

SAQOOR AL-ABYAD TRADING & CONTRACTING CO.

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HSE MANUAL

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Section 2: Introduction

SAQOOR ALABYAD TRADING & CONTRACTING CO. (SAABCON) is a multi-discipline organization having a wide reputation for service excellence through professional experienced team and utilizing modern equipment & techniques.

SAABCON is an independent firm of Telecom Fiber Optic Cable FTTH (Civil & Cabling) projects for telecom operators' / service providers, Building construction, Civil Engineering Projects, MEP, Transport & Earthwork projects and Mechanical Engineering solutions

Founded in 2007, with an initial focus on Telecom Fiber Optic Cable FTTH (Civil & Cabling) projects for telecom operators'/service providers, Building construction, Civil Engineering Projects, MEP, Transport & Earthwork projects. SAABCON is a young specialist organization providing services in various areas of Fire Safety Engineering, including system design, advisory and training with a comSAABCONment to provide clients with appropriate solutions. SAABCON brings together broad-minded individuals from a wide range of disciplines and encourages them to look beyond the constraints of their own specialisms. SAABCON has established a reputation of customer satisfaction through competent, timely, and cost effective solutions.

Our combined team knowledge and design capability helps us maintain reputation in the Fire Protection Industry and has earned recognition as a Quality system integrator.

We maintain a Strong Competitive Edge through Efficiency and Flexibility. In addition, we strive to stay ahead of our competition through Pride in our work and Concern for you, the Customer.

SAABCON Engineering is one of the few companies who provide integrated engineering solutions under one umbrella.

With pride and for the safety of life and property, SAABCON Engineering provides Protection Systems of the Highest Standards.

SAABCON focuses on integrated fire protection, Telecom Fiber Optic Cable FTTH (Civil & Cabling) projects for telecom operators'/service providers, Building construction, Civil Engineering Projects, MEP, Transport & Earthwork projects MEP, Project management. Engineering & Construction services, Oil, Gas & Petrochemical Industries, & Infrastructure Projects

SAABCON is comSAABCONted to provide of high quality, Team Building, Project Financing, Operational Management, Onsite Construction, Maintenance & Related Services to all industries (Oil and Gas, Power industries, Petrochemical Facilities, MEP, pipeline etc.).

SAABCON also utilize an extensive network of associated companies to provide every aspect of a construction project

Section 3: General Information

3.1 Definitions

Environment: The Surroundings in which an organization operates, including air, water, land, natural resources, flora fauna, humans, and their interrelation.

Environment Aspect: Elements of an organization's activities, products or services that can interact with the environment.

Note: A significant environmental impact is an environmental aspect that has or can have a significant environmental impact.

Environmental impact: Any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's activities, products or services.

Environment Management System: The part of the overall management system that includes organizational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the environment policy.

Environmental Objective: Overall environmental goal, arising from the environmental policy, that an organization sets itself to achieve, and which is quantified where practicable.

Environmental Target: Detailed performance requirement, quantified where practicable to the organization or Parts thereof, that arises from the environmental objectives and that needs to be set and met in order to achieve those objectives

Environmental Performance: Measurable results of the environmental management system, related to an organization's control of its environmental aspects, based on its environmental policy.

Environmental Policy: Statement by the organization of its intentions and principles in relation to its overall environmental performance which provides a framework for action and for the setting of its environmental objectives and targets.

Harm: Physical injury and or/ damage to the health of people or damage to the property or the environment.

Hazard: Source or situation with a potential for harm in terms of human injury or ill health, damage to property, damage to workplace environment or a combination of these.

Note: Many hazards involve exposure to harmful amounts of energy or agents/substances.

Hazard Analysis: The identification of hazards and their analysis.

Hazard identification: Process of recognizing that hazard exists and defining its characteristics.

Hazardous event: Any occurrence of a hazard whether or not harm results

Incidence: Event that gave rise to an accident or had the potential to lead to an accident.

Note: An accident where no ill health, injury, damage, or other loss occurs is also referred to as a "near miss". The term "incident" includes "near misses".

