



COMPANY PROFILE

OF

MIDDLE EAST FACTORY LLC

DUBAI

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PROFILE

The Company:

Middle East Factory LLC (MEF) is an ISO 9001:2015, ISO 45001:2015 & ISO 14001:2015 certified company and holder of **Dubai Municipality approved Steel Construction Contracting license.**

MEF is setup in the Industrial Zone 1 of Al Quoz in the Emirate of Dubai with an earnest effort to serve our most valued clients in a professional and efficient way and cater to the ever-growing requirements of the construction industry.

From intricate design, to fabrication, to final installations, *MEF*, is your partner in the following fields of fabrication.

- **Structural Steel works**
- **Stainless Steel Fabrication**
- **Brass & Copper Fabrication**
- **Aluminum Fabrication**

The main purpose of *MEF* is to provide our valuable clientele with all the services of a single partner, allowing them to make coherent decisions, on complete engineered packages needed in the construction industry.

SCOPE

Middle East Factory LLC is proud to be certified as a

- a) **ISO 9001:2015** **Quality Management Systems**
- b) **ISO 45001:2015** **Occupational Health and Safety Management Systems**
- c) **ISO 14001:2015** **Environmental Management Systems**

The scope of MEFs Quality, Health and Safety and Environmental implementation include:

" Fabrication, Supply and Installation of of Structural Steel Works, Architecture and Non-Structural Works of Mild Steel, Stainless Steel, Aluminium and Brass".

The Products:

Main activities at *MEF* include, but not limited to CAD based design, manufacture / assemble, install and service of the following:

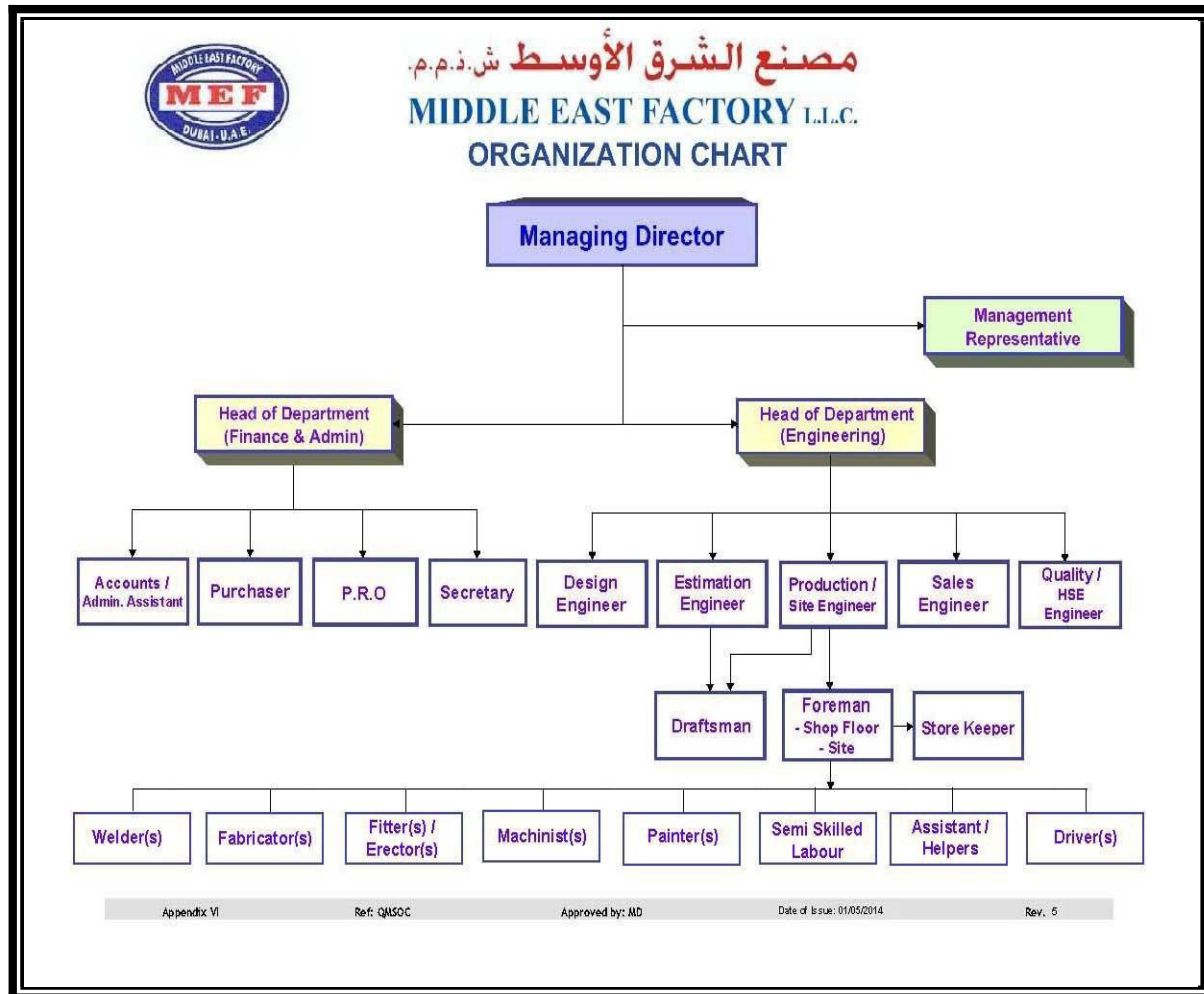
Structural Steel Work:

- Steel Structures for Sheds, Link Bridge, Car Sheds, Mezzanine Floors, Staircases, etc.
- Roofing Sheets, Fascias, Gutters, etc.
- Handrails, Platforms, Walkways, Ladders, Gates and Grills.
- Moulds and other Form Work for cast-in-situ, and Pre-Cast Concrete.
- Weigh Bridge and Platforms.
- Spiral Staircase, Trench Covers, etc.
- Light Poles
- Pallet Converters for Storage Purpose.
- Machining, Rolling and Casting Jobs
- Mild Steel Tanks.
- Scaffolding Accessories, Storage Pallets, Boxes, etc.
- Metro Footbridge Outdoor Frames

Stainless Steel and Brass Decorative Items:

- Cladding to Columns, Doors, Walls, Lifts, Escalators, ATM Machines etc. (mirror finish, brush finish, titanium finish, special etched finish & antique bronze finish)
- S.S. and Brass Handrails, Foot Rails, Fire Hose Reel Cabinet, Glass Balustrades, Door Handles, Custom made Furniture, Canopies, Spiral Staircase and any type of Architectural Stainless Steel Works for Joinery and Interior Decoration as per Clients requirements and specifications.

4. ORGANIZATION CHART



The People:

We at *MEF*, provide our professional services not only to the local UAE requirement but also service our clients throughout the Middle East. This coverage of the Middle East region was made possible only due to our adequately staffed professional team. From qualified and experienced engineers' right through to machinist, fabricators, welders, fitters and semi-skilled workers, *MEF* is staffed with well-qualified and experienced personnel. *MEF* team includes the following professionals.

Managing Director	1 number
Receptionist	1 number
Manager Finance & Administration	1 number
Accountants	2 numbers
Office Assistants	2 numbers
Project Manager	1 number
Team Leaders	2 numbers
Estimators	2 numbers
DM Approved Design Engineer	1 number
QA & QC	2 numbers
Production Manager	2 number
HSE Engineer	1 number
Shop Floor Foreman	2 number
Site Foreman	4 numbers
Charge Hands	2 numbers
Fabricators & Fitters	43 numbers
Machinists	8 numbers
Certified Welders	29 numbers
Polishers	17 numbers
Painters	12 numbers
Semiskilled Helper	28 numbers
Workshop Assistants	23 numbers
Dispatch	3 numbers

NAME, QUALIFICATION AND EXPERIENCE OF STAFF

(Key Technical Staff Only)

