

# PRE-QUALIFICATION DOCUMENTS



**DIBAJ**

**AL KHALEEJ DECOR**

TURNKEY FIT-OUT & FURNISHING  
INTERIOR DESIGNING  
RETAIL INTERIOR FITOUT SOLUTIONS  
ACOUSTICAL SOLUTIONS  
EXHIBITION STANDS/KIOSKS  
WAREHOUSE DESIGNS & SOLUTIONS  
JOINERY / CARPENTRY WORKS  
MEP & CIVIL WORKS



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## INTRODUCTION

Dibaj Al Khaleej Interiors is well established as a market leader in interior Fit out in the UAE. We specialize in all types of Interior Fit out works including, Hotels, Hospitals, Restaurants, Corporate offices, Banks and Retail Outlets. We have been operational since 2014 and have completed many prestigious Projects throughout the region.

Since inception we have focused our efforts on delivering the highest level of service and quality workmanship through our team of dedicated Project Managers and Site Operatives. It is our aim to maintain a manageable level of projects, the focus being on quality rather than quantity, having gained a reputation of delivering the highest quality fit outs, professionally executed, within program and budget constraints. We are in the enviable position of having our own Joinery, Gypsum and tile works, Glass & Metal Works, and Painting Divisions, all underpinned by our ability to produce our own drawings through our Design Department. This enables us to maintain complete control over program execution and quality standards alike. Although we are self-sufficient and do not rely heavily on subcontractors we do, at times, make use of subcontractors e.g. MEP works and some Civil works and only employ industry recognized leaders in their field. We are of the belief that our success is due to the people we employ who are passionate about implementing our projects within the framework of our company mission statement.



All our projects are managed by dedicated Design manager, Project Managers, Site Managers and Foreman. Our work is further endorsed by the repeat business we continuously receive. Our mission statement is “We aim to deliver all our projects in a professional manner with an uncompromising view to quality and ethical considerations”.

Dibaj Al Khaleej provides high quality construction service. Our clients are assured of an end result that fits their expectations. That’s why we are on our way to becoming one of the area’s most trusted contractors. We take pride in the fact that every project we do reflects the unique aspirations of the people for whom it is designed. Our professional staff will always go the extra mile to keep clients happy and satisfied. We have all the necessary resources, like state-of-the-art equipment, Skilled manpower and vast experience in the field.

Dibaj Al Khaleej Decor’s core competence lies in building up the most Modern and abstract design for your environment. We handle corporate offices, Hospitals, Retail stores, showrooms, restaurants, night clubs and warehouses, private villas and turnkey projects depending on client requirements. Our team is committed to providing solutions for all your building and maintenance needs with our in-House design, technical and field capabilities. We ensure that your project is executed to Quality standards that you expect from a market leader. Our execution process is exhaustive, effective and guarantees excellent workmanship for all your project. Our client-centered approach makes us highly dependable, so you are assured of an end result that meets your expectations and requirements.



## VISION & MISSION

Since the establishment of Dibaj Al Khaleej Interiors, we have strictly followed our vision for this company which is to maintain and strengthen the quality we provide our customers. Our strategy for sustained quality and growth has earned the trust of all our clients, which eventually got us where we are today. Years of experience on major projects, and a solid client base, helped us become expert in the contracting business in United Arab Emirates. We strongly believe that success depends solely on team work and combined efforts and that's why we selectively pick our team members to ensure engineering and construction excellence.

We develop ourselves and strengthen our business through providing our customers state of the art project management systems, timely project execution tailored to customer needs, exceptional service with progress reports and updates, transparency and accountability, and of course cost-effectiveness. At Dibaj Al Khaleej, we highly value our employees as they are the foundation of this company. From their experiences, diligence, and high sense of professionalism, there is nowhere to go but forward. At Dibaj Al Khaleej, we are realistic in our goals and all our happy customers are our best advertising.



## OUR SERVICES

From complex renovations to major new interior/fit out construction, basic remodeling or long-term project planning, DAK interiors ensures every detail of your project is managed with forethought and precision.

We understand that today's commercial spaces must be functional and efficient and must add value to your business yet be delivered for the best price. Our success has always relied on strategic partnerships, so clients can expect us to be collaborative and responsive throughout.

DAK offers one-stop construction and Architectural design services for all types renovation and fit-out projects.

## INDOOR PROJECTS

Interior turnkey fit out solutions

Interior designing

All Civil & MEP Works

Acoustical works

Joinery/carpentry works

Metal & Glazing work

Expert in Flooring, partition & ceiling works



All type Painting and Cladding works

## **OUTDOOR PROJECTS**

Architectural Designing

Block wall Construction and Demolitions

External painting and cladding works

Roofs and gutters

Pools & Spas

Windows and External glazing works

Gates & Fences

Hardscape & Landscape

## **SHOP FITOUTS & JOINERY**

Retail Shop Fit outs

Exhibition stands & Kiosks

Office work stations & cabinets

Cabinets & Countertops

Windows, Doors & Siding

Finish Carpentry, Trim & Molding

General Repairs & Home Storage



## COMPANY DETAILS

COMPANY NAME: **DIBAJ AL KHALEEJ DÉCOR LLC**

ADDRESS: **OFFICE NO. 711, FLOOR 7,  
AL MULLA BUILDING, NEAR ANSAR MALL,  
AL NAHDA, SHARJAH, UAE.**

CONTACT: **MOB: (+971) 0557655884  
(+971) 0566103475  
TEL: (+971) 065287287**

EMAIL ID: [info@dibajinteriors.ae](mailto:info@dibajinteriors.ae)  
[gurmeet@dibajinteriors.ae](mailto:gurmeet@dibajinteriors.ae)  
[sajith@dibajinteriors.ae](mailto:sajith@dibajinteriors.ae)  
[prince@dibajinteriors.ae](mailto:prince@dibajinteriors.ae)





# TRADE LICENCE

GOVERNMENT OF SHARJAH  
Economic Development Department

حكومة الشارقة  
دائرة التنمية الاقتصادية

الإمارات تبتكر  
UAE INNOVATES

رخصة تجارية  
Trading License

تفاصيل الرخصة License Details

رقم الرخصة License No. 724390  
رقم التسجيل Registration No. 157279  
تاريخ الإصدار Issue Date 2014/04/17  
تاريخ الانتهاء Expiry Date 2017/04/17

الإسم التجاري Trade Name ديباج الخليج لمقاولات الديكور ذ م م  
الشكل القانوني Legal status شركة ذات مسؤولية محدودة Limited Liability Company

أطراف الرخصة License Members

الحصص Shares	الصفة Type	رقم الهوية / الجواز ID/Passport No.	الجنسية Nationality	إسم المستثمر Investor Name	رقم المستثمر Investor No.
%51	شريك	784196392737068	الإمارات	فاطمة علي حسين	15056
%49	شريك	J4193452	الهند	غورميت سينغ ارورا	4738047

المدير غورميت سينغ ارورا  
أنشطة الرخصة مقاولات فئة سادسة، ديكور  
العنوان الشارع والنهدة/الشارقة شارع الاتحاد شقة رقم 711 طابق رقم 7 ملك محمد عبدالله اللطيف الملا

