



The View on Best Services

شركة المناسيب للمقاولات AL MANASEEB CONTRACTING COMPANY

C.R: 2050097164

س.ت: ٢٠٥٠٠٩٧١٦٤

COMPANY PROFILE

Respected Sir/Madam,

We would like to take this opportunity to introduce our company profile for your review and approve as contractor to carry out future potential projects.

We are **AL MANASEEB CONTRACTING COMPANY (AMC)** formerly known as **Sheebana Mahmood Jowale Contracting Establishment (SMJ Controls)**.

We are an independent automation systems integrator, dedicated to increasing the visibility of real-time information to improve the performance of manufacturing and processing companies. We established in 2014 and we have been successfully providing Automation services across Middle East.

We have a team of highly skilled engineers and technicians. We undertake various Mechanical, Automation, Electrical, Instrumentation and Information Technology projects. We also undertake various maintenance and service jobs. Our engineers are committed professionals with exemplary domain expertise to deliver quality services and solutions. We can create center of excellence for our clients in the field of Instrumentation & Automation We are always keen to meet challenges and deliver quality services to our Clients across the Middle East.

AMC will coordinate and work with the client to assure the most cost effective and the best quality product achievable. We understand that the client is our most important asset.

We are providing the services for Trading & Industrial support services in various aspects (Electrical, Mechanical, Instrumentation, Telecommunication & Industrial Automation) such as electrical installation work, Mechanical fabrication, piping work, instrumentation installation work at site, Electrical panels assembly, PLC/SCADA control panels assembly , calibration of instruments , PLC/SCADA programming , system integration , PLC's communication with DCS system , loop checking , field instruments signals termination . Testing and commissioning of electrical and instrumentation work for the EPC projects.



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Industrial Electro-Mechanical (LSTK), Instrumentation and process Automation works:

We are specialized in: -

- Electro mechanical works, Instrumentation works for the EPC projects.
- Industrial Automation
- Instrumentation works
- Industrial Communication
- Services (Maintenance, troubleshooting)
- Projects (programming, installation & commissioning)

We offer a wide range of industrial Automation works that includes:-

- Programmable Logic Controllers (PLCs)
- Human Machine Interface (HMI)
- Supervisory Control and Data Acquisition (SCADA) Systems.
- Industrial Control
- Variable Frequency Drives (VFDs)
- Motor Control Centers (MCCs)
- Motor Soft Starters
- Field instruments
- Industrial Communication

We provide distinguished services that are guaranteed to meet the industrial requirements and fulfill quality standards and futures plans and include:-

- Project Assessment & Design
- Consultation
- System Integration
- Design & Engineering
- Installation & Commissioning
- Site Acceptance Test (SAT) & Factory Acceptance Test (FAT)
- Maintenance & Trouble Shooting



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We would like to thank you very much for the opportunity given to us for our introduction and look forward for your cooperation and valued enquiries.

Thanks & Best Regards

Chand Pasha

General Manager

Al Manaseeb Contracting Company

C.R – 2050097164

Mob: +966 5528 13013

Dammam, Saudi Arabia

E-Mail: Pasha@almanaseeb.com



Commercial Registration Certificate

Almanasib Company For
Contracting sharikat shakhs
wahid

- National Number : 7001862817
- Release date : 09/01/2014
- Entity Type Company Limited liability
: company
- Company Characteristics : (One person)

Basic data of the commercial register



7001862817

شهادة اشتراك

Membership

نشهد بأن This is to certify that

شركة المناسيب للمقاولات شركة شخص واحد

Almanasib Company For Contracting sharikat shakhs wahid

عضو في الغرفة التجارية Is a member in the chamber

Certificate Date	18/11/2025 - 27/05/1447	تاريخ طباعة الشهادة
Date of Membership	01/05/2014 - 02/07/1435	تاريخ الاشتراك
Date of Expiry	01/12/2026 - 21/06/1448	تاريخ الانتهاء
Subscription Status	فعال	حالة الاشتراك
NUN	7001862817	رقم المنشأة الموحد
Membership No	154452	رقم الإشتراك
Membership Degree	الثالثة	درجة الإشتراك
Commercial Record/ License	2050097164	الرخصة / السجل التجاري
P. O. Box	7715	صندوق البريد



التوقيع
عبدالعزیز بن سعد المعمر
مدير إدارة المشتركين والفروع





تاريخ الإصدار: 2023/03/20
الرقم المميز: 3116092353



الهيئة العامة للزكاة والدخل
General Authority of Zakat & Tax



شهادة تسجيل في ضريبة القيمة المضافة VAT Registration Certificate

تشهد الهيئة العامة للزكاة والدخل بأن المكلف أدناه مسجل في ضريبة القيمة المضافة
بتاريخ 2023/03/20

Hereby, The General Authority of Zakat & Tax (GAZT) certifies that the taxpayer below is
VAT registered on 20/03/2023

Taxpayer Name:	شركة المناسيب للمقاولات شركة شخص واحد	اسم المكلف:
VAT Registration Number:	311609235300003	رقم التسجيل الضريبي:
Effective Registration Date:	2023/04/01	تاريخ نفاذ التسجيل:
Taxpayer Address:	الدمام، محمد بن سع، الأمير منصور، 32241	عنوان المكلف:



كـمـكـلـف مـسـجـل فـي ضـرـيـبـة الـقـيـمـة الـمـضـاـفـة، لا يـجـوز لـك تـحـصـيـل ضـرـيـبـة الـقـيـمـة الـمـضـاـفـة مـن عـمـلـاـئـك قـبـل تـاـرـيـخ
نـفـاـذ التـسـجـيـل بـالـضـرـيـبـة. فـي حـال تـبـيـن غـيـر ذـلـك، سـتـقـوم الـهـيـئـة العـامـة للـزـكـاة و الـدـخـل بـتـنـفـيـذ الغـرـامـات الـمـسـتـحـقة

هذه الوثيقة مرسلة من النظام الآلي ولا تحتاج إلى توقيع
- الهيئة العامة للزكاة والدخل -

تحميل

Proof Number	1040181715	رقم الإثبات
Original Date	4/10/2023	تاريخ الإصدار
Expiration Date	4/1/2024	تاريخ الانتهاء



إثبات عنوان Address Proof

Address Holder Details

بيانات صاحب العنوان

Name	شركة المناسيب للمقاولات شركة شخص واحد	الاسم
Customer Acc.	1 3 9 6 0 2 4 7 7	رقم الحساب
Reg. Date	9/4/2023	تاريخ التسجيل

Address Details

تفاصيل العنوان

Short Address	E D J A 4 8 5 5	العنوان المختصر
Building No.	4 8 5 5	رقم المبنى
Street	Prince Mansu	الشارع
		الامير منصور
Secondary No.	7 7 1 5	الرقم الفرعي
District	Prince Muhammed Ibn Saud Dist.	الحي
		حي الامير محمد بن سعود
Postal Code	3 2 2 4 1	الرمزي البريدي
		3 2 2 4 1
City	DAMMAM	المدينة
		الدمام
Kingdom of Saudi Arabia		المملكة العربية السعودية



للتحقق To Verify

<https://proof.address.gov.sa/VerifyProofNA.aspx>

تم إصدار هذا الإثبات إلكترونياً ولا يتطلب التوقيع عليه

تم إصدار هذا الإثبات بناء على طلب الموضع أعلاه، ويحظر قطعياً تقليده أو إدخال أي تعديلات عليه سواء بالإضافة أو الحذف، ويعد الإثبات لاغياً إذا شابه شيء من ذلك، كما يعرض صاحبه للمساءلة القانونية.

This proof has been issued electronically and does not require a signature

This proof has been issued upon the request of the above-named, and it is absolutely prohibited to imitate it or make any modifications to it, whether



تاريخ الإصدار: 2023/03/20
الرقم المميز: 3116092353



الهيئة العامة للزكاة والدخل
General Authority of Zakat & Tax



اسم المكلف: شركة المناسيب للمقاولات شركة شخص واحد
Taxpayer Name: شركة المناسيب للمقاولات شركة شخص واحد
رقم السجل/الرخصة/العقد: 2050097164
CR / License / Contract No.: 2050097164
الفترة الضريبية: ربع سنوي-Quarterly
Tax Period: Quarterly-ربع سنوي
تاريخ استحقاق أول إقرار ضريبي: 2023/07/31
First Filing due date: 2023/07/31



كمكلف مسجل في ضريبة القيمة المضافة، لا يجوز لك تحصيل ضريبة القيمة المضافة من عملائك قبل تاريخ نفاذ التسجيل بالضريبة. في حال تبين غير ذلك، ستقوم الهيئة العامة للزكاة والدخل بتنفيذ الغرامات المستحقة

هذه الوثيقة مرسلّة من النظام الآلي ولا تحتاج إلى توقيع
- الهيئة العامة للزكاة والدخل -



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LIST OF MAJOR COMPLETED PROJECTS

For

AL MANASEEB CONTRACTING COMPANY (AMC)

