

BUILDING YOUR DREAMS

STATE CORPS TURKEY

STRONG BUILDERS

FSM Mh. Poligon Cd. Buyaka 2 Sitesi No:8C Kule-3 Kat:20 Daire:114 Ümraniye/İSTANBUL

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1. ABOUT STATE CORPS TURKEY

STATE CORPS TURKEY is the leading construction and production company which is active at several points of world from America to Middle East; lays the base firstly in 2014 in TURKEY as STATE CORPS TURKEY. Activities of the company which especially focused in construction, energy, agriculture and animal husbandry sectors have a wide range operation network from general contracts, design and construction, project management to supply.

STATE CORPS TURKEY which dedicated itself to provide quality services for all of its private clients and public sector promiscuously of industry, reinforced its reputation with the investments, complex projects managed proficient, not among the commercial and industrial organizations but also among the local and international governments. Along with being a dependent organization, STATE CORPS TURKEY which shares the global vision and mission of company; reinforces its activities by making practical the projects in fields of construction, energy, mine, agriculture, animal husbandry sectors globally with the activities performed in Anatolian lands.

It is possible to shortly define STATE CORPS TURKEY as the company overcoming the difficulties such as construction sector and complex projects either all around the world or difficult geographies. Corporate culture was based on hard working, perfectionism, customer satisfaction and honesty values and keeps to operate depending on these values.

State Corps Worldwide



STATE CORPS TURKEY

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STATE CORPS IN THE WORLD

STATE CORPS TURKEY is an intercontinental firm by operating in engineering and construction sectors. STATE CORPS TURKEY has operational offices in Istanbul city of TURKEY, United States of America, United Arabic Emirates, Kingdom of Saudi Arabia, Oman, Qatar and Afghanistan. STATE CORPS TURKEY carries the global vision along with its other offices but acts as independent within the scopes of projects and programs.

State Corps is one of the leading prime contractors of US Army Corps of Engineers (USACE) with total sum of more than Multi Millions (US Dollar).
STATE CORPS is one of top three (3) Afghans Owned Engineering firms in Afghanistan and has won several awards from US Army Corps of Engineers (USACE) such as EXCELLENCE IN CONSTRUCTION AND SAFETY AWARD in 2010. We have successfully executed more than 85 construction projects from US Army Corps of Engineers (USACE), Air Force Center for Engineering and the Environment (AFCEE) and other American's international development agencies.

Corporation sales strategy of company is to forward the ability of staff which were selected studiously , increase the effectiveness of project and target determining, result measuring and feedback mechanism in order to maximizing the customer satisfaction.

Additionally, of its permanent establishment STATE CORPS TURKEY also includes a team consisted from local and international partner and contractor companies provides all necessary financial support to its business partners in the direction of projects. Developing team of company seeks the market at regular intervals in order to determine significant players in target sectors and proceed with new contracts which all these can be taken place with close cooperation.

Area of activity

Construction

STATE CORPS TURKEY works in order to combine the innovative technologies, techniques, systems, business processes with the traditional methods in wide range of construction works. Company which has a strong contracting substructure coordinates the processes from design to planning and quality control for the projects carried out in TURKEY as do on the other segments with experienced, competitive, reliable, innovative approach.

Short text for the main page: STATE CORPS TURKEY, owes strength capabilities, satisfactory resources and professional management to serve expertly for engineering requirements which it started to carry out in real estate business in TURKEY…

Energy

STATE CORPS TURKEY aware of usage of limited sources in the rightest way and decreasing the carbon dioxide occlusion and renewing energy equity are the essential priorities of our age realized significant investments for solar systems due to renewable energy substructure. Company which operates in a wide range with the promotions received from production to distribution of energy surmounts the complex works with its technical information, specialty and experience.

Short text for the main page: STATE CORPS TURKEY operates in a wide of production and distribution of energy …

Agriculture

In Anatolian land where the agriculture and animal husbandry has a vital importance, STATE CORPS TURKEY constitute a business field.
Similar to other innovative steps for various activities of the company, sustainable agriculture holds significant importance to cooperate. While trying to meet the necessities of globe population growth; STATE CORPS TURKEY reveals studies in order to of protect the planet we are living on.

2.1 Message from Founder(President)

We believe successful contracting is achieved through a balance of significant experience, a working knowledge of today's best practices, and access to cutting edge technology. We offer expertise that goes beyond "state of the practice" to include innovative solutions using techniques usually found in academic and research institutions. Accordingly, we take a proactive approach to staff recruitment and development, and maintain close ties to universities and national laboratories.

At State Corps Turkey, we will continue anticipating the needs of the future in line with our sustainable growth target, and developing top quality, high prestige projects that add value to everyday life. We are committed to becoming one of the world's top construction companies operating across the globe in the next decade. With this resolve, we plan to boost our operations in Europe, Asia and Africa by getting benefit of Turkey as an operational & administration base. I would like to thank our employees, customers and business partners who accompany us along this journey to sustainable success which we continue to move forward on with confident steps.

In today's rapidly changing environment, it can be difficult to find comprehensive financial and accounting solutions that fit your budget and strategic objectives. Finding a trustworthy, cost-effective partner that can help you achieve your goals has become a challenge

We are proud of the quality of services and our responsiveness to client schedules. These are the keystones to our business and long-lasting client relationships

2.2 Message from CEO

Firstly, I would like to thank you on my behalf and behalf of STATE CORPS TURKEY staff for your kind interest towards our organization. As a company developing itself since the establishment, keep continuing its investments, having strong relationships with business partners, trying to meet the necessities of clients, I see today our excitement still continues as the first day.

Breakthroughs in construction, energy, agriculture, mining, animal husbandry sectors, and investments what we are currently performing and the investments we will carry out, take their place in our projects as the outputs of our excitement, confidence and passion we have. Undoubtedly, creating qualified workmanship, adopting new technologies rapidly and taking a firm stand for strains are included into this success. Anyway, aren't the things mentioned above should be responsibilities of being a successful global company?

In that case, it is time to proceed for new struggles!

Our operation adds new ones to the numerous international projects we delivered until today and spreading production area in wide range with the promotions. In this point the contribution of Turkish economy which develops every day and dynamism of the market is significantly important to spread first Europe than the other geographies of world. Also it is very important for us to work with heart and soul.

Again, thanking for your interest for STATE CORPS TURKEY and would like to "welcome" you.

With my best regards

Shamsullah Momand
CEO-State Corp TURKEY
İstanbul – TURKEY

3 MISSION & VISION

Mission

Our mission is to establish a great organization by materialize projects requiring advanced technology and specialization,
create benefits for our employees, our company and end users,
provide the satisfaction of our customers in maximum level,
in design, engineering, procurement & supply, construction, and infrastructure construction projects in various industries.

Vision

Our vision establishing ethical commercial rules in an environment where its own program is sustained while undertaking continuous development programs of specific advancement models and roll forward,
Contains the most advanced techniques and technologies in working areas.

4 REGISTRATION DOCUMENTS

İ S T A N B U L

T İ C A R E T O D A S I

F A A L İ Y E T B E L G E S İ
(SİCİL KAYIT SURETİ)

SİCİL NO : 934504 TARİH: 27/12/2016

FİRMA : STATE CORPS TURKEY İNŞAAT SANAYİ VE TİCARET ANONİM ŞİRKETİ

ADRES : FSM MAH.POLİGON CAD.NO:8C BUYAKA2 SİT.KULE-3 D:114/34771 ÜMRANİYE

MEŞGALE : 1 - Her türlü inşaat taahhüt işleri; konut, işyeri, ticarethane inşaatlarını yapmak, satmak,kendi hesabına arazi ve arsalar almak bunlar üzerinde veya başkalarına ait arsa ve araziler üzerinde kat karşılığı binalar yapmak. 2 - Yurt içinde ve yurt dışında her türlü resmi ve özel sektöre ait inşaat taahhüt ve montaj işleri yapmak ve müstakil konut, iş hanları, fabrikalar, yollar, baraj ve göletler, park ve bahçe düzenlemeleri ve turistik tesisler, tatil köyleri inşa etmek ve kiraya vermek. 3 - Türkiye sınırları içinde veya yabancı ülkelerde, resmi ve özel kurum ve kuruluşları tarafından kapalı zarf, açık arttırma, eksiltme, teklif alma ve pazarlık usulü ile ihaleye çıkarılacak her türlü küçük ve büyük yapıların her türlü inşaat işlerini anahtar teslimi taahhüt etmek. 4 - Türkiye Cumhuriyeti devleti bakanlıklarının ve bakanlığa bağlı resmi kuruluşların, kamu iktisadi teşebbüsleri, iktisadi devlet teşekkülleri, kamu iktisadi kuruluşları, kamu bütçeli daireler, mahalli idareler, belediyeler, yapı kooperatifleri, özel sektör kuruluşları tarafından yurt içinde ve yurt dışında ihaleye çıkarılan inşaat, elektrik, tesisat, yol, su, kanalizasyon, doğalgaz, altyapı, üstyapı, dekorasyon, restorasyon işlerinin yeniden veya onarımı ihalelerine katılmak, teklif vermek, ihale şirkette kalırsa ihale sözleşmesi gereği işi yapmak ve teslim etmek. 5 - Prefabrike inşaat ve meskenler yapmak, yaptırmak ve bunları satmak, kiraya vermek 6 - Her türlü havuz inşaatı ve arıtma işlemleri yapmak. 7 - Her türlü dekorasyon işleri, tamirat ve boya işleri yapmak. 8 - Her türlü mimarlık hizmetleri vermek, şehir ve imar planları hazırlamak, uygulamalarını yapmak. 9 - Her türlü mühendislik hizmetleri vermek, proje ve uygulamalarını yapmak. 10 - Dekorasyonla ilgili spor salonlarının saha çizimi, boya, parke ve cam cila, duvar kağıdı, halıfleks, asma tavan-kartonpiyer, fayans-kalebodur, su ve elektrik tesisatı,çatı tadilat işleri yapmak. 11 - Her türlü bina, büro, tesis ve yapılar ile peyzaj mimarisi ve çevre

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düzenlemesi alanında mimarlık, mühendislik, teknik müşavirlik hizmetleri olarak plan, proje, teknik hesaplar, danışmanlık, etüd, araştırma, tasarım, fizibiliteler yapmak, bununla ilgili hizmet grupları oluşturmak ve işletmek. 12 - Durum (halihazır), kadastro, yeraltı maden ocakları, deniz dibi, Tünel ve baraj, yol, su, kanalizasyon, boru hattı gibi şerit haritalarının yapımı. Parselasyon planlarının yapımı. 13 - İnşaat malzemeleri (demir, çelik, bakır, çivi, alüminyum ve mamulleri, tuğla, ateş tuğlası, kiremit, alçı, çimento, fayans, seramik, marley vb.) imalatı, alım satımı, ithalat ve ihracatını yapmak. 14 - İnşaat işlerinde kullanılan her türlü demir, çelik, bakır, çivi, alüminyum ve mamulleri, tuğla, ateş tuğlası, kiremit, kireç, doğrama, alçı, çimento, fırınlanmış kum, mermer, mozaik, fayans, seramik, vitrifiye, marley, parke, armatür, pvc boru ve birleştirme parçaları, temiz su ve birleştirme parçaları, izolasyon malzemeleri, duvar kağıdı, boya, banyo ve mutfak aksesuarları, hazır kapı, merdiven ve bütün elektrik malzemelerinin alım, satımı, ithalat ve ihracatını yapmak. 15 - İslah-imar planlarının yapımı ve uygulama işlemlerinin yapımı. 16 - Konusuyla ilgili her türlü dengeleme,hesaplama,yazım ve çizim işlerinin yapımı. Şirket konusunu gerçekleştirmek amacıyla aşağıdaki işleri de yapabilir a. Şirket ihtiyacı olan her türlü taşıt, cihaz ve teçhizatı satın alabilir, leasing yoluyla edinebilir,kiralayabilir, satabilir, devredebilir ve üzerinde ayni ve şahsi tasarruflarda bulunabilir. İştigal konusu ile ilgili olarak acentelik, mümessillik,distribütörlük alabilir, verebilir, özel kişilerden, bankalardan ve yine bu statüdeki resmi kuruluşlardan kredi alabilir, borçlanabilir, üçüncü gerçek şahıs ve tüzel şahıslar lehine kefalet ve ipotek verebilir. b. Şirketin amacı ile ilgili olarak marka, etiket, alameti farika, ihtira beratı, ustalık, sınai mülkiyet haklarını iktisap edebilir, devir ve ferağ edebilir, patent ve lisans antlaşmalarını yapabilir, diğer şahıs ve firmalarla ortaklık kurabilir. Şirket ileride maksadı ile ilgili faydalı ve lüzumlu işlere girmek istediği taktirde bu işler için ortaklar kurulunda oy çokluğu alınan karar sonrası ve sözleşme tadili ile yeni iş ve konulara girebilecektir. c. 6224 Sayılı Yabancı Sermayeyi teşvik kanunu uyarınca yabancı ortak alabilmek, şirket amacını gerçekleştirmek için her türlü gayrimenkul alabilir, satabilir, kiralar, kiraya verir, bunlar üzerinde ayni ve şahsi hakları tesis edebilir, ipotek alabilir, ipotek verebilir ve ipotekleri fek edebilir. Şirket gayrimenkulleri üzerinde irtifak, intifa, sükna, gayrimenkul mükellefiyet, kat irtifakı, kat mülkiyeti tesis edebilir. Her türlü gayrimenkullerle ilgili olarak tapu daireleri nezdinde cins tashihi, ifraz, tevhit, taksim, parselasyon ile ilgili her nevi muamele ve tasarrufları gerçekleştirebilir. d. Konusu ile ilgili kurulmuş veya kurulacak olan şirketlere iştirak edebilir, devir alabilir, devir edebilir. e. Konusu ile ilgili bayilik mümessillik,

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acentelik ve satış temsilciliği açabilir. f. Konusu ile ilgili fuarlara katılabilir. g. Konusu ile ilgili aracılık yapmamak kaydıyla mevzuatın kıymetli evrak olarak ...ve anasözleşmesinde yazılı olan diğer işler

DERECESİ : 01

SERMAYE : ********300.000,00 TL.dır

İŞE BAŞLAMA TARİHİ : 14/ 8/2014

MESLEK GR. : 46 İNŞAAT TAAHHÜT

NACE KODU :

41.10.01 Bina projelerinin geliştirilmesi (satışa yönelik bina projeleri için mali, teknik ve fiziksel araçların bir araya getirilmesi suretiyle konut veya diğer amaçlı kullanıma yönelik bina projelerinin organize edilmesi) (yapı kooperatifleri hariç) NACE Rev.02

BU BELGE ODA KAYDI FAAL OLAN YUKARIDA ÜNVANI YAZILI ÜYENİN TALEBİ ÜZERİNE VERİLMİŞTİR. ÜZERİNDE TAHRİFAT YAPILAN BELGELER GEÇERSİZDİR.

Bu belge, İlgili Kuruma
ibraz edilmek üzere düzenlenmiş olup, 30 (Otuz) gün süreyle geçerlidir.

5070 Sayılı Elektronik İmza Kanununa göre Güvenli Elektronik İmza ile İmzalanmıştır.
Elektronik olarak imzalanan belgeye aşağıdaki URL adresinden ulaşılabilmektedir.

e-imza
Genel Sekreter y.

ŞEFİK TÜYLÜOĞLU
ODA SİCİL HİZ. KOORDİNATÖRLÜĞÜ

117146163202

İSTANBUL TİCARET ODASI 1882

5 CERTIFICATES



May 12, 2015

Thank you for your service

Certificate of Appreciation

Presented to:

State Corps Limited

Project: Contract No. W912DQ-12-C-4008, ANA Afghanistan National Defense University (ANDU), Kabul, Afghanistan

For outstanding service and support to the U.S. Army Corps of Engineers, Transatlantic Afghanistan District, Kabul Area Office, New Kabul Compound. Your company's professionalism, dedication, and genuine concern in providing quality service to all has been exemplary, and reflects distinct credit upon you and your Nation. Your company's efforts contribute significantly to the rebuilding of Afghanistan and the Global War On Terrorism during Operation Enduring Freedom

CLARK CARROLL
Project Engineer/COR
Kabul Area Office / S.R.O.
US Army Corps Of Engineers



April 21, 2015

Thank you for your service

Certificate of Appreciation

Presented to:

State Corps Limited

Project: Contract No. W5J9JE-12-D-0015-0003, ANA National Army Volunteer Center (NAVC) 3, Kabul, Afghanistan

For outstanding service and support to the U.S. Army Corps of Engineers, Transatlantic Afghanistan District, Kabul Area Office, New Kabul Compound. Your company's professionalism, dedication, and genuine concern in providing quality service to all has been exemplary, and reflects distinct credit upon you and your Nation. Your company's efforts contribute significantly to the rebuilding of Afghanistan and the Global War On Terrorism during Operation Enduring Freedom

CLARK CARROLL
Project Engineer
Kabul Area Office / S.R.O.
US Army Corps Of Engineers

ROBERT VAN WINKLE
Construction Representative
Kabul Area Office / S.R.O.
US Army Corps of Engineers



Afghanistan Engineer District-North

2010

Contractor Recognition Awards

STATE CORPS LIMITED

Nominee for:

Safety Performance Award

28 February 2011

Thomas H. Magness
Colonel, US Army
District Engineer



U.S. ARMY CORPS OF ENGINEERS
AFGHANISTAN ENGINEER DISTRICT - NORTH

CERTIFICATE OF NOMINATION FOR AWARD

THE UNITED STATES ARMY CORPS OF ENGINEERS PRESENTS THIS CERTIFICATE TO

State Corps Limited LLC

IN RECOGNITION OF YOUR NOMINATION FOR

Excellence in Construction 2011

US Army Corps of Engineers

CHRISTOPHER. W MARTIN
Colonel, EN
Commanding



Watson & Associates LLC
Attorneys | Consultants

STATE CORPS

STATE CORPS LIMITED

has successfully trained its employees in

FEDERAL ACQUISITION REGULATION

and

BUSINESS ETHICS

in 2014 and is therefore awarded this

CERTIFICATE OF TRAINING

- ETHICS IN GOVERMENT CONTRACTING
- BID PROTESTS
- CONTRACTS DISPUTES ACT
- WHISTLEBLOWER
- GIFTS, DONATIONS AND BRIBES
- UNITED NATIONS CONVENTION AGAINST CORRUPTION
- CODE OF ETHICS
- FALSE CLAIMS ACT

- INTRODUCTION
- CONTRACT FORMATION
- AUTHORITY TO CONTRACT
- CONTRACT CHANGES
- CONSTRUCTION CONTRACTS
- CONTRACT PRICING
- SOCIO-ECONOMIC POLICIES

WOJCIECH Z. KORNACKI, LECTURER

ENG. JAWED HADDAD: PROGRAM COORDINATOR

ACS REGISTRARS

Certificate Number:

PK/20/1314836076

This is to certify that the Quality Management System of:

State Corps

of

**Behind Surya High School,
Karte Char,
Kabul, Afghanistan**

has been assessed and registered by
ACS Registrars Ltd against the following
Quality Management System Requirements:

ISO 9001:2008

The scope of registration is:

"Provision of construction, power and energy services"

Signed by:

Date of initial assessment:	05/03/2015
Date of registration:	11/03/2015
Date reissued:	N/A
Date of expiry:	04/03/2018

Whilst all due care was exercised in carrying out this assessment, ACS Registrars Ltd accepts responsibility only for proven gross negligence. This is not a legal document and cannot be used as such. This certificate remains the property of ACS Registrars Ltd to whom it must be returned upon request. Certificate validity may be verified at the address below.

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West Midlands B75 7BQ, UK
Tel. 0121-241-2299 fax. 0121-241-4623
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UKAS QUALITY MANAGEMENT
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6 COMPLETED PROJECTS IN TURKEY

6.1 CONSTRUCTION

6.1.1 RESIDENTIAL BUILDINGS

6.1.1.1 AZIZ MAHMUD HUDAYI FOUNDATION DORMITORY



Project Name	*: Dormitory Construction Works*
Full Name	*: HAZRET MAHMUD HUDAYİ FOUNDATION DORMITORY*
Location	*: Istanbul, Turkey*
Budget	*:4.252.000,00 TL*
Start Date	*: 21.03.16*
Completion Date	*: 21.07.16*
Client Name	*: DIBA YAPI A.Ş.*

6.1.1.2 ANTALYA CHAMBER OF COMMERCE AND INDUSTRY SERVICES BUILDING



Project Name	*: Antalya Chamber of Commerce And Industry Services Building*
Location	*: Antalya, Turkey*
Construction Area	*: 18000 m^2*
Budget	*: 7.875.000,00 TL*
Completion Date	*: May 2008*
Client Name	*: Antalya Chamber of Commerce And Industry*

6.1.1.3 ANTALYA CHAMBER OF MECHANICAL ENGINEERS



Project Name	*: Antalya Chamber of Mechanical Engineers*
Location	*: Antalya, Turkey*
Construction Area	*: 4600 m^2*
Budget	*: 1.400.000,00 TL*
Completion Date	*: September 2009*
Client Name	*: Antalya Chamber of Mechanical Engineers*

6.1.1.4 SEV AMERICAN COLLEGE CONSTRUCTION WORKS



Project Name	*: SEV American College Construction Works*
Location	*: Istanbul, Turkey*
Construction Area	*: 35000 m^2*
Budget	*: 12.250.000,00 TL*
Completion Date	*: September 2013*
Client Name	*: Ministry of National Education*

6.1.1.5 SEFAKOY TEVFIK BEY ELEMANTRY SCHOOL CONSTRUCTION WORKS



Project Name	*: Sefakoy Tevfik Bey Elemantry School Construction Works*
Location	*: Istanbul, Turkey*
Construction Area	*: 12000 m^2*
Budget	*: 8.666.000,00 TL*
Completion Date	*: April 2013*
Client Name	*: Ministry of National Education*

6.1.1.6 MIGROS WAREHOUSE



Project Name : *Migros Warehouse*
Location : *Antalya, Turkey*
Construction Area : *60000 m^2*
Budget : *4.026.000,00 TL*
Copletion Date : *June 2010*
Client Name : *Private Sector*

6.1.1.7 ANTALYA METROPOLITAN MUNICIPALITY HANDICAPPED AND REHABILITATION CENTRE



Project Name	*: Antalya Metropolitan Municipality Handicapped And Rehabilitatıon Centre*
Location	*: Antalya, Turkey*
Construction Area	*: 15000 m^2*
Budget	*: 6.475.000,00 TL*
Completion Date	*: May 2009*
Client Name	*: Antalya Metropolitan Municipalıty*

6.1.1.8 RECLAMATION OF DUDEN PARK AND PARK CONSTRUCTION



Project Name	*: Reclamation Of Duden Park And Park Construction*
Location	*: Antalya, Turkey*
Construction Area	*: 6700 m^2*
Budget	*: 2.345.000,00 TL*
Completion Date	*: July 2006*
Client Name	*: Antalya Metropolitan Municipality*

6.1.1.9 EZEL GULEN KIRAY MEDICAL VOCATIONAL HIGH SCHOOL CONSTRUCTION WORKS







Project Name	*: Ezel Gulen Kıray Medical Vocational High School Construction Works*
Location	*: Istanbul, Turkey*
Construction Area	*: 16000 m^2*
Budget	*: 5.600.000,00 TL*
Completion Date	*: August 2013*
Client Name	*: Minsitry of National Education*

