



مصنع الحصن للأثاث والديكور - ذ م م
AL HOSN FURNITURE & DECOR FACTORY - L.L.C.
Tel No. 02-5555652 Fax No. 02-5552656 P.O. Box 70643
Mussafah, Abu Dhabi, U.A.E. Email Add: alhoson_factory@yahoo.com

FOYER  Décor

Dear Sir/Madam,

We are writing to introduce our company to be qualified for your projects tenders and become your preferred and approved supplier for all wood work projects.

Al Hosn Wood Factory, a subsidiary of Foyer Décor represent years of experience in the field of producing and supplying high end, customized and project based wood works. With the vision to complement the interior design works and experiences, Foyer Décor acquired the wood factory in 2005. The factory has been in production since 1985.

With the area of 2000m², the factory is equipped with new technology machinery especially suitable for the production of hard wood and panel wood. In addition to specialized machinery for finishing works such as veneer. The factory is also equipped with special sealed areas for painting in order to insure high quality of painting finish.

Al Hosn Wood Factory employs about 60 specialists in the field of carpentry works in addition to 40 helpers in the manufacturing floor. Backed up with an engineering department where all manufacturing details are produced by a team of engineers. The management of the factory is focused on the production of high quality wooden works to the highest standard of the industry while respecting time and delivery programs.

Al Hosn Wood Factory is currently working on meeting the strictest criteria requested whether on design, build or both, for various projects with different consultants and contractors in the Emirates, aiming to achieve the overall vision of Foyer Décor that **“customers satisfaction is behind everything we do.”**

We look forward on working with you soon and remain.

Sincerely,

Arch. Tamara Mehyar

General Manager



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KEY PERSONNEL



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Arch. Tamara Mehyar

General Manager and co-founder, holds a B.S.C in Architecture from University of Jordan & Interior Design degree from Ecole Boule Paris, France. Arch. Mehyar has 16 years experience in the field of Architecture and Interior Design, during which she executed various prestigious projects in Jordan &

UAE including Palaces, Villas, Offices & Educational Institutions. She served in various senior roles with different companies in the UAE such as JC Mclean, Kocache Decoration & Al Abbas Interiors.

QUALIFICATIONS:	BSc. Architecture - University of Jordan		1991
	Interior Design - Ecole Boule - Paris/ France		2000
POSITIONS HELD:	Company	Period of Employment	Position Held
	Al- Hosn Factory	7 Years	General Manager
	JC Maclean-UAE	2 Years	Proj. Manager
	Kocache Decoration-UAE	3 Years	Proj. Manager
	Al Abbas Interior-UAE	2 Years	Senior Interior Designer
	Design Int'l- Muscat	2 Years	Interior Designer
	Bermamet and Ajam Architects - Jordan	2 Years	Architect
	MAJOR PROJECTS:	Company	Project
Al-Hosn Factory	Royal City Seasons Hotel - Abu Dhabi	UAE	
	Park Rotana Mix Use Dev't.	UAE	
JC Maclean	Hotel Le Royal	Jordan	
	Hotel Le Meridien		



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Mohamed Hegab

Factory Deputy Manager , holds a B.S.c in interior design from University of applied art . Mr. Hegab's business focus for the last 8 years in joinery works and furniture manufacturing,. He has 10 years of experience in the field of interior design, He worked with prestigious companies in Egypt and UAE.

QUALIFICATIONS:	B.S.c. In Interior design - University of applied arts/ Helwan		2000
POSITIONS HELD:	Company	Period of Employment	Position Held
	Al- Hosn Factory	5 Years	Deputy Manager
	Arch touch	6 Years	Technical Manager
	Rafino	4 Years	Designer
	Mobica	4 Years	Tender Study Resource
MAJOR PROJECTS:	Company	Project	Location
	Al-Hosn Factory	Royal City Seasons Hotel - Abu Dahbi	UAE
	Al-Hosn Factory	Park Rotana	UAE
	Archi Touch	Bank El Mashreq	Egypt
	Royal Furniture	Lagoona Vista Hotel	Egypt



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Production Manager, holds a B.S.c in Interior Design from Helwan University in Egypt. Mr. Abulela has experience in the field of wooden work production and joinery he proved prominent in the projects he has executed, such as park Rotana, air port auditorium, so as well projects in Egypt like Oracle, Mashreq Bank.

