

**AL-SAMA**  
**MARBLE**  
FOR CONTRACTING & TRADING

F176

# OUR PORTFOLIO

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## A. About Us

**AL-SAMA MARBLE FOR CONTRACTING & TRADING (AL-SAMA)** has been operating in the Arab Republic of Egypt since 2010 as a General Contractor and supplier. Our primary activities include the construction and fit-out of residential, commercial, institutional, and luxurious villa complexes, as well as private compounds and landscaping works, among other services.

AL-SAMA has extensive experience in executing projects of various sizes, focusing on interior finishes, outdoor finishes ("Hardscape"), and marble cladding for facades. Our strength lies in our philosophy of providing a "single source solution through an effective team approach," ensuring the quality and timely completion of every project we undertake.

### A.1 Our Vision

To deliver all our projects with an unwavering commitment to our customers' needs, exceeding their expectations by utilizing cutting-edge technologies, processes, and practices.

### A.2 Our Culture

Our work culture is driven by a set of principles and values that guide every AL-SAMA employee in achieving our vision:

- Foster a professional and ethical work environment.
- Prioritize safety and quality in all our operations.
- Encourage creativity and innovation in every aspect of our work.
- Recognize the importance of continuous improvement.
- Be open, listen to our customers, and adapt to change.
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## B. Company Profile

### B.1 Contact Details

**Head Office:**

AL-SAMA MARBLE

Building #4539, Al Gamaa Street, Al Hadaba, Cairo, Arab Republic of Egypt

**Mobile:**

+20 111 926 1387

+20 106 741 0646

+20 109 044 1983

Email:

[hr@al-samamarble.com](mailto:hr@al-samamarble.com)

Website:

[al-samamarble.com](http://al-samamarble.com)

## B.2 Licenses & Government Registration

  
نموذج (٣) ض.ق.م

**ضريبة القيمة المضافة**  
DED TAX الإدارة المركزية للأمورية المقاولات

**تتهادة تسجيل**  
**الضريبة على القيمة المضافة**

مأمورية المقاولات  
١٢٧٧ كورنيش النيل اغلخان

منطقة:  
مأمورية:  
العنوان:

هذه شهادة متبا أن:  
العنوان:  
السما مرييل للمقاولات \_ صلاح على عمر احمد وشركاه  
٥٤٤٣ الحى الرابع الهضبة الوسطى المقطم القاهرة

قد تم تسجيله وفقاً لنصوص قانون الضريبة على القيمة المضافة  
تحت رقم:  
١٣٩ - ٣٢٦ - ٦٠٩

وذلك اعتباراً من:  
٢٠٢٠-١٢-١٧

تحريراً فى:  
٢٠٢٠-١٢-١٧

رئيس المأمورية  
عبدالله محمد  
ع.ع.





جمهورية مصر العربية  
وزارة المالية  
مصلحة الضرائب المصرية



شركة تضامن

الخليفه/٠٠٠

شركة السما مربيل للمقاولات

صلاح علي عمر احمد وشركاه

٥٤٤٣ الحي الرابع شقه بالدور الاول المقطم القاهره

مقاولات عامه وتوريدات عموميه



٢٠٢٥/١٢/٠٧ ٢٠٢٠/١٢/٠٨ ٦٠٩-٣٢٦-١٣٩

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## B.3 Products & Services

### Products & Services

AL-SAMA Marble for Contracting & Trading Co. (AL-SAMA) offers a wide range of products and services tailored to the construction industry:

#### Interior & Exterior Finishes

We specialize in marble, granite, and stone works, including custom solutions such as marble for kitchen cabinets, wardrobes, case goods, mechanical stone cladding, and the supply of various types of granite and marble.

#### Design & Build Concept

AL-SAMA provides a comprehensive, one-stop solution for all types of contracting projects. Our services cover everything from concept design preparation to final finishes and project handover, ensuring a seamless process from start to finish.

### Bank References



**Bank:** Arab African International Bank

**Account Number:** 1103504110010201 / 202 / 203 / 204

## B.4 Manpower Resources

<b>Interior Finishes Department</b>	
Projects Manager	2
Engineers	6
Foreman	9

Tile / Marble Mason	35
General mason	6
Helpers	25
<b>SUB CONTRACT EMPLOYEES</b>	
Subcontractor Worker	150

<b>TECHNICAL DEPARTMENT</b>	
Architect Engineer	3
Draftsman	1
QS-Engineer	2
<b>ADMINISTRATION DEPARTMENT</b>	
Secretary	1
Accountant	2
Office boy	1

## B.5 Assets & Equipments

### LIST OF FACTORY/ VEHICLES / MACHINERIES / EQUIPMENTS/ASSETS

AL-Sama Marble Factory	1 Nos.
Small Pickup	2 Nos.
Flatbed car	2 No.
Generator	3 Nos.
Marble Cutter	5 Nos.
Automatic Cutting Machine	1 Nos.
Polishing Machine (Galaya)	1 Nos.
Crane	1 Nos.

## B.6 Sister Companies - Factory Marmi

### Sister Company

AL-SAMA benefits from strong collaboration with its sister company, MARMI, which specializes in sourcing and supplying a wide range of classical and high-end granite and marble, including imported marble and limestone from various international markets such as Turkey, Lebanon, and Italy. MARMI, a well-established Egyptian company, has been active in the market for many years and has developed strong relationships with marble suppliers in each of these countries. This enables MARMI to provide large quantities of top-quality classical marble.



Additionally, AL-Sama Marble owns a factory located in the Shaq Al-Teaban area of Cairo, Egypt, where they handle the cutting, preparation, and finishing of all marble and granite products. This facility ensures that all orders are processed and ready for supply according to client requirements.

The following photos showcase a segment of the marble production line at our factory:





## B.7 Key Project Personnel

Sl. No.	Name	Designation	Experience
1	Mr. Salah Ali Omar	Managing Director	22 Years
2	Eng. Ibrahim Khalil	Partner Manager	22 Years
3	Eng. Ahmed Ismate	Partner Manager	16 Years
4	Eng. Nassim Kamal	Construction Engineer	7 Years
5	Eng. Mohamed Ramdan	Construction Engineer	5 Years
6	Eng. Ahmed Hany	Construction Engineer	4 Years
7	Eng. Madonna Nabil	Technical Engineer	6 Years
8	Eng. Dalia Abdelghany	Technical Engineer	7 Years
9	Mohamed Khamis	Senior Accountant	13 Years
10	Alaa Elshstawy	Purchase Department	Years
11	Fatma Adel	Executive Secretary	7 Years
12	Shimaa Elalfy	Executive Secretary / HR	6 Years
13	Eng. Khaled Abdullah	Cons. Department	4 Years
14	Eng. walid Fathy	Cons. Department	7 Years
15	Mohamed Ibrahim	Superintendent Cons. Department	14 Years
16	Mohamed Salah	Superintendent Cons. Department	4 Years
17	Ahmed Mohamed	Superintendent Cons. Department	4 Years
18	Amr Halawany	Superintendent Cons. Department	10 Years
19	Osama Farouk	Superintendent Cons. Department	13 Years
20	Khaled Ateya	Superintendent Cons. Department	10 Years

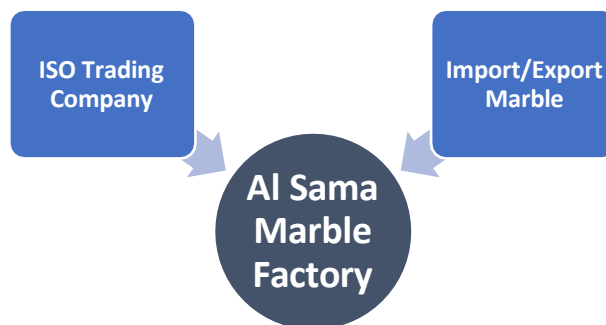
## C. Strategy

AL-SAMA, in collaboration with its joint venture partners, has embraced the “One Stop Shop” approach for interior, exterior, and finishing fit-out projects.

