

Top Design Group

steel, glass & aluminum





INTRODUCTION

TOP DESIGN is Group of Companies and established in 9th March, 2005 and now operating under efficient management team.

Our Mission to and are determined to become one of the leaders in steel works, aluminum works, and glass works Company preferred by Clients, Projects Managers and Consultants of the Gulf and MENA Regions:

- ▶ To attain total professionalism
- ▶ To strive & sustain Total Quality Management (TQM) system
- ▶ To sustain & enlarge the list of fully satisfied clients with zero complaints

TOP DESIGN are working as a Main Contractor doing General contracting and Transportation specialized in Infrastructural activities and undertake contracts providing END to END solutions.

Our presence in all over UAE and specially in Abu Dhabi, Al Ain regions and specialized in providing elegant and economical solutions and cost-effective solutions for setting up the facilities by paying attention to detail and adhering to high professional standards. We offer you a variety of services like all kinds of steel design works, aluminum frame and frame less works and all kind of glass designs and glass works.

We aim to establish a close working relationship with all our associates by fully understanding the requirement of each particular project and provide a responsive and inventive design service that fully respects the clients' budget, quality and timeframe.

We maintain a strong reputation for providing cost effective solutions. We shall be more than glad to be associated with your reputed organization and work together. We seek your valued inquiries to enable us to quote and participate in the forthcoming tenders and/or inquiries.

Thanking you and assuring you of prompt services and personalized attention at all times.

► Mission Statement

To accomplish the goals of all our clients and business associates rendering excellent services in a professional manner as comrades.

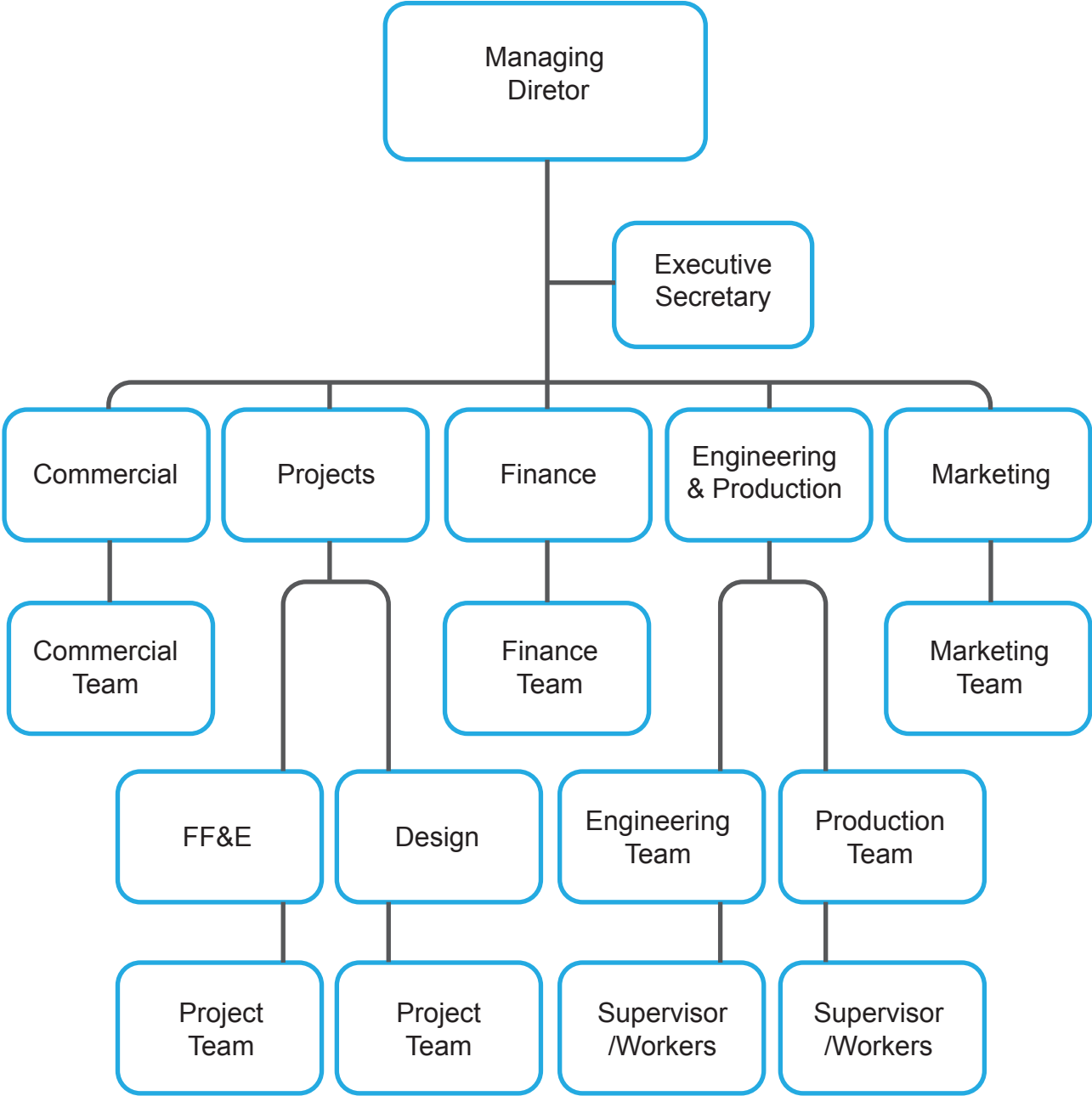
► Vision Statement

To establish a proven track record for TOP DESIGN in terms of resources and capacities for handling sizable contracts thus deservingly capture an appropriate share in the development of the region, adopting ethical business practices.

**“ PROVIDING ELEGANT
& ECONOMICAL SOLUTIONS ”**



TOP DESIGN FOR STEEL, ALUMINIUM & GLASS
ORGANISATION STRUCTURE



**COMPLETED PROJECTS BY
TOP DESIGN FOR STEEL ALUMINUM AND GLASS**

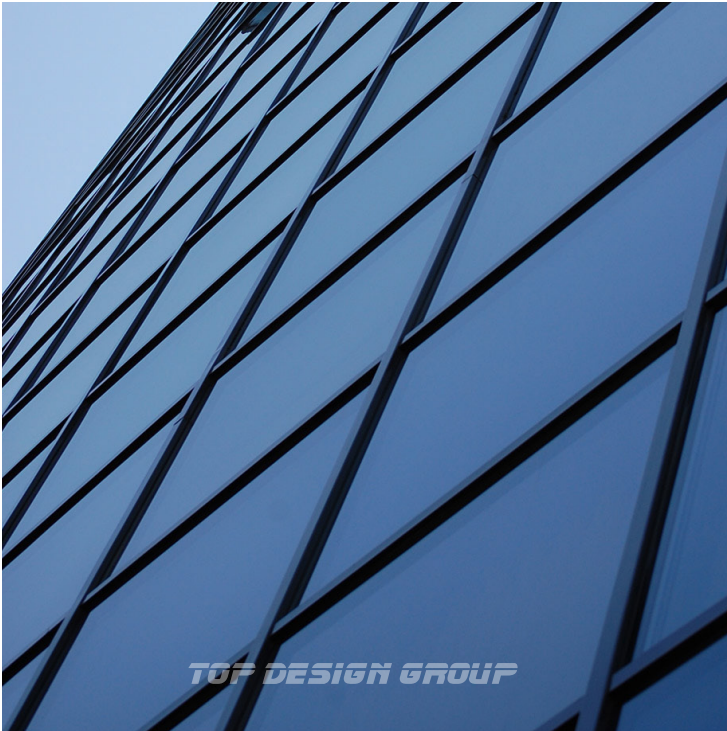
الاسم المالك	المشروع	المقاول	الاستشارى
1	جمعة سلطان الظاهرى	فيلا	مكتب الحصن للاستشارات الهندسية
2	عبدالله حمد سلم السالمى	فيلا	فراس للاستشارات الهندسية
3	حمود نازع سعيد	فيلا	مباشر من المالك
4	حميد ابراهيم الاحمد	فيلا	البحرى للاستشارات الهندسية
5	خالد عبيد جمعة بخيت الكعبى	فيلا	مركز النشمى للاستشارات الهندسية
6	خميس حميد الخال الدرمدى	فيلا	برايم للاستشارات الهندسية
7	خميس مرهون محمد سيف	فيلا	غرناطة للاستشارات الهندسية
8	دكتور راشد على محمد النعيمى	فيلا	مباشر من المالك
9	مصباح غريب سعيد العزيزى	فيلا	الفا بيتا للاستشارات الهندسية
10	سالم خميس مسلم الشمسى	فيلا	هندسة الابداع للاستشارات الهندسية
11	جبال البادية للصيانة العامة	مول تجارى	سفير الاستشارات الهندسية
12	عبدالله صالح التميمى	فيلا	الموناليزا للمقاولات العامة
13	نادى تراث الامارات	بناية	اركال للاستشارات الهندسية
14	خالد خميس الشمسى	فيلا	مباشر من المالك
15	خالد خميس الشمسى	مسجد	مباشر من المالك
16	خليفة عبد الرحمن النيادى	فيلا	ديماس للاستشارات الهندسية
17	سالم متعب سهيل حمد العامرى	فيلا	هندسة الابداع للاستشارات الهندسية
18	سعود النيادى	فيلا	ديماس للاستشارات الهندسية
19	سعيد عبيد حميد هلال الكعبى	فيلا	برايم للاستشارات الهندسية المعمارية
20	محمد الكسبرى	فيلا	الساحل للاستشارات الهندسية
21	نجيب محمد	فيلا	مؤسسة داماك للمقاولات العامة
22	على سيف حمد سليمان العامرى	فيلا	مؤسسى تركومانى للمقاولات العامة
23	على سعيد خلفان الشمسى	فيلا	مكتب الحصن للاستشارات الهندسية
24	حكومة ابو ظبى-سيف مصباح حمودة الكتبى	مسجد	الثقة الممتازة للمقاولات والصيانة العامة
25	على ابو ظبى	فيلا	مباشر من المالك
26	سالم سليم سالم العفاري	فيلا	أجيد للإستارات الهندسية
27	مزه صالغ على الحرير الكردى	فيلا	اركال للاستشارات الهندسية
28	ناصر فرج سالم التميمى	فيلا	مشاريع الامارات الدولية للمقاولات
29	سالم جمعة	فيلا	الانماء الهندسية

COMPLETED PROJECTS BY TOP DESIGN FOR STEEL ALUMINUM AND GLASS

اسم المقاول	
GLASS CO LLC	35
MONTE CARLO	36
AL SHAM DECORE	37
AL AFANDI GLOBAL	38
AL SAHER	39
MATREX ALUMINIUM	40
VERTEX ALUMINIUM	41
ERTIFA ALUMINIUM	42
PARAGON ALUMINIUM	43
AL JAHLI MARBLES	44
AREZ AL JABAL	45
FALCON VILLAGE	46
مؤسسة مدينة الاوائل للحداثة و اللحام	47
EMIRATES FALCON	48
AL RAHEB EL ZAHRI	49
INITED ENGINEERING CO	50
MANNA METAL	51
BANAFSIC LINE	52
ICON	53
BAB AL KHALEEJ	54
SAFRON	55
SABRA ALUMINIUM	56
HARMONY STYLE DECORE	57
JAMNA ALUMINIUM	58
WAHAT ELNILE	59
NAGEM AL KHAIR	60
OCEAN CITY TRANS	61
WADI ASHAREJ	62
ANWAR HUSSIAN STEEL	63
AL CORE STEEL	64
AL REEF ALUM	65
HOME SQUARE	66
ASIAN STAR	67
ALU TECH	68

اسم المقاول	
توب ديزاين للحديد والالمنيوم والزجاج - فرع الحديد	1
توب ديزاين للحديد والالمنيوم والزجاج - فرع الالمنيوم	2
BRUSSELS	3
MHD ELKHOLY	4
AL FIRDOUS	5
FUTURE TECH	6
AL KHAREEF	7
LAROSA ALUMINIUM	8
WHITE HOUSE	9
Platin Aluminium & Glass WorkShop	10
HIGH CLASS	11
AL SARYAH ALUMINIUM	12
MOSAB AL HOMSI	13
BAHAR AL YAMAMA	14
BAB AL SALAM	15
NEW CAPITAL	16
PREMIUM YAMAMA	17
LAMAR ALUMINIUM	18
شركة المنامة للمقاولات العامة	19
NORTHERN STAR ALUMINIUM AND GLASS EST	20
DIAMOND ALUMINIUM	21
QAF CLOSET	22
ورشة الهدير للالمنيوم و الزجاج	23
LONDON ALUM	24
Technical System Cont. & Gen. Maint	25
TOP QUALITY	26
مؤسسة الحمصي للالمنيوم و الزجاج	27
JAWHRET AL JANOOB	28
RED LINE ALUMINIUM	29
MEYAAR ALUMINIUM	30
AL BAZELT	31
FUTURE HOUSE	32
Arabian Aluminum & Carpentry Factory LLC	33
BRIGHT STAR	34

