



شركة سبارك تك للخدمات الصناعية ذ.م.م.

SPARKTECH

INDUSTRIAL SERVICES COMPANY W.L.L

تركيب الآلات و المعدات الصناعية

إصلاح الآلات و المعدات

Installation of industrial machinery and equipment

Repair of machinery and equipment

VAT No. 220018573400002

Combined Facilities support, Land Surveying, Oil & Gas pipeline fabrication/ installation, Technical and Consultation services

IN THE NAME OF ALLAH, THE COMPASSIONATE, THE MERCIFUL

SPARKTECH INDUSTRIAL SERVICES COMPANY W.L.L

ENGINEERING-PROCUREMENT-CONSTRUCTION

COMPANY INTRODUCTION / PROFILE





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Section – I

Message From The President





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MESSAGE FROM THE PRESIDENT

Sparktech Industrial Services W.L.L, is a privately owned firm established to encounter the challenges of Industrial needs rising in marketplace through delivering exclusive solutions. Our experience enable us to take up wide range of challenging projects and providing quality products with our main task of customer satisfaction.

Our firm has grown over the years, and we have supported our clients with highly professional services in the sector of Manufacturing / Fabrication and Erection of Industrial, Commercial / Housing Projects.

Since 2000, SPARKTECH has experienced tremendous growth and diversification. Today we are capable to mobilizing a 200+ personnel work force for any prestigious Industrial & Site Erection of Steel Pipe, Structural Hanger / Building / Shed, Pipe/Saddle Supports, Tanks / Vessels and its Saddles Foundations etc... supply & manufacturing for any prestigious project, fabrication & site erection for any kind of steel shaped material in the sector of civil & electromechanical Construction, on-shore or off-shore, petrochemical process, refineries, power projects, water treatment plants, steel, cement, oil & gas engineering construction companies and their industrial operation in Bahrain.

All of our stockists or manufacturers have ISO 9001 certificates and quality management programs, it is our basic principle to co-operate only with distinguished and reliable companies, to deliver HIGH quality products and services to our customers.

Our mission is to continuously exceed the expectations of our customers by providing quality services through highly skilled and professional contracting management teams,utilizing the State-of-Art engineering and maintenance technology.

Board of Directors
SPARKTECH Group



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Section – II

COMPANY INTRODUCTION





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COMPANY INTRODUCTION

SPARKTECH INDUSTRIAL SERVICES COMPANY W.L.L, is a Dynamic firm representing many manufactures' interests in the Petrochemical, Power, Heavy Steel Structure and Pipeline Industry markets. The company is practically active in all sectors of the industry and is also operating by the name of (NAIB-TECH). Amongst our customers are GCC based Oil refineries (Aramco, Bapco) and petrochemical (Sabco, Tatweer Petroleum) companies etc, Having successfully served the market for years, In market has evolved into one of the industry's most reliable, on-budget and safely, Thanks to its firm strategy to combine highly skilled manpower with the provision of excellent quality products and enhanced services as comprehensive packages to its clients. At the company's workshop and erection of these structures on sites.



We have been General contractors for Construction of Commercial & Civil Buildings, Fabrication & Erection for all kind of Electro-Mechanical Construction and Industrial Sectors thru subsidiary branch of (SPARKTECH) "NAIB-TECH INDUSTRIAL COMPANY W.L.L, for General Contracting.

We have been supplying and installing fabricated steel structure, Platforms, Handrails, Shelters, Piping and have carried out Electro-Mechanical Projects and products to clients operating in Kingdom of Bahrain & Other G.C.C Countries for years.

- **Industrial Pipes (Carbon Steel, Stainless Steel & Steel Alloys)**
- **Pipes Fittings (SS, CS, MS, FCS, & FSS)**
- **Flanges & Valves (CS, SS, Bronze etc...)**
- **Structural Steel (SS, CS, MS)**



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Our products & services are mainly used in the following sectors.

- **Oil & Gas Industry**
- **Industrial Plants**
- **Petrochemical Plants**
- **On Land Construction**

We supply various products of several market leaders and well-known manufacturers around the world, where the quality is rigidly controlled in accordance with all applicable codes and standards. We strictly abide by the quality with utmost efforts in order to meet various customers' requirements and specifications. Providing quality products, reasonable prices and satisfactory services, the company has been favored and supported by lots of customers, and hence, has good reputation in the Bahrain and Saudi market.

SPARKTECH Group. For Gen. Contracting has always accepted the fact that the customer is at the top. Everything we do is geared to meet "total and complete" customers acceptance and satisfaction. With this in mind, we are continuously in a state to develop, improve and share our knowledge and resources to meet the ever-changing needs and demands in this challenging industrial scenario.

We believed in maintaining a workforce of qualified individuals who match the stringent work culture required to meet standards higher than those set by the industry. At this end, SPARKTECH Group has qualified and experienced engineering teams and other necessary backup crews.

We also assure you that any enquiry or project entrusted to us will be professionally handled to the satisfaction of the clients for continued patronage in the years to come. We always take it as our own task to support the local & foreign industry. Although based in local market, we keep the international market in our view and we warmly welcome current and prospect customers to contact us for their various requirements.

For any further clarification & detail on our "C.P.", please feel free and don't hesitate to contact the undersigned. Mobile No. 00973 33220131 / 38280105.

Muhammad Saleem Mughal

Managing Director - CEO

Bahrain Office Company;

SPARKTECH Industrial Services Co. WLL.