Our strategy emphasizes establishing direct relationships with clients and engineering consultants to ensure seamless coordination and delivery of a comprehensive range of services, including marble work, stone flooring, landscaping, and more.

By offering all these services under one roof, AL-SAMA ensures improved coordination between clients, consultants (including our sister companies), and subcontractors.

The following chart illustrates the network of AL-SAMA Marble’s sister companies in the Egyptian market. These companies play a crucial role in importing and exporting marble from countries like Turkey, Lebanon, and Italy:



# D. Structure

## **Estimation, Q.S, and Procurement**

Our estimation, quantity surveying, and procurement team is dedicated to thoroughly studying and analyzing project details. They prepare a comprehensive priced Bill of Quantities (B.O.Q) and ensure the procurement of high-quality materials and techniques that align with the client's requirements, budget, and project schedule.

## **Contracts**

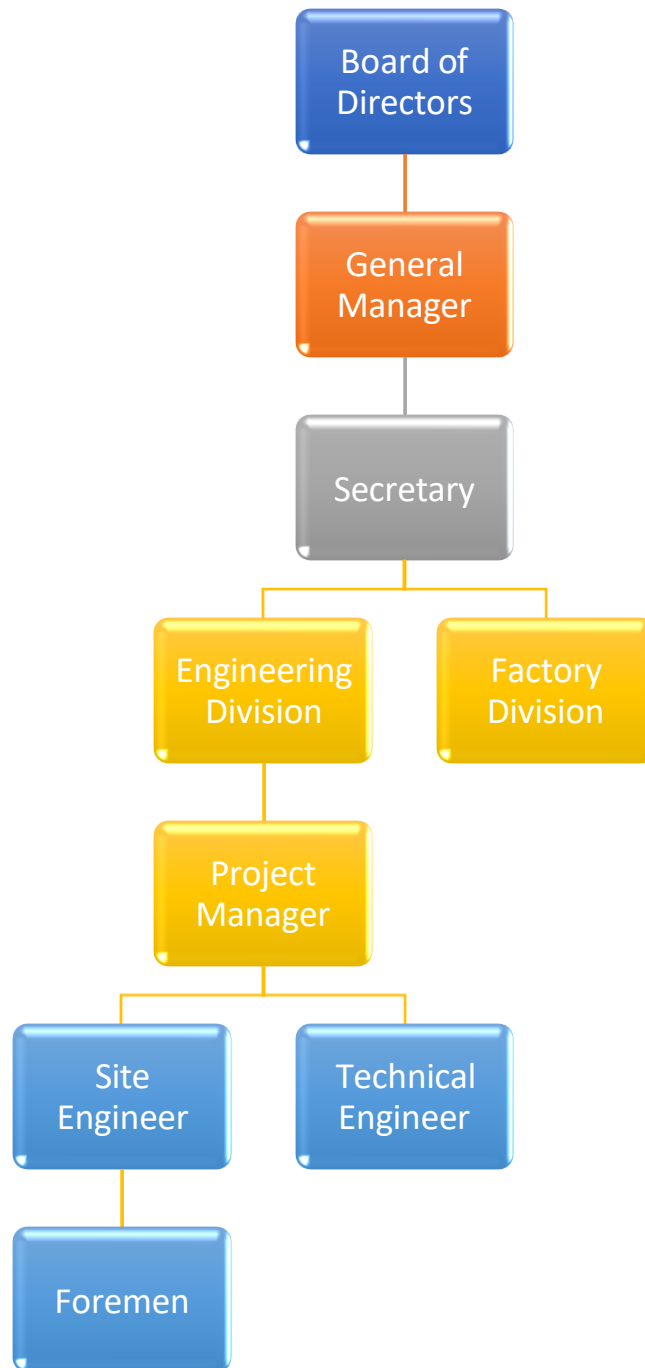
The contracts department manages all contractual matters throughout the project lifecycle, from the signing of the contract to the receipt of the completion certificate, including interim payments and other related tasks.

## **Project and Construction Department**

For each project, a team of qualified and experienced personnel is assigned under the leadership of a project manager. This team receives detailed orientation and briefings to ensure all members are fully informed and aligned with the project's objectives.

## **Factory Division**

# COMPANY ORGANIZATIONAL CHART



# **E. PROJECTS**

## **E.1 Completed Projects**

### **1) Westown Residence –Courtyard Block 4 Cluster (2,5,7) & (3,4,6) (Beverly Hills – AL Sheikh Zaid)**

<b>Client</b>	Six of October Development & Investment Company (SODIC)
<b>Consultant</b>	AL Amar Consulting Engineering (AMG)
<b>Main Contractor</b>	Arabtec Construction Company L.L.C.
<b>Marble Subcontractor</b>	AL-SAMA Marble for Finishes & Trading
<b>Scope of Work</b>	Supply & Installation Interior marble work for wall, stairs & Floors in add to Exterior Stone Cladding for 14 Building (B+G+4th Floors)
<b>Contract Value</b>	<b>28,000,000 EGP</b>
<b>Construction Period</b>	2017 / 2019

## 2) AL Arabia compound

<b>Client</b>	AL Arabia Real estate and development Group
<b>Consultant</b>	Architectural and Planning Group
<b>Main Contractor</b>	Arabtec Construction Company L.L.C.
<b>Marble Subcontractor</b>	AL-SAMA Marble for Finishes & Trading
<b>Scope of Work</b>	Supply & Installation Interior marble work for wall, stairs & Floors in add to Exterior Stone Cladding for 4 Building (B+G+4th Floors)
<b>Contract Value</b>	<b>16,000,000 EGP</b>
<b>Construction Period</b>	2018 / 2019



### 3) AL Karaz Residence Villa's Compound @ 5th Collection, Cairo

<b>Client</b>	ministry of Military of Egypt
<b>Consultant</b>	Military Engineering Consultants
<b>Main Contractor</b>	Shalaby Contracting Group
<b>Marble Subcontractor</b>	AL-SAMA Marble for Finishes & Trading
<b>Scope of Work</b>	Supply & Installation Interior marble work for wall, stairs & Floors for High end Villa's (G+1st Floors +Pent House)
<b>Contract Value</b>	<b>12,000,000 EGP</b>
<b>Construction Period</b>	2018 / 2019

#### 4) PKG 84 & 85- Construction of Village E "Levana", Phase III &Phase IV

<b>Client</b>	EMAAR MISR
<b>Consultant</b>	TURNER INTERNATIONAL/EGEC
<b>Main Contractor</b>	ARABTEC CONSTRUCTION L.L.C.
<b>Marble Subcontractor</b>	AL-SAMA Marble for Finishes & Trading
<b>Scope of Work</b>	Supply & Installation Interior & Exterior marble work for (wall, floors, stairs, kitchen cabinet, vanity top and exterior cladding) at High end Villa's (G+1st Floors +Pent House) 80Villas +Mockup Villa
<b>Contract Value</b>	<b>12,850,000 EGP</b>
<b>Construction Period</b>	2019 / 2021

**5) PKG #89- Construction of Building "B01, B02, Recreation Center & Pent House building, (up town Cairo)**

<b>Client</b>	EMAAR MISR
<b>Consultant</b>	MACE INTERNATIONAL/ EGEC Consultant
<b>Main Contractor</b>	ARABTEC CONSTRUCTION L.L.C.
<b>Marble Subcontractor</b>	AL-SAMA Marble for Finishes & Trading
<b>Scope of Work</b>	Supply & Installation Interior & Exterior marble work for (wall, floors, stairs, kitchen cabinet, vanity top and exterior cladding) at High end finishes of buildings (B+G+7th Floors)
<b>Contract Value</b>	<b>32,000,000 EGP</b>
<b>Construction Period</b>	2020 / 2022

