



SIRAJ M. BALHARITH CONTRACTING EST..
سراج مهدي بلحارث للمقاولات العامة

RIGHT SOLUTION FOR INDUSTRIAL SERVICES



SIRAJ M. BALHARITH CONTRACTING EST..
سراج مهدي بلحارث للمقاولات العامة

P.O.Box : 64 - Rahima 31941 - Kingdom of Saudi Arabia
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SMB Bank References

Al Faihaa, 2117
Ras Tanura, Saudi Arabia.

Tel : + 96613 8021777

IBAN Code : SA3305000068202562491000

Contact : ALINMA BANK

ARAB NATIONAL BANK

P.O. Box 18, Prince Mohd
Bin Fahed Abdul Aziz St.

Tel : +966013 6675585

Fax : +96613 6680817

IBAN Code : SA933040010803055280023

Contact : ANB BANK

شهادة تسجيل مؤسسة فردية

المملكة المغربية - الرباط

وزارة التجارة والصناعة

الرقم: ٢٠٥٤٠٠٦٥٩

التاريخ: ١٤١٨/١١/٠٣

الاسم التجاري للمؤسسة: مؤسسة سراج مهدي بالبحر شليلي

مركزها الرئيسي: رحيمة م. تازة ١ - الرباط

ص ب: ٦٤ الرمز البريدي: ٢٦٩٤١ هاتف: ٦٦٧١٥١٧

اسم التاجر (رباعيا): سراج مهدي شادي بالبحر

رقم السجل المدني - الإقامة: ١-٥٩١٣٩٤٦٩٤ تاريخه: ١٤١٠-٠٥-١٨

رقم الحفظة - الجواز: ٨٣٣٥٥ تاريخه: ١٤١٠-٠٥-١٨

النشاط: صناعة وتصنيع البضائع (إكساء - إصلاح - صمم - تجميع) ...

رأس المال: ٢٥٠.٠٠٠.٠٠٠

اسم المدير أو الوكيل المفوض: سراج مهدي شادي بالبحر

الجنسية: جزائري تاريخ الميلاد: ١٣٩١

رقم السجل المدني - الإقامة: ١-٥٩١٣٩٤٦٩٤ تاريخه: ١٤١٠-٠٥-١٨

سلطات المدير: ...

يشهد مكتب السجل التجاري بمدينة الدمام بأنه تم تسجيل هذه المؤسسة بسجل مدني

وقد انتهت صلاحية الشهادة في ١٤١٨/١١/٠٩ بموجب الإيصال رقم: ١٣٣٣٩٤٥ وتاريخ: ١٤٢٣/١٠/٢٣

مدير السجل التجاري: الاسم: محمد بن عبد الحميد

التوقيع: محمد بن عبد الحميد

مدير المؤسسة: الاسم: سراج مهدي شادي بالبحر

التوقيع: سراج مهدي شادي بالبحر



QuayAudit

REGISTRATION CERTIFICATE

This certificate confirms that the management systems of
Siraj M. Balharith Contracting Est.
P.O. Box 64, Rahma 31461,
Kingdom of Saudi Arabia,
have been audited and approved by
QuayAudit UK Ltd to the following management standard:
BS EN ISO 9001:2015

The approved management systems apply to the following scope:
**General Contracting for Construction, Installation/Repairing, Removal,
Changing and Maintenance Works**

This certificate is restricted to those scopes of business activity described
in the numerically ordered NACE codes listed below:

4120, 4299, 4399

Original Approval:	6 November 2017
Current Certificate:	6 November 2017
Certificate Expiry:	6 November 2020
Registration Number:	4156285

On behalf of **QuayAudit UK Limited**

[illegible]

Project : **ABACORP**

Purchase Order No. : **19596**
Contract Title : Sub-Contract Agreement for Civil Services.
Client Representative : Mr. Muthu Krishnan
Description : To carry out subcontract job for the Rehabilitation of concrete foundation of Safaniya 230 kv Transmission Line. The job includes excavation, installation of temporary supports, breaking of deteriorated tower foundations, sand blasting, replacing corroded rebars, shuttering, concreting, applying PU coating, backfilling etc.

Purchase Order No. : 18039
Contract Title : Sub-Contract Agreement for Civil Services
Client Representative : Mr. Abdul Qadeer
Description : To carry out subcontract job for the Rehabilitation of concrete foundations at various substations under Jubail NATD. The foundations were of various types such as OCB, Bustubing, transformer, cable tray, potential transformers, sop etc. The job includes excavation, installation of temporary supports, breaking of deteriorated concrete, sand

Project : **ARAMCO**

Purchase Order No. : **2017/15**
Project Title : South Dhahran Home Ownership project Dhahran
Description : Constructing Villas including Hollow blocks, installation & readymade initial Planting works, painting, Tiles biking etc. of Dhahran

Project : **Resa-Gulf Scaffolding Co. Ltd.**

Purchase Order No. : **1510**
Project Title : Scaffolding Service Contracts
Client : 8126611 013. Contracts Manager
Description : Erection, dismantling and supply of scaffold materials for sadara