LHASSAY (948), Kingdom of Bahrain



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Section – III

FABRICATION & CONTRACTING DIVISION





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FABRICATION Division – Supply and Installation:

- Designing and Drafting of Industrial projects in Structural Steel, C.S. / M.S., S.S. (Grade 304/316), Piping and Tanks / Vessels etc...
- Fabrication of Structural Steel Buildings Components like Platforms, Handrails, Ladders/ Staircases, Hangers, and Shedsetc...
- Fabrication of Carbon/ Stainless Steel Vents & Vent Stacks, Piping including Pipe Supports Saddles and other Mechanical Equipments & Components for all kind of Industrial Projects like Tanks/ Vessels (up to 25mm shell thickness), Pumps, Boliers and Air Producing Equipments...
- Fabrication and Installation of high pressure fire fighting pipe lines, water sprinkler systems and irrigation systems and fire fighting supply system.
- Fabrication & Installation of Gas, Air, Sweet/Raw Water & Sewerage Pipelines.
- Supply and Installation of Structural Buildings Components and Mechanical Equipments & Components
- Industrial Maintenance including light and heavy equipments and Construction
- Abrasive Blasting and Painting of Equipments and Structural Steels
- Technical Manpower Supply and Equipment rental services.





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SPARKTECH WORKSHOP – Facility highlights





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CONTRACTING DIVISION:

1.1 Civil

Civil construction work includes but is not limited to industrial earthwork projects, site grading and site roads in industrial area etc. All these projects involve heavy hauling of fill materials, riprap placement, grading, compaction and asphaltting.

Civil Construction work further includes all types of buildings in traditional and/or concrete execution, renovation of buildings in all varieties, pipe trenches, cable trenches, industrial safety guards, industrial concrete structural works, equipment foundations, piping supports (sleeper), padastles, demolition of concrete and steel structures and installation of perimeter security fences.

1.2. Electrical

Electrical construction work consists of all electrical switchgears, ups, cable wiring, overhead and underground distribution systems up to Low Voltages, including laying, termination and connection of cable and installation of poles, transformers, distribution cabinets meters and substation rooms etc...

2 PERSONNEL SUPPORT SERVICES:-

2.1 Manpower Sourcing Division

Besides being a contracting company, we do supply engineering, technical and personnel manpower to ARAMCO, SABIC & its Affiliate Companies, Saudi Electricity Company, different National and Multinational Companies. We have also been participants of innumerable turnaround jobs of SABIC Companies but indirectly.

2.2 Selection of Technicians / Crafts

Selection of technical staff depends upon project requirements. Those project details are fed to the Personnel Manager who by then becomes aware of the job parameters required.

On receipt of the details, the Personnel Manager shall check the status of the current employees and their qualifications and experiences that are tallying with client's specific requirements.

Once the Personnel Manager has felt the need for more technical manpower for that particular Project, he then brings up the matter to the higher-ups in the Company.



2.3. Requirement of Additional Manpower & Equipment

There have been occasions that project requirement exceeds the personnel & equipment available in the Company. We then move enquiries to our regular sub-contractors to procure manpower & equipment to cater our needs.

3. MOBILIZATION:-

Once contracts signed with the client, the manpower, material & equipment will be mobilized to the site in coordination with the client according to schedule. Site engineers / supervisor will be assigned to perform the different task as per Construction Manager. Special representatives, as the need may arise, is posted in consultation with the client so as to liaise between the company and the client to look after the day-to-day affairs, such as, compliance to job specifications, safety rules and regulations.

4- TURNKEY PROJECT:-

After in-depth study of the Scope of Work, Business Dev. Manager will arrange appointment with client for proposed work site inspection; discuss exact work scope, nature and schedules. He then passes on the relevant portions to Quantity Surveyors and engineers to work out the cost, equipment and manpower. He consults the Personnel Manager towards requirements of manpower from within the company payroll and contractors. A comprehensive proposal is prepared and submitted to the client within the bid due date. Once the client accepts the proposal, Company will open a Site Office at the location allotted, and mobilize men and material for effective project implementation.

5- WARRANTY:-

As Experienced professionals and commitment to quality our reputation is built in to every product we manufacturer, **SPARKTECH** takes complete responsibility of Total Quality Management of the work thus performed by them, and provide warranty for a limited time.



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6. SPECIALIZED DISCIPLINES:

Manufacturing of LPG Cylinders,

For Domestic & Commercial Consumers

We have the experience and resources to address the shutdown requirements of schedule urgency, quality and safety. We have completed, from 1995 to 2006 over SAR 116.32 million of work in a totally satisfactory manner by its principal company in Pakistan.

During the development and manufacturing of various types of store, both for Industrial and Commercial use, we have been able to develop the wide and diversified technological base within our different industrial units and these are always ready and available for under taking challenging assignments as per the requirements of our valued customers. Some of the technologies available with us are:-

- a. Computer aided design
- b. Machining & Grinding
- c. Tool design and manufacturing
- d. Aluminium welding and machining
- e. Heat treatment
- f. Casting and Forging
- g. Jigs, Fixture and Gauges design and manufacture

The company has the most modern in-house test facilities and laboratories that enable us to maintain high standards of quality and reliability. Some of the test facilities available with us mentioned below:-

- a. Hardness testing
- b. Rubber hardness testing
- c. Calibration Systems

We are following the total quality management system and presently are in the process of orientation of our procedures as per the principles of ISO-9001 & 2000. We have been registered with Pakistan Chamber of Commerce and International quality standard companies as Industrial Parts and Equipments Manufacturer.



