handle pressure under tight schedules.

MAJOR PROJECTS

| YEAR | PROJECT NAME | LOCATION |
|-----------|--|-----------------------|
| 2013-2018 | Felda Sahabat Biomass Powerplant (55TPH) / Pekawai Mill (30TPH) / Sarawak Oil Palms (60TPH) / PT Smart TBK / Libo Mill (50TPH) / Representaciones Castillo / Palmasa (30TBH) | Malaysia / Indonesia |
| 2019 | Ain Medicare / Kai Sik Towa Rubber Products / SBFM Industries / International Food Corporation | Malaysia / Philippine |
| 2022-2024 | Al Soraiyah Industrial Investment Group / Arras Bakeries Co / Narcissus Hotel / Jizan Hospital / King Fahd Hospital / Saudi Chemical | KSA |

Ahmed Khaleeq**Nationality:** Indian**Position:** Senior Estimation Engineer**PROFESSIONAL EXPERIENCE**

- 2023-Present Senior Estimation Engineer at Integrated Engineering Contracting Co. - KSA
- 2013-2023 Senior Estimation Engineer at Hamad Al Alaiwi And Partners Co – KSA
- 2011-2013 HVAC Engineer at Kg Mech Electromechanical Pvt. Ltd – India
- 2009-2011 Mechanical Design Engineer at Archirodon Construction Overseas – Qatar
- 2006-2009 Mechanical Inspector at Burt Hill – UAE
- 1999-2004 HVAC Engineer at Saudi Binladin Group – KSA

EDUCATION & QUALIFICATIONS

- 2010 Diploma in Mechanical Engineer – State Board of Technical Education and Training – India
- Languages Arabic and English

EXPERIENCE

A result driven, self-motivated, and resourceful mechanical professional with over 15 years of experience in Project Engineering and Quantity Surveying, Techno-Commercial Operation entailing Estimation & Change Control, Preparation of P&L statements, Client Invoicing

MAJOR PROJECTS

| YEAR | PROJECT NAME | LOCATION |
|-----------|--|----------|
| 1999-2004 | Palace Abdul Aziz Bin Fahad | KSA |
| 2006-2009 | Move-N-Pick Hotel & Apartment / Wellington school (GEMS World Academy) | UAE |
| 2009-2011 | Qatar Petroleum | Qatar |
| 2011-2013 | Hotels, <u>Shopping Mall</u> & Resorts | India |
| 2013-2023 | Govt Head Quarters, Hospitals & Universities | KSA |

Sher Zama Baig**Nationality:** Indian**Position:** Senior MEP Draftsman**PROFESSIONAL EXPERIENCE**

2021-Present Senior MEP Draftsman at Integrated Engineering Contracting Co. - KSA

2009-2021 Senior MEP Draftsman at AES Arabia LTD. – KSA

EDUCATION & QUALIFICATIONS

1993 Diploma in Refrigeration & Air Conditioning – Indian Institute of Management & Technical Studies

Languages English, Arabic & Hindi

EXPERIENCE

Senior MEP Draftsman with more than 15 years of total extensive and hands-on experience in design and layout engineering drawings within MEP specialty. Responsible for prompt & timely submittal of required Mechanical shop drawings. Responsible for preparing the detailed layout of MEP systems. Coordinating with a multi-disciplinary design team of architects, structural engineers, MEP engineers to deliver integrated and coordinated design to the client. Preparation of execution drawings & make co-ordination with other services for consultant approval & site installation. Preparing sections drawing & elevation drawings on 2D & 3D platforms (Autocad & Revit). Responsible for preparing the As Built of MEP systems as per site Condition.

MAJOR PROJECTS

| YEAR | PROJECT NAME | LOCATION |
|-----------|---|----------|
| 2010 | King Abdullah University of Science & Technology | KSA |
| 2011 | King Saud University (KSU) / Medical & Research Centre (PNU) | KSA |
| 2015 | King Salman Palace | Morocco |
| 2017-2020 | Riyadh Metro Project / North, East and South Depot / Elevated Stations & Surface Stations | KSA |
| 2022 | L01 / 14 Towers in KAFD / PIF Tower / Sabic Hospital | KSA |
| 2023 | B05 / S35 <u>Power House</u> / <u>Sindhala Utilities</u> / Neom Construction Villages / H12-Red Sea | KSA |

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FACILITIES & EQUIPMENT

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JOINT VENTURE



WWW.IEC-SA.COM 

Riyadh, Saudi Arabia 


RESOURCES



Riyadh Facility & Headquarters

JV IEC/HARDOX

WWW.IEC-SA.COM 

Riyadh, Saudi Arabia 

RESOURCES



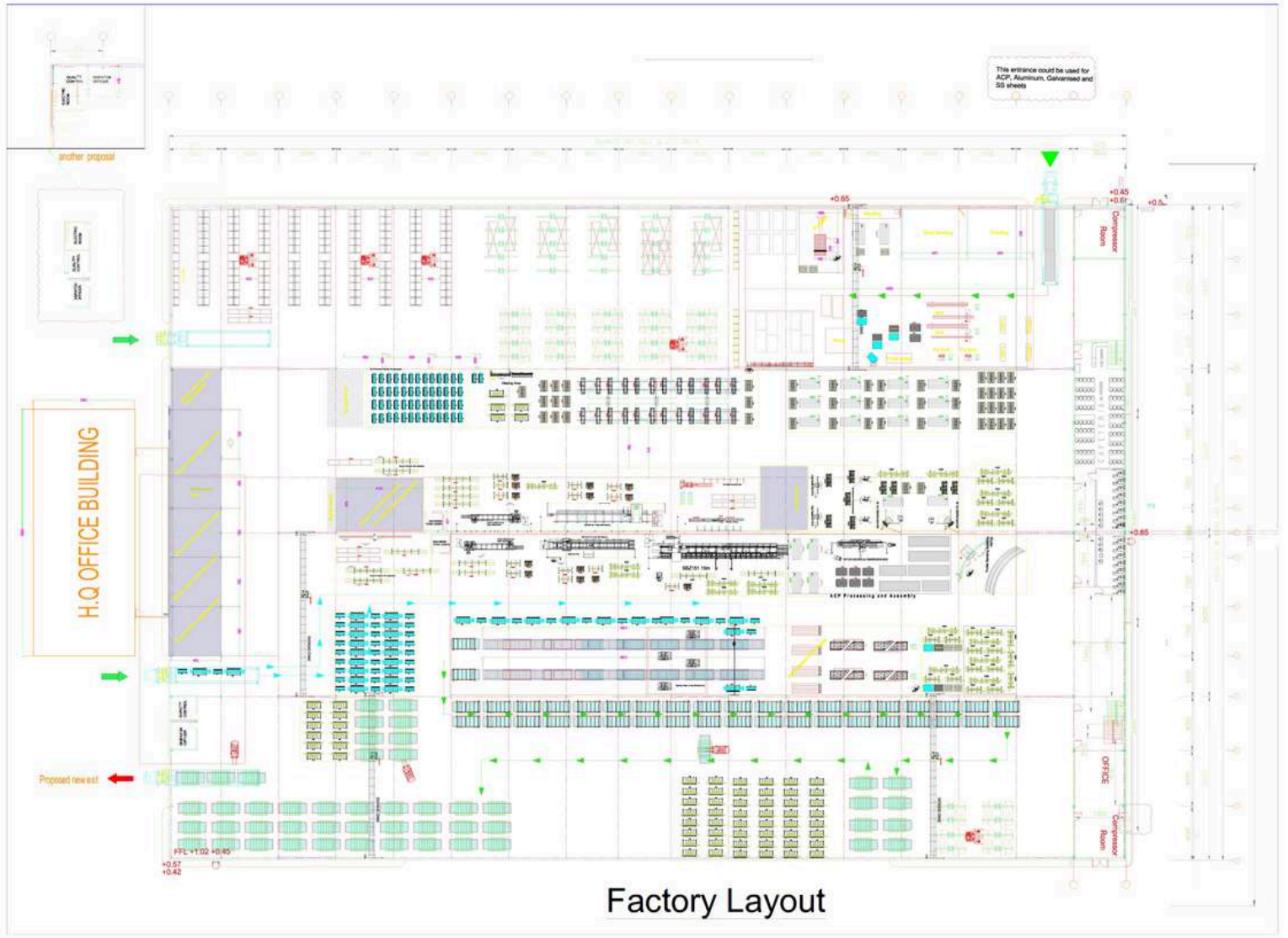
Lebanon Factory & Warehouse

JV IEC/HARDOX

WWW.IEC-SA.COM 


Riyadh, Saudi Arabia 

RESOURCES



Riyadh Facility & Headquarters Layout

JV IEC/HARDOX

WWW.IEC-SA.COM 

Riyadh, Saudi Arabia 

RESOURCES

Equipment & Tools

| Equipment & Vehicles Count-Code | | | |
|---------------------------------|---------------------|----------|--------------------|
| SN | Description | CATEGORY | Equipment Code STR |
| 1 | BOOM Truck | MV | IEC/V/120-BT |
| 2 | BOOM Truck | MV | IEC/V/121-BT |
| 3 | BOOM Truck | MV | IEC/V/128-BT |
| 4 | Pick Up | MV | IEC/V/126-PU |
| 5 | Pick Up | MV | IEC/V/127-PU |
| 6 | Pick Up | MV | IEC/V/129-PU |
| 7 | Pick Up | MV | IEC/V/136-PU |
| 8 | Mobile Crane | MV | IEC/V/130-MC |
| 9 | Forklift | LV | IEC/V/131-FL10T |
| 10 | Forklift | LV | IEC/V/132-FL05T |
| 11 | Generator | Machine | IEC/V/133-GEN |
| 12 | Air Compressor | Machine | IEC/V/134-ACMP |
| 13 | Air Compressor | Machine | IEC/V/135-ACMP |
| 14 | Air Compressor | Machine | IEC/V/136-ACMP |
| 15 | Welding Machine | Tools | IEC/V/137-TWM |
| 16 | Welding Machine | Tools | IEC/V/147-TWM |
| 17 | Welding Machine | Tools | IEC/V/148-TWM |
| 18 | Welding Machine | Tools | IEC/V/149-TWM |
| 19 | Welding Machine | Tools | IEC/V/150-TWM |
| 20 | Welding Machine | Tools | IEC/V/151-TWM |
| 21 | Welding Machine | Tools | IEC/V/152-TWM |
| 22 | Welding Machine | Tools | IEC/V/153-TWM |
| 23 | Threading Machine | Tools | IEC/V/154-THR |
| 24 | Threading Machine | Tools | IEC/V/155-THR |
| 25 | Threading Machine | Tools | IEC/V/156-THR |
| 26 | Grinder | Tools | IEC/V/157 |
| 27 | Grinder | Tools | IEC/V/158 |
| 28 | Grinder | Tools | IEC/V/159 |
| 29 | Grinder | Tools | IEC/V/160 |
| 30 | Grinder | Tools | IEC/V/161 |
| 31 | Drill Machine | Tools | IEC/V/162 |
| 32 | Drill Machine | Tools | IEC/V/163 |
| 33 | Drill Machine | Tools | IEC/V/164 |
| 34 | Drill Machine | Tools | IEC/V/165 |
| 35 | Drill Machine | Tools | IEC/V/166 |
| 36 | Drill Machine | Tools | IEC/V/167 |
| 37 | Scaffolding | 6 Sets | IEC/V/191-OT |
| 38 | Transfer Optimizers | 2 Sets | IEC/V/182-OT |

RESOURCES

Equipment

| Serial | Description | QTY |
|--------|-----------------------|-----|
| 1 | Forklift Brand Robin | 2 |
| 2 | Pick Up - Toyota | 4 |
| 3 | Pick up - Nissan | 2 |
| 4 | Fuel Polishing System | 2 |
| 5 | Tanks Calibration Set | 3 |
| 6 | Tank Polishing Set | 1 |
| 7 | Welding Machine | 12 |
| 8 | Press Fitting Machine | 5 |
| 9 | Pipe Cutting Machines | 9 |
| 10 | Other Tools | 318 |

Equipment & Tools

JV IEC/HARDOX

WWW.IEC-SA.COM 

Riyadh, Saudi Arabia 

RESOURCES

تفاصيل المركبة
الرقم التسلسلي : 197534510
حالة المركبة : صالحة
تاريخ الانتهاء : 09/10/1443
تاريخ الفحص الدوري : 2021/02/10

تفاصيل المركبة
الصنع : تويوتا
الموديل : يارس
سنة الصنع : 2013
اللون الرئيسي : ازرق فاتح
نوع المركبة : سيارة ركوب
التسجيل : خاص
رقم الهوية: 1000641769
الرقم التسلسلي : 156089900
حالة المركبة : صالحة
تاريخ الانتهاء : 10/06/1443
تاريخ الفحص الدوري : 2021/10/16

تفاصيل المركبة
الصنع : تويوتا
الموديل : أف جي
سنة الصنع : 2010
اللون الرئيسي : ابيض
نوع المركبة : سيارة ركوب
التسجيل : خاص
رقم الهوية: 1000641769
الرقم التسلسلي : 158601010
حالة المركبة : صالحة
تاريخ الانتهاء : 13/08/1443
تاريخ الفحص الدوري : 2022/01/10

تفاصيل المركبة
الصنع : تويوتا
الموديل : فان بضاعه
سنة الصنع : 2016
اللون الرئيسي : ابيض
نوع المركبة : نقل
التسجيل : نقل خاص
رقم الهوية: 1000641769

تفاصيل المركبة
الصنع : تويوتا
الموديل : يارس
سنة الصنع : 2013
اللون الرئيسي : ازرق فاتح
نوع المركبة : سيارة ركوب
التسجيل : خاص
رقم الهوية: 1000641769
الرقم التسلسلي : 275518210
حالة المركبة : صالحة
تاريخ الانتهاء : 19/12/1443
تاريخ الفحص الدوري : 2020/12/21

تفاصيل المركبة
الصنع : متسوبيشي
الموديل : بكب غمارتين
سنة الصنع : 2010
اللون الرئيسي : ابيض
نوع المركبة : نقل
التسجيل : نقل خاص
رقم الهوية: 1000641769
الرقم التسلسلي : 316752010
حالة المركبة : صالحة
تاريخ الانتهاء : 09/11/1443
تاريخ الفحص الدوري : 2020/09/07

تفاصيل المركبة
الصنع : نيسان
الموديل : اورفان مصندق

Vehicles

JV IEC/HARDOX

WWW.IEC-SA.COM 

Riyadh, Saudi Arabia 

RESOURCES

سنة الصنع : 2014
اللون الرئيسي : ابيض
نوع المركبة : نقل
التسجيل : نقل خاص
رقم الهوية: 1000641769
الرقم التسلسلي : 368548410
حالة المركبة : صالحة
تاريخ الانتهاء : 12/02/1443
تاريخ الفحص الدوري : 2020/12/04

تفاصيل المركبة

الصنع : كيا
الموديل : ريو سيدان
سنة الصنع : 2012
اللون الرئيسي : احمر
نوع المركبة : سيارة ركوب
التسجيل : خاص
رقم الهوية: 1000641769
الرقم التسلسلي : 372911110
حالة المركبة : صالحة
تاريخ الانتهاء : 11/01/1445
تاريخ الفحص الدوري : 2020/11/10

تفاصيل المركبة

الصنع : نيسان
الموديل : باترول 4 باب
سنة الصنع : 2016
اللون الرئيسي : رصاصي
نوع المركبة : اخرى
التسجيل : خاص
رقم الهوية: 1000641769
الرقم التسلسلي : 403739410

تفاصيل المركبة

الصنع : تويوتا
الموديل : يارس
سنة الصنع : 2015
اللون الرئيسي : احمر
نوع المركبة : سيارة ركوب
التسجيل : خاص
رقم الهوية: 1000641769
الرقم التسلسلي : 490496310
حالة المركبة : صالحة
تاريخ الانتهاء : 28/11/1444
تاريخ الفحص الدوري : 2020/11/27

تفاصيل المركبة

الصنع : نيسان
الموديل : صني
سنة الصنع : 2009
اللون الرئيسي : ابيض
نوع المركبة : سيارة ركوب
التسجيل : خاص
رقم الهوية: 1000641769
الرقم التسلسلي : 878595900
حالة المركبة : صالحة
تاريخ الانتهاء : 07/11/1442

Vehicles

JV IEC/HARDOX


WWW.IEC-SA.COM 

Riyadh, Saudi Arabia 

PROJECTS

JOINT VENTURE



WWW.IEC-SA.COM 

Riyadh, Saudi Arabia 

PROJECTS REFERENCE

Project 1



King Abdul Aziz Int Airport

Location: Jeddah

Client: GACA

Consultant: DAR

Contractor: Saudi Bin Laden Group

Value:

www.iec-sa.com

The project involves the Generator's Fueling System of the new passenger terminal building and its related support facilities as well as the airside and landside specialized MEP system which constitute of Siphonic Roof Drain, Compressed Air, DRUPS Fueling System, Mistig System, Etc...

PROJECTS REFERENCE

Project 2



King Abdullah Financial District

Location: Riyadh
Client: KAFD
Consultant: DAR
Contractor: Different
Value:

The project involves the Generator's Fueling System of 14 Towers in which 4 were awarded to us by Shapooji Pallonji, 9 by Baytur, and 1 by Saudi Constructioner.

PROJECTS REFERENCE

Project 3



PIF Tower

Location: Riyadh

Client: PIF

Consultant: DAR Al Omraniya

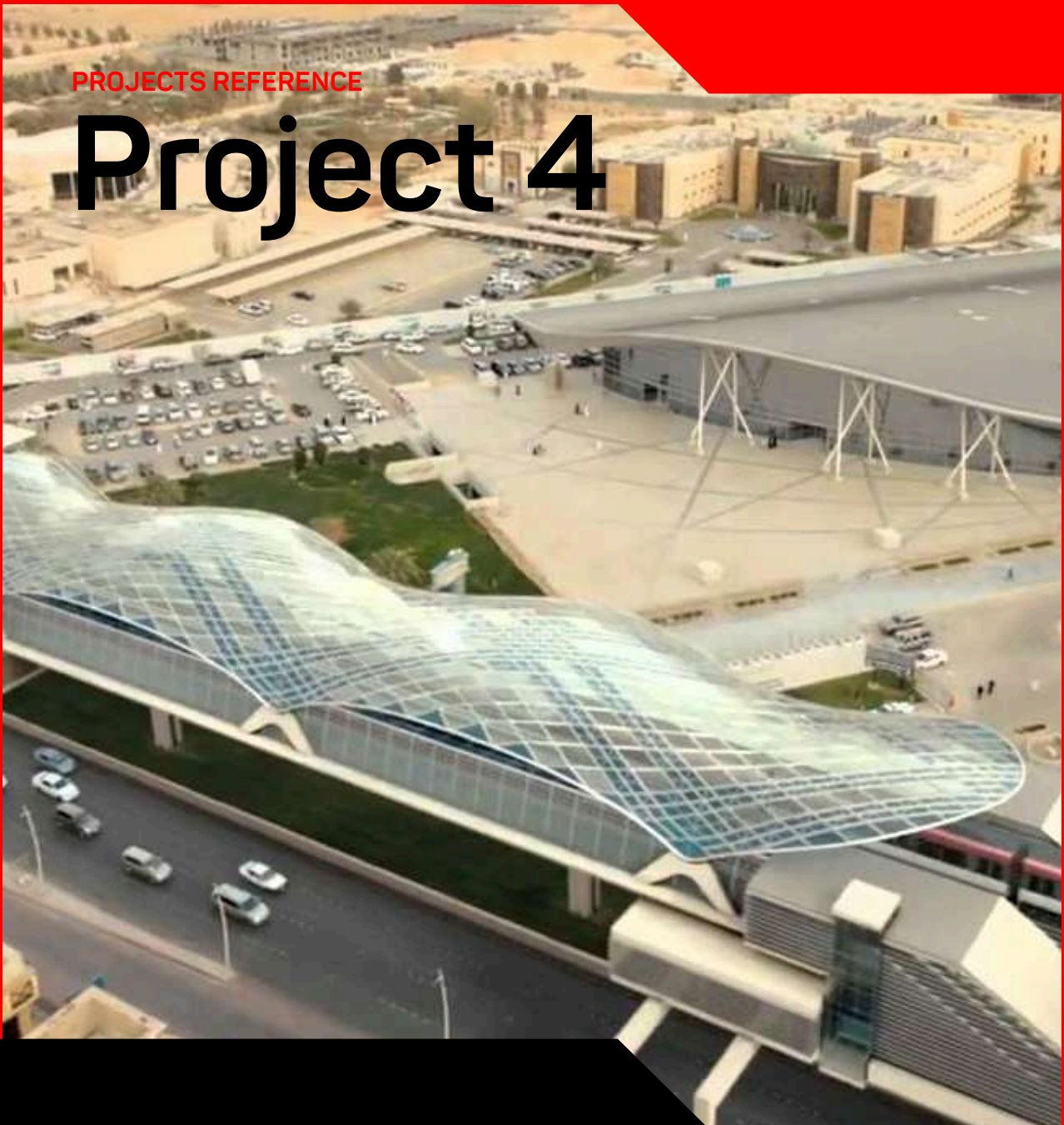
Contractor: SBG

Value:

The project involves specialized systems of the MEP scope.

PROJECTS REFERENCE

Project 4



Riyadh Metro Line 1 & 2

Location: Riyadh

Client: ARDA

Consultant: RMTC

Contractor: BACS & ANM

Value:

The project involves the delivery and TC of the Air Quality Systems inside the stations.

PROJECTS REFERENCE

Project 5



SABIC BEHAVIORAL HOSPITAL

Location: Riyadh

Client: SABIC

Consultant: SAUDI DIYAR

Contractor: Al Fouzan

Value:

Our scope in this project was the MEP work related to the utility area of the hospital.

PROJECTS REFERENCE

Project 6



King's College Hospital

Location: Jeddah

Client: KCH

Consultant: Dar Engineering

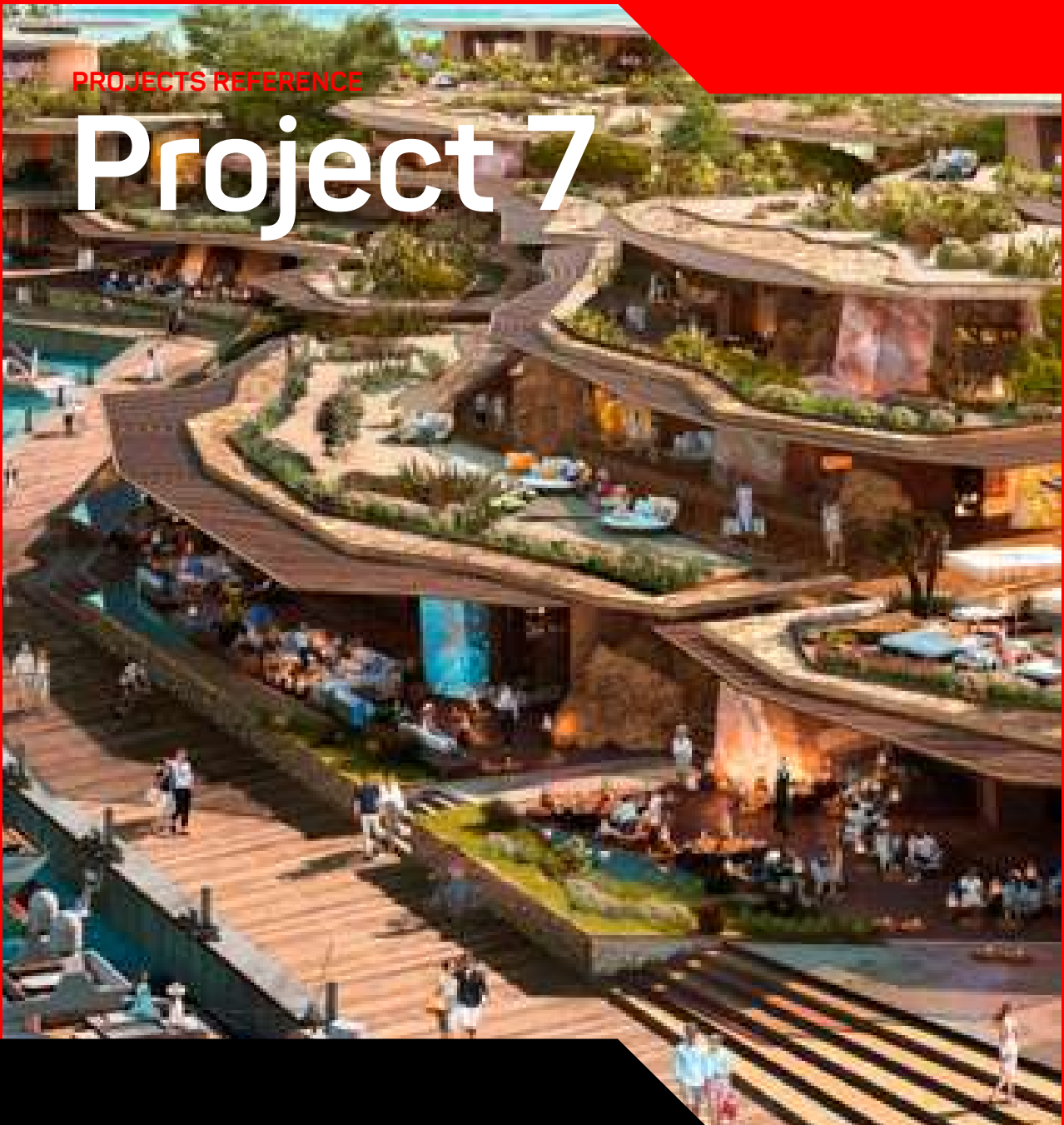
Contractor: Shapoorji Pallonji

Value:

Generators, Fuel System, Air Quality,
Medical Gas System. Compressed Air
System. Etc