Project : **FAFCO (Fauad Abdulla Fouad Company)**

Purchase Order No. : **PRT/SC01/257/004-**
Contract Title : Khuff Condensate Fractionation Project Sub Contract Agreement
Client Representative : WAHEED A. ABUBSHAIT
Description : To carry out the performance of Pipe Installation works on all locations

Project : **AL-MUHAIIDIB CONTRACTING Co.**

Purchase Order No. : **A/3457**
Contract Title : Site preparation for RTR waste water treatment plant expansion.
Client Representative : PURCHASE MANAGER Tel : +966 13 826 0345
Description : Provide Manpower and Equipment to carry out the works at above Project



PREFACE

This company was established in 1996 to undertake General Contracting throughout the Kingdom of Saudi Arabia. This company is registered with the ministry under the commercial registration number 2054001651.

Initially the company concentrated on Scaffolding job and the execution of small to medium range & civil services.

The ability to adhere to strict time schedules budgetary controls and high safety standards has earned the company a reputation for efficiency and eligibility.

Our office is situated in North Rahima, Middle Street, and our telephone numbers, 013-667-5585 / 668-0817, Fax numbers, 013-667-5585 / 668-0817.

Our Address:
P. O. Box # 64
Rahima # 31941
Kingdom of Saudi Arabia.
E-mail: info@smbksa.com

OUR CONTACT & REGISTRATION DETAILS

Name of the Company	:	SIRAJ M. BALHARITH GENERAL CONTRACTING EST.
Address	:	P. O. Box # 64, Rahima # 31941, Kingdom of Saudi Arabia.
Telephone Nos.	:	013-667-5585 / 668-0817
Fax No.	:	013-667-5585 / 668-0817
Website	:	www.smbksa.com
License No.	:	1098
Aramco Registration No.	:	10006936
Commercial Registration No.	:	2054001651
Chamber of Commerce No.	:	10473
Name of the Banks	:	Alinma Bank Arab National Bank

INTRODUCTION

We would like to introduce our Establishment and present our details regarding our work experience and areas of specialties for your review and consideration. Our establishment was founded in 1996 under CR. No. 2054001651 in Ras Tanura and since then doing business with the following major companies:



Above are some of the experiences of our Establishment in carrying out various works over the past 20 years until now. All the above projects we have worked to the full satisfaction of our clients.

We have manpower from different nationalities: Indians, Nepalese, Srilankans and Bangladeshi who are skilled in their trades and crafts: Engineers, Foremen, Welders, Heavy Equipment Operators, Fabricators, Heavy Drivers, Electricians, Masons, Carpenters, Scaffolders, Painters, Fitters (Structural & Piping), Steel Fixers, Hydrojetters, Catalyst Handlers, Chemical Cleaners, Skilled Helpers etc. They are efficient in skills and have been with our Establishment for 20 years and are able to carry out their designated works to the full satisfaction of the authorities.

We also have a variety of equipment (Loaders, Trailors, Dump Trucks, Backhoes, Forklifts, Boom Trucks, Buses, Welding Machines, Air Compressors etc.) for performing all sorts of works and the operators certified by SA Govt. and Saudi Aramco for their equipment's.

Our Management and Supervision team includes Project Managers, Civil, Electrical and Mechanical Engineers, Safety Officers, QA-QC Engineers, Foremen (with work permit certificates) and they have performed and completed many turn-key Projects for Saudi Aramco and Other Industries. We hope you will find our Establishment upto your standard of requirements and we look forward to doing business with you.

Thanking you sir,

Yours faithfully,

For Siraj M. Balharith Est.;
Siraj M. Balharith
(President)

PROJECT IN



PROJECT TITLE : Power Upgrade at CDC (Corporate data Center)

CONTRACTOR : LNTECC



CONTRACT PERIOD : 23-July-2016 to 28-July-2018.

PROJECT LOCATION : Dhahran, K.S.A.

PROJECT VALUE : SAR 1,510,310.00

PROJECT IN



PROJECT TITLE : Industrial Support and Maintenance Work at CDC
(Corporate Data Center)

CONTRACTOR : Albilad Fire Fighting System Co.Ltd.



CONTRACT PERIOD : 04-April-2017 to 07-January-2018

PROJECT LOCATION : Dhahran, K.S.A.

PROJECT VALUE : SAR 200,000.00

PROJECT IN



PROJECT TITLE : Replace Electrical Equipment at south Area GOSPs

CONTRACTOR : ERAM ARABIA LIMITED



CONTRACT PERIOD : 07-March-2019 to 28-January-2020.

PROJECT LOCATION : Suthern Area GOSP-(SHDGOSP-06).

