صـــالـــح عـــبـــدالله كـــمـــشـــكـي وأولاده ش.م.ب (م)

SALEH ABDULLA KAMESHKI & SONS B.S.C (C)

SKC Contracting & Trading | للمقاولات والتجارة | EST. 1955

w.w.w. kameshki.com

info@kameshki.com

BRIEF COMPANY PROFILE

BUILDING QUALITY

BUILDING TRUST

Tel: (973) 17250627 | Fax: (973) 17270478 | P.O. Box: 2219 | Manama | Kingdom of Bahrain

Table of Contents

Introduction

1.0 Our Legacy .....

2.0 Welcome to SKC .....

3.0 A Message from Our Chairman .....

4.0 About Us .....

5.0 Our Management and Manpower Resources .....

5.1 Management and Head Office Support .....

5.2 Organizational Chart .....

5.3 Site Specific Staff .....

6.0 Our Equipment .....

7.0 SKC Previously Completed & On-Going Projects .....

8.0 Project Tenders Submitted for the Last 3 Years .....

9.0 HSE & Quality Plan .....

10.0 Trainings .....

Appendix A – Commercial Registration

Appendix B – Grade Certificate / ISO Certificates

Appendix C – QHSE Policy

Appendix D – Project QA/QC Plan

Appendix E – CRPEP / Training Certificates

Picture – The Late Mr. Saleh Abdulla Kameshki - Founder

INTRODUCTION

1.0 Our Legacy

From its genesis in Kingdom of Bahrain, Saleh Abdulla Contracting & Trading has grown into a multi-service Company providing services in the different sectors of business.

The development of the Company's outstanding status can be traced back to the foresight of its Founder Late Mr. Saleh Abdulla Kameshki who relentlessly sought for subsequent lateral expansion into ventures complementary to the core business on which it was founded.

His focused on a vision to establish and maintain creative and dynamic infrastructure dedicated to providing exceptional value, service and integrity to our clients. Initially established in 1955, SKC are a progressive and innovative organization, which subsist in implementing new ideas and approaches.

The late Mr. Saleh Abdulla Kameshki's commitment to integrity from the first step to the last detail has grown our Company from humble beginnings to one of the premiere Construction organizations.

Our journey started as a family-owned business to our current operation becoming one of the most successful construction Contractors today, we've maintained the same values, and our results speak for themselves.

Picture – Bahrain Gas, Bahrain

It's in the ability to survive and grow as a family-owned business, or in the way we have fostered loyalty among generations of employees and Clients.

2.0 Welcome to SKC

Our experience in the field of construction and inherent knowledge of building challenging structures paralleled by a unique corporate culture that harbors values of trust and reliability, has led the company to become an incontestable reference in the construction industry which we believe will be a benefit to the Projects.

Endless efforts in handling ever challenging situations have set the standard of excellence for Saleh Abdulla Kameshki & Sons B.S.C.© today

3.0 A Message from our Chairman

"At the heart of our Company is a strong commitment to provide our Clients an optimum world class service distinguished by technical Project Management expertise".

"We are the leading provider of excellent customer service both in domestic and global construction and trading industry in terms of sustained growth, stability, profitability and return of equity, professional management and responsible stewardship of resources. Over the years SKC has been regarded as a Contracting firm with an exceptional performance in the realms of the

Engr. Salahuddin Saleh Abdulla Kameshki – Chairman & Managing Director

"As always, we look forward to hearing your feedback on how we can be of service to you and your Company as we seek to fulfill our mission, which is to provide Quality Construction and Building Contracting Solutions while maintaining high standards of Quality, Safety, Environment and Value Engineering for the benefit our Customers, nation and society through professionalism, ethics, quality and customer service".

"SKC continually strives for excellence in the ever increasing challenges of the changing construction industry".

Our Philosophy is to provide our Clients with best quality Contracting and Construction services while taking into consideration the optimum Project Cost and duration. Since our instigation in 1955, we are specialized in complex, challenging Projects that are highly demanding in terms of Time and Quality.

Picture – BBK Financial Mall, Isa Town

Picture – Ramee International Hotel, Juffair

We are Grade 'AA' Contractors who are widely experienced in the Construction Industry for Commercial and Residential Buildings, High Rise Towers, Infrastructure Works, Electromechanical & Mechanical Works and Steel Structure Works during the past 63 years.

4.0 About Us

KINGDOM OF BAHRAIN
Ministry of Works, Municipalities Affairs and Urban Planning

مملكة البحرين
وزارة الأشغال وشؤون البلديات والتخطيط العمراني

Ref: CED/PQ/SA/L.2181/2017
Date: 04/10/2017

Saleh Abdulla Kameshki & Sons B.S.C. Closed
P.O. Box 2219
Kingdom of Bahrain
Fax 17270478

Dear Sir,

SUBJECT: PREQUALIFICATION OF CONTRACTORS FOR BUILDING CONSTRUCTION PROJECTS (RENEWAL)

You are hereby informed that your Establishment has been registered with the Ministry of Works, Municipalities Affairs and Urban Planning for tenders in the category of Building Construction Projects in Grade (AA) for an estimated value over BD 6,000,000/-.

This approval is valid for two (2) years from the date of its issue, the Prequalification Category / Grade conferred on you is based on the evaluation of the information submitted by you, presumably they are genuine and correct.

If it transpires to the Ministry at any time that the submitted information or part of it is incorrect, contradictory or having discrepancies, this approval is liable to canceled, more over legal action may be initiated against you.

Your attention is drawn to the conditions of this Prequalification depend on your performance and the Ministry may at any time re-evaluate your status.

Yours faithfully,

p.p. **Wedad M. Neama**
Director, Cost Engineering Directorate

KINGDOM OF BAHRAIN
Ministry of Works, Municipalities Affairs and Urban Planning

مملكة البحرين
وزارة الأشغال وشؤون البلديات والتخطيط العمراني

Issued by Ministry of Works, Municipalities Affairs and Urban Planning

Company's Title:
Company's Address:
Commercial Registration No:
Category:
Grade:
License No:
Prequalification Date:
Expiry Date:

Chairman
Prequalification Committee
Undersecretary,Works Affairs

SKC emphasizes on Quality as the main objective for all its endeavors and has gained confidence among the Clients in the Construction Industry for its commitment, achievement with high degree of professional approach with quality requirements.

The management of SKC has incorporated a strategy to train and develop its employees building loyalty to the company and empowering their work to exceed the Client's expectations providing services that meet International standards.

Mission: The ethos of Saleh Abdulla Kameshki & Sons B.S.C (c) is to offer a fully integrated, in-house service, to carry out our Construction Projects and our strategic vision will reach to the whole GCC as our expansion plan is implemented.

Value: An entrepreneurial approach with service orientation and reliability through focusing on excellent service to our Clients with a more reliable and cost-effective delivery of their Projects.

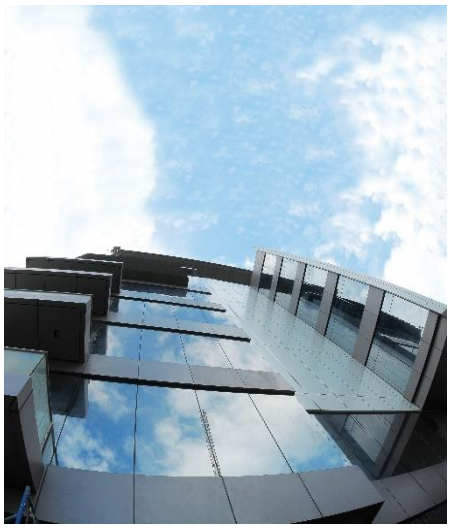
Vision: Our mission is seeking challenging opportunities in the field of Construction that provide an opportunity for both greater responsibilities and future advancement. With a fully integrated approach to Contract delivery we can put forth better control over delivery to achieve better efficiency and quality in a safer environment.

Contracting:

We construct all types of Commercial, Residential, Industrial and Turnkey Construction Projects from Conception to Completion. We have capabilities to offer complete custom Designed solutions including Interior & Exterior Designing, Renovations, Exterior Remodeling and Structural Engineering. We also provide all types of external and internal finishes and Maintenance.

We understand the importance of meeting the Client's needs so that we can assist you in achieving your business goals; this is why we are committed to completing every Project on Time and within Budget. We thrive to work with Owners and Engineers to help achieve Projects "in budget" and completion "on time". We work closely together with Engineers to achieve the highest level of quality.

Picture – MY4 Tower, Reef Island

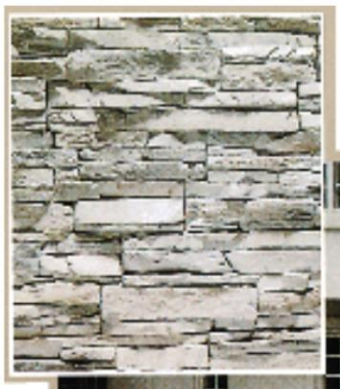


With our experience, we have a thorough understanding of the special needs of our Clients for accuracy in Planning, Budgeting, and Scheduling of the Construction Project. As a full-service construction provider, we work closely with the project team from Project conception to Project Completion.

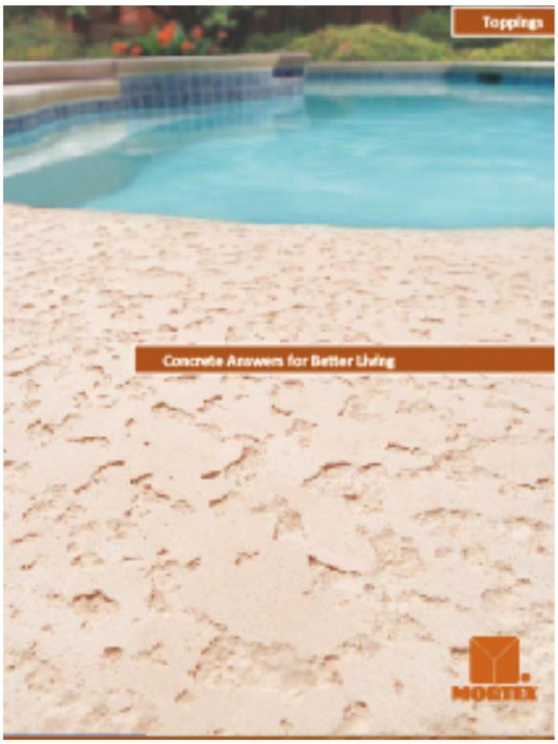
SKC is committed to surpassing the expectations of our Clients, Subcontractors, and Suppliers by developing relationships through integrity, professionalism and service which yields the highest quality Construction Projects.

As a full-service construction provider, we work closely with the project team from Project conception to Project Completion.

Cultured Stone:



Artificial stones have become an integral part of décor when it comes to homes around the world. They provide beautiful and attractive look to its surroundings.



Understanding the need for such products, in 1996, we originated our own brand name known as **'Kameshki Shadow Stone'** manufacturing unit in Kingdom of Bahrain.

Kameshki Shadow Stone is one of the leading artificial stone manufacturers in the Middle East with an unparalleled range of color, shapes and sizes, both for wall cladding as well as floors.

Every piece is custom made and molded to replicate the sculptural detail and architectural integrity that makes Kameshki Shadow Stone the premier choice.

We have always been up to date with the latest techniques of the industry and we use a unique molding method that allows us to replicate any natural shape and texture to cater to the market demands. Our Pavers and Landscaping products are manufactured from quality concrete offering excellent durability and authentic natural beauty. We also provide Bomanite flooring and Kool Deck for Pavements and Swimming Pool areas etc.

Today Kameshki Shadow Stone is manufactured and sold all over the Gulf Countries with a branch office in Doha, State of Qatar since 1996. We plan to establish a network of reliable distributors to provide timely service and quality products.

Properties:

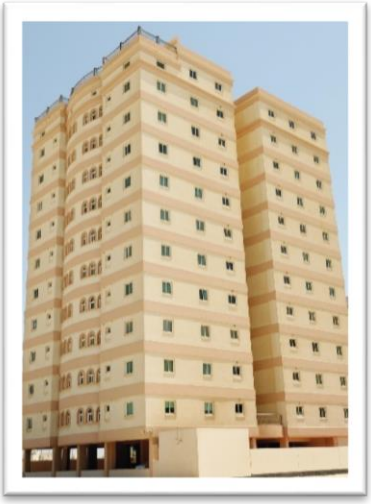
The company's philosophy hasn't changed in over a quarter of a century as Kameshki continues to deliver unparalleled levels of personal service with integrity, vision, and expertise. The goal is to give you a positive, satisfying and professional experience whether you're moving into your dream home. We hope to see that your expectations are exceeded.

Our residential buildings are located prime areas of Kingdom of Bahrain. We have a fully furnished 10 storey luxury apartments building known as **"Mohandeseen Building"** which is located behind King Hamad University Hospital in Busaiteen.

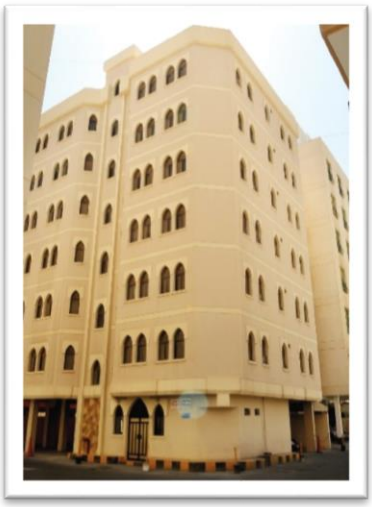
We also have **"Kameshki Building"** which is a 7 storey fully furnished luxury apartments building near Jaffar Pharmacy in Exhibition Road, Hoora which is close to all lifestyle amenities and finally **"Rasha Building"** - a fully furnished luxury apartments building. All our residential apartments are equipped with central air conditioning, satellite channels, gyms, internet, shaded car parks, laundry services, swimming pool, recreation areas, Jacuzzi, Sauna and games room.

We continuously thrive to provide the best of modern day facilities in all our futuristic properties.

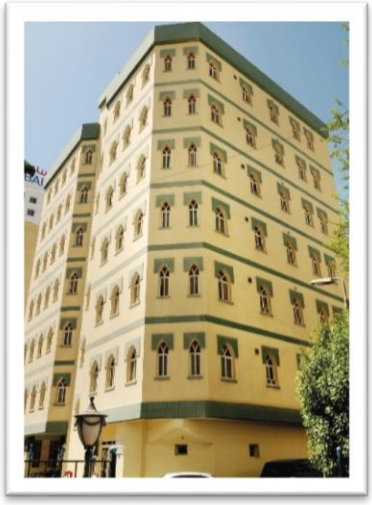
Picture – Mohandeseen Bldg. at Busaiteen



Picture – Kameshki Bldg. at Hoora



Picture – Rasha Bldg. at Hoora



CRD & Building Materials

Apart from being one of the leading contractors in Kingdom of Bahrain, we also provide CRD (Concrete Repair Division) services and quality building materials.

Our well-trained team of professionals has the experience and skill to provide specialized Cementous water proof coating and concrete repair systems for all types of underground or basement structures.

Whether you need to protect and maintain a new structure, prevent building deterioration, or address a water penetration problem, we will analyze, repair, clean, and maintain your concrete structures to give you professional service from an expert in the field of building restoration, rehabilitation and maintenance. We are specialized in concrete repair and protection, coating, crack injection, cathodic protection (Thermal Spray), Industrial flooring, decorative wall coating (Exterior) and exterior thermal insulation. We have solution to concrete repair and related maintenance problems

Providing quality granite, marble and pebbles that last a life time has been one of our activities.

5.0 Our Management and Manpower Resources

5.1 Our Management and Head Office Support Staff

The following table details our current Head Office Support and Management Staff. These staff are fully trained in their respective roles and have full commitment to SKC.

Position	Name	Qualifications
Managing Director	Engr. Salahuddin Saleh Kameshki	M.SC. Eng.
Director / Vice Chairman	Dr. Mohamad Saleh Kameshki	
Financial Controller	Mr. N. E Krishna Mr. Ali Sayed	BCom, I.C.W.A Int BCom, Finance
Administration / HR	Mr. Syed Omar Mukhthar	BBA
Purchasing Officer	Mr. Abhilash Gopinath	
Secretary	Ms. Ruqaya Mohamad Ms. Ma. Cristina H. Bello Ms. Amal Ms. Ana Krista A. Herrera	Diploma BSC – Mngt Accounting Diploma BSC – Data Processing
Sales Executive Senior Sales Executive	Mr. Sajeev Shajahan Mr. Gouthaman Beembuhziyil	 BCom (Undergradute)

Engineers	Qualifications	Experience
Mr. Harikumar Vasudevan (PM)	Diploma in Civil Engineering	40 Years
Mr. Madanraj Manivannan (PM)	B.E. Civil	18 Years
Mr. D.J. Vivek Raj (PE)	B.E. Civil	15 Years
Mr. P. Muruganandhan (PE)	Diploma in Civil Engineering	20 Years

Planning Engineer	Qualifications	Experience
Mr. Muhammad Sharjeel Ghauri	Bachelors in Civil Engineering	9 Years

MEP Coordinator	Qualifications	Experience
Mr. Mohammed Shadab Alam	B.E. in Mechanical Engineering	10 Years

Draughtsman	Qualifications	Experience
Mr. Ajay Simon	Diploma in Civil Draughtsman	14 Years

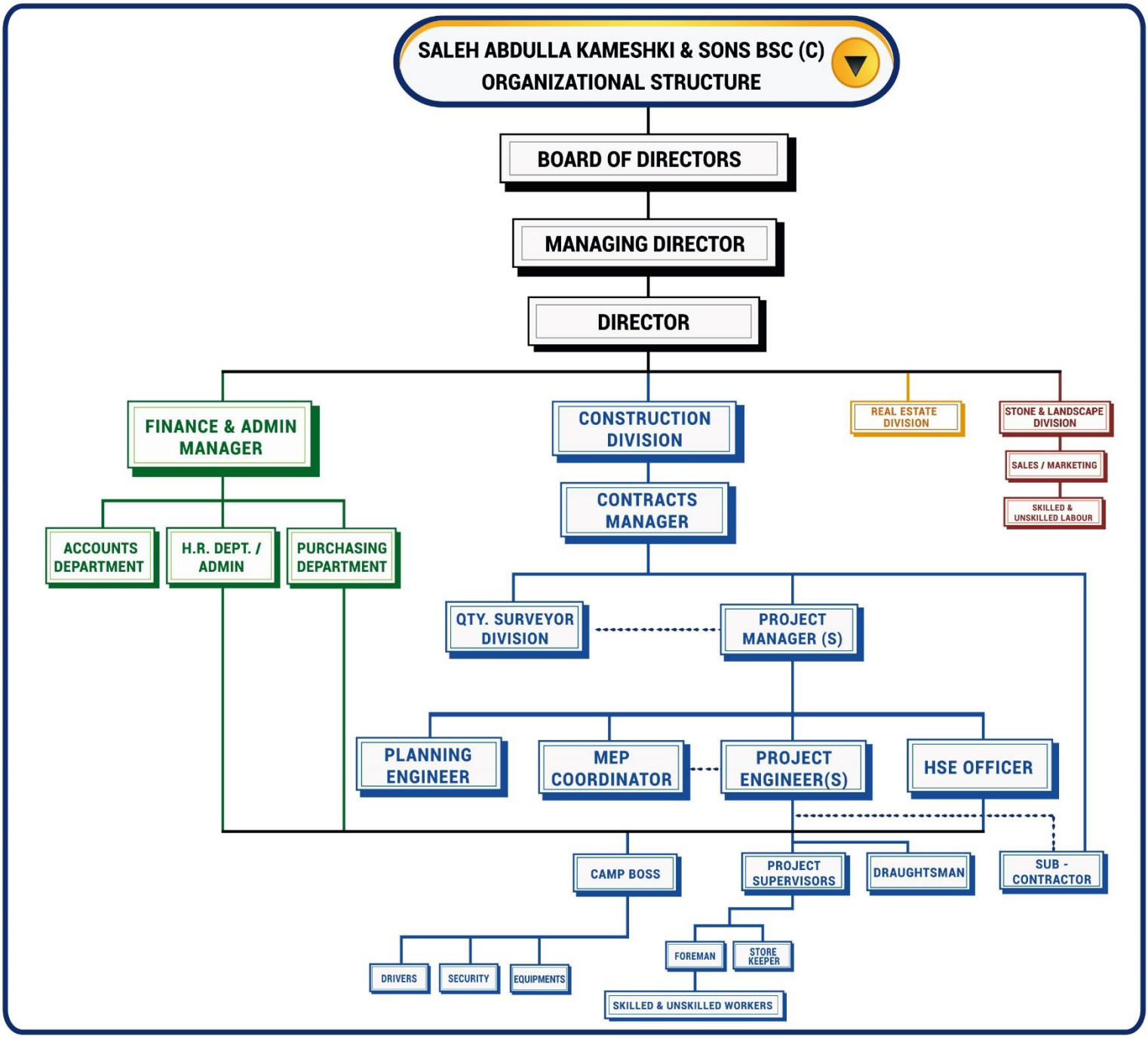
Architect	Qualifications	Experience
Ms. Adiba Humaira Chowdhury	Bachelor of Science (Architectural Studies)	4 Years

Manager (Joinery & Interiors)	Qualifications	Experience
Mr. Abdul Noor Mahmood	Secondary Graduate	40 Years

HSE Officers	Qualifications	Experience
Mr. Rajesh Kumar Benziger	BA Degree	15 Years
Mr. Dakshinamoorthy Umapathy	Diploma Fire & Safety Engineering	12 Years
Mr. Shaik Wazid Ali	Diploma Fire & Industrial Safety Mngt.	13 Years
Quantity Surveyors	**Qualifications**	**Experience**
Mr. Kaleel Rahman A.	B.E. Civil Engineering	14 Years
Mr. Balaji R.	BTech in Civil Engineering	14 Years
Mr. Uma Mahesh S.	B.E. Civil Engineering	13 Years
Mr. Subbiah P.	Diploma in Civil Engineering	14 Years
Supervisor / Foreman	**Qualifications**	**Experience**
Mr. M. Ambeth Kumar	Diploma in Civil Engineering	10 Years
Mr. Malaiyan Palani	SSLC	21 Years
Mr. Mohammed Farook M.	B.E. Civil Engineering	5 Years
Mr. Thobyas C.J.	I.T.I. Civil Draughtsman	8 Years
Mr. Suresh Babu T.P.	SSLC	28 Years
Mr. Thatheyu Mariadhasan	Diploma in Civil Engineering	12 Years
Mr. Sterlin Dhas Stanlyyesudhas Marystella	Bachelor of Civil Engineering	2 Years

