



مؤسسة بالي للخدمات الفنية والتكنولوجية

**بالي لخدمات الفنية والتكنولوجية**  
**Bali Technical and Technology Services**

# **Bali Technical & Technology Services**

## **COMPANY PROFILE**

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## **PREQUALIFICATION**

المركز الرئيسي - الدمام : س.ت. ٢٠٥٠٤٦٤٩٩ - عضوية الغرفة ٤٨٩٩٩ - ص.ب. ٨٩٦٨ - هاتف ٣١٤٩٢ - الدمام - ٠١٣-٨٣٠٣٣٩٩ - فاكس ٠١٣-٨٣٠٤٤٩٩  
فرع الخبر : س.ت. ٢٠٥١٤٦٥٦٣ - عضوية الغرفة ٤٨٩٩٩ - ص.ب. ٤٣٠٦ - الخبر - ٠١٣-٨٨١٩٨٥٦ - هاتف ٣١٩٥٢ - فاكس ٠١٣-٨٨١٧٢٠٦  
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## Company's Information & Detail of Contacts

Company Name	<i>Bali Technical &amp; Technology Services Establishment</i>
Owner	<i>Engr. Omar M Bali (+966 55 585 7890)</i>
Operations Manager	<i>Engr. Arsalan Mirza (+966 50 807 8656)</i>
Procurement Department	<i>Mr. Ghayas Mirza (+966 50 329 9986)</i>
Projects Department	<i>Mr. Tahir Umer (+966 53 757 8480)</i>
Commercial Registration No	<i>2050046499</i>
Saudi Aramco Vendor Number	<i>10034584</i>



## **OUR MERITS**

- unique and creative solutions that meet the clients' expectations not only by realizing the clients' business
- objectives, but particularly by our strict to the ethical standard principles of public relations
- continuous search or opportunities beyond the agreed communications and business objectives
- creative approaches to the clients' special needs in order to find unique and tailored communications solutions
- team work based on the implementation of progressive communications disciplines based on instant access to personal and information resources of the global network
- professional quality of services provided by a highly motivated team with productivity and competitiveness

## **OUR STRENGTHS**

- creative work with information
- professional and strictly ethical relations between the client
- courage and readiness to communicate on behalf of a client in terms of crisis
- expertise and professionalism
- unique solutions
- international know-how, combined with experience in the local competitiveness
- intellectual and electronic links to BCS local network
- wide-ranging contacts
- flexibility and attainability

## **OUR MISSION**

Our company's mission is to create informed opinions in key costumer on behalf of our clients' interests through creative means of information and communication. We achieve our clients' intended business goals by ethically shaping and influencing the mindsets of key costumer. To achieve the business goals of our clients, we consistently apply the principles of Perception Management, a BALI TECHNICAL & TECHNOLOGY SERVICES ESTABLISHMENT.

## **ETHICS AND STANDARDS**

As a Saudi organization, it is very essential that we represent the values of Saudi Arabia. Thus, our Service & Operation Center is complete in every possible detail. Our physical assets/documentation are always improving, and this improvement is taking place transparently to impress the customers with better level of service.

It's part of our mission to give every customer a successful solution in every way we can. We do not charge our customers upon market offer/demand. We charge what is required for the service and hardware, to make an honest deal and build a mutual relationship.



# Scope of Services

1	<p><b>Electrical / Low Current Systems</b></p> <p><b>Note:</b> We provide these services with Procurement, Installation, Testing &amp; Commissioning as per the procedures of client.</p>	<ul style="list-style-type: none"> <li>➤ Transformers (LV &amp; MV).</li> <li>➤ Switch Gears (LV &amp; MV).</li> <li>➤ MCC (LV &amp; MV).</li> <li>➤ Main Distribution Panels.</li> <li>➤ Sub Distribution Panels.</li> <li>➤ Disconnect Switches &amp; Switch Racks.</li> <li>➤ Package Substations.</li> <li>➤ Power Outlets &amp; Switches.</li> <li>➤ Indoor &amp; Outdoor Lightings.</li> <li>➤ Pole Lightings.</li> <li>➤ Conducting &amp; Duct Banks</li> <li>➤ Termination &amp; Splicing (LV &amp; MV Cables)</li> <li>➤ Cable Pulling &amp; Wiring.</li> <li>➤ Fire Alarm System.</li> <li>➤ Ring Main Units.</li> <li>➤ Dimmer Switches.</li> <li>➤ Control Panels.</li> <li>➤ CCTV, Networking &amp; Communication</li> <li>➤ Testing &amp; Commissioning.</li> </ul>
2	<p><b>Mechanical Systems</b></p> <p><b>Note:</b> We provide these services with Procurement, Installation, Testing &amp; Commissioning as per the procedures of client.</p>	<ul style="list-style-type: none"> <li>➤ Fire Sprinkler System (Overall).</li> <li>➤ Fire Hydrants.</li> <li>➤ Carbon Steel Piping (Welding &amp; Threaded)</li> <li>➤ HDPE Piping (Electrofusion &amp; Butt Welding)</li> <li>➤ RTR Piping.</li> <li>➤ CPVC &amp; PVC Piping.</li> <li>➤ Plumbing (Overall).</li> <li>➤ HVAC Work (Overall with Ducting &amp; Piping).</li> </ul>
3	<p><b>Civil Works</b></p> <p><b>Note:</b> We provide these services with Procurement, Construction, Application &amp; Testing as per the procedures of client.</p>	<ul style="list-style-type: none"> <li>➤ Excavation &amp; Backfilling for Trenches with Compaction.</li> <li>➤ Gypsum Board Work.</li> <li>➤ Blocks &amp; Plaster Work.</li> <li>➤ Tiling Work (Floor &amp; Wall).</li> <li>➤ Painting Work.</li> <li>➤ Concreting &amp; Rebar Work for all kind of Foundations.</li> </ul>

## Introduction

The “Electrical, Low Current, Mechanical & Civil divisional consortiums ” has a great honor to be one of the aligned wing of Bali Tech which is serving Industrial & commercial activities from one platform for the last many years in the various sectors to meet the existing & future challenges.

Bali Technical & Technology Services with its head office based @ Dammam ,Eastern Region – Saudi Arabia having the vast spectrum & commitment of delivering various best available Electro-Mechanical including civil services with the commitment of smooth delivery of EPC/Turnkey contract within the Kingdom of Saudi Arabia.

We are very much specialized & fully capable of handling many large projects for large corporate where power quality is required to meet the challenges of new & existing infrastructure to get the required performance of the equipment by utilizing the professional & experienced foreign acquire expertise.

We are technically proven to get the job done to satisfy all shareholders of the project which is the most important significant part of the project before handing over the entire project to assigned team.

