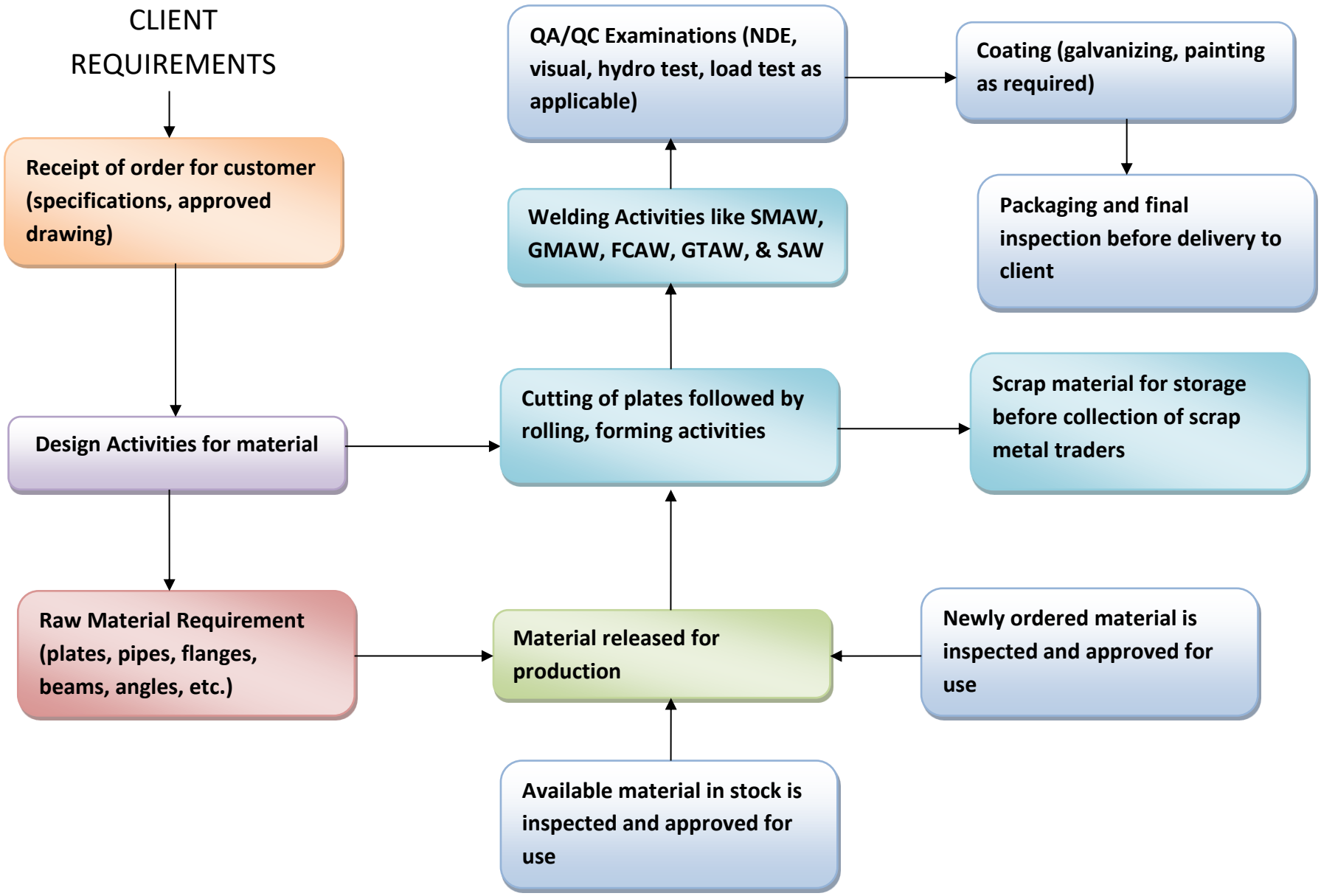
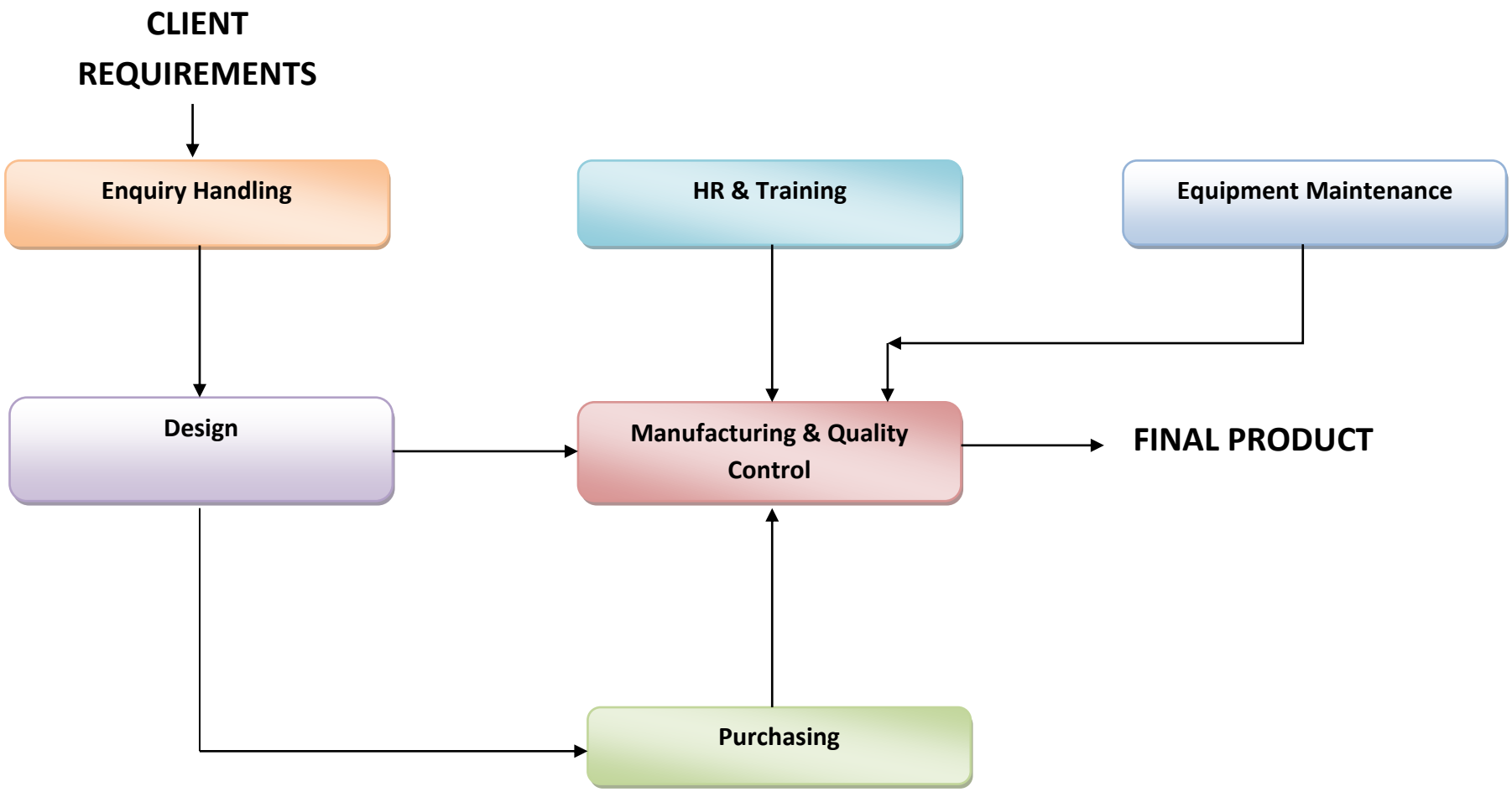
AMETECS HEAVY INDUSTRIES

Manufacturing Process Flow Chart



AMETECS HEAVY INDUSTRIES

Organization Process Flow Chart



ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018

"QUALITY, HEALTH, SAFETY & ENVIRONMENT MANAGEMENT SYSTEM"

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.

AMETECS

TABLE OF CONTENTS

S.NO.	DESCRIPTION	INDEX
1	QHSE Manual	1
2	QHSE Policy	2
3	Legal Requirements	3
4	Control of Documentation	4
5	Context of the Organization	5
6	Hazard & Risk Management	6
7	Environmental Aspects	7
8	Emergency Preparedness	8
9	Objectives and Targets	9
10	Resource Management	10
11	Purchasing	11
12	Training & Competency	12
13	Production	13
14	Measurement and Monitoring	14
15	Incident Reporting	15
16	Consultation & Communication	16
17	Storage & Handling	17
18	QAQC	18
19	Customer Relations	19
20	Internal Audit	20
21	Control of Nonconformance	21
22	Management Review	22
23	Management of Change	23
24	Waste Management	24
25	Management of Subcontractors	25
26	Design	26

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.

QUALITY, HEALTH, SAFETY, AND ENVIRONMENT SYSTEM

MANUAL

	NAME	SIGNATURE	DATE
PREPARED BY	**SARATH P**		**01/05/2025**
APPROVED BY	**AMRITH SATHISH**		**01/05/2025**

1. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
00	1 May 2025	Original issue	MANAGING DIRECTOR

CONTROLLED DOCUMENT

Contents

CONTENTS **3**

0 INTRODUCTION **6**

1.0 SCOPE **6**

2.0 TERMS & DEFINITIONS **7**

3 CONTEXT OF THE ORGANIZATION **11**

3.1 Understanding Context of the Organization 11

3.2 Understanding the needs and expectations of interested Parties 11

3.3 Determining the scope of the integrated management system 12

3.4 QHSE Management System and its process 12

4.0 LEADERSHIP & WORKER PARTICIPATION **13**

4.1 Leadership and Commitment 13

4.1.1 General 13

4.1.2 Customer Focus 14

4.2 QHSE Policy 14

4.3 Resources, Roles, Responsibility, Accountability and Authority 14

4.4 Participation and Consultation 15

5.0 PLANNING **15**

5.1 Actions to address risks & opportunities 15

5.1.1 General 15

5.1.2 Hazard Identification, Environmental Aspects, and assessment of Risk and Opportunities 16

5.1.2.1 Hazard identification 16

5.1.2.2 Environmental Aspect 17

5.1.2.3 Assessment of OHS risks and other risks to the OHS management system 17

5.1.2.4 Assessment of OH&S opportunities and other opportunities for the OHS management system 18

5.1.3 Compliance Obligation 19

5.1.4 Planning to take action 19

5.2 Objectives, Targets and Programmes 19

5.3 Planning of changes 20

6 SUPPORT **20**

6.1 RESOURCES **20**

6.1.1 General 20

6.1.2 People 20
6.1.3 Infrastructure 20
6.1.4 Work Environment 20
6.1.5 Monitoring and measuring resources 20
6.1.6 Organizational Knowledge 21
6.2 Competence 21
6.3 Awareness 22
6.4 Communications 22
6.4.1 General 22
6.4.2 Internal Communication 22
6.4.3: External communication 23
6.5 Documented Information 23
6.5.1 General 23
6.5.2 Creating and updating 24
6.5.3 Control of documented information 24
7.0 OPERATION 25
7.1 Operational Planning and Control 25
7.2 Determination of requirements for products and services and Emergency preparedness 25
7.2.1 Customer Communication 25
7.2.2 Determination of Requirements Related to the Product/Service 25
7.2.3 Review of Requirements Related to the Product/Service 26
7.2.4 Emergency Preparedness 26
7.3 Design and Development 26
7.4 Control of externally provided products and services 27
7.4.1 General 27
7.4.2 Type and extent of control of external provision 27
7.4.3 Information for external providers 27
7.5 Service/Product Provision 28
7.5.1 Control of Service/Product Provision 28
7.5.2 Identification and Traceability 28
7.5.3 Property belonging to customers or external providers 28
7.5.4 Preservation 28
7.5.5 Management of Change 29

7.6 Release of Product/Service 29
7.7 Control of nonconforming process outputs, products, and services 30
8 PERFORMANCE EVALUATION 30
8.1 Monitoring, measurement, analysis, and evaluation 30
8.1.1 General 30
8.1.2 Customer Satisfaction 31
8.1.3 Analysis and Evaluation 31
8.2 Internal Audit 31
8.3 Management Review 32
8.3.1 General 32
8.3.2 Review Input 32
8.3.3 Review Output 32
9 IMPROVEMENT 33
9.1 General 33
9.2 Incident, Non conformity and Corrective Action 33
9.3 Continual Improvement 34

CONTROLLED DOCUMENT

0 introduction

QHSE Management System

This manual describes the QHSE Management System, which is established and implemented by AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. in order to ensure that the quality of products and services delivered meets or exceeds customer requirements at optimum costs for the organization, to provide safe and healthy workplaces, prevent work-related injury and ill health and to protect the environment and respond to changing environmental conditions.

The purpose of this manual is to:

Define the scope of the QHSE Management System applied in AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.

- Give details of and justification for not applicable clauses,
- Describe the interactions between the processes,
- Define the authorities and responsibilities of the top management personnel,
- Provide general procedures (or reference to them) for all activities necessary for the QHSE Management System,
- Present our QHSE Management System to our client(s) or other interested parties in order to inform them what specific controls are in place and implemented.

Company Profile

Please attach company profile

1.0 Scope

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. has developed and implemented a QHSE Management System to satisfy the needs of its clients, comply with applicable laws and regulations, to determine environmental aspects of its activities, products, and services considering a life cycle perspective to improve occupational health and safety, eliminate hazards and minimize QHSE risks, take advantage of QHSE opportunities, and address QHSE management system nonconformities associated with its activities and improve the QHSE Management of the company.

The QHSE Management System complies with the requirements of the international Standards ISO 9001:2015, ISO 14001:2015, and ISO 45001:2018. It covers quality, environment, health, and safety-related activities of the concerned departments or areas.

The scope of the QHSE management system of AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. includes,

- Design and Manufacturing of Pressure Vessels, Surge Vessels, Lifting Equipment, Storage tanks, Skid Packages, Basket Screen, Bar Screens, Access Cover, Pipe Spools (CS & SS), Pressure Piping, & Pipe Racks

The following reference documents have been used in the preparation of AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. 's IMS manual.

ISO 9000:2015	Quality Management Systems – Fundamental and Vocabulary
ISO 9001:2015	Quality Management Systems – Requirements
ISO 9004:2018	Quality Management and Quality System Elements
ISO 19011:2018	Guidelines for Internal Auditing of QHSEMS
ISO 14001:2015	Environmental Management system- Requirements
ISO 45001:2018	Occupational health and safety management system requirements
ISO 31000:2018	Risk Management

2.0 Terms & Definitions

S #	Terms	Definitions
1.	audit	systematic, independent and documented process for obtaining objective evidence and evaluating it objectively to determine the extent to which the audit criteria are fulfilled
2.	audit programmed	set of one or more audits planned for a specific time frame and directed towards a specific purpose
3.	audit scope	extent and boundaries of an audit
4.	audit plan	description of the activities and arrangements for an audit
5.	audit criteria	set of policies, procedures or requirements used as a reference against which objective evidence is compared
6.	audit findings	results of the evaluation of the collected audit evidence against audit criteria
7.	auditee	organization being audited
8.	auditor	person who conducts an audit
9.	QHSE management system consultant	person who assists the organization on QHSE management system realization, giving advice or information
10.	technical expert	person who provides specific knowledge or expertise to the audit team
11.	observer	person who accompanies the audit team but does not act

		as an auditor
12.	competence	ability to apply knowledge and skills to achieve intended results
13.	compliance obligations	legal requirements that an organization has to comply with and other requirements that an organization has to or chooses to comply with
14.	conformity	fulfilment of a requirement
15.	nonconformity	non-fulfilment of a requirement
16.	context of the organization	combination of internal and external issues that can have an effect on an organization's approach to developing and achieving its objectives
17.	consultation	seeking views before making a decision
18.	continual improvement	recurring activity to enhance performance
19.	correction	action to eliminate a detected nonconformity
20.	corrective action	action to eliminate the cause of a nonconformity and to prevent recurrence
21.	customer	person or organization that could or does receive a product or a service that is intended for or required by this person or organization
22.	design and development	set of processes that transform requirements for an object into more detailed requirements for that object
23.	document	information and the medium on which it is contained
24.	documented information	information required to be controlled and maintained by an organization and the medium on which it is contained
25.	environment	surroundings in which an organization operates, including air, water, land, natural resources, flora, fauna, humans and their interrelationships
26.	environmental aspect	element of an organization's activities or products or services that interacts or can interact with the environment
27.	environmental impact	change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's environmental aspects
28.	external provider	provider that is not part of the organization
29.	hazard	source with a potential to cause injury and ill health
30.	incident	occurrence arising out of, or in the course of, work that

		could or does result in injury and ill health
31.	Accident	An incident where injury and ill health occurs is sometimes referred to as an “accident”.
32.	Near Miss	occurrence arising out of, or in the course of, work that could or does result in injury and ill health
33.	infrastructure	system of facilities, equipment and services needed for the operation of an organization
34.	injury and ill health	adverse effect on the physical, mental or cognitive condition of a person
35.	interested party	person or organization that can affect, be affected by, or perceive itself to be affected by a decision or activity
36.	life cycle	consecutive and interlinked stages of a product (or service) system, from raw material acquisition or generation from natural resources to final disposal
37.	monitoring	determining the status of a system, a process or an activity
38.	outsource	make an arrangement where an external organization performs part of an organization’s function or process
39.	objective	result to be achieved
40.	Policy	intentions and direction of an organization, as formally expressed by its top management
41.	strategy	plan to achieve a long-term or overall objective
42.	vision	aspiration of what an organization would like to become as expressed by top management
43.	mission	Organization’s purpose for existing as expressed by top management
44.	participation	involvement in decision-making
45.	procedure	specified way to carry out an activity or a process
46.	process	set of interrelated or interacting activities which transforms inputs into outputs
47.	QHSE manual	specification for the QHSE management system of an organization
48.	QHSE plan	specification of the procedures and associated resources to be applied when and by whom to a specific object
49.	record	document stating results achieved or providing evidence of activities performed
50.	project	unique process, consisting of a set of coordinated and controlled activities with start and finish dates,

		undertaken to achieve an objective conforming to specific requirements, including the constraints of time, cost and resources
51.	project management	planning, organizing, monitoring, controlling and reporting of all aspects of a project, and the motivation of all those involved in it to achieve the project objectives
52.	quality	degree to which a set of inherent characteristics of an object fulfills requirements
53.	quality assurance	part of quality management focused on providing confidence that quality requirements will be fulfilled
54.	quality control	part of quality management focused on fulfilling quality requirements
55.	requirement	need or expectation that is stated, generally implied or obligatory
56.	regulatory requirement	obligatory requirement specified by an authority mandated by a legislative body
57.	statutory requirement	obligatory requirement specified by a legislative body
58.	risk	effect of uncertainty
59.	risks and opportunities	potential adverse effects (threats) and potential beneficial effects (opportunities)
60.	OH&S risk	combination of the likelihood of occurrence of a work-related hazardous event(s) or exposure(s) and the severity of injury and ill health that can be caused by the event(s) or exposure(s)
61.	OH&S opportunity	circumstance or set of circumstances that can lead to improvement of OH&S performance
62.	traceability	ability to trace the history, application or location of an object
63.	worker	person performing work or work-related activities that are under the control of the organization
64.	workplace	place under the control of the organization where a person needs to be or to go for work purposes
65.	work environment	set of conditions under which work is performed
66.	product	output of an organization that can be produced without any transaction taking place between the organization and the customer
67.	service	output of an organization with at least one activity necessarily performed between the organization and the customer
68.	verification	confirmation, through the provision of objective evidence, that specified requirements have been fulfilled
69.	validation	confirmation, through the provision of objective evidence, that the requirements for a specific intended use or

		application have been fulfilled

3 Context of the organization

3.1 Understanding Context of the Organization

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. recognizes that the issues of the organization of great consideration. So, the Issues which are external and internal are handled with the following ways

External Issues

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. consider risk depending on its context. analyses the external issues as “Strength, Weaknesses, Opportunities and threats (SWOT)”.

Internal Issues

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. consider the internal issues which affects or prevents the IMS success or improvement. AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. internal issues may be listed as “Overall performance of the organization, resource factors (infrastructure, environment of the operation, organizational knowledge), human aspects, operational factors and governance of the organization etc.

During the annual business planning cycle AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. carries out SWOT analysis. It enables the organization to understand the organization’s strength and weakness, identify external and internal opportunities that can be exploited and helps prepare in advance for threats they face. It offers also its leaders to compare and benchmark their performances with the competitors and know exactly the current situation of the organization.

Reference Document: Understanding Context of the Organization Procedure

3.2 Understanding the needs and expectations of interested Parties

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. determine the interested parties and the requirements of the interested parties that are relevant to the QHSE management System. AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. also monitors and review information about these interested parties and their relevant requirements. Some of the interested parties for AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. may be as customers, end users or beneficiaries, owners, shareholders, bankers, external providers, employees and others working on behalf of the organization, legal and regulatory authorities (local, regional, state/provincial, national or international), trade and professional associations, local community groups, non-governmental organizations, local neighboring organizations/activities in the locality, competitors etc.

Reference Document: Understanding Context of the Organization Procedure

3.3 Determining the scope of the integrated management system

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. established and implemented the QHSEMS which is maintained and continually improved according to the requirements of the ISO 9001:2015, ISO 1401:2015 and ISO 45001:2018 standards including processes needed and their interactions.

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. determine the processes needed for the QHSEMS and their application through the organization.

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. determine required inputs and desired outputs of the processes, criteria and methods needed for effective operation and control of these processes, as well as resources needed and responsibilities and authorities for processes in the QHSE Plan.

The integrated management system defined applies to all types Products / Services executed by the company. This section describes the structure of the documented QHSE management system established and implemented by the organization. The documented QHSE system covers all departments in the organization except financial matters / Accounts. QHSEMS of AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. covers the Following scope of activities.

For the scope of the company:

- Design and Manufacturing of Pressure Vessels, Surge Vessels, Lifting Equipment, Storage tanks, Skid Packages, Basket Screen, Bar Screens, Access Cover, Pipe Spools (CS & SS), Pressure Piping, & Pipe Racks

3.4 QHSE Management System and its process

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. has established documented information for implementation and maintains an Integrated Management System and continually improves its effectiveness in accordance with the requirements of ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 Standards.

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. identifies the processes needed for the Integrated Management System and their application throughout the organization (refer to process flow chart) (i.e.., management activities, provision of resources, service realization and measurement), determines the sequence and interaction of these processes, determines criteria and methods needed to ensure that both the operation and control of these processes are effective, ensures the availability of resources and information necessary to support the operation and monitoring of these processes, monitors, measures and analyzes these processes, and implements actions necessary to achieve planned results and continual improvement of these processes (see the related procedures & process flow chart).