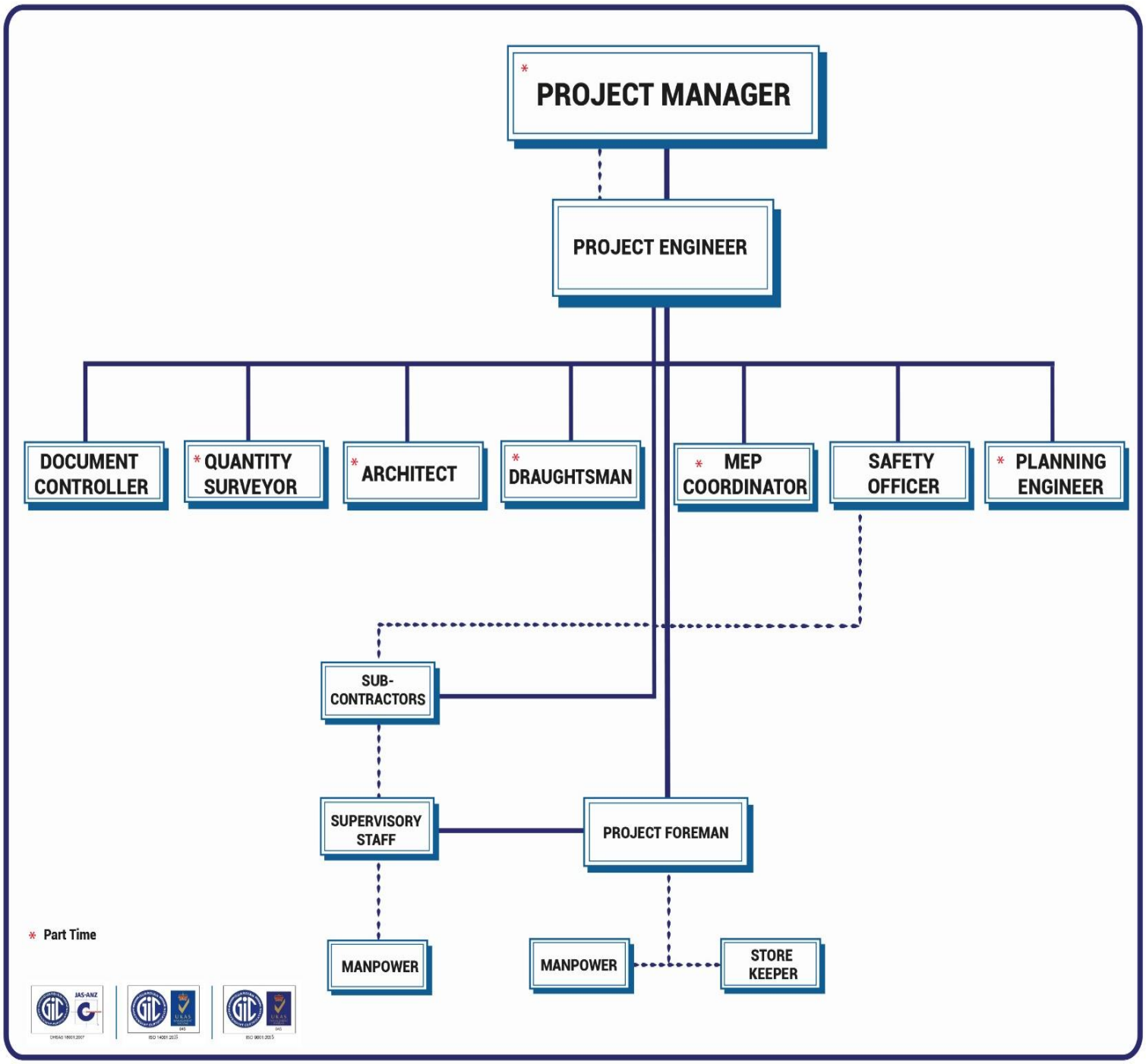
Resumes of the Key Staff are attached within this document in **Appendix A** to highlight to the Client what experience and qualifications our staff have attained.

5.2 Organizational Chart



5.3 Site Specific Staff for the Project

The following Organogram and Manpower details the site staffing requirements that we would be intending to utilize on the Project and the current staff we have at SKC at the moment.



Available Number of Technical Staff

MANPOWER STRENGTH		
	Designation	**Total**
1	Projects Manager	2
2	Projects Engineer	2
3	Planning Engineer	1
4	MEP Coordinator	1
5	Draughtsman	1
6	Architect	1
7	Manager – SKC Joinery & Interiors Division	1
8	Quantity Surveyor	4
9	HSE Officer	3
10	Site Supervisor / Foreman	7
11	Secretary	4
12	Mason	106
13	Carpenter	55
14	Steel Fixer	30
15	Painter	3
16	Operator	4
17	Mechanic	1
18	Electrician	1
19	Storekeeper	1
20	Unskilled Workers	85
21	Security / Watchman	4
22	Driver	8
	GRAND TOTAL	325

- ***The Staff to be utilized on the Project will be submitted formally to the Client for approval.***

- ***Manpower strength is variable***

- ***Rest of manpower are employed in CRD, Flooring , Boomanite and Stone Cladding Division***

6.0 Our Equipment & Machinery

SKC have a wide and varied amount of Equipment, Plant and Machinery and have more than adequate to execute a Project of this size. All of the Equipment we have is owned by SKC and is regularly maintained to ensure safety and quality standards.

The below table lists our current Equipment, Plant and Machinery and this is also occasional supplemented by hiring additional or specialist plant if the Project requirements dictate this.

Sr	Item	Make	Capacity	Owned	Hired	Total
1	TOWER CRANES (50 m. height, 40m boom)		7.5T 2 T tip load	2	2	4
2	Electric Material & Passenger Hoist	Alimak	1100 Kg	4	2	6
3	Telescopic handler 20 Mtr Lift Height	JCB	4 TON	3	2	5
4	Backhoe Excavator Loader	JCB Model 3CX		4	2	6
5	JCB Stir Loader	JCB		1		1
6	Compressors	Brown Bwade	13 Ib	6		6
7	Concrete Mixers	Sdetter	18 HP	12		12
		Silla	-do-	2		2
8	BUS	TATA/Ashok Layland	55/65 Seater	4	3	7
9	6 Wheel Dump Trucks	Mitsubishi	3T	4		4
10	6 Wheel Truck	Mitsubishi	3T	2		2
11	High-Up Crane	Mitsubishi	3T	2		2
12	D/C Pick Up	Nissan		4		4
13	25T Roller			2		2
14	Forklift	Mitsubishi	3T	1		1
15	Dumper	Silla		1	2	3
16	Roller Compactor	Dynapac LP 600	3T	6		6
17	Plate compactors	Mecta	1T	6		6
18	Water Pumps	Lister	3" & 4"	12		12
19	Water Pumps	JAJ	6"	6		6

Sr	Item	Make	Capacity	Owned	Hired	Total
20	Automatic Level	Sokia		4	4	8
21	Theodolite	Sokkia		2		2
22	Total Station	Sokkia		2		2
23	Rotating Laser	Hilti		1		1
24	Dumpy Levels			6		6
25	Hi-up equipped Pick up	Mitsubishi		4		4
26	Electric Vibrators	Wyco/Lister		26		26
27	Generators	Caterpillar		1		1
		Caterpillar	365 KVA	5		5
		Caterpillar	150KVA	2		2
		Caterpillar	40 KVA	2		2
		Navistar	30KVA	1		1
		Kirloskar	82.5 KVA	1		1
		Yanmar	33KVA	1		1
		Robin	12KVA	10		10
		Navistar	5 KVA	1		1
28	Water Jet Machine		82.5 KVA	2		2
29	Welding Set			4		4
30	Carpentry Machine		175 Amps	6		6
31	Power Trowel	Mikasa MPT36 B	5 HP 3Ph	4		4
		Robin – Japan	5 HP	6		6
32	Asphalt Cutter PC -40	Robin EY 400	5 HP	2		2
33	Floor Grinding Machine	Clipper CG 25		8		8

Sr	Items	Quantity
1	Scaffoldings Light Duty	6500 sets
2	Scaffolding Heavy Duty (Ledger Type)	7000 Sq.M
3	Props.	12000 Nos.
4	Jack Hammers	14 Nos.
5	Concrete & Steel Cutters	24 Nos.
6	Hammering Drill	16 Nos.
7	Grinder	65 Nos.
8	Blower	18 Nos.
9	Tile cutters	10 Nos.
10	Wood cutter	12 Nos.
11	Jumping Compactor	5 Nos.
12	Plat Compactor	6 Nos.

7.0 On Going & Completed Projects

SKC have listed below details of some previous completed Projects and our ongoing Projects, to demonstrate to the Client that we have the ability to implement a Project.

Project Name & Location	Brief Description	Name of Employer	Name of Consultant	Approx. Contract Value in BHD	Expected Completion Date	% Completed
ON GOING PROJECTS						
6 Nos. 3 Storey Building at Rehabilitation Centre in Jau	Construction of 6 Nos. 3 Storey Building including MEP Services.	Ministry of Interior	Ministry of Interior	**6,000,000.000**	Oct. 2019	99%
Special Project 3	Construction, Restoration & Fit-Out Works at West Riffa		Design House / d-interiors	**3,069,144.705**	Nov. 2019	99%
Special Project 4	Construction of Fitness Center at Riffa		Mas Architecture Int.	**228,493.750**	Oct. 2019	99%
Special Project 2	Construction of Residence Extension at Riffa		Andalus Engineering	**1,098,269.421**	Feb. 2020	75%
BDC Industrial Kitchen at BIIP	Construction of Pre-Engineered Building with Mezzanine Floor Levels	BDC Development Company	DTEB	**980,000.000**	Oct. 2019	99%
Special Project 1	Construction of Single Storey Villa, Guard House, Car Shade & Boundary Wall		Abeer Akbari Associates	**1,137,491.000**	Jan. 2020	55%
Completed Projects for the last Five (5) years						
SKC Headquarters Building at Hoora	Construction of 6 storey commercial building	SKC	EPCO	**750,000/-**	May 2019	Completed
8 Villas at Riffa	Construction of 8 Villas (G+2), club house, substation service bldg. car parking, driveway & MEP services	Shumokh Real Estate	MAS Architecture	**2,200,000/-**	Dec. 2018	Completed
62 Nos. Town Houses, Type D-11, Site 164, Tubli, Contract-E	62 nos. of town houses for Ministry of Housing with hardscaping and compound wall works.	Ministry of Housing	Ministry of Housing	**2,064,172/-**	Jul. 2017	Completed
New Headquarters Building for Bahrain Commercial Facilities (BCFC) at Isa Town	Construction of ground floor, 3 podium floor car parking, 5 office floor and roof floor.	BCFC	BWS/MSCEB	**3,680,000/-**	Jul. 2017	Completed
Construction of 3 Storey Commercial & Residential Building at Muharraq	A commercial complex building at Galali near Bahrain Int'l airport with 52 nos. shop & 58 nos. luxurious flats.	Mr. Moh'd Abdulrahman A. Abdulaziz	Al Diyar Engineering	**2,030,728/-**	Jun. 2017	Completed
Storage Facilities Phase 1 & 2 for Ahli United Bank (AUB) at Hidd	Construction of admin building and storage facility for AUB	Ahli United Bank	City Engineering	**2,000,000/-**	Feb. 2017	Completed

Muna Villa at Riffa	A luxury residential building, with basement, carpark, ground floor, attached with external gazebo & hard and soft landscaping work.	Mr. Baseem Al Sharqi	Al Diyar Engineering	**400,000/-**	Dec. 2016	Completed
3 Nos. Pre-engineered Store at Safra	Design, fabricate, supply & erection of pre-engineered store	Ministry of Interior	Ministry of Interior	**417,957/-**	Dec 2015	Completed
Fuel Station at Nuwaidrat	Construction of fuel station, minimart building, substation & compound walls	Mr. Mahmood Mohamed E. Faqiah	MSCEB	**700,000/-**	Mar 2015	Completed
Marine Fuel Station at Mina Salman		Fakhro	Mazen Al Umran	**250,000/-**	Aug 2014	Completed
4 Nos. Combined Store at Safra	Construction of 4 nos. store and sand pitching works around the stores.	Ministry of Interior	Ministry of Interior	**550,000/-**	Jun 2014	Completed
Bisb Tower façade Refurbishment		Bahrain Islamic Bank (Bisb)	MSCEB	**800,000/-**	Jan 2014	Completed
Major Completed Major Projects for the last Ten (10) Years						
Kanoo Fuel Station at Tubli	A specialized modern fuel station, minimart, laundry & pharmacy outlet, sales offices, automobile workshop, prayer room & an exclusive substation.	Mr. Moh'd Ebrahim K. Kanoo	MSCEB	**850,000/-**	Sep 2013	Completed
Bahrain Gas Showroom & office bldg. at Tubli	A modern double storey office and showroom at Tubli, and was constructed in an area of 2469 sq mtr.	Bahrain Gas	MSCEB	**1,100,000/-**	Jul 2013	Completed
Multi Storey Res. Bldg at Reef Island	Basement + ground floor + 7 level apartment building	Mr. Moh'd Yateem	BEB/MSCEB	**4,000,000/-**	Mar 2013	Completed
Office Building at BIW at Hidd	Aviation building (Aircraft Design College)	Afaq Institute of Aviation Technology	Al Raed Architect & Engg. Bureau	**1,200,000/-**	2013	Completed
Balexco Expansion Phase IV		Balexco	Adel Ahmadi Associates	**1,500,000/-**	2012	Completed
PWC Facilities "Agility" at Hidd	Logistic warehouse facility with a total area of 17,000 sq mtr.	Mr. Hassan Jawad	MSCEB	**8,000,000/-**	2010	Completed
New Oriental Printing Press		Oriental Press	MSCEB	**4,000,000/-**	2009	Completed
New Financial Mall for BBK at Isa Town	The striking financial mall was built on an area of 2590 sq mtr.	BBK	MSCEB	**700,000/-**	2009	Completed
3 Storey Building at Juffair		Dr. Esmat Kameshki	Al Raed Engineering	**450,000/-**	2009	Completed

صـالـح عـبـدالله كـمـشـكـي وأولاده ش.م.ب (م)
SALEH ABDULLA KAMESHKI & SONS B.S.C (C)
Contracting & Trading | للمقاولات والتجارة | EST. 1955

SKC ON-GOING PROJECTS

On Going Projects in Bahrain

Special Projects 1

Client/Consultant	% Completed	Area
Abeer Akbari & Associates	55%	2,700

Special Projects 2

Client/Consultant	% Completed	Area
Andalus Engg / BWS	75%	2,000

On Going Projects in Bahrain

Special Project 3

Client/Consultant	% Completed	Area
Design House, D Interiors	99%	3,600

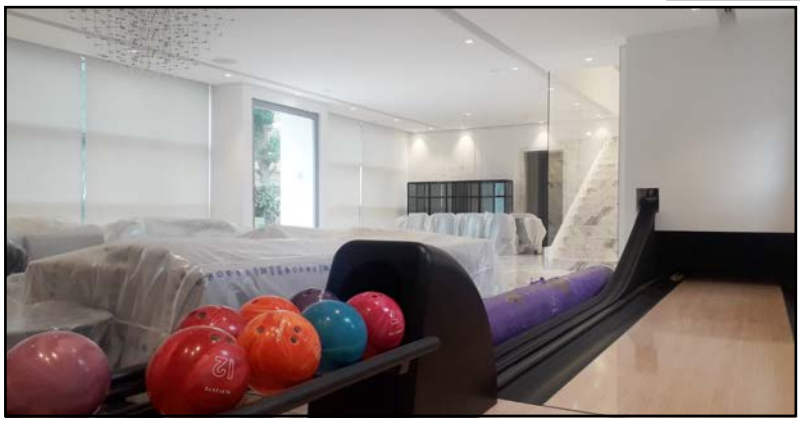
On Going Projects in Bahrain

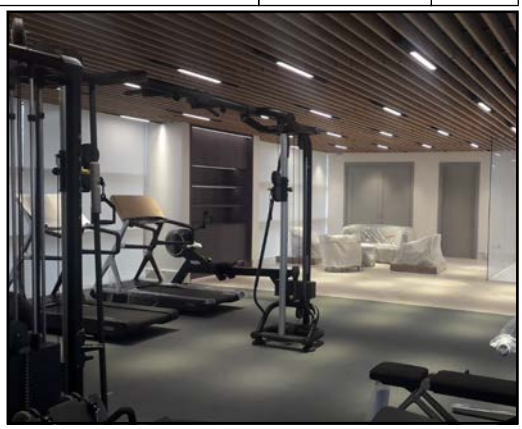
BDC Industrial Kitchen at Hidd

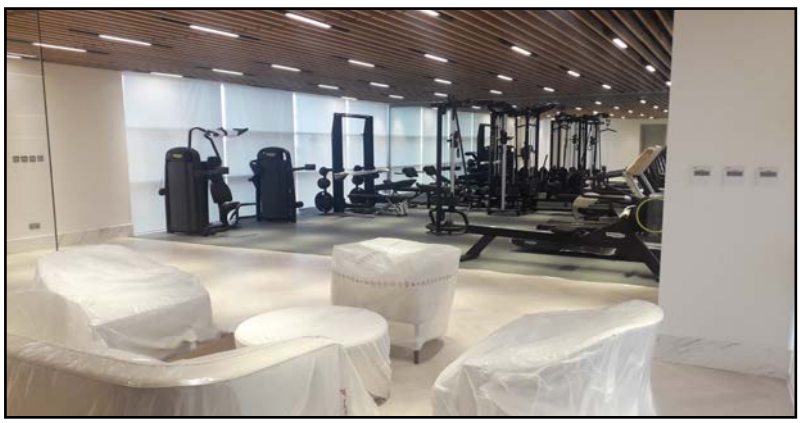
Client/Consultant	% Completed	Area
BDC / DTEB	99%	1,600

Special Project 4

Client/Consultant	% Completed	Area
MAS Architecture	99%	550







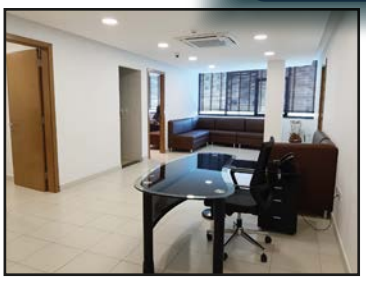
صـالـح عـبـدالله كـمـشـكـي وأولاده ش.م.ب (م)
SALEH ABDULLA KAMESHKI & SONS B.S.C (C)
Contracting & Trading | للمقاولات والتجارة | EST. 1955

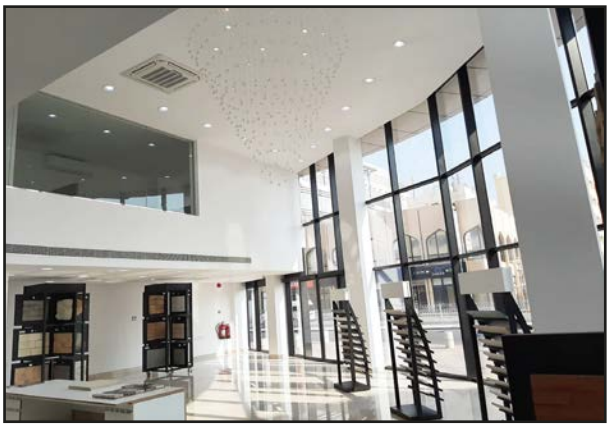
SKC MAJOR COMPLETED PROJECTS

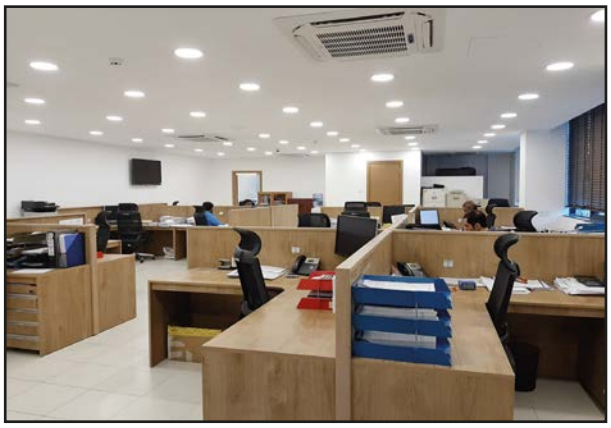
SOME OF OUR MAJOR COMPLETED PROJECTS

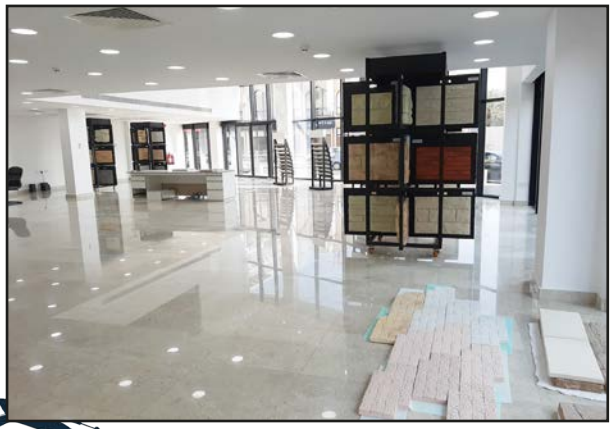
Project Title	Client/Consultant	Completion Date	Area
SKC HQ Bldg at Ras Ruman	Saleh Abdulla Kameshki & Sons / EPCO	April 2019	2,300

Construction of 6 Storey Commercial Building









SOME OF OUR MAJOR COMPLETED PROJECTS

Project Title	Client/Consultant	Completion Date	Area
62 Nos., Town Houses at Tubli	Ministry of Housing	July 2017	17,457

62 Nos. of Town Houses for Ministry of Housing with Hardscaping and Compound Wall Wall Works.

Project Title	Client/Consultant	Completiion Date	Area
3 Storey Commercial & Residential Bldg. at Muharraq	Mr. Mohd Abdulrahman / Al Diyar Engg.	June 2017	13,900

Construction of Commercial Complex Building with 52 Nos. of Shop and 58 Nos. of Luxurious Flats.

SOME OF OUR MAJOR COMPLETED PROJECTS

Project Title	Client/Consultant	Completion Date	Area
Muna Villa at Riffa	Mr. Baseem Al Sharqi / Al Diyar Engineering	Dec. 2016	1,050

A luxury residential building with basement, car park, ground floor attached with external gazebo and hard and soft lanscaping work.