**6) PKG#105- Construction of Village "Celesta", Phase III &Phase IV (@ up town Cairo)**

<b>Client</b>	EMAAR MISR
<b>Consultant</b>	MACE INTERNATIONAL / ZAHAIR FAYEZ Consultant
<b>Main Contractor</b>	ASHAFAR GENERAL CONTRACTING "ASGC"
<b>Marble Subcontractor</b>	AL-SAMA Marble for Finishes & Trading
<b>Scope of Work</b>	Supply & Installation Exterior stone cladding for Building (G+5th Floors) + Hard scape Work
<b>Contract Value</b>	<b>60,000,000 EGP</b>
<b>Construction Period</b>	2021 / 2022

**7) PKG#100- Construction of Village "Celesta", Phase III &Phase IV (@ up town Cairo)**

<b>Client</b>	EMAAR MISR
<b>Consultant</b>	MACE INTERNATIONAL / ZAHAIR FAYEZ Consultant
<b>Main Contractor</b>	ASHAFAR GENERAL CONTRACTING "ASGC"
<b>Marble Subcontractor</b>	AL-SAMA Marble for Finishes & Trading
<b>Scope of Work</b>	Supply & Installation Interior & Exterior marble work for (wall, floors, stairs, kitchen cabinet, vanity top and exterior cladding) at High end Villa's (G+1st Floors +Pent House) "80Villas + Mock-up Villa + Community Center
<b>Contract Value</b>	<b>39,308,741.86 EGP</b>
<b>Construction Period</b>	2021 / 2023

## 8) West village, Mosque, Gates (Zayed City)

<b>Client</b>	Dorra Development
<b>Consultant</b>	CDEC
<b>Main Contractor</b>	Dorra Contracting C.R.C
<b>Marble Subcontractor</b>	AL-SAMA Marble for Finishes & Trading
<b>Scope of Work</b>	Supply & Installation Exterior Stone Cladding
<b>Contract Value</b>	<b>4,500,000 EGP</b>
<b>Construction Period</b>	2024 / 2024 (completed)

## 9) ZED TOWERS (ZED WEST) –PHASE # 1, Zayed City

<b>Client</b>	ORA Development (Orascom)
<b>Consultant</b>	MACE / ECG
<b>Main Contractor</b>	REDCON CONSTRUCTION COMPANY
<b>Marble Subcontractor</b>	AL-SAMA Marble for Finishes & Trading
<b>Scope of Work</b>	Supply & Installation Exterior Stone Cladding with Mechanical Fixation and Interior Flooring For 2 Bld (G+10th)
<b>Contract Value</b>	<b>7,789,730 EGP</b>
<b>Construction Period</b>	2022 / 2024

### 10) Construction of Village B-Phase 2&3-PKG100-UTC

<b>Client</b>	Emaar
<b>Main Contractor</b>	Arabtec Construction "ATC"
<b>Marble Subcontractor</b>	AL-SAMA Marble for Finishes & Trading
<b>Contract Value</b>	<b>34,440,000.00 EGP</b>
<b>Construction Period</b>	2021

### 11) PKG 105 - Beside fountain / hardscape - UTC

<b>Client</b>	Emaar
<b>Main Contractor</b>	ASGC
<b>Marble Subcontractor</b>	AL-SAMA Marble for Finishes & Trading
<b>Contract Value</b>	<b>3,258,639.60 EGP</b>
<b>Construction Period</b>	2021



**12) El - Brouj - parcel 1.02 (Phase 1) - Types (TH1, TH2, TH3, TH4, TH5)**

<b>Client</b>	Emaar
<b>Main Contractor</b>	Innovo
<b>Marble Subcontractor</b>	AL-SAMA Marble for Finishes & Trading
<b>Contract Value</b>	<b>1,711,948.22 EGP</b>
<b>Construction Period</b>	2024

## E.2 Ongoing Projects

### 1) The Place, C (Parcel 32), PKG # 176, Mivida

<b>Client</b>	EMAAR MISR
<b>Consultant</b>	ARCHIMIDES / ACE
<b>Main Contractor</b>	ASGC – INNOVO GROUP
<b>Marble Subcontractor</b>	AL-SAMA Marble for Finishes & Trading
<b>Scope of Work</b>	Supply & Installation Exterior Stone Cladding Full Mechanical Fixation For 4 Bld (G+3rd). Included Hardscape
<b>Contract Value</b>	<b>46,500,000 EGP</b>
<b>Construction Period</b>	2022 / In progress

## 2) Mivida, Admin Offices, Parcel 31-B – PKG # 189

<b>Client</b>	Mivida –PKG # 189
<b>Consultant</b>	ARCHIMIDES / ACE
<b>Main Contractor</b>	ROWAD MODERN ENGINEERING
<b>Marble Subcontractor</b>	AL-SAMA Marble for Finishes & Trading
<b>Scope of Work</b>	Supply & Installation Exterior Stone Cladding with Mechanical Fixation For 2 Bld (G+3rd)
<b>Contract Value</b>	<b>6,645,300 EGP</b>
<b>Construction Period</b>	2023 / In progress

### 3) ZED TOWERS (ZED WEST) –PHASE # 2, Zayed City

<b>Client</b>	ORA Development (Orascom)
<b>Consultant</b>	MACE / ECG
<b>Main Contractor</b>	ROWAD MODERN ENGINEERING
<b>Marble Subcontractor</b>	AL-SAMA Marble for Finishes & Trading
<b>Scope of Work</b>	Supply & Installation Exterior Stone Cladding with Mechanical Fixation and Interior Flooring For 2 Bld (G+10th)
<b>Contract Value</b>	<b>16,465,000 EGP</b>
<b>Construction Period</b>	2024 / In progress

#### 4) Katamya Creek, New Cairo

<b>Client</b>	Starlight
<b>Consultant</b>	ECG
<b>Main Contractor</b>	ROWAD MODERN ENGINEERING
<b>Marble Subcontractor</b>	AL-SAMA Marble for Finishes & Trading
<b>Scope of Work</b>	Installation Exterior Stone Cladding
<b>Contract Value</b>	<b>6,028,320 EGP</b>
<b>Construction Period</b>	2024 / In Progress

## 5) ZED TOWERS (ZED EAST), New Cairo 5th settlement

<b>Client</b>	ORA Development (Orascom)
<b>Consultant</b>	ECG
<b>Main Contractor</b>	Concrete plus
<b>Marble Subcontractor</b>	AL-SAMA Marble for Finishes & Trading
<b>Scope of Work</b>	Supply & Installation Stone & granite work for chalet and town house villas (G+2nd)
<b>Contract Value</b>	<b>20,207,276 EGP</b>
<b>Construction Period</b>	2024 / In progress

### 6) Soul 2AR - north coast – Egypt (on-board)

<b>Client</b>	Emaar
<b>Main Contractor</b>	Acc
<b>Marble Subcontractor</b>	AL-SAMA Marble for Finishes & Trading
<b>Contract Value</b>	<b>53,873,193.27 EGP</b>
<b>Construction Period</b>	2026

### 7) Marassi H1 Al Alamein Residence

<b>Client</b>	Emaar
<b>Main Contractor</b>	Acc
<b>Marble Subcontractor</b>	AL-SAMA Marble for Finishes & Trading
<b>Contract Value</b>	<b>955,000 EGP</b>
<b>Construction Period</b>	2024

### 8) Sienna Villas – V26 (on-board)

<b>Client</b>	Emaar
<b>Main Contractor</b>	Acc
<b>Marble Subcontractor</b>	AL-SAMA Marble for Finishes & Trading
<b>Contract Value</b>	<b>4,174,486 EGP</b>
<b>Construction Period</b>	2024

### 9) Mosque uptown Cairo - Uptown sports club (on-board)

<b>Client</b>	Emaar
<b>Main Contractor</b>	Innovo
<b>Marble Subcontractor</b>	AL-SAMA Marble for Finishes & Trading
<b>Contract Value</b>	<b>2,773,995.57 EGP</b>
<b>Construction Period</b>	2024



# F. Methodology

## GENERAL METHOD STATEMENT

### Procedure

AL-SAMA MARBLE's overall strategy for project execution emphasizes effective operation, control, and coordination. This method statement outlines the procedures for planning, surveying, construction, quality assurance, and protection of completed work. Special attention is dedicated to safety measures and coordination with all involved trades.