## List -1 of Major Projects

S.No	Project Name	Project Owner	Type of Contract	Type of Contract
1	Installation of Fire Sprinklers System @ B132 & 133 – Al Munirah – Aramco	Saudi Aramco	LS	Procurement & Construction
2	Fire Safety Upgrade & Renovate B133 – Al Munirah - Aramco	Saudi Aramco	LS	Procurement & Construction
3	Installation of Fire Sprinkler System @ Furniture Ware House – Aramco	Saudi Aramco	LS	Procurement & Construction
4	Power Upgrade @ Dhahran & Munirah Commissaries - Aramco	Saudi Aramco	LS	Procurement & Construction
5	Power Upgrade @ Chilis Dhahran Aramco - Aramco	Saudi Aramco	LS	Procurement & Construction
6	Installation of Fire Sprinklers System @ 18 Clusters (180 Bachelors Houses) @ Dhahran – Aramco	Saudi Aramco	LS	Procurement & Construction
7	Installation of Fire Sprinklers System @ 8 Clusters (80 Bachelors Houses) @ Rastanurah - Aramco	Saudi Aramco	LS	Procurement & Construction
8	Installation of 60 Fire Hydrants with main Fire Water Line @ Danah & Doha - Aramco	Saudi Aramco	LS	Procurement & Construction
9	Installation of 6 Fire Hydrants with main Fire Water Line @ Dhahran – Aramco	Saudi Aramco	LS	Procurement & Construction
10	Installation of underground Power Cables at 19 Locations @ Dhahran – Aramco	Saudi Aramco	LS	Procurement & Construction
11	Installation of 111 Poles Lightings with Under Ground Power Cable @ Ar Rabiyah Dhahran - Aramco	Saudi Aramco	LS	Procurement & Construction
12	Installation of 89 Poles Lightings with Under Ground Power Cable @ Ar Rabiyah Dhahran - Aramco	Saudi Aramco	LS	Procurement & Construction
13	Splicing & Termination of MV Power Cables @ Yanbu Refinery – Aramco.	Saudi Aramco	LS	Construction
14	Installation of 13 Poles Lightings with Under Ground Power Cable @ Core Area Dhahran - Aramco	Saudi Aramco	LS	Procurement & Construction

## List -2 of Major Projects

S.No	Project Name	Project Owner	Type of Contract	Value of Project (SR)
15	Installation of Fire Water Main Line @ Rastanurah - Aramco	Saudi Aramco	LS	Procurement & Construction
16	Renovate 6 SABGSD Schools at Dannah, Doha & Khobar - Aramco	Saudi Aramco	LS	Procurement & Construction
17	Full Voltage Conversion of Family Houses @ Dhahran – Aramco	Saudi Aramco	LS	Construction
18	Full Voltage Conversion of Family Houses @ Udhaliya – Aramco	Saudi Aramco	LS	Construction
19	Installation of Permanent Power @ Kings Road Dhahran - Aramco	Saudi Aramco	LS	Procurement & Construction
20	Installation of Fire Sprinklers System @ 18 Clusters (180 Bachelors Houses) @ Dhahran – Aramco	Saudi Aramco	LS	Procurement & Construction
21	Installation of PACU System at Dhahran Commissary - Aramco	Saudi Aramco	LS	Procurement & Construction
22	Installation of 2500KVA Transformer with Underground Power Cable & Energization	Saudi Aramco	LS	Procurement & Construction
23	Renovation of 21 Family Houses @ Dhahran Aramco	Saudi Aramco	LS	Procurement & Construction
24	Renovation of 34 Family Houses @ Dhahran Aramco	Saudi Aramco	LS	Procurement & Construction
25	Construction of Two additional rooms @ School in Dhahran – Aramco.	Saudi Aramco	LS	Procurement & Construction
26	Installation of Four Fire Hydrants with Main Fire Water Line @ Rastanurah – Aramco.	Saudi Aramco	LS	Procurement & Construction
27	Installation of Temporary Facility @ Dhahran – Aramco.	Saudi Aramco	LS	Procurement & Construction
28	Installation of Temporary Facility @ Rastanurah – Aramco.	Saudi Aramco	LS	Procurement & Construction
29	Construction of AR Rabiyah Mosque @ Dhahran - Aramco	Saudi Aramco	LS	Procurement & Construction
30	Installation of Roof Top Foundations @ Dhahran - Aramco	Saudi Aramco	LS	Procurement & Construction

## Ability of Direct & Indirect Manpower

S.No	Craft	Quantity
1	Project Manager	4
2	Construction Manager	4
3	Project Engineer	15
4	Site Engineer	15
5	Project / Site Supervisor	15
6	Project / Site Forman	30
7	Electrical Technician / Electrician	40
8	Pipe Fitter	40
9	Welder	20
10	Plumber	40
11	Carpenter	40
12	Painter	50
13	Work Permit Receiver	15
14	Safety Engineer / Officer	15
15	Skilled Labors	150
16	Low Current Technicians	15

### Note:

- 1) All the above-mentioned quantity shall be provided on the basis of pure skills and qualification.
- 2) All kind of equipment shall be arranged as per the requirement of projects and approval of clients like Saudi Aramco, Sabic & Others.
- 3) All the projects can be taken with our own accommodations of manpower at any part of Saudi Aramco and the compliance of main client shall be followed as per the requirement.

# Project Realization Policy

## Project Methodology

Our project management methodology is a comprehensive, structured, top down phased approach by objectives. The structured approach used by Bali Tech has been developed through many years of successfully managing projects. During the definition of each phase, the client and its senior management (at the end of each phase) establish checkpoints to provide for major and or critical review. This allows for a smooth transition into the next phase.

A major part of the overall project management activity is the evaluation and technical definition of services required. During the evaluation and definition period, each service is broken into tasks and input into the master implementation plan. Bali Tech define the work and resources needed for providing the technical services. Each service is defined as a task. Each task has an objective and/or milestone, assigned. In most cases, the technical service requested could have several tasks identified on the bar chart for tracking. This ensures successful completion of the service requested. Each service is assigned a priority, time frame, resource, and a schedule slot from which the project manager will coordinate the work that is to be done.

Using the phased approach permits effective management control over the major investment normally associated with systems acquisitions, installation, training and support. During the course of each phase, progress meetings with the client's management assure that the project activities are consistent with the organization's objectives. Major review(s) by client and **Bali Tech** at the end of each phase makes possible the successful move into the next phase.

A prime benefit of having a small number of major checkpoints is that they will help the client and **Bali Tech** to focus attention on key items at appropriate times so that proper resources can be applied as needed to ensure successful installation and operation. The structured approach, summarized in the planning, installation, training and support documentation, is an effective aid for communicating to management the magnitude of the work to be performed.

## Technical Approach

Our technical approach to services requested by the client follows in line with our project management methodology. It is a comprehensive, structured, top down phased approach by objectives. **Bali Tech** preferred approach is to work jointly with its client to ensure their needs are being met.