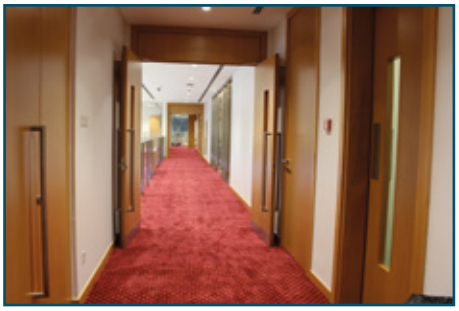
Project Title	Client/Consultant	Completion Date	Area
Private 8 Villas at Riffa	MAS Architecture	Feb. 2018	7,000

Construction of 8 Villas (G+2), Club House, Substation, Service Building, Car Parking, Driveway and MEP Services.

SOME OF OUR MAJOR COMPLETED PROJECTS

Project Title	Client/Consultant	Completion Date	Area (m^2)
New HQ for BCFC at Isa Town	BCFC/MSCEB/BWS	Feb. 2017	9,962

Description of Works: Construction of ground floor, 3 podium floor car parking, 5 office floor and roof floor.



SOME OF OUR MAJOR COMPLETED PROJECTS

Name of the Project	Location	Client/Consultant	Completion Date	Area (m^2)
Storage Facility for AUB-Phase 1& 2	Hidd	AUB/City Engg.	Febuary 2017	2600

Description of Works: Construction of admin buildings and storage facility for AUB

SOME OF OUR MAJOR COMPLETED PROJECTS

Project Title	Client/Consultant	Completion Date	Area (m²)
Multi Storey Res. Bldg. at Reef	Mr. Mohd Yateem/BEB	Mar. 2013	13,068

Located at the plush Reef Island, this is a multi-storied luxury residential building including two spacious penthouses, ultra modern infinity pool, kids pool, contemprart style residential flats, district cooling air conditioning system modern lifestyle amenities, ground floor and basement cark park facility, private sea view park and a promenade area.

Project Title	Client/Consultant	Completion Date	Area (m²)
Bahrain Gas Showroom & Office Bldg at Tubli	Bahrain Gas/MSCEB	Jul. 2013	2469

Bahrain Gas

A modern double storey office and showroom at Tubli, Kingdom of Bahrain was constructed in an area of 2469 sq. mtrs.

SOME OF OUR MAJOR COMPLETED PROJECTS

Project Title	Client/Consultant	Completion Date	Area (m^2)
PWC Facilities "Agility"	Private / MSCEB	2010	17,000

First of it's is kind in the Kingdom of Bahrain, 'State of the Art' Logistics Warehouse Facility with a total area of 17,000 sq. mtrs. including a 5500sq.mtrs. refirigerated are in Hidd Industrial Area, Bahrain. This warehouse is also equipped with a Ammonia plant to provide controlled cooling temperatures with an external building area of 800 sq. mtrs. followed by an external paving area of 10000 sq.mtrs.

Project Title	Client/Consultant	Completion Date	Area (m^2)
Mohandiseen Bldg. at Busaiteen	Kameshki/EPCO		9,950

A fully furnished 10 storey luxury apartments building located behind King Hamad University Hospital in Busaiteen. Mohandiseen building boasts of spacious luxury flats equipped with central air condtioning, satellite channels, gyms, internet, shaded cark parks, laundry services, swimming pool, recrrational areas, jacuzzi, sauna ang games room.

SOME OF OUR MAJOR COMPLETED PROJECTS

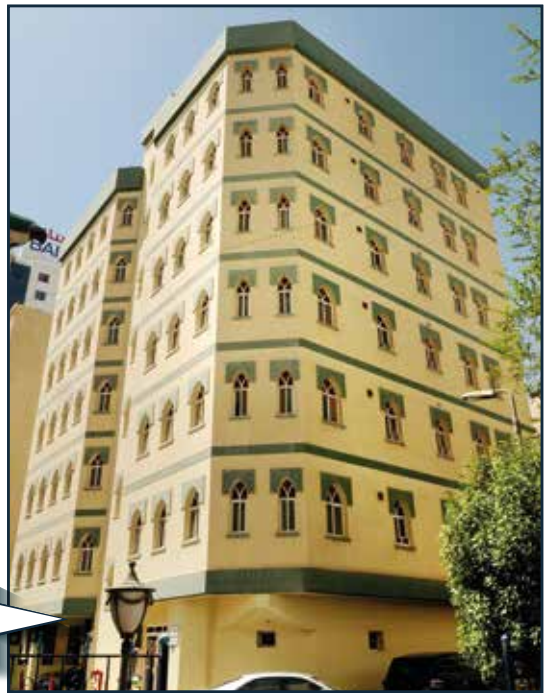
Project Title
Windsor Tower at Exhibition

Primarily located in one of the busiest commercial places in Exhibition Road, Hoora, Kingdom of Bahrain, this hotel structure consist of Deluxe Hotel Rooms, facilities like Drive-Inn Entrance, Lounge, Restaurants, Cafes, Gym, Entertainment spots, Storage Facilities, Large Scale Kitchen, Heavy laundry Facility, Basement, Main and Back Offices.

Project Title
12 Storey Res. Bldg. at Juffair

Ansari Tower, located in one of the most upscale areas, this multi-storied luxury apartment building in Juffair, Kingdom of Bahrain includes a Basement and Ground Floor Car Park and Modern Health Club Facilities.

Project Title
Rasha Building at Exhibition Road, Hoora



7 storey fully furnished luxury apartments building near Jaffar Pharmacy in Exhibition road, Hoora.

Project Title
Kameshki Building at Exhibition Road, Hoora

7 storey fully furnished luxury apartments building near Jaffar Pharmacy in Exhibition road, Hoora.

SOME OF OUR MAJOR COMPLETED PROJECTS

Project Title

Al Marburakah Tower, Juffair

Built in one of the prime location in Juffair, Kingdom of Baharain, this multi-storied twin tower 2-3 bedroom luxury apartments includes a basement and ground car park facility, a mezzanine floor with coffee shop, a well equipped health club and an indoor swimming pool including other modern facilities.

Project Title

Ramee International Hotel, Juffair

This hotel building is a landmark structure built in Juffair, Kingdom of Bahrain. Apart from well spaced plush hotel rooms, the building boast of various facilities like drive-inn entrance, lounge, restaurants, cafes, gym, entertainment spots, storage facilities, large scale kitchen, heavy laundry facility, main and back offices.

Ph (Off): +973 17250627 | Fax: +973 17270478 | P.O. Box: 2219, Palace Avenue | Manama, Kingdom of Bahrain
www.kameshki.com | info@kameshki.com

SOME OF OUR MAJOR COMPLETED PROJECTS

Project Title

Office Bldg. at BIW at Hidd

Office building

Project Title

Kanoo Fuel Station at Tubli

Toyota Plaza Fuel Station

This specialized ultra modern fuel service station was built on an area of 2800 sq. mtrs. including the very first triple product dispenser (five dispensers with twenty dispensing hoses), a 24 hrs. minimart outlet, laundry outlet, pharmacy outlet, sales offices, full-fledged automobile workshop, prayer room and an exclusive sub-station.

Project Title

New Financial Mall for BBK

BBK Financial Mall
(Bank of Bahrain & Kuwait)

Located at Isa Town, Kingdom of bahrain, the striking financial mall was built on an area of 2950 sq. mtrs.

8.0 Proposed Major Projects Submitted

SKC have listed below details of proposed Project Tenders submitted in various field (Commercial and Residential Buildings, High Rise Towers, Infrastructure Works, Electromechanical & Mechanical Works and Steel Structure Works, etc.)

S. No.	Project Description	Consultant / Client	Tender Amount (BD)
1	Mixed Use Development @ Hamala	HAJ	**50,820,983.115**
2	Construction & Maintenance of 360 Social Apartment Units in Madinat Salman Island – Plot 17	Ministry of Housing	**32,412,711.135**
3	Construction & Maintenance of 360 Social Apartment Units in Madinat Salman Island – Plot 18	Ministry of Housing	**32,411,997.765**
4	Proposed Residential Building @ Hoora	Arab Architects	**21,563,651.201**
5	SSFC Camp Projects @ Safra	Ministry of Interior	**18,018,000.000**
6	FEB Tower Project	Projacs	**17,792,580.970**
7	Exhibition & Convention Centre in Sakhir	Ministry of Works	**16,819,133.210**
8	Proposed New Coast Guard @ Muharraq	Ministry of Interior	**16,812,701.000**
9	Shopping Mall Complex @ Riffa	Andalus Engineering	**14,745,888.900**
10	Construction of New Stations & Expansion of Existing Stations (BAPCO)	BAPCO	**14,442,781.040**
11	Main Work Services for The Residenze Tower @ Seef	AMLAK	**13,936,000.000**
12	Proposed Multi Storey Building @ Juffair	Arab Architects Associates	**12,939,807.586**
13	Danaat Baytik @ Ishbiliya Phase 1	Eskan Properties	**12,843,106.290**
14	A1 Villa Construction @ Al Diyar Muharraq	DG Jones & Partners	**12,758,255.430**
15	Tubli STP Expansion – Phase 4	Ministry of Works	**10,990,714.815**
16	Construction of Four Buildings @ Tubli Sewerage Treatment Plant	Ministry of Works	**10,533,687.413**
17	BIBF New Headquarters Building at Bahrain Bay	Gulf House Engineering	**10,259,242.350**
18	Danaat Al Budaiya Residential Development Main Works Package	Al Raha Real Estate Co. WLL	**9,310,803.416**
19	Marriot Residence @ Water Garden City, Seef	MAS Architecture Int.	**9,001,557.150**
20	Ministry of Transportation & Telecommunications Headquarters Building	Gulf House Engineering	**8,800,000.000**
21	Construction of Office Tower Tower @ Seef	Baker Wilkins & Smith (BWS)	**8,722,468.530**
22	Residential Development @ Juffair	The Modern Architect	**7,790,202.054**
23	Al Jasra Residential Compound @ Jasra Area	United Engineering	**7,048,512.174**
24	IKNS Expansion Project (Phase-1) @ Isa Town	MSCEB	**6,853,321.826**
25	ONCE Mall	HAJ	**6,560,926.680**
26	Health Centre at Madinat Khalifa	Ministry of Works	**6,213,268.294**
27	AMA Special Education School	The Modern Architect	**5,952,988.630**
28	Health Centre @ Hunainiyah-East Riffa	Adel Ahmadi Associates	**5,548,800.000**
29	Construction of Sa'ada Development @ Muharraq	Gulf House Engineering	**5,354,756.453**
30	Wave Building @ Hidd	HAJ	**5,260,553.235**
31	Construction of 4 Villas @ Janabiya	DTEB	**5,045,745.900**
32	Multi Storey Car Park Building with F&B Facilities Development @ Adliya	EDAMAH	**4,403,524.350**
33	First Motors Development @ Ma'ameer	MSCEB	**4,315,530.290**
34	Construction & Maintenance of Multi-Storey Carpark at Salmaniya Medical Complex	Mohammed Al Gharib	**4,249,299.495**
35	Plane View Construction Contracting	EDAMAH	**4,229,709.500**
36	Construction of Busaiteen Shopping Centre	Al Hilal Engineering Consultants	**3,890,215.300**
37	Office Cold Room Storage at Galali	The Modern Architect	**3,840,977.000**

Submitted Tenders

S. No.	Project Description	Consultant	Tender Amount (BD)
38	66 Residential Building @ Um Al Hassam	AMLAK	**3,790,780.485**
39	The Black Pearl	BWS	**3,700,000.000**
40	Car Service Centre & Storage Facility @ Tubli	MSCEB	**3,397,871.600**
41	Toyota Commercial Plaza @ Tubli	MSCEB	**3,390,000.000**
42	Residential Development @ Jasra	The Modern Architect	**3,375,000.000**
43	4 Storey Residential & Commercial Building @ Riffa	Mohammed Al Gharib	**3,301,735.000**
44	10 Storey Building @ Umm Al Hassam	Mohammed Al Gharib	**3,283,762.965**
45	Wasmiya Development – Hotel Building	Ansari Engineering	**2,904,610.510**
46	3 Storey Executive Bachelor Flats - Awali	BAPCO	**2,814,648.463**
47	Construction of Retail Development @ Hidd	Bahrain Engineering Bureau	**2,810,194.150**
48	12 Storey Office Building @ Seef	Mohammed Al Gharib	**2,797,154.588**
49	Al Sayah Plaza @ Busaiteen	DG Jones & Partners	**2,682,102.606**
50	Retail Commercial Center @ Muharraq (RCM 16)	MSCEB	**2,677,547.565**
51	Office Building @ Seef	The Modern Architect	**2,609,476.000**
52	Agility Warehouse @ Hidd	Middle East Architects	**2,597,446.110**
53	26 Storey Residential Apartment @ Juffair	Phoenix Engineering Services	**2,566,868.200**
54	Construction of 5 Storey Building @ Salmaniya	Yousif Engineering	**2,433,329.300**
55	W-Link Ancillary Works – Agricultural Affairs Building	Ministry of Works	**2,422,859.860**
56	14 Storey Office Building at Seef	The Modern Architect	**2,353,707.100**
57	14 Storey Residential Building @ Juffair	Middle East Architects	**2,281,751.105**
58	Construction of New Headquarter & Sports Hall for East Riffa Club	Ministry of Youth	**2,224,878.905**
59	AIS-1 10 Storey Office Building @ Seef	Bahrain Engineering Bureau	**2,115,160.558**
60	G+8 Storey Building @ Busaiteen	Mohammed Al Gharib	**2,106,379.250**
61	GCT Warehousing Development @ BIW	MSCEB	**2,060,053.025**
62	F&B Corner @ Seef	Mohammed Al Gharib	**1,947,707.150**
63	Two Storey Headquarter Building @ SSFC Safra	Ministry of Interior	**1,873,198.000**
64	Physiotherapy Center	DTEB	**1,831,078.809**
65	10 Villas (Townhouses) @ Jasrah	The Modern Architect	**1,826,889.800**
66	Ahmed Habib Villa	MAS Architecture Int.	**1,774,458.000**
67	Jarir Bookstore Development @ Seef	Design Studio Architects	**1,769,581.290**
68	FK-4 Four Storey Commercial Building @ Juffair	Bahrain Engineering Bureau	**1,760,202.850**
69	Residence Extension Project @ Riffa	Andalus Engineering	**1,724,135.445**
70	2 Nos. 7 Storey Residential Building @ Hidd	Mohammed Al Gharib	**1,679,527.280**
71	Retail Commercial Development (The Park)-Janabiyah	Architype Architecture	**1,552,658.500**
72	Three Storey LMRA Office Building	Phoenix Engineering Services	**1,511,219.900**
73	Office Building @ Seef	Adel Ahmadi Associates	**1,476,371.450**
74	2 Nos. 7 Storey Residential Building @ Hidd (Re-Tender)	Mohammed Al Gharib	**1,450,290.150**
75	2 Storey Luxury Mansion @ Janabiya	Architecture 360	**1,400,200.700**
76	Classic Luxury Villla – Mr. Ali Habib	MAS Architecture Int.	**1,399,982.400**
77	Luxury Villa-Sh. Abdulla	MAS Architecture Int.	**1,372,781.000**
78	New Storage Facility @ Hidd	AUB	**1,322,470.405**
79	Construction of Private Villa at Janabiya	Plan Architecture Design	**1,281,488.000**
80	BAC Jet Fuel Company Administration Building Main Works	Mott McDonald	**1,202,702.130**
81	Villa @ Janabiya	MSCEB	**1,139,796.930**
82	Two Storey Building (Showroom & Offices) in Sitra	Bahrain Engineering Bureau	**1,116,261.870**
83	Construction of Busaiteen Plaza	Eskan Bank	**1,091,919.692**

Submitted Tenders

Sl. No.	Project Description	Consultant / Client	Tender Amount (BD)
84	Construction of Two (2) Villas in Janabiya	Mohammed Al Gharib	**1,074,835.450**
85	Al Haram Warehouse & Staff Accommodation in Al Diyar	DTEB	**1,023,119.800**
86	Shura Council East Gate @ Gudaibiya	Ministry of Works	**972.683.100**
87	New Dragon City Mosque @ Diyar Al Muharraq	DG Jones & Partners	**948,737.616**
88	Villa Renovation @ Riffa	The Modern Architect	**913,823.100**
89	Villa @ Janabiya	Adel Ahmadi Associates	**845,483.000**
90	Construction of Busaiteen Grandstand	Ministry of Youth	**783,305.270**
91	Building @ Zallaq	MAS Architecture Int	**774,859.900**
92	Aloyoun Mosque 22B2	DG Jones & Partners	**771,844.349**
93	Commercial Development @ Riffa	The Modern Architect	**756,757.350**
94	Aloyoun Mosque 22B1	DG Jones & Partners	**724,365,095**
95	Aloyoun Mosque 22A1	DG Jones & Partners	**702,624.505**
96	2 Storey Luxurious Villa with Basement	Architype Architecture	**699,054.000**
97	Consulting Engineering Services for Labour Camp @ Ras Zwayed	Al Zayani Engineering	**696,445.236**
98	Aloyoun Mosque 23A2	DG Jones & Partners	**669,838.053**
99	Four Storeys Residential Building	Mohammed Al Gharib	**635,147.530**
100	BALEXCO Expansion Phase VI	Adel Ahmadi Associates	**629,701.000**
101	UNESCO Tent	Al Noor Company	**614,004.825**
102	Chalet 1	EDAMAH	**577,729.000**
103	Multipurpose Building in Psychiatric Hospital	HAJ / DTEB	**566,245.995**
104	Regency Hotel Refurbishment	Al Noor Company	**548,252.350**
105	Chalet 6	EDAMAH	**538,037.000**
106	Cottage at Al Rawdha	Gulf House Engineering	**537,108.023**
107	MKS-1 Single Storey Shopping Mall @ Seef	Bahrain Engineering Bureau	**531,727.800**

9.0 HSE Manual & Quality Manual

SKC have their HSE and Quality Manuals and can be found in **Appendix C & D** and as can be seen as SKC are ISO Certified in Quality Management, Environment Management and Occupational Health & Safety. Copies of our Certification can be found in **Appendix B** of this document.

10.0 Trainings

SKC have given trainings to learn and to have skillful workforce. Learning is the engine that powers organizations and enables personnel to grow and flourish. Copies of our Training Certificates can be found in **Appendix E** of this document.

Conclusion

We at SKC have reviewed prestigious Project in detail and have the ability to provide a close working good relationship with the Client to ensure that Budget, Time for Completion and the highest Quality is maintained throughout the Project to successful conclusion and we hope that our Bid and Proposal will be looked upon favorably.

Yours Sincerely

For and on behalf of Saleh Abdulla Kameshki & Sons B.S.C. ©

Engr. Salahuddin Saleh Kameshki

Chairman & Managing Director

APPENDIX A – COMMERCIAL REGISTRATION CERTIFICATE

KINGDOM OF BAHRAIN
Ministry of Industry, Commerce and Tourism

مَمْلَكَةُ البَحْرَيْن
وَزَارَةُ الصِّنَاعَةِ وَالتِّجَارَةِ وَالسِّيَاحَة

شهادة قيد السجل التجاري
Commercial Registration Certificate

The Registration Directorate at the Ministry of Industry, Commerce and Tourism certifies that the merchant's below details have been registered in accordance with Decree law No. (27) for the year 2015 of the Commercial Registration.

تشهد إدارة التسجيل بوزارة الصناعة والتجارة والسياحة بأنه قد تم قيد التاجر المسجلة بياناته أدناه وذلك وفقاً للمرسوم بقانون رقم (27) لسنة 2015 بشأن السجل التجاري.

Due Date	30/04/2020	**تاريخ الاستحقاق**	**Registration Date**	30/04/1973	**تاريخ القيد**	**Registration No.**	1474 - 1	**رقم القيد**
Group Name	SALEH ABDULLA KAMESHKI AND SONS B.S.C CLOSED				صالح عبد الله كمشكي وأولاده ش.م.ب مقفلة			**اسم المجموعة**
Commercial Name	SALEH ABDULLA KAMESHKI & SONS B.S.C (C)				صالح عبدالله كمشكي وأولاده ش. م .ب. (م)			**الاسم التجاري**
Registration Type	Bahrain Shareholding Company (Closed)				شركة مساهمة بحرينية مقفلة			**نوع القيد**
CR Status	ACTIVE				نشطة			**حالة القيد**
Commercial Address	**P.O.BOX ص.ب**	**Area المنطقة**	**Block مجمع**	**Road طريق**	**Building مبنى**	**Flat/Shop No. شقة/محل**		**العنوان التجاري**
		MANAMA CENTER / وسط المنامة	323	2313	993	21		

Activities	**الأنشطة**
Construction of buildings	تشييد المباني

* This CR does not permit its holder to practice investment activities on behalf of others.

* هذا القيد لا يجيز لصاحبه بمزاولة نشاط استثمار أموال الغير.

