



SAFETY FIRST SAFETY SYSTEMS L.L.C

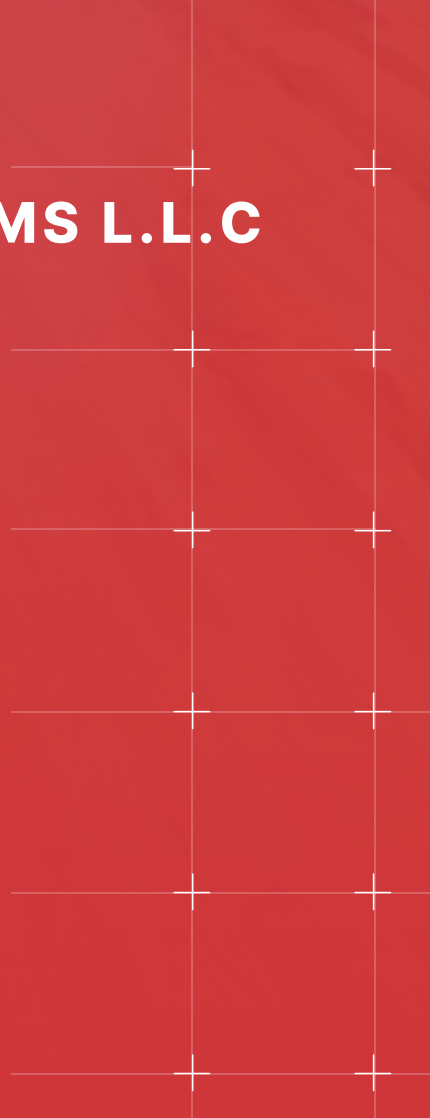


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COMPANY OVERVIEW

Safety First Safety Systems L.L.C

Safety First Safety Systems LLC is a premier MEP contracting company in Dubai, specializing in Fire Alarm, Fire Fighting, Mechanical, Electrical, Plumbing, and Specialized Systems. Since our establishment in 2012, we have been delivering top-notch services across the UAE.

Our expertise encompasses every facet of MEP services, from state-of-the-art design and drafting to flawless execution. We pride ourselves on offering tailored solutions that align with your goals, ensuring seamless project completion.

Our company vision Safety First Safety Systems LLC is to emerge as a foremost and dependable MEP contracting entity in the UAE, distinguished by unparalleled quality and unwavering client satisfaction. Committed to excellence in every aspect of our operations, we aim to set industry standards, foster trusted tenability, and contribute to the advancement of the UAE's construction landscape. Our relentless pursuit of quality and customer satisfaction underpins our vision to be recognized as a leader in the MEP contracting sector, delivering excellence that stands the test of time.



KEY HIGHLIGHTS

- Established in 2012, catering to MEP needs in the UAE.
- Tailor-made solutions for achieving premeditated goals without delay.
- Comprehensive MEP services with a focus on perfection in design and execution.
- Cost-effective, industry-standard quality, and time-bound MEP engineering.
- Proficient Project Management team led by trained and experienced Project Managers.
- Customer-centric approach, working closely with clients to address every project detail. Result-oriented, process-driven services with a commitment to customer satisfaction.
- Continuous technology upgrades to stay abreast of modern developments.
- We constantly strive to upgrade our technology, providing clients with the best solutions while fostering enduring business relationships through our commitment to excellence.

OUR MESSAGE

OUR MESSAGE

Welcome to our esteemed business group, a trailblazer in the UAE since 2012, We take pride in our commitment to meeting the diverse needs and demands of the construction industries.

At Safety First Safety Systems LLC, we are driven by a passion for excellence and a steadfast dedication to delivering unparalleled service. Our journey has been marked by innovation, resilience, and a continuous pursuit of excellence.

As the Managing Director, I am honored to lead a team that is not only committed to meeting the challenges of today but is also focused on shaping the future of the construction sector. Our success is a testament to the hard work, expertise, and dedication of our team.

We believe in fostering lasting relationships, delivering quality results, and contributing to the growth and development of the communities we serve. Whether you are a client, partner, or part of our talented team, I extend my gratitude for your trust and collaboration.

Thank you for choosing Safety First Safety Systems LLC as your partner in progress.

Best Regards,

Mr Nader Mohamed Zakaria

Managing Director

Safety First Safety Systems LLC

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+

A firefighter in full gear, including a helmet and jacket, is working in a fire scene. The firefighter is positioned in the center, with bright orange and yellow flames in the foreground and background. The scene is dimly lit, with the primary light source being the fire. The firefighter's gear is dark, and the flames are very bright, creating a high-contrast scene. The firefighter appears to be focused on a task, possibly extinguishing the fire or managing the situation. The overall atmosphere is one of urgency and danger.

Licenses & Authorities Approvals

Commercial Licenses



رخصة تجارية Commercial License

تفاصيل المرخصة / License Details

License No.	672894	رقم الرخصة
Company Name	SAFETY FIRST SAFETY SYSTEMS L.L.C	اسم الشركة
Business Name	SAFETY FIRST SAFETY SYSTEMS L.L.C	الإسم التجارى
Legal Type	Limited Liability Company - Single Owner(LLC - SO)	الشكل القانونى
Expiry Date	25/05/2025 تاريخ الإنتهاء	تاريخ الإصدار
D&B D-U-N-S @ N	0 الرقم العالمى	رقم الرخصة الام
Register No.	2181250 رقم السجل التجارى	عضوية لفرقة
		رقم الشركة
		اسم الشركة
		اسم التجارى
		الشكل القانونى
		تاريخ الإصدار
		رقم الرخصة الام
		عضوية لفرقة

الاطراف / License Members

Share / الحصص	Role / الصلة	Nationality / الجنسية	Name / الإسم	No./رقم الشخص
100.00%	Shares Owner / ملك حصص	Egypt / مصر	نادر محمد زكريا احمد مصطفى	432796
	Manager / مدير	Egypt / مصر	NADER MOHAMED ZAKARIA AHMED MOUSTAFA	432796

نشاط الرخصة التجارية / License Activities

تركيب معدات السلامة وإطفاء الحريق | خدمات تنظيف المباني والمسكن | تركيب أنظمة التكييف والتبريد وتقنية الهواء وصيانتها | أعمال تليظ الأرضيات والجدران | أعمال الإسباغ والدهانات | أعمال التجارة وتركيب الأرضيات الخشبية | أعمال تركيب ورق الجدران | تركيب الأسقف المعلقة و التواضع الخفيفة | تركيب الأبواب والتشطيبات الصحية | أعمال تركيب المعدات الكبروميكانيكية وصيانتها | تركيب أجهزة الطاقة الشمسية وإصلاحها | أعمال البلاستر | أعمال التفتش والزخرفة

Fire Fighting Safety Equipment Installation | Building Cleaning Services | Air-Conditioning, Ventilations & Air Filtration Systems Installation & Maintenance | Floor & Wall Tiling Works | Painting Contracting | Carpentry & wood Flooring Works | Wallpaper Fixing Works | False Ceiling & Light Partitions Installation | Plumbing & Sanitary Installation | Electromechanical Equipment Installation and Maintenance | Solar Energy Systems Installation | Plaster Works | Engraving & Ornamentation Works

العنوان / Address

Phone No	971-4-3791360	تلهفون	P.O. Box	282942	صندوق بريد
Fax No	971-4-3883430	فأفس	Parcel ID	365-300	رقم القطعة
Mobile No	971-50-1746621	هاتف ماتفرك		safety4@gmail.com	البريد الإلكتروني / Email

مسودح 40 مك مومسة ندى لقطارية بواسطة حسن عدالله البحرى - الفوز للصناعة

Print Date	25/07/2024	9:57	تاريخ الطباعة	Receipt No.	15905694	رقم الإوصول
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الإمارات
THE EMIRATES

بمكك الآن تجد رخصتك التجارية من خلال الإرسال نصية القصيرة، أرسل رقم لرخصة إلى 6969 (أو الرسائل) للمسؤل على فن الفنى
Now you can renew your trade license by sending a text message (SMS). Send your trade license number to 6969 (Du/ Etisalat) to receive payment voucher.

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للشلة الأولى
Zoho.com/et

وثيقة إلكترونية معتمدة ومصادرة بدون توقيع من دائرة الاقتصاد والتنمية فى ندى لإمراجعة صحة البيانات الواردة فى الرخصة يرجى مسح رمز الإستجابة السريع
this is a certified e-document issued without signature by the department of Economy and Tourism .Kindly Scan the QR Code to Verify the certificate

Civil Defense Certificate



الإدارة العامة للدفاع المدني - دبي
DIRECTORATE GEN. OF DUBAI CIVIL DEFENSE

ترخيص تركيب وصيانة الفئة الاولى A (لانظمة الحماية و المكافحة)

رقم التسجيل Registration Number	رقم الترخيص License Number	اسم المنشأة Name of Establishment	رقم الترخيص License Number	عدد التراخيص Number of Licenses
1098056	672894	سيفتي فيريست لانظمة الحرائق ش.ذ.م.م	MCTNA000012946-2014	1 - 1
مصر	الجنسية Nationality	نادر محمد زكريا احمد مصطفى	اسم صاحب الترخيص Owner of the License	
***	الجنسية Nationality	***	اطراف الرخصة Partner in the License	
282942	ص.ب. P.O. Box	رقم الفاكس Fax Number	رقم الهاتف Office Phone Number	
	971-4-3883430	971-4-3791360	عنوان الشركة Company Address	
		مستودع 40 ملك موسسة دبي العقارية بواسطة حسن عبدالله البحري - القوز الصناعية	الموقع / البريد الإلكتروني Email of the Company	
		safety4@gmail.com	تأسست بتاريخ Company Registered Date	
	تاريخ الانتهاء License Expired	تاريخ الإصدار License Issued	مجال الترخيص Licensing Field	
2025/09/26 م	2024/10/11 م	2012/06/27 م	عدد المهندسين المعتمدين Number of Approved Engineers	
	نظام الحماية و المكافحة	عدد الفنيين المعتمدين Number of Approved technicians		
	24	6		

تم إصدار الترخيص استناداً إلى القرار الوزاري رقم (213) لسنة 2017، في شأن تنظيم خدمات الدفاع المدني
The license was issued pursuant to Ministerial Decree No. (213) for the year 2017 pertaining the regulation of civil defense services

DCDDubai f DCDDubai DCD997 www.dcd.gov.ae
رؤسنا: أن تكون دولة الإمارات العربية المتحدة من أفضل دول العالم في تحقيق الأمن والسلامة.



يُعتمد / عن مدير الإدارة العامة للدفاع المدني - دبي
Signature of Directorate of Civil Defense - Dubai

للطوارئ
EMERGENCY
997

Civil defense certificate



الإدارة العامة للدفاع المدني - دبي
DIRECTORATE GEN. OF DUBAI CIVIL DEFENSE

سيفتي فيرست لانظمة الحرائق ش.ذ.م.م

اسم المنشأة
Name of Establishment

MCTNA000012946-2014

رقم الترخيص
License Number

*حجم المشاريع عدد غير محدد من الطوابق غير محدد المساحة

فئة المشاريع المنفذة
Implemented projects Type

1 - 1

عدد التراخيص
Number of Licenses

كشف المعدات والأجهزة والمواد المعتمدة المراد صيانتها
List of approved equipments to be maintained

تركيب وصيانة أنظمة الحماية

م

تركيب وصيانة أنظمة مكافحة

م

أجهزة الإنذار
(لوحة تحكم/كواشف/كاسر زجاج/ نظام إخلاء الصوتي)

1

طفايات حريق يدوية/مضخات حريق/الصواعد/
مرشات/خرطوم الحريق/فوهات الحريق/صمامات.

1

إنارة الطوارئ / إنارة المعارج

2

أنظمة الإطفاء التلقائية

2

ملاحظة:

- يجب إبلاغ الإدارة العامة للدفاع المدني - دبي في حالة تغيير أو تعديل في البيانات المتعلقة في الترخيص الصادر من قبل الإدارة .
- يجب على الشركة المعتمدة لدى إدارة الدفاع المدني - دبي إبراز الترخيص الساري المفعول الخاص بالمعدات المعتمدة والصادر من قبل الإدارة للمتعامل، وعلى الشركة تحمل المسؤولية عند انتهاء الترخيص أو إغلاق الشركة.
- في حال إلغاء إقامة عمل المهندس أو الفني لدى الشركة المعتمدة أثناء سريان تاريخ الترخيص الصادر من قبل الإدارة العامة للدفاع المدني - دبي يجب إبلاغ الإدارة رسمياً وتقديم بطاقة المهندس أو الفني الاصل - يجب تقديم نسخة من الغاء الإقامة .

- Note:**
- Any changes to the product / manufacturer / location or specification the Dubai Civil Defense - GHQ must be notified
 - Manufacturers shall produce a valid approval of products whenever requested.
 - If employment visa of engineer / technician is cancelled before company's license expires, Dubai Civil Defense - GHQ must be notified, also a copy of visa cancellation must be submitted to Dubai Civil Defense - GHQ.



DCDDubai

DCDD997

www.dcd.gov.ae



يعتمد / عن مدير الإدارة العامة للدفاع المدني - دبي
Signature of Directorate of Civil Defense - Dubai

الطوارئ
EMERGENCY
997

Certificate Of Completion

United Arab Emirates
Ministry of Interior
Civil Defense G.H.Q.
General Directorate of Civil Defence Dubai



جولة الإمارات العربية المتحدة
وزارة الداخلية
القيادة العامة للدفاع المدني
الإدارة العامة للدفاع المدني / دبي

الرقم: LCA0000371121-2024

"شهادة استيفاء شروط السلامة الوقائية"

صدرت هذه الشهادة استناداً إلى قرار مجلس الوزراء رقم (24) لسنة 2012م في شأن تنظيم خدمات الدفاع المدني بالدولة:

الاسم التجاري للمتشاء: سيني فريست لإظمة الحرائق ق.م.م رقم الرخصة: 672894 رقم الأرض: 3650300
الكائن بمنطقة: تاريخ الاصدار: 2024/03/22 تاريخ الانتهاء: 2025/03/21
وقد وجد مستوفي لشروط السلامة الوقائية.

ملاحظات:

- سددت الرسوم بإيصال رقم ()
- يجب الالتزام باعتماد عقود الصيانة الدورية لأجهزة ومعدات السلامة والوقاية من الحريق من إحدى الشركات المعتمدة.
- أي تعديلات في أنظمة ومعدات السلامة والوقاية من الحريق أو النشاط يتطلب موافقة مسبقة من الدفاع المدني.
- يجب ربط المتشاء بالأنظمة التكية (24X7).
- في حال الإخلال بأي من اشتراطات السلامة الوقائية سيتم مخالفة المتشاء (نموذج المخالفات خلف الشهادة) -
- توضع الشهادة في مكان بارز وواضح للعيان.
- مراجعة الدفاع المدني سنوياً للكشف على المتشاء.

هذه الشهادة معتمدة إلكترونياً ولا تحتاج إلى توقيع

للطوارئ
997
Emergency

578



للتأكد من صحة بيانات الشهادة: <http://eservices.dcd.gov.ae/>

هاتف: 800997
نظام الشكاوي: www.ecomplain.ae
فاكس: 04-7052150
الموقع الإلكتروني: www.dcd.gov.ae
نظام الملاحظات: <http://esuggest.dubai.ae>
رابطنا: إن تكون مولد الأزمات الطوارئ المعتمدة من أفضل دول العالم أبنا وسامية.

Certificate of Registration



CERTIFICATE OF

REGISTRATION

This is to certify that the management system of

Safety First Safety Systems L.L.C.

P.O. Box: 282942, Al Quoz Industrial Area 2, Dubai, United Arab Emirates.

has been assessed and registered by
Veritas Assurance International as conforming to the requirements of

ISO 9001:2015 Quality Management System

The Quality Management System is applicable to

Installation & Maintenance of Fire Alarm Systems, Fire Fighting Equipments and Emergency Equipment Systems.

Certificate No : 32118425

Certificate issue date : 12-03-2019 | Certificate expiry date : 11-03-2022

1st Surveillance due before : 11-03-2020 | 2nd Surveillance due before : 11-03-2021

Authorised Signatory
Veritas Assurance International



Full Member of IAF



Veritas Assurance International is Accredited by UAF (United Accreditation Foundation)
Full Member of IAF (International Accreditation Forum)

Registered Accreditation Office:
3510, Colmar, Norfolk, VA 23509, United States of America (USA).

This certificate remains valid while the holder maintains the management system in accordance with the standard(s) above, which will be periodically audited by Veritas Assurance International.

This certificate remains the property of Veritas Assurance International and must be returned on request. In the issuance of this certificate, Veritas Assurance International assumes no liability to any party other than to the client, and then only in accordance with the agreed upon certification agreement. Validity of this certificate may be confirmed at www.veritasassurance.com, directly through QR code by using any device with correct information or email to admin@veritasassurance.com.