These processes are properly managed in accordance with the requirements of the standards.

Where AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. choose to outsource any process that affects its provided service conformity with requirements, adequate

control over such processes (such as receiving inspection and/or measurement / monitoring at different stages) is exercised.

Control of such outsourced processes is identified within the Integrated Management System (if any) as well as throughout the life time of the executed project.

An outsourced process list is prepared by each Department Heads at the beginning of each project showing the related processes, provider and the followed control measures / acceptance criteria of such processes.

Such outsourced processes may include.

1- Calibration services

- Laboratory tests done at third party laboratories
- Corrective maintenance activities
- Publicity and publication services
- Machinery, etc.

4.0 Leadership & Worker Participation

4.1 Leadership and Commitment

4.1.1 General

The top management of AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. is taking responsibility and accountability for the effectiveness of the QHSEMS and providing resources to ensure that work-related injury and ill-Health is prevented, safe and healthy workplaces and activities are provided, QHSE Policy and QHSE Objectives are established and are compatible with the strategic direction and the context of the organization.

The top management ensures that QHSEMS requirements are integrated into AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. ’s business processes, and that the QHSEMS is achieving its intended outcomes.

The top management of AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. also demonstrates leadership and commitment with respect to the QHSE management system by:

- ensuring and promoting continual improvement
- directing and supporting persons to contribute to the effectiveness of the QHSE management system,
- supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility,
- developing, leading and promoting a culture in the organization that supports the intended outcomes of the QHSE management system,
- protecting workers from reprisals when reporting incidents, hazards, risks and opportunities,
- ensuring the organization establishes and implements a process for consultation and participation of workers,
- supporting the establishment and functioning of health and safety committees

4.1.2 Customer Focus

Top Management ensures that client requirements are determined and fulfilled with the aim of enhancing customer satisfaction. Customer satisfaction is an essential part of the QHSE Policy, and the top management will ensure that the current and future needs and expectations of the customers are identified with an aim to not only meet them but to exceed.

4.2 QHSE Policy

Top Management ensures that the QHSE policy is appropriate to the purpose of the establishment, includes a commitment to comply with requirements and continually improve the effectiveness of the Integrated Management System and prevention of pollution, injury and ill health, includes a commitment to comply with applicable legal requirements and with other requirements to which the organization subscribes, provides a framework for establishing and reviewing objectives and targets, is documented, implemented and maintained, is communicated to all persons working for or on behalf of the organization with the intent that they made aware of their individual obligations, is available to interested parties, and is reviewed periodically for continuing suitability as per procedure for Management Review.

The QHSE policy is available as documented information for workers and other interested parties and communicated with in the organization through

- Notice board
- In team briefing and toolbox talks
- Verbal communication to Staff
- Internal Memos
- Email
- Display of QHSE policy and objectives
- Management Reviews / minutes of meetings
- Internal training activities or induction

Top management of AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. reviews the policy as time to time if there is a change in technology, organization and legislation or if there is a major accident.

Reference Document: QHSE Policy

4.3 Resources, Roles, Responsibility, Accountability and Authority

Top management at AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. ensures the availability of resources essential to establish, implement, maintain and improve the Integrated Management System. The roles, responsibilities, accountabilities, authorities and their interrelation are defined and communicated in various forms such as:

- Job Descriptions
- Organizational Chart
- Procedures
- QHSE Manual

4.4 Participation and Consultation

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. ensures that appropriate communication processes are established, implemented and maintained internally between all levels and that communication takes place regarding the effectiveness of the Integrated Management System, policy, reported non-conformities (see documented procedures, office memos, meetings minutes,….etc.), communication with contractors and other visitors to the workplace, receiving, documenting and responding to relevant communication from external interested parties.

A procedure is also established, implemented and maintained for the participation of workers and consultation with contractors where there are changes that affect the IMS.

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. is committed to:

a- provide mechanisms, time, training and resources necessary for consultation and participation
b- provide timely access to clear, understandable and relevant information about the QHSE management system
c- determine and remove obstacles or barriers to participation and minimize those that cannot be removed
d- emphasize the consultation of non-managerial workers

Reference Document: Communication, Consultation and Participation

5.0 Planning

5.1 Actions to address risks & opportunities

5.1.1 General

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. has developed a risk management framework that enables the organization to manage various organizational risks and opportunities. AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. determine and assesses the risks and opportunities that are relevant to the intended outcomes of the QHSE management system associated with changes in the organization, its processes or the QHSE management system.

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. addresses risk and opportunities as

- Identify what risk and opportunities are
- Analyze and prioritize the risk and opportunities in the organization
- Plan actions to address the risk and opportunities
- Implement the plan

Addressing risk and opportunity AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. take into account:

- issues of the organization

- hazards
- environmental aspects
- OHS risks and other risks
- OHS opportunities and other opportunities
- legal requirements and other requirements (Compliance Obligation)

Reference Documents: Risk and Opportunity Management Procedure

5.1.2 Hazard Identification, Environmental Aspects, and assessment of Risk and Opportunities

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. has established, implemented and is maintaining a procedure for Hazard Identification and Risk Assessment for the ongoing hazard and environmental aspects identification, risk assessment, and determination of necessary controls.

5.1.2.1 Hazard identification

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. has established, implemented and maintains the procedure for hazard identification that is on-going and proactive. Hazard identification helps the organization recognize and understand the hazards in the workplace and to workers, in order to assess, prioritize and eliminate hazards or reduce OHS risks. Hazard can be physical, chemical, biological, psychosocial, mechanical, and electrical or based on movement and energy.

To identify the Hazard AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. considers

- Social factors like workload, working hour, victimization, harassment & bullying, leadership & culture of the organization
- Routine and non-routine activities and situations including hazards arising from:
    - Infrastructure, equipment, material, substances and the physical condition of the workplace.
    - product and service design, research, development, testing, production, assembly, construction, service delivery, maintenance and disposal
    - human factors
    - how work is performed
- Past relevant incidents, internal or external to the organization, including emergencies, and their causes;
- Potential emergency situations
- People, including consideration of:
    - those with access to the workplace and their activities, including workers, contractors, visitors and other persons;
    - those in the vicinity of the workplace who can be affected by the activities of the organization;
    - workers at a location not under the direct control of the organization;
- Other issues, including consideration of:

- The design of work areas, processes, installations, machinery/equipment, operating procedures and work organization, including their adaptation to the needs and capabilities of the workers involved;
- Situations occurring in the vicinity of the workplace caused by work-related activities under the control of the organization;
- Situations not controlled by the organization and occurring in the vicinity of the workplace that can cause injury and ill health to persons in the workplace;

- Actual or proposed changes in organization, operations, processes, activities and QHSE management system (see 7.1);
- Changes in knowledge of, and information about, hazards.

Reference Documents: Risk and Opportunity Management Procedure

5.1.2.2 Environmental Aspect

According to requirements of ISO 14001:2015, AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. establish and maintains a procedure to identify the environmental aspects of the activities that AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. can control and over which AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. is expected to have a direct influence, in order to determine those which, have or can have significant impacts on the environment. AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. will ensure that the aspects related to those significant impacts are considered in setting objectives and targets.

Reference Documents: Environmental Aspect Procedure

5.1.2.3 Assessment of OHS risks and other risks to the OHS management system

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. has established the procedure of Hazard Identification & risk assessment to determine the controls that are necessary to reduce the risk of injury and/or ill health. The purpose of risk assessment is to address the hazards that might arise in the course of the AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. 's activities and ensure that the risks to people arising from these hazards are assessed, prioritized and controlled.

This is achieved by:

- Developing a methodology for hazard identification and risk assessment;
- Identifying hazards;
- Estimating the associated risk levels, taking into account the adequacy of existing controls, based on an assessment of the likelihood of the occurrence of a hazardous event or exposure and the severity of injury or ill health that can be caused by the event or exposure;
- Determining whether these risks are acceptable to the organization's legal obligations and its QHSE objectives;
- Determining the appropriate risk controls, where these are found to be necessary;
- Documenting the results of the risk assessment;
- Reviewing the hazard identification and risk assessment process on an ongoing basis.

The AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. is considering the risks which are not directly related to the health and safety of people, but which affect the QHSE management system itself and can have an impact on its intended outcomes.

Risks to the QHSE management system include:

- Failure to understand the context of the organization;
- Failure to address the needs and expectations of relevant interested parties;
- Inadequate consultation and participation of workers;
- Inadequate planning or allocation of resources;
- An ineffectual audit programmed;
- An incomplete management review;
- Poor succession planning for key roles;
- Poor engagement by top management.

5.1.2.4 Assessment of OH&S opportunities and other opportunities for the OHS management system

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. established procedure to assess

- QHSE opportunities to enhance QHSE performance, while considering planned changes to the organization, its policies, processes or activities;
- Other opportunities for improving the QHSE management system.

Opportunities to improve QHSE performance can include:

- Consideration of hazards and risks when planning and designing facilities, processes, plant and equipment, and materials;
- Modification of working processes, including the alleviation of monotonous and repetitive work;
- Introduction of new technology to ameliorate high-risk activities;
- Collaborating in forums that focus on issues relating to occupational health and safety.
- Introduction of job safety analysis and task-related assessments;
- Implementation of permit-to-work processes;
- Implementation of ergonomic and other injury prevention-related assessments;
- Improvement of the occupational health and safety culture of the organization;

Opportunities to improve the QHSE management system include:

- Enhancing the visibility of top management’s support for the QHSE management system;
- Improving worker consultation and participation in QHSE decision making;
- Enhancing the incident investigation process;
- Improving two-way communication on QHSE issues and promoting QHSE in the work place;
- Expediting corrective actions to address QHSE nonconformities;
- Implementing QHSE objectives with the same passion as other business objectives;
- Improving competency in identifying hazards, dealing with OH&S risks and implementing appropriate controls;
- Adopting a risk assessment approach to conducting QHSE audits;
- Viewing workers at all levels as a key resource of the organization;

- Ensuring that the management review promotes a strategic and critical evaluation of the QHSE management system.

5.1.3 Compliance Obligation

Management Representative (MR) ensures that a procedure was established, implemented and maintained to identify and have access to the applicable legal requirements to which the organization subscribes, and to determine how these requirements apply to the management system. The MR is also responsible for keeping the information updated.

Consistent with its commitment to compliance, the company has established, implemented and maintained a procedure for periodic evaluation of compliance with legal requirements.

Records of the results of evaluation will be kept.

Reference Document: Legal Compliance Procedure

5.1.4 Planning to take action

Actions planned by AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. are managed through the OHS management system and are integrated with other business processes, such as those established for the management of the environment, quality, business continuity, risk, financial or human resources.

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. plans actions to

- Address these risks and opportunities
- Address legal requirements and other requirements
- Prepare for and respond to emergency situations

5.2 Objectives, Targets and Programmed

Top Management ensures that objectives, including those needed to meet requirements for the provided service are established, implemented and maintained at relevant functions and levels within AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. The objectives are measurable and consistent with the policy, including the commitments to prevention of pollution, to compliance with applicable legal requirements and with other requirements to which the organization subscribes, and to continual improvement.

A programmed shall also be established, implemented and maintained for achieving the objectives which includes the designation of responsibility and authority for achieving objectives at relevant functions and levels of the organization and, the means and time-frame by which the objectives are to be achieved.

All departmental/sectional heads/related project managers are responsible to establish the objectives in close coordination with their departmental staff and get it approved by the Top Management. All objectives are properly planned in relation to the action to be taken, time frame, etc.

Management Representative (MR) is responsible to periodically monitor the progress with the departmental heads / Project Manager and provides feedback to top management / MD.

5.3 Planning of changes

When the organization determines a need for changes to the QHSE Management System, top management takes responsibility to carry them out in a planned manner.

Top management plan changes to the QHSEMS considering the purpose of the changes and potential consequences, integrity of the QHSEMS, and allocation or relocation of responsibilities and authorities.

6 Support

6.1 Resources

6.1.1 General

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. determine and provides the resources needed to implement and maintain the QHSE management system and continually improves its effectiveness, and enhances customer satisfaction by meeting customer requirements.

6.1.2 People

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. ensures that all those staff whose work may affect conformity of the product and service is competent on the basis of appropriate education, training, skills and experience. The Management Representative (MR) maintains and updates (when necessary) the Competency Matrix.

6.1.3 Infrastructure

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. determines, provides and maintains the infrastructure needed to achieve conformity to product requirements. Infrastructure includes the buildings, workspace and associated utilities, process equipment (both hardware and software), and supporting products and services such as transport or communication.

6.1.4 Work Environment

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. determine and manages the work environment needed to achieve conformity to products and service requirements.

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. provide all necessary physical, environmental and other factors such as temperature, noise, weather, lighting or humidity for the conformity of the product and workers.

Reference Document: Resource Management Procedure

6.1.5 Monitoring and measuring resources

A procedure of Calibration is established, documented, implemented and maintained to determine the monitoring and measurement to be undertaken and the monitoring and measuring devices needed to provide evidence of conformity of products and service to determined requirements.

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. establish processes to ensure that monitoring and measurement can be carried out and are carried out in a manner that is consistent with the monitoring and measurement requirements.

Where necessary to ensure valid results, measuring equipment are calibrated or verified at specified intervals, or prior to use, against measurement standards traceable to international or national measurement standards; where no such standards exist, the basis used for calibration or verification are recorded, are adjusted or re-adjusted as necessary, are identified to enable the calibration status to be determined, are safeguarded from adjustments that would invalidate the measurement result, are protected from damage and deterioration during handling, maintenance and storage.

If a monitoring, testing and/or measuring device is found giving in accurate/in-correct readings, it is up to the QA/QC Engineer to decide the validity of re-performing the previous readings done using this device case by case.

Incase AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. will use any software base measuring device its soft will also be calibrated after planned interval to confirm the proper functioning of the device

Reference Document: Quality Assurance & Quality Control Procedure

6.1.6 Organizational Knowledge

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. fulfill requirements for the handling of organizational knowledge in the following four phases, which are analogous to the PDCA cycle:

- Determine the knowledge necessary for the operation of processes and for achieving conformity of products and services
- Maintain knowledge and make it available to the extent necessary
- Consider the current organizational knowledge and compare it to changing needs and trends
- Acquire the necessary additional knowledge.

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. always consider Organizational knowledge gained from:

Internal sources (e.g., intellectual property; knowledge gained from experience; lessons learned from failures and successful projects; capturing and sharing undocumented knowledge and experience; the results of improvements in processes, products and services);

External sources (e.g., standards; academia; conferences; gathering knowledge from customers or external providers).

6.2 Competence

A procedure of is established, documented, implemented and maintained to determine the necessary competence for concerned staff whose work may affect product and service conformity and/or performing tasks for it or on its behalf, provide training to satisfy these needs,

evaluate the effectiveness of the actions taken, ensure that its personnel are aware of the relevance and importance of their activities and how they contribute to the achievement of the objectives, and maintain appropriate records of education, training, skills and experience.

Upon completion of each training, an evaluation of the effectiveness of the training is conducted through several means (e.g., Training Evaluation Record, Performance monitoring, etc.).

Reference Document: Training and Competence Procedure

6.3 Awareness

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. provide training for all employees in the skills and knowledge required to carry out their duties safely, efficiently and to the desired standard.

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. ensures that persons doing work under the organization's control are aware of:

a) The QHSE policy;
b) Relevant QHSE objectives;
c) Their contribution to the effectiveness of the QHSE management system, including the benefits of Improved performance;
d) The implications of not conforming to the QHSE management system requirements
e) The significant environmental aspects
f) Hazards, OH&S risks and actions determined that are relevant to them;
g) The ability to remove themselves from work situations that they consider present an imminent and serious danger to their life or health, as well as the arrangements for protecting them from undue consequences for doing so.

6.4 Communications

6.4.1 General

Top management realizes the usefulness of internal and external communication process to help the organization achieve the QHSE objectives and participation of employees in best practices.

6.4.2 Internal Communication

Effective internal communication system is established throughout the organization through:

1. Notice board
2. Internal Memos
3. Intercom facility- for oral communication
4. Email
5. Display of QHSE policy and objectives
6. Circulars
7. Monitoring and Measurement Reports – Trend Charts, Histograms, Monthly reports, etc.
8. Audit schedules

9. Management Reviews / minutes of meetings
10. Internal training activities

6.4.3: External communication

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. have procedure in place for receiving, documenting and responding to relevant communications from external interested parties, where appropriate. It includes the process for communicating with contractors and other visitors to the workplace. The extent of this communication should be related to the OH&S risks faced by these parties and will be further considered in clause 8.1.4.2 of the standard.

Product and service level agreements (SLAs), contracts and pre-project OHS planning meetings are often used to communicate on OHS issues to external providers such as contractors & AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. also use on-site induction to raise OHS awareness amongst contractors' workers.

In addition to communicating about specific OHS requirements relating to on-site and off-site activities, AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. taken into account when communicating with external providers, particularly contractors:

- Information about a contractor's OHS management system;
- Legal and other requirements that impact on the method or extent of communication;
- Previous OHS performance and history of notifiable incidents;
- The use of multiple contractors at the workplace;
- Emergency response;
- The need for alignment of the contractor's OHS practices with those of the organization and other contractors at the workplace;
- The need for additional consultation and/or contractual provisions relating to high-risk tasks;
- Reporting of OHS performance, incidents, nonconformities and corrective actions;
- Arrangements for regular communications.

For visitors such as delivery companies, clients, members of the general public and product and service provider specific OHS information are communicated as follows:

- OHS requirements relevant to their visit;
- Evacuation procedures and responses to alarms;
- Traffic controls;
- Access controls and escort function;
- Details relating to the wearing of personal protective equipment (PPE).

External communication processes often include the identification of designated contact personnel from within the organization. This allows for appropriate information to be communicated in a timely and consistent manner. This can be especially important in emergency situations where regular updates are required to be delivered in a clear and unambiguous manner.

6.5 Documented Information

6.5.1 General

Documentation includes the following:

- IMS Policy
- IMS Objectives
- IMS Manual
- Procedures
- Technical documents / procedures to ensure the effective planning, operation and control of its processes, safety standards
- Records

6.5.2 Creating and updating

The top management of AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. determined some criteria for creating and updating the documented information.

For the identification and description documented information, it decided to include a title, date and reference number.

SN	PUPOSE	ACTION/DETAILS
1	Identification and description	A title, date, and reference number
2	Format	English
3	Media	Paper and Electronic
4	Suitability and adequacy	Review - By the Management Representative Approval– MANAGING DIRECTOR

6.5.3 Control of documented information

The top management of AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. is determined to control the documented information required by the quality management system and by this International Standard. To ensure that documented information of internal and external origin determined by AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. to be necessary for the planning and operation of the quality management system are identified and their distribution controlled, and AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. has established a procedure for controlling documents used in its quality management system. This control ensures that:

a) Distribution, access, retrieval, and use;

b) Storage and preservation, including preservation of legibility;

c) Control of changes (e.g., version control);

d) Retention and disposition.

7.0 Operation

7.1 Operational Planning and Control

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. plan and develops the processes needed for product/service realization. Planning of product realization is consistent with the requirements of the other of the Integrated Management System.

In planning product/service realization, AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. determines (as appropriate) objectives and requirements for the provided product and service, the need to establish processes, documents, and provide resources specific to the product and service, required verification, validation, monitoring, inspection and test activities specific to the product and service and the criteria for product and service acceptance, records needed to provide evidence that the realization processes and resulting product and service fulfill requirements. The output of this planning is developed in a suitable form.

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. has identified and planned those operations that are associated with the identified significant environmental aspects and hazards consistent with its policy, objectives and targets, in order to ensure that they are carried out under specified conditions, by establishing, implementing and maintaining a documented procedure to control situations where their absence could lead to deviation from the policy, objectives and targets, and stipulating the operating criteria in the procedure, and establishing, implementing and maintaining procedures related to the identified significant environmental aspects and hazards of goods and product and services used by the organization and communicating applicable procedures and requirements to suppliers, including contractors and other visitors in the workplace.

7.2 Determination of requirements for products and services and Emergency preparedness

7.2.1 Customer Communication

A procedure is established, documented, implemented, and maintained to determine and implement effective arrangements for communicating with customers in relation to product and service information, enquiries, contracts, or order handling, including amendments.

7.2.2 Determination of Requirements Related to the Product/Service

A procedure is established, documented, implemented and maintained to determine requirements specified by the client, including the requirements/criteria for processing tenders/inquires, risk assessment and tender study, requirements not stated by the customer but necessary for specified use or known and intended use, statutory and regulatory requirements related to the product/service, maintenance services, warranty services (if any), final disposal of waste and any additional requirements determined by AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. .

The Project Manager, Department Heads, and in accordance with the Top Management ensure that all customer requirements are realized and specified very clearly.

Contracts between AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. and its clients (whether private or governmental sector) clearly identifies such agreed requirements and specifications.

Reference Document: Production Procedure

7.2.3 Review of Requirements Related to the Product/Service

A procedure established, documented, implemented and maintained to review the requirements related to the product/service.

This review is conducted before acceptance of contracts or orders, acceptance of changes to contracts or orders requirements, and ensures that product and service requirements are properly defined, contract or order requirements differing from those previously expressed are resolved, and AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. has the ability to meet the defined requirements.

Records of the results of the review and actions arising from the review are maintained. Where the customer communicates verbally, the requirements are confirmed before acceptance.

Where product and service requirements are changed, the related Project Manager and in accordance with the Top Management ensure that relevant documents are amended and that relevant personnel are made aware of the changed requirements.

Reference Document: Production Procedure

7.2.4 Emergency Preparedness

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. has established, implemented and maintained a procedure to identify potential emergency situations and potential accidents and how to respond to such emergency situations.

The company will respond to actual emergency situations and accidents and prevent or mitigate associated adverse effects.

The procedure will be periodically reviewed and, where necessary, revise it, in particular, after the occurrence of accidents or emergency situations.

Reference Document: Emergency Preparedness Procedure

7.3 Design and Development

The purpose of this procedure is to control and verify the design of projects done by AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. in order to ensure that the customer requirements are met / satisfied, and to control all the drawings for each project.

The materials specifications if required shall be prepared and submitted to the client for approval. Designer shall prepare issue and attach document transmittal with the drawing submitted to the client for approval.

All the drawings should be reviewed and approved by the client. Where the client requires amendments on the design, it shall be reviewed and verified as per this procedure. Designer

shall obtain client's signature on the design process control form or keep any document or reference as evidence of the client's approval. All design records shall be kept and controlled according to the requirements of Control of records procedure

7.4 Control of externally provided products and services

7.4.1 General

A procedure is established, documented, implemented and maintained to ensure that purchased products, materials or items conforms to specified purchase requirements. The type and extent of controls (such as receiving inspection or evaluation) applied to the Supplier and the purchased product are dependent upon the effect of the purchased product on subsequent product / service realization and/or the extent of impact on the quality of the provided product or service.

