

ABOUT COMPANY 01 I INTRODUCTION -02 VISION & MISSION 03 III COMPANY ORGANIZATION ——— 04 IV CORE VALUES 05 **OUR SERVICES** CORE FIELD OF SPECIALIZATION — 06 07 MAJOR PROJECTS COMPLETED — 09 **OUR PROJECTS** 27 **QUALITY ASSURANCE -**32 **OUR CLIENTS LEGAL DOCUMENTS**-**HEALTH & SAFETY**





Real Trading & Contracting WLL is a Qatar based company specializes in Civil, Mechanical, Electrical and Plumbing (MEP) building services, proceeding since the year of 2006.

From the very beginning we adopted a unique approach towards our clients, catering to their specific needs and delivering upon their aspirations. Behind the name of Real Trading & Contracting WLL stands an experienced, professional and energetic team that works together to provide and maintain the highest standards of MEP services.

Our highly qualified, technically competent and tactful personnel (Managers. Engineers and Technicians), allow us to acquire a sizable share of the market. We are currently executing a number of various projects in different premises of commercial, residential and industrial type.

Constantly we strive to deliver the highest standards of MEP installation, carefully paying attention to our client's ideas, collaborating in the development of the right scope of work. We develop a peerless approach towards every client and project is a never ending responsibility for us. Our commitment as well as the commitment of our partners and clients, has procured to the impressive accomplishment of the company in a relatively short span of time, we completed a numerous projects and we continue to work on even more upcoming projects that vary in complexity, size and value. And regardless of the size, we commit all we have to every project we work on. It is all about our clients! We undertake all kinds of Structural, Architectural, Mechanical, Electrical and Plumbing works for the following premises;

Vilas/ Hotel Apartments/ Warehouses/ Factories/ Hospital/ Residential Buildings/ Commercial Buildings & Offices/ Labour Accommodation/ Shopping Malls & Centres.



VISION

We strive to become the best and most reliable – contracting company in the Middle East, continuously conforming to our ever growing professional and ethical demeanour as well as quality assurance standards to earn the privilege of being your Contractor of choice.

MISSION

Guided by our vision, constantly we shall provide high-quality, cost-effective works on schedule and enhance our business practices in terms of safety, quality, services, delivery as well as environmental protection.

OUR ORGANIZATION CHART





Service	We comprehend, determine and provide highest standards of services.			
Trust	We build trust authentically by delivering quality.			
Relationship	We believe in maintaining long-term relationship and fairness in all our dealings.			
Integrity	We are committed to keeping our word and honouring our obligation.			
Value	We create value in our work through innovative thoughts & ideas.			
Excellence	We passionately pursue the highest standards and strive to always excel.			





CORE FIELDS OF SPECIALIZATION

Real trading & Contracting WLL, Qatar has been providing a variety of services under one roof in the following fields, independently or in collaboration with other specialized professionals:

Following are the major services provided by the company,

CIVIL & MEP

The company specializes in – supply and installation works, preparation of designs and drawings and execution of turn-key projects in the field of Building **construction and services**.

