PRE-QUALIFICATION DOCUMENTS

Table of Content

1. Company Profile
2. Trade License
3. Chamber of Commerce Certificate
4. ISO Certificates
5. VAT Certificate
6. List of Services
7. Organization Chart
8. Company contacts details
9. Ongoing projects
10. Previous experience
11. HSE Plan

Company Profile

الخيار الفريد ان
للتصميم الداظي . ذ.م.م.

unique options n'

interiors designs. L.L.C

Unique Options N Interior Design LLC would like to take this opportunity to introduce our branch in Abu Dhabi.

We represent several high-quality products from world class companies, and we would like to present these to you.
We have over Twelve (12) years of expertise in interior fit out works
Unique Options N Interiors Designs stand ready to assess your needs, recommend and execute solutions that harmonize with your interiors and make your office more productive by ensuring that you work more comfortably, safe and efficiently.

We have dedicated ourselves to the highest level of performance and customer service and our goal is to make certain that you will be proud of the products you have purchased from **Unique Options N Interiors Designs.**
We hope you will come to the same conclusion that our clients have - they're glad they are doing business with us.

Our mission is to be a professional business enterprise which strives to service the customer with the intent of becoming the vendor of choice. Our professional sales and service team shall be only too pleased to be of further assistance to you.

Assuring you our best attention and Services always.

Email: Info@Uniqueoptions.ae | T: +971 255 956 72 | +971 255 956 75

HEALTH, SAFETY AND ENVIRONMENT

At Unique Options we believe that the well-being of our people is the fundamental to our success. We believe our culture will make our people and communities safer and healthier. We look for ways to recognize and minimize risks, on and off the job. We drive and promote healthy behavior and care for the environment.
Unique options n interior design LLC shall commit and ensure the health and safety of its employees, visitors, contractors and the workers community at large and protect the physical environment in which the company's work process is carried out.
It is the continuing aim of unique options n interior design's top management to promote and maintain high standards of health and safety by providing safe places of work to our employees.
We look upon maintaining of good standards of health and safety at workplace with all importance, and we give maximum priority to health and safety as other departments of the firm.
It is the duty of all managers and engineers to ensure and safeguard that everything which is reasonably practicable is done to prevent personal injury or loss and to protect physical environment in which they work during the process of design, construction and operation of all the machinery and work equipment.
All efforts will be done and sufficient resources will be made available to maintain, as far as reasonably practicable, a safe and healthy environment at every work site under company's control.
It is the duty and responsibility of every employee to act in a safe and discipline manner and to do everything, which is required to prevent injury or loss to themselves and others, because of their acts or omissions.
The company's safety performance will rely heavily on the co-operation of employees involved in different stages of work process.

Every employee should be enabled to make safe choices about their own safety, and the safety of those around them. We will maintain a well-trained and fully competent workforce which actively contributes to the safe planning and implementation of their work.
The general manager and the HSE department has overall responsibility for maintaining good standards of health and safety within the company, who shall avail all the necessary resources required to safely manage company worksite and fulfil legal and contractual requirements.
The HSE policy statement of our company under signed by our top management and the HSE department. These HSE policy statement should be displayed in all our offices, work sites and factories.

QUALITY

Unique Options is committed to provide quality work to our customers that meets the project standards and specifications for materials, workmanship and schedules while maintaining profitability and competitiveness. Unique Options ensures continual improvement through quality processes which are directed by a strong management team.

Unique Options aims to implement approaches and systems in line with ISO 9001-2008 that leads to the most appropriate solutions to the clients, through the assessment of their needs and demands. We enhance business performance through establishment, monitoring and periodic review of objectives. The management is committed to develop and improve the quality management system, continually improve the effectiveness of quality management system and to enhance the customer satisfaction.

The management has a continuing commitment to:

•Work with customers to ensure that customer needs and expectations are determined and fulfilled with the aim of achieving customer satisfaction

- Communicate throughout the Organization the importance of meeting customer needs and legal requirements
- Establish the Quality Policy and its objectives

•Ensure that the management review meeting sets and reviews the quality objectives, and reports on the Internal audit results as a means of monitoring and measuring the processes and the effectiveness & suitability of the Quality Management System and objectives set.

•Ensure the availability of fully trained and competent resources and provide training to continually improve the effectiveness of the Quality Management System.

Each employee will be made aware of the importance and contents of this quality statement and will be encouraged to contribute to the success of the quality management system. The Company's goals and commitment in meeting the requirements of ISO 9001:2008 will secure a prosperous future and set a unique standard for others to follow

OFFICES

DESIGN

FURNITURE

COMMERCIAL

LIGHTING

FLOORING

RETAIL

PARTITIONS

HOSPITALITY

IT WORKS

ACOUSTIC

WALLS

MEDICAL

CIVIL

JOINERY

ELECTRICAL

HV/AC

ON-GOING PROJECTS

2022/2023

1	INSTITUTE OF APPLIED TECHNOLOGY	AUDITORIUM RENOVATION
2	ABU DHABI CIVIL DEFENSE	FITNESS GYM INTERIOR FIT-OUT WORKS
3	INSTITUTE OF APPLIED TECHNOLOGY	WATER LEAK REPAIRING WORKS
4	FEDERAL AUTHORITY FOR IDENTITY & CITIZENSHIP	ADMIN AFFAIRS SECTION BUILDING FIT-OUT WORKS INCLUDING FURNITURE SUPPLY
5	MEDICLINIC MIDDLE EAST	14TH FLOOR ELECTRICAL WORKS IN GENERATOR ROOM
6	FUJAIRAH HOSPITAL	FIT-OUT WORKS – PRICE ESTIMATE APPROX. AED250,000/-
7	NIPIGAS/GREEN ENERGY SOLUTIONS	FIT-OUT WORKS – PRICE ESTIMATE APPROX. AED1.89M/-
8	MINISTRY OF EDUCATION – KHALIFA CITY	RENOVATION & REFURBISHMENT – PRICE ESTIMATE APPROX. AED1.81M/-
9	MINISTRY OF EDUCATION – RAS AL KHAIMAH	RENOVATION & REFURBISHMENT OF RAK EDU ZONE, RAK & EMSAT BUILDING – PRICE ESTIMATE APPROX. AED6.5M/-
10	NATIONAL RENT A CAR – MIDFIELD AIRPORT	FIT-OUT WORKS– PRICE ESTIMATE APPROX. AED550,000/-
11	ABU DHABI POLICE	MAINTENANCE & REFURBISHMENT – PRICE ESTIMATE APPROX. AED500,000/-
12	EMIRATES ID - ICP	RENOVATION, REFURBISHMENT & FIT-OUT WORKS – PRICE ESTIMATE APPROX. AED1.89M/-

LIST OF MAJOR COMPELETED PROJECTS

2021

1	ENVIRONMENT AGENCY ABU DHABI	INTERIOR FIT-OUT WORKS AND SUPPLY OF FURNITURE IN MIRFA OFFICE
2	MEDICLINIC MIDDLE EAST AL NOOR KHALIFA	RENOVATION OF 17NOS TOILETS
3	FEDERAL AUTHORITY FOR IDENTITY AND CITIZENSHIP	ICA DUBAI PROCESSING - DIP
4	FEDERAL AUTHORITY FOR IDENTITY AND CITIZENSHIP	ICA DUBAI PROCESSING - AL GHAZAL
5	HULUD	VILLA RENOVATION IN YAS
6	EMIRATES DRIVING COMPANY	BRANDING IMPLEMENTATION WORKS FOR CS & VIP GOLD
7	CALIDUS	OFFICE 302 FIT-OUT WORKS
8	MEDICLINIC MIDDLE EAST AL NOOR KHALIFA	ADIA BASEMENT CLINIC RENOVATION

2020

1	FEDERAL AUTHORITY FOR IDENTITY AND CITIZENSHIP	ICA- AL AIN INNOVATION & TRAINING ROOM CENTER
2	FEDERAL AUTHORITY FOR IDENTITY AND CITIZENSHIP	ICA ID CENTERS TURNKEY PROJECT IN DUBAI
3	ABU DHABI POLICE GHQ	ABU DHABI CIVIL DEFENSE HAPPINESS CENTER IN KHALIFA CITY
4	MEDICLINIC MIDDLE EAST	INTERIOR FIT-OUT WORKS INSIDE AUH POLICE COLLEGE
5	MEDICLINIC MIDDLE EAST AL NOOR KHALIFA	MF PHARMACY RENOVATION WORKS
6	EXECUTIVE AFFAIRS AUTHORITY	CIVIL CONSTRUCTION WORKS IN AL MAMOURA BUILDING 10TH FLOOR
7	ADVETI	TOILET RENOVATION WORKS
8	MEDICLINIC MIDDLE EAST AL NOOR KHALIFA	VALET PARKING CIVIL WORKS

LIST OF MAJOR COMPELETED PROJECTS

	2019	
9	UNITED AL SAQER GROUP	MUSSAFAH PALACE AC MODIFICATION WORKS
10	NFPC	TOILET FIT-OUT WORKS
11	NFPC	FIT-OUT WORKS FOR VIP RECEPTION AREA, STAFF & LAB ENTRANCE
12	AJMAN BANK	REINSTATING OF EXISTING BRANCH
13	TECHNIP FMC	7TH & 16TH FLOOR FIT-OUT WORKS
14	HIGHER COLLEGE OF TECHNOLOGY	ELEVATOR REPLACEMENT
15	HIGHER COLLEGE OF TECHNOLOGY	EMERGENCY STAIRCASE
16	MEDICLINIC MIDDLE EAST AL NOOR KHALIFA	INTERIOR FIT-OUT WORKS FOR 1ST FLOOR CT SCAN
17	SWAY ENGINEERING	CORNICHE OFFICE FIT-OUT WORKS
18	INSTITUTE OF APPLIED TECHNOLOGY	INTERNAL CONSTRUCTION WORK FOR PARAMEDIC LAB
19	ACDS	CIVIL WORKS FOR GENERATOR ROOM
	2018	
20	GOLDEN DALLA MEALS RESTAURANT	INTERIOR RENOVATION WORKS
21	MEDICLINIC MIDDLE EAST AIRPORT ROAD	OPD CONSULTING ROOMS
22	ANOTECH ENERGY	INTERIOR FIT-OUT WORKS
23	UNITED AL SAQER GROUP	INVESTMENT DEPARTMENT AL BUSTAN OFFICE 102
24	BANK OF BARODA	INTERIOR FITOUT WORKS FOR GF & MF - RAS AL KHAIMAH BRANCH
25	BANK OF BARODA	PROPOSED ABU DHABI BRANCH RENOVATION
26	CALIDUS	8TH FLOOR OFFICE MODIFICATION WORKS
27	TECHNIP FMC	7TH FLOOR & 16TH FLOOR FIT-OUT WORKS

LIST OF MAJOR COMPELETED PROJECTS

	2017	
28	MASSAR SOLUTIONS	CAR RENTAL IN T3 SKY PARK - ABU DHABI INTERNATIONAL AIRPORT
29	EUROP CAR GARAGE	SHARJAH OFFICE INTERIOR FITOUT AND JOINERY WORKS
30	INSTITUTE OF APPLIED TECHNOLOGY	INTERNAL CONSTRUCTION WORK FOR CENTRE OF EXPERTISE WORKSHOP
31	MEDICLINIC AL MAMOURA	UPGRADATION & ALTERATIONS
32	TECHNIP FMC	OFFICE ALTERATION IN VARIOUS FLOOR
33	MEDICLINIC MIDDLE EAST AIRPORT ROAD	PSYCHIATRY DEPARTMENT RENOVATION WORKS
34	MEDICLINIC MIDDLE EAST AIRPORT ROAD	LAUNDRY AREA RENOVATION WORKS
	2016	
35	OBERMEYER MIDDLE EAST	OFFICE 203 & 204 FIT-OUT WORKS IN AL BUSTAN TOWER
36	MASSAR SOLUTION	FIT-OUT WORKS FOR MSF MANAGEMENT OFFICE
37	PHARMA LIGHT MEDICAL STORE LLC	MINA WAREHOUSE CONSTRUCTION
38	AL SAQER PROPERTY MANAGEMENT	RETAIL AREA MODIFICATION WORKS IN AL BUSTAN TOWER
39	TECHNIP FRANCE	AL BUSTAN 9TH FLOOR DEMOLITION WORKS
40	TECHNIP FRANCE	AL BUSTAN 7TH, 8TH, & 10TH FLOOR DEMOLITION WORKS
41	IDEA CRATE EDUTAINMENT COMPANY LLC	FIT-OUT WORKS IN AL WAHDA MALL ABU DHABI
42	SILVERTECH MIDDLE EAST	MODIFICATION WORKS IN TOURIST CLUB AREA ABU DHABI
43	ADVANCED CENTER FOR DAYCARE SURGERY	TURNKEY FIT-OUT
	2015	
44	PAYPER KAY (RECENTLY PAYLESS RENT-A CAR)	AL BARSHA INTERIOR FIT-OUT WORKS
45	PAYPER KAY (RECENTLY PAYLESS RENT-A CAR)	T1 DUBAI INTERNATIONAL AIRPORT PAYLESS INTERIOR FIT OUT WORKS
46	MARRY BROWN	FIT-OUT WORKS FOR MARRY BROWN - MUSHRIF MALL
47	SCHNEIDER ELECTRIC INDUSTRIES	REFURBISHMENT OF NEW OFFICE
48	AL WATHBA SERVICES (PAYLESS RENT A CAR)	INTERIOR FIT-OUT WORK FOR RENT A CAR BRANCH
49	YAS WATERWORLD	F&B NEW JUICE COUNTER
50	AL BAWARDI ENTERPRISE	OFFICE MODIFICATION
51	AL NOOR HOSPITAL Plc KHALIFA	3RD & 4TH FLOOR RENOVATION WORKS
52	AL NOOR HOSPITAL Plc	JASMINE BUILDING AL AIN INTERIOR FIT-OUT WORKS

MAJOR PROJECTS

Emirates Hospital
مركز مستشفى الإمارات
Day Surgery & Medical Center

Emirates Hospitals & Clinics
Healthcare

مستشفى النور
AL NOOR HOSPITAL

Emirates
HOSPITALS GROUP

MEDICLINIC
INTERNATIONAL

MED ART CLINICS
مد آرت كلينيك

وزارة الصحة ووقاية المجتمع
MINISTRY OF HEALTH & PREVENTION

MED CARE

وزارة شؤون الرئاسة
MINISTRY OF PRESIDENTIAL AFFAIRS

ACDS
Advanced Center for Daycare Surgery
مركز المتقدمة لجراحة اليوم الواحد

CMC
المركز الكندي الطبي
CANADIAN MEDICAL CENTER

شرطة أبوظبي
ABU DHABI POLICE

دائرة التعليم والمعرفة
DEPARTMENT OF EDUCATION AND KNOWLEDGE

T.EN TECHNIP ENERGIES

الهيئة الاتحادية للهوية والجنسية
FEDERAL AUTHORITY FOR IDENTITY & CITIZENSHIP

Schneider Electric

Abu Dhabi Civil Defense
General Directorate

كلّيات التقنية العليا
HIGHER COLLEGES OF TECHNOLOGY

ALDAR

CALIDUS

بريد الإمارات
emirates post

هيئة البيئة - أبوظبي
Environment Agency - ABU DHABI

ABUDHABI CIVIL DEFENCE
HAPPINESS CENTRE

Location: Abu Dhabi
Client: AD-POLICE
Year: 2020
Project Value: Aed 900,000

ABUDHABI CIVIL DEFENCE
HAPPINESS CENTRE

Location: Abu Dhabi
Client: AD-POLICE
Year: 2020
Project Value: Aed 900,000

ETIHAD TRAINING CENTER

Client: Etihad Airways
Project Value: Aed 2,000,000

ETIHAD TRAINING CENTER

Client: Etihad Airways
Project Value: Aed 2,000,000

ETIHAD TRAINING CENTER

Client: Etihad Airways
Project Value: Aed 2,000,000

ICA HAPPINESS CENTRE

Location: Dubai
Client: ICA
Year: 2020-2021
Project Value: Aed 8,000,000

ICA HAPPINESS CENTRE

Location: Dubai
Client: ICA
Year: 2020-2021
Project Value: Aed 8,000,000

ICA HAPPINESS CENTRE

Location: Dubai
Client: ICA
Year: 2020-2021
Project Value: Aed 8,000,000

ICA HAPPINESS CENTRE

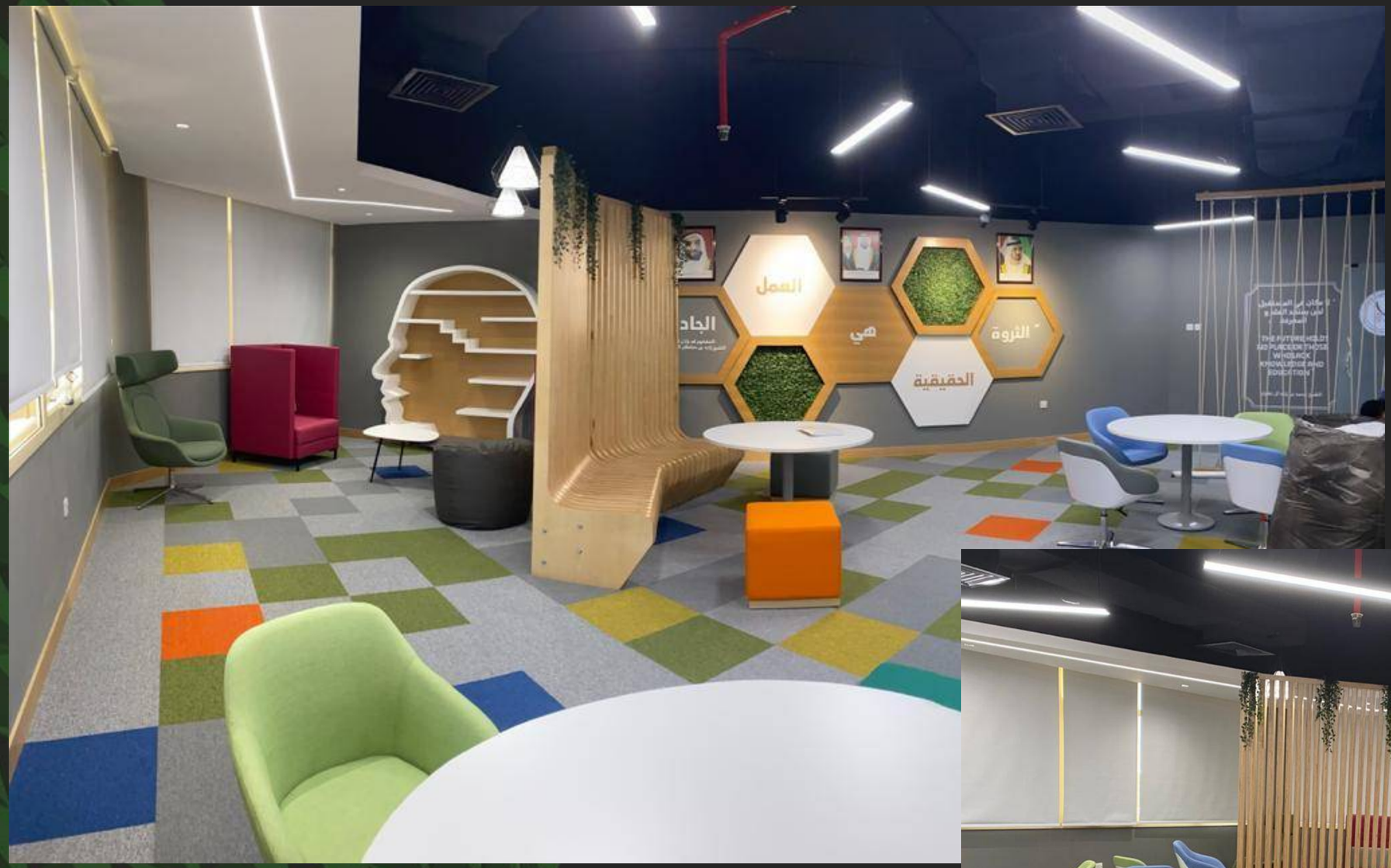
Location: Dubai
Client: ICA
Year: 2020-2021
Project Value: Aed 8,000,000

HCT CLASSROOM

Location: FUJAIRAH
Client: HCT
Year: 2018
Project Value: Aed 298,000

HCT CLASSROOMS

Location: FUJAIRAH
Client: HCT
Year: 2018
Project Value: Aed 298,000

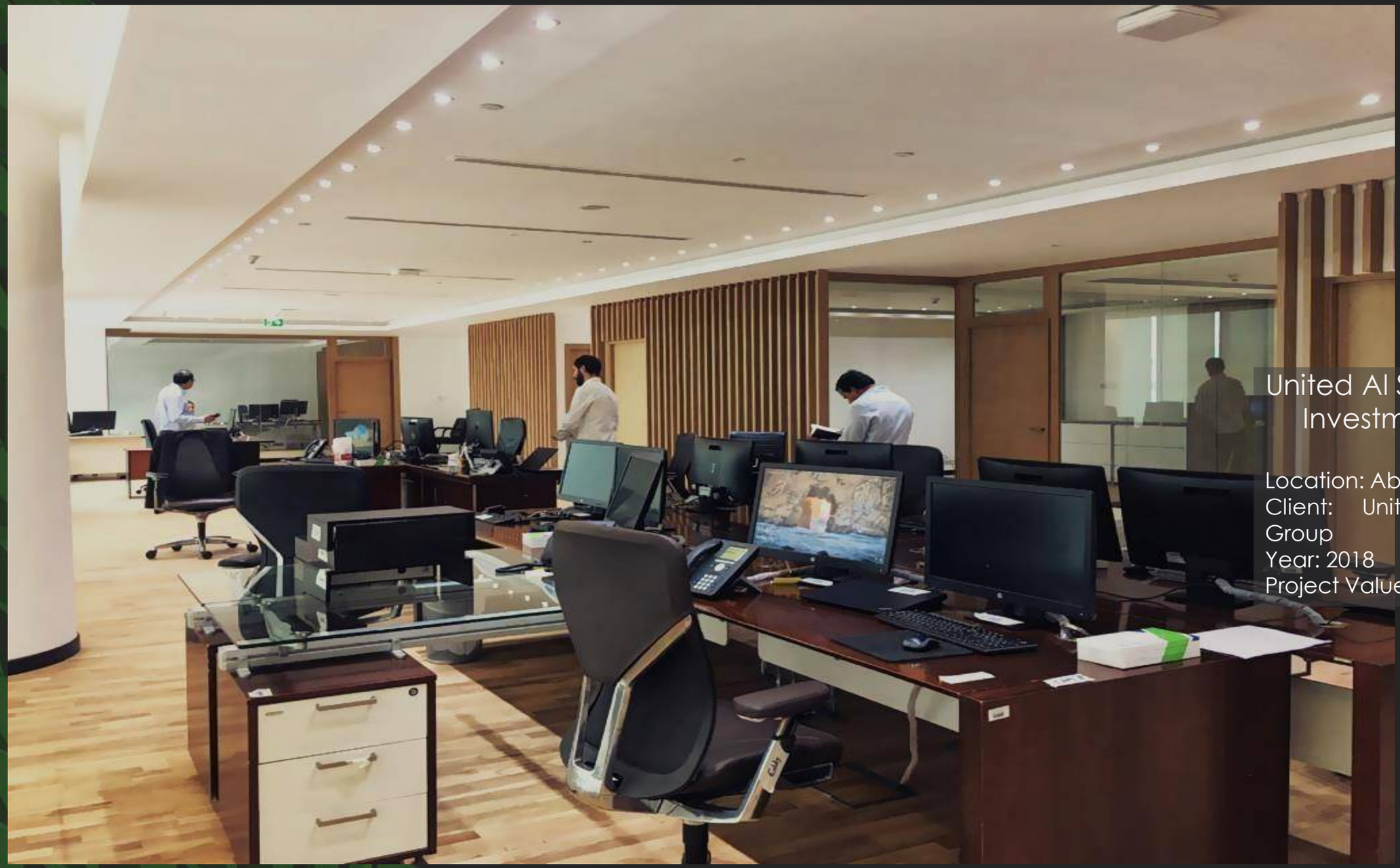


INNOVATION ROOM

Location: ALAIN
Client: ICA
Year: 2020-2021
Project Value: Aed 250,000

BANK OF BARODA

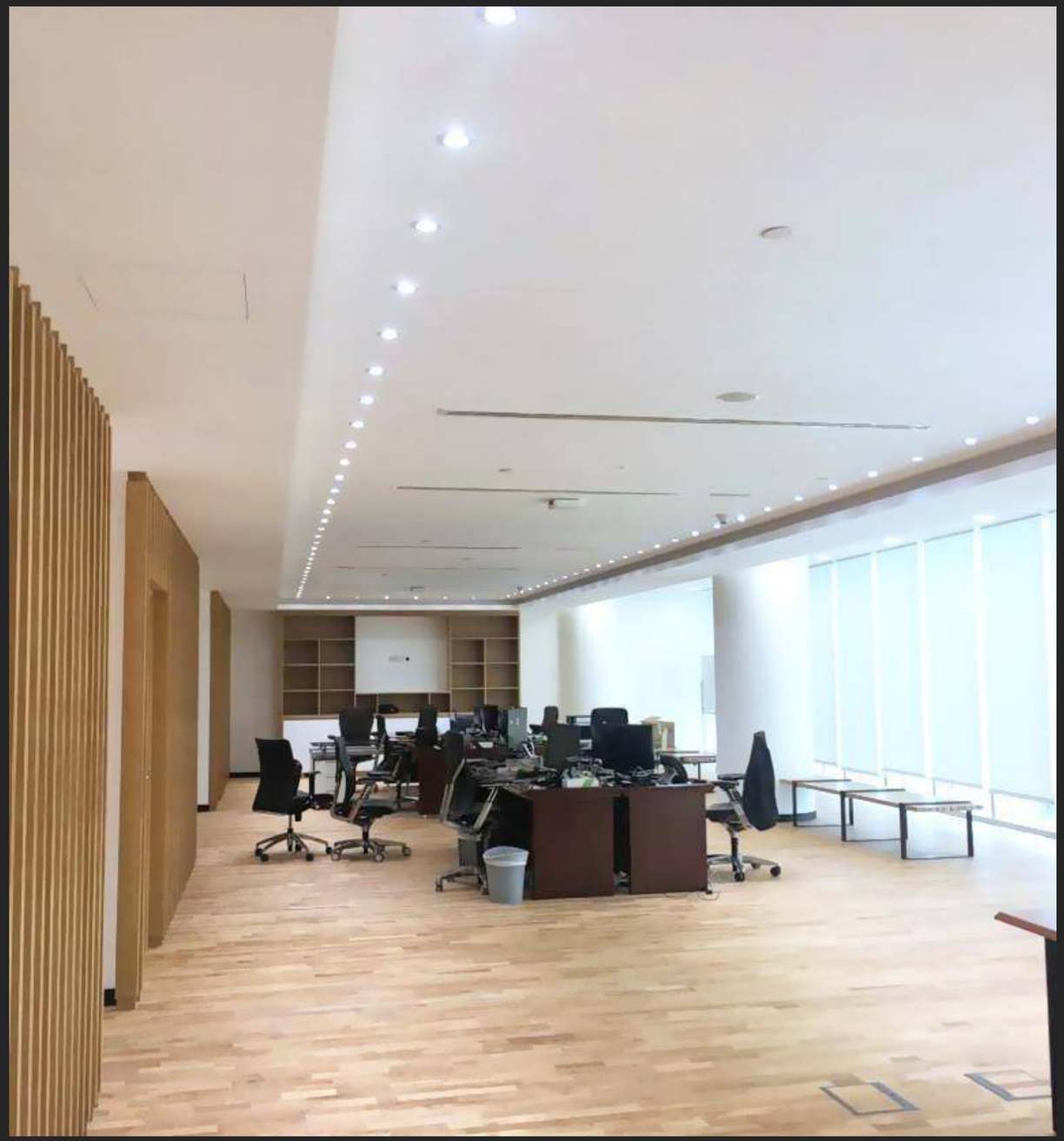
Location: Abu Dhabi Client: Bank of Baroda Year: 2018
Project Value: Aed1,500,000



United Al Saqer Group
Investment dept.