<u>SlNo.</u>	<u>Name</u>	<u>Qualification</u>	<u>Experience</u>
1.	Mr. Baskar Govindasamy Manager - Operations	Bachelor's Degree in engineering (BE) Mechanical	26 Years exp.
2.	Mr. Kumar Vadivel Project Manager	Bachelor Degree in Engineering (BE) Mechanical	25 Years exp.
3.	Mr. Sudarshan Shetty Project Manager	Bachelor Degree in Engineering (BE) Mechanical, PMP	18 Years exp.
4.	Mr. Prajwal Shetty Project Engineer	Bachelor Degree in Technology (BE) Mechanical	8 Years exp.
5.	Mr. Noel Dungo Project Manager – SS Div	Bachelor Degree in Mechanical Engineering	32 Years exp.
6.	Mr. Sajith S Pai [DM Approved Design Engineer]	Master Degree in Civil Engineering	7 Years exp.
7.	Mr. Sunil D'souza Site Supervisor	I.T.I Mechanical	26 Years exp.
8.	Mr. Jesubalan Site Engineer	Diploma in Mech. Engg	14 Years exp.
9.	Mr. Dhajalingam CAD- Draftsman	Diploma in Mech. Engg	17 Years exp. In
10.	Mr. Gopi CAD - Draftsman	Diploma in Mech Engg	10 Years exp.
11.	Mr. Santhosh Chakrapani Production Foreman	Diploma in Mech Engg	22 Years exp.

RESPONSIBILITY OF KEY PERSONNEL

a) Project Manager

The Project Manager will perform the following function:

- To act as the main contact for the main contractor / client / consultant
- To ensure the progress of project to the agreed program
- To co-ordinate the designing team dedicated to this project
- To develop all technical details and timely submission of drawings for approval
- To make decision for day-to-day project activities of engineering, design, procurements manufacturing, delivery and site installation.
- To liaise and control the activities of the Site Manager and Supervisor
- To co-ordinate the office based personnel such as planning engineers, design staff and appropriated fabrication managers
- Identify and satisfy training needs of personnel reporting to him
- Ensure the effective implementation of the quality system in the area of his control
- Ensure that quality policy and objectives are understood and implemented
- Take corrective and preventive actions as required for nonconformities in the area of his control

b) Site Manager

The Site Manager will perform the following function:

- Report any non-conformances to the Main Contractor
- Reports to the Project Manager in respect of the work progress and relevant information to ensure that work is carried out according to the client requirement
- Supervision and follow-up of the day to day site work with the Site Foreman
- Ensure that materials received at site conform to the specified requirements
- Implement the corrective and preventive actions taken by the Project Manager
- Identify training needs of site personnel reporting to him.
- Ensure the safety of the workers on site, check and assess risk management on site.
- Ensure that inspection and testing are done according to the contract specifications.
- Attend regular site meetings
- Close off the project with all requirements fulfilled to the clients / contractors satisfaction upon completion

c) Project Supervisor / Foreman

The Project Supervisors will respond to the Project & Site Manager for the following:

- To supervise day to day progress of works
- To supervise quality of erection teams and / or sub contractors
- To ensure the program of the installation is in accordance with agreed program
- To interface with the factory as far as deliveries of material is concerned
- To insure the compliance with the contractors security plan, in particular, access for personnel and materials.
- To accept instruction for the contractor and offer responses along with erection monitoring, quality control and material flow
- To implement corrective and prevention action taken by Project Manager
- To ensure that all on site measurements are taken or agreed prior to commencement and fabrication of our work and report in writing all non conformance of measurements

d) Site Technician

The Site Technician will perform the following function:

- To implement the actual work under the supervision of the Project Manager / Site Manager & Site Supervisor

The Equipment:

The Company, even though strategically located and staffed by experienced and qualified professionals would not be capable of delivering the goods if they were not equipped with the right equipment and machinery. We are pleased to mention that *MEF* is equipped with some of the best machinery. Listed here below is a summary of some of the equipment installed on premises.

- CNC Oxy Fuel / Plasma Profile Cutting Machine
- Plate Bending Machine, Capacity - 12 mm x 3 meter
- Plate Shearing Machine, Capacity - 16mm x 3 meter
- Plate Rolling Machine
- Radial Drilling Machine
- Shaping Machine
- Milling Machine
- Stainless Steel Polishing Machine
- Hydraulic Press
- Buffing Machine
- Pipe Rolling Machine
- Pipe Polishing Machine
- Horizontal Band Saw Hydraulic Machine

- Hydraulic Punching Machine
- Pedestal Drilling Machine
- Lathe Machines
- Power Saw
- Welding Generators
- Welding Transformers Rectifies and TIG Welding Machines
- Profile Cutter and Parallel Cutter
- Universal Iron Worker
- Sand blasting machine
- Plasma Cutting machine
- Rolling Machine
- Fork Lift – 3 Ton & 5 Ton
- Compressor
- Air Compressor
- Grinding Machine & Hammering Machine

References:

MEF services the following major clientele in addition to others.