We analyze and reviews the services requested. The appropriate work plan/schedules are then classified as hardware, network, software, or other Electrical /Mechanical/Civil related modifications required the nature of each service plan request determines its specific requirements for the skill level of technician and thus the proper skilled resource is assigned.

The major implementation/installation activities are:

- Installation of equipment (configuring, wiring / cabling & testing & commissioning by adapting IEEE standard procedure)
- Training (as needed)
- Shakedown (run equipment to ensure proper operation prior to start-up)
- Test Stage (all system modules are functioning properly)
- Commissioning

After installation and turn over (sign-off) has occurred our support methodology takes over the responsibility for maintaining the technical services required to support the customer.

These support services can be categorized into the following major groups:

- Operations Support - (communications, operating system, daily activities)
- On-going Product Support - ( change request, enhancements, modifications)
- Maintenance Hardware - (maintenance agreements)
- User Support - (products training)

Proper definition of services, assignment of resources, and coordination of completion dates can enhance transforming an implementation environment into a production environment.

Throughout the entire process the client is consulted to ensure the final solution meets its needs. Our goal is to provide the highest level of services to its customer.

## **Strengths & Capabilities**

All of our staff is equipped with mobiles, cars, and sufficient tools for services /maintenance and gets periodical training in the respective fields for rendering professional services. Each area has service center facilities for in house trouble shooting and te

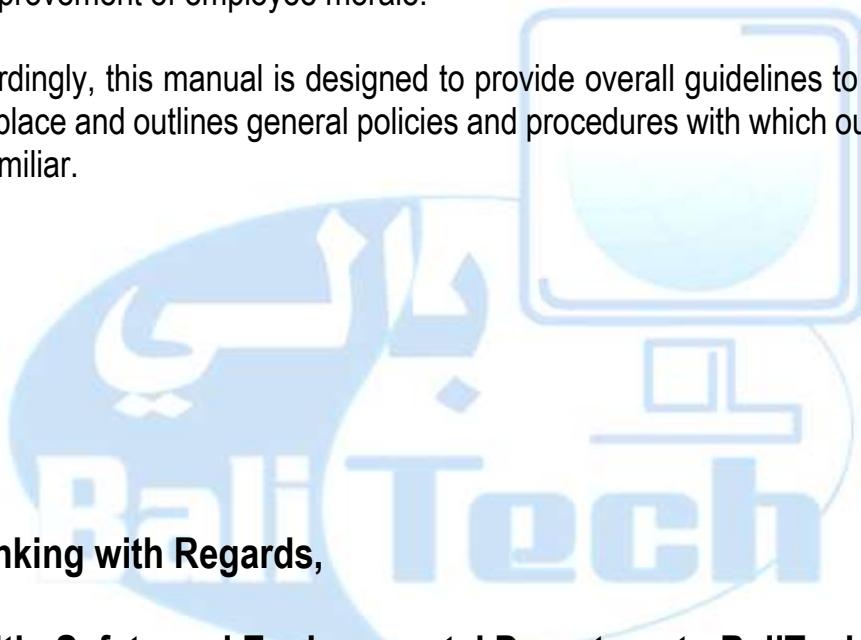
## Safety Policy

The safety of the employees is assigned as the highest priority during our operations. The responsibility of maintaining a safe workplace must be shared by employees, supervisors and administrators.

Benefits derived from a safe workplace include but are not limited to:

1. The containment of worker's compensation premium.
2. Compliance with the Saudi safety laws and regulation.
3. Improvement of employee productivity by reducing lost workdays.
4. Improvement of employee morale.

Accordingly, this manual is designed to provide overall guidelines to contribute to a safe workplace and outlines general policies and procedures with which our employees should be familiar.



Thanking with Regards,

**Health, Safety and Environmental Department - BaliTech**

# **Safety Management Policy Statement**

In fulfilling its mission, **Bali tech** has a commitment to the employees to provide a safe and healthful workplace free of recognized hazards to the greatest degree possible.

The Management's basic responsibility is the prevention of accidents, whether they involve employee injuries, traffic incidents, or property damage. Managers, therefore, provide the incentive and full support for all safety procedures, training, and hazard elimination practices.

Managers will stay fully informed on all health and safety items throughout the company in order to constantly review the effectiveness of the current safety and health programs.

Human Resource personnel are directly responsible for the instruction of all employees under their jurisdiction in regard to proper procedures and safe methods to be utilized in performing work duties, for taking immediate corrective measures to eliminate hazardous conditions, and for implementing practices for the prevention of all accidents.

Each employee, regardless of his or her position within the Group, shall cooperate in every respect with the company's safety and loss control program. Some of the major points of the company's program are as follows:

- Employees must follow recognized safe work practices as a condition of employment with the Company. Failure to follow this stated policy will be cause for disciplinary action.
- All employees, where required, will wear personal protective equipment. There will be no exception to this requirement.
- Hazardous conditions and other safety concerns must be reported to the responsible supervisor immediately.

Each employee has the responsibility for his or her own safety, as well as the safety of fellow employees. Employees must become familiar with the potential hazards of their jobs and do

What is necessary to ensure their safety. By this means our Company can achieve the safe working conditions desired by all its employees.

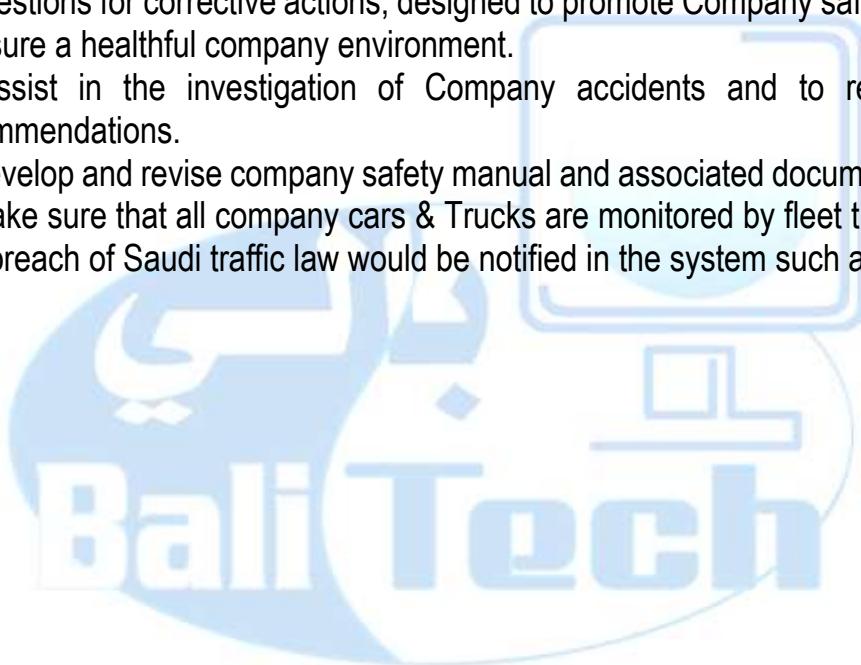
# Standard Operation

## Administration

- **Safety Management Officer**

The President has appointed the Human Resource Manager to serve as the Safety Management Officer to:

1. Promote safety management consciousness throughout all the companies of our Group in all the branches.
2. Provide written recommendations to the president concerning his findings, including suggestions for corrective actions, designed to promote Company safety and security and to insure a healthful company environment.
3. Assist in the investigation of Company accidents and to render findings and recommendations.
4. Develop and revise company safety manual and associated documents as appropriate.
5. Make sure that all company cars & Trucks are monitored by fleet tracking system, and any breach of Saudi traffic law would be notified in the system such as over speeding.



