

COMPANY PROFILE



MICROBUILT

***Limited Liability Company (L.L.C)
(ISO 9001:2015, ISO 14001:2015,
OHSAS 18001:2007 Certified)***

Build your dreams

www.microbuilt.ae

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**Mobile: +971569569315
email: Info@microbuilt.ae**



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1. Introduction

Dear Sir/Madam,

We are pleased to introduce our company Microbuilt Contracting LLC (MBC) based in Dubai, U.A.E, a service oriented and professionally managed company engaged in the commercial and industrial sector.

Microbuilt aims to establish a close working relationship with all their associates by fully understanding the requirement of each particular project and provide a responsive and inventive Construction and Design service that fully respects the clients' budget, quality and time frame. Microbuilt is responsible to maintain a strong reputation for providing cost effective construction solution.

It will be our pleasure to welcome your enquiries for any of the mentioned works you may require, which will receive our best attention in executing the order to your utmost satisfaction in terms of extreme quality, reasonable price and qualified erection.

Managing Director



2.Strategic Directions

VISION

- To become a regional leader with diversified business to cover all aspects of Constructions and Environmentally responsible Company.

MISSION

- To exceed customer satisfaction and happiness, with smiles to built trust we pledge:



Exercise high *quality* of work through highly professional management and skilled workforce.



Deploy precise technology to make every space we work on as valuable as we can.



Deploy Right and valuable material for projects to contribute environmental challenges.



Manage and control financial cost through value for money concepts.



Managing Projects through effective communication, transparency with customers and stake holders involved in projects.



Professional approach, planning and commitment to delivers products on agreed time.



Technical and Professional advices to customers and to help them to take right decision for sustainability of project.



VALUES

- At Microbuilt, we believe in fulfilling our values as the best way to bring smiles to people. This is the Aim of our business activities. As a professional company, Microbuilt strives to meet the expectations and respond to the needs of all customers and stakeholders. The word for "smiles" in Arabic is **EBTASIM**. We use the seven letters of this word to remind us of our values to society.



E - Engagement with customers and Stakeholders

- *Our goal is to be the best partner for every customer and Stakeholders. To accomplish this, we continually strive to develop state-of-the-art technology, to provide best-quality buildings and structures that fully satisfy customers and Stakeholders.*



B - Born to Innovate

- *We believe to work as innovative team with our customers/partners where Right ideas are framed into reality.*



T - Teamwork

- *We combine our individual strengths to maximize our impact as a team.*



A - Ambition

- *We pursue personal growth and continuously reach for our dreams.*



S - Speed

- *We act creatively and quickly to deliver our commitments that we are obliged to.*



I - Integrity

- *We act with integrity as responsible citizens of the Earth and all the nations where we live.*



M - Manage and Built Customer Relations

- *We believe in bridging long term relations with full trust by delivering commitments within time frame and by delivering pre and post technical services to our customers to ensure mutual success.*



3. Business Units

Civil



Electromechanical

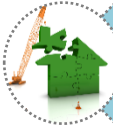


Infrastructure

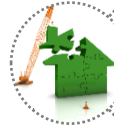




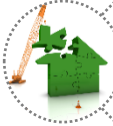
3.1 Civil Works



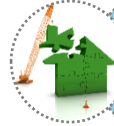
We Built



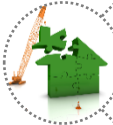
Farm buildings



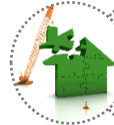
Commercial Buildings



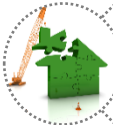
We Fabricate



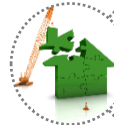
Recreational Facilities



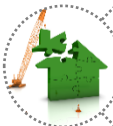
Gymnasium Structures



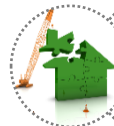
Office Buildings



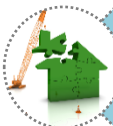
Work Shops and other
Special Structures



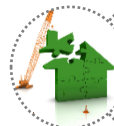
Industrial Projects



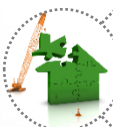
Space Frame Structures



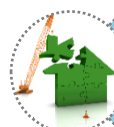
We Erect



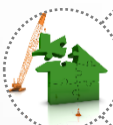
Steel Structures for wear
house



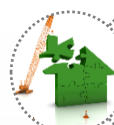
Pre-Engineering steel
structures



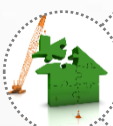
Site Development Works



Space frames for industrial
building



Earth Works



Car park Sheds



Pipe Line laying



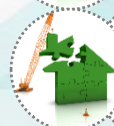
Showrooms



Digging And trenching



Service centers



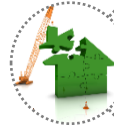
Backfilling



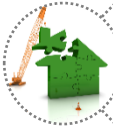
3.1 Civil Works: Turn Key Construction Projects



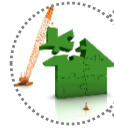
Building Construction



Pressure Grouting



Reinforcement,
foundation and concreting



Drilling, Coring and Floor
Saw



Block and Plastering
(Manual and Machine)



Jointing and Sealants



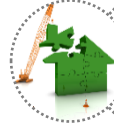
Tiles and Granite fixing
works



Wooden doors, Aluminum
doors and windows



Boundary Wall works



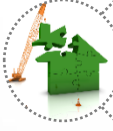
Fire rated steel and glass
doors



Painting works



Cladding works



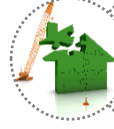
Floor Coating and Screeds



Fixing Road studs and
Bollards



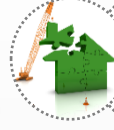
Protective Coating



All types of fencing works



Concrete Repairs



All types of Maintenance
works



Crack Sealing & Injection
works



Installation of Gate



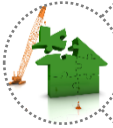
Structural Strengthen



Gates



3.1 Civil Works



Garbage chute systems



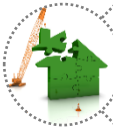
Decoration works



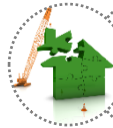
Pre-fabricated Port cabins
and shade structures



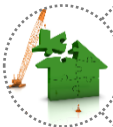
Swimming Pools and
Fountains



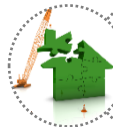
Glass & Aluminum
Installation



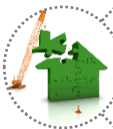
Car parking shades



Maintenance Wooden
Flooring works



Soft and Hard Landscaping
works



GRP & GRC works



3.2 Electromechanical Works



Air-Conditioning System



Plumbing, drainage and Sanitary works



Ventilations & Air Filtration Systems



General Maintenance for MEP related works



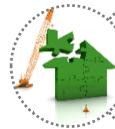
Electrical works (LV & ELV System, including lighting fixtures)



Telecommunication works



Fire alarm and Fire Fighting works



Smart Home Projects



Security & Access Control system



Installation of Solar System



HVAC Installation and Commissioning



Pumping Station



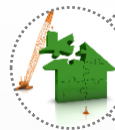
Irrigation Network



Equipment for Factories



Installation of Electrical System for industrial, commercial and Residential



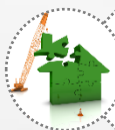
Street Lightning



Electrical System



Transformers



CATV System



Installation of Support Facilities



3.3 Infrastructure Works



Interlock and Kerb stone works



Micro piling



Soft and Hard Landscaping works



Survey Benchmark construction



Installation of New duct network



Dewatering works



Construction of all kinds of Manholes with waterproofing



Fencing works



Demolition and connection of Existing manholes



All related excavation and reinstatement works.



Foundations works (Substation, Bus shelter, solar panels, Advertisement Board, etc)



4. Project Summary

Sr No	Job No.	Description of work	Client	Location	Status
1	MBC-009	PR10006749 NYE 2018-Supply & Installation of Power Cables & Accessories for NYE 2018 LED	Emaar Properties PJSC	Burj Khalifa	Completed
2	MBC-008	PR1002915 Supply & Install armored Cable + Distribution Board Plug/Play output) included of DDMC.	Emaar Properties PJSC	Downtown Dubai	Completed
3	MBC-008/01	PR1002915 Supply & laying electrical cables, Drainage and water supply provision.	Emaar Properties PJSC	Downtown Dubai	Completed
4	MBC-007	TDM-GF 244-OPERATION FALAFEL-MEZZANINE FLOOR DEMOLITION	Dubai Mall	OPERATION FALAFEL TDM-GF244	Completed
5	MBC-006	Demolition work at Sega Republic	Emaar Entertainment LLC	Sega Republic	Completed
6	MBC-006/01	PR10049167 Additional Works Proposed Demolition AT Sega	Emaar Entertainment LLC	Sega Republic	Completed
7	MBC-012	PR 10064654 Supply and Installation of Porta Cabin for DDMC and SP Offices including Civil & MEP Works.	Emaar Development PJSC	Downtown Dubai	Completed
8	MBC-013	PR - 10064640 Proposed Supply and Installation of TDF Equipment Room Earth Pit Reconditioning work at Burj Park Area	Emaar Properties PJSC	Burj Park	Completed
9	MBC-016	PR 10056863 Supply and application of Stamp concrete coating system at DMM External Areas (GF, P level and Pier 7 Link).	Emaar Malls Group LLC	Dubai Marina Mall	Completed
10	MBC-017	RFQ_18-0052-DDMMC Upgradation of Feeder pillar for Dubai Marina Master Community	Emaar Community Management L.L.C	Dubai Marina Master Community	Completed
11	MBC-010	Two Storey Villa Wit Single Basement B+G+1 Villa Plot no. 424-1135	Mr. Adel Ibrahim	Al Warqaa 4 Dubai	Under progress
12	MBC-014	External Interlock and Kerb stone works	Super Excel Building Services LLC	MUHAISNAH Second Dubai	Completed
13	MBC-015	External Interlock and Kerb stone works	Gazel Al aweer Garage LLC	Ras Al khor	Completed
14	MBC-011	Installation of External Interlock and Kerb stone works	Safer Tyres	Raskhore	Completed
15	MBC-001	G+1 VILLA at NAD AL SHEBA 2ND Plot No. 6159679	ABDUL RAHMAN AHMAD HASSAN	NAD AL SHEBA 2ND	Completed