Abulela Mostafa

QUALIFICATIONS:	B.S.c. Interior Design - Helwan University		2001
POSITIONS HELD:	Company	Period of Employment	Position Held
	Al- Hosn Factory	5 Years	Production Manager
	Arch touch	3 Years	Production Manager
	Royal Furniture	4 Years	Production Manager
MAJOR PROJECTS:	Company	Project	Location
	Al-Hosn Factory	Royal City Seasons Hotel - Abu Dahbi	UAE
	Al-Hosn Factory	Park Rotana	UAE
	Archi Touch	Bank El Mashreq	Egypt
	Royal Furniture	Lagoona Vista Hotel	Egypt



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Osama Mohamed

Technical Manager, holds a B.S.c in industrial design from applied arts University. Mr. Osama has 8 years of experience in the field of product developing and researches. He worked also in the field of yacht interior. He participated with the companies he worked with in prestigious projects in Egypt.

QUALIFICATIONS:	B.S.c. Industrial Design- Applied Arts University		2002
POSITIONS HELD:	Company	Period of Employment	Position Held
	Al- Hosn Factory	5 Years	Technical Manager
	Kama Marine	1 Year	R&D
	Arch touch	5 Years	R&D
MAJOR PROJECTS:	Company	Project	Location
	Al-Hosn Factory	Royal City Seasons Hotel - Abu Dahbi	UAE
	Al-Hosn Factory	Park Rotana	UAE
	Kama Marine	Silver Arrow Yacht	Egypt
	Archi touch	Egyptian American bank	Egypt



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Financial controller, holds a Bachelor of Commerce (B.Com) Degree in Accounting. Mr. Shaheen is a highly skilled, and talented qualified accounting professional with more than 8 years of experience in financial planning, budget management and debt financing.

Shaheen Arakal Hydrose

QUALIFICATIONS:	Bachelor of Commerce (B.Com) Degree in Accounting	2000	
POSITIONS HELD:	Company	Period of Employment	Position Held
	Al- Hosn Factory	2 Years	Financial Controller
	Skyline Contracting Company L.L.C Fujairah, UAE	3 Year	Senior Cost control & Project Accountant
	Government of Fujairah Dept. of Industry and Economy	3 Years	Accountant



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MACHINE LIST



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S. N.	Description	No. of Units	Equipment Capacity
A	EARTH WORK & COMPACTION		
1	Dozer	1 no.	310HP-CAT
2	Wheel Loader	2 nos.	369 HP-CAT
3	Tracked Excavator	1 no.	148 HP-CAT
4	Tracked Excavator-Long Boom	1 no.	0.5m3-HYUNDAI
5	Back hoe Loader-1 M3	1 no.	1m3-JCB
6	Skid Steer-Bob Cat	1 no.	1M3-BOB CAT
7	Trucks	2 nos.	Volvo
8	Tipper	10 nos	20M3-SCANIA
9	Vibratory Single Drum Compactor	2 nos.	1OT-JCB
10	Double Drum Vibratory Rollar	1 no.	1T-WACKER
11	Vibratory Plate Compactor	3 nos.	180KG-BOMRG
B	EQUIPMENTS FOR PILING/SHORING WORKS:		
1	Crawler Mounted Rotary Piling Rigs	3 nos.	230KW-SOILMEC
2	Piling Winch with Accessories	3 nos.	
3	Boring Tools & Accessories for Piles of Different Diameters	3 sets each	different dia.
4	Vibratory Hammer	1 no.	bruce
5	High Pressure Mud Pump(optional)	3 nos.	
6	Bentonite Mixing and Generating Unit(Optional)	1 no.	
7	Crawler Crane 50T	2 nos.	50T-hitachi
8	Mobile Crane 25T(optional)	2 nos.	25T-kobalco
9	Tremie Pipe with Hopper	2 sets	50mtr
C	CONCRETING EQUIPMENT:		
1	Concrete Mixers	3 nos.	6hp-10cft
2	Mobile Concrete Pumps-42M(Optional)	2 nos.	42M-Putzmeister
3	Transit Mixers	10 nos.	9M3
4	Stationary Concrete pump	3 nos.	Putzmeister
5	Dumpers	2 nos.	1M3
6	Concrete Placing Booms	3 nos.	Putzmeister
7	Concrete pacing Buckets	1 no.	2M3
8	Wheel barrows	20 nos.	100-250kg
9	Compressor	2 nos.	Compare
10	Concrete Vibrator	10 nos.	