Version 1.0

March 2023

S.NO	CLIENT NAME	CONTRACTOR'S NAME	JOB LOCATION	DISCIPLINE	SCOPE OF WORK	YEAR	
						FROM	TO
1	SAUDI ARAMCO	MISC Global	Dahran	Low Current / CCTV	Supply , installation, testing and commissioning of OSP fiber optic communication for CCTV surveillance in Saudi Aramco program (iThra knowledge) in Dhahran site .samsung CCTV Cameras and software	2013	2013
2	SAUDI ARAMCO	MISC Global	Jeddah	Low Current / CCTV	Supply , installation, testing and commissioning of OSP CCTV surveillance in Saudi Aramco program (iThra knowledge) in Jeddah site .samsung CCTV Cameras and software	2014	2014
3	SAUDI ARAMCO	MISC Global	Al Ahsa	Low Current / CCTV	CCTV surveillance system:Supply , installation, testing and commissioning of CCTV surveillance in Saudi Aramco program (iThra knowledge) in Al Ahsa site .samsung CCTV Cameras and software	2014	2014
4	SAUDI ELECTRICITY COMPANY (SEC)	YUSUF BIN AHMED KANOO CO. LTD DAMMAM	Gazlan Power Plant	Instrumentation & Control / Automation	Testing & commissioning of Hydrogen generator Rockwell/Allen Bradley PLC/HMI system , instruments calibration , loop checking and establish communication between DCS and Hydrogen generator PLC's via Fiber Optic	2014	2015
5	SAUDI ELECTRICITY COMPANY (SEC)	AL MUHAINI CONTRACTING & ESTABLISHMENT	Mahad, Turbah, Rania & Khurmah	Instrumentation & Control / Automation / IT	Supply and installation of Billing software , Fiber optic installation , configuration of coriolis flow meters , configuration of foundation fieldbus network ,PLC/SCADA configuration , Printing reports , Visual basic script for custom built reports	2014	2015
6	SALINE WATER CONVERSION CORPORATION (SWCC)	SAUDI ARCHIRODON COMPANY	Ras Al-Khair	Instrumentation & Control / Automation	Installation of wireless Hydrocarbon detectors/ RTU panels at SWCC Desalination plant sea water intake pumps channels at Ras Al-Khair site and Fiber optic communication between DCS and RTU.	2014	2015
7	NATIONAL ESTABLISHMENT FOR AGRICULTURAL AND INDUSTRIAL SULFUR	-	2nd Industrial City - Dammam	Instrumentation & Control / Automation	a) Installation of MCC panels , Rockwell/Allen Bradley PLC /HMI control panels . b) Cabling /cable trays fixing , laying of cables , termination of all power cables at MCC's /PCC's . c) SS tubing , Instruments hook up , termination , loop checking d) PLC /HMI /VFD's programming and testing ,commissioning of S7300 PLC 's and Wincc HMI .	2014	2015
8	SALINE WATER CONVERSION CORPORATION (SWCC)	SEPCO - III CHINA	Ras Al-Khair	Instrumentation & Control / Automation	Panel assembly and installation of complete EX-i Safe Barrier panels at power plant fuel oil system . Installation of PLC/RTU ATEX approved panels , installation and hook up of instruments ,calibration , field wiring , termination , loop checking , testing and commissioning of the system.	2014	2015

S.NO	CLIENT NAME	CONTRACTOR'S NAME	JOB LOCATION	DISCIPLINE	SCOPE OF WORK	YEAR	
						FROM	TO
9	SAHARA PETROCHEMICALS	YUSUF BIN AHMED KANO CO. LTD DAMMAM	Al Jubail	Mechanical	Supply & Installation of Nitrogen Gas Purging skid including electro mechanical , instrumentation ,	2015	2015
10	SAUDI ELECTRICITY COMPANY (SEC)	YUSUF BIN AHMED KANO CO. LTD DAMMAM	MECCA	Instrumentation & Contol / Automation	Installation of New Wireless Transmitters, SS tubing work , CFiber optic communication alibration , configuration between DCS and PLC.	2015	2016
11	SABIC	-	Al Jubail	Instrumentation & Contol / Automation	Supply & Installation of VFDs	2015	2016
12	SAUDI ARAMCO HOSPITAL	SAUDI CARRIER	Al- Ahsa	Instrumentation & Contol / Automation	Installation of HVAC schnieder VFD's.	2015	2016
13	SABIC	YUSUF BIN AHMED KANO CO. LTD AL JUBAIL	Al Jubail	Mechanical	Fabrication of Ammonia Gas Air Seprator Droplet skid	2015	2016
14	SAUDI ELECTRICITY COMPANY (SEC)	-	Bisha Power Plant	Instrumentation & Contol / Automation	Supply & Installation of Zamil make package Chiller Units.	2015	2016
15	SAUDI ARAMCO	THABAT (AL MUHAIDIB)	Fadhili SAPMT Camp	Instrumentation & Contol / Automation / Electro- Mechanical	Supply & Installation of Instrumentation & Control system , Fiber optic work , Networking between PLC's for lifting station pumps , fuel stations , SAPMT camp , STP including redundant PLC's , HMI's and instrumentation	2016	2017
16	RASHID S.AL RASHID HOTEL	-	Al Hofuf	Instrumentation & Contol / Automation / Electro- Mechanical	Chiller Control Network (CCN) Systems	2016	2017
17	RASHID S.AL RASHID HOTEL	-	Al Hofuf	Mechanical	Supply and insallation of ducting work includes FAHU units , roof exhaust fans .	2016	2017
18	AL RASHID TRADING & CONTRACTING CO. (RTCC)	-	Al Khobar Al Rashid Hotel	Instrumentation & Contol / Automation / Electro- Mechanical	Supply & Installation of complete ETS system (Energy Transfer system) includes design , piping , electrical Instrumentation & Control system , (Schnieder PLC's , HMI's and instrumentation) , Fiber optic communication between main District cooling plant control room to ETS control panel , and BMS system .	2016	2019
19	AL RASHID TRADING & CONTRACTING CO. (RTCC)	-	Al Khobar Al Rashid Hotel	Electro-Mechanical	Supply & Installation of complete Loren Cook Exhaust fans	2016	2017
20	SAUDI ELECTRICITY COMPANY (SEC)	HYUNDAI HEAVY INDUSTRIES (HHI) / UNITEC KOREA / MISC GLOBAL	Shuqaiq Steam Power Plant	Electrical	Design , Supply,installation supervision of Packaged substations, Lighting illumination calculation ,wind effect calculation , grounding for the Security fence lighting as per the HCIS requirment .	2016	2018

S.NO	CLIENT NAME	CONTRACTOR'S NAME	JOB LOCATION	DISCIPLINE	SCOPE OF WORK	YEAR	
						FROM	TO
21	SABIC (PETROKEMYA)	SAUDI SALWA COMPANY	Al Jubail	Instrumentation & Contol / Automation	Upgradation of Acrison make loss and weight feeders for PE extruders lines (4 numbers) . Scope includes removing the existing obsolete weigh feeders panels , Junction boxes , load cells , and install new system , testing & Commissioning	2017	2018
22	SALINE WATER CONVERSION CORPORATIO (SWCC)	SEPCO - III CHINA	Ras Al-Khair	Instrumentation & Contol / Automation	Plant billing system testing commissioning includes SIEMENS/SCHNEIDER/ALLEN BRADLEY PLC's , and HMI's , Fiber optic communication, 380 kv Substation automation , fuel gas , fuel oil consumption billing , Fiber optic communication between flow meters , Energy meters ,.	2017	2018
23	SAUDI ARAMCO FREE FLOW PIPELINE PROJECT	CPP CHINA	Al Haradh	Civil / Telecommunication	Outside plant services(OSP) Fiber optic installation work from Haradh GOSP#3 to TCF#4 , excavation , HDD , trenching , cable pulling OTDR ,Splicng	2018	2019
24	INDUSTRIAL CHEMICAL RESINS COMPANY	-	3rd Industrial City - Dammam	Instrumentation & Contol / Automation / Electro- Mechanical	New emulsion plant process automation ,including design ,supply,installation of field instrumentation , PLC/SCADA automation	2018	2020
25	ARKEMA CHMICALS SAUDI ARABIA LTD	-	2nd Industrial City - Dammam	Electro-Mechanical	Solvent Line Modification Work	2019	2020
26	SAUDI ELECTRICITY COMPANY (SEC)	YUSUF BIN AHMED KANOO CO. LTD AL JUBAIL	Gazlan Power Plant	Instrumentation & Contol / Automation	Supply & Replacement of Hydrogen Generator Auxiliary Control Panel	2019	2019
27	SAUDI ARAMCO	SAUDI ARCHIRODON COMPANY	Tanajib	Mechanical	Supply of Mechanical Materials	2019	2019
28	SAUDI ARAMCO	M.I.A ARABIA COMPANY	Tanajib	Instrumentation & Contol / Automation	Testing & Commissioning of Oil Injection Skid VFD Panels at Tanajib	2019	2019
29	AL RASHID TRADING & CONTRACTING CO. (RTCC)	-	Al Khobar Al Rashid Hotel	Fire Fighting System	Installation of Fire Water Pump System, Testing & Commissioning	2019	2020
30	BERRI GAS PLANT	AL RASHID TRADING & CONTRACTING CO. (RTCC)	Al Marjan	Fire Fighting System	Supply of Fire Instruments, Installation of Fire Water Pump System, Testing & Commissioning	2020	2020
31	SAUDI ARAMCO	AL RASHID TRADING & CONTRACTING CO. (RTCC)	Berri Pipeline Project	Fire Fighting System	Supply of Fire Instruments, Installation of Fire Water Pump System, Testing & Commissioning	2020	2020
32	SABIC	AL RASHID TRADING & CONTRACTING CO. (RTCC)	Mutrafiah Housing Project	Telecommunication	Instllation , Splicing, Termination and Testting of Fiber Optic Cable for FTTH	2019	2020

S.NO	CLIENT NAME	CONTRACTOR'S NAME	JOB LOCATION	DISCIPLINE	SCOPE OF WORK	YEAR	
						FROM	TO
33	SAUDI ARAMCO	PRUDENT SAUDI ARABIA LTD.	Yanbu	Telecommunication	Design, Engineering, Documentation, Installation, FOC Termination, Configuration, Testing, SAT & Commissioning of Communication Panel.	2019	2020
34	SABIC (PETROKEMYA)	-	Al Jubail	Instrumentation & Control / Automation / Electro-Mechanical	Replacement of 5 Stage Hydrogenation Heater (825 kW) and Control Panel, Testing & Commissioning	2019	2020
35	SARA VILLAGE	ALLIED MAINTENANCE COMPANY	Al Khobar	Mechanical	Replacement of WTP Header Spools	2020	2020
36	SARA VILLAGE	ALLIED MAINTENANCE COMPANY	Al Khobar	Mechanical	Replacement of WTP Header Spools	2020	2020
37	INDUSTRIAL CHEMICAL RESINS COMPANY	-	3rd Industrial City - Dammam	Thermal Insulation	Supply and Installation of Thermal Insulation and Cladding Work	2020	2020
38	SARA VILLAGE	SAUDI CATERING & CONTRACTING COMPANY	Al Khobar	Electro-Mechanical	Supply and Installation of Electro-Mechanical Materials	2020	2020
39	SWCC KHOBAR	ACCIONA AQUA	Al Khobar	Dam Board Refurbishment	Design, Supply and Refurbishment of Dam boards of Intake @ R02 Mouth	2020	2020
40	SWCC KHOBAR	ACCIONA AQUA	Al Khobar	Lifting Station	Supply and Installation of Electro-Mechanical works for SWCC & Housing Lifting Stations	2021	2022
41	SWCC KHOBAR	ACCIONA AQUA	Al Khobar	Lifting Station	Supply and Installation of Fiber Optic Cables and Penstocks at SWCC & Housing Lifting Stations	2021	2022
42	ARABIAN ROCKBITS & DRILLING TOOLS CO. LTD (HALIBURTON)	-	3rd Industrial City - Dammam	Electrical	Supply and Installation of Electrical System for new Workshop	2021	2021
43	I-PLAST	YUSIF ABDULAZIZ ALDHUKAIR CONSULTING ENGINEERING OFFICE	Al-Jubail	Civil/Electrical	Construction of LV & Transformer Room and Installation of Electrical Panels, Cable Pulling & Terminations	2022	2022
44	FEEDCO	JAWAR AL JAZIRAH CONSTRUCTION & BUILDING CO.	FEEDCO Dammam	Security System	Supply, Testing & Commissioning of Security Systems	2022	2022
45	SAUDI ELECTRICITY COMPANY (SEC)	-	Gazlan Power Plant	Furnace Camera Replacement	Furnace Camera Replacement @ Gazlan Power Plant (1-2)	2022	2023
46	SAUDI ELECTRICITY COMPANY (SEC)	-	Gazlan Power Plant	Furnace Camera Replacement	Furnace Camera Replacement @ Gazlan Power Plant (5-6)	2022	2023

