



شركة صفور الأبيض للتجارة والمقاولات

Saqoor Al Abyad Trading & Contracting Co.

QUALITY MANAGEMENT SYSTEM QMC

GENERAL STATEMENT

SAQOOR AL ABYAD TRADING & CONTRACTING COMPANY has specialized construction works, supervision, procurement and construction of process facilities and support serving the oil/gas production and refining industry in addition in fiber optic works.

Satisfying the needs of its client and achieving the required quality in every project has

been and still is SAQOOR AL ABYAD TRADING & CONTRACTING COMPANY main objective. Quality

is enhanced by working in a systematic manner to formalized procedures designed to

eliminate the occurrence of deficiencies. It is the responsibility of individual managers

to compile and implement these procedures into their regular working methods, and

ensure that all such methods are clearly defined and documented.

In order to achieve this objective SAQOOR AL ABYAD TRADING & CONTRACTING COMPANY has

established and maintains a quality system

SAQOOR AL ABYAD TRADING & CONTRACTING COMPANY management will review this manual at least annually to reaffirm its adequacy and conformity to current requirements of.

Revisions to the manual will be made as required to reflect the current quality system.

The revisions will be made by replacement of the applicable page(s), with each revised page identified by revision number and date of revision.



QUALITY POLICY STATEMENT

SAQOOR AL ABYAD TRADING & CONTRACTING COMPANY will strive to give proper attention to the quality of all its activities.

To achieve this objective, it is the policy of SAQOOR AL ABYAD TRADING & CONTRACTING COMPANY to establish and maintain an effective and efficient Quality program, planned and developed in conjunction with other management functions which shall ensure that:

- i. requirements for all projects and associated company activities are clearly defined, communicated, agreed upon, and understood.
- ii. Procedures, systems and controls are established and implemented to assure compliance with the requirements of the particular project or company activity.
- iii. Company personnel and vendors are closely involved and committed to meeting all requirements while striving to eliminate rework by performing activities right the first time.
- iv. There is a continuing evaluation and improvement of the Quality Program so that it might better serve SAQOOR AL ABYAD TRADING & CONTRACTING COMPANY goal to meet its customer requirements in the most cost effective and efficient way.



SECTION 1.0

MANAGEMENT RESPONSIBILITY

COMPANY POLICY

SAQOOR AL ABYAD TRADING & CONTRACTING COMPANY Management has ultimate responsibility for Quality, and has defined its policy and full commitment to Quality via a Quality policy Statement. The Quality Policy statement is a part of SAQOOR AL ABYAD TRADING & CONTRACTING COMPANY Quality program and shall be distributed and displayed throughout the Company. Managers and supervisors are responsible for ensuring that all employees are aware of this policy and its implementation.

1. MANAGEMENT REPRESENTATIVE

1.1 SAQOOR AL ABYAD TRADING & CONTRACTING COMPANY has appointed a Quality Assurance/Quality Control/Safety Manager as the Management Representative. The QA/QC/Safety Manager has the authority and responsibility to ensure that the SAQOOR AL ABYAD TRADING & CONTRACTING COMPANY Quality/Safety Management system is maintained, and its efficiency is continuously improved.

2. ORGANIZATION

2.1 interrelation of personnel who manage, perform and verify work affecting quality is demonstrated by the SAQOOR AL ABYAD TRADING & CONTRACTING COMPANY administrative organization chart contained in section 1.1 of this manual. Project organizations shall be detailed in applicable project quality plans.



شركة صفور الأبيض للتجارة والمقاولات

Saqoor Al Abyad Trading & Contracting Co.

2.2 SAQOOR AL ABYAD TRADING & CONTRACTING COMPANY organization is comprised of the following departments:

2.2.1 Management

Management is directed by a Vice President/General Manager. Managers' report to the Vice President/General Manager.

2.2.2 Engineering/Construction and Technical

Project engineering, construction, instrument/electrical and Process engineering is directed by the Site/Project Manager who in turn reports to the Vice-President/General Manager.

2.2.3 Procurement

Purchasing, expediting, shipping and traffic activities are directed by the Purchasing Manager who reports to the Vice-President/General Manager.

2.2.4 Administration/Accounts

The administration area includes accommodation, travel, human resources, office equipment/maintenance and personnel. The Accounting Manager, and Personnel Manager, report to the Vice President/General Manager.