7. SHUTDOWNS:

SPARKTECH has within its senior management many years of experience covering oil, and petrochemical plant shutdowns; we are currently at a stage of to supply a skilled or non skilled manpower to complete the major shutdown jobs only.

8. CORROSION CONTROL WORKS:

- Granite Blasting
- Painting System

Within the wide spectrum of anti-corrosion technology, **SPARKTECH** has dedicated resources also towards the following areas:

- Grit and high pressure water surface preparation, for both concrete and steel.
- Application of specialized industrial coating including polymer modified cementations cutting, Epoxy coating and Urethanes.
- Concrete repair and conventional removal methods, Core Drilling from 1" to 7" dia. by 50cm lg. drilling bit and above dia. Hole shall be drilled through our own technology. The management also has considerable experience of major earth stabilization using shot Crete.

9. Engineering & Technical Services (Our range of services includes)

As **SPARKTECH**, we revel in the challenge of meeting and exceeding your engineering needs. As a leader in the design and implementation of industrial process control systems, our solutions address your short and long-term requirements, enabling you to gain and hold the competitive advantage well into the future.

- Projects Design and Development
- Industrial and Erection / Installation
- Third-Party Inspection / Expediting
- Equipment Failure Analysis / Maintenance
- Machining (Tools & Die) and Commissioning
- Equipment Maintenance
- Emergency Repairs / Refurbishment



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Project: Bahrain Al Dur Phase II Independent Water and Power Project

Client: SEPCOIII Bahrain Construction Company WLL.

Location: Al Dur, Southern Province, Bahrain

Duration: 12 Months

Project Value: BD 401,142.000 (Bahraini Dinars Four Hundred One Thousand One Hundred Forty Two Only)

Testing & Commissioning after Completion of Steel Structures (1350 tons)

Project Gallery





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Project: Bahrain Al Dur Phase II Independent Water and Power Project

Client: SEPCOIII Bahrain Construction Company WLL.

Location: Al Dur, Southern Province, Bahrain

Duration: 04 Months

Project Contract: ST10 / ST20 Temporary Pipe Installation Works Contract

Project Value: BD20,000.00 (Bahraini Dinars One Hundred Ten Thousand Only)

Project Gallery





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INDUSTRIAL SERVICES COMPANY W.L.L

تركيب الآلات و المعدات الصناعية

إصلاح الآلات و المعدات

Installation of industrial machinery and equipment

Repair of machinery and equipment

VAT No. 220018573400002

Combined Facilities support, Land Surveying, Oil & Gas pipeline fabrication/ installation, Technical and Consultation services

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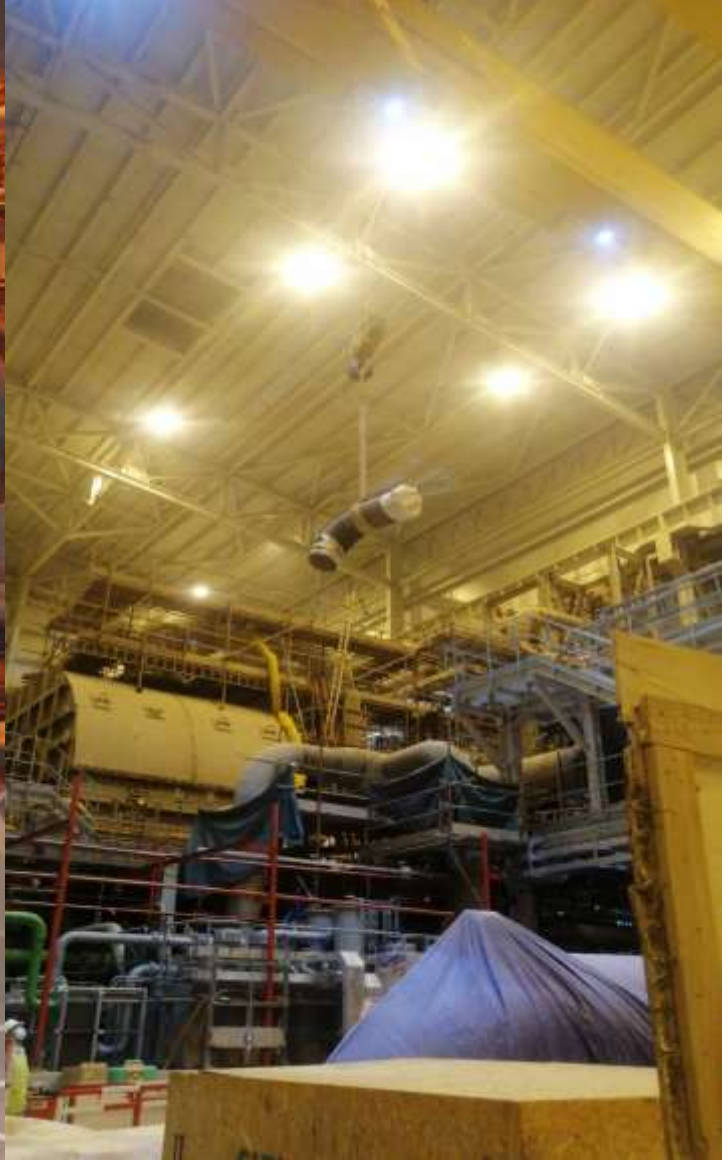
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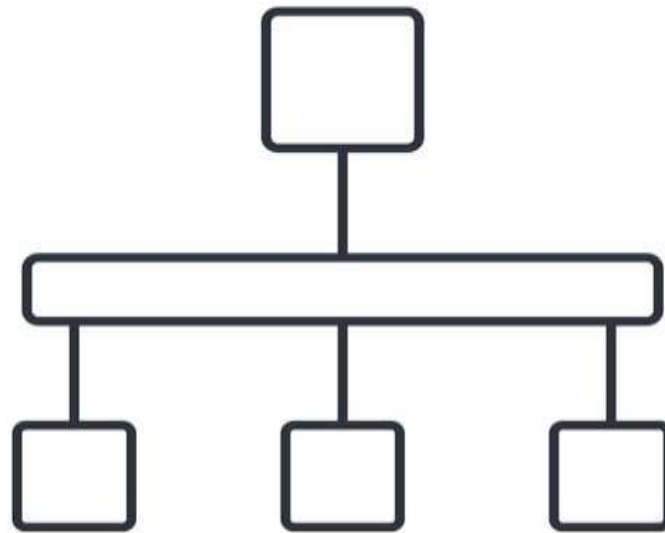
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Section – IV