6.1.1.10 BAB PLAZA CONSTRUCTION WORKS









Project Name : *Bab Plaza Construction Works*
Location : *Istanbul, Turkey*
Construction Area : *27600 m²*
Budget : *19.754.000,00 TL*
Completion Date : *February 2014*
Client Name : *Bikur Plaza*

6.1.1.11 MERKOTEKS HOUSING PROJECT CONSTRUCTION WORKS







Project Name	*: Merkoteks Housıng Project Construction Works*
Location	*: Istanbul, Turkey*
Construction Area	*: 8900 m^2*
Budget	*: 6.188.000,00 TL*
Completion Date	*: April 2015*
Client Name	*: Merkoteks Housing*

6.1.1.11 TAFF CENTRAL OFFICE CONSTRUCTION WORKS







Project Name : *Taff Central Office Construction Works*
Location : *Istanbul, Turkey*
Construction Area : *32000 m^2*
Budget : *19.687.500,00 TL*
Completion Date : *July 2016*
Client Name : *Turgut Aydın Holding*

6.2 ENERGY

6.2.1 ENERGY TRANSMISSION LINE WORKS



Project Name	*: Energy Transmission Lines*
Location	*: Antalya, Burdur, Isparta, Kütahya, Aydın, Yalova, Usak, Afyon, Kilis, Osmaniye, Mersin, Tekirdag, Edirne; Turkey*
Construction Area	*: Various*
Budget	*: 3.360.000.000,00 TL*
Client Name	*: Ministry of Energy and Natural Resources*

6.2.2 MARDAN SPORTS COMPLEX AND SOCIAL FACILITIES ELECTRICITY WORKS



Project Name	*: Mardan Sports Complex And Social Facilities Electricity Works*
Location	*: Antalya, Turkey*
Construction Area	*: Mardan Stadium, Fieldhouse, Hotel and Hotel Area, Other Social Facilities*
Budget	*: 17.500.000,00 TL*
Completion Date	*:April 2008*
Client Name	*: Mardan Sports Complex*

6.2.3 ANTALYA METROPOLITAN MUNICIPALITY SERVICE BUILDING INFRASTRUCTURE CABLE WORKS



Project Name	*: Antalya Metropolitan Municipality Service Building Infrastructure Cable Works*
Location	*: Antalya, Turkey*
Construction Area	*: 42000 m^2*
Budget	*: 7.595.000,00 TL*
Completion Date	*: May 2006*
Client Name	*: Antalya Metropolitan Municipality*

6.2.4 VICTORIA HOUSES ELECTRICITY WORKS



Project Name	*: Victoria Houses Electricity Works*
Location	*: Antalya, Turkey*
Construction Area	*: 3000 m^2*
Budget	*: 1.000.000,00 TL*
Completion Date	*: October 2006*
Client Name	*: MK Group*

6.2.5 ANTALYA ORGANIZED INDUSTRIAL SITE INDUSTRIAL VOCATIONAL HIGH SCHOOL ELECTRICITY WORKS







Project Name	*: Antalya Organized Industrial Site Industrial Vocational High School Electricity Works*
Location	*: Antalya, Turkey*
Construction Area	*: 12000 m^2*
Budget	*: 2.000.000,00 TL*
Completion Date	*: August 2006*
Client Name	*: Ministry of National Education*

6.2.6 ANTALYA KARDESKENT ROUTE AND GATE LIGHTING WORKS







Project Name	*: Antalya Kardeskent Route And Gate Lighting Works*
Location	*: Antalya, Turkey*
Construction Area	*: 15 Km*
Budget	*: 5.600.000,00 TL*
Completion Date	*: April 2007*
Client Name	*: Antalya Metropolitan Municipality*

6.2.7 ANTALYA KALEICI LIGHTING AND RENEWAL OF INFRASTRUCTURE ENERGY LINES







Project Name	*: Antalya Kaleici Lighting And Renewal Of Infrastructure Energy Lines*
Location	*: Antalya, Turkey*
Construction Area	*: Infrastructre renewal of all historical areas in Kaleici*
Budget	*: 5.250.000,00 TL*
Completion Date	*: March 2008*
Client Name	*: Antalya Metropolitan Municipality*

6.2.8 LIFE IN VERA 860 HOUSES AND SHOPPING CENTER ELECTRICITY WORKS






Project Name	*: Life In Vera 860 Houses And Shopping Center Electricity Works*
Location	*: Istanbul, Turkey*
Construction Area	*: 22500 m^2*
Budget	*: 6.700.000,00 TL*
Completion Date	*: February 2015*
Client Name	*: Life in Vera Residence and Mall*

7. ONGOING PROJECTS IN TURKEY

7.1. CONSTRUCTION

7.1.1. TOKI SOCIAL HOUSING PROJECT



Project Name	*: TOKI Social Housing Project*
Full Name	*: Cankiri Urban Transformation Project 2. Stage (502 Housing and 1 Mosque)*
Location	*: Cankiri Province, Turkey*
Construction Area	*: 2200000 m^2*
Budget	*: 154.000.000,00 TL*
Start Date	*: 22.03.16*
Client Name	*: TEMA TEKNİK MÜHENDİSLİK TAAHHÜT TİC.LTD.ŞTİ*

7.1.2. ATIYE RESIDENCE



Project Name	*: HAS & DBN Atiye Residence*
Full Name	*: Atiye Residence Construction Works*
Location	*: Istanbul, Turkey*
Construction Area	*:35000 m^2*
Budget	*:25.375.000,00 TL*
Start Date	*: 01.08.2016*
Client Name	*: HAS AND DBN BUSINESS PARTNERSHIP*

7.1.3. BOGAZICI COLLEGE CONSTRUCTION WORKS



Project Name	*: Bogazici College Construction Works*
Full Name	*: Bogazici College Construction Works*
Location	*: Istanbul, Turkey*
Construction Area	*:17000 m^2*
Budget	*:7.950.000,00 TL*
Start Date	*: 03.06.2016*
Client Name	*: AS YATIRIM GELİŞTİRME VE YAPI A.Ş.*

7.1.4 YILDIZ HOLDING (ULKER) CONSTRUCTION WORKS



Project Name	*: Yıldız Holding (Ülker) Construction Works*
Location	*: Istanbul, Turkey*
Construction Area	*: 120000 m^2*
Budget	*: 30.894.500,00 TL*
Starting Date	*: March 2013*
Client Name	*: Yıldız Holding*

8. REFERENCES – PROJECTS COMPLETED – WORLDWIDE

8.1 CONSTRUCTION/MILITARY FACILITIES

8.1.1 Afghan National Police, Uniformed Police District Headquarter, Wardooj District, Badakhshan Province



Project Name	*: ANP UP DHQ Wardooj, Badakhshan*
Full Name	*: Afghan National Police, Uniformed Police District Headquarter, Wardooj District, Badakhshan Province*
Contract Number	*: W5J9JE-10-C-0054*
Location	*: Badakhshan Province*
Start Date	*: 9-Sep-10*
Completion Date	*: 2-Oct-2012*
Client Name	*: USACE (U.S Army Corps of Engineers)*
Description	*: This project is signed between USACE and State Corps Inc. This project is aimed to construct the Uniformed Police District Head Quarter for Afghan National Police for Wardooj District in Badakhshan Province, Afghanistan.*

8.1.2 Afghan National Police, Uniformed Police District Headquarter, Khost Farang District, Baghlan Province



Project Name	*: ANP UP DHQ Khost Farang, Baghlan*
Full Name	*: Afghan National Police, Uniformed Police District Headquarter, Khost Farang District, Baghlan Province*
Contract Number	*: W5J9JE-10-C-0032*
Location	*: Baghlan Province*
Start Date	*: 19-Jun-10*
Completion Date	*: 13-Apr-2012*
Client Name	*: USACE (U.S Army Corps of Engineers)*
Description	*: This project is signed between USACE and State Corps Inc. This project is aimed to construct the Uniformed Police District Head Quarter forAfghan National Police for Khost Farang District in Baghlan Province, Afghanistan*

8.1.3 Afghan National Police, Border Police, Boz Area District, Mazar-i-Sharif Province



Project Name	*: ANP BP Company Boz Areq, Balkh*
Full Name	*: Afghan National Police, Border Police, Boz Area District, Mazar-i-Sharif Province*
Contract Number	*: W5J9JE-11-C-0070*
Location	*: Balkh Province*
Start Date	*: 23-May-11*
Completion Date	*: 7-Sep-2013*
Client Name	*: USACE (U.S Army Corps of Engineers)*
Description	*: This project is signed between USACE and State Corps Inc. This project is aimed to construct for Border Police of Afghan National Police Boz Area District, Mazar-i-Sharif Province, Afghanistan*

8.1.4 Afghan National Police, Uniformed Police District Headquarter, Mazar-i-Sharif Province



Project Name	*: ANP UP DHQ Mazar*
Full Name	*: Afghan National Police, Uniformed Police District Headquarter, Mazar-i-Sharif Province*
Contract Number	*: W5J9JE-12-C-0018*
Location	*: Balkh Province*
Start Date	*: 12-Dec-11*
Completion Date	*: 29-Dec-2013*
Client Name	*: USACE (U.S Army Corps of Engineers)*
Description	*: This project is signed between USACE and State Corps Inc. This project is aimed to construct the Uniformed Police District Head Quarter for Afghan National Police, Mazar-i-Sharif Province, Afghanistan.*

8.1.5 Afghan National Police, Border Police Company, Yaka Took District, Faryab Province



Project Name	*: ANP BP Company HQ Yaka Toot, Faryab*
Full Name	*: Afghan National Police, Border Police Company, Yaka Took District, Faryab Province*
Contract Number	*: W5J9JE-11-C-0031*
Location	*: Faryab Province*
Start Date	*: 29-Mar-11*
Completion Date	*: 31-Dec-2013*
Client Name	*: USACE (U.S Army Corps of Engineers)*
Description	*: This project is signed between USACE and State Corps Inc. This project is aimed to construct Border Police Company for Afghan National Police Yaka Took District, Faryab Province, Afghanistan*

8.1.6 Afghan National Police, Provincial Response Company, Ghazni Province



Project Name	*: ANP PRC Ghazni*
Full Name	*: Afghan National Police, Provincial Response Company, Ghazni Province*
Contract Number	*: W5J9JE-11-C-0057*
Location	*: Ghazni Province*
Start Date	*: 3-May-11*
Completion Date	*: 12-Feb-2013*
Client Name	*: USACE (U.S Army Corps of Engineers)*
Description	*: This project is signed between USACE and State Corps Inc. This project is aimed to construct Provincial Response Companyfor Afghan National PoliceGhazni Province, Afghanistan.*

8.1.7 Afghan National Police, Regional District Headquarter, Nahur District, Ghazni Province



Project Name	*: ANP R-Police DHQ Nahur, Ghazni*
Full Name	*: Afghan National Police, Regional District Headquarter, Nahur District, Ghazni Province*
Contract Number	*: W5J9JE-12-C-0108*
Location	*: Ghazni Province*
Start Date	*: 10-Aug-12*
Completion Date	*: 30-Apr-2014*
Client Name	*: USACE (U.S Army Corps of Engineers)*
Description	*: This project is signed between USACE and State Corps Inc. This project is aimed to construct Regional District Headquarterfor Afghan National Police Nahur District, Ghazni Province, Afghanistan.*

8.1.8 Afghan National Police, Moqur Infantry Kandak



Project Name	*: ANP Moqur Infantry Kandak*
Full Name	*: Afghan National Police, Moqur Infantry Kandak*
Contract Number	*: W912DS-12-C-0004*
Location	*: Ghazni Province*
Start Date	*: 1-Mar-12*
Completion Date	*: 6-Sep-2014*
Client Name	*: USACE (U.S Army Corps of Engineers)*
Description	*: This project is signed between USACE and State Corps Inc. This project is aimed to construct Moqur Infantry for Afghan National Police KandakDistrict, Ghazni Province, Afghanistan*

8.1.9 Afghan National Army, National Army Volunteer Center



Project Name	*: ANA NAVC #3 Kabul*
Full Name	*: Afghan National Army, National Army Volunteer Center*
Contract Number	*: W5J9JE-12-D-0015 003*
Location	*: Kabul Province*
Start Date	*: 1-Nov-12*
Completion Date	*: 25-Apr-2015*
Client Name	*: USACE (U.S Army Corps of Engineers)*
Description	*: This project is signed between USACE and State Corps Inc. This project is aimed to do the Construction of National Army Volunteer Center for Afghan National Army in Kabul Province, Afghanistan.*

8.1.10 Afghan National Army, Marshal Fahim National Defense University, Phase IIIA, Qargha, Kabul Province



Project Name	*: ANA MFNDU Phase IIIA, Qargha Kabul*
Full Name	*: Afghan National Army, Marshal Fahim National Defense University, Phase IIIA, Qargha, Kabul Province*
Contract Number	*: W912DQ-12-C-4008*
Location	*: Kabul province*
Start Date	*: 15-Aug-12*
Completion Date	*: 31-May-2015*
Client Name	*: USACE (U.S Army Corps of Engineers)*
Description	*: This project is signed between USACE and State Corps Inc. This project is aimed to do the Construction of Marshal Fahim National Defense University, Phase IIIAfor Afghan National Army inQargha Kabul Province, Afghanistan.*

8.1.11 Afghanistan National Civil Obedience Police (ANCOP) Patrol Battalion Facility (Bn) and the Provincial Response Company (PRC) #2 at Kandahar, Daman District, Kandahar Province, Afghanistan



Project Name	*: ANCOP BN & PRC#2 Kandahar*
Full Name	*: Afghanistan National Civil Obedience Police (ANCOP) Patrol Battalion Facility (Bn) and the Provincial Response Company (PRC) #2 at Kandahar, Daman District, Kandahar Province, Afghanistan*
Contract Number	*: W5J9LE-12-C-0019*
Location	*: Kandahar Province*
Start Date	*: 14-Feb-12*
Completion Date	*: 7-sept-2013*
Client Name	*: USACE (U.S Army Corps of Engineers)*
Description	*: This project is signed between USACE and State Corps Inc*

8.1.12 Afghan National Police, Uniformed Police District Headquarter, Musa Kheil District, Khost Province



Project Name	*: ANP UP DHQ Musa Kheil Khost*
Full Name	*: Afghan National Police, Uniformed Police District Headquarter, Musa Kheil District, Khost Province*
Contract Number	*: W5J9JE-10-C-0067*
Location	*: Khost Province*
Start Date	*: 19-Oct-10*
Completion Date	*: 1-Feb-2012*
Client Name	*: USACE (U.S Army Corps of Engineers)*
Description	*: This project is signed between USACE and State Corps Inc. This project is aimed to do the Construction of Uniformed Police District Headquarter for Afghan National Police in Musa Kheil District Khost Province, Afghanistan*

8.1.13 Afghan National Police, Uniformed Police District Headquarter, Kunduz Province



Project Name	*: ANP UP DHQ Kunduz*
Full Name	*: Afghan National Police, Uniformed Police District Headquarter, Kunduz Province*
Contract Number	*: W5J9JE-10-C-0057*
Location	*: Kunduz Province*
Start Date	*: 10-Sep-10*
Completion Date	*: 10-Mar-2012*
Client Name	*: USACE (U.S Army Corps of Engineers)*
Description	*: This project is signed between USACE and State Corps Inc. This project is aimed to do the Construction of Uniformed Police District Headquarter for Afghan National Police in Kunduz Province, Afghanistan.*

8.1.14 MILCON Cargo Handling Area FOB Shank



Project name : *MILCON Cargo Handling Area FOB Shank*
Full Name :
Contract Number : *W5J9JE-10-C-0026*
Location : *Logar Province*
Start Date : *22-Jul-10*
Completion Date : *15-Nov-2011*
Client Name : *USACE (U.S Army Corps of Engineers)*
Description : *This project is signed between USACE and State Corps Inc.*

8.1.15 Afghan National Police, Provincial Response Company, Logar Province



Project Name	*: ANP UP PRC Logar*
Full Name	*: Afghan National Police, Provincial Response Company, Logar Province*
Contract Number	*: W5J9JE-11-C-0054*
Location	*: Logar Province*
Start Date	*: 23-Apr-11*
Completion Date	*: 27-Aug-2013*
Client Name	*: USACE (U.S Army Corps of Engineers)*
Description	*: This project is signed between USACE and State Corps Inc. This project is aimed to do the Construction of Provincial Response Company for Afghan National Police in Logar Province, Afghanistan.*

8.2 ENERGY

8.2.1 Afghan National Army, Operation and Maintenance, Not Kabul International Airport Electrical Upgrade

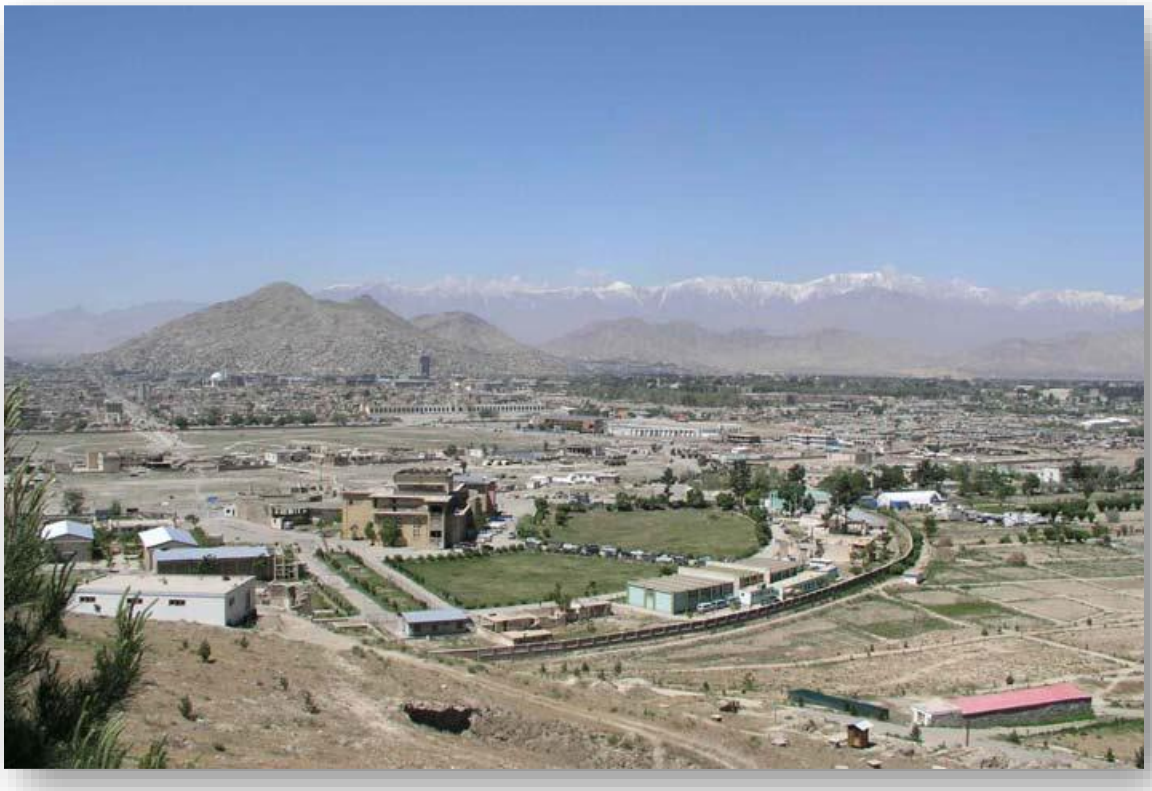


Project Name	*: ANA O&M NKIA Electrical Upgrades*
Full Name	*: Afghan National Army, Operation and Maintenance, Not Kabul International Airport Electrical Upgrade*
Contract Number	*: W5J9JE-12-C-0138*
Location	*: Kabul Province*
Start Date	*: 14-Nov-12*
Completion Date	*: 2-Apr-2014*
Client Name	*: USACE (U.S Army Corps of Engineers)*
Description	*: This project is signed between USACE and State Corps Inc. This project is aimed to do the Operation and Maintenance of Electrical Upgrades for Afghan National Army in Kabul Province, Afghanistan*

9. REFERENCES – PROJECTS ONGOING – WORLDWIDE

9.1 CONSTRUCTION

9.1.1 Extension of the Kabul Water Supply System –MTP1



Project Name	*: Extension of the Kabul Water Supply System –MTP1*
Contract Number	*: AUWSSC/MTP1/003/ICB – VOL. I*
Location	*: Kabul Province*
Start Date	*: Sep-14*
Completion Date	*:*
Client Name	*: Afghanistan Urban Water Supply and Sewerage Corporation (AUWSSC)*
Description	*: Supply And Laying Of Principal Mains, Local Mains And Trunk Main*

9.2 ENERGY

9.2.1 Afghan National Army, Operation and Maintenance, Not Kabul International Airport Electrical Upgrade



Project Name	*: ANA O&M NKIA Electrical Upgrades*
Full Name	*: Afghan National Army, Operation and Maintenance, Not Kabul International Airport Electrical Upgrade*
Contract Number	*: W5J9JE-12-C-0138*
Location	*: Kabul Province*
Start Date	*: 14-Nov-12*
Completion Date	*: 2-Apr-2014*
Client Name	*: USACE (U.S Army Corps of Engineers)*
Description	*: This project is signed between USACE and State Corps Inc. This project is aimed to do the Operation and Maintenance of Electrical Upgrades for Afghan National Army in Kabul Province, Afghanistan*

9.2.2 Logar- Gardiz 220KV Transmission Line



Project Name	*: Logar- Gardiz 220KV Transmission Line*
Contract Number	*:*
Location	*: Gardez*
Start Date	*:*
Client Name	*: Kabul Electricity Directorate, Ministry of Water and Energy*
Description	*: Single circuit 220 kV electrical transmission system about 60KM and will deliver power from Pul-Alam Substation located in Pul-e-Alam, Logar to a new substation, Gardez Substation, located in Gardez, Paktiya. The transmission system towers to support two 220 kV transmission circuits.*

9.2.3 Jabul Seraj- Gulbahar 220KV Transmission Line



Project Name	*: Jabul Seraj- Gulbahar 220KV Transmission Line*
Contract Number	*:*
Location	*: Kapisa*
Start Date	*:*
Client Name	*: Kabul Electricity Directorate, Ministry of Water and Energy*
Description	*: Single circuit 220 kV electrical transmission system is delivering power from Charikar Substation located in Charikar, Parwan to a new substation, Gul Bahar Substation, located in Gul Bahar, Kapisa. The transmission system towers is supporting two 220 kV transmission circuits..*

9.2.4 Gulbahar- Nijrab 110KV Transmission Line



Project Name	*: Gulbahar- Nijrab 110KV Transmission Line*
Contract Number	*:*
Location	*: Kapisa*
Start Date	*:*
Client Name	*: Kabul Electricity Directorate, Ministry of Water and Energy*
Description	*: Single circuit 110 kV electrical transmission system is delivering power from Gul Bahar Substation located in Gul Bahar, Kapisa to a new substation being built by others, Nejrab Substation, located in Nejrab, Kapisa*

9.2.5 Gardiz 220/20KV Substation



Project Name	*: Gardiz 220/20KV Substation*
Contract Number	*:*
Location	*: Gardiz*
Start Date	*:*
Client Name	*: Kabul Electricity Directorate, Ministry of Water and Energy*
Description	*: Gardiz Substation is located in Gardiz city Paktya Province.) (The Gardiz Substation is going to be built in 4000m2 area, the mentioned are selected to cover all future expansions and allow DABS to implement its future plans in the mentioned are)Gardez substation have one 220 kV line bay, 20 kV yard with indoor switchgear, two 20 kV line bays each capable of expansion to 34 MVA, line dead-end structures for connection to four 20 kV distribution lines. One high voltage 220 kV/20 kV 16 MVA transformer. Substation designs include a control building utilizing the OPGW for SCADA/EMS. The control building have DABS industry standard bus, transformers, breakers, and line protection. It has been sized and equipped with panels to allow expansion as indicated for substation line bays.(The Substation is designed and constructedaccording to International standards, it is a fully automaticsubstation and can be controlled from National Load Center via Optical fibers link and SCADA Sysytem)*