## Employee Responsibilities

Each supervisor is responsible for insuring that safe working conditions are provided for employees under their supervision and for investigating reports of unsafe working conditions. Each supervisor is responsible for knowing the safety and health guidelines, investigating accidents, reporting accidents and properly advising the Human Resource Manager appropriate situations. Branch Managers must assist in maintaining and improving company security.

Each employee is to place safety and health requirements as first importance in the performance of their work duties for Bali Tech. The protection of employees whether in office or on site is a shared responsibility of every employee.

All employees are responsible for notifying their immediate supervisor of a violation or deficiency in safe and healthful working conditions and for recommending corrective measures, if possible. Additionally, the employee's immediate supervisor is to be notified of every injury or accident regardless of how trivial such accidents may appear at the time.

All Employees are fully responsible for the maintenance and service of the company cars & Trucks. Such as water, tires, tire pressure, oil, brakes, clutches, etc.

## Disciplinary Procedures for Violations

- **Employees**

The following procedures provide a mechanism for the discipline of employees who repeatedly violate safety management requirements:

1. First Violation – An oral warning is to be given for the first violation of a safety management requirement. The supervisor will inform the employee of the violation, and of the correct safe practice or procedure. The supervisor will review, with the employee, all applicable safety management workplace requirements and the employee must sign a statement indicating that future violations will result in higher levels of discipline and may lead to dismissal.
2. Second Violation – For the second documented safety management requirement violation, the employee will receive a second oral warning and written warning. This warning will identify specifically the violation and will refer the employee to applicable safety management requirements. This warning will show the date the employee read and signed the previous statement of understanding of safety management requirements. Copies of the warning will be distributed to the employee, their supervisor, the Human Resource Manager, the department head and the employee's personnel file.
3. Third Violation – In the event of a third documented violation of safety management requirements, the employee will receive a final warning that will specifically identify the violation. Disciplinary actions up to and including termination of employment may be imposed. On occasion, an employee will commit a violation of a safety management requirement that is so careless and reckless, or that so endangers life or property, that it can be considered a violation of the Company's standards of conduct. When that occurs, appropriate due process will be followed.

4. Car & Truck Accidents

All employees are strictly requested to abide by the general rules of the Kingdom of Saudi Arabia for traffic violation. All traffic violations for over speeding are to be paid by the employees themselves, and a written warning would be generated for each over speeding or other breaching Saudi traffic rules.

## Inspections & Compliance Requirements

### Annual Inspections

The Human Resource Manager acting as the safety manager may require periodic assessment of the following inventory:

1. Environmental (lighting, dusts, gases, sprays, noises)
2. Hazardous materials (flammable and caustic)
3. Equipment (Drills, etc.)
4. Power equipment (boilers, motors, etc.)
5. Electrical equipment (switches, breakers, fuses, outlets, connections)
6. Hand tools
7. Personal protective equipment (safety glasses, ventilators if needed)
8. Personal service/first aid supplies (in Office, in cars & Trucks)
9. Fire protection equipment (alarms and extinguishers)
10. Walkways/roadways (sidewalks, roadways, docks)
11. Working surfaces (ladders, platforms)
12. Material handling equipment (cranes, dollies, hoists, chains, ropes)
13. Transportation equipment (autos, trucks, vans, forklifts for the warehouses)
14. Containers (scrap bins, drums)
15. Structural openings (windows, doors, stairways)
16. Buildings/structures (floors, roofs, planter walls, fences)
17. Miscellaneous (any items not covered above)

Each inspection report will record pertinent safety management violations, noncompliance items, and observe deficiencies. Employees directly involved in the use or operation of the facilities or function being inspected is to participate in the inspection process.

- **Reporting Non-compliances**

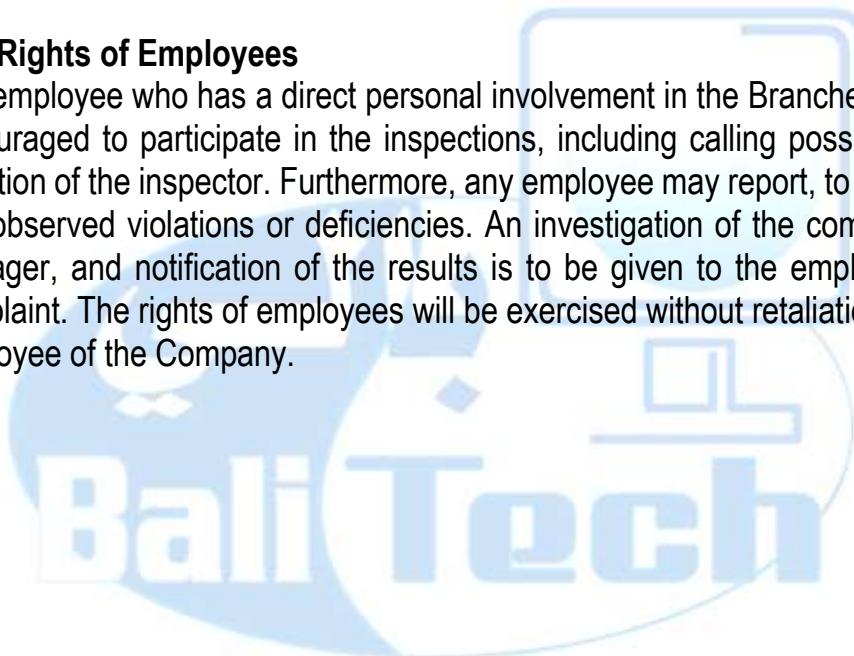
Notification of the recorded violations and the arrangement for the accomplishment of appropriate corrective action will be given to the person in charge of the facility (Branch Manager/Warehouse Manager). The responsible person is to respond to the Safety Management Officer indicating corrective action accomplished about each reported violation.

- **Imminent Danger Action**

In the event that any manipulation, process, action or condition is discovered which, in the opinion of the Safety Manager, is considered to constitute an immediate threat to the life of any employee, the Safety Manager may order the immediate cessation or modification of such manipulation, action, or condition.

