

Prefabricated Buildings Co.

Pre-Qualification Package



maani **PREFAB**
CONSTRUCTION



maani **LGS**
CONSTRUCTION

a member of **maani** VENTURES

www.maani.com

Index

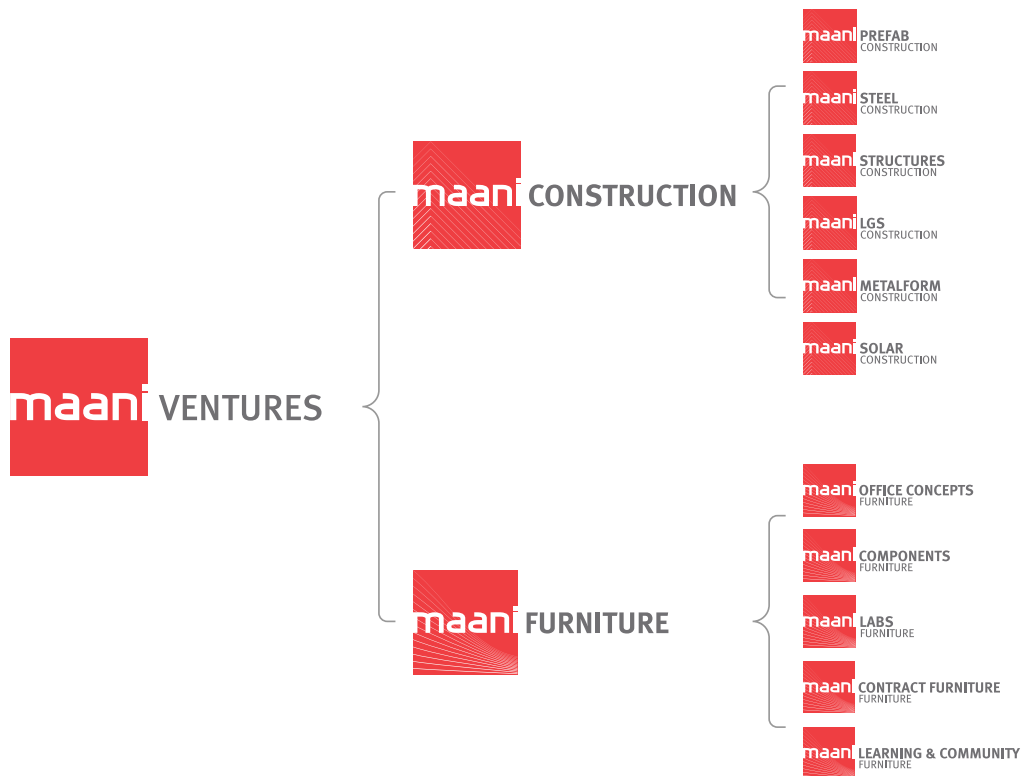
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Cumulative Engineering

maani VENTURES

maani VENTURES is one of Jordan's leading industrial groups that employs more than 700 engineers, technicians, and highly skilled laborers and professionals. Established in Amman in 1974 with the ultimate vision of developing a new generation of customized engineering products and solutions, maani VENTURES has expanded into a conglomerate of five companies that service Jordan, Egypt, Iraq, Kuwait, Libya, Saudi Arabia, Sudan, UAE, and Qatar. Today, and with our extensive expertise that spans over four decades, maani VENTURES services the MENA region and beyond through two core business divisions – CONSTRUCTION and FURNITURE.





Cumulative Engineering

VISION / MISSION

In order to exceed customers' and stakeholders' expectations, maani VENTURES aims to continuously be ahead of the market's ever-changing needs and challenges. By providing customized engineering products and solutions, it caters to the MENA region and beyond dynamically.

CORPORATE CORE VALUES

At maani VENTURES, we pride ourselves on:

- Being client-oriented.
- Partnership - we believe in "win-win".
- Trust and integrity in everything we do.
- Development and innovation.
- Sustainability in our products & services.
- Teamwork.
- Diversity.
- Responsibility and accountability.
- Employee engagement and development.
- Social responsibility.



maani CONSTRUCTION

maani CONSTRUCTION

Through our six product lines at maani CONSTRUCTION, we supply a diverse range of construction products that provides high-value and customized engineering that meet the most rigorous time constraints. From steel hangars and campsites to portable cabins and three-story buildings and much more, maani CONSTRUCTION offers:

- maani PREFAB – specializes in construction of high-end prefabricated buildings.
- maani STEEL – specializes in design, supply, fabrication, and erection of pre-engineered buildings.
- maani STRUCTURES – specializes in structural steel projects such as power stations, cement and petrochemical plants, oil and gas projects, as well as high-rise buildings.
- maani METALFORM – specializes in producing Underwriters Laboratories (UL) approved fire rated steel doors, architectural sheet metal works, and cladding.
- maani LGS – specializes in using automated production and construction capabilities to provide light gauge steel building solutions.
- maani SOLAR – specializes in the complete integration of solar (PV) energy solutions into existing facilities, or new developments using German technology and in-house expertise to offset almost any electricity demand.



maani PREFAB

Producing prefabricated modular buildings since 1974, maani PREFAB has set the industry standard for the country. With rapid growth and success, our services have expanded to neighboring countries such as Iraq, Libya, Saudi Arabia, Sudan, and Qatar, with the necessary capabilities to service the entire MENA region and beyond.

As the industry evolved and the need for holistic solutions of campsites grew, maani PREFAB responded by constructing comprehensive campsites, featuring prefabricated buildings that are complete with the necessary electric, water, and sewage infrastructure, as well as landscaping and road linkage.

Always a pioneer, maani PREFAB grasped the opportunity to design the country's first cellular equipment shelter in partnership with Fastlink, now Zain, when mobile cellular services were introduced to Jordan.

Practicality, Reliability & Speed Under One Roof



maani LGS

Providing renowned Light Gauge Steel (LGS) building solutions, maani LGS offers unparalleled quick, reliable, and automated production and construction capabilities. This eliminates the requirement for skilled labour, whilst securing a quicker project completion date without compromising superior quality for our clients.

Practicality, Reliability, & Speed Under One Roof



Prefabricated Buildings Co.

Pre-Qualification Package



PREFAB
CONSTRUCTION



LGS
CONSTRUCTION

Contact Information

Organization Name

Prefabricated Buildings Co.