Location: Abu Dhabi
Client: United Al Saqer Group
Year: 2018
Project Value: Aed 700,000


مجموعة الصقر المتحدة ذ.م.م
UNITED ALSAQER GROUP L.L.C



PARAMEDIC LAB

FATIMA COLLEGE

Location: Abu Dhabi Client: IAT-Fatima College Year: 2019
Project Value: Aed 680,000


AMBULANCE
EMS
EMS
AMBULANCE
EMS

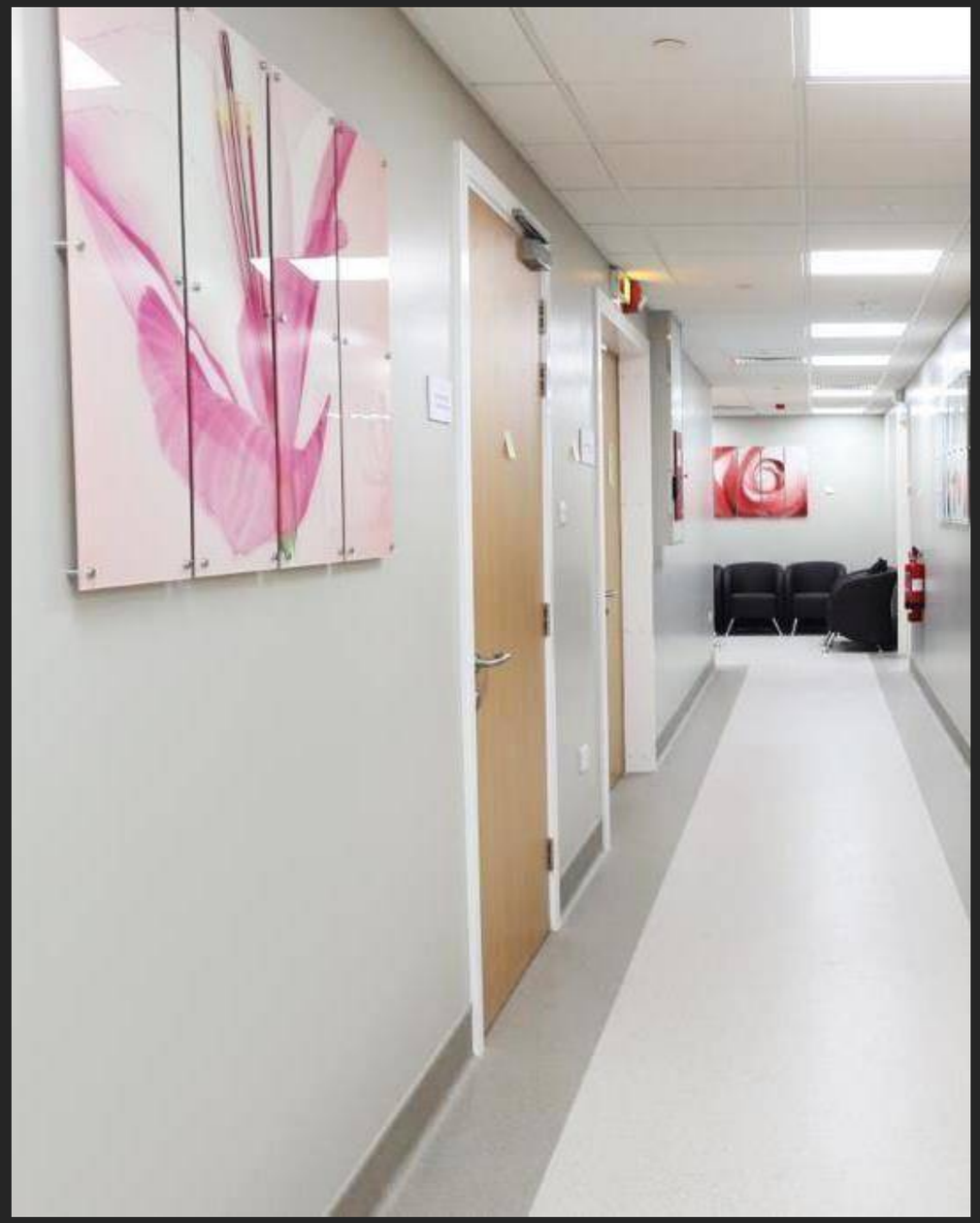

EMERGENCY


AMBULANCE STATION

CT SCAN CENTER

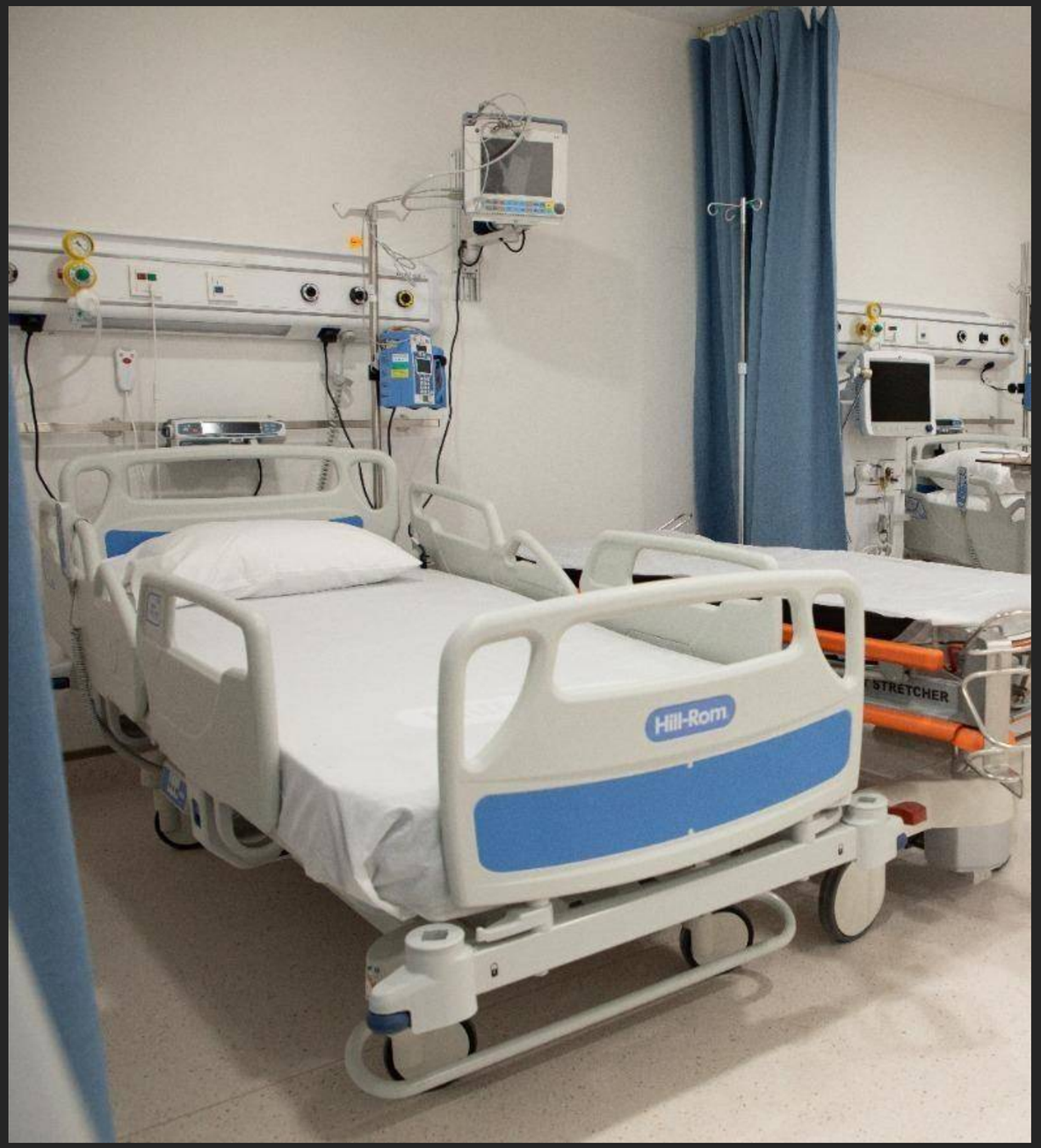
MEDICLINIC-KHALIFA ST.

Location: Abu Dhabi
Client: MEDICLINIC
Year: 2019
Project Value: Aed 1,100,000



Advanced Center for Daycare Surgery

Location: Abu Dhabi
Client: ACDS
Year: 2018
Project Value: Aed 5,100,000


Hill-Rom
STRETCHER

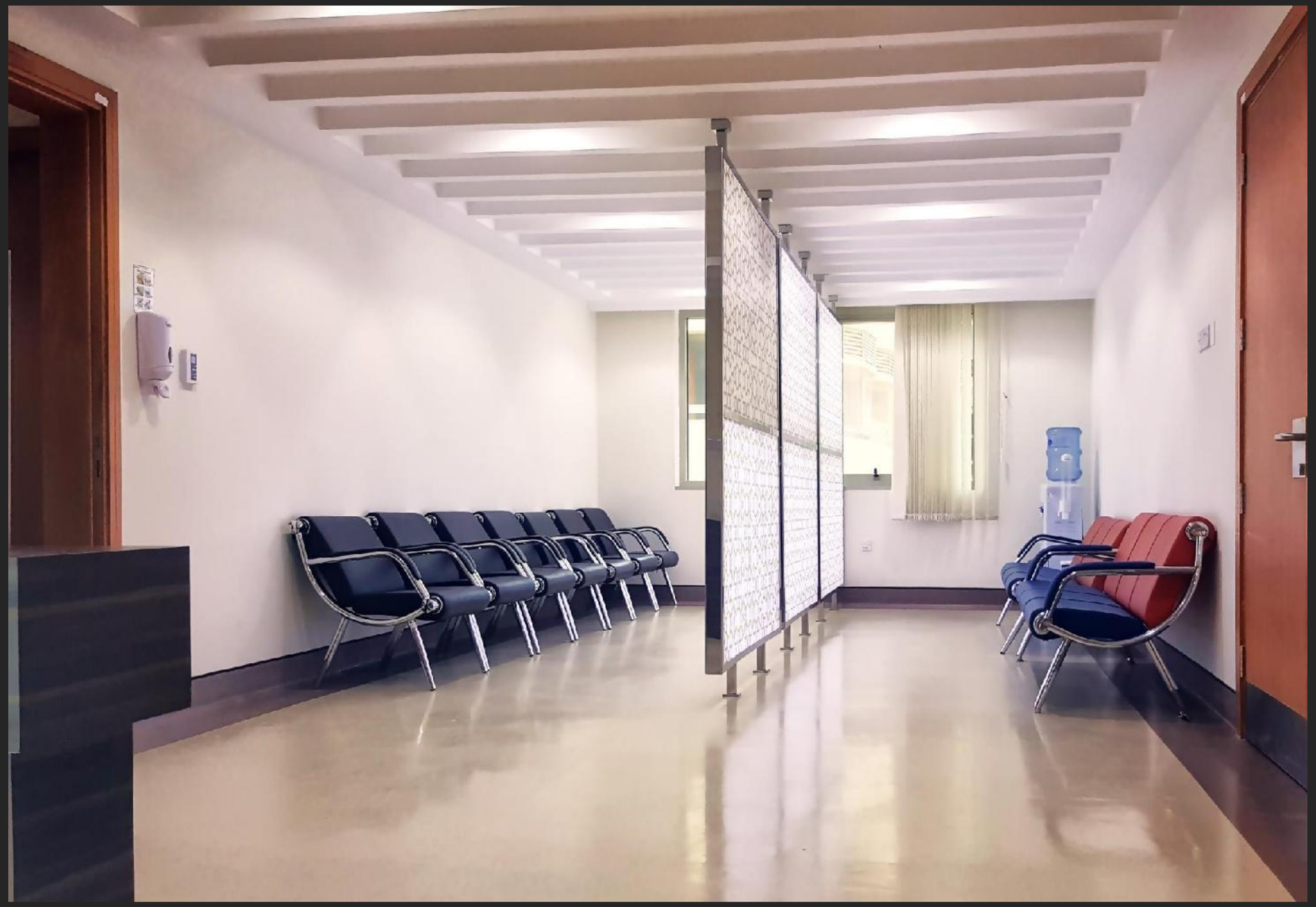
ADPOLICEHQ

VIP ENTRANCE

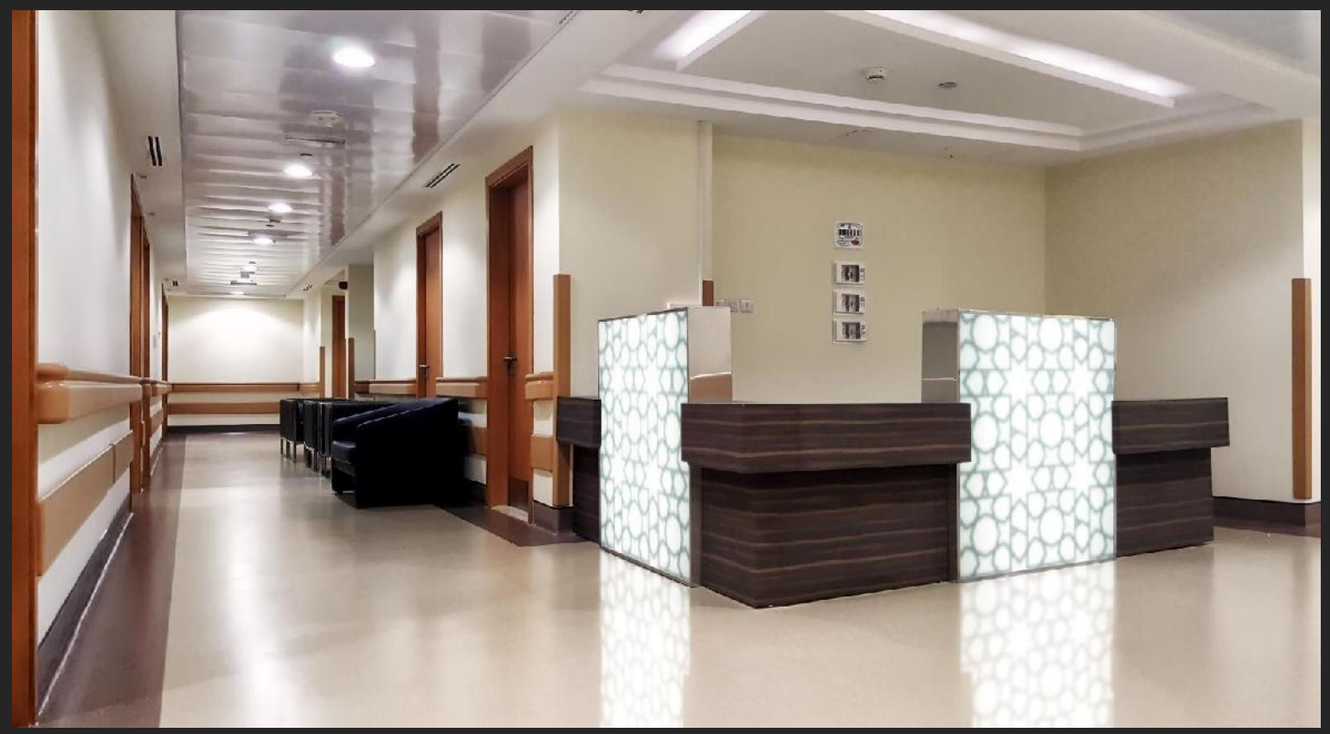
Location: Abu Dhabi
Client: Abu Dhabi Police
Year: 2018

AL NOOR HOSPITAL

Location: Al Ain-Abu Dhabi
Client: Al Noor Hospital Year: 2016
Project Value: Aed 16,000,000