Our primary focus is to ensure the timely and satisfactory completion of the project in full compliance with all project requirements.

### Mobilization

All necessary preparations and documentation will be undertaken in accordance with project specifications. A site office and temporary facilities will be established based on the project's geographical characteristics. Project operations will be coordinated closely with the head office to ensure seamless execution.

### Engineering

A comprehensive review of all contract documents will be conducted to determine priorities, facilitate design coordination, and identify all work elements. Interactions and interfaces with all trades will be verified and discussed to ensure a fully coordinated design approach.

### Material Submittals

All project drawings will be thoroughly analyzed to generate a comprehensive list of required material submissions. Appropriate materials will be formally submitted in reference to the designer's and technical specifications. If any submitted material does not conform to the specified requirements, a complete Request for Alternative/Substitutions (RAS) form will accompany the submission. No materials will be used on-site until all necessary approvals have been obtained.

## Method Statement

Detailed method statements will be prepared for all construction and installation processes, outlining each step in a logical sequence. These statements will include pre-construction checks, in-process inspections, setting out procedures, and pre-handover checks. All method statements will be submitted to the consultant for approval, and work will not commence until the necessary approvals are granted.

## Procurement Process

A detailed procurement schedule will be developed to align with the installation schedule requirements. For each activity, the necessary materials will be identified, and corresponding durations for shop drawings, fabrication, transportation, and other related processes will be calculated. This ensures that negotiations and order confirmations occur within appropriate timeframes.

## Pre-Qualification of Suppliers

All potential suppliers will undergo a rigorous pre-qualification process to assess their capability to deliver the required quality and timeliness. The evaluation will consider, but is not limited to, the following criteria:

1. **Financial Stability**
2. **Available Financial Resources**
3. **Quality of Workmanship**
4. **Track Record on Previous Projects**

## Material Control

Upon selecting and obtaining approval for subcontractors or suppliers from the client/consultant, all other approved sources related to the activities will be informed to ensure a smooth flow of technical information and submittals. An effective procurement plan will be established and monitored, categorizing items as local or long-lead based on their procurement timelines.

Coordination with technical personnel on-site will be maintained throughout the procurement process. Purchase orders will be issued promptly following the consultant's approval of material submittals, with continuous follow-up until delivery to the site. All submitted materials will be compared against material specifications for compliance. Alternatives will only be considered

with appropriate submissions and approvals. Each purchase order will reference the approved control sample and specify the required delivery date.

## Material Inspection

Upon receipt of materials on-site, inspections will be conducted in collaboration with the QA/QC department to verify compliance and conformity with project specifications, as outlined in the site quality plan.

## Project Control & Scheduling

The project scope will be divided into specific areas to facilitate timely execution, snagging, handover, and protection processes. Detailed scheduling for each zone will incorporate all necessary trades and will be sequenced according to project milestones, access availability, and to prevent damage to existing works.

Project scheduling will be managed using Primavera P3 3.1 software, ensuring all contractual requirements are met. Additional procedures will be implemented as necessary to guarantee proper progression and monitoring of work activities.

## Coordination

Continuous coordination will be maintained between the project team and all other trades and subcontractors to ensure smooth project progression. Close collaboration will be particularly upheld with the M.E.P department and related contractors.

Coordination efforts will include formal meetings, workshops, telecommunications, and informal on-site discussions, all organized and supervised by the Project Manager. Prior to commencing work in any area, associated trades will be notified to ensure readiness and availability.

## Construction

Before starting construction activities, all work areas will be thoroughly cleaned, and existing datum points will be verified for accuracy against approved benchmarks and reference points.

The work schedule will clearly outline the order, priority, and sequence of activities for each area or location. Prior to initiating any activity, supervisory personnel will confirm the approval status and availability of shop drawings, materials, detailed plans, and necessary workforce. Formal agreements will be

established with all relevant trades and subcontractors, including MEP contractors and other associated parties.

Consultant approval will be obtained before proceeding with all finishing installations, including marble works for walls, floors, internal cladding, and exterior stone cladding.

## Quality Assurance and Quality Control (QA/QC)

The site quality plan will govern all quality requirements during the construction phase. The Quality Manager will develop specific inspection plans incorporating all necessary checks for each trade. Inspections will be conducted throughout the construction process and prior to advancing to subsequent stages, in accordance with these inspection plans.

## Safety

The site safety plan will outline all safety protocols required during construction activities. Each on-site activity will undergo a risk and hazard assessment, and appropriate guidelines and procedures will be established to mitigate identified risks.

All workers and management personnel are responsible for adhering to safe working practices. Any unsafe operations or conditions must be promptly reported to management, and appropriate corrective actions will be implemented immediately.

## Protection

All finished works will be adequately protected to prevent or minimize damage. Sufficient manpower and appropriate equipment will be allocated to monitor and safeguard installed materials throughout the project duration.

## Project Closeout and Demobilization

Efforts will be made to ensure all works are fully completed, including addressing any outstanding snagging items. A zoning plan will be established and adhered to during the snagging process to facilitate effective coordination and completion.

The Engineer will conduct inspections and document all snagging items as per project specifications. A defects/snag completion program will be developed in collaboration with the Project Manager. An action list detailing all snagging items, along with their required completion dates, will be distributed to relevant subcontractors, project engineers, and site engineers.

De-snagging will follow the agreed-upon procedures, starting with a sample area and obtaining Engineer approval before proceeding to other areas. Upon completion of de-snagging in each area or locality, inspections will be arranged with the Engineer to secure final approvals.

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# **G. Quality Assurance & Quality Control Manual (QA/QC)**

*AL-SAMA MARBLE FOR CONTRACTING & TRADING(AL-SAMA) is committed to a policy of quality assurance, ensuring that throughout the project's activities, the product satisfies the specific contractual obligations of all customers, together with the highest standards in the market.*

*AL-SAMA personnel are qualified and mindful of the Quality Assurance and Quality Control system, therefore are strictly required to cooperate and assist the QA/QC team to ensure and fulfill the requirements of the system.*

*The main objective of AL-SAMA is to provide and to meet all quality requirements, technical performance and commercial performance criteria namely schedule and cost by efficient utilization of technology, human and material resources for the project.*

*AL-SAMA MARBLE FOR CONTRACTING & TRADING(AL-SAMA)is dedicated to the continuous enhancement of its systems and personnel to ensure cost Effectiveness, Higher Productivity and ultimately to achieve Total Quality Management.*

## **QA/ QC Procedure**

***The works during contract period shall be controlled through establishing a Quality Control system to perform required inspections and tests of all the works activities including those of the subcontractors, in accordance with the requirements of the project contract, drawings and technical specifications.***

***Quality plan shall be established and implemented, which shall include the procedures, instructions, records, etc. covering the following:***

- *Project Organization including the quality control organizational chart and qualification requirements of personnel.*
- *Authority and area of responsibilities of the quality control personnel.*
- *Document control.*
- *Design & Development.*
- *Material Purchasing and control.*
- *Construction control including process control and quality control procedures.*
- *Inspection and Testing.*
- *Control of inspection, Measuring and Test Equipment.*
- *Control of Customer Supplied Product.*
- *Identification and Traceability.*
- *Control of Non-Conforming products.*
- *Handling & Storage.*
- *Control of Quality Records.*