PROJECTS REFERENCE

Project 7



Sindhala Island

Location: Neom
Client: Neom
Consultant: Aecom
Contractor: Several
Value:

Fuel System
LPG
Fire Fighting

PROJECTS REFERENCE

Project 8



H12 Ritz Carlton - Red Sea

Location: Red Sea

Sewer Vacuum System

Client: Marriott

Consultant: RSG

Contractor: First Flx Contracting

Value:

www.iec-sa.com

PROJECTS REFERENCE

Project 9



Seven Yanbu

Location: Yanbu

Client: PIF

Consultant: Dar

Contractor: Saudi Taab

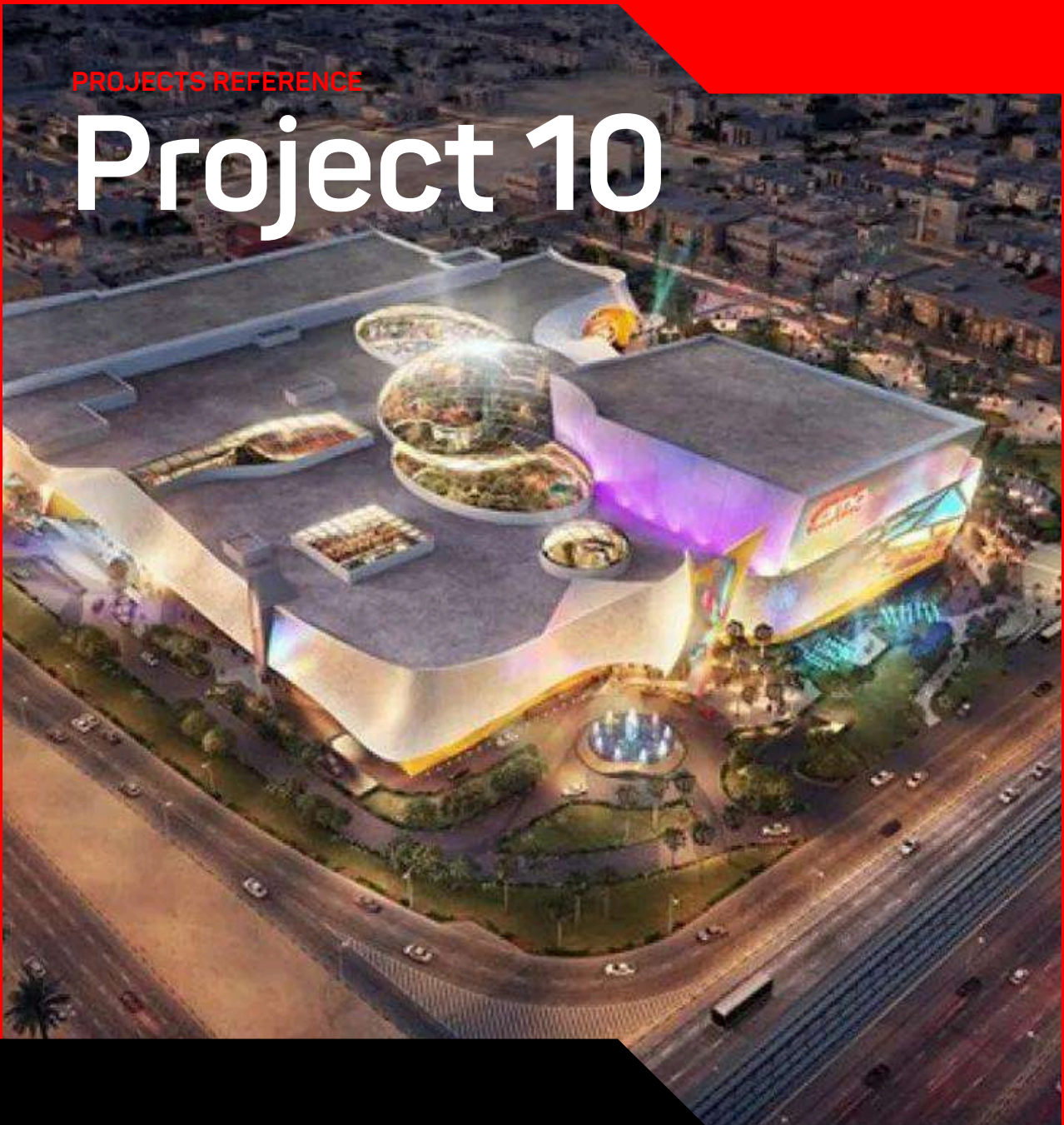
Value:

Fuel System and LPG

www.iec-sa.com

PROJECTS REFERENCE

Project 10



Seven Tabuk

Location: Tabuk

Fuel System and LPG

Client: Seven - PIF

Consultant: Dar

Contractor: Meras

Value:

www.iec-sa.com

PROJECTS REFERENCE

Project 11



Confidential Royal

Location: Riyadh

Client: CPPA

Consultant: Dar

Contractor: MBL

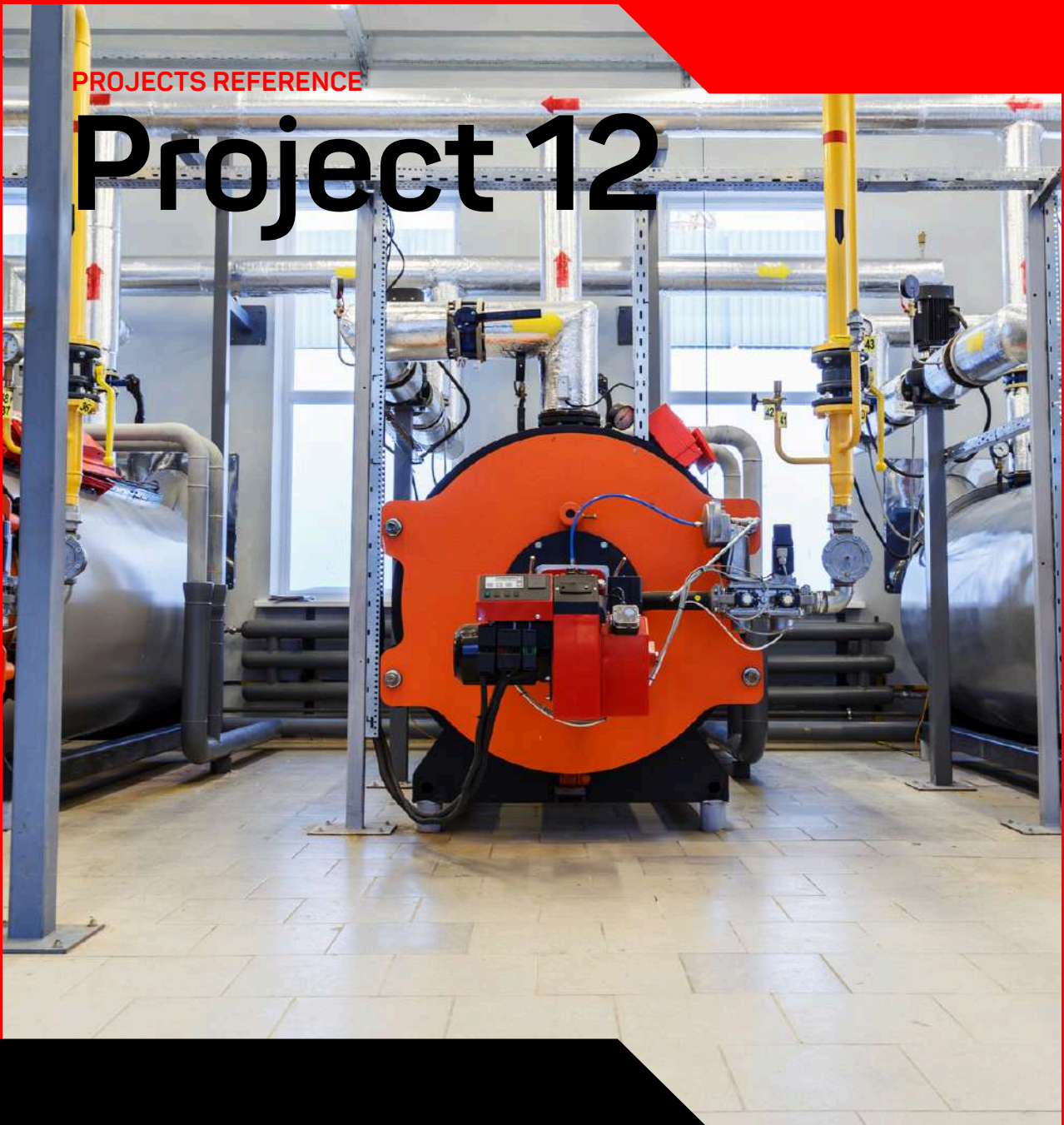
Value:

Steam System

www.iec-sa.com

PROJECTS REFERENCE

Project 12



Maraii Factory

Location: Western Region

Client: Al Maraai

Consultant: Al Maraai

Contractor:

Value:

Steam System with Electrode Boilers

www.iec-sa.com

PROJECTS REFERENCE

Project 13



CUC

Location: Makkah

Client: Ministry of Finance

Consultant: Dar

Contractor: SBG

Value:

Central Utility Complex for the Holly Haram, from Fresh Air System to Steam System and Vacuum System.

www.iec-sa.com

PROJECTS REFERENCE

Project 14



Confidentail Royal

Location: Riyadh

Client: CPPA

Consultant: Dar

Contractor: MBL

Value:

Steam System using Bosch Steam boilers.

www.iec-sa.com

PROJECTS REFERENCE

Project 15



AMJ 125

Location: Beirut

Client: JAFCO

Consultant: Al Baba Consultants

Contractor: Dabbas

Value:

MEP Work

www.iec-sa.com

PROJECTS REFERENCE

Project 16



Vartanian Center

Location: Beirut

MEP Work

Client: Vartanian & Sons

Consultant: Al Baba Consultants

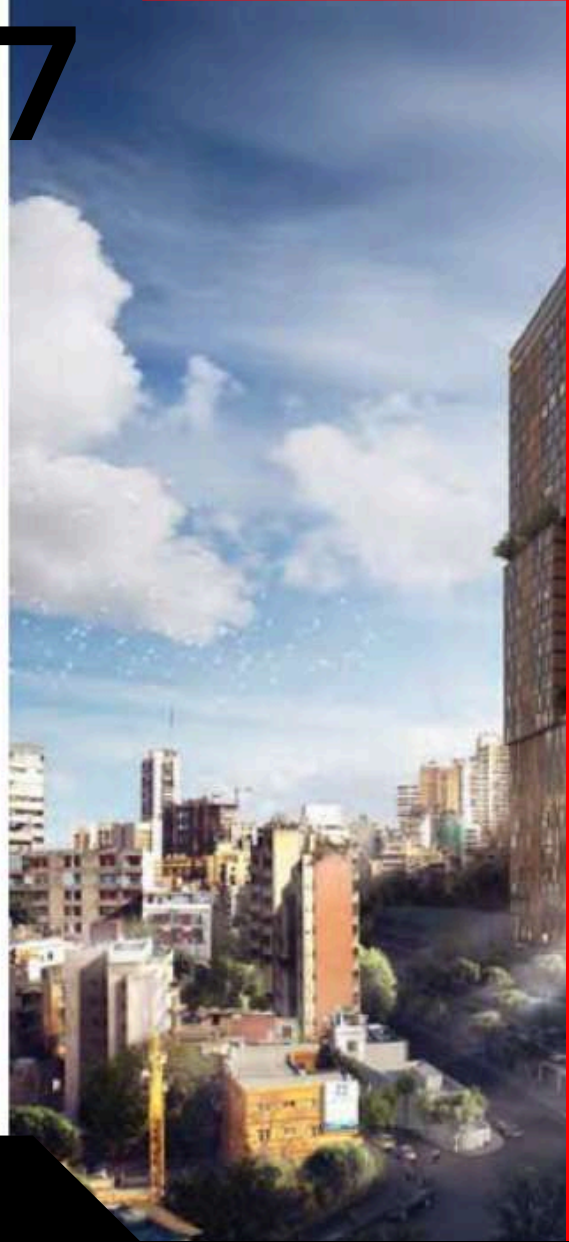
Contractor: Enigma

Value:

www.iec-sa.com

PROJECTS REFERENCE

Project 17



Ciel Et Jardin

Location: Beirut

Client: Ashour Group

Consultant: Erga Consultants

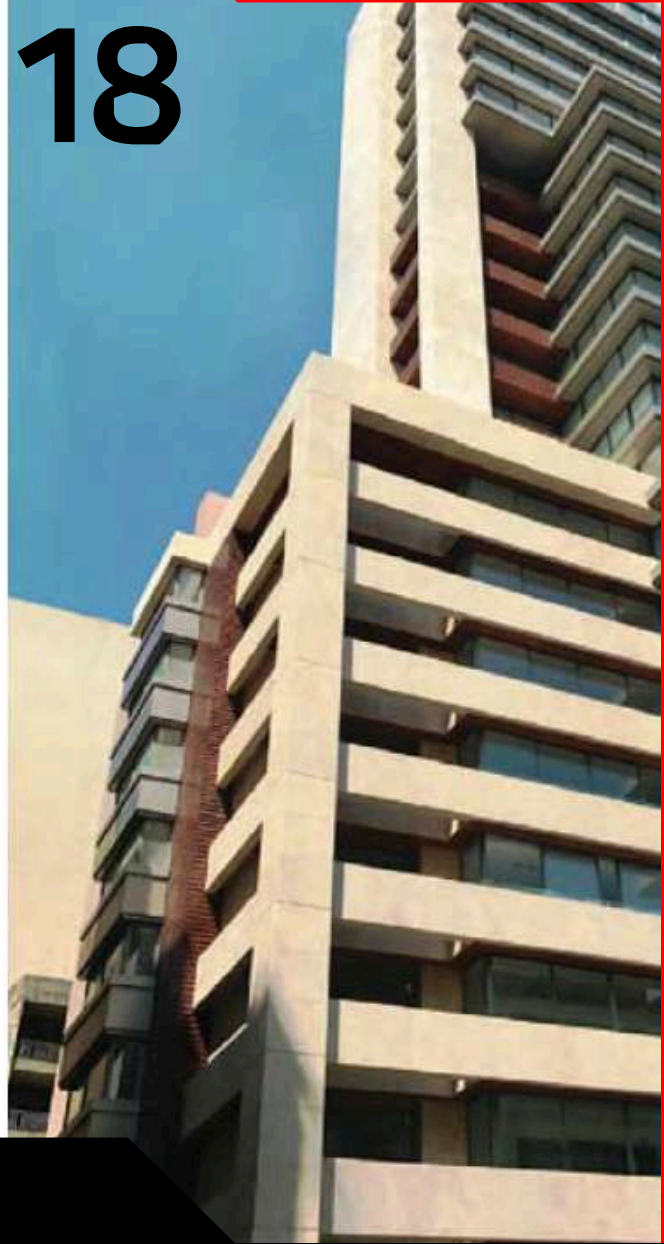
Contractor: Sawaf Contracting

Value:

Complete MEP Work

PROJECTS REFERENCE

Project 18



Amir Omar Resident

Location: Beirut

Client: Amir Omar

Consultant:

Contractor:

Value:

Complete MEP Work
+ Facade Work

www.iec-sa.com

PROJECTS REFERENCE

Project 19



MSC Africa HQ

Location: Dakar

Facade Work

Client: MSC

Consultant: Roland H

Contractor: ATGG Senegal

Value:

www.iec-sa.com

PROJECTS REFERENCE

Project 20



Qaseem Airport

Location: Qassim

Fuel System

Client: Cluster II

Consultant: DAR

Contractor: Saudi Taab


Value:

www.iec-sa.com

BRANDS

JOINT VENTURE



WWW.IEC-SA.COM 

Riyadh, Saudi Arabia 



FINANCIAL STATEMENTS

JOINT VENTURE



WWW.IEC-SA.COM 

Riyadh, Saudi Arabia 

ISO & MANUALS

JOINT VENTURE



WWW.IEC-SA.COM 

Riyadh, Saudi Arabia 



Certificate of Registration

This is to certify

that the Quality Management System of

INTEGRATED ENGINEERING AND TRADING FZ-LLC

at Business Center Rakez, Ras Al Khaimah, United Arab Emirates
has been independently assessed and is compliant with the requirements of:

ISO 9001 : 2015

For the following scope of activities:

Supply and installation of fuel systems related to generators and boilers.

Certificate Number: IQC202303810

Validity of this certificate can be verified at www.IQC-UK.com/verify

| | |
|--|------------------------------|
| Date of Certification | 5 th October 2023 |
| 1 st Surveillance Audit | 4 th October 2024 |
| 2 nd Surveillance Audit | 4 th October 2025 |
| Certificate Expiry (subject of the company maintaining its system to the required standard) | 4 th October 2026 |

Director of Certification



International Quality Certifications is a certification body following the requirements of EGAC and IAF standard guidelines. International Quality Certifications does not assume any liability to any party other than the client; and then only in accordance with the agreed upon certification agreement. This certificate's validity is subject to the organization maintain their system in accordance with International Quality Certification's requirements for certification.

This certificate is the property of

International Quality Certifications and shall be returned immediately upon request.

219 Kensington High Street, Kensington, London, W8 6BD, United Kingdom

website: www.iqc-uk.com, **email:** info@iqc-uk.com

Company No. 13160049 / CAB No. 012227



Certificate of Registration

This is to certify

that the Quality Management System of

INTEGRATED ENGINEERING CONTRACTING CO.

at Kingdom of Saudi Arabia, Riyadh, Tahlia Street, Sulaymania, Al Mas Building, 1st floor.
has been independently assessed and is compliant with the requirements of:

ISO 9001 : 2015

For the following scope of activities:

Supply, Installation, Testing and Commissioning of Steam System including Boilers and Fuel Systems.

Certificate Number: IQC202303808

Validity of this certificate can be verified at www.IQC-UK.com/verify

| | |
|---|-------------------------------|
| Date of Certification | 2 nd February 2023 |
| 1 st Surveillance Audit | 1 st February 2024 |
| 2 nd Surveillance Audit | 1 st February 2025 |
| Certificate Expiry (subject of the company maintaining its system to the required standard) | 1 st February 2026 |

Director of Certification



International Quality Certifications is a certification body following the requirements of EGAC and IAF standard guidelines. International Quality Certifications does not assume any liability to any party other than the client; and then only in accordance with the agreed upon certification agreement. This certificate's validity is subject to the organization maintain their system in accordance with International Quality Certification's requirements for certification.

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website: www.iqc-uk.com, **email:** info@iqc-uk.com

Company No. 13160049 / CAB No. 012227



INTEGRATED ENGINEERING & TRADING FZ LLC

TalentCapital
Business Advisory

Integrated Engineering and trading Company

ORGANIZATIONAL STRUCTURE REPORT

September 2020

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A photograph of a business meeting. In the foreground, two hands are shaking in a firm handshake. In the background, a person is holding a tablet computer. On the table, there are several documents, one of which features a bar chart with green bars. The scene is set in a professional office environment with a dark wooden table.

Introduction

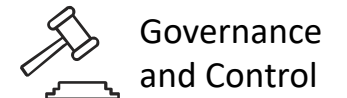
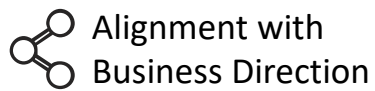


Integrated Engineering and Trading Company

Integrated Engineering & Trading Fz LLC provides mission critical fuel oil systems which are composed of pump sets, day tanks, controls, filtration systems and other specialty equipment to establish a complete system in order to meet the Clients' needs.

Integrated Engineering & Trading Fz LLC's systems are found in data centres, hospitals, governmental institutions and financial facilities – any place that cannot shut down due to the loss of electrical power or primary heating fuel interruptions.

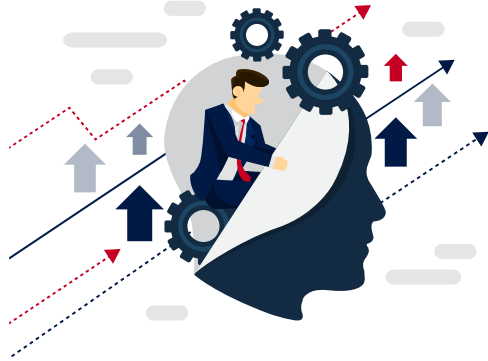
Talent Capital has developed Integrated Engineering & Trading Fz LLC's structure based on the following 5 organizational design principles which are as follows:



A photograph of a business meeting. In the foreground, two hands are shaking in a firm handshake. In the background, a person is holding a tablet computer. On the table, there are several documents, one of which features a bar chart with green bars. The overall scene is professional and collaborative.

Our Approach

Our Approach



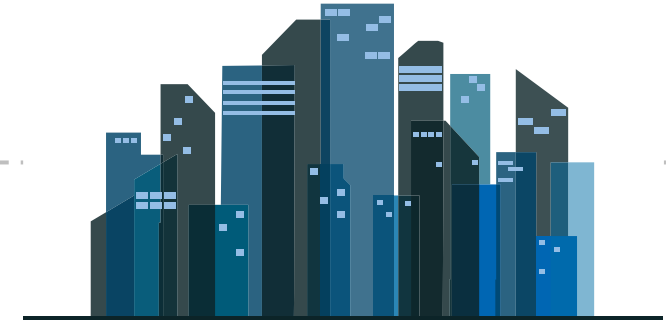
Understand Integrated Engineering and Trading Company's Strategic Direction by conducting meetings with the Top Management

1



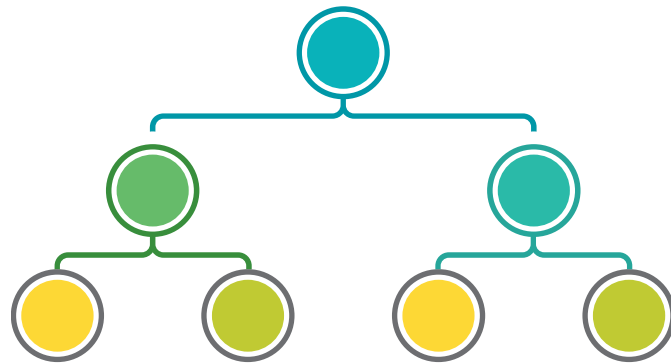
Conduct Functional Analysis and acquire a clear understanding of the functional roles within Integrated Engineering and Trading Company

2



Conduct a benchmark analysis with similar organizations within the same industry

3



Design Recommended Organizational Structure and develop the functional roles and responsibilities

4

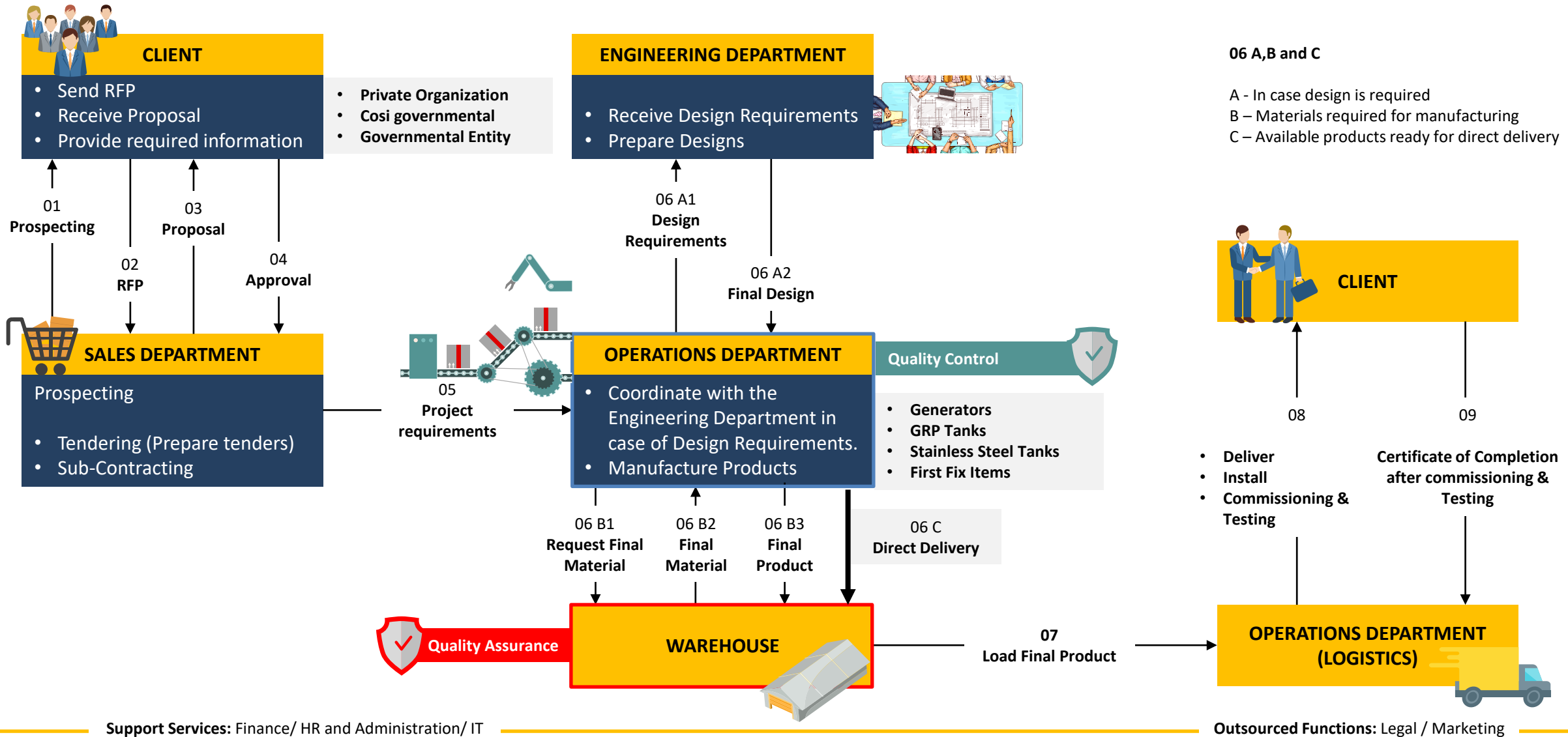
Apply the Organizational Design Principles

- 1 Alignment with Business Direction
- 2 Management Style
- 3 Synergy of Operations
- 4 Span of Control
- 5 Governance and Control

A photograph of a business meeting. In the foreground, a person's hands are holding a tablet computer. On the table in front of them are several documents, one of which features a bar chart with green bars. Another person's hand is visible on the left side of the frame, holding a white object. The background is blurred, showing other people in a meeting setting.