EXIT

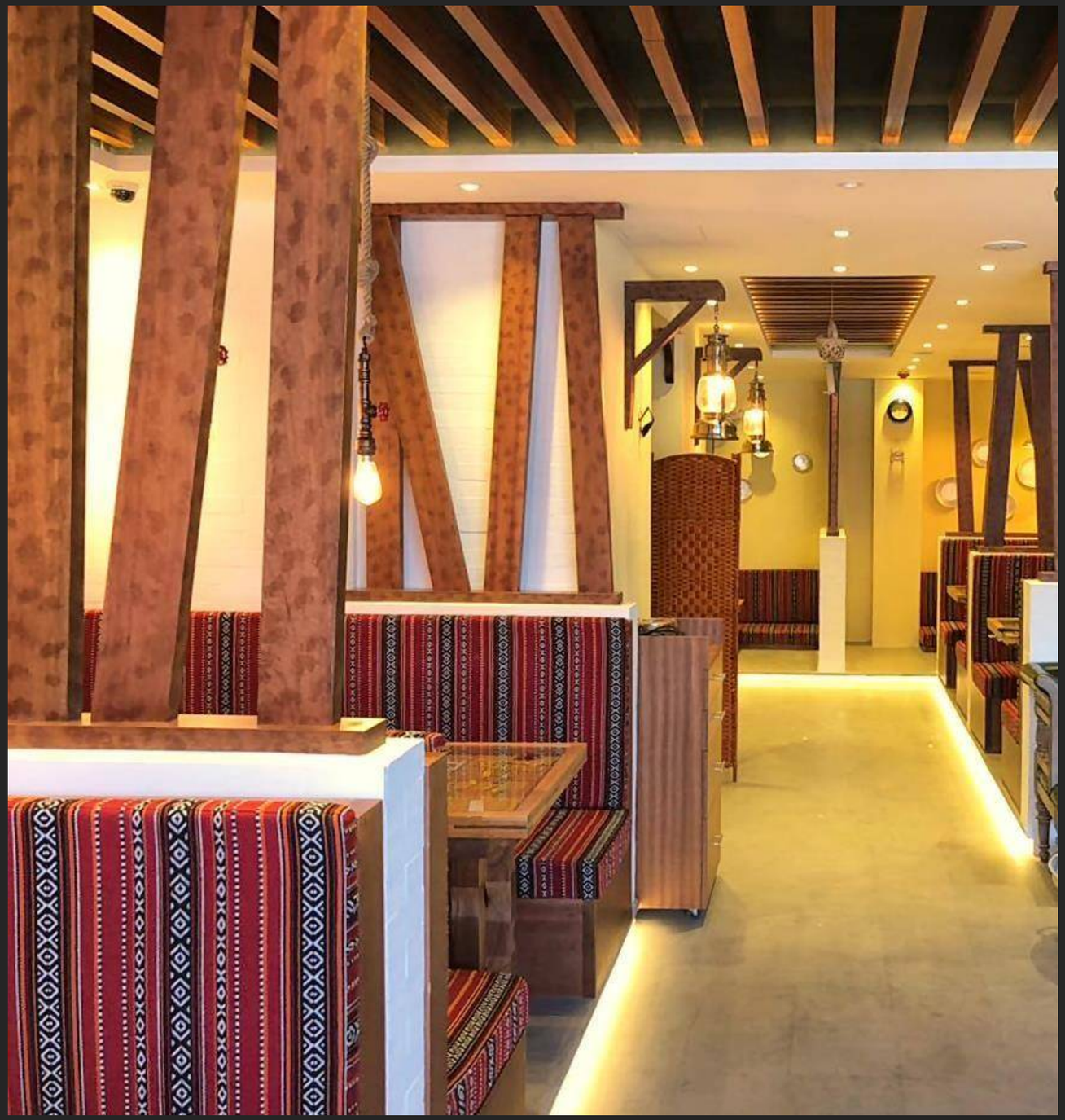


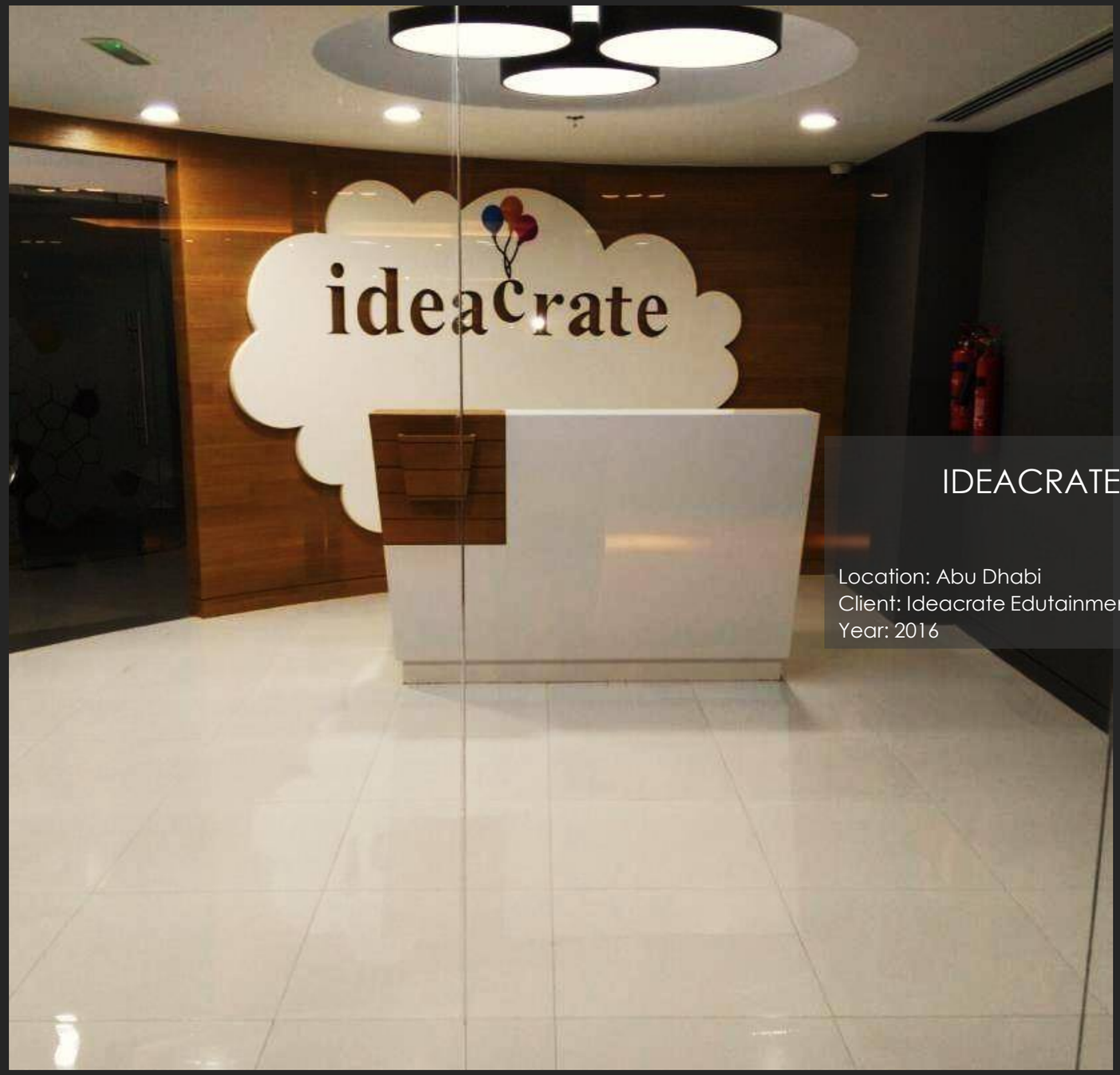
GOLDEN DALLAH

RESTAURANT

Location: Abu Dhabi
Client: GOLDEN DALLAH
Year: 2018
Project Value: Aed 700,000

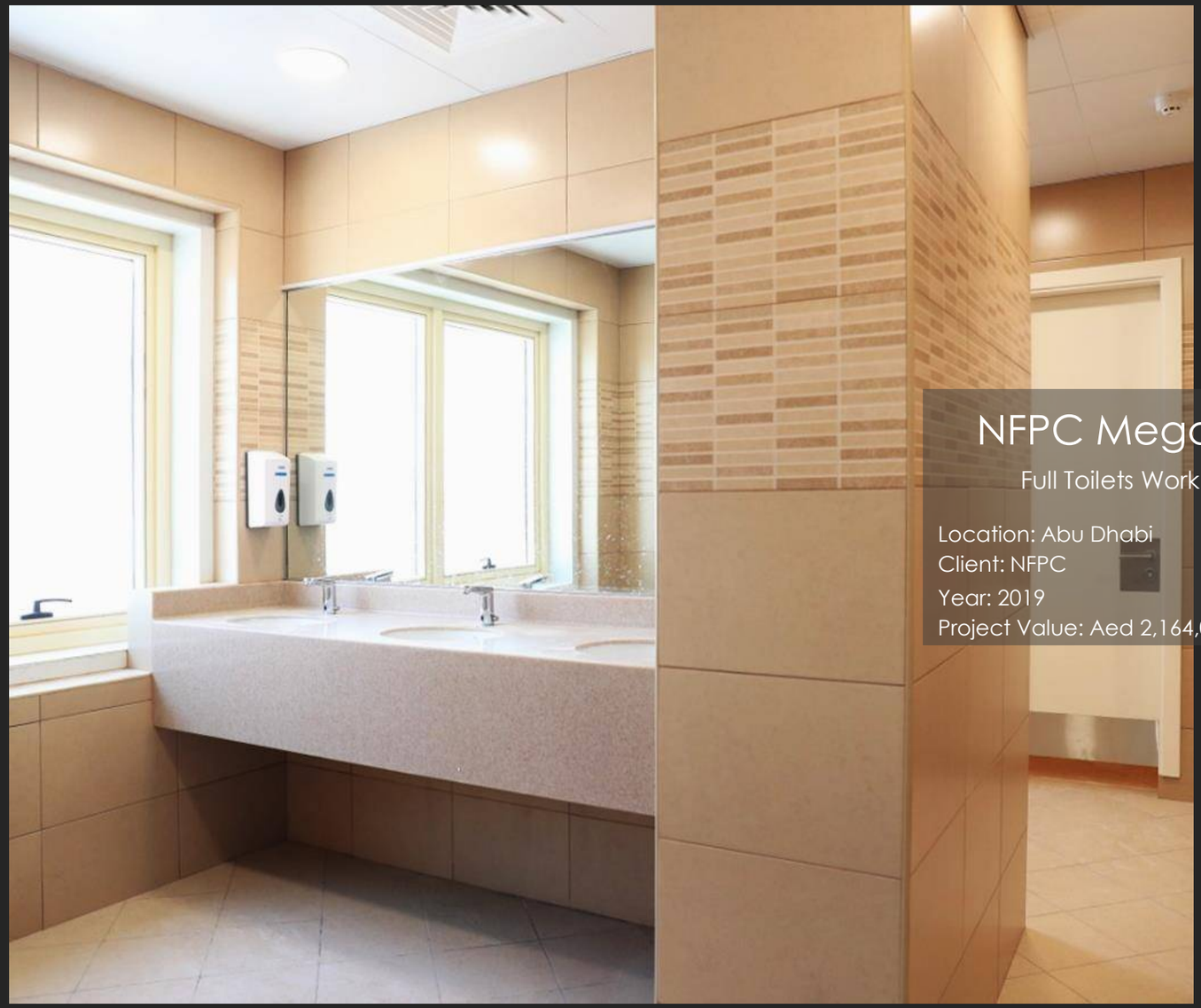

دکان بدوه





IDEACRATE

Location: Abu Dhabi
Client: Ideacrate Edutainment
Year: 2016



NFPC Megaplant

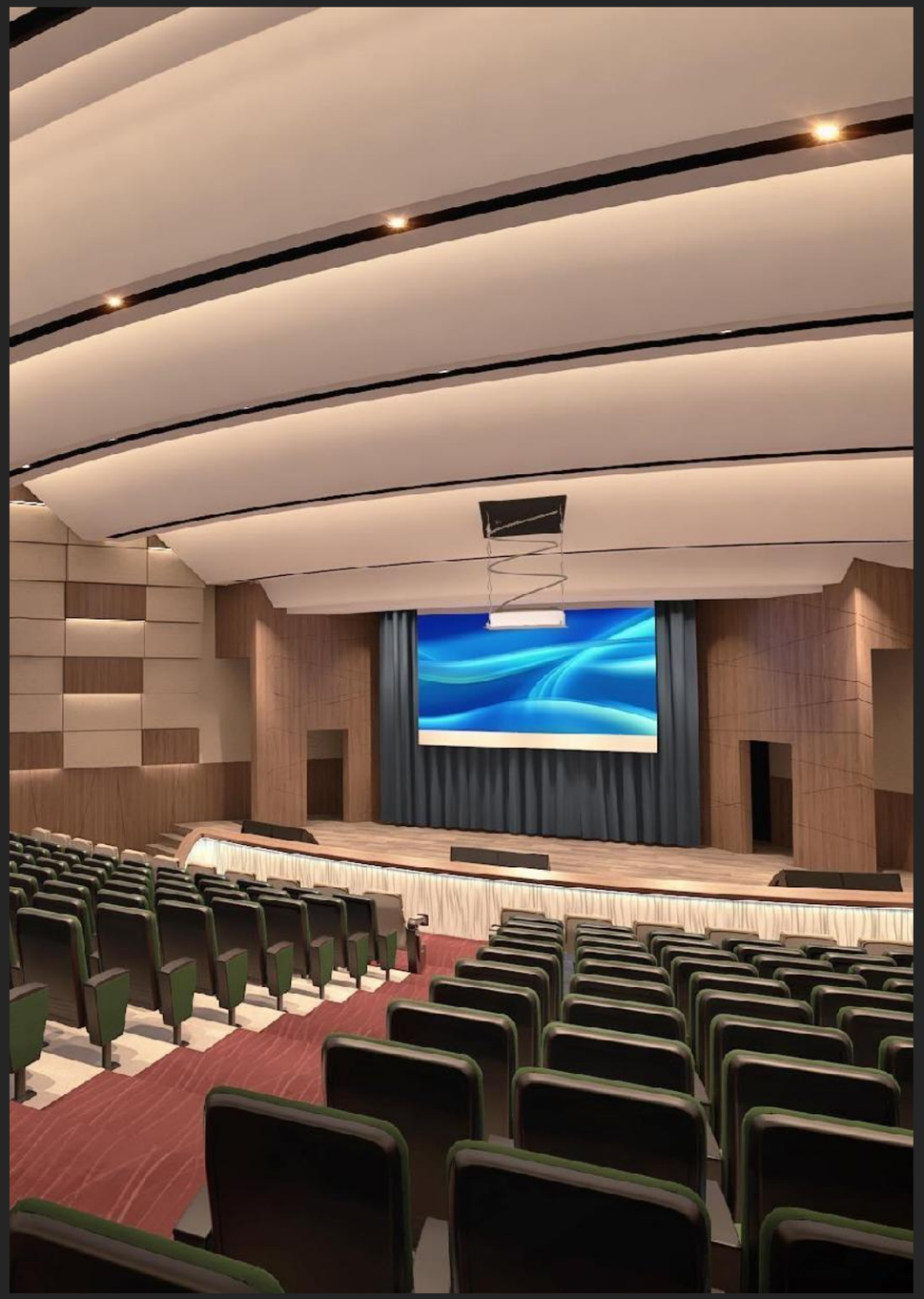
Full Toilets Work 17nos

Location: Abu Dhabi
Client: NFPC
Year: 2019
Project Value: Aed 2,164,000

FATIMA COLLEGE

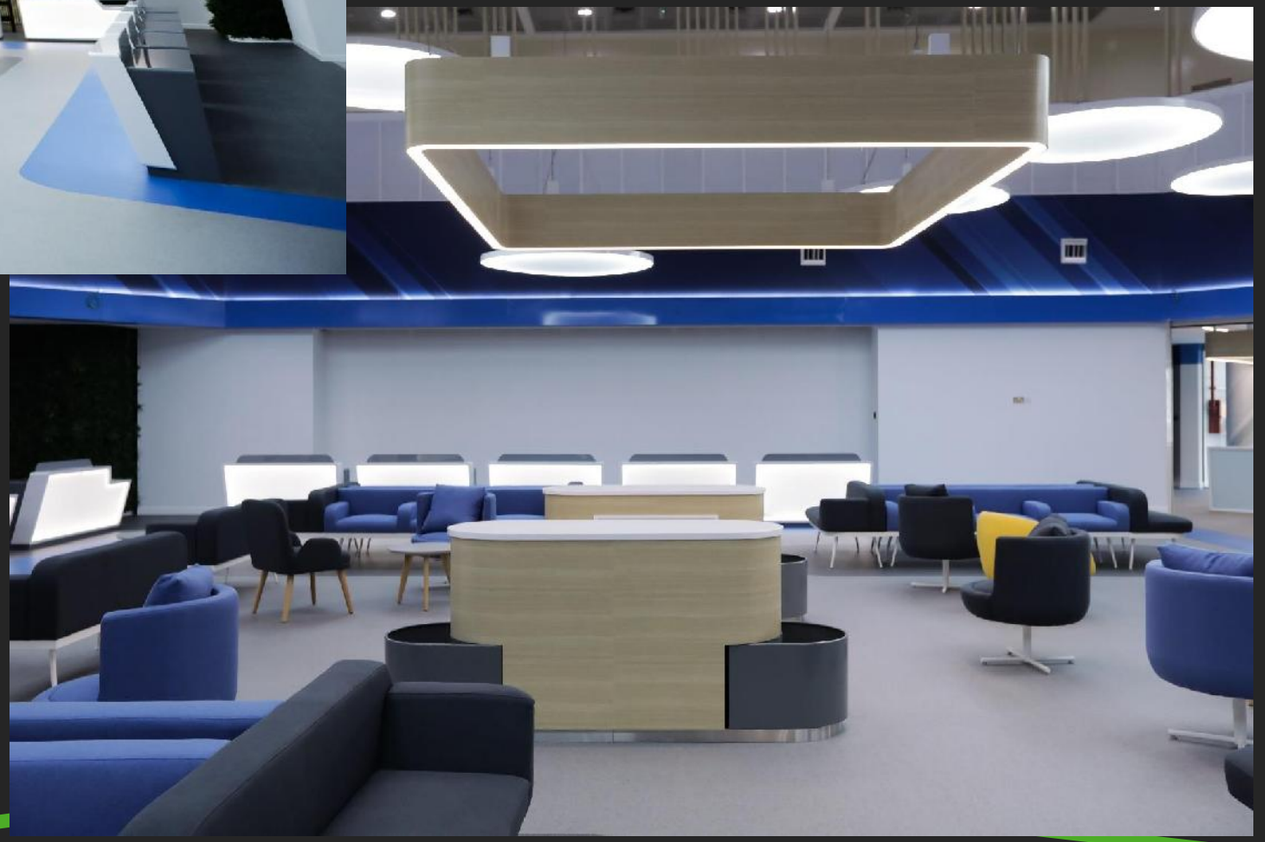
MAIN AUDITORIUOM HALL

Location: Abu Dhabi
Client: IAT-FATIMA COLLEGE
Year: 2020



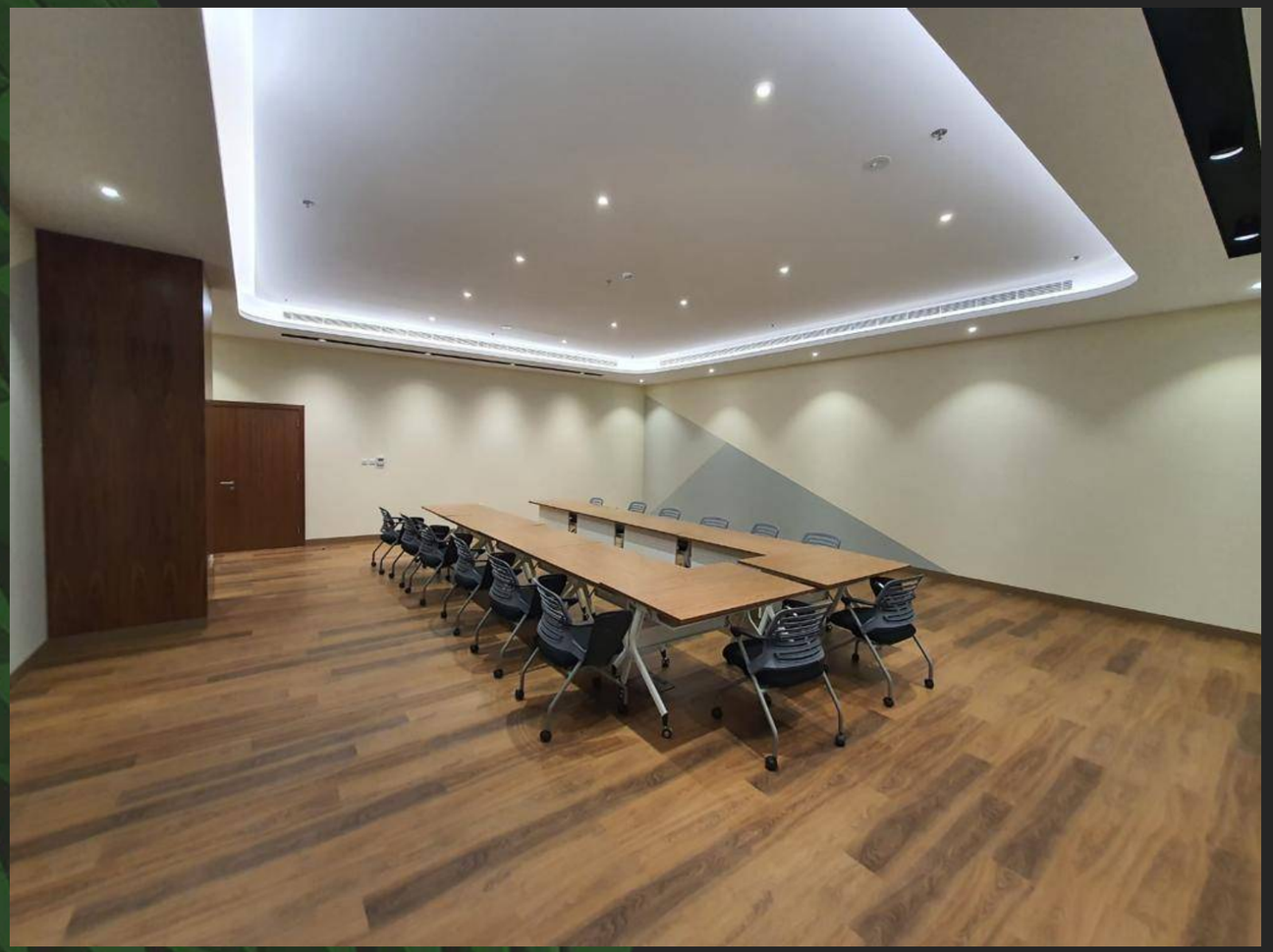
EMIRATES CENTRAL POST

Location: Abu Dhabi
Client: EMIRATES POST GROUP
Year: 2021



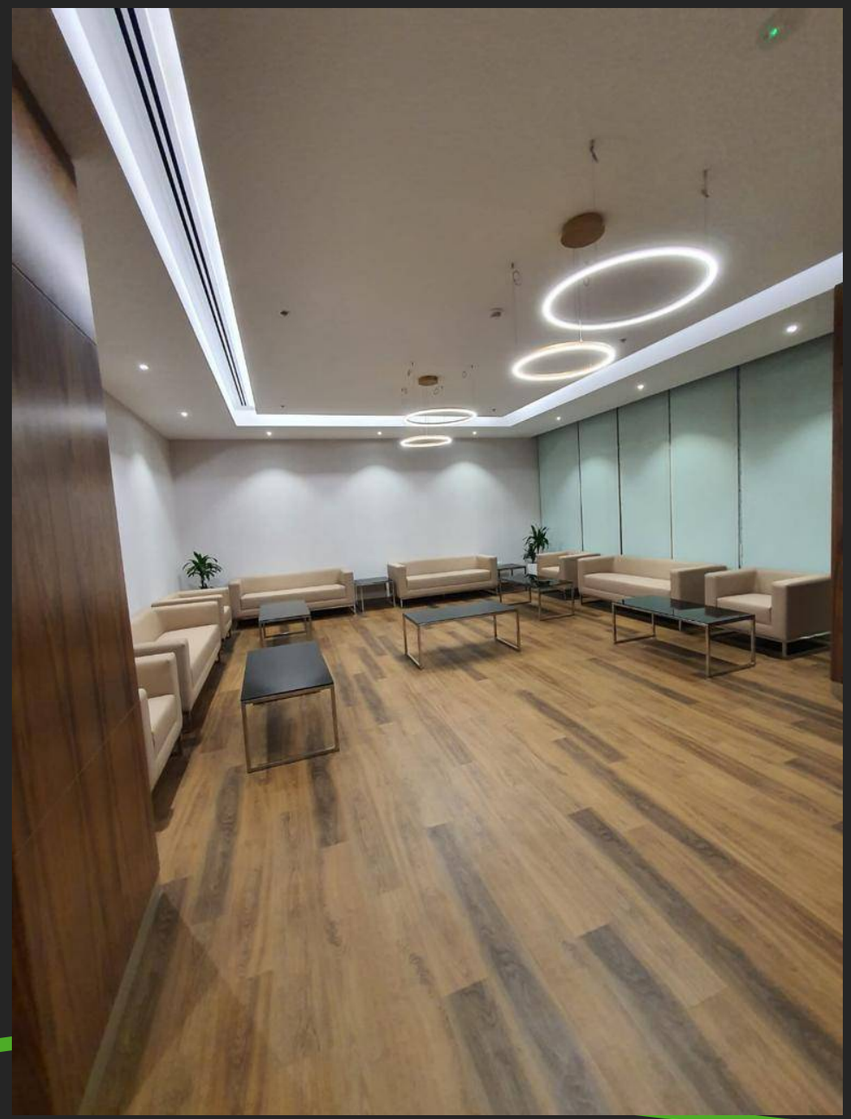
EMIRATES CENTRAL POST

Location: Al Ain
Client: EMIRATES POST GROUP
Year: 2021



EMIRATES ENVIRONMENT AGENCY

Location: Mirfa
Client: EMIRATES ENVIRONMENT AGENCY
Year: 2021



ABU DHABI CIVIL DEFENSE

Location: Abu Dhabi
Client: Civil Defense Group
Year: 2021

OUR GROUP

UNIQUE OPTIONS N' INTERIOR DESIGNS LLC

DIMENSION CARPENTRY WORKS

UNIQUE OPTIONS N' GENERAL CONTRACTING

الخيار الفريد ان
للتصميم الداخلي . ذ.م.م.

unique options n'

interiors designs. L.L.c

www.uniqueoptions.ae | Info@Uniqueoptions.ae | T: +971 255 956 72 +971 255 956 75

Trade License

Commercial License

رخصة تجارية

License No	:	CN-1149661	:	رقم الرخصة
ADCCI No	:	250326	:	عضوية الغرفة
Establishment Card MOHRE	:	658086	:	وزارة الموارد البشرية والتوطين بطاقة المنشأة
Establishment Card GDRFA	:		:	الادارة العامة للإقامة وشؤون الأجانب - بطاقة المنشأة
Legal Form	: Limited Liability Company		: شركة ذات مسؤولية محدودة	الشكل القانوني
			: الخيار الفريد ان للتصميم الداخلي - ذ م م	الإسم التجاري
Trade Name	: UNIQUE OPTIONS N INTERIORS DESIGNS - L L C			
Establishment Date	:	12/08/2008	:	تاريخ تأسيس المنشأة
Issue Date	:	09/05/2021	:	تاريخ الإصدار
Expiry Date	:	26/05/2024	:	تاريخ الإنتهاء

الصلة Role	الجنسية Nationality	الملاك / الشركاء Owners / Partners	الرمز No.
شريك Partner	الإمارات العربية المتحدة United Arab Emirates	ابراهيم خليل ابراهيم هلال الخميرى IBRAHIM KHALIL IBRAHIM HELAL ALKHEMEIRI	20004698
شريك Partner	الهند India	بيجو فيليب BEJOY PHILIP	20116741

Commercial Activities : **الأنشطة التجارية** :

- Interior Design Implementation Works(Decor) - أعمال تنفيذ التصميم الداخلي (الديكور)
- Electromechanical Equipment Installation and Maintenance - أعمال تركيب المعدات الكهروميكانيكية وصيانتها
- Onshore And Offshore Oil And Gas Fields And Facilities Services - خدمات حقول ومنشأت النفط والغاز البرية والبحرية

Address : **العنوان** : مصفح, ش 9 - ق 163, لطيفة شامس زوجه سهيل سالم العامري

(تم تحصيل رسوم خدمات الدفاع المدني)

Official Email	:	bejoyphilip@uniqueoptions.ae	البريد الإلكتروني الرسمي :
Official Mobile	:	971504186129	رقم التواصل الرسمي :

VAT Certificate

الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

United Arab Emirates

شهادة تسجيل ضريبي لضريبة القيمة المضافة في الامارات العربية المتحدة
أُصدرت بموجب الصلاحية الممنوحة بموجب المادة (4) من المرسوم بقانون رقم (13) لسنة 2016 بشأن إنشاء الهيئة الاتحادية للضرائب

Certificate of VAT registration in the United Arab Emirates
Issued under the authority allocated by Art. 4 of the Federal Decree-Law No. 13 of 2016

The Federal Tax Authority certifies that the entity below is a registered person for Value Added Tax in the UAE

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

Tax Registration Number	**104084159300003**	رقم التسجيل الضريبي
Legal Name of Entity (Arabic)	الخيار الفريد ان للتصميم الداخلي ذ م م	الإسم القانوني (اللغة العربية)
Legal Name of Entity (English)	**UNIQUE OPTIONS N INTERIORS DESIGNS - L L C**	الاسم القانوني الكامل (اللغة الإنجليزية)
The Registered Address and Contact Number	**BLDG: C163, UNIT 05 & 06, MOHAMMED BIN ZAYED CITY 9, MUSSAFAH, ABU DHABI, 108032, Abu Dhabi +971504186129**	العنوان المسجل ورقم التواصل
Effective Registration Date	**01/07/2023**	تاريخ التسجيل الفعلي
First VAT Return Period	**01/07/2023 - 30/09/2023**	فترة أول إقرار لضريبة القيمة المضافة
First VAT Return	**30/10/2023**	تاريخ استحقاق الإقرار الضريبي لضريبة القيمة المضافة
Start and End Dates of Tax Periods	**1st Apr to 30th Jun, 1st Jul to 30th Sep, 1st Oct to 31st Dec, 1st Jan to 31st Mar**	تواريخ بدء وانتهاء الفترات الضريبية

Tax Group Members أعضاء المجموعة الضريبية

No./الرقم	Member Name	Date of Joining / تاريخ الالتحاق	اسم العضو
1	UNIQUE OPTIONS N INTERIORS DESIGNS - L L C	01/07/2023	الخيار الفريد ان للتصميم الداخلي ذ م م
2	UNIQUE OPTIONS N GENERAL CONTRACTING L.L.C.	01/07/2023	يونيك اوبشينز ان للمقاولات العامه ذ.م.م

يرجى التأكد من صحة تفاصيل الشهادة. يجب إبلاغ الهيئة الاتحادية للضرائب في حال تغيير الأسس التي حصلت فيها على رقم التسجيل الضريبي الخاص بك.*

***Please check that the details on this certificate are correct. You must inform the Federal Tax Authority of any change on the basis of which you obtained your Tax Registration Number.**

Date of Issue 23/06/2023 تاريخ الاصدار

Version Number 2018/VAT/0000169155/002 رقم الإصدار

Chamber of Commerce Certificate

شهادة العضوية
Membership Certificate

الرقم الموحد : 250326

رقم الرخصة : CN-1149661

غرفة أبوظبي
ABU DHABI CHAMBER

بناءاً على قانون غرفة تجارة وصناعة أبوظبي رقم 27 لسنة 2005 م وتعديلاته

فقد تم تسجيل : الخيار الفريد ان للتصميم الداخلي - ذ م م

من الجنسية: الامارات

لممارسة النشاط :

العنوان : ابوظبي-مصفح-منطقة المصفح-مصفح, ش 9 - ق 163, لطيفة شامس زوجه سهيل سالم العامري

جنسية الشركاء: الامارات - الهند

الشكل القانوني: شركة ذات مسئولية محدودة

صدرت بتاريخ : 09/5/2021

ويسرى مفعولها حتى تاريخ : 08/5/2024

غرفة أبوظبي
ABU DHABI CHAMBER
قطاع خدمات الأعضاء
Members Services Sector
غرفة تجارة وصناعة أبوظبي
Abu Dhabi Chamber of Commerce & Industry

محمد هلال المهيري

المدير العام

مستند صادر من غرفة أبوظبي-دولة الإمارات العربية المتحدة، ولمزيد من التحقق الرجاء زيارة الرابط:
https://digital.abudhabichamber.ae/Portal/#/certificate-validation

غرفة أبوظبي الرقمية
Abu Dhabi Digital Chamber

ISO Certificates

CERTIFICATE

of Registration

IMCD CERTIFICATION

This is to certify that The Occupational Health & Safety Management System of:

UNIQUE OPTIONS N INTERIORS DESIGNS - LLC

P.O. BOX 108032, BUILDING NO. C163, MEZZANINE 5 & 6, SHABIA NO. 9, MUSSAFAH, ABU DHABI, UAE

Has been assessed and found to be in accordance with the requirements of

ISO 45001:2018

Hold Certificate No.: AE.07.100.45001.896.0317

IN RESPECT OF INTERIOR DESIGN IMPLEMENTATION WORKS(DÉCOR); ELECTROMECHANICAL EQUIPMENT INSTALLATION AND MAINTENANCE; ONSHORE AND OFFSHORE OIL AND GAS FIELDS AND FACILITIES SERVICES.

Certificate Issued On: *April 25, 2022*
Certificate Expire On: *April 24, 2025*

This Certificate is the property of IMCD Certification and remains valid
Subject to satisfactory annual surveillance audit.
Recertification Audit before *April 24, 2025*

Certification Director

IMCD ISO 45001:2018 USCB 5169

IMCD

LIST OF THE COUNTRIES WHERE IMCD CERTIFICATION CAN ISSUE USCB ACCREDITATION CERTIFICATES:
Offices in Argentina, Australia, Brazil, China, Colombia, Denmark, Finland, Greece, Japan, Lesotho,Qatar, Malaysia, Mexico, Netherlands, New Zealand, Philippines, Poland, Singapore, Spain, Sweden, Thailand, US, UK, UAE & Vietnam
Address: West Midlands, England, UK. Web: www.imcdcert.com

No. 339.45001.AE

CERTIFICATE

of Registration

IMCD CERTIFICATION

This is to certify that The Environmental Management System of:

UNIQUE OPTIONS N INTERIORS DESIGNS - LLC

P.O. BOX 108032, BUILDING NO. C163, MEZZANINE 5 & 6, SHABIA NO. 9,
MUSSAFAH, ABU DHABI, UAE

Has been assessed and found to be in accordance
with the requirements of

ISO 14001:2015

Hold Certificate No.: AE.30.200.14001.895.0317

IN RESPECT OF INTERIOR DESIGN IMPLEMENTATION WORKS(DÉCOR);
ELECTROMECHANICAL EQUIPMENT INSTALLATION AND MAINTENANCE;
ONSHORE AND OFFSHORE OIL AND GAS FIELDS AND FACILITIES SERVICES.

Certificate Issued On: *April 25, 2022*
Certificate Expire On: *April 24, 2025*

This Certificate is the property of IMCD Certification and remains valid
Subject to satisfactory annual surveillance audit.
Recertification Audit before *April 24, 2025*

Certification Director

IMCD ISO 14001:2015 USCB 5169

IMCD

LIST OF THE COUNTRIES WHERE IMCD CERTIFICATION CAN ISSUE USCB ACCREDITATION CERTIFICATES:
Offices in Argentina, Australia, Brazil, China, Colombia, Denmark, Finland, Greece, Japan, Lesotho,Qatar, Malaysia, Mexico, Netherlands, New Zealand, Philippines, Poland, Singapore, Spain, Sweden, Thailand, US, UK, UAE & Vietnam
Address: West Midlands, England, UK. Web: www.imcdcert.com

No. 324.14001.AE

CERTIFICATE

of Registration

IMCD CERTIFICATION

This is to certify that The Quality Management System of:

UNIQUE OPTIONS N INTERIORS DESIGNS - LLC

P.O. BOX 108032, BUILDING NO. C163, MEZZANINE 5 & 6, SHABIA NO. 9,
MUSSAFAH, ABU DHABI, UAE

Has been assessed and found to be in accordance
with the requirements of

ISO 9001:2015

Hold Certificate No.: AE.07.100.9001.894.0317

IN RESPECT OF INTERIOR DESIGN IMPLEMENTATION WORKS(DÉCOR);
ELECTROMECHANICAL EQUIPMENT INSTALLATION AND MAINTENANCE;
ONSHORE AND OFFSHORE OIL AND GAS FIELDS AND FACILITIES SERVICES.

Certificate Issued On: *April 25, 2022*
Certificate Expire On: *April 24, 2025*

This Certificate is the property of IMCD Certification and remains valid
Subject to satisfactory annual surveillance audit.
Recertification Audit before *April 24, 2025*

Certification Director

ISO 9001:2015 5169

IMCD

LIST OF THE COUNTRIES WHERE IMCD CERTIFICATION CAN ISSUE USCB ACCREDITATION CERTIFICATES:
Offices in Argentina, Australia, Brazil, China, Colombia, Denmark, Finland, Greece, Japan, Lesotho,Qatar, Malaysia, Mexico, Netherlands, New Zealand, Philippines, Poland, Singapore, Spain, Sweden, Thailand, US, UK, UAE & Vietnam
Address: West Midlands, England, UK. Web: www.imcdcert.com

No. 368.9001.AE

CERTIFICATE

of Registration

IMCD CERTIFICATION

This is to certify that The Guidance On Social Responsibility of:

UNIQUE OPTIONS N INTERIORS DESIGNS - LLC

P.O. BOX 108032, BUILDING NO. C163, MEZZANINE 5 & 6, SHABIA NO. 9,
MUSSAFAH, ABU DHABI, UAE

Has been assessed and found to be in accordance
with the requirements of

ISO 26000:2010

Hold Certificate No.: AE.07.110.26000.966.0525

IN RESPECT OF INTERIOR DESIGN IMPLEMENTATION WORKS(DÉCOR);
ELECTROMECHANICAL EQUIPMENT INSTALLATION AND MAINTENANCE;
ONSHORE AND OFFSHORE OIL AND GAS FIELDS AND FACILITIES SERVICES.

Certificate Issued On: *May 29, 2022*
Certificate Expire On: *May 28, 2025*

This Certificate is the property of IMCD Certification and remains valid
Subject to satisfactory annual surveillance audit.
Recertification Audit before *May 28, 2025*

Certification Director

ACCREDITATION SERVICES USCB

IMCD

LIST OF THE COUNTRIES WHERE IMCD CERTIFICATION CAN ISSUE USCB ACCREDITATION CERTIFICATES:
Offices in Argentina, Australia, Brazil, China, Colombia, Denmark, Finland, Greece, Japan, Lesotho,Qatar, Malaysia, Mexico, Netherlands, New Zealand, Philippines, Poland, Singapore, Spain, Sweden, Thailand, US, UK, UAE & Vietnam
Address: West Midlands, England, UK. Web: www.imcdcert.com

No. 05.073016.AE

List of Services

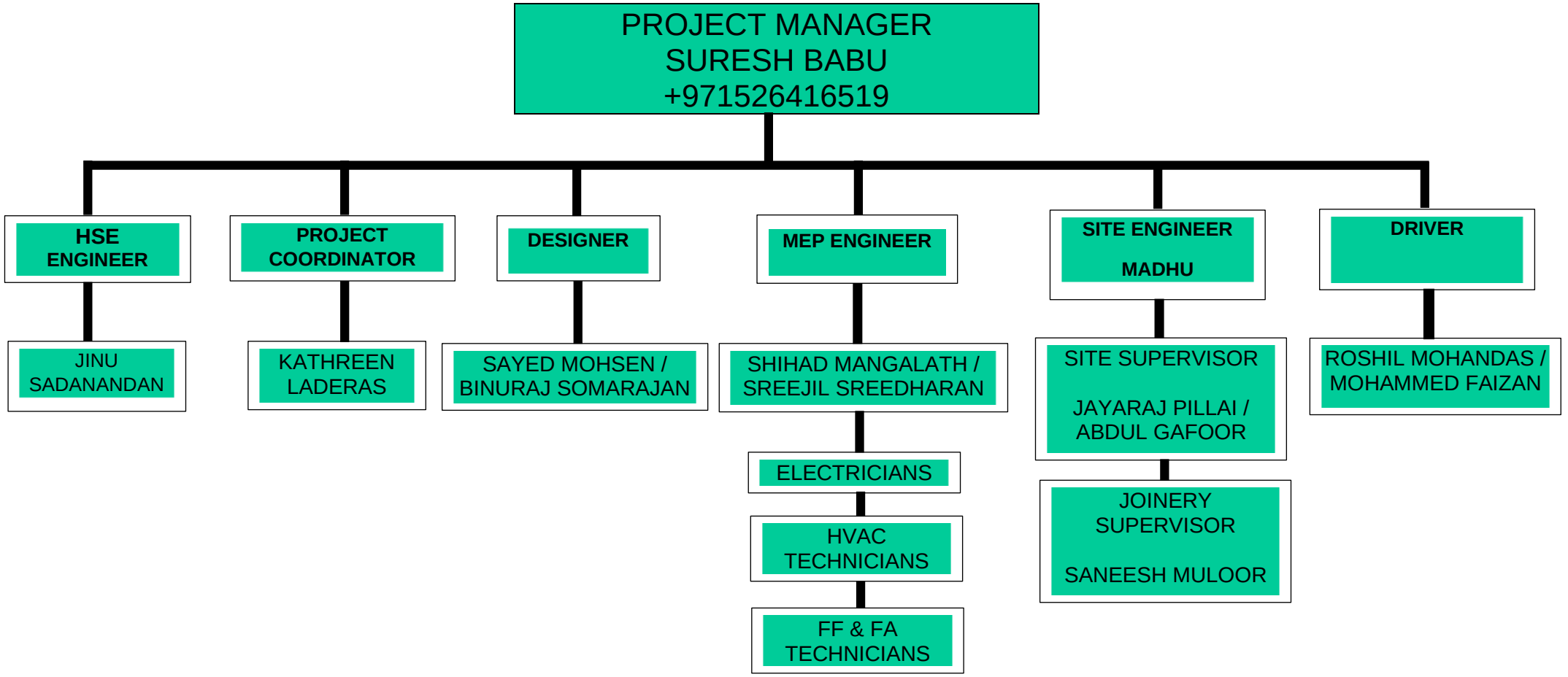
LISTS OF SERVICES

Sl No.	ACTIVITY WE DO
1	OBTAINING AUTHORITY APPROVALS
2	CEILING WORKS
3	PARTITION WORKS (GYPSUM/ BLOCK/ THABOOK)
4	GLASS & STICKERING WORKS
5	WALL FINISHES (PAINT/ WALLPAPER)
6	FLOORING WORKS
7	CUSTOM MADE FURNITURE
8	DÉCOR WORKS
9	INTERNAL & EXTERNAL SIGNAGES
10	FURNISHING WORKS
11	LIGHT FIXTURES
12	ELECTRICAL WORKS
13	IT WORKS
14	HVAC WORKS
15	FIRE ALARM & FIREFIGHTING WORKS
16	PLUMBING WORKS
17	DEMOLITION WORKS
18	ANY KIND OF MAINTENANCE WORKS

Organizational Chart

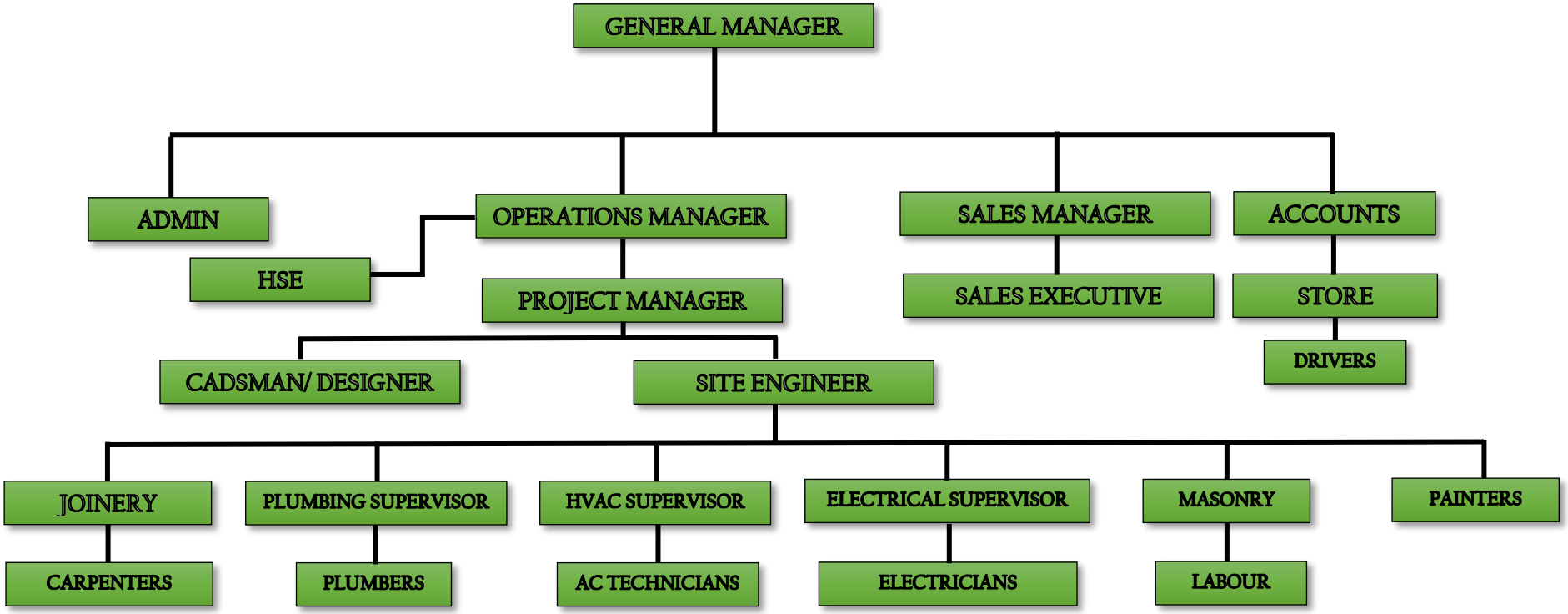
PROJECT ORGANIZATIONAL CHART

PROJECT NAME: FIT-OUT WORKS & MEP RENOVATION PACKAGE AT ROLLS ROYCE MOTOR CAR SHOWROOM



الخيار الفريد ان
للتصميم الداخلي . ذ.م.م.
unique options n'
interiors designs. L.L.c

ORGANIZATIONAL CHART



الخيار الفريد ان للتصميم الداخلي ذ.م.م
P.O. BOX : 106032
ABU DHABI - U.A.E.
UNIQUE OPTIONS N INTERIORS DESIGNS - LLC

GENERAL MANAGER

Bejoy Philip

PO Box 108032 | Abu Dhabi, UAE, Mob No: 0504186129
Email: bejoyphilip@uniqueoptions.ae

- **Top-ranked Interior Division sales manager with 15-year history of sales success.** Recognized for contributions to record-setting sales figures, territory startup/expansion and new account development.
- **Proven ability to lead sales teams to achieve multimillion-dollar revenue gains.** Offer an in-depth understanding of the sales cycle process and remain focused on customer satisfaction throughout all stages.

EXPERTISE

- Sales Team Supervision
- Territory Management
- New Account Development
- Relationship Building
- Presentations & Proposals
- Closing Strategies
- Sales Training
- Lead Qualification

PROFESSIONAL EXPERIENCE

General Manager, - June 2008 to Present
UNIQUE OPTIONS 'N INTERIORS DESIGNS LLC – ABU DHABI, UAE
DESIGNS & DIMENSIONS INTERIORS DESIGNS LLC- DUBAI, UAE
DIMENSION CARPENTRY- ABU DHABI, UAE

Recruited to lead startup of Abu Dhabi sales region and manage a 50-member team.

Results:

- Average annual sales of AED 25 million
- Proven track record as Head of Operations, Sales in Abu Dhabi and Dubai with expertise in HVAC and MEP works.
- Increased territory sales from less than $4 million to $6.2 million within two years, exceeding quota by 12% in 2014 and 15% in 2012.
- Ranked as #1 sales manager in 2012.
- Fostered a robust, sustainable network of buyers in Middle East, leveraging strong listening, presentation and closing skills to optimize sales results despite previously dominant competitor advantage.
- Introduced new gasket lines into the market, often closing sight-unseen sales of newly released products.
- Demonstrated an unwavering commitment to customer service, adding new customers while maintaining premium service levels with existing accounts.

Duties & Responsibilities:

- Develop sales activities & coordinates research

GENERAL MANAGER

Bejoy Philip

PO Box 108032 | Abu Dhabi, UAE, Mob No: 0504186129
Email: bejoyphilip@uniqueoptions.ae

- Assists the company in continuing to meet the needs of its target market and proceeding towards increased growth and success.
- Develop business plans, conduct reviews & maintain records.
- Ensure that proper price guidelines are being followed.
- Make sure that the sales associates are using proper sales techniques to close new accounts.
- Conversing with existing clients, seeking out new ones and setting up pitch meetings
- Determine pricing points to keep the company competitive.
- Brainstorming marketing and advertising direction, and advising on overall company strategy.
- Design and prepare bids for all services and products.
- Determine need for equipment and supplies and maintains appropriate levels of inventory.
- Schedule supervisors and is responsible for the accuracy and timeliness of their work, reports and expenses.
- Oversee general maintenance of equipment and facility.
- Maintain adequate, trained and motivated staff of district personnel and insure compliance with Company personnel policies and all governmental health, safety and fair employment practices.
- Work assignments carried out to the highest quality level.

AXON Business Systems, Abu Dhabi ,UAE

- **Sales Manager,** March 2005- May 2008
- **Business Development Executive,** January 2002 – April 2005

Managed daily operations of interior division generating $12.5 million annually. Provided floor sales leadership and supervised eight associates. Rapidly promoted from initial Business Development executive position.

Results:

- Surpassed sales goals by 19% in 2006 and 14% in 2007.
- Recognized for superior performance as a two-time “Employee of the Month” honoree.