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## **1. Quality Policy Statement**

***The quality policy adopted by AL-SAMA on the projects is to execute the work in a cost effective way, according to the contract requirements and within the agreed time frame. To achieve this objective, we are committed to:***

- *Ensure that a Project Quality Plan is established, implemented and maintained, in accordance with contract requirements. The Project Quality Plan will be the apex document setting out the quality policy, the organizational structure and the procedures, to ensure contract requirements are satisfied.*
- *Ensure that all personnel allocated to the project, including suppliers and sub-contractors, are suitably qualified, skilled and experienced and are aware of their responsibilities and role in executing project.*
- *Maintain honest and open communications, request clarifications when in doubt and adopt a systematic approach, essential for the successful execution of the project.*
- *Continuous improvement in the quality system implemented on site through regular*

*review of quality objectives and by undertaking effective, corrective and preventive actions, as and when needed.*

## **2. Introduction**

### **2.1 Objective and Scope**

*AL-SAMA MARBLE FOR CONTRACTING & TRADING has developed a quality management system to satisfy better the needs of its clients and to improve the management system of the company.*

*The objective of the Quality Manual is to develop and document the Company's Quality Policy and advice & guide employees for achieving AL-SAMA'S objective of customer satisfaction.*

*The scope of the quality system covers construction and fit-out works of commercial buildings, hotels, residential and office towers, luxurious villas landscaping works, etc.*

*The quality system has been organized to comply with the international quality standards.*

### **2.2 The Company**

*The company operates in the Arab Republic of Egypt Interior finishing company specified for all marble work even local or imported from outboard since 2010.*

## **3. Approval, Amendments and Distribution Procedures**

*The following procedures are established for approval, amendments and distribution of the Quality Manual.*

### **3.1 Approval**

*This quality manual has been reviewed and verified by:*

— \_\_\_\_\_ **Management Representative**

**Approved By:**

— \_\_\_\_\_ **General Manager**



## **3.2 Amendments**

*The Company follows the following procedure for any amendments to the Quality Assurance Manual.*

*3.2.1 All amendments to this Quality Manual shall be reviewed by the Management Representative and approved by the Chairman/General Manager. The revision, updating and distribution will be the responsibility of the Management Representative.*

*3.2.2 In the event of minor changes, requiring the revision of one or several pages of the Quality Manual, only such page/pages shall be revised.*

## **3.3 Distribution**

*The Manual is distributed in the following manner.*

*3.3.1 Distribution of the Quality Manual is controlled by the Management Representative in accordance with the established diction list. The Management Representative will make sure that the controlled copies are updated promptly. He will distribute all amendments of the Quality Manual to all holders of controlled copies and give notice as to the disposition of obsolete copies.*

*3.3.2 Uncontrolled copies of the Quality Manual may be used for marketing or promotional purposes, or issued to customer on demand for reference purposes. Uncontrolled copies are up to date at the time of issue and not updated thereafter. No record need to be maintained of their issue and/or distribution.*

## **4.0 Overview of the Quality System**

### **4.1 Management Responsibility**

#### **4.1.1 Quality Policy**

*The Company Quality Policy has been defined and approved by the General Manager. The Policy is published in the chapter 1 of this manual. The contents of the Quality Policy are*

*disseminated throughout the Company. Copies of the Policy are also issued to staff to facilitate better understanding of its contents.*

*Briefing on The Company's Quality Policy is included in induction training for all new staff of the company.*

#### **4.1.2 Organization**

*The organization of the Company has been defined in the organization chart of the Company.*

##### **Responsibility and Authority:**

*The responsibility and authority of all personnel who manage, perform and verify work that is affecting quality have been defined and documented. The responsibilities and authority of the key personnel are as follows:*

##### **General Manager**

##### **Responsibilities and Authority:**

- *Define and approve the Quality Policy of the company and ensure its implementation and maintenance.*
- *Approve the Quality Manual and training needs.*
- *Review and provide adequate resources.*
- *Develop the company business plan and long term growth.*
- *Chair the Management Review Meetings.*

##### **Management Representative**

*Management Representative is ultimately responsible for ensuring implementation and maintenance of the quality system.*

##### **Responsibilities and authority:**

- *Ensure the establishment of quality system and its implementation and maintenance in accordance with the international quality standards.*
- *Report on the performance of quality system to the General Manager for review as a basis for improvement of the quality system.*
- *Organize Management Review meetings.*

- *Manage the day-to-day operations of the quality system as required by the quality system.*
- *Review, with managers, the quality system in their departments.*
- *Establish and control the document and data control system.*
- *Control distribution of the quality system manual, procedures and documents.*

**Internal**

**Quality**

**Auditor**

***Responsibilities and Authority:***

1. *Prepare and plan quality audits accordance with the overall plan.*
2. *Conduct internal audits and prepare non-conformance reports and audits reports.*
3. *Discuss the results of non-conformance with the Management Representative and managers audited and agreed timely corrective actions required.*

**Resources**

***The AL-SAMA management has identified and established required resources to satisfy the requirements of its customers, both regarding equipment and personnel.***

*The General Manager and department managers are responsible for ensuring that adequately trained personnel are assigned to manage, perform and verify quality.*

*The Company has trained personnel who carry out internal audits.*

*Adequacy of resources i.e. trained personnel, equipment, machines etc with regards to meeting the quality requirements are reviewed periodically during management review meetings and any necessary action is taken accordingly.*

***4.1.3 Management Review***

*A comprehensive formal review of the quality system is undertaken by the management on regular basis in accordance with the documented procedure.*

*The meeting reviews data on the performance of the quality management system to ensure its continuing suitability and effectiveness in meeting the quality requirements.*

*Management review meetings will be attended by a minimum of 2 persons and shall include the Chairman/General manager and Management Representative. Other Management members may be requested to attend meetings if deemed necessary.*

*The Management Representative takes minutes of management review meetings.*

## **4.2 Quality System**

***AL-SAMA, has established, documented and implemented a quality system that satisfies the requirement of international quality standard.***

### **4.2.1 Quality System Procedures**

***Quality Manual: The Quality Manual describes the policy practiced by AL-SAMA to satisfy the requirements of ISO 9001 - 2008 and allocates the responsibilities within the Company. It is supported by operating procedures and work instruction/quality plans where applicable.***

***Functions of the Quality Manual are:***

- *To define Company's Policy with regards to quality.*
- *To ensure uniformity of understanding or performance.*
- *A training document to ensure continuity of the system when personnel change.*
- *To provide a reference base against which the current procedures and practices can be audited.*

***Quality Assurance Procedures: These describe the procedures which are implemented to fulfill the requirements of the Quality Manual and allocate the responsibilities within the Quality System.***

***Work Instructions: Work instructions are issued where the lack of clear instruction would adversely affect the quality. Work instructions may include drawings, installation manuals, specifications or any other methods clearly defining the requirements. Quality plans are prepared when required and provide details of the controls, methods responsibilities and interfaces for specific contracts.***

### **4.2.2 Quality Planning**

***The Quality Planning shall define and document how the requirements for quality will be met.***

***This may be achieved by one or more of the following:***

- *Preparation of quality plans*
- *Identification and acquisition of skills, equipment or production resources*

- *Ensuring the compatibility of design and engineering details*
- *Identification of new calibration/test equipment requirements*
- *Identification and preparation of quality records*

### **4.3**

### **Contract**

### **Review**

***Each contract, subcontract and/or tender specifications are reviewed by AL-SAMA's to ensure the following:***

- *Requirement of the client are established, defined and documented.*
- *Any discrepancies of the requirements are resolved.*
- *Ensure that AL-SAMA has the capability to meet the requirement.*
- *Records of such contract review are made.*
- *All amendments are confirmed and acknowledged in writing.*
- *Quality plans are made and allocate resources for the same.*