- **Rights of Employees**

Any employee who has a direct personal involvement in the Branches being inspected is encouraged to participate in the inspections, including calling possible violations to the attention of the inspector. Furthermore, any employee may report, to the Safety Manager, any observed violations or deficiencies. An investigation of the complaint by the Safety Manager, and notification of the results is to be given to the employee originating the complaint. The rights of employees will be exercised without retaliation on the part of any employee of the Company.



## REPORTING OF ACCIDENTS

- **General**

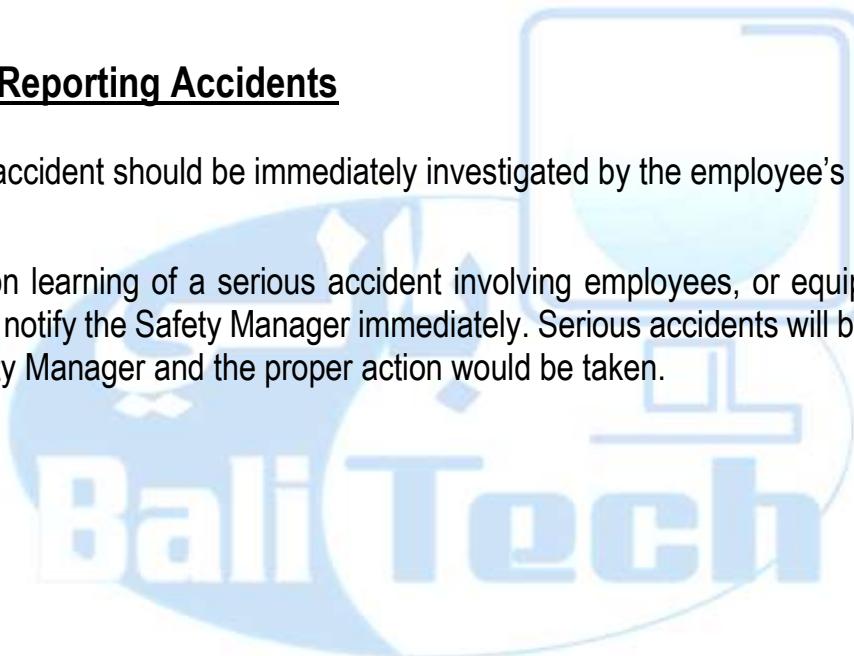
All serious accidents as defined below will be investigated by the Safety Manager or Benefits Coordinator and the findings documented as soon as practical:

1. Serious injury to an employee in any Branch and on any Site belonging to our company or to another party.
2. Serious injury, caused by Company operations, to another party
3. Major loss of Company equipment or property
4. Major loss of equipment or property belonging to another party caused by Company operations

- **Reporting Accidents**

Any accident should be immediately investigated by the employee's supervisor.

Upon learning of a serious accident involving employees, or equipment, an employee must notify the Safety Manager immediately. Serious accidents will be investigated by the Safety Manager and the proper action would be taken.



## MEDICAL EMERGENCIES, FIRST AID, AND MEDICAL TREATMENT

- **Requests for Emergency Medical Assistance**

After calling 997, the Human Resource Manager should be notified so that he may direct emergency vehicles to the scene.

- **Employee Medical Treatment**

Employees who receive medical treatment as a result of an accident or a health problem are insured under the Employees' medical expense plan that is made available by the Company to all employees. The information for employee insurance can be obtained from the head office in Khobar from the Vice president Administrator.

- **Injury Reporting**

The Company is required to maintain a listing of all workplace illnesses and injuries and to complete a summary report of the findings to the state. A serious injury must be immediately reported to the Human Resources Office.

- **Medical Return to Work Authorization**

A Return to Work Authorization from the attending physician is required before an employee may return to work. This form must be presented to the Safety Manager in the Human Resources Office.

# PERSONAL PROTECTIVE EQUIPMENT

- **Policy**

**Bali Tech** requires the employees to use personal protective equipment for eyes, face, head, and extremities, together with protective shields and barriers when potential hazards exist. All required personal protective equipment is provided by the Company and is to be used and maintained in a sanitary and reliable condition wherever it is necessary due to the hazards associated with a process or the environment (e.g., chemical hazards, or mechanical irritants.) Such hazards include the exposure to or performance of:

1. Hot solids, liquids or molten metals
2. Milling, sawing, turning, shaping, cutting, or stamping of any solid materials
3. Heat treatment, tempering, or kiln firing of any metal or other materials.
4. Gas or electric arc welding
5. Repair or servicing of any vehicle
6. Caustic or explosive chemicals or material

- **Hand/Foot Protection**

Maintenance employees (Riggers) should wear gloves when their job duties may subject their hands to possible abrasion, cutting, or chemical exposure.

Sturdy work shoes are recommended for maintenance and shop work. Athletic shoes and canvas loafers are not recommended as work shoes for maintenance workers and employees with shop responsibilities. Employees whose duties involve the use of certain types of power equipment (e.g., forklift, lawn mowers, weed eaters,) or the movement of heavy objects should use safety work shoes with metal toes.

# NEW EMPLOYEE SAFETY ORIENTATION

## **Policy**

**Bali Tech** requires all new employees of the Company to attend a new employee safety orientation. This orientation is intended to start new employees with an awareness of safety importance and their responsibility for maintaining a safe and healthy work environment, and to give an overview of workplace safety basics. The results should be more safety conscious employees who are receptive to learning and practicing the specifics of a safe, healthy workplace.

- **Safety Orientation for New Employees**

All new employees of **Bali Tech** will receive a safety orientation within two (2) weeks of their first day of reporting to work. The orientation will consist of the following information: The Safety Manager will present the general safety policies of the Company, and the new employee's supervisor will present:

1. Procedures and policies specific to the new employee's position.
2. Fire reporting procedures
3. Fire extinguisher location and use
4. Fire prevention
5. Safe lifting techniques
6. Hazardous Materials Communications
7. Any information the supervisor feels will provide the new employee with a safe environment

# SMOKING POLICY

## **Policy**

Smoking and all forms of tobacco use are banned inside premises of **Bali Tech Gen. Cont.Est.** . Employees who violate this policy may be subject to disciplinary action.

## **FIRE PREVENTION AND PROTECTION REQUIREMENTS**

- **Fire Prevention Procedures**

The following procedures must be followed in an effort to reduce the risk of fire:

1. Sufficient waste receptacles should be provided and emptied on a daily basis.
2. All oily cloths are to be kept in a covered metal can.
3. Accumulations of paper and flammable materials are to be kept to a minimum.
4. Combustible materials should be stored in a proper cabinet or container and away from heating or electrical devices.

- **Exits**

No obstructions may be placed in front of or upon any exit door. No aisle, exit access, or stairway may be obstructed with furniture or other obstructions so as to reduce the required width of the exit during hours the facility is open to employees.