Brand Name

maani Prefab

Type of Registration

Private shareholding company

Telephone

+962 (6) 412 91 19

Fax

+962 (6) 412 93 39

E-mail

maani@maani.com

Website

www.maani.com

CEO

Jack Andoni

Nature of Work

Modular prefabricated buildings, Full camp site solutions, Communication equipment shelters, Portable buildings, Commercial and institutional buildings, Educational Buildings, Housing.

Name of the Bank

Arab Bank, Housing Bank, Al Rajhi Bank, Jordan Dubai Islamic Bank, Capital Bank

External auditors

khattab & Partners

The Company's Capital

2.000.000 JOD

Registered Address

Plot #14 Yadoodeh-142 Basin #7
Talyet ALThahab Main-Madaba Rd.

Vision

To be the leaders in our targeted markets in the production and construction of prefabricated building solutions through continuous improvement and innovation driven by changing customer need.

Mission

To achieve maximum client satisfaction by developing and producing creative, innovative and market-leading solutions.

Our customers include:

- General contractors who require on-site shelters and campsites.
- Oil and gas exploration companies.
- Army, police and private security companies.
- Companies requiring any type of housing or offices
- Housing and office buildings.
- UN entities and NGOs.



Company Introductory

Maani Prefab began producing its prefabricated portable and modular buildings in 1974.

It soon developed into Jordan's leading company in the field, and rapidly expanded its services into Libya, Sudan, Qatar, Saudi Arabia and Iraq. The company has an aggressive program to add the remaining MENA region countries within the next five years.

Maani Prefab was quick to understand the opportunities presented by the introduction of cellular telephone mobile services in Jordan, and worked in partnership with cellular telephone operators to design the country's first cellular equipment shelters. Such was its quality, it became the standard for all equipment shelters in Jordan, enabling the company to subsequently supply shelters for the main operators in Iraq and Sudan.

In our continuous effort to satisfy our customer needs, maani Prefab introduced light gauge steel buildings into Jordan and became one of the leading builders of LGS structures in Jordan with many projects being built in Iraq and Saudi arabia. LGS buildings provide a fast alternative to conventional buildings while providing a much wider range of architectural finishes than prefab buildings.

Responding to the increased demand from the construction industry for holistic solutions to site camps, Maani Prefab started to construct complete camps, including prefab buildings and all necessary electricity, water and sewerage infrastructure, as well as link roads and landscaping.


Plant Premises

Land Plot	33,000 m2
Covered Area	11,000 m2
Production	6,000 m2
Offices / Employees Facilities	1,000 m2
Warehousing Facilities	2,000 m2





Company Documents & Certificates



ANGEL TRANSLATION
 Amman, Jabal Al-Hussein, Sharqawi Complex, Ground floor,
 Tel: +96265602115 Fax: +96265692895, E-mail: atotranslation@gmail.com

ANGEL'S TRANSLATION &
 GENERAL SERVICES OFFICE
 مكتب الترجمة والخدمات العامة

THE HASHEMITE KINGDOM OF JORDAN
Ministry of Industry & Trade
Companies Control Department

No. : M.SH /19/288/9601
 Date: 23/01/2018

To Whom It May Concern
Establishment National No.: (200021080)

Pursuant to the documents kept at Companies' Controller Department at the Ministry of Industry and Trade, I do hereby certify that **(Prefabricated Buildings Co.)** is registered in our companies' record as a limited private joint-stock company under number **(288)** on **28/02/2007** with a declared capital of **(2000000 JD)** and subscribed paid capital **(2000000) JD**.

Company's Objectives are as following:


- [112136] Purchasing, acquisition, selling, leasing and renting, mortgaging movable and immovable properties to execute company's objectives
- [381307] Manufacturing structure, hangers, metal facilities and its parts
- [520913] Ready buildings contracting
- [610267] All machines and tools and their accessories that are related to the industry or complemented to it.
- [610762] Import and export for company's objectives
- [611212] Companies representations and fabrics
- [621707] Guarantee the company's debt and others in a way to achieve company's benefit
- [621808] Borrowing the required monies in a way to achieve company's benefit
- [831150] Administrative offices for the company
- [951926] Supply what is necessary from parts and supplies

Founders and their shares are as following:

National No. /passport	Partner's Name	Partner's Description	Nationality	Partner's Share (JD)
9761001163	Shadi Sulaiman Awwad Al Baqqeen	Shareholder	Jordanian	50,000.000
200097347	Maani group for investment Co.	Shareholder	Jordanian	1,520,000.000
9671024191	Mustafa Mohammad Hussein Abdelhameed	Shareholder	Jordanian	50,000.000
9581005908	Yacoub Khalil Yacoub Andoni	Shareholder	Jordanian	380,000.000

We have received a report indicated that the General Assembly in its meeting held on 15/08/2015 has decided to elect a BOD consists of:-

Yacoub Khalil Yacoub Andoni
 Mai Kheireddin Omar Maani



Tel: 5600260 – 5600290, Fax: 5607058, P.O. Box: 9192 Amman 11191 – Jordan
 Email: info@ccd.gov.jo Website: www.ccd.gov.jo

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ANGEL TRANSLATION

Amman, Jabal Al-Hussein, Sharqawi Complex, Ground floor,
Tel: +96265602115 Fax: +96265692895, E-mail: atotranslation@gmail.com

And we have received a report indicated that the General Assembly has decided on 20/08/2015 to elect :-

Yacoub Khalil Yacoub Andoni- Chairman
Mai Kheireddin Omar Maani- Vice- Chairman

We have received a report indicated that BOD held on 20/08/2015 has decided the following :

Approving the authorized signatory on behalf of the company shall be as following:-

- Authorize the Chairman, the engineer Yacoub Khalil Yacoub Andoni and the Vice-Chairman; Mai Kheireddin Omar Maani to sign on behalf of company individually or jointly in all financial, administrative, legal, juridical issues, appointing lawyers and any other matters and whom they will authorize in a written form.
- Authorize Mr. Bashar Moh'd Nahar Haj Moh'd Taher and Mr. Mohammad Musbah Izzat Jarrar to sign on behalf of the company jointly in the matters related to selling the cars that belong to the company ,buying cars and registering it in the company's name at the competent drivers and Vehicle Licensing Department and to authorize them jointly in the mortgaging procedures and in mortgage redemption in all official and non-official bodies regarding mortgaging cars , releasing a mortgage on it, cancellation , taking the necessary commitments for that and conduct all transactions relating to the licensing of vehicles and they are not allowed to authorize others .
- Appoint Mr. Jamil Ahmad Anabtawi as Head Secretary of BOD.