VERITAS ASSURANCE INTERNATIONAL * * * * *

www.veritasassurance.com



Membership Certificate

غرفة دبي
DUBAI CHAMBER

شهادة تسجيل العضوية Membership Certificate

License no.	672894	رقم الرخصة	672894
Membership no.	206980	رقم العضوية	206980
Registration no.	2181250	رقم السجل التجاري	2181250
Trade Name	SAFETY FIRST SAFETY SYSTEMS L.L.C	الاسم التجاري	سيفتي فيرسټ لانظمة الحرائق ش.ذ.م.م
Legal Status	Corporation	التركيب القانوني	مؤسسة
Activity	Fire fighting safety equipment installation * Engraving and ornamentation works * Plaster works * Solar energy systems installation * Electromechanical equipment installation and maintenance * Plumbing and sanitary contracting * False ceiling and light partitions installation * Wall paper fixing * Carpentry and flooring contracting * Painting contracting * Floor and wall tiling works * Air-conditioning, ventilations and air filtration systems installation and maintenance * Building cleaning services	نوع النشاط	تركيب معدات السلامة وإطفاء الحريق * أعمال النحت والخرقة * أعمال البلاستر * تركيب أجهزة الطاقة الشمسية وإصلاحها * أعمال تركيب المعدات الكهروميكانيكية وصيانتها * أعمال التصديقات والتراكيب الصحية * تركيب الأسقف المعلقة والقواطع الخفيفة * تركيب ورق الجدران * أعمال التجارة وتركيب الأرضيات * أعمال الأضباع والدهاق * أعمال تليط الأرضيات والحوالط * تركيب أنظمة التكييف والتهووية وتنقية الهواء وصيانتها * خدمات تنظيف المباني والمسكن
Member Since	28/06/2012	تاريخ الانتماء	28/06/2012
Date of Issue	29/07/2024	تاريخ الإصدار	29/07/2024
Expiry Date	25/06/2025	تاريخ الانتهاء	25/06/2025

Remarks

This certificate shall be invalid in case of any alteration without chamber's authorization

For online verification of this Certificate, please visit our website
<http://www.dubaichamber.com/verify>

غرفة تجارة وصناعة دبي
Dubai Chamber of Commerce & Industry

P.O. Box 1457 - Dubai, U.A.E. | Tel (Within UAE) 800 CHAMBER (800 2426237) | Tel (Outside UAE) (+971) 4 2280000
هاتف: 4 2280000 (+971) | Tel (Outside UAE) (+971) 4 2280000 | Fax (+971) 4 2211646 | فاكس: 4 2211646 (+971) | www.dubaichamber.ae

الملاحظات

تعتبر هذه الشهادة لاغية في حال أي كسب أو تعديل عليها دون اعتماد ذلك من الغرفة

للتأكد من صحة بيانات الشهادة يرجى الرجوع إلى موقع الغرفة
<http://www.dubaichamber.com/verify>

Certificate of Registration of VAT in UAE

الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY



شهادة تسجيل لضريبة القيمة المضافة في الامارات العربية المتحدة Certificate of Registration for Value Added Tax in the United Arab Emirates

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

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

Full Arabic legal name	<u>سيقتي فيرست لانظمة الحرائق ش.ذ.م.م</u>	الاسم القانوني الكامل باللغة العربية
Full English legal name	<u>SAFETY FIRST SAFETY SYSTEMS L.L.C</u>	الاسم القانوني الكامل باللغة الانجليزية
Registered address	<u>WH 40 PLOT NO.365-300, AL KAHRAMAN 2, AL QOUZ, DUBAI, Dubai, United Arab Emirates, 282942, +97143791360</u>	العنوان المسجل
Tax Registration Number	<u>100385676000003</u>	رقم التسجيل الضريبي
Effective Registration Date	<u>01/01/2018</u>	تاريخ التسجيل الفعلي
First VAT Return Period	<u>1 Jan 2018 – 31 Mar 2018 and quarterly thereafter</u>	فترة أول إقرار لضريبة القيمة المضافة
VAT Return due date	<u>28th day following the end of the VAT return period</u>	تاريخ استحقاق إقرار ضريبة القيمة المضافة
Start and end dates of Tax periods:	1 Apr to 30 Jun, 1 Jul to 30 Sep, 1 Oct to 31 Dec, 1 Jan to 31 Mar	بداية ونهاية الفترات الضريبية

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

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



Issuing Date:

27/01/2018

تاريخ الإصدار

Certificate of Insurance

Arabia Insurance Company S.A.L. - Foreign Company Branch
Paid up Capital L.L. 51,000,000,000
Subject to UAE Federal Law no. 6/2007
Insurance Authority Register No: 20



شركة التأمين العربية ش.م.ل. - فرع شركة أجنبية
رأس المال المصرح به والمدفوع بالكامل ٥١.٠٠٠.٠٠٠.٠٠٠ ل.د.
هيئة خاضعة لأحكام القانون الاتحادي رقم ٦/٢٠٠٧
رقم السجل في هيئة التأمين: ٢٠

Insurance register data: 01/11/1984

Trade License No.: 201756 | Commercial Register 41691

CERTIFICATE OF INSURANCE

تاريخ التأسيس في هيئة التأمين: ٠١/١١/١٩٨٤
رخصة تجارية: رقم ٢٠١٧٥٦ | السجل التجاري: ٤١٦٩١

TO WHOMSOEVER IT MAY CONCERN

This is to certify that we have issued Workmen's Compensation Insurance Policy as per the detail below:

Policy No.	: DB/WCA/2023/2415
Type/Class	: Workmen's Compensation
Insured Name	: Messrs Safety First Safety Systems Llc - Safety First Safety Systems Llc
Insured's Business	: Building Contracting And Maintenance
Period of Insurance	: From 28/12/2023 at 12:00 a.m. to 27/12/2025 at 11:59 p.m.
Interest	: On employee on the payroll of the Insured whilst performing their duties as employees 17/07/2024 as per list attached.
Cover	: This policy will indemnify the Insured in respect of all sums which the Insured will become legally liable to pay compensation according to the law described in the policy, for injury sustained by an Insured employee arising out of and in the course of their employment with the Insured's business
Employers Liability	: AED 1,000,000 any one occurrence and in the aggregate.
Geographical Limits	: Within GCC extended to Worldwide in respect of non-manual business trips- Excluding any offshore activity.
Law & Jurisdiction	: United Arab Emirates Federal Labour Law No.8 of 1980 and its amendments, common law and/or Shariah law

This certificate is issued at the request of the insured and subject to the terms, Conditions and exceptions stated under the original policy.



For & on behalf of ARABIA INSURANCE COMPANY S.A.L Date: 17-Jul-2024

Dubai Branch

T: +971 4 2280022
P.O.Box 1050

فرع دبي

هاتف: +٩٧١ ٤ ٢٢٨٠٠٢٢
ص.ب: ١٠٥٠

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FIRE PROTECTION SYSTEM

Service Details

Safety First Safety Systems LLC, has been providing all kind of Fire Protection and Detection System like Fire Alarm System, Fire Fighting System, Fire Suppression System, Fire Extinguishers and **Annual Maintenance Contract (AMC)** from Civil Defence to commercial, Industrial, Residential, Government and mercantile facilities since 2012. Most recently, we have proven service record of accomplishments for providing exceptional quality, innovation management and professional integrity in Supply, Installation and Maintenance of Fire Protection and Fire Detection System.

Fire Alarm System

Fire Hydrant

Emergency Lights & Exit Lights

Breeching Inlet

Voice Evacuation System

Sprinkler System

Fire Pump

Fire Hose Reel Cabinet

Fire Suppression System

Fire Extinguisher





FIRE ALARM SYSTEM

Here's a detailed look at the main components of a fire alarm system:

1. Fire Alarm Control Panel (FACP) :

*Description: The central hub of the fire alarm system, where all other components connect.

*Function: Monitors input from detection devices, controls signaling devices, and manages system status (normal, alarm, or fault).

*Types: Addressable panels (identify exact device locations), and Networked panels (used in large buildings or complexes).



2. Smoke Detectors :

*Description: Sensors that detect smoke particles in the air, often installed on ceilings or high points of rooms.

*Types: Ionization detectors (good for fast-flaming fires) and photoelectric detectors (better for slow, smoldering fires).

*Function: Trigger an alarm if smoke is detected, alerting occupants of potential fire.



3. Heat Detectors:

*Description: Devices that detect high temperatures or a rapid increase in temperature in an area.

*Types: Fixed temperature detectors (activate at a specific temperature) and rate-of-rise detectors (activate based on rapid temperature change).

*Function : Useful in areas with high dust or steam where smoke detectors may give false alarms.



4. Manual Call Points (MCP) or Pull Stations :

*Description: Wall-mounted stations or buttons placed at accessible points around the building.

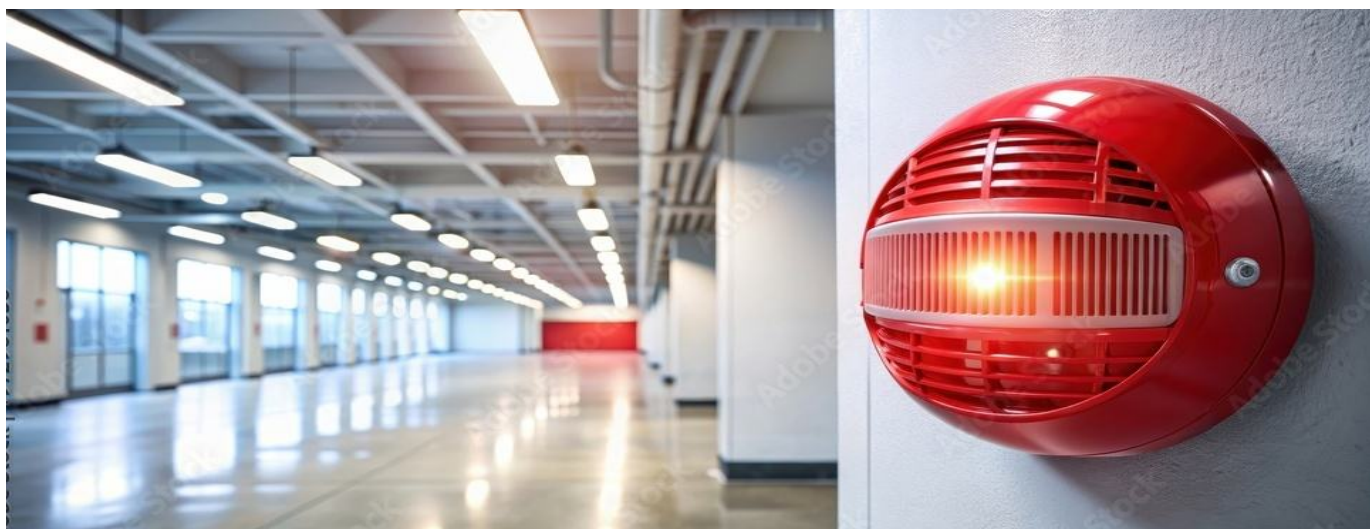
*Function: Allows occupants to manually trigger the fire alarm by breaking glass or pulling down a lever, ensuring alarms can be raised even if detectors haven't activated.



5. Sounders and Strobe Lights :

*Description : Alarm devices that produce loud sounds and/or flashing lights.

*Function : Provide audible and visual alerts to inform occupants of the fire alarm activation, essential in noisy or visually obstructed environments.



6. Fire Alarm Annunciators :

*Description : Remote display panels that provide information on the fire alarm status.

*Function : Located in areas where monitoring is needed but a control panel is inaccessible : helpful for first responders.



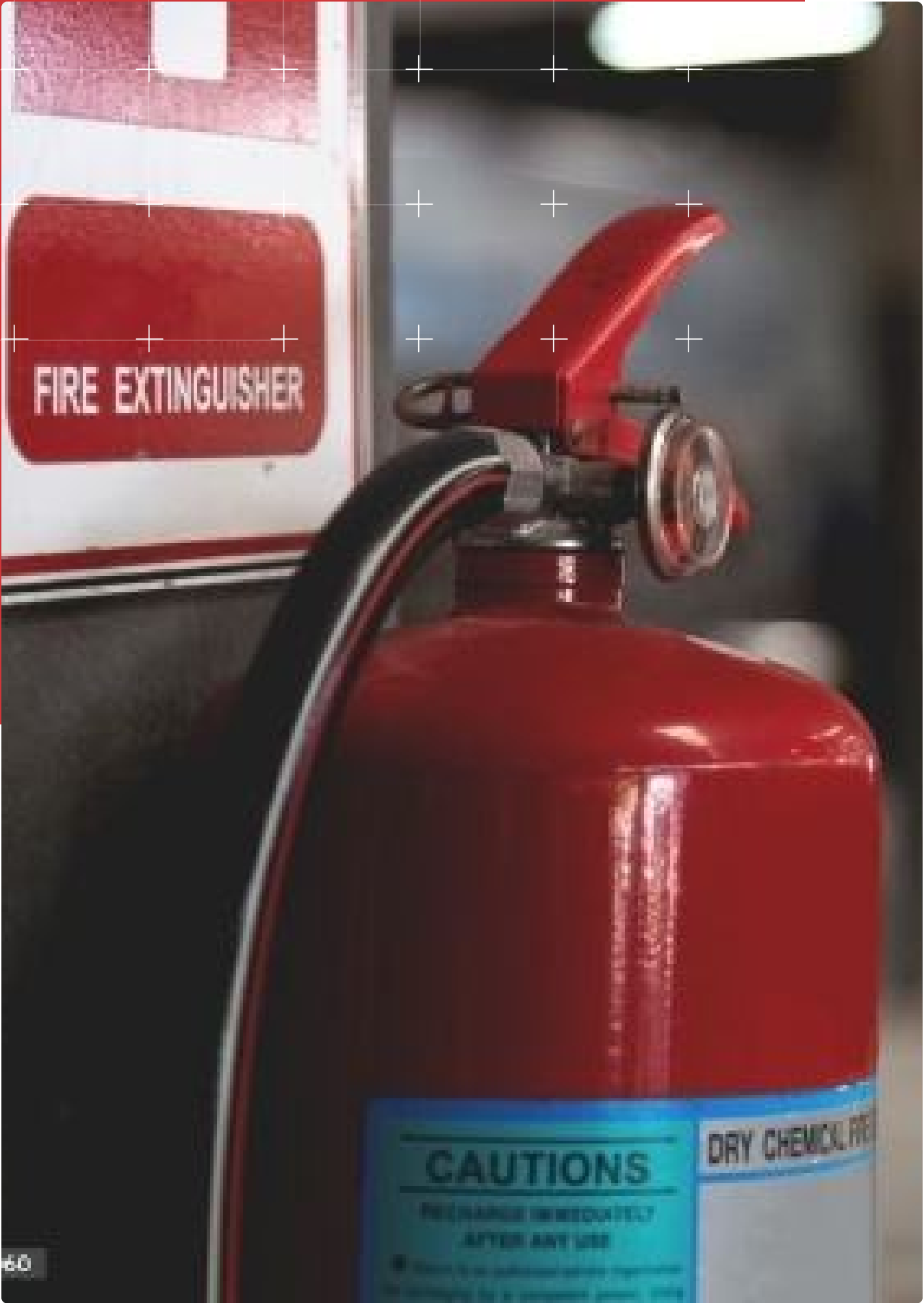
7. Power Supply and Backup Battery :

*Description : Supplies power to the fire alarm system, including a battery backup in case of power failure.

*Function : Ensures the system remains operational during a power outage, crucial for continuous protection.



Each of these components plays a key role in ensuring that a fire is detected promptly and that occupants are alerted quickly, allowing for safe evacuation and immediate respo .



FIRE FIGHTING SYSTEM

Here's a breakdown of essential fire fighting components and their functions:

1. Fire Extinguishers :

*Description: Portable devices containing specific fire-suppressing agents.

***Types:**

*Water Extinguishers: Suitable for Class A fires (ordinary combustibles like wood or paper).

*Foam Extinguishers : Effective for Class A and B fires (flammable liquids).

Dry Chemical Extinguishers: Versatile, used for Class A, B, and C fires (flammable gases).

CO₂ Extinguishers: Ideal for electrical fires (Class C) and also used for some Class B fires.

Wet Chemical Extinguishers: Designed for kitchen fires (Class K), particularly grease fires.

Function: Extinguishers allow trained users to tackle small fires quickly, preventing their spread.



2. Fire Hose Reels :

***Description*:** Long hoses attached to a water supply, often in cabinets on building walls.

***Function*:** Provides a steady water source to control or extinguish fires before they grow out of control. These are typically found in commercial or industrial buildings.



3. Fire Sprinkler System :

***Description*:** An automatic fire suppression system that activates when high temperatures are detected.

***Components*:** Network of pipes with sprinkler heads installed throughout a building.

***Function*:** Automatically sprays water when a fire is detected, providing immediate action and reducing fire growth and spread



4. Fire Blankets:

*Description: Non-flammable sheets, typically made of fire-resistant material.

*Function: Smothers small fires by cutting off the oxygen supply.

Commonly used in kitchens or to wrap a person if their clothing catches fire.



5. Standpipes :

*Description: Piping systems in stairwells or hallways of multi-story buildings that provide water outlets.

*Types:

*Dry Standpipes: No water until activated by firefighters.

*Wet Standpipes: Constantly connected to a water source.

*Function: Enables firefighters to quickly connect hoses on higher floors for fire control.



6. Fire Extinguisher Trolley:

*A fire extinguisher trolley is a wheeled cart designed to transport heavy, high-capacity extinguishers in industrial or large spaces, allowing quick response and extended reach in emergencies.

Equipped with a hose reel and sturdy frame, it's ideal for high-risk areas needing efficient fire control.



6. *Fire Hydrants*

*Description: External water outlets connected to the main water supply, found on streets or building exteriors.

*Function: Provides a high-flow water source for firefighters to connect hoses to, enabling them to fight large fires effectively.



7. *Automatic Fire Suppression Systems*

*Description : Specialized systems (e.g., foam or gas suppression) used in areas where water isn't suitable, like server rooms or flammable gas storage.

*Types : Foam, dry chemical, and clean agent systems.

*Function: Automatically releases fire-suppressing agents, reducing damage and containing the fire rapidly.



Each component plays a vital role in the fire fighting process, either by containing the fire, allowing rapid intervention, or assisting firefighters in controlling larger blazes effectively. Properly maintaining and locating these components ensures they are ready for use during an emergency.



EMERGENCY AND EXIT LIGHT COMPONENTS

Here's an overview of emergency and exit light components, which are essential for safe evacuation during power outages or emergencies:

1. *Emergency Lights*

***Description*:** Self-contained lighting units that automatically activate during power outages, providing illumination along escape routes.

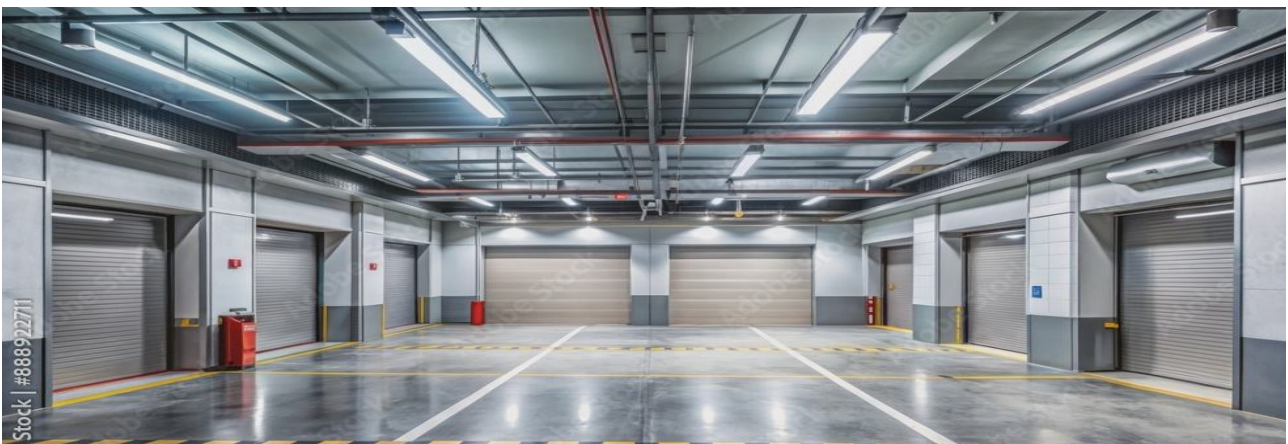
***Types:**

***LED Emergency Lights:** Energy-efficient with longer lifespan; can include directional lamps.

***Self-Contained Units:** Have built-in batteries for backup power.

***Central Battery Systems:** Power multiple lights from a single, centralized battery backup source, ideal for large buildings.