### **4.4 Design Control**

*AL-SAMA does not undertake design activities, however the design is reviewed and if there are any reservations with regards to design, the designer/clients are informed for any necessary modification/amendments.*

### **4.5 Document and Data Control**

*The company has established and maintains procedures for the control of all documentation relating to the Quality System.*

***The procedure ensures that:***

- *All quality documents are reviewed and approved prior to issue.*
- *The pertinent issues of appropriate documents are available at all locations where operations essential to the effective functioning of the quality system are performed.*
- *All changes to documents are in writing, are reviewed and approved prior to issue, and are distributed to all holders of controlled copies.*
- *A master set of applicable documents is maintained and updated.*
- *Obsolete documents are removed, as required, from points of use and issue.*
- *Obsolete documents retained for knowledge preservation or legal purposes are clearly identified as such.*
- *Documents are re-issued after a practicable number of changes.*

***The procedures ensure that documents of external origin essential to the Company's quality system are adequately controlled.***

## **4.6 Purchasing Control**

*In purchasing materials, equipment's and services the company ensures proper evaluation and selection of subcontractors/suppliers.*

*The following procedures have been established to ensure control of procurement process.*

### **4.6.1 Evaluation of Subcontractor/Supplier**

***An approved subcontractors list and approved supplier list are maintained. To obtain "Approved" status the subcontractor or supplier must:***

- 1. Approved by recognized body to an appropriate standard.*
- 2. Appraised by AL-SAMA Technical Engineers.*
- 3. Have satisfactory history of previous supplies to AL-SAMA.*

### **4.6.2 Purchasing Data**

*Purchase orders contain clarified, unambiguous information and are accompanied by drawings, specification, etc. as required. Purchase orders are prepared by specialist personnel and reviewed and authorized by the responsible person.*

***Amendments to Purchase Orders are prepared and authorized in the same way.***

### **4.6.3 Verification of Purchased Product**

*When specified by customer requirements or by AL-SAMA requirements, the inspections at vendor's premises are specified in the purchase order. AL-SAMA makes the necessary arrangements and liaison between the customer and vendor to permit the customer representative to verify that the purchased product conform the specified requirements.*

*Such verification made by customer representative is not releasing AL-SAMA from applying normal quality system controls.*

*An order placed with the subcontractor/Suppliers may not be further subcontracted in full or in part without written permission from AL-SAMA.*

## **4.7 Control of Customer Supplied Product**

*Procedures have been established to ensure adequate control of customer supplied products, including property and facilities, which the Company uses or has responsibility for whilst in*

*their possession. The procedure ensures that the customer supplied products are verified for conformity and/or suitability. If any such product or facility is found to be unsuitable for use, it will be recorded and the customer will be informed accordingly.*

*Likewise, should any such product or facility be lost or damaged, the vents and products details will be recorded and notified to the Customer.*

#### **4.8 Product Identification and Traceability**

*Where required the products used by the Company are identified from receipt and throughout production and delivery. If the supplied product has no identification, the same is provided by marking, label, stickers as appropriate and maintained over production stages.*

*Products of particular importance, or when required by specific contract, or by specific code or regulation, are provided with traceability marking codes (stamping, labels, etc.) which permit all the documents relevant to receipt, construction, shipping and installation to be traced.*

*Work Instructions usually in the form of drawings are issued to those areas which affect the quality of the manufactured product. Criteria for workmanship are stipulated in written form or by representative samples. Manufacturing process which is important from the quality point of view are qualified and controlled throughout their execution.*

*Work instructions for installation are issued in the form of drawings. Work completed is subject to installation check and suitable report is maintained for project records and/or submission to the customer for his verification and approval.*

*Work instructions and/or criteria for testing and commissioning are based on applicable regulatory requirements or on testing procedures, which are prepared and approved by the customer for particular equipment in accordance with customer requirements.*

*Equipment instruction manuals serve as work instructions for maintenance and servicing works wherever applicable. The equipment which was maintained or serviced is suitably marked by placing tag/label indicating date and person who performed the work.*

*In all cases reports are made and maintained for project records and/or submission to the Customer for his verification and/or approval.*

#### **4.9 Process Control**

***Process control is established by way of identifying and planning those operations or tasks in the construction processes, which can directly affect quality. The system ensures that these processes are carried out under controlled conditions.***

***A maintenance program is applied to equipment's in order to sustain process capability.***

*Pre-operational checks, where relevant are incorporated into construction activities to ensure compatibility within established parameters.*

*Where international and national standards apply the appropriate references are included in relevant documentation.*

*Where necessary, flow charts and work instructions are incorporated into the control of the process. Contract specific quality plans will be prepared when they are a contractual requirement.*

*All stages of the process are subject to monitoring at prescribed frequencies to ensure compliance with the established parameters.*

#### **4.10 Inspection and Testing**

*Product is subject to inspection and test at various stages. The frequency and performance of inspections and tests is in accordance with the quality plans. Nonconformance if any, are handled in accordance with the procedure for control of non-conforming product.*

##### **4.10.1 Receiving Inspection and Testing**

*All materials/items are inspected and checked on receipt for conformance with the requirements and condition/transportation damages.*

##### **4.10.2 Process Inspection and Testing**

*Inspections of products and/or works under execution are detailed in the quality plans and/or customer specified requirements.*

##### **4.10.3 Final Inspection and Testing**

*Final inspection and testing is carried out in accordance with customer requirements, quality plan or regulatory requirements to complete the evidence of conformance of the finished product/service to the specified requirement.*

*No product/service shall be declared as completed until all the specified activities are satisfactorily completed and the associated data and documentation is available and authorized by a responsible person.*

##### **4.10.4 Inspection and Tests Records**



*Records are maintained for all inspections and tests. These records identify the inspection authority responsible for the release of the related product/service as conforming product.*

#### **4.11 Control of Inspection, Measuring and Test Equipment**

*Measuring and test equipment by AL-SAMA used for tests, inspection and quality control activities is registered, identified by means of suitable stickers, etc, and controlled. The equipment is calibrated and checked at specified intervals in accordance with regulatory requirements and/or equipment manuals to ensure that measurements uncertainty is known and is consistent with the required measurement capability.*

*Each item of measuring and test equipment is permanently marked with an individual serial number and, where practicable, labeled to indicate calibration status and date. Corresponding records are kept for each item of measuring and test equipment which stipulate the calibration frequencies and tolerances and record the checking and calibration results.*

*Calibration equipment identification numbers, etc. must be shown on the test certificates/inspection reports made with the use of this equipment.*

*In-house calibration is carried out in accordance with written instructions by trained personnel using reference standards in a known state of calibration and traceable to national/international standards. Calibrations are carried out in suitable environmental conditions.*

*When items of measuring and test equipment are calibrated by an external source, dated certificates are supplied containing details of any rectification carried out and the identification of reference standard used.*

*Any equipment found to be defective or overdue for calibration is withdrawn from use. The criticality of the previous measurements made with this equipment since its last calibration are assessed by a specialist person and corrective action is identified when considered necessary.*

*Measuring and test equipment is handled and stored in a manner to maintain accuracy and integrity of the equipment.*

#### **4.12 Inspection and Test Status**

*Procedures are maintained to ensure that the inspection and test status of procedure is known at all stages of processing and storage.*

*The inspection and test status of products is recorded to ensure that only products that have passed inspection and test are further processed, stored, or released to the customer.*

##### **4.12.1 Inspection/Test Status Identification**

*The inspection and test status can be readily ascertained at all stages of manufacture/installation/testing by at least one of the following means:*

- 1. labeling*
- 2. marking/stamping*
- 3. records*

***The inspection identification shall identify the person for release of the product.***

### **3.12.2 Inspection Status Maintenance**

*The inspection and/or status identification is maintained over the receipt, storage and installation to ensure that only those products that have passed the required inspection and testing are forwarded, used or installed.*