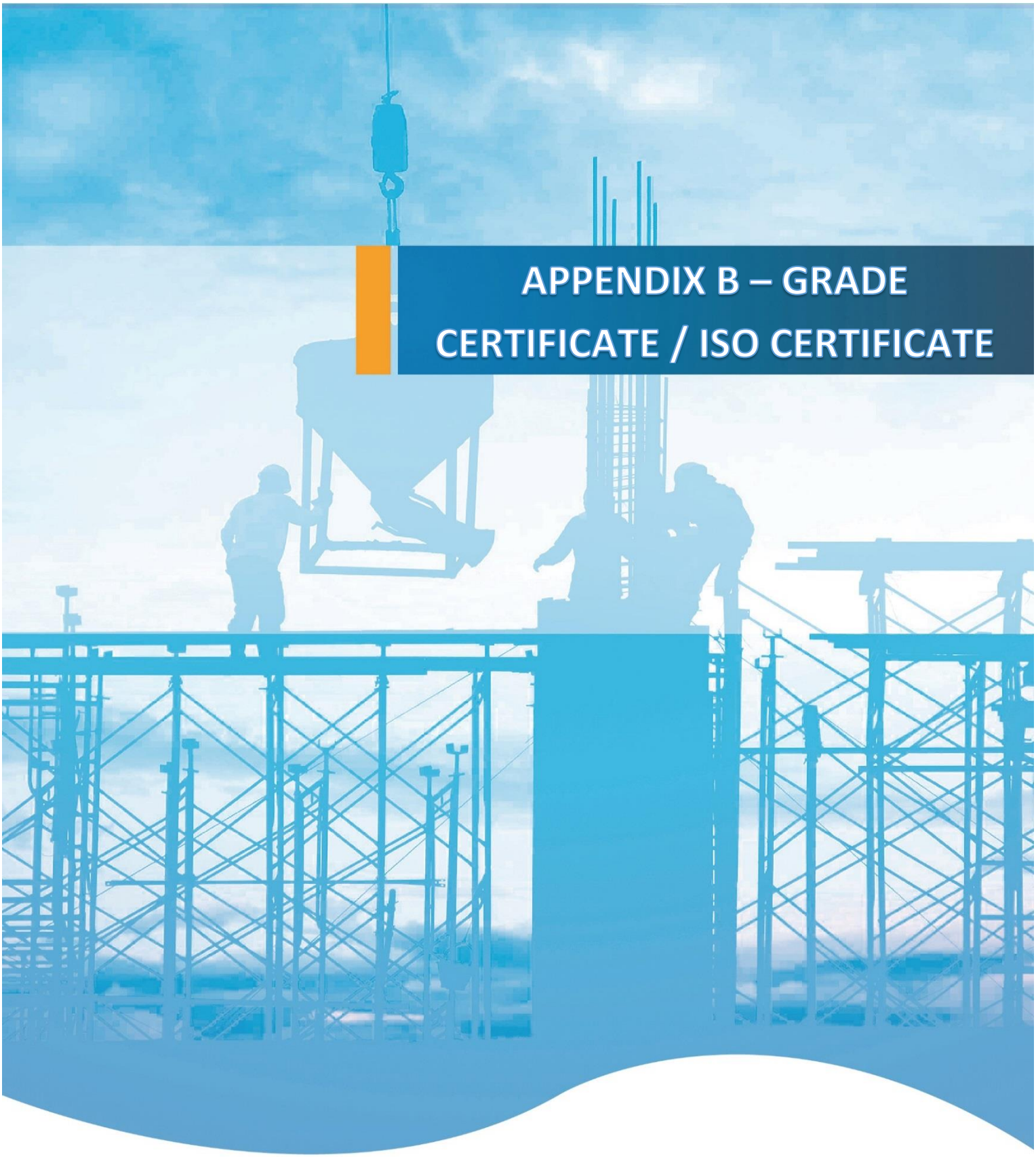
إدارة التسجيل
Registration Directorate

Q.F. 409 Issue 0

Issued Date: 07/08/2019

Please post this certificate at a visible place.

يرجى تثبيت هذه الشهادة في مكان بارز داخل المحل.



APPENDIX B – GRADE CERTIFICATE / ISO CERTIFICATE

GRADE CERTIFICATE

KINGDOM OF BAHRAIN
Ministry of Works, Municipalities Affairs and Urban Planning

مملكة البحرين
وزارة الأشغال وشؤون البلديات والتخطيط العمراني

Ref: CED/PQ/SA/L.2181/2017
Date: 04/10/2017

Saleh Abdulla Kameshki & Sons B.S.C. Closed
P.O. Box 2219
Kingdom of Bahrain
Fax 17270478

Dear Sir,

SUBJECT: PREQUALIFICATION OF CONTRACTORS FOR BUILDING CONSTRUCTION PROJECTS (RENEWAL)

You are hereby informed that your Establishment has been registered with the Ministry of Works, Municipalities Affairs and Urban Planning for tenders in the category of Building Construction Projects in Grade (AA) for an estimated value over BD 6,000,000/-.

This approval is valid for two (2) years from the date of its issue, the Prequalification Category / Grade conferred on you is based on the evaluation of the information submitted by you, presumably they are genuine and correct.

If it transpires to the Ministry at any time that the submitted information or part of it is incorrect, contradictory or having discrepancies, this approval is liable to canceled, more over legal action may be initiated against you.

Your attention is drawn to the conditions of this Prequalification depend on your performance and the Ministry may at any time re-evaluate your status.

Yours faithfully,

p.p.

Wedad M. Neama
Director, Cost Engineering Directorate

KINGDOM OF BAHRAIN

Ministry of Works, Municipalities Affairs and Urban Planning

مَمْلَكَةُ البَحْرَيْن

وَزَارَةُ الأَشْغَالِ وَشُؤُونُ البَلَدِيَّاتِ وَالتَّخْطِيطِ العُمْرَانِي

رخصة تأهيل صادرة من وزارة الأشغال وشؤون البلديات والتخطيط العمراني

Issued by Ministry of Works, Municipalities Affairs and Urban Planning

Company's Title:	SALEH ABDULLA KAMESHKI & sons b.s.c. (c)	اسم الشركة:
Company's Address:	Flat:11 Building:1015 Road:613 Block:306 Area:MANAMA	عنوان الشركة:
Commercial Registration No:	1474-1	رقم السجل التجاري:
Category:	BUILDINGS	التصنيف:
Grade:	MAINTENANCE WORKS- GRADE AA	الدرجة:
License No.:	1097	رقم الرخصة:
Prequalification Date:	28-09-2017	تاريخ التأهيل :
Expiry Date:	28-09-2019	تاريخ الانتهاء:

رخصة التأهيل هذه تعتمد على مستوى أداء الشركة ومن حق الوزارة أن تعيد تقييم الشركة متى ما ارتأت ضرورة ذلك.

This Prequalification License depends on the Company's Performance and the Ministry may at any time re-evaluate the company's status.

Chairman
Prequalification Committee
Undersecretary,Works Affairs

Kingdom of Bahrain
Ministry of Housing
Assistant Undersecretary, for Housing Policies & Services

مملكة البحرين
وزارة الإسكان
الوكيل المساعد للسياسات والخدمات الإسكانية

Ref : AUHS/GN/L/316/2012
Date : 6/09/2012

Saleh Abdulla Kameshki & Sons B.S.C (c)
P.O. Box 2219
Manama
Kingdom of Bahrain

Dear Sir,

Sub : Registration & Classification of Building Contractor

We are pleased to inform that your establishment has been registered with the Ministry of Housing and classified as **Grade "B" Building Contractor**.

You are now eligible to participate in the Ministry of Housing tender for Works up to **BD6,000,000/- (Bahrain Dinars Six Million)** estimated value.

This prequalification has been made based on the information submitted by you. In case any discrepancies or false information are noticed latter in the particulars of your Establishment, the Ministry reserves the right to take the necessary action including the cancellation of your registration.

Yours faithfully,

Khalid Yacob Al Amer
Assistant Undersecretary, for Housing Policies & Services
Ministry of Housing

ISO CERTIFICATE

CERTIFICATE OF REGISTRATION

The Quality Management Systems of

SALEH ABDULLA KAMESHKI & SONS B.S.C. (C)

Bldg. 993 & 995, Road 2313, Block 323, Manama Center, Kingdom of Bahrain,
P.O. Box: 2219

Has been audited and found to conform to

ISO 9001:2015

For the following activities

Civil Contracting, Manufacturing and Trading of Artificial Stone

Date of Issue: 21 March 2019 **Date of Expiry: 20 March 2022**

Initial Certification: 21 March 2019

Certificate No. 730653

The validity of this certificate can be verified from the following website

www.gicg.co.uk

Guardian Independent Certification Ltd
Registered in England
Sovereign House 212-224 Shaftesbury Avenue London England WC2H 8HQ

Accredited by Member of the IAF MLA

161732

045

CERTIFICATE OF REGISTRATION

The Environmental Management Systems of

SALEH ABDULLA KAMESHKI & SONS B.S.C. (C)

Bldg. 993 & 995, Road 2313, Block 323, Manama Center, Kingdom of Bahrain,
P.O. Box: 2219

Has been audited and found to conform to

ISO 14001:2015

For the following activities

Civil Contracting, Manufacturing and Trading of Artificial Stone

Date of Issue: 21 March 2019 **Date of Expiry: 20 March 2022**

Initial Certification: 21 March 2019

Certificate No. 702035

The validity of this certificate can be verified from the following website

www.gicg.co.uk

Guardian Independent Certification Ltd
Registered in England
Sovereign House 212-224 Shaftesbury Avenue London England WC2H 8HQ

Accredited by Member of the IAF MLA

161731

045

CERTIFICATE OF REGISTRATION

The Occupational Health and Safety Management Systems of

SALEH ABDULLA KAMESHKI & SONS B.S.C. (C)

Bldg. 993 & 995, Road 2313, Block 323, Manama Center, Kingdom of Bahrain,
P.O. Box: 2219

Has been audited and found to conform to

OHSAS 18001:2007

For the following activities

Civil Contracting, Manufacturing and Trading of Artificial Stone

Date of Issue: 21 March 2019 **Date of Expiry: 13 March 2021**

Initial Certification: 21 March 2019

Certificate No. 798356

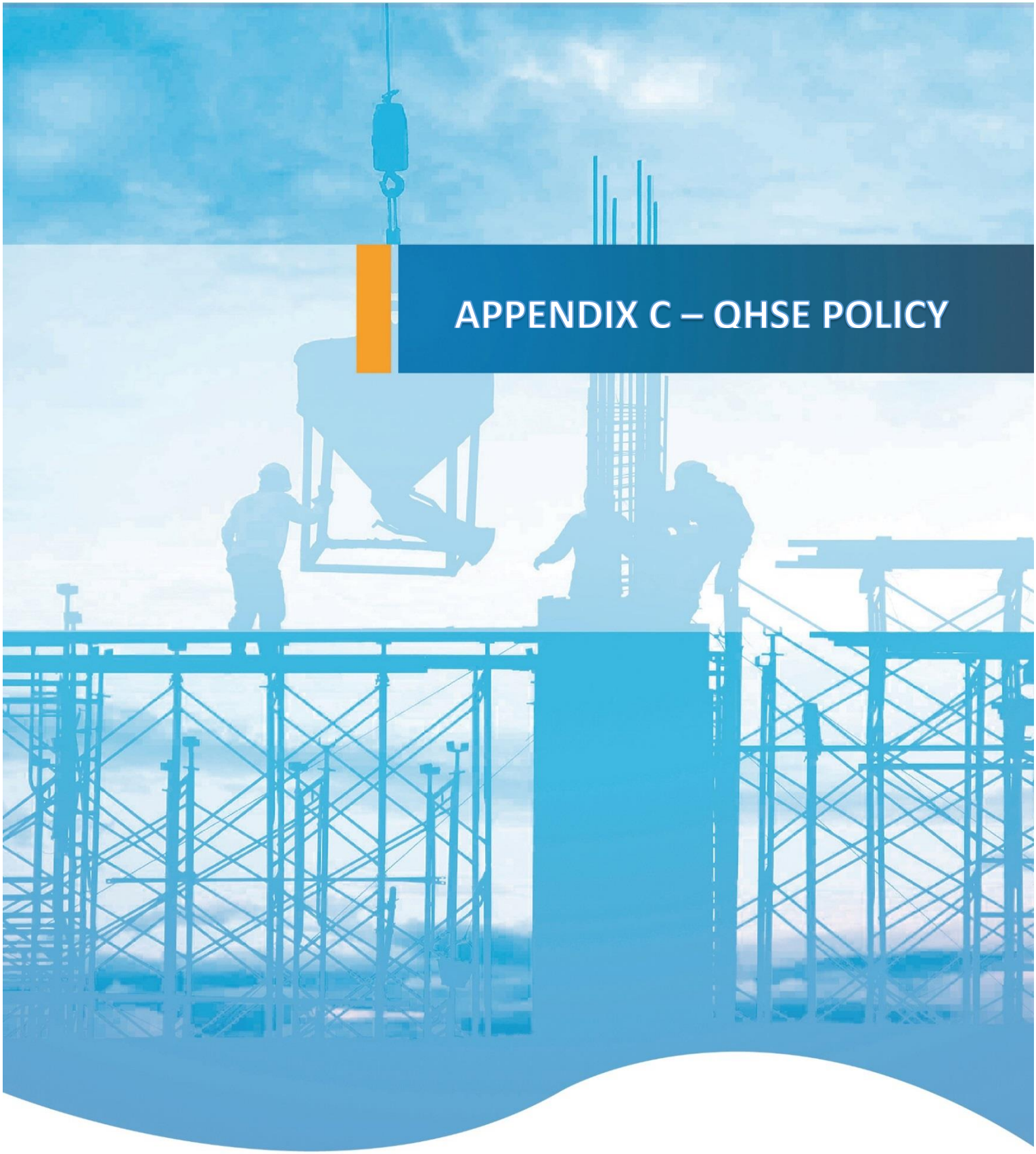
The validity of this certificate can be verified from the following website

www.gicg.co.uk

Guardian Independent Certification Ltd
Registered in England
Sovereign House 212-224 Shaftesbury Avenue London England WC2H 8HQ

JAS-ANZ registration no. O3590606UL, www.jas-anz.org/register

125924



APPENDIX C – QHSE POLICY

INTEGRATED MANAGEMENT SYSTEM (IMS)

QUALITY, HEALTH, SAFETY & ENVIRONMENTAL POLICY

We the Management of **Saleh Abdulla Kameshki & Sons B.S.C. © (SKC)** has established, documented, implemented and maintained an Integrated Management System (IMS) within the organization in line with the requirements of Quality Management System ISO 9001, Environmental Management System ISO 14001 and Occupational Health & Safety Management System OHSAS 18001 for all our operations of **"Civil Constructing, Manufacturing and Trading of Artificial Stone"**

We the management of **Saleh Abdulla Kameshki & Sons B.S.C. © (SKC)** is committed to comply with the requirements of applicable standards and requirements of interested parties within our scope of operations with the following objectives:

- To provide quality products and services that meets and exceeds the needs of customers by complying Quality Management System (ISO 9001: 2015) and relevant applicable legal and other requirements with a commitment of our obligations.
- To protect environment, prevent pollution from our activities, products and services by complying Environmental Management System (ISO 14001: 2015) requirements and relevant applicable legal and other requirements with a commitment of our obligations.
- To prevent the injury, ill health and ensure Occupational Health & Safety of employees and concerns at work place by complying with Occupational Health & Safety Management System (OHSAS 18001: 2007) requirements and relevant applicable legal requirements.
- To continually improve Quality, Environmental and Occupational Health & Safety Management Systems to enhance the performance by periodically reviewing and assessment of the Integrated Management System.

This policy shall be communicated, understood and applied within the **Saleh Abdulla Kameshki & Sons B.S.C. © (SKC)** and it is available for relevant interested parties.

Approved by:

29/9/2018

Engr. Salahuddin Saleh Kameshki
Chairman & Managing Director
Date: 28 July 2018

صالح عبدالله كمشكي وأولاده ش.م.ب (م) مملكة البحرين C.R 1474 Kingdom of Bahrain SALEH ABDULLA KAMESHKI & SONS B.S.C (C)

Tel: 17250627 | Fax: 17270478 | P.O. Box 2219 | Manama | Kingdom of Bahrain
Email: info@kameshki.com | www.kameshki.com

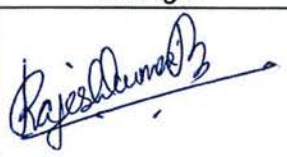
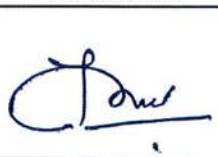
صـالـح عـبـدالله كـمـشـكي وأولاده ش.م.ب (م)
SALEH ABDULLA KAMESHKI & SONS B.S.C (C)
SKC Contracting & Trading | للمقاولات والتجارة | EST. 1955

Doc. #	Document title	Issue #	Date
SKC-IMS-QHSE-05	QHSE Plan & Operational Control Procedure	01	27.11.2018

QHSE Plan & Operational Control Procedure

In Line with Integrated Management System (IMS)

ISO 9001:2015	Quality Management System
ISO 14001:2015	Environmental Management System
OHSAS 18001:2007	Occupational Health and Safety Assessment Series

	Prepared by	Reviewed by	Approved by
Designation	HSE Officer	Project Manager	Chairman & Managing Director
Name	Mr. Rajesh Kumar Benziger	Mr. Harikumar Vasudevan	Engr. Salahuddin Saleh Kameshki
Signature			
Date	09.02.2019	10/2/19	12/2/2019

COPYRIGHT

Transmittal, reproduction, dissemination and/or editing of this document as well as utilization of its contents and communication thereof to others without express authorization are prohibited. Offenders will be held liable for payment of damages. All rights created by patent grant or registration of a utility model or design patent are reserved.

TABLE OF CONTENTS

1.0 Purpose 5
2.0 Scope 5
3.0 Statement of Policy 5
4.0 ROLES, RESPONSIBILITIES, ACCOUNTABILITY AND AUTHORITIES 6
4.1.1 PROJECT DIRECTOR 6
4.1.2 THE PROJECT MANAGEMENT TEAM 6
4.1.3 HSE OFFICER 7
4.1.4 RESPONSIBILITIES OF WORKERS 7
4.1.5 TRAINING 8
4.1.6 HEALTH & SAFETY INDUCTION TRAINING 8
4.1.7 SAFETY MEETINGS AND SAFETY SURVEY'S 9
4.1.8 ASSESSMENTS AND CONTROL OF RISK TO HEALTH AND SAFETY 9
4.1.9 SAFETY STANDARDS FOR PLANT AND EQUIPMENT 10
4.2.0 PERSONAL PROTECTIVE EQUIPMENT AND SAFETY EQUIPMENT 11
4.2.1 PROTECTIVE MEASURE AND SAFETY PROMOTION 11
4.2.2 HAZARDOUS SUBSTANCES 12
4.2.3 FIRST AID / EMERGENCY MEDICAL AID 12
4.2.4 NOTICES AND WARNING SIGNS 13
4.2.5 SAFETY RECORDS 13
4.2.6 Site Safety Audit 13
4.2.7 EMERGENCY PREPAREDNESS PLAN 13
4.2.8 Emergency Rescue 14
4.2.9 EXISTING UTILITIES 14
4.3.0 SAFE WORKING PROCEDURE 14
4.3.1 FIRE PRECAUTION AND PREVENTION 15
4.3.2 Fire Protection 15
4.3.3 LIFTING OPERATIONS 15
4.3.4 POWER TOOLS 16
4.3.5 HAND TOOLS 17

CONTROLLED COPY SIG.

4.3.6 COMPRESSED AIR AND AIR POWER TOOLS 17
4.3.7 NOISE 17
4.3.8 SITE CONSTRUCTION TRAFFIC 18
4.3.9 WORKING AT HEIGHTS 18
4.4.0 SCAFFOLDING 18
4.4.1 FIXED ELECTRICAL INSTALLATIONS 19
4.4.2 HOUSEKEEPING 19
4.4.3 HEALTH & WELFARE FACILITIES 19
4.4.4 SANITARY CONVENIANCE 20
4.4.5 DRINKING WATER 20
4.4.6 FACILITIES FOR REST AND EATING MEALS 21
4.4.7 CLEANING 21
4.4.8 WASTE MANAGEMENT 21
4.4.9 VISITORS 21
5.0 Risk Assessment 21

CONTROLLED COPY SIG.

TITLE	QHSE Plan & Operational Control Procedure				
Doc. Ref. No	SKC-IMS-QHSE-05	Rev. No	01	Issue Date	27.11.2018

DOCUMENT HISTORY

Revision No.	Issue Date	Amendment	Page Number (s)	Approved by
00	01.09.2014	Initial Issue	All	CMD
01	27.11.2018	Revised and updated as per the new standard requirements (ISO 9001:2015, ISO 14001:2015, OHSAS 18001:2007)	All	CMD

CONTROLLED COPY SIG.

1.0 Purpose

The Management of **Saleh Abdulla Kameshki & Sons B.S.C. ©** (Herein called the **"SKC"**) is committed to QHSE of its employees and for all who are involved in our projects. Protection of employees from injury or occupational disease is a major continuing objective. We are committed to continuing improvement toward an accident-free workplace through effective administration, education and training. All employees of SKC must be dedicated to the continuing objectives of eliminating the "near misses" which will greatly reduce the risk of injuries.

The QHSE plan has been prepared to provide information and guidelines and procedure for **Saleh Abdulla Kameshki & Sons B.S.C. ©** (Herein called the **"SKC"**). The QHSE Plan aim is to provide awareness regarding the potential hazardous and undertake precautionary actions to avoid accident, injuries and damages.

2.0 Scope

Our philosophy is that the well-being of our company and clients is dependent on the QHSE of our workforce. The Managing Director and Departmental Heads of this company promise that every precaution reasonable in all circumstances will be taken for the protection of all workers. The welfare of the individual is our greatest concern. HSE officer /Supervisors will be responsible for the QHSE of workers under supervision. HSE officer/Supervisors are responsible to ensure that machinery and equipment required for use by each worker are safe and that each worker works in compliance with established safe work practices and procedures for each piece of equipment. Workers must receive adequate training in their specific work tasks to protect their QHSE.

Establish a QHSE management system to enable Saleh Abdulla Kameshki & Sons B.S.C. © (Herein called the "SKC") Site management to eliminate or minimize risks to employee. To implement, maintain and continuously improve the QHSE management system.

3.0 Statement of Policy

The **Saleh Abdulla Kameshki & Sons B.S.C. ©** (Herein called the **"SKC"**) is strongly committed to the promotion of safe working practices on all our project.

QHSE is treated as an integral element of construction management that will go hand in hand with production and quality.

It is the company policy to achieve the highest standards of QHSE.

Including all persons concerned with the Project in the company safety programmed.

Safety is Everyone's responsibility. Including QHSE in the planning stage of all work activities, conducting assessments of risk for all work operations.

Providing a high degree of safety promotion and carrying out the appropriate health and safety training as part of the training programmed.
Conduct a programmed of continual improvement in respect of QHSE loss &control.

The company intends to meet these commitments by ensuring that safe working practices and procedures are adopted which comply with or, exceed the requirements of the QHSE legislation of Bahrain. The general and specific arrangements for achieving these objectives are contained in this QHSE Management plan.

All company personnel are required to take reasonable care of their own and other's health and safety whilst at work.

The company will support managers and supervisors who act in the interest of health and safety.

Company will maintain and update all the QHSE related document till the execution completed 100 %.

4.0 ROLES, RESPONSIBILITIES, ACCOUNTABILITY AND AUTHORITIES

The Project Manager has ultimate responsibility for ensuring that the Company fulfils its legal responsibilities, policy, objectives are achieved and that effective machinery is in place for the achievement of the policies concerned with health safety, welfare and environment protection. He complies with existing policies, current legislation and any changes in the law. To these ends, he will ensure the allocation of the resources necessary to maintain sound and efficient health and safety arrangements.

Establish a direct line of communication with the HSE officer.