9.2.6 Gulbahar 220/110/20KV Substation



Project Name	*: Gulbahar 220/110/20KV Substation*
Contract Number	*:*
Location	*: Gulbahar*
Start Date	*:*
Client Name	*: Kabul Electricity Directorate, Ministry of Water and Energy*
Description	*: Gul Bahar substation will serve the area of Gul Bahar and is a junction point for high voltage transmission to other substations located in Panjshir and Kapisa Provinces.Gul Bahar substation have one 220 kV line bay and two 110 kV line bays. The 220 kV line bay will be used for the connection to the new single circuit transmission system from Charikar Substation. The 110 kV line bays will be used for distribution to a new substation located in Bazarak, Panjshir and an additional 110 kV line bay for distribution to a new substation, located in Nejrab, Kapisa. It has a 20 kV yard with indoor switchgear, connection to two 220 kV/20 kV transformersratedtransformers rated 16 MVA each, and four 20 kV line bays each capable of expansion to 34 MVA. The 20 kV line bays will be designed and installed. It has two 220 kV/110 kV autotransformer for distribution to other substations rated 160 MVA each. Substation designs include a control building utilizing the OPGW for SCADA/EMS. The control building include DABS industry standard bus, transformers, breakers, and line protection. It has been sized and equipped with panels to allow expansion as indicated for substation line bays.(Some changes can be brought as per Gardiz Substation)*

QUALITY MANAGEMENT SYSTEM MANUAL

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0.0 INTRODUCTION

0.1 Introduction

henceforth referred to as 'the Company' is an active and progressive construction company engaged in engineering, procurement, construction, commissioning and project management of Oil & Gas facilities, Petrochemical, Industrial, Power, Irrigation and related process plants, pipelines for oil, gas and water, all henceforth referred to as 'Product'. This Quality Management System Manual hereinafter referred to, as 'the Manual' is the property of the Company and shall not be reproduced and distributed to third parties without the authorization of the Quality Assurance (QA) Manager
and/or the Managing Director of the Company.
This Manual describes the Company quality management system and provides references to the Quality Procedures that have been implemented to meet the requirements of ISO9001-2000 'the Standard'. More comprehensive details of how quality is managed by the Company can be obtained by referring to the relevant quality procedures referenced as listed in Attachment 1.
The Manual provides a summary of the quality management system i.e. the policy, organizational structure, responsibilities, processes, resources, procedures, documents and records for the implementation and maintenance of the quality management system.
All the above are intended to provide an overall view on how the Company operates and implements an effective and efficient quality management system that meets the ISO-9001 Standard. The Company's quality management system is constructed based on the following structure:

Quality Management System Manual
The Standard & Operating Procedures
Project Specific Operating Procedure

0.2 Definitions
Work Instruction/Method Statement and Forms

Quality related definitions used in this Manual are according to the ISO 9000: 2000. Other definitions
are as follows:
Client: Any company requesting the Company to carry out work according to an agreement/contract.
The Company: STATE CORPS TURKEY
Review: The systematic examination of a document or system and its supporting and descriptive data, conducted by qualified personnel who are independent of the originator of the document.
Supplier: Any person, firm or organization, with whom the Company enters into purchasing of materials, equipment and services with the issuance of a Purchase Order.
Sub-contractor: Any firm or organization, with whom the Company enters into a subcontract of processes with the issuance of a Work Order.
Purchase Order: A formal document specifying the precise details of materials, equipment

or services being purchased and providing specific purchasing conditions.
Work Order: A formal document specifying the precise details of processes being sub-contracted and providing specific sub-contract conditions.

0.3 Distribution

The Quality Assurance Manager is responsible for the issue and distribution of the Manual.
The Company will keep a record of the distributed manual (Controlled Copy). The QA Manager shall approve any changes to the distribution list.
Controlled copies of the Quality Management System Manual and revisions thereto are distributed together with a confirmation of receipt note, which is signed by the recipient as confirmation and returned to the QA Department. Uncontrolled copies of the Manual are marked "UNCONTROLLED COPY", and will not be updated.

0.4 Responsibility of Manual Holders

The holders of controlled copies of the Manual are:

- Responsible for that copy and for the implementation of its contents where applicable;
- Required to update the Manual as revisions are received and to sign and return the confirmation of receipt note to the QA Department;
- Required to study the revision changes, and to inform any subordinate staff regarding them. Controlled copies of Manual are returned to the QA department when the registered holders leave the Company or at the completion of the project.

0.5 Revision

The Manual is reviewed periodically and revise as necessary. Any party within the Company may initiate revisions and proposals for the Manual. The proposal should be made in writing and be submitted to the QA Manager.
Changes to the content of the Manual are made in accordance with Document Control Procedure

1.0 QUALITY POLICY

1.1 Quality Policy

The Company's policy for Quality is defined in the Quality Policy Statement and advised to all employees at induction and/or during planned training programs. The wording below is an extract from the policy statement that is displayed in all the Company's and Site's Offices.

QUALITY MANAGEMENT POLICY & STATEMENT POLICY

STATE CORPS TURKEY is an active and progressive construction company engaged in Engineering, Procurement, Construction, Commissioning and Project Management of Industrial, Housing and Commercial buildings, Power, Irrigation and related areas It is quality management policy to satisfy Clients as well as statutory and regulatory requirements.

STATE CORPS TURKEY is committed to maintain and continually improve the effectiveness of the quality management system.
STATE CORPS TURKEY is committed to provide Clients with the satisfaction in quality products and services in compliance with the contractual requirement within the time frame and budget.

STATE CORPS TURKEY'S PHILOSOPHIES WITH REGARD TO QUALITY

It is the philosophy of STATE CORPS TURKEY that quality is the result of the systematic implementation of all STATE CORPS TURKEY business processes including that of her suppliers and sub-contractors according to the quality management system. Quality is achieved by understanding and satisfying the requirements of internal organization; statutes and regulations; and of the Clients. Quality can be improved continually with commitment by all staff.

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It is the philosophy of STATE CORPS TURKEY that quality is the result of the systematic implementation of all STATE CORPS TURKEY business processes including that of her suppliers and sub-contractors according to the quality management system. Quality is achieved by understanding and satisfying the requirements of internal organization; statutes and regulations; and of the Clients. Quality can be improved continually with commitment by all staff.

TO ACHIEVE THE ABOVE, THE TOP MANAGEMENT IS COMMITTED TO:

- Establish, implement and maintain a Quality Management System that meets the requirements of ISO 9001-2000;
- Ensure that the Quality Management System is communicated, understood, adopted and practiced by all staff in the organization;
- Set practical and achievable objectives in all process areas;
- Provide adequate and competent resources;
- Conduct regular audits;
- Identify and correct non-conforming product and services;
- Conduct management review and monitor corrective and preventive actions and their implementation;
- Ensure set objectives and policy are reviewed periodically; and
- Promote continual improvement of the Quality Management System.

QUALITY IS THE RESPONSIBILITY OF ALL STAFF IN STATE CORPS TURKEY

2.0 QUALITY MANAGEMENT STSTEM

2.1 Introduction

A quality management system is an essential and important part that contributes to all the Company's business activities. Management and staff's commitment is essentials to the successful planning, implementation, maintenance, review and improvement, provides the means to assure that policy, objectives, internal organization and customer's requirements for all activities are achieved.

The focus of a quality management system is 'Management' and as such, applies to all activities, whether internal or external organization. It involves every person and area within the Company in striving for and achieving a quality result for all tasks. The system developed for the Company is based on the requirements of ISO 9001:2000 'Quality Management System - Requirement'.
The QA Manager is responsible for the development of the quality management system and for its successful operation, maintenance and review.

2.2 Quality Management System

In order to ensure the developed quality management system in compliance with the Standard requirement and consistent with the Company processes the following main functions in the Company are used as a basis for the quality system implementation. The processes are arranged in sequence as follows:
• Contract Services (Bidding, Tendering and Contract Agreement Process);
• Project Management Process;
• Engineering Process;
• Procurement Process;
• Sub-contracting Process;
• Fabrication and Construction Process;
• Commissioning Process;
• Quality Assurance and Control Process; and
• Health, Safety and Environment Control Process.
As defined in Section 0.1, the Company's quality management system structure has been developed in 4 Tiers named Quality Management System Manual, The Standard and Operating Procedures (hereinafter referred to as 'Procedures'), Project Operating Procedures and Work Instruction/Method Statement/Forms (if any).

Tier 1) Quality Assurance Manual: Define the overview of overall quality management system of the Company.

Tier 2) The Standard and System Operating Procedures: Tier 2 is divided into two areas namely The Standard

Procedures and System Operating Procedures. The Standard Procedures outline procedures that required by the Standard for monitoring and control the overall quality management system whereas Quality System Operating Procedures outline routine procedures that required by the organization to control system processes.

Tier 3) Project Operating Procedures: Project specific procedures are developed in accordance with the needs of each project. This type of procedure is applicable up to the project level only and shall be developed specifically for each project to ensure compliance to the project requirement. This procedure may include Tier 1 and 2 types of

Tier 4) Work Instruction /Method Statement /Form (if any): In case a short definition instruction is required for any task this work instruction will be developed to ease Tier 2 or Tier 3 as application as well as for processes not specified in Tier 2 and 3. Where required,

specific “Work Instructions/Method Statement/Form”, will provide detailed information on “HOW” an activity is to be performed.

3.0 ORGANISATION

3.1 Management Commitment

The top management of the Company is committed to provide adequate resources in the development and implementation of the established Quality Management System. In order to satisfy the said commitment, the top management shall carry out the following task in order to monitor effectiveness and ensure continual improvement of its quality management system:

- Quality policy is established and reviewed periodically for its adequacy;
- Quality Objectives are established at the Company and process levels;
- The importance of Customer’s requirement is communicated to the organization;
- The importance of legal requirement is communicated to the organization.

3.2. Responsibility and Authority

The responsibility, authority and the inter relation of all personnel who manage, perform, and verify work affecting quality of the Company’s product are defined in:

- The corporate and the project organization charts
- Job Descriptions
- Procedures

3.3. Management Representative

The Managing Director has appointed the QA Manager as the Company’s Management Representative with responsibility and authority for the development, implementation and maintenance of the Company’s quality management system.
As part of this role, the QA Manager advises the Managing Director on:

- Ensuring that processes needed for the quality management system are established, implemented and maintained;
- Reports to the top management on the performance of the quality management system and any needs for improvement;
- Ensuring the promotion of awareness of quality management system and customer requirements throughout the organization;
- Liaison with the external auditors (e.g. Certification Body, Client etc.) for the matters relating to quality management system.

3.4. Internal Communication

An internal communication throughout the Company operations is established through the following channel in order to ensure that all information in its operations as well as

client, legal and internal quality management system requirements are smoothly and appropriately communicated throughout the organization:

- Management Review Meeting;
- Management, Process and Project Meeting;
- Daily, Weekly and Monthly Project Reporting;

Records in the form of minutes of meeting or report may be prepared and maintained for all meetings and training/briefing that conducted.

Telephone and verbal communication shall not be used as a tool to demonstrate the flow of information and data in the quality management system unless it is recorded in the form of one of the above.

4.0 QUALITY MANAGEMENT PLANNING

4.1 Quality Planning General

Planning for quality is relevant in all areas of work in which the Company is involved. The planning phase in the Company can be divided into two main areas namely Quality Management Planning Phase and Process Execution Planning Phase. Quality management planning phase involves planning to satisfy the needs of the quality management system and the requirement in the Standard whereas process execution planning phase is the plan to ensure that all Client requirements are met throughout the execution of the work from the tender enquiry stage until the delivery of the products or processes.

The objective setting in both phases shall be consistent with Company's primary quality management policy and objective as outlined in the Company Quality Management Policy.

4.2 Quality Management Planning Phase

Planning in this phase involves the determination of the Quality Objectives at the Management and Process functional level. The top management of the Company shall ensure that measurable quality objectives shall be established at the management and process level within the organization. The top management of the Company shall ensure that the objectives are communicated through the organization.

The objectives shall be established at the beginning of the year and shall be reviewed periodically for its achievement, effectiveness and performance by the top management.

The elements to be considered when setting the objectives are:

- Company Quality Management Policy;
- Top Management Strategy and Plan;
- Potential Improvement Opportunities;
- Previous Performance Records; and
- Resources to execute to meet the objectives.

4.3 Process Execution Planning Phase

Process execution planning phase involves planning in all relevant business areas as specified in Section 2.2. This planning phase is important in order to ensure that all the requirements for product and services by the client are properly identified, understood, established, and communicated throughout the relevant processes or functions.

4.3.1 Planning at Bid/Tender Preparation Stage

Upon receipt of an approved for tender document from the Managing Director office, the Senior Manager (Contract Services) appoints a Proposal Coordinator (PC), and arranges for Bid/Tender Execution Meeting. Prior to the meeting, The PC shall review the content of the Invitation to Bid (ITB) document and determine the scope of supply, technical, specification, commercial and delivery requirements of the bid and prepare a Tender Execution Plan. The meeting shall be used to determine the bidding strategy and resources for the bid. All bids shall be reviewed and approved prior to submission to the client.

4.3.2 Planning at Contract Award Stage

All contracts received shall be reviewed against the ITB document and the submitted tender document. Any exception and variation in the contract shall be highlighted and communicated with the client. All deficiencies shall be resolved prior to the acceptance of the contract.

4.3.3 Planning of Project Start-up Activities

The PC is responsible to arrange for internal Kick-off Meeting with the related departments (Projects, Quality, Health & Safety, Finance, Construction, Contract Services as well as the top management) in order to officially execute the project. The meeting shall be used to communicate the requirement of the project such as:

- Content of the contract document;
- Project execution strategies;
- Project Resources (Personnel and other resources);
- Project Scope of Supply;
- Project Specifications and Specific requirements;
- Regulatory and Legal requirements;
- Any outstanding issues in the contract documents;
- Project Execution and Implementation Strategy; and
- Contract documents (c/w specification, variations etc.) handover to Projects department.

4.3.4 Planning in Project Management

Depending on the size and nature of the project the Company develops and provides the client with the following primary project control documents (depending to the contract requirements):

- Project Execution Plan;
- Project Manpower Plan;
- Project Quality Assurance Plan;
- Project Document Schedule;
- Project Inspection and Test Plan;
- Project Sub-Contracting Plan;
- Project Procurement Plan;
- Project Schedule; and

• Project HSE Plan;

4.3.5 Planning at Fabrication and Construction Stage

The designated Project Manager shall update the above plans and established the following document:

• Project specific fabrication and construction procedures;
• Project specific inspection and testing procedures;
• Methods of Statement

4.3.6 Planning of the Standard's Requirement Processes

The planning for all processes that specify in the ISO 9001:2000 Standard is illustrated in following section of this Manual:

• Resources Management Planning - Section 5.0
• Document Management Planning - Section 6.0
• Product Realization - Section 7.0 to Section 11.0
• Measurement, Analysis and Improvement - Section 12 to 15
• Records Management Planning - Section 16

4.4 Management Review

The suitability, adequacy, and effectiveness of the Company's quality management system is reviewed periodically (but not less than once a year) by the Managing Director and QA Manager and, as appropriate, other relevant personnel during Management Review Meetings. The QA Manager maintains records of reviews and follows up actions within the time frame agreed. Management Review is a formal, systematic review of the effectiveness of the overall quality management system of the Company. This review shall be used to assess any opportunities for improvement and the need for changes to the quality management system, including the Company policy and its objectives. The review result shall be a primary input to the continual improvement program for the Company quality management system.

5.0 RESOURCES MANAGEMENT

5.1 Provision of Resources

The top management of the Company is committed to determine, plan and provide adequate resources that needed by the internal organization and the client in providing assurance that the quality targets are met and quality management system of the company is implemented and maintained. Resources required to continually improve the effectiveness of the quality management system will be adequately provided. The resources are:

• People;
• Infrastructures;
• Safe and Healthy Working Environment;
• Suppliers (Sub-Suppliers & Sub-Contractors);
• Business Partners/Ventures;
• Communication Technology;
• Processes, Products and Services Technology;
• Processes, Products and Services Information;

• Financial Resources.
Periodic assessment on the adequacy of the resources will be continually made.

5.2 Resources Management Planning

Planning for resources management shall be based on the following main criteria:
• Organizational needs
• Contractual needs

5.3 Human Resources

5.3.1 Competence

The management of the Company shall ensure that the employees involve in managing the effectiveness of quality management system and those performing work effecting product qualities are competent. This competency requirement shall be based on the right combination of the following:
• Educational background;
• Skills;
• Experience; and
• Training.
In line with the Quality Management Policy for continual improvement philosophy, the management of the Company shall encourage the involvement and development of its employees. Competency needs shall be assessed during the Staff Appraisal to ensure the employees are able to satisfy the needs of the current and/or future organization and contract.

5.3.2 Awareness and Training

The result from annual staff appraisal shall be evaluated and the management of the Company shall prepare a necessary awareness and training plan to satisfy the needs of the new competency requirement. The awareness and training plan shall include the objectives, training programs, methods and resources needed. The result from the training programs shall be evaluated to measure it effectiveness, efficiency and impact to the organization as well as to the prepared training plan. The management of the Company shall ensure that all employees are aware of the relevance and importance of their activities and how they contribute to the achievement of the quality objectives through continuous awareness program either in Organization or Projects.

5.4 Infrastructure

The management of Company is committed to determine, provide and maintain the infrastructure needed to achieve the conformity of the system and product realization. Periodical infrastructure evaluation may be carried out depending to the expectations and needs of the organization, product or any interested parties. The following issues shall be

considered when developing building, workplace, tools, and process equipment, supporting services and all other associated utilities and facilities assessment:

- Objectives;
- Function and Performance;
- Technology and Availability;
- Health, Safety and Security;
- Maintenance;
- Organization, Client and Legal expectation and needs;
- Environmental Issue; and
- Cost.

Project's infrastructure study shall be assessed at the tendering and bidding stage.

5.5 Others

The management shall adequately provide the following support facilities in order to aid and increase the ability and potential in providing quality product and services to the organization and the client and the same time meeting the outlined organizational and project policy and objective:

- Safe and Healthy Work Environment;
- Adequate information and technology;
- Qualified and competent suppliers and potential partners;
- Project potential natural resources; and
- Adequate Financial backup.

6.0 DOCUMENT CONTROL

6.1 Introduction

Procedures have been established to handle, control and store all types of documents and data relevant to the Company's activities. The documents are divided into five main categories:

- QMS Documents (QMS Manual, QMS Standard Procedures and QMS Operating Procedures);
- Project Documents (Project Specific QA Plan, ITP, Specific QMS and Operating Procedures, Fabrication and Construction Procedures, Method of Statement, Quality Control Procedures, Engineering Documents and Drawings.);
- Suppliers Supplied Documents (Project Specific QA Plan, ITP, Specific QMS and Operating Procedures, Fabrication and Construction Procedures, Quality Control Procedures, Engineering Documents and Drawings); and
- Client Supplied Documents (Project Technical Specifications, Engineering Documents and Drawings).
- Regulations, Acts, Codes and Standards

6.2 Document Registers

A QMS document register is maintained by the QA Manager to provide control of corporate manuals and procedures.

Project Document Schedule (PDS) is developed for each project, and is used to control project specific documents as well as suppliers supplied documents.

Client supplied document list as specified in the contract document shall be used to monitor and control all Client Supplied Documents. In the event this list is not available in the contract document, the Project Manager/Engineer in charge is responsible to obtain the list from the client. Applicable Regulations, Acts, Codes and Standards will be registered and controlled for revision status only and is not mandatory to make it available unless required by the contract. All necessary information shall be positively identified in the register.

6.3 Preparation, Review Approval, Issue, Revision and Distribution Control

Document preparation, review, approval, issuance, revision, obsolescence control, and distribution control is explained in the Document Control Procedure established by the Company.

7.0 PRODUCT (CONSTRUCTION) REALIZATION PLAN

7.1 Introduction

This Section describes the process and procedures established by the Company for the product realization processes. Planning for product realization in the Company is divided into four stages namely:

- Tender Enquiry Review, Preparation;
- Contract Review Stage;
- Project Execution Stage;
- Fabrication and Construction Verification Stage; and
- Commissioning and Handover Stage.

7.2 Tender Inquiry Review, Tender Preparation

Prior to commencing development of the tender proposal, the tender inquiry document is reviewed to ensure the Company clearly understands the technical and contractual requirements. Inquiries are recorded and analyzed/evaluated with respect to:

- All necessary requirements specified are understood;
- The requirements of the inquiry can be met;
- Specifications are complete;
- Deviations to be resolved;
- Technology is available;
- Resources are available;
- Capacity is available;
- Co-operation with others.

Any specific product risks, penalties, guarantees and milestones are highlighted, clarified, and discussed with the Client. Upon completion of tender document, it shall be reviewed to ensure the proposal is in compliance to the required product requirement and all exception and addition are clearly identified.

7.3 Contract Award Stage

At contract award, a review of the proposed contract agreement is carried out by the PC. This review looks for completeness, accuracy, ambiguity or insufficient detail in the document, i.e. that:

- All product requirements are defined and are unambiguous;
- Any product requirements differing from those in the bid are resolved;
- Schedules of submissions of data to the Client and/or regulatory authority can be met;
- The roles, formal lines of communication and interfaces are clearly defined;
- The Company is capable of meeting the contractual product requirements.

The result from this process should be a defined and understood product objectives and requirements (Client, Product, Statutory, Regulation, Code, Standard and any

7.4 Project Execution Stage

The responsible Project Manager shall ensure all resources needed are identified, obtained, prepared and provided in order to satisfy the requirement that outlined in the contract for the product. The planning at this stage includes:

- Identify the necessary processes;
- Identify, prepare/obtain and provide documents (i.e. process procedures, design documents and drawings, catalogues etc.);
- Identify, prepare/obtain and provide specific resources for the product (i.e. equipment, materials, personnel, information, facilities, etc.); and
- Communication channel with client to handle product enquiries, amendments and changes.

Engineering planning is described in Section 8.0 whereas Purchasing and Sub-contracting planning is described in Section 9.0 of this Manual.

The result from this planning stage shall be in the form of Project Execution and/or Quality Plan, Project Schedule, Inspection and Test Plan, Procurement Plan, Project Document Schedule, Engineering Document and Drawings, Operating Procedures, Method of Statement, Inspection and Testing Procedures, Communication Channel with the client, and reporting method.

7.5 Fabrication and Construction Verification Stage

Primary planning document for this stage is the Project Schedule and Inspection and Test Plan. Engineering documents, drawings, production process procedures, inspection and testing procedures shall be the aid to the verification process of the plan that identified in the schedule, inspection and testing plan. Activities involved or related to this stage are explained in the following respective sections:

- Production and Service Control - Section 10.0
- Control of Monitoring and Measuring Devices - Section 11.0
- Monitoring and Measurement of Processes and Product - Section 12.0

7.6 Commissioning and Delivery Stage

This stage shall be used as a final verification and validation processes to confirm product satisfaction with regards to the product objectives, requirement, contract, regulation and legal. This process commonly plans in stages depending to the complexity of the product. Acceptance from the client at this stage shall note compliance to the all requirements.

