



AL SATAH

السطح تركيب الزجاج وأشغال الألمنيوم في المباني وصيانتها ش.م.م.
AL SATAH GLASS & ALUMINIUM INSTALLATION & MAINTENANCE L.L.C

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SL NO.

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INTRODUCTION

The purpose of this profile is to demonstrate our capability of quality aluminium and glazing works to our valued clients. We will commit ourselves to offer services based on highly skilled technicians, range of aluminium products and our expertise to ensure that area of cladding works will be of competitive advantage. We firmly believe that there is no substitute to good customer care.

We would like to ensure that, we are very well positioned to embark of a consolidated partnership with you and are poised to take on the challenging period of future growth and a mutually beneficial relationship.

In today's competitive economic scenario construction budget seems to be the most effectively controllable expense. To achieve this, we are very well equipped to guide you through the implementation of procurement, installation and after sales service.

Key aspects of our services :

- Conventional and Structural Aluminium Curtain Walls
- Installation of Curtain Wall both Stick and Unitized
- All types of Fire rated Steel Doors, Fire rated Steel Doors with unequal leaf, Fire rated Steel Folding Doors, Fire rated Steel with Transom Panel etc.
- Aluminium Doors and Windows
- Frameless Glass Doors and Spider Systems
- Skylights and all kinds of Balustrades
- Shop Fronts
- Supply, Installation and maintenance of Automatic Sliding Doors
- Glass types and application
- All types of Maintenance Related to Aluminium and glass Works.
- Specialized in Replacement of Broken Glasses.

Al Satah Glass & Aluminium Installation & Maintenance L.L.C has positioned itself to embrace and fulfill all these aspects.

We hope that you will find the enclosed of interest and as per your requirement in the meantime, if you need any further clarification, please do not hesitate to contact the undersigned.

Best regards,



Operations Manager

Al Satah Glass & Aluminium Installation & Maintenance L.L.C

OUR EXPERTISE

Highlights of the core strength of AL SATAH :

- Extensive experience in the glass and aluminium industry.
- Proactive, competitive and experienced technicians.
- Flexibility to initiate the new project at a very short notice.

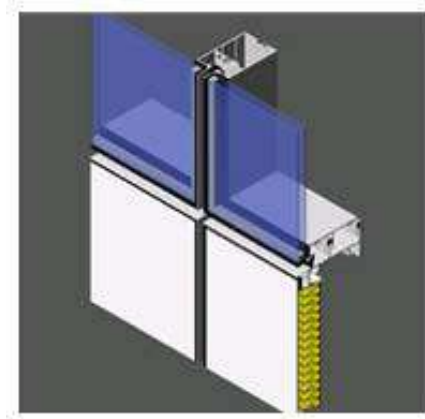
Stick systems:

The vast majority of curtain walls are installed long pieces (referred to as *sticks*) between floors vertically and between vertical members horizontally. Framing members may be fabricated in a shop environment, but all installation and [glazing](#) is typically performed at the jobsite.

Unitized systems:

Unitized curtain walls entail factory fabrication and assembly of panels and may include factory glazing. These completed units are hung on the building structure to form the building enclosure.

Unitized curtain wall has the advantages of: speed; lower field installation costs; and quality control within an interior climate controlled environment. The economic benefits are typically realized on large projects or in areas of high field labor rates.



- **Composite Panels**

Metal panels can take various forms including aluminum plate; thin composite panels consisting of two thin aluminum sheets sandwiching a thin plastic interlayer; and panels consisting of metal sheets bonded to rigid insulation, with or without an inner metal sheet to create a sandwich panel. Other opaque panel materials include [fiber-reinforced plastic](#) (FRP), stainless steel.

- **Metal Louvres**

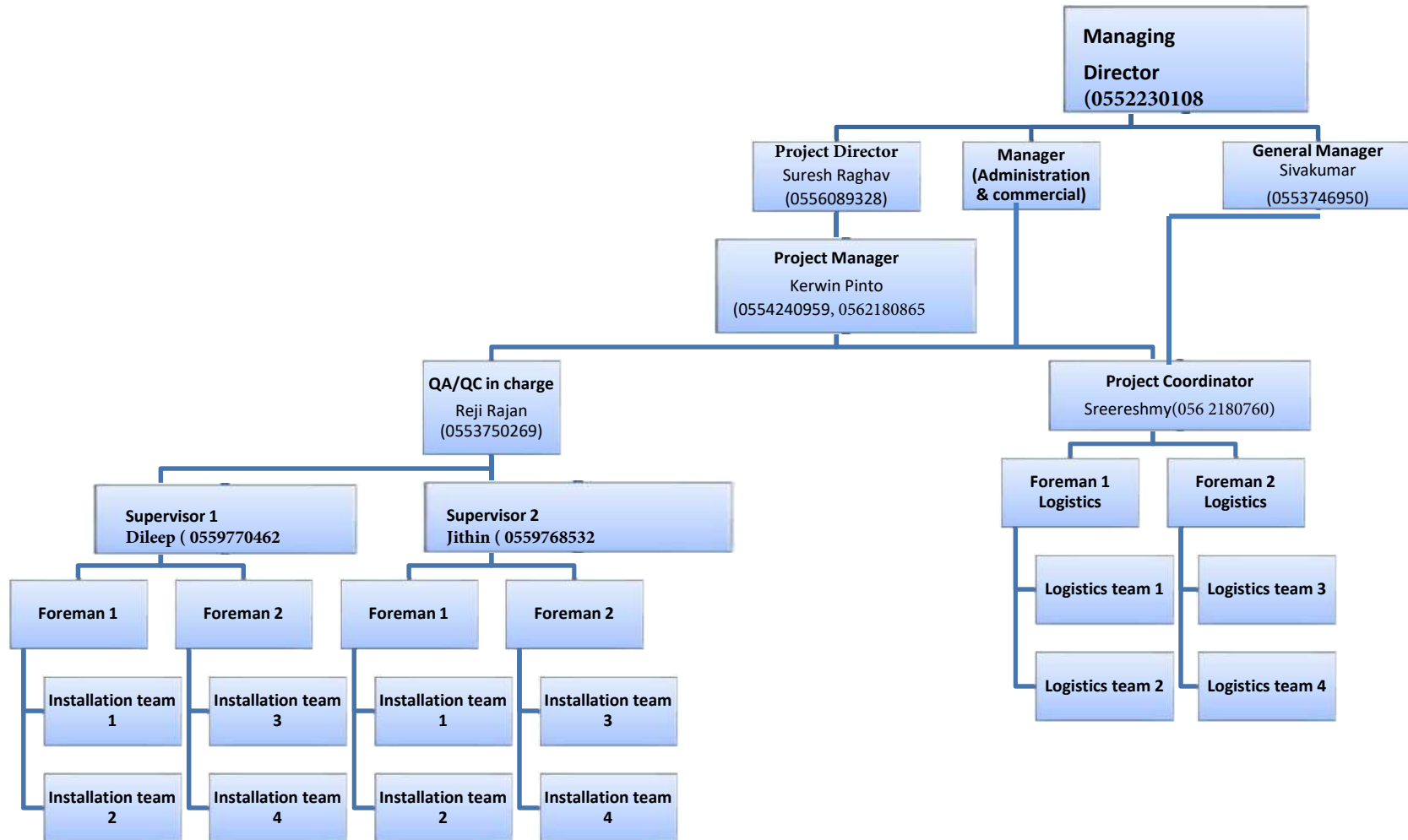
A [louver](#) is provided in an area where mechanical equipment located inside the building requires ventilation or fresh air to operate. They can also serve as a means of allowing outside air to filter into the building to take advantage of favorable climatic conditions and minimize the usage of energy-consuming [HVAC](#) systems. Curtain wall systems can be adapted to accept most types of louver systems to maintain the same architectural sightlines and style while providing the necessary functionality.

- **Operable windows**

Most curtain wall glazing is fixed, meaning there is no access to the exterior of the building except through doors. However, windows or vents can be glazed into the curtain wall system as well, to provide required ventilation or operable windows. Nearly any window type can be made to fit into a curtain wall system.

Custom shapes can be designed and manufactured with relative ease.





ORGANIZATION CHART

List of Our Prestigious Completed and Ongoing Major Projects

- ✚ Al Mas Tower, JLT, Dubai – Replacement of Fire rated Aluminium Composite Panels
- ✚ Burjuman Center, Dubai – Replacement of broken glasses
- ✚ Dubai Safari Project – Skylight Curtain Wall
- ✚ Opus Project, Dubai – Fire Board, coping and roof flashing, Re-glazing & Sealant works.
- ✚ Amity University, Dubai – Stick Curtain Wall & Add on System Curtain Wall
- ✚ Down Town Dubai Development Fountain View Tower, Dubai – Installation of Aluminium Composite Panel
- ✚ Tamani Arts Offices Tower, Dubai – Unitized Curtain Wall
- ✚ Al Zahia (Phase-2A) Development, Sharjah – Installation of Aluminium Doors & Windows
- ✚ First Gulf Bank, Abu Dhabi – Aluminium Composite Panel Cladding
- ✚ Military Hospital, Sharjah – Aluminium Composite Panel Cladding & Stick Curtain Wall
- ✚ Amesco Tower, Jumeirah, Dubai – Installation of Unitized Curtain Wall
- ✚ Dubai Design District – Installation of Unitized / Stick Curtain Walls, Canopy & Skylight
- ✚ Adnoc New Corporate Head Quarters, Abu Dhabi - Unitized Curtain Wall & Stone Façade
- ✚ Emirates Park Tower Hotel - Unitized and Stick Curtain Wall & Canopy
- ✚ Qasr Al Hosn Cultural Quarter Temporary Visiting Centre, Abu Dhabi - - Unitized & Stick Curtain Wall.
- ✚ Eastern Mangrove Development, Abu Dhabi (Zone-D Hotel, Zone-A, C & H Apartments) - Aluminium Curtain Wall, Doors & Windows
- ✚ Dubai Mall - Curtain Wall
- ✚ Abu Dhabi Co-Operative Society Hyper Market – All types of Aluminium & Glass Works
- ✚ Al Dar Head Quarters Building - Skylight Cladding Installation at Al Raha, Abu Dhabi.
- ✚ Olaya Tower Project, Riyadh, K.S.A. – Installation of Composite Cladding.
- ✚ Yas Viceroy Hotels, Yas Island, Abu Dhabi – Replacement of typical Balcony Doors.
- ✚ Ferrari Experience Project, Yas Island, Abu Dhabi - Wall Cladding, Column Cladding and Aluminium Perforated Panel Works.
- ✚ School of Foreign Service (George Town University), Doha, Qatar (Point Fixed Spider System for Testing Chamber).
- ✚ B+G+2 Storey Commercial & Office Building at Al Safa, Dubai.
- ✚ Al Julphar Towers, Ras Al Khaimah - Composite Cladding, Staircase & Balcony Handrail Works.



Main Entrance
Cladding Works for
Abu Dhabi Cooperative



Al Juphar Towers



Ferrari Experience Project





A proprietary or a purpose / custom engineered support frame work for façade glazing and cladding that is capable of meeting the performance criteria, both structural and climatic, as well as satisfying the aesthetic requirements of the designer and client. The presentation is by means of catalogues, photographs of completed installations, typical details, samples, mock-ups, representative calculations and test data – if available.





Tawan Hospital Al Ain – Circular Panels at Kids Playing area



[Amity University, Dubai](#)



Dubai Design District, Dubai



Office Glass Partition with Sanblasted design



Office Glass Partition with Sanblasted design

PREVIOUS APPROVALS

VII/2015



MATERIAL APPROVAL FORM Submission No. AS/KM/128
Revision No. 00

Client	AL GURG		
Consultant	Arch Dome Consulting Engineers		
Contractor	KHANSAHEB CIVIL ENGINEERING LLC		
Project	PRIVATE VILLA (B+G) AT UMM SUQEIM 1st DUBAI, PLOT NO.3560483		
Sub-contractor (if applicable)	Al Satah Al Aluminium & Glass cont.		
Item Description	Sample Board for Aluminium profile <i>(doors and windows)</i>		
Location / Use	Al Gurg Villa		
Date of Submission	09/02/2015	Requested date of Approval:	A.S.A.P
Bill of Quantity Item No.		Specification Clause No.:	
Contract Drawing No.			
Shop Drawing No.			
Material Specified			
Material Proposed			
Local Agent Name	Al Satah		
Technical Literature			
Other attachments if any			
Samples	Attached Sample board		
Reason for Alternative			
Notes	<i>Service area.</i>		

KHANSAHEB CIVIL ENGINEERING LLC			
DATE RECEIVED: 06/04/2015			
LOG REF: 22/04			
Authorisation	Original	Copy	Action
Contracts Manager			
Signature:			
Site Agent			
Quantity Surveyor			
Senior Foreman			
Engineer Z.A.			<input checked="" type="checkbox"/>
Q.A/Q.C.			
Planner			
Safety			
Subcontractor			
Al Satah			<input checked="" type="checkbox"/>
Site File			

CONTRACTOR'S ATTESTATION

For the Contractor Name: Sathya Moorthy Received by AD Date: _____

Signature: *[Signature]*

For Consultant use:

APP - Approved

AWC - Approved with Comments

RE - Rejected

Date: _____

Authorized Signature: _____

Comments: **To be approved via final drawings. Not final approval.**

06/04/15 →

Corrections or comments made relative to submittals during this review do not relieve the Contractor from compliance with the contract requirement and specifications. This check is only fir review of general conformance with the design concept of the project.