Major Projects Handled:

- **Gulf & World, Abu Dhabi -**Sheikh Omer Bin Zayed Building, 7th floor of Interior and Joinery work (turn key)
- **Sheikh Khalifa Medical Hospital ,Abu Dhabi, -** Cafeteria Interior furnishing
- **Det Norke Veritas(DNV)- Abu Dhabi & Burjuman Center ,Dubai, -** Turnkey Interior Fit Out work
- **Abu Dhabi National Hotels(ADNH)**. Furniture & Interior furnishing

GENERAL MANAGER

Bejoy Philip

PO Box 108032 | Abu Dhabi, UAE, Mob No: 0504186129
Email: bejoyphilip@uniqueoptions.ae

- **Zayed Military Hospital, Abu Dhabi- Turnkey Interior Fit out works**
- **Silvertech, Abu Dhabi- Turnkey Interior Fit out works**
- **Farah Leisure, Ferrari World, Yas Island, Abu Dhabi- Furniture, Steel Structures, Kitchen cabinets, doors etc**
- **GCC services, Abu Dhabi- Turnkey Interior Fit out works**
- **NSCC International, Abu Dhabi-Turnkey Interior Fit Out Works**
- **Technip FMC, Abu Dhabi- Demolition and renovation of 14 floors in Al Bustan tower**
- **Aldar Laing O Rourke, Yas Island, Abu Dhabi- Supply & installation of Storage Systems, Mobile Shelving, Kitchen Cabinets, doors etc**
- **Flowtex, Abu Dhabi – Turnkey interior fit out works**
- **Al Noor Hospital, Al Ain- Turnkey Interior fit out works**
- **Advanced Care Day Surgery ,ACDS Abu Dhabi- Turnkey interior fit out works**
- **Institute of Applied Technology(IAT) Abu Dhabi- Turnkey Interior fit out works**
- **Etihad Airways- Turnkey Fit Out Works in Etihad Training Center**
- **Bank Of Baroda, Hamdan Branch – Renovation of proposed Hamdan Branch**
- **Al Saqer Property Management (ASPM)- Interior Fit Out Works for Investment Department**
- **Mediclinic Middle East – CT scan, Mother and Child Project ,Fit Out works in Khalifa street,Abu Dhabi**
- **NFPC Megaplant Taweelah-Toilet Fit Out & renovation works**
- **Calidus – Turnkey Interior Fit out works in Calidus Abu Dhabi Office**
- **Schneider Electricals – Turnkey Interior Fit out Works in DAFZA , Mussaffah Office**
- **Abu Dhabi Executive Affairs(EAA)- Turnkey Interior Fit Out work in EAA,Mubadala Building**
- **Abu Dhabi Police- VIP entrance area Modification.**
- **Federal Authority For Identity & Citizenship, Ports & Security- Turnkey Interior Fit Out works for Abu Dhabi,Al Ain and Dubai Branches**
- **Abu Dhabi Civil Defense - Turnkey Interior Fit Out Works in MBZ Customer Happiness Center,Abu Dhabi Head Office**
- **Emirates Driving School- Interior Fit Out works**
- **Abu Dhabi Environment Agency – Turnkey fit out works in Mirfa Office**
- **Emirates Post Office Group (EMPOST) - Turnkey Interior Fit Out Works in Abu Dhabi, Al Ain and Dubai Branches**
- **Ministry Of Health, MOH , Fujairal Hospital- Turnkey Interior Fit Out Works**
- **MOHPA (Ministry of Presidential Affairs) Command Center Umm Al Quwain- Turnkey Interior Fit out Works**

EDUCATION

- Post-Graduation in MBA from Bangalore University ,passed with 80 % in the year 2002
- Graduation in Commerce (B.com) from Mahatma Gandhi University passed with 78 % in the year 1998
- Pre Degree from Mahatma Gandhi University passed with 75 % in the year 1995
- Matriculation from Good Shepherd School, ICSE (Indian Certificate of Secondary Eductaion) syllabus with 76% in the year 1992

TECHNICAL SKILLS

Skilled with Windows OS, XP, Vista, AutoCAD, MS Office Tools(Word, PowerPoint, Excel, Access, Project, and

GENERAL MANAGER

Bejoy Philip
PO Box 108032 | Abu Dhabi, UAE, Mob No: 0504186129
Email: bejoyphilip@uniqueoptions.ae

Outlook

Shadi Ghassan AL Kaddah

Tel:0526495150

Email: shadi_g_k@hotmail.com

CIVIL ENGINEER

Personal	Date of Birth	: Damascus, 1981
Details	Nationality	: Syria
	Languages	: Arabic & English
	Visa Status	: Residence

Academic ➢Civil Engineering Degree (2004) from Damascus University

M/s Unique Options N' Interior Designs LLC-U.A.E

Site Engineer –From 05/05/2012 – Until Date

- Bank Of Baroda Abu Dhabi Branch – Refurbishment Of Proposed Hamdan Branch
- Calidus LLC – 8th Floor Modification Works
- Mediclinic Middle East – 1st Floor Ct Scan Project Fit-Out Works
- NFPC Megaplant – Renovation & Interior Fit-Out Works For Lobby Areas
- Executive Affairs Authority – Civil Construction Works on the 10th Floor
- Mediclinic Middle East – Valet Parking Civil Works
- Mediclinic Middle East – Mezzanine Floor Pharmacy Renovation

M/s HOUSING SERVICES CONTRACTING-U.A.E

Site Engineer –From01/05/2011– 20/04/2012

1- Project: NEW BUILDING IN LICENSE AND TRAFFIC SECTION

Client: G.H.Q Abu Dhabi
Project Management:
Secure
Consultant: Shaeen Engineering consultancy design-supervision
Project Value: 45,000,000 Dhs

M/s AL ATTAS CONT&GEN MAINT EST-U.A.E

Site Engineer –From04/07/ 2009–
29/04/2011 6- Project: AlSila'a Police Station
Client: G.H.Q Abu Dhabi

Project Management: Secure

Consultant: Bainona Consulting Engineering
Project Value: 60,000,000Dhs

7- Project: Al Sila'a Civil defense
Building Client: G.H.Q Abu Dhabi
Project Management: Secure
Consultant: Arenco Architectural& Engineering
Consultant 3-**Site Engineer** -From 13/04/2008 –03/07/ 2009
Project: G+3 BUILDING IN AL MUSSAFAH AREA

4-**Site Engineer** -From 2/01/2007– 10/07/2008

Project: G+1(12 VILLAS IN MOHAMMED BIN ZAYED CITY)

Consultant: Steps Engineering
Consultant

M/s TECTON ENGINEERING &CONSTRUCTION L.L.C-U.A.E

Site Engineer -From 13/4/2005– 25/12/2007

Project: G+1(20 VILLAS IN BU-DANIG SHARJAH)

Consultant: DR: Yaghmoor Engineering Consultant

M/s Ministry of Petroleum and Mineral Resources-Syria

Site Engineer -From 2004– 15/03/2005
Project: Cement Factory
City : Damascus

SURESH BABU.V.V
Mob : +971502821721

Email : suresh9801@gmail.com

A self-motivated Project engineer with innovative ideas and more than 12 years of experience in the field of Interior Fit out work, Glass and Aluminium works. Excellent competencies in performing under pressure, meeting deadlines and dealing with challenging opportunities. Quick learner, proactive and resourceful team player with excellent communication, interpersonal, coordination, problem solving, organizing and time management skills. Also have good background with Project Execution, Documentation and Document controlling. Seeks a challenging role within the Interior fit out industry to explore full range of abilities and apply expertise.

Career Snapshot

Project Engineer **November 2013 – Present**

Unique Options N Interiors Designs LLC, Abu Dhabi, United Arab Emirates

Duties & Responsibilities.

- Project execution.
- Design and prepare bids for all services and products.
- Determine need for equipment and supplies and maintains appropriate levels of inventory.
- Conversing with existing clients, seeking out new ones and setting up pitch meetings
- Schedule supervisors and is responsible for the accuracy and timeliness of their work, reports and expenses.

Major Projects Handled

- **TECHNIP FRANCE – AL BUSTAN TOWER** - OFFICE REFURBISHMENT OF 5 FLOORS - Project Value is approximately 4.5 Million Dirham's – 2013
- **AL NOOR HOSPITAL Plc KHALIFA BRANCH** - MOTHER AND CHILD CARE CENTRE 2ND FLOOR - Project Value is approximately 2.1 Million Dirham's – 2014
- **AL NOOR HOSPITAL Plc KHALIFA BRANCH** - 3RD & 4TH FLOOR - Project Value is approximately Aed 700,000 – 2014
- **CHEF MASTER MIDDLE EAST** ABU DHABI BRANCH - INTERIOR FIT-OUT WORK - Project Value is approximately Aed 450,000 – 2014
- **MARRY BROWN** - MUSHRIF MALL - Repair and Renovation - Project Value is approximately 500,000 Dirham's - 2015
- **INSTITUTE OF APPLIED TECHNOLOGY** – Internal Construction of Mezzanine Floor Workshop – Project Value is approximately AED 2 Million. – 2017.
- **ADVANCED CENTRE FOR DAY CARE SURGERY** – Interior Fit-out Works - Project Value is approximately AED 5 Million.
- **MEDICLINIC MIDDLE EAST AIRPORT ROAD** -Psychiatry Department – Project Value AED 239,000.
- **HIGHER COLLEGE OF TECHNOLOGY** – Modification of Academic Affairs Offices in ADWC – Project Value Aed45,000 – 2018
- **GOLDEN DALLA MEAL RESTAURANT** – Interior Fit-out Works – Project Value Approximately Aed 650,000 – 2018

- **BANK OF BARODA** – Proposed Abu Dhabi Branch Refurbishment – Project Value Approximately Aed 1.7 Million – 2018

- **FATHIMA COLLEGE OF HEALTH AND SCIENCE**-Interior Fit-out work_Paramedical LAB – Projet Value Approximately Aed 637,000 - 2019
- **MEDICLINIC AL NOOR KHALIFA –** 1ST Floor CT Scan Project – Project Value Approximately 1.2 Million.
- **ADVETI-TOILET FIT-OUT-** Project Value AED 675,000
- **FEDERAL AUTHORITY FOR IDENTITY AND CITIZENSHIP-**Interior Fit-out Works- Project Value Approximately 8.34 Million 2021
- **HIGHER COLLEGE OF TECHNOLOGY CENTRAL SERVICES AL AIN- 2021**
- **AIN DUBAI-DUBAI HOLDING BLUE WATER ISLAND-** Project Value AED 190 ,000
- **MEDICLINIC MIDDLE EAST AIRPORT ROAD** –Sleep lab – Project Value AED 350,000. On going 2022.
- **EMIRATES POST –**Interior Fit-Out Works-project Value Approximately 3.8 Million On going 2022.

Design Manager **April 2012 –October 2013**

Al Amani Aluminium & Glass,Abu Dhabi, United Arab Emirates

- Landmark Heights Hotel Abu Dhabi, UAE.Worth AED 4.5million.

Projects Coordinator **July 2009 – March 2012**

One Glass Middle East LLC, Dubai, United Arab Emirates

One of the leading building companies based in North Kerala, India.
An ISO Certified Multinational company dealing with Manufacture and supply of decorative glass for the construction and Industrial sector in Europe, Asia, including the United Arab Emirates.

Other Projects Handled
Major Projects Handled

- Landmark Heights Hotel Abu Dhabi, UAE.Worth AED 4.5million.
- Abu Dhabi Financial Center, Abu Dhabi, UAE. Worth AED 7million.
- Rihan Heights-Zayed Sports City, Abu Dhbai, Worth AED 5million.

Additional Qualification – Valid UAE Driving License-Automatic

Architectural Draughtsman **July 2006 – April 2009**

SRI Pvt. Ltd., Bangalore, India

A leading Architectural, Interior and Landscaping Designing firm based in Bangalore, India.

Technical

Draftsman Civil **2005**
National Trade Certificate, Kerala, India

AutoCAD Draughtsman **July 2005 – May 2006**
Ozone Builders Pvt Ltd, Kerala, India
One of the leading building companies based in North Kerala, India.

V.H.S.E. **2004**
Board of Secondary Education, Kerala, India

Computer Skills

	Skill Level
AutoCAD 2D & 3D Drawings	**Expert**
3D Studio Max,	**Good**
Adobe Illustrator	**Expert**
Coral Draw	**Expert**
Adobe Photo Shop & Adobe Premier Pro	**Expert**

Educational Qualifications

Technical

Draftsman Civil, National Trade Certificate, Kerala, India	**2005**
V.H.S.E, Board of Secondary Education, Kerala, India	**2004**

Computer Skills

	Skill Level
AutoCAD 2D & 3D Drawings	**Expert**
3D Studio Max,	**Good**
Adobe Illustrator	**Expert**
Coral Draw	**Expert**
Adobe Photo Shop & Adobe Premier Pro,	**Expert**
Ms. Excel	**Expert**
Ms. Word	**Expert**

Personal Details

Sex	Male
Nationality	Indian
Date of Birth	14-04-1985
Marital Status	Married
Visa Status	Employment
Languages	English, Hindi, Malayalam, Tamil & Kannada

DECLARATION

I hereby declare that the above-mentioned particulars are true to the best of my knowledge and belief, and will be supported by relevant documents as and when required**.**

Abu Dhabi,
05.05.2022

Suresh Babu. V. V

Interior Designer

Sayed Abdul-Mohsen Sayed

Mobile: +971 56 929 18 15
Sayed0m0@gmail.com

Objective

Achieve a challenging position where I can use my wide experiences in Interior Design and Architecture to increase the performance of what I do with creative ideas and techniques to fulfill the mission, vision, demands of the organization I belongs to.

Personal Data

Date & Place Of Birth	April 20, 1988, Cairo, Egypt
Nationality	Egyptian
Marital Status	Married

Education

University Degree	**B.Sc., Architecture Dept., Ain-Shams University, Egypt, May 2011**
Grade	Very Good

Languages

Arabic	**Mother tongue**
English	Advanced
French	Intermediate

Software Skills

AutoCad	**Professional**
3DS Max	**Expert**
Adobe Photoshop	**Professional**
MS Office	**Professional**
Revit	**Beginner**

Career Related Experience

Interior Design Engineer - January 2020 up to Present
Unique Options N' Interiors Designs LLC
Abu Dhabi, United Arab Emirates

Interior Designer (Concept Design-BOQ-Drawings

Arabian Company (www.arabiancompany.net***)***
Dubai, UAE

February 2018 – Present

Knowledge Fund (Dubai), *Dubai Municipality 2nd Floor* (Dubai), *ICA Building* (Umm Al Quwain), *Dewa Academy* (Dubai), *Dubai Youth Hostel* (Dubai), *HCT SWC Health Science Dept.* (Sharjah), *Refurbishment of Washrooms in HCT campuses* (Sharjah-RAK-Fujairah), *Dubai Municipality Main Entrance* (Dubai), *Olympics Committee Building* (Dubai), *UNISCO Building* (Sharjah), *La Marquise Showroom* (Dubai), *Royaa Newsroom* (Dubai), *Dewa Head office Block A* (Dubai), *Ministry of Finance* (Dubai), *Dubai Police Al Dept.* (Dubai),

Interior Designer/Owner Rep.

ABK Group
UAE - Qatar

January 2015 – February 2018

Lavande Hotel Apt. (Dubai), *HH Sheikh Abdulla Althani Palace* (Qatar), *HH Sheikh Saud Althani Palace "interior Design & Landscape"* (Qatar), *HH Sheikh Talal Althani Palace "interior Design & Landscape"* (Qatar), *Allah Akbar Mosque* (Qatar),

Interior Designer / Architect (Freelance)

sayedmo.wixsite.com/portfolio

March 2013 – Present

Expanding my career to get involved more in the industry. I started my private work seeking new challenges and experiences. I participated in many project with many companies around the world ***(BCI London – UNII Consultant KSA/UAE/Qatar – EHAF Egypt – AM Designs Egypt – INJAZ Egypt)***

Project Architect

Wessam Architects (www.wessamarchitects.com***)***

December 2013– June 2014

Granda City (Egypt), AlFayd Building(Qatar), WhiteBay(Egypt), Safea School & COE (KSA), Cairo Festival City Mosque (Egypt)

Project Architect

Contrast Designs (www.contrast-designs.com***)***
Cairo, Egypt

October 2009 – December 2013

Alef Bookstore (Egypt), ElSherouk City Compound(Egypt), *Almanshya Square Competition*(Egypt), *Ali ElBloushy Palace*(Egypt),*El Saraya Resort*(Egypt), *Serlachius Museum Competition*(Finland), *Sednaoui El Khazindar Competition*(Egypt), *Hurghada Motel*(Egypt), *Gamal Abdel Nasser Museum Competition*(Egypt), *Tarek Abbas Villa*(Egypt)

Architect

Saudi Architect (www.saudi-architect.com***)***
Cairo, Egypt

July 2010 – January 2011

Jeddah City Mall(KSA)

Participant

K2C_C2K Project
Los Angles – Washington Dc, USA
August 2010

*Present The usage of Virtual World(SL) in Architecture and Urban Design at **USC**(University of Southern California),**Jerde Partnership, AIA** (American Institute of Architects), **ULI** (Urban Land Institute), **Saudi Arabia Cultural Mission** and **State Department.***

Participant

The Community Developers/Urban Planning Workshop
New York, USA
November 2010

Redesign and Plan one city block through Virtual World

Participant

ECG Internship
Cairo Egypt
April 2010

Architecture Design Work Flow & Buildings safety Basics

Architect

MAC Consultants
Cairo, Egypt
May 2008 – September 2009

Kuwait Business Town Office Tower(Kuwait),Al Mergab Office Tower(Kuwait), *Al Rashid Clinic*(Kuwait),Cairo-Alex Road Hotel & Shopping Center(Egypt), Ardya Youth Theater(Kuwait),

Other Experiences

Art Director

TEDx Cairo (www.tedxcairo.com)
Cairo, Egypt
November 2010 – Present

Art Director

MECA (www.meca-club.org)
Cairo, Egypt
September 2007 – June 2010

Courses & Trainings

Project Management

Schneider Electric *(MECA Academy)*
Cairo, Egypt
December 2009

Marketing Basics

Schneider Electric *(MECA Academy)*
Cairo, Egypt
May 2008

Saneesh . M

Mobile: +971 55 923 4706

E-mail: saneesh237@gmail.com

CAREER OBJECTIVES

An Joinery supervisor With 13+ Year of Extensive Experience in production Handling and site supervision for Residential ,Commercial Project, Seeking a Challenging role with Multinational Organization and Infrastructure to contribute accrued expertise in formulating Organizational Profit Objectives.

PROFILE SUMMARY

Experienced professional in

•Tendering, Project Constructability Reviews, Cost/Time estimation, Delay Assessment, Project Close-out

• Site Management, Client & Supplier Contractual Negotiation, Project Profitability & Scheduling

• Communication & Interpersonal Networking, Conflict Resolution, Group Dynamics.

• Leadership, Team Building, Analytical & Motivational Skills.

WORK EXPERIENCES

1.Dimension Carpentry Works Abu Dhabi UAE, as Joinery Supervisor from February 2013 to Present.

MAJOR PROJECTS:

- Mediclinic al ain al noor Hospital Fire rated door Installations

Client : Mediclinic al ain al noor

Main Contractor : Designs and Dimensions Interior Designs

Position : Site supervision

- Etihad office Abu Dhabi Joinery work

Client : Etihad

Main Contractor : Unique options n

Position : Site supervision

- Bank of Baroda Rak , Abu Dhabi, Dubai Joinery work

Client : Bank of Baroda

Main Contractor : Designs and Dimensions Interior Designs

Position : Site supervision

PERSONAL DETAILS:

Name : Saneesh . M

Date of Birth : 14-05-1974

Father's Name : ANTONY

Sex : Male

Nationality : Indian

Languages known: English, Hindi, Malayalam, and Tamil.

Permanent Address : Mulloor House , PO Ramanthali Kannur, Kerala-670691, India.

Passport No. : S 5787791

Visa Status :Employment Visa

DECLARATION

I do hereby declare that the above furnished particulars are true to the best of my knowledge and shall be supported with relevant documents

Saneesh M

Sreejil Sreedharan.
MEP Engineer.
Designs and Dimensions Interior Designs LLC.
Experience: 6 Years
Mobile: 052 906 7846
Email: sreejil@designsdid.com

EXPERIENCE:

MECHANICAL ENGINEER with valid **UA E Driving License,** having **Seven plus years of Experience in HVAC/MEP** field **(5 Years in UAE)**, Seeking a challenging position in a growth oriented organization.

EDUCATIONALQUALIFICATION

- **ME** in **Computer Aided Design & Manufacturing**, from Hindustan Engineering College Coimbatore, Affiliated to Anna University Chennai.(2011 – 2013)
- **B. Tech** in **Mechanical Engineering** from College of Engineering Thalassery (Under CAPE Est. by Govt. of Kerala), affiliated to Cochin University of Science and Technology (**CUSAT**), Kochi, Kerala in India (2004-2008)
- **Post Graduate Diploma** in **HVAC Design & Drafting Engineering** from Dhanush MEP Centre, Hyderabad in July 2014

PROFESSIONALWORKHISTORY

1. **Designs & Dimensions Interior Designs LLC, Dubai, UAE**
   MEP Engineer (From November 2019 to present)

- Responsible for D e s i g n & Execution of ME P projects.
- Quantity survey, BOQ preparation & Preparation of cost estimation sheet
- Preparation of work schedule of MEP works in association with civil and interior works
- Preparation of MEP coordination drawings and implementation of site coordination with various MEP sub contractors
- Price negotiation with MEP sub contractors and selection of subcontractors on feasible way
- Daily site inspection and management of work quality
- Coordination with DEWA consultant for approvals and power up gradation
- Preparation of load schedule, drawings, single line diagram as per DEWA standard and submission for DEWA approvals
- Coordination with sub-contractors for installation of Generator, ATS panels and UPS system
- Selection of sub-contractors for the installation of Medical gas system, Lead lining and Nurse calling system

- Coordination with client/consultant to sort out MEP related issues at site.**2. G4 Tec Electromechanical LLC, Dubai, UAE**

MEP Project Coordinator (From October 2014 to October 2019) *Profile summary*

- Responsible for Execution of HVAC, Electrical, Plumbing, Fire Fight & Fire alarm systems of Commercial, Industrial, Residential, Healthcare & Educational projects
- Quantity survey, BOQ preparation, Preparation of Quotation in UAE market price, Estimation & Calculation.
- Experienced in HVAC Design and Heat load calculation &Static pressure calculation.
- Expertise in selection of VRF/VRV units, VRF pricing, piping design & execution of project
- Responsible in Design of piping, selection of chillers and calculation of Pump HP.
- Check MEP works concept reports, designs and drawings received from consultants.
- Coordinate MEP Services with consultant, Architects, Vendors, Contractors, Project Execution Team, etc.
- Prepare work schedules and carrying out resources planning and resource balancing.
- Coordinate with Project heads/engineers deputed at site regarding services works.
- Site visit to check the quality and progress of the work.
- Check deviation statement (cost & quantity) for the material as per agreement against the actual executed material.
- Experienced in preparing shop drawings of HVAC, Electrical, Fire Fighting & Fire Alarm and material submissions
- Keep good relationship with all material suppliers and purchase the materials at best price
- Testing and commissioning of HVAC, Plumbing, Electrical, Fire fight & Fire alarm systems.

3. Prime Engineering Services, Hyderabad, Andra Pradesh, India

HVAC Design and Drafting Engineer (From June 2013 to August 2014)

- Ensure the HVAC works carried out is as approved shop drawing and within the frame and progress of the approved construction program.
- Ensure that the installation, inspection and testing of all the HVAC equipment, Fittings and work implemented meets the specification and the consultant requirements.
- Material approval, preparation of material tracking log based on ASHRAE/ ISHRAE, SMACNAstandards

4. Palouse George Construction Company (P) LTD, Kochi, Kerala, India Mechanical Engineer (From April 2010 to November 2011)

- Heat load calculation (HVAC), Equipment selection, Duct design and sizing.
- Prepare Shop drawing for HVAC System.
- HVAC site work execution Prepare the Project Commissioning plan and Final commissioning report for Client approval
- Site work execution of plumbing & drainage piping's

PROFESSIONALWORKHISTORY

S No	Project Name	Client	Position/Role
1.	Design & Built of ETIHAD Airways Horizon Hanger in Al Ain Airport, UAE	ETIHAD Airways	Mechanical Engineer
2.	Condensate distillation plant for ENOC Petroleum, Jafza, Dubai, UAE	ENOC Processing Company	HVAC Engineer
3.	Engineering Building, Abu Dhabi, UAE	Ministry of Interiors	HVAC Engineer
4.	Universal Hospital Mussafah, Abu Dhabi	Universal Hospital	Mechanical Engineer
5.	Students Drop-Off Entrance at Khalifa City Women's College Abu Dhabi, UAE	Higher College of Technology	HVAC Engineer
6.	Fitness First, Town Centre, Dubai	Landmark Group	MEP Engineer
7.	Zahrat Lebnan Restaurant, Abu Dhabi	Global Catering	HVAC Engineer
8.	Villa No: 50,Hattan Villa, Emirates Hills,Dubai, UAE	EMAAR	MEP Engineer
9.	I CARE Hospital Day Surgery Clinic,Karama,Dubai	Emirates Healthcare Group	MEP Engineer
10.	Emirates Hospital & Pharmacy, Nad Al Sheba	Emirates Healthcare Group	MEP Engineer
11.	I CARE Clinic & Pharmacy,AL Hamriya Dubai	Emirates Healthcare Group	MEP Engineer
12.	Big Bazaar Shopping Centre, Hyderabad, India	Future Group	HVAC Engineer

TECHNICAL SKILLSIN MEP

- Abu Dhabi Civil Defense Approved Engineer.
- ESTIDAMA material selection, Preparation of design based on ICA review
- Preparation of Operation & Maintenance manual as per ESTIDAMA/Green Building standard.
- Calculations of Heating & Cooling Loads following ASHRAE standards.
- Familiar in using E-20 and HAP Software.
- Design & Selection of AC equipment (DX, Chill water, VRF),Chilled water system
- Duct system design by Equal Friction and Static Regain.
- Duct & Pipe sizing using Mc Quay Duct Sizer and Pipe Sizer design tools.

- Static pressure calculations (ESP), selection of fans & blowers.
- Expertise in site work execution of plumbing & drainage system
- Design & Drafting of Fire Fight and Fire Alarm System
- Material selection & approvals for Fire Fight and Fire alarm system
- Preparation of Load Schedule & shop drawing for Electrical Systems

KEYSKILLS

- AutoCAD certified associate.
- 3D modeling software's -Solid Works, CATIA V5,autodesk inventor, Pro/E Wildfire
- Analysis software's- ANSYS.
- MS office (MS Word ,Power Point & Excel)

PERSONALDETAILS

- Date of birth : 17/05/1986
- Nationality : Indian.
- Marital status: Married
- Languages known: English, Hindi, Urdu, Malayalam & Tamil.
- Passport Number : P 8845055
- Date of expiry: 27/04/2027
- Visa Status: Employment Visa

DECLARATION

- I solemnly declare that all the cited things are true to my knowledge and nothing Has been concealed or misrepresented by me.

Place: Dubai SREEJIL. S

PREDEEP KUMAR .C.K

Fit out Site Engineer
Designs and Dimensions Interior Designs LLC
Experience: 14 Years.
Mobile: 055 253 1076
E-Mail: predeep@designsdid.com

CAREER OBJECTIVE:

To expose my intelligence and creativity, to give the highest growth to the industry, to myself, and ultimate **Designs and Dimensions Interior Designs LLC**. Ely to the society.

- Experience in fit-out projects 8+ years.
- 12 years of experience in UAE
- Have 4 years of experience in Architectural and Civil Drawings.
- Presently working as Fit out site Engineer.
- Good hold on Auto cad
- Good knowledge in MEP, Architectural & Joinery Drawings**.**
- Experience in Key turn fit out projects
- Good knowledge in material selection
- Deep knowledge in Architectural & Structural Drawings.
  Organize, Monitor and coordinates Safety Awareness Program, Loss Prevention, Program or sites.
- Effective implementation of all safety and regulation in the company.
- Ensure that safety plan is applicable for all employees.
- Planning and managing periodic inspection & maintenance schedule according vendor's specification of all Safety & Fire Equipment.
- Conduct safety orientation for new employees.
- Investigate accident/Incident including near misses and determine probable causes and develop appropriate safety measures to prevent recurrence of similar incidents.
- Check suitable and quality of personal protective equipment's.
- Participating in safety officers walk through at project site (As required by the client).

PROFESSIONAL EXPERIENCE:

Working as Fit out site Engineer with **Al Khayyat Investments** Italdeco technical servises. Dubai Tecom, Al Barsha, I Rise Tower.

1. Worked as Draughting coordinator at Drake & Scull international
2. Worked as Architectural with M/s Wahan Engineering and Electro Mechanical Company, Sharjah UAE.
3. Worked with Larsen & Toubro ECC Division in New Delhi, India.

TRAINING ATTENDED: - 3 Months training for preparing Mechanical shop drawing (MEP), From Mumbai, India 2006, with Wahan Engineering.

Present Projects.

I Rise Tower, Tecom Al Barshah,

B3+G+M+35

PREVIOUS PROJECTS

1 FUJAIRAH HOSPITAL, FUJAIRAH.

PROJECT : - Hospital renovation
CLIENT : - Ministry of Health
MAIN CONTRACTOR: - DDID
POSISSION : - Fit out site Engineer
LOCATION : - Fujairah.

2 AL QASSIMI HOSPITAL SHARJAH

PROJECT : - Hospital renovation
CLIENT : - Ministry of Health
MAIN CONTRACTOR: - Italdeco Technical services
POSISSION : - Fit out site Engineer
LOCATION : - Sharjah

3 SHARJAH DENTAL CENTER

PROJECT :- Hospital renovation
CLIENT : - Ministry of Health
CONTRACTOR : - Italdeco Technical services
POSITION : - Fit out site Engineer
LOCATION : - Sharjah

4 NAR RESTARURENT AVANUE MALL

PROJECT : - Restorent
CLIENT : - AL Khayyat investment
CONTRACTOR : - Italdeco Technical services
POSITION : - Fit out site Engineer
LOCATION : - DUBAI, AVANUE MALL

5 BINSINA PHARMACY

CLIENT : - AL Khayyat investment
CONTRACTOR : - Italdeco Technical services
POSITION : - Fit out site Engineer
LOCATION : - DUBAI, AL SEEF

6 BURGER FUEL

CLIENT : - AL Khayyat investment
CONTRACTOR : - Italdeco Technical services
POSITION : - Fit out site Engineer
7LOCATION : - DUBAI, AVANUE MALL

8 MOTOR CITY UP TOWN BUILDINGS, DUBAI B2+,G+,4

CLIENT : - Union Properties
PROJECT MANAGER: - EDARA (Project Management)
CONSULTANT : - BURT HILL

MAIN CONTRACTOR: - Al Futtaim Carillion
MEP CONTRACTOR : - Thermo (STS Al-Ta'afuf Company)

9 MOTOR RACING CIRCUIT, FORMULA 1(Yas Island, Abu Dhabi)

PROJECT : - MOTOR RACING CIRCUIT (YAS ISLAND)
CLIENT : - ALDAR Properties PJSC
CONSULTANT : - TILKE
MAIN CONTRACTOR: - CEBARCO
MEP CONTRACTOR : - Voltas Ltd

Responsibilities and Duties:-

- Mobilization of project site.
- Material request as per BOQ & Site requirements.
- Assigning contractors as per project requirements.
- Assigning labors as per site requirements.
- Arranging machines as per site requirements.
- Material follow up from supplier.
- Assigning contractor & follow up with their scope of work.
- Follow up project progress based on the planning schedule.
- Material submission & approvals.
- Coordination with the sub contractors.
- Prepare the quantity for the remesurable contracts.
- Manage the labors with their duties.
- Follow up for the site safety & the municipality regulations.
- Follow up & preparation for the Civil Defense inspection, DEWA & DCCA.
- Follow up with Mall management for the time to tome site inspections.
- TVR for the required necessary changes at site.
- Submitting pressure test, chlorination & flushing reports.
- Follow up & receiving the materials as per site condition & requirements.
- Coordination with client, contractor & building management
- Follow up with authority approvals

Contacts

- Specialist flooring contractors.
- Fire fighting & fire alarm contractors.
- Signage contractors.
- Glass partition & Aluminum fabrication contractors
- Low current contractors.
- Access control, CCTV
- Gypsum, ceiling, cladding & painting contractors.
- Civil & MEP Contractors
- Testing commissioning contractors

HANDLED PROJECTS IN INDIA

1. Worked with **Larsen & Toubro ECC Division (New Delhi)**
   Project

1) Bhakkarwala DDA Flats

Client : - Delhi Development Authority (DDA)
Main Contractor : - **L**arsen & **T**oubro ECC Division (L&T)

2) Information Technology park for DMRC

Client : - Delhi Metro Rail Co corporation (DMRC)
Main Contractor : - **L**arsen& **T**oubro ECC Division (L&T)

Duties and responsibilities

- Preparation of all proposed detailed Architectural Drawings.
- Sections Elevations, Location Drawings and Site plans.
- Detail Drawings for Constructions.
- Preparation of Drawings for Municipality.
- Preparation of external Drawings of streetlights water supply and Electricity.

