

Power Serve
Electromechanical



THE COMPANY PROFILE

- MEP & Electromechanical Works
- Ducting Fabrication
- DB Nameplate Engraving
- Switchgear & DB Modifications
- Building Material Trading
- AC Spare Parts Trading

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971506536270



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www.powerserve.ae





Power Serve
Electromechanical

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Powerserve
Electromechanical

Introduction

Powerserve Electromechanical LLC

Powerserve Electromechanical LLC was established in the Emirates of Dubai in the year 2012 by a group of professionals enriched with experience in the electrical and mechanical fields, specifically within the industrial and building sectors.

The company has grown to over 120 employees specialized across all sectors of MEP (Mechanical, Electrical, and Plumbing) contracting. The organization has diversified its interests into various electromechanical activities, mainly including electrical installations and testing of HV (High Voltage), MV (Medium Voltage), LV (Low Voltage), and ELV (Extra Low Voltage) systems. On the mechanical side, it handles HVAC and plumbing works for residential and commercial buildings, warehouses, shopping malls, and fit-out works.





Power Serve
Electromechanical

Company Vision

To be a leading electromechanical service provider in the UAE and beyond, recognized for our commitment to quality, innovation, and sustainable engineering solutions. We strive to set new standards in the MEP industry through excellence in execution, client-focused service, and continuous development of our people and technology.

Company Mission

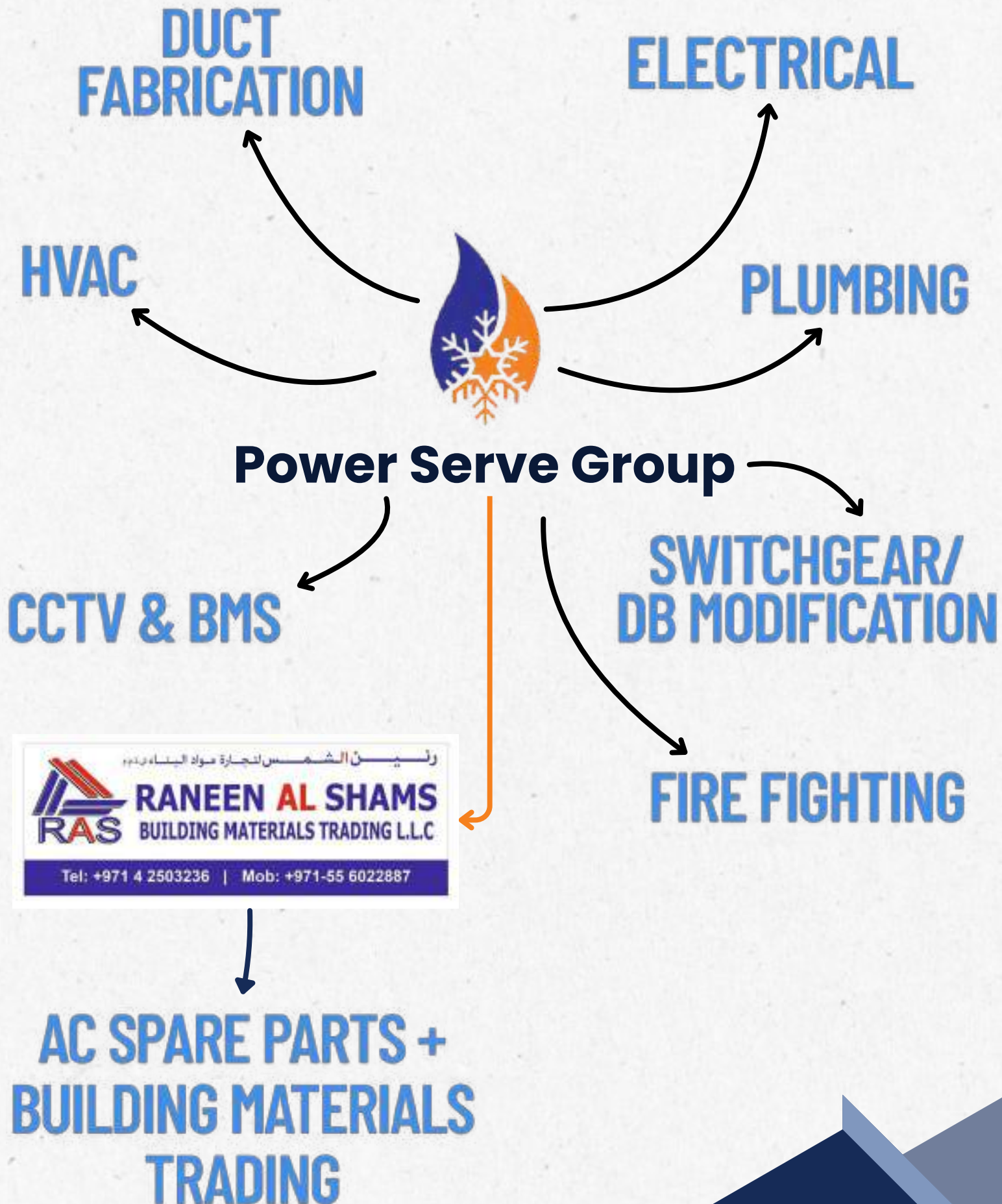
Our mission is to deliver comprehensive, high-quality electromechanical solutions that exceed client expectations while adhering to international standards and local regulations. We aim to achieve this through technical expertise, timely execution, safety-first practices, and a customer-centric approach. We are committed to fostering long-term relationships by consistently adding value to every project, from concept to completion.

Core Values





Our Key Services





Our Services

HVAC + Maintenance

- Supply & Installation of DX Units
- Supply & Installation of CHW Units
- Supply & Installation of VRF Systems
- Supply & Installation of FAHU, FCU, MAHU, AHU
- Supply & Installation of Air cooled and Water cooled Chillers
- Carrying out PPM (Planned Preventive Maintenance) for all AC Units
- Fabrication & Installation of GI/PI Ducts
- Supply & Installation of Copper Piping
- Preparation of Shop drawing
- Selection of AC Units based on Thermal Load
- Installation of CHW Pipelines
- AMC for VRF,DX,CHW,Chiller,AHU,FCU,Package Unit Machines
- Planned Preventive Maintenance (PPM)
- LG authorized Installer and LGMV Specialist



Our Service **Electrical Works**

- Supply & Installation, Testing & Commissioning of :
 - Switchgears
 - MCC Panels
 - Transformers
 - Capacitor Banks
 - Protection Panels
- Laying and Termination of Cables from LV TO 33kV
- Installation of Indoor & Outdoor Lighting Systems
- Preparation of SLD and Panel Board Schedule
- Installation of Cable Trays
- Supply & Installation of Solar Energy Panels and integrated Systems
- Preparation of Submittals and Shop drawings
- Instalation of Lighting protection system

www.reallygreatsite.com



Our Service **Duct Fabrication**

- Fabrication of GI, SS, and aluminum ducts.
- Rectangular, round, and spiral duct systems.
- SMACNA and DW144 standards compliance.
- CNC plasma-cutting and bending precision.
- Ducts for HVAC, exhaust, and process systems.
- Fire-rated and insulated ductwork options.
- Volume control, fire, and smoke damper integration.
- Flange, slip-on, and TDF connection systems.
- Acoustic lining and thermal insulation services.
- Onsite duct measurement and layout support.
- Large-scale production with fast turnaround.
- Skilled manpower for onsite modifications.
- Leak testing and quality inspection reports.
- Experience across commercial and industrial projects.
- ISO-certified quality and safety procedures.

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Our Service

Switchgear Modification

- LV/MV switchgear upgrades up to 33kV.
- Circuit breaker and relay retrofits.
- Replacement of obsolete components.
- Custom-engineered modification solutions.
- Full design and wiring diagram support.
- SCADA and communication upgrades.
- Busbar modifications and extensions.
- Arc flash protection upgrades.
- Protection coordination and grading.
- Support for major OEM switchgear.
- Offsite prep for minimal downtime.
- Testing: IR, contact, primary/secondary injection.
- Complete as-built documentation.
- Experience in industrial and utility sectors.
- ISO 9001 & ISO 45001 certified operations.
-

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Our Service **DB Engraving**

- CNC engraving for DB nameplates and panel tags.
- Engraving on acrylic, PVC, aluminum, and traffolyte.
- Custom label sizes, shapes, and color codes.
- Electrical panel, MCC, and instrumentation labeling.
- Multi-language and barcode engraving options.
- High-precision rotary and laser engraving machines.
- UV-stable and durable material for outdoor use.
- Fast turnaround with bulk job capability.
- Custom logos and project-specific branding.
- Adhesive, screw, and rivet-mounted tags available.
- Compliance with IEC and project labeling standards.
- In-house design and layout services.
- Quality checks for readability and durability.
- Serving electrical, mechanical, and industrial sectors.
- Onsite label installation support available.



Our Service

Fire Fighting

- Design and installation of fire suppression systems.
- Complete firefighting network: pump room to nozzles.
- UL/FM-approved pipes, fittings, and equipment.
- Sprinkler, hydrant, and hose reel systems installed.
- FM-200, NOVEC, and CO₂ gas suppression systems.
- Fire pump installation, testing, and commissioning.
- Fire-rated pipe fabrication and support systems.
- Integration with fire alarm and BMS systems.
- NFPA, Civil Defense, and local code compliance.
- Hydraulic calculations and system sizing provided.
- Skilled manpower for piping and equipment works.
- Leak testing, flushing, and hydrostatic testing.
- Annual maintenance contracts (AMC) offered.
- As-built drawings and O&M manuals submitted.
- Certified for ISO, safety, and firefighting standards.

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Our Service

Plumbing

- Supply & Installation of UPVC,HPVC,PPR,PVC Pipe Systems
- Supply & Installation of All Pump Sets (Booster, Transfer, Submersible)
- Supply & Installation of gully traps
- Supply & Installation of GRP Water Tanks
- Supply & Installation of Water Filtration Systems
- Preparation of shop drawings , design drawing and submittals
- Submission and obtaining approval from consultants/authority approvals.