- **Doors, Hallways, Stairways and Landings**

Fire doors separating stairwells from hallway or smoke partition doors must be maintained in working order. They are never to be blocked, wedged, or tied open. The storage of any kind, or the use of office equipment in the hallways or stairways, is strictly forbidden.

- **Railings, Steps and Walks**

The area immediately outside of branches exits will be maintained free of material at all times.

- **Fire Extinguishers**

Fire extinguishers, in appropriate sizes and types, are provided throughout the branches for normal activities in each area. Extinguishers are inspected as required by qualified Personnel. The theft of or tampering with an extinguisher should be reported immediately to the Safety Manager.

- **Fire Evacuation Procedures**

All employees must know where all exits are in the buildings in which they work. All employees should know the fire evacuation routes from their work locations and be prepared to assist employee or visitors to find proper exits. It is the responsibility of all employees to make certain that their areas are evacuated promptly and properly.



## COMMUNICABLE DISEASE

- **Policy Statement**

**Bali Tech** is committed to assure, to the extent possible, that each employee enjoys safe and healthful work conditions. The Company, in its effort to control communicable diseases on the offices throughout the Kingdom, has adopted this provision.

Persons infected or reasonably believed to be infected with communicable diseases will not be excluded from employment, or restricted in their access to Company services or facilities unless medically-based judgments in individual cases establish that exclusion or restriction is necessary to the welfare of the individual, other employees in the company. Persons known to have, or have a reasonable basis for believing, that they have been infected or have a communicable disease which may pose a threat to others are expected to seek expert advice about their health circumstances and are obligated, ethically and legally, to conduct themselves so as to protect themselves and others.

### **QUALITY POLICY**

#### **QUALITY POLICY**

**Bali Tech** is working to achieve a leading position as a major **Electrical / IT /Firefighting /Low Current/ Mechanical & Civil Contractor** in Saudi Arabia and the region. This objective is met through continual improvement of service Quality and the provisioning of new world services.

**Bali Tech** Quality and performance is achieved through the participation of all employees, each from his/her position, in defining and implementing the Quality policies in full partnership with internal and external customers.

**Bali Tech** will achieve its objective by being a multinational firm through its strategic joint ventures with multinational firms.

**Bali Tech** Quality policy is incorporated within the organization's behavior and practices. It is monitored and reviewed regularly by Management to ensure its synergy with **Bali Tech** goals and objectives.

## Quality Objectives

The Company's main objectives, in line with the above-defined general policy, are:

- To keep a consistent high specifications of Electrical services , IT & Communications implementation in terms of quick supply and installation, very good Quality, and excellent maintenance.
- To maintain a high level of quick maintenance and fault correction.
- To continuously supply new equipment's and features in line with the new/modern standard industry.
- To provide high level support by continuously trained staff.
- To provide high Quality in new products by maintaining efficient project management and Quality planning.

**Bali Tech services and products are in Electrical /Mechanical , IT, Audio Visuals & Communication site implementation.**

This mission contains several disciplines and activities that could be represented in the following key elements that involve high intercommunication and exchange of services between the Company's four departments (Commercial, Legal and Administration, Finance and Accounting, Technical)



## Corrective and preventive actions

Management of the processes that control the implementation of the work on site and that prevent problems to happen by doing the necessary tests and by controlling the work during and before the site acceptance process.

- **Projects:**

Management of the processes that control the planning, installation and acceptance of new site implementation, Electrical equipment, Antennas installation, Microwave installation and commissioning, and radio base station installation and commissioning.

- **Work Environment and Resources:**

Management of the processes that assure a work environment suitable for producing quality work and that all needed resources are made continuously available to support the required activities.

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- **Work Environment and Resources:**

Management of the processes that assure a work environment suitable for producing quality work and that all needed resources are made continuously available to support the required activities.

The General Manager is the Management Representative responsible for the development and maintenance of the Quality System. The Quality representative with the Deputy General Manager, provide the support on this Endeavour.

The heads of unit managers have the primary responsibility for implementing the Quality System and maintaining the procedures related to the activities within their units. They should ensure that the procedures define clear responsibilities, authorities and tasks for the quality affecting work.

The responsibilities for the Company personnel towards the quality system are defined in the table below and in the quality procedures. The organizational chart and job descriptions are described in a separate manual.