High Level Operating Model

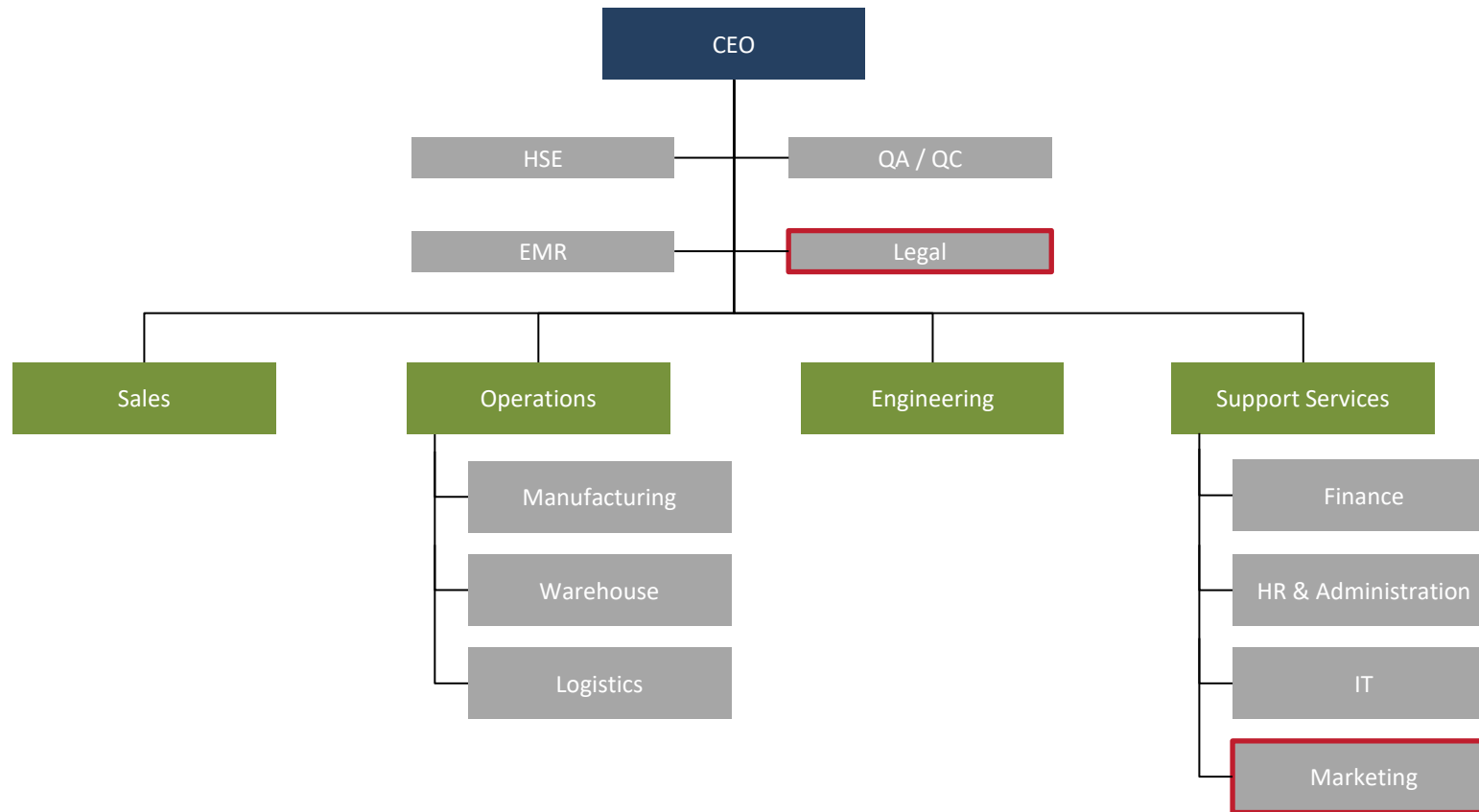
High Level operating Model



A photograph of a business meeting. In the foreground, a person's hands are holding a tablet computer. On the table in front of them are several documents, one of which features a bar chart with green bars. Another person's hands are visible on the left side of the frame, holding a white object. The background is blurred, showing other people in a meeting setting.

Recommended Functional Structure

Recommended Organizational Structure - Functional Structure



Outsourced Function(s)

The Sales section shall be responsible for handling the Tendering activities

The CEO and Operations manager shall be responsible for prospecting Clients

Top Management

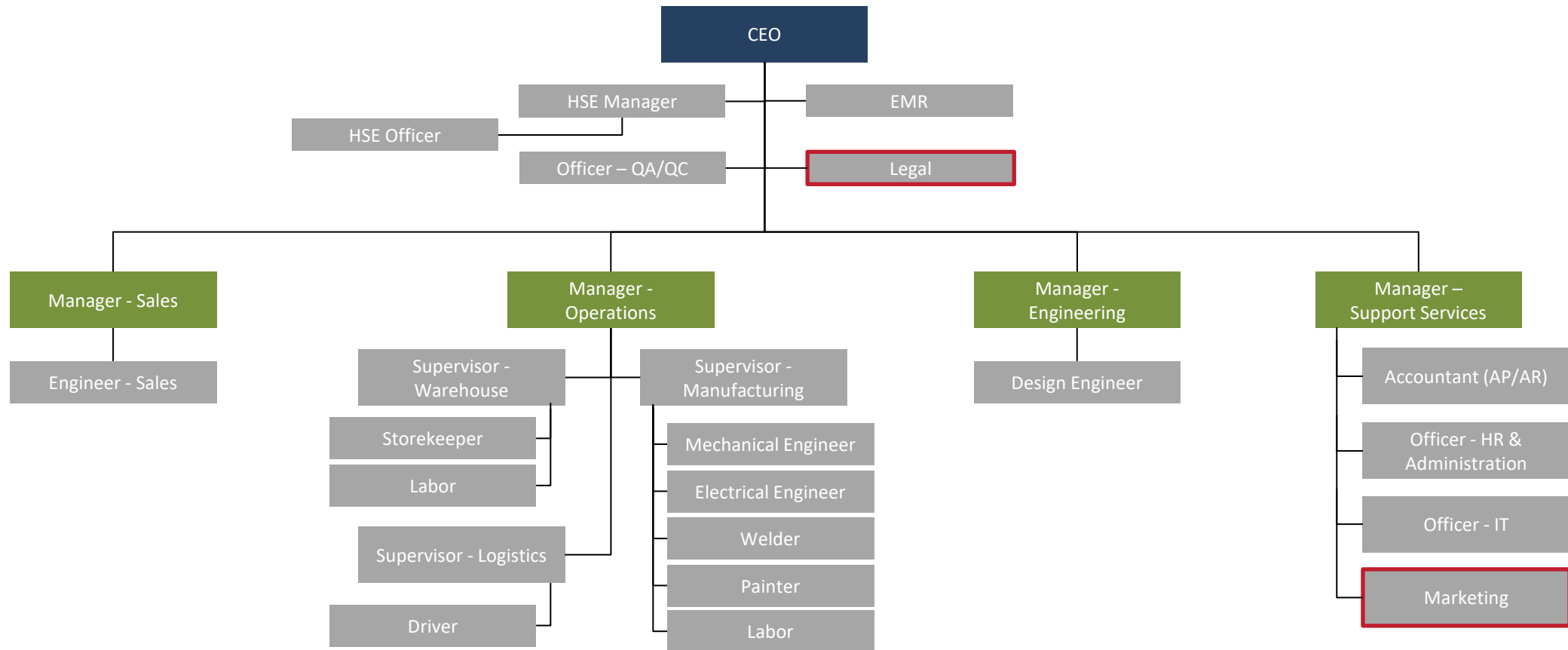
Department

Section

A close-up photograph of a business meeting. In the foreground, a person's hands are holding a black tablet computer. To the left, another person's hand is visible, holding a white document. On a dark wooden table in front of them, several documents are laid out, including one with a green bar chart and another with a blue bar chart. The background is blurred, showing other people in business attire.

Recommended Positional Structure

Recommended Organizational Structure - Positional Structure



Top Management
Department
Section
Outsourced Function(s)
The Sales Department shall be responsible for handling the Tendering activities

QA – Quality Assurance QC – Quality Control

A close-up photograph of a business meeting. In the foreground, a person's hands are holding a black tablet computer. To the left, another person's hand is visible, holding a white document. On a dark wooden table in front of them, several documents are spread out, including one with a green bar chart and another with a blue bar chart. The background is blurred, showing other people in business attire.

Functional Roles and Responsibilities

Functional Roles and Responsibilities

This section describes the roles and responsibilities of each function within Integrated Engineering and Trading Company recommended organizational structure

| | |
|-----------|--|
| 1 | Quality Control / Quality Assurance |
| 2 | Sales Department |
| 3 | Operations Department |
| 3a | Manufacturing |
| 3b | Warehouse |
| 3c | Logistics |
| 4 | Engineering Department |
| 5 | Support Services Department |
| 5a | Finance Section |
| 5b | IT Section |
| 5c | Human Resources and Administration Section |

Quality Control

- Develop quality control policies, procedures and guidelines, and manage the implementation of the same in order to ensure that all procedural/legislative requirements are fulfilled at Integrated Engineering and Trading company.
- Ensure process execution within all departments is in accordance with the established service quality parameters.
- Analyse the existing efficiency and effectiveness of Integrated Engineering and Trading company's documentation and business processes and provide recommendations for modifying the same on the basis of market benchmarks and in line with the company's standards.

Quality Assurance (QA)

- Set QA compliance objectives and ensure that all targets are achieved within all departments.
- Ensure that world class quality standards and methodologies (ISO, TQM, Six Sigma, Continuous Improvement, etc...) are applied across Integrated Engineering and Trading company's departments.
- Ensure compliance with national and international quality standards and legislation across Integrated Engineering and Trading company's departments.
- Review quality performance data and charts against defined parameters and recommend the best course of action as needed to Integrated Engineering and Trading company.
- Utilize the latest advanced management techniques ISO (International Standards Organization) and TQM (Total Quality Management) and apply them across Integrated Engineering and Trading company.

QUALITY CONTROL / QUALITY ASSURANCE



Sales

- Manage all Sales activities within Integrated Engineering and Trading Company and ensure the implementation of the same inline with Integrated Engineering and Trading Company's policies & Procedures and in line with the Sales Targets.
- Develop and ensure efficient and effective execution of the Sales strategy and business plan for Integrated Engineering and Trading Company's products in order to enable achievement of targeted customer acquisition, revenue and growth of Integrated Engineering and Trading Company.
- Retain and attract new customers in order to increase Integrated Engineering and Trading Company's client base thus increasing its revenue growth and profitability.

Tendering

- Prepare contracts for new projects with the proper terms and conditions as per the nature of project, duration, requirements, terms of reference and budget as per the set policies and procedures.
- Handle all proposals presented by the Client and ensure its compliance with specifications set by Integrated Engineering and Trading Company related to service provision, and constantly evaluate the Proposals.
- Conduct prospecting visits to clients to identify new business opportunities.
- Communicate with Clients to identify their needs and take it into consideration when preparing the proposals.
- Manage all Tender related activities, ensures all Official Documentations are correct and in line with Tender regulations.
- Manage all documentations relating to RFP, ensuring all documentation is up to date and as per Clients needs.
- Analyze and coordinate the administrative, technical and commercial aspects of the Tendering and Contract process.

SALES DEPARTMENT



Functional Roles and Responsibilities

- Manage the workshop operations to ensure the effective and efficient running of the workshop operations in a safe manner in order to realize the prescribed quality, quantity and cost of all Products.
- Manage the ongoing review of the physical condition of the workshop's physical assets to ensure that the same are in a suitable condition to allow Integrated Engineering and Trading Company to fulfil its strategic objectives.
- Manage all activities related to Manufacturing, Welding and painting of parts in line with the client's requirements, Project Plan and Integrated Engineering and Trading company's policies and Procedures.

Assembly

- Manage the assembly activities in order to ensure that all activities are implemented in line with the required specifications and measurements.

Workshop Maintenance

- Oversee all maintenance activities at the workshop in order to promote a safe work environment.

Project Management

- Ensure the project is executed as per International Project Management standards, objectives, plans, policies and procedures.
 - ✓ Ensure all Projects are viable both Contractually and Economically for the benefit of Integrated Engineering and Trading Company.
 - ✓ Ensure all resources needed for each project are pre-planned with all relevant Departments Both Internally and externally, and deployed when needed.
 - ✓ Ensure all Integrated Engineering and Trading Company Projects are on Budget.
 - ✓ Ensure all Integrated Engineering and Trading Company Projects are on Time.
 - ✓ Ensure all Integrated Engineering and Trading Company Projects are on exact Technical Specifications.
 - ✓ Ensure all resources are deployed as and when needed.
 - ✓ Ensure all milestones are as per project schedule and set budget.
 - ✓ Ensure all payment terms of Integrated Engineering and Trading Company are viable and payments are paid on time.
- Monitor the operating results of all Integrated Engineering and Trading Company Projects and compare them to established goals and objectives.

OPERATIONS DEPARTMENT



Functional Roles and Responsibilities

Logistics

- Manage all distribution activities to Integrated Engineering and Trading Company's Customers.
- Oversee and coordinate with the supplier all activities related to shipping requested items.
- Manage Logistics operations to ensure timely receiving and delivery of items from the port to Integrated Engineering and Trading Company's Warehouse (whenever deemed necessary).
- Handle all incoming shipments including documentation and regulatory clearances

Warehouse

- Maintain receiving, warehousing, and dispatching operations by initiating, coordinating, and enforcing program, operational, and personnel policies and procedures.
- Safeguard warehouse operations and contents by establishing and monitoring security procedures and protocols.
- Control inventory levels by conducting physical counts, reconciling with data storage system.
- Maintain physical condition of warehouse by planning and implementing new design layouts, inspecting equipment, issuing work orders for repair maintenance and requisitions for replacement.
- Complete warehouse operational requirements by scheduling and assigning work duties and following up on work results.
- Ensure timely dispatch of all finished products in line with the set schedule and timeline.

OPERATIONS DEPARTMENT



Functional Roles and Responsibilities

- Conduct design feasibility and cost analysis, including:
 - ✓ Strength Calculations
 - ✓ Material Selection
 - ✓ Part Construction
 - ✓ Part Specification
 - ✓ Scheduling
- Review the project scope and design specifications of required items.
- Review 3D models of design drawings ensuring designs are in line with customer specifications.
- Ensure the preparation of calculations (for validation of designs) regarding tolerance, dimensions and thermal and structural analysis in order to develop effective designs.
- Ensure the development of accurate and precise designs complying with recognized drafting standards, company practices, policies and procedures.
- Ensure the preparation of CAD Electrical Drawings/Designs and technical specifications for each phase of the project.
- Oversee and coordinate LV & MV electrical power system designs having single line diagrams, wiring and elementary diagrams along with layout and circuitry designs, ensuring the same is in accordance to customer specifications.

ENGINEERING DEPARTMENT



Functional Roles and Responsibilities

Human Resources

- Develop and implement Integrated Engineering and Trading Company Human Resources plans and policies.
- Direct the manpower plan development in line with the business direction and the organizational requirements.
- Manage the recruitment and selection activities of all levels to support Integrated Engineering and Trading Company objectives.
- Conduct Job Evaluation for unique jobs and assign grades that accurately reflect job content to ensure consistency and internal equity, determining the value/ worth of a respective job in relation to other jobs within the organization.
- Manage the employee Compensation and Benefits, in line with Integrated Engineering and Trading Company overall strategy, the leading practices and the market pay.
- Manage all activities related to performance management, promotion and career progression.
- Oversee the implementation of the Training and Development plans across all Divisions/Departments at Integrated Engineering and Trading Company.
- Ensure HR transactions pertaining to attendance, leave management, grievance, penalties, transfer, promotions, and confidential reports, and end of service are done as per Kuwait labor law and the Integrated Engineering and Trading Company 's policies and procedures.
- Ensure all aspects of payroll operations are done with maximum degree of efficiency and accuracy.
- Manage HR systems and database to ensure information security and confidentiality (when system is available).

Administration

- Serve as primary interface of Integrated Engineering and Trading Company for coordinating with all ministries regarding personnel issues.
- Maintain annual service contracts with various contractors (if any).
- Ensure proper documentation and completion of formalities for issuance and renewal of necessary visas, work permits, and residencies for all employees in compliance with latest government regulations.
- Manage and control all purchases including office furniture and stationeries , maintenance related expenses, etc.

SUPPORT SERVICES DEPARTMENT

HUMAN RESOURCES AND ADMINISTRATION SECTION



Government Relations

- Facilitate the government relations activities with respect to government regulations, visas, residency status, licence renewals to ensure that the same is carried out in a timely and effective manner.
- Follow up with governmental authorities to determine agreements, governmental regulations and statutory requirements in order to minimize their impact on Integrated Engineering and Trading Company .
- Coordinate with the governmental authorities to minimize the possibilities of dispute on administration related matters.
- Ensure proper documentation and the completion of formalities for issuance and renewal of necessary visas, work permits, and residencies for all employees in compliance with latest government regulations.
- Register employees and update corporate data with the Ministry of Human Resource and Social Development, in addition to advising the management on the company's employment status.
- Liaise with the concerned embassies in KSA in order to complete the required formalities for obtaining appropriate commercial visas for the staff travelling abroad.
- Liaise with the concerned ministries in order to ensure that the procedures for issuing permits for Integrated Engineering and Trading Company are completed.

SUPPORT SERVICES DEPARTMENT

HUMAN RESOURCES AND ADMINISTRATION DEPARTMENT



Functional Roles and Responsibilities

Information Technology

- Ensure all IT application development, implementation and support activities are done with maximum efficiency.
- Ensure that all IT Infrastructure activities related to Network and Communication, System Administration, Application Management and Technical Support are implemented across Integrated Engineering and Trading Company in an efficient and effective manner.
- Identify and develop software solutions that can achieve IT information technology goals and initiatives of Integrated Engineering and Trading Company .
- Recommend and design system changes or enhancements, giving primary consideration to the feasibility, maintainability, internal customer needs and overall cost/benefit and quality requirements.
- Configure, maintain, upgrade, deploy and install in-house applications and/or application changes.
- Provide overall management of ERP Systems, Business Intelligence activities and MIS database systems along with ensuring high level performance, integrity and database security.
- Design network architecture including hardware and software technologies and implement the network solution.
- Maintain security and resolve potential security breaches and vulnerability issues in a timely and accurate manner.
- Provide technical support in the broad areas of network, operating systems, database management, helpdesk and support and communication systems.
- Configure and test computer hardware, networking software and operating system to ensure databases operate efficiently at all times.
- Maintain and administer computer networks and related computing environments, including computer hardware, systems software, applications software and all configurations.
- Manage IT Projects inline with the set project plan, timeline and requirements in order to ensure that all IT projects are executed in a timely manner.
- Plan and implement disaster recovery and back-up procedures and information security and control structures for all IT systems in order to ensure business continuity.

SUPPORT SERVICES DEPARTMENT

IT Department



Functional Roles and Responsibilities

Finance

Manage all finance and accounting activities for Integrated Engineering and Trading Company and deliver timely and accurate financial and management accounting information to support the business decision making process, provide sound financial advice on evaluation of business opportunities to ensure good financial condition of the company.

Budgeting

- Develop and administer the yearly financial budget at Integrated Engineering and Trading Company.

Accounts Receivable

- Follow up on receivables from concerned clients.
- Maintain the billing system and generate invoices and account statements.
- Perform account reconciliations and maintain accounts receivable files and records.
- Produce monthly financial and management reports.

Accounts Payable

- Advance payment to supplier/ Payment as per the credit terms after verifying invoices and supporting documents.
- Payments for rents, bills and other non-trade expenses.
- Periodic reconciliation with GL.

General Ledger

- Ensure proper general ledger coding in support of monthly closings.
- Develop bank reconciliations, intra-company reconciliations, and other month-end general ledger reconciliations.

Cash Office

- Manage day-to-day cash needs for all departments of Integrated Engineering and Trading Company.
- Issue cash against cheques and invoices after due verification.

SUPPORT SERVICES DEPARTMENT

FINANCE DIVISION





END OF REPORT



Certificate of Registration

This is to certify

that the Quality Management System of

INTEGRATED ENGINEERING AND TRADING FZ - LLC

at Business Center Rakez, Ras Al Khaimah, United Arab Emirates
has been independently assessed and is compliant with the requirements of:

ISO 14001 : 2015

For the following scope of activities:

Supply and Installation of Fuel Systems related to Generators and Boilers

Certificate Number: IQC-202103848

Validity of this certificate can be verified at www.IQC-UK.com/verify

| | |
|--|------------------------------|
| Date of Certification | 30 th August 2021 |
| 1 st Surveillance Audit | 29 th August 2022 |
| 2 nd Surveillance Audit | 29 th August 2023 |
| Certificate Expiry (subject of the company maintaining its system to the required standard) | 29 th August 2024 |

Director of Certification



International Quality Certifications UK Ltd. is a certification body following the requirements of IAF standard guidelines. International Quality Certifications does not assume any liability to any party other than the client; and then only in accordance with the agreed upon certification agreement. This certificate's validity is subject to the organization maintain their system in accordance with International Quality Certification's requirements for certification.

This certificate is the property of

International Quality Certifications UK Ltd and shall be returned immediately upon request.

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Company No. 13160049 / CAB No. 012102



**ISO 14001:2015
ENVIRONMENTAL MANAGEMENT SYSTEM**



INTEGRATED ENGINEERING & TRADING FZ LLC

APPROVAL

The signatures below certify that this Quality Management System Manual has been reviewed and accepted and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

| | Name | Signature | Position | Date |
|-------------|-----------------|-----------------|----------------------------|----------|
| Prepared by | Tala Aneyceh | Tala Aneyceh | Consultant | 23/08/21 |
| Reviewed by | Khalid Taj | Khalid Taj | Senior Operations Director | 24/08/21 |
| Approved by | Ahmad El Halabi | Ahmad El Halabi | Managing Partner | 25/08/21 |

AMENDMENT RECORD

This quality manual is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

| Page No. | Context | Revision | Date |
|----------|---------|----------|------|
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COMPANY PROPRIETARY INFORMATION

The electronic version of this document is the latest revision. It is the responsibility of the individual to ensure that any paper material is the current revision. The printed version of this manual is uncontrolled, except when provided with a document reference number and revision in the field below:

| | |
|--------------------|----------|
| Document Ref. EMS1 | Rev 1 |
| Uncontrolled Copy | 3 |
| Controlled Copy | 1 |
| Date | 23/08/21 |

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Appendix A Cross Reference of ISO 14001 Requirements and Sections in the EMS Manual and Environmental Procedures.

Appendix B Controlled Document List

0.0 Terms and Definitions

| | |
|--|---|
| Organization | Integrated Engineering and Trading Company |
| Continual improvement | Recurring process of enhancing the environmental management system in order to achieve improvements in overall environmental performance consistent with the organization's environmental policy. |
| Corrective action | Action to eliminate the cause of a detected nonconformity. |
| Document | Information and its supporting media. |
| Environment | Surroundings in which an organization operates, including air, water, land, natural resources, flora, fauna, humans, and their interrelation. |
| Environmental aspect (EA) | Elements of an organization's activities or products or services that can interact with the environment. |
| Environmental impact | Any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's environmental aspects. |
| Environmental management system (EMS) | Part of an organization's management system used to develop and implement its environmental policy and manage its environmental aspects. |
| Environmental objective | Overall environmental goal, consistent with the environmental policy, that an organization sets itself to achieve. |
| Environmental performance | Measurable results of an organization's management of its environmental aspects. |
| Environmental policy | Overall intentions and directions of an organization related to its environmental performance as formally expressed by top management. |
| Environmental target | Detailed performance requirement applicable to the organization or parts thereof, that arises from the environmental objectives and that needs to be set and met in order to achieve those objectives. |
| Interested party | Person or group concerned with or affected by the environmental performance of an organization. |
| Internal audit | Systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which the environmental management system audit criteria set by the organization are fulfilled. |
| Nonconformity | Non-fulfilment of a requirement. |
| Procedure | Specified way to carry out an activity or a process. |
| Record | Document Stating results achieved or providing evidence of activities performed. |
| Preventive action | Action to eliminate the cause of a potential nonconformity. |
| Prevention of pollution | Use of processes, practices, techniques, materials, products, services or energy to avoid, reduce or control (separately or in combination) the creation, emission or discharge of any type of pollutants or waste, in order to reduce adverse environmental impacts. |

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1.0 General

1.1 Company Profile

Integrated Engineering and Trading Company is a company that provides mission critical fuel oil systems which are composed of pump sets, day tanks, controls, filtration systems and other specialty equipment to establish a complete system in order to meet the Clients' needs.

For over a decade Integrated Engineering and Trading Company has been offering various Fuel Oil Systems for industrial and non-industrial use (such as but not limited to data centres, hospitals, governmental institutions and financial facilities, in its endeavor to offer quality products made in an environmentally friendly atmosphere, to its esteemed customers.

From the start of its establishment, Integrated Engineering and Trading Company has used state of the art technology, high quality and safe chemicals, controlled processes and hired trained professionals to offer a wide range of services within its field.