8.0 ENGINEERING CONTROL

8.1 Introduction

Design and Development, which is known as 'Engineering' by the Company, is controlled and planned as per the following requirement. The Company performs formal design and verification activities during the design process. Qualified personnel are nominated for the various design responsibilities and allocated sufficient resources to fulfill commitments. Engineering process in the Company is described in this section and detailed in the Engineering Procedure. In the event that design and development is sub-contracted to an engineering company, their design and development quality system shall comply with the requirement in the Standard and the Company's contract with the client.

8.2 Engineering Planning

Engineering planning involves the following activities;
• Determine of scope;
• Determine of tools;
• Determination of responsibility and authorities;
• Determine interface between a different group in the process;
• Determine output requirements (Drawings, datasheets, calculations, materials, etc.);
• Review and verified input data;
• Verification Process (Single Discipline Check, Inter Discipline Check, Third Party Review and Client Review);
• Validation Process (Third Party Approval, Client Approval, Engineering Tools Validation and Client Acceptance upon completion of commissioning activity)

8.3 Review, Approval, Verification and Validation

The Engineering Manager is responsible to coordinate at suitable stages, systematic reviews, approval, verification and validation of design and development program to ensure the process is capable of providing information/data:
• Ability of the process result to meets requirement;
• Ability to identify problems and propose alternative solutions;
• Inputs are determined and understood;
• Outputs have met the input requirements;
• Products that developed/fabricated/constructed/installed are capable to operate as desired in the operation requirements.

Review, approval, verification and validation processes are detailed in Engineering Procedure established

8.4 Engineering Changes

Any changes to the design and development data shall be reviewed, verified and validated, as appropriate, and approved prior to implementation. The effects and risks due to the changes shall be evaluated, reviewed and approved by the authorized authority prior to implementation. Detail process of change control for design and development is described in the Engineering Procedure.

9.0 PURCHASING AND SUBCONTRACTING

9.1 Introduction7

The management of the Company is committed to ensure that all purchasing and sub-contracting processes are planned, controlled and maintained as per the requirement in the Standard and comply to the contractual needs in the contract with the client. This section together with the developed procedures for this activity shall be used in controlling these activities in the Company. Process sub-contracting is a responsibility of Sub-contract department whereas Purchasing Department controls the material, services and equipment purchasing activity.

9.2 Purchasing Planning and Control

Purchasing department is responsible for all Company's and projects related materials, services and equipment purchasing. Planning for purchasing involves the following processes:
• Determination of purchasing scope (in associate with Projects department);
• Determination of purchasing requirements (in associate with Projects department);
• Determination of sub-suppliers;
• Preparation of quotation based on the approved material requisitions;
• Evaluation of participated sub-suppliers;
• Preparation of Purchase Orders;
• Receiving or Acceptance of purchased services, equipment and materials;
It is a responsibility of Project department to determine purchasing scope and requirements. Material, services and equipment requirements shall be obtained from the approved for construction documents. Determination of suppliers involves selection, evaluation, and re-assessment of them, and the preparation and maintaining of Approved Sub-suppliers register. Purchasing department is responsible to carry out sub-suppliers' evaluation and issue a purchase order to those who are successfully complying to all requirement of purchased.
In both cases the purchasing document (requisition and purchase order) shall contain where appropriate the quality standard of the purchased item, qualification requirement of personnel executing the task and the approval/verification requirement.

9.3 Sub-contracting Planning and Control

Sub-contract department is responsible for all projects related processes sub-contract such as

engineering, fabrication, construction, inspection and testing. Planning for sub-contracting involves the following processes:

- Determination of sub-contract scope (in associate with Contract Services and Projects department);
- Determination of sub-contract requirements (in associate with Contract Services and Projects department);
- Capability evaluation of the sub-contractors;
- Preparation of quotation based on the process sub-contract requisitions;
- Evaluation of participated sub-contractors;
- Preparation of Work Orders;
- Site monitoring the performance of the sub-contractors;
- Evaluate and accept/reject the output produced by the sub-contractors;

It is a responsibility of Contract Services and Project departments to determine process sub-contract scope and requirements.

Determination of sub-contractors involves selection, capability evaluation (technical and commercial), and reassessment of them, and the preparation and maintaining of Approved Sub-contractors register. Sub-contract, Contract Services and Projects department is responsible to evaluate the sub-contractors that involve in the bidding and issue a work order to those who are successfully complying to all requirement. The work order and the requisition submitted to the sub-contractors shall contain enough information about the sub-contracted processes and comply with all client requirements. In general, the sub-contract process requirement shall be the same (back to back) with the requirement that imposed by the client to the Company. Approval and verification requirement for the product; procedures used for processes, procedures used for inspection and testing; design and development data; and equipment used shall be clearly identified in the purchasing document.

9.4 Verification of Purchased and Sub-Contract Product

The requirement for this verification process shall be clearly identified in the purchase order or subcontract agreement between the Company and the sub-suppliers or sub-contractors respectively. In the Company this process in general can be in the form of simple instruction inspection or testing request to a detailed inspection and test plan development.

Client involvement in this process shall also be made known to the suppliers and sub-contractors and shall be captured in the inspection and testing plan that prepared.

This process can be carried out in the Company, Company's sites, suppliers or sub-contractors' premises depending to the requirement in the contract between the Company and the client and the nature of the
purchased or sub-contracted process, product or services.

9.5 Suppliers and Sub-Contractors Evaluation

All suppliers and sub-contractors in the Company shall be initially evaluated based on their previous
experiences, its quality management system and potential capability to provide the required processes,

products, materials or services. Quality management system shall not be a sole factor in the suppliers or subcontractors
selection but the Company shall always encourage its suppliers and sub-contractors to developed
or maintained suitable quality management system in supplying product or services to the Company.
As part of the improvement program in suppliers and sub-contractors' performance, selected suppliers and
sub-contractors shall be re-evaluated based on the evaluation factors set by the Company. Suppliers and subcontractors
selection and evaluation program is described in the Suppliers Evaluation and Sub-contactors Evaluation procedures respectively.

9.6 Client Approved Suppliers and Sub-contractors

Client approved suppliers and sub-contractors shall be used if this requirement is appeared in the
contract document. No additional evaluation is required except for the commercial issues. The Company may
propose another sub-suppliers or contractors if they are unable to comply to the needs of the Company
technically and commercially.

10.0 PRODUCTION (CONSTRUCTION) AND SERVICE PROVISION

10.1 Introduction

Production and service in the company cover the process of fabrication, construction, pre-commissioning,
commissioning and handover or delivery of the product. The Company acknowledges its responsibility to provide
adequate resources needed to ensure that production and service process has the ability to provide the client
with a quality product

10.2 Planning and Control of Production and Service Provision

As part of the planning program for the control of this process, the Company shall ensure the following documents
or information is available at the point of production and service:
• Project Production Schedule;
• Project Inspection and Test Plans;
• Information that describes the characteristic of the product in the form of
and documents; product catalogues etc.;
• Engineering drawings;
• Necessary production process procedures and work instructions;
• Necessary client specification;

• Necessary inspection and testing procedures;
• Suitable tools, equipment and personnel;
• Suitable monitoring and measuring devices;

In ensuring the above information is properly carried out, the following verification processes are used to ensure
compliance of the product against its specification and requirement as described in the contract document:

• The implementation of the monitoring and measurement processes as agreed in the Inspection and
Test Plan;
• The implementation and use of correct monitoring and measuring devices;
• Inspection release note or Pre-Commissioning or Commissioning acceptance note is used to verify
the completeness of any product or sub-product throughout the production process. This release note
can be in the form of acceptance on the reports by the quality control and/or the client and third party
inspection agency.

10.3 Validation of Processes

Any production processes result that cannot be verified by subsequent monitoring or measurement as well as
those that deficiencies become apparent only after the product is used or in service shall be validate prior to use
and the records for this validation process shall be kept for review and approval.

10.4 Identification and Traceability

Process of identification and traceability in the Company is in practice in order to ease monitoring, evaluation,
controlling and data collecting in the related activities. In respect to this fundamental the following items,
processes, parts and products are identified in order to ease its traceability:

• Tender and bid - Identified by Tender/Bid number;
• Project - Identified by unique Project number as well as name;
• Processes - Identified by relevant processes name or description;
• Documents/Reports - Identified by unique document number or make use of the identification that
already provided above;
• Product and Sub-product - Identified by a unique products or parts number or by a relevant drawing
number. This identification normally specified in the engineering document or drawings by any
means. In most cases the client provides this number.
• Parts or sub-parts - The Company utilize the information in the engineering document or drawings or
may be the drawing itself in providing unique identification number for this items.

All work carried out by the Company and the Company's Suppliers (as appropriate) is identified and made
traceable to the requirements stated in specified Codes, Standards and industry recommended practices. The extent
of identification and traceability is related to the item being designed and/or fabricated and is generally identified
in relevant Codes, Standards and industry recommended practices

10.5 Customer Property Handling

Customer property in the Company is divided into three categories namely:
• Customer Intellectual Properties - Drawings, Specification & Proprietary information.
• Equipment/Parts - Any equipment or parts for the project that supplied by the client.
• Site Services - Site facilities such as storage, infrastructures and even the site itself.
All the above shall be controlled in a systematic manner by the Project and/or Construction Manager. Any suitable
means of identification as described in section 10.4 may be used to control and monitor the above. The
Company shall ensure proper safety, security, value and deterioration control measures are in place for the
above. This is to ensure recall process can be implemented and at the same time safeguard the Company
interest on the above items.
Any change from the original state of the above items shall be communicated with the client.

10.6 Preservation of Product

The Company is shall preserve and maintain product conformity during internal processing and delivery to the
client.
Product preservation in the Company is divided into three categories:
• Category 1: In progress, sub-product (Includes parts and pre-completed product)
• Category 2: In progress completed product - Completed sub-product, equipment, etc. prior to final
assembly
• Category 3: Final product: Completed final product as per the contract
The management shall provide proper and adequate resources to control and maintain handling, packaging,
storage and preservation, and delivery mode of the above in order to prevent damage, deterioration or
misuse.
Suitable preservation work instruction or procedure for Category 1 and 2 will be established if required by the
contract. Category 3 Preservation commonly executed as per the client specific specification in the contract.

11.0 CONTROL OF MONITORING AND MEASURING DEVICES

11.1 Monitoring and Measuring Devices Requirement

All monitoring and measuring devices shall have the fitness and accuracy requirement as specified by the
following requirement;

- Client Specification;
- International Codes and Standards;
- Industrial Practice;
- Or the combination of the above.

All required test equipment is calibrated at regular intervals and the results are documented. The
Company shall keep and maintain a register with information of Identification Number, Calibration Date, Calibration Due, Accuracy Requirement and Origin of Calibration to ease monitoring and review by all the interested parties.
If an independent body is used to calibrate Company test equipment, the Company specifies calibration requirements and requests valid calibration certificates from the independent body. The independent body or in-house equipment use to calibrate the devices shall be made traceable to international or national measuring standards. In the event that this is not possible then the party that agreed by the contract shall verify the calibration process.
Sub-Suppliers or Contractors are responsible to keep a valid calibration certification of their devices and ensure its accessibility by a Company representative for review and approval prior to use. Detail monitoring and measuring devices control process is explained in the Monitoring and Measuring Devices Control Procedure developed for the project.

12.0 MONITORING AND MEASURMENT PERFORMANCE

12.1 Introduction

It is a policy of the Company to adequately monitor, measure, analysis and continually improve the processes that implemented in the Company to ensure product conformity, quality management system conformity and continually improve the effectiveness of the quality management system.
This performance review shall include the process of measuring customer satisfaction in processes and products provided, the analysis from the internal quality audit, processes and products monitoring and measurement assessment.
Method for the above measurement can be one or a combination of satisfaction survey, audits, inspection, testing, financial base study, circle time study, self or third party assessment.

12.2 Customer Satisfaction

The Company shall monitor and measure client satisfaction based on the data collected from the following sources:

1. Business Development & Tendering Stage

• Company-Customer Relations
• Client's approved suppliers/bidders list
• Client's Supplier audit report and Company's profile review
• Tender document feedback

2. Project Execution Stage

• Project Management Feedback/Complaints (Project Control, Document Control, Engineering Control, Procurement Control etc.)
• Fabrication and Construction Feedback/Complaints (Non-compliances, Arrangement of works etc.)
• Inspection and Testing Feedback/Complaints (Non-compliances in processes and products)
• Customer Survey/Inspection and Audit reports

3. Project Completion Stage

• Products feedback
• Services feedback
• Overall Project Completion Survey report
• Final documentation submission
• Customer awards

4. Other Sources

• Third Party reports
• Media reports
• Industry study

Almost all the sources are customer base except for the Overall Project Completion Survey report, which shall be issued to the client at the completion of each project to measure client satisfaction. Relevant department is responsible to capture and maintain the records of the above for project closeout analysis.

12.3 Internal Audit

Internal quality audits of the Company's quality management system are independent examinations of evidence performed by trained personnel to determine whether the quality management system is effective and that the requirements of the system are being met.
In the Company, internal audit is divided into two categories namely:
• Quality Management System Audit; and
• Project Audit

Quality management system audit will focus on the established quality system that outline in the Company's Quality Management Manual whereas project audit shall cover the relevant associated QMS processes and specific project QMS and client requirement.

The detail planning, responsibility and management of the internal audit shall be as per the Internal Audit Procedure.
The result from the audit shall be used to measure quality management system for it:
• Effectiveness of processes;
• Efficiency of processes;
• Opportunities for continual improvement;
• Capability of processes; and
• Capability of resources

12.4 Monitoring and Measurement of Process

Company processes can be categorized in two areas namely processes that described in the quality management system and processes utilized during project execution (fabrication, construction, inspection and testing). All processes shall be monitored for its capability to increase quality, safety, ease methodology but reduce cost and other resources used. Quality management processes shall be monitored through internal and third party audits programs. Project Schedule, Inspection and Test Plan shall be used to monitor the effectiveness of the fabrication, construction, inspection and testing processes. The internal audit output, users and client feedback shall be used as a basis for the needs of processes measurement review.

12.5 Monitoring and Measurement of Product

Engineering, procurement, Inspection and test plan and all associated inspection and testing procedures development shall be used as a basis for product monitoring and measurement planning. Engineering data and client specification shall be used to determined methods and criteria for product monitoring and measurement. Inspection and test plan shall be used for the detail inspection and testing planning of the specific parts or products. All inspection and testing as well construction or fabrication procedures shall be used for the correct execution of the monitoring and measuring activities. Monitoring and measurement stages in practice by the Company consist of:
• Material receiving stage - to verify correctness of the purchased materials or equipment
• Material Identification stage - to verify the correctness of the materials or equipment to be used
• Material traceability stage - to ensure traceability of the used materials or equipments
• In progress Inspection and testing stage — to ensure all the necessary inspection and testing required for the product by the codes, standards, regulations, client's specification are properly executed and recorded.

• Final Inspection and testing stage - to verify all inspection and testing verification and validation for the parts or products are accepted and comply with the requirement specified in codes, standards, regulations and client's specification.
• Commissioning stage - this is the final stage of the measurement and monitoring process to ensure the product is complying with the function needed by the client. Monitoring and measurement stages described above shall also consider the involvement of the client and any other interested party as per the contract. All monitoring and measurement devices shall posses' valid calibration certification as per the client's requirement. When required by the codes, standards and/or client specification all personnel involved in the monitoring and

measuring processes shall have valid competency and qualification certificates. All measuring and monitoring reports and records shall be kept for verification per the contract

13.0 CONTROL OF NONPERFORMANCE PRODUT

13.1 Introduction

Non-Conformance Report (NCR) shall be used to monitor and control any product, which does not conform to product requirement. NCRs shall be managed and controlled in accordance with the requirements in 'Nonconformance Report Procedure'. NCRs are used by the Company to safeguard against work that has not been accepted being used or incorporated into the Company's final product. Typical non-conformances (NCs) with regard to work produced by the Company include:

- Errors or inconsistencies in drawings and documents issued to Clients, Certification Authorities, Fabrication Facilities, Sub-suppliers;
- Difficulties experienced with interfacing, resulting in designed-in deficiencies;
- Construction feedback on deficiencies resulting in project change requests;
- Deficiencies in Work Orders and/or Purchase Order documents;
- Deficiencies resulting from tests, inspections, verification or audit;
- Deficiencies in inspection, test and verification procedures.

NCs are identified during inspection, via complaints from Clients or observations made by any Company personnel who recognizes them. NCRs can be raised in three main areas as described below:

Internal NCRs raised by the Company on Sub-suppliers, Sub-contractors and the Client;
Client Legitimate complaints made by the Company's Clients; External NCRs raised by Certifying Authorities, Parent Company or their agents on the Company.

13.2 Responsibility

The QA Manager responsible for all non-conformances and corrective action within the Company but has delegated responsibility for the implementation and maintenance of effective prevention and resolution systems to the Site's QA/QC Representative.

Project Managers are responsible for ensuring that action is taken to correct the non-conformances in the projects. The action taken will depend on the type of nonconformity and at what stage it is discovered. The Site's QA/QC Representative is responsible for monitoring all projects NCs and actions to prevent recurrence and for analyzing and reporting trends or concerns for management's review. The Company's personnel are encouraged to report NCs no matter how small or apparently trivial. This philosophy assists in detecting NCs at the earliest stage, allows timely evaluation and resolution of the problem and facilitates (if required) early modification of the quality control system to prevent recurrence.

13.3 Non-conformances Control

All non-conformances shall be managed and controlled as per Non-conformance Report Procedure that developed integral with the Company Management System.

14.0 CORRECTIVE AND PROVENTIVE ACTION

14.1 Introduction

'Corrective Action Request' (CARs) and 'Quality Improvement Request' shall be used as a methodology of the respective corrective and preventive actions to eliminate the causes and potential causes of nonconformities, or services by initiating appropriate corrective and preventive actions designed to remove the root and potential root cause of each problem. Lead Auditors from within the Company or from Clients and Certification Authorities; produce CARs or QIRs during the audit process. The Company maintains 'Corrective Action Status Log' and 'Quality Improvement Request Log' to record all issued CARs and QIRs.

14.2 Corrective Action

The Company shall ensure adequate corrective action is taken to eliminate the cause of the conformities in order to prevent recurrence. 'Corrective Action Procedure' is designed to ensure that:

- Conditions adverse to quality are identified;
- The causes of these conditions are determined;
- Evaluating the needs for action to prevent occurrence;
- Determining the implementing action needed;
- Records of results of action taken; and
- Reviewing preventive action taken.

14.3 Preventive Action

The Company shall ensure adequate preventive action is taken to eliminate the potential cause of the conformities in order to prevent occurrence. 'Preventive Action Procedure' is designed to ensure that:

- Conditions adverse to quality are identified;
- The causes of these conditions are determined;
- Evaluating the needs for action to prevent occurrence;
- Determining the implementing action needed;
- Records of results of action taken; and
- Reviewing preventive action taken.

15.0 DATA ANALYSISI AND CONTINUAL IMPROVEMENT PROGRAM

15.1 Introduction

The Company shall monitor and review the effectiveness of the implemented processes toward the achievement of its client satisfaction, product conformity, and the Quality Management System compliance. This process shall include the analysis of gathered data and provide a necessary continual improvement to the processes, product, Quality Management System and organization.

15.2 Analysis of Data

All data should be obtained from measurements and information collected as described in the ISO 9001 Standard and not limited to the following sources:

- Quality Policy Statement;
- Objectives;
- Audit results (Internal, External, Certification, etc.);
- Non-conformities reports;
- Corrective Action record;
- Preventive Action record;
- Users feedback;
- Suppliers and sub-contractors performance record;
- Resources;
- Management feedback;
- Management review;
- Clients feedback;
- Suppliers and sub-contractors feedback;
- Future Client Expectation and needs;
- International Codes and Standards revision and change;
- Technology;
- Market Trends;

Data that gathered internally shall be used as primary information and shall always be considered for this analysis process (Quality Policy to the Management review - from the above list).

15.3 Continual Improvement Program

The Company shall continually seek for improvement opportunities in its Quality Management System as well as its processes, products, and organization. Improvement program in the Company is divided into three categories namely:

- Immediate Improvement - Improvement required due to process or product non-conformity that required urgent change in process or product.
- Analytical Improvement- Improvement required from the result of data analysis (15.2)
- Strategic Improvement - Improvement required based on specific improvement project or case study. Any improvement program to be implemented shall always consider the fundamental of the quality management policy to:
- Satisfy the client;
- Satisfy the statutory requirement; and
- Satisfy the Quality Management System.

16.0 RECORDS MANAGEMENT

16.1 Introduction

Quality records are those documents generated within the Company (or by Sub-suppliers) that demonstrate the achievement of Company requirements and policies. The Company's quality records affirm and verify the operation of the quality management system.

The Company's records are verified, dated and stored in a manner to prevent loss or damage and are maintained for prescribed periods dependent on type of record.
The Document Controllers are responsible for indexing, storing and archiving records in accordance with the 'Records Management Procedure'.

CONTRACTS SERVICES
1 Tender preparation and Contract review records
SUB-CONTRACTS DEPARTMENT
1 Sub-contract Work Orders
2 Approved Sub-contractor Register & Assessment records
3 Sub-contract Change / Variation Order records
PROJECTS DEPARTMENT (SITES)
1 Project Communication Records
2 Project Status Reports
3 Project Change / Variation Order Records
4 Authority Approval Records
5 Client Approval Records
PROJECT DEPARTMENT (QUALITY CONTROL) (SITES)
1 Process Validation records
2 Project Competency records (Inspectors/Welders etc.)
3 Calibration Records
4 Traceability and Identification records
S Product Conformity (Materials. Inspection and Testing) records
6 Customer property feedback records
7 NCRs records
PURCHASING DEPARTMENT
1 Approved Suppliers Assessment records
2 Purchasing Records (MR. RFO and P.O)
ENGINEERING DEPARTMENT
1 Engineering input records
2 Design Reviews records
3 Design Verification and Validation records
4 Engineering and Drafting Review records
5 Design Change records
QUALITY ASSURANCE DEPARTMENT
1 Audit Reports (Internal. Client. External & Third Party)
2 Corrective and Preventive Actions records
3 Management Review reports
4 Customer Satisfaction records
ADMINISTRATION AND HUMAN RESOURCES DEPARTMENT
1 Employment Records
2 Training and Competency Record

HEALTH SAFETY ENVIRONMENT MANUAL

11. HSE POLICY

1.0 Introduction
2.0 Health and Safety Policy
3.0 *STATE CORPS TURKEY* HSE OBJECTIVES
4.0 ORGANIZATION and RESPONSIBILITIES
4.1 Workplace Safety and Health Committee
5.1 General
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5.7 Ladders
5.7.1 Straight or Extension Ladders
5.7.2 Step Ladders
5.8 Portable Power Tools
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5.10 Welding & Flame Cutting
5.10.1 Arc Welding
5.10.2 Flame Cutting
5.11 Material Handling & Storage
5.12 Structural Erection
5.13 Noise Control
5.14 Lighting and Ventilation
5.15 Working at Height
5.16 Housekeeping
5.17 Edge Protection / Barricades / Signs / Tags
5.18 Fire Precautions
5.18.1 Alarms
5.18.2 Extinguishers
5.18.3 Combustibles
5.19 Electrical
5.19.1 Energized Electrical Works
5.19.2 Proximity Works
5.19.3 Temporary Electrical Supply
5.20 Compressed Air
5.21 Heat Related Illness
5.22 Traffic Safety
5.23 Access
5.24 Stability Control Personnel, Materials and Equipment
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5.26 Operation of Machinery, Equipment and Pivot Switches
5.27 Working in Site Areas
5.28 Personal Protection
5.28.1 General
5.28.2 Head & Scalp
5.28.3 Eyes & Ears

5.28.4 Hands
5.28.5 Toes, Feet & Legs
5.28.6 Respirators
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6.0 Safety Training
7.0 Safety Audit
8.0 Accident Prevention and Legal Aspects
8.1 Safety Inspection
8.2 HSE Monitoring Meetings
8.2.1 Tool Box Talks/Group Meetings
8.3 Accident Reporting
8.4 Work Control Measures
8.4.1 Permits to Work
8.4.2 Lock - Out Procedure
8.4.3 Work Stoppage/ Imposing Fine/ Violation Notices
8.5 Safety Signs
8.6 Safety Appliances
9.0 Incentive Scheme
9.1 Safe worker of the month
9.2 Safe Supervisor of the month
10.0 Waste Management
11.0 Sub-Contractor Management
12.0 Office Environment
13.0 Risk Management
14.0 Document Management
15.0 Review of Health, Safety & Environment Plan

INTRODUCTION

STATE CORPS TURKEY HSE manual is drafted in lieu of the Client's HSE rules and regulations and in compliance to the applicable Local Government HSE rules and regulations requirements, specific to the DSWMC project needs. STATE CORPS TURKEY Health, Safety and Environment Management manual is intended to provide guidelines for all personnel to:

- Specify the company's HSE rules and regulations.
- Follow up and protect the safety and health of employees.
- Outline the protection elements and the organization mechanism responsible for implementing and achieving the objectives of the manual considered.
- Ensure that all employees have a safe and healthy working environment. Control losses resulting from accidents
- Ensure that all measures are taken to reasonably protect client's employees and third party.
- Ensure that all measures are taken to reasonably protect the environment.