The said company still exists-up- to – this date
This certificate has been given upon the request of the company

Receipt No: 467091

Certificate prepared by: Ali Bani Yaseen (signed)

Certificate issued by: W,AL Khateeb , issuing office : Amman (01:16:52)

Companies General Controller
Ramzi Nazha (Signed)

Muath Rababa'a
(Signed)

- Three seals of The Hashemite kingdom of Jordan - Ministry of Industry and Trade -companies control department

Tel: 5600260 – 5600290, Fax: 5607058, P.O. Box: 9192 Amman 11191 – Jordan
Email: info@cod.gov.jo Website: www.cod.gov.jo





Certificate of Approval

This is to certify that the Management System of:

Prefabricated Buildings Co.

Main Madaba Road, Al Yadoudeh, Amman, Jordan

has been approved by LRQA to the following standards:

ISO 9001:2015

Basem Obaid - Area Operations Manager

Issued By: Lloyd's Register EMEA

for and on behalf of: Lloyd's Register Quality Assurance Limited

Current Issue Date: 18 April 2018

Expiry Date: 19 April 2021

Certificate Identity Number: 10074665

Original Approvals:

ISO 9001 – 20 April 2000

Approval Number(s): ISO 9001 – 0046806

The scope of this approval is applicable to:

Design, fabrication and installation of prefabricated buildings



001

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Issued By: Lloyd's Register EMEA, Sireffien, Sultan Sulaiman St., Alif Majarat Bldg No. 17, 2nd floor, Office No. 208, Amman, Jordan for and on behalf of: Lloyd's Register Quality Assurance Limited, 1 Trinity Park, Bickenhill Lane, Birmingham B37 7ES, United Kingdom

Page 1 of 1



Certificate of Approval

This is to certify that the Management System of:

Prefabricated Buildings Co.

Main Madaba Road, Al Yadoudeh, Amman, Jordan

has been approved by LRQA to the following standards:

OHSAS 18001:2007

Basem Obaid - Area Operations Manager

Issued By: Lloyd's Register EMEA

for and on behalf of: Lloyd's Register Quality Assurance Limited

Current Issue Date: 3 June 2018

Expiry Date: 11 March 2021

Certificate Identity Number: 10088718

Original Approvals:

OHSAS 18001 – 11 May 2015

Approval Number(s): OHSAS 18001 – 0046807

The scope of this approval is applicable to:

DESIGN, FABRICATION AND INSTALLATION OF PREFABRICATED BUILDINGS.



001

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FIRE RESISTANT PARTITION SYSTEMS

Certificate number: IFCC 1309

This is a product certificate to certify that

Prefabricated Building Co

Amman
P.O Box 927161
Jordan

Tel: 009626 412 9119
Who fabricate the following:

***180min (Integrity) Partitioning System
(120 min Insulation rating)***

have successfully completed the requirements of the SDP 21 Fire Rated Partitions scheme. This includes the testing of products to **EN1364-1:2015** the inspection of their Factory Production Control and continuing surveillance assessments and testing of samples of products taken from production. The product specification to achieve **30 to 180 minutes integrity & 30 to 120 min insulation** is detailed in the accompanying schedule:



Schedule number: IFCC 1309/S01
Initial certification: 05 June 2017
Revised: 20 June 2017
Valid to: 04 June 2022
Issue No.: 2



175

Ian Woodhouse
Director of Certification

IFC Certification Ltd, 20 Park Street, Princes Risborough, Buckinghamshire, UK, HP27 9AH
Tel: +44 (0)1844 275500 Fax: +(0)1844 274002 E-mail: info@ifccertification.com Web: www.ifccertification.com
Registered No: 4777898 England

The certificate and schedule are held in force by regular annual surveillance visits by IFC Certification and the reader or user should contact IFC Certification to validate its status. This certificate remains the property of IFC Certification and must be returned to them on demand.

F27 ©IFC Certification Ltd 2004



المملكة الأردنية الهاشمية
وزارة الصناعة والتجارة
دائرة مراقبة الشركات



شهادة تسجيل شركة مساهمة خاصة صادرة عن مراقب الشركات
بالاستناد لقانون الشركات المؤقت رقم ٤ لسنة (٢٠٠٢)
والمعدل لقانون الشركات رقم ٢٢ لسنة (١٩٩٧)
الرقم الوطني للمنشاء: (٢٠٠٠٢١٠٨٠)

أشهد بأن شركة (الابنيه الجاهزه) مساهمة خاصة قد تأسست كشركة مساهمة خاصة
في سجل الشركات المساهمة الخاصة تحت رقم (٢٨٨) بتاريخ (٢٠٠٧/٠٢/٢٨)
برأسمال مصرح به ٢٠٠٠٠٠٠٠ دينار أردني / قيمة السهم دينار أردني
برأسمال مكتتب به (مدفوع) ٢٠٠٠٠٠٠٠ دينار أردني / قيمة السهم دينار أردني

ملاحظة: كانت شركة توصية بسيطة تحت الرقم ١٤٨١
* تعتبر هذه الشهادة صادرة عن دائرة مراقبة الشركات بعد ختمها وتوقيعها حسب الأصول

مراقب عام الشركات
د. محمود عيانه

مصدر الشهادة: ص البايض

مشهور الزين





غرفة صناعة عمان
AMMAN CHAMBER OF INDUSTRY

شهادة عضوية

نسخة

رقم العضوية: 1165

الرقم الوطني للمنشأة: 200021080

تشهد إدارة غرفة صناعة عمان

أن السادة: شركة الإبنية الجاهزة

مسجل / مسجلون لديها على النحو التالي:

الإسم التجاري:

موقع المصنع: العاصمة / القويسمة / خريبة السوق وجار / طريق مادبا

نوع العضوية: صناعي

الفرع: عددها 2 بشهادات فرعية مستقلة

القطاع الرئيسي: الصناعات الانشائية

رأس المال: ٢٠٠٠٠٠٠ مليون دينار

صدرت في: 2018/01/14

ينتهي العمل بها في: 2018/12/31

رقم سند القبض: 5232

47291

الرئيس



www.aci.org.jo

www.eqtisadi.jo

www.aci.org.jo

aci@aci.org.jo

٨٠٠ عمان ١١١١١ الأردن ٧٨٥٢ ٤٦٤ ٦ (+٩٦٢) ٣٠٠١ ٤٦٤ ٦ (+٩٦٢)