COMPANY ORGANIZATION C H A R T

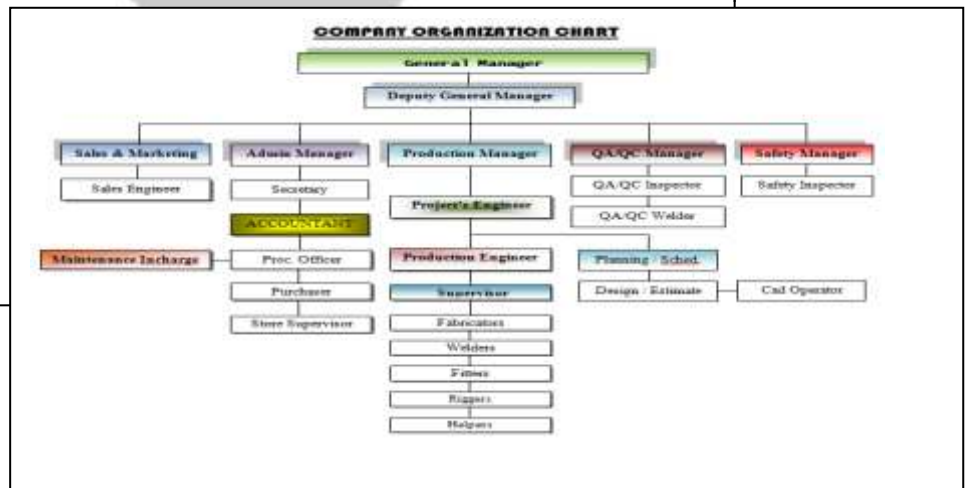
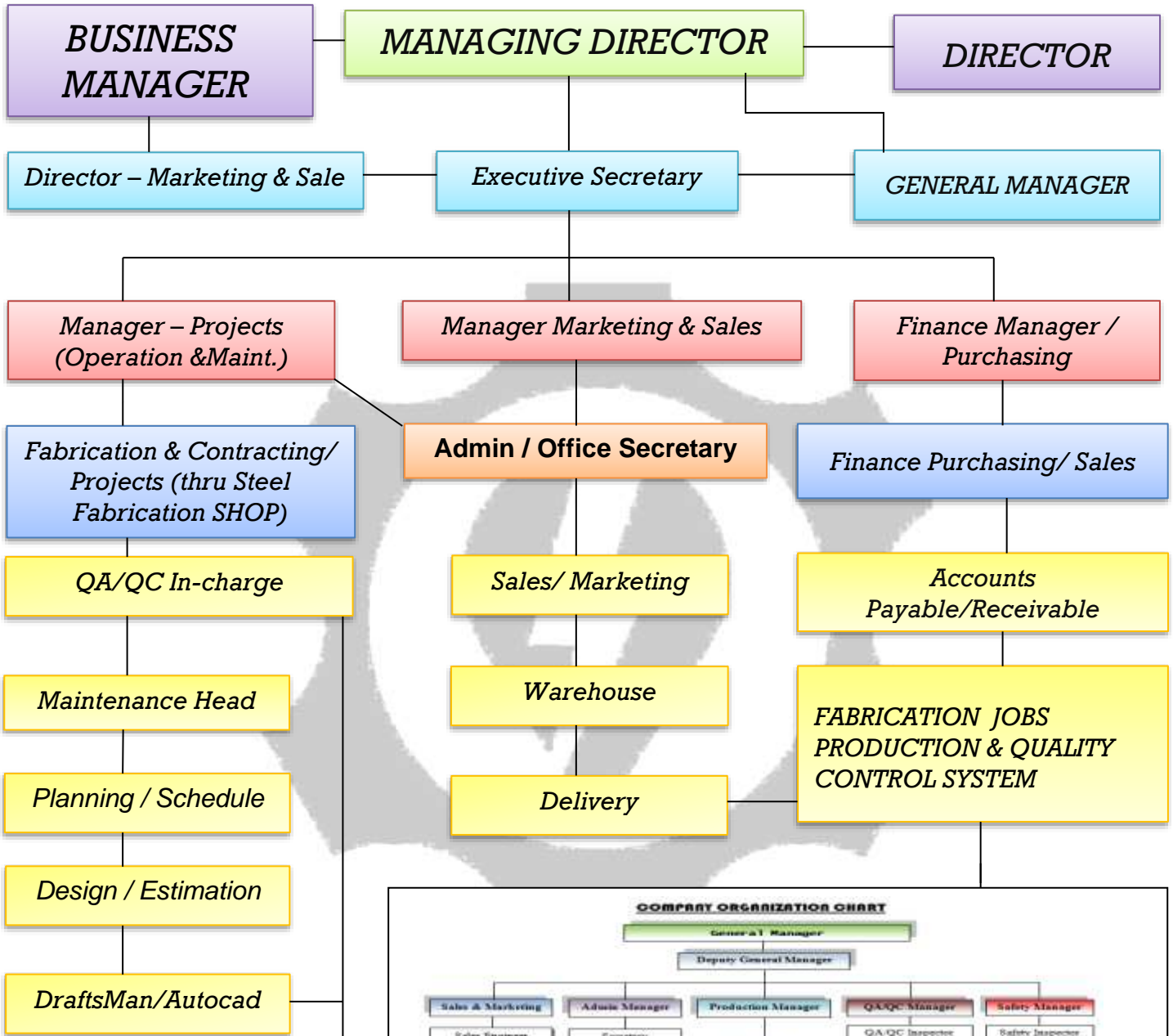