67/321

VICTOR ✓



MATERIAL APPROVAL FORM		Submission No. KM/138 Revision No. 00	
Client	Mr. Abdulla Fareed Abdulla Saleh Al Gurg		
Consultant	Arch Dome Consulting Engineers		
Contractor	Khansaheb Civil Engineering LLC		
Project	Private Villa (B+G) at Umm Suqeim 1 st , Dubai		
Sub-contractor (if applicable)	Roof Louvers		
Item Description	Sample for powder coated louver with frame		
Location / Use	Roof Service area (External)		
Date of Submission	06/04/2015	Requested date of Approval:	12/04/2015
Bill of Quantity Item No.		Specification Clause No.:	
Contract Drawing No.	-		
Shop Drawing No.	-		
Material Specified	-		
Material Proposed			
Local Agent Name	Al Satah		
Technical Literature			
Other attachments if any			
Samples	Sample for powder coated louver with frame		
Reason for Alternative			
Notes			
CONTRACTOR'S ATTESTATION			
For the Contractor	Name: Sathya Signature:	Received by AD	Date:
For Consultant use:			
APP - Approved	<input type="checkbox"/>		
AWC - Approved with Comments	<input checked="" type="checkbox"/>		
RE - Rejected	<input type="checkbox"/>		
Date:			
Authorized Signature:	 06/04/15		
Comments:	Final approval via detailed drawings. no visible frames outside.		
<small>Corrections or comments made relative to submittals during this review do not relieve the Contractor from compliance with the contract requirement and specifications. This check is only fir review of general conformance with the design concept of the project.</small>			

KHANSAHEB CIVIL ENGINEERING LLC
 RS-004 - Private Villa (B+G) at Umm Suqeim - 1
 DATE RECEIVED: 06/04/2015
 LOG REF: 24/04

Distribution	Original	Copy	Action
Contracts Manager			
Project Manager			
Site Agent			
Quantity Surveyor			
Supplier Foreman			
Engineers	24		✓
Q & Q.C			
Planner			
Safety			
Subcontractor			
Al Satah			✓
File			

06/04/15



Client: The Developer Properties
 Client Representative: IAH Project Development
 Main Consultant: Arkiplan Consulting Architect & Engineering
 Main Contractor: KELE CONTRACTING

العميل: شركة المطور
 الممثل: تطوير مشاريع IAH
 الاستشاري الرئيسي: شركة اركيبلان استشاري معماري وهندسي
 المقاول الرئيسي: شركة كيلة للتشييد

Project: TAMANI ART OFFICES TOWER

Location: DUBAI, Business Bay, Plot No. BB.B01.012
 Description: 3B-G-3P-16 FLOORS

عنوان: دبي - برج الأعمال - ق.ب.ب.01.012
 وصف: 3 طابق - 3 جناح - 16 طابق

Inspection Request (IR)

Section A: Inspection Request Details

Date:	11-Feb-16	Inspection Request REF:	IR/KC/TAMANI/CIVIL/927	رقم المراجعة:	0
Discipline:	<input checked="" type="checkbox"/> Architectural <input checked="" type="checkbox"/> Civil <input type="checkbox"/> HVAC <input type="checkbox"/> Plumbing <input type="checkbox"/> Electrical <input type="checkbox"/> Fire Fighting <input type="checkbox"/> IT / Communication <input type="checkbox"/> External Work / Landscape <input type="checkbox"/> Interior Design <input type="checkbox"/> Other	مثال اجنيا:			

All Inspection Requests should be submitted to the Consultant 24:00 Hrs. the day before the planned time of inspection

يجب تقديم طلبات التفتيش قبل 24 ساعة قبل وقت التفتيش المقرر

It is not allowed to submit any inspection request after 4:00 PM

لا يجوز تقديم طلبات التفتيش بعد الساعة 4:00 مساءً

S.r	Contract REF Drawing / Spec's / BOQ	Location of Works to be	Description of Work to be Inspected
1		L7	Inspectio of height and alignment , adjustment nut, bolt for curtain wall as per attached highlighted drawing.

Proposed Inspection Date:	12-Feb-16	Attachments	Sketch Drawing	Shopdrawing Approval	Material Approval	Method Statement	Checklist
Proposed Inspection Time:	3:15:00 P M		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

On behalf of the contractor, We certify that the above submitted items have been reviewed in detail and are correct and in strict conformity with the contract drawing and specification except as otherwise stated

Project Manager:	Construction Manager:	QA/QC Engineer:	Submitted by:	Consultant's received Stamp & Signature
				11 FEB 2016

Section B: Associated Disciplines Clearances

Civil	Survey	Mechanical	Electrical	HVAC	Other

Section C: Consultant Comment & Recommendation

* Height and Alignment, adjustment, nut, bolt for UCW, as per attached highlighted DWG. has been checked and found well

Signed By: Talat	Signature:	Date: 13/2/16
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Section D: Submittal Status

- A- APPROVED
- B- APPROVED AS NOTED
- C- REVISE AND RESUBMIT
- D- REJECTED
- E- FOR INFORMATION
- F- NOT REQUIRED

For and on behalf of M/s ARKIPLAN	For and on behalf of M/s IAH Project Development	Contractor's received Stamp & Signature
		RECEIVED TAMANI TOWER 2:30pm 14 FEB 2016

The check or comments relative to submittals during this review do not relieve the contractor from compliance with the requirements of the Contract Documents. This check is only for review of general conformance with the design concept of the project and general compliance with information given in the contract documents. The contractor is responsible for confirming and verifying all quantities and dimensions, selecting fabrication processes and techniques of construction, coordinating his work with that of other trades, and performing his work in safe and satisfactory manner.



Client: The Developer Properties
 Client Representative: IAH Project Development
 Main Consultant: Arkiplan Consulting Architect & Engineering
 Main Contractor: KELE CONTRACTING

العميل: تارقيج روطيا
 العميل الممثل: ب.ا.ا. تطوير مشاريع
 الاستشاري الرئيسي: شركة اركيبلان للتصميم المعماري والهندسة
 المقاول الرئيسي: شركة كيلي للتشييد

Project: TAMANI ART OFFICES TOWER

Location: DUBAI, Business Bay, Plot No. BB.B01.012
 Description: 3B-G-3P-16 FLOORS

عنوان: دبي - حراجيا - ق.ب.ب.01.012
 الوصف: 3 طابق - 3 جناح - 16 فضاء

Inspection Request (IR)

Section A: Inspection Request Details

Date:	18-Feb-16	Inspection Request REF:	IR/KC/TAMANI/CIVIL/941	رقم المراجعة	Revision	O
Discipline:	<input checked="" type="checkbox"/> Architectural <input checked="" type="checkbox"/> Civil <input type="checkbox"/> HVAC <input type="checkbox"/> Plumbing <input type="checkbox"/> Electrical <input type="checkbox"/> Fire Fighting <input type="checkbox"/> IT / Communication <input type="checkbox"/> External Work / Landscape <input type="checkbox"/> Interior Design <input type="checkbox"/> Other	تارقيج: <input checked="" type="checkbox"/> / <input checked="" type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/>				

All Inspection Requests should be submitted to the Consultant 24:00 Hrs. the day before the planned time of inspection

جميع طلبات التفتيش يجب تقديمها قبل وقت محدد

It is not allowed to submit any inspection request after 4:00 PM

لا يجوز تقديم طلبات التفتيش بعد الساعة 4:00 مساء

S.r	Contract REF Drawing / Spec's / BOQ	Location of Works to be	Description of Work to be Inspected
1		L11	Inspection of height and alignment, adjustment nut, bolt for curtain wall as per attached highlighted drawing.

Proposed Inspection Date:	20-Feb-16	التاريخ المقترح:	Attachments	Sketch Drawing	Shopdrawing Approval	Material Approval	Method Statement	Checklist
Proposed Inspection Time:	3:15:00 P M	الوقت المقترح:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

On behalf of the contractor, We certify that the above submitted items have been reviewed in detail and are correct and in strict conformity with the contract drawing and specification except as otherwise stated

Project Manager:	Construction Manager:	QA/QC Engineer:	Submitted by:	Consultant's received Stamp & Signature
				RECEIVED 18 FEB 2016 M. 1020

Section B: Associated Disciplines Clearances

Civil	Survey	Mechanical	Electrical	HVAC	Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section C: Consultant Comment & Recommendation

<p>* Height and alignment, adjustment nut at Level 11 has been checked and found OK.</p> <p>Signed By: </p> <p>Signature: </p> <p>Date: 20/2/16</p>

Section D: Submittal Status

- A- APPROVED B- APPROVED AS NOTED C- REVISE AND RESUBMIT D- REJECTED E- FOR INFORMATION F- NOT REQUIRED

For and on behalf of M/s ARKIPLAN	For and on behalf of M/s IAH Project Development	Contractor's received Stamp & Signature
		RECEIVED TAMANI TOWER 21 FEB 2016 3:29 PM Kele

Corrections or comments relative to submittals during this review do not relieve the contractor from compliance with the requirements of the Contract Documents. This check is only for review of general conformance with the design concept of the project and general compliance with information given in the contract documents. The contractor is responsible for confirming and correlating all quantities and dimensions selecting fabrication processes and techniques of construction, coordinating his work with that of other trades, and performing his work in safe and satisfactory manner.

تصحيح أو تعليق على المقدمات خلال هذا المراجعة لا يفيء المقاول من الامتثال لمتطلبات العقد. هذا الفحص هو فقط لمراجعة التوافق العام مع مفهوم التصميم للمشروع والتوافق العام مع المعلومات الواردة في وثائق العقد. المقاول مسؤول عن التحقق من جميع الكميات والأبعاد واختيار عمليات التصنيع والتقنيات المستخدمة في البناء، والتنسيق مع باقي التخصصات، وأداء عمله بطريقة آمنة وبتسليم مرضي.



FOUNTAIN VIEWS MAIN WORKS PACKAGE



INSPECTION REQUEST

Project : Fountain View

Date: 5/3/17

5 MAR 2017

Inspection Request No. : FV1-13706

Rev. No. : 00

Engineer Project Number:

Date of Inspection: 6/3/17

Time of Inspection: 3:00 PM

To (Engineer): Dewan Attn.: Eng. Khalid

From (Contractor): ACC By : Eng. Ahmed Rajab

Discipline: Architectural Structural A/C Electrical Plumbing Landscaping

Specification No. : 084400

Drawing No. : FV-ALI-AW-T1-151

Material Submittal No. :

Material Inspection No. : N/A

Method Statement No. : MST-ALI-001

ITP No. : ALI-001 Checklist No. : ALI-001

Enclosure: Drawings Specification Test Report Checklist

Location of Work: Levels 53 & 54 GL:-As per attached highlighted layout

Description of Work: (attached highlighted copy of the relevant drawing)

Inspection of installed Balustrade Brackets with Torquing.

CONFIRMATION OF CONTRACTOR'S QA / QC INSPECTION

Confirmation of coordination and compliance with Specifications, Approved Drawings, Method Statement and Quality Control Plan

Signed by the Contractor's QA/QC Engineer:

Mujahid Shams

Date:

Time:

Date Rec'd by Engineer:

Time:

By:

Engineer Comment: Torque test has been witness
Approved torque 110Nmm. Inside Brackets only.

Signature: *Ahmed Rajab*

Date: 06/03/17

Attachment: Comment Sheet Photos

Status: Approved Approved as noted Rejected

Name: _____ Signature: _____ Date: _____

Date Rec'd by Contractor: _____ Signature: _____

Copies: Consultant _____ _____ One copy retained by sender



Request For Inspection And Approval (RFIA)

Project : Ferrari Experience Finishes Package
Client : Aldar-Properties PJSC , Abu Dhabi, U.A.E.
Contractor : Depa Interiors
Project Manager : AL Dar Besix

RFIA No: FE-F13-PRS-03007

Date : 21.09.10

Details of Scheduled Inspection

Section A

Level : Plaza	Area: F13 Racing School	Date of Inspection:	22.09.10
Location : F13 PRS-P (as highlighted on the dwg.)	Discipline: Interior	Proposed time of Inspection:	10:15 a.m

Works to be Inspected: [X] Architectural [] Structural [] Electrical [] Mechanical [X] Interior

Inspection for the installation of PRS-P Perforated Aluminum Panels

Description of Required Inspection

Method Statement Ref No: YAS-F-DUH-0930-MT-Z00010 Rev0
ITP Ref No: YAS-F-DUH-0930-RP-Z00010 Rev1
DWG. Ref No: YAS-F-DUH-0960-DG-C00283Rev0,
MS & MU Ref No. YAS-F-DUH-1020-MS-H00401, YAS-F-DUH-1020-MU-H00401-002

Name & Signature
Of RFIA Initiator: Rouchel S. Restor
QA/QC Engineer

Confirmation of Contractor's Q.C. Inspection

Section B

The Contractor confirms herewith that the work for inspection has been executed as per the specifications, approved drawings, Method Statements and Quality plan and has been coordinated with all relevant services.

Construction Manager / Sect. Eng. DEPA Sign: <i>[Signature]</i>	Surveyor - DEPA Sign: <i>[Signature]</i>	QA/QC Manager- DEPA Sign: <i>[Signature]</i> For: Abraham John	MEP/Others Sign:N/A.....
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Aldar-Besix Comments:

Section C

> KINDLY FOLLOW THE REQUIRED BOTTOM & TOP GAP AS PER APPROVED DRAWINGS.

[A] Approved [B] Approved as Noted [C] Not Approved [D] For Info / superseded

ENGINEER NAME:

SIGNATURE: *C. Razo*

DATE: *27.09.10*

RECEIVED BY: (Stamp, date, Sign and Time)

*

KEY PERSONALS CV'S

SREERESHMY SUGUNAN
B.Tech in Civil Engineering
M.Tech in Geo-mechanics and Structures
Contact: +971-509097086
E-mail: sreereshmys@yahoo.co.in

Quantity Surveying/Project Coordination

Professional Snapshot

Total 5 years of valuable experience in U.A.E as a CIVIL ENGINEER in the Field of Quantity Surveying, Estimation Engineering and Project Co-ordination.

- Skilled in evaluating civil contracting works, handling tenders, prepare tender documents, bills of quantities and other documentation, drafting contract conditions, contractual correspondence, Interim valuations and payment assessment
- Liaise with the client, consultant and other construction professionals, such as project managers and site engineers
- Experienced in handling projects of Dubai Electricity and Water Authority, EMARAT and well versed with Trakhees submissions and approvals.

Career Aspiration

Desire to work in a company that uses my knowledge, talent, hard work, dedication and sincerity in a well manner and offers me challenging assignments, professional development and career growth.

Professional Experience

- Working as **Quantity surveyor/ Project co-ordinator** in Al Satah Al Aluminium & Glass Cont. from November 2018 to till date.