***Function:** Ensures visibility and safe navigation, guiding occupants to exits during emergencies when primary lighting systems fail.



2. *Exit Signs*

*Description: Illuminated signs that indicate the location of exits, installed above doorways, in stairwells, or along corridors.

*Types:

*LED Exit Signs: Use light-emitting diodes for long-lasting, energy-efficient illumination.

*Photoluminescent Signs : Glow in the dark, using stored light from ambient sources; do not require electricity.

*Edge-Lit Exit Signs : Use a thin acrylic panel, giving a sleek appearance, common in offices or aesthetically-focused spaces.

*Function : Clearly marks exit paths and directs occupants toward safe egress, especially crucial in low-visibility conditions, like heavy smoke or total darkness.



3. *Combination Units (Emergency Light & Exit Sign)*

*Description: Integrated units that combine both emergency lights and an exit sign.

*Function: Saves space and ensures both exit signage and illumination for paths are covered with one unit, ideal for hallways or doorways.

4. Directional Arrows and Signage:

*Description: Optional arrow indicators on exit signs, directing people towards the nearest exit or stairwell.

*Function: Essential in complex buildings to ensure occupants take the fastest and safest route to exit.



Emergency and exit lights are required by safety codes in most buildings and must meet specific brightness, battery backup, and visibility standards. Regular testing and maintenance are essential to ensure that these lights function properly during an emergency, providing reliable guidance for a safe evacuation.



ELECTRICAL SYSTEM

Service Details

We provide services in all areas of electrical works; domestic, commercial, and industrial installations and maintenance.

Experienced project managers, Engineers, qualified electricians and office-based support staff ensures that your contract is completed successfully. We believe strongly in providing quality service on time and within budget while maintaining safety and cooperating with those involved.

We provide :

Design and Engineering

Installation and Commissioning

Maintenance and Optimization

Troubleshooting and Repairs



PLUMPING SYSTEM

Service Details

We aim to provide honest and reliable, high-quality plumbing services, in a clean, friendly, and professional manner. We are committed to sustainable plumbing practices and will continue to advocate for water conservation. We embrace our responsibility as members of the plumbing industry to use our knowledge, skills and training to help our environment flourish.

We provide installation and maintenance of plumbing system, include

Pump installations and servicing for Residential, Industrial and Commercial Properties

Plumbing or industrial kitchens/ Restaurants/ Tea-coffee pause areas.

General maintenance and Repairs of Toilets, Basins, Urinals

Drainage works.



HVAC SYSTEM

Service Details

Heating, ventilation, and air conditioning (HVAC) is the use of various technologies to control the temperature, humidity, and purity of the air in an enclosed space. Its goal is to provide thermal comfort and acceptable indoor air quality. HVAC is an important part of residential structures such as single family homes, apartment buildings, hotels, and senior living facilities; medium to large industrial and office buildings, where safe and healthy building conditions are regulated with respect to temperature and humidity, using fresh air from outdoors. We are having heating, ventilation, air conditioning (MEP) electro mechanical works, chilled water system, packaged ac units, central ducted split ac units. We are supplying, installing, commissioning, maintaining and repairing of all kind of ac units include private, residential, villas and hotels

We Provide Services in HVAC / Air-Conditioning include:

Air Conditioning Maintenance & Installation

Roof top HVAC unit

Central air conditioning works

Chiller / Cooling Tower



SECURITY SYSTEM

Service Details

We also provide Digital technology, CCTV systems and security solutions. Our aim is to provide the clients with most innovative, reliable and latest technologies.

We provide :

CCTV surveillance camera system

CCTV Installation

Access control

Time and attendance system

Repairs & Maintenance



FLOOR AND WALL TILING

Service Details

We serve tiling and refurbishment both residential as well as commercial and office customers. The structures that can be serviced include high-rise buildings, low-rise buildings, vilas, compounds, and temporary prefab structures.

The work of tiling includes:

The laying of tiles of ceramics, mosaic or natural stone on walls, floors and staircases in houses, commercial, industrial and public buildings, churches, swimming pools, outside in stallations, and provide protective and decorative finishes.



ENGRAVING AND ORNAMENTATION WORKS

Service Details

We will put your ideas on your walls

We Provide :

Customized Wallpaper designs and installations for your walls include kids rooms , bedroom wallpaper ,shop wall paper ,stairs case wall paper .

Engraving and ornamentation works are done to enhance the aesthetic beauty of buildings. Engraved designs and patterns are made on building materials like brick, tile, stone, pavers or a ranging variety of graphic elements.

Our services include engraving on various materials such as wood, glass, metal, and plastic, as well as creating ornamental designs using traditional and modern methods. We provide customized solutions tailored to your specific needs and budget, and our team is committed to delivering exceptional craftsmanship and customer service.

FALSE CEILING AND LIGHTING

Service Details

False ceiling for the roof done using gypsum boards along with painting and installation of spot lights within. False ceiling light designs are simply fixtures attached to the ceiling. we provide illumination and extra beauty for the rooms. Ceiling lights come in all shapes and sizes, and each type of false ceiling light has its own advantages.

Our services include in ceiling:

Gypsum Ceiling

Plaster of Paris Ceiling

False wooden Ceiling

Fiber Ceiling

Metal Ceiling

Glass Ceiling

PVC Ceiling



PARTITION INSTALATION

Service Details

The types of partitioning that we provide for Buildings, offices and warehouses include:

Cement Partition

Gypsum Partition

Glass Partition

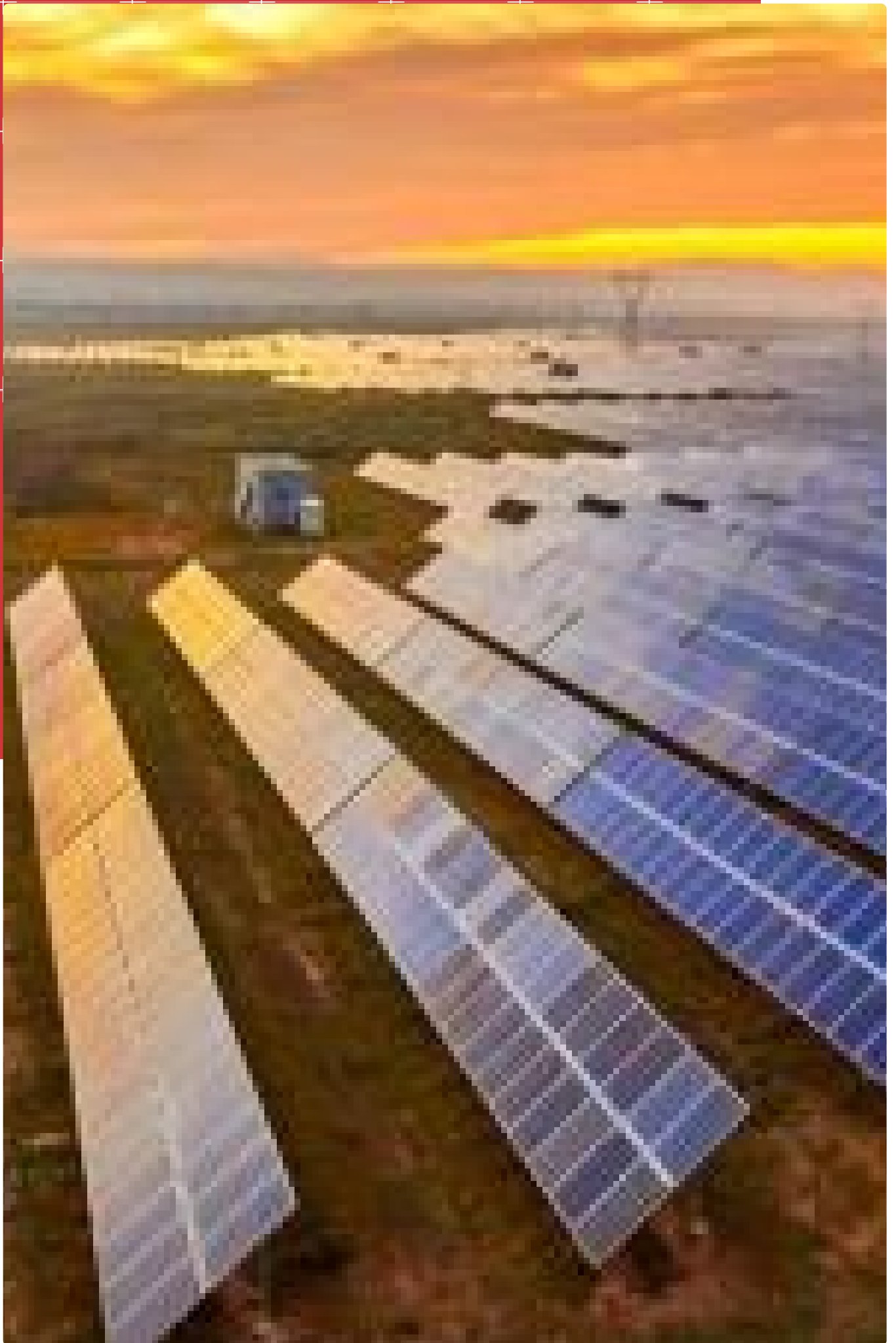


PAINTING

Service Details

We provide service include:

- › Pick the color of your choice, we can do multiple shades and designs as required.
- › Residential, commercial, Interior and exterior painting.
- › Any type of exterior painting for your Villa, Buildings or restaurants



SOLAR ENERGY SYSTEM

Service Details

Our mission is providing our clients with the latest solar products and technologies delivered with the best technical support and customer service. We combine strong technical expertise with business acumen to provide innovative and sustainable power solutions to the commercial and industrial customers who currently rely on diesel generators.

Supply and installation of Solar module

Solar lightning system

Solar EPC



GAS SYSTEM

Service Details

We developed a suite of services to meet the needs of clients and to assist the gas market as a whole. Our Services extends the supply, installation, Testing and commissioning of LPG gas cylinders, LPG storage tanks and gas accessories to homes, commercial industries, Restaurants, food outlets etc.

The key distinguishing factors of our company are the strategic gas supply, maintaining

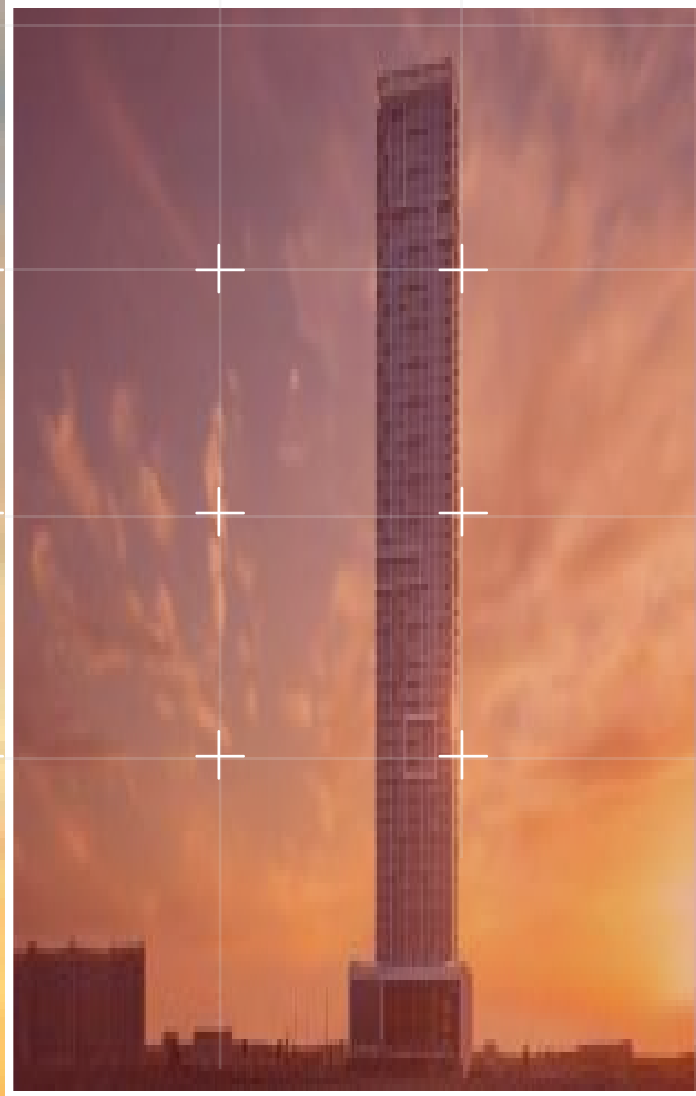
The delivery schedule, cost of development and quality.

We do not compromise on the quality and the satisfaction of our customers providing them extensive cost advantage, and the best quality products, and also building a strong rapport with our clients.

OUR CUSTOMERS



Our Projects



G+2+Roof Staff Accommodation



G+2+Roof Staff Accommodation

Location

Muhaisnah 2nd, Dubai

Client

West Zone Supermarket LLC

Consultant

Design Centre Architects & Engineering Consultants

Main Contractor

Dubai Walls Construction LLC

Scope of work

Supply, Installation, Testing & Commissioning Of Fire Fighting System, ADD Emergency System ADD Fire Alarm System & Deluge System

Proposed G+ Mezz Floor Aluminium



Proposed G+ Mezz Floor Aluminium

Location

DIC Plot # 5320242,Dubai

Client

United Metal Coating LLC

Consultant

Ramesh Associates Engineering Consultant

Main Contractor

Al Shamandy Construction LLC

Scope of work

Supply, Installation, Testing &Commissioning Of Fire Fighting System, ADD Emergency System ADD Fire Alarm System

B+G+8+ROOF RESIDENTIAL BUILDING



B+G+8+ROOF RESIDENTIAL BUILDING

Location

PLOT # B001-003 AL SAFOUH 1ST ,DUBAI

Client

AQUA PROPERTIES LIMITED

Consultant

EMSQUARE ENGINEERING CONSULTANT LLC

Main Contractor

DUBAI WALLS CONSTRUCTION LLC

Scope of work

SUPPLY, INSTALLATION, TESTING & COMMISSIONING OF FIRE FIGHTING SYSTEM, ADD EMERGENCY SYSTEM ADD FIRE ALARM SYSTEM, FM200 SYSTEM, FOAM SYSTEM & DELUGE SYSTEM

Commercial & Residential Building G+2+Roof



Commercial& Residential Building G+2+Roof

Location

Plot # 7319961 Lehabab 1st ,Dubai

Client

Mr. Mohamed Matar Ghadheer Al Ketbi

Consultant

Pioneers Of Experts Engineering Consultant

Main Contractor

El Fekey Contracting LLC

Scope of work

Supply, Installation, Testing &Commissioning
Of Fire Fighting System, ADD Emergency System ADD Fire
Alarm System & Deluge System

Proposed G + Mezz Emirate Pallet Factory



Proposed G + Mezz Emirate Pallet Factory

Location

DIC II Plot # 5330142, Dubai

Client

Emirate Pallet Factory

Consultant

Golden Squar Engineering Consultant

Main Contractor

Al Shamandy Construction LLC

Scope of work

SUPPLY, INSTALLATION, TESTING & COMMISSIONING OF FIRE FIGHTING SYSTEM, ADD EMERGENCY SYSTEM ADD FIRE ALARM SYSTEM & DELUGE SYSTEM

PROPOSED G + 4 LABOUR ACCOMMODATION



PROPOSED G + 4 LABOUR ACCOMMODATION

Location

PLOT # 245-345, MUHAISNAH FOURTH, DUBAI

Client

EASY PACK SUPERMARKET LLC

Consultant

SJLEWIS ENGINEERING CONSULTANT

Main Contractor

DUBAI WALLS CONSTRUCTION LLC

Scope of work

SUPPLY, INSTALLATION, TESTING & COMMISSIONING OF FIRE FIGHTING SYSTEM, ADD EMERGENCY SYSTEM ADD FIRE ALARM SYSTEM & FM200 SYSTEM

B+G+7+Roof Residential Building



B+G+7+Roof Residential Building

Location

PLOT # AFC006A - ALFURJAN , ALi 1ST,DUBAI

Client

MR. MUHAMMAD NOMAN

Consultant

TAKWEEN CONSULTANCY ENGINEERING

Main Contractor

DUBAI WALLS CONSULTANT LLC

Scope of work

SUPPLY, INSTALLATION, TESTING & COMMISSIONING OF FIRE FIGHTING SYSTEM, ADD EMERGENCY SYSTEM ADD FIRE ALARM SYSTEM.

Construction Of Proposed (G+4+R) Labour Accommodation Building



Construction Of Proposed (G+4+R) Labour Accommodation Building

Location

DIB 2 PLOT # 597-319 , DUBAI

Client

Abduljalil Mahdi Mohamed Alsmawi Group

Consultant

Golden Square Engineering Consultant

Main Contractor

Al Shamandy Construction LLC

Scope of work

SUPPLY, INSTALLATION, TESTING & COMMISSIONING OF FIRE FIGHTING SYSTEM, ADD EMERGENCY SYSTEM ADD FIRE ALARM SYSTEM AND FIRE HYDRANTS.