Interested Party: Individual or group concerned with or affected by the OH&S performance of an organization.

Non Conformance: Any deviation from work standard, procedure, regulations, management system, performance etc. that could either directly or indirectly lead to injury or illness, property damage, damage to workplace environment, or a combination of all there.

Objectives: Goal, in terms of OH&S performance that an organization sets itself to achieve. Note Objective should be quantified wherever practicable.

Occupational Health and Safety: Conditions and factors that affect the well-being of employees, temporary workers, contractor personnel, visitors and any other person in the workplace.

OH&S Management System: Part of the overall management system that facilitates the management of the OH&S risks associated with the business of the organization. This includes the organizational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving and maintaining the organization's OH&S policy.

Organization: Company, operation, firm, enterprises, institution or association, or part thereof, whether incorporated or not, public or private that has its own functions and administration

Performance: Measurable result of the OH&S management system, related to the organization's control of health and safety risks, based on the OH&S activity and results.

Note: Performance measurement includes measurement of OH&S management activity and results.

Prevention of Pollution: Use of processes, practices, materials or products that avoid, reduce or control pollution, which may include recycling, treatment, process changes, control mechanism, efficient use of resources and material substitution.

Note: The potential benefits of prevention of pollution include the reduction of adverse environmental impacts, improved efficiency and reduced costs.

Risk: Combination of the likelihood and consequence(s) of a specified hazardous event occurring.

Risk Analysis: Use of available information to identify hazards and estimate the risk.

Risk Assessment: Overall process of estimating the magnitude of risk and deciding whether or not the risk is tolerable.

Risk Estimation: Determination of the likelihood of the hazard's occurrence and the severity of the consequence of each hazard.

Risk Evaluation: Judgment on the basis of risk analysis of whether a risk is tolerable.

Safe: Freedom from unacceptable risk of harm.

Note: This implies that a risk assessment must have been completed in order to judge the risk is being acceptable.

Severity: Measure of possible consequence of hazard

Tolerable Risk: Risk that has been reduced to a level that can be endured by the organization having regard to its legal obligations and its own OH&S policy.

Continual Improvement: Process of enhancing the OH&S management system, to achieve improvements in overall occupational health and safety performances, in line with the organization's OH&S policy.

Note: The process need not take place in all areas of activity simultaneously.

3.2 Administration of HSE Manuals

This HSE manual is issued on the authority of SAABCON Controlled Copies of the Manual are issued as per the controlled copy register. The Management Representative (MR) is the responsible for the issue of amendments to the manual, withdrawal of obsolete documents, maintenance of the Controlled Copy Register and holds the Master copy.

This HSE Manual is reviewed & revised every six months or whenever improvements & therefore amendments to the HSE Management System are recommended by the Top Management as a consequence of management review, HSE audits, customer feedback and or interested parties views

3.3 Purpose of HSE Manual

Purpose of this HSE Manual enact the overall intention & direction of SAABCON in regard to the HSE Management system & its ability to satisfy related stated & implied requirements including economic requirements.

3.4 Scope of H.S.E, Management System.

It will describe the organizational structure of Company by defining the responsibilities, authorities & inter-relationships of personnel who manage, perform, verify or review work that influencing the HSE management system. It will also elaborate the organizational processes of SAABCON by defining the interrelated activities & mechanisms which transform inputs into outputs.

Furthermore, the intention of HSE manual is developed to accomplish numerous purposes, including:

- Communicating SAABCON HSE Policy, Procedures and other requirements.
- Implementing an effective HSE Management System.
- Providing improved Control of practices and facilitating assurance activities.
- Providing the documented base for auditing HSE Management System.
- Providing a base for continual improvement of the HSE system and its requirements during changing circumstances, customer or other interested parties' requirements.
- Training employees of SAABCON in the HSE System requirements and method of compliance.
- Presenting the HSE Management System for external purposes.
- Demonstrating compliance of the HSE Management System in contractual situations.

This manual does not include operational controls, working procedures or work instructions, which are accessible in the appropriate lower levels of HSE Management System Documents.