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. evaluate and selects Suppliers based on their ability to supply products in accordance with the procedure for Purchasing & Procurement. Criteria for selection, qualification and periodical evaluation/re-evaluation are established. Records of the results of evaluations and any necessary actions arising from the evaluation are maintained.

7.4.2 Type and extent of control of external provision

Procedures of receiving inspection is established, documented, implemented and maintained to establish and implement the inspection or other activities necessary for ensuring that purchased product meets specified purchase requirements before accepting them into the stores or using them in subsequent operations.

Verification of purchased products may take place at AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. 's premises or in the supplier's location, especially in cases related to buying equipment, tools, etc., where a qualified person representing AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. may visit the supplier location and inspect the items, then prepare a report (if needed/requested from MD) summarizing the results.

7.4.3 Information for external providers

Purchasing information describes the product to be purchased, including (where appropriate) requirements for approval of product, procedures, processes and equipment, requirements for qualification of personnel, and Integrated Management System requirements. AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. ensure the adequacy of specified purchase requirements prior to their communication to the Supplier/Sub-contractor.

Reference Document: Procurement & Purchasing Procedure

7.5 Service/Product Provision

7.5.1 Control of Service/Product Provision

A procedure is established, documented, implemented and maintained to plan and execute production under controlled conditions which include, (as applicable) the availability of information that describes the characteristics of the product and service (see related drawings, agreements, material approvals, contract, etc.), the availability of work instructions (if required), the use of suitable equipment, the availability and use of monitoring and measuring devices and the implementation of monitoring and measurement.

7.5.2 Identification and Traceability

Procedures of Quality Assurance and Quality Control are established, documented, implemented and maintained to identify the product and service by suitable means throughout production (where appropriate).

Production status with respect to monitoring and measurement requirements is also mentioned in various documents (e.g., daily reports, monthly reports…. etc.).

IMS documents (e.g., procedures, policies …. etc.) are also properly identified using several schemes like the name, code, revision, date of issue, etc.

7.5.3 Property belonging to customers or external providers

In the case where clients provide AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. with certain properties (e.g., drawings, personal data, intellectual properties like designs and specifications…. etc.), special conditions and actions are taken at AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. for:

- Receiving inspection of such items,
- Storing & protecting such properties,
- Communicating any damage which may occur on them while still under AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. ’s custody.

Such communication is done through a formal letter to the client and an agreement is reached in order to compensate the client (if requested).

7.5.4 Preservation

Several methodologies are established, documented, implemented and maintained to preserve the conformity of product/item during internal processing and delivery to the intended destination. This preservation includes identification, handling, storage and protection.

The receiver will be provided with a copy of the purchasing documents (e.g., LPO) in order to be able to verify that the received items are according to specifications,

All received items are subject to receiving inspection if found acceptable, they are accepted in the workplace/site store according to special documentations (e.g., receiving vouchers, etc.).

In case where a stored item is found damaged, a study is done to verify reasons actions are sought to prevent re-occurrence while accounts supervise the disposition actions.

Where rejected items are identified, they are either marked or placed in designated rejection areas at the store or the project site and segregated from other conforming items until a decision is made regarding them in accordance with accounts / MD / PM.

7.5.5 Management of Change

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. established & implemented the Procedure for Management of Change to control the planned temporary and permanent changes that influence its OHS performance such as:

- New products, processes or services;
- Changes to work locations, working conditions, processes, procedures, equipment, or the company's organizational structure;
- Changes to applicable legal and other requirements;
- Changes in knowledge or information concerning hazards and associated risks
- Developments in knowledge and technology

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. controls both temporary and permanent changes, to review the consequences of unintended changes and, where applicable, to take action to mitigate any adverse effects that might arise as a result of the occurrence of change.

Reference Document: Management of Change Procedure

7.6 Release of Product/Service

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. monitors and measures the characteristics of the product and service to verify that product and service requirements and customer specifications are fulfilled. This is carried out at appropriate stages of the product and service realization process in accordance with the planned arrangements. Evidence of conformity with the acceptance criteria is maintained. Records indicate the person(s) authorizing release of the product and service (in-process inspection, initial handover and final handover).

Product and service release and handover are not proceeded until all the planned arrangements (see 7.1) have been satisfactorily completed, unless otherwise approved by a relevant authority, and where applicable by the customer (initial and final handovers).

Monitoring of the conformity of materials used in project execution (water, cement, concrete, iron…etc.) are done at AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. 's sub-contracted third-party laboratory or under the supervision of the client representative / consultant. Such third parties are approved by AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.

A procedure is established and implemented for that regard.

Reference Document: Production Procedure

7.7 Control of nonconforming process outputs, products, and services

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. ensures that it is provide product and services which do not conform to requirements is identified and controlled to prevent its unintended use or release. Procedures of Quality Assurance and Quality Control, Control of Nonconformity Procedures are established, documented, implemented and maintained to define controls and related responsibilities and authorities for dealing with nonconforming product and service.

Client is invited to inspect project phases, initial handover and final handover (after maintenance period), in case a snag list is identified, project team allocates all resources to rectify all snags and the client/consultant is invited for re-inspection.

Records of the nature of non-conformities and any subsequent actions taken, including concessions obtained are maintained. When nonconforming product and service is corrected, it is subject to re-verification to demonstrate conformity to the requirements. When nonconforming product and service is detected after release (within the maintenance period) or use has started, AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. or its sub-contracted supplier takes action appropriate to the effects, or potential effects, of the nonconformity.

Reference Document: Quality Assurance and Quality Control Procedure, Control of Non-conformity and Corrective Action Procedure

8 Performance Evaluation

8.1 Monitoring, measurement, analysis, and evaluation

8.1.1 General

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. plan and implements the monitoring, measurement, analysis and improvement processes needed to demonstrate conformity of the provided product and service to ensure conformity of the Integrated Management System IMS, and to continually improve the effectiveness of the Integrated Management System.

This includes determination of applicable methods, including statistical techniques and the extent of their use.

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. apply suitable methods for monitoring and, where applicable, measurement of the Integrated Management System processes. These methods demonstrate the ability of the processes to achieve planned results. When planned results are not achieved, correction and corrective action are taken as appropriate, to ensure conformity of the product and service.

The monitoring and measurement also include the key characteristics of its operations that can have a significant environmental impacts and hazards. It should also include information to monitor performance, applicable operational controls and conformity with the company's objectives and targets, proactive and reactive measures of performance.

8.1.2 Customer Satisfaction

As one of the measurements of the performance of the Integrated Management System, AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. monitors information relating to customer perception as to whether the customer requirements are fulfilled.

A procedure is established, documented, implemented and maintained to define the method for obtaining and using information on customer perception with regard to satisfaction.

Document Reference: Customer Feedback, Complaints and Satisfaction Procedure

8.1.3 Analysis and Evaluation

A procedure is established, documented, implemented and maintained to determine, collect and analyze appropriate data to demonstrate the suitability and effectiveness of the Integrated Management System and evaluates where continual improvement of the Integrated Management System can be made. This includes data generated as a result of monitoring and measurement and from other relevant sources.

The analysis of data provides information (at a minimum) relating to customer satisfaction, conformance to product and service requirements, characteristics and trends of processes and product and services including opportunities for improvement action, and suppliers.

8.2 Internal Audit

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. conduct internal audits at planned intervals to determine whether the Integrated Management System conforms to the planned arrangements (see 7.1), to the requirements of ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 Standards and to the Integrated Management System requirements established by AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C., and is effectively implemented and maintained.

Audits are planned, taking into consideration the status and importance of the processes and areas to be audited, as well as the results of previous audits.

The audit criteria, scope, frequency and methods are defined. Selection of auditors and conduct of audits shall ensure objectivity and impartiality of the audit process. Auditors do not audit their own work.

A procedure is established, documented, implemented and maintained to plan and conduct audits, report results and maintain records.

The management responsible for the area being audited ensures that actions are taken without undue delay to eliminate detected non-conformities and their causes. Follow-up activities include the verification of the actions taken and the reporting of verification results.

According to the policy of AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. the internal audits may be conducted by a third party (consulting firm) based on a mutual agreement of assessment and according to specified conditions.

Reference Document: Internal Audit Procedure

8.3 Management Review

8.3.1 General

A procedure is established, documented, implemented and maintained to review AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. 's Integrated Management System, at planned intervals, ensure its continuing suitability, adequacy and effectiveness, assess opportunities for improvement and the need for changes to the Integrated Management System, including the policy and objectives. Records from management reviews are maintained.

The frequency of conducting management review meetings is at least once a year.

8.3.2 Review Input

Following is, at a minimum, the matters taken into consideration during management review:

- the status of actions from previous management reviews
- changes in external and internal issues that are relevant to the QHSE management system;
- information on the performance and effectiveness of the QHSE management system
- customer satisfaction and feedback from relevant interested parties;
- the needs and expectations of interested parties, including compliance obligations
- its significant environmental aspects;
- fulfilment of its compliance obligations
- the extent to which QHSE objectives have been met;
- process performance and conformity of products and services;
- incidents, nonconformities, corrective actions and continual improvement
- monitoring and measurement results;
- QHSE Audit Results
- the performance of external providers
- the adequacy of resources;
- the effectiveness of actions taken to address risks and opportunities
- Opportunities for improvement.
- The results for statistical techniques.
- Accidents/ incidents/ near misses reports.
- Any subject thought to be important to be discussed.
- The results of participation & consultation

8.3.3 Review Output

Management review is recorded and filed by QHSE Management Representative.

The record includes as a minimum the actions relate to

- opportunities for improvement
- any need for changes to the QHSE management system
- Resource needs
- conclusions on the continuing suitability, adequacy and effectiveness of the QHSE management system
- actions, if needed, when QHSE objectives have not been achieved
- opportunities to improve integration of the QHSE management system with other business processes, if needed

- any implications for the strategic direction of the organization

Reference Document: Management Responsibility Procedure

9 Improvement

9.1 General

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. 's QHSE System requires that prompt and effective corrective action is taken in all cases where product and service, process or system related nonconformance is found.

Non-conformities discovered are recorded and reported to the respective department's manager. The procedure ensures that the reasons for recurrence of non-conformity are thoroughly studies to determine the root cause. Results of such investigation are recorded.

The departmental heads thereupon implements corrective actions that is commensurate with the magnitude of the problem and the risks encountered. QHSE Management Representative monitors the implementation of corrective actions taken is recorded in appropriate system documents.

The procedures also require that available information be studied in order to detect, analyze and eliminate potential causes of non-conformities. The procedure determines the steps needed to deal with problems requiring corrective action.

Personnel are encouraged to indicate the areas where potential non- conformities may occur and report such situations to QHSE Management Representative. Any suggestions on possible improvements of the QHSE System are also welcomed from all staff.

9.2 Incident, non-conformity and Corrective Action

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. has established, implemented and maintains a procedure, including reporting, investigating and taking action, to determine and manage incidents and nonconformities.

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. take the following actions if incident or nonconformity occurs

- react in a timely manner to the incident or nonconformity and, as applicable
- take action to control and correct it
- deal with the consequences

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. evaluate, with the participation of workers and the involvement of other relevant interested parties, the need for corrective action to eliminate the root cause of the incident or nonconformity, in order that it does not recur or occur elsewhere, by:

- investigating the incident or reviewing the nonconformity
- determining the cause(s) of the incident or nonconformity

- determining if similar incidents have occurred, if nonconformities exist, or if they could potentially occur

The procedure established by AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. is to

- review existing assessments of OH&S risks and other risks, as appropriate
- determine and implement any action needed, including corrective action, in accordance with the hierarchy of controls and the management of change
- assess OH&S risks that relate to new or changed hazards, prior to taking action
- review the effectiveness of any action taken, including corrective action
- make changes to the QHSE management system, if necessary

Reference Document: Incident Investigation Procedure, Control of Non-conformity and Corrective Action

9.3 Continual Improvement

Management seeks continual improvement of the organization's processes and of its overall performance. Management considers the QHSE management system as an effective tool for the staff to identify and manage improvement activities, which include:

- enhancing QHSE performance
- improving products and services to meet requirements as well as to address future needs and expectations
- promoting a culture that supports a QHSE management system
- promoting the participation of workers in implementing actions for the continual improvement of the QHSE management system
- communicating the relevant results of continual improvement to workers, and, where they exist, workers' representatives
- maintaining and retaining documented information as evidence of continual improvement
- Audit results
- Analysis and evaluation of data
- Effectiveness of Corrective actions
- Results of management review

QHSE Policy

At AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C., we are committed to maintaining the highest standards of quality, health, safety, and environmental protection in all aspects of our operations. Our goal is to deliver superior products and services while ensuring the well-being of our employees, clients, and stakeholders. We strive for continuous improvement in everything we do and are dedicated to achieving operational excellence in compliance with all relevant regulations.

Our Commitments

- *We are committed to consistently delivering innovative solutions that meet or exceed client expectations.*
- *We employ stringent quality control measures and continuous evaluation to ensure that our products and services maintain the highest standards of performance and reliability.*
- *We prioritize the health and safety of our workforce by identifying risks, implementing safety measures, and providing ongoing safety training.*
- *We are dedicated to maintaining a safe work environment and reducing workplace hazards to ensure the well-being of our employees.*
- *We are committed to minimizing our environmental footprint by optimizing resource use, reducing waste, and adopting energy-efficient practices.*
- *We comply with all applicable environmental regulations and continually seek ways to reduce our environmental impact.*
- *We ensure full compliance with all relevant local and international laws, standards, and regulations governing quality, health, safety, and environmental management.*
- *We actively monitor changes in regulations to ensure that our operations remain in full compliance at all times.*
- *We embrace a culture of continuous improvement by regularly reviewing and enhancing our processes and systems.*
- *We actively encourage feedback and innovation to improve our performance and achieve operational excellence.*
- *We proactively identify, assess, and mitigate risks to ensure the safety and efficiency of our operations.*
- *Our risk management efforts are integral to protecting our people, assets, and the overall sustainability of our business.*
- *We invest in the professional development of our employees by offering regular training programs to ensure they have the knowledge and skills to uphold QHSE standards.*
- *Our commitment to training ensures that our team remains well-equipped to handle new challenges and maintain high-quality performance.*
- *We maintain open, transparent communication with our stakeholders to ensure alignment with our QHSE objectives.*
- *Regular updates and feedback mechanisms are employed to ensure that everyone involved in our operations understands our commitment to quality, health, safety, and the environment.*

- *We implement comprehensive safety protocols, including hazard identification, emergency preparedness, and the use of protective equipment to safeguard our employees and contractors.*
- *We ensure that safety is embedded in our operations through ongoing training and vigilance.*
- *We are committed to environmental protection through responsible resource management, waste reduction, and sustainable practices.*
- *We continuously evaluate and enhance our environmental initiatives to minimize our ecological impact and contribute to a sustainable future.*

This policy is communicated to all employees, contractors, and stakeholders to ensure that everyone is aligned with our QHSE objectives. We regularly review this policy to assess its effectiveness and make improvements where necessary, ensuring that we consistently meet the highest standards in quality, safety, and environmental management.



MANAGING DIRECTOR

Date:01/06/2025

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.

QUALITY, HEALTH, SAFETY, AND ENVIRONMENT SYSTEM

LEGAL REQUIREMENTS PROCEDURE

	NAME	SIGNATURE	DATE
PREPARED BY	SARATH P		01/05/2025
APPROVED BY	AMRITH SATHISH		01/05/2025

1. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
00	1 May 2025	Original issue	MANAGING DIRECTOR

CONTROLLED DOCUMENT

1. PURPOSE:

The purpose of this process is to establish a system for the identification and evaluation of legal compliance that are applicable to AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. 's safety and environmental aspects.

2. SCOPE:

This process is applicable to all AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. Operations and responsibility are of the staff to effectively identify and maintain legal and other requirements related to AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. 's OH&S and environmental issues.

3. DEFINITIONS:

Occupational Health and Safety (OH&S): conditions and factors that affect the well-being of employees, temporary workers, contractor personnel, visitors and any other person in the workplace.

Safety: freedom from unacceptable risk of harm.

Interested parties, individual, or groups concerned with, or affected by the OH&S and environmental performance of an organization.

Environment: surroundings in which an organization operates including air, water, land, natural resources, flora and fauna, humans and their interrelation.

Legal requirements: applicable statutory requirements to the organization

Other requirements: other requirements to which the organization may subscribe including requirements by interested parties.

Compliance: fulfillment of requirements.

Evaluation of compliance: assessment if the identified requirements are fulfilled.

4. RESPONSIBILITIES:

MANAGING DIRECTOR, MR, Dept. Heads and Supervisors.

5. PROCEDURE:

IDENTIFICATION OF LEGAL AND OTHER REQUIREMENTS

The following are the departments and their responsible functions with regards to legal and other requirements within AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.

Regulations and other Requirements
Federal law No 08 UAE Labor Law
ISO 9001: 22015
ISO 14001: 2015
ISO 45001:2018
Federal Law No 24 Protection of Environment
Ministry of Order
Other Laws / Required Permit

New or revised legal & other requirements are notified to be forwarded to MANAGING DIRECTOR by Admin. The MR and MANAGING DIRECTOR review the new requirements and list them in the list of legal & legal & another requirement if required.

The identified Legal and other requirements shall be listed in a List of Legal Requirements and Evaluation of compliance.

The List of Legal Requirements and Evaluation along with the original format of the requirements shall be maintained by the Document Controller.

EVALUATION OF COMPLIANCE WITH THE LEGAL REQUIREMENTS

The evaluation of compliance with the identified legal and other requirements shall be carried out individually by the concerned department in coordination with Management Representative every 6 months.

Legal compliance of activities and processes are carried out during hazard identification and Environmental review. The status of the compliance shall be reported during the Management Review Meeting by the Management Representative.

The Management Representative shall initiate the Non-Conformance Report in case of failure to meet the legal and other requirements.

6. RECORDS / DOCUMENTS:

Legal Compliance Register	IMS-LR-F01

Sr. No.	Applicable Articles	Article Text	Applicability	Compliance Status			Remarks
				Yes	No	Partial	
I.	**FEDERAL DECREE LAW NO. (33) of 2021 Regarding the Regulation of Employment Relationships**						
1	Part 1 Article (17)	The maximum normal working hours for workers shall be (8) eight hours per day or (48) forty-eight hours per week	Max 8 hours per day; max 48 hours per week	☒	☐	☐	
2	Part 2 Article (17)	The Cabinet may, based on the Minister's proposal and in coordination with the concerned authorities, increase or reduce the daily working hours for some economic sectors or some categories of workers, as well as the working hours, break and hours during which it is prohibited to work for certain categories of workers, according to the workers' classification specified in the Implementing Regulation hereof.	Working hours may increase or reduce according to worker's classification	☒	☐	☐	
3	Part 3 Article (17)	The periods spent by the worker during the commute between his place of residence and the workplace, shall not be counted in the working hours, except for some categories of workers in accordance with the rules defined in the Implementing Regulation hereof.	Commuting time from employee residence to the workplace is not included in the working hours	☒	☐	☐	
4	Part 4 Article (17)	The Implementing Regulation hereof specifies the working hours in Ramadan	Follow Ramadan timings as per authority	☒	☐	☐	
5	Part 5 Article (17)	If the worker works based on a pattern other than the full- time pattern, the original employer, or any other employer for which the worker works in accordance with the	The employer will not exceed on the working	☒	☐	☐	

		provisions hereof, may not ask the worker to work for it more than the hours agreed upon in the employment contract, except with the written consent of the worker.	hours in accordance with the labor provisions and employment contract				
6	Part 6 Article (17)	If the worker wishes to perform his work remotely, whether inside or outside the State, with the approval of the employer, the latter may require specific working hours.	Employer will specify working hours for remote work	☒	☐	☐	
7	Article (18)	The worker may not work for more than (5) five consecutive hours without a break or breaks of not less than an hour in total, provided that these periods are not included in the working hours. Working hours and breaks shall be arranged at an establishment working according to shifts or for some job categories, as per their nature, such as field jobs, and according to the workers' classification specified in the Implementing Regulation hereof.	Employers should provide 1-hour breaks after 5 hrs. of working	☒	☐	☐	
8	Part 1 Article (19)	The employer may instruct the worker to work overtime over the normal working hours, provided that they do not exceed two hours per day. The worker may not be instructed to work for more than that period, except in accordance with the conditions and rules specified by the Implementing Regulation hereof. In all cases, the total working hours shall not exceed (144) one hundred and forty-four hours every (3) three weeks.	Max allowable overtime is: 2hrs per day Max allowable working hours 144hrs in 3 weeks	☒	☐	☐	
9	Part 2 Article (19)	If the work conditions necessitate that the worker works for more than the normal working hours, the excess period shall represent overtime, for which the worker shall receive a wage equal to the wage corresponding to the normal working hours, which is calculated according to the basic	Overtime pay should be increased by 25% of the basic wage	☒	☐	☐	

		wage plus an increase of not less than (25 %) twenty five percent of that wage.					
10	Part 3 Article (19)	If the work conditions require that the worker works overtime between 10 pm and 4 am, the worker shall be entitled, regarding the overtime, to receive the wage prescribed for the normal working hours calculated according to the basic wage plus an increase of not less than (50%) fifty percent of that wage. The workers working based on shifts shall be excluded from this clause.	Overtime pays between 10pm-4am should be increased by 50% of the basic wage	☒	☐	☐	
11	Part 4 Article (19)	If the circumstances require that the worker works on the weekend specified in the employment contract or work regulation, he shall be compensated with another day off or he shall be paid the wage of that day according to the wage established for normal working days, plus an increase of not less than (50%) fifty percent of the basic wage for that day.	Weekend pay should be wage of basic working days plus increased by 50% of the basic wage	☒	☐	☐	
12	Part 5 Article (19)	A worker shall not be instructed to work for more than two consecutive weekend days, except for day workers.	Workers are not allowed to work two consecutive weekends	☒	☐	☐	
II.	**Federal Law No. (24) Of 1999 for the PROTECTION AND DEVELOPMENT OF THE ENVIRONMENT**						
13	Article 7	Owners of projects or establishments approved by license shall undertake regular analysis of wastes and monitor the properties of discharge and pollutants generated from such projects including degradable materials and keeping monitoring records and sending reports with the results to the Agency and the Competent Authorities.	Regular analysis of waste to be undertaken. Liability and compensation for environmental damages established.	☒	☐	☐	