4.1.1 PROJECT DIRECTOR

- The Project Director has overall responsibility of all QHSE matter on the project.
- Responsible for ensuring that the QHSE Plan is regularly reviewed kept up to date and implemented.
- Establish a direct line of communication to the HSE Officer.
- Ensure that all senior site staffs are conversant with relevant requirements of the current legislation and the QHSE plan and that all are assigned appropriate duties & responsibilities to assists in its effective implementation.
- Ensure that all subcontractors are conversant with and fully comply with the QHSE plan. Monitor the site operations to ensure they are conducted according to the QHSE plan and take urgent and appropriate action to prevent unsafe working practices or other infringements of statutory or QHSE Management requirements.
- Attend and participate in Site Safety Committee meetings.
- Monitor work sites.

4.1.2 THE PROJECT MANAGEMENT TEAM

The Project Management team members are accountable to their Director for implementing the Company's QHSE Policy, encouraging and assisting in developing safety procedures and ensuring that establishing rules and safe working practices are adhered to.

CONTROLLED COPY SIG.

With regard to the sections activities under their general control, all such managers will ensure that necessary consideration is given at all times to the requirements of the Company Safety Policy and in particular, to the following:

- Safe method of working
- Induction training including QHSE matters
- Welfare facilities
- Fire precautions
- Hazards arising from the use of noxious substances, or exposure to noise, dust or fumes
- Carry out workplace inspections and advise as and where necessary to improve methods of working.
- Investigate accidents and dangerous occurrences and recommend mean of preventing recurrence.
- Advise and assist with safety training of personnel.
- Review and approve work methodology of any task prepared by the site supervisors/engineers prior to work commencing.
- Participate in the QHSE meeting as required.

4.1.3 HSE OFFICER

He will be responsible for the effectiveness of the QHSE policy. Safety procedures and practices in relation to Company premises, carrying out regular monitoring activities as necessary.

- Assist in the development and the review of procedures and safe systems of work, including those of subcontractors.
- Monitor the activities and subcontractor work operations and make sure everyone on the site uses their Personal Protective Equipment (PPE).
- Regularly consult with site management regarding the QHSE management system.
- Conduct regular tool box talk on work nature
- Compile and submit safety statistical information to the project manager each month.
- Deliver site induction to new workers and site visitors.
- Assist in the development and presentation of the safety-training program.
- Ensure each work section has copies of the QHSE Management.
- Investigate reportable accidents and prepare reports as directed by the project manager
- Attend all site safety meetings
- Ensure records are kept of all injuries requiring first aid.
- Maintain a daily diary of principal activities.
- Carry out inspection of worksites such as lifting operation, scaffolding, power tools etc
- Ensuring that all necessary risk assessments required by legislation are carried out.
- Ensuring that any raw materials used in manufacture of the Company's products conform to statutory health and safety requirements.

4.1.4 RESPONSIBILITIES OF WORKERS

All the workers including sub-contractor workers should ensure that

- Must not deliberately work in an unsafe way.

- They are fully with the QHSE policy.
- Must not deliberately expose any other person to danger.
- Must take care of their own safety to the extent, which they are able.
- Must obey all safety instructions and properly use anything provided for their own safety.
- Obey all hazards and safety signs.
- Report all incidents / near misses to respective Foreman
- Actively participate in Tool Box Talks.

4.1.5 TRAINING

HSE in house trainings

The HSE Officer will cause a safety training program to be developed and implemented including health and safety induction training.
Course content and duration, delivery times and methods, and personnel involved will be arranged to achieve maximum benefit for the individual and project with the minimum of interruption to project work.

Request to the QHSE Management to conduct the special / extension toolbox meeting to their employees for any critical, high level risk task for the project prior to the commencement of the work. To ensure all the employees are attending the tool box meeting keeping register for their attendance.

Provide a detailed and updated labor list to the HSE Management.

Tool Box Talks

Safety officer are to hold regular Tool-Box-Meetings with all personnel within their area of responsibility to address safety issues and improve safety awareness. Tool-Box-Meetings shall be held once a week and shall last for approximately Thirty (30) minutes.

Opportunity will be taken to discuss such occurrences with the object of encouraging a team spirit. Remember safety is for sharing and we should learn every day.

The toolbox meeting will be observed and monitored by the project engineer. Minutes of the toolbox meeting will be signed off by all attendees.Appropriate records of tool-box-meetings are submitted to Project Manager.

4.1.6 HEALTH & SAFETY INDUCTION TRAINING

All the employees shall undergo induction training before commence any work activity. Before any one commences work on site they are required to attend the QHSE Induction course

conducted by Project HSE officer. All new employees, subcontractors are also being required to attend.

All visitors to work sites will be informed of any hazards in the areas they intend to visit and the existing emergency evacuation procedures. Visitors will be accompanied at all times.

The content of the Induction course includes a description of the site activities, associated hazards, emergency procedures, Site General Safety Rules, statutory requirements, first aid facilities, disciplinary arrangements and accident reporting procedures.

New employees, client and consultant must be provided with personal protective equipment appropriate to their work prior to commencement.

Subcontractors have to provide for their staff and labors accordingly.

Basic requirements

- Helmet
- Safety Shoes
- Coverall (uniform)
- Additional PPE's as per requirements of activities

Appropriate instruction on correct use and care of personal protective equipment should be given at the same time.

A record will be kept of the names of persons, who have undergone site inductions.

4.1.7 SAFETY MEETINGS AND SAFETY SURVEY'S

Safety Committee

The Safety Committee shall be composed of:

- Project Director
- Project Manager
- Project Engineer
- HSE Officer

Committee meeting shall be held once in a month or as and when required under Project Director's discretion.
Regular safety surveys and inspections shall be established.

4.1.8 ASSESSMENTS AND CONTROL OF RISK TO HEALTH AND SAFETY

Risk Assessments & Operational Control is a basic procedure for establishing the safe approach to performing a task.

This is a written procedure designed to review job methods, identify hazards and recommended safe procedures:
There are five (5) basic steps involved in making Job Risk Analysis (JRA) & Operational Control.

- Selecting the task.
- Breaking down the task into a sequence of steps.
- Identifying the potential hazards and assessing the resulting risk.
- Reducing/eliminating the risk at source where possible.

- Recommending safe procedures to combat potential risk.

In the process of planning work, including work being planned by subcontractors, the persons responsible for the planning must identify any hazards and associated risks to health and safety.

The hazard identification must include any part of the process including on-site fabrication, delivery, and erection, testing, and dismantling where applicable.

A risk control method, appropriate to the degree of risk, must be communicated to the persons who will be involved.

This would normally occur through a Construction Method Statement for major work and may be in the form of verbal instruction for minor work.

Hazard identification and assessment of risk must include concern for public safety where Appropriate.

The HSE Officer will check the Risk Assessment in consultation with the concerned supervisory staff.

A detail of Risk Assessment of this project is placed at Attachment.

4.1.9 SAFETY STANDARDS FOR PLANT AND EQUIPMENT

A variety of plant and equipment will be used on the Project. Arrangements shall be implemented to ensure that any plant or equipment brought onto site is selected carefully for its designated purposes, and is safe for its intended use.

While on site, all plant must be inspected and serviced at intervals required by law and recommended by the manufacturer or supplier.

All plant and equipment, including subcontractor plant and equipment, must be in good operating condition and serviced in accordance with legal requirement and manufacturers or suppliers' instructions, prior to being placed into service on site.

Upon its delivery to site, a competent person shall inspect each item of plant or equipment using the standard inspection form. Upon passing of the safety inspection, a company standard safety inspection sticker shall be provided to the equipment and will be noting the date of inspection, date of re-inspection and signature of the inspector on top of the printed name. Minimum safety requirements for plant and equipment it can be refer to this form.

All statutory tests, examinations and inspections shall be carried out in accordance with the requirements of the Guidelines Governing Occupational Safety and Health

In the Construction Industry and the appropriate records maintained by Project Safety Officer.

All operators of any construction plant and equipment shall be over 18 years of age and competent in operating the plant and equipment. Records of training shall be properly filed.

CONTROLLED COPY SIG.

4.2.0 PERSONAL PROTECTIVE EQUIPMENT AND SAFETY EQUIPMENT

Site establishment must hold personal protective equipment and safety equipment as detailed below as a minimum.

The project Engineer in consultation with the HSE Officer will determine quantities for each section establishment.

Persons misusing or interfering with the safety equipment unauthorized way may be summarily dismissed.

Minimum Personal Protective Equipment requirements:

- Hard hats, Safety Shoes, Coverall (uniform)

Other (PPE) Personal Protective Equipment as work requirements.

- Gloves
- Eye protection
- Hearing protection
- Safety belt/harness
- Dust masks
- Hi-vi vests
- Traffic wands
- Fire extinguishers
- Fire Blankets
- Safety fan / Safety Net
- Zone Isolator/ barrier

4.2.1 PROTECTIVE MEASURE AND SAFETY PROMOTION

All personnel must wear appropriate personal protective equipment.

Safety footwear - all personnel at all times while in the construction area.

Reflective vest – all personnel at all times while near to heavy equipment.

Hard hats - all personnel at all times while in the construction area. Color of hard hats will be:

White - Supervisory Staff (Foreman and up) and visitors.
Blue / yellow - Construction Employees.
Red - Safety workers.

Eye protection - cutting, grinding, welding, hand excavation, and other similar eye-risk situation.
Gloves - all personnel involved in manual handing (recommended).
Ear protection - when operating or working near to machinery and other similar "ear-risk "situations (recommended, e.g. piling rigs and breaker equipment).
Welding goggles - screen for arc welding operations.

The HSE Officer in consultation with Project Engineer and site management staff will promote an awareness of the need for safe work throughout the Project.

The Safety awareness program will include at least the following:

CONTROLLED COPY SIG.

- Health and safety induction course.
- Displaying of safety posters.
- Using notice board reminders of safe work,
- Provision of warning signs, including perimeter signs warning.

4.2.2 HAZARDOUS SUBSTANCES

Where any substance or material which may cause injury by skin contact or inhalation of fumes is to be brought on to site, the person responsible for the substance must provide a hazard data sheet which gives information on the precautions to be taken when using or storing the substance. The Hazard data sheets are normally available from the supplier of the substance or material.

The information should include :

(a) Health effects if

Swallowed
contact is made with the eye
contact is made with the skin
inhaled

(b) Procedures to counter any of the health effects.
(c) Precautions for use, by way of protective clothing, ventilation, respiratory protection, eye and skin protection, warning signs.
(d) Fire or explosion hazards.
(e) Management of spills.
(f) Safe storage information.

Containers used for transporting and storing the substance must be labelled with an appropriate warning.

Persons who will use any hazardous substance must be properly trained and instructed in its safe use prior to commencement.

A copy of the hazard data sheet (MSDS) must be given to the HSE Officer.

4.2.3 FIRST AID / EMERGENCY MEDICAL AID

Site office shall be equipped with necessary items like first aid kits, eyewash, emergency and basic medicines for various types of illnesses. This will be in accordance to Occupational Safety and Health Standards (OSHS) First Aid Center shall be installed at each work section and at the Project Management Office.

The size and type of the facility for each site, including equipment and emergency treatment supplies, will be determined by the HSE Officer in consultation with site management and will contain as a minimum.

(a) A first aid kit provisioned in accordance with schedule;
(b) A portable first aid kit to facilitate first aid in areas remote from the first aid station and contents available.

CONTROLLED COPY SIG.

4.2.4 NOTICES AND WARNING SIGNS

All safety notices and warning signs must be in languages understood by employees.

All signs intended to warn the public to keep away from the works area will be in Arabic and English.

4.2.5 SAFETY RECORDS

Reporting of Accidents

All accidents and injuries receiving First Aid must be entered in the Record of Injury book.

The company standard Accident Report Form shall be used to notify all REPORTABLE ACCIDENTS to Consultant.

Safety Performance Measurement and Evaluation

The Safety Officer will calculate Project safety statistics for inclusion in the Monthly Report.

4.2.6 Site Safety Audit

At intervals not exceeding one month the HSE Officer must conduct a safety audit of each section.

A copy of the audit outcome will be provided as part of the Monthly Report.

The site safety audit must be recorded using Form

4.2.7 EMERGENCY PREPAREDNESS PLAN

Evacuation

An emergency preparedness plan will be produced for each work site and displayed in a prominent position.

The emergency preparedness plan will include the following.

(a) The method by which any order to evacuate will be given.

(b) Excavation procedure to be followed.

(c) The person who will be in charge of any emergency.

(d) Instruction for calling the emergency services.

(e) A plan of the site detailing accesses for emergency vehicles and evacuation routines.

(f) The location of mustering areas.

(g) Provisions for rescue including self-rescue.

(h) Provisions for first aid / emergency medical aid and medical assistance.

A decision to activate emergency evacuation must be made by the most senior person on site.

Any activation of the emergency evacuation procedures must be reported to Project Management and to the HSE Officer.

CONTROLLED COPY SIG.

4.2.8 Emergency Rescue

To enable satisfactory response in the event of serious emergency each major site location will hold the following items exclusively for rescue work.

(a) Full body safety harness including shoulder attachments,

(b) Rescue harness,

(c) Safety helmet with chin strap,

(d) Gloves,

The above equipment to be retained in a cupboard kept in the site HSE office.

Safety Officer and selected managerial staff trained in the location and use of emergency response equipment.

Names of persons trained in use of emergency response equipment to be displayed on notice board in site safety office.

In the event that an emergency rescue is initiated, the Project Manager and Employer's Representative must be notified immediately.

The notice board in the site office and the site safety office must display emergency numbers as shown on attachment.

Prior arrangement for management of emergencies should be made with an appropriate hospital or clinic service.(refer attachment)

4.2.9 EXISTING UTILITIES

Prior to excavation in any area permit to dig is required, the location of existing utilities will be confirmed from as-built drawings, contact with utilities authorities, trial holes and / or Cable detecting equipment.

Excavation in vicinity of any utility will be carried out to the requirements of the utility owner.

4.3.0 SAFE WORKING PROCEDURE

Permit To Work

Company shall follow Permit to work (PTW) system in accordance with Client requirements and shall obtain permit to work approval from the concerned authorities prior to commencing any works.

If it deems necessary any works carried out near of adjacent utilities, company shall obtain required work permit from concerned authorities / departments prior to any execution of works in accordance with their procedures and in accordance with the contract.

Details are laid out in the QHSE Management, Health and Safety Standard.

CONTROLLED COPY SIG.

4.3.1 FIRE PRECAUTION AND PREVENTION

The importance of effective fire protection and precautionary measure is recognized and arrangements will be implemented to ensure that adequate procedures are adopted to prevent

the risk of injury or damage from the fire and to meet the requirements of local legislation. The procedures will be prepared by.

4.3.2 Fire Protection

All site facilities such as offices, stores, workshops and welfare accommodation will be provided with an adequate supply of suitable portable fire extinguishers located at strategic points, water drums with buckets or sand buckets. Similar provision will be made at LPG and flammable substance storage areas. The fire extinguishers may be prominently mounted and examined by a competent person at regular intervals to determine their continued fitness for use. Any extinguishers found to be defective will be immediately withdrawn and replaced by a serviceable extinguisher. Following each examination, the label or inspection record tag on the extinguisher will be updated accordingly.

Except when in immediate use, dangerous and flammable substances will be stored in suitably ventilated compounds or fire resistant containers.

Company will ensure that all equipment used for gas or electric burning or welding is properly maintained and that flashback arrestors and non-return valves are fitted on such equipment where appropriate. All gas and acetylene bottles must be stored securely in an upright position.

All site establishments will display appropriate fire advisory and warning notices in both English and other languages if considered necessary. The notices displayed where appropriate will include such items as :

- Fire exit routes
- Fire emergency procedures and assembly points
- Fire extinguisher points
- "No smoking" and "No naked lights" signs

4.3.3 LIFTING OPERATIONS

In all cases the operations shall be properly planned and safety carried out in accordance with the requirements of the Guidelines Governing Occupational Safety and Health in the Construction Industry.

During the execution of the works, lifting operations may be undertaken using cranes and other lifting appliances such as hoists, excavators, forklift trucks and telescopic handlers. In all cases the operations will be properly planned and safely carried out.

Each crane control must be clearly marked to show the motion and the direction of movement which it controls. Wherever practicable the controls shall be arranged or designed so that accidental displacement is prevented.

All cranes, heavy equipments and trucks must be thoroughly examined at 12 monthly intervals by an authorized inspection agency and the copy of certificate shall be maintained by the HSE Officer.

In addition, copies of all crane and operator certificates shall be maintained by the HSE Officer and checked to ensure continued validity.

The HSE Officer together with the Project Engineers will be responsible for ensuring that any defective lifting slings or chains are removed from use.

The crane operator shall be in possession of a current and appropriate crane operator's license for the country concerned. Such license establishes his competency to operate the crane.

The crane operator has full responsible for the safe operation of his crane.

Should he have any doubt about the safety of the crane he shall not proceed with the work until he is satisfied that it is safe.

Banks man / slingers shall be trained, tested and may only perform the tasks concerned once he has been certified as competent.

Duties of Banks man / Slinger

The most important task of the banks man is to prepare and sling the load correctly. This Includes: -

- Selecting and fitting the appropriate lifting gear.
- Establish the lifting method.
- Protect the load.
- Protect the lifting gear as necessary.
- Carry out a trial lift, as necessary to ensure stability of load.
- Check loads carefully to make sure that sling is properly fixed before lifting.
- Keep nylon web wire ropes and slings away from hot works.
- No person shall ride on the crane hook or load.
- Only banks man is allowed to carry out his work. No other person should involve on performing
- activity.

4.3.4 POWER TOOLS

All electrical tools should be checked before commencement of work. A maintenance register should be kept by the electrician to check the progressing condition of the tools.

Always use correct type of equipment for the work. Person working with the equipment will be equipped with personal protective equipment.

Abrasive wheels are potentially dangerous and it is essential that the correct wheel is selected and fitted by a competent person. Only persons who have been trained to do so and are in possession of an appropriate certificate may mount abrasive wheels and diamond tip blades. Use of abrasive wheel / diamond tip blade tools and equipment will be limited to persons having received the training.

CONTROLLED COPY SIG.

4.3.5 HAND TOOLS

Hammerheads should be properly secured to handles with proper wedges. Brass / Nylon head hammers should be used in hazardous areas to avoid sparks. The right kind of hammer shall be selected for the job. Always use right tools for right job.

Hydraulic / screw jack should be maintained and properly fixed to drag up a material or load at a centerline. The base of the jack should be confirmed level to avoid collapsing of load from the jack. No one should get under load when it's raised.

Screwdrivers should be in correct size and the tip to fit the spot of the screw. Screw drivers shouldn't be hammered or twisted by using pliers. Screw drivers should not carry in the pocket to avoid causing injuries.

Wrenches and spanners should be used properly for the correct job. Wrenches shouldn't be used. A hammer to tighten the bolt or any object unless otherwise it is subject to use. Pliers are not used as wrenches they are specially designed to gripping of any object and to cut loose the soft metals and wires. Pickaxe and shovels should be used properly. Its blade should not be blunt jagged or split.

Hacksaws require correct type of blade and it should be fixed properly to the frame and sufficient tension should be applied. The teeth of the blade should be pointing forward direction of the hacksaw.

4.3.6 COMPRESSED AIR AND AIR POWER TOOLS

Compressed air whilst is an serious hazards in construction site. Using of this tools is needed an at most attention. The improper use of these tools can lead you in danger.

If an air-line or coupling comes apart, it can whip about dangerously. Always fit a safety chain to couplings. Always shut off air pressure before disconnecting air-powered tools.

Air powered tools such as jackhammers, drilling machines, grinders, hoists and riveting guns subjected to scheduled maintenance inspections by competent person.

4.3.7 NOISE

The Company is aware of the statutory and contractual obligations with regard to noise and drill implement arrangements to ensure that these requirements are satisfied. Construction activities will be suspected of generating excessive noise levels. Noise level assessment shall be carried out by the Project Safety Engineer. Reasonable steps will then be taken after the noise level of the work was determined.

In cases where the noise level in the workplace is above the minimum required standard and majority of the employees are exposed, the company shall ensure that;

- Standard applicable control shall be introduced
- Issuance of ear protection for excessive noise shall be issued by the company to all possible personnel exposed in the area.

4.3.8 SITE CONSTRUCTION TRAFFIC

A general speed limit will be set for all traffic within the site boundary. Speed limit signs will be put up as a reminder of the speed restriction (20KPH).

Parking shall only be allowed in designated areas. Emergency exits, fire hydrants and other such areas will be clearly marked as "no parking" areas.

Only vehicles with approval to enter the site office area will be allowed to do so, in accordance with the need for site security.

4.3.9 WORKING AT HEIGHTS

Where work at height is required the Supervisor will ensure that all such work is properly controlled and that safe access and working platforms are provided in accordance with statutory requirements.

The authorized Scaffolding Supervisor will ensure that all scaffolding is erected, altered or dismantled only by competent, trained, experienced personnel under the immediate supervision of a competent supervisor. All scaffolds will be of sound construction and be properly maintained and inspected. If the height is more than 2 meters double lifeline shall be used.

Where the provision of scaffolding for work at height is impracticable other safe working methods or systems will be used. This may be in the form of mobile elevating work platforms, personnel carriers suspended from cranes or the provision of fall arrest equipment such as safety harness and lanyards. Where such alternative methods are used a system of work will be devised to ensure that all aspects satisfy the relevant statutory safety requirements provisions and provide the personnel involved with a safe place and system of work.

4.4.0 SCAFFOLDING

- Scaffolding is the metallic structure which supports an elevated working platform. The following general requirements are applicable:
- Scaffolding shall be erected, moved, dismantled or altered under the supervision of a competent person. Scaffolding work only done by trained and authorized experienced personnel. Scaffolders will wear safety harness at all times
- Handle scaffold components with care. Do not throw or drop items.
- Never interchange the scaffolding components of different manufacturers.
- Guard-rails, mid-rails and toe boards must be installed on all open sides and ends of platforms on
- all scaffolds irrespective of height.
- Maintain scaffold components (clamps, boards, standards etc.) in clean condition. Inspect all
- equipments / materials.
- The poles, legs or uprights of scaffolds shall be plumb, and securely and rigidly braced to prevent swaying and displacement. The footing must be level, sound, rigid and capable of carrying the maximum intended load without settling or displacement. Unstable objects such as barrels, boxes, loose bricks or concrete blocks are not to be used to support scaffolding or planks.

CONTROLLED COPY SIG.