4. Project Summary

Sr No.	Job No.	Description of work	Client	Location	Status
16	MBC-002	G+1 VILLA at NAD AL SHEBA 3RD Plot No. 6164807	TARIQ ABDUL RAHMAN AHAED	NAD AL SHEBA 3RD	Completed
17	MBC-003	MAJILIS at AL KHWANEEJ 1ST Plot No. 2813154	AHMED MOHD JUMA	AL KHWANEEJ 1ST	Completed
18	MBC-004	Faqihi enterprices LLC Interlock Works at Nad Al Hammer	Abdul Rahaman	Nad al hammer	Completed
19	MBC-005	GR.FL Villa at Al Khawaneej 2nd Plot No. 2826530	Salha Khamis Al Kabbi	Al Khawaneej 2nd	Completed
20	MBC-018	Proposed supply and Installation of Interlock works	Dahbashi Genaral Maint. & Contracting LLC	khawaneej first	Completed
21	MBC-019	TDF Equipment Room Earth Pit Reconditioning work	Emaar Development P.J.S.C.	Burj Park.	Completed
22	MBC-020	G+1 Floor Villa (Twin Villas) Compound Wall Plot No. 9132525	Mr. Walid Matar Hassan Ali	Umm Al Nahad III	Completed
23	MBC-021	Private Villa G+1+Compound Wall Plot No. 281-4221	Mr. Hamad Daoud Al Sayed Ibrahim,	Al Khawaneej First	Finishing Stage
24	MBC-022	G+1 Residential Villa Plot No. 282-6600	Mrs. Muna Juma Mahkoom	Al Khawaneej Second	Completed
25	MBC -024	G+1+BW Residential Villa Plot No. 711-5498	Mr. Abdulla Khamis Naid Bakhit Alkaabi	Al Awir First	Finishing Stage
26	MBC-025	G+1+Service Block Residential Villa Plot No. 6180283	Mr. Rashid Abdulla Hamad Obaid Alshehi	Nad Al Shiba First	Finishing Stage
27		Construction of Proposed PLC/UPS Server Hall at Dubai Airport Terminal-1	Siemens	Dubai- Airport Terminal 1	Completed
28		Proposed Plinth extension and Ramp construction at Concourse-C Dubai Airport Terminal-1	Siemens	Dubai- Airport Terminal 1	Completed
29		Proposed Warehouse Alteration works at Umm Ramool	Siemens	Dubai	Completed
30		Construction of Survey Bench marks for Sharjah Survey and Planning Department.	Geoscope	Sharjah	Completed
31		Construction of 55 Nos of bench mark for Umm Al Quwain Municipality	Geoscope	Umm Al Quwain	Completed
32	MBC-NOC-01	Obtain approval of necessary NOC for temporary Plot occupation at EFM Stockyard with approx. 27m x 25m (540 sqm) on DM Plot no. 3457553	Emaar Community Management LLC	Downtown Dubai	Completed
33	MBC-NOC-02	TECHNICAL ASSISTANCE AND RELATED TO PROPOSED SOIL INVESTIGATION WORKS FOR THE PROJECT R1013 IMPROVEMENT OF AL SHINDAGHA CORRIDOR PACKAGE 2B1, 2B2, 2E2	Advance Laboratoty Center LLC	Dubai	Ongoing
34	MBC-NOC-03	Proposed External Pavement Works @ Plot No. JVC11AHRG001B	Eastern International LLC	Dubai	Ongoing



Project Photograph

PROJECT TITLE: G+1 VILLA + Service Block

LOCATION: Nad Al Sheba 2nd Dubai, UAE

CLIENT NAME: Abdul Rahman Ahmad Hassan

CONSUTANT: Red Crystal





Project Photograph

PROJECT TITLE: G+1 VILLA

LOCATION: Nad Al Sheba 3rd Dubai, UAE

CLIENT NAME: Tariq Abdul Rahman Ahmad Alhaj Almheiri

CONSUTANT: Red Crystal





Project Photograph

PROJECT TITLE: G+1 VILLA

LOCATION: Nad Al Sheba 3rd Dubai, UAE

CLIENT NAME: Syed Al Karosi

LEAD DESIGNER: Lead Arch Consultant

CONSUTANT: Red Crystal





Project Photograph

PROJECT TITLE: G+1 VILLA

LOCATION: Nad Al Sheba 3rd Dubai, UAE

CLIENT NAME: Syed Ahmad

CONSUTANT: Red Crystal





Project Photograph

PROJECT TITLE: G+1 VILLA + Service Block

LOCATION: Al Warqa Dubai, UAE

CLIENT NAME: Adel Ibrahim Jasim

CONSUTANT: Red Crystal





Project Photograph

PROJECT TITLE: G+1 VILLA + Service Block

LOCATION: Al Warqa Dubai, UAE

CLIENT NAME: Fahad Ahmad

CONSUTANT: Red Crystal





Project Photograph

PROJECT TITLE: G Villa + Service block

LOCATION: Al khawneej Dubai, UAE

CLIENT NAME: Ms. Salah Khamis Al Khabi

CONSUTANT: Red Crystal



FRONT VIEW





Project Photograph

PROJECT TITLE: G+1 + BW Residential Villa

LOCATION: Al Awir First, Dubai

CLIENT NAME: Mr. Abdulla Khamis Naid Bakhit Alkaabi

CONSUTANT: Scope Engineering & Consultant





Project Photograph

PROJECT TITLE: Residential Villa G+1 & Driver Block

LOCATION: Nad Al Shiba First

CLIENT NAME: Mr. Rashid Abdulla Hamad Obaid Alshehi

CONSUTANT: R.Qitects Design Studio





Project Photograph

PROJECT TITLE: Residential Villa G+1 & Top Roof

LOCATION: Jumeirah – 3, Dubai

CLIENT NAME: Mr. Mohammad Hamad Obaid Al Shehhi

CONSUTANT: Pioneer Engineering Consultants





Project Photograph

PROJECT TITLE: Residential Villa G+1 & Service Block

LOCATION: Al Warqa - 3, Dubai

CLIENT NAME: Mr. Abdulla Khalaf Rahed Al Wali Alnaqbi

CONSUTANT: Scope Engineering Consultants





Project Photograph

PROJECT TITLE: G+1 VILLA + Service Block

LOCATION: Al Warqa Dubai, UAE

CLIENT NAME: Ibrahim Jasim Taher

CONSUTANT: Al Rafadeen Engineering Consultant





Project Photograph

PROJECT TITLE: Burj Khalifa Security Control Room

LOCATION: Downtown Dubai, UAE

CLIENT NAME: Emaar Properties PJSC





Project Photograph

PROJECT TITLE: Ladies Salon Design for Burj Club

LOCATION: Burj Khalifa 1 Boulevard, Downtown Dubai - UAE

CLIENT NAME: Emaar Properties PJSC



HAIR WASH AREA



HAIR CUTTING AREA



SHELF DESIGN IN HAIR CUTTING AREA



RECEPTION COUNTER



PROPOSED LADIES SALOON (PRELIMINARY PROPOSAL)

GENERAL NOTES :
 ALL DIMENSIONS ARE IN MILLIMETER.
 READ ONLY THE STATED DIMENSION.
 DO NOT SCALE THE DRAWING.
 DIMENSION SHOULD BE VERIFY ON SITE.

LEGEND :

-  SPECIAL PARTITION
-  GLASS PARTITION
-  GLASS WINDOW
-  TIMBER DOOR WITH HANDLE
-  GLASS DOOR

NO.	REVISION	DATE	BY	APPROVED

FOR APPROVAL: YES NO DATE: 1 APR 2016 AUTHORIZED: _____

PROJECT: **BURJ CLUB PROPOSED LADIES SALOON**

LOCATION: **BURJ CLUB**
 COMMUNITY: **DOWNTOWN - DUBAI**
 PARCEL ID: _____

OWNER OF TITLE: 

DEVELOPMENT MANAGER: _____

ARCHITECT/ENGINEER OF RECORD: _____

LEAD CONSULTANT: _____

CONTRACTOR: 

DRAWING TITLE: **PROPOSED LADIES SALOON**

DRWN	CHKD	APPROVED	SCALE

DATE: 1 APR 2016 DATE: _____ DATE: _____ DATE: _____

DRAWING NUMBER: **MBC-007597458** SHEET: 01



Project Photograph

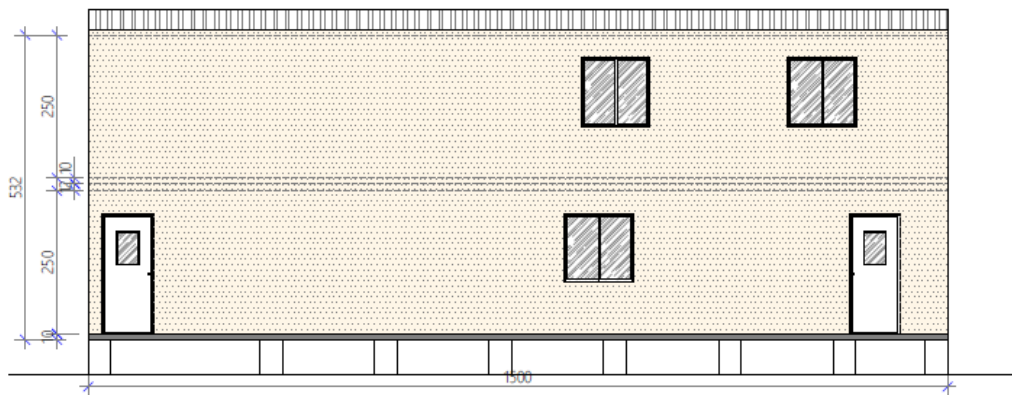
PROJECT TITLE: PR 10064654 Supply and Installation of Porta Cabin for DDMC and SP Offices including Civil & MEP Works.