وزارة التخطيط والبيئة
دائرة المخططات الحكومية

شهادة تصنيف المقاولين الإنشائيين

رقم التصنيف ٢٧٧
رقم التسجيل ٢٨٨
نوع المصنعة كنجيد
رقم الصناديق ٢٠١٩/٨١٦/٨١٠
الرقم الوطني للمنشأة ٢٠٠٢١٠٨٠

إستناداً الى المادة (٢٣) من نظام الأشغال الحكومية رقم (٧١) لعام ١٩٨٦
والى تعليمات تصنيف المقاولين الصادرة عن مجلس الوزراء
وبناء على تنسيب لجنة التصنيف المختصة:

شركة الأبنية الجاهزه مساهمة خاصة

يُصنّف المقاول

في الاختصاصات التالية:

فئة أولى أبنية جاهزة / بريفاب

فئة أولى منشآت معدنية

فئة ثالثة الكهر وميكانيك والطاقة المتجددة

صدرت في عمان بتاريخ ٢٠١٩/٤/٢
وتعتبر هذه الشهادة صالحة
للعمل داخل المملكة لغاية ٢٠٢٢/٤/١

مدير التصنيف التأهيل/ بالوكالة
المهندس محمود القوسري

رئيس لجنة التصنيف المختصة
المهندس محمود فلاح خليلات

وزير الأشغال العامة والإسكان
المهندس فلاح خليلات العنوش

دائرة المخططات الحكومية
مديرية التأهيل
والتأهيل
والتأهيل

Prefabricated Buildings-class one
Steel Structures-class one
(Highest Classification)

	رقم العضوية : 27 رقم الأرشيف : 277
	رقم شهادة التصنيف : 277
<h2 style="text-align: center;">نقابة مقاولي الإنشاءات الأردنيين</h2> <h3 style="text-align: center;">شهادة عضوية</h3> <h3 style="text-align: center;">تسهر نقابة مقاولي الإنشاءات الأردنيين (أ.م.ق.ا.)</h3>	
شركة - الأبنية - الجاهزة	
<p>قد سجل في سجلها بموجب أحكام قانون مقاولي الإنشاءات رقم ١٣ لسنة ١٩٨٧ وأ.م.ق.ا. (المقاول المبرمج) في المجالات والاختصاصات التالية لدى وزارة الأشغال العامة والإسكان</p>	
أ.م.ق.ا. / شهادة معدنية أ.م.ق.ا. / أبنية جاهزة / بريفاب	
أصدرت هذه الشهادة في عمان بتاريخ 08/01/2018 وينتهي العمل فيها بتاريخ 31/12/2018	أمين السر نقابة مقاولي معروف الغننام الأردن - إيل النقيب