2.2.5 Quality Assurance/Quality Control

All Quality Assurance and Quality Control activities are directed by the QA/QC/Safety Manager. The QA/QC/Safety Manager reports to the Site/Project Manager.



شركة صفور الأبيض للتجارة والمقاولات

Saqoor Al Abyad Trading & Contracting Co.

2.2.6 Safety

Field Safety management on the job site is directed by the Site Superintendent who in turn reports to the Vice President /General Manager.

The Vice-President/General Manager constitutes
SAQOOR AL ABYAD TRADING & CONTRACTING COMPANY

3. QUALITY RESPONSIBILITIES

3.1 Vice-President/General Manager formulates the Quality Policy

- Initiates and supervises the Quality System
- Participates in review of the Quality System
- Provides resources necessary to maintain the system

3.2 Project Management /Supervision

- Develops project organizations
- Is responsible for project execution including planning, resources and budget control

3.3 Engineering/Technical

- Prepares project specifications from contract requirements
- Designs projects
- Initiates design review
- Verifies designs
- Documents design output
- Prepares Purchase requisitions
- Coordinates and maintains inspection records for each project
- Participates in the approval of vendors and sub-contractors.



شركة صفور الأبيض للتجارة والمقاولات

Saqoor Al Abyad Trading & Contracting Co.

Procurement

- Prepares final purchase documents.
- Monitors and assesses supplier's performance.
- Coordinates expediting, shipping and traffic activities.
- Participates in the approval of vendors and sub-contractors.

Quality Assurance – Quality Control

- Establishes and maintains a quality management system.
- Conducts audits of the Quality System.
- Follows up corrective action requests.
- Coordinates the preparation of Project Quality Plans.
- Conducts vendor and subcontractor quality appraisals and audits, participates in the approval of Vendors and subcontractors.
- Coordinates Al Afaq Alnairah for trading and construction and Third Party Q.C. personnel.

4. MANAGEMENT REVIEW

4.1 The Vice-President/General Manager shall be responsible for holding a Quality System Management review at least annually.

SECTION 2.0

QUALITY SYSTEM

COMPANY POLICY

SAQOOR AL ABYAD TRADING & CONTRACTING COMPANY has documented and will be implementing a quality management system that satisfies the requirements of ISO 9001 1994. the Quality System is documented in the Quality Manual, Quality procedures, Work Procedures, Company Specifications, and International standards. Implementation of the Quality System shall be regularly audited and reviewed.



شركة صفور الأبيض للتجارة والمقاولات

Saqoor Al Abyad Trading & Contracting Co.

1. Quality System Scope

1.1 The Scope of the Quality System is defined in the following documents:

- Quality Manual
- Quality Procedures
- Work Procedures
- Applicable International standards
- Engineering Technical Specifications and drawings
- Project Quality plans

1.2 The documents above collectively define a Quality System that complies with the requirements of ISO 9001 1994.

2. QUALITY SYSTEM IMPLEMENTATION

2.1 All personnel are responsible for implementing the Quality System. The QA/QC Manager is responsible for coordination, monitoring, and auditing the system.

2.2 Implementation of the Quality System shall be assessed regularly by way of internal and external audits and executive management reviews.

SECTION 3.0 CONTRACT REVIEW

COMPANY POLICY

All contracts and amendments to contracts shall be reviewed to ensure that customer requirements are understood and adequately defined. Upon definition of the work requirement, it will be determined by what methods will provide the resources for contract



شركة صفور الأبيض للتجارة والمقاولات

Saqoor Al Abyad Trading & Contracting Co.

execution.

1. Definition

1.1 For the purpose of this policy and further procedures the term Contract shall be defined as agreed requirements between SAQOOR AL ABYAD TRADING & CONTRACTING COMPANY and a customer transmitted by written means. If required, SAQOOR AL ABYAD TRADING & CONTRACTING COMPANY Management shall be responsible for instructing the various areas to begin work on a project, before the actual receipt of the contract or written instruction from a customer.