14	Article 8	The Executive Order shall specify the period required for keeping all the records referred to in Article (7) of this Law.	Record to be kept of waste analysis	☒	☐	☐	
III.	**MINISTERIAL ORDER NO [32] FOR THE YEAR 1982 REGARDING DETERMINATION OF THE WAYS AND MEANS TO PROTECT EMPLOYEES AGAINST OCCUPATIONAL HAZARDS**						
15	Article No. 1	"Every employer shall provide appropriate preventive measures for the protection of workers from risks of injuries or occupational diseases which may occur during working hours and against fire risks and all other risks which may result from the use of machineries / equipment. The worker shall use the PPE provided and shall follow all safety instructions aiming to protect him from risks and shall refrain from doing any work which impedes the implementation of such instructions."	Employer responsibilities in Risk Management	☒	☐	☐	
16	Article No. 2	"Every employer shall display detailed instructions in a conspicuous position at the workplace indicating the measures to be taken to prevent fire and protect the workers against hazards to which they may be exposed while performing their work. Such instructions shall be in Arabic and if necessary, in other language understood by the worker. Employer shall place warning signs in front of dangerous sites."	Posting of signage requirements	☒	☐	☐	
17	Article No. 3	"Every employer or his representative shall brief his employees before they assume work on the occupational risks such as fire and machinery risks, dangers of falling and other occupational diseases."	Induction training requirements	☒	☐	☐	

18	Article No. 4	"Every employer shall assign the task of supervising first aid treatment to a specialist in first aid treatment and shall provide a First Aid Box as per contents required as per Table No. 3."	First Aid requirements	☒	☐	☐	
19	Article No. 5	"The employer shall ensure that conditions prevailing in the place of work provide sufficient protection for the health and safety of the worker and shall ensure provisions relating to space, clean air, excessive high / low temperatures, sufficient and appropriate lighting, provide proper place for having meals for workers, adequate washing bins and toilets, changing rooms."	Employer responsibilities and provision of welfare facilities	☒	☐	☐	
20	Article No. 8	"Employer shall provide necessary facilities for prevention of fire and fire extinguishers appropriate for the type of materials used. Also provide sufficient entry and exit points, fire extinguishers shall be with valid dates and placed in prominent places and workers must be trained to use them. There should be fire alarm (warning) system and workers must be trained or respond to fire warnings. Where there are several work rooms, they must be separated by doors to prevent spread of fire from one room to another, signs, signs in Arabic / English of exit must be placed at prominent places."	Fire prevention and protection measures	☒	☐	☐	
21	Article No. 15	"Employees shall follow orders and instructions related to work safety and shall use the protective devices provided and undertake to take care of them. Employees	Employee responsibility and disciplinary action in non-	☒	☐	☐	

		are not allowed to commit any act conductive to not carrying out the instructions mentioned, misuse or damage devices meant to protect health; and safety of employees. Employers may include penalties in their disciplinary regulations for any employee who fails to follow the prescribed orders and instructions, or use the protective safety measures provided."	compliance				
22	Article No. 22	"Responsibility in providing industrial security equipment for contracting works by employer, main contractor, and subcontractor shall be according to the following: Main contractor or employer shall provide security and PPE for workers to be provided by subcontractor."	Subcontractor protection	☒	☐	☐	
23	Article 24	The employer shall notify the labor office concerned of accidents occurring in any establishment during the daily working hours or as a result of the work and: a. Death of employee. b. Fire or explosion. c. Disability of employee for three days or more. The employer should also notify of such accidents according to the model shown in this table [4] attached to this decree and the notification should be as follows: 1. In cases of death, fire or explosion, the notification should be immediately the accident occurs and through the fastest means of communication. 2. In case of disability of employees for three days or more. Notification shall be within	Accidents reportable to Labor Department: Death, or worker off for more than 3 days	☒	☐	☐	

		twenty-four hours from the accident.					
24	UAE Civil Defense Requirements	Inspection/servicing of firefighting equipment	Inspection/ servicing of firefighting equipment	☒	☐	☐	

SARATH P

Management Representative

01/05/2025

Date

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.

QUALITY, HEALTH, SAFETY, AND ENVIRONMENT SYSTEM

DOCUMENTED INFORMATION PROCEDURE

	NAME	SIGNATURE	DATE
PREPARED BY	SARATH P		01/05/2025
APPROVED BY	AMRITH SATHISH		01/05/2025

1. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
00	1 May 2025	Original issue.	MANAGING DIRECTOR

CONTROLLED DOCUMENT

1. PURPOSE:

1.1 The purpose of this process is to provide specify actions necessary to create and control documents and data within the company. It specifies formats for various documents, change control system, external document control and instructions for use.

1.2 The purpose of this process is to establish a system for maintenance and control of QHSE records and ensure their easy to identify and retrieve.

2. SCOPE:

This process applies to QHSE in all functions of AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.

3. RESPONSIBILITIES:

QHSE Management Representative (MR) has responsibility for directing activities relating to this procedure. Also, Managers are responsible for implementing this procedure in their respective divisions.

4. PROCEDURE:

4.1 Employees identify the need of a document. Prepare the draft document and send it to MR / MANAGING DIRECTOR for review.

4.2 Review the draft document with concerned Section Heads to establish the need and subsequent approval of document and getting their approval on the Draft Document.

4.3 Management Representative Allot unique identification number to the QHSE related documents. The format of the numbering scheme is as follows:

SN	PUPOSE	ACTION/DETAILS	PROCEDURE
1	Identification and description	A title, Document Code and reference number	AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C., Document Title, Issue Date, Revision Number & Document Code **Document Code:** **Manual:** IMS-MN-XX **Procedure:** IMS-PROCEDURE CODE-PXX **Form**: IMS-PROCEDURE CODE-FXX

			<u>Work Instruction</u>: IMS-PROCEDURE CODE-WIXX Where “XX” is the series number
2	Format	Language	English
3	Media	Paper and Electronic	both (Paper and Electronic)
4	Suitability and adequacy	Review - Approval –	Review - By the Management Rep. Approval – MANAGING DIRECTOR

4.4 After the preparation and numbering of documents, these are reviewed and approved by the competent authorities. The following personnel are reviewing and approving authorities related to various QHSE system documents:

Type of Document	Prepared by	Approved by
QHSE Manual	Management Representative	MANAGING DIRECTOR
QHSE Procedures	Management Representative	MANAGING DIRECTOR
Work Instructions	Management Representative	MANAGING DIRECTOR
Forms/Format	Management Representative	MANAGING DIRECTOR

4.5 These are then entered in to the Master List of documents along with their revision number and Effective Date by Management Representative.

Issue Control

i. Management Representative Maintain one set of hard copy of the documents duly approved (with original signatures) to demonstrate the current documentation. This hard copy will also be for reference purposes by MR & auditor.
ii. Management Representative Distribute the documents as Hard / Soft Copies then, for hard copy mark main page of the document with a rubber stamp as **“CONTROLLED DOCUMENT”** and for soft copy mark the main page with water mark as **“CONTROLLED DOCUMENT”.** Distribute controlled copies of documents for implementation.
iii. A controlled document must meet the following conditions:
iv. It must be numbered or coded according to the defined numbering scheme

v. It must be reviewed and approved before issue
vi. Changes to these documents must be authorized and controlled.
vii. Maintain the issue status, revision status and document distribution in Master list. For every change, the revision number is incremented and updated. After every 09 revision the issue number is incremented and updated. Once the issue number is updated the revision number starts from 00.
viii. Any controlled documents printed & is without CONTROLLED DOCUMENT stamp is considered as **"UNCONTROLLED".** Such documents shall not be used for any practical purposes, except learning interest, training. It would be the responsibility of the individual to ensure availability / access to the latest documents available.
ix. If any software is used in the organization, it shall be controlled. The validity and accessibility of the data shall be ensured and controlled. Wherever applicable, backup shall be maintained by the concerned personnel. Management Representative Take the backup of all documents once in a month and keep in different place and maintain Data Backup record accordingly.

Document Changes

i. Any person can initiate changes in QHSE manual, QHSE procedures, QHSE Forms, Work Instruction and QHSE plans by filling in document change proposal (DCP) The DCP is signed by the concerned departmental head and sent to Management Representative. Management Representative will review the nature of changes requested and approves the Document Change Proposal. After the approval, Management Representative incorporates the changes in the concerned document and describes the nature of change on the amendment sheet.
ii. Authority approves the revised document. The revised document is then distributed to all the concerned persons by document distribution list and the obsolete Documents are retrieved. Obsolete documents are either destroyed or stamped "OBSOLETE" and properly identify it. One copy of obsolete document is maintained for record purposes.

4.5 External Documents Control

i. Following documents used in the company are of external origin:
   a) Legislation and regulations
   b) Customer supplied Requirement
   c) Product standards/specifications
   d) Customer Requirement Data
ii. Maintain a list of External documents determined necessary by company and keep them updated.
iii. External documents will be used for reference only and shall be replaced to their origin whenever concern person use it. Maintain distribution records.

4.6 Control of Records

i. The Department Heads Identify the QHSE information /data / records required to be maintained in the department / section and including QHSE files and project files.

(NOTE: Document generated by project need only to be maintained in project file can be hard or soft copy)

ii. Management Representative/Department Heads Keep Record matrix, giving details of records to be maintained along with the retention period, authority for disposing and method of disposing of records.

iii. Management Representative/Department Heads will maintain active files / registers / books for these records. Ensure that the records are not lost / damaged and are kept in Safe custody with access to authorized personnel and ensure that the records are kept at their designated locations.

iv. At the designated locations, indicate the file number and Title of record for easy Ensure that the records are legible retrieval. Make available the records to customer or his representative, if contractually required, within the retention period as agreed with the customer.

v. At the end of the retention period, review the records and decide on which records are to be retained and which are to be disposed off. For the records to be retained indicate the file reference, location to be shifted and retention period and shift to the Record Room/Cabinet.

vi. For the records to be disposed off, dispose off by shredding / tearing / burning / recycling / erasing or any other stated method in record matrix.

5. RECORDS / DOCUMENTS:

Document Change Proposal	IMS-DI-F01
Masterlist of Documents	IMS-DI-F02
Document Distribution List	IMS-DI-F03
Masterlist of Files	IMS-DI-F04

AMETECS	DOCUMENT CHANGE PROPOSAL	Effective Date: 1 May 2025	
		Document Code: IMS-DI-F01	
		Rev. No.00	Ref #:

Document Data:				
Date				
Document Title				
Revision No.				
Reason for Change	□ New Document	□ For Revision	□ For cancellation	
Change Required / Description				
Remarks				

	Name	Designation	Signature	Date
Prepared By				
Reviewed By				
Approved By				

AMETECS	MASTER LIST OF DOCUMENTS	Effective Date: 1 May 2025	
		Document Code: IMS-DI-F02	
		Rev. No.**00**	Ref #:

FORMATION DATE	DOCUMENT NAME	DOCUMENT CODE	REVISION No.	REVISED ON
1 May 2025	IMS Policy	IMS-MR-F01		
1 May 2025	IMS Manual	IMS-MN-01		
1 May 2025	P01 F01-Legal Registry	IMS-LR-F01		
1 May 2025	P01-Legal Requirements Procedure	IMS-LR-P01		
1 May 2025	P02 F01-Document Change Proposal	IMS-DI-F01		
1 May 2025	P02 F02-Master List of Document	IMS-DI-F02		
1 May 2025	P02 F03-Document Distribution List	IMS-DI-F03		
1 May 2025	P02 F04-Masterlist of Files	IMS-CD-F04		
1 May 2025	P02-Documented Information	IMS-DI-P02		
1 May 2025	P03 F01-SWOT Matrix	IMS-UCO-F01		
1 May 2025	P03 F02-Needs & Expectation of Interested Parties	IMS-UCO-F02		
1 May 2025	P03-Context of the Organization	IMS-UCO-P03		
1 May 2025	P04 F01-Risk Assessment	IMS-RMGT-F01		
1 May 2025	P04-Risk Management	IMS-RMGT-P04		
1 May 2025	P05 F01-Envi Aspects & Impacts Register	IMS-EA-F01		
1 May 2025	P05-Environmental Aspects	IMS-EA-P05		
1 May 2025	P06 F01-Emergency Task Force	IMS-EP-F01		
1 May 2025	P06 F02-Emergency Numbers	IMS-EP-F02		
1 May 2025	P06 F03-Emergency Mock Drill Report	IMS-EP-F03		
1 May 2025	P06 F04-First Aider List	IMS-EP-F04		

1 May 2025	P06 F05-First Aid Supplies List	IMS-EP-F05		
1 May 2025	P06 F06-Fire Extinguisher Checklist	IMS-EP-F06		
1 May 2025	P06-Emergency Response	IMS-ER-P06		
1 May 2025	P07 F01-QHSE Objectives	IMS-OTK-F01		
1 May 2025	P07-Objectives & Targets	IMS-OT-P07		
1 May 2025	FM1-Personal Data	IMS-RM-F01		
1 May 2025	FM2-Employment Letter	IMS-RM-F02		
1 May 2025	FM3-Job Description	IMS-RM-F03		
1 May 2025	FM4-New Employee Checklist	IMS-RM-F04		
1 May 2025	FM5-Leave Application	IMS-RM-F05		
1 May 2025	FM6-Performance Evaluation Form	IMS-RM-F06		
1 May 2025	FM7-List of Employees	IMS-RM-F07		
1 May 2025	P08-Resource Management	IMS-RM-P08		
1 May 2025	F01-Supplier Information Sheet	IMS-PUR-F01		
1 May 2025	F02-List of Supplier	IMS-PUR-F02		
1 May 2025	F03-Supplier Evaluation Form	IMS-PUR-F03		
1 May 2025	P09-Purchase	IMS-PUR-P09		
1 May 2025	P10 F01-Training Needs Report	IMS-TC-F01		
1 May 2025	P10 F02-Training Checklist	IMS-TC-F02		

1 May 2025	P10-Training & Competency	IMS-TC-P10		
1 May 2025	F01-Daily Production Report	IMS-PROD-F01		
1 May 2025	P11-Production	IMS-PROD-P11		
1 May 2025	P12 F01-HSE Monthly Performance	IMS-MM-F01		
1 May 2025	P12-Measurement and Monitoring	IMS-MM-P12		
1 May 2025	P13 F01-Incident Report	IMS-II-F01		
1 May 2025	P13-Incident Investigation	IMS-II-P13		
1 May 2025	P14 F01-Suggestion Form	IMS-CCP-F01		
1 May 2025	P14 F02-Toolbox Talk	IMS-CCP-F02		
1 May 2025	P14-Consultation, Communications and Participation	IMS-CCP-P14		
1 May 2025	P15 F01-Inspection Report Form	IMS-SH-F01		
1 May 2025	P15 F02-Material Goods Return Note	IMS-SH-F02		
1 May 2025	P15 F03-Machine Tools & Equipment List	IMS-SH-F03		
1 May 2025	P15 F04-Machine Tools & Equipment Issue Form	IMS-SH-F04		
1 May 2025	P15-Storage & Handling	IMS-SH-P15		
1 May 2025	P16 F01-Inspection & Test Plan	IMS-QAQC-F01		
1 May 2025	P16 F02-Quality Control Inspection Checklist	IMS-QAQC-F02		
1 May 2025	P16 F03-Calibraton Register	IMS-QAQC-F03		
1 May 2025	P16 F04-Preventive Maintenance Plan	IMS-QAQC-F04		

1 May 2025	P16-Quality Assurance & Control	IMS-QAQC-P16		
1 May 2025	P17 F01-Customer complaints form	IMS-CFCS-F01		
1 May 2025	P17 F02-Customer feedback form	IMS-CFCS-F02		
1 May 2025	P17-Customer	IMS-CFCS-P17		
1 May 2025	P18 F01-Audit Plan	IMS-IA-F01		
1 May 2025	P18 F02-Audit Checklist	IMS-IA-F02		
1 May 2025	P18 F03-Audit Summary Report	IMS-IA-F03		
1 May 2025	P18-Internal Audit	IMS-IA-P21		
1 May 2025	P19 F01-Nonconformity Log	IMS-CNC-F01		
1 May 2025	P19 F02-Nonconformance Report	IMS-CNC-F02		
1 May 2025	P19-Control of Nonconformity & Corrective Action	IMS-CNC-P19		
1 May 2025	P20 F02-Management Review Committee	IMS-MR-F02		
1 May 2025	P20 F03-Notification Management Review	IMS-MR-F03		
1 May 2025	P20 F04-Management Review Minutes	IMS-MR-F03		
1 May 2025	P20 F05-Organization Chart	IMS-MR-F05		
1 May 2025	P20-Management Review	IMS-MR-P20		
1 May 2025	P21 F01-Management of Change Form	IMS-MC-F0		
1 May 2025	P21-Management of Change	IMS-MR-P21		
1 May 2025	FM1-Waste Disposal Monthly Report	IMS-WM-F01		
1 May 2025	P22-Waste Management Procedure	IMS-WM-P22		

1 May 2025	FM1- Subcontractor Evaluation	IMS-MS-F01		
1 May 2025	P23-Management of Subcontractors Procedure	IMS-MS-P23		
1 May 2025	Design Control	IMS-DC-P24		
1 May 2025	Design Requirements	IMS-DC-F01		
1 May 2025	Engineering Drawing List	IMS-DC-F02		
1 May 2025	Bill of Materials	IMS-DC-F03		
1 May 2025	Work Order	IMS-DC-F04		

	Name	Designation	Signature	Date
Prepared By	SARATH P	QA/QC ENGINEER		01/05/2025
Approved By	AMRITH SATHISH	MANAGING DIRECTOR		01/05/2025

AMETECS	DOCUMENT DISTRIBUTION LIST	Effective Date: 1 May 2025	
		Document Code: IMS-DI-F03	
		Rev. No.00	Ref #:

Document Title	Doc. No	Revision No.	Issue Date	Copy (No Of Copies)	Issue To	Acknowledgement (Sign)	Retrieval Date

	Name	Designation	Signature	Date
Prepared By				
Approved By				

AMETECS	MASTER LIST OF FILES	Effective Date: 1 May 2025	
		Document Code: IMS-CD-F04	
		Rev. No. 00	Page No. 1 of 1

FILE NAME	DEPARTMENT	DATE FILED	RETENTION DATE

	Name	Designation	Signature	Date
Prepared By				
Approved By				

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.

QUALITY, HEALTH, SAFETY, AND ENVIRONMENT SYSTEM

UNDERSTANDING CONTEXT OF ORGANIZATION

	Name	Signature	Date
PREPARED BY	**SARATH P**		**01/05/2025**
APPROVED BY	**AMRITH SATHISH**		**01/05/2025**

1. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
00	1 May 2025	Original issue	MANAGING DIRECTOR

CONTROLLED DOCUMENT

2. PURPOSE

2.1. The purpose of this procedure is to determine the issues and requirements of interested parties that can impact on the planning of the quality management system.

3. SCOPE

3.1. By identifying the key elements herein, the full context of the organization can be understood, and thus communicated to employees, customers, regulators and other third parties.

3.2. By doing so, the organization's ability to consistently provide services that meet customer and applicable statutory and regulatory requirements or the organization's aim to enhance customer satisfaction

3.3. The top management is responsible for implementation and management of this procedure.

4. DEFINITIONS

4.1 Context of the organization:

Organization's context is its business environment. It includes all of the internal and external factors and conditions that affect its services, have an influence on its IMS, and are relevant to its purpose and strategic direction.

4.2 Interested party:

An interested party is anyone who can affect, be affected by, or believe that they are affected by a decision or activity. An interested party is a person, group, or organization that has an interest or a stake in a decision or activity.

5. PROCEDURE:

5.1 Determining the Internal & External Context of the Organization

5.1.1 Internal Context

The organization's internal context is the environment in which AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. aims to achieve its objectives. Internal context can include its approach to governance, contractual relationships with customers, and interested parties.

Internal issues can include:

- regulatory requirements
- strategies to conform to your policies and achieve your objectives
- relationship with your staff and stakeholders, including partners and suppliers
- resources and knowledge (e.g. capital, people, processes and technologies)
- assets
- product or service
- standards and guidelines adopted by the organization
- information systems

5.1.2 The external Context of the Organization

To understand the external context, AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. will consider issues that arise from social, technological, environmental, ethical, political, legal and economic environment.

External issues may include:

- government regulations and changes in the law
- economic shifts in the market
- competitors
- events that may affect corporate image
- changes in technology

5.2 Determining the Needs and Expectations of Interested Parties

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. will allow time to develop an understanding its business internal and external stakeholder interests that might impact upon the management system's ability to deliver its intended results, or those that might influence the business strategic direction.

This information should be gathered, reviewed and regularly monitored through formal channels, such as management review meetings. Analysis of such will determine the relevant interested parties and their requirements that relate to business activities and those which impact the management system.

5.2.1 Identification of Interested Parties

The concept of interested parties extends beyond a focus solely on the customer. It is important to consider all relevant interested parties such as customers, owners, people in the organization, providers / suppliers / third party service, bankers, regulators, unions, partners, society, and competitors.

5.2.2 Relevant Needs and Expectations

To identify the needs and expectations of the interested parties, AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. will determine and identify the requirements, necessity, and essentials of each interested parties relevant to the Quality Management System and use different research methods as necessary to confirm the knowledge of each group or significant stakeholder.

5.2.3 Action to Address Needs and Expectations

Define what results are necessary to deliver to those relevant interested parties to reduce the risk that their needs and expectations are not met.

5.3 SWOT Analysis

Once the internal context, external, and needs and expectation of interested parties are understood, AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. will conduct analysis using “SWOT” (Strengths, Weaknesses, Opportunities and Threats) Analysis. This analysis determines which factors can influence how the organization operates.

6. RELATED DOCUMENTS

SWOT Matrix	IMS-UCO-F01
Needs & Expectations of Interested Parties	IMS-UCO-F02

AMETECS	SWOT Matrix	Effective Date: 1 May 2025	
		Document Code: IMS-UCO-F01	
		Rev. No.00	Ref #:

While all SWOT analysis templates comprise the same basic elements, i.e. Strengths, Weaknesses, Opportunities and Threats, the information you slot under each heading can make or break your planned product or solution launch.

Step1: Establish your objective by defining the aim of the SWOT analysis.

Step 2: Complete the SWOT analysis template.