JOB PROFILE:

Tendering stage:

Bid preparation

- Tender document review and discussion with management for proceeding
- Detailed review and analysis of contractual terms and conditions, scope of work and Tender drawings
- Attending job explanation meetings, coordination of site visit and submitting site visit report.
- Preparation of technical and commercial tender clarifications to the consultant/client
- Sending enquiries, obtain offers, review and price negotiation with suppliers and subcontractors
- Preparing detailed bill of quantities as per the tender drawing and specifications
- Preparation of Quotation and contract documents, Submission of tenders on time in line with contract specifications
- Tracking of submitted tenders through further correspondence with consultant/client

Execution stage

Project co-ordination

- Review of contract agreement with client, analyzing the contract terms and conditions.
- Preparation of Work program schedule for the project and submission of general method of statement, risk assessment etc. as per the nature of work to be executed and as per the client requirements.
- Arranging documents for obtaining relevant entry pass for contactor and consultant staff, NOCs and permits from relevant authorities prior to start of construction.
- Preparation of technical submittals, material submittals on time and obtaining approval from consultant and client.
- Checking compliance with green building regulations and coordinating with green building consultant for submitting green building report as required for BCC
- Arranging site meeting for discussion of progress of site work and co-ordination with site engineer.
- Preparation of monthly invoices for the projects and getting approval from consultant.
- Communicating with client, consultant regarding the project, claiming variations for deviations and getting approval from consultant
- Preparation of material submittal log to consultant/client and ensuring the delivery of long lead items in the site as per schedule by coordinating with supplier.
- Preparation of shop drawings as required during execution stage.

➤ Worked as **Quantity surveyor/ Civil Engineer** in Royal Contracting L.L.C, Dubai from September 2015 to October 2018

Projects handled:

- **Construction of Water purification material store at Gaffath Reservoir for Dubai Electricity and Water authority**
- **Construction of Warehouse, Office & service block at Technopark, Jafza Dubai for M/s Bluestream Technology L. L.C**
- **Construction of villa (G+1) on plot no. 3268, Rehmaniyah , Sharjah for Mr. Abdul Rehman Abdullah al Shuwehi**
- **Proposed construction of GF villa and Compound wall on plot no. 3245 at Al seouh-2 Sharjah, UAE**
- **Construction of Proposed storage shed at Warsan complex, Dubai for Dubai Electricity and Water Authority**
- **Construction of an office building and associated works for EMARAT**

JOB PROFILE:

- Detailed review and analysis of contractual terms & conditions, Scope of Work & Tender Drawings.
- Chalk out scope of work, send enquiries, obtain offers, review and price negotiation with suppliers
- Preparing detailed Bill of Quantities from the tender drawings for all type of civil, steel structural and MEP works.
- Preparation and submission of Quotation on time in line with tender specifications and requirements
- Preparation of subcontract agreement, analysis of subcontractors invoice and preparation of subcontractors payment certificate
- Responsible for Dubai civil defense submission for obtaining civil defense completion certificate

- Worked as **Junior Quantity surveyor** in M/s Saleh Sawayah Bldg. Contracting L.L.C (December 2014- June 2015)

Project type: G+M Warehouses, showrooms, villas etc

Job profile: Addressed the tender requirements, preparing technical and commercial pre tender clarifications, quantity take off and bill preparation.

- Worked as **Civil Engineer** in Marymatha construction company, Ernakulam, Kerala (June 2013-September 2014)

Project type: Construction of residential villa and apartments

Job profile: Estimation and billing, project coordination.

Academic Credentials

- **Bachelor of Technology Degree (B-Tech) in Civil Engineering** (2006-2010) at Saint Gits College of Engineering, Kottayam, Kerala.
- **Master of Technology Degree (M-Tech) in Geo-mechanics and Structures** (2010-2012) at Saint Gits Coege of Engineering, Kottayam, Kerala.

Software proficiency

- Civil Engineering Software : Auto CAD, STAAD Pro
- Productivity Tool : MS Office, Adobe Photoshop.

Academic Achievement

- **11th state rank holder in SSLC exam, Kerala held in 2003**
- **Winner of Merit Scholarship in Plus 1 and Plus II**
- **CGPA 8.3/10 in Master of Technology in Civil Engineering 2012**

Personal Snippets

- Date of Birth : 25th Novembor,1987
- Sex : Female
- Nationality : Indian
- Passport No : L5430160
- Visa status : UAE Resident Visa (Dubai visa)
- Marital status : Married
- Permanent Address : Al Mehari Bldg, Al Qasimiya, Sharjah

Declaration

I hereby declare that the statements furnished above are true to the best of my knowledge and belief.

Place: Sharjah

Date: 01/12/2018

Yours faithfully,
Sreereshmy Sugunan



رخصة تجارية Commercial License

License Details / تفاصيل الرخصة

License No.	791098	رقم الرخصة
Company Name	AL SATAH GLASS & ALUMINIUM INSTALLATION & MAINTENANCE L.L.C	اسم الشركة
Trade Name	AL SATAH GLASS & ALUMINIUM INSTALLATION & MAINTENANCE L.L.C	الإسم التجاري
Legal Type	Limited Liability Company(LLC)	الشكل القانوني
Expiry Date	27/09/2021	تاريخ الإنتهاء
D&B D-U-N-S ®	0	الرقم العالمي
Register No.	1306466	رقم السجل التجاري
Issue Date	28/09/2017	تاريخ الإصدار
Main License No.	791098	رقم الرخصة الام
DCCI No.	294580	عضوية الغرفة

License Members / الاطراف

Share / الحصص	Role / الصفة	Nationality / الجنسية	Name / الإسم	No./رقم الشخص
	Manager / مدير	India / الهند	اوثيركاندي فاسانتان كوتابراث جوبي	680519
			OTHIKKANDI VASANTHAN KOTTAPRATH GOPI	

License Activities / نشاطات الرخصة التجارية

Building Cleaning Services	خدمات تنظيف المباني والمسكن
Glass & Aluminum Installation & Maintenance	تركيب الزجاج وأشغال الألمنيوم في المباني وصيانتها
Building Maintenance	صيانة المباني

Address / العنوان

Phone No	971-04-2554400	تليفون	P.O. Box	376211	صندوق بريد
Fax No	971-04-2554404	فاكس	Parcel ID	346-5802	رقم القطعة
Mobile No	971-55-2230108	هاتف متحرك			مكتب رقم 1052 ملك فريد عارف حسن-بردي-الخليج التجاري

Email / البريد الإلكتروني

Remarks / الملاحظات

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تم نقل الموقع في 9/10/2020
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Certificate of Registration for Value Added Tax in the United Arab Emirates

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تشهد الهيئة الاتحادية للضرائب أن الجهة التالية مسجلة لضريبة القيمة
المضافة في الامارات العربية المتحدة

Full Arabic legal name	<u>السطح تركيب الزجاج وأشغال الألمنيوم في الماني وصانتها ش. ذ. م. م</u>	الاسم القانوني الكامل باللغة العربية
Full English legal name	<u>AL SATAH GLASS & ALUMINIUM INSTALLATION & MAINTENANCE LLC</u>	الاسم القانوني الكامل باللغة الانجليزية
Registered address	<u>SULTAN KARMSTAJI BUILDING- 377, AL MARARR, NEAR AL FUTTAIM MOSQUE, DEIRA, DUBAI, Dubai, United Arab Emirates, 376211, +971556089328</u>	العنوان المسجل
Tax Registration Number	<u>100600988800003</u>	رقم التسجيل الضريبي
Effective Registration Date	<u>01/01/2018</u>	تاريخ التسجيل الفعلي
First VAT Return Period	<u>01 Jan 2018 - 30 Apr 2018 and quarterly thereafter</u>	فترة أول إقرار لضريبة القيمة المضافة
VAT Return due date	<u>28 May 2018</u>	تاريخ استحقاق إقرار ضريبة القيمة المضافة
Start and end dates of Tax periods:	1 Feb to 30 Apr, 1 May to 31 July, 1 Aug to 31 Oct, 1 Nov to 31 Jan	بداية ونهاية الفترات الضريبية

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Issuing Date:

01/05/2018

تاريخ الإصدار



رخصة مهنية

Professional License



* 5 2 8 1 4 0 *

License Details تفاصيل الرخصة

Issue Date	2004/06/08	تاريخ الإصدار	License No.	528140	رقم الرخصة
Expiry Date	2021/06/06	تاريخ الإنتهاء	Registration No.	60723	رقم السجل
Trade Name	AL SATAH AL ALUMINIUM & GLASS CONT.		السطح لمقاولات الالمنيوم والزجاج		الاسم التجاري
Legal status	Services Agency		وكيل خدمات		الشكل القانوني

License Members أطراف الرخصة

الحصص	الصفة	رقم الهوية / الجواز	الجنسية	إسم المستثمر	رقم المستثمر
Shares	Type	ID/Passport No.	Nationality	Investor Name	Investor No.
%0	وكيل خدمات	784198084094246	الإمارات	سعيد حمد عبيد حمد الكتبي	15151
%100	المالك	784196758020539	الهند	اوثيركاندي فاسانثان كوتابراث جوبي	67566

أنشطة الرخصة مقاولات فئة سادسة،المنيوم وزجاج

العنوان المشاركة-صناعية رقم12/المشاركة-- خلف شارع الثاني الصناعي -مكتب-شجرة رقم 4 ملك علي بن محمد بن سويلم الحسيني الشريف

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2021/02/01

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وصناديق البريد.



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Certificate of Registration for Value Added Tax in the United Arab Emirates

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تشهد الهيئة الاتحادية للضرائب أن الجهة التالية مسجلة لضريبة القيمة
المضافة في الامارات العربية المتحدة

Full Arabic legal name	<u>السطح لمقاولات الالمنيوم والزجاج</u>	الاسم القانوني الكامل باللغة العربية
Full English legal name	<u>ALSATAH AL ALUMINIUM AND GLASS CONT</u>	الاسم القانوني الكامل باللغة الانجليزية
Registered address	<u>AL JABIRI BUILDING, OFFICE NO-117, 4th INDUSTRIAL STREET, INDUSTRIAL AREA-11, SHARJAH, Sharjah, United Arab Emirates, 62347, +97165350148</u>	العنوان المسجل
Tax Registration Number	<u>100346343500003</u>	رقم التسجيل الضريبي
Effective Registration Date	<u>01/01/2018</u>	تاريخ التسجيل الفعلي
First VAT Return Period	<u>1 Jan 2018 – 31 May 2018 and quarterly thereafter</u>	فترة أول إقرار لضريبة القيمة المضافة
VAT Return due date	<u>28th day following the end of the VAT return period</u>	تاريخ استحقاق إقرار ضريبة القيمة المضافة
Start and end dates of Tax periods:	1 Mar to 31 May, 1 Jun to 31 Aug, 1 Sep to 30 Nov, 1 Dec to 28/29 Feb	بداية ونهاية الفترات الضريبية

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Issuing Date:

25/01/2018

تاريخ الإصدار

ISO IMPLEMENTATION

- ISO Certificates
- Quality Policy
- HSE policy
- Quality Manual
- HSE plan



Certificate Of Registration

Awarded to

AL SATAH AL ALUMINIUM AND GLASS CONT.

at

P.O.BOX NO: 62347, OFFICE NO. 117, AL JABRI BUILDING, INDUSTRIAL AREA 11,
SHARJAH, UAE

Quality Registrar Systems certify that the management system of the above organization has been audited and found to be in compliance with the QRS requirements for registration of the management system standard detailed below:

ISO 14001:2015

Environmental Management Systems

Scope of work

ALUMINIUM AND GLASS CONTRACTING

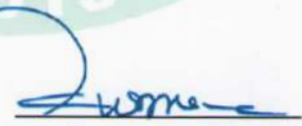
EA 28

Certificate No: DQU-21164

Originally Registered: 05 JAN 2019

Latest Issue: 05 JAN 2019

Valid up-to: 04 JAN 2022


Quality Registrar Systems



MANAGING OFFICE ADDRESS:
Quality Registrar Systems
P.O. Box :26826
United Arab Emirates



Tel: +971-2-6714302
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WORLD WIDE CERTIFICATION

Quality Registrar Systems is accredited by Dubai Accreditation Department (DAC)
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Certificate Of Registration

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SHARJAH, UAE

Quality Registrar Systems certify that the management system of the above organization has been audited and found to be in compliance with the QRS requirements for registration of the management system standard detailed below:

ISO 9001:2015

Quality Management Systems

Scope of work

ALUMINIUM AND GLASS CONTRACTING

EA 28

Certificate No: DQU-12460

Originally Registered: 05 JAN 2019

Latest Issue: 05 JAN 2019

Valid up-to: 04 JAN 2022

Quality Registrar Systems



MANAGING OFFICE ADDRESS:

Quality Registrar Systems
P.O. Box :26826
United Arab Emirates



Tel: +971-2-6714302
Fax: +971-2-6741449
www.qrsyst.com

WORLD WIDE CERTIFICATION



Certificate Of Registration

Awarded to

AL SATAH AL ALUMINIUM AND GLASS CONT.

at

P.O.BOX NO: 62347, OFFICE NO. 117, AL JABRI BUILDING, INDUSTRIAL AREA 11,
SHARJAH, UAE

Quality Registrar Systems certify that the management system of the above organization has been audited and found to be in compliance with the QRS requirements for registration of the management system standard detailed below:

OHSAS 18001:2007

Occupational Health and Safety Management Systems

Scope of work

ALUMINIUM AND GLASS CONTRACTING

EA 28

Certificate No: DQU-31271

Originally Registered: 05 JAN 2019

Latest Issue: 05 JAN 2019

Valid up-to: 04 JAN 2022


Quality Registrar Systems



CB-037-MS

MANAGING OFFICE ADDRESS:

Quality Registrar Systems
P.O. Box :26826
United Arab Emirates



Tel: +971-2-6714302

Fax: +971-2-6741449

www.qrsyst.com

WORLD WIDE CERTIFICATION

QUALITY POLICY

AL SATAH AL ALUMINIUM & GLASS CONT is dedicated to the quality policy that will ensure that its services fully meet the requirements of its customers at all times. The goal of the company's policy is to achieve a high level of customer satisfaction, and to be innovative, both in quality and technology.

ASAGCO management is committed to:

- Ensuring that we fully identify and conform to the needs of our customers.
- Manage the business process within the framework of a well-designed quality management system in line with the requirements of ISO 9001:2015.
- Augment the company's drive for excellence by integrating people in the participation move.
- Undertake appropriate reviews and evaluations to measure Quality Assurance performances against identified objectives and targets and to ensure the compliance with this policy.
- Comply with all applicable local or international laws and regulations.
- Everyone understanding how to do their job and doing it right first time.
- Continually improve the QMS by ensuring the risks and opportunities that can affect conformity of products and services are determined and addressed.