ALUMINIUM AND GLASS



ALUMINIUM AND GLASS



ALUMINIUM AND GLASS



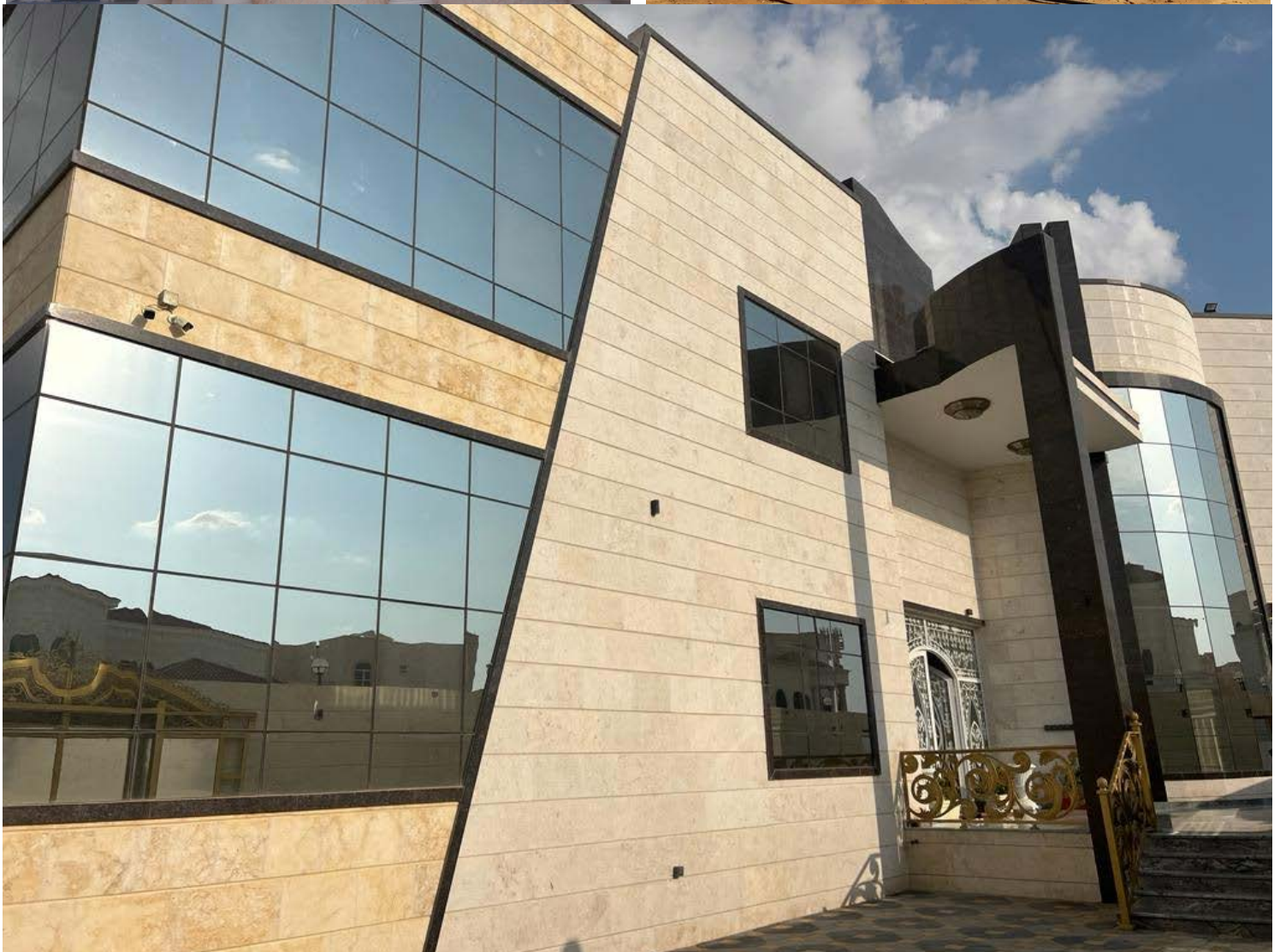
ALUMINIUM AND GLASS



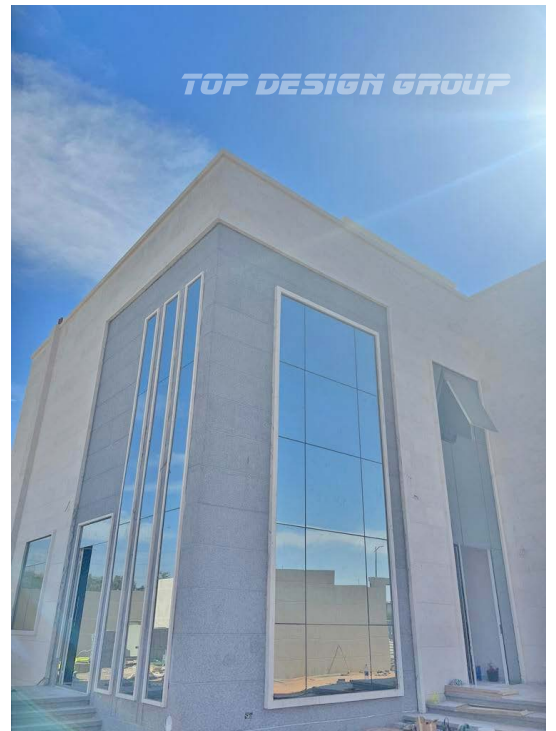
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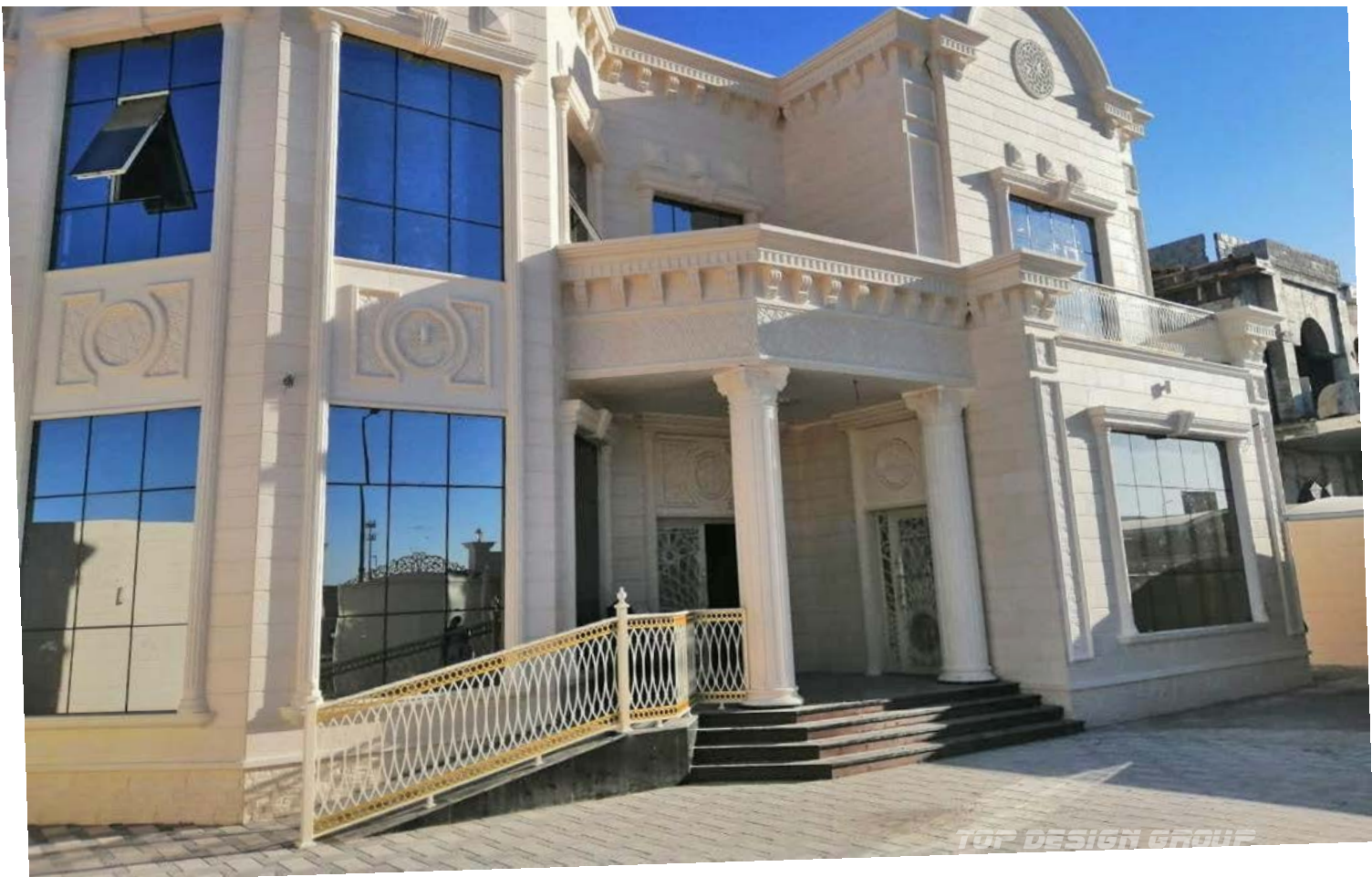
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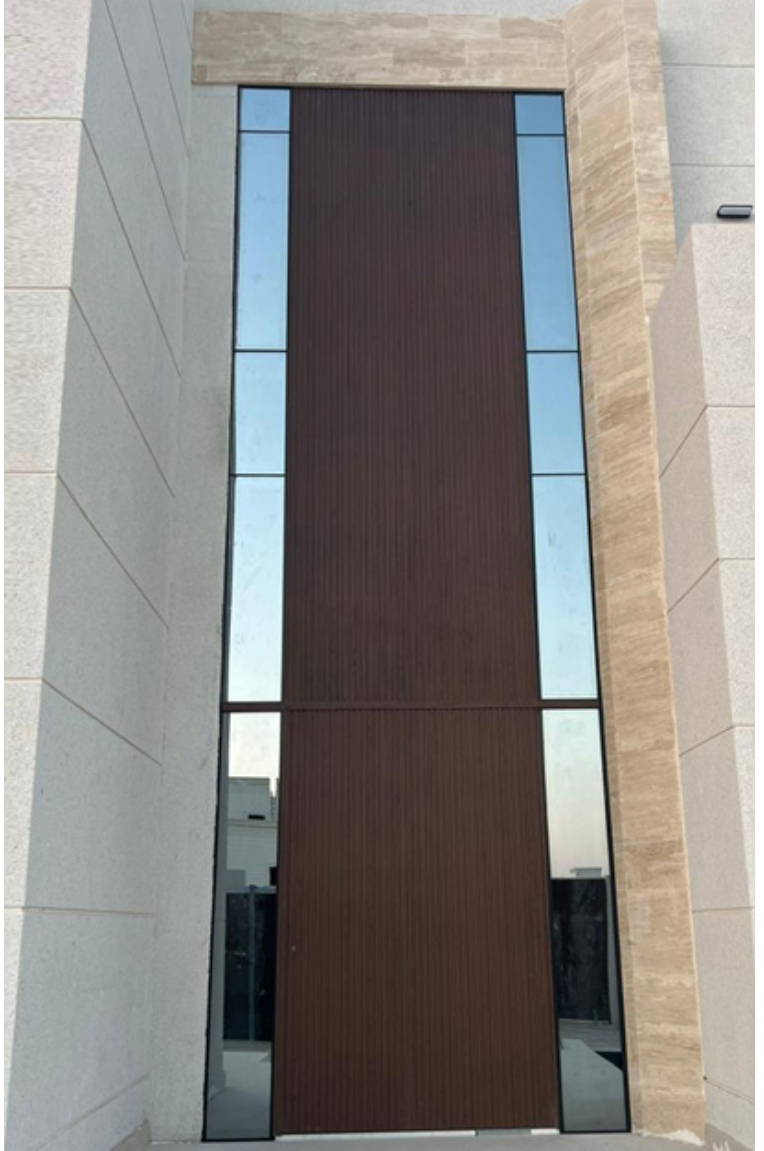
STEEL CAR SHEAD



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TOP DESIGN GROUP
IN PHOTOS



Steel Work Shop

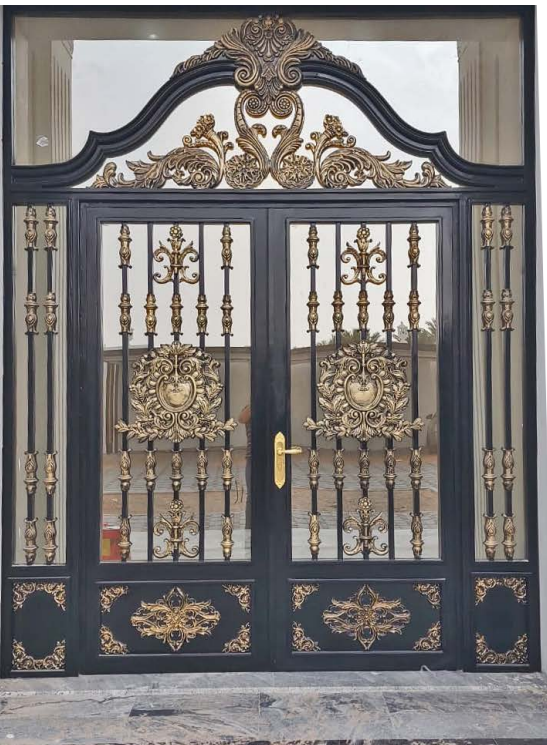




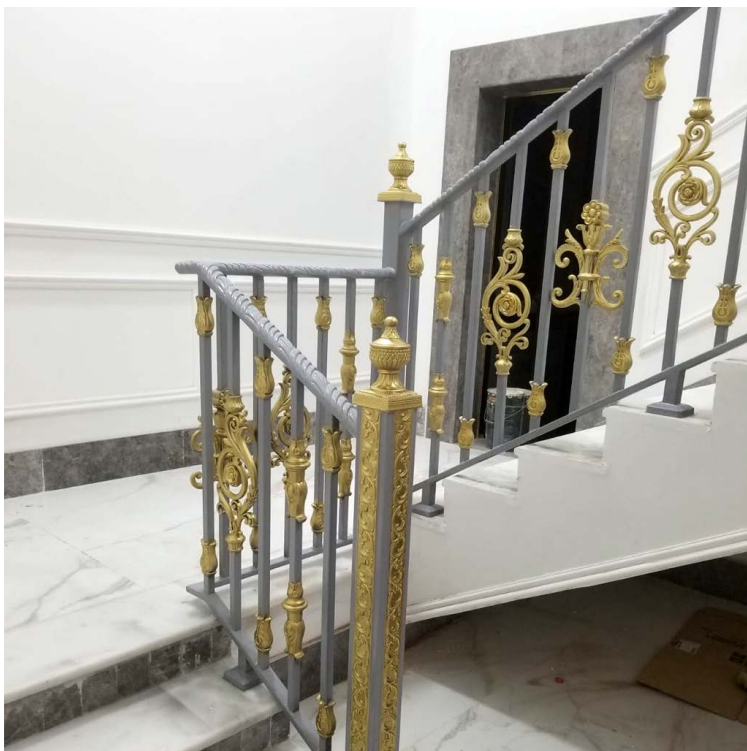


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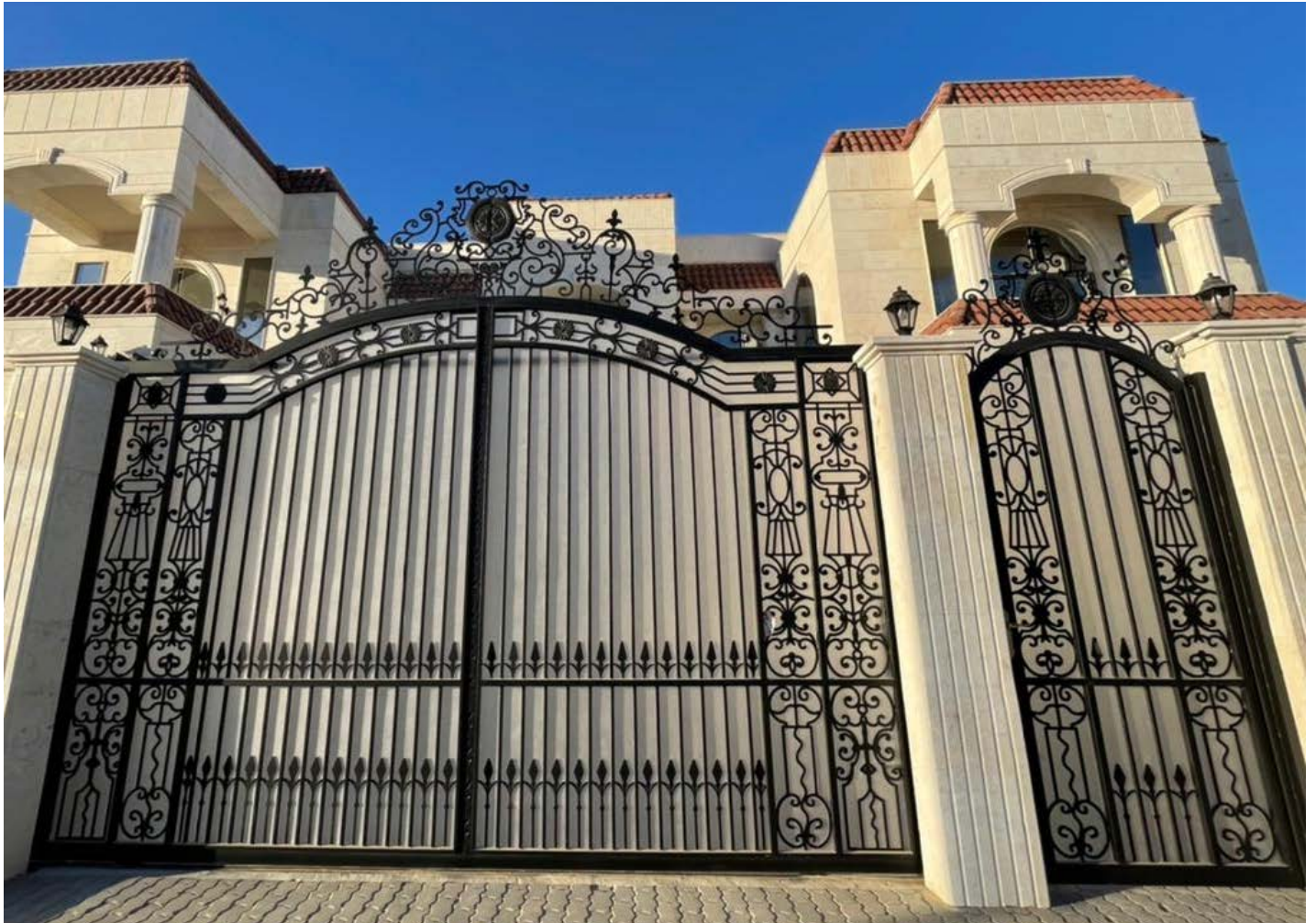






LASER CUT PRODUCTS (GATES)





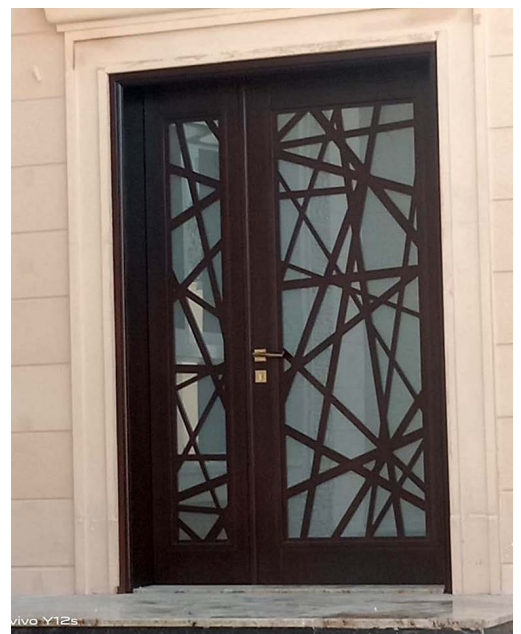
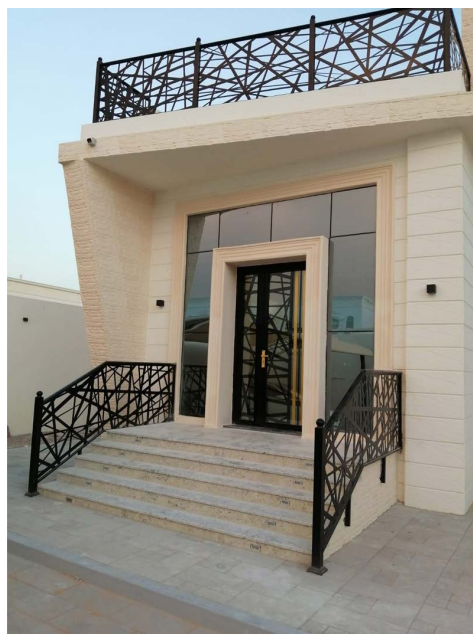