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S. N.	Description	No. of Units	Equipment Capacity
D	LIFTING & HANDLING EQUIPMENT:		
1	Tower Cranes	2 nos.	15T-Everdigm
2	Mobile Crane(Optional)	1 no.	25T -Kato
3	Winches	6 nos	different size
4	Passenger Hoists	3 nos.	4T-KNL
5	Load All-Telescopic Boom	1 no.	1 ton
6	Fork lift	2 nos.	2ton-mitsubishi
7	Cradles	12 nos	different
E	FACILITIES FOR FABRICATION		
1	Generators	3 nos.	500kw-aggreko
2	Transformer	1 no.	cumins
3	Welding Machines	2 nos.	Miller-400amps
4	Bending Machines	3 nos.	40mm
5	Presses	1 no.	AMCO
6	Planers/Shapers	3 nos.	60cm wide
7	Drilling Machines	1 no.	40mm
8	Boring Machine	1 no.	300mm-hilti
9	Cutting/Shearing/Slotting Machines	1 no.	
10	Threading/Rivetting Machines	1 no.	
11	Grinding Machines	1 no.	
12	Grinding/Cutting/Drilling Machines(hand tools)	50 nos	
13	Gas cutting Set	2 nos.	
F	TESTING MACHINES		
1	Pile Testing Crown	2 nos.	50.0000
2	Load Cells	2 nos.	ENCARIORITE
3	Dynamic Test Hammer	1 no.	10T
4	Ultrasonic Core testing Machine	1 no.	50mtr
5	Integrity Tester	1 no.	50mtr
6	Hydraulic Jacks	2 nos.	
7	Micrometers	8 nos	
8	Hardness Testing Machine	1 no.	
9	Slump Cone	2 nos.	300mm
10	Thermometer	2 nos.	
11	Humidity Tester	1 no.	
12	Hydraulic Pressure Testing Machine	2 nos.	
13	Concrete Cube moulds 15x15x15cm	50 nos	150mm
14	Cement Mortar Moulds 5x5x5cm	20 nos	50mm
15	stressing jack	2 nos.	270KN



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S. N.	Description	No. of Units	Equipment Capacity
G	EQUIPMENTS FOR MECHANICAL WORKS		
1	Treading Machine	2 nos.	
2	Grooving Machine	2 nos.	
3	Welding Machines	6 nos	
4	Grinding Machines	20 nos	
5	Electrical pressure pump	2 nos.	
6	Manual Pressure pump	4 nos.	
7	Cutting Machine	12 nos	
8	Vise	3 nos.	
9	Fan	10 nos	
H	EQUIPMENTS FOR ELECTRICAL WORKS		
1	Relay Testing Kits	1 no.	
2	Transformer Ratio Test Kit	1 no.	
3	Oil Test Kit	1No	
4	Meggors	3 nos.	
5	Earth Testers	1 no.	
6	Multimeters	5 nos	
7	Tong Testers	5 nos	
I	MISCELLANEOUS EQUIPMENTS		
1	Dewatering Pumps	4 nos.	
2	Blasting Gun	1 no.	
3	Plaster Guns	6 nos	
4	Pre mix Plaster Silos	3 nos.	6mtr
5	Premix Plaster pumps	3 nos.	RAK
6	Power Floating Machine	2 nos.	900mm
7	Spray Gun	4 nos.	
8	Airless Spary Gun	4 nos.	
9	Vacum Cleaners	3 nos.	HILTI
10	Air Blowers	5 nos.	Dewalt
11	Elcometer	1 no.	elcometer
12	Distomat	1 no.	leica
13	Total Station	2 nos.	leica
14	Auto levels	2 nos.	topcon