1.2 Purpose of this Manual

This Manual defines the Environmental Management System (EMS) of **Integrated Engineering and Trading Company's** activities and contains:

- a) The Environmental Policy;
- b) Statements of responsibility and authority;
- c) An overview of INTEGRATED ENGINEERING AND TRADING COMPANY's environmental procedures and controls;
- d) The identification of the resources and training allocated to management, performance of work and verification activities including internal audit;
- e) The appointment of the Environmental Management Representative (EMR); and
- f) The arrangement for periodic management reviews.

The purpose of this Manual is to demonstrate that this EMS meets all *ISO 14001:2015* requirements and provide guidance and direction for the implementation and operation of the EMS to all personnel including all relevant documents.

1.3 Scope of EMS

The scope of the EMS applies to the (*BUSINESS ACTIVITIES*) related to the (*PRODUCTS*) provided / undertaken by **Integrated Engineering and Trading Company**. Also the locations and areas to be covered in the EMS.

2.0 Policy

INTEGRATED ENGINEERING and TRADING

Environmental Policy

Integrated Engineering and Trading Company is committed to protecting human health and natural resources, promoting environmental stewardship, and implementing innovative environmental technologies and practices. Through Management leadership, Employee participation, and professional environmental support, INTEGRATED ENGINEERING AND TRADING COMPANY is committed to:

- *Comply with applicable legal requirements and other requirements to which **INTEGRATED ENGINEERING AND TRADING COMPANY** subscribes which relate to its environmental aspects.*
- *Prevent pollution, reduce waste and minimize the consumption of resources.*
- *Educate, train and motivate employees to carry out tasks in an environmentally responsible manner.*
- *Encourage environmental protection among suppliers and subcontractors.*

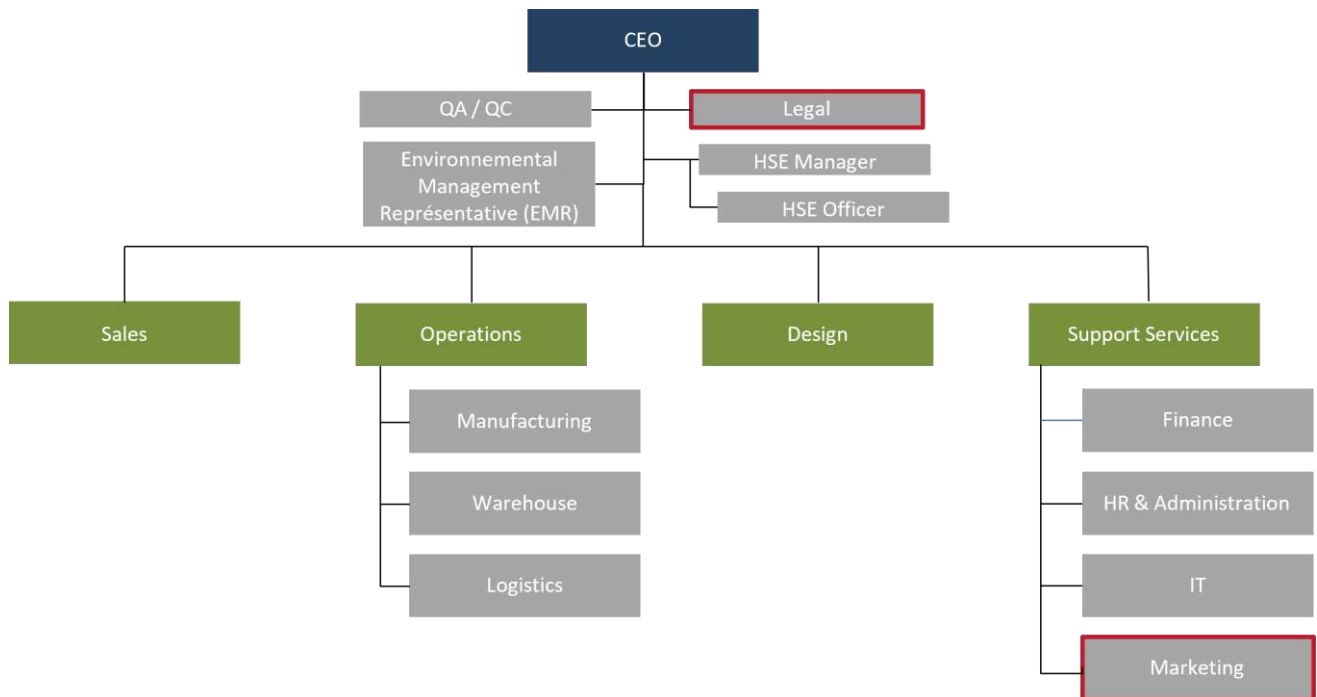
***INTEGRATED ENGINEERING AND TRADING COMPANY** is committed to continual improvement of environmental performance. This Policy will be communicated to all staff and suppliers, and be available for the public.*

Endorsed by

General Manager

3.0 Organization

3.1 Organization Chart



3.2 Responsibility

3.2.1 Chief Operating Officer (Top Management)

Chief Operating Officer is responsible for:

- a) Endorsing the environmental policy;
- b) Ensuring appropriate resource allocation to enable the effective operation and continual improvement of the EMS.

3.2.2 Environmental Management Representative (EMR)

The *Quality Assurance Manager* is the appointed EMR and has the responsibility and authority for:

- a) Ensuring that EMS requirements are established, implemented and maintained in accordance with the ISO 14001 standard;
- b) Ensuring that sufficient resources are allocated for the proper implementation of the environmental policy and the EMS;

- c) Regularly reviewing the policy and the effectiveness of the EMS, and ensuring that the necessary changes are made.

EMR is also the General Manager and has the responsibility and authority for:

- a) Leading the EMS Committee to establish and implement the EMS according to ISO 14001 standard, and monitoring the performance of the EMS;
- b) Coordinating internal EMS audits to ensure the EMS has been properly implemented and maintained;
- c) Handling and investigating nonconformity and ensuring corrective and preventive action has been taken to mitigate any impacts caused;
- d) Reporting on the performance of the EMS to the top management for review and as a basis for improvement of the EMS.

The General Manager and the Quality Assurance Manager shall undertake the EMS management review *annually* to ensure top management commitment and integration of the EMS with business strategies for its implementation and continual improvement.

3.2.3 Deputy Environmental Management Representative (DEMR)

The *Quality Controller* is the appointed DEMR and has the responsibility and authority for:

- a) Assisting the EMR to ensure the EMS is effectively implemented and maintained in accordance with ISO 14001 standard;
- b) Assuming the responsibility and action of the EMR when the EMR is unavailable.

3.2.4 Environmental Management System Committee (EMS Committee)

This committee is responsible for:

- a) The establishment and implementation of the EMS;
- b) The establishment and review of objectives, targets, and Programs;
- c) Ensuring the effective implementation of environmentally-related operational controls and Programs;
- d) The internal communication of environmental matters between management and employees; and promoting environmental awareness among company staff;
- e) The review of complaint records, nonconformity, corrective action and preventive action reports and the adoption of preventive actions as necessary;
- f) Providing leadership in the pursuit of environmental issues;
- g) Any other EMS activities that are assigned by the EMR;
- h) Holding regular meeting (at approximately *three-month* intervals).

3.2.5 Management Review Committee

The Committee systematically examines the EMS to ensure the suitability, adequacy and effectiveness of the EMS. The Committee comprises of the *EMR and DEMR*, and All Departmental Managers.

3.2.6 Departmental Manager

The Departmental Managers are responsible for:

- a) Establishing controls for the identified significant environmental aspects for his/her function team / department according to procedures and instructions;
- b) Ensuring that the EMS is properly implemented and that environmental matters are properly handled at all stages;

3.2.7 All Employees

All employees are responsible for:

- a) Working in accordance with the documented environmental procedures and instructions, specific responsibilities defined in individual procedures and instructions; and
- b) Reporting problems or deviations associated with environmental issues and the EMS to the EMS Committee.

40 Environmental Management System Requirements

The EMS of **INTEGRATED ENGINEERING AND TRADING COMPANY** is developed to manage significant environmental aspects so as to limit their impacts on the environment. The EMS is established in accordance with **ISO 14001:2015**, and is described in this section. Procedures for each component is given in the relevant Environmental Procedures (EPs) listed in Appendix A.

41 Environmental Management System Documents

The purposes of these EMS documents are as follows:

| | |
|--|--|
| Environmental Policy | Describes the intention and principles to be adopted in relation to environmental performance, including but not limited to legal compliance, continual improvements and pollution prevention. |
| Environmental Management System Manual (EMS Manual) | Describes the environmental management system and outlines how the requirements of the International Standard (ISO 14001) are achieved. A cross-reference of the ISO 14001 clauses to the sections of this Manual is listed in Appendix A. |
| Objective(s) * | The overall environmental goals that INTEGRATED ENGINEERING AND TRADING COMPANY set to achieve. |
| Target(s) * | The set of measurable performance requirements that INTEGRATED ENGINEERING AND TRADING COMPANY establishes to achieve the objectives. |
| Program(s) * | The Program and schedule which INTEGRATED ENGINEERING AND TRADING COMPANY implements to achieve the objectives and targets. |
| Environmental Procedures (EPs) | Define the roles, responsibilities, and actions to be taken to ensure that activities are performed and the EMS implemented in accordance with the environmental policy and the requirements of ISO 14001. A cross- reference of the ISO 14001 clauses to the EPs is listed in Appendix A. |

| | |
|---|--|
| Register of Environmental Aspects | Compiles the environmental aspects that are derived from the activities and services of INTEGRATED ENGINEERING AND TRADING COMPANY . The register also denotes the significance of the environmental aspects and the respective operational controls for significant environmental aspects. |
| Register of Legal and Other Requirements | Compiles the legal and other requirements, which include legislation, codes of practice, regulatory and non-regulatory guidelines that are applicable to INTEGRATED ENGINEERING AND TRADING COMPANY . |
| Environmental Instructions (EIs) | Describe which and how activities should be performed to manage significant environmental aspects and to achieve the EMS ISO 14001 requirements. |
| Environmental Forms/Records | Record information for the audit trail and the assessment of environmental conditions and performance. |

42 Environmental Policy

(ISO 14001 Standard Clause 4.2)

The environmental policy of **INTEGRATED ENGINEERING AND TRADING COMPANY** is included in Section 2 of this document. It outlines the environmental commitments of **INTEGRATED ENGINEERING AND TRADING COMPANY** with respect to its operations, activities, and overall environmental performance. During the development of this policy, the appropriateness to the nature, scale and environmental impacts of **INTEGRATED ENGINEERING AND TRADING COMPANY** activities, products and services has been considered. The policy is endorsed by the *Quality Assurance Manager* and the policy shall be reviewed during the management review meeting.

The policy shall stipulate the commitments of **INTEGRATED ENGINEERING AND TRADING COMPANY** to continually improve its environmental management and prevention of pollution. **INTEGRATED ENGINEERING AND TRADING COMPANY** is also committed to comply with applicable legal requirements and other requirements to which **INTEGRATED ENGINEERING AND TRADING COMPANY** subscribes which relate to its environmental aspects. The environmental policy shall provide a framework for setting and reviewing objectives and targets, and must be maintained, implemented and communicated to all employees of **INTEGRATED ENGINEERING AND TRADING COMPANY** and its contractors.

This policy shall be available to the public.

43 Planning

INTEGRATED ENGINEERING AND TRADING COMPANY shall follow a “plan-do-check-act” process to facilitate continual environmental performance improvements. The planning process includes the identification and updating of **INTEGRATED ENGINEERING AND TRADING COMPANY**’s Register of Environmental Aspects, and the Register of Legal and Other Requirements. Together with **INTEGRATED ENGINEERING AND TRADING COMPANY**’s environmental policy, **INTEGRATED ENGINEERING AND TRADING COMPANY**’s objectives and targets are established, and appropriate Programs are formulated to achieve the objectives and targets.

4.3.1 Environmental Aspects

(ISO 14001 Standard Clause 4.3.1)

The planning process commences with the identification and updating of environmental aspects. In order to evaluate the impacts of its activities to the environment, **INTEGRATED ENGINEERING AND TRADING COMPANY** shall establish, implement and maintain a procedure to identify the environmental aspects of its activities, products or services that it can control and those that it can influence taking into account planned or new developments, or new or modified activities, products and services. These aspects, inclusive of those arising from works carried out by contractors, are registered in the "Register of Environmental Aspects".

INTEGRATED ENGINEERING AND TRADING COMPANY shall ensure that all environmental aspects that may pose significant impacts to the environment are under control and prioritized for improvements.

INTEGRATED ENGINEERING AND TRADING COMPANY shall keep this information up to date.

Relevant Procedure: EP-01 Identification of Environmental Aspects and Significance Evaluation

4.3.2 Legal and Other Requirements

(ISO 14001 Standard Clause 4.3.2)

INTEGRATED ENGINEERING AND TRADING COMPANY shall establish, implement and maintain a procedure to identify and maintain access to legal requirements that are relevant to Integrated Engineering and Trading Company, as well as other requirements that Integrated Engineering and Trading Company subscribes to which relates to Integrated Engineering and Trading Company's environmental aspects.

INTEGRATED ENGINEERING AND TRADING COMPANY shall identify all relevant regulations, codes of practice and guidelines that are applicable to the environmental aspects of its activities, products and services, and record this information in the Register of Legal and Other Requirements.

INTEGRATED ENGINEERING AND TRADING COMPANY shall keep this information up to date.

Relevant Procedure: EP-02 Review of Legal and Other Requirements

4.3.3 Objectives, Targets and Program(s)

(ISO 14001 Standard Clause 4.3.3)

Based on the environmental policy and significant environmental aspects, environmental objectives and targets shall be established, implemented and maintained at each function and level within **INTEGRATED ENGINEERING AND TRADING COMPANY**. Programs are established, implemented and maintained for achieving its objectives and targets.

When establishing and reviewing its objectives, **INTEGRATED ENGINEERING AND TRADING COMPANY** shall take into consideration the legal and other requirements, significant environmental aspects, technological options, financial/operational/business requirements, and the views of interested parties, and ensure that the objectives and targets are consistent with the environmental policy, including commitment to pollution prevention, to compliance with applicable legal requirements and other requirements, and to continual improvement.

The Programs designate the responsibility for achieving objectives and targets at each function and level of **INTEGRATED ENGINEERING AND TRADING COMPANY**, together with the means and time frame by which they are to be achieved.

The **Quality Assurance Manager** shall approve the objectives, targets and Programs proposed by the EMS Committee before implementation. The EMR shall ensure that the objectives and targets are measurable if possible, and that the progress towards achieving the objectives and targets is continually monitored and reviewed.

The achievement of objectives, targets and Programs shall be reviewed by the EMS Committee *every 3 months*. The EMR shall lead the EMS Committee in revising the objectives, targets and Programs as necessary.

INTEGRATED ENGINEERING AND TRADING COMPANY shall ensure that the Programs are amended as appropriate for new projects and new or modified activities, products or services in order to ensure that environmental management applies to such projects and activities.

In the event that objectives and targets in the Programs are not met, the EMR shall revise the Program as necessary and maintain documented evidence / records for the actions taken to mitigate the problems.

The EMR shall also maintain obsolete objectives, targets and Programs as an EMS record for three years.

44 Implementation and Operation

The implementation of the EMS requires **INTEGRATED ENGINEERING AND TRADING COMPANY** to clearly define roles, responsibilities and authorities of key personnel, commit to staff training, maintain effective communication channels, adopt effective document and operational controls, and maintain sufficient awareness on emergency preparedness among the staff.

4.4.1 Resources, Roles, Responsibility and Authority

(ISO 14001 Standard Clause 4.4.1)

Top management of **INTEGRATED ENGINEERING AND TRADING COMPANY** shall commit to provide resources (including human resources and specialized skills, organizational infrastructure, technological and financial resources) essential to the implementation and control of the EMS. The roles, responsibilities and authorities of key personnel shall be defined, documented, and communicated in order to facilitate effective environmental management.

INTEGRATED ENGINEERING AND TRADING COMPANY has appointed the *Quality Assurance Manager* as the Environmental Management Representative (EMR), and the *Quality Controller* as the Deputy Environmental Management Representative (DEMR) for the implementation and maintenance of the EMS. Their EMS responsibilities are described in section 3 of this manual.

4.4.2 Competence, Training and Awareness

(ISO 14001 Standard Clause 4.4.2)

INTEGRATED ENGINEERING AND TRADING COMPANY shall ensure all persons performing tasks for it or on its behalf, whose work may have a significant impact on the environment, are competent on the basis of appropriate education, training and/or experience, and shall retain associated records.

INTEGRATED ENGINEERING AND TRADING COMPANY will need to ensure that all people performing tasks for or on behalf of the organization, which includes contractors, sub-contractors, temporary staff and remote workers, have had an appropriate assessment for their potential to cause a significant environmental impact and the associated competence required.

INTEGRATED ENGINEERING AND TRADING COMPANY shall establish, implement and maintain procedures to identify the training needs associated with its environmental aspects and its EMS, and develop Programs to ensure awareness and competence, at each relevant function and level, by addressing:

- The roles and responsibilities in achieving conformity with the environmental management system;
- The importance of conformity with the environmental policy, the procedures and the requirements of the structured EMS;
- The significant environmental aspects and related actual or potential impacts associated from their work activities and the environmental benefits of improved personal performance;
- The potential consequences of departure from specified operating procedures;

Relevant Procedure: EP-03 Training

4.4.3 Communication

(ISO 14001 Standard Clause 4.4.3)

For internal communication, the EMR shall ensure information regarding the EMS (such as the policy, objectives, targets and Programs) and environmental performance is readily available to employees on notice board, or is published on the intranet or newsletters.

Employees with enquiries / complaints regarding to the EMS and/or environmental issues of **INTEGRATED ENGINEERING AND TRADING COMPANY** shall inform their Function / Departmental Manager. The designated member of EMS Committee representing each division shall maintain a log for the relevant enquiries / complaints. Depending on the nature and scope of the enquiry / complaint, the EMR shall determine the corresponding action and maintain relevant records to demonstrate the response / corrective actions taken.

For external communication, the environmental policy is available at the office and the **company's web page**. All internal and external enquiries / complaints / communications shall be discussed and reviewed during the EMS Committee meeting and the decision shall be recorded on meeting minutes.

The EMS Committee may discuss and decide whether to communicate externally about its significant environmental aspects, the decision shall be documented in the meeting minutes. If the decision is to communicate, the EMS Committee shall establish and implement a method(s) for this external communication, e.g. publish environmental report.

Relevant Procedure: EP-07 Enquiry / Complaint / Nonconformity Handling

4.4.4 Documentation

(ISO 14001 Standard Clause 4.4.4)

The Environmental Management System documentation encompasses four levels as described below:

The first level is the *Environmental Management System Manual* (this document) which includes **INTEGRATED ENGINEERING AND TRADING COMPANY's** environmental policy (specifying the principal objectives and environmental commitments of **INTEGRATED ENGINEERING AND TRADING COMPANY**), and a broad description of how **INTEGRATED ENGINEERING AND TRADING COMPANY** addresses the ISO 14001 requirements. The EMS

Manual serves as an interface to interpret the relationship between **INTEGRATED ENGINEERING AND TRADING COMPANY's** EMS and the ISO 14001 Standard. An individual document of *Objectives, Targets and Programs* is developed based on INTEGRATED ENGINEERING AND TRADING COMPANY's environmental policy. It demonstrates INTEGRATED ENGINEERING AND TRADING COMPANY's environmental commitment on continual improvement in environmental performance.

The second level is the *Environmental Procedures (EPs)*, which include all procedures that **INTEGRATED ENGINEERING AND TRADING COMPANY** shall follow as specified in the ISO 14001 Standard. These procedures provide a detailed description of the EMS elements and define who should do what, how and when. Appendix A shows the relationship between various environmental procedures and the ISO 14001 Standard clauses. Register of Environmental Aspects and Register of Legal and Other Requirements are derived from the procedures and act as the foundation of the EMS which Integrated Engineering and Trading Company subscribed to.

The third level is the *Environmental Instructions (EIs)*, which are operational control procedures or instructions, with defined responsibilities, to control the identified significant environmental aspects associated with **INTEGRATED ENGINEERING AND TRADING COMPANY's** operations and activities.

The fourth level is *Environmental Records*, which arise from the implementation of the Environmental Management System Manual, Environmental Procedures and Environmental Instructions. Environmental Records include various checklists, reports and meeting records, etc., as defined in each Environmental Procedure and Environmental Instruction.

4.4.5 Control of Documents

(ISO 14001 Standard Clause 4.4.5)

The essences of EMS documentation controls are:

- They shall be reviewed, revised as necessary and approved for adequacy by authorized personnel;
- That current version of relevant documents shall be available at all locations where operations essential to the effective functioning of the environmental management system are performed;
- That documents of external origin determined by the organization to be necessary for the planning and operation of the EMS are identified and their distribution controlled;
- Obsolete documents shall be promptly removed from all points of issue and use, or are otherwise assured against unintended use; and
- Any obsolete documents retained for legal and / or knowledge preservation purposes shall be suitably identified.

INTEGRATED ENGINEERING AND TRADING COMPANY shall ensure that documentation is legible, dated (with dates of revision) and readily identifiable, maintained in an orderly manner, and retained for a specified period. **INTEGRATED ENGINEERING AND TRADING COMPANY** shall establish, implement and maintain a procedure for the creation and modification of the various types of documents and the respective responsibilities for such creation and modifications.

Relevant Procedure: EP-04 Control of Documents

4.4.6 Operational Control

(ISO 14001 Standard Clause 4.4.6)

INTEGRATED ENGINEERING AND TRADING COMPANY shall establish, implement and maintain operation control procedures to manage its significant environmental aspects.

INTEGRATED ENGINEERING AND TRADING COMPANY shall ensure that all operations and activities, carried out by Integrated Engineering and Trading Company's employees or contractors, that are associated with the significant aspects are properly controlled, and that appropriate operational control procedures, in terms of Environmental Procedures (EPs) and Environmental.

Instructions (EIs) are communicated to personnel whose tasks may result in significant environmental aspects. **INTEGRATED ENGINEERING AND TRADING COMPANY** shall influence its staff and contractors by communicating its environmental policy and other relevant EPs and/or EIs to them.

4.4.6.1 Environmental Office Practices

This instruction outlines the practices to be adopted by Integrated Engineering and Trading Company for controlling environmental impacts of office activities under the scope covered by the ISO 14001:2015 Environmental Management System (EMS).

Relevant Instruction: EI-01 Environmental Office Practices

4.4.6.2 Green Procurement

Integrated Engineering and Trading Company has implemented **Green Purchasing** initiatives of goods and services based on sound practices and green principals. To ensure all Purchases for **INTEGRATED ENGINEERING and TRADING COMPANY** are bought with a minimum Carbon Footprint and purchased from Local Suppliers, when possible, to aid the aim of **INTEGRATED ENGINEERING and TRADING COMPANY** to become Carbon Neutral and make a positive impact on the wider Environment.

Relevant Instruction: EI-02 Environmental Green Procurement

4.4.6.3 Environmental Practices for Using Company's Car

Integrated Engineering and Trading Company has ensured that all Company Vehicles that are being used are utilized within a clearly defined Environmental framework to ensure the least possible impact to our wider Environment.

All Company Vehicles are well Maintained and are no older than 2 Years to ensure best standards. Where possible the Company will use Electrical Vehicles to ensure Zero Emissions and no use of Fossil Fuels.

Relevant Instruction: EI-03 Environmental Practices for Using Company's Car

4.4.6.4 Waste Management

INTEGRATED ENGINEERING and TRADING COMPANY follows a framework and a structured approach to handling waste. During identification and evaluation of the environmental aspects, the Company will determine what wastes are emerging in our processes, and with operational controls we will define how the waste will be treated.

Relevant Instruction: EI-04 Waste Management

4.4.6.5 Air Pollution Control

INTEGRATED ENGINEERING and TRADING COMPANY has developed a systematic approach for managing all types of Air Emission originating from the Facility using top of the line Air Cleansing Technology.

Relevant Instruction: EI-05 Air Pollution Control

4.4.6.6 Water Pollution Control

INTEGRATED ENGINEERING and TRADING COMPANY has developed a systematic approach for managing all types of Wastewater discharge originating from the Company and Facility.

INTEGRATED ENGINEERING and TRADING COMPANY conducts regular inspection to ensure the quality of the treated wastewaters meets the requirements specified by the wastewater discharge license, performs regular repair and maintenance of the wastewater treatment system to ensure the system is functioning and is operating effectively and conducts regular cleaning of drainage pipes to ensure no garbage is blocking the pipes.

Relevant Instruction: EP-06 Water Pollution Control

4.4.6.7 Noise Pollution Control

INTEGRATED ENGINEERING and TRADING COMPANY has developed a systematic approach for managing all types of Noise Pollution originating from the Facility by implementing noise control measures.

All departments shall strictly implement the operation control and maintenance towards those facilities, equipment's or construction works that are identified as potential sources of noise pollution, in addition to investigating the root causes and implementing further controls to ensure control of any Noise Pollution.

Relevant Instruction: EI-07 Noise Pollution Control

4.4.6.8 Resource Conservation

INTEGRATED ENGINEERING and TRADING COMPANY ensures implementation of conservation activities carried out throughout the Organization, which includes:

1. Paper Conservation
2. Water Conservation Program
3. Electricity Conservation
4. Fuel Conservation

Relevant Instruction: EI-08 Resource Conservation

4.4.6.9 Handling and Storage of Chemicals

The Purpose of this Document is to develop a systematic approach for managing all types of chemicals and dangerous goods used in our company.

The issues covered in this technical instruction are categorized into:

- Information and labelling;
- Containers;
- Storage and transportation;
- Handling and Spill Prevention; and
- Inspection and Maintenance

Relevant Instruction: EI-09 Handling and Storage of Chemicals

4.4.7 Emergency Preparedness and Response

(ISO 14001 Standard Clause 4.4.7)

INTEGRATED ENGINEERING AND TRADING COMPANY shall establish, implement and maintain a procedure to identify potential emergency situations and responses to such situations in order to prevent and/or mitigate environmental impacts that may associate with them.