COORDINATION & COOPERATION WITH GOVT. AUTHORITIES

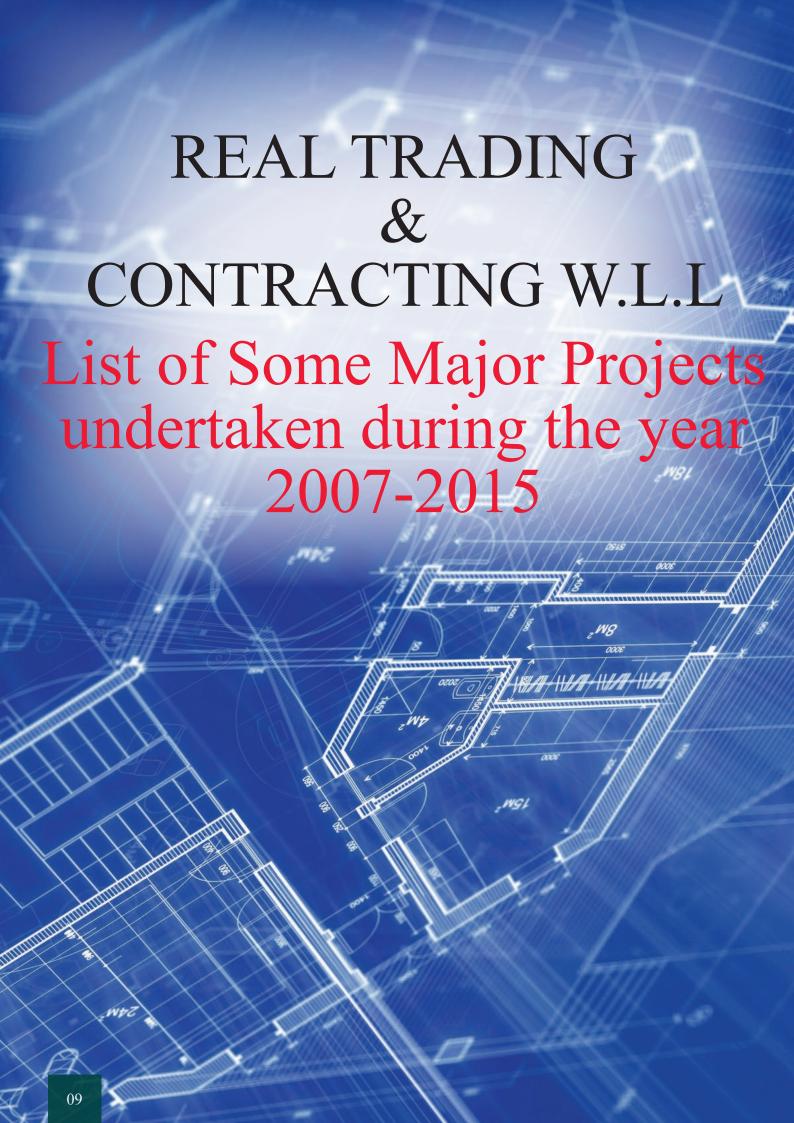
Our company works according to the regulations and standards prescribed by the following government authorities:

- Qatar Electricity & Water Authority KAHRAMA
- Qatar Civil Defence
- Ministry of Municipality & Urban Planning
- Public Works Authority Ashgal

LIST OF SOME MAJOR PROJECTS UNDERTAKEN DURING THE YEAR 2007-2015

SR.NO.	Project	Client	Year
1	Renovation and Conversion of Horse Stable Building into Main Store at Sealine Beach Resort	Qatar National Hotels Company.	2007
2	12 Nos. Villas Al-Mansoura area	M/s ABA Real Estate Company	2008
3	Renovation of Doha Marriott Hotel G+2 Accommodation Building at Old Airport.	Qatar National Hotels Company.	2008
4	Structural steel works for Store and Accommodation building at Industrial area	Mr. Mohammed Hassan Ali	2008
5	Structural repairing to staff locker rooms.	Qatar National Hotels Company	2008
6	Structural steel works for building materials warehouse at Al-Wakra	Mr. Yacoub Yousuf Zainul Abdullah	2008
7	Renovation of Staff Locker rooms at Sheraton Doha Resort and Convention Hotel	Qatar National Hotels Company	2009
8	Building retaining Wall for Beach Erosion Protection at Sealine Beach Resort	Qatar National Hotels company	2009
9	Structural Steel works for cooled air plenum for HVAC system at Al-Sadd Sport Club	Tadmur Contracting	2009
10	Doha Marriott Hotel Main Kitchen Floor Tiling	Qatar National Hotels Company	2009
11	Fabrication and erection of structural steel works for pump house and erection of Overhead crane at Al-Sadd Sport Complex	Tadmur Contracting	2009
12	Renovation of Indoor Swimming Pool	Dana Club	2009
13	Supply and Fix Car Park Shades	ABA real Estate	2009