EDUCATIONAL QUALIFICATION:

Draughtsman/Civil from Industrial Training, All India Council of Technical Education, Kerala, India (1998-2000)

- IOSH
- Industrial Safety, Workplace Risk Assessment, Basic First Aid
- S.S.L.C KERALA STATE BOARD.
- Higher Secondary (CBSE)
- Certified course in AutoCAD
- MS Office (Word, Excel, PowerPoint)
- Internet & E-Mail

PERSONAL PROFILE:

Date of Birth	: 25.05.1979
Gender	: Male.
Marital status	: Married.
Languages known	: English. Hindi, Malayalam
Nationality	: Indian.
Contact address	: Chakkulathukizhakethil House Kariamplave P.O, Kerala, India, PIN 698615

PASSPORT DETAILS:

Passport No	: E9030846
Driving license, no	: 2072718
Date of expire	: 25.03.2023
Place of issue	: Dubai
Visa type	: Employment

DECLERATION:

I Predeep Kumar C.K. Do hereby declare that all the information provided above is true to the best of my knowledge.

Place: - **PREDEEP KUMAR**

JINU S ANAND
HSE ENGINEER
Designs & Dimensions Interior Designs LLC
(NEBOSH CERTIFIED)
(B TECH CIVIL ENGINEER)

DUBAI, UAE

058 829 6902.

info@designsdid.com

5.7+ Years' Experience

SKILLS & STRENGHTS

- Investigate workplace accidents and injuries and refer them to the proper authorities.
- Assessing the current state of existing safety programs and identifying methods of improvement
- Solid understanding of the fundamentals of physics, structural engineering, and architecture
- Updated knowledge in technology and the latest computer software programs for Engineering.
- Pinpointing educational and outreach strategies to raise

Highly dedicated professional having clear understanding of roles and responsibilities of a Civil and Safety Engineer **Have 6 Years of experience in GCC and India**. Seeking an opportunity with growing and dynamic organization where I can develop my skills, continue to advance in my career and be able to contribute to the growth and success of the organization

CORE COMPETENCIES

- Health & Safety programs
- Safety legislation
- Emergency Preparedness
- Safety precautions
- Hazardous Materials Safety
- Hazardous Waste Management
- Employee consultations
- Risk evaluations
- Safety planning

EDUCATION

- **CHENNAI BHARATH UNIVERSITY, INDIA**
- B.TECH. IN CIVIL ENGINEERING
- **NATIONAL EXAMINATION BOARD IN OCCUPATIONAL HEALTH & SAFETY, UK**
- NEBOSH INTERNATIONAL GENERAL CERTIFICATE IN HEALTH AND SAFETY

MAJOR ROLES IN VARIOUS ORGANIZATION

DESIGNS & DIMENSIONS INTERIOR DESIGNS.LLC
HSE ENGINEER (MAY 2022 – TILL TODAY)

- Maintain Al the HSE Checklist / Safety Induction / Visitor Induction/TBT Records.
- Regular Inspection of Hand tools, Power tools, Lifting tools & Safety harness
- Establishes safety standards and policies as needed.
- Watches out for the safety of all workers and works to protect them from entering hazardous situations.
- Responds to employees' safety concerns
- Conducting and participating in Emergency Mock Drills on Confined space entry & Safe Evacuation of Work place, Work at height Rescue, fire-fighting and First Aid.
- Consulting with management regarding safety requirements to the worker and the premises.
-

COMPUTER SKILLS

- Excellent In M.S Office
- Good Typing Speed
- Excellent in MS word, Excel Power point
- Auto Cad

PERSONAL INFORMATION

- Nationality
  Indian
- Gender
  Male
- Languages Known
  English, Hindi
  Malayalam, Tamil
- Date of Birth
  15 Sep 1990
- Visa Status
  EMPLOYEMENT VISA

ACHIEVEMENT

- Re-organized something to make it work better.
- Identified a problem and solved it.
- Come up with a new idea that improved things.
- Worked on special projects.
- Been complimented by your supervisor or co-workers.

PROJECT

- Sharjah mall multi level car parking project g+10+roof/ al fattan group residential building g+6p+26.
- Construction of g+3+roof federal bank office / interior execution of reliance jio center kochi/various contemporary architectural villas in kochi/cochin refinery labour camp construction

AL REYAMI JOINERY & DÉCOR DUBAI, UAE
SAFETY OFFICER (OCT 2021 – MAY 2022)

- Identify and assess hazards, risks and control measures for a specific operation or process
- Conduct ongoing review of operations and processes to identify potential hazards, risks and control measures that should be implemented to reduce these risks, including all costs involved in implementing such measures
- Assess and document hazards, risks and controls in a manner consistent with established procedures and practices
- Set up and supervising temporary work areas.
- Supervise the safe handling, storage & disposal of hazardous materials
- Supervise the operation of any potential hazards in the workplace
- Improve workplace safety and employee productivity by transitioning from manual safety procedures to digital safety management systems
- Ensure that all company employees meet all safety requirements
- Provide safety training if necessary
- Ensure that health, safety, and environmental policies are followed

INSPIRA DOMUS TECHNICAL SERVICES UAE, DUBAI
SAFETY OFFICER (OCT'2020-OCT'2021)

- Assessing risk and possible safety hazards of all aspects of operations
- Creating analytical reports of safety data.
- Inspecting production equipment and processes to make sure they are safe
- Ordering repairs for unsafe and/or damaged equipment

- Focusing on prevention by keeping up with equipment maintenance and employee training
- Presenting safety principles to staff in meetings or lecture-type training sessions
- Participating in continuing education to update knowledge of health and safety protocols and techniques
- Determining whether the finished product is safe for customers.
- Sharing information, suggestions, and observations with project leadership to create consistency in safety standards throughout the production team and the entire company.
- Meeting company health and safety goals.
- Investigating causes of accidents and other unsafe conditions on the job site.
- Liaising with law enforcement and other investigators who are present at the time of a serious accident.
- Reviewing and reporting on the staff's compliance with health and safety rules and recommending commendations or dis missal based on performance.

- Interior fit out project JUMEIRAH YUGEN CARE BY DR. GEHAD
- Office Interior fit out project at ENOC complex BUR DUBAI
- Palm Jumeirah villa project- ELLINGTON VILLA FROND N11

GULF ASIA CONTRACTING.LLC DUBAI, UAE
SAFETY REPRESENTATIVE (JAN' 2018 – MARCH 2020)

- Attend meetings of safety committees.
- Investigating the causes of accidents.
- Investigate potential and actual hazards and dangerous occurrences.
- Being consulted by the employer about issues relating to health and safety in the workplace.
- Present colleagues' concerns to management
- Time off with pay as is necessary to carry out those functions and reasonable facilities and assistance
- Receive information relevant to any matter that might impact upon health, safety, and welfare of the people the safety rep represents.
- Inspecting documents relevant to safety in the workplace.
- Making representations to the employer.
- Receiving information from HSE (Health and Safety Executive) inspectors, and representing members interest in meetings with HSE inspectors

RAVEENDRA BUILDING DESIGNERS AND CONTRACTORS, KOCHI, INDIA
SITE ENGINEER (SEP 2015–JAN 2018)

- Setting out the works in accordance with the drawings and specification
- Liaising with the client and the project planning engineer regarding construction programs.
- Checking materials and work in progress for compliance with the specified requirements.
- Resolving technical issues with the suppliers, subcontractors, and statutory and authorities.
- Quality control in accordance with the work mentioned statements, quality plans, and inspection and test plans, prepared by the project management team and by subcontractors

ABOUT ME

The ideal candidate for the position requiring initiative, responsibility, dedication, and teamwork.

PROFEESSIONAL SUMMERY

A highly skilled and experienced electrical project engineer with a proven track record of successfully managing and delivering complex electrical engineering projects in the construction and fit-out industries

CONTACT DETAILS

shihadmangalath@hotmail.com
+971-56 432 9043
+971-54 332 5523

ADDITIONAL QUALIFICATION

1. **ADM Approved Electrical Engineer**
   Engineering license no. (ELN): 11605
   Issued by: Department of Municipalities and Transport, Abu Dhabi
   Expiry date: 02-10-2023

2. **Asst. Electrical Engineer (ADDC/ QCC)**

Issued by: Abu Dhabi Quality and conformity Council
Certificate No.: QAD2020.24764.01-PSAENG

SHIHAD MANGALATH

ELECTRICAL PROJECT ENGINEER

8 Years' Experience

Abu Dhabi, UAE

Experience in Construction, Fitout, Oil & Gas

ADM & ADDC Approved Engineer

EDUCATION

B-TECH (Electrical and Electronics Engineering)

2011 - 2015
Cochin University of Science and Technology (CUSAT), Kerala, India

WORK EXPERIENCE

1. MORALS GENERAL CONTRACTING L L C

Abu Dhabi, UAE 10/2021– Till date

PROJECTS:

- Renovation works of the **Kazakhstan Pavilion**, Expo City, Dubai (Client**: Mabatex Group, Switzerland)**
- Design studio, Renovation of the 4th Floor, **Abu Dhabi Municipality (ADM)**, Abu Dhabi, UAE (Employer: **Provis**).
- Complete interior design for the **VVIP Villa**, Villa 22, Hidd -Al-Sadiyat (Consultant: **JDLA Architectural Engineering**)
- Art Light work, North Entrance, **Reem Mall** (Employer: **Mace** Group, Consultant: **DEWAN Architects**)

RESPONSIBILITIES:

- **Project Planning**: Creating a plan for the project, which includes timelines, budgets, resources, and risk assessments
- **Designing electrical systems** that meet the project requirements and are cost-effective
- **Managing the execution of the project,** which includes coordinating with other engineers, contractors, and suppliers to ensure the project is completed on time and within budget.
- **Ensuring** that all work meets **quality standards** and specifications, including testing and inspection of electrical systems.
- **Monitoring and reporting the** progress of the project to stakeholders, including management, clients, and contractors
- **Identifying and resolving issues** that arise during the project, including equipment malfunctions, design problems, and scheduling conflicts
- Ensuring that all electrical work is done in compliance with **safety regulations** and that all workers are following safe work practices.

3. **Class-A Electrical Supervisory License**

Issued by: Kerala State Electrical licensing Board, Govt. Of Kerala, India

TECHNICAL KNOWLEDGE

- Thorough knowledge of ADDC & DEWA's Rules and Regulations.
- Knowledge of safety regulations.
- Electrical system Design
- Electrical Equipment selection
- Electrical Load analysis
- Strategic technical decision making.

GENERAL SKILLS

- Project management skills
- Attention to detail
- Ability to work collaboratively
- Excellent communication
- Ability to lead a cross-functional team
- Ability to analyze complex problems
- Ability to pay close attention to detail
- Ability to adapt to changing project requirements, timelines, and budgets
- Ability to understand and anticipate customer needs Well-developed planning and organizing skills.
- Handle challenging situations confidently
- Ability to handle multiple tasks and work under pressure.

2. CHARTERED PROFESSIONALS CONTRACTING

Abu Dhabi, UAE 11/2019– 10/2021

PROJECTS:

- Construction of Central Control Building (CCB) 1&2, **ADNOC BOROUGE**, Ruwais, Abu Dhabi (Expansion project) (Consultant: **BILFINGER TEDOBIN**)
- Design and Build of AIR WING BUILDING – Qasr Al Sarab Palace – Al Dhafra region, Abu Dhabi (Client: **Abu Dhabi Police**, Employer: **MUSANADA**)
- Complete renovation of 4 floors, Abu Dhabi Municipality (ADM), Abu Dhabi, UAE (Consultant: **MUSANADA**)

RESPONSIBILITIES:

- Site visits for the tender and technical support for the estimation team.
- Review estimates to ensure accuracy, completeness and compliance with defined scope of work.
- Design the Electrical shop drawing, PA System, Fire & Gas detectors layout, etc.
- Getting approvals from the concerned departments.
- Supervisions of complete **Electrical LV system, Lighting Control system, PA system, Fire alarm system, Access Control, Telephone & Data** installations, and commissioning.
- Supervision of works at the site, monitoring the progress for the timely completion of the project, and ensuring that proper quality is delivered to the works.
- Orchestrate with staff to ensure all HSE guidelines, rules, and regulations are adhered to and that risks are avoided within the working environment.
- Attending Authority inspections as per projects schedule.
- Manage (Site Delivered materials), Material inspection report (MIR) & getting approval from consultant.
- Manage& coordinate between Clients, Consultants, and Vendors.

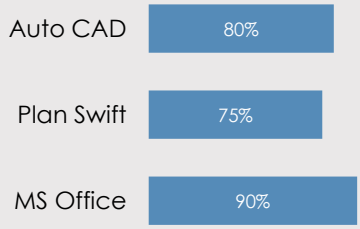
3. SHEHAB ENGINEERING LLC

Abu Dhabi, UAE 02/2018–11/2019

PROJECTS:

- COMMERCIAL COMPLEX: (Ground, Mezzanine,3 Typical Floor, and Pent House Floor). Shahama, Abu Dhabi. (Consultant: Close System Architecture Consultancy)
- MASJID FOR 800 PAYERS- Z-1. MBZ City, Abu Dhabi (Consultant: Burj Al Arab consultants)
- Villa Saeed Khalfan Al Hamly- Z29, MBZ City, Abu Dhabi (Consultants: Arcal Consulting Architects & Engineers)

COMPUTER KNOWLEDGE



LANGUAGES KNOWN

- English
- Hindi/Urdu
- Arabic
- Malayalam

PERSONAL PROFILE

Passport Number: L7614371

Visa Status: Residential Visa

Driver License: **Valid UAE License**

DOB: 28-April-1992

Nationality: India

RESPONSIBILITIES:

- Designing the electrical drawings for the Commercial complexes, Masjid, Villas, etc. as per the **AADC/ADDC regulations.**
- Preparing the Technical Submittals and coordinating with the Suppliers for Consultant requirements. Getting the final designs approved by the Consultant.
- Material Take-off based on the drawing and preparing a procurement schedule taking into consideration the project cash flows.
- Prepare the **MEP Shop Drawings** and validate with onsite conditions to prepare a coordinated shop drawing across all services of MEP, IT, and Audio Visual.

4. GRACE TECH ENGINEERS

(CLASS A ELECTRICAL CONTRACTORS AND ENGINEERS)
Kerala, India 04/2015–09/2017

PROJECTS:

- SNEHA PETROLEUM, LPG Bottling plant, Kozhikode, Kerala
- AUDI WORKSHOP, Kochi, Kerala
- INCITE ADITHYA NATURES RETREAT, 54 Villa Project, Wayanad, Kerala

RESPONSIBILITIES

- Assist in the designing of **LV and HV Residential, Commercial, and Industrial electrical projects.**
- Preparation of layouts, single line diagrams, schematic diagrams for Electrical, Fire installations using AutoCAD.
- Supervising the installation of **LV/HV Cables, Switchgears, Motors, Generator, Transformer.**

DECLARATION

I hereby declare that the above-furnished details are correct to the best of my knowledge and belief.

Place: Abu Dhabi

Date: 26-03-2023 Shihad Mangalath

Company Contact Details

Company Contact Details

Company Name:	Unique Options N' Interiors Designs LLC
Address:	Mezzanine 5 & 6 Bldg. C-163 Shabia 9 Mussafah Abu Dhabi, UAE
Authorized Person:	Mr. Bejoy Philip
Office Number:	+971-2-5595672
Mobile Number:	+97150-4186129
	+97152-6416519
Email Address:	info@uniqueoptions.ae
	sureshbabu@uniqueoptions.ae
	bejoyphilip@uniqueoptions.ae

On-going Projects

الخيار الفريد ان
للتصميم الداخلي . ذ.م.م.
unique options n`
interiors designs. l.l.c

LISTS OF ON-GOING PROJECTS

الخيار الفريد ان
للمقاولات العامة
unique options n`
general contracting

CLIENT	PROJECT NAME	SCOPE OF WORKS	PROJECT VALUE (AED)
MEDICLINIC MIDDLE EAST	14TH FLOOR ELECTRICAL WORKS IN GENERATOR ROOM	Generator Electrical Works	700,000.00
MEDICLINIC MIDDLE EAST	RENOVATION OF MAIN ENTRANCE IN MUSSAFAH CLINIC	Wall & Floor Finishes, Ceiling, Partition, Joinery, & MEP	252,000.00
GREEN ENERGY SOLUTIONS	8TH FLOOR GUARDIAN TOWER OFFICE RENOVATION AND FURNITURE SUPPLY	Partition, Wall Finishes, Floor, Ceiling, Electrical, IT, HVAC & FURNITURE SUPPLY	1,826,670.00
SANAM RENT A CAR	RENT - A CAR BOOTH INTERIOR DESIGN IMPLEMENTATION WORKS	Ceiling, Flooring, Wall Finishes, MEP and Signages	500,000.00
ABU DHABI POLICE	DESIGN, FIT-OUT AND MAINTENANCE OF POLICE GHQ LOBBY & CORRIDORS INTERIORS	Ceiling, Flooring, Wall Finishes, Electrical, HVAC, and Signages	1,354,195.00

Previous Experience

PREVIOUS PROJECTS COMPLETED

CLIENT	PROJECT NAME
2023	
MINISTRY OF EDUCATION	RAS AL KHAIMAH EDUCATIONAL ZONE INTERNAL WORKS
MINISTRY OF EDUCATION	MOE KHALIFA CITY BUILDING - 2ND FLOOR RENOVATION
FEDERAL AUTHORITY FOR IDENTITY AND CITIZENSHIP	REHABILITATION OF OFFICES IN ADMINISTRATION BUILDING
ABU DHABI POLICE GHQ	COMPREHENSIVE MAINTENANCE WORK FOR FINANCE DEPARTMENT IN GHQ
ABU DHABI CIVIL DEFENSE	INTERIOR FIT-OUT FOR LOUNGE AND TRAINING ROOM IN KHALIFA CITY
ABU DHABI CIVIL DEFENSE	INTERIOR FIT-OUT FOR SPORTS GYM IN BANIYAS
MEDICLINIC AIRPORT ROAD	MAIR GF CARDIO VASCULAR RENOVATION WORKS
INSTITUTE OF APPLIED TECHNOLOGY	ATHS DUBAI - FITOUT RENOVATION WORKS FOR AUDITORIUM AND RECEPTION
EMIRATES DRIVING COMPANY	JOINERY WORKS
TECHNIP ENERGIES	11TH FLOOR FITOUT WORKS
2022	
ABU DHABI POLICE GHQ	COMPREHENSIVE MAINTENANCE WORK FOR FINANCE DEPARTMENT IN GHQ
UNITED AL SAQER GROUP	MUSSAFAH PALACE JOINERY WORKS
SCHNEIDER ELECTRIC INDUSTRIES	1ST FLOOR OFFICE RENOVATION
EMIRATES HEALTH SERVICES	SIGNAGES & ROAD MARKING WORKS IN FUJAIRAH
EMIRATES POST GROUP	BANIYAS POST OFFICE RENOVATION WORKS
EMIRATES POST GROUP	AL AIN CENTRAL POST OFFICE INTERIOR FIT-OUT WORKS
EMIRATES POST GROUP	ABU DHABI CENTRAL POST OFFICE INTERIOR FIT-OUT WORKS
EMIRATES POST GROUP	ABU DHABI CENTRAL POST OFFICE MEP & CIVIL WORKS
MEDICLINIC MIDDLE EAST	SLEEP LAB CIVIL WORKS
ABU DHABI CIVIL DEFENSE	INTERIOR FIT-OUT & FURNITURE SUPPLY FOR HAPPINESS CENTER IN KHALIFA CITY
2021	
ENVIRONMENT AGENCY ABU DHABI	INTERIOR FIT-OUT WORKS AND SUPPLY OF FURNITURE IN MIRFA OFFICE
MEDICLINIC MIDDLE EAST AL NOOR KHALIFA	RENOVATION OF 17NOS TOILETS
FEDERAL AUTHORITY FOR IDENTITY AND CITIZENSHIP	ICA DUBAI PROCESSING - DIP
FEDERAL AUTHORITY FOR IDENTITY AND CITIZENSHIP	ICA DUBAI PROCESSING - AL GHAZAL
KHULUD	VILLA RENOVATION IN YAS
EMIRATES DRIVING COMPANY	BRANDING IMPLEMENTATION WORKS FOR CS & VIP GOLD
CALIDUS	OFFICE 302 FIT-OUT WORKS
MEDICLINIC MIDDLE EAST AL NOOR KHALIFA	ADIA BASEMENT CLINIC RENOVATION
2020	
ABU DHABI POLICE GHQ	FIT-OUT WORKS IN CIVIL DEFENSE CUSTOMER HAPPINESS CENTER
FEDERAL AUTHORITY FOR IDENTITY AND CITIZENSHIP - AL AIN	RENOVATION AND FIT-OUT WORK FOR INNOVATION AND TRAINING AREA
EXECUTIVE AFFFAIRS AUTHORITY	CIVIL CONSTRUCTION WORKS IN AL MAMOURA BLDG. 10TH FLOOR
TECHNIP FMC	FIT-OUT WORKS IN 9TH FLOOR
ADVETI	TOILET RENOVATION WORKS
2019	
INSTITUTE OF APPLIED TECHNOLOGY	INTERNAL CONSTRUCTION WORK FOR PARAMEDIC LAB
HIGHER COLLEGE OF TECHNOLOGY	ELEVATOR REPLACEMENT
HIGHER COLLEGE OF TECHNOLOGY	EMERGENCY STAIRCASE
2018	
UNITED AL SAQER GROUP	INVESTMENT DEPARTMENT AL BUSTAN OFFICE 102
BANK OF BARODA	INTERIOR FITOUT WORKS FOR GF & MF - RAS AL KHAIMAH BRANCH
BANK OF BARODA	INTERIOR FITOUT WORKS FOR ABU DHABI HAMDAN BRANCH
2017	
INSTITUTE OF APPLIED TECHNOLOGY	INTERNAL CONSTRUCTION WORK FOR CENTRE OF EXPERTISE WORKSHOP
TECHNIP FMC	OFFICE ALTERATION IN VARIOUS FLOOR
ADVANCED CENTER FOR DAYCARE SURGERY	TURNKEY FIT-OUT WORKS
2009 - 2016	
MASSAR SOLUTION	FIT-OUT WORKS FOR MSF MANAGEMENT OFFICE
SCHNEIDER ELECTRIC INDUSTRIES	REFURBISHMENT OF NEW OFFICE
ETIHAD AIRWAYS	INTERIOR FIT-OUT WORKS
TECHNIP FRANCE	OFFICE REFURBISHMENT OF 2ND, 6TH, 7TH, 12TH, & 15TH FLOOR
NSCC INTERNATIONAL LIMITED	OFFICE REFURBISHMENT
GLOBAL MEDICAL SOLUTION	INTERIOR FIT-OUT WORKS, RENOVATION & FURNITURE SUPPLY

HSE PLAN

HSE PLAN

Client :-

Consultant:

Contractor :

PROJECT KEY PERSONNEL

CONTRACTOR :

Project Manager:

CONSULTANT : L.L.C.

HEALTH, SAFETY
&
ENVIRONMENTAL PLAN

PROJECT :

MAIN CONTRACTOR :

CLIENT :

CONSULTANT :

PROJECT No. :

PREPARED & COMPILED BY :

APPROVED BY :

Table of Contents

Introduction

1. Project Details

2. Project Brief Description and Project Layout

3. HSC Management Requirements

4. Planning

5. Implementations and Operations

6. Audit and Review

7 Appendixes

8. Forms

9. Checklist/ Daily formats

Introduction

INTRODUCTION

The purpose of this Occupational HSE Plan is to describe Main Contractors' Health, Safety & Environmental related activities that are to be employed in the Construction of the Works as per the Contract requirements and those required by the Authorities and the M/s.Unique Options N' Interiors Designs LLC management.

The Occupational HSE Plan represents the plan for conducting safe work, preserving personnel, property, and equipment.

The ultimate goal is to eliminate at the very source all danger to the health, safety and physical integrity of anyone.

Each employee on the Project is responsible for his own health & safety and the people around him. It is therefore of paramount importance that each employee on this project fully understands all project HSE rules and standards; and those HSE rules and standards specifically concerned with the work they perform.

This HSE Plan is intended to be complimentary to the general code of practice and to the existing statutory regulations of Local Authorities, inclusive Labour Legislation with regard to first aid, safety, and training requirements.

All sub-contractors of the main contractor shall adhere to this HSE plan and propose their Safety Officer or so acting for approval prior to commencement of the work on Site.

This HSE Plan will be adapted and complemented by the Project Manager as and when required. (i.e. Change of Scope of Works - detected dangers not known at the time when this plan was prepared).

Resources include the provision of:

- HSE awareness training on safe working practices
- Site rules, applicable regulations and procedures
- Facilities for handling materials
- Safe plant and machinery
- Signage to warn people of potential hazards
- Personal protective equipment to cover residual risks

Emergency mitigation facilities such as:

- Emergency and evacuation plans and arrangements.
- First Aid facilities and trained First Aid personnel.
- Spill containment and clean up materials.

Project Details

1.0 PROJECT DETAILS

Project :

Client :

Consultant :

Main Contractor :

2.0 PROJECT BRIEF DESCRIPTION AND PROJECT LAYOUT

2.1 PROJECT SUMMARY

HSE Management Requirements

3.0 HSE MANAGEMENT REQUIREMENTS

3.1 Leadership and Commitment

Unique Options N' Interiors Designs LLC realizes that working safely is vital to the ultimate success of our organization. There can be no compromise with safety; it is, and always will be, the responsibility of each and every one of us. For all of our employees, safety will always take precedence over job expediency. UOID and its Managers and Supervisors have a total commitment to, and will continue to be responsible for health, safety, rehabilitation and welfare of our employees, and others at our work places. They may delegate OHS&R duties and activities but not their responsibilities. All persons directing the work of others at our workplaces are required to join with employees and work together towards achieving and maintaining a high level of safety performance. UOID is also committed to protecting our employees by demonstrating a 'Duty of Care' through effective OHS&R safety system and risk management strategies and the application of Industry-based Standard OHS&R procedures. All Employees, other persons and organizations are required to unite with us in joint objectives, which are:

- ❑ To create and maintain a safe, healthy and productive workplace environment and procedures for all persons at our places of work, against risks to their health, safety or welfare arising out of our work activities;
- ❑ To create and maintain continuous improvement strategies, systematically managing to ensure proactive hazard controls and legitimate implementation of our Policies and Procedures to the Industry-based OHS&R Standard for safety system and Risk Management and
- ❑ To ensure compliance with the OH&S Act, Associated Acts, referenced Industry Codes of Practice and referenced Standards.
- ❑ Employees are required by law under a Duty of care of their health and safety, and that of their fellow workers to the extent of their capabilities, by following all safety rules, procedures and instructions, and by reporting all hazards, injuries or ill health. Employees must not misuse safety equipment.

3.2 HSE Policy Statement

Good performance in respect of quality, Occupational Health & Safety is paramount to the success of our business "ENGINEERING, PROCUREMENT & CONSTRUCTION". We commit ourselves to achieve this by:

Completion of selective projects on time, within the budget and as per applicable legal requirements' as well as satisfying customer requirements consistently and cost effectively.
The top management of UOID is committed to promote occupational Health and Safety awareness, understanding and care in all operations. We are implementing a pro-active HSE system to achieve the Occupational Health and Safety objective of the project by identifying work place hazards and reducing the inherent risks to manageable levels thereby avoiding accidents and consequential costs and liabilities due to accidents.

Personal injuries, property loss, environmental incidents are preventable if HSE issues are an integral part of all business activities, thus significantly contributing to the ultimate profitability of UOID.

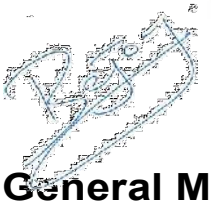
UOID will demonstrate a continuous improvement in our day-to-day operations to achieve Zero accident as our target.

Continually improving our processes, products and services in a safe manner as well as utilizing modern construction techniques and best materials.

We will adhere ad comply with the discipline and standard with respect to local and U.A.E ministerial HSE regulations in a socially responsible manner.

Training and communicating the policy to employees and other interested parties with emphasis in their individual QHS obligations, as well as upgrading our staff and enhancing their competency.

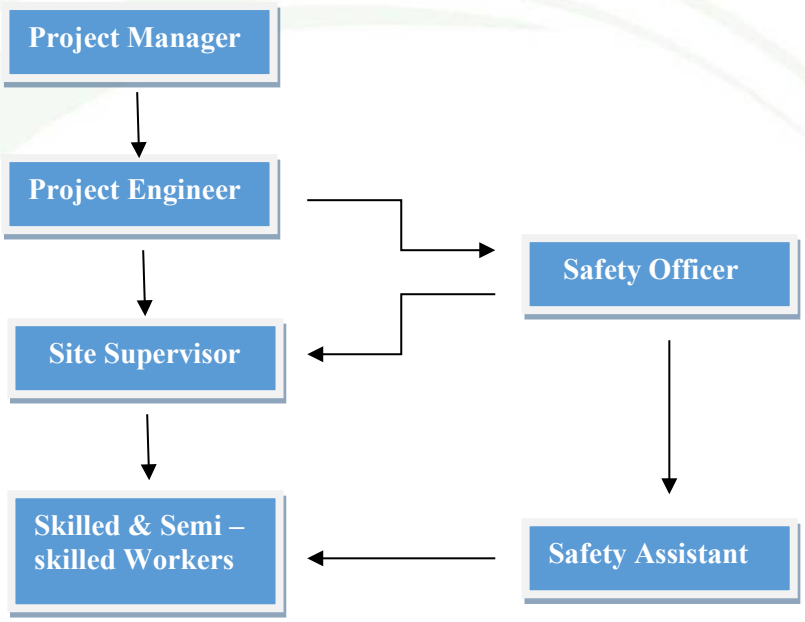
Sustaining relationship with suppliers and sub-contractors.



General Manager
Unique Options N' Interiors Designs LLC

3.3 Organization Roles & Responsibility

❖ Project HSE Organization Chart



Main Contractor's Project HSE Organization.
Objectives of the Project HSE team.

The main objectives of this team are:

1. Advisory services - policy-supporting-work.
2. Monitoring and reporting on the HSE performance indicators.
3. Induction and training.
4. Objective observations (site visits, accident inquiries, safety audits, working methods analysis,...) including reporting.
5. HSE audits.
6. Provide assistance at the operations.
7. Management of some HSE related processes (First aid & Emergency).

The Project Manager and the entire hierarchical line is the final responsible for creating and maintaining a safe, healthy and secured work environment.

Hierarchical line = from Project Manager down to Foreman/Charge hand

HSE team personnel
The following organization will be implemented on the project:

- Safety Officer (overall responsibility of the HSE approach)
  - Induction & Training.
  - Work Permits.
  - Emergency & Fire Prevention.
  - "Second Intervention" in case of Fire.
  - Health and Hygiene, Waste & Safety Monitoring on the entire job.

He will prepare toolbox meetings in relation to the activities described in the method statements and support the purchasers in order to buy safe equipment and materials.