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COMPANY ORGANIZATION CHART





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Section V:

GENERAL MEN WORKSHOP STRENGTH / RESOURCES





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LIST OF MANPOWER - Strength

A Top Management Staff

Nos.	DESCRIPTION	NATIONALITY	Nos.	EXPERIENCE
1	Managing Director - CEO (M)	Pakistani	1	21 Years
2	Director (M)	Pakistani	1	2 Years
3	Business Dev. Manager (M)	Egyption	1	25 Years
4	General Manager (F/M)	Filipino	1	25 Years
5	Executive Secretary (F/M)	Filipino	1	7 Years
6	Sales & Marketing Manager	Indian	1	21 Years
7	Finance Manager (F/M)	Pakistani	1	5 Years
8	Procurement Manager	Pakistani	1	25 Years
9	HR / Personnel Manager	Filipino	1	25 Years
10	Technical & Comm. Manager	Indian	1	7 Years
11	Gov't Affairs Officer	Bahraini	1	5 Years

B. Technical Management Staff

1	Construction / Maint.Manager	Pakistani	1	10 Years
2	Engineering Manager	Indian	1	10 Years
3	Planning / Sched. Engineer	Pakistani	1	5 Years
4	Design & Estimate Engineer	Pakistani	1	6 Years
5	Cad Operator	Indian	2	2 Years
6	HRD Manager	Saudi	1	8 Years
7	HRD Coordinator	Indian	1	9 Years
8	Project's Engineer	Syrian	1	8 Years
9	Construction Coordinator	Indian	1	7 Years
10	Procurement Manager	Pilipino	1	5 Years
11	Procurement Officer	Indian	1	3 Years
12	Store Supervisor	Indian	2	2 Years
13	QA/QC Manager	Indian	1	6 Years
14	QA/QC Inspector	Pakistani	4	5 Years
15	Safety Manager	Cameron	1	8 Years
16	Safety Inspector / Work Permit	Indian	4	5 Years
17	Secretary	Indian	2	2 Years
18	Civil Engineer	Indian	2	5 Years
19	Mechanical Engineer	Indian	2	8 Years
20	Electrical Engineer	Pilipino	1	5 Years



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C. Direct and Indirect Workmanship Force:

Ser. Nos.	Description / Title	Nos.
1	Foreman – Mechanical / Industrial	3
2	Steel Structure Welder (Tag)	15
3	Structure Fabricator	13
4	Pipe Fabricator	15
5	Pipe / Steel Supports and Structural Steel Erector	15
6	Pipe / Structure Fitter	25
7	Certified Multi / Tig. Welder (GTAW / STAW)	16
8	6G Welder (SMAW)	9
9	3G WELDER (ARC / MIG)	11
10	Rigger Level III & II	8
11	Millwright	5
12	Painter / Spray Painter	9
13	Abbrasive (sand) Blaster	3
14	Scaffolder	6
15	Mechanical Helper	25
16	Foreman – Civil	2
17	Carpenter	10
18	Steel Fixer	10
19	Tile setter	7
20	Mason	10
21	Steel Building Erectors	5
22	Plumber	5
23	Labors	25
24	Foreman – Electrical	1
25	Building Electrician	3
26	Industrial Electrician	8
27	Helper Electrician	7
28	Cable Splicer	3
29	Instrument Technician	10
30	Heavy Duty Driver	2
31	Light Duty Driver	5
32	Equipment Driver	4
	Total	295