Company Employee List



بيانات بطاقة العمل

رقم الشركة 755586
اسم الشركة مواتي فريست لانظمة الحرائق ش.ذ.م.م
اللغة 2
مجموع عدد العمل 48

رقم	الرقم الشخصي	اسم الشخص	المسمى الوظيفي	بيانات جواز السفر	بيانات بطاقة العمل
1	00119098120276		ميكانيكي كهرباء	A.29058839 مصر	100091107 بطاقة عمل جديدة 24/08/2024
2	00102068158894		مدر فني	A.32246810 مصر	106334184 تجديد بطاقة عمل 24/09/2024
3	00121128846880		كهربائي	A.29947518 مصر	100852419 بطاقة عمل جديدة 25/09/2024
4	00115088802403		فني هندسة ميكانيكية	A.13025094 مصر	102654989 تجديد بطاقة عمل 10/10/2024
5	00103089719108		ميكانيكي أجهزة التبريد	A.29497981 مصر	101184033 بطاقة عمل جديدة 28/10/2024
6	10022079448293		مهندس كهرباء	R7280282 الهند	102881557 تجديد بطاقة عمل 14/11/2024
7	10021129948783		مهندس صيانة ميكانيكية	X7277297 الهند	118045728 تصريح عمل 18/11/2024
8	00115040240621		مساعد الكهربائي	A.32808455 مصر	104524717 تجديد بطاقة عمل 11/12/2024
9	40310019293333		موظف مبيعات	EP7143231 اثيوبيا	118969825 تصريح عمل 19/12/2024
10	00113020102891		ميكانيكي كهرباء	A.35580640 مصر	119358637 تصريح عمل 28/12/2024
11	00104050503879		ميكانيكي كهرباء	A.39059703 مصر	119361368 تصريح عمل 28/12/2024
12	00115128803931		ميكانيكي كهرباء	A.39065686 مصر	119361500 تصريح عمل في الهجرة 28/12/2024
13	00123010004002		ميكانيكي كهرباء	A.39386392 مصر	119361738 تصريح عمل 29/12/2024

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111810163 بطاقة عمل جديدة 21/01/2026	A27863936 مصر	ميكانيكي كهرباء	فريد السيد عبدالحميد الدبه	00113077807823	33
111980271 بطاقة عمل جديدة 23/01/2026	A35520536 مصر	ميكانيكي كهرباء	محمد مراد محمد عبداللطيف مراد	00130090041203	34
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113370690 بطاقة عمل جديدة 27/03/2026	A36805142 مصر	ميكانيكي كهرباء	صالح عبد النبي صالح محمد	00115049964716	38
113370683 بطاقة عمل جديدة 27/03/2026	A36864775 مصر	ميكانيكي كهرباء	ثروت اسماعيل السيد محمد المنجي	00101129365455	39
113601955 بطاقة عمل جديدة 28/04/2026	A37009264 مصر	ميكانيكي كهرباء	محمود عبد الحميد محمود جاورش	00113030024229	40
115238756 جديد على كالة الزوج الأب 25/05/2026	N6867315 موريتانيا	محاسب	فومالي نلافيلو	30310058928224	41
114179849 تجديد بطاقة عمل 28/05/2026	A32658026 مصر	فني الإلكترونيات	محمود خالد عبدالحافظ احمد زاهر	00111099535353	42
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Meet Our Team





Anas Abdulla A

Mechanical Maintenance Engineer

✉ anasabdulla187@gmail.com ☎ +971 547683253

📄 PROFILE

Experienced Mechanical Maintenance Engineer specializing in fire and safety systems. Skilled in preventive maintenance, troubleshooting, and compliance for fire protection equipment. Strong focus on system reliability, safety protocols, and efficient emergency response, ensuring optimal operation and safety standards.

📄 PROFESSIONAL EXPERIENCE

present Dubai, UAE	Safety First Safety System L.L.C Mechanical Maintenance Engineer <ul style="list-style-type: none">• Perform preventive maintenance, inspections, and repairs on fire protection systems (pumps, sprinklers, alarms, etc.)• Diagnose and troubleshoot equipment malfunctions to ensure operational reliability.• Conduct system testing and calibrate components to meet safety standards and regulatory compliance.• Document maintenance activities, inspections, and test results for audits and reporting.• Manage inventory of tools and spare parts to facilitate timely repairs and replacements.• Respond to emergency calls promptly, minimizing downtime and ensuring occupant safety.
2022 - 2023 Kannur, India	Sriram Constructions Site Engineer <ul style="list-style-type: none">• Managed on-site construction activities for commercial and residential projects, overseeing the implementation of design specifications.• Coordinated with subcontractors, ensuring their work aligns with project schedules and quality standards.• Conducted regular site inspections addressing any issues related to safety quality, or compliance promptly.• Collaborated with project managers to provide regular updates on project progress, budget tracking and potential risks.• Maintained detailed records of daily construction activities, ensuring accurate documentation for future reference.

📄 EDUCATION

2018 - 2022	Bachelors of Technology in Mechanical Engineering APJ Abdul Kalam Technological University
2016 - 2018	Higher Secondary in Computer Science Ghss Pilicode

👤 AUTHORITIES APPROVALS

Approved by Dubai Civil Defense



Joselin Jose

Electrical Engineer

✉ joselinjose345@gmail.com ☎ +971 526889544

📄 PROFILE

Results-driven Electrical Engineer with expertise in fire and safety systems, specializing in the design, maintenance, and troubleshooting of electrical components for fire protection equipment. Skilled in system inspections, preventive maintenance, and regulatory compliance to ensure optimal safety standards. Proven ability to manage emergency response, document maintenance activities, and train staff on electrical safety protocols, ensuring reliable and safe operations in high-risk environments.

📄 PROFESSIONAL EXPERIENCE

present Dubai, UAE	Safety First Safety System L.L.C Electrical Engineer <ul style="list-style-type: none">• Perform installation, maintenance, and repairs of electrical components in fire protection systems, including alarms, detectors, and control panels.• Conduct regular inspections and testing of fire safety electrical systems to ensure compliance with safety regulations.• Diagnose and troubleshoot electrical issues in fire and safety equipment, addressing malfunctions quickly to maintain operational reliability.• Calibrate and configure electrical components to align with regulatory standards and safety requirements.• Maintain detailed records of inspections, maintenance, and repairs for compliance audits and management review.• Provide training and guidance to staff on electrical safety protocols and emergency procedures.• Manage inventory of electrical parts and tools, ensuring availability for timely maintenance.• Respond promptly to emergency calls, minimizing downtime and ensuring occupant safety in case of system failures.
2020 – 2022 Sharjah, UAE	Smartex Technical Services, Sharjah - UAE Electrical Engineer <ul style="list-style-type: none">• Involve in job safety training and comply with all established rules and methods to ensure safe and healthy work atmosphere.• Perform with site staff and external experts to supervise and enhance site electrical system usage.• Delivered quality construction by closely monitoring the work.• Reading electrical design specifications and technical drawings.• Organizing routine servicing schedules.

📄 EDUCATION

2013 – 2017	Bachelors of Technology in Electrical & Electronic Engineer Anna University
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📄 AUTHORITIES APPROVALS

Approved by Dubai Civil Defense



Mohamed Gamal Hossni Abdelhamed

Site Supervisor

+971 554012099

PROFILE

Results-driven Site Supervisor with comprehensive expertise in the fire fighting sector, specializing in the oversight of fire suppression system installations, maintenance, and quality control across construction and industrial sites. Skilled in team coordination, project scheduling, and ensuring strict compliance with fire safety codes and regulatory standards. Demonstrated ability to conduct rigorous site inspections, address technical issues, and collaborate effectively with contractors, engineers, and regulatory agencies to achieve seamless project delivery. Recognized for a strong commitment to safety, regulatory adherence, and operational excellence, ensuring robust fire protection systems that safeguard assets and meet industry benchmarks.

PROFESSIONAL EXPERIENCE

present
Dubai, UAE

Safety First Safety System L.L.C

Site Supervisor

- Supervise and manage the installation, maintenance, and testing of fire fighting systems, including sprinklers, fire pumps, hydrants, and extinguishers, ensuring compliance with safety codes and project specifications.
- Conduct site inspections to verify proper installation and functionality of fire suppression systems, addressing any issues proactively.
- Coordinate with contractors, engineers, and project managers to align fire fighting system installations with overall project timelines and budgets.
- Ensure adherence to regulatory standards, fire codes, and company safety protocols throughout all phases of installation and maintenance.
- Oversee the work of technicians and contractors, conducting quality checks to maintain high standards and compliance with project requirements.
- Schedule and conduct routine system testing and commissioning to confirm readiness and operational effectiveness.
- Maintain accurate documentation of installations, inspections, repairs, and certifications for regulatory compliance and audits.
- Liaise with local fire departments and regulatory authorities for inspections and approval processes.
- Provide training and guidance to site personnel on fire safety protocols and emergency response procedures.
- Monitor inventory levels of fire fighting equipment and materials, coordinating with procurement to prevent project delays.

2017 – 2019
Dubai, UAE

Al Manarah Safety System L.L.C

Maintenance Mechanic

- Perform scheduled preventive maintenance on machinery and equipment to ensure optimal performance and reduce downtime.
- Diagnose and troubleshoot mechanical issues, making necessary repairs to machinery, equipment, and systems to minimize operational interruptions.
- Conduct regular inspections of equipment and machinery to identify potential issues or wear, ensuring compliance with safety and operational standards.
- Use diagnostic tools and techniques to identify malfunctions in mechanical systems and implement effective solutions.
- Maintain an inventory of spare parts, tools, and equipment necessary for repairs, ensuring availability for timely maintenance.
- Keep accurate records of maintenance activities, repairs, and inspections for compliance and reporting purposes.

AUTHORITIES APPROVALS

Approved by Dubai Civil Defense



Kashif Rizwan

Site Supervisor

+971 558312178

PROFILE

Detail-oriented Site Supervisor with expertise in the fire alarm sector, experienced in overseeing installation, maintenance, and quality control of fire alarm systems on construction sites. Skilled in managing teams, coordinating with contractors, and ensuring that installations comply with safety codes and regulatory standards. Proficient in conducting site inspections, troubleshooting system issues, and ensuring adherence to project timelines and budgets. Strong commitment to safety, quality, and operational excellence, ensuring reliable fire alarm systems that enhance site safety and compliance.

PROFESSIONAL EXPERIENCE

2018 – present
Dubai, UAE

Safety First Safety System L.L.C

Site Supervisor

- Supervise and coordinate the installation and maintenance of fire alarm systems, ensuring compliance with safety codes and industry standards.
- Conduct on-site inspections to verify proper installation, functionality, and alignment with project specifications.
- Manage and guide technicians and contractors, ensuring work quality and adherence to project timelines.
- Troubleshoot and resolve issues related to fire alarm systems to maintain operational efficiency and safety.
- Maintain accurate records of installations, inspections, and maintenance activities for regulatory and project documentation.
- Coordinate with project managers, engineers, and other stakeholders to address project requirements and resolve on-site challenges.
- Ensure adherence to safety protocols and provide training to staff on fire alarm safety and system operation.
- Monitor inventory of equipment and materials, coordinating timely procurement to prevent project delays.
- Conduct pre-installation site assessments to determine the optimal layout and placement for fire alarm system components.
- Review and interpret blueprints, technical drawings, and specifications to ensure accurate system installation.
- Perform regular system testing and commissioning to verify functionality and compliance with regulatory standards.
- Coordinate with local authorities and fire marshals for required inspections, ensuring systems meet local fire codes.
- Implement quality control measures, inspecting and approving completed installations to meet client and safety expectations.
- Track and report on project progress, identifying potential risks or delays and proposing corrective actions.
- Manage project budgets and timelines, ensuring efficient use of resources and adherence to client requirements.

AUTHORITIES APPROVALS

Approved by Dubai Civil Defense



Mahmoud Mohamed Ahmed Abdelal Elzayat

Site Supervisor

+971 504911703

PROFILE

Results-driven Site Supervisor with comprehensive expertise in the fire fighting sector, specializing in the oversight of fire suppression system installations, maintenance, and quality control across construction and industrial sites. Skilled in team coordination, project scheduling, and ensuring strict compliance with fire safety codes and regulatory standards. Demonstrated ability to conduct rigorous site inspections, address technical issues, and collaborate effectively with contractors, engineers, and regulatory agencies to achieve seamless project delivery. Recognized for a strong commitment to safety, regulatory adherence, and operational excellence, ensuring robust fire protection systems that safeguard assets and meet industry benchmarks.

PROFESSIONAL EXPERIENCE

present
Dubai, UAE

Safety First Safety System L.L.C

Site Supervisor

- Supervise and manage the installation, maintenance, and testing of fire fighting systems, including sprinklers, fire pumps, hydrants, and extinguishers, ensuring compliance with safety codes and project specifications.
- Conduct site inspections to verify proper installation and functionality of fire suppression systems, addressing any issues proactively.
- Coordinate with contractors, engineers, and project managers to align fire fighting system installations with overall project timelines and budgets.
- Ensure adherence to regulatory standards, fire codes, and company safety protocols throughout all phases of installation and maintenance.
- Oversee the work of technicians and contractors, conducting quality checks to maintain high standards and compliance with project requirements.
- Schedule and conduct routine system testing and commissioning to confirm readiness and operational effectiveness.
- Maintain accurate documentation of installations, inspections, repairs, and certifications for regulatory compliance and audits.
- Liaise with local fire departments and regulatory authorities for inspections and approval processes.
- Provide training and guidance to site personnel on fire safety protocols and emergency response procedures.
- Monitor inventory levels of fire fighting equipment and materials, coordinating with procurement to prevent project delays.
- Identify and mitigate potential risks, proposing solutions to enhance safety and efficiency on-site.
- Prepare reports on project progress, safety compliance, and system functionality for management review and client updates.
- Conduct pre-installation assessments to evaluate site conditions and determine optimal placement and configuration of fire fighting equipment.
- Interpret and apply blueprints, technical drawings, and project specifications to ensure precise and compliant system installations.
- Ensure proper calibration and adjustment of fire pumps, valves, and other fire fighting components to meet operational and safety standards.

AUTHORITIES APPROVALS

Approved by Dubai Civil Defense



Mohamed Sulaiman

Civil Engineer

✉ sulai4593@gmail.com ☎ +971 556769391

📄 PROFILE

Experienced Civil Engineer with a specialized focus in fire and safety systems, bringing expertise in structural design, regulatory compliance, and risk assessment to ensure robust fire safety in building environments. Skilled in integrating fire-resistant measures into building layouts, conducting detailed site inspections, and enforcing safety codes and construction standards. Proven track record of collaborating with multidisciplinary teams to enhance safety infrastructure, maintain compliance documentation, and uphold stringent safety standards across all project phases.

📄 PROFESSIONAL EXPERIENCE

present
Dubai, UAE

Safety First Safety System L.L.C

Civil Engineer

- Design and implement fire-resistant structural elements in compliance with fire safety codes and regulations.
- Conduct site inspections to ensure adherence to fire safety standards and assess structural integrity in fire protection contexts.
- Coordinate with architects, electrical, and mechanical engineers to integrate fire safety systems seamlessly into building designs.
- Evaluate building materials and construction methods for fire resistance and recommend improvements.
- Develop and document fire safety plans, evacuation routes, and emergency access points as part of project planning.
- Prepare detailed reports and maintain documentation on fire safety inspections, compliance checks, and structural assessments.
- Collaborate with regulatory bodies to stay current on fire safety regulations and ensure all projects meet legal and industry standards.

2021 – 2023
India

Design Seed Architects

Civil Engineer

- Preparing engineering drawings, specifications & cost estimate of project.
- Plan and schedule construction work & assign work to labor.
- Maintained records of labor and ensured construction compliance with the plan.
- Meeting with related departments and to evaluate and solve the problems to improve the performance of work.
- Inspect and monitor work progress at construction site.
- Following work rates which carried out in sites & compare with the project scheduling.
- Monitoring safety arrangements as per the site requirements.

📄 EDUCATION

2016 – 2020

Bachelors of Technology in Civil Engineering

Syed Ammal Engineering College

📄 AUTHORITIES APPROVALS

Approved by Dubai Civil Defense



Rintu G Thomas

Mechanical Maintenance Engineer

✉ rintugt96@gmail.com ☎ +971 527579941

📄 PROFILE

Experienced Mechanical Maintenance Engineer specializing in fire and safety systems. Skilled in preventive maintenance, troubleshooting, and compliance for fire protection equipment. Strong focus on system reliability, safety protocols, and efficient emergency response, ensuring optimal operation and safety standards.

📄 PROFESSIONAL EXPERIENCE

present Dubai, UAE	Safety First Safety System L.L.C Mechanical Maintenance Engineer <ul style="list-style-type: none">• Perform preventive maintenance, inspections, and repairs on fire protection systems (pumps, sprinklers, alarms, etc.).• Diagnose and troubleshoot equipment malfunctions to ensure operational reliability.• Conduct system testing and calibrate components to meet safety standards and regulatory compliance.• Document maintenance activities, inspections, and test results for audits and reporting.• Manage inventory of tools and spare parts to facilitate timely repairs and replacements.• Respond to emergency calls promptly, minimizing downtime and ensuring occupant safety.
2021 - 2022 QATAR	Descon Engineering L.L.C Mechanical Engineer <ul style="list-style-type: none">• Expertly collaborate with supervisors to ensure project milestones are met and maintained.• Perform regular site visits to oversee schedules and manage technician teams effectively.• Expertly collaborate with supervisors to ensure project milestones are met and maintained.• Perform regular site visits to oversee schedules and manage technician teams effectively.• Strategically coordinate comprehensive maintenance operations for key equipment including Heat Exchangers, Columns, Suction Strainers, Separators, Vessels, Motors, and Tanks.• Employ advanced software tools like Primavera and MS Office to update and track daily shutdown activities, ensuring seamless workflow.