	Positive Factors	**Negative Factors**
Internal Factors	**STRENGTHS** The aim is to identify the following: • What are your strengths? • What do you do better than others? • What unique capabilities and resources do you possess? • What do others perceive as your strengths? You can outline the advantages of the proposition by considering some, if not all, of the following: • Capabilities • Product and service offerings • Competitive advantages • Unique selling points • Resources and assets • Experience, knowledge, data • Financial reserves, likely returns • Policies and goals, and the strategies that are in place to achieve them • Marketing - reach, distribution, awareness • Innovative aspects • Location and geographical considerations • Price, value, quality • Accreditations, qualifications, certifications • Processes, systems, IT, communications • Cultural, attitudinal, behavioural • Management cover, succession • Philosophy and values	**WEAKNESSES** The aim is to identify the following: • What are your weaknesses? • What does your competition do better than you? • What can you improve given the current situation? • What do others perceive as your weaknesses? Here you examine the possible disadvantages of the proposition by looking at: • Gaps in capabilities • Lack of competitive strength • Reputation, presence and reach • Financials • Own known vulnerabilities • Timescales, deadlines and pressures • Cash flow, start-up cash-drain • Continuity, supply chain robustness • Effects on core activities, distraction • Reliability of data, plan predictability • Morale, commitment, leadership • Accreditations • Processes and systems • Management cover, succession

	Positive Factors	Negative Factors
External Factors	**OPPORTUNITIES** The aim is to identify the following: • What trends or conditions may positively impact you? • What opportunities are available to you? This is where you list the opportunities for your proposition in a variety of areas: • Market developments • Competitors' vulnerabilities • Industry or lifestyle trends • Technology development and innovation • Global influences • New markets, both vertical, horizontal • Niche target markets • Geographical, export, import • New USPs • Tactics • Business and product development • Information and research • Partnerships, agencies, distribution • Volumes, production, economies • Seasonal, weather, fashion influences	**THREATS** The aim is to identify the following: • What trends or conditions may negatively impact you? • What are your competitors doing that may impact you? • Do you have solid financial support? Here you consider threats to your proposition in terms of: Political impact Legislative effects Environmental effects IT development Competitors Market demand New technologies, services, ideas Vital contracts and partners Sustaining internal capabilities Obstacles faced Insurmountable weaknesses Loss of key staff Sustainable financial backing Economy, both local and international Seasonality

AMETECS	NEEDS AND EXPECTATION OF INTERESTED PARTIES	Effective Date: 1 May 2025	
		Document Code: IMS-UCO-F02	
		Rev. No.00	Ref #:

Item No.	Interested Parties	Internal / External	Needs & Expectations	Actions to Address Needs & Expectations
1	Clients	External	High-quality, durable lifting and handling equipment, and metal containers products; compliance with industry standards and timely delivery.	Use premium raw materials, enforce strict quality control, and ensure timely production and delivery.
2	Employees	Internal	Safe working conditions, career development, fair wages, and skill enhancement.	Provide competitive salaries, conduct regular safety training, and invest in employee upskilling.
3	Regulatory Authorities	External	Compliance with environmental, safety, and manufacturing regulations.	Stay updated on regulatory changes, conduct audits, and implement sustainable manufacturing practices.
4	Contractors & Subcontractors	External	Clear contracts, timely payments, and smooth collaboration on manufacturing projects.	Ensure transparent contract terms, adhere to payment schedules, and promote efficient coordination.
5	Suppliers	External	Reliable supply of high-quality raw materials such as metal and mechanical spare parts.	Establish strong supplier partnerships, ensure strict quality checks, and optimize inventory management.
6	Equipment & Tool Providers	External	Availability of precision machinery and tools for manufacturing and finishing processes.	Partner with trusted equipment suppliers, ensure regular maintenance, and upgrade tools as needed.
7	Insurance Providers	External	Coverage for workplace safety, equipment damage, and liability.	Maintain comprehensive insurance policies and implement proactive risk management strategies.

8	Technology Providers	External	Advanced manufacturing automation, quality control systems, and production monitoring tools.	Integrate smart manufacturing technologies, ensure compliance with digital standards, and provide employee training.
9	Certification Bodies	External	Compliance with quality and safety standards (e.g., ISO 9001, ISO 45001).	Obtain and maintain relevant certifications, conduct regular internal audits, and ensure adherence to quality protocols.
10	Local Communities	External	Minimal environmental impact from production waste and emissions.	Implement waste reduction programs, adopt sustainable production practices, and ensure regulatory compliance.
11	Clients' Legal Representatives	External	Legally sound contracts covering warranties, safety compliance, and product specifications.	Draft clear contracts, ensure legal compliance, and address any legal concerns efficiently.
12	Financial Institutions	External	Transparent financial transactions and adequate funding for operations and expansions.	Maintain financial stability, ensure transparent reporting, and secure necessary funding.
13	Legal Advisors	External	Compliance with labor laws, product liability, and environmental regulations.	Regularly review legal matters, update policies, and resolve disputes efficiently.
14	Industry Associations	External	Adoption of best practices in lifting and handling equipment, and metal containers manufacturing.	Engage in industry collaborations, participate in training programs, and apply the latest standards.
15	Clients	External	Cost-effective, efficient, and high-performance lifting and handling equipment, and metal containers manufacturing solutions.	Offer competitive pricing, optimize production processes, and ensure high product reliability.

16	Employees	Internal	Access to modern tools and training for advanced manufacturing techniques.	Invest in the latest machinery, provide training, and support professional growth.
17	Contractors & Subcontractors	External	Efficient collaboration on lifting and handling equipment, and metal containers manufacturing subcontractors.	Define clear project requirements, maintain strong communication, and ensure timely coordination.
18	Suppliers	External	Consistent availability of raw materials like metal, and mechanical spare parts.	Strengthen supply chain management, ensure just-in-time procurement, and monitor quality.
19	Equipment & Tool Providers	External	Reliable access to high-precision moulding and finishing equipment.	Partner with specialized manufacturers, conduct routine maintenance, and upgrade technology as required.
20	Technology Providers	External	Advanced automation for production, testing, and quality assurance.	Integrate digital manufacturing tools, ensure compliance with industrial standards, and provide continuous staff training.

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.

QUALITY, HEALTH, SAFETY, AND ENVIRONMENT SYSTEM

RISK MANAGEMENT PROCEDURE

	NAME	SIGNATURE	DATE
PREPARED BY	**SARATH P**		**01/05/2025**
APPROVED BY	**AMRITH SATHISH**		**01/05/2025**

1. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
00	1 May 2025	Original issue	MANAGING DIRECTOR

CONTROLLED DOCUMENT

2. PURPOSE

2.1. The company has established, implemented and maintained this procedure for managing risks and opportunities throughout the AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.

3. SCOPE

3.1. This procedure is applicable and its Responsibility and authority for this procedure are spread across various functions, and defined within this procedure.

3.2. Note: This procedure has adopted definitions for key terms developed specifically by AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. and determined appropriate for its use within the unique requirements of its management system. It does not adopt current ISO definitions, which AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. has determined are not sufficient for its use.

4. DEFINITIONS

4.1. **Risk**: A negative effect of uncertainty.

4.2. **Opportunity**: A positive effective of uncertainty.

4.3. **Occupational Health and Safety (OH&S)**: conditions and factors that affect or could affect the health and safety of employees, temporary workers, contractor personnel, visitors and any other person in the workplace.

4.4. **HSE Hazard**: Source or situation, or act with a potential for harm in terms of human injury or ill health, potential damage to the environment or combination of these.

4.5. **Hazard Identification**: Process of recognizing that a Hazard exists and defining its characteristics.

4.6. **Risk Assessment**: a systematic investigation and analysis of HSE hazards and business risks combined with the assignment of severities of probabilities and consequences. These are used to rate risks in order to prioritize the mitigation of high risks.

4.7. **Risk Mitigation**: a plan developed with the intent of addressing all known or possible risks / hazards and preventing their occurrence.

4.8. **Management Programme(s)**: Documents identifying the designated responsibility, means and time-scale by which objectives are to be achieved.

5. PROCEDURE

5.1 GENERAL

Business Risk / HSE Hazard identification is the process of identifying all situations or events that could give rise to the potential business threat, injury / illness of interested parties and environment endangerment. Business Risk / HSE Hazard identification and risk assessment must also accompany any proposal for the introduction of new equipment or processes or the modification of equipment or processes.

HSE Hazards can be grouped as physical, chemical, ergonomic or psychological processes. Business Risks / HSE Hazards are documented in the Risk Assessment Register by the Cross Functional Team (CFT). This register is updated whenever there is any

change/modification or new process is added. This register is reviewed minimum on annual basis by the CFT.

Business Risks / HSE Hazards can be identified through the following methods:

- SWOT Analysis
- Business Planning
- Direct report from employees
- Immediate Accident/Incident Report
- Industry Information
- Health & Safety Meetings
- Routine inspections which are recorded in Inspection Reports
- Material Safety Data Sheets

The following steps are to be taken for planning the risk assessment process:

• Identify the team (QHSE MR, Engineers and Supervisors)

• Identify the related Business Risks / HSE Hazards.

• Assessment

• Analyze the required control measures / mitigation action

• Identify Management Programme(s) if required

5.2 IDENTIFICATION OF BUSINESS RISKS / HSE HAZARDS

The designated team shall conduct the Initial Review considering the following factors within company activities:

Business Risks

• From SWOT Analysis, the identified Strength / Weakness / Threats / Opportunities may raise potential effect to the company; these effects can then be translated into business risks.

HSE Hazards

• Routine and non-routine activities such as on duty activities, special assignments and staff accommodation.

• Activities of all personnel having access to the company facilities

• Relevant Legal and other requirements

• Facilities at the work place, whether provided by company or others.

• Hazardous / Nonhazardous Waste Disposals

Any condition with the potential to cause illness, injury or death, property damage, business degradation, pollution shall identify as a HSE Hazard and the records for the same will be maintained in Risk Assessment Form.

QHSE MR shall identify the Hazards, assess the risk and ensure that control measures are identified prior to the initiation of the project and closely followed until the completion of the project

5.3 RISK / HAZARD ASSESSMENT AND RATING

The identified Risky / Hazardous event shall be assessed for risks based on a combination of the probability and severity of its occurrence which are as follows:

Health & Safety Risk and Environmental Impact Matrix

Aspect/ Hazard Probability	Environment Significance/Hazard effect Severity				
	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
1- Rare	1	2	3	4	5
2- Possible	2	4	6	8	10
3- Likely	3	6	9	12	15
4-Often	4	8	12	16	20
5-Frequent	5	10	15	20	25

The following rating (**S X P**) shall be assigned for each level;
All ratings classified as high or above require an action and monitoring as appropriate. Legal requirements will be identified, evaluated & recorded in the form & all the risks will be considered extremely high if there is a legal requirement related to it.

5.4 CONTROL MEASURES / MITIGATING ACTION

Risk control requires actions to be taken to eliminate or reduce the likelihood to business risk / HSE hazard will result in business operation failure, injury/disease, environmental damage. When determining control solutions, consultation shall occur between competent persons undertaking the risk management process, employees affected managers, and top management.

Control measures shall be taken for the identified risks and recorded in Risk Assessment Form. Action taken for the risks shall be updated in the same.

5.5 MANAGEMENT PROGRAMME(S)

Management programmes will be prepared for all risk control measures which requires management support / a period of time / resources for implementing the control measures.

The Designated responsibility/authority means and timescale shall be identified in the Management Programme(s).

6. RECORDS

Risk Assessment IMS-RMGT-F01

AMETECS	RISK ASSESSMENT	Effective Date: 1 May 2025	
		Document Code: IMS-RMGT-F01	
		Rev. No.**00**	Ref #:

Sl. No.	Activity	Hazards/ Impact Risks identified	Risk Rating			Control measures	Residual Risk			Risk Owner
			Probability	Severity	P X S		Probability	Severity	P X S	
1	**MANUAL HANDLING**	• Unloading raw materials - incidents have occurred where people use levers, such as metal bars to manually lever steel and other metal products off delivery vehicles. This practice is known as 'barring off'.	3	4	12	• Approved method statement must be in place prior to start the work activity • Ensure Job safety analysis (JSA) is completed. • Hazard identification and Specific Risk Assessment must be carried out prior to heavy work commencing. • Mechanical methods to be used where possible, or multiple people lifting. • Use purpose-built vehicles for small loads, ensuring the vehicle operator is trained in its safe use. • Use a suitable mobile or overhead crane for bundled loads.	1	4	4	Factory Manager Manufacturing Personnel Quality Personnel Project Lead HSE Engineer for monitoring
		• Transport of materials on the shop (heavy) -steel that weighs 20 kg or more and/or longer than 2m, are moved in the workplace from the raw material storage area	4	4	16		1	4	4	
		• Transport of materials on the shop (light) -Lifting or pushing and pulling these items involves the use of high force and sudden or unexpected forces, as these items can be heavy or long and they can stick together.	3	4	12		1	4	4	
		• Manufacturing product at workstation - stamping, pressing, assembling and drilling components.	4	4	16		1	4	4	
		• Packing stillages - Stillages are often used for transporting product. Many have high solid sides that require the employee to fully bend.	3	4	12		1	4	4	
		• Loading and handling finished products -Finished fabricated metal products are transported from the manufacturing site to customers by truck. A variety of different sizes and weights must be loaded for distribution.	3	4	12		1	4	4	
2	**HAND TOOL USAGE**	• Angle grinding - Serious injuries range from foreign materials in the eye to injuries due to kick back from the grinder as well as deafness related to noisy grinders or	4	5	20	• Approved method statement must be in place prior to start the work activity • Ensure Job safety analysis (JSA) is completed. • Maintain register of inspection	1	5	5	Factory Manager Manufacturing Personnel Quality Personnel

		processes. • Welding - Welding often sees metal items and welding tools being lifted, lowered, pushed, pulled or restrained and can involve the use of high force and sudden or unexpected forces, as the items can be heavy, move unexpectedly and need to be manipulated and held into certain positions.	4	5	20	• All electrical tools must be tested in every 3months and tagged by a competent person. • Wear appropriate PPE (Gloves/Goggles/Hearing protection) • Manual Handling assessment prior to use of tools. • Use an adjustable jig rotator or fixture to move and align the part that allows the person to undertake work in an upright position within the best working zone. • Use the most appropriate tool to minimize hand/arm vibration and extreme hand, arm or wrist postures. • Use booths to separate grinding from other workers. • Use welding booths to separate welding from other workers • Have a permit system (if applicable) such as a hot work permit to ensure work is done safely	1	5	5	Project Lead HSE Engineer for monitoring
3	**Use of Portable Electric Appliances**	• Electricity - Electric Shock Electrocution • Fire - Injury to Persons, Property Damage • Manual Handling - Back injury Strain/ Sprain	3 3 3	5 5 4	15 15 20	• Approved method statement must be in place prior to start the work activity • Ensure Job safety analysis (JSA) is completed. • Maintain register of inspection • All electrical tools must be tested in every 3months and tagged by a competent person. • Wear appropriate PPE (Gloves/Goggles/Hearing protection) • Manual Handling assessment prior to use of tools. • Use dust suppression vacuums or water suppression where applicable • Inspect tools prior to all operations.	1 1 1	5 5 4	5 5 4	Factory Manager Manufacturing Personnel Quality Personnel Project Lead HSE Engineer for monitoring
4	**Use of Ladders**	• Falls from Height - Back Injury, Fractures, Cuts, Bruises, Death. • Falls of Materials – Head Injury, Death, Fractures, Cuts, Bruises • Slipping/Collapse - Back Injury, Fractures, Cuts, Bruises, Death.	4 4 4	5 5 5	20 20 20	• Approved method statement must be in place prior to start the work activity • Ensure Job safety analysis (JSA) is completed. • Ladders must be inspected monthly and color coding must be in place. • Maintain Ladder register with inspection status. • Ladders must only be used for short duration light work and inspection, with one hand on the ladder as a minimum at all times. If this cannot be done another work platform is required • Live Electrical work: Wooden Ladders only • Ladder must extend 1m beyond platform, at 75₀ angle or 4:1 Height to Base ratio. • Ladder must be placed on firm level base. • All ladders must be adequately tied (not by styles) to a fixed sound structure. • Tools should be secured to worker by tool bag/tool belt or lanyard. • Damaged ladders must be destroyed.	1 1 1	5 5 5	5 5 5	Factory Manager Manufacturing Personnel Quality Personnel Project Lead HSE Engineer for monitoring

						• Hard Hats worn especially below ladder. • If over 9m platform must be provided. • Only one person on ladder at one time. • Materials to be hoisted up or carried in tool bag. • Working position should be not less than 5 rungs from top.				
5	**Use of PPE** (Personal protective Equipment), **RPE,** (Respiratory Protective Equipment), **Safety Equipment** Hard Hats Harnesses Respirator Masks Breathing Apparatus Ear Protection	• Poor operation - Injury to person • Poor seal - Death, or serious injury • Failure of Equipment - Death or serious injury	3 3 3	4 5 5	12 15 15	• Employers must provide PPE, RPE, safety equipment at all times when necessary. • Ensure that all PPE, RPE is assessed for suitability for job, limitations, capability, compatibility with other PPE. additional hazards. • Read manufacturer's instructions for weaknesses and correct installation or wear. • Training or information/instruction should be given on use, storage and maintenance theoretically and practically. • Ensure that PPE is adequate for job activity, and all operatives exposed are warned by signage and toolbox talk. • Ensure that suitable storage is available for safety equipment on site.	1 1 1	4 5 5	4 5 5	Factory Manager Manufacturing Personnel Quality Personnel Project Lead HSE Engineer for monitoring
6	**Office Work**	• Visual Display Unit (VDU)/ Display Screen Equipment (DSE)-Work Related Upper Limb Disorders (WRULD's), Repetitive strain injury (RSI), Eye Damage, Stress, Headaches • Electricity - Death, Serious injury, burns Slips • Trips and Falls - Sprains, strains, fractures • Passive smoking, Fire - Death, serious injury, burns, cancer.	3 3 3 3	4 5 4 5	12 15 12 15	• Ensure Job safety analysis (JSA) is completed • All computer workstations must have DSE Assessment carried out. • Regular breaks per hour from screen. • No overloading of power circuits, with testing carried out on all mobile equipment. • Never use equipment unless given instruction to do so. • Firefighting equipment, evacuation plan and regular inspection of both carried out. • Hazard Identification /Risk assessment required for office area relating to fire. • Audible alarms suitably located in office • Fire wardens and suitable assembly points nominated and signs erected to inform. • Emergency lighting required and checked monthly. • All staff and appointed persons must receive regular training and this must be recorded • Fire drills must be carried out and recorded • All trailing cables must be protected by trip mat. • Good housekeeping required not to block exits. • No smoking or naked flames allowed in office, smoking only permitted in designated areas. • Any subcontractor working in offices must be controlled and monitored.	1 1 1 1	4 5 4 5	4 5 4 5	Factory Manager Manufacturing Personnel Quality Personnel Office staff Project Lead HSE Engineer for monitoring

						• All office staff and visitors must sign in and out of the building. • COSHH assessment for materials used in office must be carried out and maintain the register.				
7	**Maintenance of plant/ equipment**	• Leakage of oil, Disposal of used oil, oil filters, Emission of smoke consisting of greenhouse gases like CO2, oxides of Nitrogen & Sulphur. • Effect soil, underground water or water bodies / marine environment, air	4 4	4 4	16 16	• Approved method statement must be in place prior to start the work activity • Ensure Job safety analysis (JSA) is completed • Construction equipment and vehicles will be adequately maintained to minimize excess emissions and potential spillage of engine fluids. • Proper decanting practices for filling the drums or tank or equipment/ vehicles at site • Metal drip trays will be provided for collecting oil spillage or leakage during activities like maintenance, refueling etc. • Machinery which is leaking hazardous substance like fuel should be repaired immediately. • Do not burn waste oil on a bonfire as this pollutes the air.	1 1	4 4	4 4	Factory Manager Manufacturing Personnel Quality Personnel Project Lead HSE Engineer for monitoring
8	**Waste Management** (Construction Waste and Domestic Waste – Storage, Handling)	• Collection, separation, storage and disposal of various categories of waste may result in the pollution of soil, groundwater and the marine environment. • Without an effective waste reduction program, there exists a potential for large quantities of waste to be generated, with a small quantity being hazardous. • Risks for ground and water contamination from incorrect disposal. • Potential impact on overall aesthetics of the region and increase of odor levels may cause nuisance to nearby Residents, on-site labors and even fauna residing in the vicinity.	3 3 3 3	4 4 4 4	12 12 12 12	• Ensure Job safety analysis (JSA) is completed • On site waste will be segregated & stored appropriately as requirements within the CEMP – Signage must be clear and waste segregation enforced. • Waste to be removed from site by a third-party contractor • Where necessary waste containers will be covered to prevent being blown away. • Waste will be transported to an EAD approved disposal facility. • Vehicles delivering waste to the disposal area will be covered to prevent dropping, leaking, sifting or blowing of solid waste from the vehicle. • Any spillages or waste lost from disposal vehicle end route to the disposal site shall be promptly cleaned up. • LDN will impart to their drivers an awareness related to the handling and disposal of their cargo. • LDN will maintain a working file keeping a record of the waste being disposed of. This shall include date, time, type of waste, approx. volume of waste, and disposal method. • Covers/lids will be used for skips and bins during waste storage. Waste will not be stored within 30 meters of water edge. • All Hazardous materials shall be stored in an appropriate container to prevent leakage or spills as per EAD regulations and as well as per Material Safety Data Sheet (MSDS) of each specific material. No cement, grout, petroleum product, or any other hazardous material shall	1 1 1 1	4 4 4 4	4 4 4 4	Factory Manager Manufacturing Personnel Quality Personnel Project Lead HSE Engineer for monitoring

						be placed or allowed to disperse into the marine environment. • All fuels and hazardous chemicals shall be stored and secured in designated bunded areas and inside appropriate containers at least 100 m from any water body. • Refueling or maintenance will not occur within 30 m of any water body • For on-site refueling and maintenance, a mobile fuel truck will be used • All contaminated materials will be stored at the temporary waste transfer facility at site. Then it will be removed from the site by approved hazardous waste transfer trucks as per EAD regulations. Waste Transfer Note (WTN) shall accompany each shipment of Hazardous waste and copy of such WTN shall be kept by LDN. • Routine inspections of containment structures and surrounding storage locations will be performed. • Crews shall receive training on the use of MSDS. • Environmental incident report shall be produced and submitted to HSE Lead Engineer. • The site shall undergo a daily clean up including removal of general litter and construction waste • Construction waste shall be disposed of at designated disposal waste site approved by EAD. • No waste will be buried or disposed of on-site • Lessons drawn from the incident shall be communicated to construction crew through a tool box talk.				

Reviewed By:	SARATH P	Approved By:	AMRITH SATHISH
Signature:		Signature	
Date:	01/05/2025	Date:	01/05/2025

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.

QUALITY, HEALTH, SAFETY, AND ENVIRONMENT SYSTEM

ENVIRONMENTAL ASPECTS PROCEDURE

	NAME	SIGNATURE	DATE
PREPARED BY	**SARATH P**		**01/05/2025**
APPROVED BY	**AMRITH SATHISH**		**01/05/2025**

1. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
00	1 May 2025	Original issue	MANAGING DIRECTOR

1. PURPOSE:

The purpose of the procedure is to establish a system for the identification of environmental aspects of activities and services in AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. that may have a significant impact on the environment; this shall be done by considering the planned or new developments, new or modified activities, and services of the company.