## **4.13 Control of Non-Conforming Product**

*Concerned personnel are responsible for identification, recording and immediate reporting of any instances of any non-conforming product.*

*The authority and responsibility for review and disposition of non-conforming product is defined in procedures.*

*Non-conforming products can be:*

- Re-graded*
- Repaired*
- Reworked*
- Scraped*
- Return to the supplier*

*Procedures are provided for suitable identification of non-conforming products to prevent unintended use.*

### **4.13.2 Customer Complaint**

*Non-conformance identified by the customer is reviewed and dispositions are made to rectify the present non-conformance and to prevent the recurrence of the same.*

### **4.13.3 Action and Disposition**

*Instances of non-conformance are reviewed and actions are made as follows:*

*Re-grade for alternative applications*

*Rectify the non-conformance by re-working*

*Scrap or reject the concerned product*

*Request a concession of the Customer to use as it is.*

*When concession is reported to the customer the description of non-conformance or repair completed is recorded to denote actual condition of the product.*

#### **4.13.4 Re-worked Items**

*All reworked items are re-inspected and tested in accordance with the specified requirements.*

#### **4.14 Corrective and Preventive Action**

*Control procedures have been established to ensure that customer complaints are acted upon in timely manner and effectively processed to a satisfactory conclusion.*

##### **4.14.1 1 investigation of Non -conformance**

*Each and every case of non-conformance is investigated for the cause of non-conformance and corrective or preventive action to prevent recurrence. Results are reviewed and documentation is maintained.*

##### **4.14.2 Analysis of Non-Conformance**

*Instances of non-conformance, customer complaints, warranty claims, reported service problems and selected records are analyzed to eliminate potential causes of Non-conformed products or and services.*

##### **4.14.3 Implementation of Corrective and Preventive Action**

*The quality personnel are responsible for initiating the corrective and preventive action in respect of:*

- *Non-compliance arising from internal audits and 3rd party visits.*

- *Identified by customers.*

#### **4.14.4 Follow-up Evaluation**

*Corrective and preventive actions defined are followed up regularly so that their effectiveness can be assessed and controlled and wherever required further actions are defined. The effectiveness of actions is analyzed by the responsible person and reported on the Quality System review meetings.*

*Changes in procedures, documentation, etc. resulting from corrective and preventive action are implemented and recorded.*

#### **4.15 Handling, Storage, Packing and Delivery**

*All materials are handled in a way that prevents damage and deterioration during storage, processing and delivery.*

##### **4.15.1 Material Storage, Issue and Handling**

*All materials and equipment are held in designed storage facilities. Individually ordered items are delivered directly to destination site, while bulk ordered materials are stored in permanent AL-SAMA's facilities.*

*Storage conditions are assessed for conformance with product specification to ensure that items do not suffer damage or deterioration that will adversely affect their quality.*

##### **4.15.2 Preservation and Delivery**

*All materials for delivery to the customer are preserved and identified so as to ensure full traceability with relevant documentation.*

*The packing is made strictly as per customer requirements. When customer does not specify packing and dispatch requirements the product is protected and dispatched to suit conditions of transportation and final destination point.*

#### **4.16 Control of Quality Records**

*The company has established procedures for maintenance and control of necessary records in order to demonstrate that requirement for quality have been met and that the quality system is working effectively.*

##### **4.16.1 Subject of the Record**

*The documentation defining the quality requirements of the products (drawings, instruction, procedures, and specifications) as well as the documents which record and certify the quality obtained (inspection/test reports, non-conformance reports, qualification certificates, and audit reports) is filed to retain evidence of the quality system achievement.*

*The same applies to the equivalent documents of the suppliers.*

#### **4.16.2 Records Control**

*Records to provide documentary evidence of the effective operation of the quality management system are stored and maintained and stored for a minimum of 3 years unless longer retention time is specified in a particular contract.*

*Pertinent subcontractor or vendor quality records shall be part of the AL-SAMA records. The records generated by the system are referenced in the related procedure and detailed in quality records procedures.*

#### **4.16.3 Provision of Records to Customers**

*Contract related quality records are made available to customers in accordance with contract requirements. Confidential information may not be disclosed to a third party without express written permission of AL-SAMA.*

#### **4.16.4 Filing and Retention of Records**

*Maintenance of records is such that they are easily retrievable, secure and protected from damage. Records held beyond the required retention period may be disposed of.*

### **4.17 Internal Quality Audits**

*To ensure that activities throughout the company are regularly audited, the following procedures have been established.*

#### **4.17.1 Audit Program**

*The quality system is audited on a planned basis such that each function is audited at least once per year. The frequencies of the audits are scheduled on the basis of the status and importance to the activity.*

*Unplanned audits may be carried out in cases of significant variation from the quality system requirement when necessary.*

*The audits are made to ensure that the personnel entrusted with quality system administration carry out appropriately the tasks they have been assigned.*

#### **4.17.2 Conducts of Audits**

*Audits and follow up are carried out by trained personnel. Corrective actions are defined, and followed up in accordance with the internal quality audit procedure.*

#### **4.17.3 Results of Audits**

*The results of the audit are documented by a report issued by the auditing team leader and approved by the auditor. Further the results are brought to the attention of the personnel responsible for the area audited.*

*A timely corrective action is taken on any deficiencies found during the audit.*

*Clearance of deficiencies is reported to the quality personnel for review and approval.*

#### **4.18 Training**

*The Company attaches great importance to ensuring that all personnel performing activities affecting quality have adequate experience and qualifications. This is achieved through the recruitment of suitably qualified personnel and the provision of adequate training.*

*Procedure requires all new personnel to undergo induction training which include an introduction to the Company's quality policy, the quality assurance system, and the employee's responsibilities and authority.*

*The procedure also requires that the training needs of personnel are reviewed at least once per year. This is achieved through staff appraisal and where training requirements are identified, a plan for further training is established.*

*The procedure assigns responsibility for the provision of any such further training. Appropriate personnel qualification and training records are maintained.*

#### **4.19 Servicing**

*The Company provides servicing/maintenance for any defects arising in the handed over projects for one year after completion as a part of the contract.*

*Where servicing and/or maintenance are a requirement, the activities are conducted in accordance with the requirements of operating/servicing.*

*The records of servicing and/or maintenance are kept for one year after completion of the contract, after which they may be disposed of unless particular contract requirements do not stipulate otherwise.*

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# **H. Health, Safety & Environment Manual**

## **Health, Safety & Environmental Management Plan**

This document outlines AL-SAMA Marble for Contracting & Trading's (AL-SAMA) policy for ensuring health, safety, and environmental (HSE) control. It establishes the essential requirements for HSE management and defines the organizational responsibilities necessary to maintain these standards. This HSE Plan is intended to be used alongside the Project-Specific Health & Safety Procedure, classified as level 2.

## **Management Commitment & Active Participation**

AL-SAMA is fully committed to the safe execution of projects in compliance with all contractual and local statutory requirements. We believe that effective leadership is the cornerstone of a successful safety program, reflecting management's dedication to its implementation. Leadership and proactive program administration are critical to the success of our safety, health, and environmental loss control initiatives.

The AL-SAMA HSE Policy is detailed below. This policy will be prominently displayed in offices, worksites, stores, and camps where applicable. Informal safety inspections will be conducted by all management levels during site visits, with any concerns communicated directly to the Site Supervisor.

## **HSE Objectives**

At AL-SAMA Marble, we view high standards of health, safety, and environmental protection as integral to efficient construction management.