- ◆ Al Futtaim Carillion
- ◆ Al Futtaim Group Real Estate
- ◆ Doka Gulf FZE
- ◆ Doka Saudi Arabia Co. Ltd.
- ◆ Doka Kuwait
- ◆ Doka Qatar
- ◆ Doka Muscat
- ◆ Danlesco Gulf
- ◆ Al Habtoor Leighton Group
- ◆ DBB Contracting
- ◆ Kassab Media
- ◆ Nabors Drilling International Ltd
- ◆ Al Madar MGM Construction
- ◆ Belhasa Projects
- ◆ Engineers Office
- ◆ Al Habtoor Murray & Roberts
- ◆ Al Gandhi & Consolidated Contractors
- ◆ Al Naboodah Laing & Group
- ◆ Arabian Construction Co.
- ◆ Al Rostamani Pegel
- ◆ Al Sahel Contracting Co
- ◆ Al Basti & Mukta
- ◆ Al Reyami Glass & Aluminium

- ◆ AMBB Building
- ◆ Aati Contracts
- ◆ Al Seeb Contracting
- ◆ B.K. Gulf
- ◆ Bel Hasa Engineering & Contracting
- ◆ Bu Haleeba Contracting
- ◆ Brown & Roof (KBR)
- ◆ Desert Leisure
- ◆ Ducab
- ◆ Drake & Scull
- ◆ Dutco Construction Co. LLC
- ◆ EBS (Emirates Building System)
- ◆ Emirates Precast Construction
- ◆ Emirates Road Contracting
- ◆ Energoproject Middle East (L.L.C)
- ◆ Galadhari Engineering
- ◆ Group Five Construction
- ◆ Higgs and Hill LLC
- ◆ J & C Joel Middle East
- ◆ J & C Joel – UK Ltd.
- ◆ Nasa Multiplex
- ◆ Nasser Rashid Lootah Group
- ◆ Penta Construction
- ◆ Petron Emirates Contracting Co
- ◆ Peri LLC
- ◆ Shinryo Corporation
- ◆ Samsung Engineering
- ◆ Saudi Binladin Group
- ◆ Six Construct Co
- ◆ Khansaheb

- ◆ Transgulf Electromechanical
- ◆ Union Properties
- ◆ UNEC
- ◆ Construction Specialties Middle East

All the above, coupled with our experienced and trained staff, combine to make Middle East Factory - the company to contact, whenever you require a high degree professionalism, where your requirements could include Design, Fabrication, supply, installation, and service in any of the above listed fields.

For enquiries please contact:

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LIST OF MAJOR PROJECTS EXECUTED BY
MIDDLE EAST FACTORY LLC

Sl #	Project Name	Description of Work	Status
1	Dubai Festival City	Structural steel work, Marina Balustrades / SS Balustrades (Handrails) at Marina Walk, SS Gate, Ladders, Hand Rails, Flag Posts, Support Steel Works, SS Cladding & Roofing, Gratings, Pipe supports, Cat Walk, Platforms, Moulds and Shutters for storm water pumping station.	Completed
2	Dubai Festival City - IKEA	Structural Steel Work & Support steel works like SS Handrails, Gratings, Piper Supports & other Stainless-Steel works	Completed
3	Dubai Festival City -Hard Rock Café	Fabrication, Supply & Installation of Mezzanine Floor, Staircases, SS Handrail, Support Steel Works for Fit out	Completed
4	Burjuman Center & Its Expansion	Fabrication, Supply & Installation of Structural Steel works, Bullet Proof Doors & Windows, Support steel works & SS Cladding etc.	Completed
5	Burjuman Center - Noodle House Restaurant	SS Interior Works, Structural Framing works	Completed
6	Dubai International Airport Expansion	Fabrication, Supply & Installation of Structural Steel works	Completed
7	Mall of Emirates	Fabrication, Supply & Installation of Structural Steel works	Completed
8	Dubai Media City Phase II	Structural Steel works, Supply & Installation of MS Railings, GI Pipe Structure, Cat Ladders & Stainless Steel Works	Completed
9	Dubai International Finance Center	Structural Steel works, Bullet Proof Doors and Windows	Completed