The HSE manual shall be reviewed regularly the rules need to be amended under the following conditions:

- Amendment of existing Act or Regulations.
- New legislation created by authorities.
- Dangerous condition created by new processes.
- Inadequacy of the existing rules.

Distribution and Document Control:

The safety management system manual is available to all senior personnel, the clients and other interested parties. Documentation for distribution is controlled by the safety engineer.

2.0. SAFETY ASSURANCE POLICY

STATE CORPS TURKEY CONSTRUCTION INDUSTRY TRADING management considers that the safety of its operation is a major part of its responsibilities and to properly discharge these responsibilities the various policies within this document have been established.

Operational success shall be achieved in conjunction with a good and effective accident prevention practice based on internationally accepted codes and practices. All local government legislation shall be considered as establishing the absolute minimum requirements for these policies The management shall take all reasonable steps within its power to meet its responsibilities and shall pay particular attention to the provision of:

- Plant, equipment and system of work that are safe and suitable for the purpose intended.
- Safe arrangements for the handling, transportation and storage of equipment and materials; and
- A safe place of work.
- The management shall provide leadership to all employees in following safe operational procedures and in developing safe working attitudes and habits. It shall be the policy of STATE CORPS TURKEY CONSTRUCTION INDUSTRY TRADING management accept and implemented the policies, safety regulations and standards, and codes of practice of the local Government and the Client in addition to such internal policies as may be in existence within STATE CORPS TURKEY CONSTRUCTION INDUSTRY TRADING organization. These requirements shall be made known to all persons involved on the Project and shall be met as a priority. STATE CORPS

TURKEY CONSTRUCTION INDUSTRY TRADING philosophy towards safety is “SAFETY FIRST” and STATE CORPS TURKEY CONSTRUCTION INDUSTRY TRADING believes that work progress must not be achieved at the expense of safety. Safety must be accountable in the same way as the work schedule and quality. All workers, staff and management must act responsibly and do everything possible to prevent injury to personnel and / or damage to property. To achieve this philosophy, the following matters shall be properly considered and appropriately developed and implemented for the project:

3.0 STATE CORPS TURKEY HSE OBJECTIVES

The following are the objectives of the company Safety, Health and Environment system:

●To set the standards which meet the relevant local statuary requirements for Health, Safety and Environment and to work within these standards.
●To review, update and develop these standards in line with changes in technology, practices and legislations.
●To integrate the health and safety factors in the planning, execution and maintenance of all projects.
●To ensure that all employees recognize their responsibility for health and safety matters and participate in the prevention of loss and injury to themselves and others and the company’s assets.
●To ensure that information, instruction, training and supervision are available and provided at all times.
●To ensure compliance with company and client health and safety policies by establishing a clear and logical delegation of duties through line management.
●To ensure that all employees and visitors under the control of STATE CORPS TURKEY are familiar with and recognize the current standards and regulations.
●To ensure that these objectives are met through continuous monitoring of activities.

4.0 ORGANIZATION and RESPONSIBILITIES

The responsibility for implementing this safety manual is given below.

General Manager

General Manager has the following responsibilities:

●To define and discharge the overall health, safety and loss prevention manual.
●To ensure that adequate arrangements (in terms of funds, staff and material) are made in regard to the fulfillment of this HSE manual.
●To delegate the implementation of the manual, ensuring that the requirements of the manual are understood and applied.
●To regularly review the effectiveness of the system and develop it as necessary.
●To regularly review the effectiveness of all personnel in implementing their assigned responsibilities for various aspects of health, safety and environment protection.

Project Manager

The Project manager is accountable to the General Manager for the implementation of the manual and for all aspects of health, safety. His responsibilities are the following:
●Monitor the implementation of the safety manual at regular intervals in close coordination with the Construction Manager and the Safety Engineer.
●Ensure that necessary resources are provided for the proper implementation of the safety requirements of the project.
●Responsible for the total compliance of this safety manual.
●To ensure that safety performance is monitored.
●Chairing the safety review meetings fortnightly.
●To regularly review the effectiveness of personnel under his control to whom responsibilities for various aspects of health, safety and loss prevention have been assigned.
●To advise on remedial action to maintain high standards.
●Monitor the individual safety performances of the site supervisors/ engineers on a monthly basis in line with the safety performance report generated by the site safety engineer.
●To regularly review the effectiveness of the system and bring to the attention of the Managing director any changes/modifications that may be necessary.

Project Engineer

●Monitor the safety performance of the site on a day-to-day basis in line with the requirements of this safety manual and any other requirements issued from the clients from time to time.
●Conduct fortnightly safety meetings on site to resolve any site safety issues.
●Ensure that the Safety Engineer's recommendation via his daily observation report is attended to by the concerned site engineers.
●Responsible for the total compliance of this safety manual.
●Providing adequate manpower for carrying out housekeeping on a regular basis and in addition fire watch wherever required.
●Ensuring pre-job safety meetings with sub-contractor are conducted before they start their job.

Safety Engineer

The Safety Engineer/ Officer is responsible for ensuring that the Health & Safety Manual is understood by all the employees and implemented by all personnel. Safety Engineer/ Officer will act as a catalyst in motivating and advising the site management and front line engineers and foremen to fulfill their obligations on safety. The responsibilities are:
●To ensure that management is kept fully informed of the latest requirements, both statutory and in terms of good working practice for health, safety and loss prevention.
●Assisting the Project Manager/ Construction Manager in implementing the guidelines given in this document.
●Conducting pre-job safety meetings with all sub-contractors before they start on site

and maintain minutes of such meetings.
●Conducting safety meetings with all staff members, which will be chaired by the Project Manager/ Construction Manager, on a fortnightly basis.
●To attend the various safety meetings, including those conducted by the Client, to ensure sufficient and effective interchange of information on health and safety.
●Conducting induction training for all the staff and workmen on arrival on site as well as organizing refresher sessions whenever required. The Safety Engineer will maintain record of conducting such sessions.
●Inspecting the entire work site on a continual basis, making on-the-spot corrections of unsafe acts of the workmen and taking suitable steps to eliminate all the unsafe conditions.
●Organizing the inspection of scaffolding, ladders and power tools on regular intervals and maintaining a record of such inspection.
●Planning the requirement of first aid, fire fighting, safety signboards and safety appliances well in advance.
●To ensure that all accidents and incidents are investigated and remedial measures are implemented.
●Ensuring that the accident report is sent to all concerned parties as explained in the chapter “Accident Reporting”.
●To ensure those written instructions on safety and loss prevention emergency procedures are maintained up-to-date and complete.
●To conduct mock exercises and ensure personnel awareness of the system and health, safety standards.
●Preparing and forwarding the HSE safety performance monthly report to Head Office.

Site Engineers

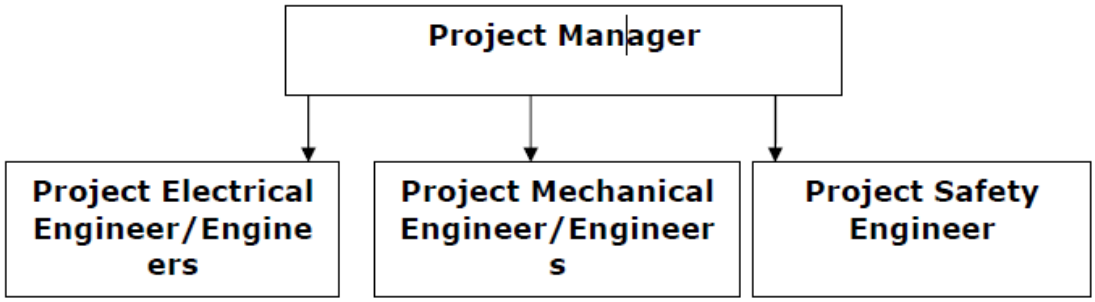
Understanding the compliance of this safety manual and following the same in the day-to-day activities.
●To ensure that the system and its interpretation are understood by all under working employees at site.
●To ensure that adequate arrangements are made in regarding fulfilling the system.
●To ensure that safety performance is monitored.
●To advise on remedial action to maintain high standards.
●To regularly review the effectiveness of the manual and bring to the attention of the Projects manager any changes/Modifications that may be necessary.
●To regularly review the effectiveness of personnel under his control to whom responsibilities for various aspects of health, safety and loss prevention have been assigned.
●To review and authorize proposals with regard to contingency planning and emergency procedures.
●To ensure interchange of ideas and good communications by chairing monthly meetings with staff.
●To attend and contribute in the monthly safety meetings held at the client’s premises.
●The Safety Engineer’s recommendations given in his daily observation report are attended to immediately.
●Maintaining work area neat and clean, with specific attention working at heights keeping free from loose materials.

●Identifying and eliminating all unsafe conditions in the work area by carrying out safety inspections in the work area on a daily basis.
●Sending the workmen employed by them on the first day itself to the Safety Engineer for attending safety induction.

Site Supervisors/Foremen

The Supervisors are responsible for the day-to-day implementation of the system and arrangements for each individual task/work activity. Their responsibilities include the following:
●To ensure that the subordinates are aware of their responsibility towards health and safety.
●To ensure that subordinates are conversant with the arrangements affecting their particular areas.
●Giving safety instructions to the workmen on a daily basis as a part of each job instructions, highlighting the possible hazards and the necessary precautions to be taken.
●Taking an active part in the site safety meetings, when required.
●Organizing “toolbox” talks to the workmen on a weekly basis and maintaining records. Inspecting the work area based on the self-inspection checklist.
●Maintaining work area neat and clean, with specific attention working at heights keeping free from loose materials.
●Identifying and eliminating all unsafe conditions in the work area by carrying out safety inspections in the work area on a daily basis.
●Sending the workmen employed by them on the first day itself to the Safety Engineer for attending safety induction.
●To ensure that their subordinates are encouraged to adopt safe working practices and implement the safety regulations at all times.
●To report on all steps and programs planning to promote health and safety of their subordinates.
●To ensure that safe systems of work under his control are prepared and implemented.
●To monitor work activities, reporting to management potential hazards, unsafe practices and accidents/ incidents.
●To attend monthly management safety meetings.
●To ensure that employees working under their supervision, standing and emergency instructions, and the operating and emergency procedures when working at the project site.

4.1 Workplace Safety and Health Committee



Safety committee is the most formal means of communication on safety matters. The main purposes of a safety committee is to

●Monitor safety performance

●Suggest remedial action where necessary

●Discuss ways of improving the organization's safety management system.

Safety Committee monthly meetings will be held.

5. HAZARD ANALYSIS - SAFETY CRITICAL OPERATION AND SUITABLE SAFETY PROCEDURE

5.1 General Safety Rule

The following safety precautions have been developed based on the hazard analysis carried out earlier and with our previous experience in implementing safety procedures on various sites. Though extreme care has been exercised while carrying out the hazard analysis, the given details are based on the data available at the present time. Certain additional environmental hazards may be encountered depending upon the actual work conditions while executing the work. Based on the project progress planning schedules such as monthly/ weekly and day-today planning, all critical activities will be analyzed to identify the hazards likely to be encountered prior to execution and to decide the precautions to be taken. Activity specific safety requirements for new activities will be prepared by the Safety Engineer based on the weekly look ahead manuals and the precautions suggested by him will be implemented by the Site Engineers prior to starting the work.

• Follow all Safety Rules and Regulations and all Warning signs set forth by the Company. They are for your protection.

• Personnel, equipment, and materials shall enter and exit the site only through the gate designated.

• Specific pass procedures and safety orientation shall be followed.

• The MANAGEMENT reserves the right to refuse admittance to any person, tool, material or equipment, which is in the best interest to the site.

• Personnel, vehicles, and equipment are subjected to search upon entering or leaving and while on the site premises.

• Identification badges furnished by the site management must be worn in full view at all times while on the site.
• Operators of vehicles and construction equipment shall observe all site traffic regulations.
• Do not run. Running is permitted only during an emergency.
• Cameras are not permitted on site without the prior approval of the site management.
• Smoking is permitted only in approved areas. Smoking in vehicles on site is prohibited. Smoking materials shall be disposed of in approved containers.
• Horseplay, fighting, gambling, and the possession or use of firearms, ammunition, alcoholic beverages, and illegal drugs are prohibited.
• All necessary tools and equipment, including personal protective equipment, shall be properly maintained.
• Defective tools and equipment shall be repaired or replaced immediately.
• All equipment shall be used only by employees who have been properly trained and are otherwise qualified to use the tools and equipment safely.
• Only authorized personnel shall operate heavy-duty equipment or machinery.
• Safety guards and other safety features provided for all tools and equipment must not be removed for convenience.
• Equipment and machines are designed for a specific purpose. Do not abuse or misuse them.
• The Management retains the right to refuse or restrict the use of tools, equipment, or chemicals on the site.
• Any materials, tools, equipment, or items must be accompanied by an approved Materials Gate Pass before leaving the site.
• Floor opening must always be covered or guarded.
• Inspect chain hoists, ladders etc. for safety before use.
• Scrap, trash, and other wastes shall be placed in designated containers.
• Work areas shall be cleaned up as the job progresses. Maintaining a clean work area is your responsibility.
• Cords and hoses shall be routed in a manner that will present no tripping hazard - preferably overhead.
• All materials, tools, and equipment shall be stored in a stable position (tied or stacked) to prevent rolling or falling.
• A safe access way shall be maintained to all work areas and emergency exists.
• All work areas shall be checked at the beginning of each shift to ensure safe conditions, and at the end of each shift to be sure that all flames are extinguished and other hazards are properly contained. All applicable local codes shall be followed.
• Know the location of the nearest fire extinguisher and use it only to extinguish fires.
• Do not leave a load hanging unsecured or unattended.
• Cables and hoses should be removed out of confined spaces during lunch breaks or any long work stoppage. Alternatively, cables and hoses should be disconnected or switched off at the respective supply source to minimize explosion hazards.
• The wearing of radio headphones or earphones while working is prohibited in the work areas.
• All drivers must have valid driving license and obey the local Highway Code at all times. The speed limit of site roads is 20 km/hr. Unattended vehicles shall be parked in designated areas only.
• Report all accidents or near miss incidents immediately
• Work in void space, manholes and etc. should be carried out in pairs, at least.

• Do not hesitate to ask about Safety and Health matters. Consult your supervisor or EHS Officer for advice.

5.2 Temporary Facilities

Hazards:
Fire hazard
Electric shock
Hygiene related hazards
Precautions:
All electrical connections will be routed through ELCB only. The tripping current rating of the ELCB must be 30mA. Make shift-wiring will not be allowed in any circumstances. If any additional requirement arises, flexible wires installed in conduits will be used.

5.3 Excavation

Hazards:
Men/ material falling into the pit
Collapse of the sides
Breakage of buried service lines
Precautions:
All precautions and necessary actions will be taken and approved by Site Engineer/Safety Engineer before starting the work Sides of all excavations must be sloped to a safe angle of repose of the related to the depth and particular soil. If sloping is not possible, suitable shoring shall be provided. If the excavation or the earthwork is close to the foundation of any adjoining building adequate steps should be taken to prevent damage to the existing structure. Every accessible part of an excavation pit, into which there is a danger of a person falling, shall be suitably barricaded as close to the edge of the excavation as practicable. Warning signs and lamps should also be provided along the barrier. No material or load shall be placed or stacked near the edge of the excavation. The excavated material shall not be placed within 2.7 m of the trench or half the depth of the trench whichever is greater. No undercutting at the side of excavation shall be allowed.

All narrow trenches, 1.3 m or more in depth shall be provided with at least one ladder for each 33 m in length or fraction thereof. Ladders should be extended from the bottom of the trench to at least 1 m above the surface of the ground. At regular intervals, crossovers of adequate capacity should be provided to facilitate workmen to cross the trenches whenever required. All employees shall be instructed to use only the authorized ladder or the ramps as an access to the pits. Where applicable, clearance must be obtained from the Consultant in writing before taking up any excavation in the project area. Lay out drawings of all the services should be obtained and referred to, for the location of any buried services in the area to be excavated. All construction machinery used in the excavation should have reverse horn and authorized personnel only should operate them. They should not be operated within two feet of the edges of excavation. The excavator and the Loader used for the excavation work will be inspected on arrival at site and every fortnight by the plant - in - charge/ mechanic at site. Record of such inspections will be maintained on site. The excavation supervisor is responsible to enforce all the above precautions.

5.4 WORKING IN CONFINED SPACES

Hazards:
• Toxic Gases, lack of Oxygen, contact with hazardous chemicals &sewage
• Excessive heat
Precautions:
• Entry into confined spaces such as vessels, manholes, and ductwork shall require an entry permit.
• It shall be issued by the EHS Officer / Site Management prior to entry.
• The intent of an entry permit is to protect entering personnel against such hazards as oxygen deficiency, hazardous gases, contamination, high temperatures, fire, and difficulty in escaping.

5.5 FALL PROTECTION

• Where any person is liable to fall a distance of more than 2 meters, a secure foothold and handhold shall be provided. Where it's not practicable, other suitable means such as a safety belt, harness and fencing shall be provided.
• Generally, fall protection shall be utilized by every employee and tied off to independent life lines for work from elevated areas under the following conditions:
• Roof pitch equals or exceeds 4 in 12.
• Work requires men closer than six (6) feet from roof edge without parapets from floor openings.
• Two-point-suspension scaffolds or stages are being used.
• Ladders are placed near the edge of a roof or a floor opening.
• For work from elevated area where no protection is available to prevent falling.
• Every employee issued fall protection shall be instructed in the proper method of wearing, using, and securing it prior to using it.
• All fall protection equipment shall be inspected by the user prior to each use. How To Use Safety Harness:
The safety harness is design for easy put on and "one-piece feel". Wear the safety harness and adjust the back D-ring and properly secured or anchored to lifeline. Adjust front and back strap to ensure the body is secured in the harness.

5.6 Scaffolding

Hazards:
• Collapse of scaffold
• Fall of persons and materials from the scaffold
Precautions:
When a new scaffold has been erected on site, the concerned supervisor will request his engineer or site Safety Engineer to inspect the same before allowing his workmen to use it. The Concerned engineer or Safety Engineer after inspection will either clear the scaffolding for use or suggest improvements to be carried out. The Site Safety Engineer will inspect all scaffoldings every week based on checklist and a record will be kept to this effect. If any scaffolding is found to be unsafe or defective, warning Notices will be displayed on it to caution

"Not to use". Mobile scaffoldings, erected on castor wheels, will be inspected by the concerned supervisor every day before allowing the workmen to use it. Their height will be restricted to 3.5 times its minimum base width. Working platform of all the scaffoldings will be fully boarded and provided with suitable handrail and toe board wherever required. All workmen on the platform will be asked to get down before moving the scaffold. Suitable approach in the form of ladders will be provided to the working

- Scaffolding is to be erected, used and maintained as per the state of
- All scaffolding used at site is to be erected, dismantled and maintained by a competent scaffold contractor. A copy of the company profile is to be submitted to the Main Contractor for their approval.
- All scaffold erection works are to be immediately supervised by a competent scaffold supervisor.
- All scaffold erectors must have trained and competent to perform their job. These erectors must wear suitable safety harnesses attached with shock absorbing devices when erecting the scaffolds.
- All scaffoldings are to be inspected by a competent Scaffold Supervisor at a frequency not exceeding every 7 days. The results of such inspections are to be documented by means of a scaffold register.
- Before work on a scaffold is begun, it shall be inspected visually to ascertain that:

- Handrails, mid-rails, toe boards, and decking are in place.
- All wheels are locked, if it is a movable scaffold.
- Locking pins are in place at each joint.

- Personnel shall wear safety belts properly tied off on any scaffold platform not equipped with standard handrails, mid-rails, or complete decking. Incomplete scaffolds shall be reviewed by the Site Management / Supervisor prior to use.
- No one shall ride on a rolling scaffold when it is being moved. All tools and material shall be removed from or secured on the deck before moving.
- When working on a stage, employees shall use a suitable container to hold tools, etc. so, that they do not endanger others working below.
- Employees shall use safety belts whenever they are working at heights more than 2 meters above the ground. They may request to wear safety belt when enter into the site.
- No scaffolding or staging shall be partly dismantled and left so that it is capable of being used unless it continues to be safe for use.
- When work is carried out at a height of more than 2 meters, at least 2 pieces of staging planks with handrails on sides must be securely provided.
- Access to every working level of scaffoldings is to be by means of ladders. No climbing of frames is allowed.
- For every working platform that is more than 3 meters above the ground or floor, the clearance between flooring planks should be less than 3 cm.
- The working platforms on scaffolds need to be provided for providing proper footing and to support portable tools and light-weight materials not exceeding 25 kg per bay. Working platforms shall be flushed along their lengths and secured.
- At least 1 designated access point must be provided for each scaffold.
- As far as possible, clear headroom of at least 180 cm (6') should be maintain on working platforms.
- Notices/ labels/tags shall be displayed to indicate the scaffold is safe for use.
- In the exception of tower scaffolds, screening nets shall be used to envelop all scaffolds

- Professional Engineer designs are required for certain types of scaffold. For example, scaffolds exceeding 30meters in height, cantilevered platforms or jib supports
- No board or plank which forms part of a working platform should project beyond its end support to a distance exceeding 4 times the thickness of the board or plank.
- Any openings on the floor including manholes are to be immediately covered with temporary manhole cover.
- Damaged or inadequate scaffolds should be reported immediately.
- Personnel shall not climb on, or work from, any scaffold handrail, mid-rail, or brace member, but shall use ladders to get on to the scaffold.
- All scaffolds shall be erected level and plumb, on a firm base.
- Where space permits, all scaffold platforms shall be equipped with standard 1 -meter high handrails rigidly secured (not wired), and standard 53-cm-high mid-rails, completely decked with safety plank or manufactured scaffold decking, and equipped with rigidly secured toe boards on all four sides. Decking planks shall be secured in place. Planks shall overhang end supports a minimum of 50 mm and a maximum of 4 times the thickness of the board or plank.
- Toe boards not less than 90mm high are to be provided to prevent falling objects from every working platform.
- Standards shall not exceed 2.5m width. For cases exceeding such width, approval in writing from the Commissioner is required.
- The safe working loads on all scaffolds shall not be exceeded.
- Rolling scaffolds shall be used only on stable, level, smooth surfaces, or the wheels shall be contained in wooden or channel iron runners. Personnel shall watch for overhead clearance when moving a scaffold. Casters shall be pinned.
- Personnel shall not alter any scaffold member by welding, burning, cutting, drilling, or bending.
- No rigging shall be done from scaffold handrails, mid-rails, or braces.
- Patented Metal Scaffolding - Parts and sections of scaffolding made by one manufacturer shall not be used with parts and sections made by another manufacturer.