رقم الهاتف المشترك: 0557655884  
صندوق البريد: 83412

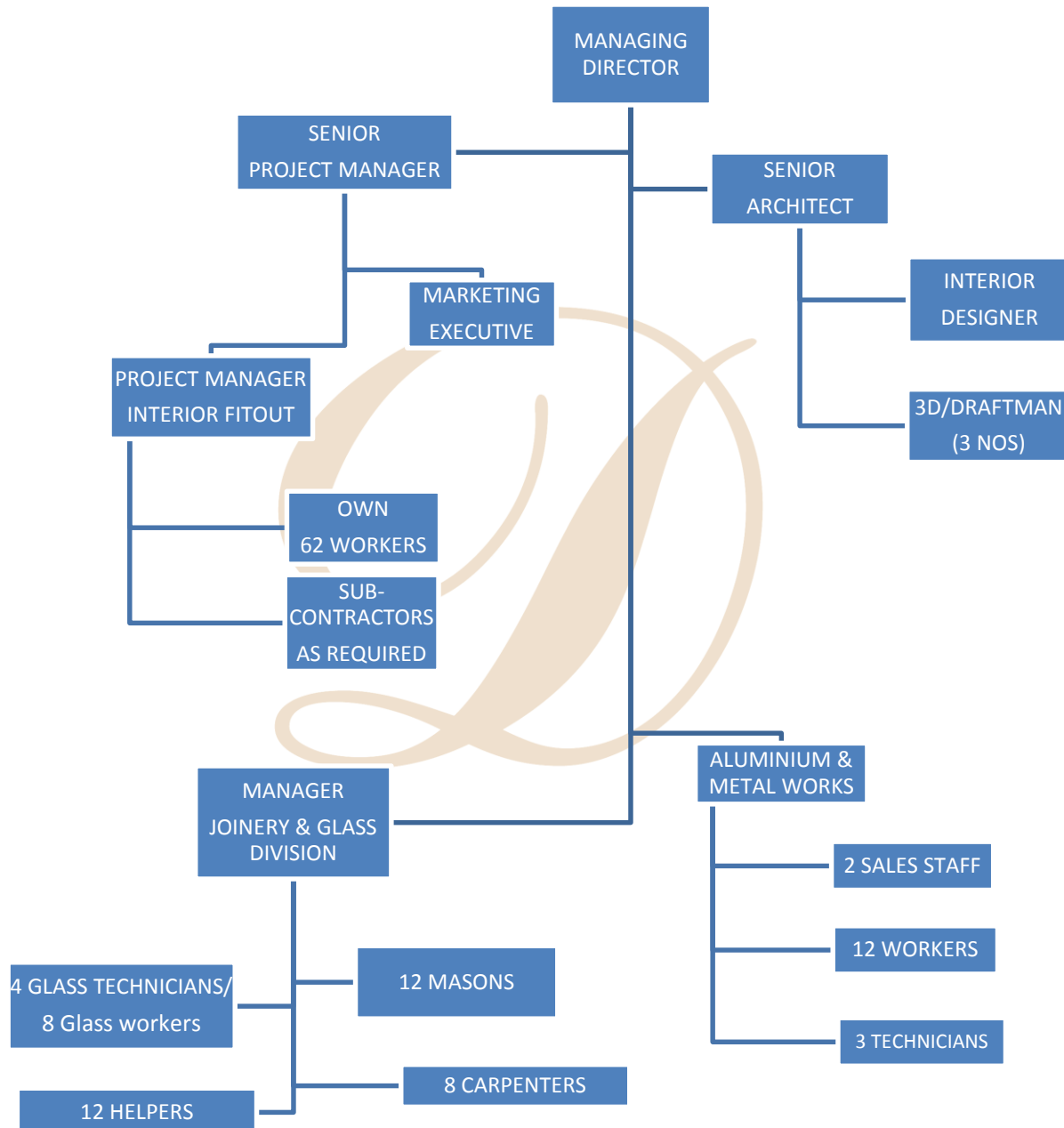
الملاحظات Notes  
- أصحاب شريك / شركاء

تاريخ الطباعة 2016/04/26  
رقم المستخدم 42719

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# ORGANIZATION CHART





## KEY EMPLOYEE DETAILS

Name - Gurmeet Singh Arora  
Designation - Managing Director  
Experience - 18 years  
Age - 40 years  
Contact Details: +971-56 506 7051  
Email- info@dibajinteriors.ae

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Name - Sajit Thekkadavan  
Designation - Senior Project Manager/ Architect  
Experience - 9 years  
Age - 33 years  
Contact Details: +971-56 610 3475  
Email- sajith@dibajinteriors.ae

---

Name - Aswalhy Vijayakumar  
Designation - Senior Architect  
Experience - 8 years  
Age - 30 years  
Contact Details: +971-56 7590334  
Email- aswalhy@dibajinteriors.ae

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Name - Sajid Pervaz  
Designation - Manager Joinery Div.  
Experience - 25 years  
Age - 45 years  
Contact Details: +971-56 506 7058  
Email- [sajidpervaz@gmail.com](mailto:sajidpervaz@gmail.com)

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Name - Kuljeet Arora  
Designation - Interior Designer  
Experience - 10 years  
Age - 35 years  
Contact Details: +971-56 626 8123  
Email- [kuljeetarora@gmail.com](mailto:kuljeetarora@gmail.com)

---

Name - Prince Sharma  
Designation - 3D visualizer  
Experience - 6 years  
Age - 28 years  
Contact Details: +971-56 506 7053  
Email- [prince@dibajinteriors.ae](mailto:prince@dibajinteriors.ae)

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Name - Gagandeep Singh  
Designation - Site Supervisor  
Experience - 10 years  
Age - 33 years  
Contact Details: +971-56 506 7052  
Email- gagan@dibajinteriors.ae

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Name - Amarjeet Singh  
Designation - Site Supervisor  
Experience - 5 years  
Age - 29 years  
Contact Details: +971-56 506 7057  
Email- amaejeet@dibajinteriors.ae

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Name - Dhiraj Singh  
Designation - Marketing Manager  
Experience - 15years  
Age -45 years  
Contact Details: +971-56 506 7054  
Email- dhiraj@dibajinteriors.ae

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Sl.no	DESIGNATION	NO. OF STAFF
1	Project Managers	2
2	Architect	1
3	Interior Designer	1
4	3d / CAD draftmen	3
5	Marketing Executive	1
6	Sales Staff	2
7	Gypsum Workers	15
8	Gypsum helpers	10
9	Glass workers	8
10	Fitters/Technicians	4
11	Painters	6
12	Floor works / Masons	12
13	Carpenters	8
14	Carpentry helpers	8
15	Drivers	4
TOTAL		85



## FINANCIAL INFORMATION

### **EMIRATES NBD BANK**

SHARJAH MAIN BRANCH  
GROUND FLOOR, EMIRATES NBD BUILDING,  
IMMIGRATION ROAD, AL QASSIMIA AREA,  
SHARJAH

TEL: 00 971 600 540000

FAX: 00 971 4 2221839

A/C NO: 1014873325001

### **EMIRATES ISLAMIC BANK**

MEGA MALL BRANCH  
GROUND FLOOR, G29  
MEGA MALL, SHARJAH

A/C NO: 0239 619129 001



## LIST OF MAJOR CLIENTS

- THE FIRST GROUP, DUBAI, UAE
- WYNDHAM HOTEL, DUBAI, UAE
- AL SAFEER GROUP OF COS, SHARJAH, UAE
- SAFEER PROPERTIES, SHARJAH, UAE
- INTERNATIONAL HOSPITAL, BAHRAIN
- LANDMARK GROUPS, DUBAI, UAE
- FITNESS FIRST, DUBAI, UAE
- CANDILITE, DUBAI, UAE
- CITY MAX HOTELS, DUBAI, UAE
- FAIRMOUNT GROUP, AJMAN, UAE
- RADISSON BLU HOTEL, DUBAI & AJMAN, UAE





- KELTON KLEX CONSULTANTS, DUBAI, UAE
- THE INTERIORS GROUP, DUBAI, UAE
- WAFI MALL, DUBAI, UAE
- AL GHURAIR, DUBAI, UAE
- QUALITY GROUP, DUBAI, UAE
- FRADA (LUXURY RETAIL BRAND), DUBAI, UAE
- LES NEREIDES PARIS (LUXURY BRAND),  
DUBAI, UAE
- TELE COMMUNICATIONS REGULATORY  
AUTHORITY, BAHRAIN
- STRATIX CONSULTANTS, DUBAI & ABUDHABI,  
UAE
- KRISTAL HOLDING, BAHRAIN
- KPMG, BAHRAIN