LOCATION: Downtown Dubai - UAE

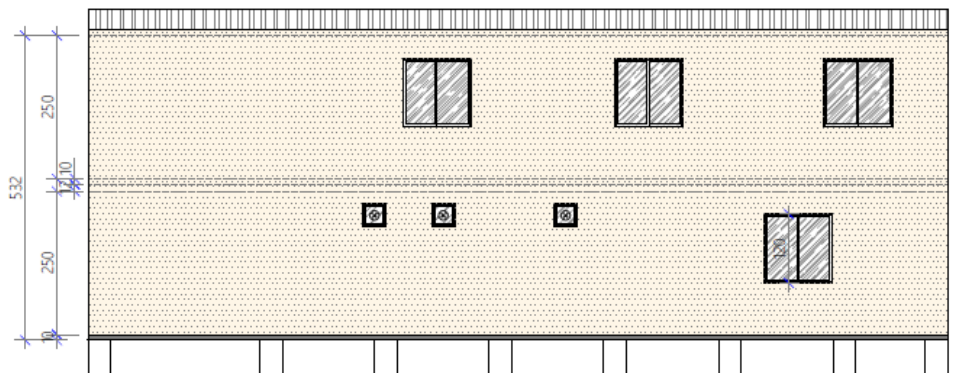
CLIENT NAME: Emaar Properties PJSC

MANUFACTURER: Speed House Prefab

PRODUCED BY AN AUTODESK STUDENT VERSION



FRONT ELEVATION



REAR ELEVATION

PRODUCED BY AN AUTODESK STUDENT VERSION



KEY PLAN

NOTES
1. ALL DIMENSIONS ARE IN METERS UNLESS NOTED OTHERWISE.

Rev	Description	Date	By
01	Issue for Approval		



PROJECT
DOWNTOWN, DUBAI DEVELOPMENT
ROADS AND INFRASTRUCTURE WORKS

RANGE
EMAAR FACILITIES
MANAGEMENT SITE OFFICE
ELEVATIONS

Drawn by:	Rev:
Checked by:	Date:
Approved by:	Sign:
Project No:	Issue:
EMA-STW-000101	A
Drawn by:	Date:
Checked by:	Sign:
Project No:	Issue:
EMA-STW-000101	A



Project Photograph

PROJECT TITLE: PR 10064654 Supply and Installation of Porta Cabin for DDMC and SP Offices including Civil & MEP Works.

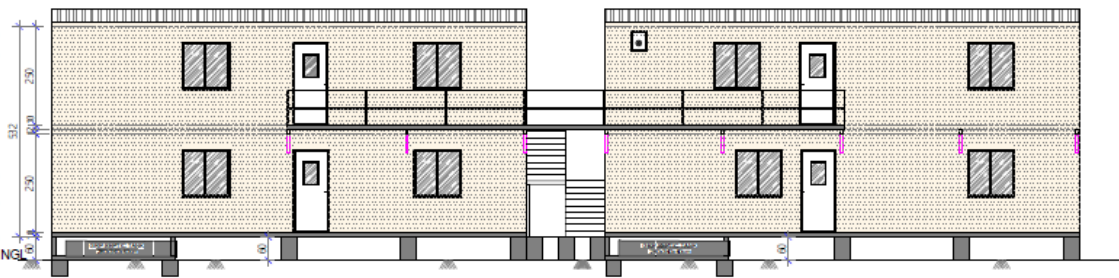
LOCATION: Downtown Dubai - UAE

CLIENT NAME: Emaar Properties PJSC

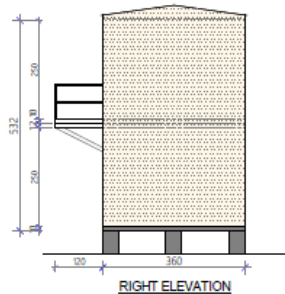
MANUFACTURER: Speed House Prefab

PRODUCED BY AN AUTODESK STUDENT VERSION

PRODUCED BY AN AUTODESK STUDENT VERSION



FRONT ELEVATION



RIGHT ELEVATION

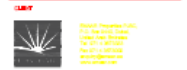
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KEY PLAN

NOTES
1. ALL DIMENSIONS ARE IN METERS UNLESS NOTED OTHERWISE

Rev. No.	Description	Date	By



PROJECT
DOWNTOWN DUBAI DEVELOPMENT
ROADS AND INFRASTRUCTURE WORKS

CLIENT
SP & SECURITY, LANDSCAPE
SITE OFFICE ELEVATIONS

Drawn by:		
Checked by:		
Approved by:		
Project No.:	EM-STW-0002/02	
Drawing Scale:	1:100	



Project Photograph

PROJECT TITLE: G+1 Floor Villa (Twin Villas) Compound Wall

LOCATION: Umm Al Nahad III, Dubai, UAE

CLIENT NAME: Mr. Walid Matar Hassan Ali

CONSULTANT: Red Crystal Engineering Consultancy





Project Photograph

PROJECT TITLE: Private Villa G+1+ Compound Wall

LOCATION: Al Khawaneej First, Dubai, UAE

CLIENT NAME: Mr. Hamad Daoud Al Sayed Ibrahim, Fatima Yousuf Hassan

CONSUTANT : Future Design Consultant





Project Photograph

PROJECT TITLE: Residential G+1 Villa

LOCATION: Al Khawaneej Second, Dubai, UAE

CLIENT NAME: Mrs. Muna Juma Mahkoom Juma Al Alaswad

CONSULTANT: CHAWLA Architectural & Consulting Engineers





Project Photograph

PROJECT TITLE: Proposed Service Block

LOCATION: Al Quoz First, Dubai, UAE

CLIENT NAME: Mr. Ibrahim Ahmad Abdul Rahman Al Rais

CONSULTANT: Dubai Municipality





5. Policies

5.1 Health, Safety, and Environment Policy

SUMMARY

Priority of safety will be demonstrated in operations in complying with the applicable safety rules and policies of U.A.E Federal and State Governments. It is important that all individuals must understand their roles and responsibilities for delivering good safety performance.

Safety is equal complement for the success of any operation or business venture. Employees must get involved in the process being part of the program; supervisors are to constantly check their operational area and observe safety behavior of his employees as well as the condition of workplaces under its premises. Any unsafe behavior must be timely corrected and condition systematically rectified. Management will routinely engage with all employees, attend to their needs and apply sound management.



5. Policies

5.1 Health, Safety, and Environment Policy

SUMMARY

Microbuilt Contracting (**MBC**) shall comply with Local Authorities safety policies and committed to safety by protecting its people, the environment and preserving company assets and profitability. Each individual under its direction is expected to maintain the highest level of safety and shall follow all same applicable safety, health and environmental regulations, programs, policies, procedures and standards.

This Loss Prevention Program will lead individuals in their safety efforts to eliminate as well as control hazards likely to be encountered in operations or off sites. In view of it, it is encouraged that all employees and concerned individuals must aim a zero incident for this year.



5. Policies

5.1 Health, Safety, and Environment Policy

MICROBUILT SAFETY POLICY

This Loss Prevention Program shall be aligned with Micro built Contracting Safety Management System (SMS) that provides directions to managers for implementing policies on safety, health and environmental protection. Also emphasized are the responsibilities of employees and subcontractors. The goal is to include a wide range of topics important to safety compliance and practice. The eleven elements of the Microbuilt SMS have been the guiding example in preparing this manual.

Every positive effort to satisfy the safety requirements though unique as it may appear will be very much appreciated by management.

As a useful reference, this loss prevention manual must be read and strictly observed by all concerned individuals when working under the direction of Microbuilt Contracting (**MBC**) and inside Client Representative premises. There are no exceptions to the guidelines set forth. Any employee, subcontractor, supplier, vendor or consultant not complying with the safety guidelines will be dealt with accordingly and be subjected to administrative action. Any cost incurred due to non-compliance will be borne by such person/s according to policies of **MBC**.



5. Policies

5.1 Health, Safety, and Environment Policy

MICROBUILT HEALTH POLICY

This safety program establishes leadership and defines responsibilities of managers, supervisors and employees in the organization in order to enhance the good safety observance in workplaces and offsite facilities.

1.1 Manager and Supervisors

shall manifest their roles as examples before their subordinates with the kind of attitude as envisioned in safe behavioral concepts. His leadership calls for his constituents to follow safety guidelines or policies. He is tasked to provide the requirements and apply recommendations from the Client Representative management. As mandated the following are his responsibilities as leaders:



5. Policies

5.1 Health, Safety, and Environment Policy

MICROBUILT HEALTH POLICY

1. Conduct safety meetings in a manner safety messages reach to the good understanding of employees
2. Establish and communicate safety rules to all employees.
3. Provide appropriate resources, tools, and training for all employees
4. Correct any unsafe act or condition observed in his area of responsibility immediately or as soon as practicable and those that cannot be resolved at the supervisory level will be reported to the Project Manager.
5. Review operations to determine if safety procures and recommendation applied.
6. Motivate employees to carry out good safety behavior and performance.



5. Policies

5.1 Health, Safety, and Environment Policy

EMPLOYEES

MBC is committed in providing its employees a safe environment working condition. Each employee is responsible for understanding and practicing appropriate safety procedure, develops good safety behavior, implement rules and procedure. Employee responsibilities should include the following:

- ✓ Comply with applicable rules, standards, and safe work practices
- ✓ Participate in safe meetings
- ✓ Communicate or report unsafe acts or conditions
- ✓ Maintain knowledge of safety requirements, including emergency response actions
- ✓ Operate, inspect, and maintain facilities in safe conditions
- ✓ Assist in incident investigations as necessary
- ✓ Report injuries, spills, unsafe conditions, near misses, and incidents immediately



5. Policies

5.1 Health, Safety, and Environment Policy

EMPLOYEES

The objective of this section is a process of assessing and managing risks, utilize a viable approach in identifying hazards, assess their likelihood of occurrence and evaluate potential consequences. Hazards shall be identified first, assessed as maybe required in the company operations, and controlled by applying corrective safety measures on the risks being identified.

Following the Client Representative Construction Safety Manual, hazards identified are classified according to their degree of potential human impact considering severity and probability during the initial phase design as A, B or C. This allows for a change in the methodology or operating procedure in the direction of reducing the risk associated with the hazard to an acceptable level, or eliminating it altogether.



5. Policies

5.1 Health, Safety, and Environment Policy

Class A :

A situation which has a potential to cause a permanent disability to people and permanent damage to plant, equipment or structure.

Class B :

A situation which has a potential to cause serious injury or illness or major downtime in the use of plant, equipment or structure.

Class C :

A situation which has potential to cause minor injury or illness or minor damage to plant, equipment or structure.

Hazard will be classified A, B, & C.

Considerations will be given to the following potential hazards:

Potential hazards to the general public.

Potential hazards to all personnel.

Potential hazards to plant, equipment or structure, ground condition, elevated works and underground utilities, etc.

Potential hazards that may be encountered from outside.