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LIST OF SELECTED PROJECTS



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SN	PROJECT NAME & CONSULTANT	CLIENT NAME	AL HOSN PROJECT VALUE (AED)	DATE	AL HOSN SCOPE OF WORKS	FOYER PROJECT VALUE (AED)
A Hotels and Palaces						
A.1	Royal City Seasons Hotel - Electra	Bin Ham Group	13,000,000	07/2011 - 02/2013	Wooden Doors, Cladding, Wardrobe & Wooden Furniture	69,000,000
A.2	Al Diar Regency - Tourist Club	Abu Dhabi National Hotels	2,500,000	02/2010 - 03/2011	Wooden Doors, Cladding, & Wooden Furniture	4,758,000
A.3	Park Rotana Mixed Use Development	Al Mada Investment / Al Nowais Group	9,000,000	02/2007 - 12/2008	Wooden Doors, Cladding & Wooden Fixed Furniture	39,898,000
A.4	Nahil Palace	HH Shk.Sultan Bin Zayed Al Nahyan palace	4,200,000	10/2009 - 06/2010	Wood Cladding, Wardrobes, Wooden Doors & Fixed Furniture	21,527,000
A.5	Rest House in Al Ain	HH Shk.Sultan Bin Zayed Al Nahyan Private Office	1,600,000	07/2009 - 11/2009	Wooden Cladding, Architrave, Doors, Wardrobe, Wooden Furniture & Fixed Furniture	2,800,000
B Offices & Governmental						
B.1	Abu Dhabi Admin. Bldg. Office	Abu Dhabi Police	3,600,000	07/2009 - 04/2010	Wooden Partition, Doors, Wall Cladding, Shelves & Wooden Furniture	9,700,000
B.2	Al Dhafra Airbase & Auditorium	Ministry of Defence	1,500,000	03/2007 - 06/2007	Wooden Wall Cladding	2,800,000
B.3	Presidential affairs Office Al Ain	Dep. Of Presidential Affairs	1,900,000	06/2008 - 12/2008	Wooden Doors, Wall & Ceiling Cladding, Cabinet & Shelves	9,600,000
B.4	Emmar Education Offices	Emmar	350,000	02/2007 - 04/2007	Wooden cladding & Doors	770,000
B.5	Auditorium at ADACHQ	SCADIA	450,000	05/2009 - 08/2009	Wooden Wall Cladding	1,200,000
B.6	Al Ain Al Ahliya Insurance Offices	Al Ain Insurance Co.	60,000	05/2009 - 08/2009	Wooden Wall Cladding & Doors	650,000
B.7	Partition Works at ADWEA Control Center	Force 10/ADWEA	700,000	12/2009 - 02/2010	Wooden Partitions & Doors	1,600,000
C Education & Retail						
C.1	Emirates National School - Mussafah	MOPA	550,000	05/2008 - 07/2008	Wooden Cabinet, Shelves & Wooden Kids Furniture	1,400,000
C.2	Kindergarten at Khalifa City - Family Const	MOPA	150,000	12/2006 - 06/2007	Wooden Cabinet, Shelves & Wooden Kids Furniture	375,000
C.3	Kindergarten at Al Kuaa Al Ain - Civilco	ADEC/MUSANADA	750,000	11/2006 - 05/2006	Wooden Cabinet, Shelves & Wooden Kids Furniture	1,850,000
C.4	Kindergarten at Khalifa City - Al Barq	MOPA	150,000	12/2006 - 06/2007	Wooden Cabinet, Shelves & Wooden Kids Furniture	375,000
C.5	Le Paradis Du Fruit Restaurant - Shangri la	Al Jaber Company	560,000	01/2008 - 04/2008	Wooden Wall Cladding, Wooden Table tops	965,000
C.6	Mombasa Grille Restaurant	Al Masood Group	1,200,000	09/2008 - 11/2008	Wooden Wall & Ceiling Cladding, Wooden Tables	2,704,000
C.7	Mondo Moderno Café	Mondo Moderno Café - Maatooq Group	190,000	08/2007 - 01/2008	Wooden Wall Cladding	649,000
C.8	Wazni Jewelry shop	Al Jaber Company	130,000	01/2008 - 07/2008	Wooden Wall Cladding, Cabinet & Shelves	350,000
C.9	Imum Shop #1 at Hamdan St.	Imum Company - Mawaqeeef	240,000	08/2009 - 11/2009	Wooden Wall Cladding, Counter, Lockers	490,000



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PROCEDURE OF PRODUCTION



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1. Purpose :

To ensure that production is carried out under controlled conditions to have a final product that fully conforms to the specified requirements.

2. Scope :

All production carried out by Al Hosn Factory.

3. Responsibility and Authority:

The production Manager is responsible to prepare and implement the daily planning and scheduling of the production processes. The production manager authorizes the route sheets and technical drawings that are the work instructions and the productivity monitoring according to the daily program are the responsibility of production manger and the foreman in-charge.

4. Procedure Description

Job Order (JO) Issue

The General Manager through the Financial Manager upon receiving confirmation gives the JO the Financial Manager from client. The issued JO bears the specific job number and a brief description of the scope of work, along with deadlines.

Material Requirement & Issue

The material requirement as per the estimate is given to the Financial Manager, and depending upon stock availability, the material is issued by stores. If material is unavailable or additional material is required, the Store Keeper is informed who follows the specific procedure for purchasing.

Preparation of Cutting Lists

Based on the consultants' drawings the shop drawings are prepared in the Engineering division and get approved by the consultants. The approved drawings are issued to the Technical Department to prepare the detailed cutting lists and work instructions.



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Allocation of work

The Production Manager is responsible to issue approved cutting sheets, sketches, and the daily program to the factory supervisors / foremen, who will in turn give copies to the respective workmen.

Monitoring daily production

The Production Manager is responsible for monitoring the daily scheduled production.

Any problems, discrepancies or delays are brought to the notice of the General Manager for remedial action.

The semi finished and finished materials are inspected by the concerned foreman through various stages of production as per the Inspection procedure, and its status indicated by color-coded stickers.

Completion of Production

All finished products that pass the final inspection are taken to the packing section, packed, and transported to destination. It is ensured that all items carry the standard stickers that indicate job no., project details, location, and date. The Production Manager instructs the Store Keeper to prepare the delivery note for all items ready for dispatch



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PROCEDURE FOR INSTALLATION



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1. Purpose

To ensure that site installation is carried out under controlled conditions and that final product final products fully conform to the specified requirement.