PROJECT VALUE : SAR 2,684,234.84

Project : **R. B. HILTON SA LTD.**

Purchase Order No. : **PO-RBH 0069201-0565**
 Contract Title : Scaffolding Service Contracts
 Client Representative : Contracts Manager (+966 13 364 0510)
 Description : Supply & installation of Scaffolding inside project Kingdom for Saudi Aramco, SABIC Industries) in Jubail, Berri, Ras Tanura, Riyadh, Yanbu, Jeddah

Purchase Order No. : **RBH5-19156-**
 Contract Title : Scaffolding Service Contracts
 Client Representative : Contracts Manager (+966 13 364 0510)
 Description : Supply & installation of Scaffolding inside project

FINISHED PROJECT

PROJECT IN



Contract Title : Renovation of Juaymah SPM Coast Guard & Security Building
 Client Representative : Mohammed Radwan
 Description : Complete Renovation & painting of Coast Guard Security Building, Kitchen & Toilet at Juaymah. Remove & Replace the Existing Electrica

Contract Title : Renovation of Security Building & Security Gate at Abu Ali
 Client Representative : Mohammed Bantwal
 Description : Repairing, Sand blasting and repainting of the Security Building, Security Gate & Barricades. Remove and replace the existing electrical fixtures.

PROJECT IN



PROJECT TITLE : SADARA-IN-PLANT WORK SANITARY SEWER & PORTABLE WATER LINE
 SADARA-IN-PLANT WORK APPLICATION OF TOP COAT FOR 17 SYSTEM
 SADARA-IN-PLANT -VACCUMING & LUBE OIL CHARGING OF MRU

CONTRACTOR : SISCO (Specialized Industrial Services Co.Ltd)
 CONTRACT PERIOD : 23 -july- 2016 to 14 june - 2017.
 PROJECT LOCATION : Al-Jubail,K.S.A.
 PROJECT VALUE : SAR 1,562,653.77