S.NO	CLIENT NAME	CONTRACTOR'S NAME	JOB LOCATION	DISCIPLINE	SCOPE OF WORK	YEAR	
						FROM	TO
47	FARRABI	Al Aytabi Contracting	Farrabi - Jubai	Fire Alarm System	Edwards Fire Alarm Panel Reprogramming & Sensors Replacement works	2023	-
48	I-PLAST	-	Al-Jubail	Electrical	Annual Manintenance of LV Panels	2023	-
49	I-PLAST	-	Al-Jubail	Fire Alarm System	Addition of new Sensors & Configuration Existing Fire Alarm Control Panel	2023	-
50	SARA VILLAGE	SAUDI CATERING & CONTRACTING COMPANY	Al Khobar	Automation	Booster Pump Control System	2023	-
51	SIMMCO	-	Industrial Park - Yanbu	Elcetro - Mechanical	Design & Installation of Chilled water Circulation System	2023	-
52	ARASCO	-	Dammam	Electrical	Supply, Installation, Configuration & Testing of Energy Monitoring System	2024	-
53	SAUDI ELECTRICITY COMPANY (SEC)	YUSUF BIN AHMED KANOO CO. LTD DAMMAM	Gazlan Power Plant	Electrical	Replacement of UPS System at Unit#5 Including 125VDC Battery Bank, 250VDC Battery Banks, 25KVA,50KVA&75KVA Inverter Panels	2024	-
54	SAPIN	-	Dammam, 1st Industrial City	Electro-Mechanical	Supply & Installations of 15 Tons Central Split Units	2024	-
55	SAUDI ELECTRICITY COMPANY (SEC)	YUSUF BIN AHMED KANOO CO. LTD DAMMAM	SPARK	Automation	Level Monitoring System for Fire/Irrigation/Potable Water Tanks (5 Tanks)	2025	-
56	SAUDI ARAMCO	HORIZON Project Company	Riyadh	Electrical	Supply & Replacement of Solar System for Remote Site	2025	-
57	SWCC KHOBAR	ACCIONA AQUA	Al Khobar	Lifting Station	Supply and Installation of Electro-Mechanical works for SWCC RO2 Lifting Station	2025	-
58	ARASCO	-	Dammam	Electrical	Supply & Replacement of 2500KVA Power Transformer	2025	On Going
59	SARA VILLAGE	SAUDI CATERING & CONTRACTING COMPANY	Al Khobar	Mechanical	Refurbishment of Water Treatment Plants	2025	On Going
60	SARA VILLAGE	SAUDI CATERING & CONTRACTING COMPANY	Al Khobar	Mechanical / Civil	Refurbishment of Building & Replacement of Package AC Unit	2025	On Going

S.NO	CLIENT NAME	CONTRACTOR'S NAME	JOB LOCATION	DISCIPLINE	SCOPE OF WORK	YEAR	
						FROM	TO
61	SAUDI ARAMCO	RAPCO	Special Needs School - Al Ahsa	Fire Protection & Fire Alarm System	Supply & Installation of Fire Protection & Fire Alarm System	2025	On Going
62	SAUDI ARAMCO	RAPCO	Special Needs School - Al Ahsa	Fire Protection System	Supply & Installation of Fire Pumps System	2025	On Going
63	SAUDI ARAMCO	RAPCO	Special Needs School - Al Ahsa	Instrumentation	Supply & Installation of Instruments for Fire Protection, Irrigation & Potable Water System	2025	On Going



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C.R: 2050097164

س.ت: ٢٠٥٠٠٩٧١٦٤

QUALITY ASSURANCE / QUALITY CONTROL MANUAL

For

AL MANASEEB CONTRACTING COMPANY (AMC)

This Quality Assurance and Quality Control (QA/QC) manual is prepared by operations department of AMC. The QA/QC manual lays down the guidelines procedures for the management and operations to control the quality requirements of the company.

Version 1.0

March 2023



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1.0 INTRODUCTION

We are formed in 2014 to satisfy the industrial sector in Saudi Arabia by providing technical solutions and engineering consultations. This business has developed well and is expanding successfully.

Additional capabilities have been added to the organization to include technical assistance and support, installation, maintenance of products and systems, and design of systems.

The company is now engaged in designing, engineering, stocking/ distribution, installation commissioning and maintenance of equipment and systems. This Quality System relates to the full range of company activities.

2.0 POLICY & OBJECTIVES

AMC's quality policy is to achieve sustained, profitable growth by providing services which consistently satisfy the needs and expectations of its customers.

This level of quality is achieved through adoption of a system of procedures that reflect the competence of the Company to existing customers, potential customers, and independent auditing authorities.

Achievement of this policy involves all staff, who is individually responsible for the quality of their work, resulting in a continually improving working environment for all. This policy is provided and explained to each employee by the General Manager or Quality Manager.

To achieve and maintain the required level of assurance the General Manager retains responsibility for the Quality System with routine operation controlled by the Quality Manager.



The objectives of the Quality Assurance System are: -

- To maintain an effective Quality Assurance System complying with international standard.
- To achieve and maintain a level of quality which enhances the Company's reputation with customers.
- To ensure compliance with relevant statutory and safety requirements.
- To endeavor, at all times, to maximize customer satisfaction with the services provided by Network Systems.

3.0 DEFINITIONS

The terms and descriptions used in this Manual are generally defined within ISO 001 – Quality Systems.

Additional definitions apply for items not covered by the documents.

4.0 QUALITY SYSTEM

The Quality Assurance System applies to all activities of the Company, and has been developed in accordance with Industry standard. The Quality Assurance System is fully documented and structured in 3 levels:

Level I: Quality Manual

This document details the corporate quality policy and structure of the Company and references appropriate Operating Procedures.



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Level 2: Operating Procedures

These documents describe the actual process, and controls applied, to all activities concerned with the attainment of a quality assured contracting service.

A list of Operating Procedures is given in the Index Section of this Quality Assurance Manual.

Quality Planning

As the Company operates a standard type and range of services, customer satisfaction and quality are achieved by operation in accordance with the documented quality system. Specific customer requirements are identified and documented during the contract review process, allowing these requirements to be communicated and achieved, ensuring satisfaction of all customers declared needs.

5.0 CONTRACT REVIEW

The Company offers both standard products and specialist services to meet each customer's needs. Standard products are displayed in a catalogue for customer selection. Specialist service requirements differ from one customer to another (and from one contract to another); therefore, each tends to be quoted for the specific contract.

Once a proposal is accepted by the customer, or an order is placed, it is recorded and reviewed to establish that the requirements of the order are adequately defined and documented, any differences from the proposal are resolved, and the Company is capable of fully satisfying the customer's requirements.

In addition to the original order/contract specification the customer may also request addition/variation work to be undertaken by the Company. In these circumstances the work content is documented and agreed with the customer prior to execution to ensure that no ambiguity exists.



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6.0 DESIGN CONTROL

All Design activities are strictly controlled to ensure that the design output information complies with customer/ contract requirements, and all design input data.

Design activities are planned and normally executed by specialists and are subject to regular management, review and verification by the Operations Manager, and where relevant, agreement with the Customer.

The design input and output items are documented, and where ambiguity exists, will be clarified and documented. All items of design documentation and notes are recorded in a design project file. Design output documentation is produced and reviewed to ensure that it.

- Meets the design input.
- References the design input or appropriate criteria.
- And identifies all of the characteristics which are critical to the safe and effective operation of the system(s).

Design output is reviewed and approved by the Sales Director, and is also provided to the Customer for approval prior to use. Validation of the design is achieved during commissioning of the system to confirm compliance to the customer's requirements.

The designer is required to specify any inspections or tests which may verify the design, by practical means, at the earliest possible stage of development.

All changes to the design criteria, input or output are subject to strict review and documentation control procedures.



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7.0 DOCUMENTATION & CHANGE CONTROL

All documentation utilized within the Company related to the management system itself, or to the execution of individual customer contracts is controlled to ensure that it is issued to the appropriate personnel, under the correct level of authority, is revised and reissued as necessary, and all obsolete versions are removed from the point of use.

Such documentation typically includes:

Specifications, Customer orders, Plans, Drawings, Quality Assurance Manual, Operating procedures, National & International standards and Codes of Practice.

The Quality Assurance Manual, Procedures and Quality Plans are maintained by the General Manager who ensures that the appropriate items, at the correct revision levels, are issued to all who need them within the Company.

National & International Standards, Codes of Practice are maintained by the Support Engineers who ensure that appropriate documents are available within the Company, and are issued at the correct revision levels. External suppliers of documentation are contacted regularly to ascertain that the documents held remain current.

The distribution of standard documents is controlled and recorded on Distribution Lists, which also show the current issue status. The distribution lists are reviewed and updated as changes occur.

All changes to documents are reviewed and approved by the person responsible for the original issue and, where appropriate, the nature of the change is indicated on the document. Master copies of the revised documents are retained as records of the changes and renewed as necessary to ensure clarity.