Our ultimate goal is to achieve accident-free projects. Our current targets are as follows:

- **Target Frequency Rate:** 1.5 LTA per 1 million man-hours
- **Target Severity Rate:** 3 days lost per 1 million man-hours
- **Fatal Accidents:** Zero
- **Near Misses:** Report as many as possible to learn and improve

All AL-SAMA employees will be trained on the HSE requirements of each project. Participation in mandatory courses provided by the Client/Consultant is expected. HSE performance will be monitored throughout the project, with statistics reviewed for continuous improvement. Monthly Safety Reports will be submitted to the Client/Consultant.

All construction activities will follow safe work practices, clear construction plans, methods of work, and safety guidelines. Hazard identification and risk assessment will be conducted regularly, with appropriate control measures implemented. Necessary safety posters will be displayed to highlight related hazards.

Accidents and incidents will be promptly investigated and reported to management, and if applicable, to relevant government authorities.

Management welcomes constructive ideas and suggestions for improving HSE performance.

### **Identification of Hazards**

Routine inspections will be conducted not only to ensure compliance with safety requirements but also to identify potential hazards and risks. Corrective actions will be taken to eliminate or significantly reduce risks.

Employee input and suggestions regarding risks will be encouraged, motivating personnel to actively participate in hazard identification and safety efforts. Such contributions will be recognized and appreciated.

Work practices will be reviewed to incorporate best engineering practices and safety measures. Past safety performance will be analyzed to identify risks and implement effective remedial measures. A reward scheme will be established



to recognize employees who help prevent accidents through timely hazard identification and corrective action.

In situations where risks cannot be avoided, such as working at heights or on construction sites, the following control measures will be implemented:

- Ensure safety procedures are in place and followed
- Utilize safe working facilities
- Encourage employee participation in safety initiatives
- Avoid or eliminate risks at the source
- Contain risks with protective enclosures
- Reduce employee exposure to risks
- Use Personal Protective Equipment (PPE)
- Implement Preventive Maintenance
- Provide well-lit and ventilated workspaces
- Regularly report and continuously improve safety systems

For major activities involving risks, a risk assessment will be conducted, and mitigation actions will be documented.

## **Operating Controls**

### **General**

Site operations will adhere to Safety Procedures, local laws, and regulations. Regular interactions and meetings with the Client Safety Engineer will ensure clear communication of requirements. The Site Safety Engineer will document meetings on HSE matters as per contract requirements. Weekly and Monthly Safety Reports will be submitted to the Consultant as required. Project-specific HSE procedures will be developed as needed to complement this HSE plan.

All employees are responsible for preventing injury to themselves and others and must fully cooperate to help management meet legal obligations. Non-compliance with company rules and regulations may result in disciplinary action.

Compliance will be monitored through:

- Routine and planned inspections
- Safety and health inspection tours

- System audits
- Accident/incident investigations

### **Permit to Work System**

The permit to work system implemented by the Client will be strictly followed. Written permission must be obtained before carrying out any non-routine or first-time work. Work will only commence once the relevant work permit is signed by the appropriate authorities. Any additional precautions specified by the issuing authority will be strictly enforced.

Upon completion of work, the site will be left clean and tidy, and the relevant permits will be signed off as completed.

### **Manpower Control and Competence**

Skilled and experienced employees will be deployed to ensure the safety, quality, and efficiency of work. This will be further enhanced through employee training, participation, and development. The Project Manager and Site Safety Officer will ensure all new recruits undergo Safety Induction Training, with records maintained for each individual.

Periodic Safety Training will be provided by Safety Officers and foremen on safe working practices and related topics. Basic survival English will be taught, and safety instructions will be explained in languages understood by the workforce. All personnel will attend safety training, briefings, and meetings sponsored by the Project Manager.

### **Integrity of Systems/Units**

All construction equipment, tools, and accessories will be maintained to ensure safe working conditions and availability as required by the construction site. A current list of equipment, tools, and accessories will be maintained, and regular checks will be conducted to ensure fitness and safety. Faulty items will be quarantined and repaired, and a preventive maintenance plan will be in place.

### **Pre-Use Equipment Inspection**

Planned equipment checks will be conducted to prevent unscheduled downtime. Competent personnel trained on the equipment will perform these checks and report any defects, which will be addressed immediately. Lifting

equipment, operators, and accessories will be certified by a Third Party testing agency. Approved color coding will indicate valid certification, and all TPI certificates will be forwarded to the relevant parties.

Breakdown maintenance will be carried out as needed, with records maintained.

## **Occupational Health and Personnel Protection**

### **Personnel Protective Equipment (PPE)**

Personnel protection is essential to minimize human exposure to work-related hazards that cannot be controlled at the source. All employees must wear the appropriate PPE, including hard hats, safety shoes, safety goggles, and masks, as required. Worn or defective PPE will be replaced immediately. Personnel who disregard PPE regulations or tamper with PPE will face disciplinary action.

Immediate supervisors and Safety Officers will instruct personnel on the correct use of PPE and ensure compliance. The Safety Officer will conduct training on the use and fitting of PPE, maintain training records, and coordinate with the Store Keeper to control PPE issuance.

The Safety Officer/Project Manager will ensure that a stock of standard PPE and other safety equipment is maintained, with timely orders placed in line with minimum/maximum levels.

### **Occupational Health**

All employees have undergone medical testing and been certified fit for work. Medical arrangements are in place with local hospitals/clinics for staff and workmen. Sick employees are encouraged to seek medical attention and are given paid rest as needed.

First Aid Kits will be available on-site for minor injuries. Safety Officers, Foremen, and Site Engineers will be trained in basic first aid. First Aiders will be identified on notice boards and known to workmen.

Occupational health hazards will be identified during audits and inspections. If a specific health hazard is identified, the safety department will assess its extent and recommend measures for substitution, elimination, or dilution of the hazard. PPE will be used as necessary to minimize employee exposure.

For hazardous operations, continuous safety watch and emergency pickup will be available.

During summer, sufficient water and rehydration fluids will be provided to reduce the risk of heat stress.

### **Toxic & Hazardous Substances – Control and Maintenance**

Hazardous materials will be stored, handled, and identified in compliance with Material Safety Data Sheets and local laws. Personnel will be trained on the risks and emergency procedures associated with hazardous materials.

Efforts will be made to minimize direct exposure to hazardous substances, including:

- Substituting less hazardous materials
- Controlling hazards by limiting dust and emissions
- Enclosing hazardous substances
- Providing exhaust ventilation
- Providing appropriate PPE
- Continuous training and increasing awareness of potential hazards

Supervisors will ensure employees handling hazardous materials are informed and equipped with the necessary PPE before starting work.

Measures will be taken to safely draw out fumes and manage exposure levels using blowers or exhaust fans as required.

### **Environmental Protection**

#### **General**

AL-SAMA Marble for Contracting & Trading is committed to minimizing the environmental impact of construction operations by implementing appropriate environmental protection controls. The Site Safety Officer and Project Manager will assess and minimize environmental impacts, ensuring compliance with contract conditions and government regulations.

All projects will conform to the environmental standards set by the Client and the Government. Supervisors and foremen will regularly hold toolbox talks with

their workforce to communicate task instructions and environmental protection measures.

### **Disposal of Waste and Hazardous Material**

All waste will be identified, segregated, handled, and disposed of at locations approved by the Client's Project Manager and relevant authorities, following the Client's Hazardous Waste Management Procedure. Consideration will be given to:

- Material Safety Data Sheets/acceptable practices
- Municipality regulations or directives

Non-hazardous waste will be disposed of at approved locations with necessary approvals. Site management will promote awareness among personnel to minimize waste generation and ensure proper handling.

### **Housekeeping/Tidiness**

AL-SAMA firmly believes that a well-maintained site promotes safety by reducing hazards. Continuous housekeeping and waste segregation will help minimize environmental impact. Cleanliness and orderliness will also ensure a safer and more conducive working environment.

Site housekeeping will be of paramount importance. The Safety Officer will conduct monthly inspections, and each supervisor will ensure that their work areas remain neat and tidy, with continuous

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