GROUP OF COMPANIES



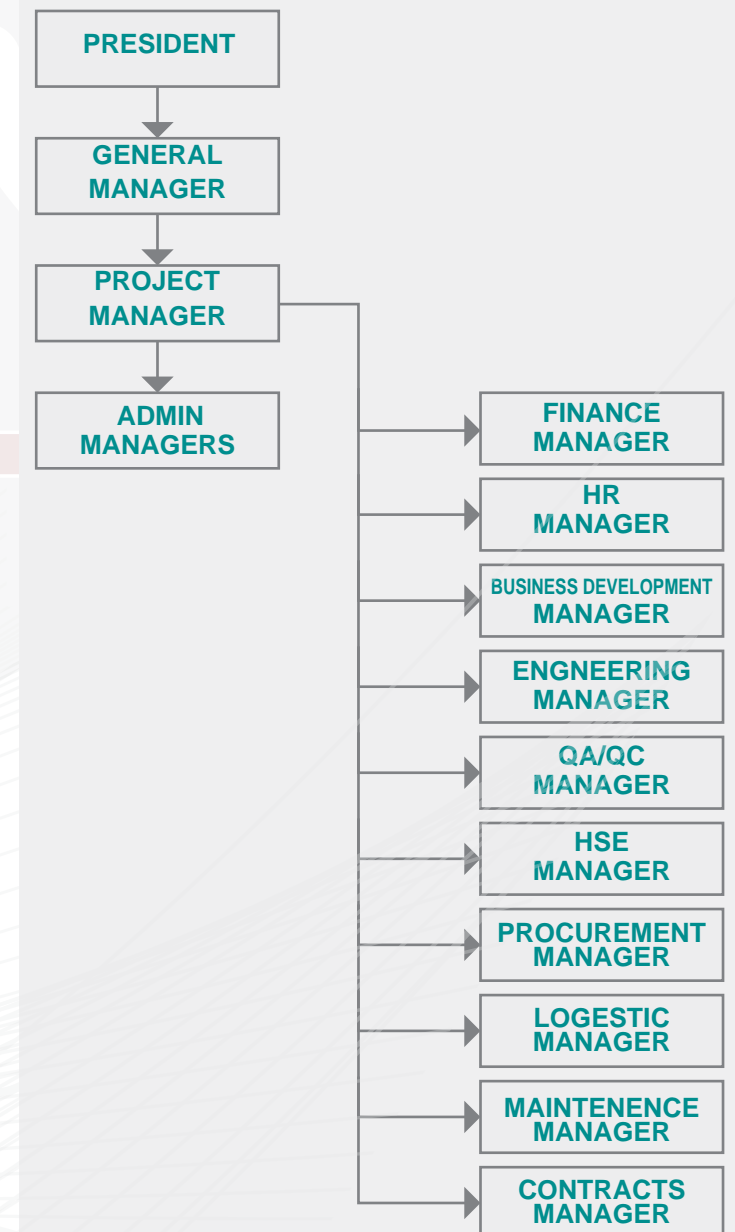
KEY PERSONNEL

Siraj M. BALHARITH
 President
 +966013 6680817

MOHD. M. BALHARITH
 Vice President

PHILIP THOMAS
 General Manager
 + 96613 6675585

Corporate ORGANIZATION CHART



DIVISIONS

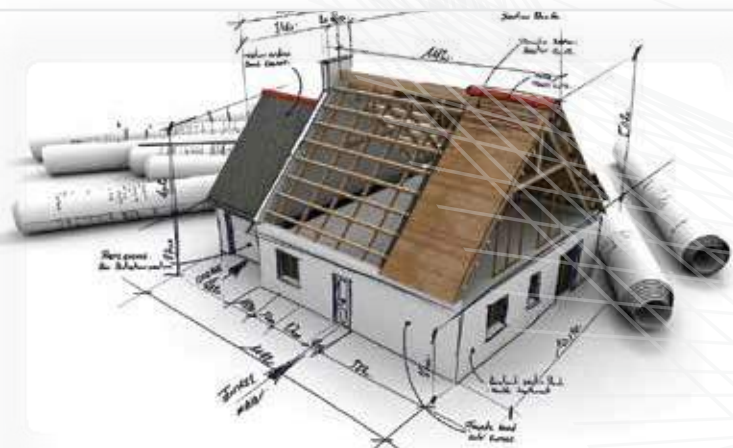
SCAFFOLDING INDUSTRIAL SUPPORT & SERVICES

GENERAL :

Siraj M. Balharith Est. is able to take up and complete the projects according to the clients requirements, specifications. We have done and can do the works listed in any of the following areas and fields of and standards activity.

SCAFFOLDING

Scaffolding, also called scaffold or staging, is a temporary structure used to support a work crew and materials to aid in the construction, maintenance and repair of buildings, bridges and all other man made structures. Scaffolds are widely used on site to get access to heights and areas that would be otherwise hard to get to. Unsafe scaffolding has the potential to result in death or serious injury. Scaffolding is also used in adapted forms for formwork and shoring, grandstand seating, concert stages, access/viewing towers, exhibition stands, ski ramps, half pipes and art projects. The purpose of a working scaffold is to provide a safe working platform and access suitable for work crews to carry out their work. The basic components of scaffolding are tubes, couplers and boards. The key elements of the scaffolding are the standard, ledger and transoms. Good foundations are essential. Often scaffold frameworks will require more than simple base plates to safely carry and spread the load. To provide stability for a scaffolding (at left) framework ties are generally fixed to the adjacent building/fabric/steelwork. Scaffolders plan, build and erect scaffolding and working platforms for construction projects, as well as building stands and tiered seating for public events such as concerts or sporting events. They inspect the area that requires scaffolding and make calculations to determine what kind of scaffolding is required, unload it, fit its tubing and braces together to form frameworks, and fix ladders, rails and other attachments to the scaffolding. Scaffolders work all over the state, assisting and enabling the construction of everything from schools to skyscrapers.



MAJOR EQUIPMENTS

Description of the Equipment's

No

Boom Truck
Cargo Trucks
Diesel Generator-big
Diesel Generator-small
Dump Truck 22m3
Dump Truck 15m3
Fork Lifts
Fuel Diesel Tank

5
2
2
3
2
4
2
3

Description of the Equipment's

No

Generator
Lowe Bed Trailer
Manlift
Tower Light
Steel Cutter
Trailer Flat Bed
Welding Genset
Welding Machine

2
2
1
15
2
3
2
2

TRANSPORT FACILITIES

Description of the Equipment's

No

Ambulance
Buses
Cars

2
5
15

Description of the Equipment's

No

Dyna
Pickups
Water Tanker

5
20
5

ON GOING PROJECTS

إرامكو السعودية
Saudi Aramco



PROJECT TITLE : Replace Electrical Equipment at south Area GOSPs
CONTRACTOR : LNTECC 
CONTRACT PERIOD : 18 -March - 2018 to 17 -Nov - 2020.
PROJECT LOCATION : Suthern Area GOSPs-(ABGOSP- 02,SHDGOSP 06,UTHGOSP 11 & 12).
PROJECT VALUE : SAR 5,546,625.15

OPERATIONS

POSITION

NO

POSITION

NO

Project Manager	1	Permit Receivers	4
Planning Engineers	2	Accountants	2
Project Engineers	2	Logistic Coordinators	1
Site Engineers	4	Public Relation Officers	1
Estimators	2	HR Coordinators	2
Procurement Coordinators	2	Transport Coordinators	1
Material Coordinators	2	Camp Bosses	4
Document Controllers	5	Site Supervisors-Mechanical	5
Admin Coordinators	2	Warehouse & Yard Supervisors	5
General Service Coordinators	1	Foremen	16
Clerks	4	Equipment operators	6
Storekeepers	2	Heavy Drivers	5
Timekeepers	5	Light Drivers	8
Maintenance Supervisors	1	Welders	10
Safety Officers	6	Fabricators	6
Safety Training Officers	1	Scaffolders	110
Scaffolding Supervisors	4	Mechanics	5
Scaffolding Inspectors	2	Auto Electricians	1
		Painters	4
		Sand Blasters	8
		Supports Staff	10
		Helpers	150

SERVICES

- **Materials & Services:** The SMB Scaffolding Company have the entirely dependent on the quality of the scaffold equipment and the personnel we utilize on all our projects. Therefore we are fully committed to supplying only the highest quality of material and manpower. The quick erect modular scaffold system that we use is all type of scaffolding method and is the most widely used modular scaffolding system in the world. It is a system favoured by scaffolders due to its ease of assembly, and it has a higher productivity factors than other systems. Our tube and fitting stocks is of the highest quality. All scaffold tube is colour coded in size for ease of identification. Our scaffold plank stock is laminated (LVL) making it a light weight products that can be used in any environment. LVL is manufactured from a sustainable resource. All of stock is painted in SMB Scaffolding Co yellow for clear identification of ownership.