2. SCOPE:

This process is applicable to all AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. operations either at projects site or in-house testing and calibrating activities for aspects and impacts identification and implementation of environmental management programmes.

3. DEFINITIONS:

Control and Detection: Availability of mechanism for control of that aspect.

Environment: Surroundings in which an organization operates including air, water, land, natural resources, flora and fauna, humans and their interrelation.

Environmental Aspect: Element of an organization's activities, or products, or services that can interact with the environment.

Environmental Impact: Any change in the environmental whether adverse, or beneficial, wholly, or partially resulting from an organizations environmental aspect.

Environmental Management System: Part of an organization's management system used to develop and implement its environmental policy and manage its environmental aspects.

Environmental Objectives: Overall environmental goal.

Frequency of Operation: Frequency of the aspects or impacts.

Legal Requirements: Applicable statutory requirements to the organization.

Legislation: The compliance to any legal or any other requirements for which the company subscribes.

Occurrence: Level of occurrence effect whether local, national or global.
Other Requirements: Other requirements to which the organization may subscribe including requirements by interested parties.

Preventive Mechanism: Availability of preventive mechanism in case of an impact.

Quantity of Emissions: Quantity of that aspect or impact.

Severity of Effects: Severity of the impact caused by that aspect.

4. RESPONSIBILITIES:

MR, Supervisors, Dept. Heads & Operations Manager

5. PROCEDURE:

5.1 ENVIRONMENTAL ASPECTS

Environmental Review shall be conducted as required by Environmental Representative in coordination with the respective Site Supervisors and EH&S Representative, however for each site environmental review is conducted before starting of any project.

The following factors shall be considered during the Environmental Review:

• Legal requirements,

• Present Waste Management Practices,

• Existing control of the processes and its impact to the Environment,

• Emission to air,

• Releases to water,

• Use of raw materials and natural resources,

• Use of energy,

• Energy emitted,

• Waste and by products.

• Flora and Fauna

Status of the identified areas with respect to environmental position shall be recorded in the aspect form.

5.2ASPECTS/IMPACTS IDENTIFICATION AND MEASURES

The following factors shall be considered during Aspects and Impacts identification
• Activities associated with processes and services;
• Output associated with operations;
• Normal, abnormal and emergency operating conditions;
• Legal and other requirements.

The identified Aspects and Impacts shall be scored based on:

• Legislation,
• Severity of Effects,
• Quantity of Emissions,
• Control and Detection,
• Frequency of Operation,
• Preventive Mechanism,
• Occurrence Effect.

Significant Aspects and Measures shall be recorded and maintained by the Environmental Representative in the Significant Aspects and Measures Form.

5.3 ENVIRONMENTAL MANAGEMENT PROGRAMMES:

Proposed measures for identified significant aspects shall be supported by the Management Programme(s).

Designated responsibility/authority means and time-scale shall be identified in the Management Programme(s) if required.

6. RECORDS / DOCUMENTS:

Environmental Aspects and Impact Assessment IMS-EA-F01

Environmental Aspect: Element of an organization's activities, products or services that can interact with the environment.

Environmental Impact: Any change to the environment, whether adverse or beneficial, wholly or partially resulting from the organization's activities, products or services.

ENVIRONMENT IMPACT	ABBR.	DETAIL OF THE ENVIRONMENTAL IMPACT
Statutory Nuisance **Noise**	**SN**	Emissions of smoke, steam, dust, or odors and noise, accumulations etc. – nuisance and can prejudice health
Air Pollution	**AP**	Air pollution - greenhouse gas emissions causing climate change; ozone impacting air emissions causing ozone depletion; toxic air emissions.
Contamination of Land	**CL**	Land affected by contamination (chemical, biological, radioactive)
Controlled Waste	**CW**	Solid waste to landfill – leads to loss of amenity; visual impact; odor; depletion of natural resources indirectly); impact on local community; indirect impacts –water/ air
Hazardous Waste Hazardous Materials	**HW**	Disposal of hazardous waste – emissions to air and possible releases to land.
Resource Depletion	**RD**	Depletion of natural resources and raw materials (includes water/fuel)
Water Pollution	**WP**	Emission of water polluting chemicals/ substances are causative agents of biological damage; local water quality is impacted as well as the possibility of prejudicing health

SR.	AREA	ACTIVITY	ENVIRONMENTAL ASPECT	ENVIRONMENTAL IMPACT	CONDITION			LEGAL R'QMENTS	CONTROL OR INFLUENCE	SIGNIFICANCE			RISK RATING	CURRENT CONTROLS
					Normal	Abnormal	Emergency			Policy	Legal	Other		
1	Office/ Accommodation	Buildings Cooling	emissions Due to inefficient insulation, Cooling systems & layout	RD; AP	√	√		Federal law 24 Protection of Environment	I		Y		Medium	Regular Monitoring of Bad Insulations Advised all staff for controlling the cooling escape routes, Shades on windows
2.	Office/Site Accommodation	Buildings Lighting	CO_2 emissions Electricity - Bulbs; fluorescent tubes; energy efficient bulbs	RD	√			Construction Environmental Management Program	C/ I		Y		Low	maintenance checks awareness raising training and materials Monitoring records
3	Office/Site Accommodation	Buildings Water	Resource Use - Water	RD	√	√		Law 21 Waste Management	C		Y		Medium	maintenance checks awareness raising training and materials Monitoring records

4	Office / site	Paper Use	Resource depletion	RD; HW	√			Law No 2 Electricity and Water Regulation Municipality Code of Conduct Federal law 24 Protection of Environment Construction Environmental Management Program Law 21 Waste Management	C	Y	High	use of email Operations Handbook Re-use
5	Office / site	Paper Waste Management	Paper reused, and recycled Small amount to Landfill	RD(+vet); CW	√				C	N	Low	General Training Awareness Raising materials Monitoring records
6	Office	Office Waste Management	Glass, Plastic Composting Cans Cardboard	RD(+vet); CW	√				C	N	Low	General Training Awareness Raising materials Monitoring records
7	Site	Generation of waste	General Refuse to Landfill	CW	√				C/I	Y	Medium	Waste Management Contractors Control Tool Box Meeting
8	Site	Generation of Dust	Dust from earthworks excavations, earth moving, cutting, grinding, grouting and packing concrete batching transport	AP	√				C/I	Y	Medium	Use wheel washes, Exhausts not to discharge directly to ground levels Minimize cutting and grinding on site Use dust extractors on cutters and saws Damp down dust generating areas. Speed Limit of vehicles

			of materials to and from site.					Law No 2 Electricity and Water Regulation Municipality Code of Conduct				
9	Office / site	Use of electrical and electronic equipment	Resource Use Material Use Electricity Consumption Computers, Display Screens, Printers, A/C, Faxes, Kitchen Appliances	RD; SN	√				C	Y	Medium	General Training Awareness Raising materials Monitoring records
10	Office / Site	Disposal of electrical and electronic equipment	Solid and Hazardous materials	HW	√				C	N	Low	Recycle Re-use Collectors
11	Office / Site	Vehicles, engines, Machines	Depletion of resources and emission of pollutants	RD, AP	√				C/I	Y	Low	Maintenance routines
12	Site	Site drainage & Septic tanks	Potential pollution to local water courses	WP		√			C/I	Y	Medium	Waste Management including maintenance checks

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.

QUALITY, HEALTH, SAFETY, AND ENVIRONMENT SYSTEM

EMERGENCY RESPONSE PROCEDURE

	NAME	SIGNATURE	DATE
PREPARED BY	**SARATH P**		**01/05/2025**
APPROVED BY	**AMRITH SATHISH**		**01/05/2025**

1. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
00	1 May 2025	Original issue	MANAGING DIRECTOR

CONTROLLED DOCUMENT

1. PURPOSE

The purpose of this procedure is to furnish the guidelines for the people working at the organization office and site for developing their awareness and preparedness during emergencies and to react positively to minimize losses and recover in minimum time. This document provides necessary guidelines to develop specific ERP after looking at the hazards, assessing risks and then prioritizing them.

2. SCOPE

This standard procedure is applicable to AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. office & other site area.

3. RESPONSIBILITIES

- **Employee** – Comply with emergency response
- **Emergency Response Team** - Shall work under the instruction of the ERT Coordinator for the initial response to any emergency.
- **ERT Coordinator** - HSE Engineer or his alternate coordinating the Emergency Response Team to respond in the event of any emergency (Fire, Spill, Gas leakage / release, Personal Injury, Property Damage etc.).
- **ERT Team Leader** - Manage any emergency and external areas due to the emergency scenario within the AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. proximity in coordination with the ERT Coordinator and the ER Team, the police, civil defense, hospital authority, fire brigade and/or Mutual Aids.
- **HSE Officer -** HSE Officer will assess the scale of emergency and issue the directions to the emergency response team (if declared and notified already) for mobilization. Ensure the consistency in communication with the team leader for instructions till the end of emergency. He will ask Operations Manager for mobilization of additional resources if required to adequately deal with the situation. Liaise with site supervision to withdraw the work permits. Ensure all escape routes and assembly areas are clearly marked by respective safety signs in the field as indicated on the emergency plan. Ensure arrangements for head counting in the assembly area. Identification and training of emergency team along with team leader is performed. Setting up the schedule for emergency and evacuation drills. Schedule of inspection for firefighting and other emergency equipment is set.

4. TERMS & DEFINITION

Item No.	Terms / Abbreviations	Definitions
1	Emergency	Is an unplanned event, which results or may result in injury to people, damage to property and I or environment. The judgment of the scale of an emergency shall be decided by the Project Manager during the project execution.
2	Emergency Control Center	A location to control overall activities under the direction of the Project Manager or if during the weekend, initially by the HSE Engineer, the Security Officer / Watchmen and the Logistic

		Officer until the Project Manager arrives on site. The center will be established in the site office or if emergency occurs during the night, the Project Manager will designate a suitable building or premises.
3	Disaster	A disaster is an emergency, which poses a more serious threat to the safety of employees, environment or property and adjacent areas which cannot be brought under control using the resources and procedures for emergency response in place for the facility.
4	Incident	An event or chain of events which cause or could have caused injury, illness and / or damage (loss) to assets, environment and third parties. The word accident is used to denote an incident, which has caused injury, illness and / or damage, but the term also has implication of release or near release of a hazard.
5	Near-miss	An event or chain of events which could have caused injury, illness and / or damage (loss) to assets, the environment or third parties under different circumstance, but the actual consequence / outcome is not significant.
6	Major Accident	Major Accident is defined as an uncontrolled occurrence with severe or catastrophic consequences and that has a high potential for escalation (Le. loss of containment of flammable and / or toxic fluids leading to fire, explosion and or toxic injury). It doesn't include occupational accidents.
7	ERP	Emergency Response Preparedness

5. PROCEDURE

5.1 Communication

Line of communication, chain of command and modes of communication are defined in order to get effective and timely response of concerned persons.

5.2 Information

MSDS will be the source of information on hazardous materials potential impact on the environment, and measures will be taken as instructed in the event of accidental releases.

5.3 Training

Training of workforce to develop awareness regarding probable emergency situations and their expected response to deal with emergencies and come out of such situation as quickly as possible.

Emergency evacuation routes and gathering area will be clearly defined and communicated to all. Boards shall be displayed at conspicuous locations to guide people during emergencies. Plant layout plan will be attached with ERP.

5.4 Emergency Drills

Emergency drills will be conducted regularly in order to assess the effectiveness of ERP and preparedness of workforce to handle emergencies and to make workforce realize their roles and responsibilities during emergency.

5.5 Corrective Actions

Any discrepancy observed during emergency drills will be reported to site manager. Corrective actions will be taken and decisions made in HSE committee meeting. Recommendations for amendments in ERP will be given.

5.6 Revision Of ERP

ERP will be revised on regular basis in order to incorporate any change in system and any recommendation from HSE committee. Revised copies of ERP will be circulated and provided where needed.

5.7 Mutual Aid

Other organizations in surrounding area can be contacted to know about their capacity and resources to meet emergencies. Agreements can be made with them to help each other at the time of need.

Contact phone numbers and persons to be contacted must be included in ERP for current reference.

5.8 News Media Contact

Managing Director or MR shall be responsible to communicate with media. No one else will be allowed to talk to media persons unless otherwise authorized.

5.9 Raising The Alarm And Plan Activation

Activate the alarm in case of emergency and inform the team leader.
Provide the following details:

- Location of the Incident
- Natures of incident e.g. fire, number of injuries, etc.
- Identify yourself giving your name and telephone number.

5.10 Emergency Communication

Communication is a critical factor in handling an emergency. To control the situation by the earliest possible action, any employee must be authorized to raise an emergency alarm.

Ambulance, medical staff, Fire team, Fire service, other emergency services shall be called if needed.

5.11 Action During Emergency

On hearing an alarm all personnel shall vacate the work place. Before leaving, each person shall ensure that the area is as safe as possible by switching off welding machines, gas cylinders, running machines etc. Responsible persons shall take the lead to handle emergency before external help arrives. Site will be handed over to emergency team on their arrival on site.

All personnel shall muster at the declared assembly point. The designated members of the HSE team shall provide guidance and assistance to reach the assembly point.

Every supervisor shall ensure the following:

- All work is stopped at once.
- All equipment is shut down and put in a safe place.
- All men are evacuated to a pre-determined assembly point in an orderly manner.
- Advise security to open the main gate for emergency vehicles.
- A roll call is taken and every man is accounted for, awaiting further instructions
- keep the zone, affected by the emergency, clear and remove any vehicles that could cause a restriction to the emergency team
- No one is permitted to return to work until notification has been received from operations or from the company representative that it is safe to do so.

5.12 Environmental Accident

Potential environmental accidents are spills, chocking of sewerage lines etc. In case of any environmental accident, call for help to inform ETF Leader. ETF Leader will secure the accident place with the help of ETF Team and if necessary call the relevant external authorities.

5.13 Severe Weather

In case of heavy rain, dust storm, hurricanes etc. no one will leave the office until the weather condition becomes favorable. MR will update ETF Leader about latest weather forecast by coordinating with the local weather department.

5.14 Robbery / Assault

During Robbery or assault:

- Cool and calm.
- Alert neighbors and authorities (only if you feel that you and your colleagues are at a low risk).
- Avoid quick or sudden movement.
- Do not offer resistance.

- Do not argue or shout at the robbers/dacoits during the episode.

5.15 Gas Leak Evacuation Procedure

Upon discovering or smelling a LPG gas leak from the cooking gas cylinders, the following actions should be taken immediately

- Inform the company site supervisor or representative.
- Operate the emergency siren to vacate the camp.
- Close the valve of the leaking gas cylinder.
- Remove the other nearby gas cylinders.
- Keep away any source of ignition.
- Ventilate area.
- Investigate the incident.

5.16 Road Traffic Accident

Irrespective of the location of the road traffic accident, the company employees or drivers must comply with the following rules and regulations

- Do not move vehicle from the scene of accident until a clearance is obtained from the police traffic department.
- Inform the company production Supervisor.
- Inform Police.
- Inform Client C/R.
- Investigate accident

5.17 Vehicle Crash Emergency Procedure

Irrespective of the location of the road traffic accident, the company employees or drivers must comply with the following rules and regulations:

- Don't move vehicle from the scene of accident until a clearance is obtained from the police traffic department.
- Inform the company site Supervisor.
- Inform Police.
- Inform client C/R
- Investigation accident.

5.18 Spill, Leak, Or Failure At The Storage Facility, During Transport, Or Land Application

Following steps to be taken:

- Stop the source of the leak or spill. For example:
- Turn off all pumps/valves and clamp hoses or park tractor on hoses to stop the flow of manure.
- Assess the situation and make appropriate calls for people, equipment, and materials.
- Call Police office if spilled on public roads or its rights-of-way for traffic control.
- Clear the road and roadside of spilled material immediately.
- Contain the spill and prevent spillage from entering surface waters, tile intakes, or waterways.

- Use a skid loader or tractor with a blade to build dikes to contain or divert the spill or leak.
- Insert sleeves around tile intakes (or plug/cap intakes) and block down slope culverts.
- Use tillage implements to work up the ground ahead of the spill or use absorptive materials.

5. RECORDS

Emergency Task Force	IMS-EP-F01
Emergency Numbers	IMS-EP-F02
Emergency Mock Drill Report	IMS-EP-F03
First Aider List	IMS-EP-F04
First Aid Supplies List	IMS-EP-F05
Fire Extinguisher Checklist	IMS-EP-F06

AMETECS	**EMERGENCY TASK FORCE**	Effective Date: 1 May 2025	
		Document Code: IMS-EP-F01	
		Rev. No.00	Ref #:

SR No.	Name	Position	Contact Number

AMETECS	EMERGENCY NUMBERS	Effective Date: 1 May 2025	
		Document Code: IMS-EP-F02	
		Rev. No.00	Ref #:

Item No.	Name / Company Description	Contact Number

AMETECS	EMERGENCY MOCK DRILL REPORT	Effective Date: 1 May 2025	
		Document Code: IMS-EP-F03	
		Rev. No.00	Ref #:

Location	Date	Time	Report No.

Type of Mock Drill Conducted:

Scenario:

No. of Employees Present:

No. of Employee Evacuated:

Evacuation Response Time:

DETAILED DESCRIPTION

HEAD COUNT

DECLARED OFFICE AND PREMISES ARE SAFE AT:

LEARNING POINTS

CORRECTIVE ACTION

PHOTOGRAPHS

	Name	Designation	Signature	Date
Prepared By				
Approved By				

AMETECS	FIRST AIDER LIST	Effective Date: 1 May 2025	
		Document Code: IMS-EP-F04	
		Rev. No.00	Ref #:

Item No.	Name	Position	Contact Number

AMETECS	FIRST AID SUPPLY LIST	Effective Date: 1 May 2025	
		Document Code: IMS-EP-F05	
		Rev. No.00	Ref #:

Location:			
No. of Manpower:		**Period Covered:**	

No.	**ITEM DESCRIPTION**	**Qty.**
OTHERS:		

REMARKS:

	Name	Designation	Signature	Date
Prepared by:				
Approved by:				

AMETECS	FIRE EXTINGUISHER CHECKLIST	Effective Date: 1 May 2025	
		Document Code: IMS-EP-F06	
		Rev. No. 00	Ref #:

Date:

Assessor:

No	Location	Type	Size	Placed in Suitable Location	Safety Pin	Gauge in green unit appears full when lifted	Any visible damage	Inspection Tag available

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.

QUALITY, HEALTH, SAFETY, AND ENVIRONMENT SYSTEM

OBJECTIVES & TARGETS PROCEDURE

	NAME	SIGNATURE	DATE
PREPARED BY	SARTH P		01/05/2025
APPROVED BY	AMRITH SATHISH		01/05/2025

1. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
00	1 May 2025	Original issue.	MANAGING DIRECTOR

CONTROLLED DOCUMENT

1. PURPOSE:

The purpose of this procedure is to establish, implement and maintain a system for developing, achieving and monitoring the QHSE targets and key performance indicators (KPIs), as well as the development of QHSE objectives necessary in improving QHSE performance of AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.

2. SCOPE:

This is applicable to all departments and key functions of AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. in conformance to its QHSE MS based on the requirements of the International Standards of ISO 9001:2015, ISO 14001:2015, and ISO 45001:2018.

3. DEFINITIONS:

3.1. Target – is measurable and specific objective and/or goals that are being aimed for.

3.2 KPI – 'Key Performance Indicators' are a quantifiable measurement and/or indicator, agreed to beforehand, that reflects the critical success of an entity.

4. PROCEDURE:

4.4.1 Developing Targets & KPIs

a) QHSE Objectives and targets shall be developed in AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. on the basis of the QHSE risk assessments results.

b) The QHSE Management Representative shall coordinate the development of QHSE objectives, targets & KPIs with the QHSE Committee, relevant functional heads and key personnel. The QHSE objectives, targets and KPIs shall be made through workshops and small groups using brainstorming technique.

c) The QHSE objectives, targets and KPIs shall be relevant and specific to AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.'s operations, core functions and activities; and in-line with the minimum standard requirements set by the regulatory bodies.

d) In developing the QHSE objectives, targets and KPIs, the QHSE Management Representative shall ensure that these are SMART (Specific, Measurable, Attainable, Realistic and Time-bounded).

e) Once the QHSE objectives, targets & KPI's has been developed, the QHSE Management Representative shall ensure that appropriate QHSE

Management Programs are established and implemented in such way as to achieve the set objectives, targets and KPIs.

4.4.2 Achieving QHSE Objectives, Targets & KPIs

a) To achieve the QHSE objectives, targets and KPIs, and QHSE Management Program are established, documented and implemented by the QHSE Committee, relevant functional heads and key personnel.

b) The QHSE objectives, targets and KPIs, including the QHSE Management Programs are prepared and documented using the "QHSE Objectives, Targets & Programs" form).

c) Resources, responsible persons, due dates & time frames are clearly defined for every program to be implemented. For more details relate details related to the QHSE Management Programs.

4.4.3 Monitoring & Review of QHSE Objectives, Targets & KPIs

a) The QHSE Management Representative is responsible for monitoring the progress and status of achieving the organization's QHSE Objectives, Targets & KPIs on a quarterly basis through updated information and reports submitted regularly by each person responsible for achieving it.

b) Results of achieving the QHSE objectives, targets & KPIs shall be discussed during the Management Review Meeting on a semi-annual basis. Inputs related to the status of achieving the QHSE objectives, targets & KPIs are presented to the Top Management and appropriate actions plans are established and carried out in case a specific objectives and targets has not been met.

c) The QHSE Management Representative is responsible for ensuring that updated information on the status of the company's QHSE objectives, targets and KPIs are prepared and submitted to the top management. This is for the top management to establish and verify whether the QHSE objectives, targets and KPIs set by the company has been met. This may include information and/or data on energy & water consumption, waste generation, number of incidents, injuries and accidents, etc.

5. RESPONSIBILITIES:

5.1 QHSE Management Representative – is responsible for ensuring that appropriate QHSE objectives, targets & KPIs are established and documented in

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. Likewise, it is the responsibility of the QHSE Management Representative to ensure that QHSE Management Programs are established and implemented that would enable the company to achieve its set objectives.

5.2 Functional Heads & Key Personnel – are responsible for establishing their specific QHSE objectives, targets and KPIs appropriate to the purpose and function of their organization. They are responsible for assisting the organization as a whole in achieving the QHSE objectives, targets & KPIs by supporting, cooperating and participating in the programs.