Suggestions for improvements of the effectiveness of HSE Management System are actively encouraged. Changes must be made via the official procedure & duly authorized.

Section 4 HSE Management System

4.1 General Requirements

To ensure that the HSE Management System complies with the requirements of the international standards for safety and environment.

Operation & services provided by SAABCON applicable to HSE Management System.

It's the responsibility of management follow up the implementation of the HSE Management System and overall responsibility of staff to fulfill its requirements through effective implementation & positive contribution to the continual improvement

On annual basis, the data collected from the employee, performance appraisals graph, customer complaints histogram, CARs / NCRs histograms, vendors' performance graph & change request summery are analyzed and reported it to the top management in the form of annual performance report.

The annual performance report is discussed by the top management & management representative coordinates with all disciplines for effective implementation of management recommendations

4.2 HSE Policy

Purpose of this HSE policy to provide a formal expression by the top management of SAABCON to overall intention & direction with regard to establishing a HSE management system in line with ISO 14001 & OHSAS 18001

HSE Policy statements stats as follows:

"We the SAABCON are comSAABCONted to operational health and safety act. We are dedicated to pursuing and achieving full compliance with the safety requirements discipline and assuring so as possible safe and healthful working conditions in all of company. It is ultimate goal of SAABCON to achieve safe, health, and accident free working environment.

As a Management we account the responsibility:

-for leading of health and safety programmes, its effectiveness, improvement and providing safeguard required to ensure the control.

-promote positive attitude towards the act of accident prevention.

-create safe working practice and condition

-conduct necessary training under able supervision and monitor its result.

-ensure employees understand its responsibility towards safety leading to accident and injury free work environments.

-make sure contractors working our projects follow our safety guidelines and adhere with its requirements.

-ensure generating less quantity of waste during operation and categories the waste with requirements.

-comply with applicable status of State of Oman with respect to health, safety and environment aspects.”

4.3 Planning

Methodology to be adopted

1. Area/activity/equipment
2. Hazards/Aspects
3. Potential consequences associated risks/impacts
4. Risk assessment- likelihood x severity
5. Establish necessary Control measures

Parameters for assessing the score:

1. Frequency of occurrences
2. Controls availability & reliability
3. Severity of impact
4. Detection time
5. Compliance with Legislation

Score is to be 1 to 05. Based on the cumulative score calculated by each activity, the risk will be evaluated and controlled.

4.3.1 Legal and other requirements

HSEM representative shall attend the contractual interface review at tender stage, client kick off meetings, gather the requirements and communicate the same to relevant responsible person. HSE representative shall have liaison with the local govt. authority from time to time and keep up to date information of legislation.

4.3.2. Objective and Targets.

QSE & HSE representatives shall access the legal and other requirements documents through direct contact with statutory authority, internet, external agencies and other available media, and keep this information up-to-date. Besides update of HSE manual, procedures and operational controls as per the recent legal and other requirements

HSE representative shall communicate all the applicable legal and other requirements to concerned employees and other interested parties through safety committee meetings, induction training, toolbox meeting, specific job work instructions, notice board, and training awareness.

GM shall ensure that the applicable HSE requirements are communicated to all concerned persons

4.3.3 HSE Management Programmes

To establish and maintain the designated responsibility and authority for achievement of the objectives & targets at relevant functions and levels of organization, the means and time scale by which objectives are to be achieved. SAABCON different operations and activities

Environmental Objective

Overall environmental goal, arising from the environmental policy, that an organization sets itself to achieve, and which is quantified where practicable.

Environmental Target:

Detail performance requirement, quantified where practicable to the organization or part thereof, that arises from the environmental objectives and that needs to be set and met in order to achieve those objectives

4.3.4 Health, Safety & Environmental Management Programmes

Establish an organizational structure and HSE Policy for SAABCON. Specify the line management responsibilities in HSE programmes implementation activities

Comprehensive Management Work Plan

Line management shall define work, task and objectives of the area HSE activities, identify the work methods, logistics and resources for accomplishing those tasks and objectives.