- **Scaffolding Contract Services:** SMB Scaffolding Services & Access Division offers an economical service as a Scaffolding Installation Contractor for the Scaffolding needs of Clients and Contractions in the Oil, Gas, petroleum and other Industrial Sector without compromising on the Safety and Quality. All aspects of a scaffolding contract are managed in a single fully integrated package which is tailored to suit the needs of the client. SMB Scaffolding takes responsibilities for all areas of the contract, from initial planning, estimation, design, safety and quality through to the final hand over after completion. Highly trained and experienced manpower are ready to serve any project need, whether it is for emergency repairs, term maintenance, planned shutdowns or construction projects.

- **Scaffolding Technical Consultancy and Design Services:** SMB Scaffolding believes that "there is always a simple solution for any complex problem" and hence we have established an Engineering Design division which provides a safe, optimum, economical and simple solutions to all Scaffolding requirements. SMB Scaffolding team of experienced and competent scaffold Engineers provides engineering design in accordance to local and international scaffolding standards befitting project specification. We are capable of producing designs conforming to various standards viz. British, European, and American, Australian, Saudi Aramco and other Middle Eastern client / project specifications.



- **Hire and Sales Services:** SMB Scaffolding Company can provide all requirements across a large number of industries involving construction, manufacture and maintenance in the following industry sectors.

- **Oil and gas** • **Refining Infrastructure**
- **Power and Energy**

The SMB Scaffolding Company team can provide a number of services tailor suited for all your projects need which may include

- Labour Supply/ Contract Scaffolding
- Hire and Sales of all Scaffold equipment
- Support Scaffolding
- Scaffold Tower
- Tubes & Fitting Scaffold
- S1 Soldier System
- Suspended Scaffolding
- Access Platforms / Cradles
- System Scaffold
- Tube and Fitting Scaffold
- System Access
- Light Weight Mobile Access Tower
- M1 Ply Panel System
- Osha Certified Lvl Scaffold Boards
- Light & Medium Duty Access Frames
- Building Maintenance Units (BMU'S)

SMB Scaffolding Hire Department is supported with the i-Hire inventory Management System which regulates and control the movement of the materials throughout the different branches thereby reducing the loss of material and increasing the traceability.

WHY CHOOSE US

SMB GROUP is one of the world's leading Contractor & manufacturers of scaffolding systems. Our advanced design, development and Experienced Execution team processes result in top quality products in both new and used scaffolding. We have two production lines of scaffolding, tubular and motorized (suspended scaffolding), which are available for sale and rent.

SMB is a Contractor Approved by ARAMCO | Design Engineering with Skilled Manpower Supplying Materials SAUDI ARABIA. SMB is engaged in contracting mega projects for the oil, gas, petrochemical, and pipeline as well as scaffolding industries in the Kingdom of Saudi Arabia

Innovative Products

Tubular Scaffolding Type - Steel tubular scaffolding which can be assembled quickly, and transported & handled easily. Our products include ResaBlock and R70.



CAMP FACILITIES

There are 4 camps for SMB located in Ras Tanura. The capacity for each camp is to accommodate 75 workers, with spacious rooms, kitchens and lavatories. All the camps are permanent buildings, owned by SMB. These 4 camps are for the Employees working in Ras Tanura region. There is a separate camp available in Abqaiq to accommodate our employees engaged in SAUDI ARAMCO'S Southern area GOSP-Project.

All the camp facilities are well provided with Air Conditions, Refrigerators, and Cooking facilities, Water heaters etc. and it is top priority of the Establishment to maintain good hygienic conditions in the camps with all utilities in good working order.

YARD AND WORKSHOP

The Siraj M. BALHARITH EST's yard is located in the Rahima Industrial Area on the West Coast (see the Location Map). This consists of shelters on 3 sides for parking of the Vehicles and Equipment. The Vehicle Repair and Maintenance workshop is located in one of these shelters with facilities for Oil Changing, Engine Overhauling etc.

The stores is located in a hall having Steel Racks containing all the required Mechanics Tools for repairs, Hand Tools and Machine Tools required for the construction and maintenance works. There is an office provided for the workshop in-charge and his staff to maintain logsheets for movements and repairs & maintenance of all the vehicles.

LIST OF MANPOWER

MANAGEMENT

POSITION	NO	POSITION	NO
General Manager	1	Estimation & Proposals Manager	1
Operation Manager	1	Contracts & Subcontracts Manager	1
Finance Manager	1	Corporate QC Manager	1
Procurement Manager	1	Corporate HSE Manager	1
Administration Manager	1	Logistic Manager	1
Human Resources Manager	1	Materials Manager	1
Admin & General Services Manager	1	Maintenance Manager	1
Engineering Manager	1	Central Warehouse Facilities Manager	1
Business Development Manager	1	Workshop Manager	1
		TOTAL	18

f) Commend men who by action or initiative eliminate hazards.

g) Report unsafe conditions and defects in equipment.

h) Set a personal example.

