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1. INTRODUCTION

Reliable Fabricators LLC was setup in 1988, in the heart of the Industrial Zone of Ras Al Khor - Al Aweer in the Emirate of Dubai with an earnest effort to serve our most valued clients in a professional and efficient way and cater to the ever-growing requirements of the construction industry.

From intricate design to fabrication to final installations, *Reliable Fabricators*, is your partner in the following fields of fabrication.

- Mild Steel Fabrication – Structural & Non Structural
- Stainless Steel Fabrication – Structural & Decorative
- Aluminum Fabrication - Structural & Decorative

The main purpose of this establishment, *Reliable Fabricators*, is in fact to provide our valuable clientele with all the services of a single partner, allowing them to make coherent decisions on complete engineered packages needed in the construction industry.

2. SCOPE

Reliable Fabricators LLC is proud to be certified as a

- a) **ISO 9001:2008** **Quality Management Systems**
- b) **OHSAS 18001:2007** **Occupational Health and Safety Management Systems**
- c) **BS EN ISO 14001:2004** **Environmental Management Systems**

The scope of Reliable Fabricator's Quality, Health and Safety and Environmental implementation include:

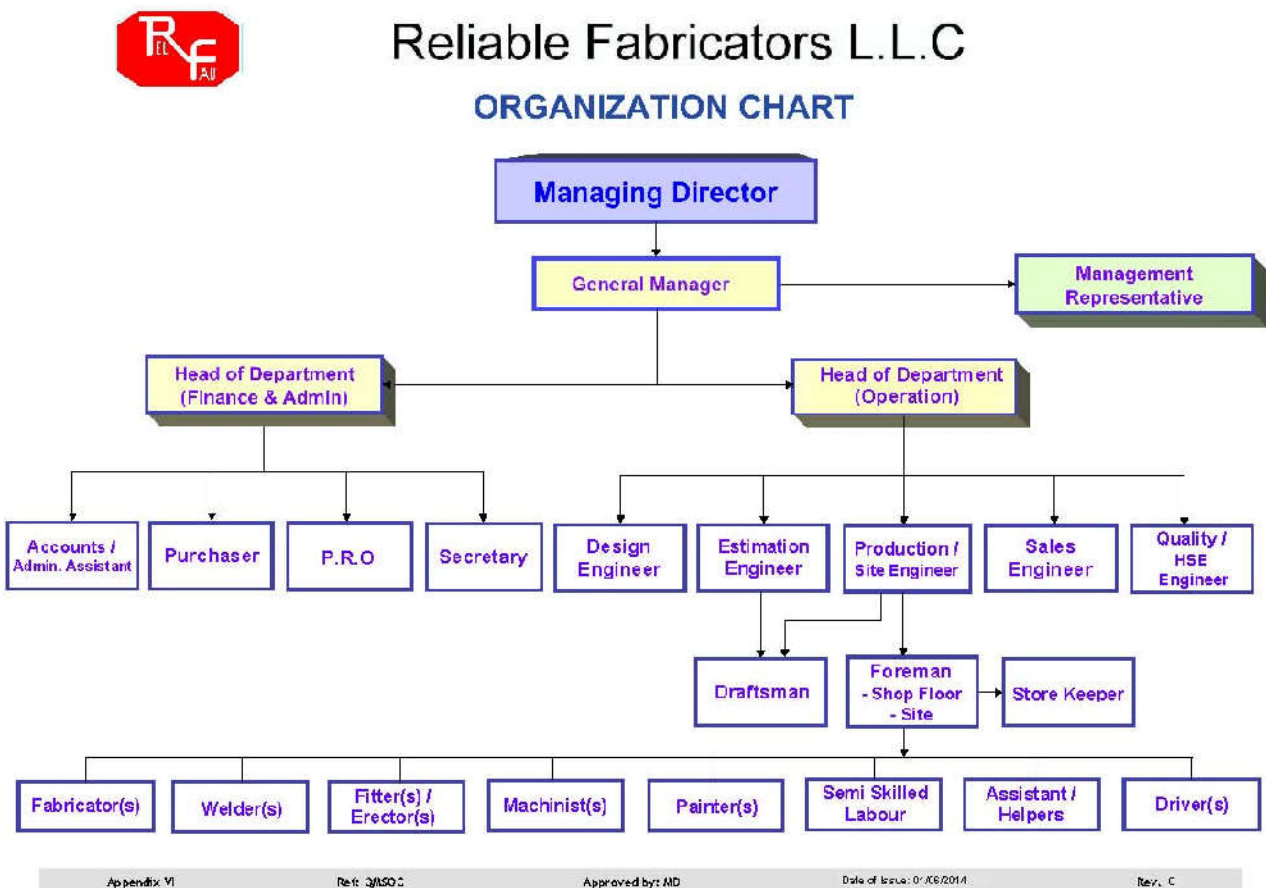
**"Design, Fabrication and Supply of Structural and Non-Structural Steel Works,
Architecture and Decorative Mild Steel and Stainless Steel Works,
Oilfield and Drilling Equipment's, Storage Tanks and Vessels,
Machining Works and Galvanized Products".**