Regular Review

Set and define the regular reviews to be made on the HSE Programme progressing

4.4 Implementation and operations

4.4.1 Structure Authority and Responsibility

The main purpose to establish and maintain the designated responsibility and authority for achievement of the objectives & targets at relevant functions and levels of organization, the means and time scale by which objectives are to be achieved. SAABCON different operations and activities.

4.4.1.1 Managing Director

- Responsible for overall administration, functioning, business development and finance control of the Company.

- Authority to Plan and establish Quality System for SAABCON in line with ISO9001/2000 Quality system Standard.
- Authorize Management Representative (MR) to develop, establish, implement and upgrade (as required) the Quality System in the organization as per ISO9002/2000 standard.
- Authorize Unit Manager & Sections Heads to study Responsible for overall administration, functioning, business development and finance control of the Company.
- Authority to Plan and establish Quality System for SAABCON in line with ISO9001/2000 Quality system Standard.
- Authorize Management Representative (MR) to develop, establish, implement and upgrade (as required) the Quality System in the organization as per ISO9002/1994 standard.

4.4.1.2 General Manager

- Overall responsible to achieve company goal and objectives with respect to performance, achievements, growth ect.
- To contribute in preparation required plans to achieve company strategies.
- To lead the team of Unit Managers to accomplish the companies' requirements.
- Promoting and entrusting awareness of the customer requirement throughout the organization by effective implementation if company policies and objectives.
- To ensure the continuous improvement of Organization, Unit and employees performance.
- To review and implement material procurement, equipment, human resources plan.
- To monitor utilization of resources.
- To manage resources utilization and productivity.
- To ensure the unit staff adherence to the company's management systems.
- To contribute in the preparation of needed resources and methodologies for tenders.

4.4.1.3 Sr. Accountant

- Coordinate with clients for recovery of outstanding payments.
- To issue monthly trial balance.
- To contribute in the Management Information Systems development.
- Liaise between management and external auditors.
- To issue quarterly internal balance sheet.
- To finalize yearly profit and loss account and balance sheet including preparation of cash flow statements.
- Prepare yearly forecast of budget and other expenses.

- Liaise with bank and other financial institutions regarding company issues.

4.4.1.4 Projects Manager

- Monitoring and controlling all projects execution.
- Ensuring work quality and clients satisfaction.
- Ensuring projects completion within contract budget and time duration.
- To review all projects correspondences and take needed actions.
- To assist Projects Managers in collecting all needed resources.
- To follow up with the head of technical section to ensure the technical issues, material procurement, subcontracts and purchasing are in accordance with the project execution plan.
- To ensure efficient usage of the projects resources by having the right resource at the right place for the right duration.
- To review execution method statements prepared by Projects Managers for day to day works.
- To ensure the proper adherence to the budget and time schedule by all projects.
- To conduct site visits / meetings with the Projects Managers for monitoring and tracking the progress of construction activities.
- To attend progress and coordination meetings with the clients, registering client's complaints, discuss, resolve and take needed actions with Project Managers.
- To ensure the projects staff adherence to the company's management systems.
- To ensure the projects staff adherence to the client's HSE requirements.
- To report to the MD about problems related to the progress of constructions activities and recommend solutions.
- To follow up invoices with the clients.
- To coordinate with the head of technical section for any needed support.
- To review cost reports and take needed actions.
- To review project progress status reports and put corrective actions to avoid delay.
- To contribute in pre.

4.4.1.5 QHSE In charge

- To contribute in preparation required plans to achieve company strategies.
- To manage Quality, Safety & Environment Unit in order to achieve its objectives.
- To ensure the continuous improvement of Quality, Safety & Environment Unit and employees performance.
- To lead the development, implementation and maintenance of Quality Management, Occupational Health & Safety Management and Environmental Systems.