5.7 Ladders

Hazards:
- Collapse of ladders
- Fall of persons or materials from the ladders

Precautions:
- All ladders brought to site will be registered to ensure that they are inspected at regular intervals.
- Ladder inspection will be carried out by the site Safety Engineer every week. Remove from service, any ladder found defective.
- Ladders without non-slip base and hinge locks, wherever applicable, will not be allowed at site.
- Technicians will be warned about the danger of using the top two rungs in the toolbox talks.
- Metallic ladders will not be used in the jobs where it is likely to come in contact with live electrical items. Portable and extension ladders, if any, will be required to be tied at the top and its angle of inclination will not be less than 75% 3-point contact to be maintained – two hands and one foot or two feet and one hand at all the time.

• Ladder should be used for short period of time only. And it must not be used at elevated area or leading edges of the building.
• Painted ladders are not permitted.
• If it is necessary to place a ladder in or behind a doorway, barricade the work area and post warning signs on both sides of the door.
• While ascending, and descending a ladder, hold on to a straight ladder with both hands, and hold on to a stepladder with at least one hand. Use a hand line to raise or lower materials.
• Keep both feet on the ladder rungs. Do not reach out too far. Do not place one foot on a line or piece of equipment and the other on a ladder rung. Change the position of the ladder, as often as necessary to keep within reach of the work.
• Face a ladder when working from it. Use fall protection if you must stand backwards on a ladder, and under certain other conditions.
• Do not allow more than one person on a ladder unless the ladder is designed for more than one person.
• Do not use metal ladders for electric welding or near energized electric lines or services.
• If it is necessary to use a ladder on top of a scaffold, or close to the edge of an elevated platform, roof, or floor opening, tie off the ladder and utilize fall protection.
• Under no circumstances use chairs or other furniture as ladders.

STRAIGHT OR EXTENSION LADDER

• Every ladder shall be equipped with a tie-off rope and non-skid safety feet.
• Every ladder shall be adequately tied off or held.
• The top of a straight or extension ladder shall extend at least three (3) feet beyond the supporting object when such a ladder is used as access to an elevated work area.
• After an extension section, has been raised to desired height, check to see that safety dogs or latches are engaged and that the extension rope is secured to a rung on the base section of the ladder.
• Extension ladders shall be overlapped a minimum of three (3) rungs.
• Do not take extension ladders apart to use either section separately.
• Do not work from the top three (3) rungs of any straight or extension ladder.

STEPLADDERS

• Set a stepladder level on all four feet, with spreaders locked in place. Do not use a stepladder as a straight ladder.
• Never stand or sit on the top of a stepladder.
• Do not stand on the step below the top of any stepladder over three (3) feet high.
• Remove tools and equipment from the ladder before moving it.
• Tie off a stepladder when using it close to the edge of an elevated platform, roof, or floor opening and utilize fall protection.
• Every stepladder over eight (8) feet tall shall have a tie-off rope attached.

5.8 Portable power tools

Hazards:
• Electric shock

• Hit by rotating objects
• Foreign body falling into the eye
• Noise and Vibration
• Inhalation of lubricating oil mist
• Striking by falling objects

Precautions:

• All portable power tools will be checked by an identified electrician on site before releasing it to the site use. It will be inspected every month to ensure that it continues to be safe for use.
• It will be the responsibility of the site Safety Engineer to ensure that all the power tools are regularly inspected and a record is maintained to this effect.
• If a power tool is found to be unsafe or defective for use during the regular inspection, it shall be marked/ tagged to that effect and returned to stores for repair or replacement.
• Power cables provided to the tools will not have any joint and the cables will be laid in such a way that it does not present any trip hazard.
• All power cables will be provided with industrial plug and sockets for power distribution.
• The guards provided to the power tools shall not be removed either by the technicians or by the maintenance electrician.
• The power tools shall either be returned to the stores at the end of the shift every day or hall be stored properly at site to prevent its damage.
• The pneumatic tool hose is clear of dirt and moisture before starting work. Also, check must be done on matching connections are used, and the rubber seals are in good order.
• Whip checks shall be used at the hose joints to prevent airlines blow off.
• Always check hose condition and connections along the whole length before starting work, with the air off and then on.
• Eye and ear protection to be worn by operatives and also dust masks at appropriate places.
• 110 voltage power for portable power tools.

5.9 Hand tools

Hazards:

• Tools falling down from heights
• Hit by the sharp edges of the tools
• Hit by flying objects
• Slipping and falling due to the use of worn out tools

Precautions:

• The storekeeper will inspect all the hand tools before issuing to site to ensure that they are in good working condition.
• All the supervisors and the site Safety Engineer will look for defective tools being used on the job on a continuous basis with specific reference to broken handles, blunt edges, worn out heads, cracked parts etc. Any such damaged tools, if found at site, will be removed immediately and destroyed.
• Homemade, make shift hand tools fabricated at site will not be allowed. Any

Such tools found at site will be removed and destroyed. • Technicians will be reminded regularly during toolbox talks about the perils of misusing hand tools and the necessity of informing the defects found in the tools immediately.

• Technicians will be asked to use goggles while carrying out chipping, hammering and similar operations.
• Using pliers or wrenches as hammers, using screw drivers as chisels, using screw spanner or pipe wrench instead of double end or ring spanner etc. are unsafe practices and are bound to result in minor accidental injuries. All these will be explained to workmen in the tool box talks and will be prohibited.
• As far as possible, the hand tools will be provided with a rope, which can be used for tying the same with the safety harness so that it does not inadvertently fall down during usage.

5.10 Welding and flame cutting

Hazards:
• Hot burns
• Foreign body falling in the eye
• Arc eye
• Electric shock
• Fire
• Fall of cylinders
Precautions:
• Any gas cutting or welding work can be carried out only after taking the necessary precautions, which is to be approved by site Safety Engineer. The concerned supervisors will be responsible to arrange all the precautions specified in the hot work permit.
5.10.1 Arc Welding
• It is the responsibility of the welder and his crew to comply with all the safety requirements given in the checklist before starting the work. If they find any difficulty in complying with any of the requirements, they will be required to report it to the supervisor concerned and await further instructions from him. The supervisor has to take up the matter with the Safety Engineer and arrive at an alternate method of complying with the said requirement.
• The welding machine should be provided with body grounding.
• The welding cable shall be laid in such a way not to cause any tripping hazard. It should not have any joint in between. If there is any, it should be provided with insulated male and female couplers to ensure a safe connection. The return path for the welding circuit shall preferably from the job itself.
• The welding holder should have proper insulation and if the insulation is broken during usage, the holder shall be replaced immediately.
• Before welding work is started, the operative is to ensure that there is no flammable material stored or installed nearby. If there is any, it should be either removed or covered with asbestos cloth.
• The welding flux shall be contained in the same floor; it shall not be allowed to fall to the next lower level.
• A fire extinguisher shall be kept at the place of welding. A firewatcher shall be posted, if required. Requirement of the firewatcher will be specified in the hot work permit, if found required, considering the place of work.
• The welder should use a welding shield, apron, gloves in addition to the safety shoes, helmets, coverall etc.
• It is the responsibility of the operative to ensure that there is no trace of hot flux or any smoldering fire caused by it at the place of work before leaving the place.

• If necessary welding screens will be used by the operatives at the welding place.

5.10.2 Flame cutting

• Oxygen and acetylene cylinders will not be allowed to be taken inside any confined spaces.
• Acetylene cylinder will be kept upright always and will be kept in bottle cradles / cylinder trolley to ensure that it does not topple down during use. It will be provided with flash back arrestors during use.
• Cylinder key will always be kept in the cylinder for any emergencies.
• The regulators will be inspected by the supervisor concerned to ensure that there is no leakage and it functions properly. Leaking or malfunctioning regulators will be removed from service immediately.
• The hoses will be laid in such a way not to pose any trip hazard.
• The operator will be required to use gloves and goggles.
• The supervisors or the foremen planning to take up gas cutting work will have to obtain a hot work permit from the site Safety Engineer and comply with all the requirements mentioned therein.
• A fire extinguisher shall be kept at the place of work. A firewatcher will be posted wherever required.
• Before work is started, the operative is to ensure that there is no flammable material stored or installed nearby. If there is any, it should be either removed or covered with asbestos cloth.
• The hot flux shall be contained in the same floor; it shall not be allowed to fall to the next lower level.
• It is the responsibility of the operative to ensure that there is no trace of hot flux or any smoldering fire caused by it at the place of work before leaving the place.
• The hot flux shall be contained in the same floor; it shall not be allowed to fall to the next lower level.
• It is the responsibility of the operative to ensure that there is no trace of hot flux or any smoldering fire caused by it at the place of work before leaving the place.

5.11 Material Handling and Storage

• While transporting materials in vehicles, the driver is to ensure that no materials project or overhangs from the vehicle. If there is any projection either red flag or red lamp will be tied to the projections to warn the vehicles following behind.
• Trained and licensed operators/ drivers will be used to operate lifting machinery.
• All technicians will be instructed on the correct and safe way of handling various types of materials.
• Tower crane available at site will be used for lifting materials to various floors. One experienced and trained person will be used for rigging the materials to the tower crane and he will also act as the signaler to the crane operator until the load is safely unloaded at its place. He will be identified by a special uniform. An effective communication system will be operational to clearly transfer the signals from the loading/ unloading point and the operator.
• All lifting appliances brought to the site will be provided with a test certificate. It will be periodically inspected by approved agencies every year. For lifting materials to higher elevations single point slinging will not be allowed for handling any materials.

• Gas cylinders will be hoisted to various floors in specially prepared cages or in the material hoist.
• The material safety data sheet (MSDS) will be made available at site, if any chemical is to be handled at site all the precautions indicated in it will be carried out.
• The Site management will ensure that all highly flammable liquids and liquefied petroleum gases under his control are stored and used in accordance with good practice and Local Regulations.
• Only minimum quantities of flammable liquids shall be used at any time, with the bulk of the material kept in secure containers in an approved flammable store.
• Containers will be marked with their contents and not used for other liquids. Metal cans are the preferred containers for small quantities of petrol and diesel.
• The Site management will display “No Smoking” and other warning signs, and provide an adequate number of suitable fire extinguishers wherever flammable liquids are stored or used.
• None will be permitted to discharge flammable liquids onto the ground or into drains.

5.12 Structural Erection

Hazards:
• Tools falling down from heights
• Persons falling
• Material falling
• Material handling related injuries
Precautions:
• The safety precautions mentioned in the chapter on “welding and cutting” shall be strictly complied with.
• Before starting the erection of any structural member, all the necessary works related to its fixing & its location shall be made ready.
• In order to reduce working at heights, all attachments where possible to the structural member shall be carried out at ground level, including the painting, prior to erecting.
• All the hand tools carried by the technicians shall be kept in the tool pouches, attached to the safety harness with a loose rope, so that it doesn’t fall down during use. It also ensures that the workmen do not leave the tools at heights in precarious locations.
• Workmen required to work at heights will be thoroughly screened to ascertain their abilities and only the permitted workmen will be allowed to work at heights.
• Usage of safety harness and helmet with chinstrap will be made compulsory, in addition to any other safety appliances.
• Only qualified welders will be used for any form of structural welding.
• Welders will be provided with a suitable box that can be used to store the burnt electrode rods while working at heights. The slings used should be of adequate capacity in the configuration in which it is being used and should be free from defects.
• The crane and all the lifting tackles used for handling the structural members should have a valid test certificate.
• The lifting tackles should be inspected before every use to ensure that they are free from defects. This is the responsibility of the supervisor in-charge of the erection.

• While loading the structural members on the trailers, it is a requirement to that they are tied properly to avoid movement during transit and the vehicle should display the necessary load carrying capacity.
• While placing the structural members on the ground, suitable packing should be provided for stacking on.
• No loads will be swung over operatives working below.
• A suitable signaling system will be developed and a signaler will also be identified separately.

5.13 Noise Control

• Noise generating activities shall be identified, for this the HSE department should assess such workplaces where noise generated activities to be done.
• A competent person will conduct an assessment to identify which of his employees is likely to be exposed.
• Employees exposed to 85dB but to a level not exceeding 90dB upon request shall be provided with efficient ear defenders.
• Employees are to receive adequate information, training to ensure that they are aware of potential risks and the method of reducing the risk.
• Noise levels at source are to be reduced to the lowest levels that are reasonably practicable.
• It must be ensured that the employees are using the ear defenders.
The effect on Maximum working times due to exposure without protection.

5.14 Lighting and Ventilation

Lighting

• As well as supplementing, poor daylight and enabling work to continue after dark, site lighting is always necessary in those areas devoid of natural light e.g. shafts and enclosed stairways. Site lighting must be sufficient, well planned, of the right type and in the right place for it to be properly effective. Wherever the possibility of fire hazards exists at site such as carpentry yard and inflammable materials storage areas tube lights shall be used. The objective of area lighting should be to produce an overall level of illumination sufficient for men and vehicles to move. Every part of the area should receive light from at least two directions to avoid dangerous, dense shadows.
• Lighting should not introduce electric shock, to prevent this 220 V supplies should be used only for those fittings which are robustly installed and well out of reach e.g. flood lighting or high pressure discharge lamps, which cannot conveniently be run from 110V power supply.
• Construction areas, ramps, runways, corridors, offices, shops and storage areas shall be lighted to not less than the minimum illumination intensities listed.
• Illumination levels on any part of a site can easily be checked with a pocket LUX meter, calibrated according to manufactures recommendations.

Ventilation

• Site offices shall be provided with windows and exhaust fans to ensure enough ventilation is available.
• Enough no of exhaust fans shall be fixed in the toilets to ensure fresh air supply.

• During the summer season enough no of pedestal fans shall be provided at the rest areas. If any activity is planned in the confined areas, fresh air supply shall be ensured. COSHH chemicals shall be stored in the well-ventilated areas.

5.15 Working at Heights

Due to the nature of our works, working at heights is part and parcel of our daily routine. Therefore, the following precautions must be taken:

• Falls especially from 2m or more are to be prevented by physical barriers. Where falls cannot be reasonably be prevented by physical barriers (including short duration work) other means are required (e.g. harnesses) the workmen shall wear fall protection device and attached it to a firm support or to a lifeline.

• Any fall on a construction site is likely to result in injury and a fall of over 2m is likely to result in serious injury or worse. Detailed planning, adherence to the method, co-ordination and separation of trades, maintenance of controls and supervision of the workforce is essential to ensure that correct procedures are instigated and maintained The site should consider the se of permits and authorizations to allow men into certain areas, such as working on sloped roofs.

• All operatives shall be instructed on the proper use of equipment.

• Personnel under the control of the Sub-contractor should not interfere with scaffolds, and ladders, which have been provided by Main contractor. If alterations are required then the Sub-contractor must liaise with the Project Manager of the main contractor even if they have their own scaffolder.

• If any work is planned on roofs, incomplete floors, leading edges or false work, he will erect adequate rigid barriers to prevent persons from walking into a 'Harness only' area.

• Signs and barriers will be erected to designate areas where harnesses must be worn.

• Any materials, tools or equipment, stores used in windy areas must be adequately secured to prevent them being dislodged, blown, and dropped or otherwise falling from height.

• Work on fragile roofs will be subject to special requirements to the approval of the Project Manager and involve crawling boards, nets, walkways, roof ladders and other controls to prevent men from falling or arresting their fall if they do.

• Adequate supervision shall be available to ensure compliance.

• The intention must be to make work areas safe quickly and reduce the need for harnesses to an absolute minimum.

5.16 Housekeeping

• Smoking will not be permitted at all times on site, including building areas, site offices and stores.

• Trash containers will be kept near the rest area and the technicians will be advised to dispose lunch box, soft drink bottle etc. only in trash containers.

• All materials on site will be neatly stacked in the assigned location provided with suitable enclosures.

• Scrap generated at site will be removed on a day to day basis by the respective technicians at the end of the shift everyday. The concerned supervisors will be responsible for ensuring this procedure is carried out.

• Packing materials, if any, shall be removed from the site immediately after opening the boxes.
• Gas cylinders shall be kept on the floors in such a way that they cannot fall.
• Welding cables, power cables etc. will be laid in such a way that it will not cause trip hazard.
• Exclusive team shall be allotted to carryout Housekeeping in common areas depending on the requirement of the site. However, responsibility for carrying out housekeeping shall rest with the concerned crew in the areas in which they are working on day-to-day basis. Housekeeping crew shall be provided with special uniform (either a jacket or different color of helmet) so that they will not be diverted for other activities.
• Suitable arrangement will be made to remove the debris collected on all floors.

5.17 Edge protections / Barricades/ Signs/ Tags

• All outer edges of suspended floor slabs will be provided with handrail, mid rail and toe board. Exclusive team shall be allotted to carryout fixing of edge protection in all areas under the control of a supervisor depending on the requirement of the site. However, responsibility for fixing edge protections shall rest with the concerned engineer / foreman in the areas in which they are working on day-to-day basis. Edge protection fixing crew shall be provided with special uniform (either a jacket or different color of helmet) so that they will not be diverted for other activities.
• Sides of the staircase will be protected with a handrail and mid rail. To be installed progressively as each level of stairs is completed.
• The lift shaft entrances will be provided with suitable gates with offsets to prevent falls into the shaft.
• All openings in slabs will be covered from top in flush with the top of the slabs, with support timbers nailed to the interior of the openings and the plywood's will be marked "Hole below". If the opening is greater than 1m X 1m, then the opening will be fixed with handrail and toe boards.
• PTW (Edge Protection Removal Permit) shall be followed to remove any edge protection and opening coverings. Whenever any maintenance work is taken up in the temporary electrical distribution network, caution boards such as "Do not operate", "Men at work" will be put up in the main boards and it will be locked for further protection.
• Defective scaffoldings, ladders or power tools, if found during the scheduled inspection, will be tagged immediately and will be removed from service.
• Any protection or barricade that is removed to gain access to the prohibited work locations to carry out specific work must be replaced after the work is completed.
• Information posters will be displayed in appropriate locations indicating the emergency telephone numbers, location of fire extinguishers etc.
• No smoking signs and hot work prohibition signs will be installed wherever required.
• Suitable safety posters and stickers will be provided.

5.18 Fire Precautions

• Welding and flame cutting works will be taken up only after taking all the precautions mentioned here.

• Keeping fire extinguisher is a compulsory requirement and a fire watcher will be deployed if the sparks are unable to be contained in the floor in which the hot work is being carried out.
• Oxygen and acetylene cylinders will not be taken inside any confined areas. The cylinders will be kept upright always and will be prevented from accidental falling. They will be stored separately in the storage area. All the fuel cylinders will be provided with flash back arrestors.
• Smoking will be totally banned at site. “No smoking” stickers will be displayed at appropriate locations. Designated Smoking Areas will be provided both in office premises and in site area with fire extinguishers.
• A sufficient number of fire extinguishers will be installed and maintained at site wherever there is a potential fire hazard.
• Site Safety Engineer will conduct a fire survey, as frequently as required to assess the fire load, type of prevention and fighting manual required at site.
• An emergency evacuation manual will be displayed indicating the action to be taken by various personnel, firefighting manual, means of alerting the people, means of escape, assembly point etc. The flammable liquid (paint, insulation compounds etc.) storage area will be clearly identified and will be suitably barricaded. The storage area will be provided with fireproof walls. Storage of flammable liquid in the main building will not be permitted.
• All the used flammable liquid containers will be collected immediately and brought back to a safe storage place and suitably disposed of. Flammable liquid containers will not be left unattended at site without their lids.
• Incandescent or halogen lamps will not be used near the insulation application areas.
• Packing materials, if any, will be removed on the same day from the site, whenever it is opened from the consignment.
• Training in the use of fire extinguishers will be conducted to all the employees as a part of the induction session and it will be repeated in the toolbox talks whenever required.
• If LPG cylinders are allowed on the site premises, in the pantry, canteen etc. the cylinder will be kept out of the building and copper tube shall be installed from the cylinder to the stove instead of rubber tubes. The platform and the walls around the stove area should be provided with gypsum board or metal sheets. Fire alarms, hydrants, fire extinguishers, safety showers, safety stations, etc., shall be plainly marked and shall be kept clear of all obstructions.

5.18.1 ALARMS

You should know:
Where the nearest fire alarm box is located
How to turn in an alarm.
The site emergency phone numbers
The proper exit route and the rally points.
Contact the Site Management/Supervisor for this information.

5.18.2 EXTINGUISHERS

You should know:
Where the nearest fire extinguisher is located.
How to operate it.
The type of fire on which it should be used.
Check the label**.** **Be aware that...**

For each job requiring open flame work or welding, the Contractor is required to furnish, maintain, and inspect monthly at least one fully charged fire extinguisher. All extinguishers shall be recharged or replaced promptly after use.

5.18.3 COMBUSTIBLES

Combustible material shall be kept away from steam lines, radiators, heaters, and hot process and service lines. Use non-flammable or flame-retardant materials whenever possible.

5.19 ELECTRICAL

• All electrical work must be done under the supervision of a competent person under the relevant Act and Regulations of the state of Qatar and other Standard Operating Procedures.
• Only authorized persons are allowed to install service or repair electrical equipment.
• No equipment or cord shall be used if the grounding prong has been removed. No two-wire extension cords are permitted.
• Every temporary light shall have a lamp holder with lamp installed and lamp guard in place, and shall be suspended with non-conducting materials.
• All temporary electrical installations in building and engineering construction work sites shall be provided with earth leakage circuit breakers.
• All electrical energized equipment shall be grounded.
• After work or in the case of the failure of power, remember to switch off all portable electrical tools.
• When a machine is under repair, be sure to put a sign notifying “Under Repair” to the switch. The sign shall not be removed until the trouble or fault is corrected.
• Do not activate equipment locked or tagged out into the switch receptacle.
• Do not interfere with or leave anything in the switch.
• The fuse to be used shall be the specified one.
• All electrical junction boxes and connectors should be protected as far as possible against from vehicles, falls or ground, water and rough handling.
• Conducted shall not be handled with the bare hands, but with rubber gloves or insulated appliances designed for the voltage applied. Rubber boots shall also be provided against risk of electrical shocks.
• All electrical appliances and conductors shall be clearly marked to indicate their purpose and voltage.
• Where necessary to prevent danger, installations should be protected against lightning. All electrical appliances and conductors shall be clearly marked to indicate their purpose and voltage.
• Where necessary to prevent danger, installations should be protected against lightning.

5.19.1 ENERGISED ELECTRICAL WORK

• Energized electrical work is not allowed without written approval from site management.
• Energized electrical work is defined as: any work that involves intentional physical contact using hands or tools (except for approved test equipment) with exposed energized equipment.

5.19.2 PROXIMITY WORK

• Proximity work should be avoided. Adequate approval is necessary, and specific instructions shall be furnished by the site management.
• Proximity work is defined as: any work performed near exposed and unguarded energized electrical systems, where tools, equipment, hands, etc., could come in contact with live circuits.