TRADE LICENSE

حكومة دبي
GOVERNMENT OF DUBAI



دبي
للاقتصاد والسياحة
Economy and Tourism

رخصة تجارية Commercial License

تفاصيل الرخصة / License Details

License No.	678797	رقم الرخصة
Company Name	POWER SERVE ELECTROMECHANICAL LLC	اسم الشركة
Business Name	POWER SERVE ELECTROMECHANICAL LLC	الإسم التجاري
License Category	Dep. of Economic Development	فئة الرخصة
Legal Type	Limited Liability Company(LLC)	الشكل القانوني
Expiry Date	10/11/2025	تاريخ الإنتهاء
D&B D-U-N-S ® No		رقم الرخصة الأم
Register No.	1106222	رقم السجل التجاري
		عضوية الغرفة
		Issue Date
		Main License No.
		DCCI No.

الاطراف / License Members

Share / الحصص	Role / المنصة	Nationality / الجنسية	Name / الإسم	No. / رقم الشخص
	Manager / مدير	India / الهند	سوشما رادهي شيام أجروال	477985
			SUSHMA RADHE SHYAM AGARWAL	
			AGARWAL	

نشاط الرخصة التجارية / License Activities

Carpentry & wood Flooring Works	أعمال النجارة وتركيب الأرضيات الخشبية
Electromechanical Equipment Installation and Maintenance	أعمال تركيب المعدات الكهروميكانيكية وصيانتها
Landscaping Works	تجميل الساحات الخارجية والداخلية
Building Cleaning Services	خدمات تنظيف المباني والمساحات
Painting Contracting	أعمال الاصباغ والدهانات
Electrical Fitting Contracting	أعمال التمديدات الكهربائية
Plumbing & Sanitary Installation	تركيب الأدوات والتمديدات الصحية
Electric Power Lines Contracting	مقاولات إنشاء خطوط نقل الكهرباء واصلاحها
Air-Conditioning, Ventilations & Air Filtration Systems	تركيب أنظمة التكييف والتهوية وتنقية الهواء وصيانتها
Installation & Maintenance	

Print Date 13/25/1424 تاريخ الطباعة 25/25

Receipt No.

رقم الإيصال



الإمارات
THE EMIRATES

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اتصالات للحصول على إذن الدفع.

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number to 6969 (D/د / Etisalat) to receive payment voucher

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وثيقة إلكترونية معتمدة ومصدقة بنون توقيع من دائرة الاقتصاد والسياسة في دبي. الرجاء صحة البيانات الواردة في الرخصة يرجى مسح رمز الاستجابة السريعة
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TRADE LICENSE

GOVERNMENT OF SHARJAH
Economic Development Department



حُكُومَةُ الشَّارِجَةِ
دائرة التنمية الاقتصادية

رخصة تجارية Trading License



790000

License Details

تفاصيل الرخصة

Issue Date	06-07-2023	تاريخ الإصدار	License No.	790000	رقم الرخصة
Expiry Date	06-07-2025	تاريخ الانتهاء	Registration No.	213381	رقم السجل
الطاقة الأمانة الالكتروميكانيكية ذ م م					الاسم التجاري
Trade Name	POWER SAFE ELECTROMECHANICAL L L C				الشكل القانوني
Legal status	Limited Liability Company				شركة ذات مسؤولية محدودة

License Members

أطراف الرخصة

الحصص	الصفة	رقم الهوية / الجواز	الجنسية	اسم المستثمر	رقم المستثمر
Shares	Type	ID \ Passport No	Nationality	Investor Name	Investor No
50.0 %	شريك Partner	784197391497100	الهند India	سوشما اجاروال SUSHMA AGARWAL	4839088
50.0 %	شريك Partner	784197152617375	الهند India	مانوج कुमार اجاروال MANOJ KUMAR AGRAWAL	4839086

مانوج कुमार اجاروال

المدير

مقاولات تركيب أنظمة التكييف والتهوية وتبريد الهواء وصيانتها، تركيب الأدوات والتمديدات الصحية، تركيب التمديدات والتركيبات الكهربائية، مقاولات فنية سادسة، تركيب وأصلاح نظم معدات السلامة و إطفاء الحريق

أنشطة الرخصة

الشارقة-مويبلح/الشارقة-- خلف شارع المليحة مكتب رقم 102 طابق رقم 1 ملك خميس راشد احمد ابوسهم النقبى

العنوان

0506536270

الهاتف المحمول:

الشارقة 01

صندوق البريد:

powersafemap@gmail.com

البريد الإلكتروني:



User Name 10000019

رقم المستخدم

Printing Date

09-07-2024

تاريخ الطباعة

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GOVERNMENT OF DUBAI



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رخصة تجارية Commercial License

تفاصيل الرخصة / License Details

License No.	848922	رقم الرخصة
Company Name	RANEEN AL SHAMS BUILDING MATERIALS TRADING L.L.C	اسم الشركة
Business Name	RANEEN AL SHAMS BUILDING MATERIALS TRADING L.L.C	الاسم التجاري
Legal Type	Limited Liability Company(LLC)	الشكل القانوني
Expiry Date	19/08/2025	تاريخ الانتهاء
D&B D-U-N-S® N	0	الرقم العالمي
Register No.	1443149	رقم السجل التجاري
Issue Date	20/08/2019	تاريخ الإصدار
Main License No	848922	رقم الرخصة الأم
DCCI No.	326254	عضوية غرفة

الأطراف / License Members

Share / الحصص	Role / الصفة	Nationality / الجنسية	Name / الاسم	No. / رقم الشخص
	Manager / مدير	India / الهند	سوشما راندي شيام أجروال	477985
			SUSHMA RADHE SHYAM AGARWAL AGARWAL	

نشاط الرخصة التجارية / License Activities

Building Hardware & Tools Trading	تجارة عدد أدوات البناء
Tiles & Flooring Materials Trading	تجارة البلاط والأرضيات
Aircondition & Refrigeration Spare Parts Trading	تجارة قطع غيار أجهزة التكييف والتبريد ومكوناتها
Light Fittings & Fixtures Trading	تجارة أدوات الإنارة ولوازمها
Building & Construction Materials Trading	تجارة مواد البناء
Paints & Coating Materials Trading	تجارة الأصباغ ومواد الطلاء
Scaffolds Trading	تجارة المقالات
Cement & Gypsum Trading	تجارة الأسمنت والجبس
Pipes & Fittings Trading	تجارة الأنابيب والمواسير
Wires & Cables Trading	تجارة الأسلاك والكابلات

Print Date 10/09/2024 9:46 تاريخ الطباعة

Receipt No. 15994751 رقم الإيصال



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VAT CERTIFICATE

الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY



شهادة التسجيل في ضريبة القيمة المضافة
أصدرت بموجب الصلاحية الممنوحة بموجب المادة (4) من المرسوم بقانون رقم (13) لسنة 2016 بشأن إنشاء الهيئة الاتحادية للضرائب

Certificate of Registration for Value Added Tax in the United Arab Emirates
Issued under the authority allocated by Art. 4 of the Federal Decree-Law No. 13 of 2016

The Federal Tax Authority certifies that the entity below is
a registered person for Value Added Tax in the UAE

تشهد الهيئة الاتحادية للضرائب أن الجهة التالية مسجلة لضريبة القيمة المضافة في الإمارات العربية
المملكة

Tax Registration Number	100381837200003	رقم التسجيل الضريبي
Legal Name of Entity (Arabic)	بلور سيرف الالكترونى ميكانيكية ش ذ م م	الاسم القانوني للكيان (باللغة العربية)
Legal Name of Entity (English)	POWER SERVE ELECTROMECHANICAL L.L.C	الاسم القانوني للكيان (باللغة الانجليزية)
The Registered Address and Contact Number	Al Shaali Warehouse No-5, Baghdad Street, Al Qusais -1, Dubai, 235476, Dubai +971505418403	العنوان المسجل ورقم التواصل
Effective Registration Date	01/01/2018	تاريخ التسجيل الفعلي
First VAT Return Period	01/01/2018 - 31/03/2018	فترة أول إقرار لضريبة القيمة المضافة
VAT Return due date	29/04/2018	تاريخ استحقاق الإقرار الضريبي لضريبة القيمة المضافة
Start and end dates of Tax periods	1st Apr to 30th Jun, 1st Jul to 30th Sep, 1st Oct to 31st Dec, 1st Jan to 31st Mar	تواريخ بدء وانتهاء الفترات الضريبية

List of Main trade license, Sole Establishments and branches
licenses details under the registered taxable person:

قائمة الرخصة التجارية الرئيسية والمؤسسات الفرعية والفروع المدرجة ضمن التسجيل الضريبي:

Legal Name	License Issuing Authority	License Number/ رقم الرخصة	جهة الترخيص	الاسم القانوني
------------	---------------------------	----------------------------	-------------	----------------

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

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

Date of Issue

13/03/2025

تاريخ الاصدار





Workmen Insurance



Workmen's Compensation Insurance

Date - 15-May-2025

To Whom It May Concern

Subject: Workmen's Compensation Insurance

We confirmed that **POWER SERVE ELECTROMECHANICAL LLC &/OR POWER SAFE ELECTROMECHANICAL LLC** is insured with us under Workmen's Compensation as per following details:

Policy No :	40/2096/20/2025/654
Period of Insurance :	17-May-2025 to 16-May-2026
No. of Employees :	(38) Employees (as per list attached)
Cover :	To cover employees against work related accidents in compliance with the UAE Federal Law No. 8 of 1980 and its amendments. • a) Accidental Medical Expenses necessitated by work related accidents up to Dhs. 50,000/- per person per accident, treatment being confined to Government and Private Hospitals or Clinics in U.A.E. • b) Employer's Liability Cover Dhs. 3,675,000/- (Equivalent to USD 1 Million) any one occurrence and unlimited in the aggregate. • c) Repatriation Expenses up to a limit of Dhs. 35,000/-person in case of death or medical advice due to major injury. This insurance shall only apply to final judgments or awards obtained against the Insured in the UAE Courts and not to judgments or awards obtained elsewhere.
Jurisdiction :	United Arab Emirates