WORKER

- a) Use the correct tools and equipment for the job. Use the protective clothing and equipment provided.
- b) Do nothing to endanger self or work mates.
- c) Keep tools in good conditions.

SAFETY PROCEDURES

PERSONAL PROTECTIVE DEVICE

- General
- Electric Works
- Welding and Cutting Works
- Grinding Works
- Excavations

WELDING AND CUTTING

- General
- Welding Work
- Gas Work

WORK AT ELEVATED PLACE

- General
- Scaffolding Components
- Scaffolding Terms
- Working Place-General
- Construction Common to all Scaffolds
- System Scaffolding
- Independent Tied Scaffolds
- Slung Scaffolding
- Tank Scaffolding
- Safety Net
- Ladders and Step Ladders
- Material Handling

INDUSTRIAL SUPPORT & SERVICES

- **Transportation:** Supply of Trailors (Low Bed & High Bed), Buses (50 Seaters & Coasters) etc.
- **Manpower Supply:** We have supplied skilled workers for various civil and mechanical projects, T & I shutdowns to different companies inside the Kingdom as well as outside the Kingdom
- **Equipment Supply**

QUALITY

We at SMB Contracting Est. are committed to:

1. Effective implementation of Quality Management System by involving all the employees and continually improve all the processes under the scope.
2. Enhance customer satisfaction by timely completion of the projects at affordable cost.
3. Incorporate proper Training and Safety consciousness in each process.

Quality is among the top priority that we adhere to provide our clients with the most respectable workmanship. We have a strong Quality Organization that deals with QA and QC matters throughout the projects.

Our quality personnel are well verse with the international standards like UBC, IBC, ACI, ASTM and Saudi Aramco Standards. Thus we believe that we are capable to meet the most stringent standard that a project requires.

The company has drafted its Quality Manual with processes and procedures in accordance with the specific requirement and individual project Quality requirements.

QUALITY STATEMENT

SMB operates a strict Quality Control System on all projects. The system includes clearly defined inspection and test plans and procedures adherent with project specifications and requirements. Although the QC systems are particular to each project, they are fully complaint with the company's quality management system.

Plans and procedures are regularly monitored and audited, both at project and corporate levels, to ensure compliance with contractual requirements.

SMB has adopted rigorous and a systematic methodology that utilizes information and statistical analysis to measure and improve its operational performance, practices and systems by identifying and preventing 'defects' in order to anticipate and exceed customer expectations.

QUALITY POLICY

The policy of the management of SMB CONTRACTING EST. is aim towards achieving and maintaining a level of quality which fulfills the expectations of the clients, of all requirements which are generally applicable and/or set by the government and the objectives of the company. In the pursuit of its objectives, SMB CONTRACTING EST. will observe of all times the highest ethical standards as well as

displays concerned and responsible behavior towards its customers, employees, and the communities. SMB CONTRACTING EST. would strive to provide working environment that are conducive for all employees and to achieve a Zero complaints from the clients.

The Management of **Siraj M. Balharith Contracting Est.** is committed to comply with the requirements of the above standards as applicable to its scope of operations with the following corporate objectives, which shall be realized by setting and acheiving process related objectives at various functions and levels.

* To provide quality products and services that meet customers' needs and expectations by complying with the requirements of Specifications and Standards as contractually agreed as well as any relevant Statutory and Regulatory requirements as applicable.

* To continually improve its performance in Quality Management System by conducting periodic reviews and assessment of the Management System, Policies and Objectives for continuing suitability and effectiveness.

The policy shall be communicated to all employees and persons/organisations working for or on behalf of **Siraj M. Balharith Contracting Est.** through Induction, Awareness Training and notices as appropriate. All above mentioned personnel are required to understand and implement this policy within the area of their responsibilities.

This policy shall be made available to any interested party upon request.

SMB CONTRACTING EST

SMB QUALITY OBJECTIVES

Siraj M. Balharith Contracting Est.

Following Improvement Objectives that are Measurable and Achievable :

- To ensure that approved methods and procedures are in place.
 - To ensure that all our employees are trained in quality assurance and that this training is ongoing at all levels.
 - To meet all legal requirements
 - To minimize the wastage during the production processes.
 - To comply with International Standards while planning and executing the customers' projects.
 - To ensure that safety of the personnel and facilities.
 - To ensure that quality requirements shall be determined and satisfied at all phases of production & delivery to the customers.
 - To ensure that inspection and audits are conducted at all processes and analysis of the results carried out.
 - To ensure prompt detection of deficiencies and undertaking corrective actions in a timely manner.
- All quality objectives shall be discussed in management review meeting and reviewed for continuing suitability.

- a) Ensure that all equipment purchased or hired is safe and fully efficient, is guarded and equipped with safety devices, and has been subjected to all necessary tests.
- b) Make certain that operators and attendants are employed only on equipment for which they have been thoroughly trained.
- c) Check that periodic tests, inspections, and maintenance are carried out when due.
- d) Attend promptly to all equipment and advise site management of the need for any dangerous equipment to be taken out of service until properly repaired.