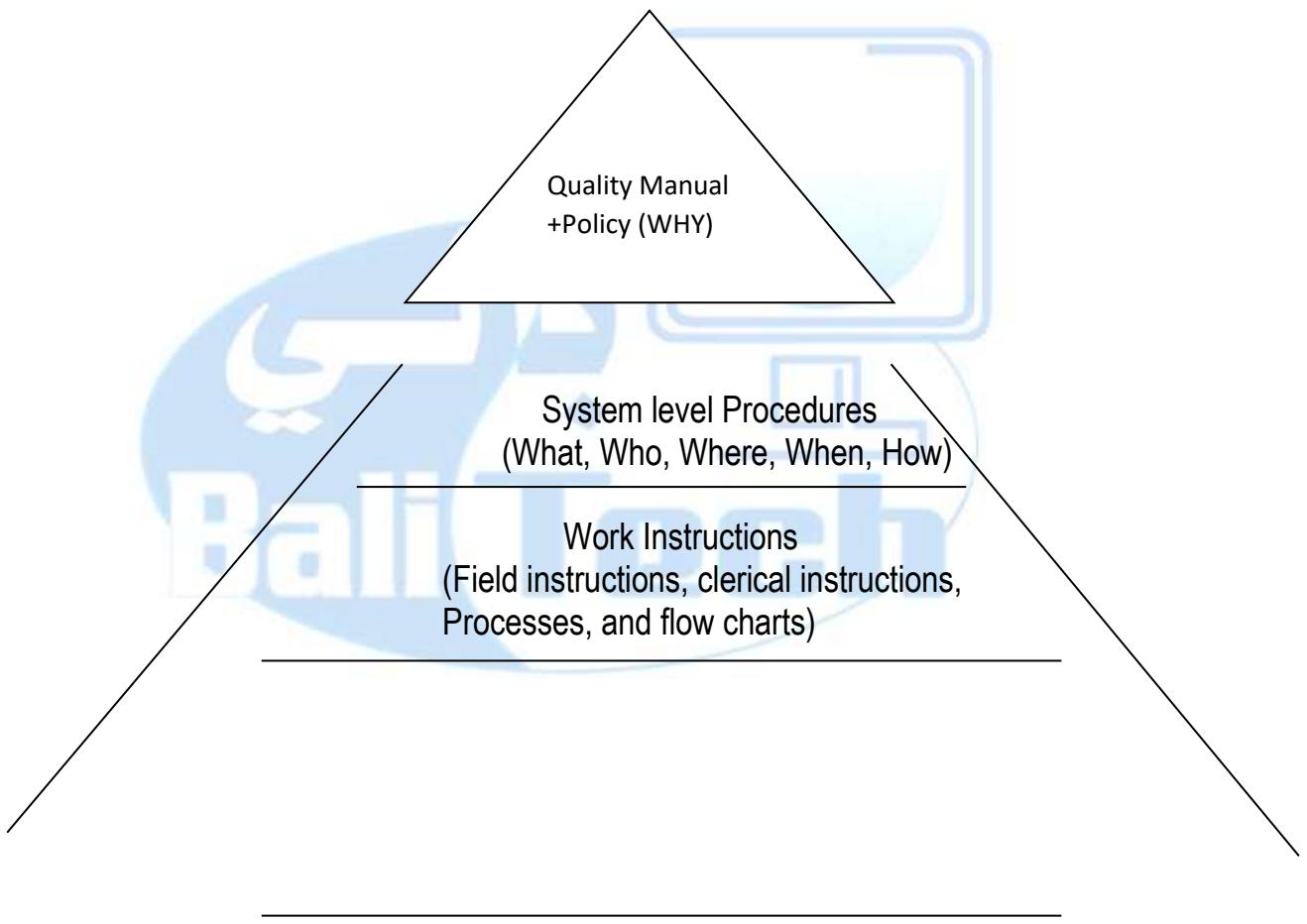
## Quality System responsibilities

Position	Responsibility and Authority
General Manager	<ul style="list-style-type: none"> <li>- Defines the Quality policy and ensures the understanding and the implementation of this policy throughout the units</li> <li>- Acts as Management Representative for the Quality System</li> </ul>
Deputy General Manager	<ul style="list-style-type: none"> <li>- Coordinates the documentation and maintenance of the Quality System</li> <li>- Coordinates the regular review of the Quality System to ensure its effectiveness and continual improvement</li> </ul>
Head Unit Managers	<ul style="list-style-type: none"> <li>- Participate in the creation of the Quality System</li> <li>- Implement the Quality System</li> <li>- Ensure that qualified and trained personnel are available to implement the Quality System</li> <li>- Ensure that the services and products provided are compliant with set requirements and standards</li> <li>- Ensure that all personnel comply with documented procedures and applicable standards and regulations</li> </ul>
Head Unit Managers	<ul style="list-style-type: none"> <li>- Participate in the creation of the Quality System</li> <li>- Implement the Quality System</li> <li>- Ensure that qualified and trained personnel are available to implement the Quality System</li> <li>- Ensure that the services and products provided are compliant with set requirements and standards</li> <li>- Ensure that all personnel comply with documented procedures and applicable standards and regulations</li> </ul>
All employees	<ul style="list-style-type: none"> <li>- Follow the Quality System procedures</li> <li>- Ensure the quality of their work</li> </ul>

## Responsibilities for implementation of the Quality System

- All personnel are responsible for implementing the Quality System.
- Management Representatives are responsible for assessing the efficiency of the Quality System implementation through regular internal audits and by reviewing the quality objectives.
- Unit Managers shall ensure that all quality activities within their units are properly identified and documented. The resulting quality records are consistently identified, maintained, and controlled.

**Figure 1: Structure of the Quality System Documentation**



Forms, Quality Records External Operation Documents (Suppliers) (LOGS, Reviews...)

## Management Commitment

**Bali Tech** addresses throughout this Quality Manual its quality objectives and the management commitment to achieving these objectives, the organizational goals, and satisfying customer expectations. It is the responsibility of the General Manager to ensure the establishment, implementation, and maintenance of the Quality System, the assignment of authorities and responsibilities and to make available the resources and personnel needed to maintain the system.

The General Manager is the Management Responsible whose primary responsibility is to ensure the efficient implementation of the Quality System and its continual improvement.

- **Customer Focus**

We should focus on our customer needs and complaints, we shall provide him with good Quality of work implemented and we shall take all the preventive and corrective actions measures to achieve his satisfaction.

- **Planning**

We shall plan before the implementation of each site by doing a simple project implementation plan.

- **Quality Planning**

Quality planning is defined, at the first level, through the discussion of the Company's quality strategy and objectives by all unit managers. A yearly quality plan including the operations quality objectives and the new assigned projects is compiled by the management and

distributed to all responsible managers. Requirements to achieve these objectives including the training, budget, recruitment plans are also provided by responsible managers and compiled by the management in a yearly plan.

The documentation hierarchy for Quality System **Bali Tech** is summarized in figure 1. Structure of Quality System Documentation.

- **Control Of Documents**

**Bali Tech** ensures that the Quality System documentation is available to personnel via a document and data control system. This system ensures that all Quality System documents have a purpose and a scope and are reviewed and approved prior to their initial release and any subsequent modifications. Obsolete or invalid Quality System documents are destroyed or, if retained, properly marked.

**Bali Tech** personnel have an easy access from their work location to all Quality System documents or external documents pertinent to their quality affecting work. These documents are, as appropriate, either physically available at the work location or remotely retrievable from a known centralized location.

Controlled Documentation comprises the following types of documents:

Quality System documents

    Quality Manual

    Quality Procedures and Work Instructions

    Standard Forms

## Management Review Meetings

Regular Quality reviews meetings are scheduled by Upper Management to assess the system suitability and effectiveness. The results of these reviews (Minutes of Meetings) are maintained as quality records. The input of the management review consists of the results of last internal audits, the customer feedback, the status of the corrective and preventive actions, the quality status of running and planned projects, and all pending items from the previous review meetings. The output of the review meeting includes required actions to improve the system processes and the project implemented, identification of extra needed resources.

Management Representative.

Internal Communication

Quality Manual

It is the complete document which describes the whole Quality management system **Bali Tech**.

- **Resource Management**

**Resources, Assigned of personnel, Work Environment, Training, Facilities, Awareness.**

The Administration Unit provides an ideal work environment that facilitates productivity and is considered as suitable to produce quality work, would entail provision of adequate and specialized resources, facilitation of required office equipment and consumables, clean surroundings and premises.

**Bali Tech** is Committed through its Policy and Objectives to recruit top expert in the telecommunication industry and by offering the necessary trainings to its staff.

## Corrective and Preventive action

**Bali Tech** ensures that non-conformities detected in the working system, processes or product is handled by the proper corrective actions that should eliminate the root cause of the problem and prevent any recurrence. Also, preventive actions are performed to prevent the occurrence of potential problems.

The main triggers for requesting a corrective or preventive action are the customers' complaints, the QMS procedures review, the results of internal audits, and the output of the quality review meetings or management review meetings.

Records of the corrective and preventive actions will be taken to eliminate non-conformities and their root cause are maintained.

