



شركة ريموت إلكتروميكا نيكال ذ.م.م.
Remote Electromechanical Co. W.L.L

COMPANY PROFILE



Remote Electromechanical Co. W.L.L.

Doha, Qatar

P.O. Box : 45244

Telefax : +974 44835122

Email : info@remoteqatar.com

Website : www.remoteqatar.com



REMOTE
ELECTROMECHANICAL

شركة ريموت إلكتروميكانيكال ذ.م.م.
Remote Electromechanical Co. W.L.L

Company Profile

Remote Electromechanical Co. W.L.L.

Doha, Qatar

P.O. Box : 45244

Telefax : +974 44835122

Email : info1remote@gmail.com

Website : www.remoteqatar.com

Pre-Qualification for MEP Works

Table of Contents

SI	Ref	Description
		Covering Letters
		Annexures

List of Annexures		
1	Annexure A	Company General Information and Chairman Speech
2	Annexure B	Principal Activities
3	Annexure C	Organizational Chart & Key Personnel
4	Annexure D	Company Registration & License
5	Annexure E	Major Projects (Under Execution & Completed)
6	Annexure F	Quality Plan
7	Annexure G	Safety Plan



REMOTE
ELECTROMECHANICAL

شركة ريموت إلكتروميكانيكال ذ.م.م.
Remote Electromechanical Co. W.L.L

Annexure A

Company General Information

&

Chairman Speech





REMOTE
ELECTROMECHANICAL

شركة ريموت إلكتروميكانيكال ذ.م.ق.
Remote Electromechanical Co. W.L.L

COMPANY GENERAL INFORMATION

Company Name	:	Remote Electromechanical Co. W.L.L.
Type of Registration	:	Limited Liability Company
Company Nationality	:	51% Qatari +49% Iranian
Management	:	Mahmoud Asghar Nadri – General Manager
Street Address	:	Street 750, Zone 71, Building No-23 Souq Umm Salal Mohammed Trading
Mailing Address	:	P.O. Box 45244 Umm Salal Mohammad
Contact Details	:	Telefax (+974) 44835122 Mob (+974) 55846584 Email info@remotegatar.com Web www.remotegatar.com
Commercial Registration No.	:	61074
Date of Registration No.	:	17/06/2015
Membership with QCCI	:	01/33191
Bankers in Qatar	:	Qatar Islamic Bank Qatar National Bank



REMOTE
ELECTROMECHANICAL

شركة ريموت إلكتروميكانيكال ذ.م.م.
Remote Electromechanical Co. W.L.L.

Chairman Speech

AMER MOHD S J Al Jabri

Remote Electromechanical Co. W.L.L. is a Holding company owns and operates a group of establishments in the state of Qatar. We are an emerging group of companies targeting to be an inevitable part of the industry with our presence in every relevant sector of the local economy. Individual companies in the group are prominent players in the respective arenas which they are.

Concerns are engaged in Manufacturing, Construction, Trading, Contracting, Services sectors even prestigious Restaurant also including the series.

As a part of our development strategy regional and overseas tie-ups with the leading firms of the Oil & Gas, Industrial Engineering and Construction sectors are in the progress, shortly few more companies will be added to the existing link of the Group. We are operating in the industry at our best with an obligation to society and the nation and are always cared to give a “National Touch” for every single tasks we handle. We are promised to adapt changes, in technology, vision, and participation etc. in time; with a vision and longing to provide quality products and services to be an icon of inspiration to others. Perfect blend technology and professional management are our strength.

Our philosophy is to grow up with the nation; with a social commitment. Be hand in the hand with the growth of Group, we are in pursuit of increasing our reach and developing our resources as well. We thank our prestigious clients for their trust, management and other entire workforce of the group for their dedicated service.

Amer Mohd S J Al-Jabri
Chairman
Remote Electromechanical Co. W.L.L.



REMOTE
ELECTROMECHANICAL

شركة ريموت إلكتروميكانيكال ذ.م.م
Remote Electromechanical Co. W.L.L

Annexure B

Principal Activities





REMOTE
ELECTROMECHANICAL

شركة ريموت إلكتروميكانيكال ذ.م.م
Remote Electromechanical Co. W.L.L

Pre-Qualification Documents

Annexure B - Principal Activities

Our main Activities encompasses the complete supply, installation, operation, testing, commissioning and maintenance of the entire Electro-mechanical HVAC, Plumbing, Fire Fighting & Fire Alarm, Electrical, Security & Surveillance, as well as IT and Audio / Visual systems.

The above can be elaborated as under:

- Supply and installation of MEP Works.
- Sanitary Drainage Systems.
- Storm Drainage Systems.
- Potable Water Mains, Valves.
- MEP Services to External Works.
- MEP Services and Equipment to Internal & External Water Features.
- Plant Room Boilers, Chillers, Heat Exchangers and Cooling Towers.
- Water treatment & Softener plants.
- Variable speed systems.
- Gas Distribution Systems for Kitchens.
- IT/ Data, Communications, and Conduit, Trunking & Duct Work.
- Audiovisual equipment, Conduit, Trunking & Duct work.
- Fiber Optic Systems.
- System Capabilities for Detection of Malfunctioning Security Components.
- Centralized Monitoring Station, Devices and Switch Panels.
- UPS Backup to Security Devices.
- Closed Circuit Television (CCTV) Systems, Mounting Brackets & Housings.
- Security Intercom Systems.
- Intrusion Control and electronic keying devices, cabling and control.
- Cabling Systems, Switching Devices, Signal Boosters.
- Direct and Indirect Lighting Systems.



REMOTE
ELECTROMECHANICAL

شركة ريموت إلكتروميكانيكال ذ.م.م
Remote Electromechanical Co. W.L.L

- Primary & Secondary Power, Mains, Panels, Switch Gear and Equipment.
- Substations and LV Switchgear.
- Emergency Stand-by Generator(s), Control Panel.
- Protection Cabling and Systems.
- Building Grounding & Lighting Arrestor Systems.
- Aviation Beacons and Markers.
- Electrical Services to Building & External Site Works.
- Electrical Services and Equipment for Internal & External Water Features.
- Decorative External Site Lighting Fixtures.
- Electrical Power to Irrigation Pumps and Down Stream Systems.
- Electrical Services to Conveyance Systems.
- Electrical Services to Back of House, Service Areas and Plant Rooms.
- Fire Detection and Alarm Systems.
- Building Management Systems, Controls.
- Fire/Life Safety Systems & Equipment.
- Central Public Address and Audio System.
- Satellite Reception and Distribution System.
- Provide Builders Operations and Maintenance Program and Manuals.
- Provide for testing, inspection and commissioning of systems.
- Provide spare parts and attic stock.
- Provide warranty and maintenance with extension.
- Provide as built drawings.



REMOTE
ELECTROMECHANICAL

شركة ريموت إلكتروميكانيكال ذ.م.م.
Remote Electromechanical Co. W.L.L

Annexure C

Organization Chart

&

Key Personnel





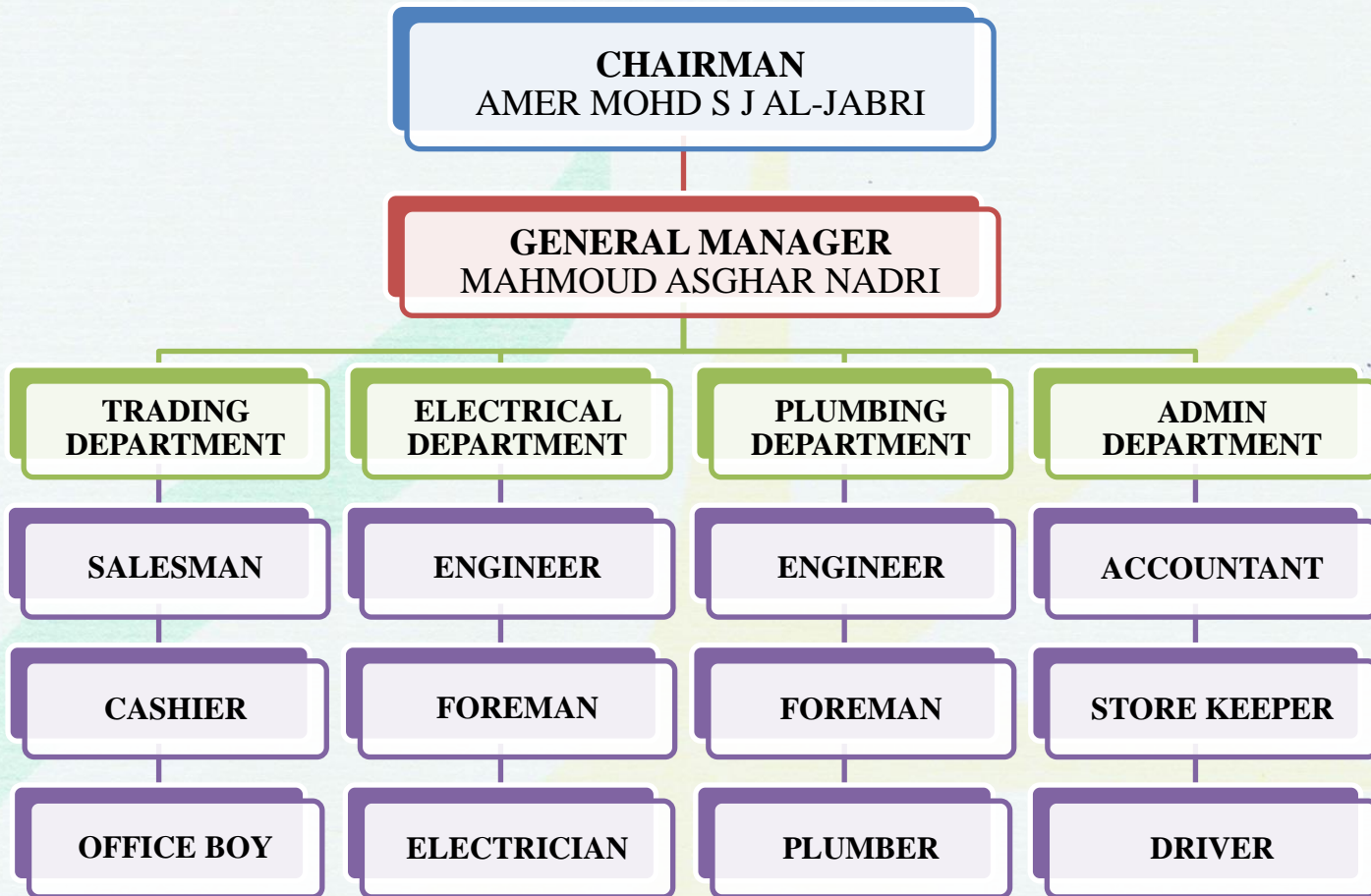
شركة ريموت إلكتروميكانيكال ذ.م.م.
Remote Electromechanical Co. W.L.L