FIELD SUPERVISOR

- a) Organize sites so that work is carried out to the required standard with minimum risk to men, equipment and materials.
- b) Know the requirements of OWNER'S SAFETY REQUIREMENTS.
- c) Be familiar with WORK PERMIT PROCEDURES.
- d) Give precise instructions on responsibilities for correct work methods.
- e) Plan and provide for good housekeeping.
- f) Coordinate with sub-contractors and other contractors on site to avoid any confusion about areas of responsibility.
- g) Position equipment effectively and ensure that electricity supply is installed, used and maintained correctly.
- h) Check that equipment and tools, both power and hand tools are maintained in good conditions.
- i) Ensure that verbal instructions are fully understood and check back to see that they are carried out as intended.
- j) Make sure that all know how to obtain first aid and that proper care is taken of all injuries. Know how to summon assistance in case of emergency and nominate others to act in absence.
- k) Make sure that suitable personal protective equipment is available and that it is used.
- l) Release supervisors and men when necessary for safety and fire training.
- m) Cooperate with the Safety Engineer & fire department & act on their recommendations.
- n) Set a personal example.

FOREMAN

- a) Be familiar with those parts of OWNER'S SAFETY REQUIREMENTS applicable to the work on which subordinate works are engaged.
- b) Incorporate safety instructions in routine and see that they are obeyed.
- c) Conduct weekly safety meeting with them.
- d) Correct unsafe acts such as horseplay or the talking of unnecessary risks.
- e) Ensure that new employees are properly instructed in precautions to be taken before they are allowed to start work.

e) Provide written instructions to establish work methods to explain the sequence of operations, to outline potential hazards at each stage, and to indicate precautions to be adopted.

f) Check over work methods and precautions with supervision before work starts.

g) Create safety awareness by promoting safety meeting and talks and by encouraging safety training.

h) Set a personal example on site by wearing appropriate protective clothing and equipment at all times.

SAFETY ENGINEER

a) Advise site management on: -

- Preventing injury to personnel damage to plant and equipment and fires.
- Ways to improve existing work methods.
- Legal and contractual requirements affecting safety, health, and welfare.
- Provision and use of protective clothing and equipment.
- Suitability from a safety viewpoint of new or hired equipment.
- Potential hazards on new contracts before work starts and on the safety organization and fire precautions required.
- Changes in safety requirements.

b) Carry out site surveys to see that only safe work methods are in operation, that health and safety requirements are being observed and that welfare and first aid facilities are adequate and properly maintained.

c) Determine the cause of any accident or dangerous occurrence and recommend means of preventing recurrence.

d) Supervise the recording and analysis of information on injuries, damage and production loss. Assess accident trends and review overall safety performance.

e) Assist with training employees at all levels.

f) Take part in discussions on injury, damage, and loss control.

g) Keep up-to-date with recommended codes of practice and safety literature circulate information applicable to each level of employees.

h) Foster within the CONTRACTOR an understanding that injury prevention and damage control are an integral part of business and operational efficiency.

i) Attend job progress meetings where safety is on item on the agenda. Report on job safety performance.

SAFETY SUPERVISOR

a) Understand the requirements of OWNER'S SAFETY REQUIREMENTS and the CONTRACTOR'S loss prevention policy.

b) Inspect the work site daily and report and correct unsafe acts and conditions.

c) Keep a permanent record of all injuries and damage at the site.

d) Keep a record of weekly safety meeting on site with subject and attendance.

e) Set a personal example.

SAFETY

CORPORATE SAFETY POLICY STATEMENT

It is our company policy to strive for excellence in every aspect of occupational safety, health and preservation of the environment in our business and operational activities of all times. SMB CONTRACTING EST. is fully committed to ensuring that safety measures and precautions are undertaken in order to prevent accidents and damages to public and private properties, health and the environment. It is our responsibility to protect our employees and the general public from any harm and injury at our work place.

In line with our goal to achieve Zero Accident, we will ensure that our operating activities are meticulously planned and implemented in compliance with the "Acceptable Risk Factor". We constantly instill a 'Safe Working Culture' among all our staff and ensure that they are trained and well equipped to handle any emergency situations in the workplace should it arises.

Incidents can be avoided by proper planning, preparation, awareness of potential hazards, the allocation of competent workers, the use of suitable tools and equipment and heightened safety awareness. Every SMB employee, from General Manager to laborer, has a responsibility to ensure that, within his own sphere of responsibility, he does not, under any circumstances, compromise any aspect of his duties and responsibilities which could, in any way, cause or increase the risk of incidents which might result in injury to himself, his colleagues or third parties, or damage to SMB's or third parties assets. Every SMB employees has the right to stop work in the presence of a potential hazard or dangerous act.

Cooperation between our employees and management in the observance of this policy will ensure safe-working conditions, will help result in accident-free performance and will work to our mutual advantage. It will also assist in reducing workers' compensation costs (direct cash) and reduce jobsite down time, material loss and regulatory agency fines (indirect cash). Management has the responsibility to procure the necessary resources to execute the objectives of our company's safety and health program. We will hold managers, supervisors and employees accountable to meeting their responsibilities so that essential tasks will be performed.