Sl #	Project Name	Description of Work	Status
10	General Civil Aviation Authority- Head Quarters	Misc. Steel works	Completed
11	The Consulate of Kuwait in Dubai	Various Steel Works	Completed
12	Sharjah Traffic Police Head Quarters	Structural Steel work for Car Shed & Main Shade	Completed
13	Embassy Office Compound, Iraq	Stainless Steel Handrails	Completed
14	Commercial Bank of Dubai Head Quarters	Support Steel Works & SS Cladding Works	Completed
15	DUCAB Extension	Heavy Duty Trench Covers, Misc. Steel Works	Completed
16	Wafi Pyramids- Chinese Restaurant	Structural Steel Works, Structural Framing , Support Structure & associated Steel Works	Completed
17	Mirdiff City Center	Stainless Steel Cladding, Handrails	Completed
18	First Gulf Bank- Abudhabi, Ajman & Sharjah Branches	Stainless Steel Works & Misc. Steel works	Completed
19	Dubai Center Prison	Support Steel Works	Completed
20	Trade Center Abu Dhabi	Adjustable Steel Form Work for Columns, Structural Steel Work, Installation of Temporary beams, Spiral Staircase and SS Cladding	Completed
21	Layia Hotel Apartments at TECOM	Support Steel Works for Roof Canopy, Curved Staircase, Entrance canopy, SS Handrails	Completed
22	ETISLAT Building at Ajman	Structural Steel Works, Steel Moulds for Columns	Completed
23	Fujairah Power Plant	Support Steel works, Holding Down Anchors, SS Manifolds, Platforms & Handrails at Fujairah Power & Desalination Station	Completed
24	Widening of Emirates Road - Dubai Municipality	GI Gratings, Dowel Bar, Bollards, Form works	Completed

Sl #	Project Name	Description of Work	Status
25	Sharjah International Airport	Fabrication, supply & installation of Sign Boards	Completed
26	Ibn Battuta Gate Complex- Hotel & Office Buildings	Fabrication, Supply & Installation of Structural Steel works & Misc Steel works, Structural frame & Support Structural Garden Shopping mall at IBN Battuta Mall	Completed
27	Emirates Tower	Structural Steel Works, Handrails, Stainless Steel Planter Boxes, MS Brackets & Other Misc. Steel works.	Completed
28	Dubai Mall	Structural Steel , Hand railing, Cladding supports & other decorative works at Reel Cinemas	Completed
29	Exhibition Stands at Trade Center	Design, Erection, of frame works, SS Handrails at various Exhibition Stands- Microsoft, Nissan, Lexmark etc	Completed
30	Arabian Ranches Development - Infrastructure Project, Dubai Municipality	Stainless Steel Ladder & Handrails for pumping stations	Completed
31	Conference Palace Hotel Abu Dhabi	Structural Steel Works, Structural Framing, Support Structure & Misc. Steel	Completed
32	IKEA Store, Phase 2 Zone 1, Yas Island at Abudhabi	External Steel Stairs, Landings, Railings and Associated works	Completed
33	RAK Bank Operation Centers at RAS AL KHAIMAH & Dubai Silicon Oasis	M.S. Handrail, Chequered Plates, Cat Walks, Support Frames , Ladders, Galvanized Covers for Cable Trenches etc	Completed
34	Palm Jumeirah	Stainless Steel Staircase- The Taj Grandeur Apartments Building, Galvanized Trench Covers & Gratings at Palm Jumeriah Chiller Plant	Completed
35	Ritz Carton Hotel	Stainless Steel Works & Misc. Steel works	Completed
36	Le- Meridian Hotel	Structural Steel Works, Decking Sheet etc	Completed