## LIST OF MAJOR PROJECTS

TYPE -RETAIL

PROJECT - (1) SHOES4US (2) CHARACTERS (3) X- PRESSION  
(4) ETERNITY

CLIENT / CONSULTANT – AL SAFEER GROUP OF COMPANIES

AREA - 3600 SQM

LOCATION - OUD METHA RD, WAFI MALL, DUBAI

BUDGET - (4,800,000 AED)















TYPE -HOTEL

PROJECT - WYNDHAM HOTEL

CLIENT / CONSULTANT – THE FIRST GROUP

AREA – VARIES

LOCATION - DUBAI MARINA

BUDGET - (3,500,000 AED)















TYPE - RESTAURANT

PROJECT - PRIME GRIL RESTAURANT BAR IN WYNDHAM HOTEL

AREA - 420 SQM

LOCATION - DUBAI MARINA

BUDGET - (780,000 AED)

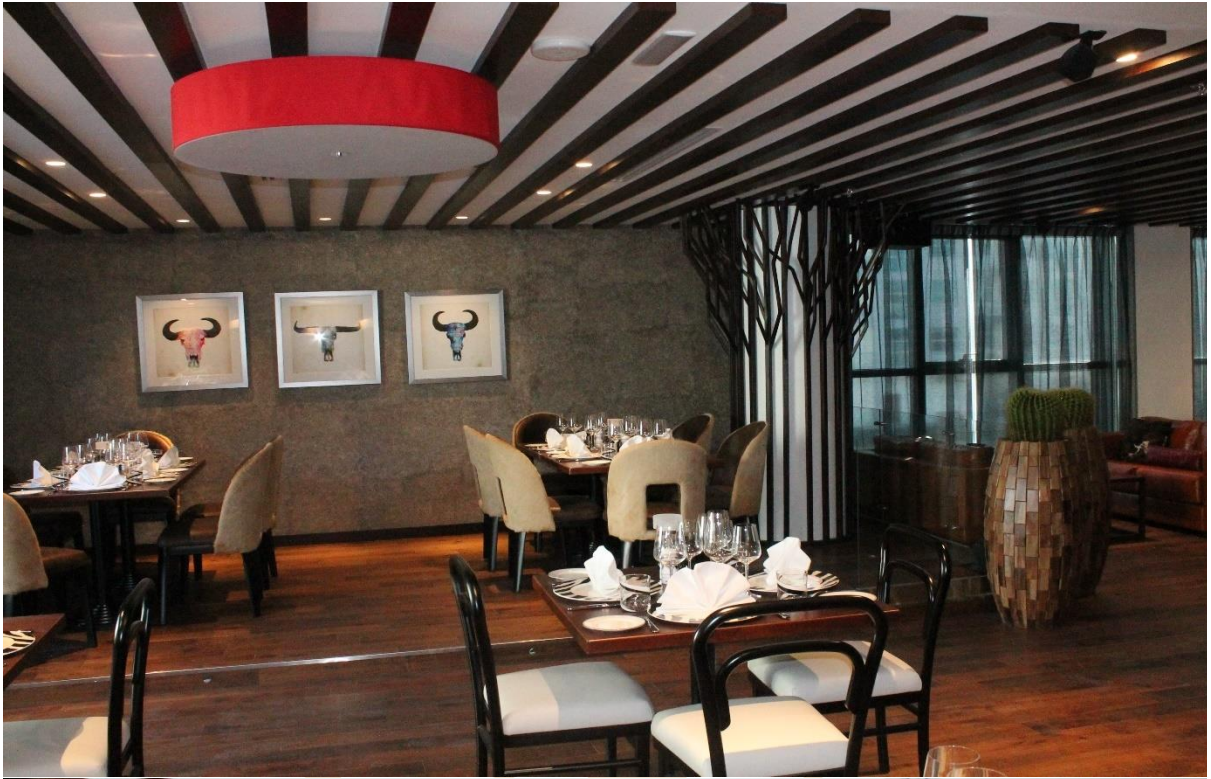














TYPE -SHOWROOM

Project - LES-NEREDIES PARIS

Client / Consultants – Quality Group of Companies

Area - 120 sqm

Location - CITY WALK DUBAI

Budget - (650,000 AED)























TYPE - HOSPITAL

Project - International Hospital Bahrain (renovation)

Area - 1200 sqm

Location - Bahrain

Budget - (4,100,000 AED)

TYPE -OFFICE

Project - Tele Communication Regulatory Authority

Area - 1900 sqm

Location - Bahrain

Budget - (3,850,000 AED)

TYPE - OFFICE

Project -Kristal Holding Office Full building

Area - 1600 sqm

Location - Financial harbor, Bahrain

Budget - (5,850,000 AED)





**TYPE -SHOWROOM**

Project - F R A D A

Area - 100 sqm

Location - Fujairah Mall

Budget - (575,000 AED)

**TYPE - HOTEL**

Project - Radisson Hotel & Service Apartments

Area - 2000 sqm

Location - Bahrain

Budget - (2,000,000 AED)

**TYPE -RETAIL**

Project -CANDELITE

Area - 250 sqm

Location - ARABIAN CENTRE DUBAI

Budget - (670,000 AED)



**TYPE -RETAIL**

Project -CANDELITE

Area - 180 sqm

Location - SAHARA CENTRE SHARJAH

Budget - (480,000 AED)

**TYPE -OFFICE**

Project -STRATIX CONSULTANTS

Area - varies

Location - CITY TOWER DUBAI & ABUDHABI

Budget - (725,000 AED)

**TYPE -OFFICE**

Project -ABDULLA ALSUWAIDI ADVOCATES & LEGAL CONSULTANTS

Area - 125 sqm

Location -OFFICE NO-704 BAY SQUARE BUILDING # 02, BUSINESS BAY DUBAI

Budget - (380,000 AED)

**TYPE -SHOP**

Project -AL DUR AL MANTHOOR PERFUME SHOP

Area - 220 sqm

Location - DUBAI

Budget - (250,000 AED)



**TYPE -SHOP**

Project -JALABIAT YASMINER TRADING LLC

Area - 45 sqm

Location - MADINATH JUMEIRAH DUBAI

Budget - (250,000 AED)

**TYPE - RETAIL**

Project -FITNESS FIRST GYM

Area - varies

Location – All Over UAE

Budget - (2,000,000 AED)

**TYPE - OFFICE**

Project -KPMG HQ Office

Area - 480 sqm

Location - BAHRAIN

Budget - (650,000 AED)



Project Name	Type	Location	Client/ Consultant	Amount
DUBAI				
X-Pression	Shop	Wafi Mall	Safeer Group	1.3 Milion
Shoe4us	Shop	Wafi Mall	Safeer Group	1.2 Milion
Characters	Shop	Wafi Mall	Safeer Group	800,000.00
Eternity & SmartBaby	Shop	Wafi Mall	Safeer Group	1.5 Milion
Wyndham Hotel	Hotel	Dubai Marina	The First Group	3.5 Milion
PRIME GRIL RESTAURANT BAR	Restaurant	Dubai Marina	The First Group	780,000.00
Les-Neredies	Showroom	City Walk	Quality Group	650,000.00
Candelite	Shop	Arabian Center	Landmark Group	670,000.00
Stonfly	Shop	Arabian Center	Quality Group	450,000.00
Stratix Consultants	Office	City Tower	Statrux Consultants	500,000.00
Abdulla Alsuwaidi Advocates & Legal Consultants	Office	Bay Square	Abdulla Alsuwaidi	380,000.00
Al Dur Al Manthoor Perfume Shop	Shop	Wafi Mall	Mr. Waldeed	250,000.00
Jalabiat Yasmine Trading	Shop	Madinat Jumehira	Mr. Fayaz	250,000.00
Al Yasmine Trading	Shop	Garhoud Mall	Mr. Nazeer	650,000.00
Al Mila Trading	Shop	Garhoud Mall	Mr. Manoj	350,000.00