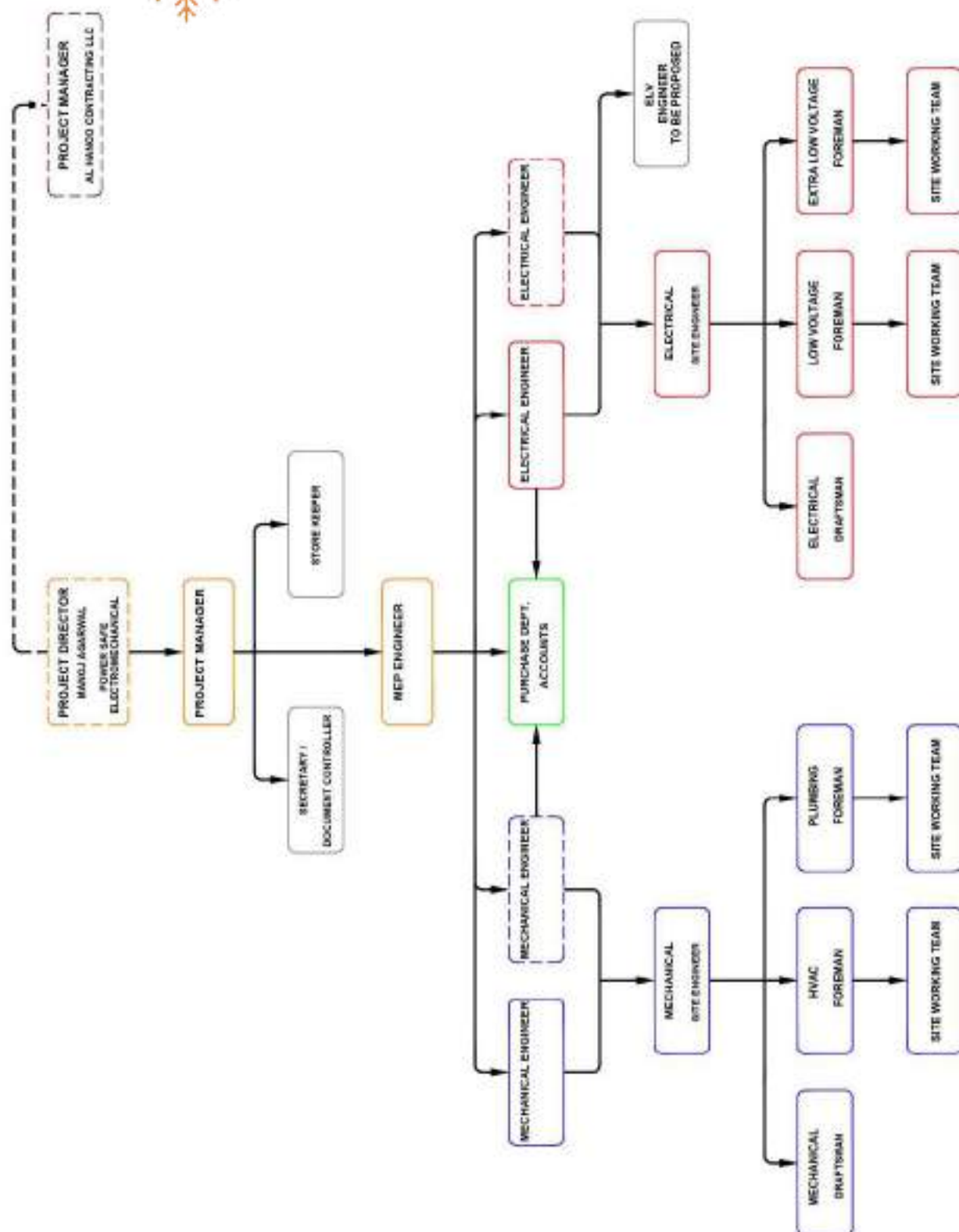
We also confirm that a Thirty-Day Notice will be given to you and the insured prior to the non-renewal or cancellation of this policy.


Authorized Signatory

Al Wathba National Insurance Co. PJSC



Organization Chart



- FULL TIME
- PART TIME A



Ongoing Project



Project : A +B +C Blocks G+7+Swimming Pool

Client : Stars Development

Consultant : Sharjah Engineering Consultants

Main Contractor : Al Hanoo Contracting

MEP Contractor : Power Serve Electromechanical LLC

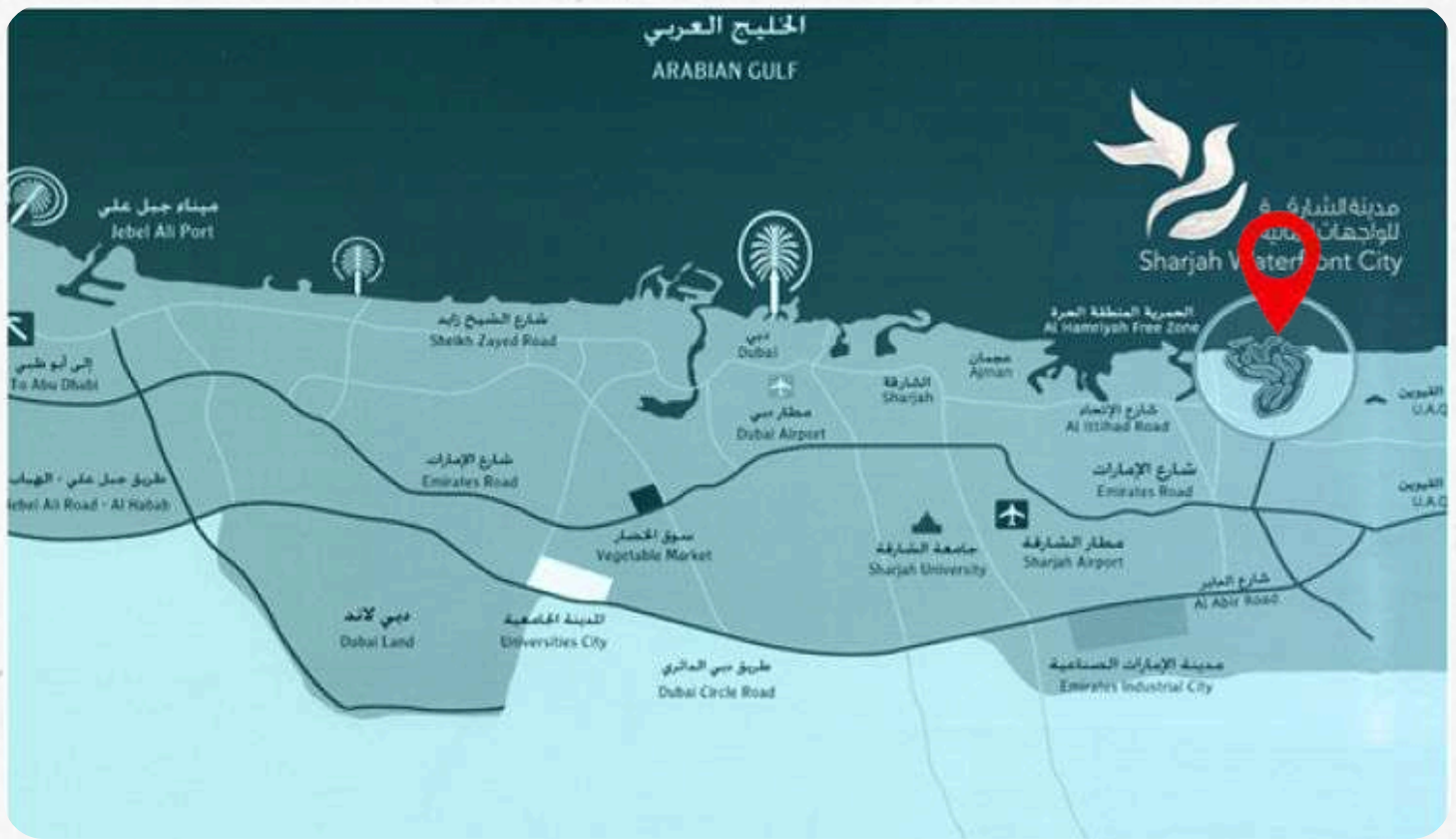
Scope of Work : Full MEP Works + Fire Fighting

Project Value : AED 42,000,000





Ongoing Project





Completed Projects



Project : Dragone Theatre in Al Habtoor City (La Perle)

Client : Al Habtoor Group

Consultant : Khatib & Alami

MEP Contractor : Commodore Contracting LLC

Sub- Contractor : Power Serve Electromechanical LLC

Scope of Work : Full MEP Works

Project Value : AED 16,000,000.00



Completed Projects



Project : Akoya Oxygen by Damac

Client : DAMAC

Consultant : KEO

MEP Contractor : Commodore Contracting LLC

Sub- Contractor : Power Serve Electromechanical LLC

Scope of Work : Full MEP Works

Project Value : AED 12,000,000.00



Project : Abanos Warehouse and Factory

Client : Abanos Interior Decoration , Fitout and Joinery

Consultant : Consisent Engineering

MEP Contractor : Engineering Contracting LLC

Sub- Contractor : Power Serve Electromechanical LLC

Scope of Work : Full MEP Works

Project Value : AED 5,100,000.00



Completed Projects



Project : G+4P+17+R JVC BUILDING

Consultant : Kawaja Engineering Consultant (KWEC)

MEP Contractor : Al Badr Contracting LLC

Sub- Contractor : Power Serve Electromechanical LLC

Scope of Work : Full MEP Works +

Project Value : AED 9,420,000.00



Completed Projects



Project : G+5 Floor+R+Upper Roof + Helipad Multi Storey Car Park @ DWTC

- Client** : Dubai World Trade Centre (DWTC)
- Consultant** : Parsons International
- Main Contractor** : McLaren Construction LLC
- MEP Contractor** : Power Serve Electromechanical LLC
- Scope of Work** : Full MEP Works + Fire Fighting
- Project Value** : AED



Completed Projects

S.NO	Project Work	Client
1	Electrical + HVAC Installation @ Al Badia Festival City G+5	 Al-Futtaim engineering
2	Supply & Installation of LV Cables, Fire Alarm System, Lighting Fixtures with DB's and Testing & Commissioning for Hi-Wall Decorative Wall Mounted AC Units at Marriot Hotel Al Sufouh	 MARRIOTT DUBAI HARBOUR HOTEL & SUITES
3	Electrical Installation works for Lighting, Power, Fire Alarm , DB's ,SMD's , LV Panles, Glanding and Terminations at Taj Hotel Business Bay	 TAJ DUBAI
4	MEP Retrofit Job for Executive Guest rooms and Presidential Suites for Jumeirah Beach Hotel	 Jumeirah HOTELS & RESORTS
5	Complete Installation of Electrical systems (DB, SMDB, LV Rooms) with Fire Alarm, Emergency Lighting Systems in Deira City Centre Parking Area	 CITYCENTRE DEIRA
6	Complete MEP Works of Installation for Tecom Lantalla Villa in Barsha South (50 Villas) with Wire Pulling, Earting , Cable Laying, Fire Alarm System, SMDB, DB & HVAC Units Installatiom	 TECOM GROUP



Completed Projects

S.NO	Project Work	Client
7	Complete Electrical Works Installation with GI Conduits, Cable Tray, Wire Pulling, Emergency Lighting System, Fire Alaram cable laying, SMDB,DB Installation @ Salsa Store Dubai Festival City	
8	Complete Electrical Installation with Installation of DALI Lighting System , LV,SMDB,DB,CABLE TRAY, GI Trunking and Testing & Commissioning @ Holiday Inn Hotel Dubai Festival City	
9	Complete MEP Installation Works including Lighting ,Power,Fire Alarm, Containment, DB's, SMDB, UPS,LV , Glanding & Termination @ 2B+G+6 Dubai Design Destrict D3	



Clients





Duct Fabrication Clients





Company Policies and Ethics

Doc. No. : PSE-QM-001 Quality Manual

Rev. No. : 00

001 QUALITY MANUAL

01-1 Purpose

The purpose of this procedure is to describe the quality management system and functions that apply to Dubai (UAE) offices. This manual is applicable to projects managed by Dubai offices. The main purpose of this manual is to describe how the process-based Quality Management System adopted, underpins PSE's ability to provide consistent services that meet customer & applicable regulatory requirements.