SR.NO.	Project	Client	Year
14	Re-Tiling to Swimming Pool Deck at Doha Marriott Hotel	Qatar National Hotel Company	2009
15	Flooring and Tiling to G+3 apartments at Barwa Housing Complex, Sailiya	Panceltica Qatar	2009
16	Replacement of Cold/Hot Water Riser Pipelines at Sheraton Doha Resort and Convention Hotel Main Building	Qatar National Hotels Company	2009
17	Renovation of officer's building at ISF camp in Rayyan	Internal security Force (Lakhwiya)	2009
18	Movenpick Doha Hotel Modification Work at Back of the House	Qatar National Hotels Company	2010
19	Fire Reinstatement Works at Al Sharq Staff Accommodation	Qatar National Hotels Company	2010
20	Upgrading of Main Kitchen at Sealine Beach Resort	Qatar National Hotels Company	2011
21	Replacement of Cold/Hot Water Riser Pipelines at Doha Marriott Hotel Main Building	Qatar National Hotels Company	2011
22	Supply/Fix Kitchen Equipment at Sealine Beach Resort	Qatar National Hotels Company	2011
23	Sheraton Doha Hotel & Resort Refurbishment of Ladies & Gents Toilets in Lobby	Qatar National Hotels Company	2011
24	Sharq Village & SPA – Remedial Works for 3No. Building Staff Housing at Al-Mansoura	Katara Hospitality	2012-2013
25	G+1 Stair Room (Villa + Kitchen Block) at Umm al Saneem	Yaqoub Yousuff Z Abdulla	2013-2015
26	Construction of Trash Accumulation area at Kahramaa Main Warehouse Premises	Qatar General Electricity & Water Corporation (KAHRAMAA)	2014
27	Supply and Fixing of Ceiling Tiles/System at 3nos Kahramaa Customer Service Centers	Qatar General Electricity & Water Corporation (KAHRAMAA)	2014
28	Repair to Under Ground Pipelines and Associated Civil Works	Sharq Village & SPA	2014
29	Remedial Works to Deteriorated Building	Katara Hospitality	2014-2015



enovation and Conversion of Horse Stable Building into Main Store at Sealine Beach Resort



CLIENT YAER

Qatar National Hotels Company. 2007



PROJECT 02

12 Nos. Villas at AL –Mansoura area

CLIENT YAER M/s ABA Real Estate Company 2008



Renovation and Doha Marriott Hotel G+2 Accommodation Building at old Airport

CLIENT Qatar National Hotels Company

YAER 2008





PROJECT 04

Structural steel
works for Store and
Accommodation
Building at
Industrial area

CLIENT Mr. Mohammed Hassan Ali



Structural Repairing to staff locker rooms.

CLIENT Qatar National Hotels Company

YAER 2008





PROJECT 06

Structural steel works for Building materials ware house at AL- Wakra.

CLIENT

Mr.Yacoub Yousuf

Zainul Abdullah

YAER

2008



Renovation of Staff Locker rooms at Sheraton Resort and Convention Hotel

CLIENT Qatar National Hotels Company YAER 2009



PROJECT 08

Building Retaining Wall for Beach erosion protection at Sealine Beach Resort

CLIENT Qatar National Hotels Company YAER 2009



Structural steel Works for cooled air plenum for HVAC System at AL –Sadd Sports Club

CLIENT Tadmur Contracting

YAER 2009



PROJECT 10

Doha Marriott Hotel Main Kitchen Floor Tiling

CLIENT Qatar National Hotels Company



Fabrication and erection of Structural steel works for pump house and erection of Overhead crane at AL – Sadd Sports Complex

CLIENT Tadmur Contracting

YAER 2009



PROJECT 12

Renovation of Indoor Swimming pool

CLIENT Dana Club YAER 2009



Supply & Fix Car Park Shades

CLIENT ABA real Estate

YAER 2009



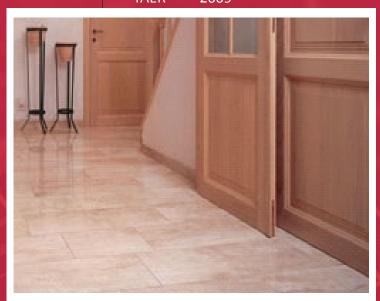
PROJECT 14

Re- Tiling to Swimming pool Deck at Doha Marriott Hotel

CLIENT Qatar National Hotels Company



Flooring and Tiling to G+3 apartments at Barwa Hosing Complex , Saliya CLIENT Panceltica Qatar YAER 2009



PROJECT 16

Replacement of Cold /
Hot Water Riser Pipelines at Sheraton Doha
Resort and Convention
Hotel Main Building

CLIENT Qatar National Hotels Company YAER 2009



Renovation of office's building at ISF camp in Rayyan

CLIENT Internal Security Force

(Lakhwiya)