List of Major Projects Executed Along with Photos

Projects

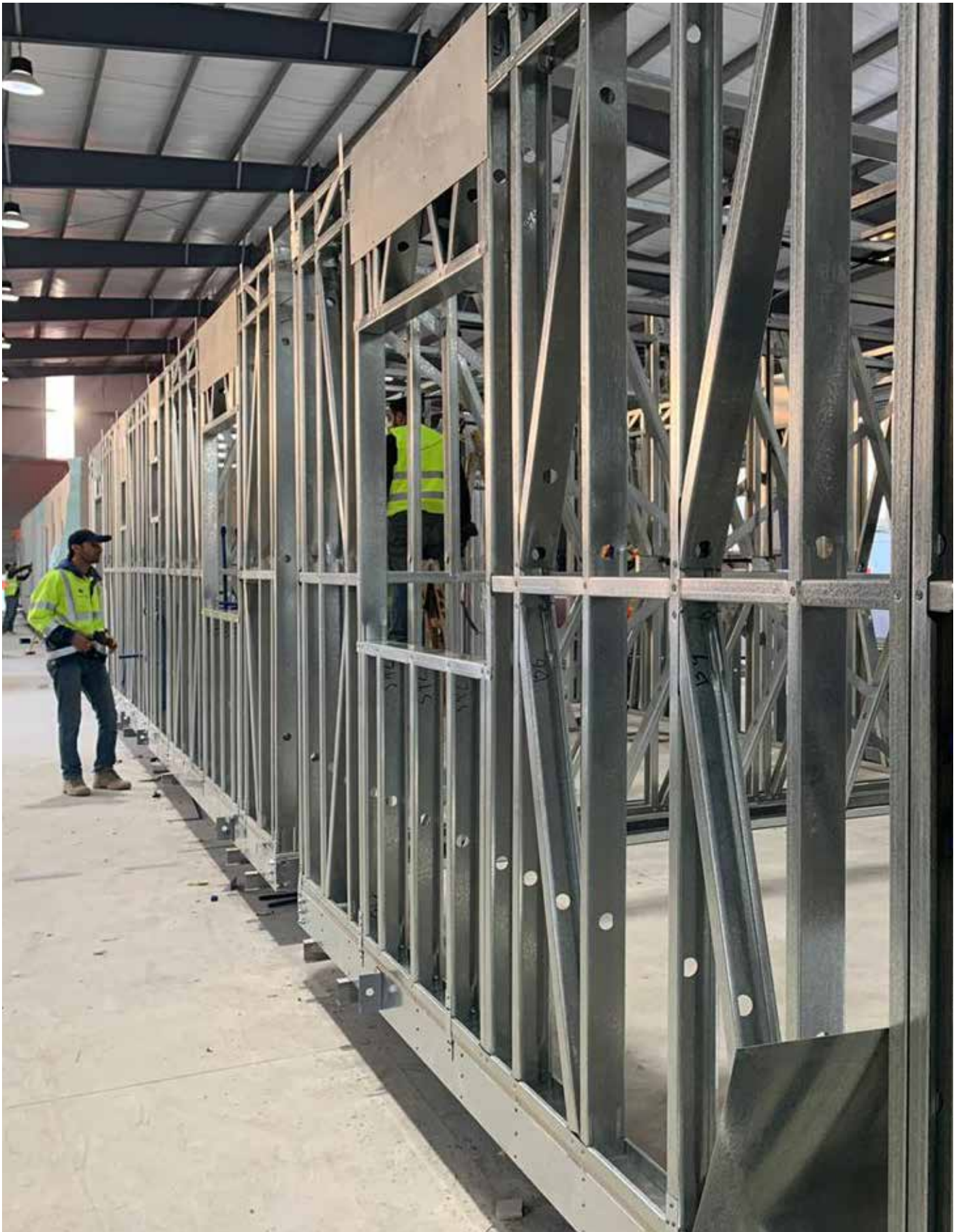


List of Major Projects

(AREVA) Jordanian French Uranium Mining Co.	Jordan Refinery Co.
Aegek Greece	KHCC
Al Dammam University	Koray Insaat
Al Nahr Co.	Kula Com
American Embassy	Lotte Engineering & Const. Co. Ltd
Arab Potash Co.	Loyalty Support Services
Arab Scientist for Education – MEU	Mitsubishi Heavy Industries of Japan
Armed Forces	Morganti
Ascialcell - Iraq	MSF – Holland
Astra Co.	MTN - Sudan
Attila Dogan - Turkey	Nafith Logistics Company
Aysel Construction & Trade Co. Inc.	Odebrecht Engineering and Construction Limited
Boskalis & Archirodon J.V. C.C.C. - Impregilo J.V.	Orange - Jordan
Civil Aviation Authority	Orascom Telcom - Iraq
Civil Defense Department	Phonics Global Telecom
Consolidated Contracting Co. (CCC)	Public Security Department
Doosan Heavy Industries& Constructions	Ret-Ser Engineering Agency of Taiwan
Express	Rezayat Projects Ltd.
Field Energy Services	RSICA - The Red Sea Institute of Cinematic Arts
French School	Salini Costruttori - Italy
Gama Guc Sistemleri Muhendislik Ve Taahhut A.S.	Saraya Aqaba
German Jordanian University	SEPCO III Electric Power Construction Corp..
Ghor El-Safi Chemical Plant	Som Dat Builders - India
Hidrograndja Civil Eng. Co. of Yugoslavia	Spie Batignolles of France
ICRC	Tarmac of UK
Infilco Degremont	The Joint venture J&P overseas ltd / J&P - Avax S.A.
IOM	The Royal Court - Jordan
Jacobs Engineering	Umniah
Jet Net Sudan	UNICEF
Jordan Cement Manufacturing Co.	UNOPS
Jordan Intelligence Department	Witribe
Jordan Phosphate Mining Co.	Zain (Jordan - Iraq - Sudan)



Projects



Projects



Client: Al-Majal Al-Arabi
Project: TRSDC 5K labor Project
Date: 2019-2020
Location: KSA



Projects



Client: Al-Majal Al-Arabi
Project: TRSDC 5K labor Project
Date: 2019-2020
Location: KSA