In so doing PSE seeks to enhance customer satisfaction through the effective application of the QA system, which includes processes for continuous system improvement and assurance of conformity.

01-2 Scope of Application

This manual applies to the implementation of the Quality Function in Dubai Main office are in compliance with the Quality Policy as described in document PSE-QM-002 titled "Quality Policy". With reference to ISO Standards 9001-2000, we have two exclusions to Clause 7.0:-

1. Calibration of testing equipments, this we are outsourcing from Authorised Lab like ARAB Calibration located in Sharjah.
2. ISO pre assessment is being outsourced to external agency
3. This clause (Cl. 7.5.2) of ISO 9001-2008 is excluded from scope of QMS because the output of all individual business processes can be monitored/ measured by subsequent verifications.

The scope of this manual is reflected in the ISO certification as indicated below.

This PSE Quality Management System is applicable to "Multi-discipline Engineering Design and Development, Engineering Consultancy, Project management, Detailed Engineering, Studies and associated services in the Power, Oil & Gas, Refinery, Petrochemical, Industrial, Residential & Commercial Building and Civil/ Architectural sectors".

01-3 Definitions and Abbreviations

Quality Manual: PSE QA Manual is the first part and describes the quality system and the company structure. The PSE QA Manual also identifies the scope of the Quality Management System, exclusions and their justifications as permitted in the standard ISO 9001:2000.

Quality Procedure: The second part, the QA Procedures, describe the systems and functions that apply to PSE's business. These are fully documented and identify such things as the purpose, scope, responsibilities and steps to be taken in carrying out the company business. The QA Procedures specify the quality management requirements of the quality system irrespective of any particular project or task requirements.

Quality Practices: The third part, QA Practices, are regarded as Company instructions which detail for particular tasks specific responsibilities, these are produced as and when required to support QA Procedures.

The three levels of the system interact to provide a structured and comprehensive guide to the individual, to Company interfaces, to Company control and to the overall business.

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QAM – Quality Assurance Manual
MR – Management Representative
PM – Project Manager
QMS –Quality Management System

01-4 Interfaces with other documents

ISO 9001:2000

01-5 Responsibility for Application

A fundamental principle of the Quality System is "ownership". The 'owner' is the person who is directly responsible for the function, process and system element.

Quality Assurance Manual	:Owned by the MANAGER MIDDLE EAST and maintained on his behalf by the QAR.
QA Procedure	:Owned and maintained by the QAR.
QA Practice	:Owned and maintained by the persons having a direct responsibility for carrying out the task (s).

The QAR shall maintain a list of the controlled QA Manual holders, each of whom shall automatically be provided with re-issues. The registered holders shall be responsible for destroying obsolete controlled copies.

Uncontrolled copies of the QA Manual (i.e., those which are not automatically updated) shall be available to all interested persons and customers upon request. These documents shall be clearly marked "uncontrolled".

01-6 Process

PSE has established and documented a Quality Management System in compliance with ISO 9001:2000 quality system requirements. PSE has identified four core processes for the effective management of processes related to management activities, provision of resources, design realisation and measurement. The method of outsourcing services is detailed in the documented Procedure for Purchasing.

The main core processes are:

- Quality Management Process;
- Quality Resource Management Process;
- Quality Design Realisation Process;
- Quality Measurement, Analysis & Improvement Process.

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Figure-1

**01-6.1 Quality Management Process**

Manager Middle East and QAR are the individuals responsible for the effective implementation of the QMS. The Manager- Middle East assisted by the respective managers, shall develop a business process and shall execute the process to fulfil the requirements of the customer. PSE business process model is included in Figure-1 to illustrate the processes involved in the provision of company services.

Management activities, including the method of quality system review are detailed below:

A. Management Commitment

PSE has implemented a Quality Management System that is continuously and rigorously maintained for its effectiveness. Process improvements are promoted and performance is gauged internally with a view to consistently meeting or exceeding customer expectations. Improvement initiatives are encouraged from all technical functions and authority levels by reinforcing the need in all personnel to meet personal and group quality objectives. Promoting awareness of statutory requirements is a continuous process achieved by regular communication and example.

PSE is committed to performing services in accordance with the Quality Management System in all its business activities. PSE's QMS effectiveness is monitored through internal audits and management review meetings to ensure continued suitability.

B. Customer Focus

PSE has documented a proposal preparation process to ensure that customer requirements are captured and confirmed such that the foundations for customer

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satisfaction are established from the outset. The method of enhancing the customer satisfaction is detailed in PSE-SYS-P-08.

C. Quality Policy

PSE has established its policy as detailed in PSE-QM-002 for quality and ensures that it:

- ♦ is appropriate for the needs and requirements of PSE and its customers;
- ♦ includes commitment to meeting requirements and continual improvement of the QMS;
- ♦ provides a framework for establishing and reviewing quality objectives;
- ♦ is communicated, understood and implemented throughout the organisation;
- ♦ Is regularly reviewed for continued suitability and compatibility.

D. Planning

D.1 Quality Objectives

PSE has defined quality objectives to ensure the effective operation of the Quality Management System. Functional quality objectives are generated in relation to quality policy. This quality objective is available with each functional head. These objectives are measured for continuous suitability during the internal quality audits and management review meeting.

D.2 Quality Management System Planning

The development of PSE Quality Management System is the result of detailed planning effort. The integrity of the QMS is maintained when changes to the QMS are planned and implemented.

E. Responsibility, Authority and Communication

PSE has defined the responsibility and authority of all key members in this QA Manual. It is a commitment on the part of the PSE management to ensure the effectiveness of the QMS. An electronic copy of this QA Manual (read-only) is available for viewing by all personnel.

The overall company organisation is illustrated in document PSE-QM-007 titled "Organisational Chart".

E.1 Responsibility and Authority

a) Management Representative

The Management Representative is termed in PSE as QAR. The QAR is appointed by and reports directly to the MANAGER MIDDLE EAST and is responsible for management and maintenance of the QMS. The QAR, apart from his other responsibilities, has specific responsibility for:

- ♦ representing the Company on all quality matters pertaining to the QMS;
- ♦ reporting to MANAGER MIDDLE EAST on the performance of the quality management system and any need for improvement;
- ♦ ensuring the promotion of customer needs awareness throughout the organisation;
- ♦ structuring the QMS to ensure compliance with quality requirements;

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- ♦ verifying, by means of audit, that the QMS is being implemented by all personnel;
- ♦ training of all staff in QMS;
- ♦ determining and reporting principal causes of loss of quality and non-conformances and PSEcommending appropriate corPSEtive action;
- ♦ monitoring the QMS to determine where improvements are needed;
- ♦ reviewing and updating the QMS documentation, as and when required;
- ♦ Supervising Quality Assurance Managers assigned to specific contracts.

b) Chief Executive officer

The MANAGER MIDDLE EAST is appointed by, and reports diPSEtly to, the President of Relays. He is responsible for overall management of the Company including quality, financial, commercial and administrative matters. He is particularly responsible for:

i) Corporate Responsibilities

- ♦ ensuring that the business is developed and performed in accordance with the Company Business Strategy;
- ♦ developing the Company Quality Policy;
- ♦ Ensuring that adequate human, physical and financial resources are available to carry out Company business.

ii) General Management

- ♦ ensuring that Managers and Discipline Heads are performing their duties in a satisfactory manner;
- ♦ Follow-up of quality audits and management review of QMS.

c) General Manager

Where applicable, the General Manager is appointed by the Manager Middle East. He is responsible for the general management of the branch office in which he is based in the event of the MANAGER MIDDLE EAST's absence.

d) Managers

Managers are nominated by, and report to, MANAGER MIDDLE EAST. They are responsible for the management of all activities in a specific area of business (e.g., Power, Oil & Gas, etc.), or, the day to day activities of an PSE office in a particular region or country.

Managers are responsible for assisting the MANAGER MIDDLE EAST, and, where applicable, the General Manager in developing the business and marketing strategy for the Company and for their implementation including preparation of tenders.

Where applicable, they are responsible for the performance & quality of design services of the respective PSE office.

e) Project Managers/Engineers

Project Managers/Engineers are nominated by the MANAGER MIDDLE EAST, or, where applicable, the General Manager/Managers and report to Managers/General

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Manager/MANAGER MIDDLE EAST as applicable/appropriate. They are responsible for the management of specific project assignments including control and co-ordination of staff inputs and interfacing with Customers and third parties. Project Managers/Engineers are specifically PSEruted to fulfil this function or may be appropriately experienced Engineers selected for a specific project/ assignment. Each Project Manager/ Engineer shall be responsible for:

- ♦ producing any additional Procedures that are necessary as a result of Project, management or Customer requirements;
- ♦ ensuring project members implement all the specified Procedures and Practices;
- ♦ ensuring suitable corPSEtive actions are carried out on all non-Conformances found during audits.

f) Contract Manager

Where deemed appropriate, the MANAGER MIDDLE EAST may nominate a Contract Manager to take overall responsibility for specific contract implementation. Authority and responsibility is defined in the relevant Contract/Project Quality Plan.

g) Discipline Heads (DH)

Discipline Heads are appointed by the MANAGER MIDDLE EAST and report to General Manager/Manager/Project Managers/Engineers as appropriate. They are responsible for the management of the technical and project related activities within their respective discipline.