YAER 2009



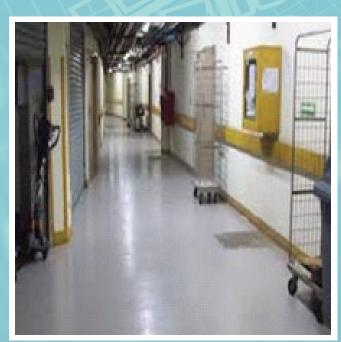




PROJECT 18

Movenpick Doha Hotel Modification work at Back of the House

CLIENT Qatar National Hotels Company



Fire Reinstatement works at AL Sharq Staff Accommodation

CLIENT Qatar National Hotels

Company

YAER 2010





PROJECT 20

Upgrading of Main Kitchen at Sealine Beach Resort

CLIENT Qatar National Hotels Company





Replacement of Cold /Hot Water Riser Pipelines at Doha Marriott Hotel Main Building

CLIENT Qatar National Hotels Company

YAER 2011



PROJECT 22

Supply / Fix Kitchen Equipment at Sealine Beach Resort



CLIENT Qatar National Hotels Company



Sheraton Doha Hotel & Resort Refurbishment of Ladies & Gents Toilets in Lobby

CLIENT Qatar National Hotels Company

YAER 2011







PROJECT 24

Sharq Village & SPA –Remedial works for 3 no's Building Staff Housing at AL - Mansoura

CLIENT Katara Hospitality

YAER 2012 - 2013





G+1 Stair Room (Villa +Kitchen Block) at Umm al Saneem

CLIENT Yaqoub Yousuff Z Abdulla

YAER 2011-2015





PROJECT 26

Construction of Trash Accumulation area at Kahramaa Main Warehouse premises

CLIENT Qatar General Electricity & Water

Corporation (KAHRAMAA)



Supply and Fixing of Ceiling Tiles / System at 3 no's Kahramma customer Service Centers

CLIENT

Qatar General Electricity & Water Corporation (KAHRAMAA)

YAER

2014



PROJECT 28

Repairs to Under Ground Pipelines and Associated Civil works

CLIENT Sharq Village & Spa



Remedial Works To Deteriorated Building of Doha Marriott Hotel

CLIENT Katara Hospitality

YAER 2014-2015





PROJECT 30

Construction of LP office room at Sharq village & Spa

CLIENT Katara Hospitality



Floor Screding works for Material store room

CLIENT Shahaniya YAER 2015



PROJECT 32

Floor Repairing at Marriott Gulf Hotel Laundry Industrial Area

CLIENT Doha Marriott Gulf Hotel YAER 2015



The provision For the Staff Cafeteria Expansion

CLIENT Dana Club YAER 2015







PROJECT 34

Renovation works in Doha Marriott Gulf Hotel Staff Hostel at Old Airport

CLIENT Katara Hospitality
YAER 2015-2016











2.1 Preparation of the Quality Plan

The Quality Plan shall outline the main aspects of the quality control system, as applicable to the scope of work of the Contractor and shall be supported by a series of Quality Procedures and Work Instructions that detail the operation of the specified activities. The Quality Plan shall contain the following elements as applicable:

2.1.1 Project Organization

- Policy (Authorized) and signed by company executive.
- Organization (in chart form showing lines of responsibility and reporting.)
- Authority, duties and responsibilities of key personnel.
- Liaison with the Engineer and his staff.

2.1.2 Monitoring and Upgrading of the Quality Plan

- Schedule of internal audits
- Management review
- Correction action

2.1.3 Preparation and Issue of controlled documents

- Quality planning schedule and update
- Method Statements
- Work Procedures
- Work Instructions
- Inspection and Test Plan
- Test Procedures

2.1.4 Supervision of Quality Associated Activities

- Preparation of shop drawings and material submittals
- Details and Development Planning
- Activity assignment
- Organizational and technical interfaces
- Design changes ordered by the Engineer or proposed by the Contractor and approved by the Engineer

2.1.5 Procurement Control

- Selection and approval of suppliers and-contractors
- Monitoring and Sub-contractors quality control system (External Audits)

2.1.6 Material Control

- Verification of purchased product
- Product identification and traceability
- Handling, Storage, Package and Delivery
- Purchase supplied product
- Inspection for deterioration of equipment and materials in storage.