INTEGRATED ENGINEERING AND TRADING COMPANY shall review and revise its emergency preparedness and response procedures, in particular after the occurrence of accidents or emergency situations.

INTEGRATED ENGINEERING AND TRADING COMPANY shall also periodically test the procedure and the preparedness where practicable.

Relevant Procedure: EP-05 Environmental Emergency Preparedness and Response

45 Checking

While implementing the EMS, **INTEGRATED ENGINEERING AND TRADING COMPANY** shall monitor and measure the key characteristics of its operations and activities on a regular basis. These results shall be recorded together with nonconformity and the corrective action and preventive action. As part of the checking process, a periodic audit on the EMS shall provide a basis for management review.

4.5.1 Monitoring and Measurement

(ISO 14001 Standard Clause 4.5.1)

INTEGRATED ENGINEERING AND TRADING COMPANY shall establish, implement and maintain procedures to monitor and measure, on a regular basis, the key characteristics of its

operations and activities that have significant impacts on the environment. This shall include procedures for tracking of performance, applicable operational controls and conformity with Integrated Engineering and Trading Company's objectives and targets, as well as the calibration and maintenance of monitoring equipment. The information of environmental monitoring shall be documenting.

Relevant Procedure: EP-06 Environmental Monitoring and Evaluation of Compliance

4.5.2 Evaluation of Compliance

(ISO 14001 Standard Clause 4.5.2)

To meet INTEGRATED ENGINEERING AND TRADING COMPANY's commitment to compliance, **INTEGRATED ENGINEERING AND TRADING COMPANY** shall regularly monitor and evaluate the compliance status of the applicable environmental legal requirements (section 4.5.2.1) and other requirements (section 4.5.2.2) that Integrated Engineering and Trading Company subscribes to. The records of the results of the periodic evaluations shall be retained.

Relevant Procedure: EP-06 Environmental Monitoring and Evaluation of Compliance

4.5.3 Nonconformity, Corrective Action and Preventive Action

(ISO 14001 Standard Clause 4.5.3)

Continual improvement of the EMS can be achieved by identifying nonconformity, correcting nonconformity, and preventing nonconformity from occurring again. Regarding nonconformity and its subsequent corrective / preventive action, **INTEGRATED ENGINEERING AND TRADING COMPANY** shall establish, implement and maintain a procedure which defines the responsibilities and authorities to:

- Handle and investigate nonconformity;
- Take action to mitigate the impacts caused;
- Initiate and complete corrective and preventive actions;
- Ensure that the corrective or preventive actions taken to eliminate the causes of actual and potential nonconformity are appropriate to the magnitude of problems and commensurate with the environmental impacts encountered;
- Record the results of corrective and prevention actions taken;
- Review the effectiveness of corrective action and preventive action taken;
- Implement and record any changes in the documented procedures resulting from corrective and preventive action; and

INTEGRATED ENGINEERING AND TRADING COMPANY shall also ensure that any necessary changes are made to environmental management documentation.

Relevant Procedure: EP-07 Enquiry / Complaint / Nonconformity Handling

4.5.4 Control of Records

(ISO 14001 Standard Clause 4.5.4)

Records shall be maintained to keep track of **INTEGRATED ENGINEERING AND TRADING COMPANY's** environmental performance, to demonstrate conformity to the requirements of the EMS, legal compliance, and to maintain audit trails in accordance with the requirements of ISO 14001 Standard, and the results achieved.

INTEGRATED ENGINEERING AND TRADING COMPANY shall establish, implement and

maintain a procedure to denote the identification, storage, protection, retrieval, retention and disposition of environmental records, to ensure that such records are legible, identifiable, and traceable to the activity, product or service involved, and that they are stored and maintained in such a way that they are readily retrievable and protected against damage, deterioration or loss. The retention period of each type of environmental records shall be specified.

Relevant Procedure: EP-08 Control of Records

4.5.5 Internal Audit

(ISO 14001 Standard Clause 4.5.5)

INTEGRATED ENGINEERING AND TRADING COMPANY shall plan, establish, implement and maintain a Program and procedures to carry out periodic environmental management system audits to:

- a) Determine whether or not the environmental management system:
 - Conforms to planned arrangements for environmental management including the requirements of ISO 14001; and
 - Has been properly implemented and maintained;
- b) Provide audit results and information for management review for environmental improvement.

The audit Program, including the schedule, shall be based on the environmental importance of the activities concerned and results from previous audits. The audit procedures cover the audit criteria, scope, frequency and methods, as well as responsibilities and requirements for conducting audits and reporting results and retaining associated records.

INTEGRATED ENGINEERING AND TRADING COMPANY shall conduct EMS audits on a regular basis. Timely site environmental audits are required to ensure appropriate preventive actions being taken as planned, and corrective actions being carried out on a timely basis.

Relevant Procedure: EP-09 Internal Audit

46 Management Review

(ISO 14001 Standard Clause 4.6)

The “plan-do-check-act” cycle shall require the top management of **INTEGRATED ENGINEERING AND TRADING COMPANY** to act and review the environmental management system periodically to ensure its suitability, adequacy and effectiveness.

Before the Review, the EMR shall schedule for the management review and inform all the participants, and gather all relevant records/requirements (such as change in legal requirements) and prepare a summary report (if necessary) for discussion.

The EMR and DEMR together with the EMS Committee shall take part in the annual management review. They shall assess the work in the past year in environmental management and evaluate the existing EMS with respect to changes in legislation, concerns of interested parties, Production processes, technology and product requirements, and lessons gained from previous experience, etc.



Topics to be discussed in the management review shall include but not be limited to:

- Review of the environmental policy, objectives, targets, and Programs;
- Review of legal compliance and compliance with other requirements (including contractor compliance on **INTEGRATED ENGINEERING AND TRADING COMPANY’S** activities);
- Environmental aspects of activities and their disclosure to public;
- Findings of the internal audits;
- Review of nonconformities and the status of corrective/preventive actions;
- Communications from external interested parties, including complaints;
- Areas for improvement with respect to environmental performance;
- Adequacy of emergency preparedness and response;
- Changing circumstances, including developments in legal and other requirements related to its environmental aspects,
- Identify the need for modification of the existing EMS in light of the above items, and
- Follow-up action from previous management reviews.

The review shall initiate a new “plan-do-check-act” cycle with improvements in **INTEGRATED ENGINEERING AND TRADING COMPANY’S** environmental performance and further enhancement of the EMS.

Relevant Procedure: PRO-SYS- 01 Management Review & PRO-SYS-02 Management Review Log

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Appendix A Cross Reference of ISO 14001 Requirements* and Sections in the EMS Manual and Environmental Procedures.

| ISO Clause | EMS Manual Section No. | EP Ref. No. |
|--|------------------------|-------------|
| 4.1 General Requirements | 4.1 | – |
| 4.2 Environmental Policy | 4.2. | – |
| 4.3 Planning | 4.3 | – |
| 4.3.1 Environmental Aspects | 4.3.1 | EP-01 |
| 4.3.2 Legal and Other Requirements | 4.3.2 | EP-02 |
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| 4.5 Checking | 4.5 | – |
| 4.5.1 Monitoring and Measurement | 4.5.1 | EP-06 |
| 4.5.2 Evaluation of Compliance | 4.5.2 | EP-06 |
| 4.5.3 Nonconformity, Corrective Action and Preventive Action | 4.5.3 | EP-07 |
| 4.5.4 Control of Records | 4.5.4 | EP-08 |
| 4.5.5 Internal Audit | 4.5.5 | EP-09 |
| 4.6 Management Review | 4.6 | PRO-SYS-02 |

Appendix B Controlled Document List

| Document No. | Document/Form Name |
|--------------|---|
| EMS-01 | Environmental Statement Policy |
| O&T-YYYY | Objectives, Targets and Programs |
| EAR-01 | Register of Environmental Aspects |
| PRO-SYS-01 | Management Review Process |
| PRO-SYS-02 | Management Review Log |
| LR-01 | Register of Legal and Other Requirements |
| EM-01 | Environmental Management System Manual |
| EP-01 | Identification of Environmental Aspects and Significance Evaluation |
| EP-02 | Review of Legal and Other Requirements |
| EP-03 | Training |
| EP-04 | Control of Documents |
| EP-05 | Environmental Emergency Preparedness and Response |
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| EP-07 | Enquiry / Complaint / Nonconformity Handling |
| EP-08 | Control of Records |
| EP-09 | Internal Audit |
| EI-01 | Environmental Office Practices |
| EI-02 | Green Procurement |
| EI-03 | Environmental Practices for Using Company's Car |
| EI-04 | Waste Management |
| EI-05 | Air Pollution Control |
| EI-06 | Water Pollution Control |
| EI-07 | Noise Pollution Control |
| EI-08 | Resource Conservation |
| EI-09 | Handling and Storage of Chemicals |



Certificate of Registration

This is to certify

that the Quality Management System of

INTEGRATED ENGINEERING AND TRADING FZ - LLC

at Business Center Rakez, Ras Al Khaimah, United Arab Emirates
has been independently assessed and is compliant with the requirements of:

ISO 45001 : 2018

For the following scope of activities:

Supply and Installation of Fuel Systems related to Generators and Boilers

Certificate Number: IQC-202103849

Validity of this certificate can be verified at www.IQC-UK.com/verify

| | |
|--|------------------------------|
| Date of Certification | 30 th August 2021 |
| 1 st Surveillance Audit | 29 th August 2022 |
| 2 nd Surveillance Audit | 29 th August 2023 |
| Certificate Expiry (subject of the company maintaining its system to the required standard) | 29 th August 2024 |

Director of Certification



International Quality Certifications UK Ltd. is a certification body following the requirements of IAF standard guidelines. International Quality Certifications does not assume any liability to any party other than the client; and then only in accordance with the agreed upon certification agreement. This certificate's validity is subject to the organization maintain their system in accordance with International Quality Certification's requirements for certification.

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Company No. 13160049 / CAB No. 012102



ISO 45001:2018 OCCUPATIONAL HEALTH AND SAFETY (OH&S)

Manual 01



Integrated Engineering & Trading FZ LLC

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IMS System ISO 45001 (OH&S)

Issue Number 1.0

Issue Date 25-08-2021

OH&S Manual

| | |
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Registered Office

United Arab Emirates, Ras Al Khaimah, Business Center Rakez

| | Prepared By | Approved By |
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| Name | Khalid Taj | Ahmad Al Halabi |
| Designation | Senior Operations Manager | Managing Partner |
| Signature | _____ | _____ |

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A.2 Authorization Statement

Integrated Engineering and Trading Company is committed to the establishment and maintenance of Occupational Health and Safety Assessment System given in this manual and implemented by the entity to meet the requirements of ISO 45001:2018 (OH&S).

The members of **Integrated Engineering and Trading** shall strictly adhere to the various OH&S procedures and SOPs as supported by the policies outlined in this manual.

(Insert Name) has been appointed as Management Appointee of **Integrated Engineering and Trading**. The Management Appointee is responsible for ensuring compliance with the OH&S requirements stipulated in this manual. He/She is authorized to ensure that the OH&S system is established, implemented and maintained by the Company. Top Management gives full support and Cooperation to the Management Appointee.

B.0 Company Profile

B.1 *Integrated Engineering and Trading FZ-LLC*

The Company is committed to providing clients superior primary and effective services. The company provides mission critical fuel oil systems which are composed of pump sets, day tanks, controls, filtration systems and other specialty equipment to establish a complete system in order to meet the Clients' needs.

The Company has an efficient infrastructure situated in UAE and KSA. At present the Company has an efficient organization comprising a team of dedicated professional personnel in all area of management and fuel systems.

Scope of Certificate

The manual is prepared as per guidelines of ISO 45001:2018 (OH&S) for Providing supply and installation of Fuel Systems related to generators and boilers. The ISO 45001:2018 (OH&S) system has been implemented for;

Supply and Installation of Fuel Systems related to Generators and Boilers

C. Control and Distribution

C.1 Structure of OH&S Manual

This manual is prepared according to the table of contents. Each chapter begins with page 1 and the numbering continues within the chapter and not throughout the manual. This has been done to facilitate future addition/deletion of pages.

The manual is supported by documented OH&S system covering OH&S procedures (PRO) and SOPs or test procedures. In addition, a separate list of the chapter procedures referred in this manual is given in annexure – I and glossary of term are given in annexure – II.

The manual is issued in loose leaf and is accessible to the staff and customers.

The implementation of this manual and related OH&S procedure is mandatory for all departments. The changes made in this manual are affected through the document control procedures and must be approved by the Top Management.

C.2 Responsibility

Top Management approves Front/Cover page of the OH&S Manual. The control and maintenance of this manual is the responsibility of the Management Appointee who is maintaining the master list of manuals. Also, when any changes/amendments are made, the amended page must be approved from the Top Management before issuance of such changes/amendments.

C.3 References

- ISO 45001:2018 (OH&S) → Occupational Health and Safety – Requirements
- OH&S Procedures Covering All Procedures Listed in Annexure – I.

C.4 Distribution

OH&S Manuals are distributed to the various departments on a "controlled" basis. Controlled copies are the ones, which are subject to incorporation of "revisions". Those in which, the amendment is not reflected/communicated are known as "uncontrolled" copies.

"Controlled" Copies of the OH&S Manual are stamped "Controlled Copy" on its all pages.

Management Appointee maintains the master list and distribution list for issue of OH&S Manual and accordingly copies are distributed with copy number to Copy Holders.

Amendments and revised pages of OH&S manual are issued by Management Appointee through "Change Note" to holders of controlled copies of the manual. Upon receipt of such revisions, the recipient will replace the pages by the revised ones.

"Uncontrolled" Copies may be issued by the Management Appointee to the prospective customers and others on the request of the Top Management, but the recipient shall not be issued the amendments/revisions.

Management Appointee is responsible to fill up amendment sheet in line with any amendment and all the information regarding revisions are distributed to the copy holders. If any amendment due to change in page number is done, then the table of contents is amended accordingly.

C.5 Numbering and Document Control for OH&S Manual

- The number for OH&S Manual is given as OH&S *, which * indicates the issue number of the OH&S Manual for ex. OH&S 01 indicates issue no. 1.0 of OH&S Manual.
- OH&S Manual is divided into two sections – section 1 and 2. Section 1 deals with general information and has chapters numbered A to C. Section 2 addresses the OH&S System elements of ISO 45001:2018 (OH&S) from chapter 1 to chapter 6 to align clause no. 4.1 to 4.6 of ISO 45001:2018 (OH&S).
- A running number identifies each page of the chapter (page 1 of 2 on chapter 5 indicates page 1 of chapter 5 that has 2 pages in all). When any revision becomes necessary, it is the affected page that is replaced and not the whole chapter in such a case revision is reflected by changing suffix of issue no. and the same is recorded on the amendment record sheet of the manual.
- Initially issue no. Is considered, as 1.0 and if the total manual is revised then issue no. Is changed to issue no. 2.0. For any page-wise amendment issue number of the page is changed to 1.1 for Page wise revision. Total nine amendments are possible in the single page of every single chapter. If more than nine amendments are made, then the whole issue of OH&S Manual is changed to the next No. i.e. 1.0 becomes 2.0 and so on. All amendments are recorded in the Amendment Record Sheet given in the paragraph C.6.

C.6 Amendment Record Sheet

| Amd. No. | Chapter no. | Page no. | Replace current issue no. | New issue no. | New issue date | Reason for change | Signature of copy holder |
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Note: -

- All the pages other than those listed above are currently in the Issue Number 1.0. If any changes are done, then the next issue no. is given by suffix to that page (say for example 1.1) and is recorded on the page listed above.
- To check the validity of the complete manual, confirm current issue status of this page with Management Appointee and crosscheck with sheets changed.

1.0 General Requirements

1.1 General Requirements

The Company has established and maintained an Occupational Health and Safety Management System (OH&SMS) in accordance with ISO 45001:2018 (OH&S), which have been described in the subsequent section.

1.1.1 Foreword

This OH&S Manual describes the Occupational Health and Safety Management System adopted by the Company. The manual lists down the procedures and measures for OH&S Systems at the Company.

The Occupational Health and Safety Management System in the Company has been formulated on the basis of ISO 45001:2018 (OH&S). This section explains the structure, issue and adaptation procedure of the OH&S Manual.

1.1.2 Scope

The OH&S Manual is applicable to the Organization's Operations at the Organization's premises for all the activities carried out in **UAE and KSA**, for Providing clients with supply and installation of fuel systems related to generators and boilers.

Structure of the Manual

This OH&S Manual is structured as shown in the contents page of the manual. Different sections are arranged sequentially as per clause number of ISO 45001:2018 (OH&S). The relevant clause numbers of ISO 45001:2018 (OH&S) have been indicated along with the title of each section. OH&SMS Management Manual pages are numbered serially with page number indication. Front / Cover page of master copy of manual bear signatures of Top Management (Approving authority of manual) in original. The current issue number on each page is also indicated. Issue number "1.0" has been given to first issue of the section. After the first revision, the issue number is incremented, and the entire section is replaced with revised one. This manual is available only in the English Language.

1.1.3 Issue Procedure

Management Appointee is authorized by Top Management to carry out the activities of preparing issuing, maintaining and updating of this OH&S Manual.

The distribution of the manual and the amendment (s) are controlled and are carried out by the Management Appointee.

1.2 Related OH&SMS Procedures

1.2.1 PRO/SYS/02 Procedure for Document and Data Control

2.0 OH&S Policy

OH&S Policy

At ***Integrated Engineering and Trading***, Occupational Health & Safety of employees and the public is our prime concern and main objective. We are conscious of our responsibility for creating; maintaining and ensuring safe work practices, reduce health and safety hazards through application of technology and safe work practices for sustainable development.

We are committed to;

- Prevention of risk rather than detection/rectification and its adverse impact on the employee,
- Following safe work practices and continually improve the effectiveness of the system,
- Creating an environment of teamwork as well as increase awareness of the system to all employees,
- Conserve natural resources by their responsible and efficient use in all our operations,
- Comply with applicable legal and other requirements as well as take any additional measures considered necessary,
- Preserve the health and safety of the Company and its surrounding area,
- Make this policy available to the public.

Top Management

August 2021

The Company is committed to a safe and healthy working environment for everyone using the premises as a place of work and providing customers a safe supply and installation process.

Management will:

1. Set health and safety objectives and performance criteria for all managers and work areas and annually review health and safety objectives and managers' performance.
2. Encourage accurate and timely reporting and recording of all incidents and injuries.
3. Investigate all reported incidents and injuries to identify all contributing factors and where appropriate, formulate plans for corrective actions.
4. Actively encourage the early reporting of any pain or discomfort.
5. Identify all existing and new hazards and take all practicable steps to eliminate or minimize the exposure to any hazards.
6. Ensure that all employees are made aware of the hazards in their work areas and are adequately trained so they can carry out their duties in a safe manner.
7. Encourage employees' consultation and participation in all Health & Safety matters and enable employees to elect health and safety representatives.
8. Ensure that all contractors and subcontractors are actively managing Health & Safety for themselves and their employees.

9. Promote a system of continuous improvement, including annual reviews of Policies & Procedures.
10. Meet legal obligations as specified in the legislation, codes of practice and any relevant standards or guidelines.

2.1.1 Occupational Health and Safety Policy Implementation

All the employees are advised to undergo OH&S Policy training upon joining the Company. Implementation of the OH&S and the OH&S Policy on a day to day basis is the responsibility of the Management Appointee and it is achieved by ensuring that the respective employee understands the OH&S Policy and complies with the OH&S documents. Also the display of the OH&S Policy at a prime location should be undertaken. Management Appointee ensures that OH&S Policy is made available to the public and is conveyed to all concerned persons outside the Organization. The Management Appointee ensures that the OH&S Policy is reviewed on a yearly basis during the Management Review for suitability with the Organization activities.

PDCA CYCLE

ISO 45001:2018 has adopted the four stage Plan-Do-Check-Act (PDCA) cycle for achieving continual improvement. This is an inherent part of the systematic approach to determine workable solutions, assessing the results, and implementing ones that have been shown to work

Plan: Understand the Context of the Company including OH&S Risk and Opportunities. Establish OH&S objectives, processes and resources required to deliver results in accordance with the Company's OH&S Policy.

Do: Implement the processes as planned, including worker participation, hazard identification and emergency preparedness.

Check: Monitor, measure and evaluate OH&S activities and processes.

Act: Take actions to continually improve the OH&S system, including findings of incidents, addressing non-conformance and audit findings.



3.0 Planning

3.1 Hazard Identification, Risk Assessment and Determining Controls

The identification of OH&S Hazards is an on-going process that determines the past, current and potential risks of activities and services. Procedures are documented for the Hazard Identification and Risk Assessment. During identification of hazards and risks, all activities operated by the Organization as well as others are taken into consideration, like;

- Routine and non-routine activities;
- Activities of all persons having access to the workplace (including contractors, visitors and patients whom are supposed to be affected by the identified work);
- Human behavior, capabilities and other human factors;
- Identified hazards originating outside the workplace capable of adversely affecting the health and safety of persons, under the control of the Organization within the identified workplaces;
- Hazards created in the vicinity of the workplace by work related activities under the control of the Organization;
- Infrastructure, medical equipment and materials provided at the workplace;
- Changes or proposed changes in the Organization, its activities, or related materials;
- Modifications are made to the OH&S management system, including the temporary changes made and the impact of said changes on operations, processes and activities;
- Legal obligations related to the risk's assessment and implementation of necessary/existing controls;
- The design of work areas, processes, installations, medical equipment, operating procedures and work organization, including their adoption to human capabilities.

The methodology for OH&S Hazards and Risk Assessment is defined as proactive steps for classification of risks and identifications of objectives and the OH&S Management System. It is consistent with the operating experience and the capabilities of risk control measures employed. It provides input into the determinations of facility requirements, identification of training needs and/or development of operational controls. It provides monitoring of the required actions to ensure both the effectiveness and timeliness of the implementation. The Following are also taken into consideration as part of the methodology:

- Defined with respect to the scope of the Company and is proactive rather than reactive,
- Gives identification, prioritization and documentation of risks and applicable controls.

Results of the assessment are kept up to date with the existing controls, proposed controls (objectives and programs) for reduction of risks considering the following hierarchy;

- Elimination,
- Substitution,
- Signage/warnings and/or administrative controls, and
- Personal protective equipment's.

All the above controls are identified and documented in the list of Significant OH&S Hazards list and is made available to all employees.

A register of OH&S Hazards and associated Risks have been established on the basis of a review undertaken by the Company with the assistance of an external agency to establish the current position with regards to the Occupational Health and Safety using the evaluation criteria provided. This information is kept up to date. Also, for implementation of the management of change, OH&S hazards and risks associated with the proposed changes are identified and documented.

Also, the significant OH&S Hazards are taken into the account in establishing, implementing and maintaining the Occupational Health and Safety Management System.

3.2 Legal and Other Requirements

Procedures have been established and maintained:

- To identify for having access to the applicable legal and other requirements, to which the Organization has related the OH&S Hazards,
- To determine that these requirements apply to its OH&S Hazards,

Integrated Engineering and Trading Company ensures that applicable legal and other requirements are identified considering the nature of the activities, processes and services. All such requirements are implemented and are communicated to the concerned amongst the Company.

The information for legal and other requirements is updated as well as communicated in regard to the relevant information on legal, and other requirements to the employees and relevant interested parties. On the same note, the legal register must be kept up to date.

A register of "Occupational, Health and Safety Legislation" has been established and is maintained as ROR documentation.

3.3 Objectives and Program(s)

OH&S objectives and targets at relevant functions and levels within the Company are prepared, documented and implemented as a performance indicator based on the OH&S Policy.

All such objectives are made measurable and are consistent with the OH&S Policy including the commitment to prevent hazards (injury and ill health), compliance with the applicable legal laws and other requirements, which are the basis for continual improvement.

Procedures are documented and implemented for setting and reviewing the OH&S objectives. The objectives are established and reviewed based on the OH&S Hazards and Risks, technological options, financial, operational requirements and the views of the interested parties and legislative requirements. The objectives are made for relevant function and level within the Organization.

For achieving objectives and targets, the Occupational Health & Safety Management program is prepared, implemented and maintained to ensure the achievement of the defined objectives and targets. The Occupational Health & Safety Management program is prepared having reference to;

- Responsibility for achieving objectives and targets at relevant functions and levels of Employees/Organization,
- Methods/Modes and time frame for achieving objectives and targets.

The OH&SMP is reviewed at regular intervals in the Management Review meeting and amended in line with new development, modification and expansion of existing activities.

3.4 Related OH&S Procedures

3.4.1 PRO/OH&S/01 Procedure Identification of Hazard, Risks and Control Assessment

3.4.2 PRO/OH&S/02 Procedure for Identification of Legal and other Requirements.

3.4.3 PRO/OH&S/03 Procedure for Improvement.

4.0 Implementation and Operation

4.1 Resources, Roles, Responsibility, Accountability and Authority

Top Management has provided adequate resources required for establishing, implementing, maintaining and improving the Occupational Health and Safety Management System. Resources like, Human Resources including specific skill related to the activity performed, organizational infrastructure, technology and financial resources. Top Management commitment is demonstrated by;

- Ensuring the availability of resources essential for establishing, implementing and maintaining and improving the OH&S Management System,
- Defining roles, allocating responsibilities and accountabilities and delegating the authorities to facilitate effectiveness of the OH&S Management System.

The Organization set up of the Company for implementation of the Occupational Health and Safety Management System is shown in the Organization Chart given at the last page of this section. The chart also brings out the reporting relationships. The roles and responsibilities of key personnel are demarcated clearly keeping in view the main activities of each department. The authority on OH&S issues is commensurate with their defined responsibility. The roles, responsibilities and authorities of the personnel related to OH&S risk of the Organization activities are documented in the Job Descriptions and Specifications and are communicated to the functions concerned.