📄 EDUCATION

2013 - 2017	Bachelors of Technology in Mechanical Engineer Musaliar college of Engineering & Technology
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📄 AUTHORITIES APPROVALS

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DCD Cards



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الإمارات العربية المتحدة
وزارة الداخلية
الإدارة العامة للدفاع المدني - دبي
إدارة السلامة الوقائية

Technician - Install and Maintenance

قسي تركيب وصيانة

Card No / رقم بطاقة
DCDS0000342594

Expiry Date / تاريخ الانتهاء
27-Sep-2025

Approval No / رقم اعتماد الشركة
MCTNA0000012946-2014

Name / اسم

Company / اسم الشركة
سيفتي فيرست لانتظمة الحرائق ش.ذ.م.م

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وزارة الداخلية
الإدارة العامة للدفاع المدني - دبي
إدارة السلامة الوقائية

Technician - Install and Maintenance

قسي تركيب وصيانة

Card No / رقم بطاقة
DCDS0000569521

Expiry Date / تاريخ الانتهاء
27-Sep-2025

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MCTNA0000012946-2014

Name / اسم

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إدارة السلامة الوقائية

Technician - Install and Maintenance

قسي تركيب وصيانة

Card No / رقم بطاقة
DCDS0000427840

Expiry Date / تاريخ الانتهاء
27-Sep-2025

Approval No / رقم اعتماد الشركة
MCTNA0000012946-2014

Name / اسم

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سيفتي فيرست لانتظمة الحرائق ش.ذ.م.م

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الإمارات العربية المتحدة
وزارة الداخلية
الإدارة العامة للدفاع المدني - دبي
إدارة السلامة الوقائية

Technician - Install and Maintenance

قسي تركيب وصيانة

Card No / رقم بطاقة
DCDS0000656059

Expiry Date / تاريخ الانتهاء
27-Sep-2025

Approval No / رقم اعتماد الشركة
MCTNA0000012946-2014

Name / اسم

Company / اسم الشركة
سيفتي فيرست لانتظمة الحرائق ش.ذ.م.م

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الإمارات العربية المتحدة
وزارة الداخلية
الإدارة العامة للدفاع المدني - دبي
إدارة السلامة الوقائية

Engineer - Install and Maintenance License

مهندس تركيب وصيانة

Card No / رقم بطاقة
DCDS000051489

Expiry Date / تاريخ الانتهاء
27-Sep-2025

Approval No / رقم اعتماد الشركة
MCTNA0000012946-2014

Name / اسم

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سيفتي فيرست لانتظمة الحرائق ش.ذ.م.م

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الإمارات العربية المتحدة
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الإدارة العامة للدفاع المدني - دبي
إدارة السلامة الوقائية

Engineer - Install and Maintenance License

مهندس تركيب وصيانة

Card No / رقم بطاقة
DCDS0000514467

Expiry Date / تاريخ الانتهاء
27-Sep-2025

Approval No / رقم اعتماد الشركة
MCTNA0000012946-2014

Name / اسم

Company / اسم الشركة
سيفتي فيرست لانتظمة الحرائق ش.ذ.م.م

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الإدارة العامة للدفاع المدني - دبي
إدارة السلامة الوقائية

Engineer - Install and Maintenance License

مهندس تركيب وصيانة

Card No / رقم بطاقة
DCDS0000584778

Expiry Date / تاريخ الانتهاء
27-Sep-2025

Approval No / رقم اعتماد الشركة
MCTNA0000012946-2014

Name / اسم

Company / اسم الشركة
سيفتي فيرست لانتظمة الحرائق ش.ذ.م.م

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الإمارات العربية المتحدة
وزارة الداخلية
الإدارة العامة للدفاع المدني - دبي
إدارة السلامة الوقائية

Engineer - Install and Maintenance License

مهندس تركيب وصيانة

Card No / رقم بطاقة
DCDS0000584293

Expiry Date / تاريخ الانتهاء
27-Sep-2025

Approval No / رقم اعتماد الشركة
MCTNA0000012946-2014

Name / اسم

Company / اسم الشركة
سيفتي فيرست لانتظمة الحرائق ش.ذ.م.م

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الإمارات العربية المتحدة
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الإدارة العامة للدفاع المدني - دبي
إدارة السلامة الوقائية

Technician - Install and Maintenance

قسي تركيب وصيانة

بطاقة رقم / Card No
DCDS0000344244

تاريخ الانتهاء / Expiry Date
27-Sep-2025

رقم اعتماد الشركة / Approval No
MCTNA0000012946-2014

Name / اسم

اسم الشركة / Company
سيفتي فيريست لانتظمة الحرائق ش.ذ.م.م

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الإمارات العربية المتحدة
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إدارة السلامة الوقائية

Technician - Install and Maintenance

قسي تركيب وصيانة

بطاقة رقم / Card No
DCDS0000151098

تاريخ الانتهاء / Expiry Date
27-Sep-2025

رقم اعتماد الشركة / Approval No
MCTNA0000012946-2014

Name / اسم

اسم الشركة / Company
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الإمارات العربية المتحدة
وزارة الداخلية
الإدارة العامة للدفاع المدني - دبي
إدارة السلامة الوقائية

Technician - Install and Maintenance

قسي تركيب وصيانة

بطاقة رقم / Card No
DCDS0000584073

تاريخ الانتهاء / Expiry Date
27-Sep-2025

رقم اعتماد الشركة / Approval No
MCTNA0000012946-2014

Name / اسم

اسم الشركة / Company
سيفتي فيريست لانتظمة الحرائق ش.ذ.م.م

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MINISTRY OF INTERIOR
DIRECTORATE GEN. OF DUBAI CIVIL DEFENSE
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الإمارات العربية المتحدة
وزارة الداخلية
الإدارة العامة للدفاع المدني - دبي
إدارة السلامة الوقائية

Technician - Install and Maintenance

قسي تركيب وصيانة

بطاقة رقم / Card No
DCD0000249045

تاريخ الانتهاء / Expiry Date
27-Sep-2025

رقم اعتماد الشركة / Approval No
MCTNA0000012946-2014

Name / اسم

اسم الشركة / Company
سيفتي فيريست لانتظمة الحرائق ش.ذ.م.م

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الإمارات العربية المتحدة
وزارة الداخلية
الإدارة العامة للدفاع المدني - دبي
إدارة السلامة الوقائية

Technician - Install and Maintenance

قسي تركيب وصيانة

بطاقة رقم / Card No
DCDS0000368055

تاريخ الانتهاء / Expiry Date
27-Sep-2025

رقم اعتماد الشركة / Approval No
MCTNA0000012946-2014

Name / اسم

اسم الشركة / Company
سيفتي فيريست لانتظمة الحرائق ش.ذ.م.م

UNITED ARAB EMIRATES
MINISTRY OF INTERIOR
DIRECTORATE GEN. OF DUBAI CIVIL DEFENSE
PREVENTION & SAFETY DEPT.

الإمارات العربية المتحدة
وزارة الداخلية
الإدارة العامة للدفاع المدني - دبي
إدارة السلامة الوقائية

Technician - Install and Maintenance

قسي تركيب وصيانة

بطاقة رقم / Card No
DCDS0000348718

تاريخ الانتهاء / Expiry Date
27-Sep-2025

رقم اعتماد الشركة / Approval No
MCTNA0000012946-2014

Name / اسم

اسم الشركة / Company
سيفتي فيريست لانتظمة الحرائق ش.ذ.م.م

UNITED ARAB EMIRATES
MINISTRY OF INTERIOR
DIRECTORATE GEN. OF DUBAI CIVIL DEFENSE
PREVENTION & SAFETY DEPT.

الإمارات العربية المتحدة
وزارة الداخلية
الإدارة العامة للدفاع المدني - دبي
إدارة السلامة الوقائية

Engineer - Install and Maintenance License

مهندس تركيب وصيانة

بطاقة رقم / Card No
DCDS0000663415

تاريخ الانتهاء / Expiry Date
27-Sep-2025

رقم اعتماد الشركة / Approval No
MCTNA0000012946-2014

Name / اسم

اسم الشركة / Company
سيفتي فيريست لانتظمة الحرائق ش.ذ.م.م

UNITED ARAB EMIRATES
MINISTRY OF INTERIOR
DIRECTORATE GEN. OF DUBAI CIVIL DEFENSE
PREVENTION & SAFETY DEPT.

الإمارات العربية المتحدة
وزارة الداخلية
الإدارة العامة للدفاع المدني - دبي
إدارة السلامة الوقائية

Engineer - Install and Maintenance License

مهندس تركيب وصيانة

بطاقة رقم / Card No
DCDS0000446591

تاريخ الانتهاء / Expiry Date
27-Sep-2025

رقم اعتماد الشركة / Approval No
MCTNA0000012946-2014

Name / اسم

اسم الشركة / Company
سيفتي فيريست لانتظمة الحرائق ش.ذ.م.م

SAFETY FIRST SAFETY SYSTEM L.L.C

PROJECT QUALITY PLAN

Proposed G+7+R Labour Accommodation

Approved By:

Name:	Designation:	Signature:	Date:

PROJECT QUALITY PLAN

Project Title: Proposed Residential Building G+P+7

Document Ref: PQP/ARSS 101/2017

PROJECT NO.: ARSS101

PROJECT DETAILS



Project Title	:	Proposed Residential Building G+P+7
Project Location	:	<u>Warsan</u> First International City, Dubai, UAE.
Project Client	:	GUL Mohamed
Project Main Consultant	:	EM Square Engineering Consultant
Project Main Contractor	:	Dubai Walls Construction LLC.
Project Fire Protection Contractor	:	SAFETY FIRST SAFETY SYSTEM LLC

PROJECT QUALITY PLAN

Project Title: Proposed Residential Building G+P+7

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Part : 1

Quality Policy



HSE POLICY

It is the policy of our organization to conduct its activities in such a way as to take foremost account of the health and safety of our employees, subcontractors, and other associates with operations, and to give proper regard to conservation of the environment in all aspects.

In order to achieve the goal, we always:

- Comply with or exceed all applicable laws, regulations and apply internationally recognized standards where local laws and regulations do not exist.
- Hold all levels of management, supervision and staff as line accountable for HSE issue and for the development of positive attitudes in themselves and those they supervise.
- Require subcontractors to apply HSE Standards and practices compatible with our policy.
- Develop and implement HSE management programs which define objectives and targets to HSE management system performance, and create step change in behavior
- Under take appropriate reviews and to ensure compliance with this policy.
- Provide appropriate HSE training to employees and contractors.
- Develop and maintain HSE Emergency procedures in co- operation , where necessary, with other operating companies, the local authorities and emergency services

Nader Mohamed Zakaria

Managing Director
SAFETY FIRST SAFETY SYSTEMS L.L.C

PROJECT QUALITY PLAN

Project Title: Proposed Residential Building G+P+7

Document Ref: PCP/ARSS 101/2017

PROJECT NO.: ARSS101

Part : 2

Project Introduction

PROJECT QUALITY PLAN

Project Title: Proposed Residential Building G+P+7

Document Ref: PQP/ARSS 101/2017

PROJECT NO.: ARSS101

Part 2: PROJECT INTRODUCTION

1. GENERAL

This Project Quality Plan documents the specific quality policies, resources, sequence of activities and quality system procedures adopted for use on the Project known as:

(Proposed Residential Building G+P+7, at Plot No IC1-HL-07, DUBAI, UAE)

PROJECT NO.: (ARSS 101)

2. OVERVIEW OF SAFETY FIRST SYSTEM QUALITY SYSTEMS

This project document is aligned to the organisation's ISO 9001:2008 certified quality management system to provide a consistent product that meets customer and applicable regulatory requirements, and to address customer satisfaction through the effective application of the system, including processes for continual improvement and the prevention of nonconformity. The approval and amendments of the SAFETY FIRST Safety System L.L.C Project Quality Plan do not supersede or negate the requirements to satisfy all the requirements of the contract, specifications and the Main Contractors Quality Plan.

3. QUALITY SYSTEM DOCUMENTS

The Quality System Procedures of SAFETY FIRST Safety System L.L.C, together with the documents and records referred to therein are, unless specifically stated to the contrary in the respective procedure, classified as confidential and are not issued for external reference or use.

4. CLIENTS FORMS

Safety First Safety System L.L.C may adopt for use on this project, such forms, pro-forma or reports as may be reasonably required by the Client or his authorized representative.

These forms may be used in lieu of, or in addition to, such forms as may be deemed necessary to satisfy the requirements of Safety First Safety System L.L.C.

The following documents are utilized on this project at the request of ESD:

4.1 Transmittal Form (TF)	4.2 Inspection Request (IR)
4.3 Material Submittal Form (MSF)	4.4 Non-Compliance Notification (NCN)
4.5 Technical Submittal Form (TSF)	4.6 Non-Compliance Report (MCR)
4.7 Request for Information (RFI)	4.8 Site Instruction (SI)
4.9 Request for Material Inspection (MIR)	4.10 Confirmation for Verbal Instruction (CVI)

PROJECT QUALITY PLAN

Project Title: Proposed Residential Building G+P+7

Document Ref: PQP/ARSS 101/2017

PROJECT NO.: ARSS101

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the 1990s, the number of people with diabetes has increased in all industrialized countries, and this increase is continuing to rise.

Diabetes is a chronic disease, and the consequences of the disease are often severe. The most common complications of diabetes are cardiovascular disease, kidney disease, eye disease, and nerve damage. These complications can lead to disability and even death. Therefore, it is important to have a good understanding of the disease and its complications, and to take steps to prevent or delay them.

The purpose of this paper is to provide a general overview of the disease and its complications, and to discuss the role of the general practitioner in the management of the disease.

The paper is organized as follows. In the first section, the epidemiology of diabetes is discussed. In the second section, the pathophysiology of the disease is discussed. In the third section, the clinical presentation of the disease is discussed. In the fourth section, the diagnosis of the disease is discussed. In the fifth section, the management of the disease is discussed. In the sixth section, the complications of the disease are discussed. In the seventh section, the role of the general practitioner in the management of the disease is discussed. In the eighth section, the conclusion is drawn.

The epidemiology of diabetes is discussed in the first section. The prevalence of diabetes is increasing in all industrialized countries, and this increase is continuing to rise. The prevalence of diabetes is highest in the United States, followed by the United Kingdom, and then the Netherlands.

The pathophysiology of the disease is discussed in the second section. Diabetes is a chronic disease, and the consequences of the disease are often severe. The most common complications of diabetes are cardiovascular disease, kidney disease, eye disease, and nerve damage. These complications can lead to disability and even death.

The clinical presentation of the disease is discussed in the third section. The most common symptoms of diabetes are increased thirst, increased hunger, increased urination, and weight loss. These symptoms are often accompanied by fatigue and blurred vision.

The diagnosis of the disease is discussed in the fourth section. The most common test for diabetes is the fasting plasma glucose test. The normal range for this test is 70-100 mg/dl. A value of 126 mg/dl or higher is diagnostic for diabetes.

The management of the disease is discussed in the fifth section. The most common treatment for diabetes is insulin. Insulin is a hormone that helps the body use glucose for energy. There are several types of insulin, and the type of insulin that is used depends on the individual patient.

The complications of the disease are discussed in the sixth section. The most common complications of diabetes are cardiovascular disease, kidney disease, eye disease, and nerve damage. These complications can lead to disability and even death.

The role of the general practitioner in the management of the disease is discussed in the seventh section. The general practitioner is often the first person to see a patient with diabetes, and it is important for the general practitioner to have a good understanding of the disease and its complications.

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PROJECT QUALITY PLAN

Project Title: Proposed Residential Building G+P+7

Document Ref: POP/ARSS 101/2017

PROJECT NO.: ARSS101

Part 3: GENERAL PROJECT INFORMATION

Project Title	: Proposed Residential Building G+P+7 TYP
Location	: <u>Warsan</u> First International City , Dubai, UAE
Services Involved	: Fire Specialist Sub- Contractor
Project Client	: GUL Mohamed
Project Main Consultants	: EM Square Engineering Consultants
Project Main Contractor	: Dubai Walls Construction LLC.
Safety First Safety Systems Job No	: ARSS101
Project Start Date	: TAL
Project Completion Date	: TAL
Sub-contract Agreement Dated	: TAL

PROJECT QUALITY PLAN

Project Title: Proposed Residential Building G+P+7

Document Ref: PQP/ARSS 101/2017

PROJECT NO.: ARSS101

Part : 4

Description of Project Works

PROJECT QUALITY PLAN

Project Title: Proposed Residential Building G+P+7

Document Ref: PQP/ARSS 101/2017

PROJECT NO.: ARSS101

Part 4: DESCRIPTION OF PROJECT WORKS

The Project Works are those described and listed here below:

1. The project title is **Proposed G+P+7 TYP, at Plot No IC1-HL-07 Warsan 1st, DUBAI, UAE**



2. The scope of works comprises of:

S.No	Area	Works
A	• Fire Fighting System	<ul style="list-style-type: none">• Fire Fighting Pumps Set• Sprinkler System• Landing Valves and Hose reel• FM 200 System• Water Spray System
B	• Fire Alarm System	<ul style="list-style-type: none">• Emergency Lighting System• Voice Evacuation System• Fire Alarm Systems

3. The detailed scope of works is those described in the following documents:

- Specifications
- Bills of Quantities
- List of Drawings
- Safety First Safety System L.L.C Tender Offer
- Schedule of Rates
- Price Analysis Schedule
- Tender Bulletins
- Schedule of Classifications / Works

PROJECT QUALITY PLAN

Project Title: Proposed Residential Building G+P+7

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PROJECT NO.: ARSS101

Part : 5

Project Organization Chart

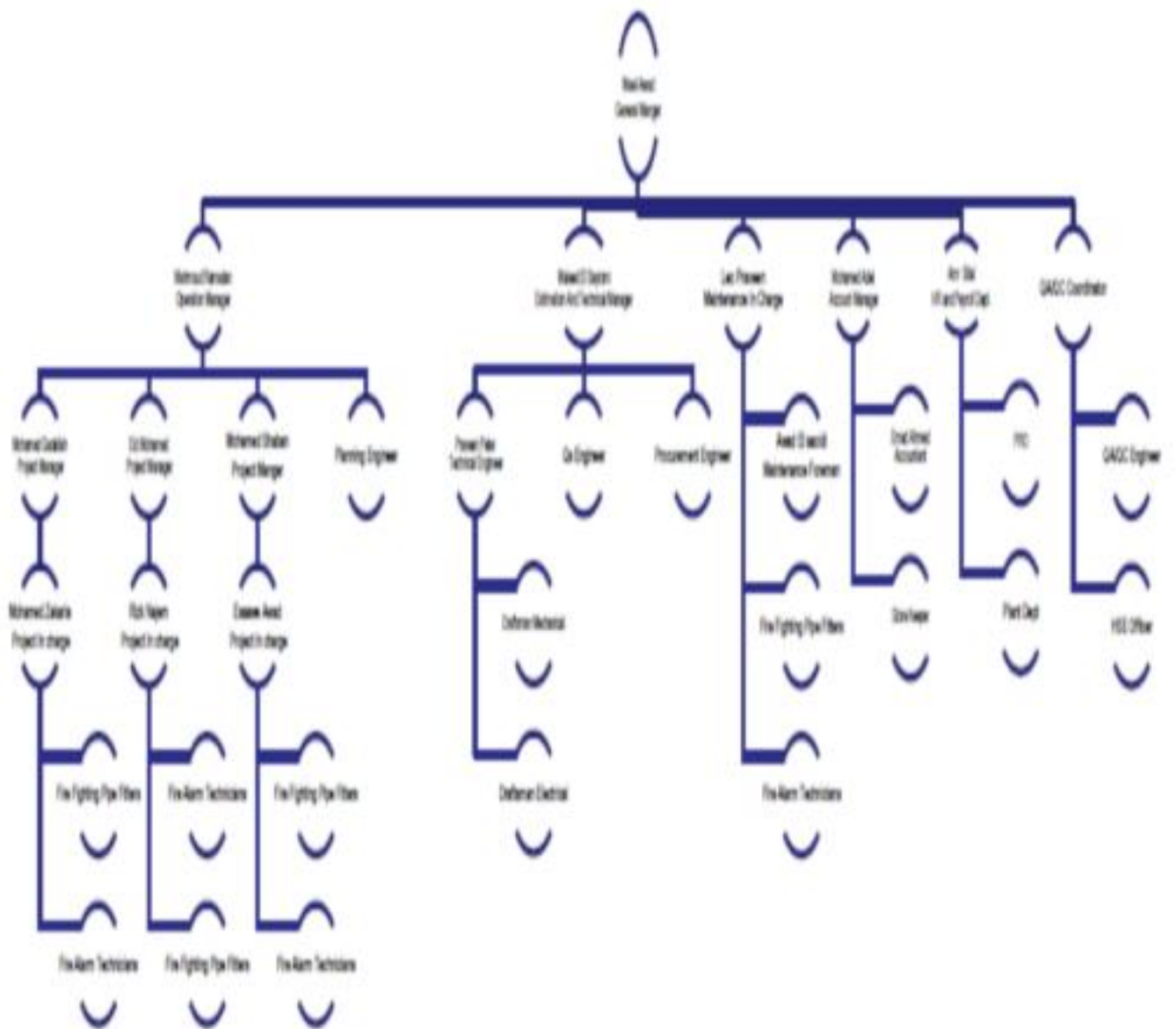
PROJECT QUALITY PLAN

Project Title: Proposed Residential Building G+P+7

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Part 5: PROJECT ORGANIZATION CHART



Please note: This is a sample and will be updated once the organization chart is finalized.