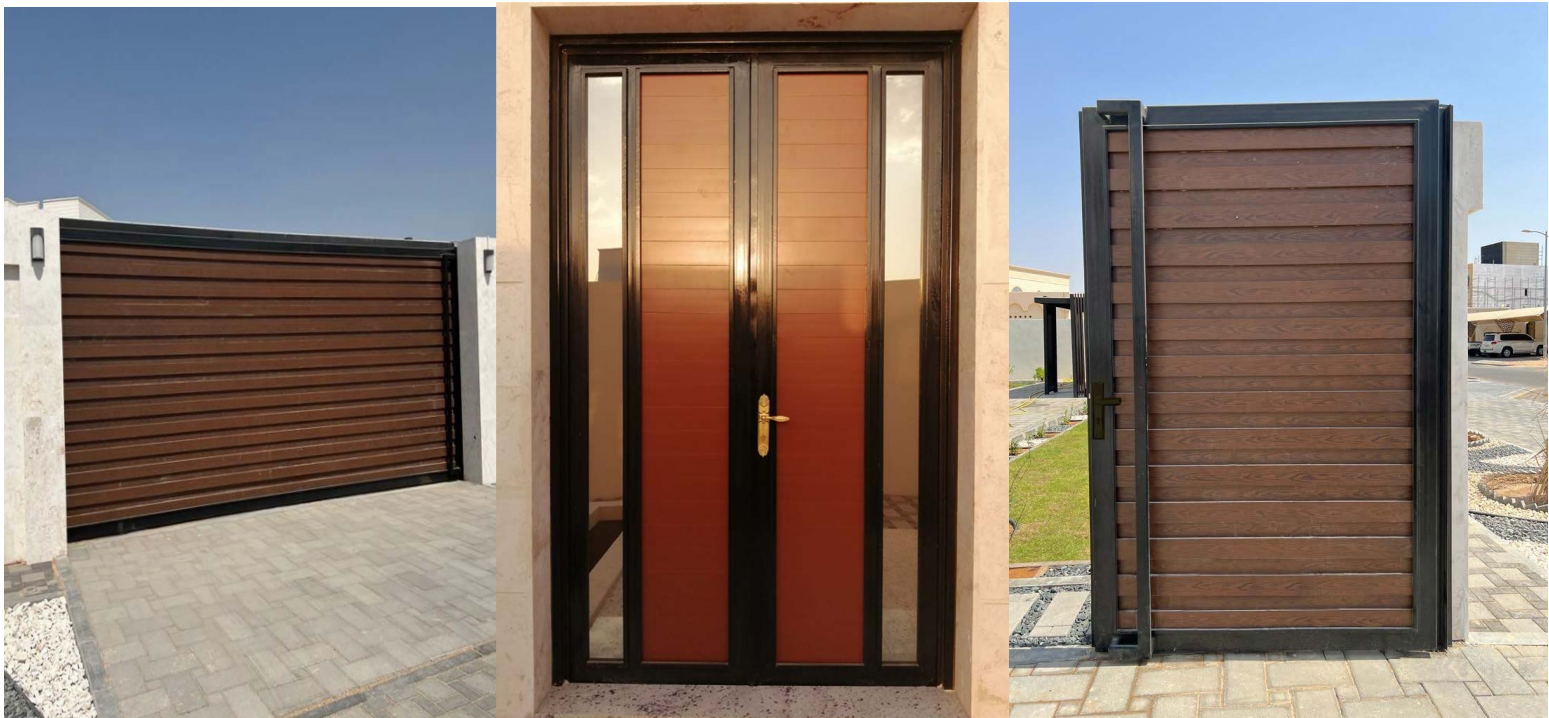
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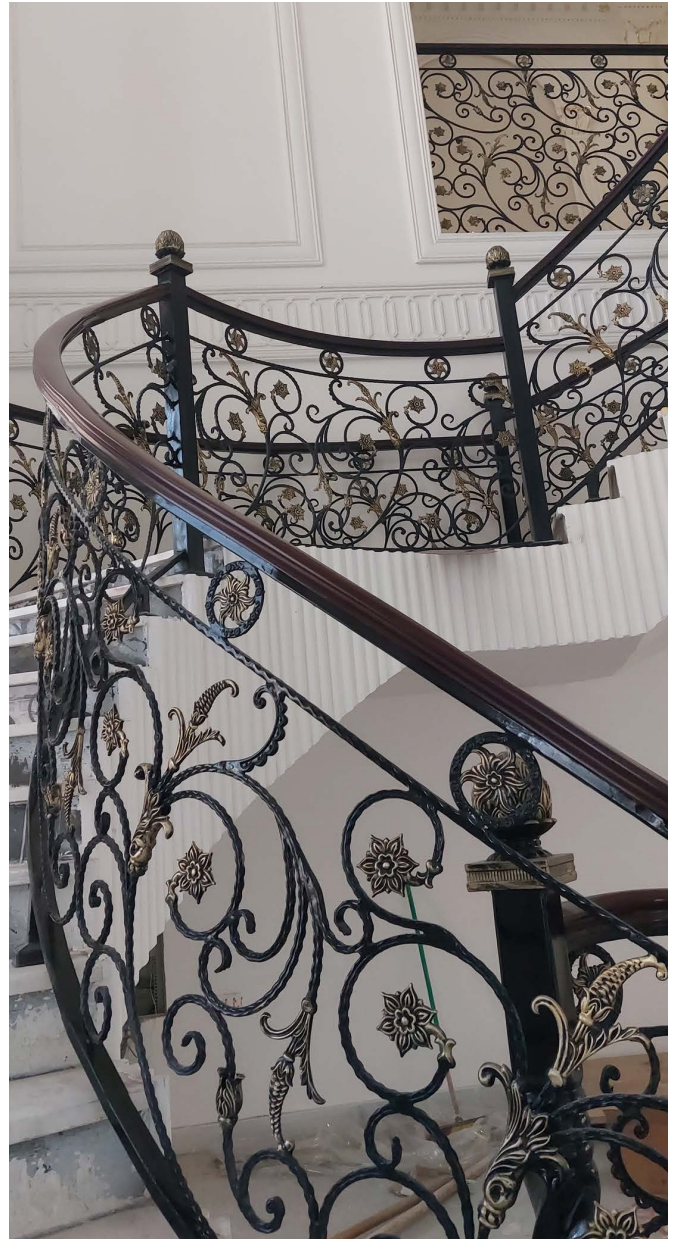
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LASER CUT PRODUCTS (GATES)

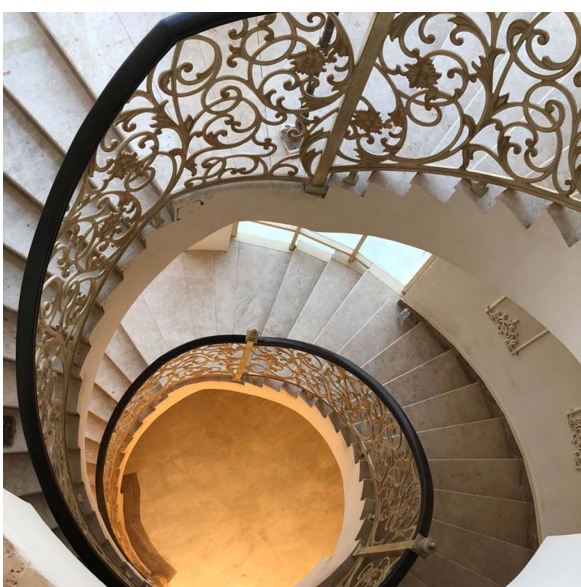


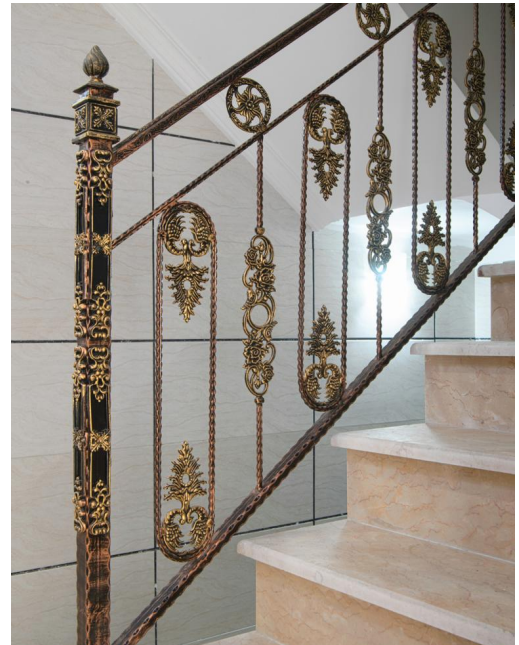
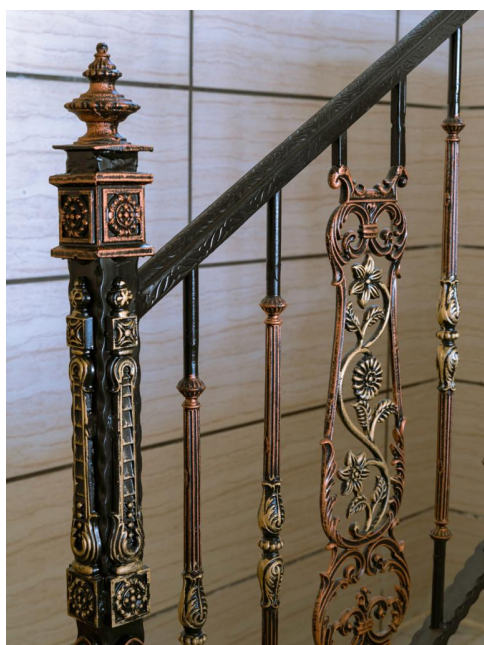


(HANDRAILS)



TOP DESIGN GROUP
IN PHOTOS

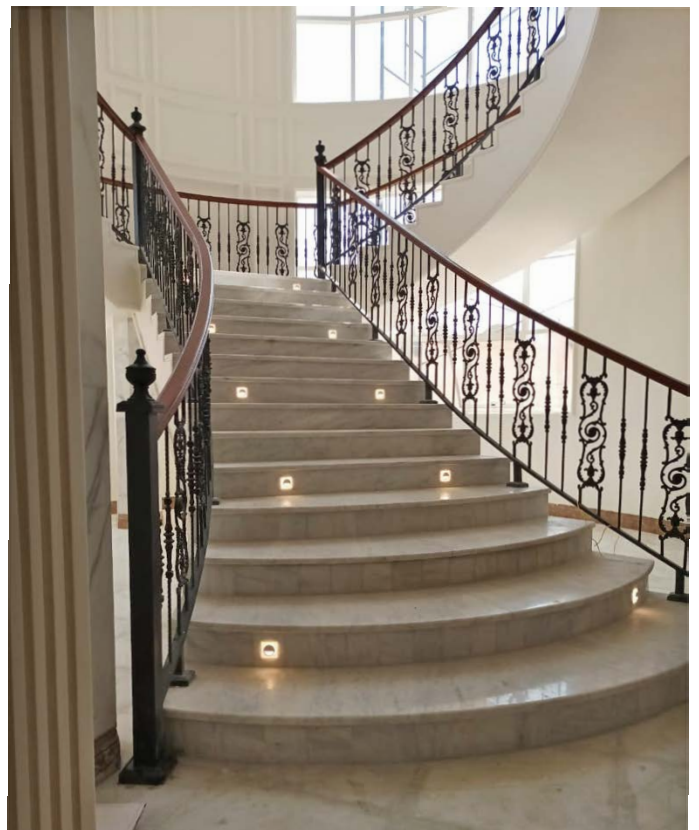
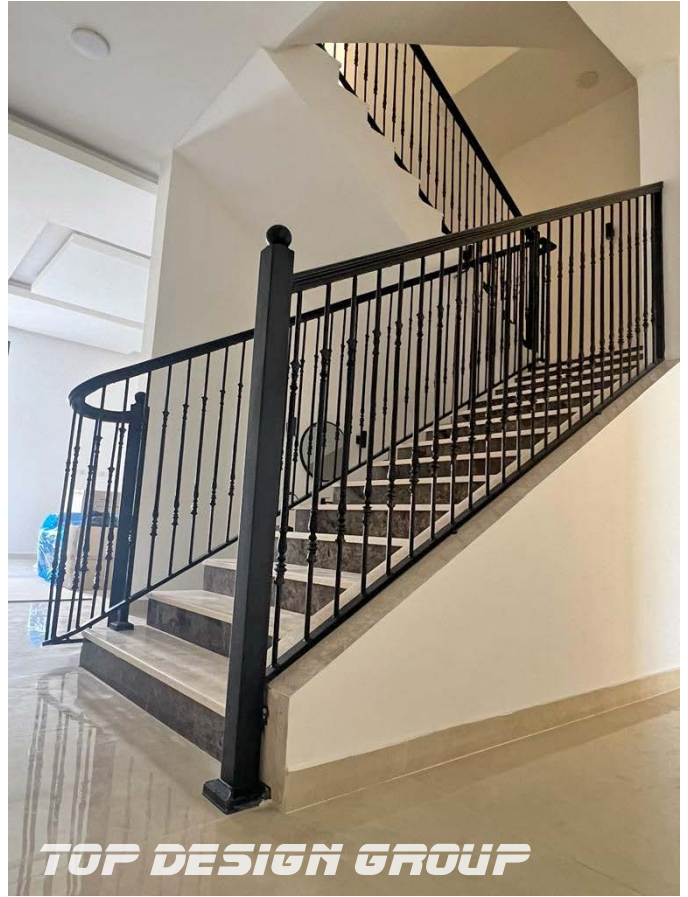
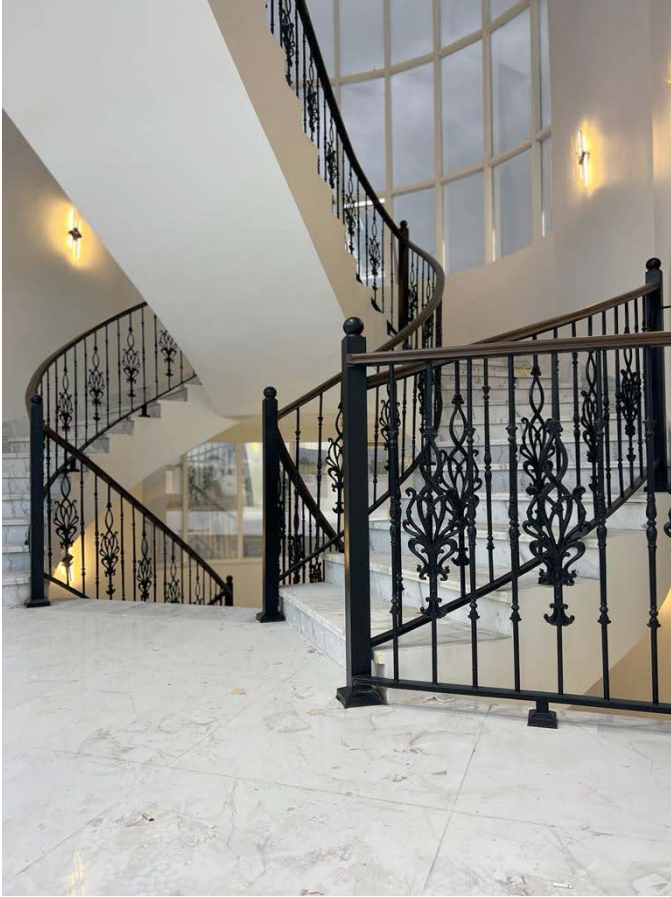




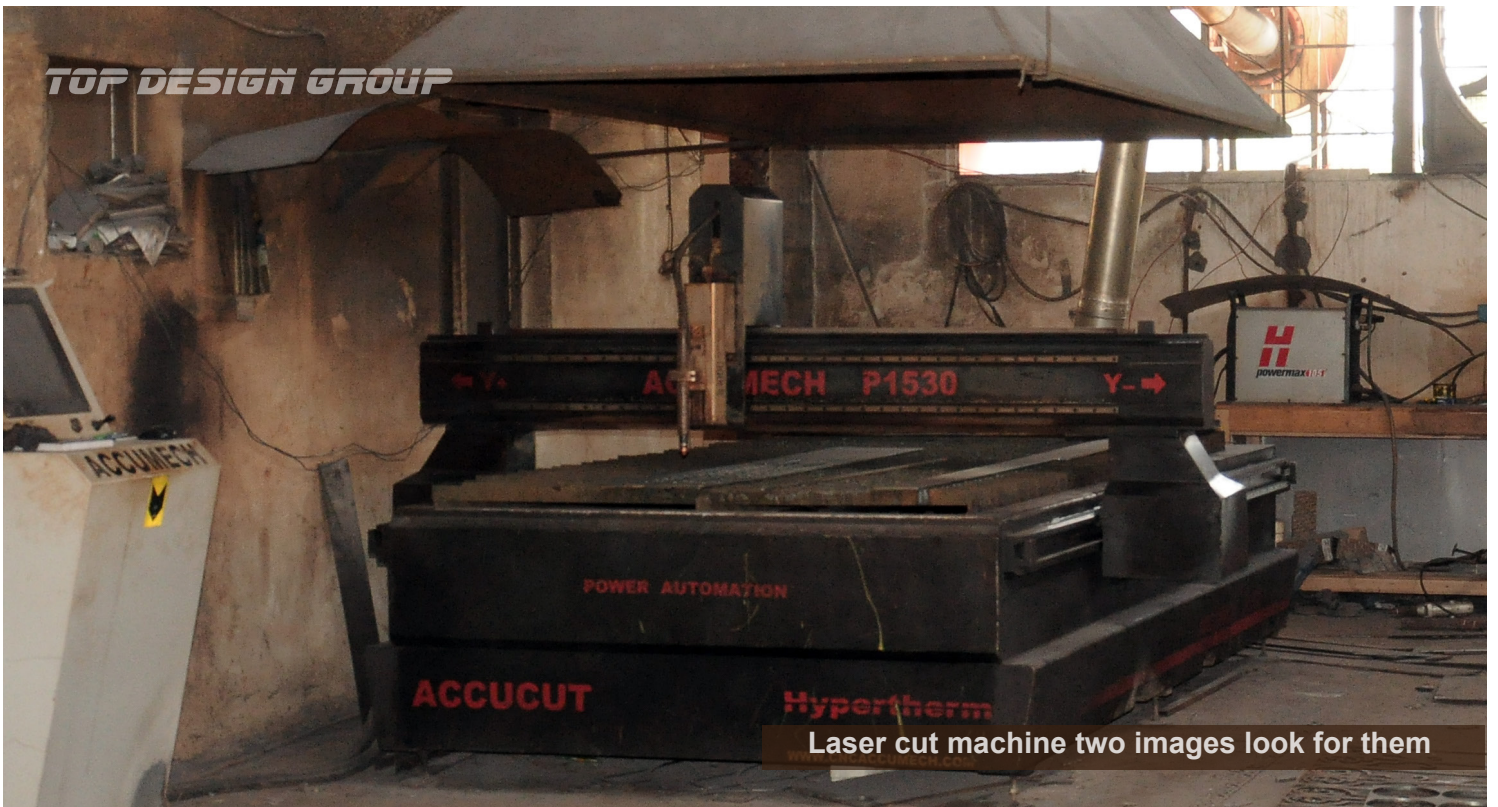
LASER CUT PRODUCTS (HANDRAILS)