3. THE PRODUCTS

Main Activities at *Reliable Fabricators* includes, but not limited to, CAD based design, manufacture / assemble, install and service of the following:

- Steel Structure for Industrial Building, Warehouse, Factories etc.
- Steel structures for sheds, mezzanine floors, staircases etc.
- Roofing sheets, facias, gutters, etc.
- Canopies, glazing support steel structures.
- Hand rails, platforms, walkways, ladders, gates and grills.
- Moulds and other form works for concrete casting and pre-casting.
- Stainless steel cladding to columns, lifts, escalators, etc.
- Wire Mesh Partitions, Feeder trays.
- Weigh bridge and platforms.
- Stainless steel handrails and other decorative items.
- Spiral staircase, trench covers, etc.
- Pallet converters for storage purpose.
- Machining, rolling and casting jobs.
- Mild steel and stainless steel tanks.
- Scaffolding items, storage pallets, boxes, etc.
- Steel structures for Tank Roofing Deck.
- Tank accessories such as fabricated nozzles, pipe supports, fabricated flanges etc.
- Oil field equipment such as pipe bins, pipe basket, and skid mounted. Tanks for drilling application, man-riding basket.
- Fabricates steel products for water treatment application such as tanks, pipe spools.
- Metal cladding substructure, secondary steel for glass fins etc.

4. ORGANISATION CHART



5. THE PEOPLE:

We at *Reliable Fabricators* provide our professional services not only to the local UAE requirement, but also service our clients throughout the Middle East. This coverage of the Middle East Region was made possible only due to our adequately staffed professional team. From qualified and experienced engineer's right through to machinist, fabricators, welders and fitters and semi-skilled workers, *Reliable Fabricators LLC* is staffed with well-qualified and experienced personnel. *Reliable Fabricators* team includes the following professionals:

Managing Director	1 number
General Manager	1 number
Head of Departments	2 numbers
Managers	3 numbers
Management Representative	1 number
Front Office Receptionist/Secretary	2 number
Finance and Admin Manager	1 number
Accountant	2 numbers
Procurement Officer	1 number
Public Relations Officer	1 number
Engineers (Project, Production, Quality Control & Assurance)	10 numbers
Safety Engineer	1 number
Safety Supervisor	5 numbers
CAD Draftsmen	4 numbers
Shop Floor / Site Foreman	14 numbers
Fabricators and Fitters	63 numbers
Machinist	6 numbers
Welders	68 numbers
Semi-Skilled Workers	44 numbers
Workshop Assistants/ Helpers	88 numbers
Dispatch / Delivery Drivers	8 numbers
TOTAL	326 NUMBERS

NAME, QUALIFICATION AND EXPERIENCE OF STAFF
(Technical Staff Only)