Each contract has a file which contains all relevant information. Information is also held on the company's computer system for ease of access and manipulation.



8.0 PURCHASING

Suppliers of products, materials and services, where unspecified by a customer contract, are selected on their ability to meet the company's requirements given due consideration to the quality, statutory obligations, timescale and cost. A list of approved suppliers and sub-contractors is maintained which is compiled on the following criteria: -

- a) Previous performance in supplying to similar specifications and requirements.
- b) Stocking of high-volume standard items conforming to a relevant British Standard, or supplied with a statement of conformity.
- c) Compliance with an approved third-party product & quality registration scheme.
- d) Recommendation by other similar purchasers or manufacturers of equipment.
- e) A trial order and evaluation of performance.

All supplies and sub-contracts are subject to an authorized Purchase Order providing full clarification of the type and extent of supply.

Should a supplier, not appearing on the approved suppliers list be proposed, they will be analyzed by capability and subject to acceptance on the authority of a director.

9.0 CUSTOMER SUPPLIED ITEMS

Goods received from customers (i.e., free issue items or equipment being serviced) are always visually inspected at the receipt stage, with any un-declared non-conformance being immediately reported to the customer.



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10.0 PROCESS CONTROL

All productive work is planned and undertaken in accordance with the company's procedures, and any specific documents agreed for individual contracts (e.g. Contract specifications).

Work instructions are provided by the agreed contract specification and any documents referenced therein, alternatively work is performed in accordance with nationally accepted codes of practice (e.g. BS6701).

11.0 RECEIVING INSPECTION

All store areas are maintained as secure as practical. All items received by the Company are identified and verified in accordance with the requirements of the Delivery Note and Purchase Order, and are inspected for correct identity, quantity and any signs of damage.

All goods received are documented and, in the event of non-conformance, the items are placed in a reject area or labeled to ensure identification. The extent of the non-conformance is noted and subject to disposition review by nominated personnel.

12.0 INSPECTION AND TESTING

Inspection and testing are carried out on completion of installation and maintenance activities, with results being documented. Should items not be acceptable against the agreed contract criteria they will be repaired, replaced or identified for a subsequent evaluation and decision. All repaired items are subject to a re-inspection to ensure acceptability.

On completion of installation and maintenance works, the customer is also invited to check the work performed to ensure full acceptability.



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13.0 PRODUCTION & MEASURING EQUIPMENT

Production and measuring equipment held is maintained in good condition, and capable of safe and effective operation within a specified tolerance of accuracy. Test and measuring equipment are regularly inspected or calibrated to ensure that it is capable of accurate operation, by comparison with external sources traceable back to National Standards.

Electrostatic protection equipment is utilized when handling sensitive components and this equipment is regularly checked to ensure that it remains fully functional.

14.0 INDICATION OF INSPECTION STATUS

As goods are inspected, the status is defined by location in stores, with all non-conforming items being placed in a reject area or marked as reject for review. The status of work in progress is established by markings or associated documentation recording the inspections undertaken and their acceptability.

15.0 NON-CONFORMING ITEMS, PREVENTIVE & CORRECTIVE ACTION

Once non-conforming items have been noticed they are identified by location, associated documents, or specific markings to prevent their inadvertent use. All non-conforming items and customer complaints are subject to review and rectification by nominated personnel. The type and extent of non-conformity is documented in order to establish trends and identify possible areas for improvement.



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The corrective action required to prevent recurrence is evaluated, documented, and its effective implementation is monitored. All rectification is subsequently re-inspected to ensure complete customer satisfaction.

All employees are encouraged to suggest improvements in methods, materials, suppliers and sub-contractors. The company has established procedures for review of all activities in order to identify and evaluate all possible improvements in methods/materials and its procedures.

16.0 HANDLING, STORAGE, PACKAGING, PRESERVATION & DELIVERY

The identification of materials/equipment, where it is not obvious, is confirmed by the presence of a manufacturers/supplier's part number or description label, or other marking for each item. The identification of the item may be on the packaging or on the item itself, and this identification remains in place for as long as possible, provided it does not hamper effective use of the item. Materials and consumables are not identified by the company where they are obvious to a trained/ experienced employee, however, should a risk of misinterpretation exist between two or more types of material these will be marked in a suitable manner to ensure that no ambiguity exists. All items with serial numbers are recorded individually.

Materials and goods received, whether the property of the company or others, will as far as practicable, be protected and their quality preserved until such time as they are transferred to a customer, or disposed of to a third party. The objective is to prevent deterioration and damage whilst in storage, or in the process of transportation, installation, commissioning or maintenance.



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17.0 RECORDS

Storage facilities are allocated which ensure that all stored records are identifiable and retrievable, and the storage areas are free from damp and other agents which could cause premature deterioration.

Where records are maintained on computer magnetic media, and these are subject to "back-up" at regular intervals, with the "back -up" information being stored in a protected location to ensure security from loss/ damage of active data.

All records are retained for a minimum of 2 years.

18.0 TRAINING

The policy of the company is to ensure that all personnel are trained and experienced to the extent necessary to undertake their assigned activities and responsibilities effectively. The company generally procures and recruits employees capable of meeting the technical, skill, experience and educational requirements of the company's activities.

All staff and senior employees are responsible for recommending the training needs of others and for ensuring that all employees allocated specific tasks are suitably qualified and experienced to execute those tasks. Once training needs are identified these are provided under the responsibility of the Directors.

Full records are maintained of all training undertaken by employees.

19.0 SERVICING

Service and maintenance contracts are offered to all customers, and these activities are controlled in the same manner as Process Control.

20.0 QA/QC CHECKLISTS

GENERAL (G)

Checklist Completed By: _____ Date: _____

Done	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	G1. Are the design components and features consistent with the key features in the preliminary design report or other project engineering documents?
<input type="checkbox"/>	<input type="checkbox"/>	G2. When the Design Criteria or Equipment Schedule is shown on the drawing, verify if the information matches to "Division 11 Equipment" of the specifications.
<input type="checkbox"/>	<input type="checkbox"/>	G3. Avoid repeating or including unnecessary information in schedules and on drawings where duplicate information can lead to errors when repeated information is not uniformly updated.
<input type="checkbox"/>	<input type="checkbox"/>	G4. Verify that sufficient field investigation is conducted to confirm underground utility locations. See TM 2.0 for "Potholing" suggestions.
<input type="checkbox"/>	<input type="checkbox"/>	G5. If client project manager and/or name of governing body appear on title sheet, check spelling and identify P.E. license holders where applicable.
<input type="checkbox"/>	<input type="checkbox"/>	G6. Have drawing border, title sheet and drawing convention been approved by the client?
<input type="checkbox"/>	<input type="checkbox"/>	G7. For projects where Architectural D (36"x24", not 36"x22") drawings are required by the client, ensure that "half" size drawings include the notation "REDUCED SIZE" or "THIS LINE IS 1" (or 2") AT FULL SIZE."
<input type="checkbox"/>	<input type="checkbox"/>	G8. For bid documents, the Board of Professional Engineers and Land Surveyors Act (Section 6735) requires that signed stamped drawings show the date they are approved by the engineer of record.
<input type="checkbox"/>	<input type="checkbox"/>	G9. Were the drawing titles presented in the same format throughout (from General to Electrical)?
<input type="checkbox"/>	<input type="checkbox"/>	G10. Were cross-referencing symbols properly followed?
<input type="checkbox"/>	<input type="checkbox"/>	G11. Verified Index Sheet corresponds to drawings and titles?
<input type="checkbox"/>	<input type="checkbox"/>	G12. "Line Convention" established and consistently applied?
<input type="checkbox"/>	<input type="checkbox"/>	G13. Are "Symbols and Abbreviations" specifically tailored to the project? Check that abbreviations used in the drawing set are consistent throughout and included in the abbreviation list.
<input type="checkbox"/>	<input type="checkbox"/>	G14. Are the ½ size drawings readable (proper font sizes)?
<input type="checkbox"/>	<input type="checkbox"/>	G15. Is the north arrow oriented toward top of the drawings? If top orientation is not possible, orient to the left.
<input type="checkbox"/>	<input type="checkbox"/>	G16. Are north arrows shown on all plans and partial plans?
<input type="checkbox"/>	<input type="checkbox"/>	G17. Are scales really correct?
<input type="checkbox"/>	<input type="checkbox"/>	G18. Verify correct cross-referencing and verify that the drafters have run "spell check" to correct spelling errors.
<input type="checkbox"/>	<input type="checkbox"/>	G19. Verify that each specification referenced to "as shown on the drawings"

is, in fact, on the drawings.

- G20. Clearly delineated the new work, existing (as-built) conditions, and tie-ins? Wherever possible, list all existing dimensions and elevations with a “ +/- “.
 - G21. Were dimensions verified?
 - G22. Verify elevations. (Avoid repeat call out of the same elevation for the same point or surface that may appear in several sections throughout the drawings, as revisions of an elevation on one drawing may be missed on other drawings.)
 - G23. A typical (TYP) should be called out in the most appropriate view. Do not call out a TYP at every location it occurs on the same view. Verify that referenced typical details are included on the drawings.
 - G24. Look for consistent call outs of equipment and structures among drawings and between drawings and specifications. Facility or equipment names must be consistent throughout the Contract Documents. Designate a name and consistently use the name throughout. For example, if you name “Sedimentation Tank,” use this name throughout. Do not use Sedimentation Basin, Clarifier, Settling Tank, or Clarifier Tank.
 - G25. Verify location of equipment as shown on the mechanical drawings against location shown on the structural and electrical drawings.
 - G26. Look for sufficient callouts of materials. Check the callouts or legend in the Typical Detail drawings. If chances for confusion exist, call them out. Always call out aluminum, stainless steel, and other expensive materials. This will eliminate confusion in bidding and conflict in the field. Always designate Type 316 or 316L stainless steel where required. If not noted, Type 304 will most likely be provided.
 - G27. Verify “material” or “work” callouts on drawings match those in the specifications. For example, civil or structural drawings often refer to "engineered fill" but specifications may not define "engineered fill".
 - G28. Ensure that all items requiring a specification are in fact included in the specifications (check Table of Contents). Likewise, describe on the drawing an “incidental item” (say \$1,000 or less) rather than adding a lengthy specification section. For example, if the project includes one or two roof drains, you may add a couple of manufacturers’ models you want rather than adding a specification section in the Contract Documents.
 - G29. Where confined spaces exist, verify with Project Manager that this is the design intent and acceptable to client.
 - G30. Avoid using total quantity statements such as "32 valves required." Instead, provide the contractor sufficient information required for his take-off.
 - G31. Be sure that small and obscure items such as vapor barriers, waterproof membranes, and soil sterilization required by the specifications are shown on the drawings. Otherwise, bidders are likely to miss in their estimates. Anything that cannot be corrected after the construction is
-

complete, if missed, must absolutely be shown on the drawings.