❖ **HSE Personnel Roles and Responsibilities**

Project Manager
Has full responsibility for enforcement of the Occupational HSE Plan. (Refer the attached Appendix No. 1 - HSE Procedures - Duties & Responsibilities).

Make sure all safety recommendations, deficiencies, and corrective measures receive prompt attention.

Motivate and implement any HSE Incentive Scheme, which can stimulate the HSE Culture of the Company.

The Project Manager will communicate Safety Statistics, Accident Reports etc...as might be required under the Contract to the Client/ Consultant HSE Representative.

Project Manager to ensure that all job specific MS & UOID are approved before commencement of all works.

Safety Officer
The Safety Officer is responsible to enforce the implementation of the Occupational HSE Plan, to upgrade safety where possible and required along with the progress of the Project, inspect working areas to detect and correct of unsafe or unhealthy situations and organize education and awareness of the workforce and all other staff.

He is also responsible for keeping the Project Management informed of the current occupational HSE legislation and regulatory developments that may affect Job-Site personnel.
He shall organize HSE inspections, organize, and support weekly toolbox meetings with the Engineers and supervisors to prepare site meetings at different timings and levels and organize training sessions on HSE with the different levels of supervision and execution. He shall report unsafe situations and monitor implementation of remedial actions as recommended.

He shall also request the Project Manager to issue any necessary HSE instructions, verbally or/ and in writing, for preventing the development of un-safe practices that may cause accidents.

He is responsible for setting up the "Crisis Management Team" of all safety personnel, including those of sub-contractors. This team will be required to manage and co-ordinate the various recovery tasks during an emergency and each team member shall have a clearly defined role. The team will ensure that all Emergency Plans are operable, conduct investigations in to accidents/ near misses to determine the root cause and report to the Project Management for onward transmission to the Client/ Consultant and/ or Authorities (as and when applicable).

He will ensure that safe working procedures or method statements for any hazardous work have been established; and give advice to the Project Management on all HSE matters.

He will prepare, and maintain all HSE reports, including records of inspection and maintenance of fire extinguishing equipment.

He will prepare and/ or review any new safety procedure in close coordination with the Engineers and Supervisors and have them approved by the Client/ Consultant Safety Representative.

He will maintain close liaison with the Client/ Consultant Safety Representative.

He will supervise all sub-contractors with respect to HSE requirements, evaluate their performance, and ensure that they enforce their work force to adhere to the rules and regulations of the Main Contractor.

Also part of his duties he is to oversee and participate in HSE education programs for both supervisors and employees which may involve special training in areas

such as scaffolding, elevated formwork, work permits, electrical tagging, safe driving, fire prevention, firefighting etc. and their related safety procedures.

He shall monitor the HSE overall process and the actions of his safety team to ensure that they act accordingly.

In coordination with the Project Manager, he shall organize emergency exercises.

He shall attend and contribute to the construction progress meetings on HSE and related topics.

He shall attend and contribute to the HSE coordination meetings organized by the Project Manager.

He is to be site based and available full time on site.

He shall liaise with the various departments in controlling the permit to work system.

He shall review the method statements together with the Project Engineer in order to validate the risk assessments. A Risk Assessment is required for all method statements produced by the QC Department.

Project Engineer

He is directly responsible for following the HSE regulations. He shall work in close collaboration with the Safety Officer to implement the Occupational HSE Plan and any addendum or modification as may be issued.

The Site Manager/ Project Engineer shall ensure that for providing his workers are provided with a safe and healthy working environment and to promote HSE awareness and safe attitude/ behavior among them at every opportunity.

He shall provide safe construction equipment, tools, and Personnel Protective Equipment in sufficient numbers for the work to be performed.

He shall perform and co-ordinate construction work in the safest manner based on the detailed agreed work schedule, and as indicated by the Client/ Consultant during the work.

He shall be involved in the Method Statement Process.

Site Supervisor

Site supervisor has direct responsibility to provide and maintain a safe and healthy working environment for the workforce under their control and promote awareness at all opportunities. This duty is consequently shared with their subordinates as Foremen, Charge hands each within their defined areas, and to whom queries on HSE should be referred to in the first instance.

To complete the Works on Schedule and without accident, they shall ensure that work procedures have been established well in advance, approved by the Engineer/Consultant as might be applicable and explained to the personnel involved with implementation.

Maintain close liaison with the Project Manager and Safety Officer on all HSE issues, as well as with the Client/ Consultant.

- **Management of Sub Contractors & Suppliers.**

All Sub contractors and suppliers of the main contractor shall adhere to this HSE plan and propose their safety officer or so acting for approval prior to commencement of the work on site.

Sub-contractors' HSE organization

Although the Main Contractor- has-organized the Project HSE department, every subcontractor shall have his own Project Safety Officer/Safety Representative on site. Full time or part time presence on site shall be determined by the risk and importance associated with the sub-contractors' scope of work and it should comply with the legal requirement as per the work strength ratio.

Sub Contractor's Safety Systems

The main contractor should ensure that their sub-contractors are executing the job safely and make sure that competent supervisors and their follow workers are trained enough to carry out the job safely. It is totally the main contractor's job to ensure that all safety system has been implied. The chosen sub-contractor should produce their safety plan and it should be reviewed & approved by Safety Officer.

His revision and comments is to be incorporated and copy to be forwarded to Consultant's further approval.

The subcontractor should also follow legal rules and regulation including main contractor's HSE Plan and theirs as well.

Training Session

Sub contractor's HSE representative should conduct training such as induction, toolbox talk and special training and Main contractor's HSE representative should monitor the training session whether it is conducting effectively and they should produce the training documents to the Main contractor.

Competent Supervision

All Sub contractors' works shall be carried out under competent, experienced, and qualified supervision. Engineers, supervisors, Safety Officer(s), Foremen and others with supervision responsibilities shall be trained and experienced in the operations for which they are responsible. All sub-contractors must be aware of the Site emergency procedures and their responsibilities hereunder. Where required they will initiate or undertake induction, HSE or other training of personnel whom they co-ordinate or control. They must also be familiar with the permits to work and confined spaces procedures in operation on the Works. All specific Project HSE rules are included in the topics discussed and explained during induction training for sub-contractors and suppliers.

3.4 Communication

❖ **Regular and Periodic Meeting**

HSE Meetings
Meetings shall be held regularly to review safe working practices and to ensure that there is full awareness of HSE procedures amongst the work force.

HSE meetings on a construction project are an essential tool in continued development of a mutual understanding of HSE objectives and program. They provide an environment in which individual commitment, effort, and ideas can be continuously correlated toward improvement in HSE programs and achievements. Records of Safety Meetings shall be filed. Weekly/fortnight meetings will be decided as per the site schedule.

❖ **HSE Alerts and Notice Boards**

HSE awareness and safe practices shall be promoted during HSE induction training and additional awareness sessions including "tool-box" meetings prior to starting work. HSE awareness will be maintained by notices being placed in strategic locations around the site and through regular HSE meetings audits and inspections. All employees will be informed of the various HSE procedures that must be followed.
Safety notices distributed around the site in strategic locations shall include but not be limited to:

"No smoking"
"Hard Hat Area"
"Danger - Construction site - Do not Enter" "Authorized Personnel Only"
"Caution - Inflammable Material"

❖ **Rewards, Incentives, Reorganization & Discipline**

HSES Publicity and motivation
Since HSE success is of paramount importance among the project deliverables, it implies that HSE must remain in the forefront of each project participant's attention. Dissemination of HSE information through an established publicity program generates interest among project personnel and provides a format for continuing circulation of HSE information such as the following:

1. An advice method regarding modifications to the existing HSE program in addition to the established communication through HSE and supervisory staff.
2. Information regarding project execution activities from a HSE viewpoint.
3. Recognition of HSE accomplishments on the Project.
4. General HSE industry information that could serve to maintain and increase the HSE awareness and attention of the project's work force.

Safety Motivation, Incentives, and Recognition
A Key motivation in HSE success is then development of continuing pride by all the work force, group or personnel, in the achieved target. The HSE Plan will include a program of recognition and awards to individuals and/or groups who have reached defined, significant

HSE milestones or who have made outstanding contributions to the project HSE program. All individuals, groups, and firms in the project organization will be eligible for participation in the program.

"Safety Man of the Month" awards will be distributed on monthly basis for promoting the positive safety culture among work force.

Awards will be presented and celebrated at award congregations and the details of the achievements will be published on project notice boards. Participation at award congregations will also include, when appropriate, not only management staff members but also the Project Manager and the Supervision Consultant's Representative.

3.5 Training

❖ **HSE Induction.**

Induction Meeting Topics

While welcoming the newcomers to the Site, the main contractors' HSE Induction & Training Officer should address the following points:

1. Responsibility of management and supervision
2. Main Contractors' "HSE Policy"
3. Health and welfare facilities
4. Hazard identification and risk assessment
5. Pattern of work, movement of materials, direction of movement, etc
6. Warning signals and signs
7. Special processes, materials, precautions and restrictions
8. Safety equipment, PPE and clothing and use of the same
9. Good housekeeping
10. Permit-to-work system
11. Reporting hazards
12. Emergency (fire) procedures, drills, alarms, escape routes
13. First Aid procedures and reporting of accidents
14. Machinery hazards
15. Introduction to supervisors
16. Introduction to Health & Safety Employee's Representative(s)
17. Communication: equipment - protocol
18. Security
19. Working at heights
20. Employee's responsibilities vis-à-vis of the Law and the Employer

Induction Meeting

Before starting working at site, any new employee will be informed about the HSE rules in force. The induction meeting will be provided by the Project Safety Officer and be recorded on the Induction Training Record. Even visitors are also been inducted. Safety induction stickers on helmet are to be provided for identification purpose. Topics covered are listed in the appendix to Chapter 1.

❖ Tool Box Meetings

Regular toolbox meetings will be conducted for each crew (i.e. Carpenters, Welders, Electricians, etc.). The meetings will be short, approximately 10 minutes at the start of each day. All unsafe conditions or unsafe work practices noted on the Project that may affect the workers will be brought to their attention.
The proposed methods for eliminating these practices or conditions will be discussed.

Employees will be encouraged to make HSE suggestions at these meetings. When hazardous materials or conditions are about to be encountered or when crews appear to be careless about HSE, additional toolbox meeting will be scheduled.

One of the Project Safety Officer will conduct each meeting.

❖ Special HSE training and Awareness

"Specific training meetings" shall be held for relevant personnel who are to be involved in any new and potentially hazardous activity. These meetings will be convened as and when required and as circumstances dictate the need for them.

The operation of power actuated tools and of heavy construction equipment are examples of those activities for which specific craft HSE training modules will be developed.

3.6 HSE Inspections and Audits

In the sense that a prime HSE objective is to instill continuous HSE awareness to all project personnel on the worksite, every person on the worksite should pay attention to HSE at all times and this is an important element of HSE monitoring.

Regular HSE inspections and audits will be conducted with the Engineer/ Client's Representative and a formal report will be issued after each inspection.

3.7 Incidents Reporting and Investigation

The Main Contractors' Project Manager and Safety Officer shall:

- Ensure that all Site Engineers , Supervisors and foremen report all injury, damage, accident and near miss events;
- Take corrective action with any supervisor, craft or group having an unsatisfactory accident record;
- Advise Top Management of any accident in a timely manner;
- Report fatalities immediately to the Top Management;
- Report incident to concerned authority

The Safety Officer shall:

- Establish and keep up to date the reporting and record system for the site;
- Immediately inform the Client and authorities of any fatality or serious event;

- Ensure that all injury, damage, near misses and accidents are investigated and that Site Supervision is involved in such investigation;
- Raise an IAR for any non-conformance arising from incident, near-miss, accident and / or remark from daily inspection;
- Perform Statistical analysis and publicize the results as necessary;
- Prepare a Monthly HSE Report for the Top Management as well as the Project Manager and Site Manager.
- Use all accident information to include "Lessons Learned" within corrective actions to prevent a re-occurrence of any similar situation.
- Incident/ Accident Reporting Form (included in the HSE Procedures)

3.8 Site HSE Rules and Regulations

Personnel will not be permitted to return to their work unless the "All Clear" has been authorized by a competent person or the Civil Defence Authorities.

The entire job site is declared a **NO SMOKING AREA**. Smoking will only be permitted in clearly identified areas equipped with ashtrays.
All sources of ignition shall be prohibited in areas where flammable and combustible liquids are stored, handled, and processed: suitable **"NO SMOKING"** and/ or **"NO OPEN FLAME"** signs shall be posted in all such areas.

The contact of oil, grease or paint with oxygen cylinders shall be avoided. There may be a risk of explosion due to oxidization. Please refer to TG (Technical Guideline) No 6 "Industrial Compressed Gas Cylinders", paragraph 12.8.

Compressed gas cylinders must be stored in separate areas in accordance with the TG No 6 "Industrial Compressed Gas Cylinders"

Never check for LPG or acetylene gas leaks with a lighted match or cigarette lighter. Apply soapy water with a brush.

Never keep oil, acetone, or any flammable liquid in or near areas where grinding, welding, or any other sources of heat are generated.

Do not store-unwanted materials in electrical cabins, AC plant rooms etc.
Switch off the main supply if electrical equipment is not in use.

Switch off all task lights, heaters or any kind of machine when not in use.

Never throw lighted cigarettes or burning materials into dustbins as they may ignite and create a fire when you have left the area.

Never leave open fires/ lames unattended. (Such as torches and the like)

3.9 Personal Protective Equipment (PPE)

General

Personnel Protection Equipment (PPE) comprises devices for individual use, intended for protecting the worker's physical integrity against the normal aggressions of his work.

The Main Contractor and all Sub-Contractors will supply all the PPE necessary for the proper and safe carrying out of the Works. The equipment must always be in good working condition and suitable for the activity in question.

The use of the PPE by employees is compulsory in activities where it is prescribed. The refusal to use this equipment in such a situation can result for the employee in question being dismissed or access to specific areas may be refused. The use of PPE supplied by the Employer is a Legal Requirement under the Federal Law; employees who do not adhere to this Legal Requirement will be penalized.
The PPE will be regularly inspected and maintained in good condition.

The Safety Officer will check that the specified protection equipment is available, is used and that the personnel using them are fully informed and instructed on the correct methods of use. The Safety Officer will report to the concerned Supervisor any operative not using his PPE correctly. He will also record the same on his report.

Main PPE Items and their uses and Frequency of its Distribution

PPE shall be used in accordance with the Legal Regulation as issued by Abu Dhabi Municipality, Environment Department, Environment Protection & safety Section. PPE are also referred to in the Code of Construction Safety Practice issued by Abu Dhabi Municipality
Minimum PPE (safety helmet, safety shoe and high visibility jacket) are to be worn by everybody and it is mandatory to all.

S. No.	PPE Item	Materials	Frequency of Distribution (intervals)
1	Head Protection	Safety Helmet	Yearly
2	Protective Clothing	Coveralls (2 Pairs)	Yearly
3	Eye & Face Protection	Goggles	As and when required.
4	Hearing Protection	Ear Plugs	As and when required.
5	Hand Protection	Gloves	As and when required.
6	Foot Protection	Safety Shoes	Yearly
7	Fall Protection/ Safety Lines	Full Body Harness	As and when required.
8	Respiratory Protection	Masks	As and when required.
9	Clear vision	High Visibility jacket	As and when required.

3.10 HSE Document Control and Recording System

Document Control and Recording is implemented by use of various forms attached to this project safety plan.

Planning

4.0 Planning

4.1 Risk management

This project will be subject to the normal hazards encountered during general construction activity plus an additional set of hazards due to the height that the structure will attain.

Practices and procedures will change as the structure rises from ground level. Consequently, activities at different heights will have different risk levels. These must be dealt with on a case-by-case basis to reduce the risks to manageable levels.

The HSE plan shall manage hazards using the four-phase process of:

1. HSE Engineering whereby the risks are assessed and methods formulated to reduce the risks to tolerable levels.
2. HSE Administration and implementation where the arrangements, methods and procedures, such as the permit to work and hot work permit procedures, plus resources such as safe plant, equipment, and materials are provided and personnel trained to use them. The arrangements, methods and procedures, including inspection, audit and emergency procedures are then implemented.
3. HSE Performance measurement and monitoring where the results of inspections, audit, and incident and accident reports are analyzed and HSE improvement opportunities identified as corrective or preventive actions.
4. Review by top management where priority decisions are taken and resources provided to implement changes that will improve HSE performance.

New activities will be subjected to risk assessment in Phase 1 and the cycle will be repeated until the conclusion of the project.

Risk assessments shall be detailed in method statements to identify hazards that would otherwise be hidden and to implement adequate preventive measures.

Before commencing the job, the risk assessment results shall be clearly explained to the work force.

For any Special case of lifting operation using exceptional type lifts shall be submitted for review and approval. All lifting operations should have approved MS & RA and approved lifting plan.

Risk analyses of all major fire risks and the method of protection shall be carried out.

4.2 Legal and Other Requirements

Federal Plan No. 8 for 1980
On regulation of labor relation ministerial order No {32} 1982.
Regarding determination of ways and means to protect Employees against occupational hazards.

UAE Federal Law No. 8 & Ministerial Order NO 32
Article 91 of federal law no.8 and article 1 of Ministerial order no, 32 provide that the employer has the duty to ensure the health and safety at work for all persons employed.

- **General duties of Employer**

Each employer shall provide suitable means to protect employees for dangers of accidents and occupational diseases that may occur during the working hours.

As well as danger of fire and all dangers occurring from use of machinery work and others

He should also follow all means of protection prescribed by ministry of labour and social affair.

Prescribed by Ministry of Labour and Social affair

- **General Duties of Persons Employed**.

The employee shall use protective devices and clothing provided for their purpose. And shall carry out all instructions of the employer for safety from hazards and shall refrain from creating any hazards and from performing any act that may hinder the execution of these instructions.
Disciplinary Rule.
Federal Law no. 8 for 1980
Article 102 and Article 15 order no. [32]
The disciplinary measure that an employer or his representative may impose on the worker shall be as follows:

1. Warning
2. Suspension from work with reduced pay.
3. Denial of deferment of Allowances.
4. Denial of Promotion.
5. Dismissal without prejudice to severance pay
6. Dismissal with denial of all or part the severance pays.

4.3 Emergency Management and Evacuation Plan

Job Site Emergency Procedures

The Contractor and all his Sub-Contractors shall comply with the requirements of the Site Emergency Procedures and such variations or additional requirements as may be imposed on the Works from time to time by the Contractor and/ or by the Engineer. A copy of the Procedures and Emergency Contact Telephone numbers shall be posted in all Site Offices, and other strategic places.

In case any accident occurs with death or injury resulting in work loss, fire, explosion, collapse of structure scaffolding or failure of a crane or other lifting appliances, on the Site, the Contractor shall immediately notify the concerned Authorities as detailed below by telephone, followed by a written accident report.

In case of such major accident, the General Manager and the Project Manager are the first to be notified in order to take immediate and proper actions to save lives and properties. They shall then ensure that the Project Management is kept aware of the situation. The Safety Officer will supervise the operations and inform all responsible people.

- **Emergency Contact numbers to be posted at various places (site, lay down area and office).**

Line of Communication

Contact Person	Designation	Contact Number
Ambulance / Fire Station / Police	-	999
Al Mafraq Hospital	-	02 501 1111
Al Ahlia Hospital - Mussafah	-	02 554 1155
Central Hospital - Abu Dhabi	-	02 621 4666

The Contractor shall maintain a register of accident details including the name of the injured person, date of accident, date of return to work, the number of days the injured person was away from work and a brief description of the accident.

The information and shall be made available at the Site Office for inspection at any time.

Standby/ emergency vehicle to be dedicated for emergency such as minor incidents and accidents.

❖ **Emergency Planning**

In every case, the following will be implemented:

The various emergency plans shall be prepared in sufficient detail to meet-the requirements. Plans shall be based upon the construction schedule and the type of construction activities. Furthermore, the Project Management will test the procedures and the results of the test shall be filed in accordance with the Integrated Management System.

Interval of Fire Evacuation Drill

For making more awareness for emergencies, the evacuation drill will be conducted at an interval of 6 months.

Guideline in case of Emergency

In the event of a large-scale emergency where the site must be evacuated, the following procedures shall be followed:

- On hearing the continuous sound of the alarm, site personnel will be required to stop work, switch off their power tools and assemble at the Emergency Assembly Point(s).
- The person responsible for administering the Site Diary shall simultaneously account for the visitors on site.
- In this manner, a reasonably accurate forecast can be determined of the number of Site staff and visitors remaining in the building or missing.
- The person or persons responsible for raising the alarm shall make himself/ themselves known to the Project Engineer or the designated Safety Officer or in their absence, to a responsible member of the Site Management. He/they shall remain available to inform Legal Authorities of the exact location(s) of the emergency and to describe in brief the cause of any emergency.
- A manually operated alarm system, comprising a loud siren and located on the Contractor's Site Offices, shall be set up. This alarm will constitute the signal to evacuate the Site.

Fire Emergency Procedures

1. Raise alarm and sound siren immediately when you see a fire.
2. Shout **'FIRE', 'FIRE', 'FIRE'** at the top of your voice to alert the people.
3. Try to attract others' attention as far as possible on your way and request that access be prevented to the area of the fire.
4. The person who discovers any outbreak of fire must inform the Safety Officer, the designated Safety Officer, or his Site Superintendent immediately. He will give full details of location, type of fire etc.
5. Switch off all electrical equipment and fuel-powered engines (except those which constitute a means of escape and are not subject to immediate hazard).
6. Close all gas cylinders.
7. Clear the passage and/ or road for easy access for the Fire Brigade.
8. In case of small fires, try to identify the type of fire and use a suitable fire extinguisher.
9. Escape through the shortest possible route.
10. Assemble at designated place(s).
11. All Supervisors shall count their workforce and ensure nobody is missing.
12. Timekeeper shall provide the list of persons on duty.
13. Carry out a roll call.
14. Nobody is allowed to return to his job site until the affected area is declared safe.

NB: Fire Emergency Procedure to be posted at various location on the site and site office.

Fire Emergency Responses

Upon discovery of a fire, raise the alarm. Any outbreak of fire must be reported immediately to the Safety Officer, The Project Engineer or any responsible person on Site. The persons having discovered the outbreak of the fire will give details of location and nature of the fire. Access to the site and the building must be cleared at once to allow unimpeded access by the Fire Brigade/ Civil Defence. On a priority basis, the affected parts of the building shall be evacuated. In the event of major fire, the whole Site shall be evacuated, in accordance with the general evacuation procedures.

Site personnel shall only tackle outbreaks of fire that can be easily contained. Fire shall only be tackled under supervision of the designated Safety Officer or senior Supervisory staff.

Fire Emergency Control

One member of Staff level must be directed to the Site Entrance Gate to inform the Fire Brigade of the location of the fire and to indicate the easiest access routes to the concerned area.

Supervisory staff must be posted to access areas at the perimeter of the affected location in order to prevent accidental or unauthorized access to the dangerous area by Site personnel.

The designated Safety Officer shall get the reports from the Supervisors of any causalities or missing persons and he will report to the Project Engineer.

❖ **Emergency Precautions**

Alarms
The Contractor and his Sub-Contractors must ensure that their employees are fully aware of and conversant with the respective alarms associated with the emergency procedures on the Job Site, and with the measures to be taken in the event of an alarm being sounded.

Evacuation Plan
In addition, an emergency on a lower level may preclude the use of the emergency stairway; consequently, appropriate emergency plans will be prepared and tested at various stages during the construction.

The Contractor and his Sub-Contractors must ensure that their employees are fully aware of, and conversant with the plan for evacuation of the Job Site should the occasion arise.

Fire Precautions
In the event of a fire, the designated Safety Officer shall ensure that the Civil Defence Authorities are alerted. He will ensure that all site personnel and visitors have knowledge of the location of the fire to ensure that no one attempts to enter affected parts of the site.

Personnel shall only be directed to tackle outbreaks of fire that can be easily contained. Priority shall be given to ensuring the evacuation of personnel and to informing the Civil Defence Authorities of any such outbreaks.

The relevant Authorities telephone numbers shall be prominently displayed at the entrance of the various offices on Site.

A system will be established to ensure that an accurate tally is kept of all persons on the job site at all times.

All Site Facilities/Offices and working areas will be regularly inspected by the Safety Officer or the designated Safety Officer.

No office, welfare facility, accommodation, store, lay down area or hutting of any kind will be erected or moved without the prior approval of the Project Director or the Construction Manager, who may specify minimum spacing between buildings, as per Local Regulations.

The Main Contractor and his Sub-Contractors shall provide and maintain a sufficient number and types of suitable Fire Extinguishers. The Main Contractor and his Sub-Contractors shall ensure that these Fire Extinguishers are located in all temporary and other buildings and elsewhere, particularly at works faces. Only trained personnel shall use Fire Extinguishers.

Smoking is not allowed within the structures regardless of the state of completion.

No burning of rubbish or debris will be permitted on the Job Site.

All fuel storage tanks shall be properly installed, vented, and provided with proper type Fire Extinguishers.

"Danger" and "No Smoking" signs will be displayed at all applicable locations

The procedure for dealing with fires and alarms shall be displayed in all Offices, mess rooms, and canteens.

Assembly Points shall be established and clearly identified at the assembly location, on the site plan and the personnel shall be informed of their designated assembly area in cases of emergencies.

Until the arrival of the Civil Defence, the Project Manager and the Safety Officer or the designated Safety Officer has full authority for firefighting, evacuation and emergency procedures. Their instructions and orders must be obeyed without question by the workforce and the site supervisors.

❖ **Specific measures for the project**

The Safety Officer has a particular knowledge of firefighting and fire prevention. His team members, who are capable to carry out a "Second Intervention", will support him.

Steps of intervention

First intervention:
All Foremen, supervisors and superintendents must be trained so they know how to communicate in case of fire, how to fight the fire, how to evacuate the jobsite and how to maintain a low fire risk workplace (job related prevention measures). At this stage, applicable equipment items are fire extinguishers and fire hoses.

Second Intervention:
The safety officer and his team must carry out firefighting in order to prevent enlargement of the fire. They will also take care of the organization of further evacuation - communication - first aid. At this stage, applicable equipment is fire extinguishers, fire hoses and the on-site fire engine.

Third intervention:

Civil Defence - Fire Department

The safety officer is responsible for the following:

- Training - Frequent fire drills
- Organizing the materials/ equipment (type of equipment to use - inspections)
- LFPI - inspections = Lost Fire Prevention Inspections
- Keeping up to date the emergency and communication procedures
- Creating a continuous awareness towards fire prevention and emergency exits
- Drawing up all evacuation plans
- Evaluate every method by fire Risk Assessment and Management of the hot work permits
- Fire Watch 24h/24
- Getting approval of the emergency and communication procedures of the Client and the Civil Defence -Fire Department in collaboration with the Public Relations Manager

A pressurized standpipe shall be installed to provide firewater into the buildings. The installation will follow the progress of the works. Fire extinguishing will be possible using a fire hose.

There will be a sufficient number of fire extinguishers on the form works and in the buildings - storage areas - office areas.

4.4 Site Security Plan and Access Control

Vehicle identification

All vehicles drivers have been instructed on the site of safe driving regulations and the specific regulations for site traffic organization.

Removing materials off the site

Before equipment and material can be removed from the site area, a Material Gate Pass with a listing of the equipment and materials shall be submitted at the gate. This applies to all equipment and materials.

The Main Contractor's authorized key personnel shall sign the Material Gate Pass. The driver shall deliver a copy of the signed Material Gate Pass to the Guard at the Site Gate. The other copy will be filed at the Site Gate.

No vehicle shall be allowed to transport equipment or materials out of the gate without a Material Gate Pass.

Visitors and deliveries

Visitors must register at the gate and be met by the visitor recipient, who remains responsible for their visitors at all times whilst on the site, including emergencies.

Visitors must be escorted around the area and shall not be allowed to go on the job site alone.

The gate guard must clear deliveries, the consignee is responsible for escorting the delivery truck, and ensuring it leaves the area after the delivery is completed.

Only personnel, vehicles, and visitors directly connected to the recipient's ongoing work will be admitted, and it is not permitted for visitors to perform any work at the jobsite area.

4.5 Permit to Work (PTW)

Hot Work

Hot work is construction work that involves the use of fire or high temperatures, such as welding, cutting, grinding & waterproofing. The worker has to undergo specific training to ensure that he is able to avoid accidents.

A Hot Work is any work or task that requires or involves open lames or any other sources of heat that could ignite flammable or combustible materials in the work area.

Hot Work Permits

Hot work permits should be developed by departments where welding, cutting, and grinding & water proofing is performed. Hot work permits can help minimize the risk of fire during the said activities by serving as a checklist for operators and those performing fire watch duties. The person responsible for issuing permits should be qualified to examine the work site and ensure that appropriate protective steps have been taken. A hot work permit should be issued at the beginning of each shift for each specific operation. All welders need to have a 3rd part y certificate.

Training

All persons performing hot work should be trained in proper equipment operation, handling and storage of welding materials, compressed gas safety, chemical hazards, and in working procedures, including hot work permit. Additional training may also be necessary in the proper selection and use of personal protective equipment. Training in confined space entry is necessary before working in such areas.

Confined Space

Confined space is a term from labor-safety regulations that refers enclosed conditions and limited access make it dangerous.

- A confined space is any space:
- That has limited or restricted means of entry or exit
- Large enough for a person to enter to perform tasks
- Not designed or configured for continuous occupancy
- Any covered space of depth more than 4 ft.

Such as underground water tank, a septic tank that has contained sewage and a small underground electrical vault are al examples of confined spaces. The exact definition of a confined space varies depending on the type of industry. That is, confined spaces on a construction site are defined differently than confined spaces in a paper mill. Confined spaces that present special hazards to workers, including risks of toxic or asphyxiated gas accumulation, fires, falls, loading, and entrapment may be classified as permit-required confined spaces depending on the nature and severity of the hazard.

Entry into permit-required confined spaces must comply with regulations which include developing a written program, issuing entry permits, assigning attendant(s), designating entrants, and ensuring a means of rescue.

According to Occupational Safety and Health Administration a permit-required confined space (permit space) has the three characteristics listed above (which define a confined space) and one or more of the following:

- Contains or has the potential to contain a hazardous atmosphere
- Contains a material that has the potential for engulfing the entrant
- Has an internal configuration that might cause an entrant to be trapped or asphyxiated by inwardly converging walls or by a floor that slopes downward and tapers to a smaller cross section
- Contains any other recognized serious safety or health hazards.

In addition to the hazards posed by the design of the space, work activities can also pose serious safety hazards (heat, noise, vapors, etc.) that must be taken into account when identifying safety measures.

4.6 Traffic Management Plan

Preventing traffic accidents and traffic jams for such a project leads us to take the following measures:

All operators/ drivers should have valid UAE license to operate particular machines/vehicles/ heavy equipment with respect to the UAE Traffic Regulatory Authorities requirements. Unauthorized personnel are not allowed to operate any vehicles unless they are not certified or trained.

On the site

Speed limit:
The on-site speed limit shall be 20 Km/h and shall be rigidly enforced.

Reversing:

- Site construction vehicles shall be fitted with an audible reversing warning.
- Trucks may only be reversed when a driver's assistant is available to guide the driver and warn and or control approaching vehicles.
- Drivers of other vehicles shall wait until the reversing process has stopped before resuming their journey. On no account should a driver attempt to squeeze past another vehicle that is engaged in maneuvering.

Outside the fenced site and at the gates

Speed limit:
The speed limit on the temporary roads serving the site shall be 20 Km/h and drivers intending to enter the site shall reduce their speed to the on-site limit of 20Km/h before they are 50 meters from the gates.

Pedestrian and vehicle/plant route to be segregated.