It is ensured that this policy is understood, implemented and maintained at all levels in the company by providing appropriate training for all personnel. The quality objectives will be established which will be compatible with context and strategic direction of the company. Quality policy will be regularly reviewed.



Vasanthan .O

Managing Director
Date: 20/12/2018

HSE POLICY

AL SATAH AL ALUMINIUM & GLASS CONT. management is fully committed towards achieving excellence by reducing waste, prevention of pollution and ensuring the safety of employees, clients, visitors and community at large.

The Management and Staff of AL SATAH AL ALUMINIUM & GLASS CONT. are committed to:

- Processing the waste materials by adopting good and safe waste management practices,
- Operating at all times in all areas in an environmentally friendly manner,
- Ensuring occupational health and safety in all areas at all times,
- Reducing waste and preventing pollution,
- Continually Training and Improving Competency of staff,
- Complying with all legal & regulatory requirements,
- Complying with national and international standards that we subscribe to.

These commitments will be achieved by:

- Establishing and maintaining a documented Health, Safety and Environmental Management System (HSE) that will meet International standards.
- Ensuring procedures, programs and guidelines are in place to support the HSE.
- Providing the necessary resources for the implementation of the HSE.
- Communicating the Company's HSE policy and Objectives to relevant parties including its employees and Clients.
- Ensuring Line Management commitments to the HSE.



Vasanthan .O

Managing Director
Date: 20/12/2018



Quality Manual



Formation Date :	01-12-2018
Doc Code:	ASAGCO-QSM-01
Revision No:	00

Quality Management System Manual

(According to the requirements of ISO 9001:2015)

AL SATAH AL ALUMINIUM & GLASS CONT

ASAGCO-QSM-01

Prepared by :	Sreereshmy	
Approved by:	Kerwin Pinto	
Effective Date	December 01, 2018	
Revision Number	00	Revision Date





Quality Manual

Formation Date :	01-12-2018
Doc Code:	ASAGCO-QSM-01
Revision No:	00

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0 Introduction

This manual describes the Quality Management System, which is established and implemented by **AL SATAH AL ALUMINIUM & GLASS CONT**, UAE, in order to ensure that the quality of products and services we deliver meets or exceeds customer requirements at optimum costs for the organization.

1 Scope

This Quality Management Manual is prepared based upon the requirements of the international Quality Management System standard **ISO 9001:2015**. The scope of the quality management system of ASAGCO includes "See Trade License".

2 References

The following reference documents have been used in the preparation of ASAGCO's quality manual.

ISO 9000:2015	Quality Management Systems – Fundamental and Vocabulary
ISO 9001:2015	Quality Management Systems – Requirements
ISO 9004:2009	Quality Management and Quality System Elements (Guidelines for Performance Improvements)
ISO 19011:2011	Guidelines for Internal Auditing of QMS
ISO 31000-2009	Risk Management

3 Terms and definitions

Abbreviation	Full Expression
QMS	Quality Management System
QSP	Quality System Procedure
QM	Quality Manual
ISO	International Organization for Standardization
DI	Documented Information
Term	Definition
Context	combination of internal and external factors and conditions that can have an effect on an organization's approach to its products, services and investments and interested Parties



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Interested party	Anyone who can affect, be affected by, or believe that they are affected by a decision or activity
Risk	effect of uncertainty on an expected result
Top management	President, Vice Presidents, Managing Director and General Managers etc. (From the top of the organization)
Non-conformance	Any deviation from work standards, practices, procedures, regulations, management systems performance etc. that could either directly or indirectly result lead to deficiency in service provided to customer, injury or illness, property damage, damage to environment, or a combination of these.
Audit	A systematic and independent examination of activities to determine whether they comply with planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve documented objectives.
Calibration	The process by which measurement and test equipment is checked for accuracy by comparison ISO 9001:2015 to known standards
Continual improvement	Continual improvement is a set of recurring activities that are carried out in order to enhance performance. Continual improvements can be achieved by carrying out audits, self-assessments, and management reviews. Continual improvements can also be realized by collecting data, analysing information, setting objectives, and implementing corrective actions.
Documented information	The term documented information refers to information that must be controlled and maintained and its supporting medium. Documented information can be in any format and on any medium and can come from any source.
Policy	A policy is a general commitment, direction, or intention and is formally stated by top management.
Quality	The adjective quality applies to objects and refers to the degree to which a set of inherent characteristics fulfils a set of requirements.
Risk-based thinking	Risk-based thinking refers to a coordinated set of activities and methods that organizations use to manage and control the many risks that affect its ability to achieve objectives.
Conformance	The state of meeting the specified requirement(s).
Contract	Requirements agreed to between a supplier and a customer, transmitted by any means.

4 Context of the organization

4.1 Understanding context of the organization

ASAGCO recognizes that the issues of the organization of great consideration. So the Issues which are external and internal are handled with the following ways



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External Issues:

ASAGCO considers risk depending on its context. ASAGCO analyses the external issues as “Strength, Weaknesses, Opportunities and threats (SWOT)” or “Political, Economic, Social-cultural, Technological, Legal and Environment (PESTLE) also Political, Economic, Social-cultural, Technological PEST” when required. As opportunities and threats section of SWOT covers the external factors. PESTLE or PEST gives clear, broad and precise analysis for external factors.

Internal Issues

ASAGCO considers the internal issues which affects or prevents the Quality success or improvement. ASAGCO internal issues may be listed as “Overall performance of the organization, resource factors (infrastructure, environment of the operation, organizational knowledge), human aspects, operational factors and governance of the organization etc.

During the annual business planning cycle ‘ASAGCO carries out SWOT analysis. It enables the organization to understand the organization strength and weakness identify external and internal opportunities that can be exploited and helps prepare in advance for threats they face. It offers also its leaders to compare and benchmark their performances with the competitors and know exactly the current situation of the organization.

4.2 Understanding the needs and expectations of interested Parties

ASAGCO determines the interested parties and the requirements of the interested parties that are relevant to the Quality management System. ASAGCO also monitors and review information about these interested parties and their relevant requirements. Some of the interested parties for ASAGCO may be as customers, end users or beneficiaries, owners, shareholders, bankers, external providers, employees and others working on behalf of the organization, legal and regulatory authorities (local, regional, state/provincial, national or international), trade and professional associations, local community groups, non-governmental organizations, local neighbouring organizations/activities in the locality, competitors etc.

4.3 Determining the scope of the quality management system

ASAGCO established and implemented the QMS, which is maintained and continually improved according to the requirements of the ISO 9001:2015 standard including processes needed and their interactions.

ASAGCO determines the processes needed for the QMS and their application through the organization.



Quality Manual

Formation Date :	01-12-2018
Doc Code:	ASAGCO-QSM-01
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ASAGCO determines required inputs and desired outputs of the processes, criteria and methods needed for effective operation and control of these processes, as well as resources needed and responsibilities and authorities for processes in the Quality Plan.

The quality system defined applies to all types Products / Services executed by the company. This section describes the structure of the documented quality management system established and implemented by the organization. The documented quality system covers all departments in the organization except financial matters / Accounts. QMS of ASAGCO covers the Following scope of activities.

- **Aluminium & Glass Contracting**

4.4 Quality Management System and its processes

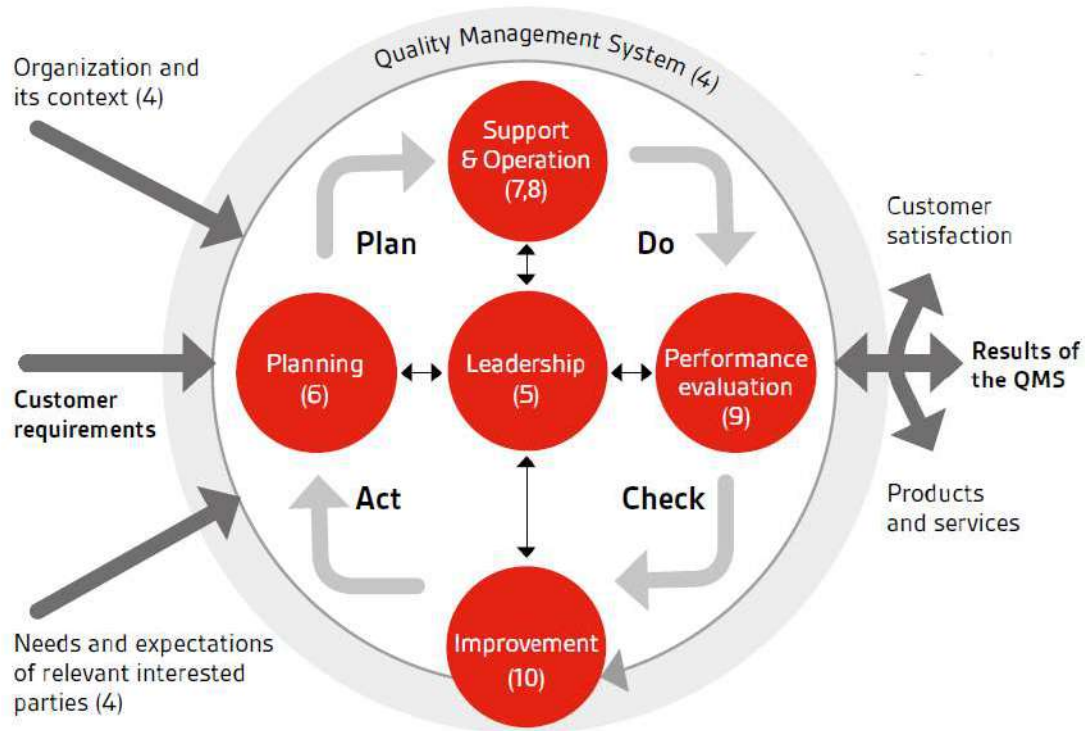
ASAGCO has established, documented, implemented & maintained quality management system and continually improves its effectiveness covering the requirements of ISO 9001: 2015.

Enhanced control required for outsourcing to cover **"the type and extent of control to be applied"** Clause 8.4 now highlights that **organizations should clarify what controls** they have in place for any outsourced products or services

To implement the quality management system, organization has managed to:

- Identify the processes needed for the quality management system
- Determine the sequence and interaction of these processes
- Determine criteria and methods required to ensure the effective operation and control of these processes
- Ensure the availability of information necessary to support the operation and monitoring of these processes
- Measure, monitor and analyze these processes
- Implement actions necessary to achieve the planned results and continual improvement

Organization manages these processes in accordance with the requirements of this standard. When Organization chooses to outsource any process that affects product conformity with requirements, then the management ensures the control over such processes and also identifies these processes within quality management system.



5 Leadership

5.1 Leadership & commitment

5.1.1 General

The top management of ASAGCO is taking accountability for the effectiveness of the QMS and providing resources to ensure that the Quality Policy and Quality Objectives are compatible with the strategic direction and the context of the organization.

The top management ensures that QMS requirements are integrated into ASAGCO's business processes, and that the QMS is achieving the intended results.

The top management communicates the importance of an effective QMS, promotes continual improvement, a process approach, and risk-based thinking, and supports relevant management roles to demonstrate leadership to their areas of responsibility.

The management is committed to deliver the promised products and services to its valued customers. To achieve this objective, adequate competent resource is ensured, processes are identified and responsibilities are delegated to various personnel who add value to processes. The quality management system established is aimed to add quality to all activities which are part of converting customer requirements into products / services.



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5.1.2 Customer focus

Top management arranges meetings annually to define the company strategy. The organization works closely with its customers to ensure all requirements are understood and fulfilled.

At ASAGCO, all stated and implied Customer requirements are fulfilled in order to meet Customer's expectations and hence achieve Customer satisfaction. A procedure is established and maintained:

- To fully understand the stated and implied needs / expectations of the customers.
- To clarify the requirements which are not clear

To plan and implement correction, and corrective actions in case of failure/ noncompliance to meet customer expectations

5.2 Policy

The organisation's commitment to quality is encompassed in our quality policy statement. For full description quality policy is also attached to the set of documents

Reference Documented Information: Quality Policy

5.2.1 Establishing the quality Policy

A Quality Policy is declared by the top management with an objective to achieve customer satisfaction. This policy is communicated to all level of employees in the organization to ensure their commitment to quality. The effectiveness of quality management system is evaluated periodically and analysed whether the quality policy objectives have been achieved. The new goals are set necessary improvements are made in the system to ensure effective operation. Quality Policy is controlled in the same way as other documents and it is ensured that all individuals in the organization understand objectives of the policy.

Reference Documented Information: Quality Policy

5.2.2 Communicating the quality Policy

The process sequence, linkage / interrelation, interactions, method of operation & control and process criteria of monitoring & measurement are carried out and are communicated to all employees through this documentation.

Where the performance of one process affects the other process, concerned Manager & top management initiate appropriate actions. Effective internal communication system is established by combination/ all of the following:

1. Notice board
2. Verbal communication to Staff
3. Internal Memos
4. E mail
5. Display of Quality policy and objectives
6. Management Reviews / minutes of meetings
7. Internal training activities



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5.3 Organizational roles, responsibilities and authorities

Key responsibilities and authority for effectively implementing the quality system is described below. Detailed responsibilities are defined as job descriptions and communicated to the employees.

Top Management:

Top Management Responsibilities are

- Directing and coordinating all management policies.
- Development of the company's Quality Policy and establishing quality objectives.
- Ensuring that the quality policy and quality objectives are established for the quality management system and are compatible with the context and strategic direction of the organization;
- Providing adequate resources for the effective implementation of the Quality System.
- Carrying out periodic management reviews of the Quality System.
- Ensure the development and implementation of annual and medium term plans and budgets which meet the company financial objectives.
- Ensure that the company maintains the necessary resources capability for the supply of its chosen product and service range to meet identified customer requirements within defined cost and quality standards.
- Direct the continuing development of the product range to meet the anticipated customer requirements and achieve the market share objectives of the corporate strategy.
- Ensure that the company has the appropriate processes and system to monitor and control its operations effectively and achieve its financial targets.
- Ensure that the company has the organization structure and management capability to achieve its business objectives.