2. Review

2.1 For all types of contracts requiring Design, Engineering, and Procurement, contract review shall consist of:

- verification that the customer's requirements are adequately define documented.
- comparison of customer contract documents with tender documents and SAQOOR AL ABYAD TRADING & CONTRACTING COMPANY proposal.
- Confirmation SAQOOR AL ABYAD TRADING & CONTRACTING COMPANY has available resources to meet contract requirements.

3. Records

3.1 Managers conducting contract review shall document each review. Records of contract review shall be distributed throughout the project team in the form as defined by Management.

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SECTION 4.0

DESIGN CONTROL

COMPANY POLICY

All design activities shall be controlled and carried out by qualified personnel. The Site Superintendent together with the Engineering Personnel, shall be responsible for providing adequate design resources to meet contractual requirements.

1. Design Planning

contract documents shall be reviewed to identify design inputs and design outputs. The Site Superintendent, shall be responsible for Planning and Coordinating design activities, to produce the required design output documentation.

2. Design Review

Design output shall be reviewed and the results documented. As a minimum design review shall include:

- ⇒ Piping and Instrument diagram (P&ID) review.
- ⇒ Hazard and Operability (HAZOP) review.

3. Design Verification

All design output documents shall be verified to ensure design input requirements have been met. Design verification shall be performed by Personnel other than the originator.

4. Design Validation

During project commissioning design validation shall be performed to ensure process requirements have been achieved.



5. Design Changes

All design changes shall be identified, documented, reviewed and approved by the same functions responsible for the original design

6. Reference Procedure Design control shall be implemented in accordance with Quality procedures, Design Control, Design Changes, HAZOP Review and work procedure, Interdisciplinary checking of documents

SECTION 5.0

DOCUMENT AND DATA CONTROL

Documents and data essential to the functioning of the Quality System, including those which are applicable to departmental activities, (e.g. Quality Manual, Quality Procedures, Work Procedures, specification, codes, standards and drawings) shall be controlled by the company. Such documentation generated internally shall be reviewed and approved prior to use.

1. document Issue

1.1 Controlled documentation (i.e. that which is subject to amendment control) shall be issued to areas concerned, ensuring that such documents are available at appropriate locations. Master lists shall be developed and maintained identifying current revision status and location of controlled documents.

2. Amendment

2.1 Changes to controlled documents shall be approved by the same function responsible for approving the original document. Amendments and revised documents shall be issued to the recipients of original controlled documents, who shall be responsible for ensuring obsolete documents are destroyed or marked void.

3. Reference Procedure

3.1 Document and data control shall be implemented in accordance with the following procedures:

Quality Procedures:

* Document and Data Control



شركة صقور الأبيض للتجارة والمقاولات

Saqoor Al Abyad Trading & Contracting Co.

Work Procedures:

- * Computer Access
- * Electronic Data Back Up
- * Drawing Review and Approval





شركة صقور الأبيض للتجارة والمقاولات

Saqoor Al Abyad Trading & Contracting Co.

SECTION 6.0

PURCHASING

COMPANY POLICY

Purchased product shall be purchased from vendors/subcontractors who have been approved by SAQOOR AL ABYAD TRADING & CONTRACTING COMPANY and can satisfy SAQOOR AL ABYAD TRADING & CONTRACTING COMPANY requirements. All procurement documents shall clearly describe the required product quality requirements. Procurement documents shall be approved prior to release.

1. Approval of Vendors and Subcontractors

- 1.1 Either the Technical or Procurement Group shall initiate request for approval.
- 1.2 The Quality performance of all vendors and subcontractors shall be monitored. Vendors and subcontractors showing inadequate performance shall be requested to implement corrective action and shall be discontinued if there is no improvement.
- 1.3 The Procurement Group shall maintain an Approved Vendor List. Orders may be placed with vendors that are on the list. Where orders are required to be placed with vendors not on the Approved Vendor List refer to Quality Procedure, Approval of supply sources for direction.

2. Procurement Documents.

- 2.1 Purchase requisitions shall be prepared by Technical and shall clearly and completely describe the required product including precise identification, reference to applicable standards/specifications, required inspection and quality requirements.

3. Verification of Purchased Product

- 3.1 Technical shall determine the amount and type of verification of purchased product taking into consideration the design maturity of the product, product complexity, the amount of control exercised by the Vendor/sub-contractors and the Vendor/sub-contractors' previous history of supplying product. Verification arrangements shall be specified on purchase orders.