Amer Mohd S J Al Jabri
Chairman

Mahmood Asghar Naderi	General Manager
Muzammil Mushtaque Ahmed Sarkare	Electrical Engineer
Ramalingam Chinnathambi	Electrical Supervisor
Binson Baby	Plumbing Diploma Engineer
Mohammad Ayub	Chief Accountant
Dirgh Raj Adhikari	Salesman
Abbas Aaga	Salesman
Mohammad Jamal	Electrician
Rakesh Kumar	Electrician
Vijay Kumar	Electrician
Abu Naiem	Electrician
Mohammad Shahin	Electrician
Jay Narayan Mandal	Electrician
Narayan Chaudhary	Electrician
Bal Gopal Haluwai	Electrician
Jafare Alam	Electrician
Mohammad Yasin	Electrician
Samshad Ahmad	Electrician
Dilkash Shaikh	Electrician
Abdul Faiyaj	Plumber
Sanoop Balan	Plumber
MD Dowlat	Plumber
Shankar Lal Gudem	Plumber
Vishnu Lalu	Plumber
Jaharuddin	Plumber
Sarvesh Kumar	Driver
Kumar K. Samy	Driver



شركة ريموت إلكتروميكانيكال ذ.م.م
Remote Electromechanical Co. W.L.L





REMOTE
ELECTROMECHANICAL

شركة ريموت إلكتروميكانيكال ذ.م.م
Remote Electromechanical Co. W.L.L

Annexure - D

Company Registration

&

License



اسم المرخص له: ريموت الكتروميكانيكال			
Name of Licensed Party: REMOTE ELECTROMECHANICAL			
Grade: 4TH Grade (250 Kilowatts)		الدرجة: الرابعة (حمل مانتان وخمسون كيلو وات)	
Date of Issue: 03/02/2019	تاريخ الإصدار: 03/02/2019	License Number: 1228	رقم الرخصة: 1228
Expiration Date: 03/02/2020	تاريخ الانتهاء: 03/02/2020		
Company ID No: 14834200	سجل مقاول: 14834200	Comm. Regist. No : 61074	سجل تجاري: 61074
P.O.Box: , Doha 45244	ص.ب: Doha 45244	Fax : 44835122	فاكس : 44835122
		Phone: 44835122	هاتف: 44835122

- 1- The above mentioned Company /Establishment is authorized to practice the Electrical Contracting Works in the State of Qatar for the duration of this license.

1- تخول الشركة / المؤسسة المذكورة أعلاه بمزاولة أعمال مقاول كهربائي ضمن حدود دولة قطر مادامت هذه الرخصة سارية المفعول.
- 2- This License is valid for electrical works that do not exceed 415 Volts.

2- تسري هذه الرخصة على التمديدات التي لا تتعدى 415 فولت.
- 3- The holder of this license is not authorized to execute works with Oil Saturated Sheets Insulated Cables (PILC Cables). If the project requires the application of this type of cables, the holder of this license should refer to Qatar General Electricity and Water Corporation for permission.

3- هذه الرخصة لا تخول حاملها بمزاولة أية أعمال تتعلق بالكابلات المعزولة بالورق المشبع بالزيت (كابلات الـ PILC) و متى كان المشروع يتطلب استخدام هذه النوعية من الكابلات ، استوجب على المقاول الحامل لهذه الرخصة أن يتقدم إلى المؤسسة العامة القطرية للكهرباء والماء للحصول على تصديق بذلك .
- 4- Failure to comply with the condition mentioned above will cause the termination of this license.

4- عدم التقيد بهذا الإجراء سيؤدي إلى إلغاء الرخصة.
- 5- The holder of this license has no right to sell, transfer, or allow any third party to use it. According to the recommendations of the special committee, and under the applied regulations and by laws, Qatar General Electricity and Water Corporation preserves all rights to take any legal or corrective action against the violation of this condition.

5- لا يحق بأي شكل من الأشكال للشركة / المؤسسة حاملة هذه الرخصة بيعها أو التنازل عنها أو السماح لأي طرف ثالث باستعمالها. و للمؤسسة العامة القطرية للكهرباء و الماء الحق في ظل النظم و اللوائح التنفيذية المعمول بها اتخاذ التدابير و الإجراءات اللازمة و المناسبة تجاه أية مخالفات من هذا النوع استنادا لتوصيات اللجنة المختصة بهذا الشأن.

Note:

The company will be re-qualified by the Installations Section after the expiration of this license.



م. يوسف احمد الجيدة

مدير إدارة خدمات المشتركين

Manager, Customer Services Department



2018/11/18
No 1 of 1

تاريخ الطباعة:
صفحة رقم:



Registration and Commercial
Licenses Department

وزارة الاقتصاد والتجارة
Ministry of Economy and Commerce

إدارة التسجيل
والتراخيص التجارية

رخصة تجارية



رقم الرخصة: 103395
الأسم التجاري: رموت الكترولوميكاليك
نوع المنشأة التجارية: شركة
السمة التجارية:
تاريخ اصدار الرخصة: 2014/11/17
تاريخ انتهاء الرخصة: 2019/11/16
رقم السجل التجاري: 61074

بيانات المدير المسؤول :

اسم المدير المسؤول: محمود اصغر نادري
رقم الإثبات: 27236400317

بيانات الموقع :

تصنيف الموقع: تجاري
نوع الموقع: محل تجاري
المنطقة: 71 ام صلال محمد
الشارع: ابن سيار
رقم الشارع: 750

جنسية المدير المسؤول: ايران
نموذج ختم المنشأة التجارية :

عقار رقم: 23
رقم الدور/ الوحدة:
اسم مالك العقار: الشيخ / ثاني بن محمد ال ثاني
نوع الرخصة: دائمة
وصف العنوان: بلدية ام صلال / ام صلال-الخرطيات-ام العمد

الأنشطة التجارية :

رقم النشاط	إسم النشاط
457060	اعمال كهربائيه(تجهيزات كهربائيه)مثل تمديد الاسلاك و عمل الوصلات و ... واصلاحها
562000	التجاره فى الادوات الكهربائيه

رقم النشاط	إسم النشاط
411000	اعمال تمديد شبكه المياه الى المباني والمنشآت
4752401	التجارة فى الادوات الصحية
2000857	مقاولات انشاء شبكات ومحطات الصرف الصحي واصلاحه



مدير إدارة التسجيل والتراخيص التجارية



بطاقة قيد المنشأة Establishment Card

Est. ID 14-8342-00 رقم قيد المنشأة

اسم المنشأة: ريموت الكتروميكانيكال

Est. Name : REMOTE ELECTROMECHANICAL

Sector : COMMERCIAL

القطاع: تجاري

First Issue : 2014-11-19 تاريخ اول اصدار :

Expiry Date : 2019-11-16 تاريخ الصلاحية :

مدير عام الادارة العامة للجوازات



* 1 4 8 3 4 2 0 0 *

2018/11/18 24\072

Authorizers

المفوضين

التوقيع	الاسم	رقم الوثيقة
	محمود اصغر نادري MAHMOUD ASGHAR NADRI	27236400317
	عامر محمد سعيد جابر الجابري AMER MOHD S J AL-JABRI	27363400666

Cards 1 / 1 عدد البطاقات Instruction تعليمات

- على من يجد هذه البطاقة ان يقوم بتسليمها الى اي مركز للشرطة
• Whoever finds this card should deliver it to any police station.



وزارة الاقتصاد والتجارة
Ministry of Economy and Commerce

Registration and Commercial
Licenses Department

إدارة التسجيل
والتراخيص التجارية

مستخرج بعض بيانات السجل التجاري

تاريخ الطباعة: 2019/06/20



رقم السجل التجاري: 61074
الاسم التجاري: ريموت الكتروميكانيكال
تاريخ انشاء السجل: 13/06/2013
الشكل القانوني: شركة ذات مسؤولية محدودة
حالة السجل: نشط
عدد الفروع: 0

رقم التسجيل الضريبي: 61074
السمة التجارية:
تاريخ انتهاء السجل: 11/06/2020
راس المال: 200000
جنسية المنشأة: قطر

معلومات الاتصال:
أرقام الاتصال: +974
صندوق البريد:

الشركاء

الاسم	رقم الإثبات	رقم السجل	الجنسية	النسبة	الحالة
محمود اصغر نادري	27236400317		ايران	49	نشط
عامر محمد سعيد جابر الجابري	27363400666		قطر	51	نشط

المدرء (المخولون بالتوقيع)

الاسم	رقم الإثبات	رقم السجل	الجنسية	الصفة (الصلاحية)
عامر محمد سعيد جابر الجابري	27363400666		قطر	صلاحيات كاملة ومطلقة - مدير

Page 1 of 2
رقم السجل : 61074



تشهد غرفة تجارة و صناعة قطر بان المنشاة المذكورة اعلاه سجلت لديها
Qatar Chamber certifies that the above mentioned establishment has been registered



وزارة الاقتصاد والتجارة
Ministry of Economy and Commerce

Registration and Commercial
Licenses Department

إدارة التسجيل
والتراخيص التجارية

مستخرج بعض بيانات السجل التجاري

محمود اصغر نادرى	27236400317	ايران	- مدير
------------------	-------------	-------	--------

الأنشطة التجارية

إسم النشاط	الرقم
اعمال كهربائيه (تجهيزات كهربائيه) مثل تمديد الاسلاك و عمل الوصلات و ... واصلاحها	457060
التجارة في الادوات الكهربائيه	4752501

إسم النشاط	الرقم
اعمال تمديد شبكه المياه الى المباني والمنشات	411000
التجارة في الادوات الصحية	4752401
مقاولات انشاء شبكات ومحطات الصرف الصحي واصلاحه	2000857



Page 2 of 2
رقم السجل : 61074



تشهد غرفة تجارة و صناعة قطر بان المنشأة المذكورة اعلاه سجلت لديها
Qatar Chamber certifies that the above mentioned establishment has been registered

لجنة قبول وتصنيف المهندسين ومكاتب الاستشارات الهندسية
Engineering & Consulting Offices Accrediting Committee



Engineering Registration Card

بطاقة قيد في سجل المهندسين



مزمل مشتاق احمد ساركار

MUZAMMIL MUSHTAQUE AHMED SARKARE

Reg. No \ Grade رقم القيد / الفئة 2814 / الثانية
Discipline التخصص هندسة كهربائية
Employer جهة العمل ريموت الكتروميكانيكال
(205) صدر في الدوحة : 2018/05/10

QID No. 28435627994 رقم البطاقة الشخصية
Nationality الهند India الجنسية
Reg. Date 24/05/2013 تاريخ القيد
Card Expiry Date 23/05/2021 تاريخ انتهاء القيد

ختم اللجنة
Committee stamp



توقيع رئيس اللجنة
Chairman's Signature

استنادا للمادة رقم 11 من قانون رقم 2/2014 يجب تجديد القيد خلال 30 يوم من تاريخ انتهائه، ويترتب على عدم التجديد تطبيق الغرامات و شطب الاسم من السجل. للتأكد من صلاحية البطاقة يرجى مراجعة الموقع الالكتروني <http://www.baladiya.gov.qa>

Based on article 11 of Law No.2/2014 must renew the Registration within 30 days of the Expiry date, a consequences of not renewing , a fine will be collected and the registration will be cancelled .