- To investigate non-conformances, accidents, violations and Customer Complaints when necessary, follow up to close such non-conformances and establish the necessary corrective actions and preventive measures.
- Overall responsibility for the QA/QC and HSE control programs of the projects in coordination with the respective QA/QC and HSE site representatives.
- To coordinate with Subcontractors on Quality and HSE related issues.
- To follow up calibration control of measuring, testing & lifting equipment in coordination with the resources unit.
- To ensure the unit staff adherence to the company's management systems.
- To follow up unit employees' performance.
- To coordinate with other units managers for any needed support.
- To control Integrated Management System Documentation for Issue, Change and Revision.
- To organize Management Review Meetings as per annual plans and follow up the implementation of the management decisions / recommendations regarding Quality, Safety and Environmental Systems, Customers' requirements and business improvement.
- To organize Internal Audits as per annual plans and / or as may deem necessary on different operation areas.
- To coordinate with the certification body, consultants and Third Party Assessment in issues related to the company Quality and HSE management Systems.
- To conduct second party audits on suppliers and vendors.
- To attend coordination meetings (as needed) with clients and contribute to clients complaints resolving.

To follow up unit employees training needs.

Organization chart: Kindly refer to attached appendices for functional organization chart

4.4.1.6 Subcontractors

- By contract, all Subcontractors & Vendors shall comply with and ensure the compliance of their employees with the provisions of this HSE policy and their own safety program as well as the PRIME CLIENT HSE Policy. Failure to fulfill this requirement is a failure to meet the conditions is a reason for PRIME CLIENT to revoke the Sub-Contractor or Vendor from the Project.

4.4.2 Training, awareness and competency

The purpose of this procedure is to ensure that all SAABCON employees, subcontractors and vendors obtain HSE induction, periodic HSE awareness training.

System Mechanism:

Project Managers, and other division's heads, shall coordinate with QSE Manager to organize induction, periodic HSE awareness programme at their respective operation areas to perform the work in a safe and eco-friendly manner.

HSE Induction for Engineers, Supervisors and workmen

According to the nature of work, QSE Manager or HSE representative Engineers shall organize induction to SAABCON projects, labour camps, head office & stores.

The following shall be introduced as applicable

- 1) SAABCON HSE Policy.
- 2) General SAABCON workplace HSE rules and regulations.
- 3) Responsibilities of Engineers, Supervisors and Workman.
- 4) Importance of PPE.
- 5) HSE Hazards/aspects, Risk/impact Assessment and Control Measures.
- 6) Security Arrangement.
- 7) Emergency Preparedness & Response

Periodic HSE Awareness Programmes for SAABCON Employees and Subcontractors

HSE Representative shall coordinate with the Functional Area Manager to organize HSE awareness programme for engineers, supervisors, Skilled and Unskilled Workmen.

The following HSE related topics may be discussed (as applicable):

- 1) Projects
 - i) Accident prevention.
 - ii) Control Measures.
 - iii) PPE.
 - iv) House Keeping.
 - v) Waste Management
- 2) SAABCON Head Office:
 - i) SAABCON HSE and no smoking policy.
 - ii) Identification of smoking zone.

- iii) Hazards / Aspects.
- iv) Control Measure.
- v) Emergency Preparedness.

3) PMV Yards and Stores

- i) SAABCON HSE & No smoking policy.
- ii) Hazards/Aspects.
- iii) Control Measures.
- iv) Material Handling & Storage.
- v) Emergency Preparedness.
- vi) Waste Management.

4.4.3 Communication

To establish, maintain and implement documented procedures for ensuring that HSE information and requirements and requirements are communicated to and from employees and other interested parties

Internal HSE Communication & Consultation

Internal Communication

Oral Communication

Propagating oral HSE related information like induction, tool box meeting, organizing training programmes, etc. to all SAABCON employees and subcontractors.

Internal HSE Communication & Consultation

Internal Communication

Oral Communication

Propagating oral HSE related information like induction, tool box meeting, organizing training programmes, etc. to all SAABCON employees

Graphic Communication

Installation of pictorial HSE boards, safety slogans, safety posters, traffic signs, Fire operation charts & Exit Signs placed at conspicuous locations for creating HSE AWARENESS among SAABCON EMPLOYEES and sub-contractors.