4. Reference Procedure

4.1 Purchasing activities shall be controlled by implementing the following procedures.

Quality Procedures:

- * Approval of Supply Sources
- * Verification of purchased goods or services

Work Procedures:

- * Inquiry for equipment or Service
- * Preparation of Purchase Requisitions
- * Expediting procedure
- * Local Procurement
- * Shipping, Traffic Procedure.

SECTION 7.0

CONTROL OF CUSTOMER SUPPLIED PRODUCT

COMPANY POLICY

Customer supplied product shall be subjected to the same controls as applied to SAQOOR AL ABYAD TRADING & CONTRACTING COMPANY. Loss, damage or unsuitability of customer supplied product shall be documented and reported to the customer.

1. Reference Procedure

1.1 Customer supplied product shall be controlled by implementing Quality Procedure Control of Customer supplied product.



SECTION 8.0

PRODUCT IDENTIFICATION AND TRACEABILITY

COMPANY POLICY

Each item of equipment, instruments, specialty items and valves shall be assigned a project tag or mark number which shall allow for identification during project engineering and procurement activities. Where tractability is a contract requirement it shall be implemented using unique identification for each item and shall allow tractability to its source.

1. Reference Procedure

- 1.1 product Identification and tractability shall be regulated by implementing quality procedure, Identification/Tractability of procured project components and equipment.

SECTION 9.0

PROCESS CONTROL

COMPANY POLICY

Processes /activities, which directly affect quality, shall be carried out under controlled conditions by qualified personnel.

1. Processes/Activities

- 1.1 The controls referenced in section 4.0 shall be implemented to control design activities.
- 1.2 The controls referenced in section 6.0 shall be implemented to control procurement activities.
- 1.3 Implementing the following work procedures shall control engineering activities.
⇒ Process Engineering



- ⇒ Civil/Structural Engineering
- ⇒ Piping Engineering
- ⇒ Electrical Engineering
- ⇒ Instrument Engineering
- ⇒ Mechanical Engineering
- ⇒ Rotating Equipment Engineering
- ⇒ Instrument Design and Drafting
- ⇒ Electrical Design and Drafting
- ⇒ Flow sheet Design and Drafting
- ⇒ Civil/Structural Design and Drafting
- ⇒ Piping Design and Drafting

1.4 Project Management activities shall be controlled by implementing work procedure, Project Management.

SECTION 10.0

INSPECTION AND TESTING

COMPANY POLICY

Inspections and tests shall be planned and results documented. Where applicable SAQOOR AL ABYAD TRADING & CONTRACTING COMPANY -contractors and vendors shall provide project specific inspection and test plans detailing:

- The required tests/ inspections
- The procedure to be used
- Applicable acceptance criteria
- The record to be produced to document results.

1. Reference Procedure

1.1 Implementing Work Procedure, Project Management and Vendor Data shall regulate inspection and testing.



شركة صفور الأبيض للتجارة والمقاولات

Saqoor Al Abyad Trading & Contracting Co.

SECTION 11.0

HANDLING, STORAGE, PACKAGING, PRESERVATION AND DELIVERY

COMPANY POLICY

All product shall be handled and stored in a manner that prevents damage or deterioration. Requirements for purchased product shall be detailed on Purchase orders. Where documents, drawings etc. are required to be delivered to a customer, they shall be adequately packaged and transmitted via a document transmittal system.

1.0 Reference Procedure

- 1.1 The requirements of Quality Procedure: Handling, Storage, Packaging, Preservation and Delivery shall be implemented for all products.

SECTION 12.0

CONTROL OF QUALITY RECORDS

COMPANY POLICY

Quality related records shall be retained by the company. These records shall substantiate the following:

- Provide objective evidence that specified requirements have been met.
- Demonstrate that the Quality System operated by SAQOOR AL ABYAD TRADING & CONTRACTING COMPANY complies with the requirements of ISO 9001
- Provide a data base for the analysis of deficiencies
- Provide a reference for fulfilling requirements of subsequent contracts.

Quality records shall be legible, readily retrievable and securely stored, to prevent damage, deterioration or loss. These requirements shall also be extended to records developed by SAQOOR AL ABYAD TRADING & CONTRACTING COMPANY Vendors and sub-contractors.