Identified hazardous materials, its handling and storage.

Potential fire, electrical and environmental hazards.



5. Policies

Sno	WORK SCOPE	POTENTIAL HAZARD	HAZARD CLASS.	PREVENTIVE MEASURES
1	Asbestos removal and Disposal	Health Hazard to Workers or other persons within the immediate vicinity of the work area (Lund Cancer or Asbestosis)	“B”	Prepare Asbestos HIP for to client representative/authorities approval before commencing any work. Strictly follow the procedures as outlined in the approved Asbestos HIP. Use required Protective Personal Equipment
2	Site Materials Storage	Injury to pedestrians or children playing, wandering around	“C”	Designate an isolated storage area, if possible. Barricade the storage area installing warning tapes/signs to completely secure the area. Keep area free of debris. Store only minimum quantity, if possible
3	Electrical/ Power Tools Extension Cords Outlets	Injury to workers by electric shock. Electrical fire due to short circuiting	“C”	Install GFCI’s. Daily check grounding, loose connections. Use 110 volts only as required by representative. Regular Power Tools Maintenance by qualified Technician.
4	Excavation Works	Damage to existing utilities Injury to workers due to collapse of trench	“A/B/C”	Obtain the required Work Permit. Verify all existing Utilities Services against drawings, use metal detector, if possible. Install Barricades and Warning Signs. Provide adequate shoring or sloped banks as required may be required. Only trained workers to use Power Tools. Use the appropriate Protective Personal Equipment
5	Sand blasting and Disposal	Possible diseases for exposure of silica dusts including silicosis and cancer.	“A/”	Prepare sandblasting HIP for approval before commencing any work. Strictly follow the procedures as outlined in the approved Sandblasting HIP. Use required Protective Personal Equipment



5. Policies

Sno	WORK SCOPE	POTENTIAL HAZARD	HAZARD CLASS.	PREVENTIVE MEASURES
6	Falls due Scaffold Collapse	Collapse of scaffolding, which may cause injury or property damage. Injury to workers falling off due to improper installation or lack of fall protection	"A"	Strict Compliance with G.I 8.001 and all applicable Code Submit Scaffold plan with Engineering Review. Only qualified workers to erect scaffolding Full time supervision. Daily inspection Provide Fall Protection to workers working on the Scaffolding
7	Working on the Roof Top	Fatal accident or serious injury to workers falling off	"A"	Provide Fall Protection to workers working on rooftops. No overcrowding on roof tops Full Time supervision. Daily Inspection of Fall Protection Equipment.
8	Demolition Works	Personal Injuries to workers, tenants or pedestrian. Property Damage	"B/C"	Prepare demolition plan for approval. Barricade the demolition area. Install warning signs around the perimeter of the area. Use extra precautions/provisions to protect property, tenants and/or pedestrians. Full time Supervision
9	Electrical Works	Electrical Shock. Fires due to Electrical Short Circuit. Fall Injury. Injury due to falling objects.	"B/C"	Disconnect Main Power Line. Wirings must be NEC standard, lines not overloaded. Use proper plugs & receptacles. Ensure that there are no splice/Joints in wire cables. Ensure correct tagging. Erect scaffolds if working in high altitude. Provide required Fire Extinguishers in work area
10	Masonry Works	Injury falling blocks or cement in barrels/buckets.	"B/C"	Isolate Work Area with Barricades/Warning Signs. Erect Scaffolds with Toe Boards and Rails on open sides on job above 1.1 meters. Do not stockpile too many blocks on platforms. Tie Up Barrel/Buckets. Use Safety Belts for higher attitude.



5. Policies

Sno	WORK SCOPE	POTENTIAL HAZARD	HAZARD CLASS.	PREVENTIVE MEASURES
11	Concreting Works.	Injury due to improper formwork. Skin disorder to workmen.	"B/C"	Ensure formwork is properly constructed and strong enough to withstand the pressure during cement pouring. Workers must use required PPE. Use of proper hand gloves in mandatory.
12	Painting Works.	Inhalation of Fumes. Fall Injury while painting above 6 feet. Injury from falling objects, i.e. paint buckets, etc.	"B/C"	Use required Masks or Respirators. Install barricade/Warning tapes on work area. Erect required Scaffolds with Toe Boards and Rails. Use Safety Belts/Lifelines when painting in high altitude. Use all required PPE.
13	Storage of Flammables	Fires due to flammable materials.	"B/C"	Store all flammables in safe areas away from combustible materials. Provide adequate Fire Extinguishers in storage areas. Storage area must be properly ventilated.
14	Carpentry Works	Injury due to incorrect use of Power Tools.	"C"	Use 110 volts Power Tools Only. Only trained/authorized persons shall use Power Tools. Check all Power Tools for grounding/loose connections before use. Use all required PPE.
15	Plumbing Works.	Fumes inhalation from chemicals used in connecting pipe joints. Injury to workman. Water damage to carpets, floor tiles, furniture, etc.	"C"	Ventilate work area by opening all manholes. Use approved respirators, if required. If necessary, close main valve to avoid flooding. Workmen must use required PPE.
16	Carpentry Works	Injury due to incorrect use of Power Tools.	"C"	Use 110 volts Power Tools Only. Only trained/authorized persons shall use Power Tools. Check all Power Tools for grounding/loose connections before use. Use all required PPE.



5. Policies

Sno	WORK SCOPE	POTENTIAL HAZARD	HAZARD CLASS.	PREVENTIVE MEASURES
17	Welding/Cutting by Electric Machine.	Burns due to molten slab or open flames. Exposure to ultraviolet rays Electrical Shock.	"B/C"	Absolute compliance with PPE. Requirements for Welding Jobs. Only Licensed Welders to do the job. Check Welding Machines & Equipment before use. Install barricade/warning signs on work area. Provide adequate Fire Extinguisher as required.
18	Workers Activity in General.	Personal Injury.	"C"	Use required Protective Personal Equipment as per Table attached. Use the right tools for the right job. Provide First Aid Kits and Fire Extinguishers within the work area accessible to all. Follow all Basic Safety Procedures. Follow correct Lifting Methods.
19	Smoking	Fire due to cigarette butts.	"B/C"	Place "No Smoking" Sign in Work Area. Designate a safe Smoking area & provide butt collector in the area. Provide Fire Extinguisher in smoking area.
20	Job Site in general.	Fires due to accumulation of rubbish/debris. Illness due to poor sanitary facilities at site.	"B/C"	Dispose rubbish/debris regularly to avoid accumulation. Provide receptacles on safe places. Provide adequate fire extinguishers. Provide portable toilets. Provide clean sweet Water in Drinking Containers. Provide plastic disposable cups & receptacles for used cups. Content reminders to all workers on the benefits and importance of personal hygiene.



5. Policies

5.2 Communication

Hazards Assessment

This section requires one of the steps in managing risks by using hazard assessment process to determine effectiveness and wellness of facilities involved in operations. This process is optional to this program.

Hazard Control Procedures

- Define corrective action/s to mitigate or counteract potential hazards.
- Assign responsibilities to do or supervise corrective actions.
- A detailed instruction and information shall be provided indicating all aspects in mitigating hazards
- Utilize existing guidelines and procedures like the Safety Construction Manual in mitigating those hazards

COMMUNICATION Microbuilt Contracting (MBC) shall effectively communicate loss prevention issues with its management, employees, subcontractors, customers, suppliers and other agencies under its direction.

Communication Plan

- For effective implementation of safety requirements, the information to provide must be understood through effectively through developing a communication plan.
- Constant reminders to do things safely must be done through the following:
 - Tool box meetings
 - Safety meetings
 - Counseling meetings
 - Lessons learned
 - Safety alerts
 - Hazard bulletins
 - Safety posters
 - Safety training and orientation
 - Safety campaigns
 - Safety suggestions
 - Incident and accident investigation reports



5. Policies

5.2 Communication

Communication Plan

- Safety awards and recognition
- Safety violation and discrepancy reports
- Correspondence
- Other media available for safety

This two-way communication process is to enhance the safety information drive. Well informed employees have the confidence in management decision and will create greater participation and involvement.

Risk Communication

Risks in operations must be communicated to employees using the communication plan. Roles and responsibilities must be emphasized so each individual will know how to address them and prevent accident occurrence.

Performance

Relevant safety information provided to employees shall be needed for them to maximize safety performance. Leadership shall play an important part in achieving acceptable safety performance level. Employees shall be take part and participate in safety activities consistent with company's safety initiatives.

Lesson Learned

Many sources are available for lessons learned which management must adopt in their communication plan:

- Investigations
- Safety Bulletins
- Near-miss reports
- Employee experiences

Lessons learned will provide good ideas and information to help prevent injuries and losses simply by learning from experiences of others.



5. Policies

5.2 Communication

Employee Incentive/Recognition

Purposes: For Employees Motivate MBC employees toward better performance, solicit innovative and creative ideas, reduce costs, improve operations, and also to reward employees for exceptional performance. The goal of the program is to recognize all employees for their contributions. The recognition system is designed to ensure consistent, positive, and objective rewards for quality improvement.

For Health, Safety and Environment (HSE) Efforts from employees participating in this program can possibly enhance the health, safety and environment of the working individuals in particular and the company in general including the surroundings within client site.

COMMUNICATIONS – ELIGIBILITY

All MBC employees are eligible regardless of salary scale. Panel members are allowed to enter and/or be acknowledged for this program. They will not be allowed to vote on their own project, procedure or accomplishment during final Panel voting.) BASIS FOR RECOGNITION OF AN AWARD

Improvement: Idea or plan for improvement

Examples: Reduce the cost of, or eliminate, a procedure. Introduce new low maintenance

Materials: Reduce and/or eliminate a safety hazard, etc.

Excellence: An extraordinary accomplishment (Entered on behalf of the employee by Supervisor). Implementation of or performance in a new or existing process in an excellent or distinctive manner. To exceed the ordinary.

Achievement: Outstanding achievement (Entered on behalf of the employee by Supervisor). Accomplishment of an educational goal and/or self-development that directly enhances or reflects on job responsibilities during the current year. Voluntary contribution(s) to the community or company. The awards and recognition shall be given to deserving employees for more motivation in performing his duties and responsibilities in any form acceptable to all concerned.