Al Hawai Shipping And Cargo	Office	Hawai Tower	BTR	450,000.00
Fitness First	Gym	Deira City Center		2 Million
Fitness First	Gym	DCC		
Fitness First	Gym	Mardif City Center		
Fitness First	Gym	Dubai Festival City		
Fitness First	Gym	Midtown Mirdif		
Fitness First	Gym	Burjuman Centre		
The Outlet	Shop	Outlet Mall		
Eternity	Shop	City Center Shindagha	Safeer Group	650,000.00
Pak Darbar Resturent	Restaurant	Qusais	Mr. Pawan	250,000.00
NEW DUBAI PROPERTIES		Tecom Hotel		1.5 Million
JGE Villa No. 88	Villa	Dubai	Rasha Homes	250,000.00
JGE Villa No. 92	Villa	Dubai	Rasha Homes	250,000.00
Rayna Tours & Travel	Office	Bur Dubai	Mr. Manoj	150,000.00
SHARJAH				
X-Pression	Shop	Safeer Mall	Safeer Group	250,000.00
Home Style	Shop	Safeer Mall	Safeer Group	150,000.00
Candelite	Shop	Sahara Center	Landmark Group	225,000.00



Fitness First	Gym	Sahara Center	Landmark Group	80,000.00
Coral Beach Resort	Hotel	Corniche Road	Ramzi	50,000.00
La Vie Rose	Shop	Mega Mall	Apperal Groups	100,000.00
Sharjah Beach Hotel	Hotel	Corniche Road		
Rayna Tours & Travel	Office	Shrajah	Mr. Manoj	100,000.00
AJMAN				
X-Pression	Shop	Safeer Mall	Safeer Group	700,000.00
Eternity	Showroom	Safeer Mall	Safeer Group	2 Million
Shoe4us	Showroom	Safeer Mall	Safeer Group	500,000.00
FUJEIRAH				
X-Pression	Shop	Century Mall	Safeer Group	300,000.00
Farda	Store	Fujehira Mall	Quality Group	575,000.00
Skecher	Store	City Center	Apperal Groups	350,000.00
ABU DHABI				
Stratix Consultants	Office	Al Muhairy Centre	Mr. Jorawar	225,000.00
Fitness First Gym	Gym	Dalma Mall		250,000.00
Fitness First Gym	Gym	Abu Dhabi Mall		300,000.00
AL AIN				





Safeer Mall	Hypermarket	Dubai / Al Ain Road		1.2 Million
Home Style	Store	Safeer Mall		250,000.00
RAS AL KHAIMA				
Life Style	Shop	Landmark Group	Hamra Mall	350,000.00
X-Pression	Shop	Umm Al Quain Road	Hamra Mall	400,000.00
Nexgen	Shop	Safeer Mall	Safeer Group	350,000.00
EternitY	Shop	Safeer Mall	Safeer Group	650,000.00



## LIST OF EQUIPMENTS / MACHINERY

SL.NO	DESCRIPTION	QTY
<b>MACHINERY</b>		
1	GLASS MULTILEVEL EDGING /MACHINE	1
2	GLASS SANDBLASTING MACHINE	1
3	INDUSTRIAL WOOD CUTTER	1
4	ROUND GLASS POLISH MACHINE	1
<b>ESSENTIAL POWER TOOLS</b>		
1	FIXED BASE ROUTER	2
2	CIRCULAR SAW	2
3	FULLY AUTOMATIC POWDER-ACTUATED TOOL	3
4	RECIPROCATING SAW	1
5	EXTENSION CORDS	5
6	JIGSAW	2
7	RANDOM ORBITAL SANDER	3
8	COMPOUND MITER SAW	2
9	TABLE SAW	1
10	POWER DRILL	7
11	BATTERY DRILL	8
12	PORTABLE HAND PLANER	3
13	HANDHELD BLOWER	2
14	CROSS LINE LASER LEVEL	2
15	LASER DISTANCE MEASURE	3
16	SELF-LEVELING INT/EXT ROTARY LASER KIT	1
17	GRINDERS	5



18	ANGLE GRINDER	2
19	BENCH GRINDER	1
20	ROTARY HAMMER	2
<b>NON-ESSENTIAL TOOLS</b>		
1	AIR COMPRESSOR	2
2	NAIL GUNS (FRAMING AND DECKING)	4
3	AIR HOSES	6
4	NAIL GUN (EXTERIOR FINISH NAILER)	4
<b>SQUARES</b>		
1	FRAMING SQUARE	5
2	COMBINATION SQUARE	3
3	TRY-SQUARE	2
<b>HAND TOOLS</b>		
6	TORPEDO LEVEL	1
7	NAIL PULLER	4
8	SPEED SQUARE	4
10	FRAMING HAMMER	5
11	SLEDGE HAMMER	3
12	CARPENTRY LEVELS	4
14	HAND PLANER	4
15	SHOULDER PLANER	3
16	VERITAS DUAL MARKING GAUGE	2
17	WHEEL MARKING GAUGE	2
18	5-1/2 JACK PLANE	4
19	STANDARD BLOCK HAND PLANE WITH ADJUSTABLE MOUTH	4
22	MOULDED BODY SURFORM PLANE	4
23	GLASS SUCTION 3 WAY GRIP	5
<b>OUTDOOR &amp; EQUIPMENT CATEGORIES</b>		
1	LADDER	8



2	SMALL AIR COMPRESSOR	2
3	SCAFFOLDING	
<b>SAFETY EQUIPMENTS</b>		
1	SAFETY SHOES	40
2	FACESHIELD HEADGEAR	12
3	SAFETY JACKETS	40
4	HEALMENT	40
5	HEARING PROTETION	50
6	HIGH VISIBILITY SHIRTS & SWEATSHIRTS	50
7	HIGH VISIBILITY PAINTS	50
8	SAFETY BELTS	10
9	FIRE EXTINGUISHER DRY & CO2	6
<b>COMPANY VEHICLE LIST</b>		
S.NO	VEHICLE ID /MODEL	
1	87701 / NISSAN	CAR
2	39840 / MITSUBISHI	PICK-UP
3	92673 / MITSUBISHI	PICK-UP
4	13282 / MITSUBISHI	PICK-UP
5	91394 / FORD	CAR
6	57319 / MITSUBISHI	3-TON





## QUALITY SYSTEM MANUAL

DIBAJ AL KHALEEJ DECOR (DAK) applies a rigorous quality control discipline to their activities. Projects are also administered and managed in accordance with these requirements. Monitoring of the Quality System will be undertaken by the Quality Department and designated personnel within the organization. A periodic review will be carried out in the presence of the senior projects manager, who will authorize any corrective action to prevent the same source.

### Quality Plan Narrative

The preparation of the Project Quality Plan will be the responsibility of the Project Engineer and will be executed during mobilization. Reviews and updates will take place within each three-month period. The initial and subsequent issues of the Project Quality will be subject for review and approval by the project manager.

DAK have developed, and continue to develop, procedures in manual form for quality control activities to ensure continuous improvement and customer confidence.



The technical requirements of the contract will be communicated to personnel

- i) Selective but effective issue of the specification and drawings.
- ii) Selective but effective issue of the project quality plan.
- iii) Frequent staff meetings and briefings especially for technically demanding operations.

It is understood that the technical requirements of the client, as defined in the specification will be integrated into the DAK Quality System, and will take precedence over corporate standards where deemed necessary by project head.

Quality Control Plans (QCPs) will be prepared for activities which require such control under the specification, or where in the opinion of management, Quality would be adversely affected by the absence of such control.

QCPs will be prepared for relevant subcontractor activities and will ensure the testing and monitoring of their activities by witness and inspection.

Quality control on site will be expedited through the DAK's project team using Performa, which document the salient verifications and hold points.



## PROCESS CONTROL

A Quality and Process Control System is maintained by Dibaj Al Khaleej decor.