Common Responsibilities

Common responsibilities of all HODs/Functional Heads in addition to their functional responsibilities are:

- Ensuring that the activities are carried out in safe and recommended methods,
- Implementation and review of the effectiveness of the OH&S Management System,
- To participate in the internal audit of the Functions/Departments as per the internal audit plan,
- To initiate preventive and corrective actions, in case of any non-compliance with respect to the OH&S,
- To identify the training needs of respective Department members and coordinate with the personnel in nominating the right people for training,
- To identify, control and maintain OH&S records related to Departments.
- Implementation of OH&S Policy and Objectives and OH&S Management Plan.

Roles and responsibilities at various level of the employees:

| Sr. No. | Activity | Responsibility |
|---------|---|---------------------------------------|
| 1. | Identification of OH&S hazards and risks | Top Management / Management Appointee |
| 2. | Monitoring the use of equipment, OH&S issues and accident rates. | |
| 3. | Carryout necessary inspection and testing of PPEs as per written procedures as well as fulfill legal compliance in their applicable areas. | |
| 4. | Creating awareness among employees | |
| 5. | Arranging for the prevention of hazards (Infrastructure, Injury, Medical etc.) as soon as they are detected. Ensuring safe work practices and functioning of safety devices. | Team Member – Health and Safety |
| 6. | Follow recommended procedures for OH&S issues and are brought to the notice of the immediate Manager | Team Member – Health and Safety |
| 7. | Ensuring all personnel within the Company are committed to Hazard protection. | Team Member – Health and Safety |

All the activities are carried out on a continuous basis and their achievements are reported in the Management Review Meeting.

Management Appointee

(Insert Name) is appointed as **Management Appointee (MA)**. Apart from his/her other duties he/she has been given the authority for ensuring establishment, effective implementation and maintenance of OH&S for the Company as per ISO 45001:2018 (OH&S) requirements and works of the OH&S MA.

He/she acts as a member secretary to the Management Review Committee Meetings. He/she also liaises with external agencies on matters related to the Certification of OH&S. He/she also plans the audit and reports the findings to the Management Review Committee. He/she is responsible for maintaining the records of Management Review Meetings. He/she will report to the Top Management on the performance of the OH&S system for review and improvement of the same in the Company. Irrespective of his/her other responsibilities his/her roles, responsibilities and authority for:

- Ensuring that the Occupational Health and Safety Management System requirements are established, implemented and maintained in accordance with the ISO 45001:2018 (OH&S).
- Reporting on the performance of the Occupational Health and Safety Management System to the Top Management for review as a basis for improvement of the system including recommendation for improvement.

Management Appointee reports directly to the Top Management for all matters related to the OH&S. The ultimate responsibility for OH&S rests with the Management Appointee.

Employees working at the workplaces are taking responsibility for aspects of OH&S on which they have control, including adherence to the Company’s OH&S Requirements.

4.2 Competence, Awareness and Training

The Organization has established a procedure for training needs assessment and for providing appropriate training to specified needs. All personnel whose work may create an impact upon the OH&S in the workplace are competent in terms of appropriate education, training and/or experience.

In training procedure considerations are done for OH&S hazards and risks, responsibility, ability and literacy as well as risk. Necessary training programs on Safety and Occupational Health Hazard issues are planned and implemented. The training procedure incorporates the needs to make the employees at each relevant function and level aware of:

- a). Actual or potential OH&S consequences of their work activities, their behavior, and the OH&S benefits of improved personnel performance,
- b). Their roles and responsibilities and importance of achieving conformance with OH&S Policies and Procedures and with the requirement of Occupational Health & Safety Management System, including Emergency Preparedness and Response for achieving conformity.
- c). The potential consequences of departure from specified operating procedures. Personnel performing the tasks, which can cause significant OH&S Risks, shall be competent on the basis of appropriate education, training and / or experience.

Training procedure is prepared to account for differing levels of;

- Responsibility, ability, language skills and literacy, and
- Identified risks involved.

Training Will Occur:

- Upon Hiring
- When Integrated and Engineering Company believes additional training is warranted
- When an employee is given a new job assignment
- When new substances, equipment's or new procedures are introduced which represent a new hazard.
- When Integrated Engineering and Trading Company is made aware of a new hazard.

The Safety and Health training provided to employees will include:

- Employee Safety Handbook
- First Aid
- Safety and Health Policy
- Safety and Health Program
- Incident Reporting
- Hazard Communication
- Hazardous Material Spill Response
- Personal Protective Equipment Requirements
- Emergency Procedures
- Housekeeping
- Job Specific Hazards

Communication, Participation and Consultation

4.3.1 Communication

The Organization has established procedure for internal and external communication. Internal communications include providing information to various levels and functions in the Organization that are responsible for performance regarding the OH&S hazards and risks, monitoring, audit and Management Review. External communications include receiving, documenting and responding to OH&S hazards and risks and OH&S with interested parties. It also includes:

- Internal communication among the various levels and functions of the Organization,
- Communication with the contractors and other visitors to the workplaces,
- Receiving, documenting and responding to relevant communications from external interested parties.

4.3.2 Participation and Consultation

The Organization has established procedure for participation and consultation of various Company employees for;

a). Their participation which includes;

- Their involvement in hazard identification, risk assessment and determination of controls,
- Their involvement in incident investigation,
- Their involvement in the development and review of OH&S Policies and objectives of the Company
- Their consultation in terms of suggestion for improvement and any changes that affects their OH&S,
- Their representation in safety meeting considering OH&S matters.

All employees are informed of their participation in the OH&S Management System by providing suggestions in the suggestion box, active participation in the safety meetings and incident investigation.

4.3 Documentation

The Organization has established OH&S Manual to describe the core elements of the Occupational Health & Safety Management System, their interaction and providing direction to related documentation. Also, each document gives information/direction for the next documentation to be followed.

The Occupational Health and Safety Management System document includes;

- a). OH&S Policy, objectives and targets,
- b). Description of the scope of the Occupational Health & Safety Management System,
- c). Description of the main elements of the Occupational Health & Safety Management System and their interaction and reference to related documents,
- d). Documents, including records as per the requirements of ISO 45001:2018 (OH&S),
- e). Documents, including records identified as necessary for ensuring effective planning, operation and control of processes related to significant Occupational Health Hazards.

The Structure of the OH&S System Documentation is as follows;

- OH&S Manual
- OH&S procedures to meet the requirements of core elements laid down in ISO 45001:2018 (OH&S)
- OH&S Management programs to achieve identified objectives and targets.
- Standard Operating Procedures / Work Instruction related to identified significant OH&S risks.
- Disaster Management Plan (Emergency Plan)

- Forms and records (Register of Occupational Health Hazards aspects and OH&S hazards, legal register and OH&S regulations etc.)

4.4 Control of Documents

All the above level of documents are prepared as per the requirements of ISO 45001:2018 (OH&S) and are controlled. Records are considered as special types of documents and are controlled as per the system described in paragraph 5.4.

Procedure is documented and implemented having details of;

- Approval of the relevant documents for adequacy prior to issue,
- Review and update as per the requirements and re-approval of documents,
- Ensuring clear cut identification of changes and current revision of status of documents,
- Ensuring relevant version of applicable documents are made available to the point of use,
- Ensuring legibility and readily identification of documents
- Ensuring that the documents of external origin like, legal rules, acts and reference standards used for planning and operation are identified and distribution of the same is controlled,
- Prevention of unintended use of obsolete documents and identification of such documents as "OBSOLETE", when they are retained for knowledge preservation purposes,

All documents are made legible, dated, identifiable, maintained in an orderly manner and retained for a specified period. Further the procedure also defines the mechanism which ensures availability of appropriate / current documents at places of use, removal of obsolete documents and updating the controlled documents.

Records of all current and valid documents and also background information related to changes are maintained. Whenever an amendment is made, the entire document/related page is released with a next revision status as per the established procedure. Master list distribution of all documents is maintained with the latest revision status of documents including the distribution list of controlled copy holders.

4.5 Operational Control

The Organization has established operational control procedures for operations and activities that are associated with the identified significant Occupational Health Hazards and implementation of controls that are necessary to manage the OH&S risks, which are consistent with the OH&S Policy, objectives and targets in order to ensure that the same are carried out under specified conditions.

Those operations and activities required controls are identified, implemented and maintained by;

- Follow-up on identified operational controls applicable to the activities and integrated operational controls in the overall OH&S Management System,
- Controls related to purchased goods, equipment's and services,
- Controls related to contractors and other visitors to the workplaces by providing appropriate induction,
- Documented Standard Operating Procedure (SOP/OCP) to cover the situations, where their absence could lead to the deviation from the OH&S policy and the objectives,
- Identified operating criteria in the Operational Control Plan, where their absence could lead to deviations from the OH&S policy and objectives.

Appropriate planning for operation control and maintenance activities is done in order to ensure that operational activities are carried out under specified conditions as per established procedures.

4.6 Emergency Preparedness and Response

The Organization has established a Disaster Management Plan to ensure appropriate responses:

- a). To potential emergency situations and potential accidents/incidents to the Occupational Health Hazards,
- b). To the mechanism for responding to such emergency situations.

The Company has prepared a Major Emergency Preparedness Plan and a periodic mock drill is conducted to respond to actual emergency situations and to prevent or mitigate associated adverse OH&S consequences.

A procedure has been established for preventing and mitigating the impacts and risks of such emergency situations, which can cause illness and injury to the Occupational Health Hazards, adverse OH&S Risks etc.

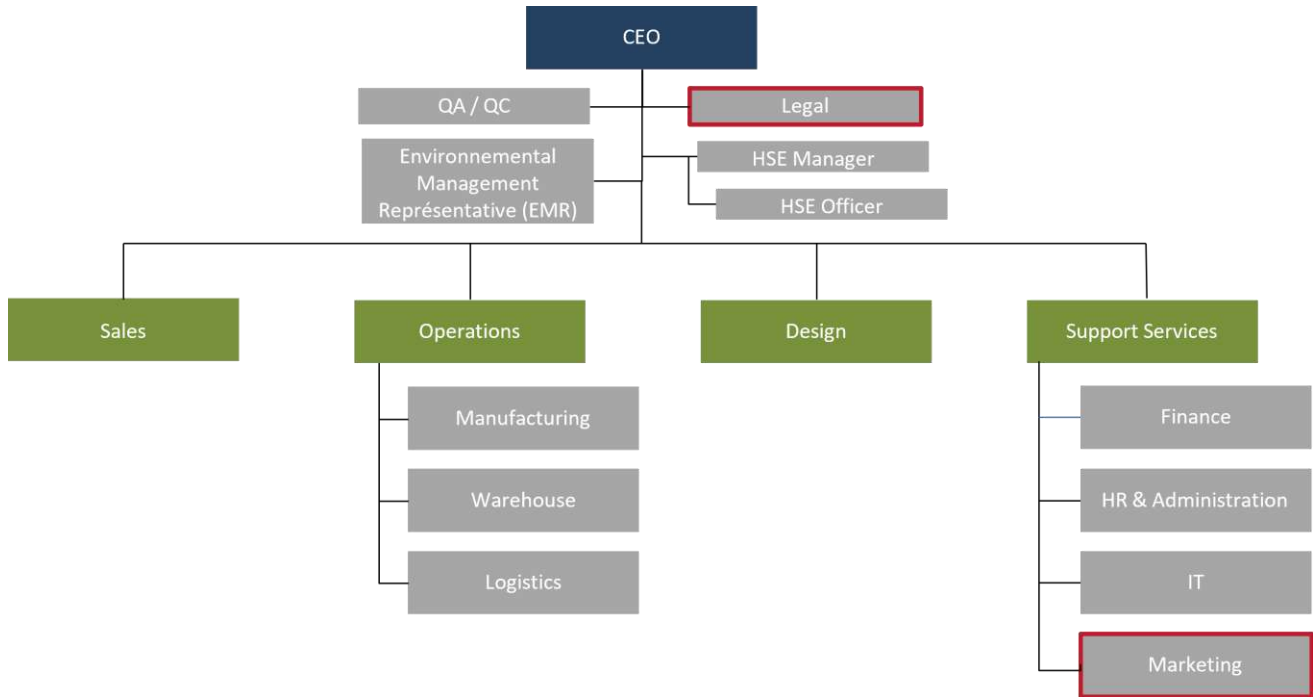
The Organization reviews and revises its Emergency Preparedness and Response Procedures after the occurrence of accidents or emergency situations, where necessary as well as results of the mock drill. It also includes views of interested parties required on a time to time basis.

Mock drill is also conducted **once a year** for testing/verification of such Emergency Preparedness as per established procedures.

4.8 Related OH&S Procedures

- 3.4.4 PRO/SYS/01 Training Need Identification Sheet
- 3.4.5 PRO/SYS/02 Procedure for Document Control
- 3.4.6 PRO/OH&S/04 Procedure for Emergency Drill
- 3.4.7 PRO/OH&S/05 Procedure for Change Notice

Organization Structure



Note

- Management Appointee (HSE Manager) directly reports to Top Management for effective functioning of the OH&S. He is given authority to execute the work for installation of ISO 45001:2018 (OH&S) system and reports directly.

5.0 Checking and Corrective Action

5.1 Performance Measurement and Monitoring

Procedures have been documented and implemented for monitoring and measuring the actual performance against the OH&S performance requirements on a regular basis. These procedures provide;

- a). Qualitative as well as quantitative measures to meet the Company's need as well as monitoring the key characteristics of operations, which have significant OH&S Hazards, and achievements of OH&S objectives and operational processes,
- b). Monitoring performance, operational control points and conformity to the objectives and targets,
- c). Monitoring the effectiveness of controls (for health as well as for safety),
- d). Proactive measures of performance that monitor conformance with the OH&S management programs(s),
- e). Reactive measures of performance that monitor ill health, incidents (including accidents, near misses, etc.) and other historical events of deficient OH&S performance.

Results of analysis are recorded to track performance, relevant operational controls and conformance with the OH&S objectives and targets.

The results are analyzed to determine the areas of success and to identify areas requiring corrective action and improvement on the basis of performance indicators, which have been laid down in the relevant OH&S management programs.

Equipment used for monitoring and measuring are also calibrated/verified to ensure accuracy/required precision as per the documented procedure and records for the same are maintained.

5.2 Evaluation of Compliance

5.2.1 Procedures are documented and implemented for periodical evaluation for compliance with the applicable legal requirements. Also, to ensure that the Organization is consistent with the commitment towards compliance with all such legal requirements. Records of such periodic evaluation are maintained in the Register of Rules and Regulation.

5.2.2 Also, evaluation with the other requirements is done as per the above-established procedure. Records of such periodic evaluation are also maintained in the Register of Rules and Regulation.

5.3 Incidents Investigation, Non-Conformity, Corrective Action and Preventive Action

5.3.1 Incident Investigation

Procedures documented and implemented for recording, investigating and analyzing the incident in order to;

- a). Determine underlying OH&S deficiencies and other factors that might be causing or contributing to the occurrence of incidents,
- b). Identifying the need for corrective action,
- c). Identifying opportunities for preventive action,
- d). Identifying opportunities for continual improvement,
- e). Communicating the results of such investigations to all employees within the Organization.

The investigations are performed as soon as they are detected along with the Safety Committee for effective analysis.

Identified corrective and preventive actions are taken as per the details given in the next paragraph.

The results of the investigation are documented and maintained for further action.

5.3.2 Non-Conformity, Corrective Action and Preventive Action

Procedures are documented and implemented for dealing with the actual and potential accidents, incidents, non-conformity and taking corrective and preventive action. Procedures also define

responsibility and authority for analysis, handling, investigating accidents, incidents, non-conformity, and taking action to mitigate any consequences from non-conformity and for initiating and completing corrective and preventive actions. Procedures also define the following;

- a). Identifying and correcting accidents, incidents, non-conformity and taking action to mitigate their OH&S Hazards,
- b). Investigate accidents, incidents, non-conformity, determining their cause and taking actions in order to avoid their recurrence,
- c). Evaluating the need for action to prevent accidents, incidents, non-conformity and implementing appropriate actions designed to avoid their occurrence,
- d). Recording the results of corrective and preventive action taken, and
- e). Reviewing the effectiveness of corrective and preventive action taken.

All the proposed corrective and preventive actions are reviewed through the Risk Assessment System prior to implementation. Respective Functional Heads review the effectiveness of corrective and preventive actions taken.

The corrective or preventive actions taken are appropriate to the magnitude of problems and commensurate with risk and the OH&S Hazards encountered.

Changes to the documents are also done as per the Document Control procedure as a part of corrective and preventive actions.

5.4 Control of Records

The Company maintains legible records of the OH&S Management System as described in various sections of this manual to demonstrate conformity to the requirements along with the results achieved against each performance indicator. Procedures are documented and implemented for the identification, collection, indexing, access, filing, storage, protection, retrieval, retention time and disposition of OH&S records.

OH&S Management records are stored in such a manner as to ensure safe preservation and easy retrieval and protected against damage, deterioration or loss.

Each Functional Heads maintains a record list including retention time for the records being maintained in his department. Also ensure that records remain legible, identifiable and traceable to the activity, and medical service involved.

5.5 Internal Audit

Internal audit of Occupational Health and Safety Management System audit is carried-out **At least Once every Six Months** to

- a). Determine whether Occupational Health and Safety Management System:
 1. Conforms to the planned arrangements for the Occupational Health and Safety Management System and ISO 45001:2018 (OH&S) requirements,
 2. Is implemented and maintained in accordance with the requirements of the Occupational Health and Safety Management System,
 3. Is effective in meeting the OH&S policy and objectives,
- b). Provide information on the results of audits to the Top Management for the effective operation of the Occupational Health and Safety Management System.

Audit program is planned and implemented and maintained by the Company. While programming the audit of a particular function, consideration is given on environmental and safety importance and results of the previous audit.

Procedure is documented and implemented defining scope, frequency, methodologies and competencies including reporting results. The procedure also addresses the followings;

- a). Responsibilities and requirements for planning and conducting audits, reporting results and retaining associated records,
- b). Determination of audit criteria, scope of audit, frequency of audit and methods.

The audit program including any schedule is based on results of the risk assessment of the Company and results of previous audits. The audit plan is prepared based on the importance of the OH&S activity and the results of previous audits. Also, objectivity and impartiality of the audit process is ensured by proper selection of auditors and conduct of audit process.

5.5 Related OH&S Procedures

- 3.4.8 PRO/OH&S/06 Procedure for Incident Type and Log
- 3.4.9 PRO/OH&S/07 Procedure for Non-Conformity Report (NCR)
- 3.4.10 PRO/OH&S/08 Procedure for Corrective and Preventive Actions.
- 3.4.11 PRO/SYS/03 Corrective Action Request Form
- 3.4.12 PRO/SYS/04 Corrective Action Log
- 3.4.13 PRO/OH&S/09 Procedure for Control of Records.
- 3.4.14 PRO/SYS/05 Procedure for Internal Audit
- 3.4.15 PRO/SYS/06 Internal Audit Log
- 3.4.16 PRO/OH&S/10 Procedure Risk Assessment and Treatment

6.0 Management Review

6.1 Management Review

Top Management Reviews the Occupational Health and Safety Assessment System in Management Review **At least Once in Six Months** to ensure its continuing suitability, adequacy and effectiveness. The review includes assessment for opportunities for improvement and need for changes to the Occupational Health and Safety Assessment System including the continuing suitability of OH&S Policy and OH&S objectives and targets. During the review of OH&S Policy, it is ensured that the same has been implemented effectively at all level of employees. The Management Appointee collects necessary information from Functional Heads on the OH&S and report to Top Management to carry out the OH&S evaluation. The Management Review meeting is done for the review of Occupational Health and Safety Assessment System in the review meetings. Records of the Management Review are retained by the Management Appointee as a record purpose.

Review Input

Followings are the input to the Management Review;

- a). Results of internal audits and evaluations of compliances with applicable legal requirements and with other requirements,
- b). The results of participations and consultation,
- c). Relevant communication(s) from external interested parties, including complaints
- d). OH&S performance of the Company,
- e). Objectives and target achievement status,
- f). Status of incident investigations, corrective actions and preventive actions,
- g). Follow-up actions from previous Management Reviews
- h). Changing circumstances, including developments in legal and other requirements related to the OH&S,
- i). Recommendation for improvement.

Review Output

The output from the Management Review is identified and is consistent with the commitment to continual improvement and includes decisions and actions related to the possible changes of the:

- a). OH&S performance,
- b). OH&S policy and objectives,
- c). Resources, and
- d). Other elements of the OH&S Management System.

Actions are identified and are tabulated as below for monitoring by the Management Appointee. The Management Appointee monitors the actions for timely completion by the Functional Heads;

- Actions planned
- Person responsible
- Target completion

5.6 Related OH&S Procedures

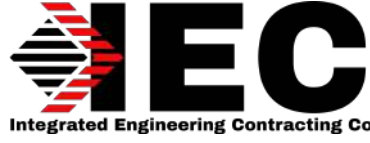
3.4.17 PRO/OH&S/10 Procedure for Management Review

3.4.18 PRO/SYS/07 Management Review Log

| Annexure – I | | List of Procedures | |
|--------------|----------------------------------|---|---------------|
| Sr. No. | ISO 45001 (OH&S) Ref. Clause No. | Title of Procedures | Procedure No. |
| 1. | 3.3.1 | Procedure for Hazard identification, Risk Assessment and Controls | PRO/OH&S/01 |
| 2. | 3.3.2 | Procedure for Legal and other Requirements | PRO/OH&S/02 |
| 3. | 3.3.3 | Procedure for Improvement Plan | PRO/OH&S/03 |
| 4. | 3.3.4 | Training Need Identification Sheet | PRO/SYS/01 |
| 5. | 3.3.5 | Procedure for Document Control | PRO/SYS/02 |
| 6. | 3.3.6 | Procedure for Emergency Drill | PRO/OH&S/04 |
| 7. | 3.3.7 | Procedure for Change Notice | PRO/OH&S/05 |
| 8. | 3.4.8 | Procedure for Incident Type and Log | PRO/OH&S/06 |
| 9. | 3.4.9 | Procedure for Non-Conformity Report (NCR) | PRO/OH&S/07 |
| 10. | 3.4.10 | Procedure for Corrective and Preventive Actions. | PRO/OH&S/08 |
| 11. | 3.4.11 | Corrective Action Request Form | PRO/SYS/03 |
| 12. | 3.4.12 | Corrective Action Log | PRO/SYS/04 |
| 13. | 3.4.13 | Procedure for Control of Records. | PRO/OH&S/09 |
| 14. | 3.4.14 | Procedure for Internal Audit | PRO/SYS/05 |
| 15. | 3.4.15 | Internal Audit Log | PRO/SYS/06 |
| 16. | 3.4.16 | Procedure Risk Assessment and Treatment | PRO/OH&S/10 |
| 17. | 3.4.17 | Procedure for Management Review | PRO/OH&S/11 |
| 18. | 3.4.18 | Management Review Log | PRO/SYS/07 |

| Annexure – II | | Glossary of Terms |
|---------------|-------------------------|--|
| Sr. No. | Abbreviation | For |
| 1. | TC | Talent Capital |
| 2. | Top Management | CEO |
| 3. | HODs / Functional Heads | Head of Operations, Head of Design, Head of Sales, Head of Support Services, HR & Administration Manager, Accounting Manager, Marketing Manager, IT Manager Etc. |
| 4. | The Company | INTEGRATED ENGINEERING AND TRADING COMPANY |
| 5. | Ref. | Reference |
| 6. | ANX | Annexure |
| 7. | PRO | Procedures |
| 8. | MA | Management Appointee |
| 9. | NCR | Non-Conformity Report |
| 10. | IANCR | Internal Audit Non-Conformity Report |
| 11. | CAR | Corrective Action Report |
| 12. | PAR | Preventive Action Report |
| 13. | OH&SMP | Occupational Health and Safety Management Plan / Program |
| 14. | OH&S / OH&S | Occupational Health and Safety Assessment System |

شركة الهندسة المدمجة للمقاولات



ملحق متطلبات السلامة
والصحة المهنية والبيئة لمقاولي
الباطن

1. المقدمة
2. المسئوليات
3. الامتثال / عدم الامتثال لمتطلبات السلامة والصحة البيئية
4. القوانين واللوائح
5. المستندات المطلوبة
 - 5.1 خطة السلامة الخاصة بالموقع
 - 5.2 قوائم فحص سلامة المقاول من الباطن
 - 5.3 وصف طريقة تنفيذ الأعمال وتقييم المخاطر
 - 5.4 تقارير السلامة اليومية الأسبوعية والشهرية
 - 5.5 السجلات والوثائق
 - 5.6 أخرى
6. الاجتماعات والجولات التفتيشية في الموقع
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 - 6.2 اجتماع السلامة النصف أسبوعي
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 - 6.4 جولات السلامة الأسبوعية
7. التدريب والتأهيل
 - 7.1 توعية منسوبي مقاول الباطن بالسلامة
 - 7.2 خطة تدريب موظفي السلامة
 - 7.3 محاضرات التوعية
8. فريق سلامة الموقع لمقاول الباطن
9. متطلبات السلامة والصحة
 - 9.1 الإلتزام
 - 9.2 تصاريح / تراخيص العمل
 - 9.3 معدات اللحام والقطع
 - 9.4 معدات الحماية الشخصية
 - 9.5 الأدوات والعدد الكهربائية المتنقلة
 - 9.6 الأدوات التي تعمل بالكارتريديج
 - 9.7 السلالم
 - 9.8 السقالات
 - 9.9 التجهيزات والمعدات الكهربائية
 - 9.10 الأوناش ومعدات الرفع و المعدات الثقيلة والمركبات
 - 9.11 المعدات الميكانيكية

| | |
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تؤمن مجموعة بن لادن السعودية بأن برامج الصحة والسلامة الفعالة للمقاولين تساعد المقاولين في تحديد وتقييم المخاطر المحددة للمشروع وتحديد الضوابط المناسبة قبل بدء العمل. إن الغرض الواضح من برنامج السلامة هو الحد من الإصابات والأمراض أثناء العمل وضمان الامتثال للمعايير ، كما أن التفاعلات التي يتم تطويرها من خلال هذه البرامج يمكن أيضًا أن تحقق فوائد جانبية في شكل تحسين الاتصال والتوثيق وتوفير التكاليف.