2. Scope

All site installation carried out by Foyer Decor

3. Responsibility & Authority

The production Manager is responsible for the daily planning and scheduling of the Installation program. The factory manager in conjunction with the projects administrator and project team, will advise the production manager on the project program status, resource and material requirements. The project team is responsible for implementing the daily site program monitoring productivity and instructing the site engineers.

4. Procedure Description

The projects administrator advises the production manager of the project program. And together they produce the production and installation program, which are monitored with regard to site conditions by the projects team. The installation program shall be approved by the factory manager.

5. Resources

Site Personnel are selected according to their experiences and competence with regard to the particular tasks in hand. The site foreman will daily supervise the workforce consisting of carpenters, painters and helpers according to the daily program.

6. Safety.



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See procedure for Safety Manual

8. Site Engineer

The site Engineer will be a mature experienced individual able to control the site work with a full understanding of the contract documents and interacts with the Contractor/Consultant with regard to instructions and approvals. Site progress & Status records shall be daily updated and reviewed by the Project Administrator and the Project Team

It is the responsibility of the Site Engineer to check in accordance with daily program.

- Materials consigned to site are as requested.
- Resources fit the daily tasks.
- Consumables are available to complete the daily tasks.
- Required machinery for the daily tasks are available, kept safe, and maintained



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PROCEDURE FOR INSPECTION



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1. Purpose

The purpose of this procedure is to ensure that all raw material and the final products are inspected and conform the defined requirements

2. Scope

Covers incoming, in-process, final and random checks on all items produced at Al Hosn Factory

3. Responsibility and Authority

The Quality Assurance Manager is responsible for the inspection for the various processes defined in the process description below.

4. Process Description

Inspection of the incoming materials

The purchase of all incoming: materials are inspected as follows:

1. The material is inspected at the stockyard of the supplier prior to taking delivery.

The inspection will include: visual checking for apparent defects in wood, grading and dimension according to the packing list, and moisture content. The Quality Assurance Manager is responsible for the material checking, the Production Manager or senior Foreman may assist on the inspection process.



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2. Upon the approval of the quality of the material the purchase is confirmed and the label of such approval is affixed to the material lot, if packed, or on all pieces if unpacked. The label for this purpose will be the Blue color sticker.
3. When receiving the material at the factory, the Store Keeper and Quality Controller (QC) will reconfirm the selection by examining the material, labels and packing list.
4. The Quality Assurance Manager will maintain a record of the material inspection and quality checks.

In-Process Control for Material and Workmanship

Machinery Section: the quality control checks to be followed in the Machinery Section where the processing of the material starts are as follows;

1. Only material labeled with the Blue sticker will be taken for processing. The machinery Foreman / Supervisor with the In-Process QC shall ensure this.
2. The material processing/machining will be according to the appropriate production order and cutting list.
3. A copy of the shop drawings & cutting lists will be given to the required worker in the section; these documents indicate the precise information required for the performance of the work.
4. As soon as the material passes the required processes in the machinery section, the Foreman/ supervisor and the in-process QC shall inspect the products and assure the compliance of the products with the defined requirements. The label indicating the quality check, the



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Orange sticker is affixed to the components, before the material is handed over to the Assembly section.

5. The machinery Foremen/supervisors are responsible for producing the products with required quality by checking for the material quality in their section. The in process QC is responsible for assuring that the products complies with the defined requirements.

Assembly Section: The quality checks in Assembly section are as follows

1. Only component parts/material bearing the quality check label from machinery section, Orange sticker, will be taken in Assembly for process.
2. Quality checks for material and workmanship will be the responsibility of the Forman/Supervisor and tic, Assembly QC.
3. A copy of the appropriate shop drawings/cutting lists will be given to the worker indicating the precise work instructions
4. Before the material leaves the assembly to paint, the Foreman/ supervisor and the Assembly QC shall inspect the products and assure the compliance of the products with the defined requirements. The label indicating the quality check, the Yellow sticker is affixed to the components, before the material is handed over to the Paint section
5. The Assembly Foremen/supervisors are responsible for producing the products with required quality by checking for the material quality in their section. The Assembly QC is responsible for assuring that the products complies with the requirements.



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Paint Shop: The Quality Control procedure in the Paint shop is as follows

1. Material coming from the assembly will be checked for the Yellow sticker before being taken up for painting. The Paint Forman/ supervisor shall ensure this.
2. The Paint Forman will supervise the processes of sanding, lacquering and painting to ensure that the finished product conforms to the requirements in finish and color.
3. The finished item, before being sent to packing, shall be finally inspected by the Paint Forman and the finished goods QC, a sticker will be affixed on the approved products.
4. Hand Over to the Store Keeper for packing and shipping to the destination.