5. Policies

5.3 Safety Training

MBC shall ensure new members attend safety orientation courses with department in-house training program. All the newly arrived employees in the Kingdom are given an orientation and training which comprise of the below listed topics. In safety meetings, the following safety topics shall be discussed to augment employee safety awareness while working in client site premises:

- Safety Program
- Safety Organization
- Responsibilities of Managers, Supervisors and Employees
- Safety Inspections
- Safety Compliance and Recording
- Personal Protective Equipment (PPE)
- Traffic Rules and Vehicle Safety
- Workplace Safety
- Fire Safety
- Vehicle and Traffic Safety
- Fire Drills and Employee responsibilities during emergency drills
- Emergency Reporting Procedures
- Safety on Kitchen and Serving area.
- Basic First Aid
- Reporting on Incidents and Near misses

Fire and Emergency Drills

PARTICIPATION MBC employees shall follow instructions from Department Safety Group in the conduct of fire emergency drills. It will also conduct its in-house fire and emergency exercises on regular basis. Employees shall be oriented with the necessary preparations to conform to the evacuation procedures listed below.

Employee preparations:

- Emergency fire drill signal
- Evacuation Plans posted in the building
- Safe assembly area marked/directions provided
- Exit lights provided on exit doorways
- Doors and windows closed (not locked)



5. Policies

5.3 Safety Training

Employee preparations:

- Main disconnect switch turned off or lights off and electrical equipment unplugged
- Conduct head count.
- Employees instructed to stay clear of emergency personnel/equipment
- Employee should obtain person in charge/Fire Warden permission before assembly area for any reason.

EVACUATION PROCEDURE

MBC employees shall observe the following procedure in responding to fire and emergency situations: Upon hearing the fire evacuation signal, all employees will immediately leave the building in an orderly manner by the nearest exit and remain at a safe distance from the building in a designated assembly area.

- Lights and other equipment are to be shut off by the Fire - - Warden, who should be the last person to leave the area.
- All doors and windows will be closed (not locked)
- All employees should remain in their groups so that they may be all counted
- All employees must stay clear of all emergency responders/personnel and their equipment.
- Fire Wardens shall assist the orderly complete evacuation of the facility and should assist emergency responders to the incident as applicable.
- Employees must always notify the person in charge of their group/Fire Warden if they must leave for any reason
- When a drill or actual emergency is in progress, employees are not permitted to attempt salvage anything from the building after evacuation
- Supervisory personnel at all levels should establish a line of communication as quickly as possible



5. Policies

5.3 Safety Training

Fire Wardens shall assist the orderly complete evacuation of the facility and should assist emergency responders to the incident as applicable. Employees must always notify the person in charge of their group/Fire Warden if they leave for any site. When a drill or actual emergency is in progress, employees are not permitted to attempt salvage anything from the building after evacuation.

- Supervisory personnel at all levels should establish a line of communication as quickly as possible
- The designated person in charge/Fire Warden will establish an assembly area at the evacuation site.
- Further instructions concerning the de-mustering from the assembly and resumption of normal duties will come.

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5. Policies

5.3 Safety Training

ELIGIBILITY

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BASIS FOR RECOGNITION OF AN AWARD

Improvement: Idea or plan for improvement

Examples: Reduce the cost of, or eliminate, a procedure. Introduce new low-maintenance materials. Reduce and/or eliminate a safety hazard, etc.

Excellence: An extraordinary accomplishment

(Entered on behalf of the employee by Supervisor).

Implementation of or performance in a new or existing process in an excellent or distinctive manner. To exceed the ordinary.

Achievement: Outstanding achievement

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Accomplishment of an educational goal and/or self-development that directly enhances or reflects on job responsibilities during the current year. Voluntary contribution(s) to the community or company. The awards and recognition shall be given to deserving employees for more motivation in performing his duties and responsibilities in any form acceptable to all concerned.



5. Policies

5.3 Safety Training

Employee Safety Orientation

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- Safety Program
- Safety Organization

Responsibilities of Managers, Supervisors and Employees

- Safety Inspections
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5. Policies

5.3 Safety Training

Fire and Emergency Drills

PARTICIPATION MBC employees while in the client premises shall follow instructions from Department Safety Group in the conduct of fire emergency drills. It will also conduct its in-house fire and emergency exercises on regular basis. Employees shall be oriented with the necessary preparations to conform to the evacuation procedures listed below.

- Employee preparations:
- Emergency fire drill signal
- Evacuation Plans posted in the building
- Safe assembly area marked/directions provided
- Exit lights provided on exit doorways
- Doors and windows closed (not locked)
- Main disconnect switch turned off or lights off and electrical equipment unplugged
- Conduct head count.
- Employees instructed to stay clear of emergency personnel/equipment
- Employee should obtain person in charge/Fire Warden permission before assembly area for any reason
- Employee will not be permitted to return or attempt to salvage anything in the evacuated building
- Upon completion of drill activity, resumption of work will be announced by the Fire Warden/person in charge

EVACUATION PROCEDURE MBC employees shall observe the following procedure in responding to fire and emergency situations:

- Upon hearing the fire evacuation signal, all employees will immediately leave the building in an orderly manner by the nearest exit and remain at a safe distance from the building in a designated assembly area.
- Lights and other equipment are to be shut off by the Fire Warden, who should be the last person to leave the area.
- All doors and windows will be closed (not locked)
- All employees should remain in their groups so that they may be all counted.
- Supervisory personnel at all levels should establish a line of communication as quickly as possible to the incident as applicable.



5. Policies

5.3 Safety Training

- Employees must always notify the person in charge of their group/Fire Warden if they must leave for any reason. When a drill or actual emergency is in progress, employees are not permitted to attempt salvage anything from the building after evacuation.
- The designated person in charge/Fire Warden will establish an assembly area at the evacuation site. Further instructions concerning the de-mustering from the all employees must stay clear of all emergency responders/personnel and their equipment. Fire Wardens shall assist the orderly complete evacuation of the facility and should assist emergency responder's assembly and resumption of normal duties will come.

Off-Job-Safety

Contractor shall discuss off-the-job safety issues with employees four times a year at periodic safety meetings. He will encourage employees to develop practical suggestions and solutions to eliminate and/or reduce off-job accidents.

The MBC Safety Representative will disseminate off-the-job safety themes to divisions and contractors for subsequent discussion.

Training Records

Training records shall be maintained for ready reference of all safety and workplace training activities for a period of not less than five (2) years.



5. Policies

5.3 Safety Training

ASSET INTEGRITY

Asset Integrity Requirements This section describes the minimum asset integrity requirements within MBC and Client operational area.

Responsibilities MBC is responsible for developing a plan to meet the needs of asset integrity for buildings and facilities under its control within client operational area.

Asset Integrity Documentation It shall develop and maintain buildings and facilities according to the standards of client standards.

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Asset Integrity Documentation It shall develop and maintain buildings and facilities according to the standards of client standards.

Operations and Maintenance

Contractor shall develop and update as necessary an effective operations and maintenance plan for all equipment and facilities under their control and subject for evaluation and inspection by Client Representative. The operations and maintenance plan are to include the following:

- All critical equipment and facilities shall have an approved written maintenance and operation procedure.
- Facility Operations
- All facilities shall be operated within the safe limits as stated in the approved operational.
- Maintenance Program
- Contractors shall conduct CM [Corrective Maintenance] and PM [Preventive Maintenance] in accordance with the approved maintenance procedures.



5. Policies

5.3 Safety Training

Safe Operations Requirements

This section describes the minimum requirements for safe operations within Microbuilt premises. Responsibilities – Safe Operations Contractor is responsible for developing a plan to meet the needs of safe operations for buildings and facilities under their control in the department operational area.

Behavioral Safety Standards Effective ‘behavioral safety’ is the combination of ‘personal safety behavior’ and ‘occupational safety’. In other words, if a workplace is completely free of hazards and personal safety behavior is correct, then there should be no safety related incidents. safety’.

The key element in ‘occupational safety’ is the constant assessment of the physical workspace for safety hazards; and the key element in ‘personal safety behavior’ is personal motivation coupled with management strategies to continuously promote ‘behavioral Contractors shall develop and maintain ‘behavioral safety’ program for all personnel in buildings and facilities within MBC premises. The ‘behavioral safety’ program shall be based on the ‘Safety Handbook’ and deployed using strategies.

General Safety Rules Specific rules have been established on construction premises for employees to observe in their area of responsibility. All work-related injuries/illnesses or vehicle collisions, no matter how slight, shall be reported immediately to your supervisor. All fires, spills, and releases, no matter how small, shall be reported immediately to your supervisor.

Immediately report any unsafe condition, practice, near miss or incident to your supervisor. Horseplay or fighting on Construction premises are prohibited. All persons shall wear seat belts, at all times while in construction vehicles, including rental cars Possession, use, distribution or being under the influence of prohibited drugs or unauthorized alcohol while on the job or company property is prohibited.

The use or possession of firearms, deadly weapons or unauthorized explosives on construction site property is prohibited. Smoking is permitted in designated areas only Whenever safety device is removed from service and/or defeated, the appropriate



5. Policies

5.3 Safety Training

GENERAL SAFETY RULES Specific rules have been established on construction premises for employees to observe in their area of responsibility. All work-related injuries/illnesses or vehicle collisions, no matter how slight, shall be reported immediately to your supervisor. All fires, spills, and releases, no matter how small, shall be reported immediately to your supervisor.

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All persons shall wear seat belts, at all times while in construction vehicles, including rental cars. Possession, use, distribution or being under the influence of prohibited drugs or unauthorized alcohol while on the job or company property is prohibited.

The use or possession of firearms, deadly weapons or unauthorized explosives on construction site property is prohibited. Smoking is permitted in designated areas only. Whenever safety device is removed from service and/or defeated, the appropriate supervisor and affected parties shall be notified, the device tagged, and the action properly documented. No unauthorized work may be started in any area or on any equipment without consent of the client representative person-in-charge. Operation of equipment having a "Danger, Do Not Operate" tag is prohibited. SAFETY MANUAL Under normal operations, all operating machinery and electrical switchgear must have all safety safeguards, switches and alarms in place and be functional. All block valves on pressure relief systems must be locked or sealed open. Finger rings, wristwatches, and other jewelry, along with loose clothing, unsecured long hair and other loose accessories shall not be worn when within arm's reach of rotating equipment or electrical switchgear.