2.1.7 Test Control

- Inspection and testing
- Control of non-conforming product

2.1.8 Commissioning and Handover

- Preparation of an overall commissioning plan
- Preparation of a Handing Over Procedure
- Preparation of a procedure for the production and layout of O & M manuals (including: spare parts and special tools)
- Preparation of a Project Close Out Procedure

2.1.9 Reporting and Records

- Reporting system/frequency
- Quality records
- Filing and administration
- Reference

2.2 Documentation

2.2.1 Preparation of Method Statements, Work Procedures, Work Instructions as applicable for Construction, Installation, Commissioning and Hand over Activities

The timely preparation of the Method Statements, Work Procedures and Work Instructions for the construction, installation, commissioning and hand over activities will be the joint responsibility of the Contractor's site construction management and the Contractor's QA Engineer.

As part of the above, the Contractor shall include any necessary inspection and test requirements and shall attach the appropriate inspect and test report format. As a minimum the report format shall include the following:

- Item identification
- Location
- Reference to applicable Method Statement, Work Procedure of Work Instruction.
- Reference to activity number on the Inspection and Test Plan.
- Inspection and test criteria.
- Date and time of inspection of test
- Name of Inspector
- Result
- Retest details (if applicable)
- Approval by Contractor's Quality Representative
- Provision for the signature of the Engineer / Engineer on completion of inspection and test.

All Method Statements, Work Procedures and Work Instruction shall be submitted and reviewed by the Engineer prior to work being allowed to commence.

Within 28 days of contract award, the Contractor shall submit his Schedule for the preparation of the Method Statements. Work Procedures, Work Instruction and Inspection and Test Plan to the Engineer for review and approval. Such statements and procedure shall not replace those required for submission as part of the Contractor's Tender but shall be an amplification offering more details thereof.

2.2.2 Preparation of Drawings and Material Submittals

The Contractor shall prepare a schedule for the preparation, review, internal approval and submittal to the Engineer of drawings and material submittals. The schedule shall be submitted to the engineer for review and approval prior to commencement of drawing production.

The Contractor shall assign the preparation of drawings and materials submittals to experienced and professionally qualified personnel; where necessary the organizational and technical interfaces shall be documented and submitted to the Engineer for review and approval.

Within 28 days of contract award, the Contactor shall submit his 'Schedule for the preparation of Drawings' to the Engineer for review and approval.

2.2.3 The Contractor shall establish how method statements and procedures are prepared, reviewed, approved, submitted and thereafter controlled.

The procedure shall define how documents are promptly removed from all points on internal issues and use.

It shall also show how changes are reviewed and approved by the same functions that performed the original review and approval and that pertinent information is available to the reviewer.

The Contractor shall maintain Master List identifying the current revision status of documents together with their known location.

2.3 Preparation of the Inspection and Test Plan

The Inspection and Test is a document, specifying the sequence of inspections and tests as identified in the applicable method statements, work procedures and work instructions. It shall contain as a minimum the following:

- Activity number
- Activity description
- Reference number and clause number of the applicable method statement
- Work procedure and work instruction
- Contractor's mark up for type of inspection
- Document coding (Contractor retained or as built data pack)
- Remarks column

2.4 Preparation of an Overall Commissioning Plan

This plan is an organized approach to agree on the type of tests, inspections and other actions needed to execute the interim or final commissioning of the work.

Specific attention in this phase will be given to energization of the facility. Safety, tagging, duration tests etc.

2.5 Progress reporting

The Contractor shall establish a progress monitoring and reporting system consistent with contract requirements including but not limited to the following activities:

- Preparation of Method Statements, Work Procedures and Work Instruction.
- Drawing production, review and approval.
- Material submittal and approval.
- Materials submittal and approval.
- Materials ordering status
- Construction
- Commissioning

The format of the progress reports submitted to the Engineer for review and approval.

2.6 Preparation of Quality Records

The Contractor shall prepare an Index for the 'As-build records' data dossier and shall submit it to the Engineer for review and approval.

2.7 Administration and Filing Documents

All documents to be filled according to a structured index.

3. QUALITY CONTROL

3.1 Inspector's Qualifications

The Contractor shall define the control of the update of Inspectors' Qualifications. Inspectors appointed by the Contractor for product verification shall be fully aware of the contract requirements and shall ensure that finished elements has been verified for compliance prior to inspection and approval by the Engineer staff.