6.0 RELATED DOCUMENTS

Objectives & Targets	IMS-OT-F01

AMETECS	QHSE OBJECTIVES	Effective Date: 1 May 2025 Document Code: IMS-OTK-F01 Rev No.: 00

Serial No.	Objective	Action to Be Taken	Action by	Date for Completion	Target / Measure of Success
1	Ensure timely execution of manufacturing projects	Develop detailed project schedules, optimize raw material procurement, and streamline workflow processes	Project Management Team	Dec 2025	100% on-time project completion and delivery
2	Maintain high-quality standards in manufacturing	Conduct regular quality inspections, implement ISO 9001 & industry standards, and enforce supplier audits	Quality Control Team	Dec 2025	Minimal defects, high customer satisfaction, zero major quality issues
3	Minimize environmental impact	Implement energy-efficient production, optimize raw material usage, and ensure responsible waste disposal	Sustainability Team	Dec 2025	Reduced energy consumption, full regulatory compliance
4	Enhance workplace safety & regulatory compliance	Conduct safety training, enforce PPE usage, and implement risk assessment procedures (ISO 45001)	HSE Manager	Sep 2025	Zero workplace accidents, 100% safety compliance
5	Improve production efficiency	Apply lean manufacturing techniques, reduce downtime, and optimize production lines	Operations Team	Oct 2025	20% reduction in downtime, increased production output
6	Enhance customer satisfaction	Provide customized solutions, improve response time, and strengthen after-sales support	Client Relations Team	Dec 2025	Higher client retention, improved feedback ratings
7	Drive innovation in product design	Develop advanced lifting and handling equipment, and metal containers manufacturing techniques, integrate smart quality monitoring systems, and enhance R&D efforts	R&D Team	Dec 2025	Introduction of new product features, increased market competitiveness
8	Ensure compliance with industry standards	Conduct internal audits, update safety and quality procedures, and implement ISO/IEC standards	Compliance Team	Aug 2025	Zero regulatory violations, successful audits
9	Optimize waste management	Implement recycling programs for metal waste; reduce hazardous waste generation	Waste Management Team	Nov 2025	100% compliance with waste disposal regulations, reduced environmental footprint
10	Strengthen supply chain & procurement efficiency	Improve supplier selection, optimize logistics, and implement just-in-time	Procurement & Logistics	Dec 2025	Reduced lead times, cost savings in material procurement

		inventory management	Team		
11	Promote energy-efficient production	Invest in energy-saving machinery, optimize production scheduling, and adopt renewable energy sources	Engineering Team	Dec 2025	Lower energy costs, improved sustainability metrics
12	Enhance after-sales service	Provide maintenance services, training programs, and technical support for clients	Customer Support Team	Dec 2025	Higher client satisfaction, improved service efficiency
13	Expand market reach	Establish strategic partnerships, explore new markets, and participate in industry expos	Sales & Business Development Team	Dec 2025	Increased global presence, higher revenue from exports
14	Develop a highly skilled workforce	Conduct training on advanced lifting and handling equipment, and metal containers manufacturing, encourage certifications, and establish career growth pathways	HR & Training Team	Oct 2025	Enhanced workforce competency, reduced employee turnover
15	Ensure proper storage & handling of materials	Upgrade warehouse infrastructure, implement real-time inventory tracking, and improve logistics	Warehouse & Logistics Team	Nov 2025	Reduced material waste, improved inventory accuracy
16	Boost brand recognition	Strengthen digital marketing, increase social media presence, and showcase major projects	Marketing Team	Dec 2025	Increased customer engagement, higher brand visibility
17	Improve product reliability & durability	Enhance raw material selection, conduct product lifespan testing, and optimize manufacturing techniques	R&D & Quality Teams	Dec 2025	Increased product lifespan, reduced failure rates
18	Optimize production costs	Implement cost-control measures, negotiate better supplier deals, and improve financial tracking	Finance & Operations Teams	Dec 2025	10% reduction in overall manufacturing costs
19	Increase automation in manufacturing	Introduce automated lifting and handling equipment, and metal containers manufacturing, robotic assembly, and AI-driven quality control	Engineering & Operations Teams	Dec 2025	Higher production speed, reduced manual errors, lower labor costs
20	Enhance client engagement & support	Establish a customer feedback system, provide technical workshops, and improve	Client Relations	Dec 2025	Stronger client relationships, higher customer retention rates

		communication channels	Team		

Date: 01/05/2025

Authorized Signature:

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.

QUALITY, HEALTH, SAFETY, AND ENVIRONMENT SYSTEM

RESOURCE MANAGEMENT PROCEDURE

	Name	Signature	Date
PREPARED BY	**SARATH P**		**01/05/2025**
APPROVED BY	**AMRITH SATHISH**		**01/05/2025**

1. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
00	1 May 2025	Original issue	MANAGING DIRECTOR

2. PURPOSE

- This procedure defines the Management's responsibility in providing adequately trained personnel, workspace, utilities, equipment, transport and communication to effectively fulfill its obligations towards clients and quality commitments.

3. SCOPE

Management responsibilities under this procedure shall include:

- Appoint adequately educated and experienced personnel.
- Determine the competence of personnel.
- Provide training to personnel as necessary.
- Monitor and evaluate the effects of training on work progress and quality.
- Ensure that personnel are aware of their contribution to the company quality objectives.
- Ensure that personnel records of education, training, skill and experience are maintained.
- Provide suitable infrastructure and work environment to efficiently conduct the company business.

4. RESPONSIBILITES & AUTHORITIES

- Department Heads, are responsible for identifying the training needs of employees under their control, and for planning and implementing suitable training programs.
- HR Head is responsible for coordinating the quality training courses. Also, he is responsible for conducting quality awareness training sessions as necessary.
- HR Department is responsible for keeping records for all employees.

5. DEFINITION

- Infrastructure includes building, workspace, utilities, process equipment, supporting services such as transport and communication.
- Work environment means a suitable environment needed for all employees to conduct their work efficiently without disturbances to be fully productive.
- In-house training is employee training conducted at the Head Office or Site by an internal or external qualified trainer.
- On job training is the training given to an inexperienced employee by an experienced employee side by side while doing the actual work.

6. PROCEDURE

6.1 Provision of Resources

- The Management should oversee and plan ahead the resources requirements albeit human, infrastructure, equipments and tools, transportation and communication.
- The management shall ensure that the needed resources, human, infrastructure, equipments and tools, transportation and communication, etc., are adequately provided for its present work load.
- If Supervisor, Department or Sections Head requires extra manpower then he shall discuss this with the management and complete a Manpower Request.
- If Supervisor, Department or Sections Head requires an infrastructure item such as equipment, machinery, computer, software, etc, then he shall discuss this with the Management and complete a purchase requisition.
- Records / lists of all employees shall be maintained at each work location. Also, employees transfer sheets /records shall be maintained.

6.2 Hiring of Personnel

- The job requirements and specifications for a position (e.g., minimum qualification, experience and other requirements related to the job position) are defined in the concerned Job Description.

- The requirement for any hiring is identified by concerned departmental in charge, which is liaised to MANAGING DIRECTOR.
- HR reviews and assesses the legitimacy and validity of the new hiring and makes recommendations for the new hiring, which is then forwarded to MANAGING DIRECTOR for approval of new hiring.
- After approval, the position is advertised in the local newspapers or the correspondent Media. In addition, personnel having any reference may be directly contacted. The candidates are asked to submit their CVs/bio-data.
- The CVs/bio-data are scrutinized and short-listed by HR based on the requirements of the job position. MANAGING DIRECTOR then interviews short-listed candidates. If required, short listed candidates are re-interviewed for final screening and selection.
- After selection of candidates, HR settles the terms and conditions with the selected candidates and issues appointment letter. Regret letters are issued to unsuccessful candidates.
- The candidate is initially hired on temporary basis for a 6-month probationary period after which his/her performance is reviewed and assessed by his departmental head. In case of satisfactory performance, he is hired on permanent basis.
- HR maintains the personal files of personnel, which includes their bio-data, credentials and training records.

6.3 Training and Skill Development

6.3.1 Orientation of new employees includes:

- Orientation on administrative policies (e.g., working hours, leaves, medical, disciplinary policies)
- ISO and HSE Awareness
- Understanding of job responsibilities and authorities

6.3.2 On-job training

- After the joining by the new employee, HR initiates the orientation of employee. HR first gives the employee orientation on administrative policies, quality policy departmental structure and functions, and the concerned position’s responsibilities and authorities. The training is recorded on training form.

- The employee is then assigned specific tasks and assignments related to his position and given on-job training. During the on-job training, his/her performance is monitored.

6.3.3 Continual Identification of Training Needs

- Training needs of employees are continually identified by their departmental heads/in charges as a result of following developments:
  a) Changes in services or operations
  b) New or revised procedures, or changes in the quality policy
  c) Inadequate performance of individuals or group of personnel
  d) Results of internal quality audits
  e) Corrective actions
- Based on these identified training needs, HR arranges internal training sessions of employees. The training records of concerned persons are updated.

6.3.4 External Training

- In case when the organization wants to train their personnel from the external institution, MANAGING DIRECTOR nominates and approves the right person for the training. HR makes arrangements for registration of persons in the course.
- After completion of course, the concerned person submits a copy of course certificate to HR. These certificates are filed in the personal record and the training records of concerned employees are updated.

6.4 Performance Evaluation

- At the end of each year, HR initiates the performance evaluation of company's personnel by using Employees Performance form based on the following criteria within management review meeting:
  a) Company's objectives
  b) Achievement of specific tasks
  c) Completion of assignments
  d) Management's expectations
- In addition, the improvement areas and the corresponding training needs/ requirements are also identified after their performance evaluation process.

- the Appraisals are properly controlled by using Appraisal form

6.5 Infrastructure

i. The requirements for infrastructure are regularly up-dated on and when required basis. These include:

a) Building, workspace and associated facilities.
b) Process equipment, both hardware and software.
c) Supporting services such as transport or communication.
d) Records of all equipment, machinery, site accommodation, computers and ancillaries, vehicles, communication devices, etc should be maintained at all work locations including the Head Office and kept updated with the Administration Dept.

6.6 Work Environment

i. The work environment of the organization is considered an important process to manage. The quality system in this regard, the top management ensures that a healthy, safe, and conducive environment is maintained in each department. The company has determined and manages the work environment needed to achieve conformity to product requirements. This includes health and safety conditions, and ambient working conditions.

7.0 DOCUMENTS & RECORDS

Personal Data	IMS-RM-F01
Employment Letter	IMS-RM-F02
Job Description	IMS-RM-F03
New Employee Checklist	IMS-RM-F04
Leave Application	IMS-RM-F05
Performance Evaluation	IMS-RM-F06
List of Employees	IMS-RM-F07

AMETECS	**PERSONAL DATA FORM**	Effective Date: 1 May 2025	
		Document Code: IMS-RM-F01	
		Rev. #.00	Ref #:

Name of the Employee	
Designation	
Permanent Address	
Passport No:	Expiry Date:
Contact No(s):	Marital Status:
Emirates ID:	Medical No:
Date of Birth:	Blood Group:
Qualification	
Total Work Experience	
Last Worked Firm	
Current Salary	
Other Benefit	
Join Date:	Profession on Visa:
Employment No:	Visa Expiry Date:
Prepared By:	Approved By

Date:

TO
MR. / MS.

Dear MR. / MS.

Further to our interview and to the discussions we had with you regarding your employment with us we are pleased to offer you the position of _____with us. We trust that your knowledge, skills and experiences shall contribute to our most valuable assets.

As discussed during your interviews, you will report directly to the _____ where your primary task shall be your designation related scopes such _____and others that may deem to be necessary to achieve the organizational objectives.

However, you will also be required to focus on other areas of our operation, which may be necessary for the control of our operations. A detailed job description of your position shall be available at the time of joining.

1. DATE OF JOINING

Your date of work commencement shall be subject to the approval of your employment visa by the UAE labor ministry and passing the pre-employment medical examination as stipulated by the law. As part of the Company Policy, you are required to sign the Employee Confidential Agreement letter, which must be returned to us upon signing.

2. COMPENSATION

Your monthly salary shall be _____ all inclusive for the initial six months, there after a revision of your total package is available based on your performance.

3. OFFICE HOURS

Office hours are weekdays between _____ with an unpaid lunch hour to be taken at a mutually agreed time. It should be understood that you might need to work outside these hours on occasions in order to need the objective of the organization.

4. PROBATION PERIOD

(a) A performance review will be undertaken during the initial three-month period prior to confirmation of your ongoing full-time employment.

(b) This offer will be based on your work performance against the agreed criteria as per your job description (Attached). During this probationary period, “Our Team” will assist you, as necessary, to prove yourself suitable for the position.

(c) If you are unsuitable, you will not be offered a full-time position and your services will be terminated with a written notice.

5. TERMINATION

During the probationary period, termination of employment can be affected by either party giving one month notice in writing.

Upon confirmation of your employment after the successful completion of probationary period, either party may terminate the contract of service by giving a 1-month notice or payment in lieu equivalent to 1 month's gross salary.

During the course of your employment, should your performance fail to meet the expectation of the company, you shall be provided with a written warning letter which will be monitored for a period in order to enhance the performance.

Should you fail to improve, your services shall be terminated with immediate effect by charging all costs of your employment with us towards your account.

6. LEAVES & PUBLIC HOLIDAYS

ANNUAL LEAVE:
You are entitled to four weeks paid annual leave, with a two-way ticket to your home country at the completion of twelve months employment. Annual Leave will be taken at a mutually convenient time each year. It is company policy to ensure that annual leave does not accumulate beyond one year's entitlement.

SPECIAL LEAVE:
In special circumstances you may be granted leave on application to your manager. This leave is at the discretion of your manager and may be paid or unpaid depending on the circumstances.
All leave types should be applied for on the appropriate leave applications and approved by your manager.

PUBLIC HOLIDAYS:
(a) You will be able to take all gazette public holidays without loss of pay.

(b) If required to work on a public holiday, you will be granted the equivalent time off or payment as agreed.

7. MEDICAL BENEFITS

You are entitled for medical benefits which are in accordance to the company's policy.

8. CONFIDENTIALITY

In the course of your employment with company, you will have access to and will acquire knowledge of confidential and proprietary company information. This information includes, without limitation: marketing and strategies; customer names, needs, and other information; client potential; and other types of information which would place company at a competitive disadvantage if known by or revealed to competitors or customers.

You shall not, without the consent of the company, reveal, disclose or share information, which is deemed confidential, and trade secrets by the company to any third party. All assignments and tasks given to you by the company shall be deemed as strictly confidential. You shall not make use of the company's information, tools, materials and property to accomplish other than work-related tasks.

Please feel free to revert back to us on any questions about the offer. If you agree with all the terms and conditions, please sign and return this letter to us no later than dd/mm/year.

Sincerely,

For & On Behalf of AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.

_____

MANAGING DIRECTOR

CONFIDENTIALITY:

I **MR./MS.** _____ acknowledge that during the course of employment with AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. that I may become acquainted with or have access to the confidential information, and agree to maintain the confidence of the confidential information and to prevent its unauthorized disclosure to or use by any other person, firm or company.

I also agree to keep my employment arrangement, including salary details, confidential at all times.

Upon the termination of my employment for any cause or by any means whatsoever I shall not thereafter:

1. Make public or divulge to any person the confidential information, any trade secrets including but not limited to any manuals, advertising, promotional data, and advisory memoranda or any information concerning the business, finances, dealings, transactions or affairs of AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.
2. Advertise, publicize or permit the advertising or publicizing of the former connection of AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.
3. Approach directly or indirectly any customers / clients of AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. to influence it to cease carrying on business with AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. or otherwise, to entice it away from AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.
4. Do any act or thing which may impair or reduce AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.'s reputation standing in the eyes of the public or any of its customers.
5. Disclose the contents of any correspondence received by AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. and
6. In the course of and upon and following termination of employment, I, _____, will not copy or retain any material belonging to or in the possession of AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. or make use of any confidential information, without the written consent of AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. including:
   a. Client names and addresses.
   b. Processes, methods, techniques or its contractors or agents, including the employees.

By accepting this offer, I also acknowledge and agree that I shall abide by the following terms and conditions, and that such terms and conditions are reasonable.

_____

SIGNATURE

AMETECS	JOB DESCRIPTION	Effective Date: 1 May 2025	
		Document Code: IMS-RM-F03	
		Rev. #.00	Ref #:

JOB TITLE	
DEPARTMENT	
REPORTS TO	

QUALIFICATION

KEY RESPONSIBILITIES

ACKNOWLEDGEMENT		
	Employee	Reporting Head
Name		
Signature		
Date		

AMETECS	NEW EMPLOYEE CHECKLIST	Effective Date: 1 May 2025	
		Document Code: IMS-RM-F04	
		Rev. #.00	Ref #:

EMPLOYEE INFORMATION

Name:	Start date:
Position:	Manager:

FIRST DAY

☐ Provide employee with New Employee Workbook.

☐ Assign "buddy" employee(s) to answer general questions.

POLICIES& ADMINISTRATIVE PROCEDURES

☐ Review key policies. • Anti-harassment • Vacation and sick leave • Holidays • Time and leave reporting • Dress code Employee Reference Check	• Personal conduct standards • Progressive disciplinary actions • Security / Safety • Confidentiality • Emergency procedures • Visitors E-mail and Internet use	• Introduction Email • Office/desk/work station/Telephone • Mail (incoming and outgoing) • Shipping (FedEx, DHL, and UPS) • Conference Room • Office Supplies

ADMINISTRATIVE PROCEDURES

☐ Review general administrative procedures	☐ Business Card _____
☐ Email Creation _____	☐ Office Key _____
☐ Laptop _____	☐ Medical Insurance _____
☐ Mobile _____	☐ Bank Account Opening _____
☐ Company Car _____	☐ Any Other _____

INTRODUCTIONS AND TOURS

☐ Give introductions to department staff and key personnel during tour.

☐ Tour of facility, including:	• Restrooms • Copy centers • Fax machines	• Bulletin board • Parking • Printers • Office supplies	• Kitchen • Coffee/vending machines • Emergency exits and supplies

POSITIONINFORMATION

☐ Introductions to team.

☐ Review initial job assignments and training plans.

☐ Review job description and performance expectations and standards.

☐ Review job schedule and hours.

☐ Review payroll timing, time cards (if applicable), and policies and procedures.

COMPUTERS

☐ Hardware and software reviews, including:	• E-mail • Intranet	• Microsoft Office System • Data on shared drives	• Databases • Internet

_____
Employee

_____
Human Resources Manager

AMETECS	LEAVE APPLICATION	Effective Date: 1 May 2025	
		Document Code: IMS-RM-F05	
		Rev. No. 00	Ref #:

Please ensure that this application is approved prior to confirming your holiday arrangements.			
□Annual Leave □ Emergency Leave □ Other			
Surname (Mr/Mrs/Miss)			
First Name			
Branch/Department		Employee Payroll No.	
Job Title			

Reason for leave:			
First Day of Leave	**Last Day of Leave**	**Date returned to work**	**No. of leave days taken**

Leave Entitlement:				
Date Joined	**Date last leave taken**	**Total days remaining after previous leave**	**Current year leave entitlement**	**Additional leave days requested**
Ticket	□ Paid by Company	□ Own ticket		
Contact details whilst on holiday (Tel / Fax No. if applicable)				
Other Requests				

Details of Flight Booking:					
Passport No		Nationality			
Passport Expiry Date		Residence Visa Expiry			
Travel Date & Time (am/pm)		Return Date & Time (am/pm)			
Flight No.		Departure (Airport)		Destination (Airport)	

Please attach details as above for others due to travel with you under your Contract			
Employee's Signature	_____	Date	_____

Authorisation Details: I have approved the holiday dates requested above:

	Name	Signature	Date
Operations Manager			
HR Manager			
Accounts Manager			

□ Passport checked for Visa & Expiry Dates
□ Ticket Booked
□ Passport Retrieval Request Form

AMETECS	**PERFORMANCE EVALUATION REPORT**	Effective Date: 1 May 2025	
		Document Code: IMS-RM-F06	
		Rev. # 00	Ref #:

Employee's Name			
Position		Department	
Date Employed		Date of evaluation	
Period Covered by this Evaluation Report			

INSTRUCTIONS

This evaluation report is important in improving the company's manpower resources. The objectivity and accuracy with which you accomplish this form can not be over-emphasized. It is desirable that the results of your evaluation be reviewed with the employee concerned. This will provide the occasion for you to point out to the employee how well he is doing his/her job and how he/she can improve it. It will also provide you or the employee the opportunity to set job objectives as well as discuss solutions to problems encountered in the job

Please evaluate on a scale from 1 to the Max Score allocated for each performance parameter.

SECTION – PERFORMANCE EVALUATION

NO.	PARAMETERS	SCORE
1	**JOB KNOWLEDGE** Refers to his / her knowledge, thoroughness of fundamentals, techniques, policies, systems & procedures & developments in his / her functional area **Max Score – 10 points**	
2	**WORK OUTPUT** Extent to which targets & plans have been met, speed & effectiveness with which output & results have been achieved. Completion of project assignments **Max Score – 20 points**	
3	**QUALITY OF WORK** Accuracy & thoroughness of the work, eye for detail & meticulousness. Demonstrated ability to go beyond the prevailing standards. **Max Score – 20 points**	
4	**ADHERENCE TO SCHEDULES / DEADLINES** Timelines in carrying out tasks / assignments **Max Score – 10 points**	
5	**COMMITMENTS** Involved and dedicated to the interest of the organization, honesty and sincerity in work that has a positive impact on performance **Max Score – 10 points**	
6	**PROBLEM SOLVING & DECISION MAKING** Clearly identifies and understands key problems to be solved & decisions to be taken, gathers and analyzes relevant data and select the right solution / decision	

	Max Score – 5 points	
7	**TEAMWORK** Encourage sub ordinates to take on higher responsibilities by providing necessary guidance & counseling. Establishes & contributes to harmonies & productive interaction with colleagues. **Max Score – 5 points**	
8 8.1 8.2	**ATTITUDE** **Cooperation** Getting along with colleagues & superiors, appreciation of others' problems and ideas **Max Score – 5 points**	
	Management Attitude Willingness to accept & promote management policies, loyalty and integrity in following rules, positive attitude of constructive criticism **Max Score – 5 points**	
9	**POTENTIAL** Demonstrated ability & willingness to take on higher responsibilities **Max Score – 10 points**	
10	**Total Score out of 100**	

RECOMMENDATIONS / OTHER REMARKS (IF ANY)

Evaluation Prepared By	**Approved By**
Name / Designation	Managing Director

AMETECS	LIST OF EMPLOYEES	Effective Date: 1 May 2025	
		Document Code: IMS-RM-F07	
		Rev. #.00	Ref #:

S.No	Name of the Employee	Designation	Nationality

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.

QUALITY, HEALTH, SAFETY, AND ENVIRONMENT SYSTEM

PROCUREMENT & PURCHASING PROCEDURE

	Name	Signature	Date
PREPARED BY	**SARATH P**		**01/05/2025**
APPROVED BY	**AMRITH SATHISH**		**01/05/2025**

1. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
00	1 May 2025	Original issue	MANAGING DIRECTOR

2.0 PURPOSE

To Establish a Procedure to define the purchasing process, to provide the information regarding the purchasing information to the Supplier and verification of the purchasing product.