Sl #	Project Name	Description of Work	Status
37	IBIS Hotel - Al Barsha	Fabrication, Supply & Installation of Rungs & Handrails	Completed
38	Emirates Stud Farm - Hatta	Structural Steel Works	Completed
39	B+G+5 Residential Bldg at Oud Metha for Al Nasr Sports Club	Structural Steel, Non- Structural, Metal & Galvanized Steel Platform Works	Completed
40	Burj Dubai Development	Misc. Steel works, Interior Fit out - SS Cladding Works	Completed
41	Jumeriah Lake Tower- Dubai, Al Otaiba Tower & Sidra Tower in Abu Dhabi	Non- Structural Steel Works, Loading Platforms, Concrete skip, Pallet, Block Lifting Cages, Staircase & Decorative Profile	Completed
42	Dubai Metro Project	SS Canopy, Support Steel Works, SS Column Cladding, SS Handrails, Spiral Staircase, SS Spacer etc.	Completed
43	H.H. Sheikh Hamdan Awards Building at Dubai	Fabrication, Supply & Installation of Structural Steel Works, SS Canopy, SS Straight & Curved Handrails, SS Cladding Works.	Completed
44	The Palm Jebel Ali	Form works, Column moulds & Associated works	Completed
45	Zayed University Abu Dhabi	Structural Steel Works, Canopies, Staircases etc.	Completed
46	Al Raha Beach Development Abu Dhabi	Supply & Installation of Stainless-Steel Pedestrians Railings.	Completed
47	Cleveland Clinic Abu Dhabi	Fabrication, Supply & Installation of Staircase	Completed
48	Al Bustan Complex Mixed-Use Development at Abu Dhabi	Fabrication, Supply & Installation of Steel Balustrades, Steel Access Ladders & Handrails, Galvanized Steel Staircases etc	Completed
49	Al Bahar Tower Abu Dhabi	Fabrication Supply & Installation of Chequered Floor Platforms, MS Channels, Steel beams, Support Steel Works, Structural Steel Framing, Holding Brackets etc	Completed
50	Dubai Metro Station	Metro Footbridge Outdoor Frames	Completed

Sl #	Project Name	Description of Work	Status
51	Redevelopment of Three Fishing Harbours	Design, Fabrication, Supply & Installation of MS Spiral staircases, Powder Coated Decorative Aluminium Wall Mounted Handrails, G.I.Cat Ladders, Cast Iron Handrails, Cable Trenches	Completed
52	Burj Dubai Development, Roads & Infrastructure	Stainless Steel Tactile	Completed
53	Burj Dubai Development- Diversion of Storm Water Drainage Discharge	Metal Works, Hand Railings, Ladders and Other Misc. Steel Works	Completed
54	Al Bustan Mixed Use Development,	Structural Steel Works	Completed
55	AUS Sharjah - Bus Shelter	Steel Structure with roof	Completed
56	New York University, Abu Dhabi	Structural Steel Works, Secondary Steel Support, MS Floor Mounted Handrail, Stainless Steel Gratings	Completed
57	G+32 Hotel Building at Dubai Marina, Al Siraj Int'l Aluminium & Glass	Structural Steel Work	Completed
58	Zabeel Palace Driveway	Stainless Steel & Misc. Steel Works	Completed
59	Four Seasons Hotel at Abudhabi	Misc. Steel Works	Completed
60	Al Wasl Road Outlet – Box Park	Misc. Steel Works, Decorative Light Poles & Bollards	Completed
61	Ritz Carlton Hotel, Dubai	Structural Steel Works	Completed
62	Bollywood Parks Project	Misc. Structural Steel Works	Completed
63	TADD Hotel Renovation	Misc. Steel Works	Completed
64	Nabors Drilling International	Misc. Steel Works	On Going

SI #	Project Name	Description of Work	Status
65	Dubai Festival City	Marina Balustrades SS Balustrades (Handrails) at Marina Walk, SS Gate, Ladder, Flag Posts, Support Steel Works, SS Cladding & Roofing, etc	On Going
66	Various prestigious projects in UAE, KSA, Kuwait, Qatar & Oman	Formworks & Misc. Steel Works	On Going
67	Sheikh Abdullah Al Salem Cultural	Misc. Steel Works	Completed
68	Louvre Abu Dhabi	Structural steel Work	Completed
69	North London Collegiate School, Dubai	Misc. Steel Work	Completed
70	Oil Field	Pad Eye Test Frame	On Going
71	Danlesco Gulf	Weigh Bridges (Structural Steel)	Completed
72	J&C Joel Limited	Misc. Steel Works	On Going
73	J & C Joel – UK Ltd.	Misc. Structural Steel Works	On Going
74	Dubai Trade Centre District Phase 1A6	Structural Steel Works	Completed
75	Marsa Al Seef , Dubai	Structural, Link Bridge, Steel Canopy, Shade Structure, Non-Structural & Architectural / Misc. Steel Works	Completed
76	La Mer (Jumairah Open Beach)	Steel Decking Works	Completed
77	EXPO 2020 – Thematic District	Misc. Steel Works	Completed
78	Villa Nova - Street of Dreams Model Homes & Sales Centre	Structural Steel & Decking Works	Completed
79	Jebel Ali Park Hotel	Structural & Non-Structural Metal Works	Completed
80	Bee'ah Headquarters, Sharjah	Structural Steel Work & Secondary Steel Works	Completed
81	Dubai II Big Box Retail (Festival Plaza)	Structural Steel Work, Secondary Steel Works & Non-Structural Steel Works	On Going