**TOP DESIGN GROUP
IN PHOTOS**



STEEL FABRICATION WORKSHOP



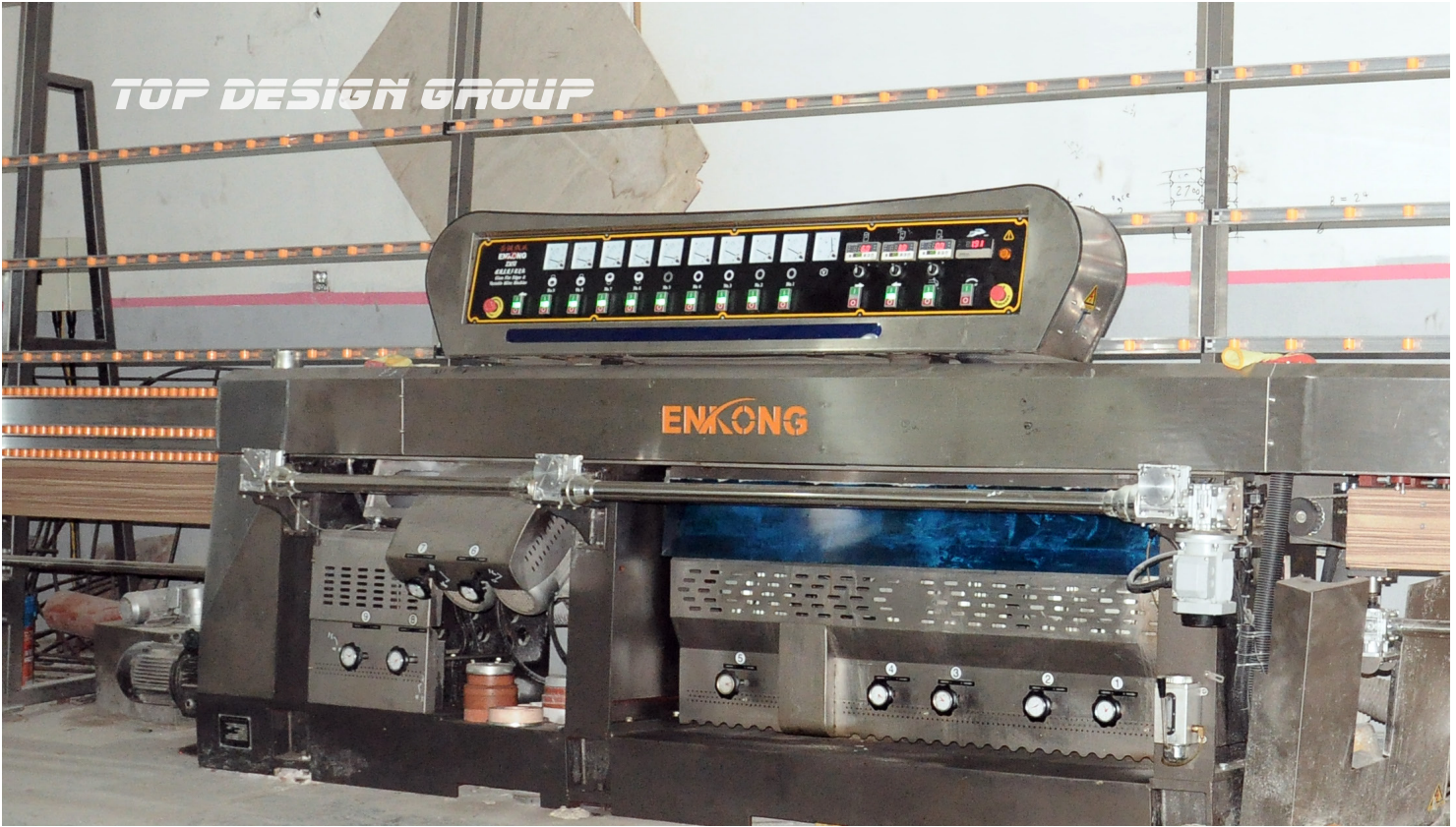
STEEL FABRICATION WORKSHOP



STEEL FABRICATION WORKSHOP



GLASS FACTORY



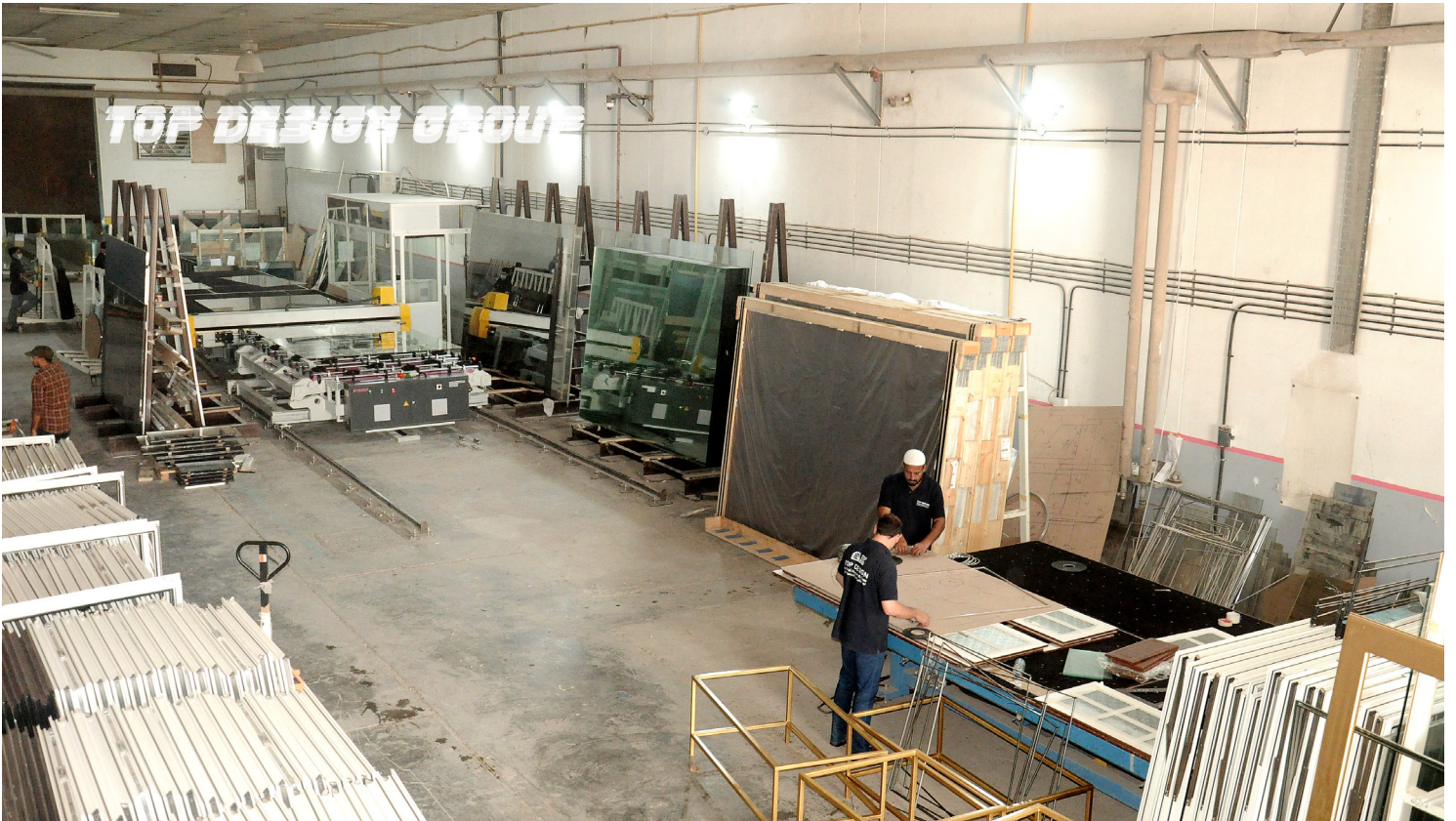
GLASS FACTORY



GLASS FACTORY



GLASS FACTORY



GLASS FACTORY



GLASS FACTORY



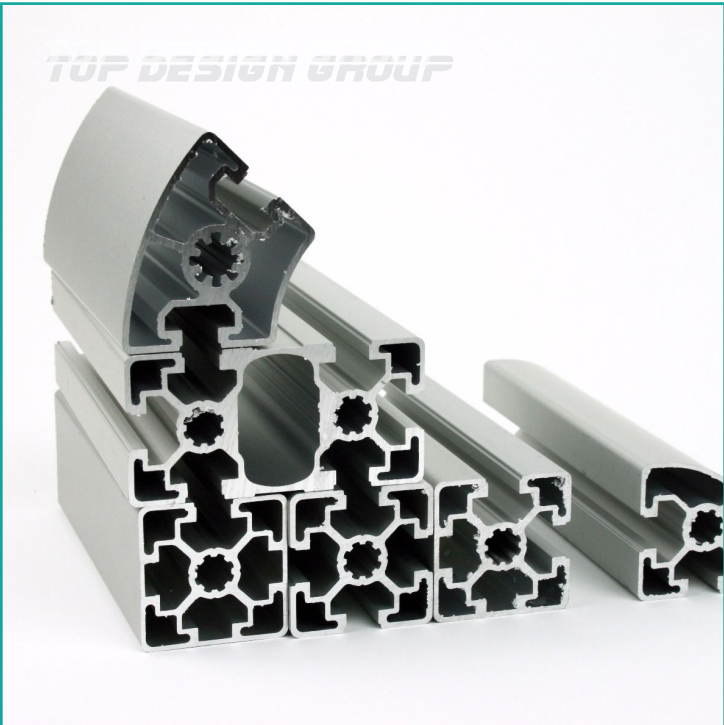
GLASS FACTORY



ALUMINIUM WORKSHOP



ALUMINIUM WORKSHOP



OUR OFFICES



TOP DESIGN FOR STEEL, ALUMINIUM & GLASS Environmental Policy

TOP DESIGN FOR STEEL, ALUMINIUM & GLASS. Provides construction engineering solutions; steel works, aluminum works and glass works, Commercial, Government and Private Clients.

The Company is committed to fully comply with all the relevant national laws on environment and statutory requirements as applicable to our scope of works.

This policy will be the basis of our Environmental Management System and shall provide a framework for setting our environmental objectives and targets. We shall identify all the Environmental aspects and significant impacts of our activities and aim at reducing and preventing pollution that are within our control.

The policy is applicable to all branches, divisions, sites and subcontractors. Our commitment to the environment is communicated to all employees and clients by prominent display of the policy on the website, project sites and offices, handbooks, memos and during induction training.

The Chairman together with other members of the management board, have the overall responsibility for Environment management, and will give priority to environment in all business issues, and will provide adequate resources. However, it is the responsibility of all managers, supervisors and workforce to understand their role in implementing this policy and comply with all requirements.

The management believes that effective management of environmental issues is fundamental to success, and is therefore committed to continuously improve our environmental performance through setting of objectives and top design, periodic audits, necessary training, encouraging new ideas, employee participation, coordination with customers and subcontractors and bi-annual management reviews.

This policy will be reviewed for adequacy and effectiveness during the bi-annual management reviews.

Mr. BAHA MAHMOUD AYASH

Chairman

Date: 18 December, 2019



TABLE OF CONTENTS:

1. Principle Statement
2. Health & Safety Environment Policy
3. Distribution, Alteration Service, and Documentation.
4. Introduction to the Project
5. Objectives
6. Project Scope of Work
7. Definitions
8. Organization & Responsibilities.
9. Procedures
 - 9.1. Site Organization for Health & Safety Management.
 - 9.2. Legal and other Requirements.
 - 9.3. Appointed Persons.
 - 9.4. Communications on Site.
 - 9.5. Control of Documents and Records.
 - 9.6. Emergency Response Plan.
 - 9.7. Emergency Assembly Areas.
 - 9.8. Hazard Identification / Risk Assessment.
 - 9.9. Safety Inductions & Tool Box Talks.
 - 9.10. Site Office and Welfare Facilities.
 - 9.11. First aid Facilities.
 - 9.12. Personal Protective Equipment (PPE)
 - 9.13. Plant and Equipment
 - 9.14. Storage of Fuel & Oils.
 - 9.15. Lifting and Lifting Equipment Management.
 - 9.16. Excavation
 - 9.17. Site Security and Visitor Management.
 - 9.18. Housekeeping
 - 9.19. Hours of Work
 - 9.20. Identification of Hazardous Material.
 - 9.21. Adverse Weather Safety (mist, wind, rain, storm, squall)
 - 9.22. Work at Height – Scaffolding and Access.
 - 9.23. Method of Shifting and Handling of Equipment on Land.
 - 9.24. Safety Records.
 - 9.25. Subcontractor & Supplier Management.
 - 9.26. Health & Safety Inspection.
 - 9.27. Near Miss Reporting.
 - 9.28. Accident and Incident Reporting
 - 9.29. Health & Safety Training.
 - 9.30. Health & Safety Meetings.
 - 9.31. Monthly Health & Safety Report.
 - 9.32. HSE Incentive Schemes.
 - 9.33. HSE Disciplinary Action Plan.
 - 9.34. Construction Waste Handling and Management.
 - 9.35. Site HSE Signage.
 - 9.36. Control of Substances Hazardous to Health.
 - 9.37. HSE Auditing, Inspection and Continuous Monitoring.
 - 9.38. Electrical Safety
 - 9.39. Crane Plan
 - 9.40. Fall Protection Plan
 - 9.41. Fire Protection Plan
10. Appendix
 - 10.1. Site Organization Chart Health & Safety Management
 - 10.2. Project Specific Health & Safety Form.
 - 10.3. Hazard Identification / Risk Assessment.

1. PRINCIPLE STATEMENT:

The aim of this plan is to have a tool which helps **TOP DESIGN FOR STEEL, ALUMINIUM & GLASS** management to deliver, maintain and monitor the Company HSE performance at all work sites and facilities. Also, it is intended to be an effective tool used by employees to continuously improve HSE in the work.

This safety plan is developed (Client / Authorities) jurisdiction in line to meet the requirements of Federal law regarding "Regulation of labor relations and its amendments" by Client / Authorities and "Code of Construction Safety Practice" issued by Client / Authorities and contains the Company HSE Policy in addition to certain HSEMS elements, each with a number of expectations and processes to help achieving these expectations.

The prime objective of the management and employees of **TOP DESIGN FOR STEEL, ALUMINIUM & GLASS** is to provide products and services in a manner, which conforms to Client / Authorities and our client's requirements and all applicable regulatory requirements.

TOP DESIGN FOR STEEL, ALUMINIUM & GLASS management is totally committed to Quality, Health, Safety and Environment and expects all our employee's to be strictly guided by the systems, procedures and processes laid down within the company. This plan shall be reviewed for its continuing suitability at periodic intervals.



2. QUALITY, HEALTH & SAFETY ENVIRONMENTAL POLICY:

TOP DESIGN engaged in 'steel, aluminum & glass works and committed to:

- ▶ Strive for continual improvement by setting integrated Management systems objectives, targets and regular Performance monitoring with an emphasis on environment and personal safety & Customer Satisfaction.
- ▶ Identify risks and significant impacts related to the Construction activities and to establish best operational Controls for environmental and occupational health & safety related areas.
- ▶ Lead our employees to communicate, participate and work as a team to develop good working environment and business practices.
- ▶ Comply with all applicable statutory, regulatory and legal Requirements related to construction activities.
- ▶ Serve internal and external parties by creating an Environmental friendly atmosphere with an emphasis on Health and safety aspects.
- ▶ Committed to implement an effective system to prevent Injury, ill health, environmental pollution and depletion of Natural resources resulting from construction activities.

**“ Committed to implement
an effective system
to prevent Injury ”**



3. DISTRIBUTION, ALTERATION SERVICE AND DOCUMENTATION:

Distribution

This project HSE plan shall be distributed internally and externally as determined by the Project Manager.

Distributed copies shall be entered into distribution list. The recipient shall confirm receipt of the project HSE plan with his/her signature. All documentation shall be maintained by the department.

Alteration Service

The project HSE plan shall be reviewed once in a month from its first issue by the HSE department in conjunction with the project team and if necessary revised to remain up to date with project developments and requirements.

Extraordinary alterations by the HSE department are done when a requirement has been identified based on ongoing company experience and project activities, lessons learnt, conformance to legal requirements etc. Altered pages shall be distributed with the latest revision number and with a list showing the index status of altered pages. As confirmation of receipt, the recipient is required to return a signed acknowledgement of the amendments. The confirmation documents shall be filed along with the distribution lists.

Documentation

Distribution documentation is made up of the following forms, which are maintained by the project HSE Officer at site, a copy of which is maintained in the head office by the HSE department.

- Alteration service
- Distribution list cover letter
- Distribution list
- Standard set of registers

ALTERATION SERVICE

Ms. / Mr. / Messer's.

Date:

.....
.....
.....

Dear:

Enclosed please find altered pages as listed below. Please replace the old pages with these new ones.

Page No. / Index.

We would ask you to confirm receipt by signing a copy of this letter and returning it to the HSE office within 7 days.

Yours sincerely,

For TOP DESIGN FOR STEEL, ALUMINIUM & GLASS

I hereby confirm receipt of the above mentioned pages.

Date :
Name/Signature :
Company/Dept. :

**HSC ORGANIZATION CHART AND CONTROLLED COPY
HOLDER DISTRIBUTION LIST**

S.N.	NAME	DESIGNATION	DEPARTMENT
1		Owner / Chairman	
2		General Manager	
3		Project Director	
4		Personal Assistant	
5		Document Controller	
6		H.R. Manager	
7		P.R.O.	
8		Quality Manager	
9		Financial Manager	
10		Accountant	
11		Cashier	
12		Store Keeper	
13		Purchasing	
14		Project Manager	
15		General Coordinator	
16		Material Engineer	
17		Construction Manager	
18		Technical Manager & Planning Engineer	
19		Site Engineer	
20		Draftsman & Quantity Surveyor	
21		Chief Surveyor	
22		Surveyor	
23		Safety Officer	

4. INTRODUCTION OF THE PROJECT:

Client

Consultant

Main Contractor

Project Duration

Commencement Date

Completion Date

Contract Amount

Total Plot Area

Total Construction Area

Work Details



5. OBJECTIVES:

The principal objectives of this plan are:-

- To ensure a primary framework to facilitate excellence in health & safety.
- Fulfil the requirements of HSE policy and objectives.
- Specify the main HSE Procedures to be adopted on site.
- Identify and specify the specific HSE studies which should take place on the project.
- Specify HSE Reviews/Audits which shall be required.
- Define any contractual HSE Management arrangements to be applied.
- Define the Occupational health & Hygiene requirements for the project.
- Define when the above activities should be performed.

The purpose of this HSE plan is to be ensured that the client's, and authorities requirements are met in terms of safe operations on the project, and additionally such that a standard set of procedures are implemented across the works in order to meet or exceed the stipulated health & safety requirements from a personnel welfare, operational & legal point of view.

The primary process of ensuring safe operations on site is facilitated by the hazard & risk analysis procedure in which each sections of the work break-down structure is assessed in terms of method statements and scope and associated hazards which require management.