SINo.	Name	Qualification	Experience
1	Mr. James Mendonca Managing Director	1. Bachelor Degree in Science (BSc) 2. Bachelor Degree in Engineering (BE) Civil	36 Years exp. in Dubai
2	Mr. VijayendraKatti General Manager	Bachelor Degree in Engineering (BE) Mechanical, Material Management	13 Years exp. in India 12 Years exp. In Dubai
3	Mr. Shijin Jayaprakash Project Manager	Bachelor Degree in Engineering (BE) Mechanical, PMP, Prince - 2 Practitioner	3 Years exp. in India 9 Years exp. In Dubai
4	Mr. PratapBhaskaran Project Manager	Bachelor Degree in Engineering (BE) Mechanical ,MBA	12 Years exp. In Dubai
5	Mr. Magesh T Project Engineer	Bachelor Degree in Technology (B. Tech) Mechanical	1 Years exp. in India 15 Years exp. In Dubai
6	Mr. Ratnakumar .S Estimation Engineer	Bachelor Degree in Mechanical Engineering	10 Years exp. in India 2 Year exp. in Dubai
7	Mr. George Thomson Project Engineer	Bachelor Degree in Mechanical Engineering	5 Years exp. in India 10 Years exp. In Dubai
8	Mr. A. John Joseph Raj Project / Safety Engineer	Diploma in Mech. Engg.	14 Years exp. in India 21 Years exp. In Dubai
9	Mr. Nishad Estimation Engineer	Diploma in Mech. Engg	3 Years exp. in India 9 Years exp. In Dubai
10	Mr. Madhukumar S. Project Engineer	Diploma in Mech. Engg	7 Years exp. in India 14 Years exp. In Dubai
11	Mr. Senthil S. QC Engineer	Diploma in Mech. Engg	3 Years exp. in India 12 Years exp. In Dubai
12	Mr. Munawir Production Engineer	Diploma in Mech. Engg.	2 Years exp. in India 5 Years exp. In Dubai
13	Mr. Geo Babu CAD Draftsman	I.T.C &Draftman's - Mechanical	1 Year exp. in India 8 Years exp. in Dubai
14	Mr. SubiReghunath Safety Officer	Diploma in Mech. Engg.	8 Years exp. In Dubai
15	Mr. KhimBahadur Safety Assistant	Certificate Course in safety	9 Years exp. In Dubai
16	Mr. Varghese Production Foreman	Certificate Course in Mech. Engg.	5 Year exp. in India 18 Years exp. In Dubai
17	Mr. Jose Production Foreman	Certificate Course in Mech. Engg.	10 Years exp. In Dubai
18	Mr. Surendra Singh Site Foreman	I.T.I Mechanical	16 Years exp. In Dubai

19	Mr. Annai Prakash Site Foreman	I.T.I Mechanical	16 Years exp. In Dubai
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6. RESPONSIBILITY OF KEY PERSONNEL

a) Project Manager

The Project Manager will perform the following function:

- To act as the main contact for the main contractor / client / consultant
- To ensure the progress of project to the agreed program
- To co-ordinate the designing team dedicated to this project
- To develop all technical details and timely submission of drawings for approval
- To make decision for day-to-day project activities of engineering, design, procurements manufacturing, delivery and site installation.
- To liaise and control the activities of the Site Manager and Supervisor
- To co-ordinate the office based personnel such as planning engineers, design staff and appropriated fabrication managers
- Identify and satisfy training needs of personnel reporting to him
- Ensure the effective implementation of the quality system in the area of his control
- Ensure that quality policy and objectives are understood and implemented
- Take corrective and preventive actions as required for nonconformities in the area of his control

b) Site Manager

The Site Manager will perform the following function:

- Report any non-conformances to the Main Contractor
- Reports to the Project Manager in respect of the work progress and relevant information to ensure that work is carried out according to the client requirement
- Supervision and follow-up of the day to day site work with the Site Foreman
- Ensure that materials received at site conform to the specified requirements
- Implement the corrective and preventive actions taken by the Project Manager
- Identify training needs of site personnel reporting to him.
- Ensure the safety of the workers on site, check and assess risk management on site.
- Ensure that inspection and testing are done according to the contract specifications.
- Attend regular site meetings
- Close off the project with all requirements fulfilled to the clients / contractors satisfaction upon completion

c) Project Supervisor / Foreman

The Project Supervisors will respond to the Project & Site Manager for the following:

- To supervise day to day progress of works
- To supervise quality of erection teams and / or sub-contractors

- To ensure the program of the installation is in accordance with agreed program
- To interface with the factory as far as deliveries of material is concerned
- To insure the compliance with the contractors security plan, in particular, access for personnel and materials.
- To accept instruction for the contractor and offer responses along with erection monitoring, quality control and material flow
- To implement corrective and prevention action taken by Project Manager
- To ensure that all on site measurements are taken or agreed prior to commencement and fabrication of our work and report in writing all nonconformance of measurements

d) Site Technician

The Site Technician will perform the following function:

- To implement the actual work under the supervision of the Project Manager / Site Manager & Site Supervisor

7. THE EQUIPMENT

The Company, even though strategically located and staffed by experienced and qualified professionals would not be capable of delivering the goods, if they were not equipped with the right equipment and machinery. Listed here below is a summary of some of the equipment installed on premises.