### Commencement – Submittals

**Shop Drawings:** Shop drawings are submitted to the lead consultant as required. Site conditions are verified and measurements taken prior to preparing shop drawings to ensure accurate installation of work.

**Samples:** Samples of materials, color and finishes etc. are submitted to the lead consultant for approval. Identical samples are held by our Quality Control Department.

**Sample Unit:** Samples of typical panels are submitted to the lead consultant for review where necessary. Sample units remain on site and in our factory as a standard for both manufacture and installation work.

**Product Date:** Manufacturers' product date is submitted for each item as required by the Consultant to verify evidence of compliance.

### Material Control – Delivery, Storage and Handling

All materials and components are handled carefully to prevent damage and are assessed for compliance prior to production.

Wherever possible, components are not delivered to site until the work of wet trades is complete. Components are protected from moisture. Tagging is utilized for identification purposes as necessary and secure storage areas maintained for portable items.



### **On-Site Activities – Installation**

- a) All materials and components are delivered to site as per site dimension and shop drawings for installation.
- b) Installation takes pace in accordance with our own site requirements and manufacturer's instructions as specified. Necessary site adjustments assure correct and trouble-free installation
- c) Allowances are made where fixed objects pass through, or project into or around, the periphery of installed work to permit normal movement without restriction.
- d) Units are set level, plumb, and to line and location.
- e) All openings are prepared to ensure that square and clean edges are left after cutting.
- f) Ambient conditions of temperature, humidity and lighting are checked to ensure quality is maintained.

### **Completion – Adjust and Clean**

- a) All working parts are adjusted, as required, to operate smoothly without sticking and binding.
- b) All adjacent surfaces are cleaned and identification marks removed.
- c) Where necessary, final adjustments are made and installed items are cleaned by removal of tape, temporary identification marks, debris, adhesive, etc.
- d) Surplus materials, rubbish and debris resulting from the site works are removed and areas are left in a neat and clean condition.





## HSE MANUAL

### **CHAPTER 1**

#### **INTRODUCTION & COMPANY SAFETY POLICY**

##### **1.1 INTRODUCTION**

The Health & Safety Manual is presented to lay down the plan for conducting safe work, to protect EPC's personnel, properties and equipment. The Company is totally committed to a policy of prevention, reduction and elimination of all undesired events that could result in loss and of protecting the interests of the company and our Client at all times.

To achieve this aim, the Company has embarked on a Risk Management and Safety Programme which will encompass all sections and areas of our work.

The specific objectives of this programme are: -

- To place paramount emphasis on the prevention of any accidents to persons.



- Prompt accident notification, investigation and reporting.
- The establishment and maintenance of a safe, healthy and productive working environment.
- Protection of property is complementary to existing statutory regulations of the UAE as a whole.

This manual is a general guideline and may be modified according to the work site and mode of work involved.

## 1.2 **COMPANY SAFETY POLICY**

Dibaj Al Khaleej is concerned with the occurrence of accident, which are primarily failure in the Company's operational procedures and as such are costly. It is imperative that each Supervisor is fully aware of the Company Policy with respect to the prevention of accidents.

The Company considers the Safety of its employees a major part of their responsibility and to properly discharge this responsibility, the following Accident Prevention Policy has been established.



- 1) Operational success shall be achieved in conjunction with good and effective accident prevention practices.
- 2) The Company, its management and Supervisors will use only safe operational procedures and develop safe working attitudes and habits.
- 3) Any employee of the Company who continually works in an unsafe manner and does not follow safe operational procedures shall have his employment terminated for his own benefit and the benefits of others.

It is the Supervisor's responsibility to assure the job is accomplished in as safe and effective manner as possible. Individuals are responsible for promoting safe operations. Due care and attention will be given to Property, Equipment and Environment areas. The objective of EPC accident Prevention Policy is to identify the likely circumstances leading to accidents. Responsibility for controlling accidents is delegated directly to individuals the same way as any of their other responsibilities. Individuals will be held accountable for results.

## **CHAPTER 2                      PROCEDURES**

### **2.1    SCOPE OF APPLICATION**

This safety plan will be applied in all activities at all work locations related to the Civil and associated work, carried out by the Company throughout UAE unless, otherwise specified.



It provides the framework of the safety procedures required for ensuring loss control, health and safety, fire prevention measures during the construction phases of the Project.

Safety procedures will be strictly implemented and followed throughout the construction phases to facilitate smooth completion on time and to quality standards. Safety orientation for personnel at all levels will be mandatory.

## **2.2 PURPOSE OF THE PLAN**

To provide a written safety plan for the applications and implementation of all aspects of construction safety on the job sites to ensure compliance with all Statutory Requirements as well as other Government and/ or Local Authority regulations, safety policies and procedures.

## **2.3 DEFINITIONS**

*EMPLOYER* : *The Client*

**EMPLOYER'S REPRESENTATIVE** : Consultant appointed by the Client





CONTRACTOR : Dibaj Al Khaleej Cont.

SUPPLIERS/ SUB CONTRACTOR : EPC's Suppliers/ Sub Contractors.

## **2.4 RESPONSIBILITIES**

### **2.4.1 Contractors**

Contractor is responsible to set up, implement, monitor, upgrade as necessary and administer a consistent safety plan encompassing all the safety procedures required for securing safe work environment and safe work practices for the project activities at all work locations and the project services areas.

### **2.4.2 Sub-Contractors**

Sub-Contractors shall adhere to all Contractor regulations, directives, policies, procedures and all relevant legislation. Sub-Contractors are responsible for producing their safety plans/ procedures, wherever not covered by EPC.



### **2.4.3 The Contractor and Sub-Contractors Line Management**

Responsible for managing and monitoring the implementation of the safety plan and procedures in the work locations under their supervision.

They are to maintain active management control to ensure positive application of the safety plan and procedures within the areas under their responsibilities and take corrective actions as necessary to achieve the safety plan objectives. It is Contractors Project Manager's responsibility to provide Employer's Representative's Project Manager with the safety related reports.

Contractor's and Sub-Contractor's supervisors are responsible for dedicated implementation of the Safety plan and the related safety procedures in work locations under their supervision. They have to ensure that the work activities under their supervision concur with the safe conditions and that their subordinates are thoroughly aware and adhere to the safe working procedures and the safe work practices. They are responsible for positive monitoring and reporting of the loss control programme within the activities and areas under their supervision.



#### **2.4.4 Site Safety Officer**

Site Safety Officer shall report directly to the Contractor Project Manager and is responsible for developing, implementing and administering job site safety, health, loss prevention, fire prevention, security and environmental protection instructions, procedures and programmes.

### **2.5 INSTRUCTIONS**

#### **2.5.1 Daily Safety Toolbox Meetings**

Daily safety toolbox meetings will be conducted by the foreman or supervisors at the worksites and be attended by all field personnel with the subject of safety matters applicable for day to day work with particular emphasis to new activities. These meetings are to be held at the start of the work.

The Safety Officer is to attend these meetings on a random basis.



### **2.5.2 Weekly Safety Toolbox Meetings**

Weekly safety toolbox meetings shall be attended by foreman and supervisors and held in Site Offices. These short meetings will be given by the Site Safety Officer feedback and discussion should be encouraged. Subjects of such meetings shall be prepared and should include topics and problem themes related to safe working practices.

Attendance Records and Minutes shall be kept.

### **2.5.3 Safety Committee Meetings**

A Safety Committee will be formed including the EPC's Project Manager, Construction Manager, Project Engineers, and QC Engineers and is to be conducted by the Safety Officer.

Safety health, loss prevention and environmental protection will be the main topics for discussion.

These meetings will be scheduled monthly, with the topics discussed being chosen by the Site Safety Officer to assist in supervising for safety. Attendance at these meetings shall be mandatory and attendance records maintained. Those to be in





attendance will include both EPC's and Sub-Contractors Engineers and such others as the Safety Officer and Project Manager shall agree.