SMB CONTRACTING EST



General

The SAFETY PROGRAM covered in this safety procedure shall be carried out by the safety organization.

Safety Committee

CONTRACTOR shall organize a safety committee consisting of CONTRACTOR'S site manager, CONTRACTOR'S safety engineer, and the construction superintendents.

The committee shall cover security and health committee. The purposes of the safety committee are :

- a. To carry out the safety programs.
- b. To instruct and direct the safety programs.
- c. To perform the work safety.

SAFETY MEETING

A safety meeting presided over by CONTRACTOR shall be held weekly. This meeting shall be attended by all members of the safety committee. The safety meeting shall be held immediately after a safety patrol is made to make the meeting effective. The findings of the safety patrol, review of work plants, etc. shall be discussed at the safety meeting. The members of the safety committee may be assigned as members of the security and health committee.

SAFETY PATROL

SMB is a trading & contracting company, which operates in the higher quality echelons of a highly competitive business. SMB has attained and maintained its position in the market place through commitment to quality in all aspects of its operations. SMB views safety awareness as a further extension of this total quality management approach.

Effective quality management entails attention to detail and company-wide unreserved commitment. Similarly our safety Policy requires that every employee and official of the company is unreservedly committed to achieving our ultimate Safety target, which is ZERO INCIDENTS. SMB shall not compromise safety for production. SMB expects that every activity associated with its business shall be conducted safety, without risk to personnel and property. SMB's primary consideration in the evaluation of the success of completed projects is that the projects safety record shall reflect ZERO LOST TIME INCIDENTS.

Incidents can be avoided by proper planning, preparation, awareness of potential hazards, and the allocation of competent workers, the use of suitable tools and equipment and heightened safety awareness. Every SMB employee, from General Manager to laborer, has a responsibility to ensure that, within his own sphere of responsibility, he does not, under any circumstances, compromise any aspects of his duties or responsibilities which could, in any way, cause or increase the risk of incidents which might result in injury to himself, his colleagues or third parties, or damage to SMB's or third parties assets.

SMB believes in total safety awareness such that each employees fully understands his own safety responsibilities. SMB recognizes that this can only be achieved by effective safety indoctrination of new employees, ongoing safety training, the continuous assessment and reevaluation of the effectiveness of our Safety Programs, Plans and Procedures and through the demonstration of the company's commitment to safety by the exemplary behavior of all management and supervisory personnel in all aspects of the Company's activities.

SAFETY PATROL

A safety patrol shall be conducted around the job site by the members of the safety committee every Saturday morning. The safety patrol shall inspect and check any violations against the stated safety rules. Particular attention shall be paid to disclosing hazards or critical working condition due to a lack of awareness by inexperienced workers. A file of the safety patrol reports shall be kept at the job site during the entire construction period.

RESPONSIBILITY

Every employee with a CONTRACTOR must be aware of his CONTRACTOR'S SAFETY policy and attitude towards the control of injury, damage and fire and of the part he as an employee, supervisors, and management must be stated in writing by the CONTRACTOR'S

management. Each employee should satisfactorily discharge the responsibilities allocated to him and be left in no doubt that his safety record will be taken into account when bonus and promotion are being considered.

The broad responsibilities of various members of the constructions team are cited in the following.

SITE MANAGER

- a) Initiate the CONTRACTOR'S policy for the control of injury, damage, and fire.
 - b) Administer the policy himself or appoint senior members of his staff to do so.
 - c) Know the requirements of OWNER'S SAFETY REQUIREMENTS and the relevant parts of LOCAL GOVERNMENT WORKMEN'S REGULATIONS, and ensure they are observed by his personnel and labor.
 - d) Ensure that all levels of supervision are qualified and receive adequate and appropriate training.
 - e) Make sure that in tendering at planning stages, and throughout the contract, allowance is made for suitable and sufficient equipment to enable the jobs to be done with minimum risk.
 - f) Coordinate safety activities between CLIENT, sub-contractors, and any other individual contractors who may be working on the site.
 - g) Institute proper system for reporting, investigation, and estimating the cost of injury, damage, and fire. Promote action to prevent recurrence and initiate analysis to discover accident trends.
 - h) Reprimand any member of supervision for failing to discharge satisfactorily the responsibility allocated to him.
 - i) Set a personal example.
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- a) Understand the CONTRACTOR'S policy and appreciate the responsibility allocated to each grade of supervision.
 - b) Know the requirements of OWNER'S SAFETY REQUIREMENTS and relevant part of LOCAL GOVERNMENT WORKMEN'S REGULATIONS, and ensure that they are observed.
 - c) Ensure that tenders are adequate method to cover sound working methods and reasonable welfare facilities.
 - d) Determine at the planning stage: -
 - The most appropriate order and method of working.
 - Allocation of responsibilities with OWNER, Sub-contractors, and other contractors, etc.
 - Storage areas, access, etc.
 - Facilities for welfare, first aid, and sanitation.
 - Work permits procedures and requirements.
 - Basic fire precautions.