5.19.3 Temporary Electrical Supply

• Only the skilled electricians shall be allowed to perform any kind of electrical work. The electricians shall be instructed to use the proper protective equipment such as rubber gloves and rubber mats wherever required.
• Cables buried directly in the ground shall be of a type incorporating an armor or metal sheath or both or be of the PVC insulated concentric type. Such cables shall be marked by cable covers or a suitable marking tape and be buried at a sufficient depth to avoid their being damaged by any disturbance of the ground. Cable routs should be marked on the manuals and kept at site office for ready reference.
•For all site offices, workshops, and similar premised which are regarded a permanent type installations, the Local Electricity Authority regulations shall be adhered to.
• All electrical circuits shall be routed through earth leakage circuit breakers. Correct type of wire clips shall be used to fix the cables on wall and ceilings.
• Wherever the cables need to cross the open areas, or where the span is 3m or more are involved, a catenary's wire on poles or other supports will provide a convenient means of suspension. Minimum height should be 5 m above ground.
• It is sometimes cannot be avoided, because of the nature of circumstances of a particular job for cables to lie on the ground, if only for a short time. In such cases, additional protection should be provided by means of a conduit and special provisions made if vehicles have to cross (e.g. ramps). The line should be clearly marked.
• Joints in cables should be avoided wherever possible. Where unavoidable, they should be enclosed in purpose- built housings as per local electricity authority guidelines. Adequate grounding shall be provided as per Electricity authority requirements.
• The cables used for temporary electric supply should meet the requirement of Local electricity authority guidelines. All cables shall be raised off the floor or shall be buried to prevent trip hazard. All cable joints shall be made using connectors approved by local electricity authority. All electrical circuits shall not be over loaded. All circuits must be properly grounded. Temporary wiring must not be hung over nails rebar and other metal objects. Periodic inspections shall be made of all temporary electrical systems to ensure they are in a safe condition. Cables should not be run on damp areas. All ELCB's installed shall be monthly tested and inspected by the site electrician to ensure that they are in good condition.
• All DB's shall be provided with "Danger Electric Shock" signboards. The area around the DB's shall be kept free from materials and the access to the DB's should be free all the time to maintain this barrier shall be erected around all DB's at site.
• Work on live conductors, or on electrical equipment shall not be permitted. To carryout any electrical repairs LO/TO permit system must be followed.

5.20 COMPRESSED AIR

• All cylinders should have protective caps.
• Check hoses and couplings daily before use. Use only hoses designed to handle compressed air. Provide all hose couplings with a positive locking device.
• Never crimp, couple, or uncouple pressurized hose. Shut off valves and bleed down pressure.
• When using compressed air for cleaning purposes, ensure pressure does not exceed 30 psi. Do not use compressed air to clean dust or debris off your body.

5.21 Heat Related Illness

Heat may produce a working environment that may be uncomfortable or even hazardous to the workers concerned. Health problems such as heat stroke or heat exhaustion may result from. The workers who work in warm climates in hot, humid places or excessively exposed to heat can be affected by heat stress. High temperature put stress on bodies. The body cooling system has to work too hard to reduce heat stress, resulting in straining itself. This physical strain, combined with other stress such as work, loss of fluid or fatigue may lead to increased irritability, decreased morale, increased anxiety, and decreased ability to concentrate heat disorders, disability or even death. Supervisors must ensure that adequate amount of drinking water is supplied to workmen to prevent dehydration particularly during summer months. The water shall be kept reasonably cool and be placed close to the work place so that the worker can reach it without abandoning the work area. Close supervision shall be maintained on the workmen working at higher elevations, confined spaces etc. during the summer months to watch for the signs of heat exhaustion. Suitable arrangement to replace the salt loss due to sweating, shall also be made during summer months. During summer months, suitable resting places (air-conditioned) shall be made available for the workmen affected by heat exhaustion. Salted or sweet lemon water shall be considered for distribution to the workmen during the peak summer months (twice a day) to replenish for the salt losses from the body due to sweating. Salt tablets shall not be freely distributed since it may cause side effects to some workmen, who are allergic to it.
The following points shall be taken to prevent heat stress:
• Based on the environment take special / precautions.
• Drink plenty of water (drinking water shall be available).
• Pocari Sweat, Electoral powder to be provided to control body salts losses.
• Take appropriate break.
• Wear proper clothing.

5.22 Traffic Safety

The number of passengers in the passenger type vehicles shall not exceed the number, which can be seated. No explosives or toxic substances shall be transported in vehicles carrying personnel. The drivers shall be possessing valid driving license appropriate to that vehicle. Drivers shall be instructed to obey the rules and regulations of the traffic such as speed limit, desert driving etc. The vehicles used on site shall be properly maintained. Defective vehicles shall not be used. Daily checking of vehicles for the brakes etc. shall be carried out by the drivers.
• The Storekeeper will be responsible for the transportation and vehicle management.

• All the vehicles will be operated by drivers holding a valid driving license.
• Speed limit of the vehicles on site will be restricted to 20kmph. If the vehicles have to reverse in crowded work areas, a helper should assist the driver.
• Workmen will not be allowed to sleep under the parked vehicles.
• It will be the responsibility of the drivers to ensure that the vehicles are not overloaded beyond its rated capacity.
• Drivers will be responsible for informing the storekeeper whenever the regular maintenance of the vehicle falls due. No compromise will be made on the maintenance and upkeep of the vehicles.
• Drivers and operators will not be allowed to work for more than 12 hours continuously a day on any circumstances.
• Vehicles will only be parked at designated locations on site without obstructing the free flow of the traffic.
• If there is any projected material from the vehicles, warning flag and/ or red lamp will be tied to the projection to warn others of the danger.
• The materials will be tied properly when loaded on the vehicles to prevent movement during transit.
• All the vehicles will be inspected by the concerned driver using vehicle inspection checklist and will be approved by Site Engineer/Storekeeper.

5.23 ACCESS

• Keep access routes to and from work sites and safety aisles free and clear of obstructions and adequately lighted. Consult with the Site Supervisor as to access routes for excavations, roofs, process areas, and special equipment or areas.
• Do not block emergency equipment, electrical disconnect switches or breaker panels. Do not attach cables, ropes, barricade tape, hoses, or leads to such equipment.

5.24 STABILITY CONTROL - PERSONNEL, MATERIALS, AND EQUIPMENT

Ensure that personnel, material, and equipment are safe from unexpected movement - falling, slipping, rolling, tripping, or any other uncontrolled motion. Use fall protection.
Protect the area below you. Immediately clean up all spills and report them to the site Supervisor. Chock all material and equipment as necessary to prevent rolling - pipe, drums, tanks, reels, trailers, and wagons. Tie down all light, large-surface-area materials that might be moved by the wind. When working at heights, secure tools and equipment against falling. Do not store materials or tools on grits, ducts, lighting fixtures, beam flanges, suspended ceilings, or similar elevated locations.

5.25 PAINTING WORK PRECAUTIONS

• Sufficient communication regarding painting works must be provided before work commences.
• Painting in enclosed spaces such as void space can only commence after the installation of sufficient ventilation and compressed air.

• Explosion proof lighting shall be used to illuminate the work area to be painted in the enclosed space.
• Area or section to be painted shall be cordon off and sign board of 'No Hot Work'. 'Painting in Progress' displayed prominently.
• Even of painting work is completed; the mentioned sign board shall remain as they are until confirmations of gas-free conditions prevail.

5.26 OPERATION OF MACHINERY, EQUIPMENT AND PIVOT SWITCHES

• Operate only the machines and equipment you are authorized and qualified to use.
• Make sure the guards and safety devices are in working condition and properly adjusted before you operate a machine. Be sure machine is grounded.
• No horseplay.
• Never grease oil, repair machinery or remove guards while the machinery is still moving.
• Lock out or fag out for you protection. Do not go away and leave the machinery running. Do not leave machine unattended.
• Never wear loose sleeves, dangling neckties, or finger rings while working around machinery.
• Keep the floor around your machine clean, dry and free of tripping hazards.
• Most machine operations require the wearing of safety glasses. Make an exception only if your supervisor says you can.
• Material handling equipment has the Right-of-way.
• It is not a safe practice to talk with employees while operating fast moving machines, such as planers, table saws, bands saws, shapers, grinders etc.
• Keep your fingers out of the area of cutting edges and other exposed moving parts.
• All cutting tools should be sharp at all times.
• Check tools for good condition before using. Replace detective and dull tools.
• Carry tools in tool box, bag or tool belt and not in pockets or pants belt.
• Do not leave tools scattered on floors or lying on bench or table where machines are running.
• Keep tools clean. Grease and dirt cause slips and mashed fingers.
• Use the right size and type of tools for the job.
• Do not use excessive pressure or force on hand tools. If the tool requires too much exertion, it is not the right tool for the job.
• Always use safe equipment. It is your responsibility to inspect your equipment before using it. If the equipment becomes defective in any way, place a "DEFECTIVE - DO NOT USE" tag on it and take it out of service.
• Do not work on equipment, belts, drives, conveyers, or vehicles while they are in operation, without special approval. Equipment to be shut down shall be locked, tag 5.27 WORKING IN SITE AREAS Prior to working in an area not previously discussed or approved during a prework review or where process-related hazards may be present, consult the Supervisor for the following information:
(a) Special instructions.
(b) Restrictions.
(c) Permits required.
(d) Location of lockout.
(e) Potential changes in work environment, including unexpected liquids or vapours.
(f) Special training.

(g) Location of emergency alarms, emergency equipment, evacuation routes, and assembly points for work areas.
(h) Type of emergency escape equipment available and how to use it.

5.27 PERSONNEL PROTECTION

5.27.1 GENERAL

• Suitable protection equipment required for personnel, such as clothing, eye protection, gloves, respiratory equipment, hard hats, hearing protection, and toe protection, shall be provided by the contractor and worn where required.
• The contractor can avoid costly delays in proceeding with the work by ensuring that all personnel report with the REQUIRED personal protective equipment.
• Employer shall train and require all employees to wear appropriate personal protective equipment that is maintained in good condition.
• Employees shall not commence work until they are wearing proper protective equipment.
• Rings, bracelets, dangling pierced earrings, long neck chains, and continuous wrist straps shall not be worn within 1 meter from moving machinery or where mechanical/electrical/construction work is being done.
• Tied long neck-ties (not tucked in), unbuttoned or loose long sleeves, and other loose clothing or items (including hair or beards long enough to be considered a hazard) shall be tied back, tucked in, or secured by persons working on or within
1 meter from moving machinery or in the areas so posted.
• During working time, all employees shall not be naked or barefooted and shall not be seen wearing simply undershirt, sandals or just a towel around his neck.
• Work clothes should be washed regularly as to prevent skin infections and irritations.

5.27.2 HEAD AND SCALP

• Hard hats shall be worn properly by employees and visitors. It shall be in good condition.
• Do not destroy your helmets by drilling holes in the shell or removing part of the suspension.
• Replace your hard hats immediately if it is cracked or distorted.
• Hard hats shall be worn under the following conditions
(a) In any area posted as a hard hat area.
(b) Beneath any overhead work, including areas below ladders (e.g., grounds man working with a man on a ladder), scaffolds, open gratings, and other openings.
(c) While working in vessels or manholes.
(d) In any other area where a head bumping hazard is present.

5.27.3 EYES AND EARS

• Safety glasses with side shields shall be worn by anyone who is
• Doing mechanical/electrical work,
• In an area where mechanical/electrical work is being done,
• Doing scaling, buffing, chipping, chiseling, reaming, drilling, welding, burning and grinding,
• Exposed to excessive dust, acids mist, molten metal and flashes, or

• In an area where chemicals are stored or handled. Cover-all goggles or full-face shields (worn over approved safety goggle) shall be worn for power chipping, removing or installing ceiling panels, and drilling above shoulder height (chips or particles might enter the eye).
• Special protection shall be worn for handling acids or caustics, or for grit blasting. The EHS Officer / Supervisor should be consulted.
• Burning goggles shall be worn for all gas welding and burning. They shall have a No. 3 density minimum filter lens with safety lens.
• Hearing protectors shall be worn in areas where noise levels exceed 85 dBA, or where posted.
• Hearing protectors shall be issued to employees and ensure that they wear them while carrying noisy operations such as grinding, chiseling, hammering, blasting.
• Eyes and hearing protectors shall be properly maintained. They should be replaced immediately when they are damaged.

5.27.4 HANDS

• Gloves suitable for the job being performed shall be worn unless the job cannot be done with gloves or unless wearing gloves increases the hazard.

5.27.5 TOES, FEET, AND LEGS

• Safety shoes shall be worn at all times by persons doing mechanical/electrical construction work or in an area where such work is being performed. Safety shoes shall also be worn in all areas so posted.
• Rubber boots with safety toe protection should be used on jobs with the potential for chemically hazardous conditions.

5.27.6 RESPIRATORS

• Respirators - approved by the National Institute for Occupational Safety and Health and the Mine Safety and Health Administration (NIOSH/MSHA) or equivalent - shall be worn in contaminated atmospheres. Facial hair in the area of the respirator-sealing surface is prohibited.

5.27.7 SKIN

• If the possibility exists of exposure to creosote or other irritants, proper personal protective equipment, as specified on the material's MSDS, shall be worn.

5.27.8 BACK

• Never try to lift more than you can handle safely. Consider size, and weight of load. Get help when needed

6.0 SAFETY TRAINING

• All staff and technicians will go through an induction program before commencing on site. This will be given by the site Safety Engineer and a record will be maintained to this effect.
• Subjects to be covered during the induction program's will be:
• Commitment of STATE CORPS TURKEY to prevent accidents
• Hot work permit; objective and the procedures
• Scaffolding safety checks Mobile Scaffolding; handrails/ toe boards/ full Planking/ height/ movement
• Ladders; base/ lock/ height/ straight ladder/ top three rungs
• Inspection of scaffoldings, ladders and power tools
• Electrical equipment lock out/ tag out system
• Supervisor's self-inspection checklist
• Safety rules to be followed
• Safety appliances to be used with reference to various activities(P.P.E.)
• Security restrictions
• Power tools; guards/ cords/ plug tops/ connections
• Fire prevention; foster/ paint/ no smoking
• Removal of barricades
• Housekeeping: cables/ packing material/ scrap
• Emergency manual
• What to do in case of accident
• The daily work instruction will include the hazards likely to be encountered and the precautions to be taken.
• Toolbox talk will be organized once in a week in the morning before starting the work. The respective site foremen will do this with the technicians and will keep a record also. Unsafe conditions and unsafe acts noticed at site, lessons learnt from the accidents, safety precautions to be taken in the next week's works etc. will be the focus of discussion during the tool box talks.
• All visitors will be required to meet a responsible person at the site office before proceeding to the site. They will be briefed about the basic safety requirements of the project. Safety helmets and shoes will be kept at site for use by the visitors. They will also be required to sign in the safety induction record to ensure that they have been safety inducted. A responsible person will accompany the visitors if he has to be taken to the project area.
• The induction and toolbox talk will be extended to sub-contract employees.
• The need of adequate trainings will be found out and will be conducted to all front line staff as well as to workers by safety Engineer and a record will be kept in the site.
• The new workers shall be made familiar with the general health and safety training along with Induction training, as a Protocol of the health and safety regulations of the construction site.

7.0 SAFETY AUDIT

• The Senior Safety Engineer (HSE Department) will conduct comprehensive safety audits every month, to evaluate the effectiveness of all aspects of safety management on site with HSE Audit Checklist. He will prepare and forward the report to the Head Office for information and to the site for taking the necessary corrective and preventive action.

• All suggestions and recommendations in the audit report shall be attended to within the mutually agreed period between the auditor and the auditee.
• The site shall send suitable action taken report to HO indicating the corrective and preventive measures taken against each of the observations in the audit report.
• The Audit will also take into account the adequacy of the existing control measures and will also comment on the need for additional control measures.

8.0 ACCIDENT PREVENTION AND LEGAL ASPECTS

8.1 Safety Inspection

• The site Safety Engineer will inspect the entire site on a regular basis and will prepare an inspection report to give to the Project Manager. The respective area supervisor or the foremen will attend to all unsafe conditions observed by the Safety Engineer. It will be the responsibility of the concerned Engineers to ensure that the suggestions given by the Safety Engineer are implemented.
• Senior Safety Engineer (STATE CORPS TURKEY) will inspect the site on a regular frequency to check the implementation of the safety policy and also to incorporate any additional requirements in the safety manual to strengthen the accident prevention procedures.
• The Site Safety Engineer will ensure that all scaffoldings, ladder and power tools on site are properly recorded and inspected on a regular basis.
• He will also conduct periodical surveys to identify target areas, so that the safety management of the site is focused on maintaining / enforcing the STATE CORPS TURKEY Safety manual. Safety Engineer. It will be the responsibility of the concerned Engineers to ensure that the suggestions given by the Safety Engineer are implemented.
• Senior Safety Engineer (STATE CORPS TURKEY) will inspect the site on a regular frequency to check the implementation of the safety policy and also to incorporate any additional requirements in the safety manual to strengthen the accident prevention procedures.
• The Site Safety Engineer will ensure that all scaffoldings, ladder and power tools On site are properly recorded and inspected on a regular basis.
• He will also conduct periodical surveys to identify target areas, so that the safety management of the site is focused on maintaining / enforcing the STATE CORPS TURKEY Safety manual.

8.2 HSE Monitoring Meetings

STATE CORPS TURKEY believes firmly that HSE performance has to be monitored like any other performance parameters of the organization. These HSE review meetings shall be conducted based on a specific agenda) and the minutes have to be prepared in the same format. Every major site shall conduct fortnightly HSE meetings. Project Manager or Engineer in-charge of the site will be the chairperson. All engineers and supervisors shall attend the meeting. Selected foremen and charge hands shall be invited to join the meeting wherever required. In small sites, where number of staff members are very limited, can conduct safety meeting once a month and it can be attended by all staff members. In addition to the above requirement, safety meetings can be conducted on special occasions, such as “taking up critical activities”, “occurrence of any major accident/ incident”, “major complaints received” etc. One representative from each of the major sub-contractors shall be invited to attend the rev HSE review meetings shall cover all aspects of STATE CORPS TURKEY HSE Management System. If

the site decides to combine HSE review meetings with the site progress review meetings, all HSE issues shall be discussed at the beginning of such meetings using the format (covering the agenda to be followed) and subsequently site progress issues can be taken up. However, the frequency shall not exceed the time limit prescribed in this procedure. Minutes of the meeting shall be prepared, circulated and maintained by the site safety officer.

8.2.1 Toolbox talks/ Group meetings

Toolbox talks:

Toolbox talks are considered to be an important mechanism to communicate safety messages to the workmen and to obtain feedback from them regarding various aspects of STATE CORPS TURKEY HSE Management system. Toolbox talks shall be held in all the STATE CORPS TURKEY sites at the start of working hours on a specific day of every week, which is to be decided by the site management at the beginning of the project itself. Safety department will prepare the subject material for discussion in the toolbox talk and PM will arrange to circulate this to all sites well in advance. In addition to the supplied material, sites may add relevant material specific to their respective sites on the same subject. This requirement is also applicable to other responsible staff members having workmen under them. They shall discuss the subject and obtain feedback from the technicians on the subject. Whenever there is a feedback on the topic, it shall be immediately communicated to PM. This feedback will be used to review the risk assessment or the concerned work procedure/ format, wherever applicable meetings, if found appropriate by the site safety officer. Project Managers/ Construction Manager/ Project Engineers shall attend the toolbox talk at least once a month to share their own opinion on the subject and to impress upon their commitment to this important training mechanism of STATE CORPS TURKEY HSE management system. Sites have the option to conduct the toolbox talks either on a mass scale with all the workmen together or in batches. However, if the meeting is done for all the workmen together, a megaphone or a public-address system will have to be arranged to ensure the effectiveness of the toolbox talk. And all the staff members have to necessarily attend such mass toolbox meetings. Mass meetings may be addressed by the Project manager/ Site safety officer also.

Group Meetings:

Safety officer of the site or the engineer-in- charge shall conduct group meeting. These meetings are conducted on specific needs such as occurrence of near miss/ accident, starting of any new/ critical activity, receipt of any HSE complaint, sorting out any specific HSE problem etc. All employees of the site, including the staff members, shall attend these meetings. Record will be maintained in the same format as that of toolbox talks.

8.3 Accident Reporting

• All accidents and near miss incidents at site will be recorded in the first aid register and will be reported to the Client's HSE Department in the appropriate format.

• All lost time injuries and property damage incidents will be reported to the HO and the Senior Safety engineer.
• All accidents, including the near misses and first aid cases will be investigated by the site Safety Engineer.
• All serious accidents will be reported to the Police and the scene of accident will be preserved until the Police investigations are completed. Accidents/ Incident – Reporting and Investigation Objective of accident investigation is not to fix blame on somebody – but to find out the root causes of those undesired events so that suitable corrective and preventive actions can be taken to prevent the occurrence of similar incidences in the future. Accident or incident refers to any undesirable and unexpected event, which may or may not cause injury and /or damage to material, machinery. STATE CORPS TURKEY believes that occurrence of such events indicates that there is something wrong in the way we manage our HSE affairs and hence these are opportunities to learn lessons and reinforce our HSE management system. All accidents/ incidents will be recorded at site. This shall be reviewed during the internal audits. All first aid cases shall be summarized every three months and PM shall maintain a database. Analysis of the first aid cases and the relevant information generated from this analysis shall be presented to the core committee members during the Management review meetings. If the injury calls for external medical assistance, the injured person shall be sent to nearest hospital immediately by suitable means. In case of accidents involving a likely disability period of more than 48 hours, personnel department and PM shall be informed immediately. Ambulance/ Police department shall be called to handle all severe injury accidents. Accident report shall be sent to personnel department with a copy to PM within 24 hours and a qualified safety officer (either from the same site or from a nearest location shall investigate the accident and issue an investigation report. PM shall send the lessons learnt from all accidents through toolbox talks to all employees. PM shall review the corrective and preventive actions proposed in the accident reports/ investigation reports. He shall also review the risk assessment of the said activity in the light of the accident/ incident data. He shall also consider introducing new features to the HSE management system or to reinforce the features of the management system to prevent similar accidents in future.

8.4 Work Control Measures

8.4.1 Permits to work: Written, properly authorized, current permits shall be required prior to the start of the work. Client's Permit formats shall be followed during the project. Permits shall be posted at the work site when required. Gas cutting or welding work can be carried out only after all the precautions mentioned in this manual are adhered to and after the site Safety Engineer is satisfied of the arrangements. The concerned supervisors will be responsible to see that all the precautions mentioned in this manual are in place before starting the hot work. Any electrical maintenance work required to be carried out to the temporary distribution network will be carried out only after the necessary authorization has been obtained from the concerned Engineer. The Engineer will ensure that all shut down precautions such as locking/ tagging etc. are carried out before allowing such works commences. During the testing and commissioning stage of the project and before energizing/ charging each system, (equipment, pipelines, ducting, panels etc.) a checklist will be prepared based on the local conditions. The commissioning Engineer will authorize such testing and commissioning only after checking all the points listed in the checklist. All scaffoldings (free fall height is 2 m and above) shall be erected and approved by concerned engineer/ site safety

engineer before allowing any person to work on it Radiography works will be carried out during lean periods such as lunchtime, night shift etc. as far as possible. Irrespective of the time, suitable barricade and caution signs will be provided to prevent others from entering the radiation zone. Only authorized agencies will be allowed to carry out the radiography works. If any barricade or edge protection is to be removed after obtaining the written permission from concerned Engineer, it shall be fixed back immediately or alternative arrangements shall be made. The concerned Site Engineer/ Project Engineer will permit confined space entry only after taking written authorization. All necessary precautionary measures such as lighting, ventilation and closed supervision will be considered Working inside the shaft will be carried only after all precautionary measures are taken as per the work permit. The concerned Site Engineer/Project Engineer will ensure that all precautions such as Ventilation, lighting and caution board etc. will be provided before starting work

8.4.2 LOCK-OUT PROCEDURE

The lockout procedure shall be followed to protect persons from injury due to inadvertent operation of power-driven equipment, opening of pipeline valves, or energizing of electrical circuits. The person in charge / Supervisor shall explain the lockout procedure to the entire person involved in the work.