Do not apply compressed air to yourself or others. When ascending or descending stairways, use the handrail and take only one step at a time. Running in work areas, except for emergency purposes, is prohibited. Use only power tools and equipment maintained in good working condition. Erect barricades/flagging around areas of hazardous work condition. Climbing or standing on equipment, piping or valves to do work is prohibited. Approved scaffolding, personnel lifts or ladders with safety harnesses should be used if the working height is greater than 1.8 m (6 ft.) from floor level.



5. Policies

5.3 Safety Training

GENERAL SAFETY RULES

Fire extinguishers and all other emergency equipment must be in good condition, inspected regularly and kept clear of any obstruction. Use proper lifting techniques such as bending of the knees, obtaining assistance or mechanical lifting aids, when lifting loads. All chemical containers shall be properly labeled. Drums shall be stored in secondary containment or containment pallets. Approved hard hats shall be worn in field operations and other designated areas. Metallic hard hats are strictly prohibited.

- Approved steel-toed footwear with heels shall be worn in field operations and other designated areas.
- Approved safety glasses with side shields shall be worn in field operations and other designated areas.
- The proper type of additional eye/face protection such as goggles and/or face shield shall be worn during grinding, welding, drilling, scraping or any operation where foreign objects may enter the eye.
- Personnel handling chemicals or other agents shall wear proper eye or face protection, respiratory protection, rubber gloves and aprons.
- Hearing protection shall be worn in high noise areas (85 dB or higher).
- Personnel shall wear proper hand protection when performing tasks, which may present injury to hands.



5. Policies

5.3 Safety Training

VEHICLE SAFETY

For safe driving, employees who are U.A.E licensed drivers shall attend driver improvement training and refresher courses to develop and maintain driving proficiency.

تجنب الممارسات الخاطئة في خمس خطوات
Avoiding Unsafe Driving Practices 5-Action Steps

-  توقف عند كل إشارة قف
STOP at every STOP sign
-  أوقف سيارتك في المواقف المصرح بها فقط
Park ONLY in 'Authorized Parking' areas
-  لا تتجاوز السرعة المحددة
Never EXCEED the speed limit
-  أربط حزام الأمان دائماً
Always WEAR a seat belt
-  لا تستخدم الهاتف النقال أو تتناول الأطعمة والمشروبات أثناء قيادة المركبة
NEVER use a mobile phone or eat and drink while driving



5. Policies

5.3 Safety Training

TRAFFIC AND OTHER VIOLATIONS

Accidents/incidents (IDI, RDI, ODI & MVA) and near misses will be investigated by the employee's supervisor within one working day, or if this is not practical, as soon as possible. The report will be copied to the Department Safety Coordinator, as applicable, in accordance with the Department Incident Investigation Procedure.

Safety officers of contractor employees involved in on-the-job and off-the-job lost time incident or motor vehicle accident will explain the circumstances surrounding the incident to Department Safety Coordinator for confirmation and accurate reporting.

Employees involved in an accident/incident will be asked to present a safety talk in their unit. The safety talk must address the specific incident experienced by the employee and including preventive measures to prevent future occurrences

Vehicle Safety Inspection

All vehicles within the Utilities Department operational area are to be inspected monthly using appropriate checklists. The supervisor or foreman is to periodically review these checklists and ensure action is taken to correct noted deficiencies; as well as periodically discussing traffic safety issues with their employees in scheduled weekly safety meetings.



5. Policies

5.3 Safety Training

CONTRACTORS SUPPLIERS AND OTHERS

Contractors & Suppliers Requirements

This section describes the minimum requirements for contractors and suppliers within the department operational area.

Responsibilities – Contractors & Suppliers

Contractor has overall responsibility to ensure that assigned subcontractors have been provided with specific safety and operational training prior to being assigned to their work area.

Contractor Non-Compliance

The Client Representative will notify the contractor, in writing, of any violation of the requirements of Schedule 'D' and provide corrective action to rectify the situation. After receipt of such notice, the contractor shall immediately take corrective action. Such notices when delivered to the Contractor's representative at the site of the work shall be deemed sufficient notice to the contractor under Schedule 'D'. If the contractor fails to take corrective action promptly; the Client representative may issue an order for satisfactory corrective action. Compliance with the provision of Schedule 'D' by any subcontractors shall be the responsibility of the contractor.

Assistance – Safety Practices

The contractor may request advice on establishing feasible and effective safety practices for the job. The Client representative will assist the contractor's representative by providing guidance on good safety practices, pointing out unsafe conditions, and applying his experience and Department Safety Group in helping to improve the contractor's overall job safety.



5. Policies

5.3 Safety Training

CONTRACTORS SUPPLIERS AND OTHERS

Loss Prevention Program

MBC is responsible for developing a plan to comply with all applicable elements of Client Requirements /standards All employees, subcontractors and concerned individuals working within Client operational area shall be subject to compliance covered by this manual. The Contractor SMS shall be submitted to Department Safety Group for review and together with the concurrence by support departments

Safety Communication

Safety communications shall be in accordance with Section 3 [Communications] of this manual. Each contractor shall attend safety communication and coordination meetings as described elsewhere in this manual and as specified in the contract; as well as planned and ad-hoc meetings as directed by the respective reporting Department division or administrative unit, and the Department Safety Coordinator. Contractor safety representative shall attend the planned safety coordination meetings on a weekly basis or as directed by the Department Safety Coordinator.

Suppliers & Vendors

Contractor is responsible for ensuring that all materials and/or services provided by suppliers and vendors comply with Client Requirement, adopted standards and all safety requirements.

Outsourcing – O&M Contractors

O&M contractors (operations & maintenance) shall follow the minimum requirements for as for all contractors as described in this manual; and shall assume the additional safety responsibility for all maintenance and operations for the outsourced areas and/or facilities as described in the contract

Medical Examinations – Contractor Employees

All contractor employees required by contract terms and conditions shall undergo a periodic medical examination.



5. Policies

5.3 Safety Training

EMERGENCY PREPAREDNESS

This section shall cover the desired level to manage emergencies wherever operations require and achieve viable emergency actions in the process

General Procedures

Close all windows and doors but not to lock; request that Custodian shut off mechanical ventilating systems. Notify: Call '999' Provide the following Information Describe the emergency briefly Identify the service required, fire engines, ambulance, security, etc. Give the location, building number/room number Identify yourself name and badge number Wait on the line until someone has repeated your message correctly back to you remain inside building unless ordered by Fire Wardens Fire Department will advise of further actions to be taken. DO NOT eat or drink anything Chief Fire Warden (assigned employee): Call '997' Notify Project Manager.

Person Discovering Emergency Situation:

- Alert others in immediate area to leave the area if authorized to leave.
- Close doors and restrict access to affected area.
- Notify: Call '998'
- Provide the following Information:
- Describe the emergency briefly Identify the service required, fire engines, ambulance, security, etc.
- Give the location, building number/room number Identify yourself - name and badge number Wait on the line until someone has repeated your message correctly back to you
- Fire Department will advise of further actions to be taken. DO NOT eat or drink anything



5. Policies

5.3 Safety Training

EMERGENCY PREPAREDNESS

First Aid

Means help given to an injured person until proper medical treatment is available. Try to keep the injured person calm and relaxed, if the person is wearing tight clothing loosen it. If possible, cover the wound with a clean dressing and hold it tightly to the wound. If the dressing gets saturated, just apply the next one directly over the original one. Remember; once you put a dressing on a wound do not remove it.

CPR / First Aid procedure

Purpose: To ensure that employees have basic knowledge on First Aid.

Responsibilities: The assigned First Aid Personnel shall assist persons having emergency cases prior to the arrival of medical response team.

Bandage; Compress, 5 cm
Bandage: Compress, 10 cm
Bandage: Gauze
Bandage: Plastic, Adhesive Bandage:
Triangular
Cold Pack
Compress: Gauze
Forceps and Scissors
Iodine
Tourniquets
Burn Cream

Supervisors shall report First Aid cases promptly and fill-up the Injury Report Form to be submitted to Safety Coordinator for record keeping. The Safety Coordinator is the responsible for refilling the first aid boxes in all areas. Ensure that stocks levels are correct, and they have sufficient supply of first aid medicine.



5. Policies

5.3 Safety Training

EMERGENCY PREPAREDNESS

BASIC FIRST AID PROCEDURES

BRUISES /SCRAPES/ CUTS

BURN Minor – includes small scalds or burns from hot objects. Flush the burned area with cool water from a tap or use cool wet compresses applied to the skin. Cleanse the burned area. Apply burn cream from the first aid kit. If blistering occurs – recommend that victim seek medical treatment

CHEMICAL BURN Start treatment immediately by placing the burned area under cool running water and continue flushing for at least 15 minutes. If the chemical has splashed into the eye, irrigate the injured eye with cool water. Make sure the eye is open and the head is positioned so the water will not run into the other eye. Irrigate for at least 15 minutes, and then cover the eye with a sterile compress. Recommend the individual seek emergency medical treatment.

Note: Staff should pull Material Safety Data Sheet and send with statement to medical treatment facility.

FAINTING Check to make sure the individual is breathing. Lay the person on his/her back; raise the legs higher than the head to promote the flow of blood to the heart and brain. When person revives, color returns to the face, suggest lying or sitting for a few minutes before attempting to stand. Recommend the victim seeks medical treatment

NOSEBLEEDS Have the person sit down with head angled slightly forward so the blood doesn't run back into the throat. If the blood comes from only one nostril, press the fleshy part of the nostril firmly toward the midline; if from both, pinch the nostrils together. Maintain pressure for 5 to 10 minutes. If the bleeding is profuse or cannot be controlled



5. Policies

5.3 Safety Training

EMERGENCY PREPAREDNESS

BASIC FIRST AID PROCEDURES

BRUISES /SCRAPES/ CUTS

BURN Minor – includes small scalds or burns from hot objects. Flush the burned area with cool water from a tap or use cool wet compresses applied to the skin. Cleanse the burned area. Apply burn cream from the first aid kit. If blistering occurs – recommend that victim seek medical treatment

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FAINTING Check to make sure the individual is breathing. Lay the person on his/her back; raise the legs higher than the head to promote the flow of blood to the heart and brain. When person revives, color returns to the face, suggest lying or sitting for a few minutes before attempting to stand. Recommend the victim seeks medical treatment

NOSEBLEEDS Have the person sit down with head angled slightly forward so the blood doesn't run back into the throat. If the blood comes from only one nostril, press the fleshy part of the nostril firmly toward the midline; if from both, pinch the nostrils together. Maintain pressure for 5 to 10 minutes. If the bleeding is profuse or cannot be controlled within 30 minutes, or if nosebleeds occur frequently, advise the victim they should seek medical treatment.