For more information please visit our web site <http://www.baladiya.gov.qa>



المؤسسة العامة القطرية للكهرباء والماء
Qatar General Electricity & Water Corporation



BIDDING NATION

رقم المرجع: إ خ م - ت 431/2015/ت.م

Date:

التاريخ: 16/11/2015

Mr./M/s

Remote Electro Mechanical

شركة ريموت الكتروميكانيكال

السيد/السادة

Tel:

44835122

44835122

هاتف:

Fax:

44835122

44835122

فاكس:

Address:

P.O.BOX : 45244

ص.ب : 45244

العنوان:

Doha -Qatar

الدوحة-قطر

Below is the result of the interview you requested to classify your engineer(s) and/or your supervisor(s)

أدناه نتائج المقابلة التي طلبتم لتصنيف المهندس/المهندسين و/أو الملاحظ/الملاحظين

نتيجة المقابلة Interview Result	الدرجة المطلوبة Requested Grade	نوع المقابلة Type of Interview	الاسم Name	
Passed	Supervisor		Ramalingam Chinnathambi	1
				2
				3
				4
				5
				6

Best regards,

و تفضلوا بقبول فائق الاحترام،،،

مهندس اول وحدة التراخيص
Sr.Eng Qualification Unit

رئيس قسم التمديدات
Head, Installations Section



Ref.: رقم المرجع: إ م - ت - سوت 97512019

Date: التاريخ: 08/08/2019

Mr./M/s

**Remote Electro
Mechanical**

السيد/السادة شركة ريموت الكتروميكانيكال

Tel: 44835122 44835122 هاتف:

Fax: 44835122 44835122 فاكس:

Address: P.O.BOX : 45244 45244 ص.ب : العنوان:
Doha -Qatar الدوحة-قطر

Below is the result of the interview you requested to classify your engineer(s) and/or your supervisor(s) أدناه نتائج المقابلة التي طلبتم لتصنيف المهندس/المهندسين و/أو الملاحظ/الملاحظين

نتيجة المقابلة Interview Result	الدرجة المطلوبة Requested Grade	نوع المقابلة Type of Interview	الاسم Name	
Passed	Supervisor		Morteza Asghar Naderi	1
				2
				3
				4
				5

Best regards,

و تفضلوا بقبول فائق الاحترام،،،

رئيس قسم التمديدات
Head, Installations Section

مهندس اول وحدة التراخيص
Sr,Eng Qualification Unit





REMOTE
ELECTROMECHANICAL

شركة ريموت إلكتروميكانيكال ذ.م.م
Remote Electromechanical Co. W.L.L

Annexure - E

Major Projects

(Under Execution & Completed)



PROJECTS COMPLETED

S.N.	PROJECT NAME	HANDOVER DATE	OWNER NAME	CONSULTANT/ MAIN CONTRACTOR	PROJECT COMPLETED ON OUR MANAGEMENT
1	COMPOUND OF 36 VILLAS AIRPORT AREA	August 1, 2009	ESTATE OF SH. HAMAD BIN AHMED AL THANI	AL ITTIFAQ ENGINEERS & CONSULTANT	
2	COMPOUND OF 75 VILLAS MURAIKHA	August 1, 2009	SH. ALI BIN KHALIFA AL THANI	QATAR CONSULTING ENGINEERING CENTER	
3	COMPOUND OF 20 VILLAS MURAIKHA	July 1, 2009	SH. KHALIFAH & SH. FALEH BIN AL THANI	DOHA DESIGN CENTER	
4	RESIDENTIAL BUILDING OLD AL GHANEM (G+5)	April 1, 2009	TALEB FUHAIDAH AL MERRI	QATAR CONSULTING ENGINEERING CENTER	
5	Q-NAP MANUFACTURING PLANT	JANUARY 1, 2009	QATAR NATIONAL ALLUMINIUM	AL SAAD ENGINEERING CONSULTANT	
6	COMPOUND OF 22 VILLAS MURAIKHA	August 1, 2008	SH. KHALIFA BIN AHMED AL THANI	DIWAN AL EMARA CONSULTANT	
7	COMPOUND OF 27 VILLAS MURAIKHA	December 1, 2007	SH. MOHAMMED BIN AHMED AL THANI	DIWAN AL EMARA CONSULTANT	
8	COMPOUND OF 27 VILLAS MURAIKHA	December 1, 2007	SH. A. ALAZEEZ AL THANI	QATAR CONSULTING ENGINEERING CENTER	
9	PROJECTS OF INDIVIDUAL VILLAS	June 1, 2007	VARIOUS	QATAR CONSULTING ENGINEERING CENTER	
10	WAREHOUSE AT SALWA INDUSTRIAL AREA	May 1 2007	NATIONAL CONTRACTING & TRADING CO. W.L.L.	QATAR CONSULTING ENGINEERING CENTER	
11	COMPOUND OF 28 VILLAS MURAIKHA	May 1 2006	SH. KHALIFA BIN AHMED AL THANI	QATAR CONSULTING ENGINEERING CENTER	
12	COMPOUND OF 10 VILLAS MURAIKHA	March 1, 2006	SH. NAIF BIN ALI AL THANI		
13	DVAC WORKSHOP NEW INDUSTRIAL AREA ST 48	2009	Mohammad mahmood al suwaidi + geroge abu zahra		
14	G+2 10 FLAT BIN OMRAN	2008	AL SHAABI		
15	INDIVIDUAL VILLA RAWDHAT AL HAMAMA	DONE	ABDUL WAHAB IBRAHIM SULAIMAN		
16	SINGLE VILLA RAWDHAT AL HAMAMA	DONE	FAISHAL AHMED AL-SUWAIDI		
17	SINGLE VILLA RAWDHAT AL HAMAMA	Done 2015	NASER MUBARAK AL ALI		



REMOTE
ELECTROMECHANICAL

شركة ريموت إلكتروميكانيكال ذ.م.م.
Remote Electromechanical Co. W.L.L

18	4 VILLAS AL GHARAFFA	DONE	SH. F AL THANI	SHIFT TRADING & CONTRACTING
19	EXTENSION MAJLIS AL KHARITYAT	DONE	RASHED AL MOHANNADI	
20	HOLIDAY GARDEN AL - SHAHANIYA	DONE	BAKHIT AL HAMAD	
21	SINGLE VILLA UMM SANIM	DONE	TARIQUE AL SHAIKH	
22	SHOWROOM SALWA ROAD	DONE	ABDUL RAHMAN AL ZUWAIDI	
23	SINGLE VILLA UMM SHANIM	DONE	SALEM AL JABER	
24	SINGLE VILLA AL MASHRAF	DONE	ADEL LARI	
25	FINISHING & INSPECTION G+7 + 38 FLAT AL MUNTAZAH	DONE	ALI al HAYEKI	
26	FINISHING VILLA OLD AIRPORT	DONE	ALI AHMED SH. HASSAN ANSARI	
27	FINISHING & INSPECTION SAILIYA	DONE	MUBARAK AL MERRI	
28	(2B+G+1+P.H.) & OUT BLDG. PALACE at THAKIRA	DONE	MOHD. ABDUL RAHIM AL HAJI	
29	FRESH LOOK LADIES SALOON at GHARAFFA	DONE	SH . R . ALTHANI	
30	36 villa (Two 1600 KVA Transformer & MV panel supply with Installation) OLD AIRPORT	DONE	SHAIKH KHALED BIN HAMAD AL THANI	
31	CAFETERIA SALWA ROAD	DONE	ABDUL RAHMAN AL ZUWAIDI	
32	18 VILLA +club house and guard room. HIGH VOLTAG WORK FOR MV PANEL	DONE	SH. S.S. AL THANI	AL HASBA CONTRACTING
33	4 VILLA . G+1+PH	DONE	SH. F AL THANI	SHIFT CONTRACTING
34	Majlis work at Gharafa	DONE	SH. F AL THANI	SHIFT CONTRACTING
35	Al Zubara Garden Accomodation + Store + Car Parking	DONE	SH. F AL THANI	SHIFT CONTRACTING
36	2 Villa G+1+PH (Plot-8) at Gharafa	DONE	SH. F AL THANI	SHIFT CONTRACTING
37	2 Villa G+1+PH (Plot-9) at Gharafa	DONE	SH. F AL THANI	SHIFT CONTRACTING
38	2 Villa G+1+PH (Plot-10) at Gharafa	DONE	SH. F AL THANI	SHIFT CONTRACTING
39	Rectification of Electrical Works & Kahramaa Inspection (G+3) Al Wakra	DONE		PLATINIUM GROUP
40	46 villa +club house and guard room	DONE	SH. A. S. AL THANI	AL HASBA CONTRACTING