PROJECT QUALITY PLAN

Project Title: Proposed Residential Building G+P+7

Document Ref: PCP/ARSS 101/2017

PROJECT NO.: ARSS101

RESPONSIBILITY & AUTHORITY OF PROJECT MANAGEMENT TEAM

A) PROJECT MANAGER

Reporting to the Project's Manager

The responsibilities and authorities of the Project Manager are to ensure that the projects allocated to him are completed in accordance with the company's and clients requirements.

These responsibilities and authorities are summarized as follows:

- Implementation of the project's quality and safety plans, and ensure the safety of all personnel and property.
- Timeously review the contract documents for understanding of the deliverables and to ascertain the presence of changes, if any, vis-à-vis the agreed contract, to the Estimation and Commercial Departments.
- Assist with the provision of information for the design/shop drawings as required by the Engineering Dept.
- Prepare a Programme for the project including the identification of labor requirements.
- Liaise with Project's Manager to secure suitably skilled/qualified personnel, plant, equipment and other resources required for the project.
- Prepare and make material and drawing submittals in accordance with the Procurement Policy.
- Initiate such purchases as may be required to satisfy the specified requirements of the project, by reference to the contract documents and/or the approved supplier list maintained by the Purchasing Department, in accordance with the Procurement Policy.
- Attend regular meetings with the Main Contractor and Client's representatives, as applicable.
- Receive and review all project correspondence and assign action to reportees.
- Monitor the day to day running of the project.
- Monitor performance and progress of the works in relation to the agreed programme.
- Monitor and compare costs incurred on project against original budgets; provide feedback to the Commercial and other departments.
- Liaise and co-ordinate with Sub Contractors and/or suppliers of specialized services or equipment.
- Assist in the preparation, submission and follow up of applications for payments, variation accounts, and final accounts.
- Timeously obtain the practical completion certificates after the successful testing and commissioning of the installation.
- Ensure that Client receives the close-out documents including the Operation and Maintenance Manuals, plus As Installed drawings, as applicable.
- Identify and satisfy the training needs of his staff.
- Ensure that the company's Quality Policy is understood and affected by all site personnel.
- May Delegate duties to individual reporting directly to him, only if allowed by the Project's Manager, whilst retaining ultimate responsibility.

B) SECRETARY/ADMINISTRATOR

PROJECT QUALITY PLAN

Project Title: Proposed Residential Building G+P+7

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Reporting to the Project Manager

The responsibilities and duties are summarized as follows:

- Ensure that all secretarial/administrative functions ably assist and support the mainstream operations of a site.
- Support the Project Manager in the daily administration of the site office(s).
- Perform all secretarial duties such as typing, filing, record-keeping, etc for all members of the Project Management Team.
- Perform the duties of a receptionist ensuring the company's image is maintained.
- Ensure the guests are treated with the utmost courtesy and respect at all times.
- Timely respond to incoming calls, ensuring courtesy and respect to all callers.
- Maintain filing to the company's standards, minimising the creation of hard copies; reduce paperwork.
- Ensure electronic files are backed-up at the end of every day's activities.
- Coordinate with other departments/sites, as required.
- Adhere to the company's quality management system requirements and follow the company's general rules and regulations.
- Ensure compliance with all Health, Safety and Environmental obligations.
- Undergo training identified/advised by the Project Manager.
- Perform any other tasks/duties as may be directed by the Project Manager.

C) PROJECT ENGINEER

Reporting to the Project Manager, or other senior authorized personnel, as necessary

The responsibilities and authorities are summarized as follows:

- Assist with the implementation of the project's quality and safety plans, and ensure the safety of all personnel and property.
- Timeously review the contract documents for understanding of the deliverables and to ascertain the presence of changes, if any, vis-à-vis the agreed contract, and advise the Estimation and Commercial Departments.
- Assist with the provision of information for the design/shop drawings as required by the Engineering Dept.
- Assist with the preparation of a Programme for the project including the identification of labour requirements.
- Advise the Project Manager on resource requirements for the project.
- Prepare and make material and drawing submittals in accordance with the Procurement Policy.
- Initiate such purchases as may be required to satisfy the specified requirements of the project, by reference to the contract documents and/or the List of Approved Suppliers maintained by the Purchasing Department, in accordance with the Procurement Policy.
- Attend regular meetings with the Main Contractor and Client's representatives, as applicable.
- Timeously assist the Project Manager in responding to correspondence.
- Monitor the day to day running of the project.

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- Monitor performance and progress of the works in relation to the agreed programme.
- Liaise and co-ordinate with Sub Contractors and/or suppliers of specialized services or equipment.
- Assist in the preparation, submission and follow up of applications for payments, variation accounts, and final accounts.
- Assist with the preparation of close-out documents including the Operation and Maintenance Manuals, plus As Installed drawings, as applicable.
- Undergo training identified/advised by the Project Manager, and sanctioned by the Project's Manager.
- Ensure compliance with all Health, Safety and Environmental obligations.
- Perform any other tasks/duties as may be directed by the Project Manager and/or Project's Manager.

D) SITE ENGINEER

Reporting to the Project Manager, or other senior authorized personnel, as necessary

The responsibilities and authorities are summarized as follows:

- Assist with the implementation of the project's quality and safety plans, and ensure the safety of all personnel and property.
- Assist with the provision of information for the design/shop drawings as required by the Engineering Dept.
- Assist with the preparation of a Programme for the project
- Advise the Project Manager on resource requirements required for the project.
- Initiate such purchases as may be required to satisfy the specified requirements of the project, by reference to the contract documents and/or the List of Approved Suppliers maintained by the Purchasing Department, in accordance with the Procurement Policy.
- Ensure the safety of all personnel and the work site at all times.
- Ensure all tools and equipment's are calibrated.
- Take the lead and ensure the co-ordination of all installations.
- Monitor the day to day running of the project.
- Monitor performance and progress of the works in relation to the agreed programme.
- Liaise and co-ordinate with Sub Contractors and/or suppliers of specialized services or equipment.
- Assist in the preparation, submission and follow up of applications for payments, variation accounts, and final accounts.
- Assist with the preparation of close-out documents including the Operation and Maintenance Manuals, plus As Installed drawings, as applicable.

- Undergo training identified/advised by the Project Manager, and sanctioned by the Project's Manager.
- Ensure compliance with all Health, Safety and Environmental obligations.
- Perform and other tasks/duties as may be directed by the Project Manager and/or Project's Manager.

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E) SITE SUPERVISOR

Reporting to the Project Manager/Site Engineer (as may be directed by the Project's Manager)

The responsibilities and authorities are summarized as follows:

- Ensure the work allocated to him is performed to the standards and durations set by the company.
- Study the project's drawings for installation requirements.
- Seek the Project Manager and/or Site Engineer guidance on the requirements of the specifications.
- Identify and quantify material requirements in accordance with the programme and advise the other members of the Project Management Team (PMT).
- Identify the labour requirements of the project and advise the PMT.
- Plan, in conjunction with the PMT, the periodic needs of labour and material by ensuring advance notification of needs.
- Identify tools and plant needs and advise the PMT.
- Assign teams to execute the installation.
- Check the work site for access/egress safety compliance.
- Create a competitive team spirit amongst all reportees.
- Monitor and appraise the individual performances of all direct reportees.
- Monitor labour productivity on site with direct reportees to ensure maximum productivity and minimal down-time, advise the PMT on a daily basis.
- Co-ordinate with all peers and sub-ordinates and take responsibility for ensuring all installations are co-ordinated.
- Ensure that all operatives are working to the latest revision of drawings.
- Assist the Site Engineer in preparation of As-Installed Drawing to reflect as-built conditions.
- Adhere to the company's quality management system requirements and follow the company's general rules and regulations.
- Ensure compliance with all Health, Safety and Environmental obligations.
- Undergo training identified/advised by the Project Manager, and sanctioned by the Project's Manager.
- Perform any other tasks/duties as may be directed by the Site Engineer and/or Project Manager.

F) FOREMAN

Reporting to the Supervisor

The responsibilities and authorities are summarized as follows:

- Ensure that works allocated to him are performed to the standards and durations set by the company.
- Study the drawings and plan for the execution of the works.
- Seek the Supervisor's guidance on the requirements of the specifications.
- Assist the Supervisor to identify and quantify the material requirements of the project.
- Assist the Supervisor to identify the labour requirements of the project.
- Provide the Supervisor with the requirements for labour, material and tools in advance of such needs.

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- Take responsibility and leadership for the assignment of teams to perform the work in the most accurate and expeditious manner.
- Monitor the work production on a daily basis and advise the Supervisor of progress and potential issues.
- Create a competitive team spirit.
- Monitor and appraise direct reporters.
- Assist the Supervisor/Engineer in maintaining accurate records of as-installed works.
- Take responsibility for the safety of all reporters and for the site.
- Co-ordinate with the Supervisor and all direct reporters and take responsibility for ensuring all installations are co-originated.
- Monitor labour productivity on site with the Supervisor and all direct reportees to ensure maximum productivity and minimal down-time, advise the Supervisor on a daily basis.
- Adhere to the company's quality management system requirements and follow the company's general rules and regulations.
- Ensure compliance with all Health, Safety and Environmental obligations.
- Undergo training identified/advised by the Project Manager, and sanctioned by the Project's Manager.
- Perform any other tasks/duties as may be directed by the Supervisor and/or Site Engineer.

G) SITE TECHNICIAN

Reporting to the Foreman

The responsibilities and authorities are summarized as follows:

- Ensure that all assigned work is carried out in the most expeditious manner and to the standards required by the company.
- Perform assigned work with safety uppermost in mind, and ensure his own safety, his colleagues and of the work area where he is working.
- Ensure the work area is free of risks, and consult his Charge hand, Foreman or Supervisor for any doubts, prior to undertaking work where risk is involved.
- Ensure that work area is kept clean and tidy and all rubbish is removed to the designated collection points.
- Check and ensure that the tools and equipment used in the work have valid certificates and maintenance records.
- Ensure that the details of project are not communicated to any unconcerned personnel outside the company.
- Adhere to the company's quality management system requirements and follow the company's general rules and regulations.
- Ensure compliance with all Health, Safety and Environmental obligations.
- Undergo training identified/advised by the Project Manager.
- Perform any other tasks/duties as may be directed by the Charge hand and/or Site Engineer.

H) HELPER

PROJECT QUALITY PLAN

Project Title: Proposed Residential Building G+P+7

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Reporting to the Charge hand or authorized personnel as necessary

The responsibilities and authorities are summarized as follows:

- Perform all tasks and functions as directed by the Charge hand, or senior authorized personnel.
- Perform assigned work with safety uppermost in mind, and ensure his own safety, his colleagues and of the work area where he is working.
- Ensure the work area is free of risks, and consult his Charge hand, Foreman or Supervisor for any doubts, prior to undertaking work where risk is involved.
- Ensure that work area is kept clean and tidy and all rubbish is removed to the designated collection points.
- Ensure that the details of project are not communicated to any unconcerned personnel outside the company.
- Adhere to the company's quality management system requirements and follow the company's general rules and regulations.
- Ensure compliance with all Health, Safety and Environmental obligations.
- Undergo training identified/advised by the Project Manager, and sanctioned by the Project's Manager.
- Perform any other tasks/duties as may be directed by the Charge hand and/or Site Engineer.

1) STORE KEEPER

Reporting to the Project Manager/In-Charge

These responsibilities and authorities are summarized as follows:

- Ensure the safe receipt, secure storage and the documented movement of all goods (material, plant) to and from the site, including transfers, if any, to other sites.
-
- Establish a site store (and lay down areas) ensuring the security of all goods received and stored.
- Utilize the company's ORION system for the accurate recording of goods received, distributed and transferred.
- Layout the store and lay down areas so as to maximize the efficient movement of goods and minimize wastage.
- Receive goods from suppliers, thoroughly inspect, and log in all receipts; immediately notify the deliverer of shortages. Qualify receipt of goods where inspections are not possible.
- Enter all data on the ORION system immediately after receipt of goods.
- Store goods ensuring their integrity is preserved.
- Issue goods only to the company's employees by ensuring the timely input of data such as the recipient's and goods' details, etc.
- Carry out weekly physical inspection of the stored material to detect any deterioration or damage.
- Communicate information on stock levels, missing goods, shortages, etc. to the Project Manager and other departments.

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- Check the availability of goods with the Central Stores, giving priority to the use of existing stock, upon receipt of any requisitions from Engineers.
- Enter Purchase Requisition data, in conjunction with other members of the Project Management Team, onto the company's ORION system.
- Take responsibility for the accuracy of all information provided.
- Ensure the safety and tidiness of all personnel and the work areas at all times.
- Transfer/return goods timely to the Central Store and/or other sites, as directed.
- Ensure all tools are fit for use and all instruments have valid calibration certificates and maintenance records.
- Ensure lifting gear, block & tackles and straps have valid test certificates.
- Adhere to the company's quality management system requirements and follow the company's general rules and regulations.
- Ensure compliance with all Health, Safety and Environmental obligations.
- Undergo training identified/advised by the Project Manager, and sanctioned by the Project's Manager.
- Perform any other tasks/duties as may be directed by the Project Manager and/or Contract Manager.

J) SAFETY OFFICER

Reporting to the Project Manager/In-Charge

These responsibilities and authorities are summarized as follows:

- Assist in matters related to the Safety & Environment.
- Implement the project Safety Plan on project.
- Scrutinize the operations on site with regards to the Safety & Environment system on daily basis.
- Conduct tool box talks at site.
- Ensure that employees are aware of and appropriately use all manner of PPE at work.
- Record and report all matters related to the Safety & Environment, on daily basis, to the Project Manager and QSE Coordinator.
- Immediately report all accidents to the Project Manager and Quality, Safety & Environment Manager by completing and submitting "Accident Report" form.
- Attend safety meetings, and implement the actions decided in the meeting.
- Ensure compliance with all Health, Safety and Environmental obligations.
- Provide training on Safety & Environment issues to the employees.
- Undergo training identified/advised by the Quality, Safety & Environment Manager.
- Perform any other tasks/duties as may be directed by the Project Manager and/or Quality, Safety & Environment Manager.

K) QA/QC ENGINEER

Reporting to the Project Manager/In-Charge

These responsibilities and authorities are summarized as follows:

- Assist in all matters related to Quality.

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- Implement the Project Quality Plan on project.
- Monitor overall work progress for quality compliance.
- Coordinate, as required, with main and other contractors and the consultant representative and other trades on matters relating to quality.
- Conduct inspections of received material, equipment and of work in process.
- Carry out re-inspections of completed MEP works and prepare and issue snags list and observations.
- Submit the Inspection Request for completed work and arrange the same and obtain timely approval.
- Arrange to resolve all the snags and observations, if any, raised by consultant representative.
- Submit ceiling closure request after installation of first fix of MEP services.
- Arrange testing & pre-commissioning inspections of the work completed.
- Report all matters related to quality to the Project Manager on daily basis.
- Attend the site meetings, and implement the actions decided in the meeting.
- Provide training on quality related issues to the employees.
- Provide regular and timely reports on the performance of the quality management system.
- Adhere to the company's quality management system requirements and follow the company's general rules and regulations.
- Undergo training identified/advised by the Project Manager and/or Quality, Safety & Environment Manager.
- Perform any other tasks/duties as may be directed by the Project Manager and/or Quality, Safety & Environment Manager.

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Part : 6

Quality Assurance Activities & Plan

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Part 6 – QUALITY ASSURANCE ACTIVITIES & PLAN

1. Programmes

- 1.1 Safety First Safety System L.L.C Programmed of Works, being produced in accordance with Project Main Contractor's General Contracting programme requirements.

The Programme reflects the various activities peculiar to each of the following services:
Fire Fighting, Fire Alarm, Emergency lighting and Voice Evacuation Systems

- 1.2 Safety First Safety System L.L.C shall use their best endeavors to comply with such target programmes as may be agreed with our Client from time to time during the execution of the contract works.

2. Co-ordination and Progress

- 2.1 Project progress meetings shall be convened on a weekly basis to review the progress of the Fire Protection works. These Meetings shall be attended by Project Main Consultant, Project Main Contractor and Safety First Safety System L.L.C. The Meetings shall be minutes by Project Main Consultant and copies distributed to those in attendance.
- 2.2 Sub-contractors coordination shall be convened on a weekly basis to review the progress and coordinate the Fire Protection works by the main contractor. The Meetings shall be minutes by Project Main Contractor and copies distributed to those in attendance.

3. Project Administration

Project Administration will be split between the Head Office and the Site Team to ensure the smooth running of the project and providing for the needs of individuals and teams alike.

3.1 Correspondence

- All incoming correspondence will be issued for the attention of the Project Manager and issued to the project office. Upon receipt the correspondence will be date stamped to confirm receipt and then passed to the Project Manager for distribution allocation by the document controller.
- The incoming correspondence register will be update accordingly by document control and a copy placed in the correct site file as per the Safety First Safety Systems file structure schedule.
- All outgoing correspondence will be issued via the Safety First Safety Systems project document controller using the allocated Project Main Contractor document management system reference where necessary in addition to the Safety First Safety System L.L.C reference.