6. SCOPE OF HEALTH, SAFETY & ENVIROMENTAL PLAN:

This project HSE plan is applicable to operations on the project, employees, clients, consultants, contractor, subcontractors and/or visitors involved or present in the site works area related to this project.

The contractor requirements related to HSE plan have been stipulated

The **TOP DESIGN FOR STEEL, ALUMINIUM & GLASS** HSE plan takes into account all the specified requirements, applicable legal requirements of U.A.E.

7. DEFINITIONS:

- a) **HAZARD:** A source of situation with a potential for harm in terms of injury or ill health, damage to property damage to environment or a combination of these.
- b) **HAZARD IDENTIFICATION:** A process of identifying and recognizing that a hazard/aspect existing and defining its characteristics.
- c) **CONSEQUENCES:** The nature of the harm that could be reasonably expected to occur.
- d) **PROBABILITY/LIKELIHOOD:** The probability of event occurring (event means of uncontrolled event which may lead to injury, not the activity, example the dropping of a load, not the lifting operation).
- e) **RISK:** A combination of the likelihood and consequence(s) of a specified hazardous event occurring measured and specified in conjunction with a specified risk matrix.
- f) **ACCIDENT:** An undesired event giving raise to death, ill health, injury, damage or other loss to the property and environment.
- g) **INCIDENT:** Event that gives rise to an accident or had a potential to lead to an accident. Note- An incident where no ill health, injury, damage, or other loss occurs is also referred to as a “Near miss”. The term “Incident” includes “Near misses”.
- h) **NEAR MISS:** An unplanned event which does not cause injury or damage, but has the potential to do so.
- i) **RISK ASSESSMENT:** An overall process of estimating the magnitude or risk and deciding whether or not the risk is tolerable, and further the extent to which the risk requires management (transfer, avoid, mitigate by suitable measures).
- j) **ENVIRONMENT:** The surroundings in which an organization operates, including air, water, land, natural resources, flora, fauna, humans and their interrelations.
- k) **ASPECT:** An element of an organization’s activities or products or services that can interact with the environment.
- l) **IMPACT:** Any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization’s environmental aspects.
- m) **HSE – MS:** Health, Safety and Environment Management System.

8. ORGANIZATION & RESPONSIBILITIES:

The Project Manager is responsible for preparing the project health & safety plan in line with the company procedures. Together with his project team he is further responsible for managing, monitoring, measuring the implementation and effectiveness of the Plan.

Specific responsibilities are assigned to the various Project Team members as follows:

PROJECT MANAGER:

The Project Manager shall:

- Promote the implementation of the company's HSE management system.
- Ensure the implementation of HSE management system & Project HSE plan.
- Ensure that all the necessary risk assessments are carried out within the areas of his responsibility and seek specialist advice when required.
- Ensure that adequate safety resources are made available.
- Ensure that safety audits and the relevant corrective actions are carried out.
- Ensure that accident / incidents are reported to engineer's office at site and investigations are carried out thoroughly.
- The project manager is the custodian of the project HSE plan and is fully responsible for all HSE issues associated with the project at his level, including compliance of subcontractors and material suppliers.
- Ensure that the appointed HSE Officer has received adequate safety training/experience to enable him to carry out the task.
- Ensure that the names and details of the following personnel are posted on the site notice board.
 - ▶ Site HSE Officer
 - ▶ Qualified first aiders
 - ▶ Fire fighters
- Ensure that all activities are undertaken with due regard to government & municipal health and safety regulations approved codes of practices and safety procedures.
- Ensure that subcontractors are working in a safe manner and are complying in all respects with the statutes and regulations affecting their particular activities.
- In the event of prolonged absence from site, nominate a senior member of site staff to take over these responsibilities.
- Set a personnel example.
land, natural resources, flora, fauna, humans and their interrelations.

PROJECT ENGINEER / SITE ENGINEER:

The Engineer is responsible for the implementation of the project HSE plan and must be familiar with requirements of the HSE plan.

- To act on behalf of the project manager in safety related matters in the absence of the project manager.
- To the best of his abilities, supervise the execution of the work in hand to achieve the maximum efficiency in a safe manner.
- That his responsibility towards the interest of safety is equal to his commitment towards productivity.
- Never allow dangerous works to be carried out without all the necessary precautions having been taken for the prevention of Incident and accidents/Incident as per the hazard / risk assessment.
- Promote site safety inspection as required.
- Investigate all accidents even minor and near misses in conjunction with the HSE Officer.
- Ensure non conformities are identified by inspection / audits are followed up and relevant corrective actions are taken.
- Execution of the safety plan in co-ordination with the project manager.
- Set a personal example.
- Ensure MSDS for hazards material/substances are obtained when purchased and data maintained.
- Any accidents, incidents and emergency shall be informed to the client engineer immediately in writing followed by the detailed reports.

HSE OFFICER:

The HSE OFFICER shall:

- Report to the project manager or his designate at site.
- Communicate with and advise line management (Managers, Supervisors and Foremen) on implementation of the project HSE plan.
- Conducting HSE meeting along with project manager.
- Identify Hazards and ensure corrective actions are taken to rectify/mitigate the same.
- Investigate accident / Incident and near misses and submit reports to the project manager.
- Encourage and conduct additional toolbox talks on new activities as and when the necessity arises.
- Review relevant checklists appropriate for the job with the project team in toolbox talks.
- Carryout inspection on firefighting equipment and take necessary action to update equipment's.
- To act as a first aider and co-ordinate with local authorities in case of emergency.
- Maintain all HSE document related to the project, update, and produce for any references or audit and coordinate with client.
- Face all HSE related audit.
- Update head office with accident / incident report, safe man hours, HSE inspection report, induction training records, toolbox talk's records, mock drill plan & records and latest hazard and risk assessment in monthly / weekly basis as required.
- Ensure MSDS for all hazards material/substances are maintained at project sites and necessary precautions taken and shall use.
- Any accidents, incidents and emergency shall be informed to the client engineer immediately in writing followed by the detailed reports.
- Setting up of emergency assembly areas and execution of the project emergency plan in case of emergency.
- Take full control of any potential emergency situations which may arise.
- In case of emergency, he shall co-ordinate with the site engineer and project engineer, assess the emergency situation and plan for safe assembly or evacuation as required.
- Co-ordinate with relevant local authorities and emergency services.
- Notifies the emergency services in the order of importance depending on the nature of the emergency and casualty status in consultation with the project manager.
- Ensures the emergency plan is in effect in carrying out his actions.
- Makes a decision on the nature of the emergency, and co-ordinates with the project manager through land based transport where casualties are required to be transported to a hospital.
- Ensure all persons are evacuated from the site immediately depending on the emergency to a safer location of the project.
- Informs transport to standby for emergency transportation if required.
- Carryout head count and ensuring the team is safe.
- Shall ensure that the project area is safe before starting the work.

ASSISTANT HSE OFFICER:

- Provide general support and assistance to the Health and Safety Officer.
- Assist the Health and Safety Officer for monitoring activities.
- Assist with the coordination and management of clinical and waste storage area.
- Assist in Health and Safety audits and produce audit reports and follow up any actions.
- Review and record checks on all fire exits, fire and fire equipment, and fire signs.

FOREMAN:

- Shall be accountable for ensuring the safety of workers during the supervision of his work.
- Carry out the job in compliance with the project HSE plan.
- Take active part in toolbox talks on site, organized by the HSE Officer before starting any operational phase in order to identify any potential hazards involved with the job.
- Ensure that personnel are trained in their duties to carry out the work scope
- Organize the work places for a correct execution of the activities
- Ensure that the appropriate PPE where applicable are correctly applied.
- Report all incidents, accidents and near misses to the engineer.
- Ensure all lifting appliances used at site are in good condition, certified and suitable for the intended lifts.
- To act as safety / fire watch and responsible for operating the manual alarm.
- Ensure that housekeeping is maintained.
- Ensure that an adequate and safe means of access and egress is maintained throughout each workplace.

WORKERS:

The Worker shall:

- Take reasonable care to protect the health and safety of himself and of other workers present while working.
- Every worker shall co-operate with HSE Officer / Engineer / Foreman for the purpose of the completion of the project in a safe manner.
- Make appropriate and safe use of machinery, equipment, tools, hazardous substances and other working equipments.
- Unless a specific approval is given by the Engineer / Foreman, all workers shall wear the appropriate PPE supplied to them at all times while working on their assigned tasks.
- Immediately report to their foreman in charge and HSE Officer of any deficiencies in safety as well as any hazardous or unsafe conditions.
- Not to remove or modify any safety sign or control devices at the site without permission.
- Not to undertake any work or activity for which they have not received adequate training which can endanger himself or his colleagues.
- Not enter or action any instruction which he feels will endanger him or his colleagues or companies equipments.
- Drivers shall follow road/traffic safety rules in addition to basic and personal safety rules.
- The drivers will inspect their vehicles as per the check list and submit the records to the HSE staff.

STOREKEEPER:

- Ensure that the stores layout provided, meets the needs of the project.
- Monitoring receipt of materials especially potentially dangerous ones. Ensure correct storage is provided utilized.
- Ensure all Personnel safety equipment stocked I issued is within the safe working life period.
- Ensure that power tools and equipment is in a safe condition when issued to site.
- Any suspect items to be inspected and repaired prior to replacing in stock

ALL COMPANY EMPLOYEES:

- Shall take reasonable steps to ensure their welfare and those who work along with them.
- To ensure that no persons shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety and welfare in pursuance of any of the relevant government or municipal safety regulations and the objectives of the safety policy.
- Bring to the attention of management, safety officers, or supervisors any unsafe act, process, activity or condition in their work areas

SPECIALIST SERVICES

- Where the requirement is identified, specialist skills or consultations shall be taken on to ensure that the identified area of specialty is sufficiently covered to ensure safe operations.

9. PROCEDURE (S) OUTLINE:

The following procedures are documented in order to comply with **TOP DESIGN FOR STEEL, ALUMINIUM & GLASS**, Client's HSE-MS, Authorities and legal requirements.

9.1. SITE ORGANIZATION & HSE MANAGEMENT:

- Refer to the appendix No. 10.1 for the site organization chart related to health and safety management for the project.
- This organization chart is subject to review and revision as deemed necessary by the project health & safety committee / project manager.

9.2. LEGAL AND OTHER REQUIREMENT:

- All procedures related to HSE are documented taking into consideration the following requirements.
 - Technical guidelines
 - UAE Legislation federal law 8, local order 61
 - Clients requirements
 - Abdulla Qamzi Trans. & Gen. Cont. HSE management system requirements
 - AADC, DEWA, SEWA or Client/Municipality Department or HSE Management Requirements
- The project management shall ensure that the above requirements are strictly complied to and make available the current copies of the above mentioned documents at site.

9.3. APPOINTED PERSONS:

- The appointed persons shall be identified progressively with the startup of the works under the direction of the health & safety committee, further under the due care and responsibility of the project manager.
- The project manager is the custodian of the project safety management plan, and is responsible to ensure the implementation accordingly to meet safety objectives during the delivery of the project.
- The level and number of appointments shall be proportionate to the work being undertaken and shall be based on the hazards, risk levels and mitigation/control measures and associated responsibilities required for the work activities at hand, and the project execution requirements generally.
- The appointments shall include the following, who form part of the health & safety committee for this project, as may be revised from time to time:
 - Overall responsible person - Project Manager
 - Health & Safety committee (PM, PE, HSE Officer, Foreman etc.)
 - HSE Officer
 - Project Engineer
 - Quality Engineer
 - Foreman
 - Subcontractor Representatives
- In addition to the above, suitable numbers of important safety related personnel shall be appointed, all who will possess the necessary training required to ensure safe operations.
 - First aiders
 - Fire fighters
 - Scaffold inspectors
- The appointed persons shall be briefed on their duties and responsibilities at the time of appointment.
- Where there is a requirement to undertake any additional training to meet the safety requirements, these shall be identified and carried out prior to the appointment.
- The HSE requirements related to their appointment shall be kept up to date and any relevant information, changes to legislation etc., shall be brought to the attention of the appointed persons to ensure that standards and requirements are maintained on site.

9.4. COMMUNICATION ON SITE:

- The primary method of communication and distribution required to ensure the safety management process is followed through and implemented at all levels, are as follows:

- Project Health & Safety Plan
- Induction & Toolbox Talks
- Training
- Notice Boards
- Meetings
- Circulars
- Day to day documentation
- Safety Reports

The communication with Internal and external agencies is effectively done through designated channels and shall ensure the following:

Various levels of employees are aware of the HSE management system including the significant occupational hazards & risks in their working area and their control method.

SN.	Topic for Communication	Personnel to be Communicated	Responsible for communication	Mode of Communication
1	Awareness of Project HSE Requirements	All Employees	Project Manager / HSE Team	Notice board, training program, Induction, tool box talks and onsite walk around directives.
2	HSE Policy	All Employees	Project Manager / HSE Team	Notice boards, displays and training, tool box talks, induction.
3	Objectives & Targets	All Employees	Project Manager / HSE Team	Inter office memo, notice board, meeting, HSE review meeting and tool box talks.
4	Roles & Responsibility	Concerned Employees (task specific)	Project Manager / HSE team	Induction, toolbox talks and awareness training
5	Potential Hazards/Risk	All Employees	Project Manager / HSE Team	List of hazards/ risks, notice board, training program, induction, tool box talks and onsite walk around directives.
6	Potential Emergencies (i.e., Major Accident / Incident)	All Employees	HSE Team	Mock drills, notice boards, induction, review meetings etc.
7	HSE performance	All employees	Project Manager / HSE Team	Notice board, e-mails, HSE review meeting, tool box talks and onsite walk around directives
8	Non-Conformances	Project Manager, Audited	Audit team	Inter office memo, HSE review meetings, and management review meetings.
9	Other HSE Issues	All employees	Project Manager / HSE Team	Inter office memo, notice board, meeting, HSE review meeting and e-mail and tool box talks.
10	Legal Requirements	All Concerned	HR/HSE Officers/ Project Manager	Inter office memos, e-mail, monitoring of legislations, HSE review meetings, notice boards, induction, toolbox talks etc.

PROJECT COMMUNICATION (EXTERNAL)

SN.	Interested Party	Topic For Communication	Mode of Communication	Responsibility
1	Client / Consultant	Any relevant Information as required by the client/consultant	Letter / E-mail	Project manager, Project Engineer, Foreman
2	Local Community	Any Environmental and Health and Safety concern raised	Letter / Meeting Displays /Seminar / Press Release	Senior management Project managers/ HSE department
3	Supplier	Compliance to HSE requirement. Any other issues raised	Letter / L.P.O. / E-mail	Purchase request Initiator/ HSE department
4	Contractor's	Compliance to HSE requirement	Letter/ L.P.O. / E-mail meetings / displays	Purchase request Initiator / HSE department
5	Media	Initiatives taken by organization & subsequent development	Press release, Interviews, Seminar	Senior management
6	Regulators (Government Authorities Ministries)	Response to show cause -Consents	Letter / E-mail	Project manager / HSE department

9.5. CONTROL OF DOCUMENTS AND RECORDS:

► IDENTIFICATION OF DOCUMENTS

HSE documents are identified by document number, revision number, issue number, date, original or master documents are stamped as "MASTER COPY". The controlled copies are stamped as "CONTROLLED COPY" in red color. When the documents are issued outside the organization they are stamped as "REFERENCE COPY" in red color.

► LEGEND OF DOCUMENTS AND RECORDS

Date	Rev	Revision description

▶ MASTER LIST OF DOCUMENTS

All documents are controlled through a list of document which contains document number, revision number, issue number and date.

Master list is maintained by the project HSE Officer and updated whenever the revisions are made. The revised documents shall be approved by the authorized personnel

▶ DOCUMENTS ISSUE PROCEDURE

When changes are made to any documents within the safety plan, the document with new revision number shall be issued through "Document transmittal Form".

▶ CONTROL OF OBSOLETE DOCUMENTS

Superseded documents which are required for preservation purpose I knowledge purpose are stamped as obsolete and shall be kept separately.

▶ CONTROL OF HSE RECORDS

HSE records arise from the managed set of processes required to manage, measure, and report pertinent key points in safety, and increase awareness at site.

The HSE records further provide evidence that the HSE management system and project activities comply with the specified requirements, and provide a progressively improvement benchmark against which to monitor and implement further safety management activities.

- Hazard I Risk assessment
- Daily Safety Report
- Toolbox talks
- Induction training
- Minutes of review meetings
- Hazard Risk assessment
- Daily Safety Report
- Toolbox talks
- Induction training
- Minutes of review meetings

Additional records shall be provided as per the project requirements; manuals and technical instructions may be included as HSE Records.

The concerned HSE Officer are responsible for documenting and ensuring proper identification, collection, indexing, filling and storage of HSE records maintained in the project.

HSE Officer ensure that the HSE records are stored in a safe place to protect against damage, deterioration or loss until the retention period and it is in readily accessible condition.

► CONTROL OF EXTERNAL ORIGIN DOCUMENTS /RECORDS

Documents which are originated by customer, interested parties and external standards as applicable are maintained by the HSE Officer.

- Contract requirements
- Company requirements
- Legal requirements
- Interested parties' requirements

Unless otherwise specified all records for the project shall be retained for a period of 5 years.

"Authorization for Disposal" will be compiled and submitted to the General Manager or his nominated representative for approval. Records in hard copy form are disposed of by shredding or equivalent. Computer records are erased from memory.

9.6. EMERGENCY RESPONSE PLAN:

- The objective of the plan is to prepare for, respond to and recover from operational emergencies which may occur on or near the site operations under our control & management
- To ensure that emergencies are contained & managed in a controlled manner in an effort to recover the situation to a "status normal" with the least impact on people, environment, and assets, and surrounding activities. (Protect lives, equipment and the environment)

► PROJECT SPECIFIC EMERGENCY MANAGEMENT SYSTEM - CRITICAL ITEMS SUMMARY

- a) Quantity of personnel to be catered for in an emergency on this section of work
- b) Warning systems
- c) Communication
- d) Who does what, when & how?
- e) Specific personnel – specific tasks
- f) Emergency equipment
- g) Emergency numbers (ambulance/fire/emergency response/port assistance)
- h) One emergency should not lead to another emergency.