REMOTE
ELECTROMECHANICAL

شركة ريموت إلكتروميكانيكال ذ.م.م
Remote Electromechanical Co. W.L.L

PROJECTS UNDER PROGRESS AND PROCESS

S.N.	PROJECT NAME	STATUS	OWNER NAME	MAIN CONTRACTOR
1	SINGLE VILLA AL KHISA	UNDER PROGRESS	FAHAD NUAMI	
2	PLUMBING WORK	UNDER PROGRESS	ABDUL RAZAK AHMED M AL-MEER	
3	MAJLIS WORK	UNDER PROGRESS	ABU NASER	
4	PROPOSED VILLA G+1+P+OLD KITCHEN OUTSIDE MAJLIS & DRIVERS ROOM AT UMM SANEEM	UNDER PROGRESS	AHMAD MOHAMMED A.M AL SHAIKH	AHMAD MOHAMMED A.M AL SHAIKH
5	PROPOSED G+1+P 20 NOS VILLA	UNDER PROGRESS	SHIEKH FAISAL THANI AL- THANI	SHIFT CONTRACTING CO.
6	PROPOSED STORE G+M & SHOWROOM, OFFICE BUILDING G+1 LABOR ACCOMODATION	UNDER PROCESS	GREEN LIGHT TRADING	PLATINUM GROUP TRADING & CONTRACTING
7	PROPOSED B+G+2 COMMERCIAL OFFICE 2 NOS BUILDING AT UMM SALAL ALI	UNDER PROCESS	ABDEL NABY GHALOUM FARAJ MOHAMMED	PLATINUM GROUP TRADING & CONTRACTING
8	PROPOSED CHANGE OF USE & EXTENSION BLDG G+2 AT MAITHER	UNDER PROCESS	SOLAIMAN HAIDER SH AL-HAIDER	PLATINUM GROUP TRADING & CONTRACTING
9	PROPOSED G+M WAREHOUSE / G+2 L.A & G+1 OFFICE AT AL WAKRA	UNDER PROCESS	BREAD & BUTTER	SHIFT CONTRACTING CO.
10	PROPOSED G+M RUBBER WAREHOUSE / G+2 L.A & G+1 OFFICE AT AL WAKRA	UNDER PROCESS	SHIFT RUBBER INDUSTRIES COMPANY	SHIFT CONTRACTING CO.
11	PROPOSED G+44 TOWER AT PEARL QATAR FITOUT WORKS	UNDER PROCESS	SHIEKH FAISAL THANI AL- THANI	SHIFT CONTRACTING CO.
12	G+14 TOWER AT SALATA FITOUT WORKS	UNDER PROCESS	SOLAIMAN HAIDER SH AL-HAIDER	PLATINUM GROUP TRADING & CONTRACTING



REMOTE
ELECTROMECHANICAL

شركة ريموت إلكتروميكانيكال ذ.م.م.
Remote Electromechanical Co. W.L.L



27 Villas at Mureikh



REMOTE
ELECTROMECHANICAL

شركة ريموت إلكتروميكانيكال ذ.م.م
Remote Electromechanical Co. W.L.L



27 Villas at Mureikh



REMOTE
ELECTROMECHANICAL

شركة ريموت إلكتروميكانيكال ذ.م.م.
Remote Electromechanical Co. W.L.L



36 Villas at Al Rawda Area (Airport Area)





REMOTE
ELECTROMECHANICAL

شركة ريموت إلكتروميكانيكال ذ.م.م.
Remote Electromechanical Co. W.L.L



22 Villas at Mureikh



REMOTE
ELECTROMECHANICAL

شركة ريموت إلكتروميكانيكال ذ.م.م.
Remote Electromechanical Co. W.L.L



Qatar National Aluminum Panel Factory



REMOTE
ELECTROMECHANICAL

شركة ريموت إلكتروميكانيكال ذ.م.م.
Remote Electromechanical Co. W.L.L



55 Villas at Mureikh Area



REMOTE
ELECTROMECHANICAL

شركة ريموت إلكتروميكانيكال ذ.م.م.
Remote Electromechanical Co. W.L.L



(75 + 20 Villas) at Mureikh



REMOTE
ELECTROMECHANICAL

شركة ريموت إلكتروميكانيكال ذ.م.م.
Remote Electromechanical Co. W.L.L



Villas Compound (10 Villas + Swimming Pool) at AL Mureikh



REMOTE
ELECTROMECHANICAL

شركة ريموت إلكتروميكانيكال ذ.م.م.
Remote Electromechanical Co. W.L.L



55 Villas at Mureikh



REMOTE
ELECTROMECHANICAL

شركة ريموت إلكتروميكانيكال ذ.م.م.
Remote Electromechanical Co. W.L.L

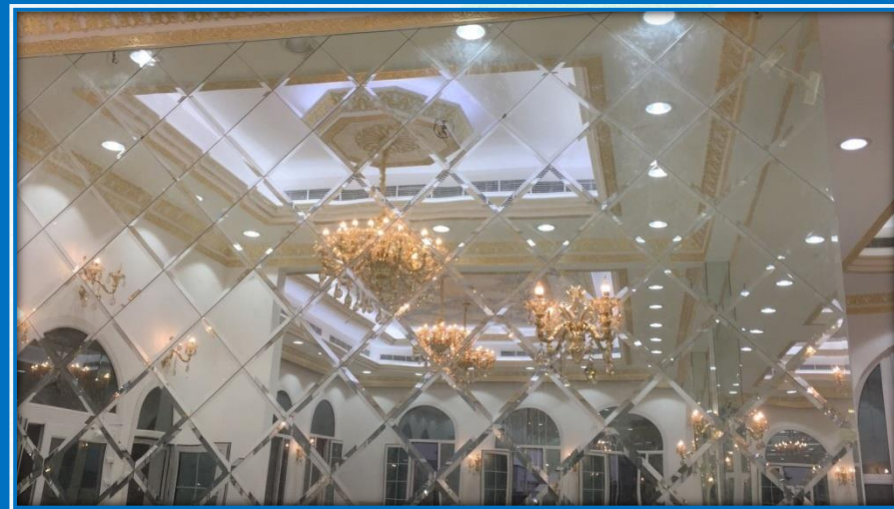


(2B+G+1+P.H.) & OUT BLDG. PALACE THAKHIRA



REMOTE
ELECTROMECHANICAL

شركة ريموت إلكتروميكانيكال ذ.م.م.
Remote Electromechanical Co. W.L.L



(2B+G+1+P.H.) & OUT BLDG. PALACE THAKHIRA



REMOTE
ELECTROMECHANICAL

شركة ريموت إلكتروميكانيكال ذ.م.م.
Remote Electromechanical Co. W.L.L



FRESH LOOK LADIES SALOON GHARAF



REMOTE
ELECTROMECHANICAL

شركة ريموت إلكتروميكانيكال ذ.م.م.
Remote Electromechanical Co. W.L.L



TARIQUE AL SHAIKH – UMM SANIM

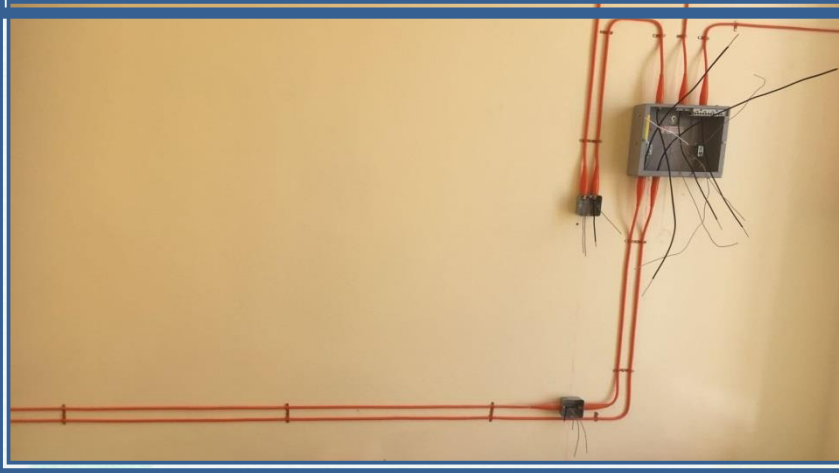


VILLA MR ALI AHMED SHEIKH HASSAN ANSARI



REMOTE
ELECTROMECHANICAL

شركة ريموت إلكتروميكانيكال ذ.م.م.
Remote Electromechanical Co. W.L.L



18-VILLA + CLUB HOUSE & GUARD ROOM, HIGH VOLTAG WORK FOR MV PANEL

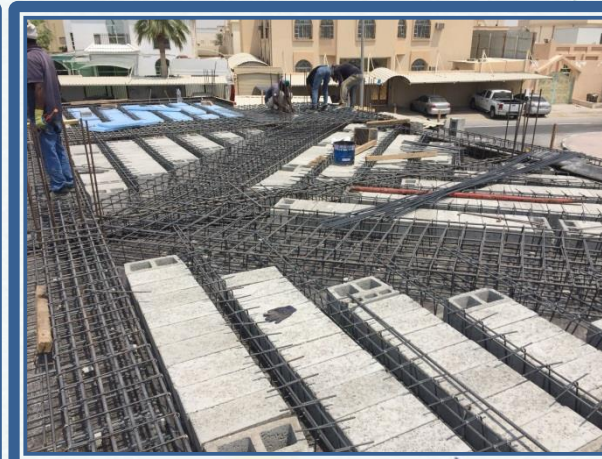


REMOTE
ELECTROMECHANICAL

شركة ريموت إلكتروميكانيكال ذ.م.م
Remote Electromechanical Co. W.L.L



4-VILLA AL GHARAF

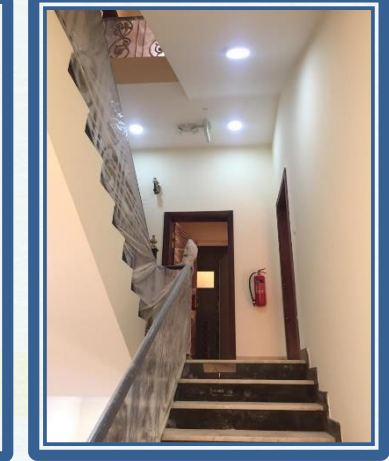
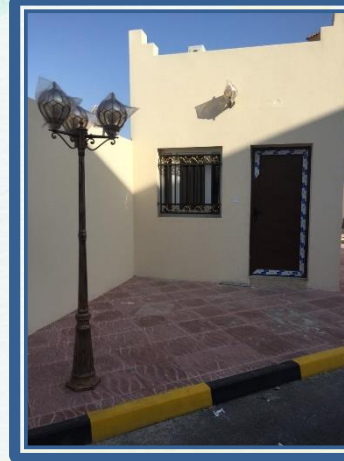