- Guard-rails, mid-rails and toe boards must be installed on all open sides and ends of platforms on
- all scaffolds irrespective of height. Ladder access shall extend one meter above the landing. Slippery conditions on scaffolds shall be eliminated immediately.
- The poles, legs or uprights of scaffolds shall be plumb, and securely and rigidly braced to prevent
- Swaying and displacement
- Overhead protection shall be provided where necessary.
- Ladder access shall extend one meter above the landing.
- Any scaffold or component of a scaffold that is weakened or damaged must be repaired or
- replaced immediately by manufacturer.
- Inspected by an Authorized Inspector at least once in a week and after inclement weather.
- After inspection scafftag will be provided. Signed by the competent person. Who assemble the scaffold. And the supervisor who use it. The 'GREEN TAG' shows the direction to use and the 'RED
- TAG' not to use.

4.4.1 FIXED ELECTRICAL INSTALLATIONS

Only competent electrical workers may install, commission, inspect, test, maintain, modify or repair "fixed" electrical installations with the supervision of Registered Electrical Engineers.

4.4.2 HOUSEKEEPING

- Good housekeeping means maintaining the necessary standards of domestic cleanliness and tidiness to make sites and workplace safe, healthy, pleasant places in which to work. Bad housekeeping is the cause of a large number of accidents on site.
- All stairways, walkways, scaffold platforms and work areas must be kept clean and free from loose material and trash.
- Storage and stacking areas must be kept in an orderly condition to allow safe access to the materials.
- The general layout of a site is extremely important in good housekeeping.
- Roads and passageways shall be kept clear of obstructions at all times.
- Toilet and washing facilities must be kept clean and in a hygienic condition. All access ways and passageways shall be kept clear at all times. They shall be so arranged that they are the easiest means of going through a site, thereby reducing the temptation to employees to take short cuts and walk through operating areas and near other equipment.
- Stacked material shall not project into access ways or passageways.

4.4.3 HEALTH AND WELFARE FACILITIES

Health Surveillance

Appropriate health surveillance or monitoring shall be provided throughout the project for all employees where a risk assessment shows the following criteria may happen:

- There is an identified disease or adverse health condition related to the work concerned;

CONTROLLED COPY SIG.

- There is a reasonable likelihood that the diseases or condition may occur under the particular conditions of work; and
- Health surveillance is likely to improve the protection of the health of the employee.

All Supervisors must inform the Project Engineer of any employee whom they suspect of suffering from an identifiable disease or adverse health, which is related to their work.

4.4.4 SANITARY CONVENIANCE

Rubbish dumping station shall be established; it shall then be known as waste segregation area, where all sorts of rubbish and waste will be properly contained, segregated and dumped for the hired waste management contractor to collect and disposed off.

Sanitary sewage disposal shall prevent the contamination of the ground and the water supply; it shall also preclude access of rodents and flies to human waste.

Failure to maintain the plumbing installed could be result to serious damage or loss of property. Among these, back siphonage, stoppages and cross connections with the water system has frequently caused contamination in the food preparation and storage areas; leakage of sewer pipes is also a common problem.

Sanitary conveniences shall not be suitable unless,

Toilet facilities shall be provided at each project site location. Toilets shall be of sanitary design, maintained in good working order, used properly, and kept in clean condition. Maintenance personnel shall be assigning for this purpose.

All cleaned equipment and utensils must be kept clean and prevented from being re-contaminated.

A periodic sanitation inspection shall be conducted by the Safety officer shall review the audit result for necessary recommendation.

- The rooms containing them are adequately ventilated and lit.
- Kept in a clean and orderly condition and are properly maintained, and,
- Separate rooms containing conveniences are provided for men and women, except where each convenience is in a room intended to be secured from inside.

4.4.5 DRINKING WATER

Adequate Water containers with drinking water shall be provided and stationed in strategic locations.
Water containers must be capable of being tightly closed and shall have fresh water at all time. Water containers must be clearly marked as to the nature of their contents. Water jugs shall not be dipped from containers.

Where a supply of drinking water is required, there shall be provided a sufficient number of suitable cups or the other drinking vessels unless the supply of drinking water is in a jet from which persons can drink easily.

CONTROLLED COPY
SIG.

Water shall not stand in jugs for longer than 24 hours. Distribution must be timely and adequate to meet the needs of the field.

Washing facilities shall also be provided to adequately serve the number of employees on site.

4.4.6 FACILITIES FOR REST AND EATING MEALS

Suitable and sufficient rest facilities will be provided at readily accessible places.

Rest facilities provided shall include suitable facilities to eat meals where food when eaten in the workplace is likely to become contaminated.

Rest areas shall include suitable arrangements to protect non-smokers from discomfort caused by tobacco smoke.

.4.7 CLEANING

All workplaces, welfare facilities, furnishing and fittings shall be kept sufficiently clean.

Waste materials shall not be allowed to accumulate in workplaces except in suitable containers.

Cleaning shall be carried out by an effective and suitable method and without creating, or exposing anyone to a health or safety risk.

4.4.8 WASTE MANAGEMENT

Waste management encompasses the assessment and disposal of wastes generated by facilities or the project site, with the goal of minimizing and preventing the generation of waste.

At each work section and facilities a designated waste collection / storage points shall be allocated, where all wastes generated as part of the constructional activity or any hazardous waste shall be stored temporarily.

The storage point shall be suitably barricaded in order to avoid dispersing of the waste material.

4.4.9 VISITORS

Company will implement security arrangements to secure the health and safety of any authorized visitors and where reasonably practicable, prevent access to the site for any unauthorized persons

Safety fences/hoarding will be provided on the site as necessary.

Company and its subcontractors will implements to ensure that their respective visitors to site are accompanied throughout their visit, equipped the appropriate protective equipment and provided with a safety briefing designed to inform the visitor of the site hazards and precautions necessary during their visit.

5.0 Risk Assessment

Refer to Hazard Identification & Risk Assessment Control (SKC-IMS-HSE-F03)

-The End -

APPENDIX D – QA/QC PLAN

صـالـح عـبـدالله كـمـشـكي وأولاده ش.م.ب (م)
SALEH ABDULLA KAMESHKI & SONS B.S.C (C)
SKC Contracting & Trading | للمقاولات والتجارة | EST. 1955

Doc. #	Document Title	Issue #	Date
SKC-IMS-QP-01	Project QA/QC Plan	01	27.11.2018

Project QA/QC Plan

In Line with Integrated Management System (IMS)

ISO 9001:2015	Quality Management System
ISO 14001:2015	Environmental Management System
OHSAS 18001:2007	Occupational Health and Safety Assessment Series

	Prepared & Reviewed by	Approved by
Designation	Project Manager	Chairman & Managing Director
Name	Harikumar Vasudevan	Engr. Salahuddin Saleh Kameshki
Signature		
Date	10/2/19	12/2/2019

COPYRIGHT

Transmittal, reproduction, dissemination and/or editing of this document as well as utilization of its contents and communication thereof to others without express authorization are prohibited. Offenders will be held liable for payment of damages. All rights created by patent grant or registration of a utility model or design patent are reserved.

CONTROLLED COPY SIG.

DOCUMENT HISTORY

Revsion No.	Issue Date	Amendment	Page Number (s)	Approved by
00	01.09.2014	Initial Issue	All	CMD
01	27.11.2018	Revised and updated as per the new standard requirements (ISO 9001:2015, ISO 14001:2015, OHSAS 18001:2007)	All	CMD

CONTROLLED COPY
SIG.

TABLE OF CONTENTS

1.0 General 6
2.0 Project Management Organization 9
3.0 Project Quality System 14
4.0 Contract Review 14
5.0 Design Control 15
6.0 Documented Contol 15
7.0 Procurement 15
8.0 Product Identification & Traceability 16
9.0 Project Construction Control 16
10.0 Construciton Activities 17
11.0 Pre commissioning Activity 18
12.0 Inspection and Testing 18
13.0 Inspection, Monitoring and measuring resources 19
14.0 Inspection Status 20
15.0 Non Conforming Issues 20
16.0 Corrective and Preventive action 20
17.0 Handling and Storage of Materials 20
18.0 Control of Documented Information 21
19.0 Internal Audit 21
20.0 Personnnel Competence, Awareness and Communication 22
21.0 Product and Services (Servicing) 22
22.0 Statistical Techniques. 22
ANNEXURES .....

CONTROLLED COPY SIG.

1.0 General
- 1.1 Revision Record Sheet
- 1.2 Control and Distribution of Quality Plan
- 1.3 Project Details
- 1.4 Scope of the Project Quality Plan
- 1.5 Definitions
- 1.6 Project Quality Policy Statement
- 1.7 Project Quality Plan Management

2.0 Project Management Organization
- 2.1 Organization Chart
- 2.2 Key Personnel Fully dieicated to the Project
- 2.3 Roles, Responsibilities, accountability and authorities.

3.0 Project Quality System
- 3.1 Quality Requirements
- 3.2 Project Quality Management Activities

4.0 Contract Review

5.0 Design control

6.0 Documented Information

7.0 Procurement
- 7.1 External Providers Selection
- 7.2 Purchase Monitoring

8.0 Product Identification & Traceability
- 8.1 Identification
- 8.2 Tracebility

9.0 Project Construction Control
- 9.1 Planning
- 9.2 Progress and Evaluation Repoting
- 9.3 Change Orders

10.0 Construction Activities
- 10.1 Construction Support from Head Office
- 10.2 Site Activities

11.0 Pre commissioning Activity

12.0 Inspection and Testing

13.0 Inspection, Monitoring and measuring resources

14.0 Inspection Status

CONTROLLED COPY SIG.

15.0 **Non Conforming Issues**

16.0 **Corrective and Preventive action**
16.1 Corrective Action
16.2 Preventive Action

17.0 **Handling and Storage of Materials**

18.0 **Control of Documented Information**

19.0 **Internal Audit**

20.0 **Personnnel Competence, Awareness and Communication**

21.0 **Product and Services (Servicing)**

22.0 **Statistical Techniques.**

ANNEXURES

Annexure 1. Organization Chart
Annexure 2. Daily Report
Annexure 3. Material Tracking Procurement Schedule
Annexure 4. List of Materials to be used in the Site
Annexure 5. Project Entire Programme (Mock-Up)
Annexure 6. Manpower and Equipment on Site.
Annexure 7. Weather Report
Annexure 8. Work Inspection Request
Annexure 9. Material Approval Certificate (MAC) Register
Annexure10. Sub contractor Manpower and Equipment on site
Annexture11. Materials on Site
Annexure12 . Concrete Pre-Pouring List.

CONTROLLED COPY SIG.

1.0 General

1.1 Revision Record Sheet

1.1.1 Amendements to any section of this Project QA/QC Plan, will involve a complete re-issue of the entire Project QA/QC Plan

1.1.2 The documented information status shall be recorded on the front page (document history sheet) of the Project QA/QC Plan.

1.1.3 The subject of the latesr tevision shall be recorded upon the front page (document history sheet

1..1.4 changes defined by a revision of the Project QA/QC Plan shall not be implemented, until the revisions have been formally authorized by the Construction Manager as degined by hs signature on the revision sheet.

1.1.5 Quries regarding the content of this Project QA/QC Plan should be directed to the Project Engineer.

1.1.6 The Management Representative is responsible for maintain the Revision Record sheet.

DOCUMENT HISTORY

Revsion. No	Issue Date	Amendment	Page Number (s)	Approved by
01	27.09.2011	Revised as per new IMS standard	ALL	CMD

1.2 Control of Documented Information and Distribution of QA/QC Plan

1.2.1 Controlled Copies

1.2.1.1 Controlled copies of the Project QA/QC Plan will numbered and indicated as **"Controlled"**, upon the from sheet of the document.

1.2.1.2 The **"Master Copy"** of this Project Quality plan be QA/QC Plan, will be held by Project Manager or Quality Assurance Manager.

1.2.1.3 The holders of **"Controlled"** copies of this Project QA/QC Plan shall be provided with the latest revision of the proect QA/QC Plan, after each revision amendment.

1.2.2 Uncontrolled Copies

1.2.2.1 Uncontrolled copies of the Project QA/QC plan may be issued at the discretion of the Project Manager or Quality Assurance Manager, but these copies will not be numbered, recorded, or kept up to date.

1.2.3 Distribution

1.2.3.1 Project Manager is responsible for the distribution of the revised Project QA/QC Plans, to the holders of **"Controlled"** copies.

1.2.3.2 The distribution register of **"Controlled"** copies shall be maintained by the Quality Department and Document Controller.

1.3 Project Details

(A brief description of Project to be attached with this document)

The project is located in plot no. .....at....., Bahrain. The building consists of;

CONTROLLED COPY SIG.

1.4 Scope of the Project Quality Plan.

1.4.1 The Project Quality Plan addresses the Project quality requirements that will implement, during the execution of the Project.

1.4.2 This Project Quality Plan applies to the management activities, including planning, purchasing, engineering, management, construction and servicing. The construction activities include the design, supply, construction, furnishing, testing amd commissioning, supply of plant and equipment, labour, supervision, temporary and consumable materials, temporary facilities and all necessary for the performance and completion of the early works camp, staff camp and site infrastructure.

1.5 Definitions

All quality items used in the Project Quality Plan, which will equivilaent to International Construction practice –Fundamental Vocabulary.

1.5.1 **Quality**

The totality of features and characteristics of a product or service that bear on its ability to satisfy stated or implied needs.

1.5.2 **Quality Policy**

The overall Quality intentions and direction of an organization as regards Quality, as formally expressed by Executive Management.

1.5.3 **Quality Management**

Co-ordinated activities to direct and control an organisation with regard to quality.

1.5.4 **Requirement**

Need or expectation that is stated, generally implied or obligatory.

1.5.5 **Quality Assurance**

Quality Management focused on providing confidence that quality requirements will be fulfilled, as stated in the project specifications/general specifications.

1.5.6 **Quality Control**

Construction Management focused on fulfilling quality requirements, as specified.

1.5.7 **Quality Audit**

A systematic, independent and documented process for obtaining records, statements of fact or other information relevant to the criteria and are verifiable and evaluating it objectively to determine the extend to which these criteria are fulfilled.

1.5.8 **Quality Manual**

A document specifying the quality management system within an organisation.

1.5.9 **Quality Plan**

A document specifying which procedures and associated resources shall be applied by whom and when to a specific project, product, process or contract.

1.6 PROJECT QUALITY POLICY STATEMENT

CONTROLLED COPY SIG.

It is the quality policy of **SKC** to conduct this project within the scope of the corporate Quality Management Systems defined within this quality plan, as well as the contract documentation.

To implement the quality policy, as represented by this Project Quality Plan, procedures have been developed to define how the systems will operate. All project personnel are require to work in accordance with these procedures and to notify management when these fail to provide the necessary control, or they are ineffective.

The objectives of the quality policy are: -

- To satisfy the client by maintaining a harmonious working relationship and completing the project work activities to the agreed quality, durability, value and time.
- To maintain the environment, through the control of all the activities, as well as the economic use of resources.
- To increase reputation, by doing the job **"right from first".**
- To develop the quality awareness of all personnel, so that they become more aware of their individual responsibilities in delivering the level of quality required in all the project activities.

In support of this policy, the Quality Department is hereby authorized to ensure that it is implemented throughout the project.

Signed: Date and Seal

Engr. Salahuddin Saleh Kameshki
Chairman & Managing Director

1.7 Project Quality Plan Management

CONTROLLED COPY SIG.

The Project Quality Plan shall be reviewed and updated, as necessary, to reflect at all times, the work scope and the management procedures and processes required to carry out the activities to fulfil the contract.

1.7.1 The review shall be preformed on the following occasions:

- Upon request from Manging Director/Consulting Engineer's
- Annually if required.
- Whenever a variation or change to the project scope occurs.

2.0 Project Management Organization

2.1 **Organizational Chart.**

Refer to Annexure-1.

SKC, have established a project organization structure, which will be implemented for the site management of the project.

2.2 Key Personnel Fully Dedicated to the Project

2.2.1 Job title

- Managing Director
- Project Director
- Finance Manager
- Project Manager
- Project Engineer
- Planning Engineer
- Site Supervisor
- Accountant
- Public Realations HR
- Site Document Clerk
- Site Foreman
- Store Keeper
- Work Force

2.3 Key Personnel Responsibilities

Position: CHAIRMAN & MANAGING DIRECTOR

- Explore ways and means of achieving the company growth profitability, seeking new projects and developing the company's image and reputation.
- Develop the company's strategic plan, objectives & policies with the partner's approval
- Direct, coordinate and supervise the activities of managers reporting directly to him & install controls to monitor their progress towards the approved plans & objectives
- Implement the preparation of organization structure and manpower plans.
- Evaluate in-hand projects & decide on all matters concerning development & execution.
- All financial matters and cheques to be signed by Managing Director
- Authorize the resources required for development of the project.
- Follow up and evaluate matters such as:-
- Work progress reports.
- Comments on completed activities.
- Activities follow-up documents and project cost control
- Approve and sign all sub-contract agreements and payments.

CONTROLLED COPY SIG.

- Major material purchase to be approved by Managing Director

Position: **PROJECT DIRECTOR**

All of the Project Director's responsibilities in the absence of the Managing Director.
Part of the Project Director's responsibilities as delegated by the Managing Director during his presence

Position: **FINANCE MANAGER (HEAD OFFICE)**

- Administration the financial affairs of the company through the separate departments of accounst and financial control.
- Investigates & develops internal financial plans to ensure provision of adequate funds to meet short & long term requirements economically & consistent with sound financial practices & in accordance with overall company policies & objectives.
- Maintain relationships with financial, banking and other institutions, promoting goodwill
- towards the company.
- Develops and recommends to the Project Director for approval, internal policies, practices and procedures covering accounting, budgetary control, credits and collection methods and statistics financing, pay-roll, procedures and insurance.
- Issue appropriate reports on the financial affairs of the company and interpret financial results, developments and conditions of the company.
- Ensure receipt of time keeping information from the personnel section as may be required for verification of pay-rolls.
- Provide for maintenance of capital asset records and direct the inventory control.
- Administer and supervise the implementation of established polices and procedures for the efficient and effective execution of the stores management and control functions.
- Prepare balance sheet and profit loss account every six months and submit to PD
- Control on labor rights and payments to avoid any legal problems.
- Follow up Company's Payment, Payment Certificate of subcontractors and payment to suppliers.

Position: **PROJECT MANAGER**

- Plan, control and execute the works within the project time limits and specification for multiple projects.
- All the technical matters related to the project activity desired by the PM
- Prepare and update the overall project programme of works.
- Overall supervision and control on all materials / equipment required for the project prior to placing orders or purchase.
- To implement a strict site safety policy, tidiness and cleanliness at project site.
- Direct checking and handle all project activities, documents, files and record control information.
- Attending and coordinating the Project Progress meetings
- Inviting and conducting the regular TCM for the project as required.
- Prepare monthly report on the work progress, completed activities, cash flow and others.
- Approvals of monthly forecasted workforce and requirements.
- Ensure that daily important information about the project is maintained. (Daily records).
- Approving and confirming comprehensive material / equipment delivered to site according to the specification or submitted samples and catalogues.

CONTROLLED COPY SIG.

- Check and approve subcontractor's progress of works and forward certified payment certificate to head office and report on subcontractors proficiency.
- Prepare monthly billing based on site progress and get it approved by consultant and forward it to Head Office for onward submission to client.
- Scrutinize submittals of all subcontract works before forwarding to consultant/client for approval.
- Coordinate with Consultant and Third Party Inspection/Laboratory for the test inspection or work inspection.
- Ensure that all CAR raised by client are closed in specified time and the correction actions are taken urgently.
- Coordinate during handing over of the project and prepare QA/QC document for close out report.

Position: **PROJECT ENGINEER**

- Day to day discussion and confirming the activities with Consulting engineer and PM.
- Day by day documentation of MAC, RFI and WIR.
- Co-ordination with all project sub-contractors for the tech. matters and reporting to the PM
- Following the approved works schedule on day to day activities to ensure that the project is not snagging.
- Execute the works based on approved/latest construction drawings.
- Monitor and ensure that all activities are completed in the specified way and confirming the accuracy and quality of works.
- Organize daily schedule and target for foreman and supervisors.
- Concrete schedule and programme of pours, inspection request for consultants and arrange municipal checking wherever required.
- Quality control, safety and monitoring sub-contractors work progress.
- Any deviation by subcontractor activities to be reported to Project Manager /Project Director/Consulting engineer.
- Prepare daily reports. Also maintain inspection request for all important activities such as waterproofing flood testing, pressure testing, and concrete pours etc.
- Maintain concrete cube test register.
- Ensure that material received on site is as per the requirement and the approved samples. Also, to see that material is been properly stacked at site and used on site as correctly.
- To acting as cost controller and monitoring day to day requirements and usage of materials.
- Ensure that special materials / construction chemicals being used on site as per the manufacturer's specifications.
- Control on overtime and ensure optimum productivity from the subordinates to meet the work schedule.
- Checking and approving the bar-bending schedule and monitoring the task.
- Monitor the quality of works throughout the project duration.
- Report deficiencies immediately to the notice of the Project Manager and Project Director
- Ensure specialized products/construction chemicals are being used properly on site, if required arrange a demo on site for work training.

CONTROLLED COPY SIG.

Position **PLANNING ENGINEER**

- Planning Engineer is to mainly support the project Manager and Project team with information to execute the project in time and within the budget allocated.
- A Planning engineer creates the information required by first detailing the activitie involved in the project, fitting those in the timelines, calculating the materials, manpower and machinery required to execute these activities in the time frame decided.
- There are deviations in the plan, the planning engineer also has to take periodic updates and revise the schedules to meet the targets.
- Preparation of project schedule(Tools used: Primavera, MS Project etc..,) covering entire scope and within defined timelines.
- Calculating optimum Material requirement, Manpower Requirement (of Various trades) & Machinery Requirement.
- Plan for Budget required for the project and create various budget heads to document and monitor the expenses.
- Create cashflow analysis (i.e., Expected billing (cash inflow) vs expected cash outflow)
- Co-ordinate with various departments like Engineering (Who provides working drawing), procurement (who buys materials), contracts (who awards contracts & raise any issues with the client), quality (who maintains) & commissioning Departments.
- Collect periodic updates and prepare daily, weekly and monthly updates of the project.
- Create variance reports (Schedule Variance and cost Variance – usually Earned Value Method (EVM) is used for this) at various stages of the project to analyze deviations.
- Create project Closing Reports and Learnings.
- In small Projects, usually Planning Engineer issues work Orders, Bill certificates, Client Coordination and Client Billing.

Position: **SITE SUPERVISOR**

- Monitor Day to day progress of work and quality of works.
- Control on Labor and check productivity of each trade.
- Control on Overtime and assign works to Foreman and follow-ups.
- Ensure that materials are used properly and control on wastage.
- Ensure Site Safety and tidiness of site.
- Coordinate with PM/PE closely for construction program and sequence of works.
- Follow contract procedure for execution of works.