Advance planning and preparation for emergencies will ensure that panic is minimized and that the situation is managed efficiently to minimize the impact to all concerned.

The plan takes into account the:

- The site location & access
- The availability of emergency services
- The nature of the activities to be performed on the site
- The equipment in use on the site
- The personnel on the site (quantity & stature)
- The environmental factors

▶ WARNING SYSTEMS & WORK STOP PAGE

Warning of potential emergency where the circumstances allow will be raised by manual siren as activated by suitably briefed personnel.

ALL WORK IN THIS CASE should be ceased and emergency plan should be followed until the emergency situation is resolved and declared safe by the Project Manager and HSE Officer.

The Project Manager, Project Engineer and Foreman supervise and control the operations on the site, and will therefore be responsible for alerting and managing the emergency on this works.

The Project Manager, Project Engineer and HSE Officer on the site will co-ordinate activities in accordance with the emergency.

▶ COMMUNICATIONS

All management and supervisory staff are equipped with mobile telephones for this operation.

The degree of outward communication would be determined by the nature of the emergency.

Telephonic communication to emergency services as per the identified emergency numbers will be coordinated by the Project manager, HSE Officer, Project Engineer.

Telephonic communication with hospitals, doctors and clinics will be as per the emergency list of service providers identified.

TOP DESIGN FOR STEEL, ALUMINIUM & GLASS PRO will be notified of any emergency such that he can be present at the applicable hospital, doctors room should there be injured personnel requiring company presence and assistance.

Telephonic communication with hospitals, doctors and clinics will be as per the emergency list of service providers identified for the project. The relevant PRO will be notified of any emergency such that he can be present at the hospital or facilitate as required to change reset the situation.

► SPECIFIC PERSONNEL – SPECIFIC TASKS

In the case of an emergency it is vital that the personnel on the works site are clear on the actions to be taken to suitably manage the emergency.

Selected staff who will be present at all times during work activities are tasked with ensuring certain actions are implemented in the case of an emergency, during operations.

► PROJECT MANAGER

- Take full control of the Emergency situation.
- Shall in co-ordination with the HSE Officer and Project Engineer, assess the emergency situation and plan for evacuation.
- Co-ordinate with relevant local authorities and emergency services.
- Ensure all works stopped. Assesses the situation and follows the emergency plan through to close out.
- Informs transport to standby for emergency transportation if required

► HSE OFFICER

- Ensure all persons are evacuated from the site immediately, depending on the emergency to a safer location of the project.
- Notifies the emergency services in the order of importance depending on the nature of the emergency and casualty status in consultation with the Project Manager.
- Ensures the emergency plan is in effect in carrying out his actions.
- Makes a decision on the nature of the emergency, and co-ordinates with the project manager on how the casualties to be transported to hospital.
- To develop, implement and monitor board occupational Health and Safety Policy, programs and procedures.
- To respond the employees safety concerns in site works.

▶ **PROJECT ENGINEER**

- If Project Manager is not on location, Project Engineer ensures the Project Manager is contacted immediately by mobile phone to communicate the nature and extent of the emergency for immediate onward transmission to the Client.
- Takes on all responsibilities of the Project Manager.
- The Project Engineer will then backup the General Foreman and HSE Officer as far as possible in co-ordination for the emergency evacuation

▶ **FOREMAN**

- Ensures all personnel are alerted and cleared to the furthest safest point away from the emergency condition
- Ensures all work is stopped, assesses the situation and follows the emergency plan through to close out.
- Ensures evacuation to the safest point in co-ordination with the Project manager / HSE Officer as maybe deemed necessary by the nature of the emergency
- Ensures the soonest possible "head control call" to ensure all men are accounted for and report to the HSE Officer for any missing persons.
- Is to follow through with the emergency recovery to the point where the site is declared safe, and where applicable the works may proceed in accordance with the recovery plan.

▶ **EMERGENCY EQUIPMENT**

The project shall have safety and emergency related equipment, including but not limited to:

- ✓ First Aid & stretcher equipment
- ✓ Fire Extinguishers (will be placed in strategic locations)

▶ **RECOVERY FROM EMERGENCY SITUATION**

No works may proceed on site until such time the site is considered safe to work, and the Project Manager, in conjunction with the Client have confirmed that works may proceed.

9.7. EMERGENCY ASSEMBLY AREAS

The HSE Officer designates the emergency assembly areas taking into consideration the following:

- Location in which the work is performed
- Nature of the activities to be performed
- Equipment in use
- Personnel on site (quantity & stature)
- Escape / Evacuation possibilities
- Environmental factors

The emergency assembly areas will be identified for the project.

Appropriate sign boards shall be provided to direct the employees to the emergency assembly areas. All the employees will be inducted and trained on assembling in emergency areas during emergency situation, mock drills on emergency preparedness will be conducted in planned intervals to create awareness, evaluate the effectiveness of emergency preparedness plan and will be recorded.

9.8. HAZARD IDENTIFICATION / RISK ASSESSMENT & CONTROL

A Hazard identification and risk assessment shall be carried out for each of the identified work activities in line with method statement identified for the project.

All key personnel shall be involved in the risk assessment process. Such like Project Manager, Project Engineer, Safety Officer and Foreman.

The standard forms (Ref, FORM-HSE-01), is required to be completed and submitted as a reference document.

The work breakdown structure, risk assessments are compiled in line with the sequence of work.

The risk assessments are submitted to the Engineer for approval progressively with the works and prior to the relevant activities proceeding in line.

The hazard / risk assessment shall be revised by addition and deletion as per actual requirements of the project activities, in order to ensure safe and efficient operations.

Personnel required carrying out hazardous operations and others who may be affected by such operations, must be fully aware of the hazards and control/mitigation measures required on the works relevant to such activities.

The responsible person for each operation on the works, together with the responsible HSE Officer, shall provide toolbox talks to all concerned personnel on the findings of the hazard analysis / risk assessment. Such toolbox talks shall be recorded in the standard formats provided.

All personnel shall be briefed on the risks, consequences and mitigations of identified hazards / risks in their respective language as appropriate via distribution & communication methods.

9.9. SAFETY INDUCTIONS AND TOOL BOX TALKS

The project management shall ensure that induction courses are designed & conducted and the effectiveness of the training is evaluated for all employees, sub-contractors and visitors.

The topics shall progressively include the following, but not be limited to:

- ✓ General Project Scope of Work and Information
- ✓ HSE Policy
- ✓ Emergency/Evacuation Procedures and Contact Numbers
- ✓ Welfare and Medical Facilities
- ✓ General Project Requirements
- ✓ PPE Requirements
- ✓ No Smoking Policy
- ✓ Driving Safety
- ✓ Reporting of Hazards/Incidents/Near misses
- ✓ Site management organization structure
- ✓ Duties & responsibilities
- ✓ Method statements / risk assessments
- ✓ Control of substance hazardous to health
- ✓ Access & egress to the site including traffic & pedestrian routes
- ✓ Accident / incident reporting procedure

Every person who attends the induction shall be identified with safety induction stickers on their helmet and attendees recorded in a register.

On completion of the site safety induction course participants shall be aware of:

- ✓ General hazards relevant to the construction workplace
- ✓ Understand their obligations under safety legislation
- ✓ Be aware of good practices on site
- ✓ The importance of incident / accident reporting
- ✓ The safety procedures used on site
- ✓ Safety disciplinary procedures
- ✓ Emergency preparedness etc.

Tool box meetings involving all the workmen on a section by section basis shall be conducted by a designated person in each area, in order to ensure increased awareness amongst the employees, specifically related to the hazards involved in their respective work areas, the precautionary measures required to be taken, potential accident. Dangerous situations, occurrences I near miss incidents which may have occurred and the importance of understanding and listening for emergency evacuation alarms and preventive measures to avoid recurrences of unsafe practices.

9.10. SITE OFFICE AND WELFARE FACILITIES

The site office areas as designated on the project shall be located in the safest unexposed areas available. The project management shall ensure that the below mentioned criteria are taken into consideration when establishing and running the site office and welfare facilities in compliance with local legislation, good practice, company standard and client requirements. Periodic inspection shall be carried out on the same and records maintained.

- ✓ Position of offices
- ✓ Lighting
- ✓ Fire extinguishers | fire equipment
- ✓ Fire Escape Routes
- ✓ First Aid Areas
- ✓ Signboards & Signage
- ✓ Flooring | passageways
- ✓ Office equipment | machines (Electrical)
- ✓ Office supplies | stationery
- ✓ Signage
- ✓ Housekeeping | cleaning maintenance
- ✓ Ventilation / A/C.
- ✓ Pantry
- ✓ Drinking water
- ✓ Toilet facilities
- ✓ Changing rooms
- ✓ Rest areas
- ✓ Welfare health & hygiene
- ✓ Special welfare arrangements

9.11. FIRST AID FACILITIES

The project management shall ensure that first aid facilities are available on the project.

- A. Certified first aiders shall be provided on the work site in proportion to the workers at site on a ratio of 2 first aiders for up to 49 no. personnel and when it reaches Registered Nurse and 2 First Aider required up to 100 nos. personnel.
- B. The telephone numbers of authorities / mobile numbers of the Project Management team will be displayed at site.
- C. Every incident involving the provision of first aid shall be recorded in a first aid register FORM-HSE-08, whether considered a dressing case only (minor cuts/abrasions), or otherwise.
- D. The first aid register shall indicate:
 - The name of the person receiving first aid
 - The date, time and place of the incident
 - Details of the injury and first aid applied
 - The name of the person making the report
 - Location of first aid box
 - Details of authorized first aiders

9.12. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Suitable personal protective equipment shall be provided to the employees related to their respective areas of work and exposure to the hazard.

The PPE shall be used as per the hazard and risks involved in the activity.

The **standard and minimum requirements** for PPE for this project area as follows:

Head protection (Safety helmets)

Standard International Color coding for Helmet:

Workers	-	Yellow Color
Visitors	-	Blue Color
Staffs	-	White Color
Safety	-	Green Color
Electricians	-	Red Color

- ▶ Footwear (Safety boots).
- ▶ Protective clothing (Coverall).
- ▶ Eye & face protection (Goggles, Masks) in location of hot work or high dust areas.
- ▶ Falling protection (Safety harness) - (where so designated).
- ▶ Hand and arm protection (Gloves, welding sleeves where hot work is involved).
- ▶ Hearing protection (Ear plugs, ear muffs) - (where so designated).

Personal protective equipment shall be:

- Appropriate to the activities being carried out & exposure conditions involved.
- Take into account of ergonomic requirements; the state of health of the person who wears it and it is capable of fitting the wearer correctly.
- The PPE shall be compatible - that is, the use of more than one item of personal protective equipment is compatible with any other personal protective equipment (compatibility shall be confirmed with the manufacture's instruction).

Maintenance of PPE

It is the user's responsibility to maintain, any personal protective equipment. The user shall ensure the condition and report to HSE officer for replacement or repair.

The project management shall provide suitable facilities for personal protective equipment to be stored when not in use.

Instruction in Use of PPE

The project management shall provide employees with information, instruction and training to enable them to be aware of:

- The minimum requirements for PPE on the site
- The risks which personal protective equipment will avoid or minimize
- The purpose of using personal protective equipment and the method of using it.

9.13. PLANT AND EQUIPMENT

All control measures in the procedure as per HSE plan shall be followed in order to ensure that plant, equipment & machinery are in good working condition, certified and registered as appropriate, and further is suited for the task being undertaken.

Reverse hooters are required on all equipment, and operators/drivers are to wear the required PPE on the project.

Inspection of Plant, Equipment & Machinery:

- All plant, equipment and machinery shall be inspected prior to, or at least on arrival to site, to ensure that the equipment is in operational condition.
- Each vehicle or item of equipment shall obtain a pass issued by the HSE Officer and only those items of equipment displaying a pass shall be admitted to site.
- Periodic inspections shall be carried out and recorded by a competent person and all necessary documentation as may be required shall be made available at the time of inspection on request.

9.14. STORAGE OF FUEL OILS

Above-ground storage tanks shall have spill containment capable of controlling 110 percent of the capacity of the tanks. Spills in the spilled unit shall be cleaned up (Earthen spilled area shall be sealed / lined for leak control).

- At least one portable fire extinguisher (10 pound ABC type or 20 pound B type) shall be located less than 10 feet (3m) and no more than 50 feet (15m) from the flammable liquids storage area.
- Storage tanks shall be grounded.
- Storage tanks and the container to be filled shall be bounded.
- Storage tanks shall be vented.
- Storage tanks shall have an automatic shut off on dispensing hoses.
- Storage tanks shall have impact protection from vehicle traffic.
- Storage areas shall be in safe distance from buildings.
- Spillage flow chart is included in Annexure 4.

9.15. LIFTING AND LIFTING EQUIPMENT MANAGEMENT

All the lifting equipment received by the project stores & inspected by HSE Officer, Project engineer of the Project Manager's nominee, and approved color codes allocated prior to use.

In addition to the initial inspection periodic inspections shall be carried out and recorded by a competent person and all necessary documentation as may be required shall be available at the time of inspection, for example:

- Test certification.
- Calibration certificates.
- Servicing records.
- Any statutory records.
- Third party certificate.

Any lifting equipment's not complying with the requirement shall be taken out of service.

Lifting procedure will be adopted as below:

- Keep a copy of the plan or procedure (if documented) at the work site and follow the plan.
- Ensure all personnel involved in the lift understand the plan
- Provide the task qualified supervision specified in the planning process
- Vacate all non-essential personnel from the building or adjacent area (optional)
- Ensure a signaler is assigned, if required
- Identify the crane operator
- Follow specific instructions/procedures for attachment of the rigging gear to the load. Use proper rigging techniques. Examples include padding sharp corners; orientation of chocker hitches for "rolls", orientation of hooks, no binding of hoist rings, etc.
- Slowly raise the crane to take the slack out of the rigging without actually lifting the item. Allow the rigging gear to settle into place, checking for twists and binding. Make sure that padding has remained in place and all slings are protected from sharp edges. Begin to raise the item to verify balance and check the braking system by watching that the load does not sink. If load is not balanced, lower the load and adjust. Repeat as necessary until the load is evenly balanced.
- Operators must follow personal safety & safety for others. Stop the job when any potentially unsafe condition is recognized

The following shall be ensured and records maintained:

- Physical condition of lifting and lifting equipment.
- Lifting and lifting equipment complies with the purchase order.
- Lifting and lifting equipment tested and certified by an approved body once in a year and complies for the load testing.

- Colour coding system implemented
- Safe working load indicator is fixed and in working condition.
- SWL (Safe working load) chart is displayed on the lifting equipment.
- Training, experience, valid license and relevant certificates.

9.18. HOUSE KEEPING

Housekeeping programs will be mandatory for project; implemented and monitored regularly. Good housekeeping is one of the most important aspects of construction safety. Among the major benefits to be derived from an effective housekeeping programs are:

- Minimization of fire hazard
- Minimization of accidents
- Increased efficiency
- Improved morale
- Project team shall place great emphasis on the importance of good housekeeping procedures and shall be reviewed routinely in the working day.
- Good housekeeping shall be considered as one of the fundamental defenses against accidents and injuries at the construction site and it is the responsibility of all personnel at site.
- All walkways, exits, alarm points, gangways, firefighting equipment's, first aid and emergency stations shall be kept clean and unobstructed.
- All waste materials shall be disposed of appropriately.
- All spillage of liquids in and around work area(s) shall be cleaned up by absorption or other suitable methods.
- Stock reasonable quantity of oil dispersant on site.
- Different waste bins shall be identified for oil related waste, metal, food, solid, liquid

9.19. WORKING HOURS

Working hours is based on "United Arab Emirates Federal Law No.8:1980 on Regular Labor Relations" from Article 65 to Article 73 and Abu Dhabi guidelines. The general working hours will be 6.00 AM to 4.00 PM including lunch and rest time.

The project management shall ensure the following are monitored and managed to ensure safe operations.

- **Night Work**

No night work is allowed without the Client Permission in the site due to the restrictions.

9.20. IDENTIFICATION OF HAZARDOUS MATERIAL

The scope of this HSE plan is limited to grading works. However the project manager shall ensure (if required):-

The hazardous material(s) present at the facility which may be a part of the work are identified, such as Diesel; stored in proper place, handled according to the MSDS instructions, communicated to the work force, and hazardous waste disposed according to the regulatory requirements.

9.21. ADVERSE WEATHER SAFETY (MIST, WIND, RAIN, STORM, SQUALL, etc.)

The weather shall be routinely monitored during project execution and when inclement weather is expected. This includes monitoring during the day time operational hours of the project.

Information regarding adverse weather shall be collected from a reliable project wide source in order to gain early warning of any forthcoming weather issues

Examples for adverse weather conditions:

- Mist
- Wind
- Rain
- Storm
- Squall
- Extreme hot weather

The Project Management Team shall consider weather conditions as appropriate and take necessary measures to ensure safe operations in the case of adverse weather.

The Project Management Team shall consider weather conditions as appropriate and take necessary measures to ensure safe operations in the case of adverse weather along with crane manufacturer's recommendations for the same and observing section 3.6.6 of ADEHSMS RF CoP 34.0 – Safe Use of Lifting Equipment and Lifting Accessories.

Tower Crane operation	48km/hr or 30m/hr or 26 knots
Placing boom operation	50km/hr or 31m/hr or 27 knots
Erection/Dismantling	28km/hr or 17m/hr or 15 knots

9.22. WORK AT HEIGHT – SCAFFOLDING AND ACCESS

Though the scope is for general grading, section added only to balance future requirement.

- Identification of hazard / risk associated with work.
- Competent and trained scaffolders will be deployed
- Inspection and approval of scaffolding / access.
- Experience, training and skill of personnel involved in erection / dismantling of scaffoldings.
- Physical fitness of the personnel working in height.
- Fall arrestors (Fixed handrail/full body harness/ toe boards etc).
- Working at heights Employers shall further consider the hazards which may increase the risk of injury from a fall while Erecting, Altering (or) dismantling the scaffoldings.
- Scaffolds also avoids while poor environmental conditions, strong winds that may cause employees to lose balance, Rain causing slippery surfaces
- Poor Light affecting working at height's visibility.
- Materials, Equipments or protruding objects below while adjoining work area like Pallets of construction materials, Vertical reinforcing steel, A rubbish skip, Exposed starter bars, Picket fences
- Inadequate Training, Instruction and Inappropriate Supervision of scaffold employees.
- Attach Danger tags and warning signs such as "Keep out - Falling objects", "Danger-Incomplete scaffolding" in obvious locations to warn persons of hazards.