46-VILLA COMPLEX AT AL MARKHIYA

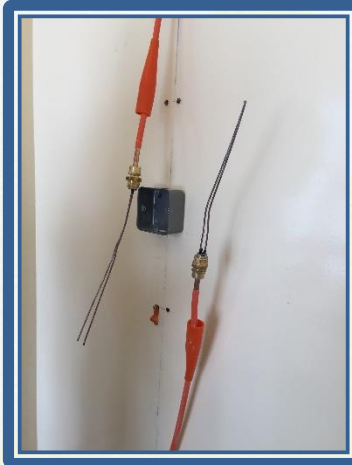


REMOTE
ELECTROMECHANICAL

شركة ريموت إلكتروميكانيكال ذ.م.م
Remote Electromechanical Co. W.L.L



46-VILLA COMPLEX AT AL MARKHIYA

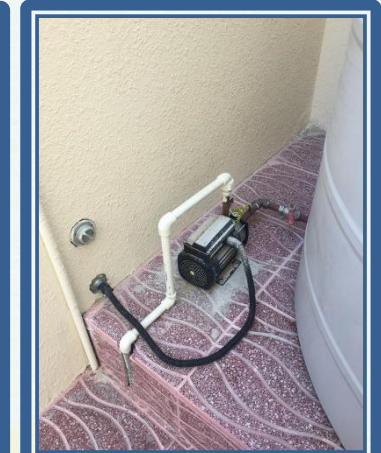


46-VILLA COMPLEX AT AL MARKHIYA



REMOTE
ELECTROMECHANICAL

شركة ريموت إلكتروميكانيكال ذ.م.م
Remote Electromechanical Co. W.L.L



46-VILLA COMPLEX AT AL MARKHIYA



46-VILLA COMPLEX AT AL MARKHIYA



REMOTE
ELECTROMECHANICAL

شركة ريموت إلكتروميكانيكال ذ.م.م
Remote Electromechanical Co. W.L.L

Annexure – F

Quality Plan





REMOTE
ELECTROMECHANICAL

شركة ريموت إلكتروميكانيكال ذ.م.م
Remote Electromechanical Co. W.L.L

QUALITY PLAN



REMOTE
ELECTROMECHANICAL

شركة ريموت إلكتروميكانيكال ذ.م.م
Remote Electromechanical Co. W.L.L

TABLE OF CONTENTS

1	GENERAL
2	SCOPE OF WORKS
3	ALLOCATION OF RESPONSIBILITIES
4	PROCEDURES & WORK INSTRUCTIONS
5	INSPECTION & TEST METHODS
6	RECORDS
7	AMMENDMENTS TO THE QUALITY PLAN
8	WORK PROGRESS
9	PROCUREMENT PROCEDURE
10	STORES PROCEDURE FOR SITE STORES



1. GENERAL

- (1.1) It is essential that services and systems are provided to conform to the requirements of the customer, and that the activities be effected as economically as practical.
- (1.2) The achievement of these objectives is facilitated by setting up working procedures and practices, which collectively provide a “Work Efficient”, yet controlled operating environment.
- (1.3) It is the purpose of this quality plan to give instruction to Personnel, on the implementation of the company system such that the above objectives are accomplished.
- (1.4) Documentation specific to the project will be provided to ensure full compliance with the particular requirements of the contract.

2. SCOPE OF WORK

- (2.1) The project will be constructed in accordance with the specifications and contract drawings as listed in the drawing schedule.
- (2.2) Copies of these items together with all working drawings will be held within the site offices of Remote Electromechanical Co W.L.L. distributed as follows: -

ITEM	DISTRIBUTION
Specification	Project Manager
Contract drawings	Project Manager
Working drawings	Discipline Engineers
Drawing register	Project Manager / Discipline Engineers
Method statements	Project Manager Discipline Engineers
Inspection & Test sheets	Project Manager
Quality Records	Project Manager



3. ALLOCATION OF RESPONSIBILITIES

(3.1) GENERAL

3.1.1) This section identifies key personnel in the company concerned with the Quality plan and describes the responsibilities of these persons in relation to the system's implementation.

3.1.2) The project organization structure is set out in a chart form. The key staff with responsibilities in relation to quality are: -

Quality Assurance Manager (Visiting)
Project Manager
Discipline Engineer
Supervisors
Store man

3.2) DESCRIPTION OF RESPONSIBILITIES

3.2.1 QUALITY ASSURANCE MANAGER (VISITING)

The Quality Assurance Manager is responsible to the Contracting Manager for ensuring that the policy, system and procedures as detailed in the Quality Plan are operational on the project.

He is to assist in the monitoring of suppliers' performance and ensuring that recommended action be fulfilled against all non-conformances together with monitoring the quality activities of the project manager.



REMOTE
ELECTROMECHANICAL

شركة ريموت إلكتروميكانيكال ذ.م.م
Remote Electromechanical Co. W.L.L

It may also be necessary for the Quality Assurance Manager to assist Site Engineer in carrying out inspection at suppliers' works and vendor evaluation where appropriate.

3.2.2) PROJECT MANAGER

The Project Manager is responsible to the Contracting Manager for ensuring that all the quality procedures are fully operational on the site, including: -

- a) Ensuring that revised drawings and documents are issued promptly to all work activity stations.
- b) Monitoring the performance of appointed Sub-Contracts in relation to compliance with technical and commercial requirements of the contract.
- c) Maintaining current list of calibrated test and measuring equipment and also ensuring that welding personnel hold current certificates and copies are available at all times.
- d) Installation work and inspection procedures, defined in the work instruction are carried out in full.

In addition to the above, he will be responsible for executing the works to the contract specifications, budget and programme and for ensuring that all written and inferred contractual requirement including those concerned with quality plans are reflected in sub-orders.



3.2.3 DISCIPLINE ENGINEER

Discipline Engineer will be responsible to the project Manager, and in relation to project quality control will be responsible for: -

- a) Inspecting and testing of the complete Electro-Mechanical work packages and carrying out surveillance of work in accordance with quality plans and technical requirements.
- b) Ensuring that all test and inspection equipment used for acceptance of the system is within the next due date of re-calibration.
- c) Assisting in the, acceptance of materials / equipment for conformance to technical specification or certificate.
- d) Liaison with Sub-contractors (if any) and ensuring that the installation of their works comply with the specifications and drawings. In particular, they will ensure that any deviation from these documents and the quality plan is brought to the immediate attention of the Project Manager.
- e) The setting out of the works in relation to the working drawings.



3.2.4) SUPERVISORS

The supervisors shall be responsible to the Discipline Engineer for the supervision and workmanship of the direct labour force including those personnel engaged directly by Sub-contractors (if any).

3.2.5) STOREMAN

The Store man will be responsible for ensuring that documented records are maintained for all items received and dispatched from the stores.

4. PROCEDURES AND WORK INSTRUCTIONS.

4.1) PROCEDURES.

The company standard procedures will be implemented for this project however should a situation arise where this may be detrimental to the project or where an improvement could be made to a standard procedure the Project Manager shall be notified. With agreement of the Quality Assurance Manager a project procedure may be established and thus added to the Quality plan.

4.2) DRAWINGS

4.2.1) Drawings received from a Client or Sub-contractor will be date stamped on receipt. Sub-contract drawings will also be stamped after review with a “for approval” stamp. Prior to submitting to the Client or agent for their approval



- 4.2.2) Drawings that are obsolete, but are required for reference purposes will be identified by the word “superseded” and segregated from the place of work. Those not required for reference will be destroyed. (The responsibility for this action rests with the Project Manager).
- 4.2.3) All drawing issues shall be recorded on the drawing distribution list, which identifies the particular drawing, the revision and date issued together with those members of the project team to which copies are being distributed. Copy Attached as Appendix A.
- 4.2.4) All sketch drawings that may require future referencing shall be given a unique sketch drawing number and copies of these, together with a sketch drawing register will be held in the site office.

4.3) CORRESPONDENCE

All correspondence, which is received by the company, shall be date stamped and the signature of the recipient added. The Project Manager will then note any action to be taken prior to distribution to the relevant parties.

4.4) MATERIALS

- 4.4.1) All materials received shall be checked by the store man together with the Discipline Engineer to ensure:
- a) They conform to the Purchase Order by the way of material certification or certificates of conformity.



- b) They conform to the Purchase Order and advice note in regards to quantity and that the goods are identified.
 - c) They have not been damaged during transit.
- 4.4.2) Non- conforming materials shall be marked “Not for Use” and shall be segregated. Supervisor to record non conformance by raising a quality control note.
- 4.4.3) All material that is acceptable for storage shall be recorded on a stock record. Copy Attached as Appendix B. These materials shall be moved to a suitable storage area.
- 4.4.4) Materials by our Sub-contractors (if any) shall be protected from contamination as required by the contract specification.

The Project Manager shall ensure that all materials held onsite whether installed or awaiting installation shall be protected against site deterioration.

The installation of sensitive components shall be left as late as possible, so as to limit possibilities or damage by other trades.

4.5) CONTRACT VARIATIONS

- 4.5.1) The following two definitions are the main types of variation used.



4.5.2) **Agreed variations:**

These are variations, which have been priced, and the net value formally agreed by the Client. (Each agreed variation should be entered in the variation log) See Appendix C.

4.5.3) **Budget Variation:**

These should include all work for which the client has given instructions, but for which:

- a) A price has not yet been formally agreed. Or
- b) We have not yet submitted a definitive price to the Client. (Each pending variation should be entered in the variation log and an assessment is made of the probable costs and revenues).

4.5.4) **Key Aspects:**

- a) Changes of scope of work to be confirmed by the Architect or main contractor and covered by an Official instruction.
- b) Verbal instructions to be confirmed and an Official instruction sought.
- a) Sub-contract variation instruction to be confirmed prefixing the Letters with S.C. to all Sub-contractors with CVI No & references.
- d) Enter analysis data progressively in the variation log to monitor actions.



4.6) CORRECTIVE ACTION.

- 4.6.1) The Contract/Project Managers are responsible for Administrating the following procedure to ensure prompt action is taken by Engineering to resolve substandard work or materials.
- 4.6.2) All complaints received in writing will be reported on a Customer Complaint form from Appendix D, after lodging the complaint the Project Manager will acknowledge receipt to the originator.
- 4.6.3) Engineering Management will scrutinize the complaint for validity then formulate the required action, such as:
 - a) Visit site with a back up if required of specialized technical assistance.
 - b) Remove the defective components for a more searching examination or rectification / replacement by suppliers.
- 4.6.4) In the event of a conclusion being achieved by the initial scrutiny, copies of the complaint form and a written reply will be sent to Main Contractor with copies to the Quality Manager.

Note: Investigating personnel compiling a complaint Document shall cover the following points:

- a) Was the complaint valid?
- b) Why did the complaint occur?
- c) Are modifications to the installation required?



- d) Is further interchangeability affected after rectification or replacement?
- b) Conclusion and corrective action.

4.7 CONTROL OF NON-CONFORMANCE.

- 4.7.1) All items of equipment and/or material that do not conform to the specified standard should be recorded on a quality control note detailing the title, quality and nature and extent of defect. (All items will be marked “not for use and removed from site forthwith” and no remedial work carried out unless authorized by the Engineer).
- 4.7.2) A decision should be made by the Project Manager to either Render to scrap (replace, do not replace), or rework to specified standard. If the item still does not meet the standard after effective rework or a decision to accept without rework is proposed, then authorization from the Main-Contractor is sought.

4.8) CONTROL OF INSPECTION, MEASURING AND TEST EQUIPMENT.

- 4.8.1) All calibrated instruments will have a calibration sticker attached showing the next calibration due date. Each instrument will have a unique serial number and is traceable to the calibration certificate.
- 4.8.2) Prior to use of measuring and test equipment the operative will ensure that the calibration sticker is intact and the calibration due date has not expired.