Sl #	Project Name	Description of Work	Status
82	R1046 Improvement of Al Qudra Road Intersection with Jebal Ali Road	Rigid Gantry and Structural Opening Works	Completed
83	Mixed Use Building at Mankhool. Dubai	Non-structural Steel Works	Completed
84	Emirates Villa, Warsan Accommodation & Wuheida Road Sub-stations	132/11kV Substations- Non-Structural & Structural Works	Completed
85	Janoub Sub-station	400/132 KV Substation – Structural Steel & Misc. Works (Mesh Enclosure)	Completed
86	G+14 Hotel Building at Tecom	Structural Steel Works	Completed
87	G+19 Hotel Building at Business Bay	Structural Steel Works + Panoramic Lift Structure	Completed
88	G+22 Hotel Building at Dubai Marina	Structural Steel Works, Roof Canopy	Completed
89	G+40 Hotel Building at JVC	Structural Steel Works, Roof Crown Structure	Completed
90	G+27 Hotel Building at JVT	Structural Steel Works, Entrance Canopy	Completed
91	DCH – Creek Harbour Icon Bay	Secondary Steel Works	On Going
92	Sea World – Abudhabi	Secondary Steel Works	On Going
93	Fly Dubai – HQ Building at Al Warsan	Secondary Steel Works, Platforms & Gratings	Completed
94	VISA CEMA – HQ Buidling at Dubai Media City	Structural & Non-Structural Steel Works	On Going
95	UK Pavilion – EXPO 2020	Steel Frame Works	On Going
96	Belgravia-3 Project at JVC	Non-Structural Steel Works	On Going
97	Mosque at Business Bay	Structural & Non-Structural Steel Works	On Going
98	Burj Royale – B+G+4P+53+Roof at Downtown Dubai	Structural & Non-Structural Steel Works	On Going

QUALITY ASSURANCE PLAN:

The contents of the Quality Plan are summarized here below and further defined on the subsequent pages.

- A. QHSE Policy**
- B. Inspection & Testing Procedure**
- C. Safety Policy**
- D. Welders Certificate**

A. QHSE POLICY:

Middle East Factory has established, implemented and maintaining an Integrated Management System (IMS as per ISO 9001:2015, ISO 14001:2015 & OHSAS 18001:2007) throughout the Organization. The Management and Staff of Middle East Factory LLC are committed to continually improving the business performance and delivering sustainable excellence and strive to:

- Continually improve all processes to enhance customer satisfaction by ensuring improved quality and protect the occupational health and safety of those associated with the business activities and to minimize adverse impact on the environment.
- Identify and meet the requirements of interested parties and relevant stakeholders including applicable statutory and regulatory requirements.
- Assess the Environmental Impacts of our operations and Occupational Health and Safety hazards and take steps to prevent injury, ill health, pollution and waste by providing and maintaining safe and healthy working conditions.
- Strive for continual improvement in our QHSE performance and measure this by setting QHSE objectives and targets consistent with this policy.
- Engage, inform, educate and train all people working for or on behalf of the company, including suppliers, regarding their obligation toward minimizing QHSE risks and continually improving Quality and HSE performance.

The policy shall be reviewed for continued suitability with the ISO requirements and will be communicated to all personnel working with and will be made available to clients and other interested parties upon request.

B. INSPECTION AND TESTING PROCEDURE

This procedure describes the system being followed for inspection and testing of materials / products to ensure that they conform to the specified requirements.