- G32. Verify that civil drawings use an x-ref of the base structural drawings for all new structures. This will reduce the potential for the wrong size building on the civil drawings.
 - G33. Pay specific attention to any notes on the drawing. Are the notes necessary? Is the intent of the note clear? Is the note numbering correct or correctly referenced? Are notes on the drawings consistent with the specifications? Notes on the drawings could contradict the requirements in the specifications.
 - G34. When the project includes rehabilitation or an upgrade to an existing facility, verify that sufficient time is allotted in the work sequence and constraints for the operations staff to start up and take down unit processes for Contractor's work.
-

INSTRUMENTATION & CONTROLS (I&C)

Checklist Completed By: _____ Date: _____

Done N/A

I&C1. General:

- | | | |
|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | a. Check that all functions shown on the drawings (and described in the specifications) are adequately redundant (reliable) and not over-instrumented. |
| <input type="checkbox"/> | <input type="checkbox"/> | b. Make sure correct symbols, legends, and abbreviations sheets are used. |
| <input type="checkbox"/> | <input type="checkbox"/> | c. Did project manager and process engineer read and validate "Control Strategy" descriptions? |
| <input type="checkbox"/> | <input type="checkbox"/> | d. Is there a general control strategy to cover power failure and other general control requirements? |
| <input type="checkbox"/> | <input type="checkbox"/> | e. Reviewed the control panel specifications and compare them to the drawings and electrical design? |
| <input type="checkbox"/> | <input type="checkbox"/> | f. Check miscellaneous systems such as telephone, CCTV, fire alarm, paging, security, gas detection, and safety, are required? |
| <input type="checkbox"/> | <input type="checkbox"/> | g. Check to see that specifications are organized to assure proper packaging of instrumentation, (e.g., who supplies equipment: equipment manufacturer or instrumentation subcontractor?). |
| <input type="checkbox"/> | <input type="checkbox"/> | h. Check that all functions shown on the drawings and described in the specifications are consistent. |
| <input type="checkbox"/> | <input type="checkbox"/> | i. Have outdoor panels with HMIs and gauges been provided with a sunshield? |
| <input type="checkbox"/> | <input type="checkbox"/> | j. At pump stations or other confined spaces does the project require use of Lower Explosion Limit (LEL)? |
| <input type="checkbox"/> | <input type="checkbox"/> | k. Do indicator light colors (e.g. Run, On, Fail) match the client's standards or existing equipment? |

I&C2. Review the P&IDs for Completeness:

- | | | |
|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | a. Although most clients require us to produce P&IDs, verify the project or contract requirements on type and level of P&ID details with the client. Even if client does not require P&IDs, we may want to produce P&IDs for our benefits (for efficient design coordination). |
| <input type="checkbox"/> | <input type="checkbox"/> | b. Should smart P&IDs be used based on the contract scope of work? |
| <input type="checkbox"/> | <input type="checkbox"/> | c. Verify that all mechanical equipment is shown on a P&IDs. |
| <input type="checkbox"/> | <input type="checkbox"/> | d. Verify that each interlock symbol has a description on the P&ID or in the loop descriptions or control strategy. |
| <input type="checkbox"/> | <input type="checkbox"/> | e. Review P&IDs for completeness and in accordance with legend sheets. P&ID drawing formats are subject to change from job-to-job and in some cases, client specific. |
| <input type="checkbox"/> | <input type="checkbox"/> | f. Check equipment/instrumentation name and tag number per instrument list. Every instrument and equipment tag should be on the |
-

P&ID drawings.

- g. Every I/O point should be on a P&ID drawing. Also, verify that all I/O points on the P&IDs are in the I/O list, and vice versa. Extract the I/O from P&IDs and other drawings and compare them with the I/O list.

I&C3. Check the instrumentation:

- a. Verify that each instrument on the P&IDs is in the instrument list, and vice versa.
- b. Check to see that each instrument type in the instrument schedule has been properly specified.
- c. Review the instrument specifications. Are they current and complete? Have all optional parameters in the standard specifications been entered? Check materials of construction for chemical compatibility where installed in chemical service.
- d. Review the instrument installation details. Are they appropriate and complete? Use Type 316 stainless steel mounting hardware inside wet wells or below ground.
- e. Watch for "backfeed" current paths for more complicated circuits.
- f. Check the instrument ranges are described in the instrument schedule.
- g. Control strategies and mechanical equipment or system specifications were properly coordinated?
- h. Check P&IDs against loop and control descriptions, mechanical specifications and electrical schematics for consistency and completeness of control logic.
- i. Compare specifications to assure instrumentation is consistent between the equipment and instrumentation specifications.
- j. Check to see that all equipment can be run in manual modes. Do not allow safety cutouts to prevent normal operation (i.e., lower pressure cutout with no time delay).
- k. Verify P&IDs and process descriptions are coordinated with applicable specifications (Divisions 11, 13 through 16).
- l. Check tag numbering and equipment names between P&IDs, mechanical drawings, electrical drawings and mechanical and instrumentation specifications.
- m. Verify that each field instrument is properly located on a mechanical drawing.

I&C4. Electrical Coordination:

- a. Double-check schematic diagrams for correctness (i.e., will they work?).
 - b. Verify instrumentation is consistent with mechanical plans/specification and electrical plans with regard to equipment protection devices including temperature, vibration, moisture, flow, pressure, space heaters, etc.
 - c. Verify that field instruments are properly located on electrical drawings and properly wired. Verify that a 120 VAC or 120C UPS power circuit
-

and conductors are provided for all instruments that require power.

- d. Spot check the conduit and conductor design for instrumentation and data circuits.
- e. Verify that there is adequate physical space to install control panel(s). Verify that panels are shown on electrical drawings, and that they are drawn to true sizes plus extra room.
- f. Check any cross-references between electrical and instrumentation specifications. In particular, look for conflicts or gaps with regards to control panel specifications, and wire tagging requirements.
- g. Verify that adequate UPS and redundant power sources are provided and coordinated with instrumentation and control system needs.
- h. Check the signal and control interface(s) to VFDs.
- i. Verify that classified spaces have been identified and that instrumentation design covers classified area requirements.
- j. Verify electrical design provides adequate separation between signal and power conductors.
- k. Check electrical schematics for operation consistent with the control descriptions. Do the schematics show all devices such as timers, pressure and limit switches, solenoid valves, floats, etc.?

I&C5. Digital Control System Review:

- a. Review field signal compatibility with computer interface/control panel signal requirements.
 - b. Review grounding procedures for compatibility with SCADA systems and PLCs.
 - c. Check the overall system reliability – i.e., PLC "Hot Backup" configuration, redundant controllers, backup power supplies, dual communication links, etc. to assure system will operate properly. Verify proper operation when facility under standby power.
 - d. Review the network design(s).
 - e. For PLC or DCS circuits, watch for need for interposing relays so as not to exceed the current rating of solid state output contacts.
 - f. Review field signal comparability with computer interface/control panel signal requirements.
 - g. Review the layout and design of all control rooms and any remote operator interface terminals. Check the coordination with Architectural. Review furniture and console specifications, if applicable.
 - h. If separate server rooms are provided, consider dedicated air conditioning units with backup to building air conditioning unit in the event of failure of the dedicated AC unit.
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SAFETY & ACCIDENT MANAGEMENT PROGRAM (SAMP)

For

AL MANASEEB CONTRACTING COMPANY (AMC)

This Safety & Accident Management Program (SAMP) manual is prepared by the Operations Department of AMC. SAMP manual lays down the guidelines to manage safety practices and procedures to be followed by AMC operations and projects.

Version 1.0

March 2023



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SAFETY AND ACCIDENT MANAGEMENT PROGRAMS (SAMP)

DEFINITION

SAFETY is an integral part of AMC's management policy. The quality of safety management is a part of the overall management program at AMC. It is realized that accidents that cause injury to employees and damage to material/equipment result in needless loss, expenses and job delay. So beyond controlling the loss and expense arising from accidents, our main objective is to eliminate conditions and practices that cause bodily harm to employees or loss of property. This Safety and Accident Management Program (SAMP) manual is a guideline for the management of safety and accidents at operations and projects of AMC.

OBJECTIVES

- To inform management on the status of the Industrial Safety Program.
- To identify problem areas and unsafe acts.

This plan provides organization and coordination of accident prevention for all personnel. The main objective is reduction of accidents and losses in man-hours and money. The plan also emphasizes recognition of all Saudi Arabian Government Laws on safety and accident prevention.

SCOPE

AMC's safety plan is formulated for the information and guidance of all personnel, with special emphasis on safe work practices with facilities and equipment.

Our carefully designed plan includes enough details to both establish authority and delegate responsibility for all phases of the program. The logical structure then exists to realize and avoid immediate hazards and to do the planning necessary for more complex safety problems. The major safety hazard is the human being. There must be a constant effort to develop safety programs for him and to make these more than just a subject of occasional concern.



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There are three (3) basic parts to any safety program:

- The writing of directives
- The enforcement of directives
- The establishment of safety education programs

It is important to remember the value of all media when preparing each of these three steps. The plan proposed here is designed to contact the great variety of individuals using a wide variety of media. These media items are available through the Safety Department. the Safety Council has other devices that can be made available to all Supervisors through the Safety Dept.

RESPONSIBILITIES

The Project Manager has final authority and responsibility for establishing and directing the safety program. He holds supervisory personnel at all levels responsible for an effective safety program and for coordinating the respective departmental safety efforts with Safety Department.

Line Managers are responsible for all items of safety within their departments, and for coordinating these activities with the Safety Dept.