•	Air Compressor	12 nos.
•	Angle Grinders	90 nos.
•	Arc Welding (Diesel Generator)	1 no.
•	Arc Welding (Electrical)	40 nos.
•	Band Saw	1 no.
•	Belt Polishing Machine	1 no.
•	Buffing Dynaflex Machine	3 nos.
•	Centre Lathe	3 nos.
•	CNC Crossbow Cutting Machine	1 no.
•	Cut-Off Machine	10 nos.
•	Fork Lift	1 no.
•	Gas Cutting Sets	25 nos.
•	Hand Shearing Machine	2 nos.
•	Hilti Hand Drilling Machine	30 nos.
•	Hydraulic Press – 100 Ton	3 nos.
•	Iron Worker (Universal)	2 nos.
•	MIG Welding Machine	5 nos.
•	Parallel Gas Cutting Machine	3 nos.
•	Pedestal Drilling Machine	4 nos.
•	Pipe Bending Machine	2 nos.
•	Plasma Cutting Machine (25 mm thick SS)	1 no.
•	Plate Shearing Machine, 10 mm Thick Capacity	2 nos.
•	Portable Drilling Machine	25 nos.
•	Profile Gas Cutting Machine	2 nos.
•	Punching Machine	2 nos.
•	Radial Drilling Machine	2 nos.

•	Rolling Machine, 8mm Thick Capacity	1 no.
•	Shaping Machine	1 no.
•	TIG Welding Machine.	4 nos.
•	Thread Cutting Machine	4 nos.
•	Tower Crane	1 no.

8. LIST OF MAJOR ONGOING / COMPLETED PROJECTS

ONGOING MAJOR PROJECTS

Project	Nature of Job	Consultant	Main Contractor	Value (AED)
Opera House, Downtown Dubai	Misc. Metal Works	Atkins	Al Ghandi & Consolidated Contractors Intl Co	4.3 Million
E.K.F.C Long Term Expansion	Misc. Metal Works	National Bureau of Engineering	HLG	3.6 Million
Abu Dhabi Midfield Terminal Project	Misc. Metal Works	KBR	Al Habtoor Leighton	1.8 Million
5 Star Hotel, Abu Dhabi	Prefabricated Stair Form Works & Misc. Metals Works	Aedas	Al Futtaim Carillion	1.8 Million
MadinatJumairah – Phase 4 Expansion	Prefabricated Stair Form Works & Misc. Metals Works	Woods & Baggot	Al Futtaim Carillion	1.5 Million
Avenue City Walk – Phase 2	Misc. Metal Works	WSP	Al Futtaim Carillion	3.8 Million
Rulers Office	Extension of Shed			9.50 Million
King Abdul Aziz Financial District, Saudi Arabia	Secondary Steel Works, Trellis, Fin Walls	Omran Architects	ENVIAI	6.71 Million
Mafrq Hospital	Misc. Metal Works	Burt, Hill	Al Habtoor Murray Robert (HLMR)	6.00 Million
DWTC Phase 1 Expansion	Misc. Metal Works	WSP	Al Futtaim Carillion	2.60 Million
DWTC Phase 2 Expansion	Misc. Metal Works	WSP	Al Futtaim Carillion	3.00 Million
Habtoor City	Secondary Steel Works & Misc. Metal Works	Khatib & Alami	Al Habtoor Leighton	3.30 Million
E.K.F.C Short Term Expansion	Misc. Metal Works	National Bureau of Engineering	Laing O' Rourke	2.0 Million

PRESTIGIOUS PROJECTS COMPLETED

Project	Nature of Job	Consultant	Main Contractor	Value (AED)
Sheikh Zayed University, Abu Dhabi	Structural & Misc. Steel Works		Al Habtoor Murray & Roberts JC	9.00 Million
Dubai International Airport – Terminal 3	Non-Structural Steel Works like handrails, platforms, Railings, Chequered Plates, Support Structures, Etc	Dar Al Handasa	Al Habtoor Murray & Roberts	33.00 Million
Various Projects in MEA	Storage Tanks		CST	30.00 Million
Various Projects in the Middle East	Misc. Metals Works		ETA	23.00 Million
Various Projects in Dubai			Engineer's Office	21.00 Million
Various Animal Farm Development Projects	Structural Steel & Cladding Works		H.H The Ruler's Court Projects & Maint. Div.	12.25 Million
Various Projects	Steel Moulds & Misc Steel Works		Emirates Precast Construction	12.00 Million
Cleveland Clinic Abu Dhabi	Misc. Metal Works		Samsung – Besix JV	10.00 Million
New York University Abu Dhabi	Misc. Metal Works, Gratings, Handrails, etc	WSP	Al Futtaim Carillion	8.50 Million
Various Projects in the Middle East	Misc. Metal Works		Danway	5.60 Million