The individual Discipline Heads are responsible for:

- ♦ work carried out by all personnel within their discipline;
- ♦ ensuring staff are adequately qualified and experienced in their discipline to perform their duties in a satisfactory manner;
- ♦ ensuring staff are familiar with and have ready access to company QA Procedures and Practices;
- ♦ Approving project-specific Procedures produced within their discipline.

h) Engineers, Designers, Draughtsmen, Document Control Clerks (DCC), Financial and Administration Staff

After approval of the position by the MANAGER MIDDLE EAST, they are appointed by the General Manager/Managers. They report to and PSEeive technical guidance from respective Managers, Project Managers/Engineers, Discipline Heads and, for specific projects, they report to Project Managers/Engineers.

Each individual shall be responsible for:

- ♦ the quality of the work that he produces (i.e., verifying their own work by means of a self check);
- ♦ Compliance with all Company-wide QMS Procedures and Practices together with those additionally defined for the project.

j) Financial Controller

The Financial Controller is appointed by, and reports diPSEtly to, the Chief Executive Officer, and is responsible for financial control, monitoring and reporting (including project accounts).

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k) Personnel Administrator

The Personnel Administrator, where applicable, is appointed by and reports to the Chief Executive Officer. The Personnel Administrator provides co-ordinated support on all personnel and administration matters to the MANAGER MIDDLE EAST, General Manager, Managers, and Project Managers/Engineers.

The Personnel Administrator has responsibility for:

- ♦ maintenance of personnel files including qualification and training;
- ♦ facilitate PSEruitment & mobilisation of new employees;
- ♦ Informing QAR and others on arrival of new employees in the Company.

E.2 Internal Communication

QAR is responsible for internal communication relevant to the effectiveness of the QMS. He conveys this information throughout the organisation by e-mail or other appropriate means. He is also responsible for promoting the information relevant to the awareness of customer requirements through e-mail or other appropriate means. It is the responsibility of Individual Project Managers/Engineers to ensure that the PSE Quality Management System (QMS) and any appropriate Procedures are applied to the respective projects and that this information is communicated to all of his team members.

F. Management Review

PSE shall arrange management review meeting at planned intervals, normally once in a year, to review the adequacy, effectiveness and continued suitability of the QMS in relation to quality policy and new objectives resulting from changing circumstances. The review meeting shall consider all relevant input to the management system and the result of the review shall be embodied in an action plan as defined in the following documented Procedure.

01-6.2 Quality Resource Management Process

PSE ensures that all personnel are qualified for their roles and responsibilities as described in section 01-6.1. The methods of provision of resources to ensure effectiveness of QMS are detailed below:

A. Provision of Resources

PSE shall ensure that resources are provided to effectively implement the QMS and ensure continuous improvement.

B. Human Resources**B.1 General**

PSE ensures that personnel are well trained in their key competencies such that technically appropriate output is produced. Each new employee shall be given the Administration Induction and QA Induction as soon as the person mobilizes. As a minimum the Induction shall be completed within 30 days after the date of joining. PSE shall arrange a personnel induction programme for all new employees as defined as below:

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B.1.1 Administration Induction :

Each new employee shall, during the first month of employment, be informed of the general company rules and regulations by the Personnel Administrator. To fulfil this requirement the following shall be undertaken:

During the Administration induction, the Personnel Administrator shall ensure that the new personnel have submitted the Biodata or Curriculum Vitae, applicable qualification certificate to the Company.

The Personnel Administrator shall give a Joining Report, which PSEords the date when Administration Induction and QA Induction are conducted. A Formal date is agreed by the Personnel Administrator with the QAR for the QA Induction and marked on the Joining Report. After that he shall return the Joining Report to Personnel Administrator. Subsequently, the Personnel Administrator shall send the copy of the Joining Report to Planning department and Accounts department for their information.

B.1.2 QA Induction:

Each new employee shall also, during the first month of employment, be informed of the company Quality Management System by the QAR. A Quality Assurance Induction form is used for the purpose of QA induction.

B.2 Competence, Awareness and Training

PSE employs competent personnel to perform all its business activities. Competency is measured in terms of education, knowledge, skills, capabilities and fitness. The key personnel required to perform given activities are identified in the respective Project Organograms.

The method of PSEruting and training competent personnel involved in activities affecting quality detailed below:

B.2.1 Training General:

PSE only employs qualified and experienced Engineers and Designers (as defined in section B.3) and as such no specific job-related training is normally necessary. However, at the annual assessment, any job-related training would be identified by the Discipline Head (DH) in consultation with the individual and Personnel Administrator (PA). Any training requirement identified shall be approved by the Chief Executive Officer (CEO) and subsequently a detailed training programme developed by the DH, or a suitably qualified Engineer. The training programme shall be approved by the CEO and accepted by the individual.

B.2.2 Project Specific Training

Training related to a specific project is the responsibility of the Project Manager/Engineer (PM/PE). Any training requirement identified shall be approved by the PM/PE and subsequently a detailed training programme developed by the DH, or a suitably qualified Engineer. The training programme shall be approved by the PM/PE and accepted by the individual.

B.2.3 QA Training

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PSEord of meeting and action taken as a result of meeting will be kept on the respective file folder.

B.4.5 Design and Development Verification

Verification shall be initiated against all design outputs to ensure that they meet the requirements. Documented Procedures have been established in order to control, review and verification of technical work as indicated below:

- ♦ Reference PSE Procedure PSE-TS-SOP-15 titled "Control, Review and Verification of Technical Work",
- ♦ Reference PSE Procedure PSE-TS-SOP-16 titled "Verification of Technical Documents".

B.4.6 Design and Development Validation

Design validation is achieved by successful verification and acceptance of design output. Further validation is the acceptance by customer after their review and, where appropriate, satisfactory performance of the product.

B.4.7 Control of Design and Development Changes

PSE has generated a documented Procedure indicated below for change control process.

- ♦ Reference PSE Procedure PSE-SYS-P-10 titled "Change Control".
- This process ensures that all design and development changes including the effect of change of design already delivered are correctly documented and have received authorisation for actioning by the Project Manager/Engineer.

C. Purchasing**C.1 Purchasing Process**

PSE has established a purchasing process in order to ensure that the purchased product confirms to specified purchase requirements. The method of handling the purchasing request is detailed in the documented Procedure indicated below:

- ♦ Reference PSE Procedure PSE-PUR-SOP-17 titled "Procedure for Purchasing – Contractors and Suppliers".

PSE shall initiate the purchasing from the approved Contractors/Suppliers. The method of approval and re-approval of Contractors/Suppliers are detailed in the documented Procedure indicated below:

- ♦ Reference PSE Procedure PSE-PUR-SOP-023 titled "Procedure for Approval of Contractors and Suppliers".

C.2 Purchasing Information

Purchase orders identified with appropriate purchasing information shall be reviewed prior to release to ensure that all pertinent drawings, specifications and other necessary information relevant to the product and/or services to be procured is listed and the sources of supply have all the data required. This data defines appropriate quality requirements including the title, number and issue of the quality system standard. Documented Procedure is further guiding the purchasing process as referred in section C.1.

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C.3 Verification of Purchased Product

General Manager/Managers/Project Manager/Engineer or Personnel Administrator is responsible to ensure that the product or service purchased is verified as complying with the requirements of the contract/purchase order. If inspection is required to be witnessed by customer at suppliers' premises, Project Manager/Engineer shall identify this requirement on the purchase order prior to placement of order.

D. Production and service Provision**D.1 Control of Production and Service Provision**

PSE performs design consultancy services for customers. This design realisation method is detailed in section B.4.

D.2 Validation of Processes for production and Service Provision

This clause is not applicable to PSE business activities as it involves a design realisation process as detailed in section B.4.

D.3 Identification and Traceability

PSE produced documents and drawings as a result of design realisation process shall be identified and traced as detailed in the procedure below:

D.3.1 Preparation, Identification, issuance and storage of PSE drawings:**D.3.1.1 Draughting****D.3.1.1.1 General**

Drawings shall be produced at either A0, A1, A2, A3 or A4 size. Manually drafted drawings which will be formally issued to the Customer shall be produced on plastic film. CAD produced drawings are normally produced on paper.

All drawings shall include as a minimum:

- Project number
- Unique identifying drawing number and revision sequence.
- Job or project title
- Customer name and/or logo
- Draughtsman's initials
- Checker's initials
- Approver's signature
- Scale identification (if applicable)
- Plant North Arrows (where applicable).

Where the Customer does not wish to have PSE identification on drawings, the job number will appear in parenthesis after the words in the issue description box, or in the bottom left hand corner of the box.

D.3.1.2 Sketches

Sketches (identified by key letters SK) are generally not intended as definitive or design documents. They are generally produced as guidance to, or explanation of, situations,

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or as an amplification of text within the project documentation. As such they shall include as a minimum:

- Project Number
- Unique identifying number and project sequential number
- Job or project title
- CAD or Computer File Name (if applicable)
- Revision or issue identifier including internal revision
- Draughtsman's initials
- Approver's initials

If, in the opinion of the originator/approver, the sketch contains such information that may be used for a purpose other than its intent, as described here, it should be clearly marked:

"SKETCH - NOT TO BE USED FOR DESIGN PURPOSES"

D.3.1.1.3 Project Scope Definition

For existing plant the project scope shall be shown as follows:

- scope of new construction (clouded);
- scope of removal and relocation (clouded and cross hatched) on separately produced demolition drawings.

For new plant (where the complete drawing is new and reflects all new equipment, etc.) a box shall be placed on the drawing stating "THIS ENTIRE DRAWING IS NEW AND FORMS PART OF THE PROJECT 'PROJECT CODE' or 'PROJECT NUMBER'". This is instead of a cloud around the whole drawing. Note that if new drawing represents any existing equipment then clouding must be used to represent the modifications to plant/scope of construction, etc.

All clouding representing the scope of construction and demolition works shall have a revision triangle containing the project code clearly associated with each of the clouded areas.

D.3.1.1.4 Scales

The scale to be utilised on drawings will depend upon the type and scope of work involved.

The scale for the majority of views and sections should be entered under "scale" in the space provided in the title block. The scale to which each view or section has been drawn, other than the predominating scale, should be entered directly below the title of the view or section.