1.1 SYSTEM

1.2 Receiving

Inspection:

Central Store:

- 1.2.1 On the receipt of materials / products at store, the storekeeper shall be responsible to check them against the purchasing order and the supplier's delivery note for quantity, description, and any damage. Materials / products with expressed specifications, shall be checked by him for quantity, size and damage and shall be held in (hold area) for further inspection.
- 1.2.2 The storekeeper shall inform the purchase in charge on receipt of materials / products with expressed specifications to inform the concerned personnel to carry out the required inspection and testing through Goods Inward Note.
- 1.2.3 Accessories shall be inspected for quantity, any damage, inspection for size, thickness, etc shall be carried out by selecting random sample from each box.
- 1.2.4 Inspected materials / products shall be stored in their allocated areas.
- 1.2.5 Non-conforming material if any, shall be recorded in the supplier's delivery note and / or material inspection report. Purchase in charge shall be informed before accepting such materials, for resolving such cases.
- 1.2.6 Non-confirming material if accepted shall be held in (hold area) until their resolution.

Site Store:

- 1.2.7 The site storekeeper shall be responsible to check the materials / products against the material transfer sheet. If materials / products are delivered directly to the site the supplier's delivery note and the purchasing order will be checked by him.
- 1.2.8 Non-conforming material if any (for site), shall be recorded in the supplier's delivery note or material transfer sheet / material inspection report, and shall be identified then segregated if possible, in "hold area", the Project Manager will be notified for further resolution.

1.3 In Process Inspection:

- 1.3.1 The Production In-Charge / Production Supervisor (Quality Controller) shall be responsible to check first samples after setting the machines during the different processes. The Production In-Charge / Production

Supervisor shall ensure that pieces are checked after the different process like cutting, assembly, etc are recorded in the daily production report. The Production In-Charge / Production Supervisor shall ensure that non-conforming materials or products used during the different stages of the process are identified, stored separately in "HOLD AREA" if possible, to prevent unidentified use until their resolution.

1.3.2 The results and testing shall be recorded.

Site:

1.2.1 The Project Supervisor shall be responsible to check the products and its installation processes at different stages, to ensure that it meets the specified requirements.

1.2.2 The Project Manager shall ensure that non-conforming products during the different stages of the process are identified and stored separately until their resolution.

1.3 Final Inspection:

1.3.1 The Production In Charge / QC are responsible to ensure that only conforming products are sent to stores for packing and dispatch, and record the results of the final inspection and testing.

1.3.2 Non-conforming products shall be identified stored separately until their resolution

Site:

1.3.3 The Project Supervisor shall carry out the final inspection and testing to ensure that products conform to the specified requirements and record the result of the final inspection and testing.

2.0 GENERAL

2.1 Materials or products released before verification during urgent situations shall be positively identified to permit immediate recall and replacement in the event of nonconformity to specified requirement.

3.0 CORRECTIVE AND PREVENTIVE ACTION

3.1 Purchasing In-Charge / Project Manager (depending on the situation) shall be responsible for the non-conformity during the receipt of materials / products / services by coordinating with the suppliers / sub-contractors.

3.2 Non-conformities at any stages shall be recorded and the concerned managers shall be timely corrective action, furthermore they shall identify the personnel responsible for the implementation of the proposed corrective and preventive action

C. SAFETY POLICY:

- Safety helmets are issued to all our staff and are to be worn on site at all the times, this includes any sub-contract labour we may employ from time to time.
- Footwear is issued to all workers and it is to have adequate hard sole and toecap to provide sufficient protection for the wearer.
- Safety Belts, goggles, and masks are provided to workers to use when required.
- Site staff is aware of the importance of edge safety barriers on site when no safety barriers are feasible our staff must wear safety harnesses, which will be issued to them.
- Electrical tools must be earthed with no bare wires showing on the extension cables.
- Extension cables or electrical tools must be plugged into the plug sockets by means of a proper-earthed plug.
- All scaffold erected by the main contractor must be evaluated for safety by our site foreman and if deemed unfit, a written report must be submitted to management before any of our workers will be allowed to use the scaffold.
- Approved ladders only must be used.
- Care and the correct safety equipment must be used when transporting or working at heights.

PHOTOGALLERY