Position: **HEAD OFFICE ACCOUNTANT**

- Preparation of labor wages.
- Preparation of general vouchers, bank payment vouchers etc.
- Preparation of petty cash vouchers.
- Invite quotations from suppliers upon receipt of requisitions from other departments and sites using data on supply sources that is maintained and updated regularly.
- Review offers received and when authorized prepares formal purchase order for dispatch to successful vendor.
- Review purchase order to ensure that supplier maintains his promised delivery date and the requisitioning source must be kept advised on the delivery status.
- Arrange with carriers or suppliers for materials / equipment transportation to sites.
- Provide evidence of deliveries to the finance department in order to arrange payments or where letters of credit are applicable, request finance department to prepare them.

CONTROLLED COPY SIG.

- To maintain purchase log for data base collection as a record and future reference. Coordination during labor payment and associated bank works.
- Preparation of cheques for subcontractors/suppliers as advised by Finance Manager.
- Ensure that filling is maintained properly all the times.
- Ensure that all payment for Electricity, Water, Gas, Telephone, Internet and Rents for house etc. is done in time.

Position: **PUBLIC RELATION H.R. ASSISTANT (HEAD OFFICE)**

- Coordination for Labor and Immigration office.
- Coordination with Traffic office for permits etc.
- Liaison with Govt. dept. in absence of public relation department.
- Maintain and update all renewal dates for labor administration works.
- Preparation and coordination for all documentation for legal works in association with public relation officer.
- Airport coordination works during new arrivals of staff/laborers.
- Payment to Govt. department for housing/renewal in coordination with Finance Manager.

Position: **FOREMAN**

- Implement Project Engineer's/Site Supervisor's directions regarding works programme, progress and workforce allocation.
- Arrange daily schedule and concrete programme.
- Prepare daily report
- Implement safety procedures as directed by project engineer and safety Manager.
- Coordinate with subcontract works. Checking of subcontractor's work to ensure continued quality.
- Prepare quantity of work done for the monthly subcontractor's work certification.
- Inspect material delivery on site and report deviations from requirements.
- Observe attendance of labour and restrict overtime. Ensure that maximum productivity being obtained from each resource.

Position: **STOREKEEPER (SITE)**

- Maintain inventory of materials.
- To prepare Material Requisition as per Project Engineer's requirements.
- Control on issue of material.
- Protection of material, store arrangements, and keeps all tools and plant in perfect condition.
- Documentation on transfer of material.
- All delivery of materials to be checked thoroughly and documentation to be submitted to H.O. on daily basis.
- Materials to be checked based on LPO/order list and in coordination with Project engineer, any discrepancy as to quantity and quality to be brought to notice of PM

Position: **SITE DOCUMENT CLERK**

- Update all documentation
- Update Vendor list regularly.
- Revision of any Procedures to be carried out as directed by PE.
- Coordinate with PE for any Prequalification Documents /Technical Submittals.
- To update Computer Network Administration as directed by PM/PE.
- Update Company's Prequalification documents.

CONTROLLED COPY SIG.

3.0 PROJECT QUALITY SYSTEM

3.1 Quality Requirements

3.1.1 The SKC Project Quality System has been developed to compliment the standard quality system. The SKC Project Quality System is based upon the International construction method-Requirements. Project specific procedures defined within this project quality plan, will form the second level documentation.

3.1.2 The first level of SKC quality documentation is the SKC Quality Assurance Manual, which describes the Quality Policy, Objectives, responsibilities Company organization and the application of quality systems in brief.

3.1.3 The second level of quality documentation, are the SKC Quality Management Procedures, which detail the requirements to be followed by the Head Office and Project Sites for managing projects and processing their own functions. These company procedures may be supplemented or superseded by project specific procedures to meet client requirements.

3.1.4 The third level of documentation are Project Quality Plans, which details how the company quality system is to be applied on a specific project and is tailored to meet specific project and client requirements. This includes project organisation and responsibilities, and identifies all applicable quality system documents. If it is necessary to adapt or supplement
company procedures to meet project requirements then this shall be identified in the project quality plan.

3.1.5 The fourth levels of documentation are the detailed instructions for implementing quality system requirements. These include Method Statements, Quality Control Plans, Project Specific Quality Procedures and Departmental Work instructions. These documents will verify the compliance and performance of all the key activities and construction activities are properly implemented.

3.1.6 The fifth level of documentation is the supporting forms and other Records. These are produced as a result of the implementation of the Quality System and are identified within individual procedures and instructions.

3.2 Project Quality Management Activities

Project Engineer assigned to the Project shall monitor and control the Project Quality System implementation according to this Quality Plan Statements

3.2.1 Preparation of QA/QC requirements for Vendors and or Sub Contractors.

3.2.2 Quality Audits and Quality Surveillance.

3.2.3 Non conformity.

3.2.4 Preventive/ Corrective action.

3.25 Quality Management improvements recommendations and follow up.

The activities of the Project Engineer are described in Clause 2 of this Project Quality Plan.

4.0 CONTRACT REVIEW

4.1 In order to ensure that the contract requirements of client/consultant are met review and clarify the contract requirements. Changes to the contract after award will be similarly reviewed to ensure the following: -

- All contract requirements are adequately defined and documented.
- Differences between the tender documents and the awarded contract are identified and resolved with client/consultant
- Changes made during the contract period are identified and clarified with client/consultant.
- That SKC have the resources, capacity and ability to complete the contract works.

CONTROLLED COPY SIG.

4.2 The contract review activity will be documented. Contract reviews during the contract period will become part of the original contract review documentation.

5.0 Design Control

Consistent approach for creating/designing/revising shop drawings is an important element of the quality system. Work Instruction For Drawings , any changes, has been written to achieve this.

6.0 Document Control

6.1 SKC will implement a system of document control that compliments the client/consultant document control system.

6.2 SKC Project technical and procedural documents shall be controlled to ensure the following:-

- Their review and approval for adequacy prior to issue by authorized personnel.
- That the correct issues are available wherever they are required and that obsolete documents are removed promptly or where necessary marked superseded to prevent inadvertent use.
- Changes are reviewed and approved by the same level of authority performing the original review and approval.
- All controlled documents are registered to ensure their issue/revision status is known at all times.
- They are filed and maintained to prevent deterioration and to allow ready retrieval.

6.3 Controlled documents shall be logged in appropriate registers and distributed to defined locations. All changes to the document shall be notified to the holder who may assume that the document is valid at all times. The superseded document shall be destroyed or marked "superseded".

6.4 Uncontrolled documents shall be distributed to defined locations. Changes to the document will not be guaranteed. The holder of the document is entirely responsible for verifying that the document is valid before use.

6.5 Project Correspondence shall be recorded into and out of the project. Correspondence to and from client/consultant shall be recorded in the appropriate system and allocated numbers in accordance with the client/consultant procedure.

6.6 Where the electronic transfer of data is utilized, for the communication of drawings and documents, the client/consultant procedure for control of this system will be implemented.

6.7 SKC Quality documentation will follow the corporate quality numbering system. Other documentation where applicable, i.e. correspondences, transmittals etc, will comply with the client/consultant numbering system.

7.0 PROCUREMENTS

7.1 Supplier / Sub-contractor Selection Basis

7.1.1 Selected material suppliers and sub contractors shall be assessed as to their ability to satisfy the client/consultant project requirements.

The quality system shall ensure that all suppliers are evaluated as to their capability to perform or supply a service to the project requirements. The Quality department will maintain a record of all approved material suppliers and subcontractors. The Quality Department shall participate in the evaluation to ensure the project quality requirements are adequately addressed. Wherever applicable, the assessment shall be based on previous experience of the material supplier or subcontractor in similar work.

7.1.2 All subcontractors and material suppliers shall be submitted to client/consultant for approval. All permanent Material approvals shall be done by Material Approval Certification (MAC).

CONTROLLED COPY SIG.

7.1.3 A schedule of equipment and materials to be purchased as well as subcontracts to be placed shall be developed by the Construction Site Manager/Project Manager and other Project Engineers.

7.1.4 The Purchase Requisition or draft subcontract agreement, shall precisely define the items or works to be purchased/subcontracted, together with identification numbers, grade, category, size etc. together with any applicable specifications, technical data, drawings, project specific requirements etc. Where a formal quality system is required, the title, number and issue of the standard shall be included.

7.1.5 Where in the contract client/consultant have identified the requirement by them and/or to verify for themselves, that purchased items meet the project requirements either at source or upon receipt the appropriate conditions shall be included in the Purchase Order by the Purchasing department.

Acknowledge that such verification does not absolve it of any responsibility for the provision of acceptable products and that it does not preclude subsequent rejection. Verification activities by client/consultant are in addition to and not a substitute for SKC clarification.

7.2 Procurement Monitoring

The monitoring of all procurement activities performed shall be executed through Material Tracking Schedule/Procurement Progress Report on a monthly basis.

8.0 PRODUCT IDENTIFICATION AND TRACEABILITY

8.1 Identification

The Project specifications define the requirement for material identification and traceability. The relevant construction material traceability will be defined within the material identification and traceability plan.

Where there is no requirement for specific material traceability, then items shall be identified with an appropriate marking system by stores personnel to ensure that it is possible to verify and trace the materials issued for use within the store system.

SKC scrutinised vendors and subcontractors shall be required to provide details of the methods they intend to use to maintain the traceability levels required for their materials and equipment.

8.2 Traceability

Identification including tag numbers, colour code, marking for each individual component/material will be transferred to the component according to the indications of the relevant drawings, specifications, material requisition documents, purchase orders, inspection and expediting reports and delivery instructions.

During the construction phase the components are received at site and controlled before relevant site ware housing using the tag number as key reference and are installed according to the erection plan or other installation documents which establish the precise location of each component by reference to the tag number.

9.0 PROJECT CONSTRUCTION PLANNING / CONTROL

9.1 Planning

9.1.1 All project construction work shall be planned. The construction activities which directly affect quality shall be identified from these plans.

9.1.2 The planning shall be broken down into a number of program "levels" as follows: -

CONTROLLED COPY SIG.

- Level 0 - Overall Project Master Schedule by Bar charts showing all key dates
- Level 1 - An expansion of Level 0 and is congruently derived by lower Level II schedule by means of MSPROJECT summarize function. It shows all major phases of project group and to discipline head sections in order to staff the project as needed.
- Level 2 - CPM Detailed schedule (derived from the level 1 program)
- Level 3 - Upstream activity schedules, resource schedules, progress measurement system. Detailing all construction disciplines and activities, it shows all items to be erected. The starting point for its preparation will be the Level II schedule which allows to schedule its detailed activities giving a "time window" for work execution.

9.1.3 A schedule of the construction activities shall be produced to enable the quality assurance documents such as Quality Control Plans and Method statements to be identified and prepared in good time before the commencement of the activity.

9.1.4 Pre-activity meetings shall be arranged where required, to allow everyone to become familiar with the methods, inspections, tests, equipment and technical documents that are relevant to the successful operation, control and completion of the activity.

9.1.5 Whenever the activity in question is deemed to be a "special process", the results of which cannot be fully verified by examination of the finished work the Project Manager/Engineer shall:-

- Ensure that such activities are conducted to qualified procedures where appropriate
- Ensure that suitably trained personnel carry them out.
- Ensure that they are monitored carefully during production and records maintained of such monitoring.
- dEnsure that records are maintained of all such qualified procedures and personnel and that the records for the work contain references to the qualified procedure and/or personnel involved.

9.2 Progress and Evaluation Reporting

The work progress and status will be managed through the Weekly and Monthly Report with a narrative report enclosed.

The progress of quality efforts will be reported during the weekly meetings and will be part of the weekly meetings.

9.3 Change orders

Change orders shall be developed in accordance with the following documents:

- Contract agreement
- Project Trending Procedure

10.0 CONSTRUCTION ACTIVITIES.

10.1 Construction Support from Head Office

The construction support from the Head Offices will consist in the following main activities to support and to prepare the Construction phase:

- Collection of all information to prepare the Vendors, subcontractors;
- Mobilization of construction field resources;
- Review and approval of subcontractor general documentation;
- Assistance and control of field activities and assistance to Construction Site
- Verification of site conditions which may affect the work.
- Material Procurement

The following main documents will be prepared to support and to prepare the Construction phase:

CONTROLLED COPY SIG.

- Construction schedule
- Complete set of procedures to be applied during the construction activities. This will also include company applicable procedures, project procedures and the main procedures issued by subcontractors and approved by client/consultant
- Project Quality Plan
- HSE Plan
- Operating and Maintenance Instruction in accordance with the scope of work.

10.2 Site Activities

The site activities shall be executed as per the Construction Schedule, Method statements and Quality Control Plans. This forms the overall execution strategy of the Company being practiced and implemented at the site. This phase involves wide variety of resources and methods and procedures and will be dealt on a case-to-case basis.

11.0 PRE-COMMISSIONING & COMMISSIONING ACTIVITIES

11.1 Pre-commissioning

Pre-commissioning shall be carried out to ensure that each part of the new installation is mechanically complete and ready for commissioning. This is includes but not limited to the following:

- Conformity checks i.e. visual inspection of the equipment to verify its condition, quality of installation and conformance to the approved for the construction drawings and specifications.
- Static, de-energised tests of specific equipment to ensure the quality of critical items i.e. instrument calibration, stroking of valves, cable continuity testing.
- Flushing and cleaning of pipeline.
- Leak tests, drying out and chemical cleaning as applicable.
- List of system or areas to be pre-commissioned shall be submitted for Client's approval including records that will be used. The Contractor's Site/Construction Manager will certify the completion of each system upon submission for Client's approval.
- All required consumables, initial spills, capital spares and spare materials for pre-commissioning will be provided by the contractor.

11.2 Commissioning

Commissioning shall be carried out based on Client approved commissioning procedure and equipment manual. This activity will be carried out to ensure that the system is safely and efficiently operational as required in the contract.

Relevant commissioning records shall be collated and submitted to the Client as part of the handover documents. Appropriate approval shall be obtained from the Client after the successful commissioning works.

Ultimately, an acceptance certificate will be obtained from the Client upon successful completion of all commissioning works and related documentation works.

12.0 INSPECTION AND TESTING

12.1 Quality Control Plans (QCP's) shall be developed for all areas of the work using the client/consultant format or using the standard format of the project.

CONTROLLED COPY SIG.

12.2 The QCPs shall ensure that the inspection and testing activities take place under controlled conditions and that both construction and quality personnel are aware of the inspection and test requirements.

12.3 The QCP shall list in sequence all inspections and tests associated with an activity. Against each inspection and test requirement. The following shall be identified: -

- The reference document controlling the activity.
- The acceptance criteria for the activity being inspected or tested.
- The verifying document or record sheet.
- The responsibility of skc towards the activity inspection.

No work shall be performed without the QCP having the approval of and a satisfactory review by client/consultant

12.4 Material delivered to site shall be inspected to verify that it conforms to the Purchase Order. Generally, no material shall be available for use until cleared by the Store man/Material Engineer.

12.5 Where, for urgent production purposes, materials have to be used without full verification, records shall be maintained of their usage so that recall is possible where required.

12.6 Inspections and tests required to verify the work shall be performed in accordance with the approved QCP's.skc requests for Inspection shall be raised by the site Engineer concerned, whenever an inspection or test is required. SKC Quality department shall liaise closely with client/consultant regarding involvement in the QCP. Additionally, surveillance of the work shall be undertaken by the Quality department and construction personnel on an ongoing basis.

12.7 Prior to performing an inspection or test, the Quality Department shall ensure that all previous inspections and tests relating to the activity have been completed satisfactorily and their results documented.

12.8 The Quality Department shall maintain all inspection and test records generated upon the project.

12.9 The quality records shall be verified by the Quality Department on an ongoing basis and shall be filed with the quality department, to allow ready retrieval. The records shall be progressively compiled into dossiers representing specific packages of work. Records shall be cross-referenced to the package to allow document traceability to be maintained.

12.10 Inspection & Testing certification format is appended with this document.

13.0 INSPECTION MEASURING AND TEST EQUIPMENT

13.1 In order to provide confidence in measurement data the equipment used for conducting inspection, measurements or test activities shall be in a known state of calibration or adjustment, whenever used.

13.2 All equipment shall be uniquely identified and marked, to enable referencing of calibration or adjustment status. A calibration register for all inspection, measuring and test equipment used by upon the project will be maintained by SKC Quality department.

13.3 The calibration and adjustment records of equipment will be maintained by the equipment user.

13.4 Equipment out of calibration shall be identified and not used until recalibration has been conducted.

13.5 SKC subcontractors and vendors will be required to conform to this inspection, measuring and test equipment system.

CONTROLLED COPY SIG.

14.0 INSPECTION AND TEST STATUS.

14.1 The inspection status of materials and activities shall be identified by the inspection and testing records which are maintained throughout the duration of the project and which establish the activity compliance or non-compliance.

14.2 Materials or work activities, which fail an inspection or test, shall be identified by either stopping further work from proceeding on the activity, by placing a material in a quarantine situation or by clearly marking the issue. This stopping of work, quarantine or marking shall be maintained on the material or work activity until it passes the agreed additional inspections or tests.

15.0 CONTROL OF NON-CONFORMITY.

15.1 SKC will follow in principle the client/consultant procedure that defines the system on Non Conforming Issues.

15.2 Work activities, which do not comply with the project specifications, approved drawings, standards, method statement etc, shall be identified and reported on a Non-Conformance Report (NCR). The item or work shall be clearly identified as "HOLD" to prevent further work relating to this issue proceeding.

15.3 SKC shall prepare a corrective proposal to resolve the non-conforming work. Options include:

- Redo the work to meet the specification.
- Accept with or without repair by concession from client/consultant.
- Re-grade for alternative applications.
- Reject or Scrap.

15.4 The corrective proposal shall be issued to client/consultant for approval.

15.5 On client/consultant issued NCR's, proper action will be taken in the same way as above.

15.6 Subcontractor raised NCR's shall be covered by a SKC, NCR for processing as above.

15.7 Where the proposal includes raising a concession request the Construction Site Manager shall use the agreed format.

16.0 CORRECTIVE & PREVENTATIVE ACTION

16.1 Corrective Action

16.1.1 All NCRs raised, shall be analyzed in order to detect possible underlying trends and/or root causes. The preventative actions shall be aimed at the prevention of a repetition of the non-conforming events. These results of the analysis will be transmitted to client/consultant for their information.

16.1.2 The corrective/preventative actions shall be monitored by the Quality department during subsequent audits and its effectiveness evaluated.

16.2 Preventive Action

Preventive Action may be undertaken to remove the risk of non-conformities in the project execution as well as in the Quality Management System.

These will be decided on the basis of the analysis made on Claims, Bench marking results, Self Assessment results, Audit Results, Management Review, feedback from engineering and construction, Non-conformances etc.

16.2.3 Where necessary changes in work instructions, procedures or the Quality Plan may be implemented, as a result of the preventative action.

17.0 HANDLING & STORAGE OF MATERIALS.

17.1 The handling and transportation of material will be conducted in accordance with the manufacturer's recommendations, to prevent any damage or deterioration happening to the material.

CONTROLLED COPY SIG.

17.2 Where appropriate, specific documentation, e.g. drawings, sketches or work instructions shall be established for unusual handling and/or transport operations.

17.3 Heavy Lifting equipment utilized for the handling of materials shall be operated only by trained personnel.

17.4 Storage of materials will be organized in order to ensure that materials or equipment received on site do not deteriorate or become damaged prior to their use or installation.

17.5 Storage areas will be inspected on a regular basis to assess the conditions of the stored items.

17.6 Construction elements, which have an HSE consideration shall be stored, handled and protected in a suitable fashion. These considerations will include:

- Store materials in an appropriate environment.
- Avoid the incorporation of materials beyond their expiry date.
- Identify and control dangerous and toxic materials.

17.7 Materials issued for use in the permanent works shall be requisitioned by authorized personnel and records of the issue shall be maintained.

17.8 Where equipment is required to be maintained whilst in storage, a schedule of preservation measures shall be established.

18.0 CONTROL OF QUALITY RECORDS

18.1 Records shall be maintained to demonstrate that the required effect and result of an activity has been achieved. This result will confirm the effectiveness and performance of the quality system procedures and controls.

18.2 As activities are completed the associated records shall be collated, filed and indexed to allow ready retrieval when required.

18.3 SKC Subcontractor records shall be maintained in a similar way until requested by for incorporation into the handover dossier.

18.4 All quality records shall be maintained in conditions which prevent damage, loss or deterioration.

18.5 Access to the quality records will be controlled but shall remain open for review by appropriate client/consultant engineers, for the duration of the project prior to handover.

18.6 SKC shall retain records for a minimum of three years from the date of the final acceptance certificate.

19.0 QUALITY AUDITS

19.1 SKC will coordinate with client/consultant, to oversee all internal audits.

19.2 A schedule of internal audits as well as audits of subcontractors / suppliers shall be prepared by the Quality department. The schedule shall ensure that all areas of Quality Management System as detailed in this plan are audited over the project duration.

19.3 The schedule of audits shall take into account the activities taking place at the time and the relative importance of the activity in question to ensure that the results are of value to the project.

The audit shall be a systematic examination of the activity or system in question and shall establish whether or not the activity or system is being performed in compliance with the agreed procedures and specifications. It shall further establish the effectiveness of the procedures in controlling the activity or system.

At a time agreed between SKC and client/consultant, the project shall be audited by client/consultant. Any corrective action required as a result of these audits, shall be agreed and implemented.

CONTROLLED COPY SIG.

SKC will forward the reports of all its internal Audits conducted during the course of the project to client/consultant if required.

External Audit for supplier/ sub contractor assessment or surveillance during the job shall be performed by Quality Department by suitably qualified Auditors.

20.0 PERSONNEL QUALIFICATION AND TRAINING

20.1 SKC has identified the training needs and qualification levels of its project personnel in relation to the project requirements.

20.2 It is the policy of SKC to assign only trained and/or experienced personnel to all activities.

20.3 An QHSE induction of all site personnel shall be performed whenever new starters arrive on the site.

20.4 A Quality Awareness Induction shall be held to introduce the project procedures to personnel who have the responsibility for issues which will affect quality.

20.5 Training schedules shall be established to deal with the requirements for ongoing training on site. This will include job skills as well as QHSE.