D.3.1.1.5 Line Density/ Lettering

The density of lines and lettering, height, style, pencil/ink use, match lines shall conform to Customer standards.

In the absence of a Customer standard, the following shall apply:

- lettering minimum height 3mm
- open type printing

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- drawing numbers/titles in ink
- A0 use 5mm stencil
- A1 use 5 mm stencil
- A2 use 3.5mm stencil
- A3 use 3.5 mm stencil
- match lines drawn in ink in 0.5mm pen with text "CONTINUED ON DRAWING No....." drawn in ink with 5mm stencil.

D.3.1.1.6 Drawing/ Numbering

D.3.1.1.6.1 General

The following numbering system shall be used for PSE internal drawings or where a Customer does not specify use of his own system.

D.3.1.1.6.2 Project Identifier

Unless specifically forbidden by the Customer, the 4 digit PSE Job No. will be shown on all drawings, adjacent to the company logo.

D.3.1.1.6.3 Numbering System

The following drawing numbering system shall apply.

Example: NNNN-D-SSS
 1 2 3

- 1 Job Number (NNNN)
 e.g. 3250
- 2 Discipline code;
 (see attachment)
- 3 Serial Number
 3 digit sequential number 001, 002, etc.

Note: A separate serial number sequence is available for each discipline code.

D.3.1.1.6.4 Revision Numbering

The system to be used for revision is as follows:

- | | | |
|-----------------|---|---|
| Rev. O | - | Original issue, e.g., for comments |
| Rev. A, B, C, D | - | Issued for further comment, information, review, approved for construction, etc. ('O' is not used again and 'I' is never used). |

D.3.1.1.6.5 CAD Reference

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CAD file reference shall be based on drawing number.

D.3.1.2 Responsible for Quality of Drawings

The Discipline Head (DH) has overall responsibility for ensuring that checking procedures are fully implemented. On a particular project, the LDE is responsible for ensuring procedures are followed.

The LDE/DH shall be responsible for ensuring:

- Quality of drawings produced;
- Self-checking is undertaken;
- Relevant checklists are applied if necessary (but not necessarily retained).

(Checklists are a guide to the checker and may be used as a *'aide-memoire'* or as a training tool for inexperienced personnel. A checklist is not a fully definitive document and the checker shall always review the drawing with this in mind. Experienced checkers may choose not to use checklists).

Lead Discipline Engineers (LDE) shall be responsible for ensuring that checking is carried out in accordance with Procedure, Verification of Technical Documents, PSE-TS-SOP-16.

It should be noted that the responsibility for specific items affecting key drawings [i.e. Process Engineering Flow Schemes (PEFS), Utility Engineering Flow Schemes (UEFS), Plot Plans, Hazardous Area Classification, Safety Equipment Layout, Key Single Line Diagrams (KSLD), Cause & Effect (C&E) diagrams] lies with different disciplines:

Process	:	Drawing numbers (except KSLD and C & E Diagrams), equipment numbers and key data, LG and RO tag numbers, line numbers and specifications, line list, RV tag numbers/sizing/summary sheet, alarm and trip settings.
Mechanical	:	Valve types, tie-in points
Instrument	:	Instrument tag numbers, control valve/LG/RO sizing, C&E drawings, list of alarm and trip settings
Electrical	:	KSLD drawings

D.3.1.3 Register, Issuing and Control

The Document Control Clerk (DCC) shall create and maintain a register of all drawings for the project. The DCC shall setup a drawing number allocation system to meet Customer requirements and issuing a 'Drawing Control Schedule' (DCS) in accordance with Procedure, Document Control, PSE-SYS-P-01.

The DCC shall update the register regularly to show the revision indicator and actual issue date as shown on the drawing. All external issues of drawings shall be accompanied by a transmittal form in accordance with Procedure, Document Control, PSE-SYS-P-01.

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Each DH/LDE shall be responsible for the accuracy of the data in the DCS by informing the DCC of the status of drawings, and shall, where feasible give issue/completion dates.

D.3.1.4 Drawing Change Control

When reproducible ('repro' or 'velo') of Customer masters are to be used, a paper copy of the original shall be made by the DCC, marked 'Master' and filed. The Customer master shall then be returned. The repro can then be made as needed and work commenced on the repro by the discipline. The DCC shall maintain the project DCS registering all such drawings.

When a reproducible copy of an existing drawing is to be used as a basis for another drawing, a new title block may be necessary, and PM/PE's advice shall be sought.

Once a drawing has been completed and is ready to be issued, a print shall be made and kept in the discipline file. This print shall be stamped with an appropriate "MASTER COPY" stamp. The original on film, disk, or other suitable media, shall be kept securely in the "PROJECT ORIGINALS" file.

All subsequent comments must be marked on the "MASTER" print by the custodian or his nominee. Any changes to scope will be implemented in accordance with the Procedure, Change Control, PSE-SYS-P-10.

For changes (generally on single or a few drawings) suitable marking on the master adjacent to and annotated with the change number shall suffice.

After implementing a change, new "MASTER" prints shall be taken and added to the discipline project file after each formal re-issue. The original should be securely kept in the "PROJECT ORIGINALS" file.

All superseded "MASTER" prints will be stamped 'SUPERSEDED' and filed in the project files and retained until the project is closed and documentation archived.

D.3.1.5 Revisions

All internal revisions up to AFC (Approved for Construction) and previously approved and issued reproducible drawings shall be highlighted by "clouding" the relevant area on:

- The BACK of the drawing sheet (for manual drawings)
- By the addition of clouding on a separate layer (for CAD drawings)

All "clouds" shall have a "revision triangle" clearly associated with them. The clouding denoting the overall construction or demolition scope shall always remain on the main drawing.

Checking of revised drawings, as for new drawings, shall be carried out in accordance with Procedure, Verification of Technical Documents, PSE-TS-SOP-16.

The sequence of checks and issues during the cycle of producing a drawing are as follows:

Within PSE:

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The sequence of checks and issues during the cycle of producing a drawing are as follows:

Within PSE:

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- Self Check
- Discipline checks : Culminating in the approval on the discipline IDC stamp by the LDE/DH. This is mandatory for any issue leaving the discipline.
- Inter-discipline Check (IDC) : This issue is mandatory for any drawing that affects more than the originating discipline. Otherwise it is discretionary (by PM/PE)

To Customer :

- Issued for comment (IFC) : This follows on directly from incorporating all IDC comments, is usually the first issue to the Customer.
- Issued for HAZOP (IFH) : Key drawings only (identified by the PM/PE). Normally the IFC issue will suffice. This issue is at the discretion of the PM/PE.
- IFC/HAZOP comments incorporated : Not normally a formal revision, but may be required.
- Approved for Construction (AFC) : Master drawings for Customer, representing the entire project scope of work.
- As-built (from Early Project) : An updated master drawing presenting the state of the design prior to project start.
- As Built (for project) : This issue includes all actual dimensional and other information from the construction and demolition. All project clouds tie-in points and project specific information, construction or demolition information is removed.

It may be noted that all the steps may not be required for a particular drawing based on the scope of work.

D.3.1.6 Storage and Archiving

All A0 and A1 manual drawing originals shall have a "hanging strip" attached to the left hand edge and the drawing will be kept in a fire proof drawing storage tank or chest when it is not being used.

D.3.1.7 Microfilming

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A methodology to be adopted for microfilming shall be developed as needed, otherwise Customer requirements shall be adopted.

D.3.2 Preparation, Identification, issuance and storage of PSE documents:

D.3.2.1 General:

All technical notes, reports and any other narrative document shall be written in the English Language. Attention shall be paid to simplicity of style and care of reading. As far as possible documents should be "stand alone" and assume no prior knowledge of the project by the reader.

The Lead Discipline Engineer (LDE) is responsible for initiating the preparation and issue of all Technical Notes and Design Reports in accordance with this Procedure and as required in the project CTR's. The LDE is responsible for the contents (Refer D.3.2.4).

The nominated author(s) of each Technical Note or Design Report are responsible for ensuring the document is prepared in accordance with the relevant practices.

Technical documents shall be prepared in accordance with this Procedure and shall incorporate all specific project and Customer requirements.

All Technical documents shall be checked for accuracy and compliance with project requirements and approved in accordance with Procedure PSE-TS-SOP-16, Verification of Technical Documents.

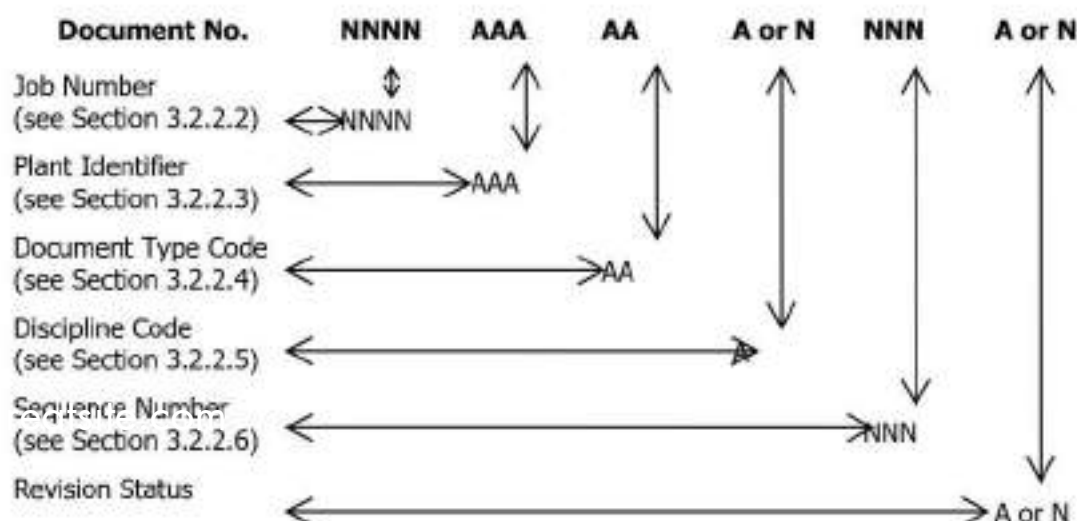
Figures drawn to form part of a report must be traceable. Computer generated figures shall carry as a minimum, the computer file identifier and the internal revision indicator. The computer file identifier shall include the exact location of the file, along with the file name.

This applies to all figures irrespective of the source software.