Minutes will be prepared by EPC to identify actions to be taken and feedback requirements. Minutes will be distributed to all attendees and concerned parties.

#### **2.5.4 Safety Orientation**

Safety orientation applies when hiring new personnel, Sub-Contractors etc. when they are trained to do their jobs correctly and safely. Teaching people the facts about the causes of accident and indicating the preventive measures to be adopted. The orientation programmes are as follows:

- Safety training for Supervisors.
- Safety courses for workmen.
- Safety orientation programme for all new employees before they start their job.
- Fire Fighting Training.



### **2.5.5 EPC's Safety Plan**

EPC's Safety Plan shall be in writing with particular details of meaningful safety and health programmes. This should also include high-risk activities in which case a Work Method Statement would be necessary and will have to be routed through Site Safety Officer.

### **Work Method Statements**

Where the Risk Assessment for the project identifies an activity or operation that is not usually carried out by its operative or management, then a specific Method Statement will have to be produced by the EPC's Project and Construction Manager or his nominee.

The Method Statement will include:-

- a) General review and approach to the works.
- b) Identification and Assessment of the risk.
- c) Method to Control the risk to an acceptable standard or reduce the risk to a minimum.



## 2.5.6 Education & Training

Education and Training of each new or re-assigned employee shall include a thorough orientation, which will provide that employee with the following basic information regarding the Project Safety Plan.

- a) Procedure for reporting or correcting unsafe conditions or practices.
- b) Good Housekeeping practices.
- c) Accident reporting.
- d) Emergency Plan
- e) Material handling.
- f) Electrical Safety.
- g) Excavation Safety.

Emergency procedures provide that EPC's and each Sub-Contractor shall require their Supervisors to familiarize themselves with the Construction Emergency Plan and other procedures so that they can provide the leadership and control required to cope with serious incidents where injuries, fire or accident, require their decisive action. Records of Attendance and Topics Address to be maintained.



### **2.5.7 Investigation/ Reporting**

Thorough investigations to accident/ Incidents must take place just after the time it has been sustained. EPC will prepare standard accident reporting formats for all the project work locations accidents.

### **2.5.8 Contractor Plan & Compliance**

The Safety Plan is designed to maximize a safe work environment and achieve proficiency in controlling the causes of accidents, which may cause injuries to persons and/ or cause damage to property. As part of the plan, specific safety procedures, many of which have been previously referred to, shall be developed by EPC's Safety Officer to achieve the objectives of the Safety Plan.

## **CHAPTER 3**

## **PROJECT LOSS CONTROL & SAFETY ACTIVITIES**

### **3.1 SCOPE**

Of concern to all directly involve in the Project is the prevention of accidents throughout its course, during each and every operation, in





work shops, offices and other facilities about the site, which could result in either injury or illness or damage to property and/ or equipment.

The concept of the plan is that all accidents are preventable and the target is to achieve and maintain a “zero accident” performance through regular review and improvement of practices.

### **3.2 PURPOSE**

In pursuit of a “zero accident” performance all reasonable actions will be adopted to establish, monitor and maintain a safe and healthy working environment,

To that end the Project Manager will be assisted and advised in all matters relating to site safety and health requirements by the Site Safety Officer.

The Safety Officer will develop safety meetings and training structures from operative to management levels in order to promote site safety awareness. He will be rendered all reasonable assistance in fulfilling his obligations by the Project Manager and all other levels of management, supervision and administration.



### **3.3 DEFINITIONS**

As Defined in Chapter 2, Procedures.

### **3.4 RESPONSIBILITIES**

The site Safety Officer will report directly to the Project Manager. At Monthly intervals he will report to the Company Safety Manager to whom he shall have direct access at all times.

The Safety Officer will advise the Project on:

- Prevention of injury to personnel and damage to plant and equipment.
- Improvement in working procedures.
- Validity of all plant and equipment certificates.
- Relevant Operators Licenses.
- Suitability of protective clothing and equipment.
- Safety Legislation.
- Fire Precautions.



He shall in addition thereto:

- Carryout inspections, on a regular basis in conjunction with the responsible supervisor, to ensure safe working practices are in place.
- Prepare records and analyses of information relating to accidents and injuries.
- Carry out assist in the training of all levels of employee to promote safety awareness.

### **3.5 SAFETY PROGRAMME**

The safety programme will be structured as follows and records of attendance will be maintained for each activity.

- **Tool Box Meetings.**

Held in field, weekly before work commences.

Period 10 – 15 minutes.

Conducted by Site Safety Officer.

Subject to be topical and trade oriented.

- **Staff Safety Meetings.**

Will be of a “Tool Box talks” nature covering a number of topical and problem themes related to safe working practices.



Period maximum ½ hour, held in the site offices. Minutes and Attendance Records to be maintained.

Conducted by Safety Officer.

Feedback and discussion, group atmosphere to be encouraged.

- **Site Inspections/ Audits.**

Job site walk through, weekly at a given time.

Attended by: Project Manager

Construction Manager.

Project Engineer.

Safety Officer.

Major Sub-contractor's representative.

A meeting will be held immediately following the inspection to discuss findings and more importantly record the actions necessary to improve safety standards.

Audit will be carried out at regular intervals or when deemed necessary as determined by the Project & Construction Manager.



- **Monthly Staff Meetings.**

Held on a regular day at monthly intervals in the site offices chaired by the Site Safety Officer.

Duration approximate 1 hour maximum with minutes taken.

Attended by all senior staff, both Contractors and Sub-Contractors.

Purpose will be to initiate action to remove areas of concern, review all serious accidents/ incidents with appropriate preventive recommendations and initial actions.

- **Training.**

Supervisors and Foremen will, during the course of their duties monitor and correct any sub-standard working conditions. Provisions and acts of operatives.

Other training will include:

- Induction courses to all new personnel prior to their entering the field.
- Toolbox talks.
- Safety meetings.
- First-aid and instructions on given themes to selected personnel at 3 monthly intervals.

- **Accident & Incident Reporting.**

All accidents and incidents will be reported to the Site Safety Officer and investigation as necessary to establish the level or degree of injury and/ or damage to equipment or property.





The Safety Officer will inform and keep the Project Manager advised, all cases of serious accidents/ incidents.

The Safety Officer will submit a Monthly Safety Report on the last day of each month. The report will give details of Lost Time Accidents (LTA), summary of safety deficiency as revealed by inspection and audit, summary of main causes of accident and corrective actions taken to prevent further occurrence. The report to include a list of all First Aid cases.

He will complete the monthly safety performance measurement report and on completion review the result with the Project Manager to identify trends and introduce corrective actions.

## **CHAPTER 4 EMERGENCY PROCEDURES**

### **4.1 SCOPE**

To establish a system to respond to all accident/ incident situations. Applicable sections of Company procedures are to be incorporated.

### **4.2 PURPOSE**

To define the methods of communication and coordination necessary to ensure timely, and appropriate response to each emergency.



### 4.3 DEFINITIONS

As given in Chapter 2, procedures together with:

‘Emergency’ is an unplanned and uncalled for situation.

Emergencies are further categorized:

- Level ‘0’ a minor incident, possibly involving injury & absence for a period not exceeding 3 days. Small fire, or damage of plant, which can be effectively handled by personnel in the immediate area and in most cases the emergency is over before reports have reached the Safety Officer.
- Level ‘1’ An incident, possibly involving injury and likely to cause absence for a period exceeding 3 days, serious damage to plant or outbreak of fire which can be handled by site resources without assistance of emergency services.
- Level ‘2’ This category is an emergency condition involving serious injury, death, major damage to plant or building fabric, explosion or fire, which requires the assistance of emergency services.



#### **4.4 RESPONSIBILITIES**

All project personnel must report any accident or incident promptly to his immediate supervisor or directly to the Safety Officer.

Supervisors are responsible for those in their charge and shall take the necessary action to eliminate, minimize or contain the hazard or to evacuate the risk area whichever is appropriate to the situation.