Packing and Delivery

1. Only finished items bearing the quality check label from the Paint shop will be taken for packing.
2. The Forman in the packing section will ensure that the items are packed carefully with no finished surfaces exposed in transit.
3. Before the items are loaded in the transport, the standard label indicating the Item, Qty., Project, Job No., Location, & Date is affixed to the packing cover.

Installation (Site of project)



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1. Check the material received at the project site for defects or damages due to the transportation.
2. Check the suitability and safety of the storage area for Al Hosn Factory products.
3. Check the works of the other contractors that may affect the installation process of the Al Hosn's products.
4. Check the installation process and its compliance with the requirements of the client.
5. Perform the final inspection at the end of the installation process to insure that the work fulfills the client requirements and specification.
6. If required by the client; Issue the Concealed Work Clearance CWC for the buried installations to the client.
7. Issue the Request for Inspection to the client after preparing the work as per standard specifications.
8. Issue the Non-Conformity report in case of major discrepancies.

General

Raw material, semi finished goods or finished products, at any stage of production found defective or not conforming to requirements will be labeled properly and removed to a designated hold area to avoid inadvertent use. Such material inspected by the Quality Assurance and the Production Managers and the remedial action / rejection decided. The details of all rejection on account of defective material/workmanship will be recorded in the specified form of the Non-Conformance Review Board (NCRB).



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PROCEDURE FOR SAFETY



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1. Purpose

The Purpose of this instruction is to set up the Health & Safety system at the working site.

2. Scope:

This instruction shall be followed by all Al Hosn Factory employees and subcontractors at all installation sites.

3. Site safety:

All employees must ensure that their working conditions on site are safe, and the risk of accidents are eliminated or minimized. A visual inspection before commencing work will help to avoid accidents. Check for example, safe access, slippery surfaces, unguarded equipment, makeshift scaffolding, clustered work area, unguarded opening and that adequate lighting is available.

4. Personal Protective Equipments (PPE)

All site personnel, within pre-designated and clearly marked zones, will be required to wear the standard (or as appropriate) Personal Protective Equipment, namely:

- **Safety Helmets** shall be worn by all employees while engaged in the working site.
- **Safety Shoes / Boots** shall be worn by all employees while engaged in the working site.
- **Coveralls and Gloves** for protection against heat, flame, hot metal, etc shall appropriate protective devices
- **Safety Gloves** shall **not** be used when using any machine that could catch the gloves and hands like drills.
- **Rubber Gloves** shall be used. Whenever working on electrical equipments.



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- **Goggles** shall be used for cutting, grinding, machining and carpentry work, where the hazards of flying object might occur.
- **Dust Masks** shall be used only for against non-toxic dusts.
- **Respirators with chemical-filter** shall be used while using chemicals like acetone and paints.
- **Ear Plugs/Ear Muffs** must be, used whenever the circumstances of the work require the usage.
- **Safety Belts, Lifelines and Lanyards** shall be used in case of working at heights.

5. General safety rules:

- Observe and obey cautionary instructions, signs and symbols that are displayed in the relevant places.
- Don't block emergency exits and Assembly Areas.
- Inform all dangerous situations to your supervisor immediately.
- Don't tamper with safety equipment and devices. If these are used in case of emergencies, inform to the concerned safety officer immediately.
- Don't do the job if you are not authorized to do it.
- Avoid short cut methods and do the job, with safe procedures.
- Always wear suitable personal protective equipment (PPE) properly.
- Keep the tools in a safe condition and in a safe place.
- If PPE and tools are found defective, discard it safely and replace it by a new one immediately.
- Use properly rated and certified slings and other lifting gears while handling the materials.
- Keep the work area clean immediately after the work



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6. Site risks avoidance

Safe use of hand tools and power tools

Hand tools are used invariably in all production operations. The precautionary measures to avoid accidents while doing work with the help of Hand Tools and Electric Power Tools are mentioned below and strict instructions will be given to all relevant personnel to follow them strictly:

- Only a suitable tool should be used for the specific purpose.
- Always use the hand tools in the safe way.
- Don't do the job with defective tools.
- Grasping the tool should be proper.
- Keep tools in good condition and in a safe place. They must be kept in cabinets, holders, shelves or in a toolbox.
- Always use proper personal protective equipment.
- Hand tools should not be used while you are in such a position that if they slip, they may strike your face or body. While cutting the wire or other materials under tension, use caution to prevent it flying back
- Non-sparking tools should be used in explosive atmospheres.
- When not in use, sharp-edged or sharp pointed hand tools shall be provided with protection for the edges or points. The sharp-edged tools such as knife, chisel etc., should never be put in your pocket without proper shield.
- After using tools, never leave them at the top of the ladder, workplace or workbench since they may fall accidentally.