Head of the departments

HODs of every departments is responsible for

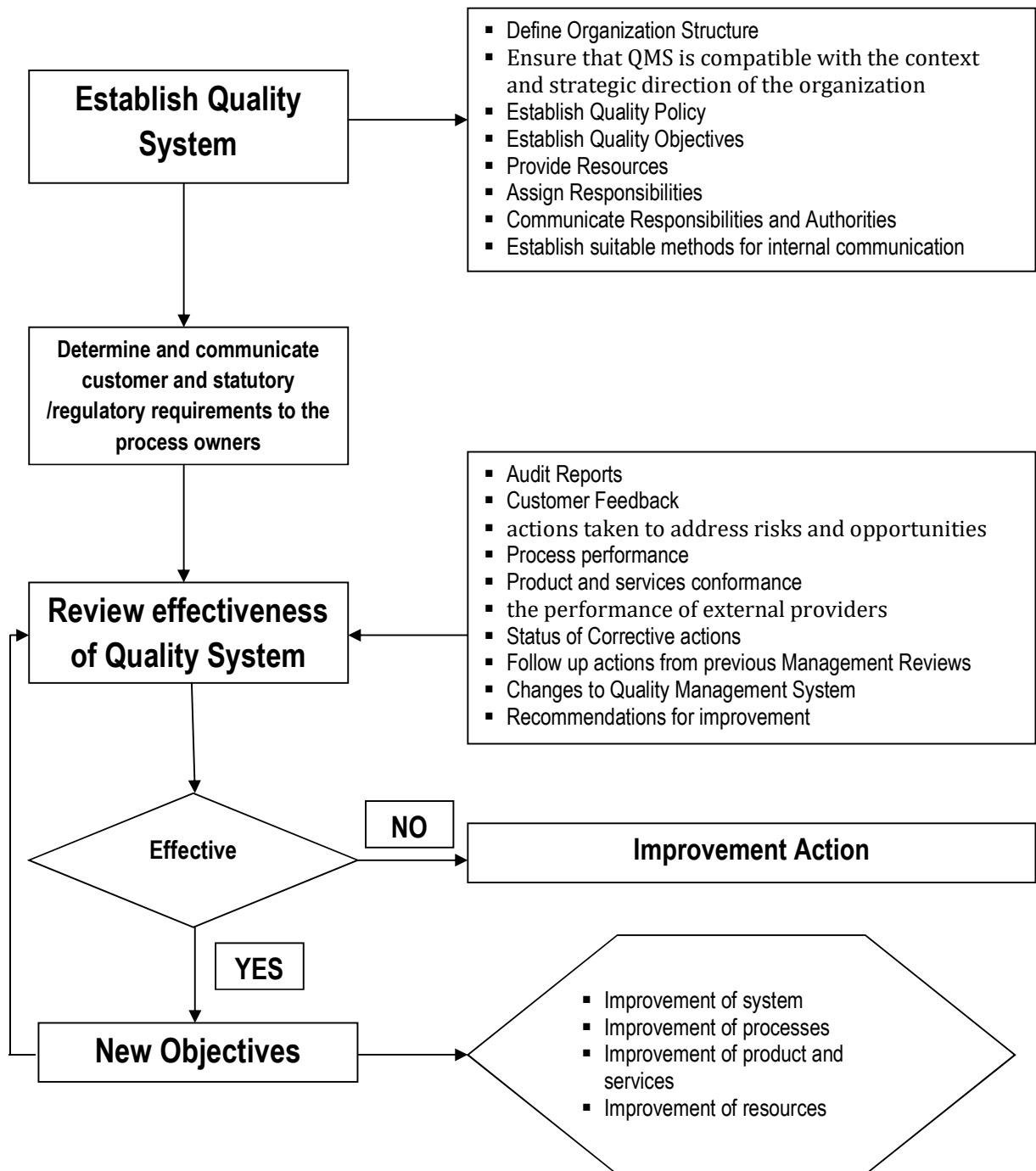
- Planning and overall supervision of their departments.
- Following quality performance.
- Quality control and inspection
- Deciding the competency / skill required for his/her relevant department operations



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LEADERSHIP (Flow Chart)





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6.0 Planning

6.1 Actions to address risks & opportunities

ASAGCO has developed a risk management frame work that enables them to manage various organizational risks and opportunities. ASAGCO determines all risk and opportunities that can also affect the performance of QMS.

ASAGCO addresses risk and opportunities as

- Identify what risk and opportunities are
- Analyse and prioritize the risk and opportunities in the organization
- Plan actions to address the risk and opportunities
- Implement the plan

6.2 Quality objectives & planning to achieve them

ASAGCO Management is committed to establish Quality Objectives which are fully “SMART” and which are consistent to Quality policy. All these objectives established are relevant to conformity of products and services and to enhancement of customer satisfaction, organization’s significant environmental aspects and associated compliance accountability is made, health and safety hazards are considered and within legal compliance. ASAGCO considers following input for setting objectives:

- Quality Policy;
- Legal and other requirements;
- Customer Requirements;;
- Views of interested parties;
- Operational and business requirements;
- Financial and technological options.

ASAGCO maintains Quality objectives as documented information, monitor, review and update these objectives and communicated.

6.3 Planning of changes

When the organization determines a need for changes to the Quality Management System, top management takes responsibility to carry them out in a planned manner.

Top management plan changes to the QMS considering the purpose of the changes and potential consequences, integrity of the QMS, and allocation or relocation of responsibilities and authorities



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7 Supports

7.1 Resources

ASAGCO determines and provides resources needed for establishment, implementation, maintenance, and continual improvement of the Quality Management System.

7.1.1 General

As part of ASAGCO's strategy, current levels of resources are reviewed in line with company objectives and forth-coming business levels.

The concept of this process is to continually improve and meet or exceed our customers' expectations.

Customers' requirements and expectation are fulfilled through Identification and provision of infrastructure, facilities, manpower recruitment as per the Organization structure, employees training and suitable work environment, etc.,

To ensure that all personnel are adequately qualified, job-related training is in operation. Appropriate records of all such training are maintained in accordance with the requirement of ISO 9001:2015.

ASAGCO considers:

- the capabilities of, and constraints on, existing internal resources;
- What needs to be obtained from external providers?

7.1.2 People

Personnel performing work affecting conformity to products and services requirements are competent on the basis of appropriate education, training, skills and experience. Man Power planning is done in congruence with the corporate objectives to identify human resource needs and fulfil them in time.

7.1.3 Infrastructure

The basic infrastructure facilities like appropriate location, work area, necessary hardware and software, building floor space, necessary utilities, communication facilities – both internal and external that are required for effective functioning of ASAGCO are identified, provided and maintained to suit the growing and potential needs to achieve conformity to product requirements.

Working with the senior management team during the annual business-planning phase, the management team review all activities of the business this includes:



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- Buildings, workspace and utilities.
- Process equipment (both hardware and software)
- Transport, communication for information system, etc.

7.1.4 Environment for the operation of processes

Employees are the most valuable assets for our organization. We believe any employee can contribute to quality only when he / she are comfortable and satisfied in his / her job and with their work environment. Management reviews the suitability of the work environment needed to achieve the conformity to product requirements and to enhance the organizational capability in achieving the Quality Policy, Objectives and the Customer Satisfaction, through planned periodic Management reviews.

ASAGCO provides a clean, safe and adequately lit working environment to achieve the desired working environment for all employees.

7.1.5 Monitoring and Measuring Resources

Inspection and monitoring equipment as well as process control / monitoring devices are calibrated and controlled to ensure the accuracy and reliability for use. All external calibrations are carried out by reputed agencies which could establish traceability to national / international standards.

All calibrations are carried out as per the manufacturer's specification & customer's requirements (such as accuracy, use, importance, etc.). Calibration and/or maintenance are done as per the schedule and the requirements.

Only trained staff is allowed to operate all equipment. Any malfunction, error, etc. are brought to the attention of Warehouse Manager to take up appropriate corrective action.

Instruments found to be out of calibration or damaged, are removed from the work area until re-calibration. Any parameters checked with discrepant equipment are considered "non-conforming" until it has been verified and that it meets all requirements, or until it is re-tested with accurate instruments. Calibration records are maintained as long as the instrument / equipment are in use.

7.1.6 Organizational Knowledge

ASAGCO fulfils requirements for the handling of organizational knowledge in the following four phases, which are analogous to the PDCA cycle:



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- Determine the knowledge necessary for the operation of processes and for achieving conformity of products and services
- Maintain knowledge and make it available to the extent necessary
- Consider the current organizational knowledge and compare it to changing needs and trends
- Acquire the necessary additional knowledge.

ASAGCO always considers Organizational knowledge gained from:

Internal sources (e.g. intellectual property; knowledge gained from experience; lessons learned from failures and successful projects; capturing and sharing undocumented knowledge and experience; the results of improvements in processes, products and services);

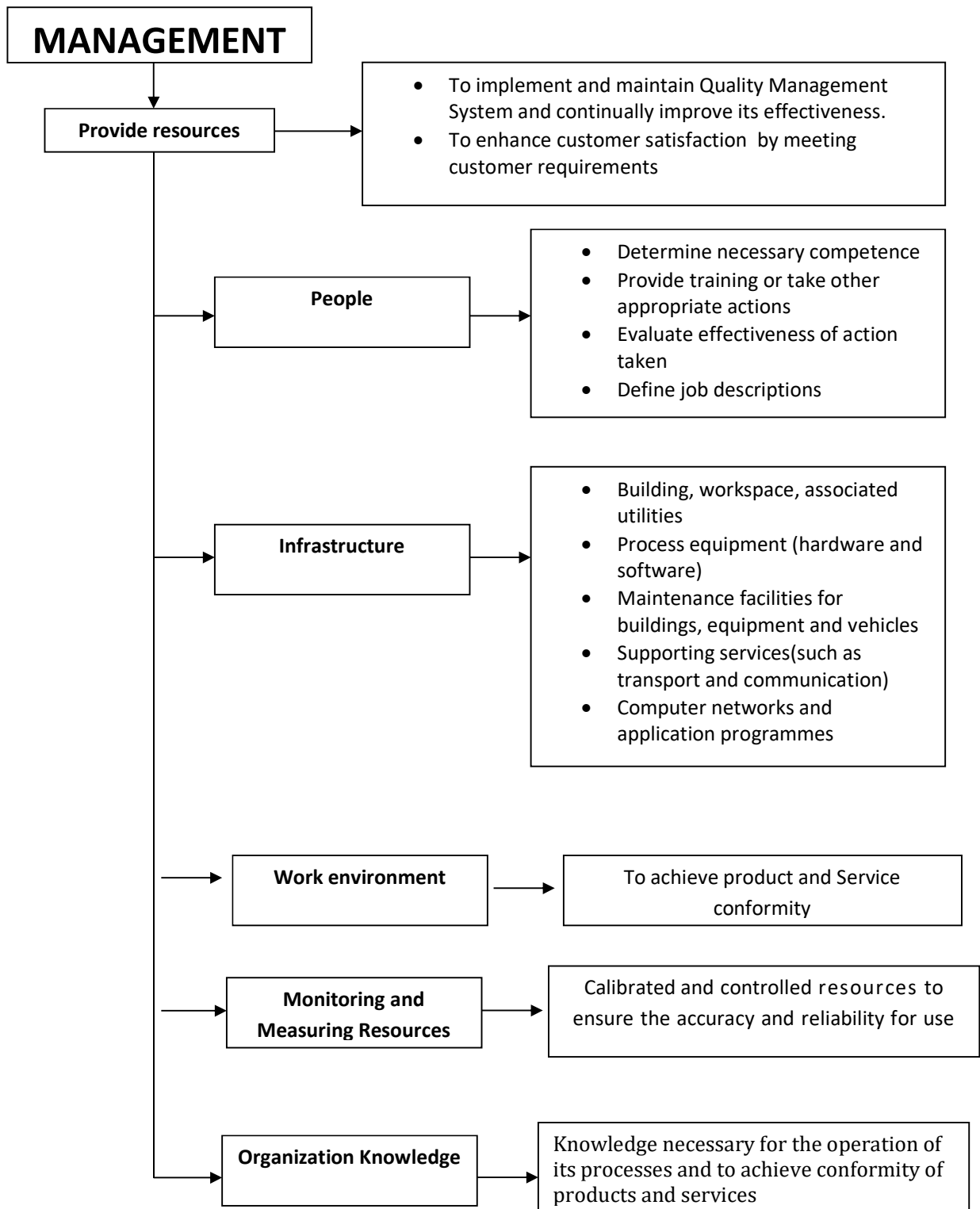
External sources (e.g. standards; academia; conferences; gathering knowledge from customers or external providers).



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RESOURCES (Flow Chart)





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7.2 Competence

Competences of employees are conducted in accordance with the requirements of the standard. This is based on four principles; commitment, planning, action, evaluation, further defined as follows:

ASAGCO disposes the necessary staff with the needed knowledge and skills, organizational infrastructure, and financial resources for establishing, implementation, maintenance, and improvement of the QMS.

In cases where it is deemed necessary and justified, ASAGCO hires competent external personnel and organizations from relevant fields for realization of activities for which the organization does not have adequate resources.

Managers are responsible for identifying the needs and conducting professional training of employees who carry out activities that may have a significant impact on the quality of product, service and customer satisfaction.

Each organizational part manager / process owner is responsible for the suitable competency of his workers, on the basis of education, training, and / or work experience, in accordance with the requirements of their work.

7.3 Awareness

ASAGCO provides training for all employees in the skills and knowledge required to carry out their duties safely, efficiently and to the desired standard.

ASAGCO ensures that persons doing work under the organization's control are aware of:

- a) The quality policy;
- b) Relevant quality objectives;
- c) Their contribution to the effectiveness of the quality management system, including the benefits of Improved performance;
- d) The implications of not conforming to the quality management system requirements

7.4 Communications

Top management realizes the usefulness of internal and external communication process to help the organization achieve the quality objectives and participation of employees in best practices.

Effective internal communication system is established throughout the organization through:

1. Notice board
2. Internal Memos
3. Intercom facility- for oral communication
4. E mail
5. Display of Quality policy and objectives
6. Circulars
7. Monitoring and Measurement Reports – Trend Charts, Histograms, Monthly reports, etc.
8. Audit schedules



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9. Management Reviews / minutes of meetings
10. Internal training activities.