Projects



Client: Private Owner
Date: 2019
Location: Um Alamad
Area: 265 m²



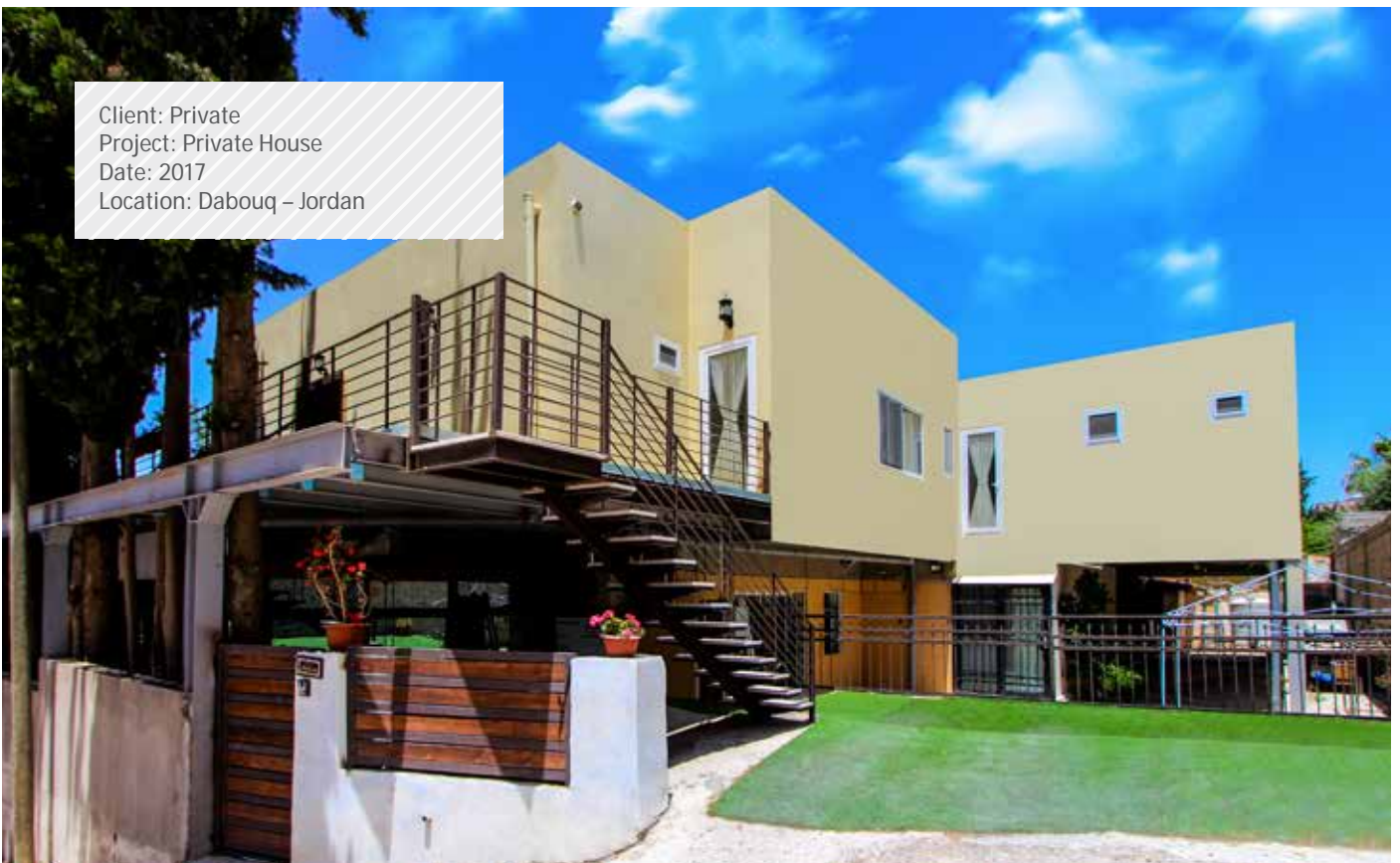
Projects



Projects



Client: Private
Project: Private House
Date: 2017
Location: Dabouq – Jordan



Projects



Project: Tkiyet Um Ali
Date: 2016
Location: Amman, Jordan
Area: 102m²



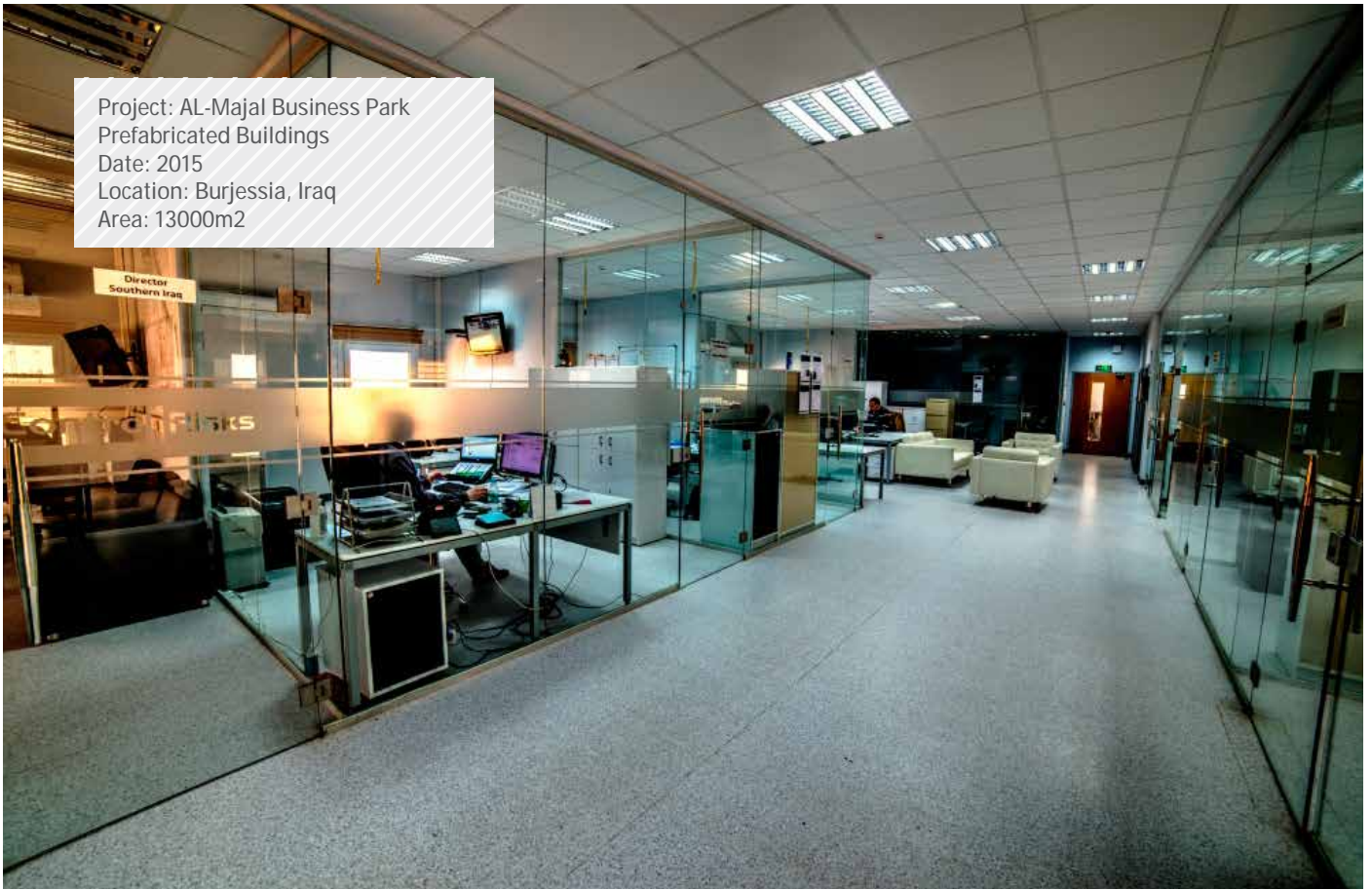
Project: SESAME
Date: 2017
Location: Al- Salt, Jordan
Area: 220m²



Projects



Project: AL-Majal Business Park
Prefabricated Buildings
Date: 2015
Location: Burjessia, Iraq
Area: 13000m2





Projects



Project: Amman Football Club
Date: 2014
Location: Amman, Jordan
Area: 350m²



Projects



Client: German Jordanian University
Project: Modern prefab lecture rooms for
GJU's campus
Location: Madaba Street Amman – Jordan

Projects



Projects



Client: Private
Project: Private Office Building
Date: 2005
Location: Em Elbasateen, Amman – Jordan



Client: Aqaba International School
Project: School Building
Location: Aqaba (Temporary location)



Projects



Client: Middle East University
Project: Modern prefab lecture rooms for MEU's campus
Date: 2014
Location: Airport Road, Amman – Jordan



Project: Dammam University
Date: 2012
Location: Dammam - KSA
Area: 16000



Projects



Client: Tripoli Airport
Project: Engineering camp
Date: 2008
Location: Tripoli, Libya
Area: 20000 m²

Projects



Client: Arabtech
Project: St Regis Site Offices
Date: 2013
Location: Amman, Jordan
Area: 3000 m²

Projects



Projects



Client: Italian Embassy
Project: Italian Hospital
Date: 2013
Location: Azraq – Jordan



Projects



Client: AREVA
Project: Uranium exploration project
Date: 2009
Location: Siwaqa, Jordan
Area: 670m²

Projects





Projects





Projects



Projects



Projects





Projects



Environment, Quality & Safety Policy, Procedures and Instructions



Quality policy

“The commitment in credible and professional way to what we made, to be the leaders of diversity, and to achieve the trust and loyalty for our customers”

A message that we believe in that: Specialized Wood Establishment respects high level of quality standards in industrial field, keeping in mind the optimum customer satisfaction as the noble goal of our vision by:

- Commitment.
- Credibility.
- Perfection.
- Entrepreneurship.
- Benefit to society.