5. Policies

5.3 Safety Training

EMERGENCY PREPAREDNESS

BASIC FIRST AID PROCEDURES

BRUISES /SCRAPES/ CUTS

SPRAINS Start with RICE – Rest, Ice, Compressions and Elevation. Do not let the individual use the injured body part. Apply an ice pack and mild compression with an elastic bandage to the injured body part for several hours to keep swelling down. Keep the sprain elevated, using pillows. If there is discoloration or deformity, advise the victim they may wish to seek medical treatment.

EYE INJURIES

Minor- DO NOT rub or apply pressure or ice to the injured eye. Cover eye with patch and recommend the victim seeks medical treatment. If the injury is a black eye, you may apply ice to cheek and area around eye, but not directly on the eyeball itself. Severe If an object is impaled in the eye, CALL 110, DO NOT remove the object. Cover both eyes with sterile dressings to immobilize have the victim be transported to medical treatment facility of their choice. DO NOT rub or apply pressure or ice to the injured eye



5. Policies

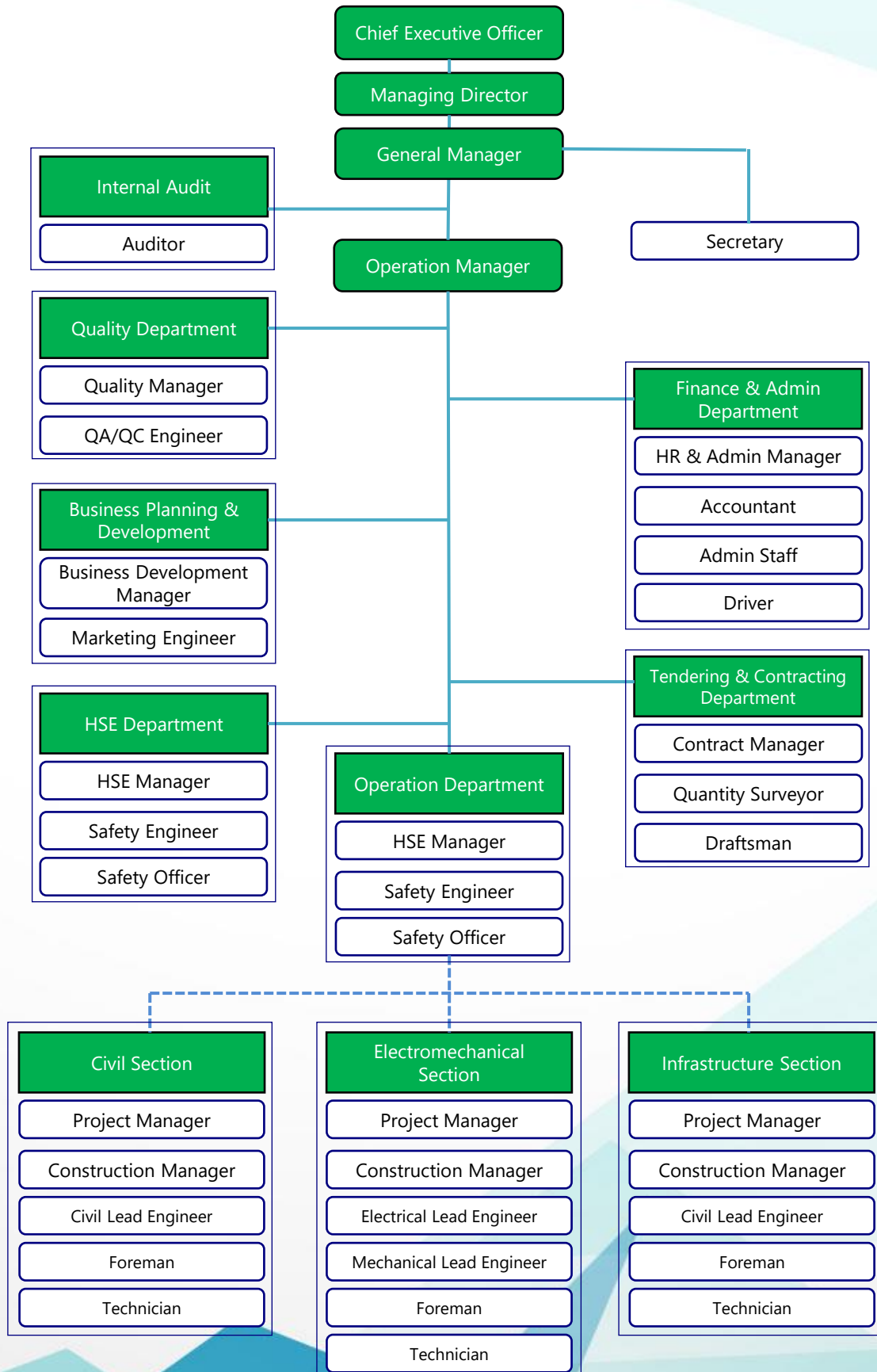
5.4 Corporate Policy

We recognize that our customers are the most important person in our business. Customer satisfaction is our “First priority”. Towards this aim, we constantly endeavor to provide:

- Best value for Money.
- Quality material and superior workmanship.
- Timely completion of Projects.
- Customer satisfaction.
- Open for suggestions and approachable any time.



6. Organization Structure





7. Assets List

7.1 Machinery and Equipments

No.	Plant & Machinery	Capacity	Quantity
1	Welding Machine	NA	3
2	Generators	NA	2
3	Bobcats	NA	1
4	Compressors	NA	1
5	Bar Bending Machines	NA	1
6	Bar Cutting Machines	NA	1
7	Tile Cutter	NA	4
8	Drilling Machine	NA	4
9	Fire Fighting System	NA	1
10	Baby Compactor	NA	2
11	Coring Machine	NA	4
12	Multi Scabblers Machines	NA	3
13	Plate Compactor	2.5 Tons	1
14	Voltage Converter	NA	2
15	Forklift		1



7. Assets List

7.2 Work Force

SI.NO	Profession	Quantity
1	Chief Executive Director	1
2	Managing Director	1
3	General Manager	1
4	Operation Manager	1
5	HR & Admin Manager	1
6	Project Manager	2
7	Engineer	3
8	Accountant	1
9	Secretary	1
10	Draftsman	2
11	Supervisor	4
12	Driver	3
13	Masons	14
14	Carpenters	8
15	Technicians	3
16	Steel fixers	8
17	Helpers	30
18	AC Technician	5
19	Electrician	5
Total		94



8. Legal Documents



رخصة تجارية Commercial License

License Details / تفاصيل الرخصة	
License No.	720926
Company Name	MICROBUILT CONTRACTING L.L.C
Trade Name	MICROBUILT CONTRACTING L.L.C
Legal Type	Limited Liability Company - Single Owner(LLC - SO)
Expiry Date	15/11/2021
D&B D-U-N-S @	0
Register No.	1376417
رقم الرخصة	720926
اسم الشركة	ميكروبلت للمقاولات ش.ذ.م.م
الإسم التجاري	ميكروبلت للمقاولات ش.ذ.م.م
الشكل القانوني	شركة ذات مسؤولية محدودة - الشخص الواحد (ذ.م.م.)
تاريخ الإصدار	16/11/2014
رقم الرخصة الأم	720926
عضوية الفرقة	242797

License Members / الاطراف			
Share / الحصص	Role / الصفة	Nationality / الجنسية	Name / الاسم / رقم الشخص / No.
100.00%	Shares Owner / Shares Owner	United Arab Emirates / الامارات	عادل ابراهيم جاسم حسن محمد طاهر ADEL IBRAHIM JASSIM HASSAN MOHD 542030
	Manager / مدير	United Arab Emirates / الامارات	عادل ابراهيم جاسم حسن محمد طاهر ADEL IBRAHIM JASSIM HASSAN MOHD 542030

License Activities / نشاطات الرخصة التجارية	
Electrical Fitting Contracting	اعمال التمديدات الكهربائية
Building Contracting	مقاولات البناء

Address / العنوان	
Phone No	971-4-2843278
Fax No	971-4-2843517
Mobile No	971-50-1035268
P.O. Box	393058
Parcel ID	416-5490
مكتب رقم 14 ملك محمود عبدالواحد الفرخان - ند الحمير	

Remarks / الملاحظات	
مقاولات البناء (ارضى + اول).	

Print Date 19/11/2020 11:22 تاريخ الطباعة Receipt No. 0 رقم الإيصال



يمكنك الآن تجديد ورخصتك التجارية من خلال الرسائل النصية القصيرة، أرسل رقم الرخصة إلى 6969 (دو/اتصالات) للحصول على إذن الدفع.
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وثيقة إلكترونية معتمدة وصادرة بدون توقيع من دائرة التنمية الاقتصادية. لمراجعة صحة البيانات الواردة في الرخصة برجاء زيارة الموقع www.dubaidev.gov.ae
Approved electronic document issued without signature by the Department of Economic Development. To verify the license kindly visit www.dubaidev.gov.ae



8. Legal Documents

حرفة دبي
DUBAI CHAMBER

شهادة تسجيل العضوية Membership Certificate

License no.	720926	720926	رقم الرخصة
Membership no.	242797	242797	رقم العضوية
Registration no.	1376417	1376417	رقم السجل التجاري
Trade Name	MICROBUILT CONTRACTING L.L.C	ميكرويلت للمقاولات ش.ذ.م.م	الاسم التجاري
Legal Status	Limited Liability Company - Sing	شركة ذات مسؤولية محدودة - الشخص	الشكل القانوني
Activity	Building Contracting Electrical Fitting Contracting	مقاولات البناء اعمال التمديدات الكهربائية	نوع النشاط
Member Since	16/11/2014	16/11/2014	تاريخ الإنساب
Date of Issue	16/11/2014	16/11/2014	تاريخ الإصدار
Expiry Date	15/11/2021	15/11/2021	تاريخ الإنتهاء

Remarks

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

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

غرفة تجارة وصناعة دبي
Dubai Chamber of Commerce & Industry

هاتف 4 2280000 (+971) (Outside UAE) | 800 CHAMBER (800 2426237) (Within UAE) | P.O. Box 1457 - Dubai, U.A.E.