Installation of pictorial HSE boards, safety slogans, safety posters, traffic signs, Fire operation charts & Exit Signs placed at conspicuous locations for creating HSE AWARENESS among SAABCON EMPLOYEES and sub-contractors.

Internal Consultations

The employees shall be involved in the development and review of policies and procedures to manage risks and consulted where there are changes that affect the workplace health and safety.

External Communication

The HSE information is communicated to and from external interested parties.

QSEM is responsible for receiving, documenting, discussing, evaluating and responding to relevant communication from external interested parties.

4.4.4 HSE Documentation

PURPOSE

This HSE manual & referenced procedures are forming the head two levels sequentially of the pyramidal structure of the HSE management system documentation, where the Formalize & familiarize the HSE management system in a systematic & consistent manner which is evident effectiveness of its implementation.

SYSTEM MECHANISM

These HSE manual & referenced procedures are forming the head two levels sequentially of the pyramidal

The above HSE Management System Document provide information & constant instruction to all appropriate members of the organization

The HSE Management System Documents are continually revised by the management as well as HSE Department Section

Control of Documents

Documents Prepared at SAABCON

The HSE Management System Documents, job specific method statements and any other documents, prepared by SAABCON carry unique identification number, document title, date of revision, revision status and signatures of persons who have prepared / compiled, reviewed and approved the document. Forms carry identification number, title, date of revision and revision number.

National and International Standards

National and international standards being used for operations are maintained as latest or client specified ones for the project

Client / Consultant issued Drawings / Specifications / Supported Documents

Client / Consultant issued drawings are registered under master register of drawings with revision status. Distribution of these is as per the distribution list of project documents. Design process control procedure SAABCON/QMS/P/03 is referred to where necessary & applicable HSE Management System Documents Changes /modification

Changes to the existing documents / new documents could be proposed by any employee based on the operation requirements & improvement utilizing the operational form (request for document or new document), and subSAABCONted to the Management Representative (MR).

MR reviews the request with concerned functional managers. Management Representative shall ensure that changes or new document is conforming to the requirements of ISO 14001:1996 & OHSAS 18001:1999

The Document is subSAABCONted to the respective Manager for review and then MD as per the level of authority for approval, after approval the Document is passed to Management Representative for distribution and control. Approved changed / revised document revision are incremented by 1 (one) for each change & revision status indicated with a star mark at right side of the changed data (* Rev-number) & change reason defined clearly on the revision status sheet MR records the documents and approved change requests. All copies of obsolete documents are withdrawn, stamped without ink: SUPERSEDED & kept separately. Documents are issued as per the list of approved recipients. The MR retains Master copy of the superseded document.

Document Issuance

Controlled copies of the HSE Management System Documents are issued to the key personnel as well as operation related personnel officially utilizing the document transSAABCONtal operational form.

Controlled documents are assigned number and stamped as “Controlled Copy No... “With red ink....

Master list of controlled copyholders is maintained with MR for HSE MANAGEMENT SYSTEM DOCUMENTS & DC for other documents. Data / Document in the electronic form are controlled with passwords for accessing to the computer hard disk & floppy disks.

Uncontrolled copies of the documents are issued to the interested personnel / parties after obtaining MR or MD approval for HSE MANAGEMENT SYSTEM DOCUMENTS, contracts coordinator approval for project related drawings & documents, and HSE Engineer for HSE documents. The related details are recorded by MR & DC respectively. Uncontrolled copies are stamped with blue ink stamp as “Uncontrolled Copy”.

Control of Records

Records Identification

Record forms are carry the standard referencing system described in the records control procedure. All records are clearly identified with title, preparation date, relative project title & date related to records authorization (none, designation, signature etc...).

Project specific forms purpose are being prepared by discipline HSE Engineer in coordination with the relevant project manager, modification of project forms is being done depending upon site specific requirements & customer requirements, discipline HSE Engineer is the responsible for modify & issue the revised forms in accordance with the related records control procedure.

Obsolete Records

Should the records become obsolete for any reason, a clear identification is made to prevent unintended use & concerned parties are advised as necessary

Revised forms are utilized with effect from the date of issue document transmittal operational form are utilized for distribution of new form & subsequently all copies of previous revision are withdrawn

Record Filing, Registration and storage.