9.23. METHOD OF SHIFTING AND HANDLING OF EQUIPMENTS ON LAND

The means of shifting and handling of equipment shall be determined by the project management taking into consideration, the type of equipment, weight, volume, capacity of the transport and hazards involved in shifting and handling. The following shall be ensured while handling and shifting the equipment on land.

1. All personnel involved in this operation shall be qualified, inducted, certified as required and records maintained.
2. All material-handling equipment shall be inspected and defective equipment shall be removed and repaired or replaced before further use.

9.24. SAFETY RECORDS

HSE record provides the evidence that the HSE management system and project activities comply with the specified requirements.

HSE record includes:

- Hazard Id and risk assessment.
- HSE audit report.
- Monthly HSE inspection report.
- Weekly HSE reports.
- Mandatory certifications.
- Legislation monitoring.
- Accident / incident and near miss records.
- First aid case log sheet.
- HSE system non-conformance records.
- Communication records with interested parties.
- Training records.
- Waste disposal record.

Where specified by the client / consultant additional records, manuals and technical instructions may be included as HSE records.

The project manager / HSE Officer are responsible for documenting and ensuring proper Identification, collection, indexing, filing and storage of HSE records and maintained.

The records / documentation relating to this project shall be maintained at site office and will be made available for information and auditing purpose at all times.

A master list of records (documentation / register) shall be maintained.

Project manager / HSE Officer ensure that the HSE records are stored in a safe place to protect against damage, deterioration or loss till the retention period and it is in readily accessible condition.

Retention period of HSE records shall be established and recorded, after consideration of:

1. Contract requirements.
2. Company requirements.
3. Legal requirements and
4. Interested party's requirements.

Unless otherwise specified, Contract documents and HSE records will normally be retained for a period of 5 years.

9.25. SUB-CONTRACTOR & SUPPLIER MANAGEMENT

In the case of Sub-contractors used on the **TOP DESIGN FOR STEEL, ALUMINIUM & GLASS** Works, the **TOP DESIGN FOR STEEL, ALUMINIUM & GLASS** HSE Plan direction and guidelines shall be used to ensure that sub-contractors conform to similar requirements and procedures.

All Subcontractors are required to submit a similar HSE Plan, Risk Assessment and participate in the project safety meeting and toolbox talk programs on the works.

9.26. HEALTH AND SAFETY INSPECTION

A Safety Inspection is a formalized and properly documented process of identifying hazards in the workplace. Safety Inspection in all different forms depending upon the environment being tested, but they generally compare results against acceptable standards to ensure that a given environment falls within acceptable safety limits.

The HSE inspection report shall be used at all times to record the inspection being carried out and records shall be maintained at site office.

The HSE officer in coordination with the Project Manager and/or Project Supervisor shall conduct weekly site health and safety inspection/walk through of the designated work areas to assess the work processes within their area for conditions, practices and behavior that pose a risk to project team members and other external relevant parties. The program of inspections shall be brought to the attention of all contractors working within the site under the project, by appropriate means identified between site management and HSE Officer.

The inspector carrying out the inspection shall ensure that where possible any issues raised within the report are closed out at time of inspection or given a time scale for corrective action, of the inspection report. If a review is to be carried out to confirm any corrective actions, the inspector shall identify the requirement from the inspection report.

The completed inspection report will be monitored by the HSE Officer to ensure corrective action.

The HSE Officer will carry out inspection with a member of site management team and on completion issue a report to the project manager for his action.

The HSE Officer will bring to the attention of the project manager, any reoccurring HSE issues or corrective actions that are not closed out within the time schedule.

If at any time conditions / work practices are determined as extreme non- conformance, highly dangerous or damaging to the environment, the works shall be stopped immediately by the person identifying the condition. A safety breach notice shall be issued to the offending party, by the project manager on site.

The works shall not be permitted to restart until satisfactory demonstrated action has been taken confirming that corrective action implemented shall ensure that work may continue safely. This must be agreed by the Project manager / HSE Officer.

The HSE Officer or other safety personnel may undertake random unannounced visits to any project / contract locations for the purpose of inspections and the senior people on site shall assist and attend as requested

9.27. NEAR MISS REPORTING

All the employees shall be inducted and trained to report any near misses. All personnel are made aware of the importance of near miss reporting via tool talks.

Near miss report shall be submitted to the Client immediately after occurrence through our near miss report. Near misses are communicated outwards to the Project teams in an effort to minimize the potential ~ for similar near misses, and the potential of near misses repeating themselves as fully developed, accidents or incidents.

In case a near miss noted by any employee.

- The employee shall inform the HSE Officer or immediate supervisor when the near miss occurs, at which time the HSE Officer /Supervisor or responsible persons is required to take immediate corrective action as required and records it.
- The status of investigation will be reported to Project manager. The HSE team ensures the near miss is communicated out to the employees as soon as possible to avoid issues.
- Note: Near miss can be reported by any employees, visitors or those who are affected by the process and the reporter can be anonymous if not preferred to declare his/her name.

9.28. ACCIDENT AND INCIDENT REPORTING

The project management shall ensure that all employees and subcontractors are made aware of this procedure and to ensure that it is fully integrated within any emergency plans or procedures that apply to the Project.

The project contract specific emergency plan procedures are developed by the project management and define as a minimum the following:

- The immediate treatment and the welfare of any injured person(s)
- The immediate reporting of any accident I incident or environmental incident as required by statutory regulations, client or contract requirements
- In case of major injury, HSE department and authorities (United Arab Emirates Ministry of Labour and Social Affairs) shall be informed within 24hrs.
- In case of both major and lost time accidents within 3 working days, full report need to be forwarded to the HSE department with the copy to authorities (United Arab Emirates Ministry of Labour and Social Affairs) Emergency contact numbers of staff nominated to assist in any emergency
- Emergency contact numbers of the emergency services Client authority
- All the accidents I incidents shall be reported to Client authority immediately after occurrence through our Accident I Incident report
- Defined responsibilities of individuals including subcontractors.
- A diagrammatic reporting emergency procedure will be displayed prominently on notice boards round the site.
- Details of emergency response equipment such as First aid equipment I spill kits.

9.29. HEALTH AND SAFETY TRAINING

1. Training is provided as and when required to maintain high levels of safety awareness.
2. The certificates of training and proof of attendance shall be kept on the site and copies of the same shall be maintained at the project site office where applicable.
3. Induction training shall be carried out on.

The sequence of work:

- Job safety I Risk assessments (Task specific)
- Hazard identification & mitigation
- Emergency plan

Other specific training needs have been addressed First aid:

- First aid
- Rigger
- Banks man

TRAINING DETAILS	CONDUCTED BY	PARTICIPANTS	TARGET DATE
HSE Induction	HSE Officer	All Personnel	Prior to employees commencing work on site.
Hazard/Risk assessment	HSE Officer	All Personnel	Once a quarter
HSE Operational controls	HSE Officer	All Personnel	Once a month
Accident Reporting	HSE Officer	All Personnel	Once a month
Emergency Procedure and mock drill	HSE Officer	All Personnel	Once a quarter
Occupational health & hygiene	HSE Officer	All Personnel	Once a month
Transport & Safe driving	HSE Officer	All Personnel	Once a month
Waste disposal	HSE Officer	All Personnel	Once a month

9.30. HEALTH AND SAFETY MEETING

DESCRIPTION	ACTION BY	FREQUENCY	TARGET ATTENDEES
Tool Box Meetings	HSE Officer / Engineer/ Foreman	Project Manager / HSE Officer	All personnel or a section of personnel
Contractor HSE meeting	Project manager / Engineer/HSE Officer	Monthly	HSE Officer / Project Engineer/ Superintendent / Foreman
Section Specific HSE meeting (i.e. Driving, Material Handling, Welding, Cutting, Mechanical Lifting, Scaffolding etc...)	HSE Officer/ Concerned Engineer/ Supervisor	Monthly	Concerned Staff Prior to employees commencing work on site.
Emergency meeting in the event of a major accidents	Project Manager/ Engineer/ HSE Officer/ Senior Staff.	As Required by Serious Event	All Site Staff Once a quarter
Sub-contractor HSE meeting	Project Manager / HSE Officer	Monthly	All Subcontractors Deputed Staff Once a month

9.31. MONTHLY HEALTH & SAFETY REPORT

Once a month

Data related to HSE shall be collected through routine auditing of the relevant documentation and implement i.e. training records, accident reports and site meeting minutes, near miss reports. A statistical report shall be prepared and submitted to the client in the 1st week of every month

Once a quarter

9.32. HSE INCENTIVE SCHEMES

Once a month

As a proactive measure the Project Management shall encourage the employee by implementing HSE incentive scheme such as monthly HSE awards, award for reporting potential HSE non-conformances, near misses etc.

Once a month

Once a month

Safety Promotion:

A programmed of safety promotion shall be developed covering the following:

- An Accident Statistics Board shall be displayed at the works site.
- Regular use of Safety posters and notices on varying themes.
- Use of Safety video presentation wherever required.
- Production and distribution of site Safety bulletins.
- Holding periodic Safety awareness seminars on a monthly basis, the minutes of which shall be conveyed to all site personnel.
- Safety campaign on selected topics shall be widely promoted on site on a quarterly basis.

Safety Award:

Monthly Safety awards shall be issued to section of the people at the site, starting for the level of Site Engineers down to the workforce when they demonstrate a positive Safety attitude and comprehensively adhere to the HSE plan. However, zero accident report from the site for that month shall be a pre-requisite for the award.

Safety Incentives and Award Schemes:

Client will actively promote safety on sites by implementing safety incentives and award schemes at all levels of management, engineers, supervisors, foremen and workers.

Incentive and award may be in term of monetary award, souvenir, trophy and recognition.

The Site HSE Manager or his deputy will prepare all awards.

Safety award scheme shall be on a basis of monthly and yearly respectively

Safety Award for Workers including those from Sub-contractors:

Workers' performance on Safety will be assessed by foremen on a monthly basis. Safest workers will be nominated by their own foremen. The one with the highest score will be selected and endorsed by the Site Safety Officer and the "Safest Worker of the Month" Award. The assessment criteria and format will be spelt-out in the Project Safety Awards Scheme, which will be provided.

The Safest Worker of the month will be awarded with a cash prize or souvenir or trophy to be presented by the Site HSE Manager.

9.33. HSE DISCIPLINARY ACTION PLAN

HSE violation notice system shall be implemented, utilized and recorded appropriately by the project HSE team default Notices as found in list of form shall be issued to violators by the engineers, HSE personnel. Repetition of the same violation by the same person/ party shall result in immediate removal/ expulsion of the violating person/party from the project without any further notice (FORM-HSE-09).

In likelihood of any violation, the safety warning / violation will be issued to the offender, using the relevant forms by Safety Manager / Safety Officer.

Safety Warning – Employee Breach of Health and Safety Rules:

If an employee's performance in the area of health and safety is unacceptable despite counselling by his or her supervisors the formal warning system shall be used.

Whenever an employee or worker is being disciplined under the formal warning system his supervisor may be present.

The warning system is as follows:

- Step One – Official Verbal Warning
- Step Two – Written Warning
- Step Three – Final written Warning
- Step Four – Termination of Employment

A TOTAL of three (3) Safety Warnings in any one twelve month period will change employee status to that of a NON PREFERRED employee. That is, one more warning will result in dismissal

Safety Violation Notice:

Should there be any serious non-conformity found during any site safety inspection, the persons responsible for the deficiencies are sent **their Safety Violation Notice** in the form of office memorandum within 24Hrs after the inspection.

9.34. HSE DISCIPLINARY ACTION PLAN

The Project Team shall ensure that the Environmental Protection Policy/Guidelines of **Client** are adopted and adhered by all personnel while carrying out their works on site at all times. The project team will as well observe the technical guideline (CWM.TG/1) from the Center of Waste Management – Abu Dhabi and the requirement stipulated in EHS RI – CoP 54.0 of AD EHSMS RF

The Waste transport interim requirements in this Cop do not apply in the following cases:

- The transportation of waste in case of an emergency to protect human health, the environment or property.
- The transportation of waste for the purpose of waste categorization or in research, but only if this has been approved by CWM-AD.
- The transportation of waste by pipeline
- The transportation of any residue of a substance in a container, if the container will be refilled with the same type of substance and the substance in the refilled container is intended for use.

The HSE Officer shall ensure training that:

- Employers shall ensure personnel required to implement the requirements of this Cop are trained in the requirements and understand the risks associated with waste handling and disposal and the control measures put in place by the employer.

- Training for employees shall be competency-based and include:
 - (a) Waste classification and Segregation
 - (b) Waste storage , transport and disposal methods
 - (c) Waste transfer note requirements
 - (d) Specific hazardous waste requirements and
 - (e) Emergency procedures

- Training shall be given for the personnel involved in generating the waste and handling the waste.
- Display boards and trash bin with separate colors shall provide at the construction area.
- All waste materials shall be identified and collected in trash bins. The disposal of the same shall be done as per Client / Consultant guidelines through an approved contractor.
- Hazardous waste should be stored as specified in the hazardous waste handling rules and should be sold to authorize vendor.
- Food waste is separated from the construction waste and handled suitably.
- Excess concrete shall be return to the ready mix plant for disposal, inform the ready mix supplier for waste concrete disposal.
- All the waste wood materials shall be segregated and disposal shall be as per Client / Authorities guidelines and designated area by waste disposal agencies at regular intervals.
- Sanitary wastages from site office and workers facility shall be stored in tanks and the same shall be disposed through a Client approved contractor at regular interval.
- Any spill is cleared instantly and sufficiently.
- Use of environmentally-hazardous material is not allowed on site.
- If any non-standard materials identified at the site, the same shall be clarified from Client environmental department (Environment protection & Safety section).

Procedures for the Disposal of Hazardous waste:

- The waste generator shall:
 - a) Identify and classify the waste according to Employer of the project site
 - b) Segregate non-hazardous / hazardous / medical waste to be recycled into appropriate recycling bins (glass, metal, plastics, paper, and cardboard,) or special coded bins / containers of the hazardous waste.
 - c) Ensure all wastes are stored on site correctly to minimize adverse impact to environment and human health, as per the applicable regulations of the CWM-AD and relevant laws in the Emirates.
 - d) Ensure that incompatible wastes are not mixed
 - e) Ensure that registered service providers (RSP) have valid Permits from the CWM-AD as per applicable requirements.
 - f) Ensure that all waste is transferred to an appropriate waste management facility that is permitted by the CWM-AD to receive the classified waste.
- The waste generator remains the 'owner' of the waste and is thus responsible for the correct handling / disposal / reuse / recycling of the waste in accordance with this CoP within its premises until it leaves the generation point and is handed over to a permitted RSP to be taken to a CWM-AD designated facility for further treatment / disposal.
- The waste generator is required to keep appropriate manifest / transfer notes records certificates as evidence of appropriate handling from the final destination of the waste for a period of at minimum 5 years.
- If the waste management facility rejects the waste, the waste generator shall identify another appropriate location seeking guidance from the CWM-AD for the transplantation / management of that waste.
- If another cannot be found, then the generator shall accept the rejected waste and find a way to manage that waste as per the CWM-AD directives in keeping with the requirements of this CoP.

9.35. SITE HSE SIGNAGE

The HSE Officer shall ensure that sufficient and suitable numbers of HSE signs are posted on sites such as:

1. Prohibition Signs (No Entry, No Smoking, etc.)
2. Mandatory Signs (Near Hard Hats/Safety shoes, wear Eye Protection, etc.)
3. Warning Signs (Construction Works going on, Excavation Works Ahead, etc.)
4. Guidance Signs (Emergency / Fire Exits, First aid box, Fire extinguisher etc.)
5. Traffic Control Signs (Slow Down, Speed limit 20 KM/H) and
6. General Site HSE instruction signs.

9.36. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

The scope of this HSE plan is limited to grading works. However the HSE Officer shall ensure that all the hazardous substances to health (Le water proofing materials/agent, thinners/paints, fiber glass, rock wool, insecticides/anti termite chemicals, diesel, kerosene, oils, glues, chemical bonding agents, dusts, etc) that may be used on the project are controlled and the risks are mitigated.

The following is a non-exhaustive list of the control measures that may be utilized on site:

- Assessing the risks associated with each and every hazardous substance being used on site properly;
- Ensuring all hazardous substances are labeled / identified as per National/ Local and International Codes of Practice and Regulations.
- Minimizing the quantities of the hazardous substances utilized on site
- Ensuring all hazardous substances are transported and handled carefully;
- Ensuring that all hazardous substances are stored properly on site in identified places and Material Safety Data Sheets (MSDS) displayed;
- Ensuring that employees are properly trained to handle the materials and use the correct PPE as per the instructions in the MSDS;
- Preventing spills and ensuring prompt clean up in case of occurrence; and Ensuring appropriate emergency and first aid facilities.

TABLE OF CONTENTS:

1. Introduction
2. Authority and Responsibility of Personnel
 - 2.1. Organization
 - 2.2. Responsibilities
 - 2.3. Documentation and Drawings
 - 2.4. Product Record
 - 2.5. Receiving Warehouse and Storage
3. Quality Control Program
 - 3.1. Site Inspections
 - 3.2. Inspection and Test Plan
 - 3.3. Inspection and Tests
 - 3.4. Administration
 - 3.5. Product Identification and Traceability
4. Internal Follow-Up
5. Planning, Preparation & Management
6. Measuring and Test Equipment
7. Non-Conformity
8. Corrective and Preventive Actions

ANNEXURE:

- Annexure I - Inspection and Testing Plan
- Annexure II - QA/QC Forms
- Annexure III - Site Organizational Chart
- Annexure IV - Personnel CV's

1. INTRODUCTION

TOP DESIGN FOR STEEL, ALUMINIUM & GLASS recognizes that in today's competitive marketplace, effective quality systems are essential when providing cost effective services with total quality to our clients. The Management of top design Group is totally committed to provide Commercial & Industrial General Contracting, that comply fully with the specifications and expectations of our valued clients. Therefore, it is the policy of the management to adhere strictly the quality control program and to ensure that this program and the requirements of our customers are met on each and every project we execute.