D.3.2.2 Document Numbering

D.3.2.2.1 Numbering

The document number shall be constructed as follows:



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(see Section 3.2.2.7)

D.3.2.2.2 Job Number

Each project will be assigned a job number by the Chief Accountant on the submission of "job opening" form (Project Summary Form) by the Project Manager/Engineer (PM/PE).

The Company job number is a unique four-digit number.

The job number shall appear on all documents which are produced within a project.

For Corporate documents, the job number and plant identifier shall be replaced by the letters 'PSE' only.

D.3.2.2.3 Optional at the discretion of PM/PE

The plant identifier is used to identify the job site and, where required, the identification of major sections comprising the complete facility.

For existing facilities, the plant identifier shall reflect as closely as possible the Customer's plant identifier.

The plant identifier typically shall consist of three main letters. The three letters identify the job site, unless multiple facilities exist within the site. Then the first two letters shall be used to identify the job site and the third letter an individual unit or facility.

The third letter is sequential for similar facilities, i.e. A, B, C etc. X is used for a common or undefined designation.

AFA	:	First unit at site 'AF'
AFB	:	Second unit at site 'AF'
AFX	:	Common unit/facility at site 'AF'

D.3.2.2.4 Document Type Code

The document type code is represented by two letters. The first defines the main class of document such as specifications, data sheets, reports etc., and the second the specific type of document e.g. equipment (specification), design (report). The discipline code (Section D.3.2.2.5) may further indicate the type of document by indicating its source discipline. The letters to be used shall be selected from the list in the Attachment - Document Type Code. This system is not used for drawings.

D.3.2.2.5 Discipline Code

The purpose of this code is for identifying the originating discipline in the numbering of all documents. The discipline code is a numeric code covering all engineering disciplines. For external third party documents the discipline code (N) shall be used. PSE corporate documents shall use codes as listed in the Attachment - Discipline Code.

D.3.2.2.6 Sequence Number

The sequence number shall start from 101 for each individual document type code within the discipline code (and/or sub area code). If a discipline requires to subdivide the sequence number into blocks for ease of identification of bulk requisitions, (e.g. allocate

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200+, 300+ etc.) on a project, then the LDE shall define this at the commencement of the project.

D.3.2.2.7 Revision Letter/ Number

The system to be used for revision of documents is as follows:

- | | | |
|-----------------|---|--|
| Draft | : | Issued Internal only. |
| Rev. O | : | Original issue, e.g., for comment |
| Rev. A, B, C, D | : | Issued for further comment, information, review, approval, approved for design, etc. Third Party Approved, e.g., Approved for Construction (AFC) or Approved by Customer for Issue (reports). ('O' is not used again and 'I' is not used). |

The revision letter or number shall be indicated separately as footer on the document, a new line on cover page etc.

D.3.2.3 Document Format

Reports shall be prepared in A4 format using the word processing system (currently Microsoft "Word for Windows"). All drawings shall be reduced to A3 size and folded for inclusion in the report. In exceptional cases, larger drawings sizes may be included (i.e., A1), in which case these shall be folded and inserted into transparent plastic folders which shall be bound into the report.

Reports shall be comb bound, thermal bound or issued in ring binder format, unless Customer or project requirements dictate otherwise.

Each document shall have a project specific front sheet (see Attachment - Typical Cover Sheet) incorporating the following:

- Document Title
- Document Number
- Customer Name
- Project Title
- Issue Status
- Date of Issue
- Customer Contract number (optional)

Document revision PSEord shall be included within the document showing the appropriate names/signatures of author, checker and approver. It is preferred that this is included in the front sheet as indicated in Attachment - Typical Cover Sheet. However, at LDE's discretion, a separate revision control page may be included.

All pages in the document or section shall be sequentially numbered, starting with the content page. Each page shall also incorporate the title, document number, issue status and total pages in the document (or section). The content list shall identify all parts of the report, listing sections to the level of the first sub-section (i.e., D.3.2.1 only).

Figures, Tables and Sections included in the report in A4 size can either be incorporated into the section, in which case they shall, where possible, be incorporated into the sequential page numbering or included in Appendices. Drawings included in the report shall have a cover sheet as part of the document, listing all the drawings attached. Where an item to be included is not

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incorporated in the page numbering e.g., full-page tables and sketches, it shall be attached to the end of each section and it shall be identified on the contents as an "Enclosure" or "Attachment".

D.3.2.4 Document Contents

The following section headings are given for guidance. These may be modified at the Customer's request, or, if a specific standard format is to be used for submission to relevant authorities, or, if the technical nature of the work requires a different format:

TITLE PAGE

REVISION CONTROL PAGE (Optional at LDE's discretion)

CONTENTS

- 1.0 INTRODUCTION
- 2.0 SUMMARY
- 3.0 APPROACH TO WORK
- 4.0 DESIGN BASIS
- 5.0 DISCUSSION OF RESULTS
- 6.0 CONCLUSIONS AND PSEOMMENDATIONS
- 7.0 REFERENCES

APPENDICES

Section 1.0 "INTRODUCTION" shall be a brief statement of the overall project references and the scope and intent of the report. If pertinent it may also include some background narrative explaining the need for, or purpose of, the document.

Section 2.0 "SUMMARY" shall be a self-contained set of concise statements comprising study objectives, results, conclusions and PSEommendations. (It should be noted that this section, read in conjunction with Section 1.0, should concisely present the results of the work.).

Section 3.0 "APPROACH TO WORK" shall summarise the methods and approach employed in carrying out the work and preparation of the report.

Section 4.0 "DESIGN BASIS" shall incorporate the Customer supplied data, background information and any design assumptions employed in the work and preparation of the report.

Section 5.0 "DISCUSSION OF RESULTS" shall list the results of each aspect of the work, with all necessary Tables, Figures, Drawings, etc., incorporated and properly cross referenced, and shall discuss the implications of the results with regard to the overall intent of the report.

Section 6.0 "CONCLUSIONS AND PSEOMMENDATIONS", the penultimate section, shall detail any conclusions and PSEommendations.

Section 7.0 "REFERENCES", the last section, shall list all documents referenced within the text of the report.

"APPENDICES" shall be inserted at the end of the report, shall be uniquely identified (e.g.,: I, II, etc. and subdivided alphabetically if necessary), and shall indicate the title of the Appendix.

D.3.2.5 Issuing of Documents

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The project DCS shall be updated to show the revision status and actual issue date shown on the document.

All formal issues shall be accompanied by a transmittal form in accordance with Procedure PSE-SYS-P-01, Document Control.

Revisions will be clearly highlighted by marking the paragraphs with a line in the left margin along with revision letter adjacent to the line. All previous revisions to be removed.

D.3.2.6 Storing and Archiving

All documents and calculations shall be maintained, both during the execution of the project and for an agreed period following acceptance of the work of the Customer.

D.3.2.7 Software

The operating system used by PSE for the majority of its computer generated documents is Microsoft Windows NT-4.0.

Under the windows system, the following software shall to be used:

- Excel 2003 (Saved in 'Microsoft Excel 97 & 5.0/95' format)
- Power Point 2003
- Word (saved in 'Microsoft Word 6.0/95' format)
- Auto CAD (Version 07)

Other alternative software may also be utilised at the discretion of Chief Executive Officer or Project Manager/Engineer.

D.3.2.8 Identification of Electronic Documents

To enable identification of the computer file from the paper document the computer filename shall be placed in the footer of the document. This shall be generated using the automatic filename field available in most windows programs, not from typing in diPSEt. Where available as a feature, the complete path shall be specified (e.g. Word 6.0).

It is preferred, that all documents be generated with a print date field in the right hand side of the page, in the footer of the first page. This will aid in identification in the event that there are discrepancies between the paper and electronic versions of a document.

Documents shall have page numbers and total pages in the footer.

D.4 Customer property

This is addressed in the Procedure for control of external documents and drawings.

Documents received from customer and contractors are verified on receipt that they have been supplied as per contractual requirement.

The system ensures that customer or contractor supplied documents are stored maintained, reproduced and distributed in a controlled manner.

D.5 Preservation of Product

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The Project Manager/Engineer has responsibility for ensuring that adequate packaging and identification of packages is maintained and for ensuring that effective delivery methods are used to deliver documents. The Project Manager/Engineer shall check the above prior to authorising the release of documents.

01-6.4 Quality Measurement, Analysis and Improvement Process

This process is performed as a part of design realisation stages, management review, internal audit and customer feedback. The methods of measurement to ensure effectiveness of QMS are detailed below.

A. General

PSE has developed a set of processes to ensure the product conformity, conformity of the QMS and continuous improvement of the QMS. These processes are:

- internal Quality Audit process.
- process of verification of technical documents.
- process of management review meeting.
- process of control of non-conformance.
- process of corrective and preventive action.

B. Monitoring and Measurement**B.1 Customer Satisfaction**

Customer satisfaction is the prime objective of the PSE business policy and PSE shall monitor information relating to customer perception. MANAGER MIDDLE EAST/General Manager/Managers/Project Managers/Engineers will measure the customer satisfaction by requesting feedback during the execution or at the end of each project undertaken. A Customer Evaluation form will be used to record the customer feedback and detailed review will be initiated for measurement of effectiveness.

- Reference PSE Procedure PSE-SYS-P-08 titled "Customer satisfaction"

B.2 Internal Audit

The QAR has established, documented and implemented a programme of audits which objectively evaluate the adequacy of all aspects of the QMS and requirements of ISO 9001:2000.

The audit programme is planned by taking account of the status and importance of the processes and areas to be audited, as well as the results of previous audits.

The responsibilities and requirements for planning and conducting audits, and for reporting results and maintaining records have been defined in Internal Audit Procedure. Audits are carried out by appropriately trained personnel who are not directly responsible for the function being audited.

The internal audit Procedure indicated below defines the requirement the method of reporting the audit results (findings) and follow-up action for completion of corrective actions.

- Reference PSE Procedure PSE-SYS-P-03 titled "Internal Audit"

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B.3 Monitoring and Measurement of Process

PSE shall initiate the Internal Quality Audit as per audit schedule to measure and monitor the effectiveness of the QMS processes and confirm to achieve the planned results.

B.4 Monitoring and Measurement of Product

PSE carries out design and consultancy projects, and the output of the design process is presented in terms of Technical Documents. PSE has generated a Procedure for verification of technical documents indicated below in order to ensure the effective monitoring & measurement of the design services.

- ♦ Reference PSE Procedure PSE-TS-SOP-16 titled "Verification of Technical Documents".