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- The outgoing register will be updated accordingly by document control and a copy placed in the correct site file as per the Safety First Safety System file structure schedule.
- The Project Manager must sign all outgoing correspondence before it is issued.
- 'Request for Information' (RFIs) applies to any request for information affecting the quality of work required from the client, their representatives, members of the design team and/or between the Project and Subcontractors. All RFIs will be made in writing and registered utilizing references issued by The Main Contractor document management system for their approval, distribution and update.

3.2 Quality Audit

Audit reports are part of the continual improvement process to identify positive trends, adverse trends, and improvement opportunities and ascertain whether systems, processes and products comply with the approved contract, specifications, legislation and regulatory requirements.

The QHSE department in liaison with the Project Manager is responsible for developing and managing the Audit Program covering all QHSE management systems in alignment with Safety First Safety System L.L.C policies and procedures.

The audit program will be applicable to the following phases of the build: Design/Construction and Commissioning.

Q1 Year 2017						
Quality Activities	Jan	Feb	Mar	Apr	May	Jun
Internal Quality Audit	■			■		
Project Quality Plan Review		■	■		■	
Management Review	■					

3.3 Management System Reviews

Reviews of the various project management systems will be periodically reviewed by Safety First Safety System L.L.C Project Management Team to assess the implementation status of management systems and effectiveness to enable project objectives and performance perimeters to be achieved. As a minimum, the agenda topics for Management Reviews will include:

- Results and analysis of audit findings.
- Adequacy of processes and their adoption by project personnel.
- Level of compliance to legislation and regulatory requirements.
- Feedback from client, staff, stakeholders and subcontractors as applicable.
- Effectiveness of corrective actions and trends for NCRs, defects, incidents and injuries.
- Adequacy of resources and training delivery.
- Management of risks.

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4. 'Quality' System Risk Identification and Mitigation Strategies

Discipline	Potential Risks	Initial Mitigation Strategy
MANAGEMENT	Insufficient resources to implement and maintain management system	<ul style="list-style-type: none"> Ensure setup and regular review of organisation chart and resource planning to ensure adequate resources and role clarity.
	Lack of understanding of management systems & processes	<ul style="list-style-type: none"> Develop and deliver appropriate training to managers, supervisors and relevant project staff.
	Poor quality outcomes due to compressed time frames	<ul style="list-style-type: none"> Project Management Team to confirm / provide commitment that product quality and the QHSE policy will not be compromised.
	Inadequately trained or inexperienced supervision	<ul style="list-style-type: none"> Ensure supervision/inspectors are qualified and suitably trained to carry out their project roles.
	Incorrect / ineffective work process Low morale and/or poor ownership	<ul style="list-style-type: none"> Ensure staff are involved in documenting and reviewing work processes (Ownership of the process).
	Poor client relations	<ul style="list-style-type: none"> Actively pursue a healthy client relationship through open/honest communication, regular meetings and culturing of individual relationships within disciplines.
	Delivery of works in accordance with plan	<ul style="list-style-type: none"> Construction Manager will maintain daily progress reports and marked up overview drawings reflecting progress. Project Manager must be made aware of actual or potential delays in order to put in place remedial measures. Where delays are unavoidable this must be communicated to the client in a timely manner.
DESIGN	Lack of drawing control	<ul style="list-style-type: none"> Design Manager & Drawing Office maintain close management of the drawing process in conjunction with project QA Manager. All drawings to be controlled by way of drawing register and document issue forms. No drawings are to be issued for any purpose (internally or externally) without a fully completed document transmittal note clearing stating the current status and revision of the uniquely identified drawing. Document control is responsible for ensuring that the drawing register is maintained in an up to date state and that all drawings are issued under cover of a document transmittal and that drawings are correctly stamped i.e. For Information Only, For Construction
	Improper design review / verification	<ul style="list-style-type: none"> Follow client and Safety First Safety System L.L.C process maps effectively Effective use of RFIs and DCRs for designs and changes. Ensure that Safety First Safety System L.L.C follow the latest contract and specifications in accordance with designs issued. Local authorities, design approvals are fully met within the design and clarify further requirements during construction and commissioning phases.
	Design Drawings do not meet needs of the client	
PROCUREMENT & CONSTRUCTION	Poor and/or incorrect selection and/or supply and storage of materials and equipment	<ul style="list-style-type: none"> Follow the client prerequisites for the selection and approval of supplies and materials prior to the approval of any material purchase. Ensure the correct materials and equipment is procured, based on performance and specification requirements. Ensure that all relevant certification and delivery notices are in place before taking receipt of materials. That suitably authorised or approved paperwork and suitable delivery and storage instructions are maintained. Ensure store keeper is readily kept informed of all purchase orders and requisition, especially with regards to special handling, storage and inspection.
	Poor service by product suppliers and subcontractors	<ul style="list-style-type: none"> Close management of all subcontractors in accordance with Quality Controls and Processes. Ensure Procurement Department in liaison with the Quality Team carry out necessary Quality checks prior to engagement of suppliers and subcontractors. All subcontractors must have in place their own WMS etc. or be following same from Safety First Safety System L.L.C Ensure detailed inspection & monitoring with initial delivery of works. Ensure on-going program of supplier / subcontractor audits.
	Poor management of service or product supplier	<ul style="list-style-type: none"> Ensure formal Contract/Agreement administration processes are in place and make certain project based personnel receive adequate training.
	Poor identification and management of Defects & NCRs	<ul style="list-style-type: none"> Maintain database of NCRs
	Works do not conform to specification and design	<ul style="list-style-type: none"> Ensure that there is adequate management and supervision, which is suitably qualified, in place to ensure build, is in accordance with design and specification Conduct regular inspection and audits of subcontractor to ensure compliance. Have approved ITP's in place with suitable hold points.
	Quality Assurance records not readily available/ traceable	<ul style="list-style-type: none"> Monitor records on a regular basis for compliance and completeness and loaded onto project server in agreed timeframes.
	Incorrect measurements gained	<ul style="list-style-type: none"> Ensure all measuring instruments are correctly calibrated and records are maintained both Safety First Safety Systems and subcontractors.
	Excessive rework / too many minor defects, damage occurring to completed works and/or poor attention to detail	<ul style="list-style-type: none"> Re-evaluate current processes, training delivery and / or procedures to be followed by Safety First Safety Systems personnel, suppliers and subcontractors.

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5. Performance Management and Reporting

Performance management regarding Safety First Safety Systems project objectives and associated targets and KPIs for reporting will align with Project Main Contractor's processes and procedures.

6. Quality Objectives

Safety First Safety Systems Quality Objectives illustrated in the following Table:

Quality Objectives	Targets / Measures
Implement a project specific quality system to achieve expectations of Safety First Safety Systems objectives.	<ul style="list-style-type: none"> Trend of raising NCR's decreases during the project life cycle.
Awareness, acceptance & implementation of quality system.	<ul style="list-style-type: none"> Min 80% score in quality audit scoring. Zero Notices over the term of the contract from Client and Statutory bodies to stop works. Trends of Letters from Main Contractor move from adverse to Positive during project lifecycle.
Safety First System to maximise subcontractor & supplier involvement in improving quality performance.	<ul style="list-style-type: none"> Subcontractors develop & implement key aspects of their own quality system with regards to ITP's, Work Method Statements, etc. The trends of NCR's raised against subcontractors are decreasing over life of project. All subcontractors receive a brief induction on particular QA requirements and records of these will be maintained. An initial pre-tit meeting is held with each subcontractor to confirm the QA requirements before commencing works. Records of all Quality meeting must be made and maintained.
Ensure awareness and training of all staff in the operation of the quality system adopted for this Project.	<ul style="list-style-type: none"> Safety First Safety Systems staff and subcontractors under go a minimum of 1 induction covering the outline of the Quality Management Plan QA Tool box sessions held with key personnel
Minimise Wastage by utilising waste control mechanisms.	<ul style="list-style-type: none"> Wastage is reduced to a minimum for major materials. A Quality cost framework will be considered for measuring rework.
Enhance internal quality auditing systems and resources in order to increase value.	<ul style="list-style-type: none"> Percentage of adverse Audit findings closed out within agreed predetermined timeframe. Percentage of recommendations/findings closed out in agreed predetermined time frame.
To be defect free at completion of project	<ul style="list-style-type: none"> Set up a Defect Management System to record, address and manage all defects as they occur on the project.

7. Quality Logs

The following are Example Quality Logs

Log Title	Maintained by:
Material Procurement Schedule	Material controller
Method Statement Schedule	QA/QC
Drawing Register	Drawing Office & Document Control
Inspection Request Log	QA/QC
Internal NCR Log	QA/QC
External NCR Conformance Log	QA/QC
Test Instrument Logbook	QA/QC
List of Toolbox Talks	Site H&S Dept.
Schedule of Weekly Toolbox Safety Meetings	Site H&S Dept.
Inductions and Pre-work Talks	HSE
Variation Register	QS
Damaged Works Log	QA/QC
Order/Delivery Schedule	Store man/Material Controller
Technical Submittal Register	QA/QC
Materials submittals	QA/QC
Material Inspection Request Log	QA/QC
Valid Calibration Certificates Record	QA/QC
Results Records Test	QA/QC

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Quality Procedures

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Part 7 – QUALITY PROCEDURES

1. Procedures

Where possible Safety First Safety Systems will use forms based on and abide by Project Main Contractor's Quality procedures for the project.

2. Project Method Statements, Inspection Test Plans and Checklists

Method Statements are separated into the three disciplines of Fire Alarm, Central Battery System, and Fire Fighting System. Each of these is then further subdivided into Installation, testing, ITP and risk assessment. These are 'live' documents and will be subject to review depending on change of work method, site conditions or design variations.

3. Purpose and Process

To detail how plans and forms that will be used by Safety First Safety Systems are created and how they are used to ensure that quality of workmanship is maintained to the standards set by the designers (by way of the specification), the manufacturers (by way of the recommended installation details, where available). All works undertaken will be conducted under an approved method statement (MS) pack designed to describe, guide, test and control the works. Each pack will have a common section which is applicable to all MS's; each individual section of the works will be covered by a separate MS. All packs will include suitable and sufficient risk assessments (RA's) covering the hazardous areas which will instruct/inform the workforce regarding measures to be taken to reduce the risk to as low as is reasonably practicable.

Where required Test method statement (TMS), inspection test plans (ITPs) and associated checklists pertaining to each MS. ITPs will include relevant specification requirements and controls. Each ITP will identify witness and hold points for Safety First Safety Systems and the client.

All documentation must be submitted for approval prior to commencement on site. Unless otherwise authorised no works maybe undertaken until the works packages have been approved by Project Main Contractor and returned Safety First Safety Systems with permission to proceed.

It should be noted that where subcontractors are to be employed for specialist work there is the same requirement for approval over and above that required for the selection of vendors. Subcontractors will either supply their own work method statements etc. or provide adequate procedures to be added as an addendum to the Safety First Safety Systems packs covering the task.

All MS packs must be communicated to the workforce via Project Managers induction and onsite supervision management of the works.

4. Procurement Procedure Control of Sub-Contractors Work

Procurement procedure and process will be covered under a separate cover maintained by the Procurement Team.

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5. Training

- a) Purpose: To detail how in-house and external training is carried out within Safety First Safety Systems.

Safety First Safety Systems will carry out various training courses both internally and externally, where appropriate Safety First Safety Systems will share training session with Project Main Contractor "One Team". Training is identified by job requirement and for individual development needs, in addition where group training events are held they will be filled by additional staff so we can enhance the skills base across the team.

- b) Procedure:

i) General Training

In addition to planned training events recommendations or request for training can be made at any level within the project, this should be done through the line manager. Additional approved training will be organised through the responsible department. Long term training courses should be addressed during the staff appraisal process as a part of the career development section; it is recommended that anyone who feels they need addition training should take the earliest opportunity to discuss it with their line manager.

ii) Examples of Specific Training

- Site Induction Training – Main site by Project Main Contractor, addition Fire protection induction in-house by Safety First Safety Systems.
- HSE Toolbox Training – In-house by Safety First Safety Systems
- Method Statement Training – Technical training by discipline Engineer/Supervisors, Risk Assessments and JSEA's by HSE Officers
- Specific plant/equipment – By specialist vendor or inter trade in-house
- Quality systems – By QHSE Department.

6. Non-conformance Reports (NCR's)

- a) Purpose

To ensure that work defects are reviewed and that corrective action is taken to prevent its recurrence. These are recorded on a project specific NCR form. Where/when permanent or temporary works manufactured and/or supplied materials and equipment does not meet contract specifications and cannot be immediately corrected (within 24hrs), an NCR form shall be raised to manage the disposition, corrective action and/or action to prevent recurrence.

At particular times during installation and commissioning, minor deficiencies in products will occur. In such cases, these issues will not be registered as a non-conformance, but recorded on a Snagging List (sometimes called a punch list) for corrective action at a later date up to and including the commissioning stage.

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The NCR form will be utilised to select and manage the following at all times:

- Non-conforming Item (QA).
- HSEQ Audit Findings.
- Customer Requests, (i.e. formal adverse feedback from client)

Note: All NCR's must be reported to the Project Manager and copied to the Corporate QA / QC Manager in addition to any Main Contractor requirements, this will enable Safety First Safety Systems to track all NCR's company-wide and identify trends.

7. Project Information, Document Control and Communication

a) Document Control

The management of documents on site will be the responsibility of the Safety First Safety Systems document control department. This includes the receipt of, issuance of, subsequent filing and updating of the relevant registers as well as document distribution to the concerned individuals of Safety First Safety Systems.

All documents issued and received throughout the life of the project must be submitted through Main Contractor's document management system.

Any communication carried out via email must be copied at all times to the document control email account to ensure that there is a full trace of communication backed up on site.

No documents are to be issued from the project office without the Project Manager's signature endorsed on them.

The management of drawings is the responsibility of the design manager and QA Manager for the project. The drawing register will be maintained by the document control department on the project; however the responsibility for this rests with the QA Manager for the project.

b) Document Numbering System

- i) Where required Safety First Safety Systems documentation must conform to the NAME OF MAIN CONTRACTOR numbering system as generated by their document management system.

c) I.T. Support

- i) Safety First Safety Systems has its own I.T. support team responsible for the Project If applicable.

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8. Testing

a) Maintenance of Test Certificates

Test Certificates will be formally issued throughout the project and at handover in the O&M Manuals in line with the client's requirements.

i. Site Test Certificates

Site Test certificates will be attached to the Fire Protection Inspection Test Reports which are categorized by zones, building and levels.

ii. Manufacturer's Test Certificates

These will be kept on file on arrival of materials to site and included within the O&M Manuals and produced upon client request.

b) Test Equipment

Test Equipment will be controlled and calibrated in accordance with the Safety First Safety Systems approved Instrument Testing and Calibration procedure. This procedure outlines who is responsible for testing and calibrating of all instrumentation, both internally and externally.

9. Handover Procedure

a) Purpose & Description

To ensure that completed systems are inspected, commissioned (in accordance with relevant commissioning and completion plans) and operating in a safe manner in accordance with the contract and manufacturers specified requirements (all relevant documentation included) and then formally handed over to the client or authorised representative.

b) Procedure

i. Inspections & Defect Lists (Snag List)

1. Site Inspections

- a. At the outset of the contract agree the basis on which the works will be inspected (In accordance with ITPs and specification requirements).
- b. Carry out pre-commissioning checks.
- c. Non-compliances identified while carrying out site inspections, testing and/or commissioning are recorded on the relevant inspection test reports.

2. Health & Safety Inspections

- a. HSE inspection will be in accordance with site routines.

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3. Client's Defect Lists

- a. Should there be any defects identified the construction Manager/Engineer responsible for the specific area will in conjunction with the QA/QC Engineer complete the relevant NCRs and put in place a plan to rectify and re-inspect.

4. Commissioning

- a. Prepare and issue to the commissioning Engineer, before starting commissioning work, a schedule of items to be checked; tested and/or commissioned, together with the relevant drawings and documents. Use authorised and calibrated test instruments, copies of the calibration certificates should be attached to the commissioning documents as required.
- b. Issue an Inspection Test Request in advance of Commissioning to enable the Main Contractor and/or the Consultant to witness the Commissioning.
- c. Use a Check sheet to record details of any installation/plant/equipment failures.

5. Commissioning Documentation

- a. Collate the results recorded while the commissioning done, include any specialist supplier reports.
- b. Include commissioning documentation in the Operating & Maintenance Manuals for handover to Client or his representative. Where it is not appropriate to include them in the Manual forward the commissioning results later for inclusion with the other records.
- c. The person responsible for Commissioning will produce a commissioning Plan to be issued and approved prior to commissioning commencing.

d. Instruction & Demonstration

Where required, use the commissioning period to instruct the client or representative, on the use and maintenance of services provided. This must include information instruction and training in the safe operation and maintenance of the system and equipment. Whilst the Supplier's specialist and commissioning engineer is doing his/her work arrange for him/her to demonstrate the operation and maintenance of the equipment to the client or his representative.

- e. Arrange a handover meeting with the client to ensure that they are satisfied that all defects are closed out and that the installation functions safely & correctly. At this meeting, or as required by the specification; issue the appropriate number of Operating & Maintenance Manuals and Record Drawings. The 'Handover' is deemed to be the date from when the client has beneficial use of the installation, unless there has been earlier partial hand-over/s.