- STATE CORPS TURKEY employees shall also lockout and tag these services for their own protection.
- Tags shall not be altered or used for other than the intended purpose.
- Locks and tags used by the contractor shall include the contractor's business name, telephone number, and date.
- The STATE CORPS TURKEY supervisor shall put on and remove lock and tag where required, and inform his workers accordingly.
- Contract personnel shall not operate or manipulate any valve, switch, or equipment.
- Violations of this procedure shall result in disciplinary action up to and including dismissal.
- Equipment that has lockout tags attached shall not be removed.

8.4.3 Work Stoppage/ Imposing Fine/ Violation Notices
Dealing with Safety Violations

Safety violations, in terms of unsafe acts and or unsafe conditions existing in the operations or the facilities of STATE CORPS TURKEY are considered to be opportunities to improve the system. These are normal behaviors of people in a particular environment. Instead of finding fault with individuals, the circumstances under which the said unsafe act was committed and/ or the unsafe condition was allowed to exist should be investigated to initiate corrective and preventive actions. Such instances can come to the limelight from many channels such as:
Complaints from other agencies Through the regular site rounds of the concerned supervisor/ foreman An observation in the inspection report of the site safety officer A comment from the visiting senior executives from HO Highlighted in a safety audit report Reported through the Suggestion scheme. From a fellow technician working nearby through casual talks Brought out in the toolbox talk Whatever be the channel, through which such safety violations come to the notice of any responsible person in STATE CORPS TURKEY, it shall not be brushed aside; or shall not be undermined. It shall be investigated with an open mind and not with a punishment motive. Any safety violation noticed by the frontline supervisors/ foremen/ charge hands, shall

be corrected immediately and they shall issue a SAFETY VIOLATION NOTICE to the violator immediately. Objective of issuing a safety violation notice is meant to communicate the message to all employees that the supervisory staff is committed to the process of eliminating unsafe acts and unsafe conditions at site. Hence, if any of the frontline supervisory personnel turn a blind eye to such safety violation, they will be sending a wrong signal to the employees that they are not concerned about their safety and it could even mean to the employees that they are encouraging such unsafe practices. Site safety officers shall send a monthly summary of safety violations to PM, who will maintain a database of such information. This database will be used in the training sessions, risk assessments and in future modifications to the HSE Management System and the procedures. They will be asked to give an assurance that they shall not repeat any such unsafe act. If any of the staff members are found to be turning a blind eye deliberately, safety violation notice will be issued to them either by the Project Manager or by the Site Safety Officer. Suitable incentive schemes shall be announced at sites to encourage employees to
work safely and to avoid committing unsafe acts. This procedure is applicable to the safety violations caused by all employees of STATE CORPS TURKEY including sub-contractors.

8.5 Safety Signs

- Prohibition signboards
- Warning signboards
- Mandatory signboards &
- Traffic signboards

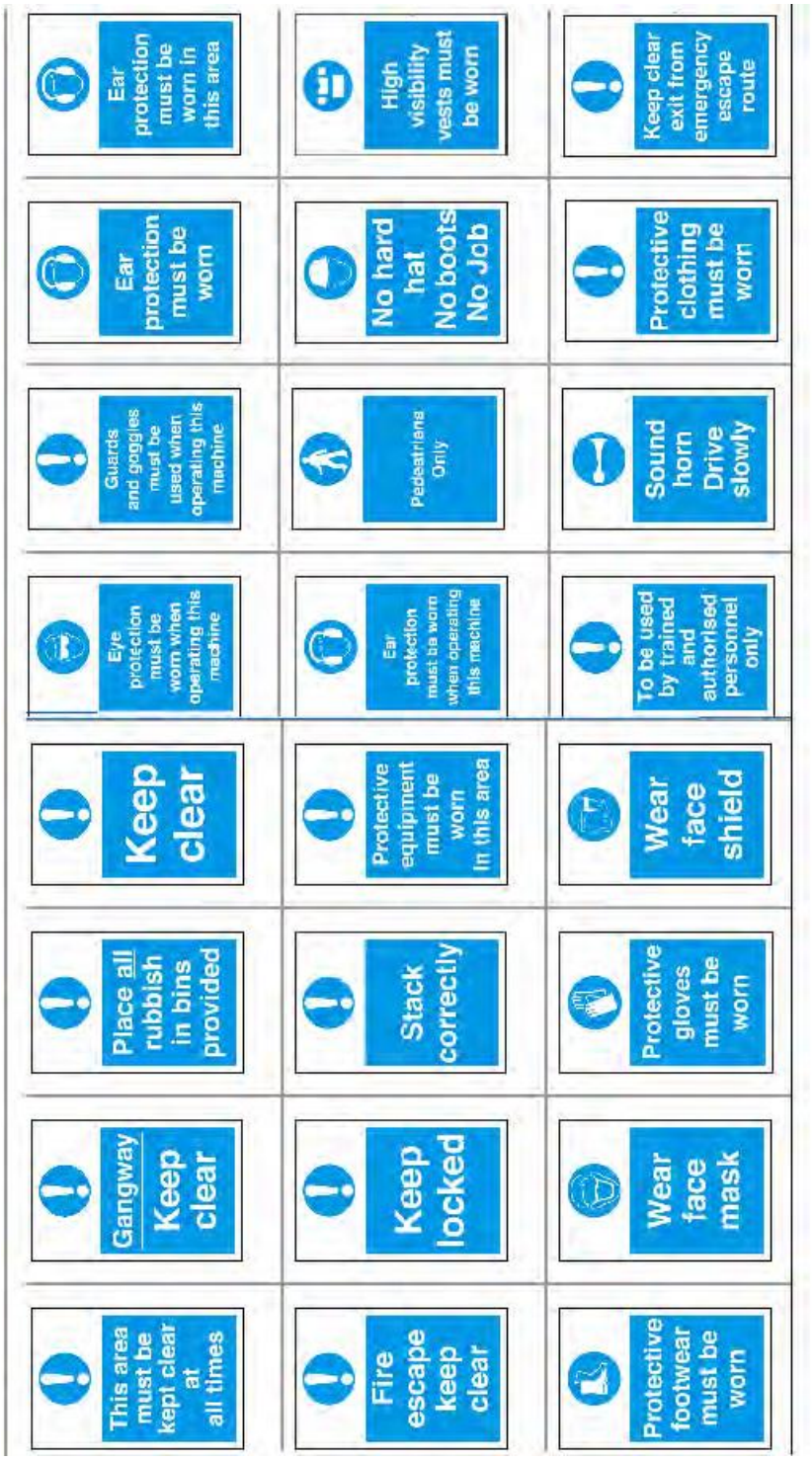
Prohibition signboards and • Warning signboards







- **Mandatory signboards**



• **Traffic signboards**



8.6 Safety Appliances

• All workmen entering the site will be required to use overalls on which name of the Company will be prominently displayed. They will also be required to wear safety shoes and safety helmets while working on site. Color-coding for safety helmets will be implemented. Staff and visitors will use white helmets and the workmen will use blue helmet.
• Safety goggles or face shields will be provided for all employees who are required to do overhead drilling, grinding, chipping, polishing and any other works where flying object hazards exist.
• Welders will be provided with welding shields with dark glass of suitable shade, leather hand gloves. Flame cutters will be provided with goggles with dark glasses. Aprons will be provided to them wherever required.
• Cotton gloves will be provided to all employees who are likely to handle materials with sharp objects. Latex gloves will be provided to insulation applicators.
• Hearing protection will be provided to noisy operations such as pavement breaking, using the vibratory jackhammers etc.
• Full Body Safety Harness with Shock Absorbers will be provided all workmen who are likely to fall more than 2 M heights from their place of work.
• Dust masks will be provided to all the workmen who are required to carry out work involving generation of dust such as fair facing of concrete, floor polishing etc.
• Site works / operations will be periodically reviewed to determine the requirement of any additional safety equipment.

9.0 INCENTIVE SCHEME

There are two types of incentive program in STATE CORPS TURKEY.
1. Monthly Safe Worker Award
2. Monthly Safe Supervisor Award

9.1 "Safe Worker of the Month" Award

• Only site workers are eligible for this award.
• There are certain criteria for getting eligibility for this awards, which is given below
- The worker must attend all the Tool Box Talks in a month.
- He must report Near misses, unsafe conditions, and unsafe actions.
- He should be present in all the working days.
- He should not get any injury in the month.
- He should not get any warning slip from anyone.
• If a workman qualified for the above criteria he will be awarded with cash price along with an excellence certificate.
• If more than one worker is qualified for the criteria the best worker among the qualified workers will get the award.

9.2 "Safe Supervisor of the Month" Award

• Engineers, Foremen and Supervisors are eligible for this award.
• There are certain criteria for getting eligibility for this awards, which is given below
- The Engineer / foreman must conduct all the tool box talk.
- He must report Near misses, unsafe conditions, and unsafe actions also he motivates his workmen to do the same.
- He should rectify all the unsafe conditions pointed by safety engineer.
- He should issue maximum numbers of safety attitude improvement slips to the workers.
• If a supervisor qualified for the above criteria he will be awarded with cash price along with an excellence certificate. If more than one supervisor is qualified for the above criteria the best supervisor among the qualified will get the award.

10.0 Waste Management

All construction sites should be provided with enough number of skips and the storekeeper is responsible for the periodic removal of the rubbish from the skips. All sites shall earmark a separate area for the storage of scrap materials wastes before they are disposed of suitably. Hazardous wastes, if any, (such as flammable, corrosive, toxic, explosive etc.) shall be segregated from other waste materials. Disposal of chemical containers, if any, is a specialized job and hence shall be left to the approved agencies. However, it is to be noted that the relevant MSDS shall be passed on to the agency and such containers shall never be dumped as general construction waste. Due consideration shall be given to the generation of waste by better planning, strict quality assurance procedures and vigilant supervision while carrying out the jobs. Non-perishable materials such as old batteries, tyres, cartridges of printers/ photocopying machine etc. shall not be dumped at unauthorized locations. Dustbins with lids should be provided at various locations at site, particularly near rest rooms, lunchrooms, canteen and offices. Waste water from toilet and washrooms shall be connected either to Municipality drainage or to septic tank and soak pits as per the design approved by the Municipality. Capacity of the septic tank shall be designed based on the maximum number of

employees likely to be at site during the peak period and storekeeper shall arrange to empty the septic tank at regular intervals before it starts overflowing.

11.0 Sub-contractor Management

This work procedure is applicable to all subcontractors. Since unsafe practices by subcontractors could expose employees to injuries and illnesses, they shall be monitored the safety practices of the subcontractor. HSE performance of the subcontractors will have a direct implication to STATE CORPS TURKEY 's HSE performance. Hence, their selection and their site safety performance shall be very closely monitored. Site safety officer's shall give safety induction to all the existing contractors, explaining them the requirements of various provisions of the STATE CORPS TURKEY 's HSEMS. They shall be required to submit a written consent to comply with all the safety requirements issued to them. A responsible person from the contractor shall hold a pre-job safety meeting with the Engineer-in-charge/ Safety officer to agree on all the contractual obligations of the subcontractors with reference to the implementation of the HSE standards at site.

Submittals Required by Subcontractors

● Copy of the Workmen Compensation coverage or equivalent, including other specific insurance coverage. If any subcontractor is not able to submit the said particulars, STATE CORPS TURKEY shall arrange for the same and deduct necessary charges from their running bills depending on the contractual conditions.
● Copies of Material Safety Data Sheets (MSDS) for each chemical to be brought to the site by the sub-contractor. The contractor is responsible for the removal and cleanup of any chemical spills generated by his actions.
● Test certificates of all material handling equipment (e.g., cranes, hoists, powered industrial trucks, chains, slings, spreaders) to meet all the Federal and Local Codes. The competency certificates (licenses) of all the drivers and operators shall be provided.

STATE CORPS TURKEY Responsibilities

● Copy of STATE CORPS TURKEY safety rules and procedures for subcontractors shall be explained to each sub-contractor during the pre-job safety meeting.
● Emergency Response Plan of STATE CORPS TURKEY shall be explained to all the employees of the sub-contractor during the induction.
● Accident reporting procedure shall be explained and a copy of the accident report form, shall be handed over.
● A responsible person of the subcontractor and the concerned engineer shall jointly prepare risk assessment for all activities of the sub-contractor before starting the work in consultation with the site safety officer (if it is not already covered under the existing risk assessments).

Obligations of the Subcontractor

● All subcontractors shall designate a "fulltime" or "part-time" safety officer/ inspector at site as per the Local Regulations and the site requirements based on the criticality of the work.

● All subcontractors are responsible for providing personal protective equipment to their employees. If they do not provide adequate safety appliances, STATE CORPS TURKEY will arrange for necessary safety appliances to the sub contractor's workmen also and deduct the cost of the same from the running bills of the subcontractor, as per the contractual conditions with them.
● All sub-contractors must join with STATE CORPS TURKEY personnel for weekly joint safety inspections. Subcontractors shall deploy trained first-aider (s) with necessary first aid facilities as per the Local regulations.
● All subcontractors shall conduct weekly toolbox talks and send report to the Project Manager in the designated format.
● All waste materials, which interfere with work flow (blocking aisles, walkways, stairs, etc.) and/or create fire hazards, shall be properly disposed off in a timely manner and not allowed to accumulate.
● They shall not remove any safety devices (edge protections, covers provided on slab openings etc.) at site without prior written permission from the concerned STATE CORPS TURKEY engineer of the site safety officer, if any.
● All power tools, scaffolding, ladders and any other machinery brought to the site by the subcontractors shall be inspected by the Engineer-in-charge or the Safety officer before using it at site.
● All sub-contractors shall follow STATE CORPS TURKEY PTW systems, wherever applicable.
● All subcontractor personnel must go through a safety induction by one of the STATE CORPS TURKEY employees (either the responsible supervisor or the Safety Officer) before they start their work.

12.0 OFFICE ENVIRONMENT

• Doors open unexpectedly.
• Do not create tripping hazards. Keep filing cabinets and drawers closed.
• Keep trailing loads out of the way.
• Turn off and disconnect office machines before cleaning or adjusting.
• Walk to the right of corridors.
• Chairs are not designed for climbing.
• Swivel chairs will shift from under you without warning.
• Report defective equipment.
• Mop up spills.

13.0 Risk Management

Risk Management provides a systematic approach to the control and elimination of accidents at work. It simply means:
(a) Thinking about what can go wrong
(b) Deciding if enough has been done to prevent it. The purpose and function of risk management is:
(a) To identify hazards — operations, tasks and processes that may foreseeable cause harm to employees or others, including members of the public
(b) To identify risk — the likelihood of the realization of the hazard, and the potential consequences of this

(c) To enable a risk assessment to be developed which will assist in eliminating or reducing the exposure of the population to the risk (with the introduction of control measures). The ultimate purpose is to provide a "safe" place of work.
At the heart of the risk management process is risk assessment. The risk management process can be summed up by the following stages. Consider all tasks and situations. Identify the hazards that are, or may be, involved. Identify those persons who may be exposed to the hazards. Analyze the risks of injury or loss from hazards (risk assessment). Determine whether the risk is adequately controlled (risk assessment). Consider measures that may eliminate or reduce risk further in line with the basic principles of hazard control. Implement the risk control measures. Monitor those measures. Review and feedback any corrective action. The key words used in health and safety risk assessment are defined below.

Hazard: Something with the potential to cause harm (eg a substance, a part of a machine, a method of work, a form of energy, or a situation).

Harm: Includes death, injury, physical or mental ill health, damage to property or the environment, loss of production or any combination of these.

Accident: An unplanned and undesired event that results in harm.

Incident: An unplanned and undesired event that could have resulted in harm (often called a "near miss" or "near hit").

Risk: A measure of the likelihood that the harm from a particular hazard will occur, taking into account the possible severity of the harm. Risk is expressed as: Severity of Hazard × Likelihood of Occurrence = Risk

And the results are expressed in terms of quantity such as high risk, medium risk, and low risk.
Danger: A state in which there is exposure to a hazard; the opposite of safety. (often used in terms such as dangerous condition, danger area, danger zone, etc.)

Safe: A state in which exposure to hazards has been adequately controlled; the opposite of dangerous (safe plant, safe system of work, etc.).
Risk management: The process of identifying hazards, assessing risk, taking action to eliminate or reduce risk, monitoring and reviewing.

Risk assessment: The process of analyzing the level of risk, considering those in danger, and evaluating whether hazards are adequately controlled, taking into account any measures already in place.

Assessment of Premises
There are many hazards that are features of the premises rather than of the work activities within the premises. For example, fire hazards, storage of goods, electrical installation, water treatment procedures, etc. are workplace hazards rather than work activity hazards. An assessment of the buildings, premises and/or workplaces should be made before the assessment of individual tasks. Carrying out the premises assessment before embarking on individual task assessments will avoid repetition, as many of the prescribed hazards will be

common to all the task assessments. The overall assessment of the premises is also an important means of identifying potential emergency situations for which plans, procedures and systems will need to be designed and implemented to reduce risk-general site procedures. The individual task assessments will need to refer to these site emergency procedures where applicable.
The following types of emergencies are the most common in the workplace, and general site procedures should be produced:
Fire
Explosion
Serious process/machinery malfunction
Chemical leakage or spillage
Special first-aid incident.
Risk assessments should be carried out before the work activity begins. Risk assessments should be carried out by competent persons with appropriate knowledge and experience of the activities to be assessed.

14.0 Document Management

Reference shall be made to the document management procedures prescribed under company's quality management system for controlling the issue, movement and maintenance (upkeep) of all the documents related to OHSAS. Following are the records, which will be maintained in the HO. Personnel Officer will be the document controller.
Near Miss
Tool box talk records
Accident Report/ Investigation reports
Monthly HSE performance report
Legal requirements
Risk assessment sheets
HSE training records
Audit reports/ Minutes of the Management Review meetings
Current file will only be available at STATE CORPS TURKEY site office at DSWMP. At the end of every year, a review shall take place to decide the data, which can be destroyed. Wherever possible, permanent records, such as accident data, suggestions received, training data, risk assessment record etc. shall be computerized and shall be backed up at regular intervals.

Near Miss/ Suggestion forms
The data received from sites on a daily basis shall be keyed in to the system so that it is possible to refer earlier data, previous history etc. to decide the rewards for the suggestion. The forms shall reach the document controller after corrective and preventive actions are taken and coordinated by PM.

Toolbox talk record
Format no HSE/STATE CORPS TURKEY /TBT /11 will be the record to be maintained at respective sites regarding the toolbox talks. If there is any feedback regarding the subject of the toolbox talk, the attendance sheet, along with the feedback shall be communicated to PM. After PM takes note of the feedback received during the toolbox talk, this can be filed.

Maximum period of retention for these files: 12 months. Group meeting records shall be maintained at sites.

Accident / investigation reports

After PM reviews the accident reports and feedbacks received will be sent to sites in the form of toolbox talk material, the reports can go to the Personnel Officer for filing. Accident data will be computerized and will be available for review by Senior Management whenever they want.

Monthly HSE performance report

The monthly HSE performance reports shall be send to PM who will summarize the HSE performance of the Division as a whole and will forward it to SGM. This consolidated report will be sent to all sites with comments from SGM.

Minutes of HSE meetings

Minutes of the site HSE meetings, which are held every fortnight, shall be forwarded to PM, who will review it with reference to the previous minutes. PM shall send feedback to SGM regarding the frequency and quality of the meeting being conducted at sites.

Legal requirements

All legal documents, will be made available for their reference. PM will update this database with latest revisions based on newspaper reports, review with the appropriate authorities (on a quarterly basis). Salient features of the revisions, if any, shall be intimated to all concerned.

Risk assessments

Risk assessments are permanent records. Whenever a review takes place, the updated record shall take the place of the original record and the revised risk assessment shall be communicated through the toolbox talk immediately to all concerned and a copy shall be sent to all control copy holders. This shall also be computerized and periodical back up shall be carried out.

HSE training

Training records (format no HSE/STATE CORPS TURKEY /IND/10) shall be maintained program-wise so that all personnel in STATE CORPS TURKEY, who have attended any training program, can be seen at one point. Correspondences regarding the programs can be destroyed at the end of the year. However, the attendance, feedback etc. shall be maintained for a longer period.

Inspection records

Inspection reports, if indicates any non-conformances, shall not be filed until the non-conformance is closed. All inspection records with a nonconformance shall be filed along with the action taken reports only. Retention period for equipment inspection reports shall be two years and for all other inspection reports, the retention period shall be one year. All inspection records (scaffolding, ladders, power tools, and work place inspection) shall be maintained at site and the equipment inspection records shall be maintained by the workshop-in-charge.

Audit/ Management review

Agenda, points discussed, decisions taken etc. in the Management review meetings shall be maintained for a minimum period of three years. Similarly, the audit reports and the closeouts shall be maintained for three years.

Documents to be maintained at sites All sites shall maintain the following records.

First aid register

Accident reports/ Investigation reports

Near Miss with action taken

Inspection reports

Issued and closed permits

Safety induction and toolbox talk records

Certificates related to equipment/ machinery, lifting tackles etc.

Monthly HSE performance reports

Applicable Legal reference documents

Audit reports (if any) and the action taken reports with reference to the respective audit reports.

Current risk assessment sheets for all the activities being carried out at site.

Minutes of the fortnightly HSE meetings

Copies of all the documents sent to HO can be destroyed at the end of the site or after one year whichever is earlier. However, if the said document is only being maintained at site (and not sent to HO) PM shall be consulted for the disposal guideline.

Documents to be maintained by Purchase/ Stores

List of all chemicals being used in STATE CORPS TURKEY and their respective MSDS Specifications of all safety appliances and any other material, which has implication to the HSE performance of the organization. Documents to be maintained at the workshop Inspection records of all the machinery Preventive maintenance records of all vehicles. List of all the lifting machinery, tackles being used in STATE CORPS TURKEY and the respective test certificates Refer list of documents to be maintained at sites.

Quality of reports:

It is the responsibility of the recipient of any report to review the quality of the said reports and to give constructive feedback to the sender of the report to enhance the effectiveness of the purpose behind which the said reports are being generated. This is applicable especially to inspection reports, (including Audit guidelines) minutes of HSE monitoring meetings, accident reports etc.

15.0 REVIEW OF HSE MANUAL

STATE CORPS TURKEY HSE manual is drafted in lieu of the Client's HSE rules and regulations and in compliance to the applicable Local Government HSE rules and regulations requirements, specific to the NPP project needs. The HSE manual shall be reviewed regularly the rules need to be amended under the following conditions:

- Amendment of existing Act or Regulations.
- New legislation created by the authorities.
- Dangerous condition created by new processes.
- New project.
- Inadequacy of the existing rules.

The management of STATE CORPS TURKEY holds in high regard the safety, welfare and health of its employees and affirms its commitment to provide a safe and healthy workplace for all of its employees, to ensure that its operations are carried out in a manner that protects the environment and community in general.

STATE CORPS TURKEY
STRONG BUILDERS

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