Various Projects in the Middle East	Misc. Metal Works		Wade Adams	4.80 Million
BurjKhalifa, Dubai Mall, Residence Towers & Old Town	Structural steel, roof & cladding including support structure & decorative works for the sales pavilion	RMJM	Emaar	4.50 Million
EMAL Phase 2 Al Taweela	Structural & Misc. Metal Works		Laing O' Rourke	4.00 Million
Al Lissailli – Nad Al Sheba Horse Stable / Camel Track	GI Paddocks, Structural Work with cladding		Engineer's Office	3.50 Million
Jumairah Village South	Pergola & Canopy Work, Structural Steel Works		Gold Line Contracting	3.50 Million
Grand Stand Stadium	Ramp Structure, Misc. Support Structure & Railing	RMJM	Union Properties	3.22 Million
DEWA	Clamps, Manhole Covers, Chequer Plates, Etc.			2.90 Million
Nad Al Sheeba Palace	Warehouses & Workshops – Steel Structure & Cladding Works	HH The Ruler's Court	MS Lootah Contracting	2.90 Million
Various Project in the Middle East	Cooling Tower Platforms, Support Structure, Ladders & Railings		GBA Products	2.80 Million
Khalifa Port, Al Taweela	Misc. Metal Works		Hyundai Engineering	2.50 Million
Emirates Park Tower Hotel Dubai	Structural Steel for Cladding Works		S.G.T	2.50 Million
Sharjah Citi Centre	Misc Metal Works		Laing O'Rourke	2.30 Million
Various Cooling Plant & Towers	Cooling Tower Foundation Frames & Accessories		GEA Polacel Cooling Towers FZCO	2.10 Million
BurjKhalifa, Emaar	Mockup Wall 16 mt high x 120 mt wide	LC Consultant	Laing O'Rourke	2.00 Million
Emirates Park Tower Hotel Dubai	Misc. Metal Work		Brookfield Multiplex	2.00 Million
Various Project in the Middle East	Anode Support Brackets, Corrosion Related Steel Products		Corrosion Technology	1.80 Million
Shah Gas Development Project	Light & Camera Poles & Instrument Supports, Misc Steel Works		Sam Yong Corporation / Danway	1.60 Million
Various Projects in the Middle East	Misc. Metal Works		KumhoAscon	1.50 Million
Chicken Farm at Nakhali Palace	Structural Steel & Cladding Works		M.S Lootah Contracting Co.	1.50 Million
Hitachi / ETA / Voltas JV	Sewage Treatment Tanks			1.50 Million
Dubai Municipality	Misc. Metal Works		Wade Adams Cont. Co.	1.50 Million
Various Projects in the Middle East	Misc. Metal Works		Septech	1.50 Million
RTA	Misc. Metal Works		Wade Adams Cont. Co	1.40 Million

BurjKhalifa Residence Block	Structural Steel Rooring & Cladding	RMJM	Emaar	1.30 Million
Al Raha Beach Development	Walkway Structure	Hedley Intl LLC	Al Futtaim Carillion	1.00 Million
Darreen Fishing Port & Floating Docks, K.S.A	Pile Guide & Bracket		Septech Emirates LLC	1.00 Million
Water Feature Projects in Dubai / Abu Dhabi	S.S Railing & Water Feature Accessories		United Technology & Trading Co.	1.00 Million
Fairmont Hotel & Residence @ Palm Jumeirah	Misc. Metal Work		Dubai Contracting Company	0.90 Million
Garden Shopping Mall, Jebel Ali	Support Structure for Cladding	MTE Studios	Nakheel Properties	0.85 Million
Yas Marina, Abu Dhabi	S.S Railing		Besix	0.85 Million
Warehouse & Equipment Shed at Nad Al Sheba Palace	Structural Steel & Cladding Works		M.S Lootah Contracting Co.	0.80 Million
Dairy Farm Expansion Project	Steel Sheds & Cladding Works		Nakhali Diary	0.80 Million
Dubai Tram Project	GI Grating & Fencing Work		Besix	0.75 Million
Terminal 2 Expansion Dubai Int'l Airport	Secondary Steel Work		Arabtec	0.75 Million
Solar Power Plant, Al Lisaili	Misc. Steel Work		Danway	0.70 Million
Various Projects	Cladding Works		Code Bond	0.70 Million
Al Nasseriya Shopping Mall	Misc. Steel Work		Laing O' Rourke	0.60 Million
Muneera Project, Abu Dhabi	Misc. Steel Work		Al Futtaim Carillion	0.60 Million
Dubai Tram (Al Sufouh Tram)	Panel Frame & Cubicles		Danway	0.60 Million
Damac – Edge Water Tower	Misc. Metal Works		Al Sahel Contracting	0.50 Million
US Consulate, Dubai	Fabrication, supply & installation of Mezzanine Floor			0.17 Million
Food Processing Facility for BRF	Misc. Metal Works	Derby Design	Amana Steel Building Contracting Co	2.90 Million
Dubai Tram	Misc. Metal Works	Systra	Six Construct	1.00 Million