Implementations and Operations

5.0 IMPLEMENTATION & OPERATIONS.

5.1 Occupational Health Arrangements.

Noise
Employees must be protected from noise levels, which can cause hearing impairment.

The maximum noise level that the majority of workers may be exposed to without suffering hearing loss is 85 DB (A) over an 8-hour day.

When employees are exposed to sound levels exceeding acceptable levels, feasible administrative or engineering controls to reduce sound levels, personal protective equipment such as earplugs & earmuffs shall be provided and used.

Vibration
Proper hand gloves shall be used while handling the vibrating equipment. Any Vibrating equipment or Jack hammers shall be operated only by the competent persons trained for using this tool.

Temperature/heat stress
Working at direct sunlight to be followed as per Abu Dhabi Municipality requirements for working in summer.

Enough drinking water shall be provided close to the work area.

Dehydration drinks shall be provided whenever necessary.

Radiation
Special rules and regulations shall be followed in handling the radioactive elements. It is not applicable to the project.

Lighting & Ventilation
Sufficient and adequate lighting shall be provided throughout the site. Safety lighting shall be installed on all places where lighting is strictly needed to carry out a control safe operation.

Welfare Facilities
Proper sanitization and water supply arrangements shall be made at site. Proper rest rooms with air conditions shale be provided for the workers at site during the rest period.

Hazardous substances

Special precautions must be taken when handling extremely toxic materials.

Design of ventilation systems must include filtration to prevent dispersal into the environment. Storage, handling and identification of toxic materials must be strictly controlled. Sampling must be performed on a frequent basis.

Industrial hygiene and toxicology guides provide specific information concerning special precautions to be implemented with toxic materials.

Manufacturer's instructions shall be strictly followed. Material Safety Data Sheet (MSDS) of chemical is to be made available.

Dust

Dust created by on site traffic will be controlled by spreading water by truck or Semi-automatic spreader.

Biological agents/Pest

These are controlled by implementing a proper waste disposal system at site. A waste disposal skip shall be provided for collecting other disposal items like (tea cups, waste food bags, Cement bags etc) Al waste food materials shall be collected on plastic bags and tied up properly before disposal.

❖ **Safety Arrangements**

Working at heights

Fall prevention shall follow the requirements of the following regulations:

- **"Safety Harness with shock absorber along with double lanyard, Lifelines"**
- **"Guard-tails and Toe-boards at Working Platforms and Places**
- **"Guard-rails for Gangways, Runs and Stairs**
- **"Prevention of Falls and Provision of safety Nets and Belts"**
- **"Personal Protective Equipment - Fall Protection/ safety Lines"**

Work execution plans shall ensure that activities are carried out away from edges and places where risks of falling can be expected.

Clearly designated work places shall be as far away as is practically possible from areas with fall risks. This requirement shall be explained and made clear to the work force.

Fall protection shall be dealt with in the structural design phase and integrated into the structure.

Fall protection shall be placed immediately as soon as a situation with fall risk is identified.

The general precautions with respect to fall protection are collective protection, handrails, guardrails, solid walls etc. Additionally, individual protection, safety harnesses, safety belts, with or without fall arrestors will also be provided.

Fall protection requirements

Fall protection will be installed/ implemented to protect workers from falling to lower levels while working at height to protect workers at lower levels against falling tools, equipment and other materials. This hazard shall be considered in planning/ scheduling of work at different levels and will include, but not limited to, fall arrest systems and fall prevention systems such as perimeter safety fans/ nets, barricades and personal protective equipment such as safety belts, harnesses, hard-hats etc.

Due consideration shall be given to the protection of workers within the operating radius of cranes and in areas where they congregate while awaiting transportation to different levels of the structure.

The use of safety belts, harnesses, and lifelines shall be mandatory when performing work at unprotected heights (scaffolding erection), floor openings, and floor and roof edges. Proper tie-off (static lines) and securing points will be provided. Physical barricades are preferred at floor edges and openings.

All tools and equipment used aloft must be secured to prevent them from falling down. Al tools, equipment, and loose material shall be brought to ground level when work is interrupted or completed. Work performed from the outside of platforms or by bending/ stretching, the body outside ladders and work platforms shall be prohibited.

Before accepting a ladder as the suitable means of access or place to work, consideration shall be given whether some more permanent means should be provided.

Ladders must not be placed where they are liable to be struck by doors, moving equipment, and passers-by.

Climbing and descending of ladders shall be by using both hands. Articles/ tools shall be raised by a rope or by other approved means, and not carried by the worker climbing/ descending the ladder.

Proper access and escape routes shall be provided. The escape routes shall be clearly marked.

All high-rise scaffolds will be covered with safety nets on the outside, from top to bottom. Safety Nets shall be tested before any operations are carried out.

Scaffolds and ladders

Construction of scaffolds is to allow people to execute their works at height in a safe way. Therefore, all scaffolding constructions will comply at least with current industry best practices, standards, and this procedure. Special attention will be paid to a number of minimal technical specifications, which are specified below.

All scaffolds shall be tagged at each access point (ladder), indicating whether it can be accessed or not. The red tag will indicate that the scaffold is unsafe for use until the scaffold has been inspected, corrected, and re-inspected until it passed for safe use.

When the scaffold is safe and inspected, a green tag card will be inserted, indicating the date, name and signature of the authorized and competent scaffold inspector.

All scaffolds that will remain in use longer than a week will be inspected weekly by a competent scaffold inspector.

If no green scaff-tag is connected to a scaffold, or if the interval since the inspection exceeds one week the scaffold is unsafe to use. The scaffold will be used again only after proper inspection and adequate tagging.

In addition, all scaffolds shall be re-inspected and confirmed as safe to use after bad weather or other incident that could affect its safety, e.g. high winds.

All scaffolds shall be built on a stable base. If necessary, special measures will be used, such as spread beams under the supports.

All scaffolds platforms will be able to carry a minimum required load to allow safe working. If scaffolds are to be used to lift heavy materials, a calculation note, proving the construction strength will be prepared. After the approval, the scaff tag can be inserted, indicating safe access.

All work floors will have railings and toe-boards. This means a plinth of a height of minimum 15cm, a knee rail at the height of 0.765 m and a handrail at 1.15 m shall be installed, all as per "Guard-rails and Toe-board at Working Platform and Places.

All accesses to platforms will be by means of ladders or stairs (inside the scaffold). No access is allowed by climbing over railings.

When raising or lowering materials, scaffolders must be clipped on at all times, or working on a safe handling platform with a double guarded-rail provided. Neither equipment nor material shall be thrown up or down "bombing".

Scaffold Safe System of Work

Preparation
The work should be assessed to ensure that all health and safety risks are identified and suitably controlled. Supervision should aim to organize, plan and manage their work to minimize any risk, with a goal of zero accidents/ incidents.

Scaffolders should be selected who have appropriate attitude, aptitude, fitness, training, and experience for the particular task to be completed, and have received appropriate and recorded training.

Supervision should be provided that is appropriate to the work situation and the number and skills of the work team.

All scaffolders must wear and use the minimum fall arrest equipment, which has been inspected prior to use.

Method of Work

Erection
Scaffolding should be completed progressively with scaffolders installing a single guardrail on al lifts to provide protection whilst at work; Scaffolders must be clipped on when installing components outside of guardrail. Traversing along scaffolding elevations outside of the single guardrail must be limited to the maximum length of materials used.

Alteration to scaffolds
The single guardrail must remain to ensure that scaffolders are protected when carrying out alteration works. Scaffolders should be working from a minimum three-board platform or more for wider structures when carrying out these operations.

Dismantling
All dismantling activities should be carried out progressively, reversing the erection process. Therefore, guardrails should be included as early as possible in to the erection process and removed as late as possible during dismantling, reducing the need for scaffolders to climb the scaffold structures.

Decking
Scaffolders should use as a minimum 600 mm wide platforms placed centrally (e.g. 3 x 195 mm scaffold boards)

Boards used for decking should always be adequately supported by transoms and bearers i.e. every 1.5 m or 1.2 m as appropriate.

Cantilevers and platforms
In case of the requirements of cantilevers and platform arises due to the site conditions that should be designed by a competent structural engineer and authorized by the consultant prior to the usage.

Formworks and structures
Framework for concreting shall be properly designed and erected under the supervision of the engineers. The form work shall be inspected by the supervisor.
Roofs
Lifting Equipment, lifting gears & lifting operations Excavations and trenches
Confined spaces
Tunnels and shafts Demolition
Piling
Electrical Equipment and electrical system Electrical and gas welding

5.2 Safety arrangements

Fall protection requirements

Fall protection will be installed/ implemented to protect workers from falling to lower levels while working at height to protect workers at lower levels against falling tools, equipment and other materials. This hazard shall be considered in planning/ scheduling of work at different levels and will include, but not limited to, fall arrest systems and fall prevention systems such as perimeter safety fans/ nets, barricades and personal protective equipment such as safety belts, harnesses, hard-hats etc.

Due consideration shall be given to the protection of workers within the operating radius of cranes and in areas where they congregate while awaiting transportation to different levels of the structure.

The use of safety belts, harnesses, and lifelines shall be mandatory when performing work at unprotected heights (scaffolding erection), floor openings, and floor and roof edges. Proper tie-off (static lines) and securing points will be provided. Physical barricades are preferred at floor edges and openings.

All tools and equipment used aloft must be secured to prevent them from falling down. Al tools, equipment, and loose material shall be brought to ground level when work is interrupted or completed. Work performed from the outside of platforms or by bending/ stretching, the body outside ladders and work platforms shall be prohibited.

Before accepting a ladder as the suitable means of access or place to work, consideration shall be given whether some more permanent means should be provided.

Ladders must not be placed where they are liable to be struck by doors, moving equipment, and passers-by.

Climbing and descending of ladders shall be by using both hands. Articles/tools shall be raised by a rope or by other approved means, and not carried by the worker climbing/ descending the ladder.

Proper access and escape routes shall be provided. The escape routes shall be clearly marked.

All high-rise scaffolds will be covered with safety nets on the outside, from top to bottom.

Safety Nets shall be tested before any operations are carried out.

Lifting Operations

In all cases, no lifting operations shall be permitted over any areas where personnel are working. Clearly designated exclusion zones shall be established for al lifting operations; the only person allowed inside this zone will be the designated banks man. The banks man shall at all time wear a high visibility vest, and be in constant communication by suitable means with the crane operator.

Note: **Any crane attempting to enter the site without valid certificates shall be refused admission.**

- Load charts are to be carried in the cab in a language understood by the operator.
- Al safety and over-load devices to be operational.
- Operator to be certified for the particular type of machine.
- The crane shall be inspected by a competent person prior to use.
- All equipment and accessories with lifting capacity should have third party certificate.

Crane and rigging safety - Crane set-up/ ground stability

One of the critical factors of proper crane setup is a firm-supporting surface.

For maximum capacity, the crane shall be level. However, to maintain a level condition, the ground surface shall be adequate to support the dynamic loads of a working crane.

Basic elements to be considered are:

- Total imposed load
- Supported surface area
- Cribbing to be used
- Ground stability
- Wind velocity - maximum 40 km/h and it exceeds work should be ceased.
- Storm and lightning strikes

In any case, during bad weather conditions and high wind conditions, lifting operations should be ceased / stopped.

Operator qualifications

Cranes shall only be operated by the following personnel:

- Designated operators, who have been licensed and qualified by an approved agency
- Inspectors certified for crane inspections
- Test and maintenance personnel, only when necessary
- No one other than the above-mentioned personnel shall be in or on the crane during operations.
- 3rd party certifications are referred for al lifting equipment and accessories. Moreover, rigger/signaler, MEWP operator and crane operator should be familiarized/ certified by approved 3rd party.

Load handling

- Load weight - No crane shall be loaded beyond its rated capacity
- Attaching the load - No open hooks shall be used for lifts higher than 1m.
- Hooks used for lifts in excess of lm shall have hook safety latches or shall be self-closing hooks
- Moving the load - The operator shall determine that the crane is level to within 1° degrees and, where necessary, is properly cribbed and blocked
- The operator shall position the hook over the load in such a way and manner as to prevent load swing

Mobile cranes

The operators shall be responsible for:

- Proper placement of the crane in relation to the load to be handled and the landing area to obtain rated lift capacity
- Leveling the crane to within 1 degree of level and rechecking the level a minimum of three times, during the 8 hours working shift.
- The proper placement and use of outriggers, where provided, for al its lifts except where the manufacturer permits otherwise for assembly of the boom only.
- The determination of stable or unstable ground or footing. Additional floats, cribbing, timbers or other structural requirements shall be fitted.

Slips, Tips and Falls

For temporary stair cases no-sipping wooden plates shall be provided for treads ad proper hand rails shall be provided.

Tool box talks shall be given to al the workers for working at heights explaining how to avoid falls.

Instructions shall be given in order to hook the safety harmer approximately during working at heights.

House Keeping

Good housekeeping is considered a sign of an efficient and safe work place that will generate a positive attitude from al site personnel and will assist in preventing accidents. The following rules on good housekeeping will be strictly enforced:

- A walkway, stairways, passageways, exits and access roads will at all times are free from any obstruction.
- No rubbish/ debris shall be left lying about. Bins / chutes shall be used to clear rubbish from Site at regular intervals. Disposal of Waste Material shall be as per Abu Dhabi Municipality rule.
- Work areas shall be maintained clean and free from all debris, trash, and rubbish that could results in potential hazards to personnel.

- Materials are to be properly placed/ stacked adjacent to the work areas.
- Combustible, non-combustible, and dangerous products are to be stored separately in compliance with the Local Regulations, or other equally effective means of control. With respect to hazardous materials, personnel people will be informed of the requirements of COSHH.
- Handling and use of hazardous materials shall comply with all local rule and regulation. Furthermore, the Safety Officer will ensure that the requirement of the Code of Practice for the Management of dangerous Goods issued by Abu Dhabi Municipality is adhered to as and when require.
- All storage and Construction Sites shall be kept free from accumulation of combustible materials.
- Accumulation of flammable and combustible liquids on floors, walls etc. is prohibited. All spills of flammable and combustible liquids shall be cleaned up immediately.
- Tools, materials, extension cords, hoses, or debris shall not be left to become a tripping hazard.
- Protruding nails in scrap boards, planks, and timbers shall be removed, or hammered in or bent over lush with the wood unless placed in trucks or containers for removal.
- It should be a primary concern of all employees that good housekeeping is one of the most important elements of accident prevention.
- Work and rest areas shall be inspected at regular intervals for adequate housekeeping and any unsatisfactory findings will be recorded on the Inspection Report.
- Any Sub-contractor, who, in the opinion of the Contractor, is responsible for an untidy area, will be charged at a "pro-rata" non-negotiable rate for all cleaning up operations carried out on the instructions of the Contractor.
- An adequate water supply network will be installed on Site. Storage, handling, and use of water will be according to hygienic methods.
- An adequate number of toilets and urinals will be provided on site for the use of personnel in accordance with the safety and health standards. The toilet areas will be maintained clean and tidy at all times.

Animals and Reptiles.
Proper information shall be given to workers about the possibilities of snakes during working in desert areas.

Violence.
Any petty quarrels shall be avoided between the workers which can be avoided by close supervision by charge hands and supervisors.

Authorities shall be informed in case of any unexpected incidents.

Segmentation of Pedestrians from Vehicles and Morning Equipment.
A cordoned walk way shall be provided for the workers going to the site to separate them from moving vehicles and the equipment. A flag man shall be provided for each heavy equipment maneuvering.

Manual Handling.

Appropriate had gloves and other PPE shall be provided to all the workers who carry the materials manuals according to the type of materials. More than 32kgs shall not be carried by person.

Falling Objects.

All necessary measures must be taken to avoid falling materials.

The project engineer together with the responsible person will prepare a clean schedule for removing the waste out of the building together without the safety officer.

Machinery, mechanical Equipment and Mechanical System.

All the machineries and Equipment shall be checked periodically by the competent person and the inspection records shall be available at site.

Periodic Maintained shall be done as per the manufactures instructions. Machineries shall be operated by only trained personnel wearing the appropriate PPE.

Portable Tools (Electrical, pneumatic and Hand tools)
All the electrical tools shall be tagged, tested and inspected.

All electrical hand held power tools are to be connected only to appropriate safe voltage outlets and firefighting equipment and water shall be available close to the work area. A spotter shall be engaged to watch for the possibility of any incidents.

Hazardous Materials.

The following requirements shall be implemented as and when required:

- "Flammable and Combustible Liquid"
- "Liquefied Petroleum Gas"
- "Safe use of Chemicals in Construction"
- Code of Practice for the Management of dangerous Goods in the Emirates of Abu Dhabi "Oil Spill response and Preparedness"
- "Industrial Compressed gas Cylinders"
- Sampling of Hazardous Wastes"
- "Application for approval to Dispose of Hazardous Wastes"
- "Clearance of Dangerous Goods"
- "Guidelines for the Disposal of Used Chemical Containers"
- "Hazardous Waste Exemption Policy"
- "Requirements for the Hazardous Waste Transport"

The control of substances hazardous to health is a critical element of the HSES program, and shall be achieved through a combination of communication, establishment of safe work systems and controlled handling and disposal of such hazardous substances.

Hazardous materials are substances that may cause adverse health effects to people through ingestion, inhalation, injection, or absorption in to the human body, in short or long term, or cause environmental damage if discharged to air, ground or water.

The use of hazardous materials shall be reduced to the practical minimum limit.

Flammable and other hazardous materials shall be stored in a systematic controlled way.

Their use and storage location shall be authorized by the Safety Officer.

The quantities of flammable and hazardous materials in storage shall be registered and communicated to the Project Manager and Safety Officer.

The storage of hazardous products shall be in accordance with the Code of Practice for the Management of Dangerous Goods and will include the provision of the required fire extinguishers, ventilation, spill mitigation and clean up facilities.

Storage of hazardous materials in the building structure is prohibited.

Handling, use and manipulation of hazardous goods shall be done according the MSDS and with the outmost care and precaution.

All spillages shall be cleaned up immediately to prevent contamination of the soil, the air and or water aquifers.

All Sub-Contractors shall implement safe work systems and provide al relevant personal protective equipment to ensure that the risks associated with the use, handling and-disposal of such substances are manageable.

The Sub-Contractor shall ensure that any person handling such hazardous substances has received instructions, regarding the hazard, the work system to be adopted and the actions required in the event of spillage.

Work that for any reason becomes, or threatens to become hazardous, unsafe, unhealthy or hazardous to the environment shall be stopped immediately until necessary corrections have been taken.

A specific risk assessment in accordance with the COSHH regulations or the Code of Practice for the Management of Dangerous Goods that controls hazardous substances shall be carried out for all work involving the use of hazardous substances.
In all cases, the assessment shall consider options for minimizing any risk to people or the environment by implementing suitable and sufficient controls.

Fire

General

Flammable materials shall be stored at a safe distance away from the work areas.

Fuel storage tanks shall be grounded, vented located within bounded areas and provided with signage and foam type fire extinguishers mounted on posts at least 3m from the tanks.

Compressed gas cylinders shall be stored and transported safely.

In general, the main emphasis shall on fire prevention, but when a fire does occur the priority shall be the evacuation of personnel rather than firefighting.
After evacuation, containment shall become the prime consideration until the alarm has been transmitted to the Fire Brigade/ Civil Defence and their arrival on Site.

Types of Fires

It is important to be able to identify the type of fire so that the correct type of firefighting equipment can be selected for use. The Fire Protection Association classifies five categories of fire.

Categories of fire:

Class "A" Fire	: Fires in ordinary combustible materials such as cloth, wood, paper etc.
Class "B" Fire	: Fires in flammable liquids
Class "C" Fire	: Fire in Flammable gas
Class "D" Fire	: Metal Fire
Class "F" Fire	: Cooking Oil

Types of extinguishers to be used

Class "A" Fire	: Dry Chemical Powder (all-purpose type),
Class "B" Fire	: Foam, Dry Chemical Powder (all-purpose type)
Class "C" Fire	: CO2, Dry Chemical Powder (all-purpose type)

Distribution and location of fire Fighting Extinguishers

The location, quantity and type of fire extinguishers will be shown on Emergency Plan drawings. The numbers of extinguishers and type will be based upon the fire risk level linked to the construction schedule.

Fire extinguishers are an important part of any fire protection program. For fire extinguishers to be effective, the following conditions must be met:

- The fire must be discovered while it is still a small fire.
- The extinguisher must be easily accessible and in proper working condition.
- The extinguisher must be of the proper type to extinguish the fire.

Site personnel will be trained to recognize types of fire and to make correct judgment on the type of equipment to be used for firefighting.
The Fire Marshal will organize training sessions to instruct selected personnel and keep records of the training sessions.

Fire Prevention

Housekeeping rules.
Personnel must know the place of work, its fire hazards, and the location of firefighting equipment.

Keep all firefighting equipment clear of any obstruction. Provide easy access to firefighting equipment in order to save time and minimize fire damage.

Keep the work place clean and tidy.

Emergency exit paths shall be maintained free of any obstruction and clearly marked.

The use of inflammable, flammable, and burnable items or items likely to pose a fire hazard shall be minimized.

Waste materials shall be collected into one central location and removed from site at regular intervals to reduce potential fire hazards. Highly flammable material shall be stored outside the building structure at suitable locations and as instructed by the Safety Officer.

Open lame work (welding, cutting, etc.) shall require the utmost caution. All combustible materials in the work area must be removed or covered as sparks may fly up to 10 meters.

Organization
Stacked combustible materials in yard storage shall not exceed a height of three (3.0) meters or four and a half (4.5) meters if handled by mechanical equipment. Stacks shall not be closer than five (5.0) meters to buildings or structures.

Driveways will be at least five (05) meters wide and free of debris around combustible storage areas. These storage areas will not exceed fifteen (15) meters by fifteen (15) meters in plan.

Storage of flammable materials in tanks shall be bunded of Storage Tanks and Transfer Facilities.

Staircases shall be erected at the same time as the floor slab to guarantee escape routes and access for firefighting personnel.

Disposal of combustible waste material shall comply with the applicable fire and environmental Laws and Regulations.

Ventilation that is adequate to prevent the accumulation of flammable vapors to hazardous levels shall be provided in all areas where flammable and combustible liquids are handled or used.

All storage, handling, and use of flammable and combustible liquids shall be under the supervision of a qualified person.

Motors of al equipment shall be shut off during refueling.

Paint scrapings and paint-saturated debris shall be removed from inside any structure on a daily basis.

Rules and Regulations

Personnel will not be permitted to return to their work unless the "Al Clear" has been authorized by a competent person or the Civil Defence Authorities.

The entire job site is declared a NO SMOKING AREA. Smoking will only be permitted in clearly identified areas equipped with ashtrays.

All sources of ignition shall be prohibited in areas where flammable and combustible liquids are stored, handled, and processed: suitable "NO SMOKING" and/ or "NO OPEN FLAME" signs shall be posted in all such areas.

The contact of oil, grease or paint with oxygen cylinders shall be avoided. There may be a risk of explosion due to oxidization. Please refer to TG (Technical Guideline) No 6 "Industrial Compressed Gas Cylinders", paragraph 12.8

Compressed gas cylinders must be stored in separate areas in accordance with the TG No 6 "Industrial Compressed Gas Cylinders".

Never check for LPG or acetylene gas leaks with a lighted match or cigarette lighter. Apply soapy water with a brush.

Never keep oil, acetone, or any flammable liquid in or near areas where grinding, welding, or any other sources of heat are generated.

Do not store-unwanted materials in electrical cabins, AC plant rooms etc.

Switch off the main supply if electrical equipment is not in use.

Switch off all task lights, heaters or any kind of machine when not in use.

Never throw lighted cigarettes or burning materials into dustbins as they may ignite and create a fire when you have let the area.

Never leave open fires/ lames unattended. (Such as torches and the like)
Working over water or adjacent to water course. (Not applicable to this project.)

Vehicles and Mobile Equipment

All vehicle drivers and mobile equipment operations have been instructed on the site of safe driving regulations and specific regulations for safe traffic organization. Persons engaged in piling works are allowed in the area with proper PPE.

All the regulations for the lifting equipment as mentioned in this safety plan is applicable to all the piling equipment.

Electrical Equipment and Electrical system.

The requirements of the "Electrical Safety at Work", "Guarding of Dangerous Machinery" shall apply.

All hand tools, portable power tools, and equipment shall be maintained in a safe and proper working condition. No homemade or modified tools shall be used.

All electric tools shall be tested at a minimum of once in every 3 months. Industrial sockets will be used on site.

Record of inspection shall be made available.

Tools designed with guards, handles and electrical trip switches including dead man switches shall be equipped with such devices at all times. These shall not be removed or bypassed.

Employees shall be trained/ instructed in the proper use of tools.

All defective tools shall immediately be removed from service for repair.

Tools shall be inspected for damage or defects at least daily and prior to use.

Extension cords and air hoses shall be protected from damage and shall be routed through the job in such a way that they do not form a tripping hazard and are not subject to damage or are damaged by any activity.

Extension cords and air hoses shall never be placed on stairs; walkways, grate floor, ground, or floors where these can create a hazard or suffer damage.
Cords and air hoses shall, as far as is practically possible, never be placed on the ground or walkways, on surfaces or emergency exits.

Air hoses shall be fitted with whip checks at each coupling joint.

All electrical equipment and tools shall be of an intrinsically safe type when required for use in areas classified as having a risk of explosion.

Electrical and Gas Welding

All the safety requirements in handling electrical equipment are applicable here.

Gas Welding (if applicable) to be done only by the trained personnel using proper PPE. Ensure welding area are well ventilated.

Gas Cuttings

Permission for HOT work shall be taken to prior to the commencement of any gas gutting works.

The area should be cordoned off.

Tunnels and Shafts.

These are not applicable to this project.

Demobilization.

Demobilization works are not applicable to this project. In case any demobilization is required a proper method of statement shall be prepared and prior approval shall be taken from consultant and authorities before the commencement of demobilization work.

Piling.

Prior to commencement of works the approval for piling design to be taken from Abu Dhabi Municipality.

The ground shall be cleared from any underground services.

The area distinguished for the piling shall be cordoned off by use of warning tapes and only authority priority to the concreting.

Extra care shall be taken care during vibration of the poured concrete.

Inspection check list shall be used for controlling the above activity.

Roofs.

Proper edge protection shall be provided for all the roofs to protect for falling. Tool box talks shall be given to the workers before giving to the work on the roof regarding the safety arrangements.

Lifting equipment, lifting gears and lifting operation

In all cases, no lifting operations shall be permitted over any areas where personnel are working. Clearly designated exclusion zones shall be established for all lifting operations; the only person allowed inside this zone will be the designated banks man. The banks man shall at all time wear a high visibility vest, and be in constant communication by suitable means with the crane operator.

Note: Any crane attempting to enter the site without valid certificates shall be refused admission.

- Load charts are to be carried in the cab in a language understood by the operator. Al safety and over-load devices to be operational.
- Operator to be certified for the particular type of machine.
- The crane shall be inspected by a competent person prior to use.
- All equipment and accessories with lifting capacity should have third party certificate.

Crane and rigging safety - Crane set-up/ ground stability
One of the critical factors of proper crane setup is a firm-supporting surface.

For maximum capacity, the crane shall be level. However, to maintain a level condition, the ground surface shall be adequate to support the dynamic loads of a working crane.

Basic elements to be considered are

- Total imposed load
- Supported surface area
- Cribbing to be used Ground stability
- Wind velocity - maximum 40 km/h and it exceeds work should be ceased.
- Storm and lightning strikes

In any case during bad weather conditions and high wind conditions, lifting operations should be ceased / stopped.

Operator qualifications

Cranes shall only be operated by the following personnel:

- Designated operators, who have been licensed and qualified by an approved agency
- Inspectors certified for crane inspections
- Test and maintenance personnel, only when necessary
- No one other than the above-mentioned personnel shall be in or on the crane during operations.
- 3rd party certifications are referred for al lifting equipment and accessories. Moreover, rigger/signaler, MEWP operator and crane operator should be familiarized/ certified by approved 3rd party.

Load handling

- Load weight - No crane shall be loaded beyond its rated capacity
- Attaching the load - No open hooks shall be used for lifts higher than 1m. Hooks used for lifts in excess of 1m shall have hook safety latches or shall be self-closing hooks.
- Moving the load - The operator shall determine that the crane is level to within 1° degrees and, where necessary, is properly cribbed and blocked.
- The operator shall position the hook over the load in such a way and manner as to prevent load swing.

Mobile cranes

The operators shall be responsible for:

- Proper placement of the crane in relation to the load to be handled and the landing area to obtain rated lift capacity
- Leveling the crane to within 1 degree of level and rechecking the level a minimum of three times, during the 8 hours working shift.
- The proper placement and use of outriggers, where provided, for all its lifts except where the manufacturer permits otherwise for assembly of the boom only.
- The determination of stable or unstable ground or footing. Additional floats, cribbing, timbers or other structural requirements shall be fitted.

Excavations and Trenches.

This procedure covers all activities that will involve works at least 20cm below ground level.

All excavations deeper than 1.2 m shall require shoring, stepping, sloping or benching as identified by a competent person in collaboration of the Site Manager. In all such cases, the Safety Officer/ Officer shall agree the method of prevention of collapse.

On-site, it must be assumed that all excavations may encounter subterranean services or other hazards, such as contaminated soil. In all cases, preparatory checks are required.

These may include reviews of drawings, and trial pits excavations. Underground cable/detectors to be used if there is a possibility of buried services.

Excavations are normally subject to excavation permits, but this is not always necessary.

Excavations are classified in two classes

Class 1 – Excavations for repair, usually limited in surface and volume.
Class 2 – Soil drilling tests, piling, digging for foundations, tunneling etc. with a big volume and large-scale excavations.

Excavations may be carried out manually or by mechanically means. Manual excavation involves the use of 'blunt" digging implements such as a shovel, and is to be implemented in all cases where there is a reason to believe that buried services are present that could

be damaged by more aggressive digging. In manual excavation tools may not be struck or their effectiveness otherwise enhanced by mechanical means.
In areas that are suitable for mechanical excavation, al hand operated and mechanical tools may be used.

Soil at the site may be divided into three classifications:

Zone A - Danger zone.
In Zone A, there are significant numbers of services, etc. Any damage to services present could have serious effects, and work is usually not permitted. The owner may grant Exceptions.

Zone B - Risk zone.
In zone B, some non-critical services are present, and utmost care must be taken whilst excavating.

Zone C - Alert zone.
In zone C, there is no reason to believe that services are present (i.e. drawing review has not identified any services), however one must stay alert for any installation or services that may not have been shown on the drawings; i.e. All areas of the projects have to be identified and designated as zone C.

In all cases where groundwater may be encountered, adequate measures must be implemented to remove any water ingress into the excavation. Depending on the nature of the water and the presence of any contamination, the water may require sedimentation and/ or filtering before disposal.

Confined Space
Confined space is a term from labor-safety regulations that refers to an area whose enclosed conditions and limited access make it dangerous.

- A confined space is any space.
- That has limited or restricted means of entry or exit.
- Large enough for a person to enter to perform tasks.
- Not designed or configured for continuous occupancy.
- Any covered space of depth more than 4 ft.

Such as underground water tank, a septic tank that has contained sewage and a small underground electrical vault are al examples of confined spaces. The exact definition of a confined space varies depending on the type of industry. That is, confined spaces on a construction site are defined differently than confined spaces in a paper mill. Confined spaces that present special hazards to workers, including risks of toxic or asphyxiated gas accumulation, fires, falls, flooding, and entrapment may be classified as permit-required confined spaces depending on the nature and severity of the hazard.

Entry into permit-required confined spaces must comply with regulations which include developing a written program, issuing entry permits, assigning attendant(s), designating entrants, and ensuring a means of rescue.