C. Control of Non-Conforming Product

The method of preventing the deficiencies noticed during the design realisation process has been defined in the following Procedure for control of non-conformance.

- ♦ Reference PSE Procedure PSE-SYS-P-04 titled "Control of Non-conforming products"

Deviations or discrepandies (non-conformances) are addressed by a non-conformance report.

Personnel identifying deficiencies ensure that the deviation or discrepancy is clearly described relating to the acceptance criteria. Notification is given to all concerned functions.

Decision on the resolution of a supplier's non-conforming product or service shall be subject to the approval of the Project Manager/Engineer.

D. Analysis of Data

PSE shall monitor the effectiveness of the Quality Management System by analysing data gathered during the various measurement activities as detailed below:

- ♦ CorPSEtive Action Request raised during the Quality Audits;
- ♦ Day to day deficiencies raised through System Improvement Report or third party complaint including supplier;
- ♦ Quality audit reports.
- ♦ Reference PSE Procedure PSE-SYS-P-09 titled "Data Analysis and Decision Making Manual"

E. Improvement**E.1 Continual Improvement**

PSE shall monitor and continually improve the effectiveness of QMS through the result obtained from the corPSEtive and preventive action. The corPSEtive and preventive actions are normally identified during the internal quality audits, analysis of information recorded on the system improvement report raised for control of non-conformance and action noticed as a result of management review meeting.

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E.2 CorPSEtive Action and Preventive Action

When non-conforming processes are identified, the cause of the non-conformity will be investigated; a corPSEtive action is selected in balance with associated risks. CorPSEtive action shall be documented and evaluated for effectiveness and, if necessary, changes made to procedure and standard QA Practice to prevent PSEurrence.

Preventive action is diPSEted towards eliminating the causes of potential non-conformances. Non-conformances / observations PSEord on the system improvement report and raised as a result of audits will be reviewed by Management for preventive action. Determination of potential non-conformities and their causes is addressed in the following procedure.

Reference PSE Procedure PSE-SYS-P-05 titled "CorPSEtive and Preventive action".

01-7 PSEords

PSE has established QMS documentation consisting of QA Manual (Level 1), QA Procedures (Level 2) and QA Practices (Level 3).

PSE QA Procedures contain the documented Procedures required by this international standard and additional Procedures to ensure the effective planning, operation and control of PSE processes. The quality PSEords required to ensure effectiveness of QMS are addressed in the relevant documented Procedures.

The quality system includes the controls to be exercised on those aspects of the business function, which have an effect on quality.

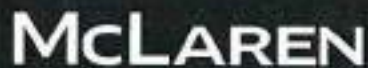
01-8 Filing

The master copy of this procedure is filed by the Management Representative, together with other Procedures under the number PSE-QM-001

Site Approval Papers

 Project	 Client	 Consultant	 Main Contractor
PROJECT - Construction of BLUE BAY WALK on Plot No.2522, Hamriyah, Sharjah, UAE			
SUBCONTRACTOR APPROVAL REQUEST			
Contractor: HIGH STAR BUILDING CONTRACTING CO. Address: P.O. Box - 48 Sharjah, UAE		Consultant: SHARJAH ENGINEERING CONSULTANTS Address: P.O. Box 31513 Sharjah, UAE.	
Proposed Subcontractor: Power Serve Electromechanical LLC Email: info@powerserve.ae Tel: +97142633026			
Date Submitted prepared: 18-02-21		Submission Reference: 405B/PQS009 (4) 405B/PQS011 (4) 405B/PQS012 (4)	
Description of works to be subcontracted: ELECTRICAL & LOW CURRENT WORKS, HVAC WORKS, WATER SUPPLY & DRAINAGE WORKS			
Location: COMPLETE PROJECT		Spec. ref.: DIV 22-Plumbing, DIV 23- Heating, Ventilation & Air conditioning, DIV 26- Electrical, DIV 27- Communications	
Expected start date:		B.O.Q. ref.: BLOCK A/B/C/CENTRAL BUILDING MASTER PLAN - DIV 22- Plumbing, DIV 23- Heating, Ventilation & Air conditioning, DIV 26- Electrical, DIV 27- Communications	
Dear Sir, Please find attached supporting documents in respect to our proposed subcontractor for the above works. 1. Name and classification. 2. Details of recent performance. 3. Type, number and current location of plant/equipment to be deployed on the project. 4. Full list of names, qualifications and experience of staff proposed for this project. 5. Outline method statement of proposed work and performance. 6. Written confirmation that the proposed subcontractor will act and comply, in full conformity with the contract and the main contractor's construction programme. 7. Certificates and Licenses from all relevant Authorities.			
Contractor's Authorized Signature: _____		Date: 18-02-21	
Engineers comments: 1- Subject to subcontractor performance in site 2- Contractor to get SEWA approved certificate as soon as possible as the under taking letter 3- Main contractor to be responsible for any poor quality or performance at site. 4- To comply strictly with project specs and standards.			
☐ Approved ☒ Approved with comments ☐ Revise & resubmit ☐ Rejected as comments			
Consultant's Authorized Signature: _____		Date: 22/2/21	
Client Engineer comments: 5- Final approval subject to client. - Since report should be submitted with in 3 working days to Explain the subcontractor ability to carry out the project - under taking letter from contractor should be submitted to insure the subcontractor performance.			
☐ Approved ☒ Approved with comments ☐ Revise & resubmit ☐ Rejected as comments			
Client's Authorized Signature: _____		Date: 22/2/21	

Site Approval Papers

The McLaren logo consists of the word "McLAREN" in a bold, white, sans-serif font, centered within a black rectangular box.

J355-PSE-WG-GP-0220

11th September 2017

Mr. Manoj Agrawal
Managing Partner
P.O. Box 235476
Dubai - UAE

Tel. +971 4 2633026, Fax +971 4 2633028

Project : Multi Storey Car Park at Dubai Trade Centre District
(Contract Reference PN1601/CP03)
The Employer : Dubai World Trade Centre
The Engineer : Parsons International
The Contractor : McLaren Construction Ltd and Engineering Contracting Co. LLC
The Subcontractor : Power Serve Electromechanical L.L.C.
The Main Contract : The Main Contract between the Employer and the Contractor
Subject : Complete Electro-Mechanical Works - Letter of Intent (LOI)

Dear Sir,

We refer to the Subcontractor's offer ref. PS/PRP/MC/CP/001 dated 04th September 2017 and the Contractor's and Subcontractor's discussions relating to the same, the Contractor would like to confirm its intention to award the subject works to the Subcontractor based on his assurance given at the meeting held on 10th September 2017 regarding the Subcontractor's capability to complete the MEP Works as per the project master programme and as per the following conditions/ details:

1. Documentation forming the Subcontract Agreement

The following enclosed documents shall form part of the Sub-Contract agreement:

- | | | |
|-------|------------|---|
| 1.1. | Appendix A | The above referenced Subcontractor's Offer |
| 1.2. | Appendix B | Full Main Contract Documents; |
| 1.3. | Appendix C | Trade Conditions |
| 1.4. | Appendix D | Attendances Schedule |
| 1.5. | Appendix E | Programme and Key Dates |
| 1.6. | Appendix F | Form of Bonds/Guarantees |
| 1.7. | Appendix G | Post Tender Meeting Minutes dated 10 th September 2017 |
| 1.8. | Appendix H | Subcontract Price Analysis (BOQ) |
| 1.9. | Appendix I | Main Contract Particulars |
| 1.10. | Appendix J | LC Schedule |

The several documents forming the Subcontract are to be taken as mutually explanatory of one another. Unless otherwise provided in the Subcontract, the priority of the documents forming the Subcontract shall be as follows:

1. The Subcontract Agreement (upon execution of such agreement);
2. This Letter of Intent (LOI) signed by the Contractor and the Subcontractor;
3. The Conditions of Subcontract;

Site Approval Papers

CONTRACTOR :



شركة البدر للمقاولات (ذ.م.م)

Al Badr Contracting Co. (L.L.C.)

Sub-Contractor Agreement

Scope of Work: MEP Works

Project's Owner: Othman Sharif Abdulla Zaman

Client Representative: Orient Gate Real Estate

Consultant: Al-Khawaja Engineering Consultancy

Main Contractor: Al-Badr Contracting L.L.C.

Appointed Sub-Contractor: M/S. POWER SERVE ELECTROMECHANICAL LLC

Project Name: G+4P+17 Floors Resi. & Comm. Building

Project No: 585

Plot No: JVC17TCP001C

Project Location: Jumeirah Village Circle, Dubai



Site Approval Papers



الختال للمقاولات (ذ.م.م.)

Our Ref: AKC/AGG/127-125/03/2020

Date: 09/03/2020

AGREEMENT

This agreement is made on 09-03-2020 between

M/s. AL KHATTAL CONTRACTING L.L.C.

P.O Box No.91119

Dubai, U.A.E,

(here after been called as the First Party or Main Contractor)

And

M/s. POWER SERVE ELECTROMECHANICAL L.L.C.

P.O Box No. 235476

Dubai - U.A.E

(here after been called Second Party or Sub Contractor)

For the Supply, Installation, Testing & Commissioning of HVAC system work for
4 Nos Residential Villa (G + 1) in Hor Al Anz, Dubai on Plot No. 127-1525 for
AWQAF Consultant: Archline Engineering Consultant

The First Party & Second Party agreed on the following clauses.

1. Scope of Work

❖ The Second Party shall carry out the following:

1. Supply and Installation, Testing & Commissioning of HVAC system works for the above Villa as per the Quotation No. PS/QTN/ALK/001-R1 dated 23.01.2020 as per Specification given by Archline Engineering Consultant and to DEWA rules and regulation and latest green code. The Second Party shall be responsible for the guarantee of all Air Conditioning works and maintenance for 1 year from the approval of commissioning by the Consultant.

HVAC Works:

- Supply and Installation of GI Duct with Insulations for SAD.
- Supply and Installation of Ventilation fans



M. Seru



Power Serve
Group

»»» LET'S WORK «««
Together

We're here to help! Whether you have questions about our services, need support, or just want to connect, feel free to reach out.

Our team is ready to assist you and will get back to you as soon as possible. Let's start a conversation.



+971-50-6536270



manoj@powerserve.ae



www.powerserve.com



Near Bin Shabib Mall, Warehouse 5,
Al Qusais Ind. Area 1, Dubai, UAE