9. QUALITY ASSURANCE PLAN:

The contents of the Quality Plan are summarized here below and further defined on the subsequent pages.

- A. QHSE Policy**
- B. Inspection and Testing Procedure**
- C. Safety Policy**
- D. Qualified Welders List**

A. QHSE POLICY:

The Management and Staff of the Reliable Fabricators LLC recognize their responsibility for sustainable development and are committed to achieving it by ensuring to satisfy customers and other stakeholders with the quality of products and services, protect the occupational health and safety of all those associated with the business activities of Reliable Fabricators LLC and to minimize adverse impacts on the environment. To accomplish this, we shall:

- Establish, implement and maintain an effective integrated management system for Quality, Occupational Health & Safety and Environment (QHSE) and continually improve its performance.
- Identify and meet the requirements of customers and other relevant stakeholders including legal and regulatory requirements.
- Identify Environmental Aspects and Impacts and Occupational Health and Safety hazards; assess risks and take steps to prevent injury, ill health, pollution and waste by providing and maintaining safe and healthy working conditions.
- Support and cooperate with our customers, business partners and government agencies in their QHSE programs and comply with the relevant quality, health, safety and environmental related legislation and other requirements.
- Set and periodically review QHSE objectives commensurate with the customer and regulatory requirements, Environmental Impacts and Occupational Health & Safety hazards identified in the activities and locations under our responsibility.
- Engage, inform, educate and train all people working for or on behalf of the company, including suppliers, regarding their obligation toward minimizing QHSE risks and continually improving Quality and HSE performance.

The QHSE Policy shall be appropriately communicated and made available to all members of staff and interested parties to make them aware of their individual obligations.

B. INSPECTION AND TESTING PROCEDURE

This procedure describes the system being followed for inspection and testing of materials / products to ensure that they conform to the specified requirements.

1.0 SYSTEM

1.1 Receiving Inspection:

Central Store:

- 1.1.1 On the receipt of materials / products at store, the store keeper shall be responsible to check them against the purchasing order and the supplier's delivery note for quantity, description and any damage. Materials / products with expressed specifications, shall be checked by him for quantity, size and damage and shall be held in (hold area) for further inspection.
- 1.1.2 The storekeeper shall inform the purchase in charge on receipt of materials / products with expressed specifications to inform the concerned personnel to carry out the required inspection and testing through Goods Inward Note.
- 1.1.3 Accessories shall be inspected for quantity, any damage, inspection for size, thickness, etc shall be carried out by selecting random sample from each box.
- 1.1.4 Inspected materials / products shall be stored in their allocated areas.
- 1.1.5 Non-conforming material if any, shall be recorded in the supplier's delivery note and / or material inspection report. Purchase in charge shall be informed before accepting such materials, for resolving such cases.
- 1.1.6 Non-confirming material if accepted shall be held in (hold area) until their resolution.

Site Store:

- 1.1.7 The site storekeeper shall be responsible to check the materials / products against the material transfer sheet. If materials / products are delivered directly to the site the supplier's delivery note and the purchasing order will be checked by him.
- 1.1.8 Non-conforming material if any (for site), shall be recorded in the supplier's delivery note or material transfer sheet / material inspection report, and shall be identified then segregated if possible in "hold area", the Project Manager will be notified for further resolution.

1.2 In Process Inspection:

- 1.2.1 The Production in Charge / Production Supervisor (Quality Controller) shall be responsible to check first samples after setting the machines during the different processes.