Once the initial action has been taken the supervisor shall promptly advise his immediate superior, who in turn will notify the Safety Officer or the Project manager directly, confirming the nature of accident/ incident and location.

The Safety Officer will mobilize those personnel or emergency services, which he considers necessary to the circumstances and if needed delegate a supervisor whose duty will be to ensure access/ egress to the site of the accident/ incident is cleared and non-essential personnel are directed away from the area.

The Safety Officer will attend the site of all accidents/ incidents in categories 1 and 2 but may use his discretion in respect of level '0' incidents.



## **4.5 REPORTING PROCEDURES**

Level '0' accident/ incidents will be reported in the manner and at the time stated in the Safety Manual.

Level '1' accident/ incidents will be investigated by the Safety Officer and his findings together with recommendation for prevention of further similar occurrences will be reported in writing to the Project Manager within 24 Hours.

Level '2' occurrences will be investigated by the Safety Officer. This report will be circulated to the Project Manager, Personnel Managers and to others as directed by him.

## **CHAPTER 5**

### **HOUSE KEEPING**

#### **5.1 CABLE/ HOSE MANAGEMENT**

Electrical cables and compressed air and water hoses will be routed so that they are protected from mechanical damage by the passage of persons and materials, lifting & installation operations, welding activities, mobile plant etc.



Prevent tripping hazards and their resulting injuries to persons by routing electric cables, compressed air and water hose so that they permit safe access particularly on stairways, landings and walkways.

Extensions of cables and hose supplying electric, hydraulic or pneumatic equipment should be as short as practicable and as close as possible to an isolation switch or valve.

## **5.2 DEDICATED SAFETY/ HOUSE KEEPING CREW**

The work site, office and other accommodation will be kept clean and free from waste at all times. Rags, grease, oil, paper etc. shall be placed in proper receptacles. Loose gear which is not required for immediate use will be moved from the workplace and stored. All roads should be kept unobstructed at all times.

## **5.3 STORAGE OF MATERIALS**

Improper stacking and storage of material is a major safety hazard. Inside stacking will be located in such a manner as to minimize the hazard of a stack falling. The stacked materials must not present a tripping hazard. Proper clearance is to be followed between the soffit and the tops of stacks. Stored materials must be protected against corrosion and deterioration.





## 5.4 RESPONSIBILITIES

- CONTRACTORS & SUB-CONTRACTORS

Line management are responsible for managing, monitoring an acceptable standard level of housekeeping conditions within the Project areas under their control.

- WORK SUPERVISORS & FOREMAN

They are responsible for adhering to the instructions included in this section and to keep the areas under their supervision clean, tidy and devoid of any source of tripping, falling or slipping hazards.

- ALL OPERATORS.

All operators are responsible for keeping their designated work areas, plant equipment material and tools clean, properly arranged and in good housekeeping conditions at all times and to undertake any preventive maintenance, daily tests and inspection required.



## **CHAPTER 6 FIRE FIGHTING**

Fire is the phenomenon where Heat and Light are generated during the process of Oxidation. Oxygen and some other flammable substances (fuel) are needed for oxidation and during the process heat and light are evolve. Thus, combustion is only possible, if three factors are present viz.

- Flammable Fuel in form of solids, liquids, gases or metals.
- Oxygen or Air.
- Heat or Ignition temperature.

### **6.1 TYPES OF FIRE**

Fires are classified under various categories below:-

“A Class Fire      Fires in ordinary combustible materials such as cloth, Wood, papers etc.

“B” Class Fire      Fires in flammable liquids, oils etc.

“C” Class Fire      Fires in gases such as Acetylene, LPG etc.

“D” Class Fire      Fires in metals such as Magnesium, Sodium etc.

“E” Class Fire      Fires in electrical equipment.

### **6.2 METHOD OF EXTINCTION**

If out of three basic factors (Fuel, Oxygen and Heat) necessary for fire, even one is removed there shall be no fire as fire is extinguished. This



removal of one or other factor constitutes the techniques of Fire Extinction. The basic techniques are:

- Cooling** In cooling method, fire is controlled by the limitation of temperature bringing down the temperature below ignition point (usually by spraying water).
- Smothering & Blanketing** Covering the burning surface with asbestos blanket, foam, dry chemical powder, Carbon-dioxide (CO<sub>2</sub>) etc. for removing air/ oxygen from fire.
- Starvation** Removal of flammable materials from the zone of fire such as isolation of gases from tank. , removal of fuel from the fire zone etc. In this case fire will extinguish for lack of fuel.

### **6.3 FIRE FIGHTING EQUIPMENT**



We establish fire point with number of fire extinguishers at site. These extinguishers are of Dry Chemical Powder, Foam or Carbon dioxide. The following table gives a general idea about the use of fire extinguishers.

- |   |              |   |
|---|--------------|---|
| A | Class Fire : | Dry Chemical powder, water, and sand.                       |
| B | Class Fire : | Foam.   |
| C | Class Fire : | Carbon-dioxide (Co <sub>2</sub> ), Dry Chemical powder, BCF |
| D | Class Fire : | Dry Chemical Powder, BCF                                    |
| E | Class Fire : | Carbon dioxide, BCF, Dry chemical powder.                   |

Water not to be used for electrical fires unless the power supply is cut off. Dry chemical powder and BCF can be used for all fires, but BCF will be more effective in confined areas.

## 6.4 FIRE FIGHTING

By now you have an idea about types of fire and extinguishers used for each. Fire extinguishers will be positioned at all work sites – considering the areas of fire risk. Extinguishers will be periodically tested by the competent personnel.



At normal cases fire can be controlled at the initial stage by means of fire extinguishers. Whenever you fight fire, operate the extinguishers from the upwind direction and attack the seat of fire. Don't waste the contents of the extinguishers.

## 6.5 COMMON CAUSES OF FIRE

<u>Causes</u>	<u>Preventive Means</u>
Electrical / Mechanical Equipment	Use of Proper Tools, proper Maintenance, periodical inspections.
Mechanical Heat & Spark	Proper Lubrication and Inspection
Cutting & Welding	Proper precaution while doing job. Keep DCP/BCF fire extinguishers near by and a person from fire & safety department to standby to operate in case of an emergency.
Spontaneous combustion of flammable materials.	Good house keeping, less storage of flammable materials.
Carelessness/ ignorance	Proper training
Naked lamps	Proper precautions





## 6.6 TRAINING

Fire fighting training and use of fire extinguishers will be demonstrated. In addition fire fighting squad will be formed from selected workers and will be given ample training to meet the situation at any point of time.

## CHAPTER 7

### FIRST-AID

First Aid is an immediate action required to be done the injured person who suffers illness at the time of the accident. The purpose of the First Aid is to minimize or alleviate the suffering of a person in the absence of a formal immediate treatment by a physician, or if the hospital is far from the occurrence of the accident, or, if the means of transportation to bring the person to the nearest hospital is not immediately available at the time of occurrence of the accident.

First Aid comes in several ways of applying them depending upon the nature of the injury of the person. In the construction, the type of injury that commonly occur during working hours are loss of consciousness when the worker had collapsed due to severe heat of the temperature / sudden impact of an object into the human body/ severe pain/ Falling from a certain height, etc.



Applying first aid to the person if he suffers loss of consciousness that caused abnormal breathing or gasping or had a difficulty in breathing:

1. The person needs oxygen immediately by blowing air into his mouth like blowing air into the balloon. But before injecting air, be sure to put the person in a straight lying position facing the sky, then tilt the head with the head with the chin in higher position than the tip of the head.
2. Open the mouth and try hard to pull the tongue with the bare fingers or with the use of cloth or handkerchief if the tongue is slippery and cannot be pulled out by bare fingers. Once you have pulled the tongue, press the nostrils to close them, then blow air immediately into the opened mouth as hard as you can in the same manner when you blow a balloon, and as much as you can, then check the stomach and chest of the person if there is any reaction from injecting air into the mouth like the possibility of regaining consciousness. Additionally press ammonia inhalants near the nostrils of the person if available at site.
3. If he regains consciousness, then put the person into the recovery position by making him lean lying on his side with the lower leg straight and upper leg and both hands stretched forward from the body.
4. If the person still does not regain consciousness after injecting air, then check by feeling the stomach upwards to the chest of where is the immediate location of the hardened part in the stomach/ chest that caused the person gasping with air. Once you have found it then thump or



blow slightly with your fist, then spread and put your fingers on top of the stomach/ chest, then start pressing as hard as you can by counting several times. Press the stomach/ chest and blow air into the mouth alternately till you feel some reactions is occurring to the injured person. If the person is seen regaining consciousness, then put him in the recovery position as explained in item 3 above.