- 4.8.3) If the operative / Engineer finds that the due date has expired he must report it immediately to the Project Manager.
- 4.8.4) Any misuse or damage to an instrument, whether accidental or otherwise must be reported. If an incident is reported as mentioned above then the Engineer must investigate the use of such instruments on previously accepted results.
- 4.8.5) The Engineer or Project Manager is also responsible for ensuring that our Sub-contractors also meet the above requirements.
- 4.8.6) All test equipment used must be accompanied by a copy of the current calibration certificate, which will be held on file on site.
- 4.8.7) Test instruments that may be liable to shock or high vibration levels during testing must be recalibrated on a regular basis and re-certified.
- 4.8.8) Any test equipment found to be damaged or suspected of being inaccurate during testing is to be replaced and test(s) repeated.



4.9) CONTROL OF PURCHASED ITEMS AND SERVICES

- 4.9.1) Purchase Orders shall define in detail the type of Component or service, making reference to specifications, standards, drawings, etc. Also any necessary requirement for test performance certificates and/or certificates of conformity.
- 4.9.2) Purchase Orders for manufacture and/or installation of a service shall request start and finish dates and/or to cover long lead components/activity, for inclusion into National Electromechanical Project program. When inspection/testing at source is required this should also be included in the program and entered on the work instruction schedule, to alert the Main Contractor, should they wish to witness.
- 4.9.3) When the Main Contractor for recorded approval requires samples, details of the components and critical criteria will be entered on the Component Approval Report by the supplier (this form must accompany the Purchase Order requesting samples).

4.10) WORK INSTRUCTIONS

Remote Electromechanical work instructions are defined by formulating a schedule, which indicates the various installation packages of the works. Each installation will be classified as an activity and given a task number.

Provision is made for the supervisor to initial each task as being satisfactorily carried out; this includes inspection, testing and commissioning.

A final review of all the completed tasks will be verified by signing by the Project Manager to ensure that no task has been missed or incomplete.



5. INSPECTION AND TEST METHODS.

- 5.1) All the installations will have a unique reference for the purpose of inspection/testing methods.
- 5.2) It will be a condition in the purchase order, that wherever necessary individual sub-contractors will prepare inspection and test plans appropriate to their work activities.

5.3) SITE AUDITS

- 5.3.1) Site audits will be carried out as scheduled
- 5.3.2) Recording of non-conformance resulting from a site audit will be recorded on an audit report form.
- 5.3.3) Comments on the cause, corrective and/or tentative action should be completed at the end of the audit, this also included the date of corrective actions to be implemented.
- 5.3.4) Follow-up action to verify that the proposed action has been completed should be authorized by the auditor or the Project Manager.



6. RECORDS

- 6.1) Those personnel responsible for the checking, testing and inspection of the works will provide records at the time the activities are carried out.
- 6.2) Records of skill certificates and registration shall be maintained and held by the Project Manager.
- 6.3) The Project Manager shall be responsible for ensuring that all aspects of the stages of installation have adequate documentation and records.

7. AMMENDMENTS TO THE QUALITY PLAN

- 7.1) The Project Manager and appropriate members of the site team shall carry out a monthly review of the Quality plan. Should it be considered that there is sufficient foundation for amendment to the Quality Plan then this will be carried out as appropriate.
- 7.2) General topics which will form part of the review will be as follows: -
 - a) Ensure that all management objectives are achieving the required results.
 - c) Discuss possible improvement.
 - c) Uncover potential danger areas and eliminate waste or loss.



8. WORK PROGRESS

It will be necessary to carry out an inspection and receive approval by an authorized representative at each stage of the work. Work shall only progress beyond each stage upon receipt of this approval.

9. PROCUREMENT PROCEDURE

- 9.1 The discipline Engineer ensures that the Client Engineer's approval has been obtained on the appropriate submittal form.
- 9.2 The discipline Engineer shall check carefully that offered materials / Eqpt are complying with the approved materials / Eqpt as to makes, types, part Nos. and specs.
- 9.3 The discipline Engineer shall prepare the necessary purchase order complying to the relevant company procedures:-
 - a) The purchase order shall clearly state itemized descriptions, part numbers, units, quantities, unit rates and corresponding amounts.
 - b) The purchase order shall state the delivery schedule, which must be in compliance with the work program.
 - c) The purchase order shall state the method and terms of payment.
 - d) The purchase order must ensure that the materials/Equipment are appropriately insured either by an inherent clause obliging the supplier to do so or by clearly stating that insurance is to be arranged by Remote Purchasing Department.



9.4 The discipline Engineer shall monitor the suppliers to make sure that the materials/equipment are being processed for timely delivery.

9.5 Inspection of materials/equipment on delivery to site as below:

- a) Quantities to be verified jointly by the storekeeper and the discipline Engineer.
- b) The discipline Engineer shall verify compliance of delivered materials/Equipment to specifications.
- c) Any damage or short delivery shall be reported on the appropriate forms and brought immediately to the notice of the Project Manager.
- d) The Project Manager shall report immediately to National respective departments (Stores, Purchasing and Accounts Departments), which are to report to suppliers and underwriters.
- e) All above shall also be noted on delivery notes accompanying the goods.
- f) Any materials received without appropriate documents, i.e. delivery notes, shipping documents etc must be brought immediately to the notice of the Project Manager.
- g) He alone is authorized to accept or reject goods arriving without appropriate documents.
- h) If goods are not for immediate use, these shall be repacked in their original packing in a manner commensurate with National storage procedure or Manufacturer's storage instructions (The latter takes precedence)



10 STORES PROCEDURES FOR SITE STORES

These procedures are applicable for site stores and shall be implemented along with procedures governing Main Stores and Branch Stores.

10.1) Responsibilities.

The site storekeeper reports to the Branch Stores Department /Main Stores Department through the Project Manager at site. The responsibilities of the site storekeeper:-

- 10.1.1) Receipt of goods/materials/equipment delivered to site from Main Stores (Stores Issue Voucher).
- 10.1.2) Check all items against delivery notes and relevant requisitions issued from the site.
- 10.1.3) Register all short deliveries/damages in the appropriate checklist forms.
- 10.1.4) Register the truck number plate and drivers name.
- 10.1.5) Issue goods received notice on appropriate form and attach copy of checklist.
- 10.1.6) Report immediately to the Project Manager / Services Engineer.
- 10.1.7) Update stock records immediately and log each item in the respective pin cards.



10.2) Receipt of Goods.

10.2.1) Receipt of goods/materials/equipment delivered through stock forward arrangement or direct purchase orders from third parties (Stores Receipt Voucher).

- a) Before starting any receiving process, the service Engineer shall be asked to attend with copy of his order for the materials.
- b) The materials shall be received in the manner detailed in the procurement procedures. (A copy must be always available in the stores).
- c) Short deliveries / damage shall be reported as detailed in the said procurement procedures.
- d) All documents to be signed by storekeeper and Service Engineer.

10.2.2) Goods delivered without necessary documents:-

- a) If materials/goods/equipment are delivered to site stores without appropriate delivery notes/shipping documents, the following procedure shall be adopted.
- b) The Project Manager shall investigate the reasons leading to goods being delivered without documentation.
- c) If he is fully convinced that there are no irregularities involved he shall delegate a senior member of his staff (Preferably the service Engineer) to attend the taking over of the goods.



- d) This shall be reported immediately to Main Stores/Purchasing Department and Accounts Department.
- e) If the Project Manager is convinced that any irregularities are involved, he shall reject the goods and ask the truck driver to leave his site. This shall be reported immediately to the finance & Administration Manager through the Manager Contracting Division.

10.3) Material Storage procedures

- a) Materials shall be stored in a segregated manner to assure convenient and quick identification.
- b) Access shall be maintained to each item / location.
- c) Small item shall be in segregated compartments on shelves.
- d) Bulk item shall be stocked appropriately and as recommended by manufacturers.
- e) All goods shall remain in their original packing till issue to the user.
- f) Chemicals and inflammables shall be stored in the special stores provided for this purpose at site.
- g) Items that are recommended to be stored in a temperate location shall be stored in the air-conditioned store provided at site.
- h) Ventilation must be appropriate in all stores areas.



- i) No items are to be stored in the open yard without the prior written approval of the Project Manager /Engineer.

10.4) **Material Flow Follow-up.**

The following company documentation shall be available at stores and issued as may be the case:

- a) **Store Receipt Voucher:** For goods delivered to site or stores by the third parties.
- b) **Stores issue Voucher:** for goods issued from Main/Branch Stores.
- c) **Material Return voucher:** For materials returned from site store to Branch / Main Stores
- d) **Delivery note:** Materials sent/ Received to/from third parties.
- e) **Purchase requisition:** From stores to local suppliers.
- f) **Non-availability Voucher:** From store to site confirming non-availability of materials at site.
- g) **Material requisition:** From site to stores for issuing materials.

10.5) The Project Manager in consultation with service Engineer shall decide the ordering level of each item on the site stock list.

10.6) The storekeeper shall inform immediately on material non availability form, the exact position of the stock prior to reaching the ordering level.



- 10.7) The Project Manager & Service Engineer shall decide if necessary to replenish stock or not.
- 10.8) Ordering procedures shall be immediately initiated if materials are further required.
- 10.9) In no circumstances shall stock deteriorate to a level leading to stoppage or slowdown of works at site.
- 10.10) **Issue of Materials at Site:** -
- a) The Engineer shall assess his daily requirements, the day before, and prepare materials issue requisitions to the storekeeper.
 - b) The storekeeper shall identify the materials and make them ready for issue to the site next morning.
 - c) The receiving person shall sign receipt on the issue Vouchers.
 - d) Any materials not used that day shall be returned to stores at the end of each working day. Under no circumstances materials shall be left overnight at the work – sites.
 - e) The storekeeper shall log all issues every day and check his stock levels accordingly.
- 10.11) **Tools:** -
- a) **Small tools and tool boxes:** Each tradesmen (Electrician, Plumber, Fitter, etc.) shall have their tool boxes stocked with all the standard tools of their trade. Any damaged item shall be replaced after presenting the damaged item. Loss is to be reported to the service Engineer and replacement shall be issued only on his instructions.



- b) **Meager tools** – (Drills, Grinding – Machines etc):
These shall be listed and kept in the stores and issued and returned signature appended on the Tools Log Book.
- c) The final custody of these tools is the sole responsibility of the Storekeeper.

10.12) **Consumables: -**

Consumables shall be issued only upon receipt of requisition signed by the Service Engineer. Any abnormal consumption of consumables shall be brought to the notice of the project Manager.

10.13) **Safety & Security: -**

- a) Smoking is strictly forbidden in the stores area, appropriate signs to be provided.
- b) No work whatever shall be carried out inside the stores.
- c) Lights shall be switched on only when needed
- d) Fire extinguishers shall be provided in accessible locations all over the stores area.
- e) When the store is not attended electricity supply shall be switched off and all doors locked.
- f) The storekeeper shall acquaint himself with the company safety procedures and shall attend all toolbox talks conducted at site.