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Section VI: General Assets





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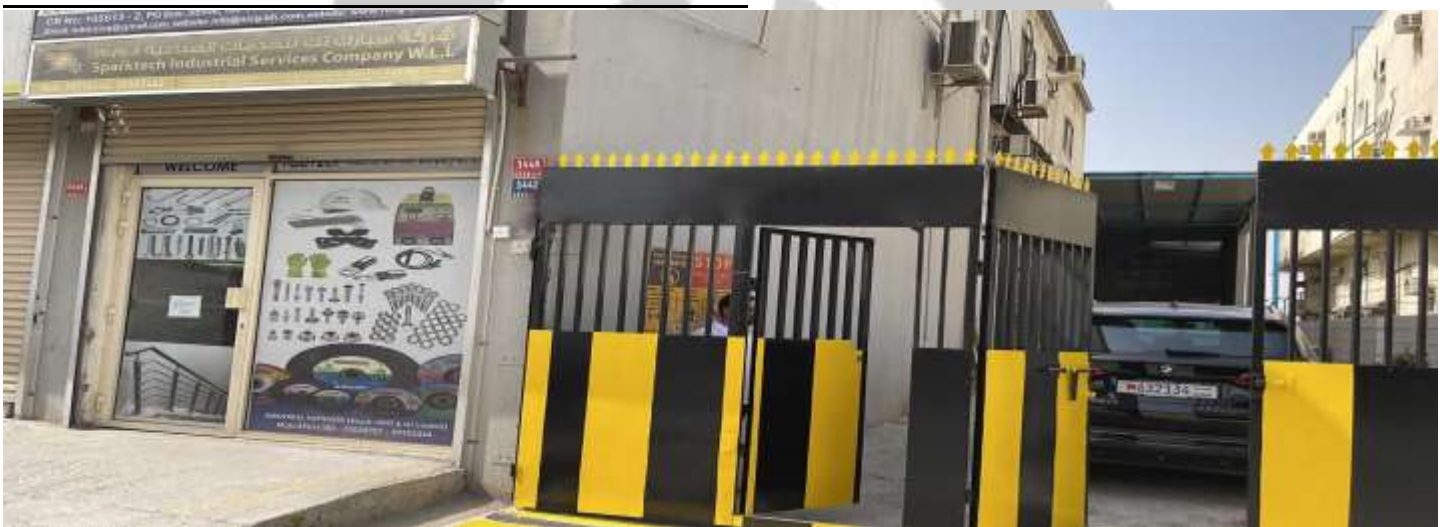
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Assets Gallery





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SPARKTECH HEAD OFFICE – MANAGEMENT





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Section – VII

SUMMARY OF EXECUTED PROJECTS





Combined Facilities support, Land Surveying, Oil & Gas pipeline fabrication/ installation, Technical and Consultation services

Expert in Welding of High Pressure Alloys SS, CS Plant, Boiler & Tanks Piping with Fabrication and Erection of Industrial & Housing Building Projects.

Summary of Completed Projects (Bahrain)

S/No.	Description of Project	Client & Location with Project Value and year
01	Supply of Carbon Steel & Stainless Pipes & Fittings	Gulf Temperature Sensors, BHD 160,000 BHD
02	Supply of Hattersley Valves & Fittings- THEATER prj	Electrical – Mechanical C (EMCO) BHD 70,000
03	Supply of Electro Mechanical Material, Pipe, Fittings.	Technip France-BAPCO, BHD 190,000 (2012)
04	Supply of Compression Tubes, Fittings & acces. Etc.	Exterran-TatweerPetroileum BHD 125,000 (2014)
05	Ramsis Engineering Ltd. - Fasteners	Technip Bahrain-BAPCO Project, BHD 19,000
06	Supply of Pipe Fittings & Accessories	Delta Indusrtial Supplies CO.W.L.L, BHD 25,000
07	Supply of SMLS Pipes, Fittings & Accessories	Wallia Super Coil Tech W.L.L BHD 43,000
08	Supply of Instrumentation Fittings & Compression Sandvik Tubes / Fitt's.	MCSC – Tatweer Project BHD 57,681 (2012)
09	Construction of Production Facilities, Admin Building and SS-316 Tanks modifications with Erections.	Reckitt Benckiser – TETRA TECH at HIDD BHD 178,500 (2013)
10	Construction of Three (3) StoreyBuidling	Mrs. FatemaHasanYousafAlbuainain–BHD 48,000
11	Construction of Villa additional 2 storeys upgrading	Mr. Mohammed Sharif BHD 33,700 (2016)
12	Construction of Six (6) Storey Building	Mr. Khalid AL MannaiBHD155,000 (2016)
13	Construction of Alba Area PrecesionTechnogies Factory – Ware House	Mr. Mahmood Al SaatiBHD86,000 (2017)
14	Supply Electro Mechanical Products – For LNG Terminal Project Turnkey	GS E & C Corporation, BHD 180,000 (2017 to 2018)
15	Supply of Electrical Access... - ITCC	AL KHARAFI & SONS, BHD 9,320 (2019)
16	Supply of New Portable Cabin & USED – 84 units and other Heavy Steel Structural Fabrication Jobs	SEPCOIII Bahrain – AL DUR Power Plant – PHII 87,644.000BHD + 275,000.00
17	Supply and Fabrication of Sign Board SWRD Desalination, Al Dur 2 and Fabrication Jobs	SIDEM Bahrain, BHD3,500(2019)
18	Fabrication and Supply of Stainless Steel 316L Oil Tank – 180 gallons for KSA SABIC Customers Repeat Order	PAXTON Co. BHD 2,500 FROM (2014 to Present)