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The portable electric power tools

- Will be used on the correct power supply as instructed on manufacturer's manual.
- One tool will be connected to one plug at a time.
- Will be disconnected from the circuit when not in use.
- Will be connected with suitable plug and socket instead of tapping the supply by connecting two wires.
- Will be connected to earth unless the equipment is double insulated or all insulated.
- Overloading will not be allowed

Safe Use of Electricity

Electricity is a very useful energy when it is under control. For the safe use of electricity, one should know the various electrical hazards and its effective prevention & control. Electrical hazards can be generally classified into three. They are Electric Shock, Electric Burns and Fire or explosion.

For the prevention and control of electrical hazards, the following guidelines will be strictly adhered to:

- All electrical work will be done only by qualified, experienced and competent electrical technicians.
- All temporary electrical installations/appliances will be checked periodically by a competent person and ensure that all installations are free from short circuit, loose contacts, insulation failure etc..



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- All relevant danger boards, signs and symbols etc., will be displayed at the electrical installations/apparatus.
- Three pin plug and socket will be used for tapping electrical supply.
- Relevant protective devices like ELCB earthing /grounding, Fuses, Interlocks etc., will be in place and functioning, properly.
- Permit-to-work system will be introduced, if it is relevant to the particular job.
- Electric cables will be adequately insulated and protected against mechanical damage.
- Work on live lines must be avoided wherever possible. If it is unavoidable, trained personnel with personal protective equipment should only do it.
- Overloading will be avoided.
- Relevant PPE suitable for electrical work will be supplied to the personnel who are doing the electrical work.
- Conduct periodical inspection on all temporary electrical connections and it will be ensured that all connections are free from the chances of loose contacts and short circuits.
- Danger notice and other safety instructions & signs will be displayed in a conspicuous position with proper symbols near electrical installations and apparatus wherever is required.
- Points of access to hazardous electrical equipment will be marked with suitable warnings. A suitable warning device may also be connected to electrical equipment to indicate when it is energized.

Safety in Manual Handling of Materials

Some safety precautions that contribute to safe manual handling of materials (For example, a cargo) are given below and these



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instructions will be given to the people who are supposed to handle the materials manually:

- Correct Positioning of Feet: Working with legs too close to each other results in loss of balance of the body. While lifting a load,

space the legs apart by hip width with one foot by the side of the load and ahead of the other foot in the direction of movement.

- Knees Bent: Keeping legs straight and bending forward to lift a load is dangerous. This position has risk of loss of balance cramping of lungs and consequent breathing difficulty and straining the spine. For a strong and powerful position, bend knees and not the back to reach the load.

- Straight Back: A straight back need not necessarily mean a vertical back. In most lifting postures, the back needs to be inclined from hips, but at the same time kept straight.

- Arms close to the Body: The farther the load is to the body, the greater is the strain.

- Correct Grip: Do not try to lift with finger tips. Grasp the load using palm and roots of fingers.

- Head in Correct Position: Before lifting raise the head slightly. This also helps to keep back straight.

Use of Body Weight

By positioning the body such that its weight counter balances the load to be lifted, it is possible to obtain not only better balance, but greater mechanical advantage than what can be obtained through bending the back forward. When a heavy- load is handled by two or three men, the job should be leveled in such a way that the load is shared equally by all. It is advisable to employ men of similar physique and build for this purpose.



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Safety while working at heights

General safety measures:

- Effective Supervision will be ensured at the place where people are working at heights.
- All working platforms of more than 2 meters height will be secured properly with relevant guard rails and toe boards.
- All personnel who are engaged in work at a height of more than 2 meters will wear safety harness/safety belt & other relevant Personal Protective equipment
- Proper access/egress will be provided in all landings/working platforms.
- Scaffolds will not be over loaded.

Ladders:

- All ladders shall be of good condition free from rust and deformations. Ladders made at site will not be permitted.
- Ladders used for electrical work shall be of non-conductive material.
- Ladders used for access on the working places shall be at least three rungs or one meter above the stepping-off point of the feet of the person using the ladder.



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- Ladders shall be securely and evenly supported on both stiles and shall not be footed on loose material.
- Ladders shall be evenly supported at the upper resting place and where more than 3 meters in length, securely fixed.
- When ladders are used in the presence of the public or site traffic, a second man will be required at the bottom of the ladder to ensure that there is no harm to the public or the person performing the Job.
- Ladders, which obstruct the public right of way or other site transport, shall be removed as soon as the particular job is completed.