REMOTE
ELECTROMECHANICAL

شركة ريموت إلكتروميكانيكال ذ.م.م.
Remote Electromechanical Co. W.L.L

Annexure – G

Quality Plan





REMOTE
ELECTROMECHANICAL

شركة ريموت إلكتروميكانيكال ذ.م.م.
Remote Electromechanical Co. W.L.L

SAFETY MANUAL



REMOTE
ELECTROMECHANICAL

شركة ريموت إلكتروميكانيكال ذ.م.م
Remote Electromechanical Co. W.L.L

**THIS SAFETY PLAN IS TO BE ADHERED TO,
HOWEVER THE COMPANY ACKNOWLEDGES
SAFETY POLICIES AND WILL WORK TO
THESE POLICIES AS APPROPRIATE.**



REMOTE
ELECTROMECHANICAL

شركة ريموت إلكتروميكانيكال ذ.م.م
Remote Electromechanical Co. W.L.L

SAFETY MANUAL

SECTION 1 SAFETY POLICY

INTRODUCTION

The purpose of the Safety Manual and Site Safety Method Statements is to provide a comprehensive guide to the Health and Safety Procedures and obligations of Remote Electromechanical Co. W.L.L Personnel within the various locations under the control of Remote Electromechanical Co. W.L.L

These procedures and statements do not replace any existing health and safety legislation or existing Company rules or procedures but complements and highlights the correct safe activity by act of omission both in geographical and occupational area to maintain an acceptable standard of compliance

The sections are classified to cover as many areas and/or safety subjects as possible. Each section gives a summary of any related legislation and references to more detailed sources, if necessary.

The sections and working procedures referred to in this manual must be strictly adhered to. Any request or consideration of non-compliance due to economic or impracticability can only be considered if sanction is given by the Safety Manager (Remote Electromechanical Co. W.L.L.) who will decide and control procedures. However, at all times adequate precautions and resources will ensure the health and safety of all personnel.

It is responsibility of all persons who are involved with any activity on the Company premises and site to be aware of the related sections of this manual and comply with them at all times.

DEFINITIONS

The Company – Shall mean Remote Electromechanical Co. W.L.L Company.



SAFETY MANUAL

SECTION 1 SAFETY POLICY

SAFETY OFFICER – Normally an Engineer / Supervisor nominated by the Company to be responsible for the implementation and verification of the Safety of the Safety Method Statement relevant to his area or site activity.

NOMINATED PERSON – A competent person over 18 years of age who has sufficient technical knowledge to avoid danger.

AUTHORIZED PERSON – A nominated person adequately trained and / or experienced.

HEALTH AND SAFETY AT WORK

GENERAL

The company recognizes and accepts the inception and will conform in all respects to all or any National or Local acts of Government States Regulations, By Laws, Codes of Practice or Safety Regulations and will enforce Safe and Healthy working conditions.

The Company's aim is to prevent foreseeable accidents and dangerous occurrences that might put at risk the Health, Safety and Welfare of all personnel including the general public and others not employed by us.



SAFETY MANUAL

SECTION 2 ADMINISTRATION / RESPONSIBILITES

1. INDIVIDUAL'S RESPONSIBILITIES

Safety practice is part of the way in that we do and organize our work. Everyone in the Company is responsible for taking reasonable care for health, safety and welfare at work of himself and others, and for co-operating with the Company in the following its safety policy and meeting safety requirements.

The particular responsibilities described below illustrate how the functions of different people come together to secure the reliable achievement of high safety standards.

2. GENERAL MANAGER

The General Manager is responsible for ensuring that the Company recognizes all the health, safety and welfare requirements involved in the work it undertakes, and that a satisfactory system exists and is observed for ensuring that all members of Company know and do what is required. He ensures that the Board receives and discusses reports on safety performance.

3. SAFETY MANAGER.

The company Safety Manager is responsible to the General Manager for ensuring that the safety requirements for the company's work are clearly set out in manual based on the best up-to-date information available to the Company; that all concerned receive the safety information and advice they require including appropriate training courses; also for ensuring that all safety reports required by State or by the Board are properly made; and that he is informed of any changes in Health & Safety Acts – or any other responsible persons which may call for changes in Company practice or policy. He must also make regular observations of Company Safety Method Statements and reports to the General Manager on aspects that may require attention.



SAFETY MANUAL

SECTION 2 ADMINISTRATION / RESPONSIBILITIES

4. REGIONAL MANAGERS

Regional Managers are responsible for ensuring that the company's safety policy as expressed in the Safety Manual is adequate and applicable to the work undertaken in their Region / Branch and that the responsibilities of staff under them are so defined as to secure satisfactory safety practice; in particular that, though Projects Managers have the information, assistance and support necessary to meet the safety responsibilities of the company on the contracts of which they are in charge.

5. PROJECT MANAGERS

The Project Manager provides the link between the Company and its work sites. The exact allocation of responsibility between these persons in any branch is at the discretion of the Regional Managers whose duty it is to see that the Company's safety commitments and statutory obligations are satisfactorily discharged.

The Project Manager (Nominated) is/are responsible for:-

Becoming acquainted, before work starts, with:-

Any health, welfare or safety factors particular to the client or site, e.g.

- a) Special hazards on the site (such as hazardous chemical processes or irradiated areas.)
- b) Relationship with client safety organization and any special client or site safety regulations.
- c) Providing a workplace that is safe, with access, egress, and scaffolding, where necessary, conforming to statutory requirements with routine procedures for maintaining a safe working environment for the duration of the contract.



5. PROJECT MANAGERS (Cont.....)

- d) Amenity facilities for employees.
- e) Details of the specification, and hence of any safety points arising from it, e.g. in connection with materials calling for precaution of protection.
- f) Details of equipment to be used and safety points arising in connection with such.

Ensuring throughout the contract that :-

- a) All necessary amenity facilities are provided.
- b) All necessary safety warnings and instructions are issued.
- c) All necessary safety Equipments are available.
- d) Client requirements are met and proper relationship with customer safety organization maintained.
- e) Records are maintained to verify safety actions.
- f) For ensuring that the Company's work on site, or in any separate part of it, is at all times on the hands of a foreman, or a man capable of acting as foreman, or competent person, who understands the safety requirements and is capable of securing their observation.

6. SAFETY OFFICERS (NOMINATED)

Safety officers are responsible to the Project Manager or Regional/Branch Managers :-

- a) For discussing any points raised by client safety advisors or visiting enforcing/Fire officers and for advising the Project Manager or Safety Manager of any important point or points not dealt with to the satisfaction of those concerned.
- b) For maintaining all necessary safety records and for reporting to the Project Manager or Safety Manager any safety problems not capable of settlement within the Supervisor's authority, including matters of importance raised at safety meetings on matters that have not been dealt with to their satisfaction.



SAFETY MANUAL

SECTION 2 ADMINISTRATION / RESPONSIBILITES

7. SAFETY OFFICERS (NOMINATED) (Cont....)

- c) Reporting to the Project Manager and / or Safety Manager on safety problems arising from the Client causing and creating
- d) To ensure that all reports required by State or by the Company are properly completed and returned and to maintain the required records.
- e) To ensure that any improvement or prohibition notice is promptly and correctly dealt with and that the Company Safety Manager is immediately informed.
- f) Reporting to the Branch Manager and / or Project Manager on the safety competence of individuals where relevant and of individuals recommended for particular safety training.

8. HEADQUARTERS AND REGIONAL OFFICES

In each Branch there will be a nominated Safety Officer who has had special training, with responsibility for ensuring on behalf of the Regional Manager that all necessary safety information is available to, and understood by, the office and workshop personnel, and for giving such assistance as may be required by the Regional Manager, Project Manager or supervisors. His general responsibilities are:

- a) To ensure that he has available complete and up-to-date information concerning the statutory safety requirements and the company safety policy applying to the work locations.
- b) To communicate this information to all requiring it and to recommend instruction or training to secure satisfactory understanding of safety matters.



REMOTE
ELECTROMECHANICAL

شركة ريموت إلكتروميكانيكال ذ.م.م.
Remote Electromechanical Co. W.L.L

SAFETY MANUAL

SECTION 2 ADMINISTRATION / RESPONSIBILITES

9. HOLDERS OF MANUALS

General Manager

Regional Manager

Safety Manager

Project Manager.



SAFETY MANUAL

SECTION 3 INSPECTION / AUDITS OF WORK PLACES.

1. SCOPE

This Procedure describes how Remote Electromechanical Co. W.L.L Safety Officers inspect areas of work activity in order to provide constructive evidence for discussion during tool box talks or evidence to senior management of inadequacies so that corrective actions can be taken.

2. WORKPLACE INSPECTIONS.

Safety method statements relevant to the workplace and an unsafe acts and conditions checklist will be used as a Term of Reference for conducting workplace inspections, additional inspections may be necessary in the event of a dangerous occurrence or near miss.

3. SAFETY AUDITS

When safety audits are conducted by the Safety Manager or visiting Safety Officers a safety report will be compiled to cover the venue, topics and any actions that may be required



REMOTE
ELECTROMECHANICAL

شركة ريموت إلكتروميكانيكال ذ.م.م.
Remote Electromechanical Co. W.L.L

SITE SAFETY REPORT

DATE :

VENUE :

PARTICIPANTS :

TOPIC :

ACTION :

ACTIVITY :

RESPONSIBILITIES :

**IMPLEMENTATION :
UNSAFE ACTS &**

CONDITIONS AUDITS :

TOOLS BOX TALKS :

FIRST AID :

TRAINING :

**SAFETY MANAGEMENT
VISITS :**

C.C. : (EXAMPLE ONLY, USE ADDITIONAL SHEETS TO COVER
REPORTING OF TOPICS IF NECESSARY)



SITE SAFETY METHOD STATEMENT

SECTION 4 SAFETY MEETINGS.

1. PROJECT HANDOVER MEETINGS :

An important part of safety management planning is during the project handover meeting, the personnel responsible for carrying out safety procedures will be nominated. The nominated personnel will review the safety Method Statement against potential hazards and with the assistance of the Safety Manager review the safety method statement applicable to the project.

2. PRE-START MEETING

When pre-start meetings are called by the Client, the Site Safety Officer (and the Safety Manager when required) will present the Safety Method Statement and explain how this will be implemented and / or managed in regards to the controls.

3. SAFETY SEMINAR

When site supervisor has been nominated, supervisors will be given a seminar during the initial project period, to show leadership in safety in these key positions and reinforce their responsibilities for safety and the operatives they supervise.