All records are filed properly following to the specific filing & indexing system and kept away from loss or damage. Records are maintained & stored for a period in accordance with the respective procedure requirements / project maintenance / warrantee period

4.4.5 OPERATIONAL CONTROL

To ensure that all tasks with associated hazards and aspects at the worksite have the necessary control measures, method statements or operational procedures and work instructions to work accordingly

System Mechanism

A Technical or Engineering Solution:

SAABCON / HSE representative shall asses the risks/impacts whenever beginning new task in conjunction with HSE representatives and control the risk by introducing suitable control measures. In the same way whenever beginning or selecting the chemicals, SAABCON / HSE representative shall access the MSDS and select the less hazardous chemical for man & environment

A Procedural Section / Control Measure:

SAABCON / HSE representative in conjunction with the operational manager to make sure that work is carried out according to safe method of work / method statement of work, work instruction, per SAABCON to work and assigning certain task to certain operators.

HSE representative shall communicate, educate train and aware the employees including specific job / craft hazards, interaction with environment by chemical / gas, fumes and shall make aware of risk by virtue of putting up notices & signs.

HSE Devices:

HSE representative shall access the risk, select the right safety devices / PPE for right job and make aware of use of safety devices to all employees

4.4.6 EMERGENCY PREPAREDNESS AND RESOPONSE

To provide guidance to all SAABCON personnel or vendor interacting with its operations how to effectively manage emergency situations, specific requirements, rules and responsibilities and

action plans are established to minimize the impact of an emergency situation at SAABCON operational areas & premises

System Mechanism

Emergency Preparedness & Response SAABCON and operations

Applying engineering methods, administrative methods and usage of PPES risks shall be controlled. i.e. During hard soil excavation noise level is exceeding 85db. Wearing earmuff, enclosures, isolation of equipment can minimize the noise

An emergency Preparedness & response plan shall be established at SAABCON OPERATIONAL AREAS & PREMISES.

AN EMERGENCY PREPAREDNESS AND RESPONSE CHART SHALL BE DISPLAYED AT SAABCON WORK PLACE AT CONSPICUOUS LOCATIONS INCLUDING EMERGENCY ASSEMBLY POINT

LOCATIONS OF FIRST AID BOX OR AID CENTER SHALL DISPLAY AT WORK PLACES.

EMERGENCY TELEPHONE NUMBERS SHALL BE DISPLAYED AT AND INDICATED AT EMERGENCY PLAN

IDENTIFICATION OF FIRE EXIT AND FIRE EXTINGUISHERS (WHERE APPLICABLE) SHALL BE MARKED IN RED COLOR.

HSER shall potential identify emergencies and prepare emergency preparedness and response plan based on the need of technical / social and work environment prevailing at SAABCON work areas

HSER shall organize periodic class room training and quarterly mock drills if possible

HSER shall ensure the operability status of the emergency equipment.

HSER shall make arrangements for display of emergency contact

Telephone numbers and relevant instructions.

Emergency Preparedness and Response Assessment

An evaluation and investigation shall be arranged by QSEM, HSER to find out the causes of any emergency occurring and to assess the need for emending the emergency plan

4.5 Checking of Corrective Actions

4.5.1 Corrective Action

Purpose is to eliminate the cause(s) of non-conformances, accidents, incidents or violations in order to prevent recurrence

System Mechanism

The corrective action setting and follow up shall have the following sequence

- **Investigation of incidents non-conformities.**
- Identification of causes of non-conformities/incidents.
- Determination of necessary corrective action and implementation of it within acceptable time.
- Assessing the consequences of the proposed corrective action.
- Verifying the implementation of corrective action

The preventive actions are established based on the customer complaints (including the oral one), internal audit findings, vendors / subcontractors related non-conformities, analysis of previous non-conformities & any other process potential non-fulfillment to the HSE management system objectives & targets.