كل مقاول باطن يعمل في المشروع يجب عليه الالتزام والامتثال لجميع الإجراءات المطلوبة المتعاقد عليها مع مجموعة بن لادن السعودية ومتطلبات السلامة المحلية ، برامج السلامة الخاصة بالموقع ، وتشكل متطلبات السلامة هذه أدنى مستوى للأداء المتوقع من مقاول الباطن وموظفيه أو وكلائه من أجل تعزيز المشروع واستكمال بصورة آمنة.

2- المسؤوليات

تقع مسؤولية حماية العاملين وأماكن العمل في الموقع على عاتق مقاول الباطن من خلال الامتثال للمعايير المناسبة المنصوص عليها. يقوم مقاول الباطن بعقد جلسات مع وكلائه والموردين المسؤولين الخاصين به عن الالتزام بمتطلبات السلامة. يجب على كل مقاول باطن إنشاء والحفاظ على برنامج فعال للسلامة والصحة الذي يتناول المتطلبات الواردة أدناه. مقاول الباطن هو المسؤول الوحيد عن تنفيذ برنامج السلامة الخاص به المعتمد من المقاول ويكون مسؤولاً فقط عن مراقبة عمل موظفيه والمتعاقدين معه من الباطن وأي طرف آخر مشارك في أي أعمال ذات صلة لضمان امتثاله.

3- الامتثال / عدم الامتثال لمتطلبات السلامة والصحة البيئية

أ- الالتزام بمتطلبات الصحة والسلامة والبيئة:

يجب أن يتوفر لدى مقاول الباطن في موقع العمل النسخة المحدثة من خطة سلامة الخاصة بمجموعة بن لادن السعودية للمشروعات في نطاق عمله. يجوز للمقاول أن يطلب من ممثل الشركة نسخًا من خطة السلامة المعتمدة ، أو تنزيله من موقع إدارة السلامة والأمن في مجموعة بن لادن السعودية. بالإضافة إلى ذلك ، يجب على مقاول الباطن الامتثال لجميع عمليات التشغيل المطبقة أو دليل التعليمات بموقع العمل للمعدات ، والرافعات ، وأعمال الرفع ، وأية معدات أخرى متوفرة في موقع العمل. يجب على مقاول الباطن أيضًا اتخاذ أي تدابير إضافية تحت إشراف المقاول الرئيسي لمنع الإصابة أو وفاة أي شخص ، أو أي ضرر أو خسارة في الممتلكات ، أو توقف الاعمال ، أو الإضرار بالبيئة أثناء أداء المقاول للعمل.

تحتفظ مجموعة بن لادن السعودية بالحق في مراقبة وتفتيش أي موقع عمل، و "أماكن التصنيع" ، و "العيادة" ، و "السكن" ، و "أماكن تناول الطعام" داخل أو خارج مشاريع مجموعة بن لادن السعودية للالتزام بما ورد أعلاه في الرجوع إلى متطلبات السلامة والصحة والبيئة.

يجب على مقاول الباطن التوقيع عند استلام برنامج الصحة والسلامة المهنية والتزامه بتنفيذه.
ب- الانحراف عن متطلبات السلامة والصحة البيئية:

يُحظر تمامًا عدم الالتزام بلوائح الصحة والسلامة (أو القواعد والسياسات). في حالة وجود حالة استثنائية أو حالة طارئة تنطوي على المخاطرة ، يلتزم المقاول (وأفراده العاملون) بإصدار إذن خطي مسبق ومفصل من مدير المشروع أو ممثل قسم الأمن والسلامة في مجموعة بن لادن السعودية ويجب ان ينص الإذن على ما يلي:

- العمل الذي يتعين القيام به ، ومدته وعدد العناصر البشرية المشاركة في هذا العمل ، وطبيعة التجاوز المسموح به مؤقتًا للوائح الصحة والسلامة.

- يحظر على المقاول القيام بالأعمال المحالة إليه إلا بوجود عناصر من إدارة السلامة لمراقبة سير العمل مع ضمان جميع الاحتياطات اللازمة لتجنب أي حالة طوارئ صحية أو أمنية.

ج- عدم الامتثال :

إذا فشل مقاول الباطن في الامتثال لأي من متطلبات برنامج السلامة ، فإن مدير السلامة بالمشروع يحتفظ بحق إخطار المقاول شفهيًا أو خطيًا بهذا الوضع. عند تلقي هذا الإشعار ، يجب على مقاول الباطن اتخاذ جميع الإجراءات التصحيحية اللازمة على الفور ما لم ينص على خلاف ذلك في هذا العقد، ويكون على نفقة مقاول الباطن، إذا فشل مقاول الباطن في اتخاذ إجراءات تصحيحية فورية ، فإن الشركة لديها الحق في توجيه مقاول الباطن لتعليق كل أو جزء من العمل حتى يتم اتخاذ إجراءات تصحيحية مرضية. يجب أن تكون التكاليف التي يتكبدها مقاول الباطن نتيجة لمثل هذا التعليق من العمل هي مسؤوليته فقط ، وأي تأخر في الأداء الناتج عن أعمال مقاول الباطن لا يعتبر عذرًا بموجبه.

في حالة تكرار المخالفة بشكل متعمد من قبل المقاول أو احد منسوبيه فإن مجموعة بن لادن السعودية لديها الصلاحية المطلقة لإيقاف العمل واستبعاد المخالفين من موقع العمل وحجز المستحقات ، حتى اكتمال العمل وتسوية الخصومات والغرامات . يجب أن يحظر التعامل مع هذا المقاول من جميع قطاعات المجموعة.

د- التزام مجموعة بن لادن السعودية

يجوز لمقاول الباطن طلب المساعدة من مجموعة بن لادن السعودية فيما يتعلق بتنفيذ متطلبات السلامة والصحة والبيئة. يجوز لممثل الشركة (مدير السلامة بالمشروع) تقديم المساعدة لمقاول الباطن من خلال شرح ممارسات السلامة والسلامة البيئية ، والإشارة إلى الظروف غير الآمنة ، وتطبيق الخبرات

والأحكام ، لمساعدة المقاول في تحسين السلامة والحفاظ على البيئة. لا تعفى هذه المساعدة المقدمة من قبل مجموعة بن لادن السعودية المقاول بأي حال من الأحوال من مسؤولياته.

4- القوانين واللوائح:

يلتزم جميع الموظفين المتعاقدين والوكلاء ومقاولي الباطن في جميع الأوقات بجميع قوانين وأنظمة السلامة والصحة والبيئة المعمول بها في المملكة العربية السعودية (الشرطة ، الدفاع المدني ، المرور ، التأمينات الاجتماعية ، وزارة العمل ، ... إلخ) وسياسة السلامة والصحة والبيئة وجميع قواعد ولوائح مجموعة بن لادن السعودية على وجه التحديد، يجب على المقاول الامتثال لأحكام خطة السلامة الخاصة بمجموعة بن لادن السعودية.

5- المستندات المطلوبة

5.1 خطة السلامة الخاصة بالموقع:

يجب على كل مقاول الباطن وضع وتقديم خطة الصحة والسلامة الخاصة به مكتوبة للمراجعة للموافقة عليها ، ويجب أن تكون الخطة خاصة ومتخصصة بنطاق أعماله بالمشروع ومتطلباته مع الالتزام بخطة السلامة المعدة من قبل مجموعة بن لادن السعودية ويجب ألا تكون خطة سلامة عامة ، يجب أن تصف خطة السلامة والصحة بالموقع بوضوح الأساليب والاجراءات التي سيقوم بها مقاول الباطن للوفاء بالتزاماته لتوفير بيئة عمل آمنة وصحية ، فضلاً عن حماية المهن الأخرى ، والموردين ، والزوار وغيرهم من التعرضات الناتجة عن أعمال مقاول الباطن.

برنامج السلامة الخاص بمقاول الباطن لا يغنى عن برنامج السلامة والصحة الخاص بمجموعة بن لادن السعودية.

يقدم مقاولو الباطن إلى مجموعة بن لادن السعودية خطة السلامة للمواقع المحددة خلال خمسة عشر (15) يوماً من استلام الإشعار للمتابعة وقبل بدء الأنشطة والاعمال.

يتحمل مقاول الباطن وحده مسؤولية تنفيذ خطة السلامة والصحة الخاصة بالموقع وكذلك متطلبات السلامة الأخرى من مجموعة بن لادن السعودية .

يجب أن تتضمن الخطة ما يلي على سبيل المثال لا الحصر:

- نطاق الاعمال والانشطة الخاصة بمقاول الباطن.
- سياسة السلامة والصحة الخاصة بمقاول الباطن.
- الهيكل التنظيمي لفريق السلامة.
- مسؤوليات فريق السلامة.

- تحديد المخاطر وتقييم المخاطر.
- إجراءات التدريب على الصحة والسلامة المهنية.
- محاضرات التوعية والتوجيه
- إجراء إدارة الحوادث
- الوقاية من الحريق وإجراءات الطوارئ
- مراقبة أداء السلامة مثل (الاجتماعات ، المخالفات ... الخ).
- إجراءات والمعدات والأدوات
- إجراءات النظافة
- قواعد السلامة العامة للموقع

5.2 قائمة فحص سلامة المقاول من الباطن:

وفقاً لمنظمة الصحة والسلامة المهنية الامريكية ، يقوم كل مقاول باطن بإجراء عمليات فحص متكررة ودائمة للسلامة في منطقة عملهم بواسطة شخص مختص وتقدم نسخة من التقرير أو الفحص إلى مجموعة بن لادن السعودية بصورة دورية كما هو متفق عليه. يجب على مشرفي مقاول الباطن اتخاذ إجراءات فورية لتصحيح الانتهاكات والممارسات والظروف غير الآمنة ومتابعتها لضمان عدم تكرارها. ويحتفظ مقاول الباطن بجميع سجلات قوائم التحقق من السلامة لأغراض التدقيق.

5.3 وصف طريقة تنفيذ الأعمال وتقييم المخاطر

"تقييم المخاطر للأعمال المراد تنفيذها" ، هو مستند لإدارة السلامة مطلوب للأنشطة التي توجد بها مخاطر على سلامة العاملين. يجب أن يكون هذا المستند خاص بالنشاط وليست بشكل عام. يحدد "تقييم المخاطر" تدابير مراقبة السلامة التي تشكل أساس نظام العمل الآمن و"بيان الأسلوب" هو سجل مكتوب لنظام العمل الآمن لنشاط معين تم تطويره من تقييمات المخاطر ذات الصلة. تقييم المخاطر مطلوب فقط للأنشطة ذات المخاطر الكبيرة. يجب على جميع المديرين والمشرفين الذين لديهم موظفين يشاركون في أنشطة تنطوي على مخاطر كبيرة تتعلق بالسلامة ، ضمان تطوير نظام إدارة السجلات والمحفوظات لهذه الأنشطة ، ويجب تقديم هذه السجلات والمحفوظات إلى مجموعة بن لادن قبل بدء العمل ، وينبغي إبلاغها بالأشخاص المشاركين في هذا العمل بالموقع .

5.4 تقارير السلامة الأسبوعية والشهرية:

يجب أن يقدم مقاول الباطن تقريراً أسبوعياً وشهرياً يشمل جميع عناصر السلامة ، على سبيل المثال لا الحصر ، ما يلي:

- القوى العاملة
- مجموع ساعات العمل
- عدد ساعات العمل الآمنة
- رقم المعدات في الموقع
- الإصابات الأولية / الإصابة القابلة للتسجيل / الوقت الضائع (من الموقع الرسمي للتأمينات الإجتماعية)
- الحوادث الوشيكة
- عدد المحاضرات التعريفية
- عدد موظفي السلامة الذين حصلوا على تدريب تعريفي
- المحاضرات التوعوية للسلامة
- مخالفات السلامة
- عدد الدورات التدريبية الذي تم عقدها

لمجموعة بن لادن السعودية الحق في طلب إضافة بنود جديدة إلى التقرير الشهري / الأسبوعي من أجل تتبع أنشطة مقاولي الباطن بطريقة آمنة.

5.5 إدارة السجلات والوثائق

يجب على مقاول الباطن عمل نظام لإنشاء وصيانة السجلات ، لإثبات مدى التوافق مع متطلبات منظمة الصحة والسلامة المهنية التي تحددها المنظمة نفسها. وعلاوة على ذلك ، يقوم بإنشاء آلية لتتبع سجلات منظمة الصحة والسلامة المهنية وتخزينها بطريقة تكون محمية لغرض المراجعة فضلاً عن سهولة استرجاعها.

5.6 أخرى

يجب على مقاول الباطن تقديم أي وثائق قد تطلبها مجموعة بن لادن السعودية من أجل تقييم نشاطه بطريقة آمنة ، قد يستخدم مقاول الباطن جميع خطط السلامة الرئيسية للمقاول كإرشاد ، ولكن يجب

على مقاول الباطن أن يكون لديه إجراءات السلامة الخاصة به والمستندات ذات الصلة بأعماله لتمكين عماله من أداء وظيفتهم بطريقة آمنة.

6- الاجتماعات والجولات التفتيشية في الموقع

6.1 اجتماع انطلاق الأعمال:

يجب على مقاولي الباطن التأكد من أن إدارة مشروعاتهم والموظفين الرئيسيين الآخرين ، بما في ذلك المشرف على الموقع وممثل السلامة بحضور اجتماع السلامة المسبق مع إدارة مجموعة بن لادن السعودية حيث سيتم مناقشة خطط التنفيذ الآمن للمشروع.

6.2 اجتماع السلامة النصف أسبوعي:

يجب على مقاول الباطن ضمان أن يكون اجتماع السلامة مرتين في الأسبوع من بدء المشروع حتى نهاية المشروع ، والاجتماع ليس من أجل السلامة الشخصية في الموقع ، ويجب على كبار مدراء مقاول الباطن حضور هذه الاجتماعات (مدير التنفيذ ، مدير الصيانة ، مدير اللوجيستيات ، ... إلخ. بالإضافة إلى مدير السلامة ، يجب مناقشة العديد من البنود في مثل هذه الاجتماعات على سبيل المثال لا الحصر ما يلي:

- إحصاءات الصحة والسلامة والبيئة.
- استعراض الحوادث الأسبوعية / الحوادث الوشيكة
- تدريب السلامة
- المخالفات المتكررة في الموقع
- مستوى وكفاءة فريق السلامة والدروس المستفادة.
- إدارة مقاول الباطن في (العمل على ارتفاعات ، أعمال النظافة ، إدارة المرور ، عمليات الرفع ، الاتصال ... إلخ)
- مناطق التحسين.
- أخرى.

يتم إعداد محضر الاجتماع لهذه الجلسة ويتم توزيعها رسمياً على جميع الأطراف ، ويجب أن يذكر تاريخ بنود الإغلاق في المحضر ، ويلتزم ممثلو مقاول الباطن بحضور نفس الاجتماع الذي تقوم به مجموعة بن لادن السعودية.

في حال تجاهل المقاول إرسال التقارير والوثائق المطلوبة من قبل إدارة السلامة يتم توقيع مخالفة عليه قد تصل إلى تجميد النشاط الخاص بالتعلق بنفس الوثائق المطلوبة وذلك لضمان تنفيذ الأعمال بشكل آمن.

6.3 الاجتماعات الجماعية / محادثات السلامة:

يجوز لمقاول الباطن عقد اجتماع للسلامة لجميع القوى العاملة في الموقع ، ومن المفيد أن يحضر مديرو الإدارة والمشرفون الاجتماع.

تهدف اجتماعات السلامة الى التخطيط للتعريف بمعلومات مهمة حول السلامة للموظفين ومنحهم الفرصة لطرح الأسئلة.

يمكن مناقشة العديد من الموضوعات المختلفة في الاجتماع لتشمل معظم الأنشطة الخطرة في الموقع وإجراءات التحكم بها ، مع تذكير جميع الأطراف بهدف الحفاظ على سلامة منسوبي مقاول الباطن. يتم إعداد التقرير بعد الاجتماع الشامل و توزيعه على الأطراف المعنية.

6.4 جولات السلامة الأسبوعية:

يلتزم مقاول الباطن بعمل جولة أسبوعية للسلامة في مناطق المشروع المختلفة والمتفق عليها ، وسيشارك كبار مديري مقاول الباطن في هذه الجولة مع ممثل السلامة ومديري الإدارة العليا من مجموعة بن لادن السعودية ، مما يشجع مشاركة كبار المدراء القيادة في مجال السلامة وجميع العمال والموظفين.

سيتم الاتفاق على المناطق التي تمت زيارتها بين الأطراف في وقت الجولة المتوقع ، وسيتم إجراء موجز / اجتماع للجولة بعد انتهائها لذكر الملاحظات والممارسات والتوصيات للمناطق التي تمت زيارتها ، ويتخذ المدراء المسؤولون إجراءات لتصحيح هذه الملاحظات، ويقوم فريق السلامة بمتابعة الإجراءات التصحيحية حتى إغلاق جميع الملاحظات المذكورة.

7- التدريب والتأهيل

7.1 توعية منسوبي مقاول الباطن بالسلامة

- قبل الشروع في العمل في المشروع ، يُطلب من جميع الموظفين أن يحضروا محاضرة تعريفية في مجال السلامة بواسطة فريق السلامة التابع لهم.
- ستغطي المحاضرة القواعد العامة للسلامة والصحة ولوائح مقاول الباطن ومتطلبات مجموعة بن لادن السعودية لضمان سلامة الموقع ، تكون المحاضرة الشفهية عن متطلبات السلامة لجميع الأفراد في المشروع.

- يكون مقاول الباطن مسؤولاً عن تحديد موعد تدريب موظفيه وزائريه ، إذا وجد فرد في الموقع دون تلقي التدريب ، فسيتم استبعاد الشخص من المشروع في نفس اليوم ، وقد يتم مجازاة رئيس العمال.
- يجب منح العاملين بالموقع دورات توجيهية تنشيطية بشكل دوري.
- يجب وضع ملصق أو أي وسيلة تعريفية لجميع الموظفين الموجودين ويجب الاحتفاظ بالسجل بشكل صحيح لأغراض المراجعة.

7.2 خطة تدريب موظفي السلامة

- يجب إعداد وتطوير خطة مسبقة للتدريب على السلامة لجميع موظفي مقاول الباطن والعمال بما يتوافق مع أنشطة العمل الخاصة بهم.
- يجب أن يحصل جميع العاملين بالموقع على دورات تدريبية على السلامة لحمايتهم أثناء الأعمال
- يقوم مسئولو ومشرفوا السلامة بالموقع بتدريب العمال على أعمال السلامة في الموقع في حالة إجراء أعمال خطيرة.

7.3 محاضرات التوعية

- يقوم مشرفو ومراقبو ومسئولو السلامة بإعطاء محاضرات توعية. ويكون الحضور ما بين 5 إلى 10 أشخاص.
- تهدف محاضرات التوعية إلى تسليط الضوء على المخاطر الموجودة في مواقع العمل. يجب أن يكون الهدف هو زيادة وعي الموظفين وإبلاغهم بالإجراءات المطلوبة لمنع الحوادث في مواقع العمل.
- يجب إعداد المحاضرات بصورة يسهل فهمها من قبل العمال الذين يعانون من صعوبات في القراءة والكتابة أو صعوبات في اللغة أو يجب أن يكونوا مرتبين ومتفاعلين قدر الإمكان. يجب على مقدم العرض أن يشرح بالتفصيل محتويات كل موضوع وإبراز المخاطر المحتملة.
- لتقييم مدى الفهم والتفاعل والاستفادة من المحاضرة يتم تلخيص المحاضرة في شكل أسئلة وأجوبة سريعة وبشكل بسيط وواضح.
- يجب على مقاول الباطن تزويد مجموعة بن لادن بجدول محاضرات التوعية لجميع موظفيه ، ويجب أن تكون الموضوعات مرتبطة بنشاط عمل مقاول الباطن.

8- فريق سلامة الموقع لمقاولي الباطن

- يجب أن يكون كافة المهندسين والفنيين لدي المقاول مسجلين في الهيئة السعودية للمهندسين ولديهم الاعتماد المهني المطلوب وفقا لللائحة مجلس الوزراء رقم (م/٣٦) بتاريخ 19 ربيع الثاني 1438هـ،
- استيفاء متطلبات مكتب العمل الخاصة بتوطين مهنة السلامة الصادرة برقم 76509 بتاريخ 15 ربيع ثاني لعام 1441 هجرية والتي تنص بأن يكون فريق السلامة مسجل على منصة كوادر السلامة التابع لوزارة العمل
- يتعين على مقاول الباطن تعيين فريق سلامة مختص لكل مشروع ، ويختلف عدد الفريق وفقاً لأرقام موظفي مقاول الباطن وأنشطته.
- يجب تقديم هيكل تنظيمي لفريق السلامة إلى مجموعة بن لادن قبل بدء العمل.
- يجب أن يكون فريق السلامة بالموقع متخصصا ويجب أن يكون لديهم الخبرة والمهارات الكافية لمراقبة العمل في الموقع
- يتعين على مقاول الباطن لدي القطاع تعيين متخصصين مؤهلين في مجال السلامة وفقاً لنطاق عملهم وعدد من العاملين ، يجيد اللغة الإنجليزية المنطوقة والمكتوبة لتنفيذ برنامج منع الخسائر. يجب تقديم الاسم والمؤهلات ونوع مركبة الخدمة ورقم الهاتف وعنوان مختصي السلامة إلى ممثل الشركة للموافقة عليها.
- **يجب أن يتم توفير مراقب سلامة واحد على الأقل لكل 50 عامل في كل موقع طبقاً للجدول الموضح أدناه**
- اذا تجاوز عدد الموظفين 500 موظف او على حسب شدة الخطورة يجب تعيين مدير سلامة متخصص متواجد ومتفرغ بالمشروع .
- يتم الاطلاع علي مؤهلات فريق السلامة لمقاولي الباطن للتحقق من كفاءتهم و اعتمادهممن قبل مجموعة بن لادن السعودية قبل مباشرتهم للعمل ويحق طلب استبعاد واستبدال غير المناسب
- في حال عدم قيام مقاول الباطن بتوفير فريق السلامة المعتمد يتم توفيره من قبل مجموعة بن لادن علي أن يتم الخصم من مستحقات مقاول الباطن بمبلغ 30000 ريال عن مدير السلامة و 25000 ريال عن كبير مهندسي سلامة و 20000 ريال عن كل واحد مهندس سلامة و 15000 ريال عن كل واحد مشرف سلامة و 10000 ريال عن كل مراقب سلامة من الاعداد المطلوب توفيرها لديه وتخصم بشكل شهري من مستحقاته وفقاً للأعداد التي تم تزويد المقاول بها .

| الأعداد المطلوبة لفريق السلامة | | | |
|---|----------------------------------|--|--------------------|
| الحد الأدنى للعدد المطلوب لفريق السلامة | | طبيعة العمل/النشاط | عدد العمال المقاول |
| مراقب سلامة | مهندس سلامة | | |
| 1 لكل موقع | 1 دوام جزئي | عالي الخطورة / متوسط الخطورة | 50 عاملا أو أقل |
| 1 لكل موقع | غير الزامي | منخفض الخطورة | |
| 1 لكل 100-50 عامل للموقع | 1 دوام كامل علي الأقل | عالي الخطورة / متوسط الخطورة | من 50 - 500 عامل |
| 1 لكل 200-100 عامل للموقع | | منخفض الخطورة | |
| 1 لكل 100-50 بالموقع | 1 دوام كامل لكل 1000-500 بالموقع | عالي الخطورة / متوسط الخطورة / منخفض الخطورة | أكثر من 500 عامل |

9- متطلبات السلامة والصحة المهنية

9.1 الالتزام

علي كافة مقاولي الباطن لدي الشركة الالتزام بكافة متطلبات السلامة والصحة المهنية الواردة أدناه.

9.2 تصاريح / تراخيص العمل

يجب على المقاول الباطن الحصول على تصريح عمل عن أي عمل يتم تنفيذه في كل وردية في أي موقع تابع لمجموعة بن لادن السعودية ويوصف بأنه منطقة محظورة أو بناء على ما يطلبه ممثل الشركة، وتقع على المقاول مسؤولية التأكد مسبقا إذا ما كانت منطقة العمل تم تعيينها كممنطقة محظورة من عدمه . ويمكن لممثل المجموعة إعطاء التوجيه فيما يخص مناطق المواقع المحظورة، يتعين على المقاول توفير أفراد مؤهلين ومعتادين حرفيا لتنفيذ / أو الإشراف على العمل. يجب على المشرفين من الأفراد أو غيرهم من الموظفين المؤهلين التواجد الدائم في موقع العمل أثناء سريان أي عمل ما .

9.3 معدات اللحام والقطع

يجب أن تخضع جميع معدات اللحام والقطع لأفضل معايير الصناعة ، ويجب الحفاظ عليها في حالة جيدة. كما يجب أن يكون جميع لحامي المقاول أو عاملي اللحام مؤهلين ومرخصين طبقا لإجراءات مجموعة بن لادن وذلك فيما يخص العمل الذي سوف يؤديه وكذلك يجب توافر كافة متطلبات السلامة بمنطقة القطع واللحام ويتم الحصول على تصريح قبل مزاولة مثل تلك الاعمال.