20.6 Records of all training sessions will be maintained with the appropriate departments.

21.0 SERVICING

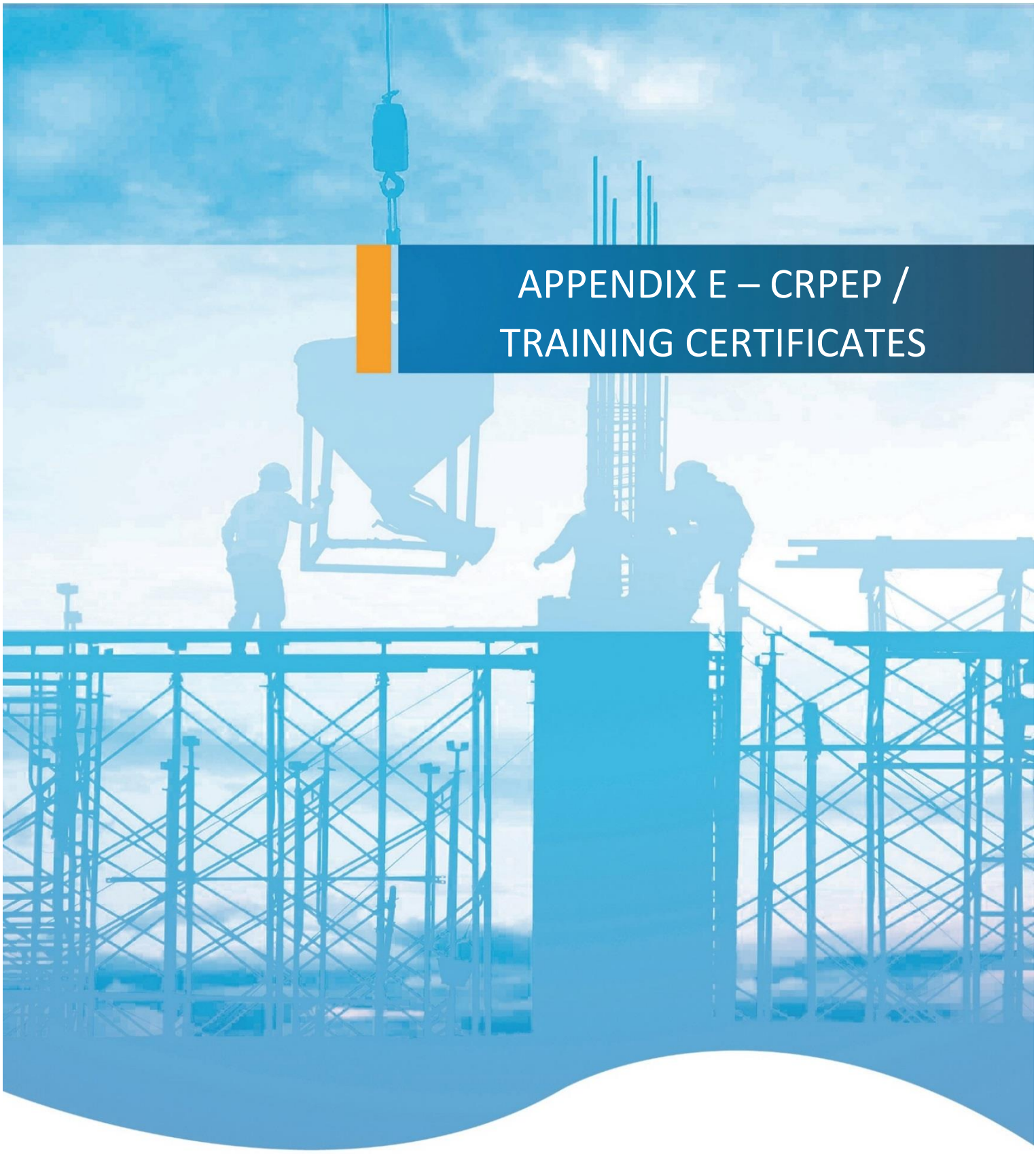
21.1 On completion of the construction works, the Construction Project Engineer, Project Manager and Managing Director, shall meet to hold an information meeting, regarding the obligations of SKC in meeting the warranty requirements of the contract which are defined within the contract documents.

21.2 The Project Manager shall manage the day-to-day servicing requirements of the warranty issues, until the Final Acceptance Certificate is received and accepted.

22.0 STATISTICAL TECHNIQUES

22.1 Where the statistical analysis of testing result data is required to establish a trend or pattern, which would indicate the performance direction of an activity or system then this analysis will be conducted and recorded.

22.2 The method and results of such techniques shall be maintained by the Quality department to substantiate the adoption of the particular system or activities. The results of any statistical analysis will be raised during the review of the Project Quality Plan.



APPENDIX E – CRPEP / TRAINING CERTIFICATES

CRPEP LICENSE

مجلس تنظيم مزاولة المهن الهندسية

The Council for Regulating the Practice of Engineering Professions

Registration No.: EPP/C2275/CE/04-A

Name: SALAHUDDIN SALEH ABDULLA KAMESHKI

Comp/Est.: SALEH ABDULLA KEMESHKI AND SONS

Discipline: CIVIL ENGINEERING

Category : A

Nationality: BAHRAINI

Issue Date: 05.11.2019 **Valid Until:** 04.11.2020

The holder is allowed to practice engineering for this company and as categorized

مجلس تنظيم مزاولة المهن الهندسية

The Council for Regulating the Practice of Engineering Professions

Registration No.: EPP/C2275/CE/01-D

Name: FAEZA SALEH ABDULLA ABDULRAHMAN KAMESHKI

Comp/Est.: SALEH ABDULLA KEMESHKI AND SONS

Discipline: CIVIL ENGINEERING

Category : CAT.D.

Nationality: BARHAINI

Issue Date: 24.10.2019 **Valid Until:** 23.10.2020

The holder is allowed to practice engineering for this company and as categorized

مجلس تنظيم مزاولة المهن الهندسية

The Council for Regulating the Practice of Engineering Professions

Registration No.: EPP/C2275/CE/03-B
Name: MADANRAJ MANIVANNAN

Comp/Est.: SALEH ABDULLA KEMESHKI AND SONS
Discipline: CIVIL ENGINEERING
Category : B
Nationality: INDIAN
Issue Date: 01.01.2020 **Valid Until:** 31.12.2020

The holder is allowed to practice engineering for this company and as categorized

مجلس تنظيم مزاولة المهن الهندسية

The Council for Regulating the Practice of Engineering Professions

Registration No.: EPP/C2275/CE/05-B
Name: MUHAMMAD SHARJEEL GHAURI

Comp/Est.: SALEH ABDULLA KEMESHKI AND SONS
Discipline: CIVIL ENGINEERING
Category : (B)
Nationality: PAKISTANI
Issue Date: 25-12-2019 **Valid Until:** 24-12-2020

The holder is allowed to practice engineering for this company and as categorized

IMS AWARENESS / UP-GRADATION TRAINING

أطلـــس لخدمات التفتيش و شهادات الجودة

Atlas Inspection & Certification Services

(Awarding Body for Quality Compliance)

Certificate

الـشـهـادة

This is to certify that

HARI KUMAR VASUDEV

has successfully completed

Integrated Management System (ISO 9001:2015, ISO 14001:2015 & OHSAS 18001:2007) Awareness / Up-gradation Training On 7th & 14th July 2018

Certificate No. AICS/18/SKC/IMS-AT10

Course Manager

Quality Awareness Improves Produtivity

P.O. Box: 20583, Manama, Kingdom of Bahrain, Tel: (+973) 1729 1135, Fax: (+973) 1729 3324

أطلـــس لخدمات التفتيش و شهادات الجودة

Atlas Inspection & Certification Services

(Awarding Body for Quality Compliance)

Certificate

الشهادة

This is to certify that

SYED OMAR MUKHTHAR

has successfully completed

Integrated Management System (ISO 9001:2015, ISO 14001:2015 & OHSAS 18001:2007) Awareness / Up-gradation Training On 7th & 14th July 2018

Certificate No. AICS/18/SKC/IMS-AT14

Course Manager

Quality Awareness Improves Productivity

P.O. Box: 20583, Manama, Kingdom of Bahrain, Tel: (+973) 1729 1135, Fax: (+973) 1729 3324

أطلـــس لخدمات التفتيش و شهادات الجودة

Atlas Inspection & Certification Services

(Awarding Body for Quality Compliance)

Certificate

الشهادة

This is to certify that

SAYED ALI YOUSIF ALAWI

has successfully completed

Integrated Management System (ISO 9001:2015, ISO 14001:2015 & OHSAS 18001:2007) Awareness / Up-gradation Training On 7th & 14th July 2018

Certificate No. AICS/18/SKC/IMS-AT03

Course Manager

Quality Awareness Improves Productivity

P.O. Box: 20583, Manama, Kingdom of Bahrain, Tel: (+973) 1729 1135, Fax: (+973) 1729 3324

أطلـــس لخدمات التفتيش و شهادات الجودة

Atlas Inspection & Certification Services

(Awarding Body for Quality Compliance)

Certificate

الشهادة

This is to certify that

VIVEK RAJ DJ

has successfully completed

Integrated Management System (ISO 9001:2015, ISO 14001:2015 & OHSAS 18001:2007) Awareness / Up-gradation Training On 7th & 14th July 2018

Certificate No. AICS/18/SKC/IMS-AT02

Course Manager

Quality Awareness Improves Produtivity

P.O. Box: 20583, Manama, Kingdom of Bahrain, Tel: (+973) 1729 1135, Fax: (+973) 1729 3324

أطلـــس لخدمات التفتيش و شهادات الجودة

Atlas Inspection & Certification Services

(Awarding Body for Quality Compliance)

Certificate

الشهادة

This is to certify that

MURUGANANDHAN PARADESI

has successfully completed

Integrated Management System (ISO 9001:2015, ISO 14001:2015 & OHSAS 18001:2007) Awareness / Up-gradation Training On 7th & 14th July 2018

Certificate No. AICS/18/SKC/IMS-AT05

Course Manager

Quality Awareness Improves Productivity

P.O. Box: 20583, Manama, Kingdom of Bahrain, Tel: (+973) 1729 1135, Fax: (+973) 1729 3324

أطلـــس لخدمات التفتيش و شهادات الجودة

Atlas Inspection & Certification Services

(Awarding Body for Quality Compliance)

Certificate

الشهادة

This is to certify that

ELDHO BENNY

has successfully completed

Integrated Management System
(ISO 9001:2015, ISO 14001:2015 & OHSAS 18001:2007)
Awareness / Up-gradation Training
On 7th & 14th July 2018

Certificate No. AICS/18/SKC/IMS-AT08

Course Manager

Quality Awareness Improves Produtivity

P.O. Box: 20583, Manama, Kingdom of Bahrain, Tel: (+973) 1729 1135, Fax: (+973) 1729 3324

أطلـــس لخدمات التفتيش و شهادات الجودة

Atlas Inspection & Certification Services

(Awarding Body for Quality Compliance)

Certificate

الشهادة

This is to certify that

MUHAMMAD SHARJEEL GHAURI

has successfully completed

Integrated Management System (ISO 9001:2015, ISO 14001:2015 & OHSAS 18001:2007) Awareness / Up-gradation Training On 7th & 14th July 2018

Certificate No. AICS/18/SKC/IMS-AT09

Course Manager

Quality Awareness Improves Produtivity

P.O. Box: 20583, Manama, Kingdom of Bahrain, Tel: (+973) 1729 1135, Fax: (+973) 1729 3324

أطلـــس لخدمات التفتيش و شهادات الجودة

Atlas Inspection & Certification Services

(Awarding Body for Quality Compliance)

Certificate

الـشـهـادة

This is to certify that

KALEEL RAHMAN A

has successfully completed

Integrated Management System (ISO 9001:2015, ISO 14001:2015 & OHSAS 18001:2007) Awareness / Up-gradation Training On 7th & 14th July 2018

Certificate No. AICS/18/SKC/IMS-AT04

Course Manager

Quality Awareness Improves Produtivity

P.O. Box: 20583, Manama, Kingdom of Bahrain, Tel: (+973) 1729 1135, Fax: (+973) 1729 3324

أطلـــس لخدمات التفتيش و شهادات الجودة

Atlas Inspection & Certification Services

(Awarding Body for Quality Compliance)

Certificate

الشهادة

This is to certify that

ANA KRISTA A HERRERA

has successfully completed

Integrated Management System (ISO 9001:2015, ISO 14001:2015 & OHSAS 18001:2007) Awareness / Up-gradation Training On 7th & 14th July 2018

Certificate No. AICS/18/SKC/IMS-AT11

Course Manager

Quality Awareness Improves Productivity

P.O. Box: 20583, Manama, Kingdom of Bahrain, Tel: (+973) 1729 1135, Fax: (+973) 1729 3324

أطلـــس لخدمات التفتيش و شهادات الجودة

Atlas Inspection & Certification Services

(Awarding Body for Quality Compliance)

Certificate

الشهادة

This is to certify that

SAJEEV SHAJAHAN

has successfully completed

Integrated Management System
(ISO 9001:2015, ISO 14001:2015 & OHSAS 18001:2007)
Awareness / Up-gradation Training
On 7th & 14th July 2018

Certificate No. AICS/18/SKC/IMS-AT13

Course Manager

Quality Awareness Improves Produtivity

P.O. Box: 20583, Manama, Kingdom of Bahrain, Tel: (+973) 1729 1135, Fax: (+973) 1729 3324

EMERGENCY FIRST RESPONSE IN FIRST AID

Safety Training & Consultants Center
مركز السلامة للتدريب والإستشارة

Certificate of Expertise

This certificate is awarded to

Pandivel Gurusamy

In recognition of your successful completion of training and demonstration of skills in

Emergency First Response in First Aid

Issued Date : May 22, 2017
: Valid for two years

Training Manager

STC Certificate

Safety Training & Consultants Center
مركز السلامة للتدريب والإستشارة

Certificate of Expertise

This certificate is awarded to

Rajesh Rajendra Babu

In recognition of your successful completion of training and demonstration of skills in

Emergency First Response in First Aid

Issued Date : May 22, 2017
: Valid for two years

Training Manager

STC Certificate

Safety Training & Consultants Center
مركز السلامة للتدريب والإستشارة

Certificate of Expertise

This certificate is awarded to

Muthukumaran Ravi

In recognition of your successful completion of training and demonstration of skills in

Emergency First Response in First Aid

Issued Date : May 22, 2017
: Valid for two years

Training Manager

STC Certificate

Safety Training & Consultants Center
مركز السلامة للتدريب والإستشارة

Certificate of Expertise

This certificate is awarded to

Guna Seelan Muthu Krishnan

In recognition of your successful completion of training and demonstration of skills in

Emergency First Response in First Aid

Issued Date : May 22, 2017
: Valid for two years

Training Manager

STC Certificate

Safety Training & Consultants Center
مركز السلامة للتدريب والإستشارة

Certificate of Expertise

This certificate is awarded to

Balamurugan Velu

In recognition of your successful completion of training and demonstration of skills in

Emergency First Response in First Aid

Issued Date : May 22, 2017
: Valid for two years

Training Manager

STC Certificate

Safety Training & Consultants Center
مركز السلامة للتدريب والإستشارة

Certificate of Expertise

This certificate is awarded to

Ma Cristina Herrera Bello

In recognition of your successful completion of training and demonstration of skills in

Emergency First Response in First Aid

Issued Date : May 22, 2017
: Valid for two years

Training Manager

STC Certificate

BASIC SCAFFOLDING SAFETY COURSE

INDUSTRIAL PETROLEUM TRAINING SERVICES W.L.L.
الصناعي النفطي لخدمات التدريب ذ.م.م.

Certificate Of Completion

This is to certify that

AMBETH KUMAR MURUGESAN

HOLDER OF BAHRAIN CPR No - 890234078

has completed

Basic Scaffolding Safety Course

Date Commenced : **March 11, 2017**

Date Completed : **March 11, 2017**

Managing Director

CEO

C.N 2017-038

City & Guilds APPROVED CENTRE · iosh · hsi Health & Safety Institute™ We Make Learning to Save Lives Easy® · nebosh Accredited Centre 891 · Chartered Institute of Environmental Health CIEH Registered Centre · LCCI International Qualifications from EDI · MEDIC First Aid APPROVED TRAINING CENTER · American Heart Association. Learn and Live

INDUSTRIAL PETROLEUM TRAINING SERVICES W.L.L.
الصناعي النفطي لخدمات التدريب ذ.م.م.

Certificate Of Completion

This is to certify that

PANDIVEL GURUSAMY

HOLDER OF BAHRAIN CPR No - 900218894

has completed

Basic Scaffolding Safety Course

Date Commenced : **March 11, 2017**

Date Completed : **March 11, 2017**

Managing Director

CEO

C.N 2017-039

City & Guilds APPROVED CENTRE | iosh | hsi Health & Safety Institute™ We Make Learning to Save Lives Easy® | nebosh Accredited Centre 891 | Chartered Institute of Environmental Health CIEH Registered Centre | LCCI International Qualifications from EDI | MEDIC First Aid APPROVED TRAINING CENTER | American Heart Association. Learn and Live

INDUSTRIAL PETROLEUM TRAINING SERVICES W.L.L.
الصناعي النفطي لخدمات التدريب ذ.م.م.

Certificate Of Completion

This is to certify that

RAMANAND

HOLDER OF BAHRAIN CPR No - 700738339

has completed

Basic Scaffolding Safety Course

Date Commenced : **March 11, 2017**

Date Completed : **March 11, 2017**

Managing Director

CEO

C.N 2017-040

City & Guilds APPROVED CENTRE
iosh
hsi Health & Safety Institute™ We Make Learning to Save Lives Easy®
nebosh Accredited Centre 891
Chartered Institute of Environmental Health CEH Registered Centre
LCCI International Qualifications from EDI
MEDIC First Aid APPROVED TRAINING CENTER
American Heart Association. Learn and Live

INDUSTRIAL PETROLEUM TRAINING SERVICES W.L.L.
الصناعي النفطي لخدمات التدريب ذ.م.م.

Certificate Of Completion

This is to certify that

SADAIYANDI SAMIDURAI

HOLDER OF BAHRAIN CPR No - 721118925

has completed

Basic Scaffolding Safety Course

Date Commenced : **March 11, 2017**

Date Completed : **March 11, 2017**

Managing Director

CEO

C.N 2017-041

INDUSTRIAL PETROLEUM TRAINING SERVICES W.L.L.
الصناعي النفطي لخدمات التدريب ذ.م.م.

Certificate Of Completion

This is to certify that

DURBAL CHAUHAN

HOLDER OF BAHRAIN CPR No - 640161553

has completed

Basic Scaffolding Safety Course

Date Commenced : **March 11, 2017**

Date Completed : **March 11, 2017**

Managing Director

CEO

C.N 2017-042

City & Guilds APPROVED CENTRE | iosh | hsi Health & Safety Institute™ We Make Learning to Save Lives Easy® | nebosh Accredited Centre 891 | LCCI International Qualifications from EDI | MEDIC First Aid APPROVED TRAINING CENTER | American Heart Association. Learn and Live

FIRE FIGHTING TRAINING COURSE

مملكـــــة البحـــــرين
KINGDOM OF BAHRAIN
وزارة الـــــداخليـــــة
MINISTRY OF THE INTERIOR
الإدارة العامـــــة للدفـــــاع المدنـــــي
GENERAL DIRECTORATE OF CIVIL DEFENCE

CERTIFICATE شهـــــادة

This is to certify that **RANJITHKUMAR CHIRAYATH** نشهـــد بـــأن

Attended **FIRE FIGHTING TRAINING COURSE** قـد التحـق

From 21/08/2016 إلى To 22/08/2016 من

At The **CIVIL DEFENCE SCHOOL** في

كم المديـــر العـــام
Director General

الإدارة العامة للدفاع المدني
مدرسة الدفاع المدني
مملكة البحرين
وزارة الداخلية
KINGDOM OF BAHRAIN
Ministry of the Interior
GENERAL DIRECTORATE OF CIVIL DEFENCE
CIVIL DEFENCE SCHOOL

(1088)

مملكـــــة البحـــرين
KINGDOM OF BAHRAIN
وزارة الـــــداخليـــــة
MINISTRY OF THE INTERIOR
الإدارة العامـــــة للدفـــــاع المدنـــي
GENERAL DIRECTORATE OF CIVIL DEFENCE

CERTIFICATE شهـــــادة

This is to certify that **MUTHUKUMARAN RAVI** نشهـــد بـــأن

Attended **FIRE FIGHTING TRAINING COURSE** قد التحـق

From 21/08/2016 إلى To 22/08/2016 من

At The **CIVIL DEFENCE SCHOOL** في

كم المديـــر العـــام
Director General

الإدارة العامة للدفاع المدني
مدرسة الدفاع المدني
مملكة البحرين
وزارة الداخلية
KINGDOM OF BAHRAIN
Ministry of the Interior
GENERAL DIRECTORATE OF CIVIL DEFENCE
CIVIL DEFENCE SCHOOL

(1089)

مملكـــــة البحـــرين
KINGDOM OF BAHRAIN
وزارة الـــــداخليـــــة
MINISTRY OF THE INTERIOR
الإدارة العامـــــة للدفـــــاع المدنـــــي
GENERAL DIRECTORATE OF CIVIL DEFENCE

CERTIFICATE شهـــــادة

This is to certify that **GUNA SEELAN MUTHU KRISHNAN** نشهـــد بـــأن

Attended **FIRE FIGHTING TRAINING COURSE** قد التحـق

From 21/08/2016 إلى To 22/08/2016 من

At The **CIVIL DEFENCE SCHOOL** في

المدير العـــام
Director General

الإدارة العامة للدفاع المدني
مدرسة الدفاع المدني
مملكة البحرين
وزارة الداخلية
KINGDOM OF BAHRAIN
Ministry of the Interior
GENERAL DIRECTORATE OF CIVIL DEFENCE
CIVIL DEFENCE SCHOOL

(1091)

مملكـــــة البحـــرين
KINGDOM OF BAHRAIN
وزارة الـــــداخليـــــة
MINISTRY OF THE INTERIOR
الإدارة العامـــة للدفـــاع المدنـــي
GENERAL DIRECTORATE OF CIVIL DEFENCE

CERTIFICATE شهـــــادة

This is to certify that **MALAIYAN PALANI** نشهـــد بـــأن

Attended **FIRE FIGHTING TRAINING COURSE** قـد التحـق

From 21/08/2016 إلى To 22/08/2016 من

At The **CIVIL DEFENCE SCHOOL** في

المديـــر العـــام
Director General

الإدارة العامة للدفاع المدني
مدرسة الدفاع المدني
مملكة البحرين
وزارة الداخلية
KINGDOM OF BAHRAIN
Ministry of the Interior
GENERAL DIRECTORATE OF CIVIL DEFENCE
CIVIL DEFENCE SCHOOL

(1090)