In order to maintain and improve our outstanding performance, we implement a quality system that comply with the requirements of International Standard ISO 9001: 2008 , using financial, human resources and training programs, to remain pioneers in the area of our business.

General Manager

Health and Safety Policy

We at Specialized Wood Establishment (SWEL) have a commitment to the health and safety of our employees and subcontractors who working in our sites or under our management.

Achieving high levels of pro-active health and safety standards contributes to customer's satisfaction, business results and employees motivation. Therefore wherever we operates, this policy seeks to:

- Prevent workplace injuries and work related illnesses.
- Improve the working environment and well-being of employees at work.

All managers are responsible for ensuring that health and safety policy is communicated, understood, implemented and maintained throughout the company, at all times.

We take our commitment to the health and safety people so seriously, through our set up a health and safety culture which covers a wide range of areas to improve our operations:

- Leadership site security.
- Training.
- Contractor management.
- Management of highly hazardous materials and activities.

We comply with our Global Health and Safety Management System, all applicable governmental HS&E legislations and client HS&E standards and practices. We constantly look for opportunities to decrease the hazards to which our people are exposed.

Ensure that all employees are aware of their role and responsibility to fulfil and sustain SWEL health and safety management systems and policy.

General Manager

General Safe Practice

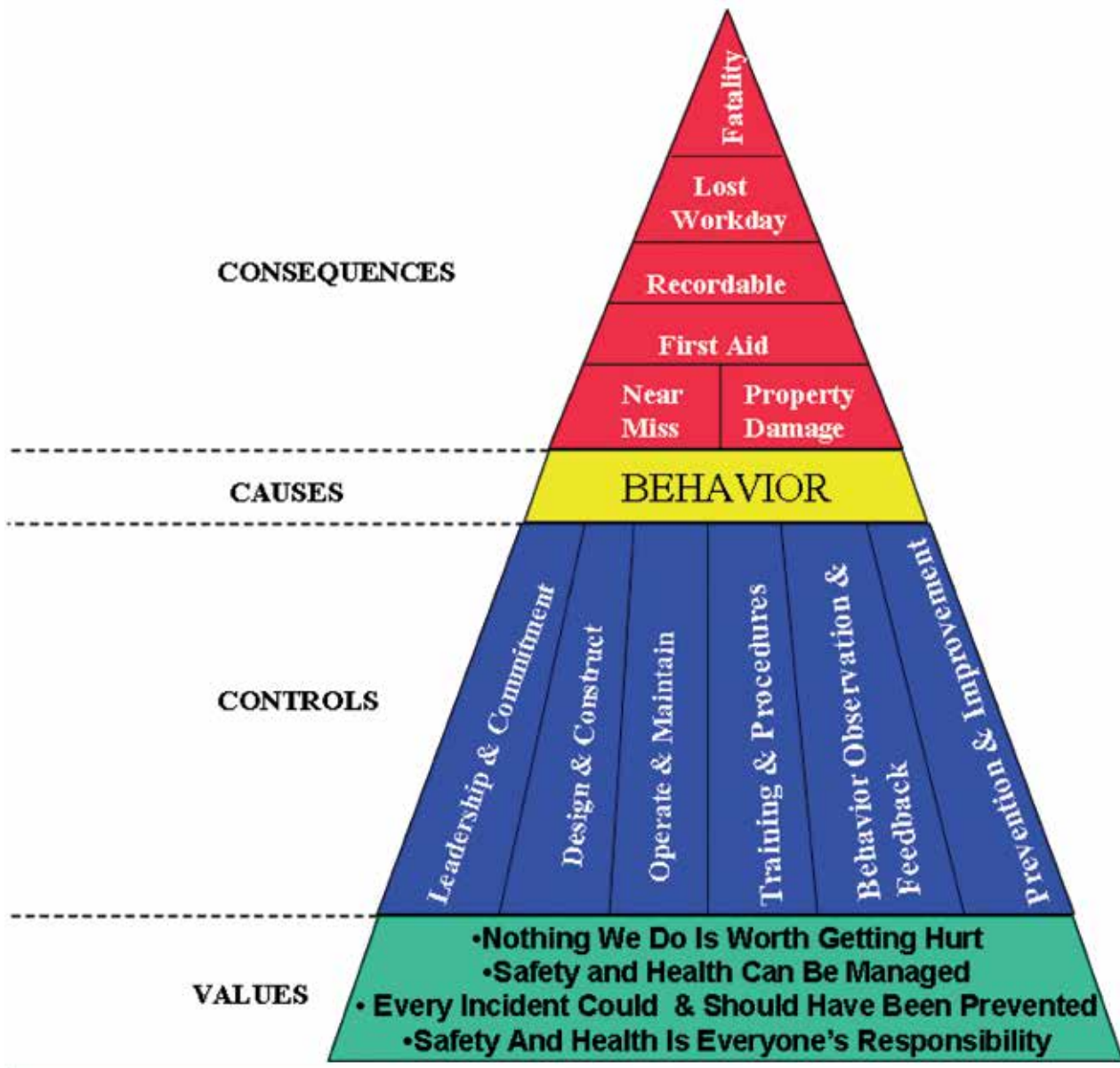
1. Walk in the Plant and don't run except in emergency situations.
2. Wear your safety shoes when going to operation or projects areas.
3. Climb the stairs using the hand rail.
4. Good housekeeping is the main factor of safety.
5. Follow the traffic lane.
6. Keep the pedestrian paths clear.
7. Each accident, no matter the seriousness, must be managed by the first aiders and reported to immediately to HS&E personnel.
8. Shouting is not allowed except in case of emergency.
9. Look for the "fire alarm" button, extinguisher and phone closest to your work location.
10. Keep emergency exit, fire hoses, extinguishers and "fire alarm" buttons clear from obstruction at all times.
11. Abide by the Department safety practices .
12. Wear all personal protective equipments required by the safety practices.
13. While in workshops or production areas, clothes and jewels must not be worn loosely.
14. Take off your hand watch, rings and other jewelries prior to start work on a machine.
15. Call 222 in case of emergency.
16. (dangerous situation, suspicious object or material you observe).
17. Use of mobile phone is prohibited in designated areas.
18. To carry a load, stand close to it and bend the knees in order to keep your back straight.
19. Don't twist while holding the load. .
20. If the load is more than 25 Kg. ask for help or use lifting tool.
21. Never climb on machine, Use specified access.
22. Never do a task or operate an equipment before you get the required training and become qualified.
23. Prior to start-up an equipment, be sure nobody could be injured.
24. Prior to clean an equipment or remove a jam, apply all LOTO requirements.
25. Comply with permit system requirement before doing a task that needs a permit (Hazardous tasks e.g. CSE, working at height, using drill, hot work ... etc).
26. Inspect your personal PPEs, hand tools and ladders and ensure they meet safety standards prior to their usage.
27. Never walk under suspended load.
28. No job is completed until tools are cleared away, materials removed, and any grease, oil or dirt is completely cleared up .
29. Smoking on site is forbidden (except in designated outside area).
30. Inspect the equipment prior to start working on it and ensure that all the guards and safety devices are in place and working well.
31. Never work on equipment that does not meet safety standards' requirements.