3.2 Material Testing

All testing of materials shall be undertaken by accredited independent laboratories approve by the Engineer's Representative or as may otherwise be approved by the Engineer / Engineer's Representative for test being conducted at the Contractors own laboratories and as applicable and approved. Testing shall be undertaken against know, National or International approved standards and norms, expect where specific standards are stated in the Contract Documents.

The Engineer/Engineer's Representative shall be given direct communication access to the Contractor's approve independent laboratories and shall receive directly from the testing company verified copies of the original reports, at the time the original reports are provided to the Contractor.

The Engineer's Representative reserves the right to request the Contractor to utilize his nominated testing company to obtain actual material samples upon which subsequent testing is performed.

3.3 Inspections and Audits by the Engineer personnel

Inspection and Audits carried out by the Engineer staff shall not release the Contractor from fulfilling his contractual requirements and any rejection of the product or system shall be the Contractor's sole responsibility in respect to meeting all contractual requirements.

The Engineer shall have the right of entry to all areas, where activities related to the contract are being performed, in accordance with the Conditions of Contract.

Any non-conformances raised by the Engineer staff shall be addressed by the Contractor without delay and to a time scale agreed by the Engineer.

OUR MAJOR CLIENTS

KATARA HOSPITALITY DOHA MARRIOTT HOTEL **SHARQ VILLAGE & SPA QATAR PETROLIUM** RITZCARLTON DOHA HOTEL **SHERATON DOHA HOTEL** HAMAD MEDICAL CORPORATION INTERNAL SECURITY FORCE (LEKHWIYA) KAKRAMAA **QATAR MEUSEUM AUTHORITY** SEALINE BEACH RESORT **DANA CLUB TADMUR CONTRACTING ABA REAL ESTATE COMPANY MOVENPICK DOHA HOTEL**

ASPIRE ZONE

PRIMARY HEALTH CARE CORPORATION (PHCC)



وزارة الاقتصاد والتجارة Ministry of Economy and Commerce

Registration and Commercial **Licenses Department**

مستخرج ببعض بيانات السجل التجارب

إدارة التسجيل والتراخيص التجارية

أعضاء مجلس الادارة

الصفة (الصلاحية)		. 1 8111	
المتعدار ومتدا	الحنسنة	رقم الاثنات	الاسم

الفروع

حالة الفرع	رقم السجل للفرع	اسم الفرع	الرقم التسلسلب	
نشط	41003/1	ربل تيك لتجارة مواد البناء	1	

الانشطة التجاربة

إسم النشاط	الرقم
اعمال صيانه المبانب	8110031
تاجير و استئجار العقارات	701200

إسم النشاط	الرقم
مقاولات عامة للمباني (الانشاات العامة للمبانب)	452100
مقاولات كهربائية وصحية	425110

2 of 2 رقم السجل : 41003 غرفة قطر QATAR CHAMBER

تشهد غرفة تجارة و صناعة قطربان المنشاة المذكورة اعلاه سجلت لطرنا ستعد عرفه بجاره و صنعه قطر بان المساه المدكورة اعلاه سجلت لترنا Grain Chamber certifies that the above mentioned establishment has been registered



وزارة الاقتصاد والتجارة Ministry of Economy and Commerce

Registration and Commercial Licenses Department

مستخرج ببعض بيانات السجل التجارب

إدارة التسجيل والتراخيص التجارية

2015/11/02



1

عدد الفروع:

41003

رقم السجل التجارب:

24/11/2016

السمة التجاربة: تليذ انتمار السما 200000

تاريخ انتهاء السجل:

الأسم التجارف: تابيخ انشاء السجان

00000 قطر شركة ذات مسؤولية محدودة الله المال:

تاريخ انشاء السجل: الشكل القانونت:

جنسية المنشأة:

نشط

25/11/2008

حالة السجل:

معلومات الاتصال

5500115

أرقام الاتصال:

55435

صندوق البريد:

الشركاء

الحالة	النسبة	الجنسية	رقم السجل	رقم الإثبات	الأسم
	51	قطر		26763401461	يعقوب يوسف زبنل عبدالله
	24	الهند		26235601096	شيتاكات فارباثازهاث خالد
	25			25635600865	محمد عبدل

المدراء(المخولون بالتوقيع)