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19	Fabrication and Supply of Steel Structures, Valves Access & other HD Platform, Trench Covers / Gratings, Guard Rails, Handrails and other steel accessories etc... and "Rain Water GUTTER Work"	NSH - NASSER SAEED AL HAJRI CORPORATION W.L.L 2018 to Present, BHD 265,000 + BHD95,000.000
20	Fabrication and Supply of Steel Structures, Chiller Units (HD) Platform, Trench Covers / Gratings, Guard Rails, Handrails and other steel accessories etc... and "Rain Water GUTTER Work" (ALUMINUM & STEEL).	GAC – Gulf Asia Contracting company P.O BOX No. 11953, SEEF / Manama, Bahrain BHD145,0002018 to Present,
21	Construction of RAMP (Concrete at G1) and Construction of G2 Facilities, Boundary, Bollards K12 Rating Concrete and Steel Structures etc... and New Project Awarded for BDF Land Construction consisting of 4 TENT 23,900 m2 LAND Development.	TRIDENT WARE HOUSE Company Bahrain – USA Branch for US Army Logistics Services Project thru FEDEX Courier, Bahrain HIDD BHD 1.143 million 2014 to Present,
22	Fabrication and Supply of Steel Structure and Platforms etc.	SEPCOIII Bahrain Construction Company S.P.C. – 1 st January 2020 (BHD90,000.00) to Present
23	Fabrication and Supply of Insert Pipe, Ladder and Handrails etc... for BMP project.	Nasser saeed Al Hajri Corporation W.L.L. – 14 February 2020 (BHD36,000 + BHD65,000)
24	SEPCOIII Erection/Installation Works Contract 1. BH001-SS-050-00 Structure/Platforms & Handrails 2. BH001-SS-050-01 3. BH001-SS-050-02 Structure/Platform & Handrails 4. BH001-SS-050-03 Handrails Works Contract 5. BH001-SS-050-04 Pipe Rack Const. Works Cont. 6. BH001-SS-050-06 ST10 & ST20 Temporary Pipe Installation Works Contract	BHD104,250.00 – April 2020 – Completed BHD030,000.00 – September 2020 - Completed BHD013,592.50 – September 2020 – Completed BHD249,500.00 – October 2021 - Completed BHD60,000.00 + BHD 30,000.00 Sept. 2021 up to Present
25	PO No.: 50048617 Revision: 00000004 Fabrication & Supply of Pipe Sleeves	BHD31,782.451 - 14.02.2020
26	PO No.: 50055526 Revision: 00000003 Fabrication & Supply of Cage Ladders	BHD12,150.678 - 22.12.2020
27	PO No.: 50055736 Revision: 00000000 Fabrication and Supply of Grating - HDG	BHD34,538.781 – 03.01.2021
28	PO No.: 50060965 Revision: 00000000 Fabrication and Supply of Dript Tray – Repeat Orders	BHD25,000.000 - 31.10.2021
29	PO No.: 50061890 Revision: 00000000 Fabrication and Supply of Checkered Plate (Pattern 2) HDG	BHD5,045.000 - 13.11.2021



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Section – VIII

COMPANY QUALITY POLICY



QUALITY POLICY



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Quality Policy

Sparktech Industrial Services Company W.L.L (SPARKTECH), was formed with strong commitment to Quality procedures and is placed among the top Middle Eastern industrial vendors. Its mission is to continually exceed the expectations of its customers by providing quality products and services through highly skilled and professional contracting team.

SPARKTECH'S management and staff are highly committed to establish, implement, maintain and continually improve a quality management system.

We are committed to continuous improvement and have established a Quality Management System which provides a framework for continuously measuring and improving quality performance.

Company VISION for Quality

Our products are of several market leaders and well-known manufacturers around the world, where the quality is rigidly controlled in accordance with all appliances codes, standards and rules demanded by any project. We strictly abide by the quality with our utmost efforts in order to meet various customers' requirements.

We achieve customer satisfaction by recognizing that quality is everyone's direct responsibility, because we are committed in providing the **Highest Quality Works and Services, especially On Time Delivery** to our customers in the most competitive way. This is of fundamental importance to the continued success of SPARKTECH Industrial Services Co. W.L.L

This is achieved through the efforts of each employee taking responsibility for the quality of their work and by them expecting the same high quality work from our suppliers and each other...

All employees through their various skills and expertise are expected to pursue and be continually involved in quality improvements to internal processes.



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Section – IX

Safety & Loss Prevention Program





SAFETY & LOSS PREVENTION PROGRAM

1) General Procedure

The primary objective of this program is to promote general safety practices and to explain the needs and importance of the safety on site and prevention of accidents. Safety should be considered as a matter of prime importance.

2) Plan of Action

In order to achieve the above mentioned goal the following courses of action should be put into effect.

- 2.1 Safety orientation of new employees.
- 2.2 Educate employees explaining in detail the necessity and importance of personal safety and that of equipment.
- 2.3 Maintain good housekeeping in all areas.
- 2.4 Enforce safety rules and regulations.
- 2.5 Organize accident prevention committee.
- 2.6 Hazard elimination through systematic inspection and use of protective gear and the right tools for an appropriate job.
- 2.7 Strict adherence to the loss prevention requirements of Saudi
- 2.8 Armco's safety standards and applicable to Saudi Arabian Laws.

3) Program

3.1 Planning safety in engineering & estimates preparation

In the planning and estimate preparation stage a thought for the period of consideration, studies shall be made by the engineers to ensure adequate safety factors in design and erection of temporary structures and staging.

- 3.1.1 Adequate monetary allocation to provide for items such as trench bracing, barricades, signs work platforms, personal protective equipment and other items necessary for the protection of employees, equipment, materials and members of general public and their property.
 - 3.1.1.1 System shall be established where by plans and procedures involving hazards to men, materials, equipment and adjacent property can be studied and reviewed with proper authorities for necessary precautionary measures.

3.2 Safety Meeting

Before starting up the job, key Personnel should meet to discuss accident prevention, study job layouts, determine plans and schedules, also emphasize requirements and elaborate procedures. Thorough inspection of job site and collaborate procedures. Through inspection of job site and adjoining procedures shall be done and a brief supplemental safety programmed will be developed and distributed to supervisory Personnel assigned to jobsite.