Scaffolding:

- Certified Scaffolders in the presence of a Competent Person will only do erection of scaffolding.
- Daily inspections of all scaffolding will be made by the competent person before any employee uses the scaffold or after any modification in the structure of the scaffold.
- When using the Scaffold, the following checks will be carried out:
 - Base plates are under all standards.
 - Standards & lift spacing are correct.
 - Ties are secured.
 - Bracing is adequate.
- Incomplete or unsafe scaffold shall be sealed off with danger signs displayed. Scaff Tag procedures will be followed.
- Standards and frames shall be pitched on steel base plates. Where the scaffold is to be erected on soft or uneven surfaces, timber bearers shall be provided.



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- Sufficient bracing will be provided to ensure stability of the structure.
- Working platforms will be closed-planked for the entire width of the scaffold and where more than 2meters above ground, fitted with guardrails and toe boards. Guardrail height should not be less than 910mm, a second rail shall be provided if the distance between toe boards and the top rail is more than 700mm. Planks shall not span distances exceeding 2.5m. Overhung planks shall be securely fixed to prevent tipping. Scaffolds of 6m or more in height will be guyed and securely fixed to a structure at least every 4m vertically and 6m horizontally.
- The height of rolling and tower scaffolds shall not exceed three times the minimum base width (minimum 1300mm), unless securely guyed, tied, or weighted at the base
- Rolling scaffolds shall be moved only by pushing or pulling at the base, and never moved with men or materials on the platform.
- All working platforms shall be kept tidy, clean and free from tools, material or rubbish.
- Training shall be provided for the users of mechanical / motor driven platforms. All electrical connections shall be safe and secure.
- Safety belts / harnesses shall be provided for workers working at high platforms. The surface of the working platform should always be flat with no obstructions.

Safety in painting operations

The following safety measures shall be taken in all areas when storing, handling or using flammable paints, coatings and associated solvents:

- "No Smoking" and "Flammable Materials" safety sign boards will be displayed.
- All potential sources of ignition will be kept away from these locations.



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- Adequate ventilation will be provided in order to prevent the build-up of vapors to above the Lower Explosive Limit.
- Dry Powder fire extinguishers will be kept readily available at these locations.
- Specific stores for paints, coatings and their associated solvents will be provided. Storage shall be of a fire resistant construction and shall conform to the guidance for safe handling and storage of paints.
- Dedicated painting booths will be provided in facilities where painting is regularly performed. Painting booths will be of fire-resistant construction, and subject to rigorous cleaning to prevent the build up of solid paint residues. Painting booths shall be supplied with adequate ventilation. All electrical fittings, lighting and appliances within the booth will conform to the relevant requirements.
- All personnel performing painting or coating work will be trained for the work and be aware of the hazards of the particular materials being used.
- Barriers and warning signs will be provided around the painting area.
- Foodstuffs shall not be brought, into or consumed on premises where paint is stored, handled or used. Workers involved in any type of spraying must be given proper health and safety training.
- Painters work outdoors and indoors are exposed to hazards of falling from heights, therefore the site management is responsible to provide sufficient and adequate scaffolding and fall protection.
- Contaminated rags, used paint containers, waste materials etc. shall be removed from the site and disposed off properly.
- If required, proper cradles shall be used. The cradles shall be tested and certified by a third party prior to its use at site.

In case of fire



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- Shout Fire! Fire! And raise the fire alarm located at the site. (Continuous bell for "danger" and intermittent bell for "all clear").

- Attack the fire immediately if you know the fire fighting methods and if it is under control. Otherwise inform to the site authorized personnel, inform to fire brigade and try to remove the combustible materials from the location of fire

- Leave the place by the nearest route (fire emergency exit) after switching off the machines, gas and electric power without endangering yourself. Do not panic. Before leaving from the caravan/cabin, close the windows and doors if you are the last man leaving from it.

- Report your designated assembly point and make sure that your name has been entered on the roll call.

- Don't leave from the assembly point till you get instruction from the safety officer /other responsible personnel.

First Aid:

- First aid kit will be provided to the site.

- First aid post will be provided in the vicinity of the site office with one nurse operating full time. This post will be able to give first aid treatment to employees with ordinary injuries or diseases.

- In addition to the first aid post for ordinary injuries or diseases an ambulance will be available at the site in order to provide quick transport to hospital for injuries or accident cases that need special treatment and attention not available on site.

Emergency Response Procedures



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A suitable Emergency Response Procedure will be prepared and it will be supplied to the site workers with the Telephone numbers of the following personnel/office:

1. H.S.E Manager.
2. Administration Manager.
3. Safety Officer.
4. Emergency Telephone numbers.