4.5.2 Preventive Action

Purpose

To eliminate the cause(s) of potential non-conformities (SAABCON), violations or incidents in order to prevent occurrence

System Mechanism

The organization preventive action program shall be as follows:

- **Determination of potential non-conformities /incidents.**
- Identification of causes of potential non-conformities /incidents.
- Proposing of preventive actions.
- Assessing the consequences of the proposed actions.

The preventive actions are established based on the customer complaints (including the oral one), internal audit findings, vendors / subcontractors related non-conformities, analysis of previous non-conformities & any other process potential non-fulfillment to the HSE management system objectives & targets

The preventive actions may lead to generation of specific operational procedure(s), amendments to the existing operational procedure(s) / project specific HSE program, awareness / training of employees,

Preventive actions are reviewed at the management reviews in order to evaluate its implementation, adequacy & effectiveness and identify the area of improvement with regard to

the HSE management system and relevant objectives & targets. Preventive actions related records are maintained in accordance with (HSEM 4.4.4 – Documentation)

4.5.3 HSE Audits

Purpose

Define the planning, execution & verification mechanism of the HSE management system audits

Scope

Overall functional activities defined by the HSE management system including projects specific HSE programmes

System Mechanism

Internal HSE audits are conducted three times a year at appropriate intervals as planned by the management representative through the annual audit program in order to verify the implementation & effectiveness of the HSE system and determine whether the HSE management system established by the organization conforms to the requirement of ISO 14001:1996 & OHSAS 18001:1999

The management representative plans the specific individual audits programme based on the status & importance of the activities & areas to be audited as well as the results of the previous audits.

The internal surveillance HSE audits are conducted by qualified internal auditors preferably not having a direct responsibility with the subject area.

Audit relevant corrective & preventive actions should be agreed by the auditee who agree the non-conformities closing date for verification by the auditor

The audit relevant performance & verification records are reported to the management representative (& customer if requested) for maintaining for future purposes (future audit programme plans, management review meetings & annual data analysis)

The internal audits frequency can be increased when any of the following conditions exist:

- Significant change made to the HSE Management system of functional areas including significant reorganization & procedure revisions.
- Significant increase in the customer complaints/incidents.
- Week areas need to be overcome with regard to the HSE management system as directed by top management.

4.6 MANAGEMENT REVIEW

Purpose

To review the organizational HSE management system (suitability, adequacy & effectiveness), assessing opportunities for improvement and evaluate the need for changes to the system including policy & objectives

Scope

Applies to SAABCON HSE Management System overall operations & services including HSE policy & objectives.

System Mechanism

General

Management reviews are conducted 3 times a year at appropriate planned intervals for checking the suitability, adequacy, effectiveness of current arrangements for fulfilling HSE policy & meeting the current HSE objectives & targets, and for continual improvement of the HSE management system performance

Management review frequency might be increased if lack of performance or effectiveness of HSE management system observed. Special reviews would be conducted in the similar events if more customer complaints are received or more incidents are taking place.

The management review meeting is attended in general by the Units Manager and Sections Heads. The HSE Team may participate if requested by MR.

Records from management reviews (minutes of meeting and any other records) shall be maintained.

Review Input

Management representative prepares the meeting agenda of the topics to be reviewed and shall address the following (as applicable):

- Results of audits
- Customer feedback
- Processes Performance
- Status of Preventive and corrective actions
- Follow-up actions from previous Management reviews
- Changes that could effect the HSE management System (including policy, objectives and other system elements).
- Changes in the strategy & regulatory legislations
- Any other business.

Review Output

In the order to strengthen process and the involvement of top management in the HSE Management System, the management review output includes may address and actions (as applicable) related to

- Improvement of the effectiveness of the HSE management system and its processes depending upon review input of the internal audit findings, corrective & preventive actions, vendors' performance and customer complaints.
- Improvement of the operations & services to enhance customer satisfaction through reviewing of customer complaints and requirements as well as new statutory & regulatory legislations.
- Resources & training needs depending upon available resources, new businesses, statutory & regulatory requirements & intended organizational extension.

5.0 Functional Organization Chart