Full authority for the implementation and administration of the quality controls described in this manual has been delegated to the General Manager, who is also the Quality Control Manager "QCM". The QCM has the responsibility and organizational freedom to identify quality control problems, stop work, recommend solutions and verify resolution of such problems. The QCM shall also have the responsibility of documenting the established Quality Assurance / Quality Control Programs in a manner that strives to comply with international standards of Quality Systems. The ultimate objective of this company's QA/QC program is to comply fully with the prevalent international standards.

Project Managers are responsible for their assigned project's QA/QC activities. They may delegate the performance of their assigned duties to qualified individuals, but they shall retain full responsibility for completing their projects in strict accordance with established quality control policies and the client's specifications.

The quality of all subcontractors and vendors shall be the joint responsibility of the QCM and the applicable Project Manager. All projects will be executed in a manner that emphasizes safety, quality, schedule and maximum cost effectiveness.

Any commitment, conflicts, or non-conformance issues not resolved using current established Quality Assurance / Quality Control Procedures shall be brought to the attention of the General Manager for final resolution.

With regards to the Client / Authorities, all the personnel are bound to pursue the continuing quality in their activities at work Site, within the guidelines of the Company's policy and directives.

The Quality Assurance Department, who directly reports to QCM, and is not conditioned by production or delivery problems, is responsible for monitoring, verifying and documenting the correct implementation of the Quality System.

QCM shall cooperate and coordinate with the manager / Client in all matters relating to the quality control procedures and all personnel directly involved in this project shall be continuously kept informed to the contractual requirement and work procedures.

The Quality Assurance Department, who directly reports to QCM, and is not conditioned by production or delivery problems, is responsible for monitoring, verifying and documenting the correct implementation of the Quality System.

Project Manager shall cooperate and coordinate with the Engineer / Client in all matters relating to the quality control procedures and all personnel directly involved in this project shall be continuously kept informed to the contractual requirement and work procedures.

2. AUTHORITY AND RESPONSIBILITY OF PERSONNEL

2.1 ORGANIZATION

- The QC Engineer shall report directly to the QCM. He is responsible for the implementation of the Quality Control Program for both **TOP DESIGN FOR STEEL, ALUMINIUM & GLASS** and its sub-contractors.
- The QC Engineer assists and advises the working team to ensure adherence to the drawings, specifications and procedures. The QC Engineer shall monitor from receipt of material, and works.

2.2 RESPONSIBILITY

All **TOP DESIGN FOR STEEL, ALUMINIUM & GLASS** personnel have the responsibility for the quality of their work. They are required to be able to relay all functions associated with quality to their seniors to ensure that the quality of the work is maintained fully in line with company's Quality Policy.

QUALITY CONTROL ENGINEER:

- ▶ He ensures the maintaining of quality standards during the construction period in accordance with the specifications ruling at the time of contract award.
- ▶ He ensures that proper and effective coordination is developed with sub-contractors and consultants in relation to Inspection and Quality Control procedures.
- ▶ He is directly involved with, and ultimately responsible for, those activities that directly affect the quality of the Works. Those activities are described below:
- ▶ To inspect the works and materials with respect to specifications, latest approved drawings and approved relevant documents.
- ▶ To carry out all inspections, witnessing, monitoring, surveillance, etc..., all as per the requirements of Inspection and Test Plan (ITP).
- ▶ To be vigilant and active on site and to pick-up deficiencies, faults, non-compliance, etc..., of any work on the job site, to report his finding immediately to the concerned personnel and initiate to rectify/correct the work as per the requirement of the project.
- ▶ To check and verify that the latest approved documents are being used at the work place on site. All drawings stamped "APPROVED" and "APPROVED AS NOTED" are at the work place and must be of latest version/revision. Other than "APPROVED" and "APPROVED AS NOTED", drawings shall be removed from the work place and shall be well identified.
- ▶ To check with the document control register the status of all-relevant documents and latest version / revision, for example, Shop drawings, Method Statement, ITP, Material Submittals, Procedures, etc.
- ▶ To liaise with the Client when required to carry out inspection and obtain approval as per ITP for relevant activity.
- ▶ To ensure "Safety" is practiced on site. Any safety hazard noticed shall be reported immediately to the Safety Officer and concerned personnel on site.
- ▶ To adequately use the "Inspection Request Form" and ensure that the results of the inspection are clearly indicated on the inspection request. These results shall be conveyed to all concerned without any delay.
- ▶ To ensure that all Inspection Reports are completed and immediately handed over to the Operation Manager.
- ▶ Any non-conformity observed/noticed on site shall immediately be reported to the concerned personnel for immediate rectification/correction. In case rectification /correction are not immediately possible, a "Non-Conformance Report" will be raised, and the "Non Conformance Log" updated.

PROJECT MANAGER:

- ▶ The Project Manager is responsible for ensuring that the work is performed in accordance with the contract specification and within the time and cost limits.
- ▶ He shall be responsible to keep all his personnel fully aware of the quality control principles and he shall provide all support to system on the project Quality Control Department.
- ▶ Responsible for the quality of work carried out by all site personnel under his control including sub-contractors and suppliers.
- ▶ To ensure that all the inspection and corrective actions requirements as instructed by the QA / QC Engineer is carried out by the construction personnel.

SITE ENGINEER:

- ▶ Control of technical issues - Review of technical submissions.
- ▶ Interpreting contract drawings and specifications and being familiar with all provisions of the contract and any revisions or amendments.
- ▶ Assisting the Project Manager to establish the relevant aspects of the schedule of quality control operations.
- ▶ Records and control of production documentation.
- ▶ Ensure that all staff under his control areas experienced and trained in their relevant disciplines.
- ▶ Responsible for the quality of work carried out on site.
- ▶ Responsible for the safety on site.

2.3 DOCUMENTATION AND DRAWINGS

- The QC Engineer receives copies of all drawings, specifications, material certificates, test and keeps record of full documentation.
- The QC Engineer also receives reports, material, samples, and drawings, submittals, submittal register and other relevant documentation on daily basis copies of all the deliveries.

- ▶ Quality records are divided into documents demonstrating:
- ▶ Efficiency of the Quality System (system records)
- ▶ Conformity with the quality required (product records)

THE DOCUMENTS MUST BE:

- ▶ Readable – easily retraceable
- ▶ Drawn up by skilled personnel, suitably qualified for the task performed.
- ▶ Provided with sufficient information capable of allowing a clear correlation between the document and the materials, services, products, manufacturers and activities it refers to.

TYPES OF DOCUMENTS:

The main types of documents are:

- ▶ Certificates / Lab tests (made by the Company or outside)
- ▶ Documents certifying the materials.
- ▶ Check forms foreseen by the Quality control plans.
- ▶ Non-Conformity reports.
- ▶ Suppliers' assessment reports.
- ▶ Reports / Contract reviewing reports.
- ▶ Reports / Company or suppliers inspection reports.
- ▶ Non-conformity registers.
- ▶ Product identification or re-traceability reports.
- ▶ Final or test inspection reports.
- ▶ Reports / Calibration certificates for controlling, measuring and testing devices.

2.4 PRODUCT RECORDS

The documents certifying the quality of the manufacturers relevant to the check performed during the working activities are defined in each case in the Quality Control Plan drawn up for that work and enclosed to the relevant Technical Specifications.

According to the type of work and in compliance with the project's requirements records covering the daily activity and the execution of pile are prepared.

In addition to the above documents and records, any extra quality requirement within our scope of work will be followed as detailed in Contractor standard package.

2.4 RECEIVING WAREHOUSING AND STORAGE

The QC Engineer inspects permanent materials received at the warehouse or on lay-down areas and ensures that these materials are properly identified, inspected for damage, and stored; he records and informs the Project Manager of any evidence of damage, defects, or non-conformance prior to the possible acceptance of the goods.

3. QUALITY CONTROL PROGRAM

- Site compliance with the Contract Specifications, the approved drawings and submittals, and with Method Statements, is monitored by the QC Engineer through inspections. Non-conformances are reported, and corrections checked through follow-up inspections.
- Tests are carried out, on regular or irregular basis, in agreement with the requirements of the Contract and as per the approved ITP. An Improvement Action Report is opened and followed up when the test results are not satisfactory.

3.1. SITE INSPECTION

- Quality Control covers all construction operations. The controls include as a minimum at least three phases of inspection for all definable features of work. They are as follows:
 - A “Preparatory Inspection” is performed prior to the beginning of the work on all the definable features of the project. It includes a review of the contract requirements and a check to assure that all materials and/or equipment have been submitted and approved.
 - Then “Initials Inspections” are performed as soon as a representative portion of the particular feature of the work has been accomplished. Inspection includes examination of the quality of workmanship; a review of control testing for compliance with contract requirements; a control on non-use of defective or damaged materials; a check on dimensional requirements.
 - Finally, “Follow-up Inspections” are performed to assure continuing compliance with contract requirements. These inspections include control testing until the completion of a particular feature or work.
 - Deficiencies are reported to the Operation Manager, and the corrective actions are recorded. The QC Engineer will ensure that the incorporated items into the works are free from unresolved deficiencies.

3.2. INSPECTION AND TEST PLAN (ITP)

- The QC Engineer must prepare and develop Inspection and Test Plan (ITP) along with records to be used for major activities on the Project, including for those of the various Sub-contractors.
- The QC Engineer must ensure that effective Inspection /Testing are carried out as per the approved documents and this inclusive for all the Sub-contractors on the Project.

This will be an ongoing activity and each procedure for a new activity will have to include the necessary testing. For example, in the concrete works, tests as slump, fresh concrete temperature, etc.... will have to be added to the ITP.

3.3. INSPECTION AND TESTS

Non-compliance with inspection or test requirements is documented. The action proposed to correct non-compliance may be:

a. Accept-as-is

The item has been evaluated to have no impact on the function of the plant. Engineering justification for an accept-as-is evaluation is required.

b Accept with amendments (Repair)

The item will be able to function in its intended manner after additional operations outside of those required for standard construction have been performed. For these items, Standard Repair Procedures may be employed.

c. Rework / Replace

The item is torn down or dismantled to the extent necessary and reconstructed in compliance with the original design requirements.

The Project Manager will be consulted for “Accept-as-is” and “Accept with Amendments” dispositions to non-complying items.

3.4. ADMINISTRATION

All project related documents are received and any changes are approved by an authorized person in coordination with the originator of the documents. The changes are analyzed, recorded and implemented.

All such documents are reference by the project number and title to ensure full identification and traceability and records are maintained of a document control activities.

3.5. PRODUCT IDENTIFICATION AND TRACEABILITY

The product identification and traceability of materials used in the process is limited to identification of various construction materials and the location where they have been used through documented records only. Material samples submittals will be identified using tags, stamps, labels or by records traceable to an item.

All other items will be identified by the Contract No. and Purchase order No. during the process of receipt and storage. This will be supplemented by relevant quality documents such as test certificates, mill certificates, and reference standards, etc.

4. INTERNAL FOLLOW-UP

The program of internal follow-up covers all the activities affecting the quality of the products and the effectiveness of the quality system in the various productive phases.

- Control of technical documents
- Production
- Control of instruments
- Control of non-conformities
- Control of documents relating to the quality of the system
- Control of documents relating to the quality of the product
- Frequency shall be once in a period of two week

5. PLANNING, PREPARATION & MANAGEMENT

Quality follow-up are carried out to verify compliance of quality activities with the company and project quality system and to ensure whether the planned arrangements are implemented effectively. The QA / QC Engineer would be taking part of quality auditing and he would coordinate all arrangements and liaising for such auditing.

Any non-conformity is documented and their cause investigated and they would be recorded and reported, and corrective actions are proposed to the Engineer for review and approval.

6. MEASURING AND TEST EQUIPMENT

Testing equipment shall be calibrated to relevant specifications. Only those instruments having current and valid calibration certificate or identification will be used for inspection, test and measurement purposes.

7. NON-CONFORMITY

Non-conformance reports issued by QA/QC Engineer to the site shall be copied to The Client's QA/QC Department and to the Engineer.

QA / QC Engineer shall investigate the causes of non-confirming item and obtain corrective action-proposals from project management team. The effective will be closely monitored by the QA/QC Engineer until close out of the NCR's.

8. CORRECTIVE AND PREVENTIVE ACTIONS

This item shall be strictly followed in accordance with the Client's Quality Management Plan. Any non-conformance is identified and corrected in a manner such that non-conforming material or work is not inadvertently incorporated into the completed works. The roots caused of such events are established and corrective action taken to prevent their recurrence. Preventive action is taken to identify and minimize the risk of any possible causes of such events occurring in the future.



Crafts License

رخصة حرفية

License No	:	CN-1132078	:	رقم الرخصة
ADCCI No	:	208444	:	عضوية الغرفة
Establishment Card MOHRE	:	558791	:	وزارة الموارد البشرية والتوطين بطاقة المنشأة
Establishment Card ICA	:		:	الهيئة الاتحادية للهوية والجنسية- بطاقة المنشأة
Legal Form	:	Sole Proprietorship L.L.C.	:	شركة الشخص الواحد ذ م م الشكل القانوني
Trade Name	:	TOP DESIGN FOR STEEL ALUMINUM AND GLASS - SOLE PROPRIETORSHIP L.L.C.	:	توب ديزاين للحديد والألمنيوم والزجاج - شركة الشخص الواحد ذ م م الإسم التجاري
Establishment Date	:	26/11/2005	:	تاريخ تأسيس المنشأة
Issue Date	:	22/10/2022	:	تاريخ الإصدار
Expiry Date	:	21/10/2023	:	تاريخ الإنتهاء

الصلة Role	الجنسية Nationality	الملاك / الشركاء Owners / Partners	الرمز No.
مالك Owner	سوريا Syria	BAHAA MAHMOUD AYASH	42126244

Commercial Activities	:	الأنشطة التجارية
- Smithery and Welding Workshop		- ورشة حدادة ولحام
- Aluminium and Glass Installation Workshop		- ورشة لتركيبات الألمنيوم والزجاج
Address	:	العين, المنطقة الصناعية, الخامس عشر, السيد/فلاح هادي علي الاحبابي/اخرين
Onwani Address	:	العنوان الموحد

وثيقة معتمدة وصادرة بدون توقيع أو ختم من دائرة التنمية الاقتصادية - أبوظبي. للتحقق من صحة البيانات الواردة في الرخصة برجاء زيارة الموقع www.adbc.gov.ae

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هيئة أبوظبي للدفاع المدني
ABU DHABI CIVIL DEFENCE
AUTHORITY





CERTIFICATE

This is to Certify that the
Quality Management System
of

TOP DESIGN FOR STEEL ALUMINUM AND GLASS

P.O. Box 99723, Al Sanaiya, Al Ain, Uae

has been found to comply with

ISO 9001:2015

This certificate is applicable to the following scope

**Steel & Cast Aluminum Manufacturing & Installation, Glass Tempering
Manufacturing & Installation, Aluminum Manufacturing & Installation
Building Material Steel Trading.**

Certificate No :: I-QSC201902086

Date of initial registration	27, February, 2019
Surveillance audit on or before	27, January, 2020
Certificate expiry	26, February, 2020
Recertification Due	26, February, 2022

Authorized Signatory
BQC ASSESSMENT PRIVATE LIMITED
(formerly BQC Certifications)

Website : www.bqccert.com, E-mail : info@bqccert.com

Accredited by International Accreditation Service

The validity of this certificate can be verified at www.bqccert.com or through info@bqccert.com. This certificate is the property of BQC Certifications, and must be returned on request. Accreditation details are available with IAS, (International Accreditation Services) Inc. USA at www.iasonline.org



CERTIFICATE



This is to Certify that the
Occupational Health & Safety Management System
of

TOP DESIGN FOR STEEL ALUMINUM AND GLASS

P.O. Box 99723, Al Sanaiya, Al Ain, Uae

has been found to comply with

OHSAS 18001:2007

This certificate is applicable to the following scope

Steel & Cast Aluminum Manufacturing & Installation, Glass Tempering
Manufacturing & Installation, Aluminum Manufacturing & Installation
Building Material Steel Trading.

Certificate No :: I-OSC201902026

Date of initial registration	27, February, 2019
Surveillance audit on or before	27, January, 2020
Certificate expiry	26, February , 2020
Recertification Due	26, February , 2022

A handwritten signature in black ink, located below the table of dates.

Authorized Signatory
BQC ASSESSMENT PRIVATE LIMITED
(formerly BQC Certifications)

Website : www.bqccert.com, E-mail : info@bqccert.com
Accredited by International Accreditation Service

The validity of this certificate can be verified at www.bqccert.com or through info@bqccert.com. This certificate is the property of BQC Certifications, and must be returned on request. Accreditation details are available with IAS, (International Accreditation Services) Inc. USA at www.iasonline.org



CERTIFICATE

This is to Certify that the
Environmental Management System
of

TOP DESIGN FOR STEEL ALUMINUM AND GLASS

P.O. Box 99723, Al Sanaiya, Al Ain, Uae

has been found to comply with

ISO 14001:2015

This certificate is applicable to the following scope

**Steel & Cast Aluminum Manufacturing & Installation, Glass Tempering
Manufacturing & Installation, Aluminum Manufacturing & Installation
Building Material Steel Trading.**

Certificate No :: I-ESC201902025

Date of initial registration	27, February, 2019
Surveillance audit on or before	27, January, 2020
Certificate expiry	26, February , 2020
Recertification Due	26, February , 2022

BQC ASSESSMENT PRIVATE LIMITED
(formerly BQC Certifications)

Website : www.bqccert.com, E-mail : info@bqccert.com

Accredited by International Accreditation Service

The validity of this certificate can be verified at www.bqccert.com or through info@bqccert.com. This certificate is the property of BQC Certifications, and must be returned on request. Accreditation details are available with IAS, (International Accreditation Services) Inc. USA at www.iasonline.org



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Top_design_alain



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