5. If the person still does not regain consciousness after applying first aid, then immediately drive him to the Company approved hospital.

Procedure to temporarily contain oozing blood from the wounded part of the body of the injured person.

1. Bring the person immediately into a designated place for treatment such as the location of the first aid kit.
2. If the blood ooze too much that it can't be easily controlled flowing out from the wounded part of the body, then tight the part of the body with cloth located before the wound tightened enough to control the blood flow.
3. Clean the wound by using alcohol preparation pad (an antiseptic wound cleanser), then apply Telfa Sterile (a non-stick pads), or bandage compress with non-adherent pad for dressing.
4. If and when the wound needs treatment by a physician, then bring the wounded person into the Company's approved hospital. Remember that first aid treatment intends only to minimize or alleviate the wounds or sufferings of the injured



person and is not the formal treatment especially if the wounds are a major injury.

5. Site Management Staff i.e. the Project Manager, Site Engineer, Foreman, needs to evaluate if the injury of the person needs proper treatment by the physician in a hospital, or if the first aid treatment is sufficient to contain the wounds of the injured person. However, decision to take the injured person in the hospital mostly depends upon the suffering of the person himself if he needs further treatment than the first Aid.

Procedure to temporarily contain suffering of the person that was inflicted with burns:

1. Bring the person immediately into a designated place for treatment such as the location of the first aid kit.
2. Apply the burned part of the body with burn ointment, a topical analgesic.
3. Apply Telfa Sterile (a non – stick pads) or bandage compress with non-adherent pad for dressing.
4. If and when the wound needs treatment by a physician, then bring the wounded person into the Company's approved hospital. Remember that first aid treatment intends only to minimize or alleviate the wounds or sufferings of the injured person and is not the formal treatment especially if the wounds are not considered a minor injury.



5. Site Management Staff i.e. the Project Manager, Site Engineer, Foreman, needs to evaluate if the injury of the person needs proper treatment by the physician in a hospital, or if the first aid treatment is sufficient to contain the wounds of the injured person.

### CONTENTS OF FIRST AID KIT

<b>Type of injury / illness</b>	<b>First Aid medicine / pain reliever</b>	<b>Application</b>
Head ache	Panadol tablets	Drink tablet with water.
Stomach	Immodium tablets	Drink tablet with water
Collapse / loss of consciousness	Ammonia inhalants	Press near nostrils
Wounds from cuts, bruise, oozing blood	Clean sanitary cloth Alcohol preparation pad Telfa Sterile Bandage compress with non –stick pads	Use as bandage tightened to control blood flow. Antiseptic wound cleanser for dressing. Also used for dressing.





# REFERENCES



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April 15, 2016

**TO WHOM IT MAY CONCERN**

Please be advised that DIBAJ AL KHALEEJ INTERIORS has provided complete interior civil and architectural works for our company for the iconic Telecommunication Regulatory Authority (TRA) project, a \$2.5 million project of approximately 2,500 square meters.

DIBAJ AL KHALEEJ INTERIORS work was impeccable and their performance was truly exceptional. They undertook all corrective measures necessary to satisfy our client and meet the high standards of quality that the TRA project required.

The management of DIBAJ AL KHALEEJ INTERIORS provided excellent leadership to the specifics of the construction, provided creative solutions to construction issues, including the submission of daily reports and safety paperwork in a thorough and timely fashion.

DIBAJ AL KHALEEJ INTERIORS has met each schedule challenge we had requested and had extended themselves to insure the success of the project. I would highly recommend DIBAJ AL KHALEEJ INTERIORS for any project.

Please feel free to contact me should you require additional information.

Sincerely,

Zaid H. Zu'bi  
Managing Director  
M +973 36 55 71 99



To Whom It May Concern,

We are writing to highly recommend Dibaj Al khaleej Interiors as a General Contractor. We are Construction Company have worked with Dibaj Al Khaleej Interiors many times for projects like Hotels, retail stores, Villas, auditorium etc.

I am confident that Dibaj Al Khaleej Interiors will be an excellent member of your development team and you will be very satisfied with their work.

Sincerely,



Kamlesh Ramchandani,

Managing director,

Raasha Homes.



### To Whom It May Concern

This serves as a recommendation for **Mr. Gurmeet Arora Singh**, currently the Managing Director of **Dibaj Al Khaleej Décor** operating out of Sharjah, UAE.

I had the pleasure of hiring Gurmeet's companies twice whilst he was based in Bahrain.

The first time was in 2007 when he managed my office fit-out for a 160 m<sup>2</sup> consulting office which included, amongst other installations, intricate circular-on-plan / radiused wall cabinetry, internal alterations, partitioning, work surfaces, desks, server room and reception area.

The second occasion was for the complete fit-out of two floors of commercial office space (1,600 m<sup>2</sup>) to an extremely high-end specification in 2009. My business partner and I at the time designed and project managed this project from concept to completion and handover for and on behalf of the Bahrain Telecommunications Regulatory Authority (TRA); Gurmeet's company was appointed to carry out the works as a specialist fit-out contractor and he personally played a vital hands-on role in the project's success – completing the project within budget and on time.

I have no hesitation in attesting to Mr Gurmeet's abilities to execute intricate fit-out projects, no matter what the scale.

Yours sincerely

**Robert Lane, BSc QS, MRICS**

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10<sup>th</sup> October 2016

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**To Whom It May Concern,**

We are pleased to provide the following letter of recommendation for Dibaj Al Khaleej Décor.

We Safeer Group of Companies was the client and Dibaj Al Khaleej was the main contractor for one of our recently completed projects at WAFI Mall, Dubai which was a premium retail store of 2600 Sqm. During the course of construction, Dibaj Al khaleej demonstrated many outstanding qualities including: Professional and aggressive construction approach, sensitivity to owner's requirements, ability to manage required changes during the course of work, and timely attention to deficiency correction.

I am personally impressed with the effort and abilities of Dibaj's personnel. From the start of each projects which has been awarded to them so far, Dibaj brought an energy, attention to detail and a genuine concern for the wellbeing of the project.

We will recommend and look forward to working with Dibaj Interiors on future projects.

Sincerely, *Ashok L Motwani*  
Ashok Motwani,

Executive Director,  
Al Safeer Group of Cos  
Sharjah, UAE



- سنشري مول
- Century Mall
- السفير مول
- Safeer Mall
- التسوق والتوفير
- Shop N Save
- مركز التسفير
- Safeer Centre
- السفير ستايل
- Safeer Style
- الترنتي ستايل
- Entry Style
- السفير هايبرماركت
- Safeer Hypermarket
- السفير سوپرماركت
- Safeer Supermarket
- أسواق التسفير
- Safeer Market
- أودل ستايل
- Odel Style
- بينكس
- Shoe N Save
- شوز اص
- Shoes4US
- ماكرو الإمارات
- Macro Emirates
- السفير العالية
- Al Safeer Int'l
- أسواق التخفيضات
- Discount Market
- هوم مارت
- Home Mart
- جنگل بنقل
- Jungle Bungle
- السفير للمفروشات
- Safeer Furniture
- شوراكس
- Show Racks
- شيل ر اكس
- Steel Racks
- اي ام اري للصناعات
- Int'l Poly Industries