لإحذات

ر هذه الشهادة لاغية في حال أي كنفط أو تعديل عليها دون باد ذلك من الغرفة

لد من صحة بيانات الشهادة يرجى الرجوع إلى موقع الغرفة
<http://www.dubaichamber.ae/ve>



8. Legal Documents



Certificate Of Registration

Awarded to

MICROBUILT CONTRACTING L.L.C

at

P.O.BOX NO: 393058, OFFICE NO: 4, NAD AL HAMAR, DUBAI, UAE

Quality Registrar Systems certify that the management system of the above organization has been audited and found to be in compliance with the QRS requirements for registration of the management system standard detailed below:

ISO 14001:2015

Environmental Management Systems

Scope of work

CONSTRUCTION WORKS

Certificate No: ADU-5104
Originally Registered: 25 JUN 2016
Latest Issue: 05 JULY 2018
Valid up-to: 24 JUN 2019

Quality Registrar Systems



MANAGING OFFICE ADDRESS:
Quality Registrar Systems
P.O. Box :26826
United Arab Emirates



Tel: +971-2-6714302
Fax: +971-2-6741449
www.qrsyst.com

This is an accredited certificate authorized for issue by Accreditation Service for Certifying Bodies (Europe) Limited who have assessed QRS as a Certifying Body for compliance with ISO 17021:2015 'Conformity Assessment - Requirements for bodies providing audit and certification of management systems. This certificate is only valid when confirmed by the register listed in the quality registrar system (qrsyst.com)



8. Legal Documents



Certificate Of Registration

Awarded to

MICROBUILT CONTRACTING L.L.C

at

P.O.BOX NO: 393058, OFFICE NO: 4, NAD AL HAMAR, DUBAI, UAE

Quality Registrar Systems certify that the management system of the above organization has been audited and found to be in compliance with the QRS requirements for registration of the management system standard detailed below:

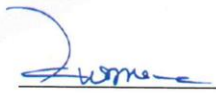
ISO 9001:2015

Quality Management Systems

Scope of work

CONSTRUCTION WORKS

Certificate No: ADU-1304
Originally Registered: 25 JUN 2016
Latest Issue: 05 JULY 2018
Valid up-to: 24 JUN 2019


Quality Registrar Systems



MANAGING OFFICE ADDRESS:
Quality Registrar Systems
P.O. Box :26826
United Arab Emirates



Tel: +971-2-6714302
Fax: +971-2-6741449
www.qrsyst.com

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8. Legal Documents



Certificate Of Registration

Awarded to

MICROBUILT CONTRACTING L.L.C

at

P.O.BOX NO: 393058, OFFICE NO: 4, NAD AL HAMAR, DUBAI, UAE

Quality Registrar Systems certify that the management system of the above organization has been audited and found to be in compliance with the QRS requirements for registration of the management system standard detailed below:

OHSAS 18001:2007

Occupational Health and Safety Management Systems

Scope of work

CONSTRUCTION WORKS

Certificate No: ADU-3123
Originally Registered: 25 JUN 2016
Latest Issue: 05 JULY 2018
Valid up-to: 24 JUN 2019

Quality Registrar Systems



MANAGING OFFICE ADDRESS:
Quality Registrar Systems
P.O. Box :26826
United Arab Emirates



Tel: +971-2-6714302
Fax: +971-2-6741449
www.qrsyst.com

WORLD WIDE CERTIFICATION

This is an accredited certificate authorized for issue by Accreditation Service for Certifying Bodies (Europe) Limited who have assessed QRS as a Certifying Body for compliance with ISO 17021:2015 'Conformity Assessment - Requirements for bodies providing audit and certification of management systems.

This certificate is only valid when confirmed by the register listed in the quality registrar system (qrsyst.com)



8. Legal Documents



هيئة كهرباء ومياه دبي
Dubai Electricity & Water Authority



DEWA Ref No : 100162972

E-NOC No : NOC-19032018-2041

Date : 19.03.2018

This NOC is issued to : MICROBUILT CONTRACTING L.L.C

NOC Type : Construction NOC

Project : PROPOSED ACCESS TO EXISTING BUILDING AS PER ATTACHED DRAWING.

Subject : PROPOSED INTERLOCK TILE & PAVING KERB STONE WORKS ON PLOT NO.6129805.

Reference to the above subject, we hereby have **NO OBJECTION** for your proposed work subject to the following conditions and attached Drawings / Documents.

General Conditions :

- * This NOC issued for interlock road work subject to attached undertaking.
- * DEWA approved NOC documents to be downloaded from DEWA Infrastructure NOC Customer Portal at <https://crm.dewa.gov.ae/irj/portal/anonymou>
- * Work should be carried out within your project limit only.
- * Corridor reserved for DEWA services should be kept free of the proposed work, until/unless approved by DEWA. Any such installation/construction without any prior approval from DEWA, will be relocated at Client's cost.
- * Access to DEWA Corridors/Sub-Stations/Plants should not be blocked by proposed work.
- * DEWA reserves the right to remove the interlock for any maintenance work without any prior approval. The reinstatement of pavement will be carried out by standard tiles only. If DEWA corridor is with any special pavement tiles, it is the responsibility of the client to re-instate to their requirement after completion of DEWA work.
- * Vertical/Horizontal clearances of existing DEWA services, affected by the proposed road works to be maintained as per DEWA standards and specifications.
- * No vehicles / Equipment movement / Parking / Material Storage/ Excavated Soil are permitted over existing DEWA Services / Corridor.
- * Contractor to ensure the implementation of all precautionary measures to ensure safety and integrity of existing DEWA services within the project limits. Damage to any existing Services/Plant/Structure/SCADA system/ Control Unit and RTU due to the proposed work, will be charged against contractor as per DEWA regulations.
- * All DEWA NOC conditions should be maintained and any violation; NOC will be suspended and action will be taken as per Law (6)/2015 of Dubai Government.

Page 1 of 3



Dubai Electricity & Water Authority
PO Box 564, Dubai, UAE
Tel +9714 324 4444 Fax +9714 324 8111
dewa@dewa.gov.ae

EXPO 2020
دبي الإمارات العربية المتحدة
DUBAI UNITED ARAB EMIRATES

هيئة كهرباء ومياه دبي
ص.ب. 564 دبي، إ.ع.م.
هاتف: +9714 324 4444 فاكس: +9714 324 8111
dewa@dewa.gov.ae

OUR VISION: A Sustainable Innovative World-Class Utility.

OUR MISSION: We are committed to the happiness of our stakeholders and promoting Dubai's vision through the delivery of sustainable electricity and water at a world-class level of reliability, efficiency and, safety in an environment that nurtures innovation with a competent workforce and effective partnerships; supporting resources sustainability.

رؤيتنا: مؤسسة مستدامة مُبتكرة على مستوى عالمي.
رسالتنا: نلتزم بتحقيق السعادة لكافة المعنيين وتعزيز رؤية دبي من خلال تقديم خدمات مستدامة للكهرباء والمياه بمستوى عالمي من الاعتمادية والكمالية والسلامة ضمن بيئة محفزة للابتكار بخادر مؤهل وشراكات فعّالة داعمين لديمومة الموارد.



DEWA OFFICIAL



DEWA OFFICIAL



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DEWA VIDEO GALLERY

www.dewa.gov.ae



8. Legal Documents



هيئة الطرق والمواصلات
ROADS & TRANSPORT AUTHORITY



No Objection Certificate



NOC Number:	NOC- 05052018- 2048	NOC Type:	Construction NOC
Project Type:	Development Projects	Date of issuance:	16/May/2018 10:24 AM
Issued to:	MICROBUILT CONTRACTING LLC (720926)	Client Name:	Emaar Facilities Management LLC
Description of work:	Installation of (on ground) site office portacabin for Emaar @ Plot NO 3450873 (without any excavation) as indicated in attached drawings along with necessary Interlock access to the Plot and footpath.		

- The NOC is valid from the date of issue above until 16/November/2018 10:24 AM. This is an overall validity period. Any references to validity within the conditions of a particular department or section below will supersede this overall validity for that particular department or section. Where no validity conditions appear then the overall validity will apply.
- The following concerned entities have provided their no objection for the scope of work briefly described above and based on the information specified in the NOC application and the documents attached, uploaded or/and submitted.

Authority/Dept./Section	Status
Drainage and Irrigation Department	Approved
RTA ROW Department/NOC	Approved
Roads & Facilities Maintenance Department	Approved
DEWA	Approved
Rail Agency	Not Applicable
du	Approved
Etisalat	Approved

- This document is an official No Objection Certificate issued by concerned entities to the applicant indicated above. Any misuse of this document will place the applicant to which this NOC was issued under liability of legal action by Roads & Transport Authority.
- The particular conditions of each department /section/unit's No Objection Certificate are attached in the subsequent pages. Please refer to them carefully in implementation of your work.





8. Legal Documents

الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY



United Arab Emirates

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

The Federal Tax Authority certifies that the entity below is a registered person for Value Added Tax in the UAE
تشهد الهيئة الاتحادية للضرائب أن الجهة التالية مسجلة لضريبة القيمة المضافة في الامارات العربية المتحدة

Full Arabic legal name	ميكرويلت للمقاولات ش.ذ.م.م	الاسم القانوني الكامل باللغة العربية
Full English legal name	MICROBUILT CONTRACTING L.L.C.	الاسم القانوني الكامل باللغة الانجليزية
Registered address	OASIS CENTER, PLOT NO 354-378, AL QUOZ 1, SHAIK ZAYED ROAD, DUBAI, Dubai, United Arab Emirates, 393058, +97142843278	العنوان المسجل
Tax Registration Number	100366614400003	رقم التسجيل الضريبي
Effective Registration Date	01/01/2018	تاريخ التسجيل الفعلي
First VAT Return Period	01 Jan 2018 - 31 May 2018 and quarterly thereafter	فترة أول إقرار لضريبة القيمة المضافة
VAT Return due date	28 Jun 2018	تاريخ استحقاق إقرار ضريبة القيمة المضافة
Start and end dates of Tax periods:	1 Mar to 31 May, 1 Jun to 31 Aug, 1 Sep to 30 Nov, 1 Dec to 28/29 Feb	بداية ونهاية الفترات الضريبية

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

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

Issuing Date: 20/02/2018

تاريخ الإصدار



9. Contact Us

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