- A. Execute the accident prevention program set forth in the Accident Prevention Plan.
- B. Formulate, administer and, when necessary, modify the accident prevention program to deal with new specific problems.
- C. Initiate and maintain direct lines of communication with the Project & Safety Supervisor



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- on project safety programs and performance.
- D. Act in an advisory capacity on all safety matters as required for the Project & Safety Supervisor, Line Managers, Department Managers and Supervisors.
 - E. Maintain the accident records required by Saudi government and meet company needs.
 - F. Provide training and guidelines for supervisors on correct accident investigation procedures, required reports, and proper follow-up on corrective action.
 - G. Ensure that the Saudi Govt., client and camp safety bulletins, posters, and rules are posted.
 - H. Supervise, and coordinate with responsible staff member, the safety training of all employees, also cooperate closely in this effort.
 - I. Coordinate safety work with the activities of the Personnel Dept. to ensure proper selection, placement, and pre-employment medical examination of employees.
 - J. Make personal inspection and assist in inspection by management to discover and correct unsafe conditions or unsafe work practices before they cause accidents.
 - K. Make certain that all Saudi Arabian Government and Clients regulations or orders bearing on industrial safety are complied with.
 - L. Initiate activities that will stimulate, motivate, and maintain employee safety awareness and interest.
 - M. Discuss with all Line Managers on the safety performance of their supervisory personnel



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and on overall safety performance. Conduct periodic job analysis of work methods and techniques; use these results to establish safety rules and safe work procedures; serve as primary contact with the compensation carrier to effectively utilize the carrier and services offered.

N. Secure necessary help or advice from the Industrial safety, the Labor Departments, and from the insurance carries on matters pertaining to safety and health.

INJURY

Regardless of the nature or severity, all injuries incurred while on the job must be reported at once or during the same shift in which the injury occurred. An employee who fails to report an injury during the shift in which the injury was incurred will be subject to disciplinary action.

A thorough investigation of the accident will be conducted at the earliest possible time and preferably within the same work shift period. A hazard/incident Report form will be filled out and signed by the employee and the Safety Officer of the site. An injured employee who is sent home will be paid for the remainder of the workday.

An employee who loses time from work because of injury incurred on/or off the job must bring a release to work signed by authorized clinic/hospital which clearly specifies what limitations, if any, the employee has in relation to performing the duties of his position.



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SAFETY AND QUALITY

Accident prevention is an important part of your work. You will take pride in your own safety record and in that of your department. Preventing accidents is largely a matter of individual responsibility. Accident don't just happen, there are cause. Be alert, don't take chances. When you discover any condition dangerous, report it at once to your supervisor.

Your suggestion may save you or someone else from injury or fatal accident. Remember, safety is not an eight-hour job but it is an around the clock effort. Safety on the job is also your responsibility. Regardless of your function, remember that an error or omission by you in your job could later prove fatal to one or more of your colleagues.

We forgive occasional mistakes, we are all excused however, there is one mistake we never forgive or forget, that is not reporting the trouble we know we made.

All employees should constantly be reminded that they should:

- a. Keep fit, wear proper clothing for the job, never operate machines unless it is properly guarded and until they have been instructed authorized in its care and operation.
- b. Use the right tool for the job and be sure it is in good condition.
- c. Report defective machine.
- d. Keep tables, tools, machines, and work places clean and in order.
- e. Avoid obstructing aisles, exits, and emergency equipment.
- f. Stack materials so they won't slip or fall.



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g. Dirty rages, waste, empty bottles and cigarette butts belong in the containers provided for each.

h. Have every injury treated no matter how minor it may seem.

REMEMBER that bulletins, safety posters, and warning signs are for you protection.

SUPERVISORY STAFF RESPONSIBILITIES

At these levels, the supervisory staff has the following responsibilities:

- a. Assure safety of company personnel within their defined work areas.
- b. Enforce compliance with operating procedures and safety rules.
- c. Prohibit hazardous work from being performed without approved operating or test procedures.
- d. Train personnel to work safely.
- e. Conduct and issue minutes of meeting of crew meetings at least once a month.
- f. Maintain a safe work place and good housekeeping within work area and buildings.
- g. Enforce wearing of approved protective equipment.
- h. Obtain prompt first aid for all injuries.



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- i. Report and investigate all accidents and take immediate corrective action.
Initiate reports of same.
- j. Discuss safety with individual employees to develop constant awareness of its importance.
- k. Promptly initiate work orders concerning safety items, and follow-up on employee's suggestions.

EMPLOYEES RESPONSIBILITIES

- a. Work in accordance with approved safe practices and procedures.
- b. Report unsafe conditions and/or practices immediately to the Supervisor.
- c. Make safety suggestions.
- d. Undertake no job that is not understood.

SAFETY PROCEDURES

All levels of personnel will participate and cooperate in safety procedures as the following statements of responsibility designate, programs are organized to carry out each of these activities.

- a. A responsible supervisor will investigate all accident near miss accidents. On completing his report, he will forward it to the Project & Safety Supervisor.



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b. An accident report must clearly and vividly produce answers for six (6) questions: How did the accident happen? Where did it happen? When did it happen? What materials, machines, equipment or conditions involved? And how can recurrences is prevented?

c. The “Guide to Getting Accidents on Paper” offers information on how to answer these questions and a quick form for recording the answers. All persons involved - supervisors, Workmen witnesses, and those investigating is to prevent recurrence. These investigations are the primary source of information for all prevention activities.

SAFETY INSPECTION

Regular safety inspection will be established in all operating areas. Safety inspection will be conducted by the Safety Officer. Results will be forwarded to Line Managers concerned, with a copy to the Project Manager.

Safety inspection is a means of surveying and appraising unsafe conditions and work practices that can result in accidents. Safety inspection will provide detection-seeking out unsafe methods and conditions exist and correction-eliminating the unsafe condition on methods.

For most industrial accidents there are two contributing factors, unsafe condition and unsafe acts. A safe project will diminish or eliminate unsafe conditions. But unless the unsafe act is prevented, accidents will continue no matter what the conditions.

Unsafe acts originate with a number of factors, and one of these that can be readily handled is improper assignment of the worker to the task. Haphazard placement is undoubtedly at the root of the substantial portion of work connected injuries, particularly where hazard potential is high. Every effort must be made to pair the individual to the job.



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PROCEDURE FOR SAFETY

A safety operating procedure is the work method, system, or control that an employee follows in accomplishing his assigned duties. Some of the best examples of safety operating procedures are lock-out and tag-out of electrical device equipment, and the methods by which flammable liquids and solvents are handled and stored. Controls of this type will be used to ensure operator safety, to avoid shutdown time of equipment, and to eliminate the hazards of industrial fires.

In preparing and designing safety operating procedures a complete review will be conducted of the facility, to include operator work habits, location of equipment, and storage of flammable materials. The same type analysis that is used to establish safety regulations will be used to design safety operating procedures.

TRAINING AND EDUCATION

Safety and education will be divided into two programs. That each stress one part of a total safety effort, general training and education programs to give an overview and to keep safety attitude in the minds of all personnel and specific training to alert each worker to the problems of his own job and work area.

General Training and education programs will be a strong amalgam of many activities and media approaches to promoting safety. There will be initial orientation training for new employees, including an introduction to job, work practices, and safety rules. The issuing of and education in protective equipment and the reviewing of all special instructions, of emergency evacuation procedures and of the reporting of injuries, fire, alarms and the like. There will be group meetings using films, stunts, talks and demonstrations. Safety literature will be regularly distributed, especially safety bulletins, on a regular basis, and posters will be issued.



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SPECIFIC PROGRAM

A typical program in this effort at general training and education will be the Safety Suggesting program.

A suggestion system to elicit workers ideas for improving work conditions and methods can be very helpful if properly used and effectively promoted. The following points are based on successful experience.

JOB SAFETY TRAINING

Unsafe work practices may take many forms: - Using the wrong tool, failure to use guards or protective equipment, taking unnecessary chances, assuming an awkward position, or failing to practice.

Safe housekeeping, to name by few. Such unsafe practices suggest two things, a lack of effective safety training, and the lax supervision that permits them to continue. In establishing and prosecuting a safety program, regular and frequent appraisal of work practices is needed. Training must be initiated to correct unsafe practices.

Job safety training is not something apart from job skill training. Perhaps a better name for the whole would be job training with safety. And its effectiveness depends on the ability of the instructor, usually a member of the Safety Department, a supervisory, or an outstanding journeyman to teach effectively and produce enthusiasm for safety in the student.



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PRINCIPLES OF SAFETY ON THE JOB

Step-1: Prepares the worker to receive instructions

- Put him at ease.
- Explain the job and find out what he already knows about it
- Interest him in learning to do the job as you want him to.
- Place him in the current position

Step-2: Present the operation

- Have him to do the job and correct errors.
- Stress each key point.
- Instruct clearly, completely, and patiently. But don't offer more than he can master.

Step-3: Try out his performance

- Have him to the job and correct errors.
- Have him explain each key point to you as he repeats his job.
- Make sure he understands.
- Continue until you know that he knows.

Step-4: There must be a follow-up

- Put him on his own, designate the person to whom he should go for help.
- Check frequently and encourage questions.
- Taper off coaching and close follow-up.



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SAFE WORK PROCEDURES:

1. Personal Protective Equipment Plan
2. Emergency Response and Reporting
3. Incident Investigation Reporting and Record Keeping Procedure
4. House Keeping Policy
5. Work Permit System

1. PERSONAL PROTECTIVE EQUIPMENT PLAN

Hard Hats – Must be worn at all times.

Safety Boots – Must be worn at all times.

Safety Glasses – Must be worn when Eye Hazards are present

Other PPE for Specific Tasks: Ear Plugs, Gloves, Dust Masks and Fall Protection

2. EMERGENCY RESPONSE AND REPORTING

The purpose of these procedures is to ensure that all persons affected by an emergency are notified and respond appropriately and that all emergencies are reported. They cover general notification, response, and reporting. They apply to workers, supervisors, building managers, the facility manager, and emergency responders.

RESPONSE:

A situation is an Emergency if it poses a serious threat to human health or environment. Notification for emergencies that affect the general population of significant numbers of on-site personal will be managed by the concern persons.



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REPORTING:

In case of emergencies, it needs to be reported to the concerns persons mentioned at the time safety training orientation.