الصفة (الصلاحية)	الجنسية	رقم السجل	رقم الإثبات	الأسم
- סבע	الهند		26235601096	شيتاكات فارباثازهاث خالد
- مدير			25635600865	محمد عبدل
صلاحيات كاملة ومطلقة - مدير	الهند		26435604085	نوشاد علاي كوراميث بوتيا بورايل
صلاحيات كاملة ومطلقة - مدير	الهند	I F W T I F	26835617458	شمس الدين كورامباثكادوث
صلاحيات كاملة ومطلقة - مدير	قطر		26763401461	يعقوب يوسف زينل عبدالله

1 of 2 رقم السجل : 41003



تشهد غرفة تجارة و صناعة قطر بان المنشاة المذكورة اعلاه سجلت للربار Qatar Chamber certifies that the above mentioned establishment has been registered

State of Qatar

Ministry of Economy & Commerce

Registration & Commercial Licenses Department



وزارة الإقتصاد والتجارة إدارة التسجيل والتراخيص التجارية

رقم الرخصة: ٢٧٦٤٥

Y.10/0V. £

رقم الطلب:

قطري الجنسية: البطاقة الشخصية:

يعقوب يوسف زينل عبدالله وشركاه

اسم المرخص له:

قطري الجنسية 777746.1571

البطاقة الشخصية:

يعقوب يوسف زينل عبدالله

المدير المسؤول:

الاسم التجاري: ريل للتجاره والمقاولات (ذمم)

مقاولات عامة للمباني (الانشاات العامة للمباني) وصيانة المباني ومقاولات كهربانية وصحيه وتأجير واستئجار

نوع العمل:

شارع: ٩٥٠ - ام غويلينة

۲۷ - ام غویلینة

موقع المحل:

بنك بروه (االميزانين/مكتب ٢٠٤)

3-0

عقار رقم:

صدرت هذه الرخصة بموجب القانون رقم ٣ لسنة ١٩٧٥ وعلى المرخص له مراعاة الإلتزام بأحكام القانون ولوائحه التنفيذية بالاضافة الى الشروط الخاصة بالترخيص ومنها ضرورة تجديدها في الموعد المحدد وإخطار الإدارة فور حدوث أية تعديلات في البيانات اعلاه.

٤١٠٠٣_٠



تاريخ الاصدار: ٢٠١٥- ١٠٠٠

تاريخ الإنتهاء:١٧-٥٠-٢٠١٦

Tel.: (+974) 40122222 - Fax: (+974) 44931648 - P.O.Box: 1968 - Doha - Qatar تليفون : ٤٠١٢٢٢٢٢ (٤٠٤+) - فاكس : ٤٤٩٣١٦٤٨ (٤٧٤+) - ص . ب : ١٩٦٨ - الدوحة - قطر البريد الإلكتروني: E-mail : mec@mec.gov.qa الموقع الإلكتروني: Website : www.mec.gov.qa

Health & Safety

Real Trading & Contracting WLL recognized its responsibilities under the Health & Safety to ensure that its operations are executed at all times in such a way as to ensure, as far as it is reasonably practicable, the health, safety and welfare of all persons likely to be affected, including employees, sub-contractors, visitors to site and members of the public.

The company is committed to continual improvement of the health and safety management system and to meeting current health and safety legislation and any subsequent changes.

In line with these responsibilities, the Company aims to provide as far as is reasonably practicable:

- a. A safe and healthy working environment for all its employees, the carrying out of risk analyses and the identification of hazards;
- b. Systems of work which are safe and without risks to health;
- c. General training in health and safety so that all employees are made aware of any potential hazards in relation to their work and the latest procedures for overcoming them;
- d. Specific training in safe working procedures, the operation of plant and machinery and accident pre vention;
- e. A system for conducting a regular review of the training needs of the workforce;
- f. The provision of regular refresher courses, with reference to training already carried out;
- g. Basic training in health and safety to new employee and young workers and to ensure that whenever new plant or variation in systems of work are introduced, then the appropriate safety training is give;
- h. Personal protective clothing and equipment appropriate to the job in hand;
- i. Guidance on what to do in the event of an emergency;
- j. On-site welfare and first-aid provision which complies fully with the statutory requirements together with a system for maintaining the equipment;
- k. Adequate firefighting equipment and fire training, in liaison with the fire authority;
- A means of contact with the relevant health and safety bodies so that up-to-date information on legislation, codes of practice and other technical guidance is available within the company and is circulated promptly to all concerned.