External Communication

ASAGCO communicates with external interested parties with regards to its significant Quality aspects. ASAGCO management is responsible to ensure that communication from external parties is received, documented & responded in an efficient manner

7.5 Documented Information

7.5.1 General

Documented information of the Quality Management System is carried out through the following documents:

- Quality Policy, Quality Objectives
- Quality Manual
- Procedure for Documented information
- Documents, including records, required by ISO 9001:2015.
- Documents, including records, which ASAGCO has determined to be necessary.

7.5.2 Creating and Updating

When creating and updating documented information, ASAGCO ensures appropriate:

- a) Identification and description (e.g. a title, date, author, or reference number);
- b) Format (e.g. language, software version, graphics) and media (e.g. paper, electronic);
- c) Review and approval for suitability and adequacy.

7.5.3 Control of documented information

Documented information required by the QMS is controlled to ensure:

- it is available and suitable for use, where and when it is needed;
- it is adequately protected

For the control of documented information, ASAGCO addresses the following activities, as applicable:

- Distribution, access, retrieval and use;
- Storage and preservation, including preservation of legibility;
- Control of changes (e.g. version control);
- Retention and disposition.



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Documented information of external origin determined by the organization to be necessary for the planning and operation of the quality management system are identified as appropriate, and are controlled.

Documented information retained as evidence of conformity is protected from unintended alterations.

8 Operations

8.1 Operational planning and control

All processes required for the operation of the ASAGCO are determined by the management and responsibilities to execute processes are assigned to various departments in the organization.

Processes are defined in procedures, instructions and flow charts and communicated to relevant functions. The management ensures the availability of adequate resource and information for the operation of all sections in the organization.

Verification of processes is carried out by responsible Supervisors in the area and wherever found necessary immediate corrective actions are implemented. All information is subject to verification by concerned section/department heads for conformance to requirements. Records are generated maintained, which are required for process monitoring and evaluations.

8.2 Determination of requirements for products and services

8.2.1 Customer communication

Quotations prepared are forwarded to the customers for communicating the conditions. Orders received in any form are completely reviewed against the submitted quotation. If any point is unclear or any clarification is required it is taken up with the customer. Only after ensuring the conditions are mutually agreed, material purchase, production and service activities are planned. There is a close communication between the organization and customer regarding the work start, progress and completion. Customer complaints are registered to the quality system and immediate corrective actions are implemented. Actions are communicated to customers and if the complaint is due to unawareness /negligence of any staff, necessary training is provided as preventive action repetition in future.

A system is established to collect the data of customer feedback about the quality of service as explained in section 8 of this manual. The objective of the system is to measure customer satisfaction and hence to introduce improvement actions to delight customers.

8.2.2 Determination of requirements related to product/service

Requirements are specified by clients in the form of inquiry. Most of the cases drawings are supplied along with such inquiries. In addition to that, unspecified but other relevant



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requirements are also considered by the management, which are applicable to the type of inquired product/service. Applicable legal and regulatory requirements such as product and services related and local/regional regulations are taken into consideration while review of inquiries.

8.2.3 Review of requirements related to products and services

Customer requirements are reviewed for completeness and, if necessary, to gather more information the respective project manager initiates it. ASAGCO understands that specification and quantities are main input for review of scope. Product and service requirements, labour requirements and other related cost are studied; quotations are prepared based on the study. Upon reviewing the inquiry, if it is felt that client's requirements can't be met, it is regretted.

8.3 Design and Development

Not Applicable in the scope of the company.

8.4 Control of externally provided processes, products and services

8.4.1 General

Procurement department has established criteria for selection, approval and monitoring of external providers performance. According to the established procedure, if any external providers fail to maintain the quality of their product and service, they are disqualified and removed from the list of company's approved external providers. All externally provided product and services are made from approved external providers and purchasing documents clearly specify the grade/specification of items to be purchased, packing conditions if any and the required delivery time in addition to payment conditions. Purchasing documents are subject to review and approval by authorized personnel as defined in a procedure for purchase. Supplier evaluation records are maintained to demonstrate the practice.

8.4.2 Type and extent of control of external provisions

Any service, which is availed from other organizations, is considered as outsourced process. The standard procedure for selection and monitoring of material suppliers is applicable to such suppliers. If there is only single source to provide such service or there is any legal requirement to avail service from specific sources, a feedback about the service is provided, once in six months to maintain quality of service.

8.4.3 Information for external provider

All purchased items are verified as conforming to requirements. If any purchased materials/service is found to be non-conforming, it is prevented from use and records of such deviations are used for monitoring suppliers' performance. If it is required to verify the quality of purchased product before shipment at suppliers premises (by our organization or



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by customer), then it is specified in the purchasing documents and communicated to suppliers. (Generally not required)

8.5 Production and service provision

Upon award of contract / LPO, the concerned department issue job order to production. Production/Service Manager plans the jobs/service based upon the availability of material, equipment and human resource. Procedures and work instructions are established to define standard processes and key responsibilities. Management ensures the availability of supporting services and equipment required for all departments in addition to human resources. Communication is established between the various departments to ensure continuous and efficient operation of the organization. Delivery to sites is based upon the site readiness communicated by client/Site Supervisors. Care is taken to avoid any damage to products during transportation/installation.

8.5.1 Control of production and service provision

Wherever process qualification is required, procedures are established and personnel performing such activities are trained and qualified by reputed agencies. Any new employee is trained on the assigned process to ensure their Capability. Effectiveness of established processes and procedures is examined through internal audits and analysis of trends in the system for further improvements.

8.5.2 Identifications and traceability

All jobs/services are identified through records with clear traceability to various processing stages, conditions, inspection status and personnel who performed the job/service. Project codes (Job numbers) are marked on all manufactured products for traceability. System is very simple but provides its own identity to each job/service. The method of identification is efficient to separate customers' property from company's own property.

8.5.3 Property belonging to customers or external providers

Customer's properties received are subject to close inspection and any damages/loss unsuitability for use not specified by the customers is communicated to the customer. Only after getting customer comments and management's acceptance, further processed are started. Ultimate care is taken by all responsible to avoid any damage during the agreed processes done by company.

8.5.4 Preservation

All materials, goods and products are handled in a way that prevents damage and deterioration during storage, processing, delivery and installation. This also includes constituent parts of a product.



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Designated storage areas are provided for incoming raw materials. Job numbers are allotted to materials which are purchased for specific projects. Movement of materials is carried out using safe material handling methods.

Issue and receipt details of products are recorded to ensure that product use can be accounted for and to ensure that adequate stock levels are maintained. Where appropriate, shelf life product is stored in a manner that facilitates issue on a first-in-first-out basis.

Appropriate measures are taken to ensure that products at various stages are adequately protected against any damage or environmental conditions that may adversely affect product quality.

8.5.5 Post-delivery activities

Product and service provided on customer's sites are handed over in compliance with customer's requirements.

8.6 Release of products & services

ASAGCO has implemented planned arrangements, at appropriate stages, to verify that the product and service requirements are met.

The release of products & services to the customer is not proceeded until the planned arrangements have been satisfactorily completed, unless otherwise approved by relevant authority and, applicable, by the customer.

8.7 Control of non-conforming outputs

On detecting non-conforming materials/service they are recorded and clearly identified to prevent unauthorised use.

The authority and responsibility for review and disposition of non-conforming product/service is defined in procedures.

Non-conforming products can be dealt with in the following ways:

- By taking action to eliminate the detected nonconformity e.g. repairing, rework
- By authorizing its use, release or acceptance under concession by a relevant authority and, where applicable, by the customer
- By taking action to preclude its original intended use or application, eg. scrapping

All non-conforming products and services are reviewed to determine the need for corrective action and their subsequent disposition. Products and services that do not conform to the specification are only accepted under Organisation concession or where appropriate the Customer's concession with the Customer's prior knowledge and written consent.

Records of all non-conformances are maintained and are reviewed during the management review meetings to establish trends and determine the need for further preventative actions.



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Any non-conformance detected after delivery or use is handled according to the potential effects of the non-conformity is recorded under corrective action procedure. Appropriate actions are taken based on the magnitude of the problem.

9 Performance evaluations

9.1 Monitoring, measurement, analysis & evaluation

9.1.1 General

Top management and process owners in ASAGCO define what to be monitored and measured, as well as the methods and timing for monitoring and measuring. Results of the monitoring and measuring are evaluated at appropriate levels and functions in the organization and the top-level management evaluates the performance of the QMS during the management review.

9.1.2 Customer satisfaction

ASAGCO monitors customer's perceptions of the degree to which their needs and expectations have been fulfilled.

ASAGCO determines the methods like customer feedback report, customer survey etc. for obtaining, monitoring & reviewing their information.

9.1.3 Analysis & evaluation

The data is collated from the monitoring and measurement activities defined within the quality management system. Analysis techniques such as statistical process control are applied selective

Appropriate statistical analysis of data are prepared by the concerned Manager and reviewed in the Management Review. Analytical data are prepared in line with the defined Quality Objectives. The data may include information related to any or all of the following:

- conformity of products and services;
- the degree of customer satisfaction;
- the performance and effectiveness of the quality management system;
- if planning has been implemented effectively;
- The effectiveness of actions taken to address risks and opportunities;
- The performance of external providers;
- The need for improvements to the quality management system.

9.2 Internal Audit

The quality management system is fully audited on a six monthly basis to ensure that current practices conform to the policies set out in the quality manual. Audits are carried



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out systematically, on a predetermined frequency as per audit plan and with due regard to the status of and importance of the activity.

Audits are prepared and planned by trained auditors. The procedure ensures that in all cases the auditor(s) are independent of the function or area being audited.

All non-conformities discovered during audit are recorded and an audit report is prepared. The results of audits are communicated to respective managers who are responsible for defining and timely implementing corrective actions.

Corrective actions are monitored to ensure their effectiveness; through this process the organisation continuously improves and refines its quality management system. Re-audits are carried out to verify that all non-conformances identified have been addressed.

Findings of audits are presented and reviewed during management review meetings. This information is evaluated to help assess the effectiveness of the Quality System in satisfying the Customer, the requirements of ISO 9001-2015, the quality policy, and to determine if any improvements in the system are required.

9.3 Management Review

9.3.1 General

The Management review is carried once in six month, following the internal audit carried out by qualified internal quality auditors.

This demonstrates the commitment and method for

- Review of the implemented system
- Review of continuing suitability and effectiveness
- Determining the frequency of review and audit
- Review Inputs and Outputs
- Records of evidences

Participants of the Management Review consist of respective department heads

9.3.2 Management review inputs

The efficiency and effectiveness of QMS is evaluated by considering the customer needs and organizational expectations.

The inputs considered for Management Review are as follows:

- The status of actions from previous management reviews;



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- Changes in external and internal issues that are relevant to the quality management system;
- Information on the performance and effectiveness of the quality management system, including trends in:
 - customer satisfaction and feedback from relevant interested parties;
 - the extent to which quality objectives have been met;
 - process performance and conformity of products and services;
 - nonconformities and corrective actions;
 - monitoring and measurement results;
 - audit results;
 - the performance of external providers;
- The adequacy of resources;
- The effectiveness of actions taken to address risks and opportunities
- Opportunities for improvement.

9.3.3 Management review outputs

Management review outputs as a minimum consist of the following:

- Opportunities for improvement;
- Any need for changes to the quality management system;
- Resource needs.

The copy of the minutes are circulated to all participants / concerned.

10 Improvements

10.1 General

The defined quality management system is aimed at continuous improvement in all processes, achievement of customer satisfaction and growth of the organization. Various control mechanisms used for measuring the performance are aimed to identify the weakness in the system and hence for improvements. Procedures are established for corrective actions (improvement actions), which are communicated throughout the organization.

10.2 Non-conformity & corrective action

ASAGCO handles nonconformities in order to control and correct them and deal with the consequences.

ASAGCO establishes a corrective action system to investigate and document the root cause and actions to correct supplier, internal, and customer reported nonconformities.

Corrective actions are assigned to a responsible individual and tracked by number and completion date.



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Corrective action is used as a tool for improvement. The significance of the problem is evaluated and the root cause is determined. Suitable corrective actions are planned and implemented. A documented procedure is established and implemented detailing the following:

- Review of non-conformities arising from all areas
- Determining the cause of non-conformities and suitable corrective action.
- Evaluation of the proposed action to ensure that the non-conformance will not recur.
- Implementation strategies
- Review and verification of action initiated

When any non-conformance within the quality management system, including customer complaints, is identified, the cause is determined and eliminated with appropriate corrective action as per defined procedure. Corrective actions are reviewed to monitor their effectiveness and are subject of regular management reviews.

10.3 Continual Improvement

Management seeks continual improvement of the organisation's processes and of its overall performance. Management considers the quality management system as an effective tool for the staff to identify and manage improvement activities, which include:

- Planning improvements with use of the objectives,
- Use of quality policy
- Evaluation of audit results and performance data,
- Resolutions of identified problems through corrective actions,
- Driving strategic improvements through management reviews.

ASAGCO is committed to the concept of continual improvement through constant refinement and improvement of this quality management system.



AL SATAH AL ALUMINIUM & GLASS CONT.

HEALTH & SAFETY ENVIRONMENT MANAGEMENT SYSTEM

	<u>Name</u>	<u>Signature</u>	<u>Date</u>
<u>PREPARED BY</u>	Sreereshmy		02-12-2018
<u>APPROVED BY</u>	Kerwin Pinto		02-12-2018



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REVISION DETAILS

Health & Safety, Environmental manual revisions may be recorded through an Issue Number and a Revision Number. A Revision Number reflects any change on a particular page whereas an Issue Number represents an overall document change.

1.0 General

1.1 Purpose of the HSE-Manual

This Manual defines the Health & Safety, Environmental Management system of ASAGCO activities and contains:

- ✚ Understanding our business and its potential impact
- ✚ The context of the organization
- ✚ Leadership and commitment
- ✚ The Environmental Policy
- ✚ Health & safety Policy
- ✚ Statements of responsibility and authority
- ✚ Identify the Hazard & Risk assessment associated with threat & opportunities
- ✚ An overview of ASAGCO 's Health & Safety Environmental procedures and controls
- ✚ The identification of the resources and training allocated to management, performance of work and verification activities including internal audit,
- ✚ To covered Legal & other Statutory regulator requirement of the UAE related HSEMS
- ✚ The appointment of the Health & Safety Environmental Management Representative(HSE-MR) or HSE-Officer,
- ✚ The arrangement for periodic management reviews.