3. INCIDENT INVESTIGATION REPORTING AND RECORD KEEPING PROCEDURE:

All incidents will be investigated and recorded as per the below table and procedures

Incident details			
Name of person involved in the incident:		Date of incident:	
Location of incident:			
Incident investigation team:			
What task was being performed at the time of the incident?			
What happened? (e.g. 'employee tripped over box' or 'forklift hit wall')			
What factors contributed to the incident?			
Environment:		Equipment/materials:	
<input type="checkbox"/> Noise	<input type="checkbox"/> Layout / design	<input type="checkbox"/> Wrong equipment for the job	<input type="checkbox"/> Equipment failure
<input type="checkbox"/> Lighting	<input type="checkbox"/> Dust / fume	<input type="checkbox"/> Inadequate maintenance	<input type="checkbox"/> Material / equipment too heavy / awkward



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<input type="checkbox"/> Vibration	<input type="checkbox"/> Slip / trip hazard	<input type="checkbox"/> Inadequate guarding	<input type="checkbox"/> Inadequate training provided
<input type="checkbox"/> Damaged / unstable floor	<input type="checkbox"/> Other	<input type="checkbox"/> Other	
Work systems:		People:	
<input type="checkbox"/> Hazard not identified	<input type="checkbox"/> No / inadequate risk assessment conducted	<input type="checkbox"/> Procedure not followed / no procedure exists	<input type="checkbox"/> Drugs / alcohol
<input type="checkbox"/> No / inadequate safe work procedure	<input type="checkbox"/> No / inadequate controls implemented	<input type="checkbox"/> Fatigue	<input type="checkbox"/> Time / production pressures
<input type="checkbox"/> Hazard not reported	<input type="checkbox"/> Inadequate training / supervision	<input type="checkbox"/> Change of routine	<input type="checkbox"/> Distraction / personal issues / stress
<input type="checkbox"/> Other		<input type="checkbox"/> Lack of communication	<input type="checkbox"/> Other

Corrective actions:

Contributing factor (from above list)	What are we going to do to fix the problem?	Who	When	Completion date



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4) HOUSE KEEPING POLICY:

4.1 All workplace participants are responsible for enforcing good housekeeping practices as it is Recognized that

4.2 Poor housekeeping creates hazards which can lead to injuries in the workplace.

- Good housekeeping practices include the following, but are not limited to:
- Work, storage and amenities will be kept and maintained in a clean and hygienic manner at all times.
- Appropriate waste disposal facilities will be provided and used.
- Oils, greases, flammable or chemical spills must be cleaned up immediately and disposed of correctly.
- Portable equipment is to be returned to appropriate storage facilities after use.
- Adequate working space for the work activity being performed is to be maintained at all times.
- Work areas including doors, stairwells, aisles and other means of egress are to be kept clear and unobstructed at all times.
- Electrical cords, hoses and pipes are not to be placed in areas where they may be subjected to damage or cause a trip hazard.
- Personal protective equipment shall be maintained in good working order.
- When not in use, personal protective equipment is to be stored in a clean and hygienic manner.
- Ensure all rubbish is cleared away as soon as possible and placed in correct bins.
- Material stored in open areas shall be stored in a tidy manner and in appropriate containers.
- Vehicles shall be parked only in authorized parking places.
- Aisles, walkways, corridors, staircases, doorways, entrance halls, foyers and exits shall be unobstructed, free from tripping (hoses, cables etc) and slipping hazards and the accumulation of combustible materials.
- Safety signs, fire extinguishers/hoses and emergency exits must not be obstructed.
- Housekeeping should be performed daily as part of normal work practices or at the end of each work shift, where applicable.



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5) WORK PERMIT SYSTEM:

A permit-to-work system is a formal written system used to control certain types of work that are potentially hazardous.

A permit-to-work is a document which specifies the work to be done and the precautions to be taken. Permits-to-work form an essential part of safe systems of work for many maintenance activities. They allow work to start only after safe procedures have been defined and they provide a clear record that all foreseeable hazards have been considered.

A permit is needed when maintenance work can only be carried out if normal safeguards are dropped or when new hazards are introduced by the work. Examples are, entry into vessels, hot work and pipeline breaking.

And Client Work Permit System Requirement shall be following during this shutdown.

6) WORK AT HEIGHT:

This document is intended to provide guidance for developing site-specific working at heights rescue plans.

Company Policy on Working at Heights Rescues

The implementation and maintenance of a safe work environment is the collective responsibility of all employees, contractors, and visitors to the jobsite. It is our company policy to provide prompt medical treatment when a worker is injured on the jobsite. To do this, workers may have to perform a working at heights rescue to bring down a worker who has fallen and is suspended in a safety harness.



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Purpose of Working at Heights Rescues

When a worker falls and is suspended in a harness, it's important to rescue him or her as quickly as possible because of the following reasons.

- The worker may have suffered injuries during the fall and may need medical attention.
- When workers are suspended in their safety harnesses for long periods, they may suffer from blood pooling in the lower body. This can lead to suspension trauma.
- Suspended workers may panic if they are not rescued quickly.
- The event that led to the fall may create additional risks that need to be addressed.

Emergency Planning

The three main parts of emergency planning are:

- 1) Training
- 2) Creating an emergency plan
- 3) Outlining rescue procedures.



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1) Training

All site personnel must attend a site-specific safety training session where they will review emergency response procedures and receive instruction on alarms and assembly areas.

Train a designated crew to perform the rescue. This crew must know how to use the equipment that is available to them at the jobsite and where they can find it. They should review the rescue procedure every two weeks with the crane crews.

2) Emergency Response Plan

If a worker falls and is suspended by a safety harness, implement the emergency response plan by following the steps below.

Note: It's important to know your role.

1. The site supervisor (or alternate foreperson) takes control of the situation.
2. The site supervisor sounds the emergency alarm—two long blasts from a horn. All workers in the immediate vicinity of the incident stop working. The site supervisor quickly evaluates the situation and identifies any further hazards that could arise.
3. The site supervisor or their designate goes to get help if workers are close by. If no one is close enough, the site supervisor calls for help.
4. The site supervisor calls 911 to notify local police, fire, and ambulance if required.
5. The crane operator remains on standby. The operator frees the hook and waits for further direction in case the designated rescue team must perform a basket rescue.
6. The site supervisor (or a worker assigned to the task) isolates the accident zone and its perimeter to limit further exposure.
7. The site supervisor (or a worker assigned to the task) moves all non-affected personnel to a safe zone or directs them to remain where they are.



8. The site supervisor enables radio silence on the jobsite, except for crisis communications from emergency responders. These communications are conducted on a pre-selected "emergency only" radio channel.
9. The site supervisor sends a designated worker to the site gate to meet the response team (police, medical, fire, etc.) and ensure that they have a safe access path to the accident scene.
10. The site supervisor assembles the emergency rescue team at the accident site as quickly as possible to determine the best rescue procedure for the situation.

3) Rescue Procedures

The following rescue procedures are ordered (A) through (D), with (A) being the preferred method and (D) being the method used when there is no other means of rescue.

A. Elevating Work Platform Rescue—If an elevating work platform (EWP) is available on site and the suspended worker can be reached by the platform, follow the procedure below.

1. Bring the EWP to the accident site and use it to reach the suspended worker.
2. Ensure that rescue workers are wearing full-body harnesses attached to appropriate anchors in the EWP.
3. Ensure that the EWP has the load capacity for both the rescuer(s) and the fallen worker. If the fallen worker is not conscious, two rescuers will probably be needed to safely handle the weight of the fallen worker.
4. Position the EWP platform below the worker and disconnect the worker's lanyard when it is safe to do so. When the worker is safely on the EWP, reattach the lanyard to an appropriate anchor point on the EWP if possible.
5. Lower the worker to a safe location and administer first aid. Treat the worker for suspension trauma and any other injury.
6. Arrange transportation to hospital if required.



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B. Ladder Rescue—If an elevating work platform is not available, use ladders to rescue the fallen worker with the procedure outlined below.

1. If the fallen worker is suspended from a lifeline, move the worker (if possible) to an area that rescuers can access safely with a ladder.
2. Set up the appropriate ladder(s) to reach the fallen worker.
3. Rig separate lifelines for rescuers to use while carrying out the rescue from the ladder(s).
4. If the fallen worker is not conscious or cannot reliably help with the rescue, at least two rescuers may be needed.
5. If the fallen worker is suspended directly from a lanyard or a lifeline, securely attach a separate lowering line to the harness.
6. Other rescuers on the ground (or closest work surface) should lower the fallen worker while the rescuer on the ladder guides the fallen worker to the ground (or work surface).
7. Once the fallen worker has been brought to a safe location, administer first aid and treat the person for suspension trauma and any other injury.
8. Arrange transportation to hospital if required.

C. Rescue from Work Area or Floor Below—If the fallen worker is suspended near a work area and can be safely reached from the floor below or the area from which they fell, use the following procedure.

1. Ensure that rescuers are protected against falling.
2. If possible, securely attach a second line to the fallen worker's harness to help rescuers pull the fallen worker to a safe area. You will need at least two strong workers to pull someone up to the level from which they fell.
3. Take up any slack in the retrieving line to avoid slippage.
4. Once the worker has been brought to a safe location, administer first aid and treat the person for suspension trauma and any other injury.
5. Arrange transportation to hospital if required.



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D. Basket Rescue—If a worker has fallen and is suspended in an inaccessible area, you may need to perform a basket rescue.

For basket rescues, the basket must be designed by a professional engineer in accordance with good manufacturing processes to withstand all loads to which it may be subjected. It must be kept on site at all times in an accessible location where it is clear of material or other equipment. Fit the rescue basket with appropriate rigging for quick hookup by the crane operator.

Always keep the following items in the rescue basket.

1. First-aid kit
2. Three lanyards equipped with shock absorbers
3. One full-body harness
4. Tag line attached to the basket at all times
5. Descent controller rescue device in good working condition
6. Secondary safety line to tie the basket above the headache ball of the crane.

To perform a basket rescue, follow the steps below.

1. Make sure preferred methods A, B, and C are not possible.
2. Notify the crane operator right away to position the crane to attach the basket.
3. While the basket is being attached, the crew leader checks that all safety rigging is done and all the required safety equipment is available.
4. With two rescuers in the basket, hoist it to a position that is above and as close as possible to the fallen worker. A designated worker on the ground guides the basket with a tag line. The designated worker must make sure that when the rescue basket reaches the right elevation, the door of the basket is facing the structural steel to provide an easy exit for rescuer #1.
5. Rescuer #1 exits the rescue basket and gets into a position to reach the fallen worker. When doing this, rescuer #1 must be tied-off at all times to either the structure or the rescue basket.