- 3.2.1 Weekly safety meetings for supervisory Personnel to review accidents that occurred during the previous week, take note of safety deficiencies and establish measures, job hazards, contemplated control, protective equipment and Personnel training should be covered.
- 3.2.2 A ten minted tools box meeting shall be held once week under the direction of foreman and assisted safety Personnel. Accidents and near-accident should be discussed and present action to prevent



recurrence foreman will explain the safe way performing job. From time to time superintendent and other key Personnel shall also attend the meetings on rotation basis.

- 3.2.3 Records will be kept spelling out the meeting data who conducts the meeting and summary of discuss which will be forwarded to project engineer.

3.3 Employees Selection

We always hire the appropriate man to the right job. Dispite the fact that labor shortage in some areas in acute especially for skilled manpower, every effort is being made by the management to see to it that only physically for workers are selected, this is one important fact to preventing accidents that our management has given a reconsideration, good physical condition is of precipitance for employees under Bahrain, Saudi Arabian& GCC climate conditions, particularly vehicle and equipment operators.

3.4 Craftsman Training

Daily safety contact of craftsman is one of the move effective ways of training our employees. Safety as part construction can be emphasized here as the foreman explain the "that" "how" "where" and "why" of the workers.

- 3.4.1 The following subject shall be discussed in the employee's safety induction training.

- 3.4.1.1 Hazards on the work site.
- 3.4.1.2 Necessary precautions against the above hazards.
- 3.4.1.3 Personal protective equipment.
- 3.4.1.4 Ladders and scaffoldings
- 3.4.1.5 Housekeeping and sanitation
- 3.4.1.6 Lift devices and materials handling
- 3.4.1.7 First aid and emergency procedures.
- 3.4.1.8 Fire protection and control
- 3.4.1.9 Reporting injuries and unsafe conditions
- 3.4.1.10 Safety rules and regulations and discipline.
- 3.4.1.11 Responsibility in safety.

- 3.4.2 In addition to the above topics the following procedural guidelines shall be emphasized to the workers. These shall include:

- 3.4.2.1 Welding and cutting equipment
- 3.4.2.2 Hand and portable tools
- 3.4.2.3 Ladders and scaffolding
- 3.4.2.4 Cranes and rigging equipment and practices
- 3.4.2.5 Excavation, trenching and shoring
- 3.4.2.6 Electrical installation and equipment
- 3.4.2.7 Highway and street construction
- 3.4.2.8 Work permit system

3.5 Safety and Training Education

Training is one of the most important responsibilities of management and accordingly there should be a continuing effort to help supervisory Personnel in carrying out their management functions in order to accomplish this, key Personnel must be trained first before they can become competent instructors.

3.5.1 Supervisor / Foreman Training

Most of our foreman are selected from construction crew and elevated to supervision on the basis of their craft skills. They also posses the certificate to take work permits. Regardless of whether the foreman has been promoted from the ranks, within the company or hired from outside, he shall be given supervisory training and understanding of his responsibilities, both in accident prevention and direction of work. The following topics shall be covered during the foreman's training.



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- 3.5.1.1 Accident prevention organization
- 3.5.1.2 Personal protection
- 3.5.1.3 Scaffolding and ladders
- 3.5.1.4 Housekeeping, sanitation and first aid
- 3.5.1.5 Welding and cutting
- 3.5.1.6 Flammable gases and liquids
- 3.5.1.7 Excavation and shoring
- 3.5.1.8 Concrete construction / steel erection
- 3.5.1.9 Hoist, cranes and rigging
- 3.5.1.10 Traffic control
- 3.5.1.11 Heavy equipment, motor trucks.
- 3.5.1.12 Tools-hand, power, pneumatic
- 3.5.1.13 Work permit procedures
- 3.5.1.14 Repair shops and garbage's

3.6 Employee Orientation and Indoctrination in Safety

- 3.6.1 Following the selection processing, the employee should be given a brief orientation of the company's safety policies. A brochure of safety rules, in addition to the oral orientation will be given to each new employee before he is instructed to the supervisor.
- 3.6.2 The supervisor should then review the specified hazards and safety rules related to the employee's assignment and introduce him to his fellow workers. Whenever possible place the new employee with an experienced worker who can aid him in promoting safety habits. After a few weeks a follow-up orientation should be conducted reiterating what has been previously said about the company's interest in accident prevention.
- 3.6.3 A record shall be kept on each employee completing the orientation course.

3.7 Correcting Unsafe Acts or Conditions

Generally, accident's result from two sources, unsafe acts and/or conditions, key Personnel should make it a standard practice to look for unsafe acts and conditions on every visit to the job, and to call these to the attention of the superintendent in-charge, demanding immediate correction, when conditions are extremely serious, and the lives of the workers are in jeopardy, they should be corrected at once.

Frequent inspection of the site should be made and a list of violation noted for use and discussion at next safety surveys of the jobsite, safety committee should tour the premises on schedules at regular intervals.

3.8 Accident Reports and Records

The purpose of accident investigation is to provide information to the management so that preventive measures can be instituted to ever similar incident future.

Supervisor conducting the investigation should not view his findings from fault fining angle injury and damage reports shall promptly be made and circulated to all concerned for proper precautionary measures. A copy of this investigation report should be sent the safety officer to ensure that follow-up measures are carried through.

All accident including "near misses" should be investigated so that appropriate action to prevent recurrence can be made, more serious accident should be detailed in narrative form.

- 3.8.1 Injuries at job site will be handled at site itself for minor first aids. For other injuries and sickness we have retained the services of KANOO Health Medical Centers.