Smoking

You must follow following point while you are smoking inside the plant

1. Smoking is allowed only in designed
2. Stay inside design place during smoking
3. After finish smoking turn off the cigarettes carefully and put it is the tray
4. Don't leave the place before insuring that the cigarette is fully turned off
5. Don't bring with you any flammable material
6. Don't eat or drink inside smoking area
7. Smoking place not designed for resting or spending time in long discussions
8. Keep the smoking area always clean
9. When hearing First fire alarm turn off you cigarette and leave the place immediately

Safety Triangle



Values

First Value

Nothing We Do Is Worth Getting Hurt

Second Value

Safety and Health Can Be Managed

Third Value

Every Incident Could & Should Have Been Prevented

Fourth Value

Safety and Health Is Everyone's Responsibility

Controls

1. Leadership & Expectations
2. Design & construction
3. Operation & Maintenance
4. Training
5. Behavior Observation system (BOS) & Ongoing Feedback system (OFS)
6. Protect & Improve

Behaviors

1. Safe Behaviors
2. Unsafe Behaviors

Consequences

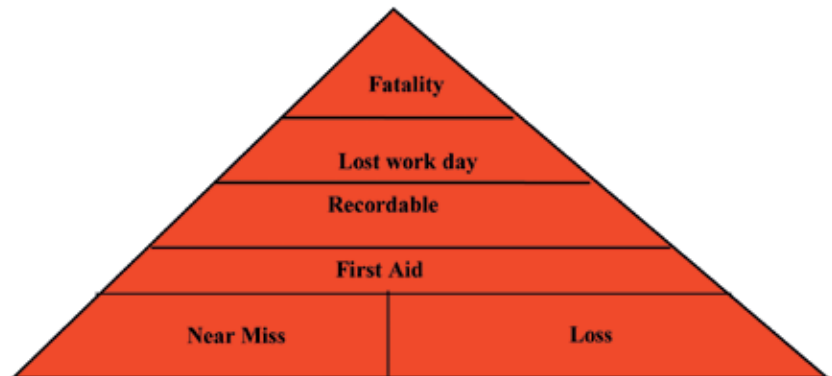
When unsafe behavior occurred the consequences will be from near miss to fatality

Incidents

Each event, hurt or medical issue occurred during the working hour's causes by tools, equipments, chemical exposure and working environment

Incidents Classification

1. Near Miss
2. First Aid
3. Recordable Incidents
4. With Lost Work Day Case
5. Fatality



Immediate Cause

6. Unsafe Behavior (85 %)
7. Unsafe Conditions (15 %)

Root Cause

The Causes which if eliminated the incident will not occur again:

1. **Knowledge** A person does not have the knowledge to safely perform the job if the person could not perform the task safely if his/her life depended on it or if questioned, the person could not tell you how to safely perform the task.
2. **Employee Placement:** A person is placed on the job that they should not be because the person has a physical deficiency (bad eye sight, weak back, etc) or the person is not physically capable of performing the job safely (small stature, out of shape, etc.).
3. **Operating Procedures:** Established operating procedures are not followed because they lack credibility (not uniform, they are unrealistic, they are unclear, or they are “motherhood”, etc.), or a belief that they conflict with company goals (production) or the method used is the normal, accepted practice (although a violation of the operating procedure). For this category, the procedure, performed correctly, is acceptable.

4. **Design and Construction:** The system is designed or constructed such that it requires extra-effort to be safe, or it contains built in “booby traps”, or it does not meet the minimal demands of the job.
5. **Personnel Protective Equipment:** Personal Protective Equipment is not provided for the job or the equipment is inadequate to protect against the hazards present
6. **Inspection and Maintenance:** There is no systems which ensure that critical items necessary for safe operation are inspected and maintained or systems exist but are not being followed.
7. **Equipment:** Equipment is purchased and installed or used that lacks proper safety features (railings, guarding, etc.) or is inadequate to safely meet the job demands (type III ladders, non-approved equipment, etc.).
8. **Feedback Systems:** The person’s behavior was motivated by an envisioned reward (management recognition, peer acceptance, saving time etc.) which was considered to be more important than the perceived reward of performing the job safely, or insufficient or no feedback given regarding actual versus expected safety performance.
9. **Established Method:** Established methods or procedures are proved to be unsafe or a newly developed procedure proves to be unsafe (e.g. change management process).

Total Incident Rate TIR

TIR = Recordable Incidents Number during 12 month X 200000
Working Hours during 12 month

200000 Means working hours of 100 employee during 1 year (8 X 22 X 12 X)

Emergency Plan

What to do on hearing the First Alarm

First alarm means an emergency situation and possibility of evacuation

- If you are a member of Emergency Response Team (ERT), immediately join the team to start your role.
- If you are not a member of Emergency Response Team (ERT), continue your work but be ready for evacuation at any time
- If you are working on height, immediately come down.
- If you are working in confined space, immediately come out.
- If you are in a lift, immediately stop it and come out.
- Only use the stairs and hold the hand rails.
- If you are doing a hot work, immediately stop the work until your team leader inform you that the emergency situation is cleared.
- If you are responsible for head count, keep the inventory sheet with you.
- What to do on hearing the Second Alarm
- Second alarm means immediate evacuation to the assembly areas
- Follow up your role in your departmental emergency action plan.
- Evacuate immediately to your departmental assembly area.
- If you are in another department, evacuate immediately to the assembly area of this department
- If you are outside the departments, evacuate immediately to the near by assembly area.
- If you evacuate to a assembly area rather than your departmental assembly area, immediately inform the area leader about your presence.
- If you are responsible for head count, take the inventory sheet with you.



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