- 1.2.1 The Production in Charge / Production Supervisor shall ensure that pieces are checked after the different process like cutting, assembly, etc are recorded in the daily production report.
- 1.2.2 The Production In Charge / Production Supervisor shall ensure that non-conforming materials or products used during the different stages of the process are identified, stored separately in "HOLD AREA" if possible to prevent unidentified use until their resolution.
- 1.2.3 The results and testing shall be recorded.

Site:

- 1.2.4 The Project Supervisor shall be responsible to check the products and its installation processes at different stages, to ensure that it meets the specified requirements.
- 1.2.5 The Project Manager shall ensure that non-conforming products during the different stages of the process are identified and stored separately until their resolution.

1.3 Final Inspection:

- 1.3.1 The Production in Charge / QC are responsible to ensure that only conforming products are sent to stores for packing and dispatch, and record the results of the final inspection and testing.
- 1.3.2 Non-conforming products shall be identified stored separately until their resolution

Site:

- 1.3.3 The Project Supervisor shall carry out the final inspection and testing to ensure that products conform to the specified requirements and record the result of the final inspection and testing.

2.0 GENERAL

- 2.1 Materials or products released before verification during urgent situations shall be positively identified to permit immediate recall and replacement in the event of nonconformity to specified requirement.

3.0 CORRECTIVE AND PREVENTIVE ACTION

- 3.1 Purchasing In Charge / Project Manager (depending on the situation) shall be responsible for the non-conformity during the receipt of materials / products / services by coordinating with the suppliers / sub-contractors.
- 3.2 Non-conformities at any stages shall be recorded and the concerned managers shall be timely corrective action, furthermore they shall identify the personnel responsible for the implementation of the proposed corrective and preventive action

INSPECTION & TESTING PLAN

Flat Bar / Pipe Railings

Component & Activity	QC Check	Frequency / Type of Check	Acceptance Criteria	Inspection			Responsibility
				RF	Main Contractor	Client	
Design & Shop Drawing Drawing (Plans – Elevations & Fixing Details Fabrication Drawings)	Correctness & Completion	Documents review upon receipt	Client Drawing	Y			Design Dept.
	Correctness & Completion	Documents review upon drawing production	Client Approved Drawing / Site Dimensions (as applicable)	Y			
Receiving Inspection Materials Steel 'I' Section, angles, pipes etc. Accessories	Dimension/Quality/Damage/ Mill Certificates & Origin	Measurement / Visual Check / Document Review / Random Sample	Contract specifications drawing and purchase order	Y			Store Keeper
	Supplier catalogue / Specification & Quality	Visual Check – Random Sample	Purchase Order	Y			
Process Inspection Cutting Drilling Tack Welding Full Welding Coating & Galvanizing	Dimensions Dimensions Dimensions Dimensions Specification & Quality	Visual Check & Thickness Measurement Measurement Measurement Measurement	Specification Cut List Cut List	Y Y Y Y Y	Y	Y	Production Dept.
Final Inspection Packing & Delivery	Protection & Spacers (if required)	Visual Inspection	Work Instruction	Y	Y	Y	M/s. RF/ M/s. ARA-CAL
		MPI/UT/X-Ray		Y	Y	Y	
Installation Receiving Inspection	Description & Quality	Visual Inspection & Measurement	Shop Drawing / MTS	Y	Y	Y	
Final Inspection	Quality & Completion	Visual Inspection & Measurement	Shop Drawings	Y	Y	Y	Site Engineer

C. SAFETY POLICY:

1. Safety helmets are issued to all our staff and are to be worn on site at all times, this includes any sub-contract labour we may employ from time to time.
2. Footwear is issued to all workers and it is to have adequate hard sole and toecap to provide sufficient protection for the wearer.
3. Safety Belts, goggles, and masks are provided to workers to use when required.
4. Site staff is aware of the importance of edge safety barriers on site when no safety barriers are feasible our staff must wear safety harnesses, which will be issued to them.
5. Electrical tools must be earthed with no bare wires showing on the extension cables.
6. Extension cables or electrical tools must be plugged into the plug sockets by means of a proper-earthed plug.
7. All scaffold erected by the main contractor must be evaluated for safety by our site foreman and if deemed unfit, a written report must be submitted to management before any of our workers will be allowed to use the scaffold.
8. Approved ladders only must be used.
9. Care and the correct safety equipment must be used when transporting or working at heights.