4. TOOLBOX TALK MEETINGS

Toolbox talks compromise of a 10-15 minute session to be held on regular basis. Toolbox talks are mandatory and are conducted by the Front Line Supervisor to National Electro Mechanical Company. Topics for tool box talks are provided by the Safety Manager
Completed records of toolbox talks, including the names of the operatives attending will be maintained by the Site Safety Officer and made available to the Main Contractor. This system ensures



SITE SAFETY METHOD STATEMENT

SECTION 4 SAFETY MEETINGS.

4. TOOLBOX TALK MEETINGS : (Contd.....)

that all operatives on site do get regular safety instructions. That part of the value of the toolbox talks is to obtain feedback from the workforce about the potential safety hazards faced during their activities. These comments should be recorded on a toolbox talk attendance sheet and the matter investigated and actioned before the next meeting.

5. MAIN CONTRACTOR'S SAFETY MEETINGS.

When safety meetings are called by Main Contractor the Safety Officer and/or Project Manager must be available to attend. This also applies to Juma Al Majid Group – Contracting & Services sub-contract safety representative, when applicable



SITE SAFETY METHOD STATEMENT

SECTION 4 SAFETY MEETINGS.

ADVICE TO SUPERVISORS (FIG. 2)

- 1) Study your Company's Health and Safety Policy that lays down the organization and arrangements for the Health and Safety of persons in your case.
- 2) As a supervisor you are the link between senior Management and operative and you have a direct responsibility for ensuring that the company's safety policy is implemented by yourself and personnel under your control.
- 3) When giving instructions to operative, ensure that :-
 - a) There is safe means of access to his workplace.
 - b) The workplace is safe.
 - c) There is a safe system of work.
 - d) Any plant and equipment required to do the work is safe and suitable.
 - e) The operatives have received adequate information, testing and/or instructions to carry out the work.
- 4) As protective clothing or equipment is needed by the operative, ensure that it is available, issued and used correctly.
- 5) In nearly all accidents unsafe conditions and/or unsafe acts play a prominent part;

UNSAFE CONDITIONS INCLUDE :

Equipment improperly guarded.
Defective Equipment
Unsafe clothing, footwear, eye protection
Improper ventilation
Improper storage of Liquefied petroleum Gases (LPG)
Defective Electrical Installation
Improper Shoring
Environmental conditions



SITE SAFETY METHOD STATEMENT

SECTION 4 SAFETY MEETINGS.

ADVICE TO SUPERVISORS (Cont.....)

UNSAFE ACTS INCLUDE

Operating Plant and equipment without authority.

Operating at unsafe speed.

Making safety devices inoperative.

Using unsafe equipment or equipment unsafely.

Loading or placing unsafely.

Being in an unsafe position.

Working on moving or dangerous equipment.

Horseplay.

Not using personal protection.

You have a responsibility to ALL personnel, including your subcontractors, to ensure that they recognize and avoid any unsafe acts and conditions.

- 6) Dangerous occurrence, whether reported to you or not, must be Immediately investigated and remedial action taken where necessary.
- 7) Every injury, no matter how slight it may appear, should be immediately reported to you. Ensure that prompt first aid treatment is given by the person nominated to administer first aid and that an entry is made in the Accident Book.



SITE SAFETY METHOD STATEMENT

SECTION 4 SAFETY MEETINGS.

INDEX

TOOLBOX TALKS AGENDA

NO. 1	-	SITE RULES
NO. 2	-	SAFETY POLICY
NO. 3	-	HOUSEKEEPING / PERSONNEL HEALTH
NO. 4	-	PROTECTIVE EQUIPMENT.
NO. 5	-	FIRE PRECAUTIONS / EMERGENCY
NO. 6	-	WORKING SAFELY WITH ELECTRICITY
NO. 7	-	PORTABLE ELECTRICAL TOOLS
NO. 8	-	HAND TOOLS
NO. 9	-	WELDING SAFETY
NO. 10	-	LADDERS
NO. 11	-	TOWER SCAFFOLDS
NO. 12	-	TUBULAR SCAFFOLDING
NO. 13	-	HOLES & EDGES
NO. 14	-	SAFE STACKING
NO. 15	-	ALCOHOL
NO. 16	-	WORK ON ROOFS
NO. 17	-	COMPRESSED GAS CYLINDERS
NO. 18	-	MECHANICAL PLANT
NO. 19	-	SLINGERS
NO. 20	-	SLINGS AND CHAINS
NO. 21	-	SHACKLES, HOOKS AND EYE BOLTS

NOTE:

THOSE CHOOSEN FOR THIS PROJECT SHOULD BE LISTED IN ORDER OF PRIORITY ON ATTENDANCE SHEET.



SITE SAFETY METHOD STATEMENT

SAFETY TRAINING.

1) PROJECT MANAGER.

A nominated person with experience and competence to ensure throughout the contract that all those working on it possess and show recognition of the necessary safety knowledge.

2) PROJECT ENGINEER.

A nominated person with experience and competence to recognize and assess any hazardous material brought onto site and fulfills any requires monitoring in regards to restrictions or permits to work.

3) SAFETY OFFICERS

A nominated person with experience and competence to communicate with Main Contractor's safety advisors and ensuring on behalf of the Safety Manager that all necessary safety information and statutory notices are available. He will also be competent to carry out site safety

4) OPERATIVE TRAINING

Operative training will be discussed at pre-start meeting with the Main Contractor, to ensure that high risk operations and activities are adequately covered.



SITE SAFETY METHOD STATEMENT

SAFETY MANUAL ADDENDUM.

All personnel on joining the project will be required to attend a SAFETY INDUCTION MEETING, where they will be informed of the various aspects of the safety manual which are pertinent to this project.

All passes, personal protective clothing and equipment will be issued at this induction meeting, where they will be informed of the various aspects of the safety manual which are pertinent to this project.

All passes, personal protective clothing and equipment will be issued at this induction meeting.

During the course of this meeting, the following topics will be discussed and the use of written and illustrated instructions will be presented. A site plan will also be available to assist in locating various relevant positions, muster points.

- Safety manual
- Personal Protective Equipment.
- First Aid Facilities And Locations.
- Fire Protection and Evacuation.
- Accident Prevention / Reporting
- Scaffolding / Ladders.
- Permit to work.
- Working in the Desert
- Hazards on Site.



SITE SAFETY METHOD STATEMENT

SAFETY TRAINING.

1) SAFETY MANUAL

Personal will be instructed in relevant parts of the company's Safety Manual and the Chain of communications will be explained.

2) PERSONAL PROTECTIVE EQUIPMENT.

Personal will be required to dress suitably at all times for work, which will include the wearing of protective clothing as necessary :

SAFETY HELMET	-	(Compulsory)
SAFETY FOOT	-	(Compulsory)
ADEQUATE PROTECTIVE CLOTHING	-	(Compulsory)
EYE PROTECTIVE CLOTHING	-	(Where Appropriate)
EAR DEFENDERS	-	(Where Appropriate)
FACE MASKS	-	(Where Appropriate)

3) FIRST AID FACILITIES AND LOCATIONS.

With the aid of the site plan, personnel will be instructed in location of First Aid Center.

All injuries must be reported and treated at the First Aid Center.

All accident / injury reports should be accompanied by sketches or photographs as appropriate.

Minor accidents shall be reported to the immediate supervisor in charge, who will in turn will report to the Safety Officer.

Serious accident or dangerous accidents will be investigated by ECC and witness may be called as required.

4) FIRE PROTECTION AND EVACUATION (Cont....)

A no smoking policy will be enforced whilst working on the works area, and locations of areas where smoking are permitted to be indicated on the site plan.



SITE SAFETY METHOD STATEMENT

SAFETY TRAINING.

4) FIRE PROTECTION AND EVACUATION (Contd...)

Instructions in fire extinguisher and hose reels operation will be discussed.

Extreme care to be observed when any welding or burning tasks are being carried out, and a fire extinguisher dry powder type, to be available when these tasks are being carried out.

Evacuation muster points to be indicated on site plan. Personnel will be made aware of that on hearing the siren, everyone to report to their muster point.

5) ACCIDENT PREVENTION / REPORTING

Personnel will be informed of ways to prevent accidents, and to be more aware of the environment that they are working in.

All accidents no matters how trivial must be reported and all steps be taken to minimize repetitions events.

6) TOOLS

Personnel will be instructed to ensure that all tools, whether hand, or machine operated are in good repair, guarded as necessary and appropriate for the task being undertaken.

All electric tools to be 110V DC voltage or less.

7) SCAFFOLDING / LADDERS.

Personnel will be instructed that for any work being undertaken at high level scaffolding or ladders must be used.

Scaffolding must never be adapted to suit personnel preferences without prior permission of scaffolding supervisor

Ladders must be of adequate length, unbroken, secured and at a safe angle.

For additional safety, safety belts will be available.



SITE SAFETY METHOD STATEMENT

SAFETY TRAINING.

8) PERMIT OF WORK

On any task where there is a specified risk, i.e. welding, burning, working on MV or HV connections, confined spaces, etc. a permit to work must be raised by the Supervisor from his Engineer.

Permits to work must be displayed in a prominent location on work place.

9) HOUSEKEEPING

“A clean site is a safe site”. This is a policy which will be strictly adhered and ALL personnel will be enforced to keep his place of work a tidy, clean area.

Should there be areas of concern regarding HOUSEKEEPING work may be stopped by the Engineers until all debris and refuse materials are removed.

10) WORKING IN THE DESERT

Personnel will be informed of the high temperature which may be occur on site and to utilize the chilled water available at various locations on site.

Shaded, sheltered areas to be utilized for meal and rest periods.

11) HAZARDS ON SITE.

Personnel will be instructed to be aware of all excavations, and any existing services, which may be buried on site, or overhead (power lines) and electricity.

Hazardous materials paints, solvents, gases (bottled) are stored on site and to be aware.

Plant and transport can be moving faster than they think beware.

To supplement the above subjects, literature both written and illustrated will be distributed throughout the meeting and posted at various locations on site including stores, workshops, and canteen.



REMOTE
ELECTROMECHANICAL

شركة ريموت إلكتروميكانيكال ذ.م.م.
Remote Electromechanical Co. W.L.L

**ATTENDANCE SHEET TO BE COMPLETED FOR
ALL TOOL BOX TALKS.**

S. NO	NAME (PRINT)	DATE ATTENDED	SIGNATURE	COMMENTS
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				

I have given the above Talk No. Title.
To all of the men under my control.

Signed Supervisor

Print Name Date

WHEN COMPLETED RETURN THIS FORM TO
Remote Electromechanical Company
FOR SAFETY OFFICER

NOTE : On this space *any points that arisen which you think should be brought to the attention of Senior Management and complete the attendance list above and extra sheet.