According to Occupational Safety and Health Administration a permit-required confined space (permit space) has the three characteristics listed above (which define a confined space) and one or more of the following:

- Contains or has the potential to contain a hazardous atmosphere
- Contains a material that has the potential for engulfing the entrant
- Has an internal configuration that might cause an entrant to be trapped or
- asphyxiated by inwardly converging walls or by a floor that slopes downward and tapers to a smaller cross section
- Contains any other recognized serious safety or health hazards.

In addition to the hazards posed by the design of the space, work activities can also pose serious safety hazards (heat, noise, vapours, etc.) that must be taken into account when identifying safety measures.

5.3 Environmental Arrangements

ENVIRONMENTAL ISSUES

List of Environmental Issues

Common Hazard

- Airborne contamination
- Noise
- Toxic Materials

Waste Management

- General rubbish
- Metals
- Hazardous Materials
- Glass
- Liquids / Paints
- Others

Fumes, Dust, Smoke and Noise Control

Common Hazards

Control of various environmental hazards is particularly difficult in the construction industry, due to the constant changes and lack of a controlled environment. There are however several hazards, which affect employee health that can be dealt with, which are common on most hotel refurbishments.

Airborne Contamination

Exposure of employee to inhalation, skin adsorption, ingestion, or contact with any material or substance at or above the concentration allowable shall not be allowed.

Suitable administrative or engineering controls shall first be implemented to control air borne contaminants at acceptably prescribed levels. This can be accomplished with proper dust prevention or ventilation systems.

Where necessary, frequent environment sampling must be accomplished to ensure that ventilation systems are maintaining contaminants at or below acceptable levels.

When engineering controls are not feasible to achieve flu compliance, personal protective equipment shall be provided and used.

Most common airborne contaminants are as follows:

Road Dust
Wherever necessary (dependent on amount of transport and disturbance) water road areas to avoid airborne dust)

Welding Fumes
Ensure welding areas are well ventilated. In case of confined areas working, assess the need for forced fraught ventilation.

Paints & Solvents
The use of solvents on the job site presents a dual problem in that they are usually both toxic and flammable. Controls must be established which provide for the level of exposure to be reduced to an acceptable level while at the same time preventing a build-up of flammable mixture i.e. ensure proper ventilation utilizing a forced draught as appropriate

Noise
Employees must be protected from noise levels, which can cause hearing impairment.

The maximum noise level that the majority of workers may be exposed to without suffering hearing loss is 85 dB (A) over an 8-hour day.
When employees are exposed to sound levels exceeding acceptable levels, feasible administrative or engineering controls to reduce sound levels, personal protective equipment such as earplugs & earmuffs shall be provided and used.

Toxic Materials
Special precautions must be taken when handling extremely toxic materials.

Design of ventilation systems must include filtration to prevent dispersal into the environment. Storage, handling and identification of toxic materials must be strictly controlled. Sampling must be performed on a frequent basis.

Industrial hygiene and toxicology guides provide specific information concerning special precautions to be implemented with toxic materials.
Manufacturer's instructions shall be strictly followed. Material Safety Data Sheet (MSDS) of chemical is to be made available.

Waste Management

Wastage is part and parcel of any production activity. Disposal of waste has acquired very serious concern in view of its adverse environmental effect. Waste includes metals, rubber, PVC, construction chemicals, concrete, food waste, oil and lubricants, sewage etc. UOID has steam lined very efficient and effective method of waste disposal in accordance with relevant provisions in the Waste Management Procedures of Abu Dhabi Municipality.

All waste materials on site are carried to the designated area where they are segregated and dumped into appropriate garbage skips kept on site.

Food wastes and general wastes are disposed in skips and taken away to the dump yard by authorized and approved waste collecting companies.

All metal wastes are also collected in separate places and disposed through scrap dealers.

All chemicals wastes are collected in separate garbage skips and disposed accordingly.

All used lubricants like engine oil, brake fluid, transmission fluid etc. are not drained to earth. Such oils drained from engines, equipment etc. are collected in barrels, sealed and carried over to scrap yard by approved scrap dealers. Drip tray is to be used to collect spilled / dripped oil from diesel engines etc...

The sewage is collected in septic tanks and from this tank it is transferred into the sewage collection tankers, from time to time, by suction method and disposed according to the regulations of Abu Dhabi Municipality. The disposal is entrusted with approved waste collection and disposal companies.

All employees are educated through trainings to deposit all wastes in the appropriate containers without throwing out carelessly. The general housekeeping team will be responsible for the effective implementation the waste management procedures on site.

Waste Disposal

This arrangement is meant to keep the work place clean and tidy.

All site debris shall be collected and dumped in an isolated dumping yard at site and should be removed from their periodically. A waste disposal skip shall be provided for collecting other disposable items like used teacups, Waste food bags, used cement bags etc. All waste food materials should be collected in plastic bags and tied up properly before disposal.

Disposal of spillage /contaminated material as per the legal & authorities' requirements.

Nuisance Control (Noise - Dust)

Measurements, monitoring, and evaluation are key elements of noise and dust pollution management.

This process is intended to ensure that all activities are being conducted in accordance with the local laws, established policies, and procedures.

Control measures such as noise barriers shall be utilized where practical to prevent the spreading and increase of noise.

If it is possible to isolate or insulate the sound, reduction devices shall be considered when practical.

Noise measurements shall be carried out where noise is produced and at other work places where operatives may be subject to higher level than their work generates.

Dust created by on-site traffic will be controlled by spreading water by truck or semi-automatic spreader.

Audit and Review

6.0 AUDIT AND REVIEW

HSE Inspections and Audits.

In the sense that a prime HSE objectives is to instill continuous HSE awareness to all project personnel on the worksite, every person on the worksite should pay attention to HSE at all times and this is an important element of HSE monitoring.

Regular HSE inspections and audits will be conducted with the Engineer / Client's Representative and a formal report will be issued after each inspection.

HSE audit is to be conducted at an interval of every three months. During audit, the team should be included from Projects Manager team, Consultant and Main Contractor's representative and audit report to be forwarded to client/PM/consultants.

Sub-contractor's HSE Audit

Main contractor will make safety audit for subcontractor and submit the same to engineer / consultant and project manager.

Appendixes

7.0 APPENDIXES

1. Hot Work Permit

2. Confined Space Entry Permit

3. Accident Book

4. Location Map & Site Facilities

5. Emergency Evacuation Plan Layout

6. Risk Assessment Form & Risk Rating Matrix

7.1 HOT WORK PERMIT

FORM#DB/HSE/F05

HOT WORK PERMIT

SECTION 1 – DESCRIPTION / LOCATION

LOCATION : _____

DESCRIPTION OF WORK : _____

WORK PERMIT REQUIRED FOR (NAME OF COMPANY) : _____

APPROX. DURATION OF THE WORK : _____

NAME OF THE TASK IN CHARGE/ ENGINEER : _____

SECTION 2 – CHECKLIST

S No.	DESCRIPTION	YES	NO	N/A
1	THE AREA IMMEDIATELY BELOW THE WORK SPOT HAS BEEN CLEARED FROM ALL COMBUSTABLE MATERIALS			
2	FIRE FIGHTING EQUIPMENT AND WATER AT WELDING AREA			
3	THE SHEET/ FIRE BLANKET TO PREVENT SPARKS FROM SPREADING			
4	FLASH BACK ARRESTER INSTALLED IN THE GAS CYLINDER			
5	GAS CYLINDER AND FITTINGS ARE FREE FROM CRACKS, GREASE ETC.			
6	GAS CYLINDERS ARE KEPT UPRIGHT AND SECURED			
7	ARC WELDING MACHINE IS IN GOOD CONDITION			
8	WELDING CABLES ARE IN GOOD CONDITION			
9	OPERATORS ARE IN POSSESSION OF THE APPROPRIATE P.P.E SPECIFIED FOR THE JOB			
10	STAND-BY FIRE WATCHER			

SECTION 3 – INSPECTION OF WELDING AREA

THE WORK PERMIT FOR THE ABOVE MENTIONED WORK AT THE LOCATION SPECIFIED IS ISSUED AFTER PERSONALLY INSPECTING THE AREA TO ENSURE THAT THE PRECAUTIONS MENTIONED IN SECTION – 2 HAVE BEEN COMPLIED WITH.

THIS IS VALID FROM _____ HOURS TO _____ HOURS ON DATE _____ (1 DAY ONLY)

CC.: _____ NAME OF TASK IN CHARGE/ENGR: _____ SIGN : _____ DATE : _____

CO.: _____ NAME OF SAFETY MNGR/ ENGR/ OFFICER: _____ SIGN : _____ DATE : _____

SECTION 4 – EXTENDING PERMIT

THIS WORK PERMIT VALIDITY IS EXTENDED FOR DATE:

A) _____ (ONE DAY ONLY) SAFETY MNGR/ OFFICER: _____

B) _____ (ONE DAY ONLY) SAFETY MNGR/ OFFICER: _____

C) _____ (ONE DAY ONLY) SAFETY MNGR/ OFFICER: _____

SECTION 5 – CLOSEOUT OF PERMIT

ACTUAL WORK COMPLETED AND AREA HAS BEEN CLEARED _____ PERMIT CLOSED

TIME: _____ HOURS. DATE _____ SIGN OF SAFETY MANAGER/ OFFICER

(TO BE RETURNED TO THE SAFETY DEPT. OF DUBUILD CONTRACTING ONCE THE WORK IS COMPLETED)

7.2 CONFINED SPACE ENTRY PERMIT

CONFINED SPACE ENTRY PERMIT

A. PERMIT No. _____ DATE: _____

B. THIS PERMIT IS BEING ISSUED TO : _____
(SUB CONTRACTOR'S NAME IF ANY)

C. WORK TO BE DONE: _____

D. AREA SPECIFIED: _____

E. VALIDITY FROM: _____ TO: _____

F. ATTACHMENT OF ADDITIONAL DOCUMENTS: WORK ORDER/ INSTRUCTIONS/ METHOD OF STATEMENTS

G. **GAS TEST RESULT**

SAFE LIMITS	RESULT	SAFE LIMIT	RESULT
O_2 (19.5 V/V)		CO (50 PPM)	
NH_3 (25 PPM)		CO_2 (5000 PPM)	
H_2S (10 PPM)		OTHER TOXIC FUMES/ VAPOR	
SO_2 & SO_3 (5 PPM)		FLAMMABLE (LEL)	

GAS TEST CONDUCTED BY: _____

H. **REQUIRED P.P.E, WORKPLACE PRECAUTIONS & SAFETY DEVICES (CHECK WHATEVER IS NECESSARY)**

HARD HAT	SAFETY SIGNAGE	STANDBY FIRE WATCH
SAFETY SHOE	ADEQUATE	FIRE HOSE & WATER
SAFETY GLASS WITH SIDE SHIELDS	ILLUMINATION	DRUM
SAFETY BELT AND LIFE LINE	DETOUR SIGNS	FIRE EXTINGUISHER
ROPE GRAB	BLOWERS	TORCH
DISPOSABLE GAS MASK WITH FILTER	EXHAUST FAN	FLASH BACK ARRESTOR
DUST MASK	LOCK AND TAG	CHECK VALVES
DUST MASK	OTHERS	OTHERS
GLOVES		
OTHERS		

I. **NAME OF ASSIGNED WORKERS**

1) _____ 2) _____
3) _____ 4) _____
5) _____ 6) _____

J. **PERMIT INITIATOR DECLARATION**

I CONFIRM THAT THE DOCUMENTED CONTROLS AND PRECAUTIONS HAVE BEEN EXAMINED AND THAT THE PERSONNEL LISTED ARE COMPETENT TO CARRY OUT THE WORK.

_____	_____	_____
FOREMAN	SUB CONTRACTOR (IF ANY)	SITE SAFETY OFFICER

7.3 ACCIDENT BOOK

ACCIDENT BOOK

JOB No.

DATE/TIME	NAME & STAFF No.	CONTRACT No. & POSITION	NATURE OF INJURY	PLACE INCIDENT OCCURRED	BRIEF DESCRIPTION OF WHAT HAPPENED	SIGNATURE OF MAKING INJURY	POSITION

LOCATION MAP
&
FACILITIES

(SITE FACILITIES PLAN)

Emergency Evacuation Plan Layout

7.6 RISK ASSESSMENT FORM & RISK RATING MATRIX

RISK ASSESSMENT

TITLE OF THE ACTIVITY:

RISK ASSESSMENT REF No.:

ASSESSOR: | ASSESSED DATE: | REVIEWED DATE:

SN	ACTIVITY	HAZARD	CAUSES OF HAZARD	CONSEQUENCES/ IMPACT	RISK EVALUATION P	RISK EVALUATION S	RISK LEVEL H/M/L	IMPLEMENTED CONTROL MEASURES	RESIDUAL RISK P	RESIDUAL RISK S	RESIDUAL RISK H/M/L	ACCEPT Y/N?
								A				
								A				
								A				
								A				
								A				

- Persons in danger
- Personal protective equipment
- Information, instruction and training
- Emergency procedures
- Recording, Monitoring and review

RISK ASSESSMENT COMMITTEE: Project Manager/ Project Engineer
Safety Manager/ Safety Officer

Prepared by: (Safety Officer) **Approved by:** (Project Manager)

W:www.uniqueoptions.ae | E:info@uniqueoptions.ae | P.O.Box:108032 | Abu Dhabi | UAE | T:+97125595672 |+97125595675

RISK MATRIX

Risk Rating (RR) – Severity x Likelihood

SEVERITY (IMPACT) (S) \ LIKELIHOOD (PROBABILITY) (P)		Rare Remote possibility (once every 3 years or more) 1	Unlikely Could happen but rare (typically once in a year) 2	Possible Could happen occasionally (on average quarterly) 3	Likely Could happen often (on average once a month or more) 4	Almost certain Could happen frequently (once a week or more) 5
Insignificant	1	Low 1	Low 2	Low 3	Low 4	Medium 5
Minor	2	Low 2	Low 4	Medium 6	Medium 8	Medium 10
Moderate	3	Low 3	Medium 6	Medium 9	Medium 12	High 15
Significant	4	Low 4	Medium 8	Medium 12	High 16	High 20
Major	5	Medium 5	Medium 10	High 15	High 20	High 25

RISK BASED CONTROL PLAN

RISK LEVEL	ACTION AND TIMESCALE
1-4 Low	Quick, easy controls should be implemented immediately and further action planned for when resources permit. Monitoring required ensuring controls are maintained. Manage through routine procedures. Go for economic improvements where possible. Incident report must be completed.
5-12 Medium	Aim to reduce risks but costs of prevention may be limited. Undertake a risk assessment of the situation / task and implement the appropriate actions. Actions should have a timescale and should be monitored. Where the risk involves work in progress undertake a risk assessment as soon as possible to ensure the safety of the situation or task. **Work should not start until the risk is reduced to an acceptable level.** Considerable resources may have to be allocated. Contact your Manager and Risk Manager by telephone about the actions that should be taken to reduce the risk/s. incident report must be completed. Incident must be added to service risk register.
15-25 High	**Do not commence the activity until** a risk assessment has been completed to ensure the safety of the situation or task. If it is not possible to reduce or eliminate the risk even with unlimited resources, work must remain prohibited. Inform your relevant Director, your Manager and the Risk Manager immediately by telephone. Incident report must be completed. Incident must be added to service risk register.

Forms

FORM#DB/HSE/F01

INTERNAL TRAINING RECORD

SAFETY INDUCTION		TOOLBOX TALK	
SAFETY MEETING		SAFETY TRAINING	
DATE		BUILDING No.	
SUBJECT:			
EQUIPMENT:			

CARD No.	NAME	POSITION	SIGNATURE

I CONFIRM THAT THE SUBJECT WAS DISCUSSED AND PRESENTED TO THE PERSONS LISTED ABOVE

CONDUCTED BY

MANAGER IN CHARGE

FORM#DB/HSE/F02

INCIDENT / NEAR MISS REPORT

LOCATION:		REPORT No.:	
DATE OF INCIDENT/ NEAR MISS:		TIME:	
CATEGORY:	☐ INCIDENT	☐ NEAR MISS	

DETAILS OF DAMAGES/ INJURIES

CATEGORY	NEAR MISS DESCRIPTION	INJURIES DETAILS (NAME, No....) OF PERSON(S) INVOLVED AND BRIEF DESCRIPTION OF THE INJURIES	PROPERTY DAMAGE (BRIEF DESCRIPTION OF THE DAMAGE TO PROPERTY)
BYGC			
OTHERS			
CLIENT			
SUB-CONTRACTOR			
THIRD PARTY			

DETAILS OF PERSONS HOSPITALIZED

NAME	COMPANY	DESIGNATION	NAME OF HOSPITAL

DETAILS OF MACHINERY/ VEHICLES INVOLVED IN THE INCIDENT/ NEAR MISS:

SL No.	MACHINERY/ VEHICLE		
	DESCRIPTION	REGISTRATION No.	DRIVER/ OPERATOR NAME & Co.

BRIEF DESCRIPTION/ DETAILS OF THE INCIDENT/NEAR MISS:

IN YOUR OPINION, COULD THIS INCIDENT/NEAR MISS HAVE BEEN AVOIDED? HOW?

REPORT PREPARED BY: NAME: SIGNATURE: DATE:

MANAGER IN CHARGE: NAME: SIGNATURE: DATE:

ACTIONS TAKEN TO CLOSE OUT THE REPORT

REPORT CLOSED BY: NAME: SIGNATURE: DATE:

ATTACHMENTS (PLEASE TICK):

☐ PHOTOGRAPHS OF THE ACCIDENT _____ Nos.

☐ POLICE REPORT

☐ **OTHERS (PLEASE SPECIFY)** _____

Cc: (FOR INCIDENTS ONLY) Cc: SAFETY MANAGER

Checklist / Daily Formats

FORM#DB/HSE/F03

DAILY SAFETY, HEALTH & WELFARE INSPECTION REPORT

REPORT No.: DATE:

LOCATION/ AREA:

		(1)	(2)
	WELFARE		
1	CANTEENS		
2	REST AREA		
3	TOILET		
4	DRINKING WATER		
5	FIRST-AID FACILITIES		
6	WASHING		
7	P.P.E		
	OFFICES		
8	ACCIDENT RECORDS		
9	GENERAL CLEANLINESS		
10	FIRE PRECAUTIONS		
11	ENVIRONMENT FACTORS		
12	SEATING/ LIGHTING		
13	ALARMS & NOTICES		
	STORAGE AREAS		
14	TIDINESS		
15	FLAMMABLE MATERIALS		
16	GASES		

		(1)	(2)
17	FUELS & LUBIRCANTS		
18	FIRE PRECAUTIONS		
19	TOOLS & EQUIPMENT		
20	ACCESS EQUIPMENT		
21	CHEMICALS		
22	M.S.D.S		
23	STACKED MATERIALS		
	CONSTRUCTION SITE		
24	SCAFFOLDING/SCAFFTAG		
25	LADDERS & TRESTLES		
26	STACKED MATERIALS		
27	ACCESS/ EGRESS		
28	SIGNS & NOTICES		
29	WORK PERMITS		
30	UTILITY SERVICES		
31	SECURITY		
32	FIRE PRECAUTIONS		
33	ELECTRICAL / LIGHTING		

		(1)	(2)
34	LIFTING GEAR		
35	PASSENGER LIFTS		
36	GOODS LIFTS		
37	TOWER CRANES		
38	MOBILE CRANES		
39	EXCAVATIONS		
40	MACHINERY		
41	POWER TOOLS		
42	HAND TOOLS EQPT		
43	HOUSEKEEPING		
44	NOISE LEVELS		
45	DUST/FUMES		
46	ROADS		
47	SITE FENCING		
48	SAFETY VOILATIONS		

EXPLAIN DETAILS OF ACTIONS AND TIMING:

_____

_____

_____

_____

(1) COMPLIED **(2) ACTION REQUIRED**

REPORTED BY:

SAFETY OFFICER/ ENGINEER/ MANAGER **NAME:** _____ **SIGNATURE:** _____ **DATE:** _____

Cc: PROJECT MANAGER _____ SITE MANAGER _____

CONSTRUCTION MANAGER _____ PROJECT ENGINEER _____

FORM#DB/HSE/F04

EXCAVATION PERMIT

SITE No.: DATE:

1. REASON FOR EXCAVATION:
2. LOCATION OF EXCAVATION:
3. APPROXIMATE SIZE OF EXCAVATION:
4. LIST UNDERGROUND SYSTEMS IN AREA AND DRAWING No. USED FOR REFERENCE. IF A DRAWING IS NOT AVAILABLE, RESIDENT ENGINEER SIGNATURE IS REQUIRED FOR APPROVAL.
5. PROCESS INTERRUPTION POTENTIAL
SIGNATURES
MECHANICAL — SAFETY OFFICER/ ENGINEER/MANAGER
ELECTRICAL
CIVIL

ATTACHMENT: SITE LAYOUT WITH CLOUDED MARK OF LOCATION

FORM#DB/HSE/F05

HOT WORK PERMIT

SECTION 1 – DESCRIPTION / LOCATION

LOCATION :

DESCRIPTION OF WORK :

WORK PERMIT REQUIRED FOR (NAME OF COMPANY) :

APPROX. DURATION OF THE WORK :

NAME OF THE TASK IN CHARGE/ ENGINEER :

SECTION 2 – CHECKLIST

S No.	DESCRIPTION	YES	NO	N/A
1	THE AREA IMMEDIATELY BELOW THE WORK SPOT HAS BEEN CLEARED FROM ALL COMBUSTABLE MATERIALS			
2	FIRE FIGHTING EQUIPMENT AND WATER AT WELDING AREA			
3	THE SHEET/ FIRE BLANKET TO PREVENT SPARKS FROM SPREADING			
4	FLASH BACK ARRESTER INSTALLED IN THE GAS CYLINDER			
5	GAS CYLINDER AND FITTINGS ARE FREE FROM CRACKS, GREASE ETC.			
6	GAS CYLINDERS ARE KEPT UPRIGHT AND SECURED			
7	ARC WELDING MACHINE IS IN GOOD CONDITION			
8	WELDING CABLES ARE IN GOOD CONDITION			
9	OPERATORS ARE IN POSSESSION OF THE APPROPRIATE P.P.E SPECIFIED FOR THE JOB			
10	STAND-BY FIRE WATCHER			

SECTION 3 – INSPECTION OF WELDING AREA

THE WORK PERMIT FOR THE ABOVE MENTIONED WORK AT THE LOCATION SPECIFIED IS ISSUED AFTER PERSONALLY INSPECTING THE AREA TO ENSURE THAT THE PRECAUTIONS MENTIONED IN SECTION – 2 HAVE BEEN COMPLIED WITH.

THIS IS VALID FROM _____ HOURS TO _____ HOURS ON DATE _____ (1 DAY ONLY)

CC.: _____ NAME OF TASK IN CHARGE/ENGR: _____ SIGN : _____ DATE : _____

CO.: _____ NAME OF SAFETY MNGR/ ENGR/ OFFICER: _____ SIGN : _____ DATE : _____

SECTION 4 – EXTENDING PERMIT

THIS WORK PERMIT VALIDITY IS EXTENDED FOR DATE:

A) _____ (ONE DAY ONLY) SAFETY MNGR/ OFFICER: _____

B) _____ (ONE DAY ONLY) SAFETY MNGR/ OFFICER: _____

C) _____ (ONE DAY ONLY) SAFETY MNGR/ OFFICER: _____

SECTION 5 – CLOSEOUT OF PERMIT

ACTUAL WORK COMPLETED AND AREA HAS BEEN CLEARED PERMIT CLOSED

TIME: _____ HOURS. DATE _____ SIGN OF SAFETY MANAGER/ OFFICER

(TO BE RETURNED TO THE SAFETY DEPT. OF DUBUILD CONTRACTING ONCE THE WORK IS COMPLETED)

FORM#DB/HSE/F06

SAFETY VIOLATION NOTICE

PROJECT: _____ SITE No/ LOCATION: _____

DATE/ TIME: _____ FOREMAN/ CHARGEHAND: _____

NAME OF WORKER: _____ CARD / ID No.: _____

PENALTY FOR SAFETY VIOLATIONS

S No.	SAFETY VIOLATIONS		ACTION
1	NOT WEARING P.P.E		DHS 5/- PER VIOLATION OR 1 HR OVERTIME (OT)
	1. SAFETY HELMET	☐	
	2. SAFETY JACKET	☐	
	3. SAFETY SHOES	☐	
	4. SAFETY GLASS	☐	
	5. HAND GLOVES	☐	
	6. COVERALL	☐	
	7. FACE MASK (PAINTERS)	☐	
	8. FACE SHIELDS (CARPENTERS)	☐	
2	NOT WEARING SAFETY HARNESS WHILE WORKING ON SCAFFOLDING	☐	DHS 10/- OR 2 HRS OT
3	SMOKING AT SITE	☐	DHS 15/- OR 3 HRS OT
4	USING INCOMPLETE SCAFFOLDING	☐	DHS 15/- OR 3 HRS OT
5	FIGHTING AT SITE	☐	DHS 25/- OR 5 HRS OT
6	USING IMPROPER SCAFFOLDS TO WORK AT HEIGHTS (DRUMS, HOLLOW BLOCKS, ETC...)	☐	DHS 10/- OR 2 HRS OT
7	EATING / RESTING IN OTHER THAN DESIGNATED AREAS DURING TEA TIME/ LUNCH BREAK	☐	DHS 15/- OR 3 HRS OT
8	MAKING QUEUES FOR BOARDING INTO THE BUS BEFORE TIME	☐	DHS 10/- OR 2 HRS OT
9	OTHERS _____	☐	DEPEND UPON VIOLATION
	_____		

ACTIONS/ PENALTIES AGAINST SAFETY VIOLATIONS

FIRST VIOLATION	WRITTEN WARNING No. 1 ☐	SECOND VIOLATION	WRITTEN WARNING No. 2 ☐
THIRD VIOLATION	PENALTY (AS MENTIONED ABOVE) ☐	FOURTH VIOLATION	SUSPENSION FOR 2 DAYS ☐
FIFTH VIOLATION	TERMINATION ☐		

OBSERVED BY: NAME & DESGN: _____ SIGNATURE & DATE _____

Cc TO :

SAFETY DEPT: SIGN & DATE: _____ **HR DEPT:** SIGN & DATE: _____

W:www.uniqueoptions.ae | E:info@uniqueoptions.ae | P.O.Box:108032 | Abu Dhabi | UAE | T:+97125595672 |+97125595675

FORM#DB/HSE/F07

SAFETY CORRECTIVE ACTION REPORT (SCAR)

SCAR No. _____ DATE: _____ SITE: _____

S No.	CORRECTIVE ACTION	PERSON TO ACT	ACTION DATE	CLOSED (Y/N)

PROJECT SAFETY MANAGER/ ENGINEER/ OFFICER
(SIGNATURE)

PROJECT MANAGER
(SIGNATURE)

Prepared by:

Checked by:

Signature:

Signature:

W:www.uniqueoptions.ae | E:info@uniqueoptions.ae | P.O.Box:108032 | Abu Dhabi | UAE | T:+97125595672 |+97125595675

Company Unique Options N' Interiors Designs LLC

Permit Type: Building construction

Work Description: Building construction

27 June 2021)ec-12

Sl.no	Activity	Hazard	Risk			Remark
			Probability (P)	Severity (S)	Risk Rating (PXS)	
1	Carpentry works (include fixing of internal /external wooden elements ,doors ,wall panel&gypsum boards	Injury from tools ,flying nails or wooden pieces	3	3	9	Tool box talk prior to start the work. Cotton gloves,goggles, saftey shoes, long -seeve coverall & helmet are provided as Personal Protective Equipment (PPE) Use approved tools only.No home made or damage tools allowed.
		Injury from wood working machines	4	4	16	Only trained personal to operate. All moving parts to be guarded.Switched off machines when not in use .PPE (Gloves ,saftey glasses,helmet saftey shoes &coverall) are provided .Good ventilation &lighting.
		Exposure to wood dust and wood glue /adhesive	3	3	9	Use dust mask &work at ventilated area. Use rubber gloves while applying wood glue & follow the instruction from Material Saftey Data Sheet(MSDS)
		Release of noise	3	4	12	Machinery to be maintained properly Inspections to be carried out .Use of earplugs.
2	Carpentry works (include fixing of internal /external wooden elements ,doors ,wall panel & gypsum boards)	Waste generation may lead to pollution &contamination	2	3	6	Skis /bins for collection &sorting wood waste from other wastes to be provided in the area Waste to be removed from the area to designated area before it overflows. Toolbox talk before work stars to be conducted

Sl.no	Activity	Hazard	Risk			Remark
			Probability (P)	Severity (S)	Risk Rating (PXS)	
3	Painting & Polishing	Chemical hazards such as inhalaltion & exposure to paints & chemical vapours & mists, which may cause health implications (respiratory system &eyes related)	3	3	9	Training &tool box talk to be provided Proper PPE for hand,foot,body& respiratory protection are provided Chemical containers must be covered if not in use&stored in suitable chemical store
		Paints /chemicals spillage, which may leads to soil pollution & contamination	2	2	4	Cleaning of any excess or spilled paints/ chemicals immediately.Spill kits to be provided .Paints /Chemiclas should be kept to minimum qauntity at site ,& must be stored inn tight & proper containers or drums .Provision of dripping trays where applicable
4	Grinding /Cutting	Disc breaking /flying fragments caught in eye or cause injury or wounds .Flying -off sparks may cause injury or fire	2	4	8	Carrry out periodical inspection for machine ,disc,extension cables & connections .Wear face shiled &saftey glass
5		Electrocution when unsuitable ladder (metallic) used on electrical work.	3	5	15	Only Fibre glass-made ladder or inspected woodren manufactured ladder to be used .Proper isolation of the electrical sorce.Tool box talks before commences.
6	Electrical works (Installation ,& maintenance)	Electrical shocks ,burns or electrocution and fire	3	5	15	Required saftey equipments to be used in DBs (e.g .Breakers ,ELCB) Applying work permit lockout/tagout procedure & isolation .Provision of suitable PPE . Allocation of suitable fire extinguisher. Training nad tool box talk to be provided
7	Working with chemicals and solvents	Inhalation of vapours and fumes may lead to health effects (upper & lower respiratory system).Splash into eyes may lead to irritation and harm Suffocation in case of poor ventilation	3	4	12	Suitable Personal Protective Equipment (PPE) must be worn, e.g,mask,goggle, gloves ,long sleeve coverall ,saftey shoes.MSDS (Material Saftey Data Sheet) should be obtained and read carefully. Arranging of tool box talk before work begins
		Exposure ,contact & absorption through skin may cause burns and dermatitis	3	3	9	

W:www.uniqueoptions.ae | E:info@uniqueoptions.ae | P.O.Box:108032 | Abu Dhabi | UAE | T:+97125595672 |+97125595675

Sl.no	Activity	Hazard	Risk			Remark
			Probability (P)	Severity (S)	Risk Rating (PXS)	
8	Working with chemicals and solvents	Fire	2	5	10	Provision of suitabble fire extinguisher close-by.Smoking is not allowed in working area
		Leakage and spillage may lead to soil pollution	2	2	4	Cleaning of any excess or spilled chemiclas immediately. Spill kits to be provided .Chemicals shouldbe kept to minimum quantity at site, &must be stored in tight & proper containers or drums Provision of of dripping trays where applicable
9	Plumbing, fixing toilets set and sanitary wares, ceramics and tiles	Cuts & laceration caused by using hand tools.				
		Suffocation cuased by using glues silicon and solvents				
		Trips and falls which may lead to injury				
10	Plastering	Inhalation of odours,vapours & fumes may lead to health to effects (respiraory system) Splash into eyes may lead to irritation	3	4	12	Suitable Personal Protective Equipment (PPE) must be worn,e.g.mask,google ,gloves,saftey shoes/boot,and long sleeve coverall.

W:www.uniqueoptions.ae | E:info@uniqueoptions.ae | P.O.Box:108032 | Abu Dhabi | UAE | T:+97125595672 |+97125595675