Problem or potential problem reports are sent to the General Manager who assigns a team to provide and implement the Corrective & Preventive Action on defined target date. The Technical unit manager regrouping representatives from all technical units handles the non-conformities relating to the technical operations system. Follow-up on the implementation of the corrective and preventive actions is performed by the technical manager.



## Project Scheduling

Bali Tech usually appoints dedicated project manager to coordinate with your company team. Project Manager would be completely familiar with all aspects of the proposed solution to your company for any particular project.

Our Project Management requires the following basic functions from the Project Management department.

- Consulting on project strategies and recommending alternatives
- Defining activities for all the field technicians
- Recommending project scope, implementation approach and timelines
- Identifying major Bali Tech counterparts (level of expertise, functional area, etc.) to assist in the operational efforts
- Highlighting project implementation requirements
- Identifying potential obstacles and activities on the critical path and suggesting solutions.
- Minimizing and managing risks
- Providing regular progress updates to concern management
- Managing, prioritizing, documenting and implementing change requests (any shift in requirements during execution) – All changes to the scope would be initiated and approved by the your company Project Manager

Bali Tech takes special pride in our abilities to provide all assistance needed from manpower deployment, spare ordering and maintaining, logistics arrangement, etc for the utmost client satisfaction.

## Pre-kick off meetings

Project Manager will setup meetings to go over the requirements in general and ensure expectations have been met.

Both **Bali Tech** and your company primary Point of Contact shall be agreed upon project kickoff meeting and going live with the project.

Ensure Project manpower, spares, logistics has to be sent out to the agreed locations. The following information would help for organized work procedures.

- Bali Tech** Manager should receive customer's confirmation.
- Customer invites to sign the contract
- Bali Tech** signs the contract
- Bali Tech** prepares initial project plan documents discusses to the customer.
- The customer provides the initial comments to the project plan.
- Project Plan document finalized
- Project Plan accepted by the customer.
- Material ordered
- Send request to the customer for Security passes for the selected candidates.
- Project kickoff.
- All ordered material is received at **Bali Tech** main warehouse.
- Material shipped to the site.
- Distribution for spares, service units, vehicles, tools.
- Manpower mobilized installation of equipment's.
- Daily meeting with the customer for closely monitoring project progress.
- Training arrangement for the customer if needed.
- Install and test the equipment's.

Project Manager will receive and follow up on daily reports from the site supervisors and shall be shared with your company for improving the project progress work. After the kick-off phase and project acceptance, all processes and tasks occur concurrently and repeatedly, and continue almost the entire duration of the contract. The following table lists all Project Execution and Control processes, tasks and their deliverables.

Processes	Tasks	Task Deliverables
<b>Conduct Project Execution and Control Kick-off</b>	Orient New Team Members	Team Members Prepared to Work
	Review Outputs of Project Planning	Project Planning Outputs Reviewed
	Kick Off Project Execution and Control	Kick-off Meeting Agenda Kick-off Meeting Notes
<b>Manage Project</b>	Manage Project Scope	Scope Under Control
	Manage Project Schedule	Updated Project Schedule
	Implement Quality Control	Quality Control Processes In Place
	Manage Project Budget	Updated Budget
<b>Monitor and Control Risks</b>	Monitor Risks	Risk Management Worksheet
	Control Risks	Project Status Report
<b>Manage Project Execution</b>	Manage Change Control Process	Updated
	Manage Acceptance of Deliverables	Project Deliverable Approval Forms
	Manage Issues	Project Status Report
	<b>Execute Communications Plan</b>	Project Status Report and Other Communication Tools
	<b>Manage Organizational Change</b>	Organizational Change Processes Executed
	<b>Manage the Project Team</b>	High Performing Team

Processes	Tasks	Task Deliverables
<b>Conduct Project Execution and Control Kick-off</b>	Orient New Team Members	Team Members Prepared to Work
	Review Outputs of Project Planning	Project Planning Outputs Reviewed
	Kick Off Project Execution and Control	Kick-off Meeting Agenda Kick-off Meeting Notes
<b>Manage Project</b>	Manage Project Scope	Scope Under Control
	Manage Project Schedule	Updated Project Schedule
	Implement Quality Control	Quality Control Processes In Place
	Manage Project Budget	Updated Budget
<b>Monitor and Control Risks</b>	Monitor Risks	Risk Management Worksheet
	Control Risks	Project Status Report
<b>Manage Project Execution</b>	Manage Acceptance of Deliverables	Project Deliverable Approval Forms
	Manage Issues	Project Status Report
	Execute Communications Plan	Project Status Report and Other Communication Tools
	Manage Organizational Change	Organizational Change Processes Executed
	Manage the Project Team	High Performing Team
	Manage Project Implementation and Transition Plan	Product of the Project
<b>Gain Project Acceptance</b>	Conduct Final Status Meeting	Final Project Status Report
	Gain Acceptance Signature from project sponsor	Signed Project Acceptance Form

## Supply Chain Management

**Bali Tech** has the smooth and effective supply chain management procedure to procure the Equipment, Materials, Spare parts and Consumables along with the required Man Power for **any awarded project**.

There is no comparison or similarities between the procurement of normal material and consumable materials. The procurement procedure for normal materials is very simple because it has only one trend related to sales behaviors and market share

The procurement for any materials is not an easy procedure or it is not one procedure it is a series of procedures. So **TTS** has all capability to maintain the supply chain management.

The supply chain management is the materials have to be available at the right time and with the right quantity form supplier with effective cost. It has also logistics procedure that is a different to manage the supply chain from different vendors.

### **Logistics requirements**

Your honored company is responsible for providing/arranging for the following facilities:

- Office space and furniture (chairs & desks) for project staff
- At least one telephone for the project team with outside access in each of location
- Network connection points to the company local area network for all team members in all locations
- Printing facilities for printing documents
- Internet access
- E-mail accounts on the company corporate e-mail system.
- Security clearance and access cards to gain access to your facility buildings and sites including the Data Centre.
- Permissions to take personal computer equipment (e.g. notebooks) on-site and remove them from site.
- Meeting rooms for scheduled project meetings
- Stable power supplies either 110v or 220v will be your responsibility at the indoor and out door facility.

**Mobilization** as per our understanding is the act of preparing our team along with the equipment and necessary tools needed to start on site work  
The Number of Team to be mobilized would be based on the following:

- 1- Type of business required per the contract.

**Bali Tech** would expect from your company to give us the support of the following:

- 1- Facilitate the generating of IDs to our team.
- 2- Facilitate issuing stickers on all our cars, & Trucks.
- 3- Giving us a room to stock our spare parts, and hot spare units.
- 4- Giving us an access to the remedy software if needed.
- 5- Arranging for us the necessary PCs, & Telephones required for our personnel.

**All of our staff is already equipped with mobiles, cars, trucks, and tools for services and gets periodical training in Lexmark Products for rendering professional services.**



## LOCATION MAP- HEAD OFFICE-DAMMAM