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6. Handover Documentation

- a. The following documents (Examples only) will be issued Safety First Safety Systems to Project Main Contractor for onward issue to the Engineer:
 - As Built Drawings.
 - O&M Manuals.
 - Asset Registers.
 - Local regulator approved services drawings.
 - Civil Defence Completion Certificate.
 - Testing and Commissioning Reports
- b. The O&M Manuals will follow a standard format previously used within our company which can be modified to suit Project Client's particular needs.
- c. An Asset Register will be produced which will record such data as:
 - Asset Type, TAG Code, System
 - Supplier Code, Manufacture Code, Model and Origin
 - Product Code, Quantity
 - Drawing, Photograph number Serial Number, Bar Code
 - Nominal Capacity, Date Commissioned
 - Life Span, Warranty
 - Location, O&M Manual Reference
 - Spares Register

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Inspection & Test Plan

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Part 8 – INSPECTION & TEST PLAN

Al Reem Safety System L.L.C		PROJECT:							
INSPECTION AND TESTING PLAN (ITP)		PROJECT NO.:							
A. Receipt of Materials		PROJECT NO.:							
S/N	ACTIVITY	CONTRACT SECTION PROCEDURE	ACCEPTANCE CRITERIA	RESPONSIBILITY	ACTIVITY OUTPUT	I	R	W	D
A.1	Materials described and listed in Material Submittal Schedule	Stores Procedure	Contract Specification or Consultant Engineer's Approval	Project Manager	Signed Goods Received Notes	D	Rx	Rx	-
A.2	Miscellaneous Items	Stores Procedure	Approved Supplier List	Project Manager	Signed Goods Received Notes	D	Rx	Rx	-
A = APPROVAL		I = INSPECTION		R = REVIEW OF DOCUMENTS					
D = DOCUMENTATION		T = TEST		W = WITNESS					

B. Receipt of Materials		PROJECT NO.:							
S/N	ACTIVITY	CONTRACT SECTION PROCEDURE	ACCEPTANCE CRITERIA	RESPONSIBILITY	ACTIVITY OUTPUT	I	R	W	D
B.1	Fire Fighting Pump Set	Inspection and Testing Procedure Control of Monitoring & Measuring Devices Procedure	Contract Specification	Project Manager	Area Clearance Form Pipe Network Pressure Report Calibration Certificate	I T*	- Wx	- Wx	-
B.2	Fire Fighting System 1 Fire Hose reel 2 Landing Valve 3 Branching Inlet 4 Sprinkler	"As Above"	"As Above"	"As Above"	Area Clearance Form Handing Over Inspection of Hydraulic Pressure Test Report Calibration Certificate	I I T D	- Wx	- Wx	-
A = APPROVAL		I = INSPECTION		R = REVIEW OF DOCUMENTS					
D = DOCUMENTATION		T = TEST		W = WITNESS					

x = Discretionary

* Random Tests on Sample Zones

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AL ROOM SAFETY SYSTEM L.L.C				PROJECT:							
INSPECTION AND TESTING PLAN (ITP)				PROJECT NO:							
B. During Installation											
NO.	SYSTEM	INSPECTION AND TESTING PROCEDURES	CONTRACT SPECIFICATIONS	RESPONSIBLE PERSON	ACTIVITY / DOCUMENT	APPROVAL	TESTING	WITNESS	REMARKS		
B.3	Low Current System	Inspection and Testing Procedure Control of Monitoring & Measuring Devices Procedure	Contract Specification	Project Manager	Area Clearance Form	I	-	-	-		
1	Fire Alarm System				Calibration Certificate plus,	D					
2	Central Battery System				(a) Insulation Resistance Test Report	T	Wx	Wx	-		
3	Voice Evacuation System				(b) Continuity Test Report	T	Wx	Wx	-		
					(c) Earth Fault Loop Impedance Test Report	T	Wx	Wx	-		
					Label "As Above"	T	Wx	Wx	-		
					Label "As Above"	T	Wx	Wx	-		

A = APPROVAL
D = DOCUMENTATION
I = INSPECTION
T = TEST
R = REVIEW OF DOCUMENTS
W = WITNESS
x = Discretionary

AL ROOM SAFETY SYSTEM L.L.C				PROJECT:						
INSPECTION AND TESTING PLAN (ITP)				PROJECT NO:						
C. Completion of Installation										
NO.	SYSTEM	INSPECTION AND TESTING PROCEDURES	CONTRACT SPECIFICATIONS	RESPONSIBLE PERSON	ACTIVITY / DOCUMENT	APPROVAL	TESTING	WITNESS	REMARKS	
C.1	Fire Fighting System	Inspection and Testing Procedure Control of Monitoring & Measuring Devices Procedure	Contract Specification	Project Manager	Signed Test Reports +	T	Wx	W	-	
					Calibration Certificate	D				
C.2	Fire Alarm System	"As above"	Contract Specification	Project Manager	Signed Test Reports +	T	Wx	W	*	
					Calibration Certificate	D				
C.3	Central battery System	"As above"	Contract Specification	Project Manager	Signed Test Reports +	T	Wx	W	*	
					Calibration Certificate	D				

A = APPROVAL
D = DOCUMENTATION
I = INSPECTION
T = TEST
R = REVIEW OF DOCUMENTS
W = WITNESS
x = Discretionary

* Refer to Schedule of Local Authority Approval, attached as part of Annexure 2.

x = Discretionary

Note:

+ Summary of "Commissioning Procedures for Building Services" attached as Annexure 1.

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Part : 9

Installation: Inspection Test Reports

PROJECT QUALITY PLAN

Project Title: Proposed Residential Building G+P+7

Document Ref: PCP/ARSS 101/2017

PROJECT NO.: ARSS101

SECTION 9 – INSTALLATION: INSPECTION TEST REPORTS

ANNEXURE 1

INSTALLATION - INSPECTION AND TEST REPORTS

1. GENERAL

- 1) Area Clearance Form
- 2) Site Inspection Request (SIR)
- 3) Test Report Submittal (TRS).

2. Fire Fighting System

- 1) Hydraulic Pressure Test
- 2) Fire Pump Set T&C
- 3) Foam System T&C
- 4) FM 200 System T&C

3. Fire Alarm System

- 1) Earth Fault Loop Impedance Test
- 2) Continuity Test
- 3) Central Battery System Test
- 4) Fire Alarm System Test
- 5) Voice Evacuation System Test.

PROJECT QUALITY PLAN

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Part : 10

Commissioning Reports

PROJECT QUALITY PLAN

Project Title: Proposed Residential Building G+P+7

Document Ref: PQP/ARSS 101/2017

PROJECT NO.: ARSS 101

SECTION 10 – COMMISSIONING REPORTS

ANNEXURE 2

COMMISSIONING PROCEDURES FOR BUILDING SERVICES

A. Fire Fighting System

1. (s) Water Sprinkler System Check Sheet
2. (s) Fire Pump Mechanical Check Sheet
3. (s) Fire Pump Performance Test Sheet
4. Pre-Commissioning Check List
5. Inspection Check List
6. Setting to Work Check List
7. Final Inspection Check List
8. Fire Pump (P.T.R)

B. Fire Alarm System

1. Voice Evacuation System (P.T.R)
2. Fire Alarm Cables and System (P.T.R.)
3. Central Battery Emergency Systems (P.T.R)

PROJECT QUALITY PLAN

Project Title: Proposed Residential Building G+P+7

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PROJECT NO.: ARSS101

Part : 11

Schedule of Local Authorities Approval

PROJECT QUALITY PLAN

Project Title: Proposed Residential Building G+P+7

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SECTION 11 – SCHEDULE OF LOCAL AUTHORITIES APPROVAL

ANNEXURE 3

1. **FIRE FIGHTING / FIRE ALARM / EMERGENCY LIGHTING**

- Civil Defense approval required.
- The Client to arrange for Civil Defense to attend site and inspect the completed installation.
- Civil Defense will sign copy of document forming part of building completion certificate to evidence their approval.

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Part : 12

Submittals To Be Used: (Consultant / Contractor Formats)

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Document Ref: PQP/ARSS 101/2017

PROJECT NO.: ARSS101

1. Confirmation of Verbal Advice

(To Be Attached)

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2. Document Submittal

(To Be Attached)

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4. Job Site Instruction (JSI)

To Be Attached)

PROJECT QUALITY PLAN

Project Title: Proposed Residential Building G+P+7

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5. Material Inspection Request

(To Be Attached)

PROJECT QUALITY PLAN

Project Title: Proposed Residential Building G+P+7

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6. Material / Technical Documents Submittal

(To Be Attached)

PROJECT QUALITY PLAN

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7. Prequalification Submittal

(To Be Attached)

PROJECT QUALITY PLAN

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8. Request for Information

(To Be Attached)

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Part : 13

**Safety First Safety Systems Internal
Forms to be used** *(Only List)*



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Project Title: Proposed Residential Building G+P+7

Document Ref: PQP/ARSS 101/2017

PROJECT NO.: ARSS101

13.1 Quality Management System – List of Forms

S. No	Form Details	Form Reference	Rev. No.	Effective Date:
1.	Document Transmittal Note	ARS.QF.01.01	0	28/03/2010
2.	Document Change Request	ARS.QF.01.02	1	15/3/2010
3.	Document Acknowledgment Note	ARS.QF.01.03	3	14/3/2011
4.	Data Validity Test Report	ARS.QF.01.06	1	15/3/2010
5.	Master List of Records	ARS.QF.02.01	1	15/3/2010
6.	List of Disposed of Records	ARS.QF.02.02	1	15/3/2010
7.	Non-conformance Report	ARS.QF.04.01	1	15/3/2010
8.	Customer Complaint Report	ARS.QF.04.02	1	15/3/2010
9.	Non-conformance Log Sheet	ARS.QF.04.03	1	15/3/2010
10.	Customer Complaint Log Sheet	ARS.QF.04.05	0	16/9/2012
11.	Site Observation Log Sheet	ARS.QF.04.06	0	16/9/2012
12.	Induction Training Programme	ARS.QF.08.03	2	26/6/2014
13.	Training Requirement	ARS.QF.08.04	1	15/3/2010
14.	Training Plan	ARS.QF.08.05	1	15/3/2010
15.	Training Report	ARS.QF.08.06	1	15/3/2010
16.	Training Attendance Sheet - Internal	ARS.QF.08.09	0	20/10/2011
17.	Training Sheet - External	ARS.QF.08.10	0	1/5/2012
18.	Customer Survey Form	ARS.QF.09.02	1	15/3/2010
19.	Quantitative Quality Objectives	ARS.QF.09.03	2	20/9/2014
20.	Purchase Requisition	ARS.PUR.03.02	4	23/5/2014
21.	MEP Construction Programme	ARS.COM.02.01	1	28/6/2010
22.	Progress & Labor Monitoring Schedule	ARS.COM.02.02	1	28/5/2010
23.	List of Method Statements	ARS.COM.02.03	1	4/10/2011
24.	Facilities & Plant Requirement	ARS.CON.03.01	1	28/5/2010
25.	Drawing <u>Submittal</u> Schedule	ARS.CON.03.02	2	24/3/2010
26.	Material <u>Submittal</u> Schedule	ARS.CON.03.03	2	24/3/2010
27.	Procurement Log Sheet	ARS.CON.03.04	1	28/5/2010
28.	Project Progress. Delay Schedule	ARS.CON.03.05	1	28/5/2010
29.	Daily Work Activity	ARS.CON.03.06	1	28/5/2010
30.	Variation Data Sheet	ARS.CON.03.07	1	28/5/2010
31.	Method Statement <u>Submittal</u> Schedule	ARS.CON.03.08	1	6/10/2010

PROJECT QUALITY PLAN

Project Title: Proposed Residential Building G+P+7

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S. No	Form Details	Form Reference	Rev. No.	Effective Date:
32.	Material Inspection Log	ARS.CON.03.09	1	19/3/2014
33.	Inspection Request Register	ARS.CON.03.10	1	3/4/2014
34.	Inspection Request Daily Schedule	ARS.CON.03.11	1	3/4/2014
35.	Material Review Sheet	ARS.CON.03.12	1	20/5/2015
36.	Area Clearance	ARS.CON.04.01	1	28/5/2010
37.	Water Dust-Hydraulic Pressure Test Report	ARS.CON.04.04	1	28/5/2010
38.	Electrical-Earth Fault Loop Impedance Report	ARS.CON.04.08	1	28/5/2010
39.	Electrical-Continuity Test Report	ARS.CON.04.09	1	28/5/2010

PROJECT QUALITY PLAN

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S. No	Form Details	Form Reference	Rev. No.	Effective Date:
40.	(Electrical) Fire Alarm Cables & System PT Report	ARS.CON.05.31	1	28/5/2010
41.	(Fire Fighting) Hose Reel Booster Pump-Pre Commissioning	ARS.CON.05.33	0	4/6/2011
42.	(Fire Fighting) Fire Pumps Checklist	ARS.CON.05.34	0	4/6/2011
43.	Voice Evacuation System	ARS.CON.05.36	0	4/6/2016
44.	Central Battery System	ARS.CON.05.37	0	4/6/2011
45.	Project Monthly Report	ARS.CON.07.01	2	19/3/2012
46.	Drawing & Material Submittals Summary	ARS.CON.07.03	0	22/2/2011
47.	Inspection Status Summary	ARS.CON.07.04	0	22/2/2011
48.	Labor Hire Agreement	ARS.CON.12.01	0	15/5/2012
49.	Equipment Register	ARS.CON.08.01	1	28/5/2011
50.	Equipment Maintenance Schedule	ARS.CON.08.02	1	28/5/2011
51.	Maintenance Record Sheet	ARS.CON.08.03	1	28/5/2011
52.	Monitoring & Measuring Devices Register	ARS.CON.09.01	1	28/5/2011
53.	Calibration Schedule	ARS.CON.09.02	1	28/5/2012
54.	Calibration Record Sheet	ARS.CON.09.03	1	28/5/2012
55.	Internal Calibration Report	ARS.CON.09.04	1	28/5/2012
56.	Goods Receive Note	ARS.CON.10.01	1	28/5/2012
57.	Material Return	ARS.CON.10.02	1	28/5/2011
58.	Stock Transfer In	ARS.CON.10.03	1	28/5/2011
59.	Stock Transfer Out	ARS.CON.10.04	1	28/5/2011
60.	Material Demand Note	ARS.CON.10.05	1	28/5/2011
61.	Material Issue Voucher	ARS.CON.10.06	1	28/5/2011
62.	Site Stores Register	ARS.CON.11.01	1	28/5/2012
63.	Site Stock Ledger	ARS.CON.11.02	1	28/5/2012
64.	Stock Transfer Note	ARS.CON.11.03	1	28/5/2012
65.	Excess Material Identification & Removal	ARS.CON.11.04	1	28/5/2012

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NOTE:

Relevant or irrelevant forms can be added or removed respectively.

PROJECT QUALITY PLAN

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13.2 Environment Health & Safety Management System – List of Forms

S. No	Form Details	Form Reference	Rev. No.	Effective Date:
1.	Register for Environmental Aspects & Associated Impacts	ARS.EHS.P01.EAAI	2	1/2/2014
2.	Environmental Aspect Update Form	ARS.EHS.P01.F01	0	15/8/2012
3.	Environment Aspects Charts	ARS.EHS.P01.FC	XX	XX
4.	Register for Hazard Identification, Risk Assessment & Risk Control	ARS.EHS.P02.HIRAR	1	3/3/2014
5.	Risk Register Update Form	ARS.EHS.P02.F01	0	15/8/2012
6.	Register for Legal Requirements	ARS.EHS.P03.LRR	XX	XX
7.	Legal Requirement Update Form	ARS.EHS.P03.F01	XX	XX
8.	Training Need Analysis	ARS.EHS.P04.F01	0	15/8/2013
9.	Training Plan	ARS.EHS.P04.F02	0	28/12/2013
10.	Training Record Sheet	ARS.EHS.P04.F03	1	28/12/2013
11.	Training Effectiveness Feedback Form	ARS.EHS.P04.F04	1	28/12/2013
12.	Training Attendance Sheet	ARS.EHS.P04.F05	0	15/8/2012
13.	Register for Internal Communications	ARS.EHS.P05.F01	0	15/8/2012
14.	Register for External Communications	ARS.EHS/P05.F02	0	15/8/2012
15.	Communications/Company Letter on EHS Issues	SS/ZZ/XX/YYYY	XX	XX
16.	EHS Core Team Meeting Report	ARS.EHS.P05.F03	0	15/8/2013
17.	EHS Flyers	ARS.EHS.P05.F04	0	15/8/2013
18.	Tool Box Talk Report	ARS.EHS.P05.F05	0	15/8/2013
19.	Distribution of Controlled Copies	ARS.EHS.P06.F03	0	28/12/2013
20.	Document Acknowledgment Note	ARS.EHS.P06.F04	0	28/12/2013
21.	Operational Control	ARS.OC.PZZ	XX	XX
22.	Safety At Work	ARS.SAW.PZZ	XX	XX
23.	Safety Work Instructions	ARS.SWI.IZZ	XX	XX
24.	Mock Drill Approval Sheet	ARS.EHS.P08.F01	2	1/2/2014
25.	Mock Drill Observation Sheet	ARS.EHS.P08.F02	1	14/2/2011
26.	First Aid box List	ARS.EHS.P08.L01	0	15/8/2011
27.	First Aid Box Check List	ARS.EHS.P08.F03	0	15/8/2011
28.	HGE Emergency Report	ARS.EHS.P08.F04	0	15/8/2011
29.	Compliance Evaluation Sheet	ARS.EHS.P10.F01	0	15/8/2011
30.	Accident/Incident Report	ARS.EHS.P11.F01	1	30/3/2014

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S. No	Form Details	Form Reference	Rev. No.	Effective Date:
31.	Environmental Incident Report	ARS.EHS.P11.F02	0	15/8/2012
32.	Accident Investigation Report	ARS.EHS.P11.F03	0	15/8/2012
33.	Accident Investigation Report - Accident Cause Checklist (CL)	ARS.EHS.P11.F03L	0	15/8/2012
34.	Near-Miss Form	ARS.EHS.P11.F04	0	15/8/2012
35.	Non-Conformity Report	ARS.EHS.P12.F01	0	15/8/2012
36.	Master List of Records	ARS.EHS.P13.F01	0	28/12/2013
37.	List of Disposed of Records	ARS.EHS.P13.F01	0	28/12/2013
38.	Non-Conformity Report	ARS.EHS.P12.F01	0	15/8/2012
39.	Internal Audit Report	ARS.EHS.P14.F02	0	15/8/2012
40.	HGE Emergency Report	ARS.EHS.P08.F04	XX	XX
41.	List of Fire Fighting Trained Personnel	ARS.EHS.OCP.01.F01	0	15/8/2012
42.	List of First Aid Trained Personnel	ARS.EHS.OCP.01.F02	0	15/8/2012
43.	List of Important External Telephone Nos.	ARS.EHS.OCP.03.F01	0	15/8/2012
44.	Evacuation Record	ARS.EHS.OCP.03.F02	0	15/8/2012
45.	Record of Fire Accident	ARS.EHS.OCP.04.F01	0	15/8/2012
46.	List of Fire Extinguishers	ARS.EHS.OCP.05.F01	1	2/7/2014
47.	Fire Extinguisher Checking Report	ARS.EHS.OCP.05.F02	0	15/8/2012
48.	Hydro testing Report - Fire Extinguisher	ARS.EHS.OCP.05.F03	2	2/7/2013
49.	Summary Report of Incidents/Accidents	ARS.EHS.OCP.08.F01	0	15/8/2012
50.	Environmental Incident/Accident Analysis Report		XX	XX

Note:

Relevant or irrelevant forms can be added or removed respectively.