The purpose of this Manual is to demonstrate that this HSEMS meets all ISO14001:2015& OHSAS 18001-2007 requirements and provide guidance and direction for the implementation and operation of the HSEMS to all personnel including in relevant documents.

1.2 Scope of HSE

This Management System manual is based on the requirements of OHSAS 18001:2007 and ISO 14001:2015 and details the specific controls established, documented and maintained at ASAGCO in the performance of its operations as mentioned in the (1.1) of this manual.

ASAGCO also endeavors to pursue a strategy that not only encompasses all our activities but also that of our suppliers, customer's visitor, contractors Subcontractors and stakeholders. In doing this we aim to influence our impact on the environment not only of our business but of all business that we use or interact with them.

This manual demonstrates the methodology adopted at company to meet the requirements specified in these standards and refers to documented procedures, established and maintained at company under the scope of activities as follows.

Scope of work:

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• **Aluminium and Glass Contracting**

2.0 Normative References.

- ✚ ISO 14001:2015 - Environmental Management System
- ✚ OHSAS 18001:2007- Occupational Health & Safety Assessment Series

3.0 Terms & Definition:






Terms	Definitions
Acceptable Risk	Risk that has been reduced to a level that can be tolerated by the organization having regard to its legal obligations and its own.
Audit	Systematic, independent and documented process for obtaining “audit evidence” and evaluating it objectively to determine the extent to which “audit criteria” are fulfilled.
Auditor	person with the competence to conduct an audit
Continual Improvement	Recurring process of enhancing the Management System in order to achieve improvements in overall.
HSE Performance	consistent with ASAGCO Policies
Corrective Action	Action to eliminate the cause of a detected nonconformity or other undesirable situation
Document	Information and its supporting documents.
Hazard	Source, situation, or act with a potential for harm in terms of human injury or ill health or a combination of these.
hazard identification	Process of recognizing that a hazard exists and defining its characteristics
Ill Health	Identifiable, adverse physical or mental condition arising from and/or made worse by a work activity and/or work-related situation
Incident	Work-related event(s) in which an injury or ill health (regardless of severity) or fatality occurred, or could have occurred
Interested Party	Person or group, inside or outside the workplace concerned with or affected by the HSE& E performance of an organization
Nonconformity	Non-fulfillment of a requirement
Occupational health and safety (O&HS)	conditions and factors that affect, or could affect, the health and safety of employees or other workers (including temporary workers and contractor personnel), visitors, or any other person in the workplace
HSE Management System	Part of an organization’s management system used to develop and implement its HSE policy and manage its HSE risks
HSE objective	HSE goal, in terms of HSE performance, that an organization sets itself to achieve
HSE performance	Measurable results of an organization’s management of its HSE risks
HSE Policy	Overall intentions and direction of an organization related to its HSE

	performance as formally expressed by top management
Organization	Company, corporation, firm, enterprise, authority or institution, or part or combination thereof, whether incorporated or not, public or private, that has its own functions and administration
Procedure	Specified way to carry out an activity or a process
Risk	Combination of the probability of an occurrence of a hazardous event or exposure(s) and the severity of injury or ill health that can be caused by the event or exposure(s)
Risk Assessment	Process of evaluating the risk(s) arising from a hazard(s), taking into account the adequacy of any existing controls, and deciding whether or not the risk(s) is acceptable
Environment	surroundings in which an organization operates, including air, water, land, natural resources, flora, fauna, humans, and their interrelation
Environmental Aspect	element of an organization's activities or products or services that can interact with the environment
Environmental Impact	any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's environmental aspects
Environmental Management System	part of an organization's management system used to develop and implement its environmental policy and manage its environmental aspects
Environmental Objective	overall environmental goal, consistent with the environmental policy, that an organization sets itself to achieve
Environmental Performance	measurable results of an organization's management of its environmental aspects
Environmental Target	detailed performance requirement, applicable to the organization or parts thereof, that arises from the environmental objectives and that needs to be set and met in order to achieve those objectives
Prevention of Pollution	use of processes, practices, techniques, materials, products, services or energy to avoid, reduce or control (separately or in combination) the creation, emission or discharge of any type of pollutant or waste, in order to reduce adverse environmental impacts.

4.0 Context of the Organization

4.1 Understanding the context of the Organization

ASAGCO will determine both internal and external issues that are relevant to the organization and that have both a direct influence on the effectiveness of the environmental management and an impact on global environmental and sustainability issues. By doing the activities ASAGCO will consider the following environmental issues when developing and implementing its business strategy

-  Air quality including both local and global impacts
-  Water quality and preventing contamination of controlled waters
-  Land use
-  Existing contamination and remediation issues
-  Natural resources and their depletion

- ✚ Protection and enhancement of both local ecology and biodiversity and that of the wider community

In addition to these core values ASAGCO will also consider the implications and risks to our business in respect of:

- ✚ Cultural and social responsibility
- ✚ Legal and regulatory regulations and guidance
- ✚ Financial implications
- ✚ Use best available technologies where financially practical and feasible

In applying the above criteria and techniques ASAGCO will actively manage and implement programs, procedures and its business strategy in order to militate against pollution and harm to the environment and global climate change. These aspects will form the core strategy of ASAGCO when managing both its risks and opportunities for enhancing the local and global environment. These key strategies and management programs will form the core values of ASAGCO when implementing and managing its HSEMS.

4.2 Understanding the need & expectation of the Interested Party

ASAGCO will carry out regular reviews with regards to all interested parties whether internal or external. By doing ASAGCO will consider the needs and expectations of interested parties in terms of its overarching environmental strategy and performance.

In the case of an interested party perceiving itself to be affected by the organization's decisions or activities related to environmental performance, the organization considers the relevant needs and expectations that are made known or have been disclosed by the interested party to the organization.

Organization realized that some interested party requirements reflect needs and expectations that are mandatory because they have been incorporated into laws, regulations, permits and licenses by governmental or even court decision.

4.3 Determining the scope of the HSEMS

The scope of the HSEMS is intended to clarify the physical and organizational boundaries to which the HSEMS applies, especially if ASAGCO is a part of a larger organization. An organization has the freedom and flexibility to define its boundaries. It may choose to implement this International Standard throughout the entire organization, or only in specific part of the organization, as long as the top management for that part has authority to establish a HSEMS.

ASAGCO has established documented, implemented and maintained a HSEMS and has ensured its continual improvement through various means in accordance with the requirements of international standards as well as organization's own requirements.

4.4 HSE-Management System

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This Management System manual is based on the requirements of ISO 14001:2015 as well as OHSAS 18001:2007 and details the specific controls established, documented and maintained at ASAGCO.

This manual demonstrates the methodology adopted at ASAGCO to meet the requirements specified in these standards and refers to documented procedures, established and maintained at ASAGCO.

Controlled copies are distributed in accordance with the distribution list. This HSE Manual is subject to periodic review by the top management and HSE management representative/HSE-Officer at periods not greater than one year. The HSE Manual will be revised if necessary in whole and reissued to controlled copy holders. The HSE Management representative/HSE-Officer is responsible for the issue and collection of HSE Manuals as and when they are revised.

5.0 Leadership

5.1 Leadership & commitments

Top management of ASAGCO handed over responsibility for HSEMS actions soothers but they preserve accountability for ensuring the actions are performed. There are some specific responsibilities related to the HSEMS in which top management personally involved.

5.2 HSE Policy Statement

ASAGCO established the HSE policy enables the organization to set its HSE-objectives (see clause [6.2](#)), take actions to achieve the intended outcomes of the HSEMS and achieve continual improvement (see [clause10](#)).

a) HSE Policy Statement

ASAGCO is committed to prepare and delivery, safe and healthy Environmental work place for all its employees, associates and customers. ASAGCO ensures that its processing activities are carried out in a manner that protects the environment and community in general.

 **SEE ATTACHED HSE POLICY**

5.3 Organization Roles, Responsibilities & authorities

Top management of ASAGCO is overall responsible for the implementation HSEMS. For the project specific roles, responsibilities, authorities & accountabilities refer to project specific Quality & HSE Plans.

Top Management has appointed a Management Representative, (from the concerned section/department) he is responsible for the ensuring that the HSEMS is established,

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implemented and maintained in accordance with ISO 14001:2015 and OHSAS 18001:2007 Standards.

Ensuring that reports on the performance of HSEMS are presented to top management for review during the management review meetings and used as a basis for improvement of the HSEMS. Management Representative is responsible to carry out the above functions with the help of the management, HSE Staff & all employees. The specific Job descriptions are created to effectively carry out the EMS activities in the organization.

6.0 Planning

6.1 Action to address risks & opportunities

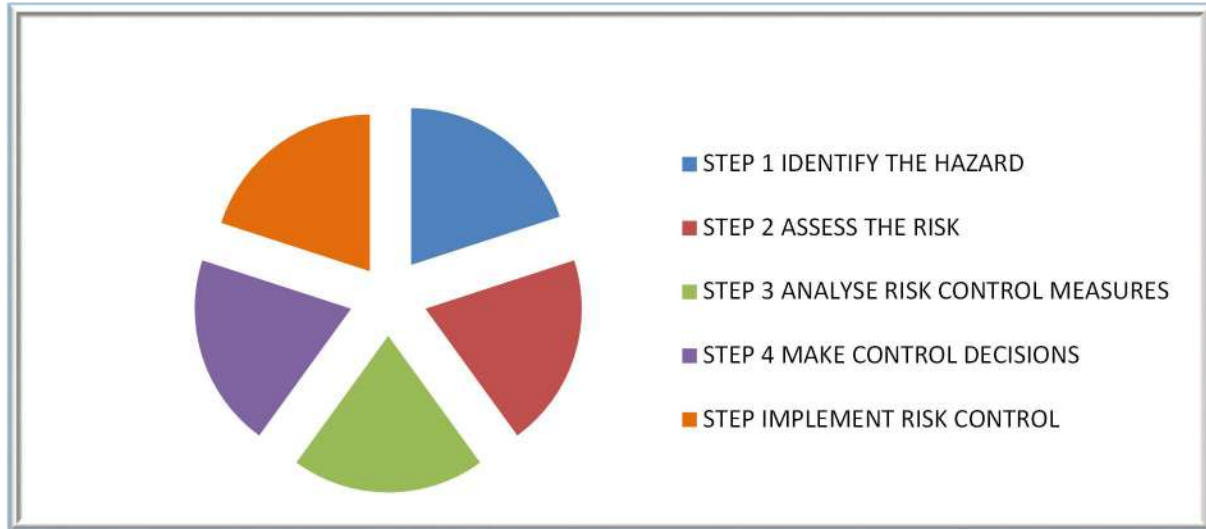
ASAGCO has established, implemented and maintains Compliance obligations Procedure to implement and Monitor Environmental Aspect& identify hazard apply Control measured. Environmental aspects (see clause 6.1.2) can create risks and opportunities associated with adverse environmental impacts, beneficial environmental impacts, and other effects on the organization. The risks and opportunities related to HSE were determined as part of the significance evaluation or determined separately. HSE-MR/HSE-Officer identifies the persons from various departments to form HSE Committee Members and conducts overall aspect / impact and hazard / risk study.

The HSE Committee Members identifies the environmental aspects to control and over which it may be expected to have influence, and determines which of those aspects are considered significant. The HSE Committee Members identifies the hazards, assess the risks and implement necessary control over all activities and areas in the facility.

These aspects / hazards and associated impact / risks are reviewed at least annually by the HSE committee members or when there is a new or changed process or activity at the facility.

6.2 Hazard identification, Risk/Impact Assessment and Determining Controls

ASAGCO has established, implemented and maintains a procedure for the ongoing hazard identification, risk/impact assessment, and determination of necessary controls.



Each of the identified Hazards events is assessed for risks based on a Combination of the probability and consequence(s) of its occurrence. Risk assessment, risk level and ranking of each hazard is identified and recorded in Safety Risk Assessment.

The three key aspects of risks are considered during the assessment process

Probability– the estimate of the probability that a hazard will cause a loss (Categories– see below in matrix)

Severity – the estimate of the extent of loss that is likely. (Categories – Major, significant, moderate, minor and insignificant)

Exposure – group of personnel or resources affected by a given event or overtime by repeated events.

The Risk Assessment Matrix is used for the each hazard identified (see below).The Risk Assessment process is conducted individually and then compared with the team conducting the same assessment in order to identify the appropriate risk level. Each risk is labeled with its significance (High, and Medium, Low) to see the level and priority of the risk and their individual significance. The risk level is considered as high if there is a legal requirement any other related requirement by the customer.

RISK MATRIX

Risk Rating (RR) – Severity x Probability

PROBABILITY SEVERITY (IMPACT)	Rare Remote possibility (once in a year) 1	Unlikely Could happen but rare (once in a Month) 2	Possible Could happen occasionally (twice in Month) 3	Likely Could happen often (Once in a week) 4	Almost certain Could happen frequently (More than twice in a week) 5
Insignificant 1	Low 1	Low 2	Low 3	Low 4	Medium 5
Minor 2	Low 2	Low 4	Medium 6	Medium 8	Medium 10
Moderate 3	Low 3	Medium 6	Medium 9	Medium 12	High 15
Significant 4	Low 4	Medium 8	Medium 12	High 16	High 20
Major 5	Medium 5	Medium 10	High 15	High 20	High 25

RISK BASED CONTROL PLAN

RISK LEVEL	ACTION AND TIMESCALE
1-4 (Low)	No action required.
5-12 (Medium)	ASAGCO can operate subject to management and / or modification.
15-25 (High)	Activity should be modified to include remedial planning and action and be subject to detailed assessment.

Risk control measures are taken for the identified potential hazards in Safety Risk Assessment. Action is taken to investigate specific strategies and tools that reduce, mitigate or eliminate risk. Areas such as effective control measures for reduction and elimination of one of the three components (Probability, severity or exposure) of risk and risk control costs and how various risk control options work together are considered during this process.

The following are the risk control methods

- Elimination
- Substitution
- Engineering controls
- Signage, warnings, administrative controls
- Personal protective equipment

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HSE MANAGEMENT PROGRAMMES

In order to achieve its HSE- Objectives, Management Programs are identified; upon Significant Aspects and concerns are initiated identifying designations, responsibility and authority for achievement of the objective and a clear description of the means and time frame by which the objectives are achieved. Status of Action Plan is updated periodically by Management Representative and review during Management Review. In case of any changes to the activity, product, services or operating conditions the same is updated and communicated accordingly by Management Representative.