9.4 معدات الحماية الشخصية (PPE)

ويجب على مقاول الباطن تقديم كشف بأعداد العمالة الخاصة به بداخل المشروع لممثل إدارة السلامة بالموقع وذلك لتزويدهم بكافة مهمات السلامة الشخصية اللازمة لتأمينهم في إنجاز أعمالهم من قبل مجموعة بن لادن السعودية خصما من مستحقات المقاول لدى الشركة .

9.5 الأدوات والعدد الكهربائية المتنقلة

يجب أن تكون الأدوات مجهزة مع ضمانات الحماية المناسبة واستخدامها فقط في التطبيقات التي صممت من أجلها. ويجب أن تكون الأدوات الكهربائية المتنقلة من نوع مزدوج العزل و ذات توصيل أرضى بثلاثة أسلاك. ولا يجوز استخدامها على جهد يتجاوز 220 فولت. يجب حماية جميع المخارج والفتحات الكهربائية والتي تخدم هذه الأدوات الكهربائية بقواطع دوائر التيار (GFCI). يتعين أن تكون جميع الأدوات (بما في ذلك الأدوات الكهربائية المحمولة والمتنقلة) خالية من أي عيوب والحفاظ عليها في حالة تشغيلية جيدة. وتحفظ المجموعة بحق رفض أو إزالة أو رد العدد أو الأدوات الكهربائية المحمولة إذا ما وجدت معيبه أو ذات نوعية رديئة. ويمنع منعاً باتاً الأدوات "المخالفة للمواصفات المعتمدة"، وكذلك "سوقية الصنع".

9.6 الأدوات التي تعمل بالـ CARTRIDGE

لايجوز استخدام الأدوات التي تعمل بالـ CARTRIDGE إلا بموافقة خطية مسبقة من ممثل المجموعة. ويتعين على المقاول التأكد من استخدام أدوات CARTRIDGE المطابقة للمواصفات ومعايير مجموعة بن لادن السعودية والحفاظ عليها في حالة جيدة. لا يجوز لأي شخص تشغيل أو تنظيف أو عمل صيانة أو إصلاح لأي من أداة تعمل بالـ CARTRIDGE مالم يكن معتمد من قبل الشركة المصنعة للـ CARTRIDGE أو يحمل شهادة معادلة مقبولة لدى مجموعة بن لادن السعودية. ويتعين أن تكون تلك الشهادات بحوزة الشخص في موقع العمل في جميع الأوقات كدليل على أهليته.

9.7 السلالم

ويتعين على مقاول الباطن التأكد من أنه يتم فقط استخدام السلالم المعدنية والفايبر جلاس المتوافقة مع

مواصفات ومعايير السلامة لدى مجموعة بن لادن السعودية حيث يتم توفيرها لاستخدامها في الدخول والخروج من والى أماكن العمل وذلك في حالة عدم توفر ووجود وسائل أخرى للدخول والخروج

9.8 السقالات

يتعين على مقاول الباطن عمل سقالات من قبل أشخاص مدربين ومؤهلين لمثل تلك الأعمال مع ضمان أن تكون جميع سقالات العمل والأجزاء المصنعة لها متوافقة مع المواصفات ومتطلبات الدفاع المدني ، ومتطلبات السلامة للسقالات.

9.9 التجهيزات والمعدات الكهربائية

يجب أن تكون جميع المواد والمعدات المستخدمة في التركيبات الكهربائية المؤقتة متوافقة مع المواصفات السعودية ويجب على المقاول التأكد من أن جميع مصادر الجهد 220 ، مرحلة واحدة 15 و 20 أمبير ، والتي هي ليست جزءاً من وصلات الأسلاك الدائمة لأي بناء أو هيكل ، بها قاطع دائرة (GFCI) للحماية الشخصية.

9.10 الأوناش ومعدات الرفع و المعدات الثقيلة و المركبات

يجب على مقاول الباطن التأكد من أن جميع أجهزة الرفع وكل جزء منها بما في ذلك جميع المعدات المستخدمة في ترسيخ أو تثبيت هذه الأجهزة ، تكون في حالة جيدة صالحة للتشغيل الميكانيكي ، وخالية من أي عيب ، ومصنوعة من مواد ذات قوة محددة مناسبة للاستخدام المقصود. وعلى مقاولي الباطن التأكد من أن أجهزة الرفع تلك ، يتم تفتيشها وصيانتها بشكل صحيح وفقاً للمواصفات الواردة في دليل التشغيل و المواصفات المحلية والعالمية . وملصق بها ملصق الترخيص. كما يجب أن تكون جميع السلاسل ، والسنانير ، والرافعات ، والكلابات وغيرها من المعدات الموجودة على جهاز الرفع وتستخدم للرفع أو الخفض يجب أن تكون من النوعية المعتمدة والمطابقة للمواصفات ومحافظ عليها في حالة جيدة. ويتعين التفتيش على جميع الأوناش ومعدات الرفع وترخيصها من قبل هيئة معتمدة من الدفاع المدني واعتمادها من قبل إدارة الأمن والسلامة قبل السماح لها بالتشغيل في المشروع. يجب أن تكون جميع المعدات المتحركة الثقيلة ومشغلي الأوناش لديهم رخصة قيادة و تشغيل معدات ثقيلة صادرة من من جهات معتمدة من المركز الوطني السعودي للاعتماد وحاصلين على تأهيل مهني كاف من جهة معتمدة ومصدقة من قبل مجموعة بن لادن السعودية لتشغيل هذه المعدات. ويشترط تقديم جميع المتطلبات السابقة لمسئول السلامة بالموقع قبل بدء

تشغيل المعدة. يجب على مقاول الباطن ضمان اطلاق مشغلي المعدات و الأوناش والروافع علي كتيبات التشغيل الخاصة بها و كذلك التأكد من كفاءة المشغلين و حصولهم علي شهادات التاهيل و التدريب الكافي بما يتناسب مع المعدة المستخدمة وتحديثها بشكل دوري .

يجب علي كافة مقاولي الباطن و التابعين لهم توفير كتيب التشغيل الخاص بكافة المعدات الثقيلة و الأوناش و معدات الرفع بمختلف أنواعها في كبينة المعدة بنفس لغة السائق و التحقق من اطلاعه عليه واستيعاب ما فيه و المامه بكافة محتويات كتيب التشغيل بشكل كام .كافة المعدات بمختلف أنواعها وأحجامها سواء كانت رافعات متحركة او شوكية أو أي معدات أرضية متحركة مستخدمة في الموقع يجب أن يكون لها فحص ساري من إحدى جهات الفحص الخارجية المعتمدة من المركز الوطني السعودي للاعتماد (طرف ثالث). أي معدة يتم عليها أعمال صيانة أو تغير في ظروف تشغيلها أو يطرأ عليها حادث يجب أن يتم إعادة فحصها مرة أخرى وإصدار شهادة فحص جديدة لها.

9.11 المعدات الميكانيكية

يجب على مقاول الباطن التأكد من أن جميع المعدات الميكانيكية الممنوحة له من قبل الشركة يتم المحافظة عليها وفي حال جيدة. وكذلك تأمين حراسة جميع الأجزاء المتنقلة من أي معدة لمنع الوصول إليها من قبل أي شخص أو العبث بها أو من قبل المارين عبر موقع العمل.

يجب علي المقاول ضمان اطلاق مشغلي المعدات و الأوناش والروافع علي كتيبات التشغيل الخاصة بها و كذلك التأكد من كفاءة المشغلين و حصولهم على شهادات التاهيل و التدريب الكافي وتحديثها بشكل دوري .

كافة المعدات بمختلف أنواعها وأحجامها سواء كانت رافعات متحركة او شوكية أو أي معدات أرضية متحركة مستخدمة في الموقع يجب أن يكون لها فحص ساري من أحد جهات الفحص الخارجية المعتمدة من المركز الوطني السعودي للاعتماد (طرف ثالث).

أي معدة يتم عليها أعمال صيانة أو تغير في ظروف تشغيلها أو يطرأ عليها حادث يجب أن يتم إعادة فحصها مرة أخرى وإصدار شهادة فحص جديدة لها.

كافة المشغلين لديهم رخص تؤهلهم للاستخدام المعدات من جهات معتمدة من المركز الوطني السعودي للاعتماد .

9.12 التعامل مع مرافق المشروع و ممتلكات الغير.

يجب على مقاول الباطن ضمان أن جميع أفراده والموظفين المتعاقدين لديه من الباطن لايقومون بالعبث بمرافق المشروع من مولدات كهربائية و شبكة مياه وصرف وشبكات حريق و كذلك عدم فتح أو غلق أي صمامات أو تشغيل أي مفاتيح كهربائية أو أي معدات أخرى في مرافق مجموعة بن لادن السعودية دون الحصول على موافقة مسبقة من ممثل مجموعة بن لادن السعودية بالمشروع ، و تحت الإشراف المباشر من ممثل الشركة .

9.13 النقل

في حالة عدم تعاقد مقاول الباطن مع مجموعة بن لادن لنقل عمالته. فإنه يضمن أن العمال يتم إنتقالهم عبر باصات خاصة بنقلهم. ويجب تطبيق هذا الشرط عند الانتقال من وإلى موقع العمل وكذلك عليه تأمين وسيلة لتنقلهم داخل المشروع ، ويجب أن يتوفر بوسائل النقل كافة متطلبات الأمن و السلامة .
يسمح بسحب المعدات الصغيرة ، مثل الكمبروسورات ، وآلات اللحام وغيرها وفق لوائح الدفاع المدني ومتطلبات السلامة ، ولكن بشرط وصل هذه المعدات بشكل صحيح وأمن بمركبة السحب (أي أن جميع وصلات الأمان ، وسلاسل السلامة ، والكلابات والفرامل / أضواء المؤشر في مكان). ويجب ألا تتجاوز سرعة سحب السيارة 30 كم / ساعة في أي وقت داخل مواقع المشاريع. أما بالنسبة للطرق السريعة ، فلا يجوز سحب هذه المعدات ، ولكن يجب أن يجري حملها على شاحنة نقل مسطح ، الخ.
ويجب على المقاول الالتزام بكافة المتطلبات ذات الصلة بأنظمة حركة المرور بالمملكة العربية السعودية الخاصة بنقل المواد والإمدادات .

9.14 الإصابات والإبلاغ عن الأضرار

يتعين على مقاول الباطن إعداد تقارير فورية شفوية وأخري مكتوبة مبدئيا إلي ممثل إدارة الأمن والسلامة في جميع الحالات التالية:

- الإصابات الفادحة أو الأمراض.
- الإصابات التي تتطلب عناية طبية وينتج عنها فقدان للوقت .
- الأضرار التي تتعدى 10.000 ريال كأضرار على موقع المقاول أو معداته .
- تلفيات بأي قيمة كانت على معدات أو ممتلكات مجموعة بن لادن السعودية.
- الحرائق

- الأضرار والحوادث التي تتعرض لها جميع الرافعات والمعدات الثقيلة.

- حالات الشغب والخلل الأمني.

- حالات السرقات.

- الأمور غير الطبيعية وغير العادية.

بالنسبة للحوادث التي يسفر عنها حوادث وفيات أو إصابات خطيرة لموظفي مقاول الباطن أو تلفيات لمعدات مجموعة بن لادن السعودية أو ممتلكاتها ، يتعين تقديم تقرير كتابي إلى ممثل الشركة . بالإضافة إلى أن مجموعة بن لادن السعودية قد تقوم بعقد لجنة تحقيق متخصصة (بما في ذلك حوادث الحرائق). ويجب على مقاول الباطن المحافظة في شكل نموذجي ، معتمد من قبل ممثل الشركة على سجل مستحدث يعرض جميع مايلي:

- إصابات العمل

- الحرائق

- الحوادث أو الأضرار في الممتلكات والتي تتعدى قيمتها 10.000 ريال

- حوادث السيارات

- الحوادث الناجم عنها أضرار لمعدات وممتلكات الشركة.

- الأضرار والتلفيات وجميع الحوادث التي تتعرض لها جميع الرافعات والمعدات الثقيلة.

يجب أن يكون هذا السجل متاحا للتفتيش في جميع الأوقات ويجب تقديمه لمجموعة بن لادن السعودية عند طلبه.

9.15 الحفر

يجب على مقاول الباطن التأكد من أن جميع أعمال الحفر تتم وفقا للمواصفات ولوائح الدفاع المدني ، والتعليمات الخاصة ببرنامج السلامة مع الأخذ في الاعتبار الضوابط الخاصة بغلق الشوارع والطرق وحركة المرور.

9.16 منع الحرائق

يجب أن يكون جميع موظفي مقاول الباطن مدربين تدريباً مناسباً على استخدام وسائل ومعدات مكافحة الحريق. وفي حالة عدم توفيره للتدريب الكافي لعماله يتم تدريبهم من قبل إدارة الأمن والسلامة خصماً من مستحقاته أو يتم تعيين شخص مؤهل من قبل الشركة ليقوم بذلك خصماً من مستحقات مقاول الباطن لدى الشركة . والمقاول مسؤول عن توفير أنظمة مكافحة الحريق و الإنذار من الحريق لمكاتبه ومستودعاته

9.17 وسائل التدعيم

يجب على مقاول الباطن التأكد من أن جميع القوالب سليمة من الناحية الهيكلية بناء على معايير ومواصفات عالمية. وكلما أمكن بقدر عملي ، يجب أن تستخدم وحدات الصلب. وحيث إن العمل يتطلب بنية أو هيكل دعم ، يتعين أن تكون المواد المستخدمة من نوعية مناسبة وقوية. ويجب على مقاول الباطن الحصول على موافقة خطية مسبقة من قبل ممثل الشركة قبل تركيب أو إقامة أي دعامة .
على مقاول الباطن التأكد من أنه قبل أي عملية صب للخرسانة في أي هيكل معتمد ، يتعين الحصول على موافقة من ممثل الشركة .

9.18 مرافق الإسعافات الأولية

يجب على مقاول الباطن توفير والحفاظ على مستوى كاف لمرافق الإسعافات الأولية في موقع العمل وفقا لنظام العمل والعمال بالحكومة السعودية. يتعين على المقاول عند توظيفه لعدد 50 عامل أو أكثر في موقع العمل توفير ممرض مؤهل ومعتمد ، مع بطاقة CRP سارية وشهادة إسعافات أولية ، وتوفير سيارة مخصصة لحالات الطوارئ (الإسعاف) ، مزودة بشكل صحيح (بما في ذلك النقالة) وتوضع عليها إشارة نقل الأفراد المصابين إلى أقرب مرفق للرعاية الصحية وفي حالة عدم قيام المقاول بتوفيرها يتم حسم مبلغ 100 ريال شهريا عن كل عامل من مستحقات مقاول الباطن مقابل استخدام سيارة اسعاف الشركة. ويجب تقديم أسماء ومؤهلات وشهادات الممرضين المرخصين إلى ممثل الشركة قبل بدأ العمل. يتحمل مقاول الباطن كافة تكاليف علاج الافراد التابعين له وكذلك كافة المصاريف المباشرة وغير المباشرة للإصابة أو الأمراض المهنية وفقا لقانون العمل السعودي. ويتم تصنيف الأمراض والإصابات المهنية وفقا لتعليمات التأمينات الاجتماعية . يتحمل مقاول الباطن مصاريف العلاج في حال انتكاس حالة المريض بعد العلاج مثل تحمله للعلاج الأصلي .

9.19 المتفجرات

يجب على مقاول الباطن بصورة عاجلة إفادة ممثل الشركة بأي متطلبات تخص استخدام المتفجرات. ويجب على المقاول التقيد بالقواعد والمتطلبات العامة لمناولة واستخدام المتفجرات الصادر عن وزارة الداخلية لحكومة المملكة العربية السعودية وجميع متطلبات مجموعة بن لادن فيما يخص المتفجرات، و تعليمات التفجير بالقرب من المرافق القائمة.

9.20 عمليات الترميل والطلاء / والدهانات

يجب على مقاول الباطن التقيد بمتطلبات مجموعة بن لادن السعودية ولوائح الدفاع المدني فيما يخص عمليات الترميل والطلاء والدهان الواردة في برنامج السلامة ، ومتطلبات السلامة للتنظيف باستخدام عمليات الترميل ، وحظر استخدام رمل السيليكا للتنظيف بالانفجار الكاشط (باستثناء ما هو مذكور).

9.21 الأسبستوس

يجب أن تتم جميع أعمال البناء أو الهدم التي تنطوي على الأسبستوس. يتعين تقديم خطة البناء أو الإزالة بالأسبستوس إلى مندوب شركة بن لادن السعودية للمراجعة في غضون 4 أسابيع على الأقل قبل بدء البناء.

9.22 مراقبة حركة المرور والمشاة

أي عمل إنشائي سوف يؤثر على حركة المشاة أو المركبات بأي شكل من الأشكال يجب تنفيذه وفقاً لدليل وزارة المواصلات والخاص بأجهزة مراقبة المرور الموحد بالمملكة العربية السعودية ، وتعليمات غلق الشوارع ، الحفر ، وإعادة مراقبة حركة المرور.

9.23 المرافق والخدمات الشخصية

على مقاول الباطن توفير العدد الكافي من المرافق لعماله داخل المشروع من دورات مياه وأماكن تناول للطعام ومجهزة وخلافه وفق لوائح الدفاع المدني المنظمة لذلك بما لا يقل عن التالي :-

- (أ) مطعم أو مكان مجهز لتناول الطعام ذو مساحة مناسبة لعدد العمال ويحافظ عليه نظيف وخالي من الحشرات والقوارض ومسببات الأمراض وفقاً لاشتراطات الجهات الحكومية المختصة أو الشركة .
- (ب) منطقة للراحة ويجب أن تكون مظلمة وذات وضع مناسب لراحة العامل .
- (ت) توفير عدد كاف ومناسب من دورات المياه للعمال بما يتناسب مع عدد العمال بحيث تكون النسبة لا تقل عن (1 دورة مياه/ 50 عامل) وتكون في أماكن قريبة من تواجد العمال ويسهل الوصول إليها وإبقاؤها نظيفة والعمل علي صيانتها بشكل دوري و توفر المياه بها والاشتراطات الصحية اللازمة .

ث) مصادر لمياه الشرب النظيفة بعدد كاف وبالقرب من أماكن تواجد العمال وتوفير أكواب لاستخدام مرة واحدة ويمنع استخدام الأكواب المعدنية التي تستخدم للجميع عدة مرات لنقلها العدوى

ج) يمنع التدخين علي كافة الموظفين التابعين لمقاولي الباطن داخل كافة مواقع ومرافق مجموعة بن لادن السعودية من يخالف يتعرض للعقوبة المنصوص عليها في القانون السعودي

9.24 مساكن إيواء عمال المقاول

في حالة رغبة مقاول الباطن بتسكين عمالته بالمجمعات السكنية الخاصة بالمجموعة عليه التنسيق مع إدارة المجمعات السكنية و توقيع العقد الخاص بذلك و يتعهد المقاول بالتزام جميع افراده بتعليمات الأمن والسلامة والصحة داخل المجمعات السكنية و يحق لإدارة المجمعات السكنية استبعاد الافراد المخالفين لقواعد الأمن والسلامة. وسوف تخضع أماكن إقامة العمال لعمليات تفتيش دورية من قبل إدارة الأمن والسلامة للتأكد من التقيد بمتطلبات الأمن والسلامة والصحة ، والمقاول مسؤول عن اي تخريب او تلفيات تقوم به عمالته المقيمة بالسكن عند ثبوت ذلك عليهم .

9.25 المتطلبات الصحية ومكافحة العدوى

يجب على كافة مقاولي الباطن اتخاذ كافة تدابير السلامة الصحية بأماكن عملهم وتسجيلهم بالتأمينات الاجتماعية ضد الحوادث والوفاة وتوفير خطة مكافحة العدوى وانتقال الأمراض والأوبئة ومكافحة الآفات والحشرات والقوارض. ويجب على المقاول عمل فحص طبي لكافة عمالته للتحقق من خلوهم من الأمراض المعدية أو الأمراض

9.26 التأمينات الاجتماعية :

- على مقاول الباطن تسجيل كافة العمالة لديه ولدى مقاولي الباطن التابعين له لدى المؤسسة العامة للتأمينات الاجتماعية ضد الحوادث والوفاة و كذلك يتحمل المقاول تبعات كل ما يتسبب لعمالته من حوادث واصابات سواء بشكل مباشر اوغير مباشر .
- علي المقاول الالتزام بكون كاهه عماله نظامية و لديها اقامة سارية .
- الالتزام بكون العامل التابع لمقاولي الباطن يعمل بنفس المهنة المدونة له بالاقامة

9.27 الغرامات و المخالفات:

- على كافة مقاول الباطن الالتزام بقواعد السلامة المعمول بها بالموقع وبرنامج السلامة الموضوع من قبل إدارة الأمن والسلامة وسوف يتم خصم مخالفات مالية وفقا لللائحة المخالفين لأمر السلامة المرفقة تخصم من مستحقات المقاول لدى الشركة ويتحمل مقاول الباطن الرئيسي قيمة مخالفات كافة عمالة مقاولي الباطن لديه وفقا للجدول التالي .

| Violation Cost | | تكلفة المخالفة | | | |
|----------------|--------------------------------|---------------------|---------------------|---------------------------|----|
| # | Violation Type | Violation Cost (SR) | قيمة المخالفة (ر.س) | نوع المخالفة | # |
| 1 | Hard Hut | 100.00 | 100.00 | الخوذة | 1 |
| 2 | Safety Shoe | 100.00 | 100.00 | حذاء السلامة | 2 |
| 3 | Full Body Harness | 300.00 | 300.00 | حزام الأمان | 3 |
| 4 | Safety Goggle | 100.00 | 100.00 | نظارات السلامة | 4 |
| 5 | Safety Glove | 100.00 | 100.00 | قفاز السلامة | 5 |
| 6 | Labor Uniform | 100.00 | 100.00 | الزي الرسمي للعمال | 6 |
| 7 | Scaffold | 500.00 | 500.00 | السقالات | 7 |
| 8 | Ladders | 200.00 | 200.00 | السلالم | 8 |
| 9 | House Keeping | 500.00 | 500.00 | النظافة | 9 |
| 10 | Unsafe Labor Carrying | 500.00 | 500.00 | تحميل العمالة بشكل خاطئ | 10 |
| 11 | Unsafe Material Storage | 300.00 | 300.00 | تخزين المواد بشكل خاطئ | 11 |
| 12 | Unsafe Material Transportation | 400.00 | 400.00 | نقل المواد بشكل خاطئ | 12 |
| 13 | Electric | 200.00 | 200.00 | الكهرباء | 13 |
| 14 | Hand Tool | 100.00 | 100.00 | الأدوات اليدوية | 14 |
| 15 | Heavy Equipment | 300.00 | 300.00 | معدات ثقيلة | 15 |
| 16 | Speeding | 300.00 | 300.00 | سرعة | 16 |
| 17 | Unsafe Parking | 100.00 | 100.00 | وقوف خاطئ | 17 |
| 18 | Death due to Fallen | 100,000.00 | 100,000.00 | الوفاة بسبب السقوط | 18 |
| 19 | Serious Injuries due to Fallen | 20,000.00 | 20,000.00 | إصابات بالغة نتيجة السقوط | 19 |
| 20 | Employee ID Card | 100.00 | 100.00 | عدم ارتداء بطاقة العمل | 20 |
| 21 | Smoking | 300.00 | 300.00 | التدخين | 21 |
| 22 | Others | Up to 100,000.00 | حتى 100,000 | أخرى..... | 22 |

❖ أي إصابات أو وفيات للأفراد أو تلفيات أو أضرار بممتلكات الشركة أو ممتلكات الغير نتيجة عمال المقاول أو المقاولين التابعين له بشكل مباشر أو غير مباشر يتحمل المقاول كافة تبعات ذلك القانونية والمادية لتلك الأضرار أو الخسائر و يحق للشركة خصمها من مستحقاته .

9.28 تصاريح دخول المعدات والافراد :

- يلتزم المقاول باستخراج تصاريح دخول لكافة العاملين لديه و كذلك العاملين لدى مقاولي الباطن التابعين له من قبل وحدة التصاريح الخاصة بالمجموعة بالمشروع .

- غير مصرح للمقاول بإصدار تصاريح سواء كانت للأفراد أو المركبات إلا إذا كان تحت كفالته المباشرة أو وجود علاقة تعاقدية نظامية مثل (أجير)
- يتم خصم قيمة التصاريح الخاصة بالافراد والمعدات من مستحقات المقاول ويتعهد المقاول بعدم إساءة استخدامها و بإرجاعها الي وحدة التصاريح فور انتهاء أعماله وفقا للجدول التالي .

| م | النوع | التكلفة (ريال سعودي) |
|---|--------------------------|----------------------|
| 1 | تصريح دخول عادي للأفراد | 10 |
| 2 | تصريح دخول ممغنط للأفراد | 30 |
| 3 | كارت دخول سيارة صغير | 10 |
| 4 | كارت دخول سيارة كبير | 30 |
| 5 | ضبياع او فقد التصريح | 100 |

- علي المقاول تسليم كافة التصاريح التي تم إصدارها له مثل (بطاقات العمل) بعد إنتهاء أعماله بالمشروع أو نهاية تعاقدة أو تم إستبعاده من موقع العمل , ويحق للشركة إيقاف مستحقاته أو جزء منها لحين تسليم كافة التصاريح .

9.29 الأمن و الحماية من السرقات :

- مقاول الباطن مسئول مسئولية كاملة عن تأمين و حراسة كافة مواد و معداته الموجودة داخل الموقع .
- مقاول الباطن مسئول مسئولية كاملة عن كافة عماله من حيث حملهم اقامات نظامية وتقيدهم بانظمة ولوائح القانون السعودي .
- يتحمل مقاول الباطن اي مطالبات مادية او جنائية مترتبة على عدم التزام عماله باللوائح و القوانين .
- مقاول الباطن مسئول مسئولية كاملة عن كافة عماله وسلوكهم وما ينتج عنهم من شغب وإضراب والاضرار بمكان العمل و التبعيات الناتجة من هذه التصرفات.