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6. Rescuer #2, who is still in the rescue basket, lowers the line that will be used to retrieve the worker. Rescuer #2 attaches an extra lanyard to the line if required.
7. Rescuer #1 assesses the fallen worker for injuries and then decides how to proceed (i.e., treat injuries first, guide the fallen worker into the rescue basket, or lower the basket to the ground with the fallen worker attached to it).
8. Once the fallen worker has been brought to a safe location, administer first aid. Treat the person for suspension trauma and any other injury.
9. Arrange transportation to hospital. A designated worker must accompany the injured worker to hospital.

If the basket rescue is the method used, keep the following points in mind.

- Perform a basket rescue only when it is not possible to use conventional equipment to rescue the fallen worker in a safe manner.
- Never exceed the maximum number of workers in the basket as indicated on the nameplate.
- Ensure that a competent worker inspects the crane and equipment being used prior to lifting rescuers.
- Always equip the crane with a fail-safe mechanism to prevent the boom from descending in the event of a power source or system failure.
- Maintain an adequate means of communication between the rescuers in the basket and the crane operator at all times.
- Ensure that workers in the rescue basket wear full-body safety harnesses attached to a lanyard and anchored to appropriate points in the basket at all times.
- Make sure that all rigging used to attach the rescue basket to the hook of a load line has a safety factor of 10 against failure. There should be a safety line attached to the load line directly from the basket.
- Do not allow cranes to travel while rescuers are in the basket.
- Do not use suspended rescue baskets during high winds, electrical storms, snow, ice, sleet, or other adverse conditions that could affect the safety of personnel on the platform or in the basket.



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Post-Rescue Procedure

All non-affected workers should remain in the designated safe gathering zone until the site supervisor notifies them to do otherwise.

The site supervisor and health and safety representative should

- Begin the accident investigation.
- Quarantine all fall-arrest equipment that may have been subjected to fall fatigue effects and/or shock loading for further investigation.
- Secure the area (the OSHA requires that an accident scene not be disturbed where a fatal or critical injury has occurred).
- Determine whether or not the jobsite-specific rescue and evacuation plans were followed as designed.
- Record modifications or additions to the plans that the rescue team deems necessary.
- Record all documented communications with fire, police, MOL, and other contractors involved. (When a fall occurs and is arrested, you must notify the MOL in writing.)
- Record all documented statements from employees, witnesses, and others.
- Save all photographs of the incident.
- Record all key information such as dates, time, weather, general site conditions, and specific accident locales including sketches of the immediate incident area, complete with measurements if applicable.

Tower Crane Operators: Rescue Training

Time is of the essence when attempting to rescue an injured or ill tower crane operator. A rescue will involve training and a solid working knowledge of how to use the specific equipment. Ontario has several independent training providers you can hire to train your workers.



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7) PRE-COMMISSIONING ACTIVITIES

The pre-commissioning activities are an integral part of the process of ensuring the quality of the experiment. The following sections detail the pre-commissioning activities ensuring that site infrastructure and procedures are properly managed and documented.

Station Installation and Scheduling

The Commissioning Team and the Site Managers will develop target dates for the installation and commissioning of each SABIC Site. An Installation Representative will be identified by the Site Manager to manage the installation. Site drawings, instrument siting and installation according to national standards, agreed guidelines, or manufacturer recommendations, and exceptions will be documented as part of the Report.

Testing of Instruments Included in the Intercomparison

The testing of instruments is conducted by the SABIC Site Project Team. Based on the results, the Site Manager will determine the readiness of instruments and the site for the formal phase of the experiment.

Site Documentation

Technical documentation for each SABIC component will include, but not limited to, the site layout, instruments details and configuration, data collection (including the data format), number of similar instruments, installation details, maintenance standards.

Monitoring of Performance

- The Site Manager will establish feasible procedures for monitoring the performance of instruments, identifying problems with the data, and initiating and tracking remedial actions. This may include:



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- Review data, diagnostic data, quick view plots, QC reports, etc.
- Establishing Site Journals/Blogs documenting the performance and intervention on the instruments (directly – e.g. snow clearing - or indirectly – e.g. system reset -)

Site Maintenance

The SABIC Site Manager will ensure that site maintenance is available to limit the periods or data outage.

FORMS

1. Security Daily Activity Report
2. Security Incident Information Report
3. Personnel Security daily report



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SECURITY DAILY ACTIVITY REPORT

REPORTING PERIOD:

From: _____ Hrs.

To: _____ Hrs.

1. As per security operations specifications submitted the following posts and patrols were fully manned over the 24 hour period.

POST/PATROL	No. of men on duty at any one time	Total no. of men on duty
Supervisor		
Location		
Location		
Mobile/Foot patrol		

2. INCIDENTS:

3. GENERAL:



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SECURITY INCIDENT INFORMATION REPORT

DAY:	DATE:	TIME:
------	-------	-------

1. Classification: _____

2. Location:

Name (Suspect/Witness)	Company	Work no.	National	Address

3. Report details:

4.

Name (Reporting officer)	Badge no.	Title	Signature

5. Report details:

Date: _____

Serial no.: _____



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FIRE SAFETY PROGRAM

PREFACE

This Fire Prevention and Fire Protection Plan are to provide the information necessary to eliminate the causes of fire - reduce life injuries - and property damage.

The Fire Prevention Program has two primary functions:

- To provide standards under the guidance which fire waste may be check.
- To educate all project personnel so that loss of life and injury from fire reduced and needless fire destruction of property will be halted.

Proper supervision of the entire program by Al Manaseeb Contracting Company and contractor personnel, all working together, can reduce the number of fires during construction and assure that the facilities will be completed and ready for operation on schedule.

1. PURPOSE

The purpose of this Fire prevention program is to help in taking all possible preventive measures in order to prevent fires from taking place. In case a fire does take place, this program helps in the procedures of fighting it.

2. POLICY

The policy procedures and provisions of the Fire prevention program shall apply to all operational and maintenance areas of the company.

3. GENERAL

Fire Prevention is very important and is a continuous process. All employees from manager to labor level must know it. Checks should always be conducted by the management during



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working hours and also during non-operation hours. Each Department Head must take periodic inspection and examine measures taken at the respective facilities, stores, warehouses and areas. They are to report any deficiency in their respective areas, making recommendations to correct item. If such deficiencies are of serious in nature, they are to immediately remedy them and notify the nearest fire prevention group/Fire Services Department.

4. RESPONSIBILITIES OF MANAGEMENT

4.1 The project management is responsible for overall implementation and administrates the fire prevention program, review measures taken, review, reports submitted review regularly all departments fire prevention performance and checks and has the final responsibility to see that all work in departments is done safely and fire prevention measures taken.

4.2 Project Manager is responsible to project management for administration, advisement, coordination and implementation of all applicable rules and regulations required during the operations and maintenance of the camps.

4.3 Department Managers/Supervisors are responsible to supervise and direct the enforcement of the site fire prevention program. Works closely with the Fire and Safety Officer to assure the particular safety and fire protection needs and requirements are provided and complied with on the site. Makes daily inspections of his site and assures the necessary corrective actions are initiated when deficiencies are noticed.

4.4 Fire and Safety Officer has the responsibility of direct supervision and enforce the site fire prevention program, continuously monitor his assigned work areas and invites the most immediate action available to correct the unsafe conditions. Reports to the Project Manager any conditions he is unable to correct it, ensures the employee assigned to work is properly introduced the fire prevention program and the locations of fire extinguishers and other firefighting equipment. Enforces the presence and regular inspection of



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firefighting equipment and that faculty, damaged or safe and fire causing conditions are immediately removed, remedied, repaired or replaced. He is to arrange for demonstration on the use of firefighting equipment.

4.5 Employee assumes a responsible attitude towards fire prevention, never sacrifice safety for expediency, make him acquainted with the location and use of the nearest fire protection equipment. Reports to his Supervisor unsafe conditions he observes whether it is in his area or not, endeavors at all times and understands that it is to his and the company's benefit to do so.

5. EMERGENCY TELEPHONE NUMBER

The Fire Department telephone number will be conspicuously posted near each telephone with all the other emergency telephone numbers.

Fire – 998

6. FIRE EQUIPMENT

The suitable type of fire extinguishers must be conspicuously posted in every building. "NO SMOKING" signs should be conspicuously posted where required; stores and warehouses are always to be equipped with required firefighting equipment. All fire extinguishers are inspected monthly.



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7. FIRE INSTRUCTIONS

In the event of fire, take the following actions:

7.1 Alert all residents and employees in the building.

7.2 Send someone immediately to alert Camp Security who will in turn report to the nearest Fire Services Department.

7.3 Be sure to provide the building number and exact location of the fire. All fires regardless of size must be reported to the Fire Services Department.

7.4 Portable fire extinguishers are available in all buildings. Know the location of those closest to your living quarters. Read the operation instructions posted near each extinguisher and be sure to know how to operate the extinguishers in the event of a fire. Do not tamper with fire equipment.

8. REPORTING A FIRE

All fires irrespective of size and nature shall be reported to the nearest Fire Services Department.

9. TO REPORT A FIRE BY TELEPHONE

9.1 Dial 998. Stay on the telephone to answer questions until told to hang-up. Do not call from the building on fire.

9.2 Where necessary, a look out must be posted to direct the fire truck to the point where it is required.



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FIRE PREVENTION AND PROTECTION PLAN

PURPOSE:

This plan was drawn up for safety guidance to safeguard workers on their job environment in condition with NFPA codes and standards and in compliance with ASACCO established standards on Fire prevention and fire protection's manual requirements.

It is essential to develop good procedures for handling fire or other emergency(s), they include but not limited to

- Manual alarm activation
- Equipment shutdown procedures
- Provision for firefighting action.

Additional, the following critical conditions require special considerations;

- Handling and storage of flammable liquids
- Handling and storage hazardous materials

Equally important that requires considerable attention are:

- Smoking area control
- Electrical Hazards
- Open - Flame and Spark-production works.
- Provisions for flammable storage cabinet,

Fire Evacuation plans with fire reactions procedures shall be provided to all buildings or facilities (s), conspicuously posted to all strategic locations to insure proper and prompt escape in case of fire and other emergency (s).