HSE MANAGEMENT PROCEDURE

The Environmental Impact & Occupational Health & Safety Risk Management procedure provides a detailed methodology for identifying the environmental aspects of the ASAGCO business and develops control measures to its significant impacts that have or can have on environment in full compliance with the Legal and Other Requirements (LOR), to carry out an Occupational Health and Safety (OH&S) Hazard Identification, Risk Assessment and determine the Risk Control measures in full compliance with the Legal and Other Requirements (LOR).

For the management of change, ASAGCO has identified the environmental aspects of its activities, products and services within the defined scope of the environmental management system that it can control and those that it can influence taking into account planned or new developments, or new or modified activities, products and services, and the OH&S hazards and OH&S risks associated with changes in ASAGCO, the HSEMS or its activities, prior to the introduction of such changes.

ASAGCO ensures that the results of these assessments are considered when determining controls. When determining controls, or considering changes to existing controls, consideration shall be given to reducing the risks according to the following hierarchy:

- elimination;
- substitution;
- engineering controls;
- signage/warnings and/or administrative controls;
- Personal protective equipment.

ASAGCO documents and keeps the results and information of aspects that have or can have significant impact(s) on the environment (i.e. significant environmental aspects) and identification of hazards, risk assessments and determined controls up-to-date.

ASAGCO shall ensure that the OH&S risks and Environmental Aspects and determined controls are taken into account when establishing, implementing and maintaining its HSE management system. The aspect impact analysis has been conducted based on the established procedure “Aspect Impact analysis”

6.2 Compliance Obligations

ASAGCO has established, implemented and maintains Legal & Other Requirements Procedure to identify and have access to the applicable legal requirements and other requirements to which ASAGCO subscribes, related to Occupational Health & Safety and environmental aspects of its activities, and to determine how these requirements apply to ASAGCO. ASAGCO keeps this information up-to-date. These requirements are communicated to employees working under the control of ASAGCO and other relevant interested parties.

6.3 Planning Action

Top Management of ASAGCO has been planned, at a high level, the actions that have to be taken within the HSEMS to address its significant environmental aspects & risks, its compliance obligations, and the risks and opportunities identified in 6.1.1 that are a priority for the organization to achieve the intended outcomes of its HSEMS.

As a result of planning, the ASAGCO established HSE-objectives (see clause 6.2) and when considering its technological options, ASAGCO considered the use of best-available techniques, where economically viable, cost-effective and judged appropriate.

6.4 HSE- Objectives & Planning to achieve them

ASAGCO has established, implemented and maintains documented environmental objectives at the strategic, the tactical and the operational level and OH&S objectives at relevant functions and levels within the organization.

The objectives shall be measurable, where practicable, and consistent with the HSE- policies, including the commitments to prevention of pollution, to the prevention of injury and ill health, to compliance with applicable legal requirements and with other requirements to which the organization subscribes, and to continual improvement.

ASAGCO takes into account legal and other requirements, environmental impact and OH&S risks, parties while establishing and reviewing its objectives. ASAGCO also considers its technological options, its financial, operational and business requirements, and the views of relevant interested parties.

The strategic level includes the highest levels of the organization and the HSE- objectives can be applicable to the whole organization. The tactical and operational levels can include environmental objectives for specific units or functions within the organization and should be compatible with its strategic direction. ASAGCO has established, implemented and maintain programs for achieving its objectives.

These programs include as a minimum:

- designation of responsibility and authority for achieving objectives at relevant functions and levels of ASAGCO; and

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- The means and time-frame by which the objectives are to be achieved.
- These Programs are reviewed at regular and planned intervals, and adjusted as necessary, to ensure that the objectives are achieved.

7.0 Support

7.1 Resources

Top management of ASAGCO is overall responsible for the implementation HSEMS. For the project specific roles, responsibilities, authorities & accountabilities refer to HSE Plans. Top Management has appointed a Management Representative, (from the concerned section/department) he is responsible for:

- ✚ Ensuring that the HSEMS is established, implemented and maintained in accordance with ISO 14001:2015 and OHSAS 18001:2007 Standards.
- ✚ Ensuring that reports on the performance of HSEMS are presented to top management for review during the management review meetings and used as a basis for improvement of the HSEMS.

Resources included human resources, natural resources, infrastructure, technology and financial resources. And human resources include specialized skills and knowledge. Infrastructure resources included the organization's buildings, equipment, underground tanks and drainage system.

7.2 Competence

ASAGCO has ensured by that employees under its control performing tasks are competent on the basis of appropriate education, training or experience, and shall retain associated records. Who affect its HSE-performance including persons,

- ✚ Whose work has the potential to cause a significant environmental impact & Risks
- ✚ Who are assigned responsibilities for the HSEMS including those who:
 - Determine and evaluate environmental impacts or compliance obligations;
 - Determine & evaluate hazard identification & risk assessment
 - Accident investigation reports
 - contribute to the achievement of an HSE- objective
 - respond to emergency situations
 - Perform internal audits
 - Perform evaluations of compliance.

7.3 Awareness

The top management identifies awareness needs associated with its Environmental impacts and OH&S risks to make persons working under its control such as.

- ✚ The Environmental impacts and OH&S consequences, actual or potential, of their work activities, their behavior, and the HSE benefits of improved personal performance;

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- ✚ Their roles and responsibilities and importance in achieving conformity to the HSE policy and procedures and to the requirements of the HSEMS, including emergency preparedness and response requirements.
- ✚ The potential consequences of departure from specified HSEMS procedures

7.4 Communication

ASAGCO has established, implemented and maintains, Procedure for Communication with regard to its environmental aspects OH&S hazards and HSEMS for:

- ✚ Internal communication among the various levels and functions of the organization
- ✚ communication with contractors and other visitors to the workplace
- ✚ Receiving, documenting and responding to relevant communications from external interested parties.
- ✚ be transparent, i.e. the organization is open in the way it derives what it has reported on
- ✚ be truthful and not misleading to those who rely on the information reported

7.5 Documented Information

ASAGCO created and maintained documented information in a manner sufficient to ensure a suitable, adequate and effective HSEMS. The primary focus was on the implementation of the HSEMS and on Health & Safety, Environmental performance not on a complex documented information control system.

- the HSE policy and objectives; description of the scope of the HSEMS (this manual)
- description of the main elements of the HSEMS and their interaction, and reference to related in as documents information

8.0 Operation

8.1 Operation planning & control

The top management of ASAGCO determined the operational controls based on the nature of the operations, the risks and opportunities, significant identified hazard(s)/ environmental aspects compliance obligations. Where the implementation of controls is necessary to manage the OH&S risk(s) and environmental impact these methods include:

- ✚ Designing (a) process (es) in such a way as to prevent error and ensure consistent results
- ✚ Using technology to control (a) process (es) and prevent adverse results (i.e. engineering controls)
- ✚ Using competent personnel to ensure the desired results
- ✚ Performing (a) process (es) in a specified way
- ✚ Controls related to contractors and other visitors to the workplace
- ✚ Stipulated operating criteria where their absence could lead to deviations from the Environmental and OH&S policies and objectives
- ✚ monitoring or measuring (a) process(es) to check the results
- ✚ determining the use and amount of documented information necessary

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The organization decided the extent of control needed within its own business processes (e.g. procurement process) to control or influence (an) outsourced process (es) or (a) provider(s) of products and services. Its decision was based upon factors such as:

- ✚ knowledge, competence and resources, including
- ✚ the competence of the external provider to meet the organization's environmental management system requirements
- ✚ the technical competence of the organization to define appropriate controls or assess the adequacy of controls
- ✚ the importance and potential effect the product and service will have on the organization's ability to achieve the intended outcome of its environmental management system
- ✚ the extent to which control of the process is shared
- ✚ the capability of achieving the necessary control through the application of its general procurement process
- ✚ improvement opportunities available

8.2 Emergency preparedness & response

ASAGCO has established, implemented and maintains a procedure for Emergency Preparedness and Response to identify the potential for emergency situations and to respond to such emergency situations. ASAGCO responds to actual emergency situations and prevents or mitigates associated adverse Environmental and OH&S consequences.

In planning its emergency response ASAGCO has taken into account the needs of relevant interested parties, e.g. emergency services and neighbors. ASAGCO periodically tests its procedure to respond to emergency situations, where practicable, involving relevant interested parties as appropriate.

ASAGCO has prepared a detailed emergency evacuation plan for its offices. The responsibility of preparation and implementation lies with the HSE Representative

The company's emergency preparedness and response plan is communicated to all employees by displaying it at identified locations. ASAGCO periodically reviews and, where necessary, revises its emergency preparedness and response procedure, in particular, after periodical testing and after the occurrence of emergency situations.

9.0 Performance Evaluation

9.1 Monitoring measurement, analysis & evaluation

ASAGCO has established, implemented and maintains Measurement & Analysis to monitor and measure performance of Management System on a regular basis. This procedure provides for:

- ✚ both qualitative and quantitative measures, appropriate to the needs of ASAGCO
- ✚ monitoring of the extent to which ASAGCO Environmental and OH&S objectives are met
- ✚ monitoring the effectiveness of controls for HSE

- ✚ proactive measures of performance that monitor conformance with the HSE programs, controls and operational criteria
- ✚ reactive measures of performance that monitor environmental impact, ill health, incidents (including accidents, near-misses, etc.), and other historical evidence of deficient Environmental and OH&S performance
- ✚ Recording of data and results of monitoring and measurement sufficient to facilitate subsequent corrective action and preventive action analysis.

9.2 Evaluation of Compliance

Consistent with its commitment to compliance ASAGCO has established, implemented and maintains a procedure for Measurement & Analysis, for periodically evaluating compliance with applicable compliance obligations.

ASAGCO evaluates compliance with other requirements to which it subscribes; ASAGCO has combined this evaluation with the evaluation of legal compliance within the Procedure for compliance obligations.

ASAGCO will define its processes for evaluating compliance with legal and other requirements and must maintain documented information relating to these activities. The process must cover.

- ✚ Frequency of evaluation
- ✚ Evaluation approach
- ✚ Maintain knowledge on compliance status

9.3 Internal Audit

ASAGCO has established, documented and maintains Procedure for Internal Auditing. This procedure ensures that internal audits of HSE-MS are conducted at planned intervals to determine whether the Management System:

- ✚ conforms to planned arrangements for Management System,
- ✚ including the requirements of ISO 14001:2015 and OHSAS 18001:2007;
- ✚ Audit programs are planned, established, implemented and maintained by ASAGCO, based on the results of risk/impact assessments of ASAGCO, activities, and the results of previous audits.

Internal Audit procedure addresses:

- ✚ The responsibilities, competencies, and requirements for planning and conducting audits, reporting results and retaining associated records; and
- ✚ The determination of audit criteria, scope, frequency and methods. Selection of auditors and conduct of audits shall ensure objectivity and the impartiality of the audit process.

Nonconformities identified during internal audits are subject to appropriate corrective action.

When considering the results of previous audits, the organization should include.

- ✚ Previously identified nonconformities and the effectiveness of the actions taken.
- ✚ Results of internal and external audits.

9.3 Management Review

ASAGCO has established, documented and maintains Procedure for Management Review. This procedure details the methodology adopted at ASAGCO for the review of Management System, at planned intervals, to ensure its continuing suitability, adequacy and effectiveness. Reviews shall include assessing opportunities for improvement and the need for changes to the Management System, including the EMS and OH&S policies and objectives. Records of the management reviews are retained.

Input to management reviews includes among other requirements:

- ✚ Results of internal audits and evaluations of compliance with applicable legal requirements and with other requirements to which ASAGCO subscribes.
- ✚ The results of participation and consultation.
- ✚ Relevant communication(s) from external interested parties, including complaints.
- ✚ The MS performance of the organization.
- ✚ The extent to which MS objectives have been met.
- ✚ Status of incident investigations, corrective actions and preventive actions.
- ✚ Follow-up actions from previous management reviews.
- ✚ changing circumstances, including developments in legal and other requirements related management system and
- ✚ Recommendations for improvement.

The output from management reviews are consistent with ASAGCO commitment to continual improvement and includes any decisions and actions related to possible changes to:

- ✚ Conclusions on the suitability, adequacy and effectiveness of the system;
- ✚ Continual improvement opportunities,
- ✚ Changes to the environmental management system, including resources;
- ✚ Actions relating to objectives not achieved;
- ✚ Implications for the strategic direction of the organization.

Relevant outputs from management review are made available for communication and consultation

10 Improvement

The top management of ASAGCO has been determined the opportunities for the improvement of the HSEMS. They established the necessary actions for the achievement of the intended outcomes of its HSEMS.

10.1 General

The organization considered the results from analysis and evaluation of environmental performance, evaluation of compliance, internal audits and management review when taking action to improve. The improvement of HSEMS includes corrective action, continual improvement, breakthrough change, innovation and re-organization.

10.2 Nonconformity & Corrective action

ASAGCO has established, implemented and maintains Procedure for Corrective Actions and Nonconformance, for dealing with actual and potential nonconformities and for taking corrective action and preventive action. The procedure defines requirements for:

- identifying and correcting nonconformities and taking actions to mitigate their HSE consequences,
- investigating nonconformities, determining their causes and taking actions in order to avoid their recurrence; evaluating the need for actions to prevent nonconformities and implementing appropriate actions designed to avoid their occurrence,
- recording and communicating the results of corrective actions and preventive actions taken,
- Reviewing the effectiveness of corrective actions taken,

Where the corrective action identifies new or changed hazards/impact or the need for new or changed controls, the procedure requires that the proposed actions shall be taken through a risk/impact assessment prior to implementation.

Any corrective action taken to eliminate the causes of actual and potential nonconformities shall be appropriate to the magnitude of problems and commensurate with the Environmental impacts and OH&S risks encountered. ASAGCO ensures that any necessary changes arising from corrective action are made to the Management System Documentation.

10.3 Continual Improvement

The rate, extent and timescale of actions that support continual improvement are determined by the organization and discussed in the regular management review meetings. HSE-performance can be enhanced by applying the HSEMS as a whole or improving one or more of its elements. Improvement does not have to take place in all areas of the business at the same time.

Focus should be relevant to risks and benefits. Improvement can be incremental (small changes) or breakthrough (new technology). In reality both methods will be used at some point in time.

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