3.0 SCOPE

This procedure is applicable AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.

4.0 RESPONSIBILTY

i. Department Heads
ii. MANAGING DIRECTOR
iii. Store Keeper

5.0 PROCEDURE

New Supplier Selection

i. The new suppliers are identified from market through research, exhibitions, and customer reference and supplier inquiries based on the product requirement.
ii. The new Suppliers are Qualified on the basis of ISO 9001, ISO 14001 and ISO 45001 (or equivalent) Certified Supplier / Customer reference/Authorized Product Dealer or Manufacturer and the details are recorded in the supplier information sheet
iii. Then the supplier will be brought in to the list of approved Suppliers

Job Material Requirement Purchase

i. Based on the job requirement, the quantity of required material will be calculated and raise the material requisition. This will be authorized by the MANAGING DIRECTOR/Department Heads
ii. On receipt of the material requisition, store keeper will review the stock position in the stores as per the procedure for store
iii. If the material is available, the store keeper will issue the material. Else the store keeper will forward the material Requisition to the Department Heads.

Purchasing Activity

i. Purchases are mainly consumables and Outsourced Operations. The outsource Operation are Managed through contract depending on the requirements, project to project. In general, the items are purchased as consumables and if required, Purchase order is raised with the approved suppliers/providers for the required product with specification and terms & conditions.

ii. Purchase Requisition is to be authorized by Managing Director.

iii. Purchase orders are prepared by Supervisors and reviewed/approved by MANAGING DIRECTOR.

iv. Purchase Representative will review and inspect the incoming materials for Quality, Quantity and completeness.

v. Department Heads will record the details of Operations and materials purchased and forward invoice for payment to head of Finance.

vi. Non-conformance related to the Purchase process are handled as per the procedure for control of non-conformance and Procedure for Corrective and Preventive Action.

vii. Purchaser ensures that all the pertinent version of documents and records related to the Purchase process are controlled and maintained as per the procedure of control of documents.

viii. Department Head identifies the training needs of the staff and adheres to the training process as stated in the procedure for training.

6.0 DOCUMENTS & RECORDS

Supplier Information Sheet	IMS-PUR-F01
Approved Supplier List	IMS-PUR-F02
Supplier Evaluation Form	IMS-PUR-F03

AMETECS	SUPPLIER INFORMATION SHEET	Effective Date: 1 May 2025	
		Document Code: IMS-PUR-F01	
		Rev. #.00	Ref #:

Supplier Name:	**Address:**	**Sales-person / Tel. No.**

Required Certification? ☐ ISO Certified ☐ Other: _____

GOV'T OR LEGAL REQUIREMENTS:

☐ Trade License ☐ Others _____

☐ Certificate of Registration

Owner:

No. of Years In Business	No. of Personnel
No. of Delivery Vehicle	Capitalization:

Plant Address / Tel. nos.

Affiliation:

MAJOR CLIENTS

1	
2	
3	

Criteria Needed:

1. Specs Compliant?
2. Terms and Condition?
3. Costing friendly?
4. Site Visit?

Approved: ☐ YES ☐ NO

Remarks:

Assessed by: _____ Reviewed by: _____ Approved by: _____

AMETECS	APPROVED SUPPLIER LIST	Effective Date: 1 May 2025	
		Document Code: IMS-PUR-F02	
		Rev. #.00	Ref #:

S. No	SUPPLIER NAME	CONTACT No	CONTACT PERSON	ADDRESS	ITEM / MATERIAL	REMARKS

AMETECS	SUPPLIER EVALUATION	Effective Date: 1 May 2025	
		Document Code: IMS-PUR-F03	
		Rev. #.00	Ref #:

DATE:			
Supplier:		**Product:**	
Evaluation Report			
Criteria	**Set**	**Rating %**	**Remarks**
1. Costing - Discount - Offers - Cost competitive	25%		
2. Terms - COD - 30 days - 60 days - 30 days PDC - 60 days PDC	10%		
3. Quality, Health, Safety, Envi - Meet customer needs and & give satisfaction - Conformance to standards - Free from deficiency and defects - Design and appearance - Brand - Safe to use - Environmental friendly	30%		
4. Delivery - On-Time - Delayed - No Stock	20%		
5. Customer Service - Sales Representative Support - After-sales support	15%		
Passing Rate 80%	100%		

_____

Evaluated By

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.

QUALITY, HEALTH, SAFETY, AND ENVIRONMENT SYSTEM

TRAINING & COMPETENCY PROCEDURE

	NAME	SIGNATURE	DATE
PREPARED BY	**SARATH P**		**01/05/2025**
APPROVED BY	**AMRITH SATHISH**		**01/05/2025**

1. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
00	1 May 2025	Original issue	MANAGING DIRECTOR

CONTROLLED DOCUMENT

1 PURPOSE

The purpose of this procedure is to establish, implement and maintain a process for identifying QHSE training needs of individual employees of AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. and ensuring that QHSE trainings are planned, implemented, monitored and evaluated to determine the effectiveness.

2 SCOPE

This procedure is applicable to all QHSE-related trainings of AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. in conformance to its Integration Management System based on the requirements of the International Standards.

3 DEFINITION

QHSE Legal Requirements – decrees and regulations (local government, emirate level & national), standards, codes, industry standards and other guidance material related to environmental management and/or occupational health & safety.

QHSE Management Representative – a person officially appointed by the Top Management to handle the Integrated Management System.

4 PROCEDURE

4.1 Provision of Training

a) The QHSE Management Representative shall ensure that appropriate trainings, orientations, demonstrations and workshops related to these international standards are made available and provided to employees of the organization. Trainers who are suitably qualified to perform trainings on environmental, health and safety shall be entrusted to perform this training.

b) QHSE-related trainings programs shall be continually evaluated, modified and improved to include evaluations from previous courses, future organizational requirements and statutory/compliance obligations.

4.2 Employment of New Staff

a) All newly hired employees shall be required to undergo company orientation and QHSE induction training in order to ensure that each one possesses sufficient knowledge and awareness of the safety, operational and administrative requirements prior to starting work.

b) It shall be the joint task of the QHSE Management Representative and HR Department to provide these orientations and trainings to new staffs, especially those whose responsibilities may affect the environment, health and safety.

c) All new staffs/employees shall be sufficiently oriented of their specific job responsibilities that may affect the QHSE until Departmental In charge is satisfied that the employee has fully understood the job, particularly the aspects which may be new or special to the site.

d) The topics covered shall be recorded on the employee's training record which shall be signed by the Departmental In charge/QHSE MR.

4.3 Mandatory QHSE Training

The QHSE Management Representative, in coordination with the Training Section of the HR Department, shall include the following trainings in its annual training plan:

a) QHSE/OHS Awareness Training (for all employees during induction);
b) QHSE Compliance Briefing (for managers & senior officers);
c) QHSE Management System Training,
d) QHSE Roles & Responsibilities,
e) First Aid Training (every 3 years);
f) QHSE emergency response and management
g) QHSE inductions (generic and site specific)
h) QHSE Consequences of non-conformance to specified procedure
i) QHSE relevant subject specific Training
j) QHSE Risk Assessments;
k) Chemical Handling & Disposal;
l) Fire Fighting & Evacuation;
m) Waste Management;
n) Others (as deemed necessary by the QHSE Management Committee)

4.4 Identification of Training

a) The Training Section of the HR Department, in consultation with the QHSE Management Representative, Safety Officer(s) and/or the QHSE Management Committee, shall identify training and awareness needs suitable and/or relevant to each of the employees' job description requirements and record the same in Training Needs Analysis.

b) The identification of training needs to be performed by the Training Section on an annual basis shall be recorded and files maintained for references.

c) Trainings identified by the Training Section shall be included in each of the employees Personal Development Plans. This will include consideration of any applicable changes in duties; legislation and risk assessments related to the activities of the employees whose work may create a significant impact to the environment.

d) All identified trainings shall be specified using the "QHSE Training Program" which shall be kept and maintained by the Training Section of the HR Department.

4.5 Induction of Suppliers and Service Providers

a) All key suppliers and service providers of organization shall be required to undergo the company's QHSE induction and/or training program that are comparable with their roles, duties and level of exposure to QHSE hazards, which might be present in factory, offices and other workplaces controlled by the company.

b) The QHSE Management Representative, in coordination with the HR Department and Production Department shall develop an annual training plan for all of the company's suppliers and service-providers.

4.6 Testing of Competency

a) All employees with QHSE functions and responsibility shall undergo competency assessment and revalidation to be facilitated by the Head of the Training Section and HSE Engineer.

b) The competency assessment shall include an assessment on the following:

- Previous experience & training;
- Observation of skills & techniques;
- Questioning of process & understanding;
- Verification of use of relevant procedures;
- Meeting Minutes.

c) Those employees who passed the assessment shall be automatically re-qualified. But for those who would not make it, they shall be subjected to re-training and/or review.

d) It shall be the responsibility of the QHSE Management Representative to ensure that those employees with QHSE functions and responsibilities are competent and trained in their areas of responsibility.

4.7 Training Records

a) Records of trainings, awareness and competencies shall be kept by the HR Department and on personnel files/folders of employees.

b) The QHSE Management Representative shall also retain a database of employees that have undergone mandatory QHSE related training.

4.8 Specific Environmental Training

a) In addition to the QHSE mandatory training required by employees, suppliers, contractors and service providers, other specific environmental training shall be provided to ensure that everyone is responsible for minimizing the environmental impact of their activities and processes. To fulfil this responsibility, the employees, suppliers, contractors and service providers of organization shall be provided with sufficient awareness and training to identify their ongoing and potential environmental impacts.

b) Training programs shall be provided to all employees, suppliers, contractors and service providers of the following:

- The importance of complying with QHSE policy and procedures; and their roles and responsibilities in achieving compliance;
- Significant environmental impacts (actual or potential) of their work activities and environmental benefits of improved personal performance;
- Their roles and responsibilities in achieving compliance with the QHSE MS, including emergency preparedness and response requirements;
- The potential consequences of departure from specified operating procedures in both personal safety and environmental consequences.

4.9 Planning of training:

Planning the implementation of the training:

1. Level of responsibility and competence.
2. Frequency and types of training
3. Literacy, numeracy, language and other learning requirements.
4. Course selection / material development
5. Trainer competency
6. Assessment activities
7. Training records
8. Refresher training requirements

4.10 Key QHSE Knowledge and Skills – Competence

The following QHSE knowledge and skills are required at the levels shown to ensure effective functioning of the system.

All staff and workers will –

- Know and understand the safe working procedures for their work
- Recognize QHSE hazards
- Know how to use the incident reporting system

- Know how to initiate emergency plans by raising appropriate alarms and know what actions are required to undertake in emergencies.

QHSE MR will:

- Know and understand the safe working procedures,
- Recognize and manage QHSE hazards. Identify methodologies of mitigating the risks to AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.
- Be able to successfully audit and undertake corrective and preventive actions for the non-conformances shown in the audits,
- Be able to organize QHSE meetings,
- Know and understand the QHSE MS and be able to implement and monitor it throughout all phases of a project,
- Be able to manage crisis situations.

To enable AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. to establish a proper training needs analysis, the competence matrix shows the inputs that are required.

4.11 On Job Training

In addition to the induction training, every employee is provided with his own responsibilities and authorities. He is inducted on-the-job training by his immediate Supervisor who provides feedback to the Functional Head / MR.

4.12 Training Effectiveness/Review

In all cases of training, feedback is obtained from immediate Supervisors of the Participants within 2 months of completion of the program. All feedback forms for training effectiveness shall be recorded in Training Record, summarized and analysis shall be carried out. Based on the above evaluation, suitable corrective action shall be decided and implemented. Planned training v/s achieved training is reviewed in Management Review Meeting.

5 RESPONSIBILITIES

Top Management - responsible for determining and providing adequate resources for the provision of the minimum QHSE-related trainings to employees and relevant suppliers, contractors & service providers

QHSE Management Representative & QHSE Management Committee – responsible for ensuring that all QHSE mandatory and specific training are provided to employees, suppliers, contractors & service providers, in coordination with the HR and Procurement Department. In addition, the QHSE Management Representative is responsible for identifying the need and engaging of external consultants/trainers; delivery of basic QHSE awareness training; and updating/reviewing QHSE training procedure and records.

HR Department (Training Section) – responsible for planning and facilitating the QHSE-related training, in coordination with the QHSE Management Representatives and QHSE Management Committee

Procurement Department – responsible for coordinating with suppliers, contractors and service providers of their involvement and participation to the company's QHSE training and awareness activities

Suppliers and Service Providers – responsible for actively participating in the company's entire QHSE training & awareness program specific for their functions and responsibilities

6 RELATED DOCUMENTS

Training Needs Report	IMS-TC-F01
Training Checklist	IMS-TC-F02

AMETECS	TRAINING NEEDS REPORT	Effective Date: 1 May 2025	
		Document Code: IMS-TC-F01	
		Rev. No.00	Ref #:

Sr. #	Name	Designation	Training Title	Provider / Lecturer	YEAR _____											
					Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Legend: x-planned, date of actual training																

Prepared By

Approved By

AMETECS	HSE TRAINING CHECKLIST	Effective Date: 1 May 2025	
		Document Code: IMS-TC-F02	
		Rev. No.00	Ref #:

Date	
Employee Name	
Designation	

Item No	Required Training	Date of Training	Conducted By	Signature
1	Initial Orientation			
2	Specific Orientation (on job)			
3	Training to Staff Working within Active Process Area			
4	Permit to Work System Training			
5	Daily Tool Box Talk by Supervisor			
6	Weekly Safety Talks either by Site HSE Personnel or Area In charges			
7	Management Employees Training Program			
8	Training Program for Manager Site HSE			
9	Environmental Issues			
10	Personal Protective Equipment			
11	Driving Rules and Driver's Training			
12	Risk Assessment			

13	Accident/Incident Reporting			
14	Hot Work and Handling of Gas Cylinders			
15	Smoking/Drugs & Alcohol			
16	Emergency and Evacuation Drills & Exercises			
17	Scaffolding and Ladders			
18	Fire Fighting			
19	Hazardous Material Handling			
20	Confined Space			
21	Zones & Color Coding			
22	First Aid			
23	Heat Stress/Exhaustion			
24	Lifting and Heavy Lifts			
25	HSE Audits			
26	Working at Heights			
27	Electrical Equipment			
28	Wastes and Spills			
29	Air/Water Emissions			

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.

QUALITY, HEALTH, SAFETY, AND ENVIRONMENT SYSTEM

PRODUCTION

	Name	Signature	Date
PREPARED BY	**SARATH P**		**01/05/2025**
APPROVED BY	**AMRITH SATHISH**		**01/05/2025**

1. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
00	1 May 2025	Original issue	MANAGING DIRECTOR

CONTROLLED DOCUMENT

2.0 PURPOSE

The purpose of this procedure is to define the steps involved in the execution of production activities at Organization and to establish and maintain a system to ensure that all the processes shall be carried out under controlled conditions to meet the specified requirements.

3.0 SCOPE

This procedure covers the execution of production at various stages as per the requirements.

4.0 RESPONSBILITY & AUTHORITY

It is the responsibility of the MANAGING DIRECTOR, Operation Manager, Production Supervisors and the persons working under them to implement this procedure. This procedure is approved by the MANAGING DIRECTOR and any change can be made only with his approval.

5.0 PROCEDURAL STEPS

5.1 The Design Engineer with coordination to Sales & Marketing, based on the confirmed orders shall prepare the Work Order that will be approved by the MANAGING DIRECTOR.

5.2 The approved work order shall be forwarded to the Production Manager to initiate the execution. The Production Manager shall discuss the plan with production supervisors and ensure adequate materials, manpower and supports available to successfully complete the orders.

5.3 A copy work order will be forwarded to store for checking the availability of required materials for production and if the stocks are below the reorder level the stores keeper shall raise the purchase requisition to the purchase department.

5.4 The production supervisor shall prepare the material requisition based on the BOM through the material requisition slip and shall forward to Operation Manager for approval. The stores keeper based on the BOM shall issue materials and the issue details shall be recorded in the same material requisition slip.

5.5 The production supervisor of relevant division shall prepare the daily production report and shall forward to the Production Manager for review.

5.6 The Production Supervisor will prepare monthly production report and forward to operation manager to review.

5.7 The quality inspection shall be carried out at relevant stages and monitoring and measurement of products procedure.

5.8 Production Supervisor will inform the Quality Control if fabrication of goods is completed for quality inspection. Quality Control will sign the work order for final approval of goods.

5.9 Operation Manager will assign Site Supervisor for the delivery to site.

6.0 RECORDS

Daily Production Report	IMS-PROD-F01

AMETECS	DAILY PRODUCTION REPORT	Effective Date: 1 May 2025	
		Document Code: IMS-PROD-F01	
		Rev. No.**00**	Ref #:

SCHEDULE				PRODUCTION			
PRODUCTION NUMBER	CUSTOMER	PRODUCT SIZE AND DESCRIPTION	ORDER QTY	START	STOP	HOURS	REMARKS

DELAYS		EXPLANATION
FROM	TO	

Prepared By

Approved By

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.

QUALITY, HEALTH, SAFETY, AND ENVIRONMENT SYSTEM

MEASUREMENT & MONITORING PROCEDURE

	NAME	SIGNATURE	DATE
PREPARED BY	SARATH P		01/05/2025
APPROVED BY	AMRITH SATHISH		01/05/2025

1. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
00	1 May 2025	Original issue.	MANAGING DIRECTOR

CONTROLLED DOCUMENT

1. PURPOSE:

The purpose of this Chapter is to establish, implement and maintain a process for the HSE monitoring and reporting requirements of AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.

2. SCOPE:

This Chapter applies to all HSE activities of AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. in conformance to its HSEMS based on the requirements of ISO 14001:2015 & ISO 45001:2018.

3. APPLICATION:

This Chapter applies to the whole organization of the AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. in which the HSEMS is implemented and monitored.

4. DEFINITIONS:

4.1 Organization – company, corporation, firm, enterprise, authority or institution, or part or combination thereof, whether incorporated or not, public or private, that has its own functions and administration i.e., AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.

4.2 OH&S – refers to Occupational Health & Safety.

4.3 ISO – refers to International Standardization for Organizations.

4.4 OHSAS STANDARD DEFINITIONS:

Lost Time Injury (LTI):

A lost time injury is any work–related injury that causes the employee's absence from scheduled work for one day (or shift) or more excluding the day of injury.

Work Loss Day:

When an employee missed one full day or more of a scheduled work due to work related injury;

Note: If LTI occurs during a project, the project Safe Man-hours will become zero after LTI and will again start from there on.

Restricted Work Injury (RWI):

When as a result of a work-related injury, health care professional keeps, or recommends keeping an employee from doing the routine functions of his or her job or from working the full workday that the employee would have been scheduled to work before the injury or illness occurred.

Medical Treatment (MT):

Significant work-related injuries beyond first aid that are diagnosed and / or treated by a physician or other licensed health care professional. These include any work-related case involving a fracture or cracked bone, or a punctured eardrum etc.

Additional criteria that can result in medical treatment case include:

- Any needle-stick injury or cut from a sharp object that is contaminated with another person's blood or other potentially infectious material.
- Any case requiring an employee to be medically removed under the requirements of an OHSAS standard.

OHSAS Recordable Cases

LTI, RWI and MT are considered as OHSAS record able cases.

First Aid (FA):

First aid means the following treatments for work-related injuries and illnesses.

- Visit(s) to a health care provider limited to observation.
- Diagnostic procedures, including the use of prescription medications solely for diagnostic purposes (e.g. eye drops to dilate pupils).
- Use of nonprescription medications, including antiseptics.
- Simple administration of oxygen.
- Administration of tetanus or diphtheria shot(s) or booster(s).
- Cleaning, flushing or soaking wounds on skin surface.
- Use of wound coverings such as bandages, gauze pads, etc.
- Use of any hot/cold therapy (e.g. compresses, soaking, whirlpools, non-prescription skin creams/lotions for local relief, etc.) except for musculoskeletal disorders Use of any totally non-rigid, non-immobilizing means of support (e.g. elastic bandages).
- Use of eye patches.
- Removal of foreign bodies not embedded in the eye if only irrigation or removal with a cotton swab is required.
- Removal of splinters or foreign material from areas other than the eyes by irrigation, tweezers, cotton swabs or other simple means Health care provider is a person operating within the scope of his or her license, registration or certification in health care.

First Aid cases must be reported and analyzed to suggest corrective actions in order to avoid major injuries.

Near miss (NM):

A near Miss is a potential hazard or incident that has not resulted in any personal injury. Modern way of HSE management is to encourage reporting of near misses. These must be reported and analyzed to reach to the root cause to avoid recurrence. Note that casual attitude in handling the near miss cases may lead to serious incidents.

Incident:

This includes fire, property loss, environment impact, and community related incidents that are not covered in incident reporting otherwise.

OHSAS STANDARD FORMULA

Incident Rate/ Frequency Rate are the number of injuries and/or illnesses per 100 full-time workers in one year and calculated as:

$$\frac{N \times 200{,}000}{EH}$$

- N = number of injuries and/or illnesses
- EH = total hours worked by all employees during the calendar year
- 200,000 = For 100 full-time equivalent workers working 40 hours per week and 50 weeks per year

Severity rate is the total lost workdays due to injury or illnesses per 100 full-time workers per year and calculated as:

$$\frac{L \times 200{,}000}{EH}$$

- L = number of lost work days due to injuries or illnesses
- EH = total hours worked by all employees during the calendar year
- 200,000 = For 100 full-time equivalent workers working 40 hours per week and 50 weeks per year

5. PROCEDURE:

5.1 Developing HSE Monitoring Program:

a) The MANAGING DIRECTOR shall develop the monitoring of HSE and of this manual, as implemented by AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. This shall include the monitoring of:

- HSE Policy;
- Achievement of the HSE objectives and targets;

- Implementation of the HSE management programs;
- Compliance to HSE standard operating procedures.

b) An HSE monitoring and reporting plan shall be develop, which outlines the key objectives, targets and performance indicators to be monitored and reported. A "List of Targets & Objectives" shall be prepared and maintained by the HSE Management Representative, which the HSE Management Committee has agreed to measure and report.

c) The HSE Management Representative shall use the agreed Key Performance Indicator (KPI) stated in the OTP to measure and report against the target set.

5.2 Implementation of HSE Monitoring Program

a) The MANAGING DIRECTOR shall regularly monitor the implementation of the HSE Management System of AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. This shall be carried out through formal audits, inspections and management reviews.

b) The Management Representative shall ensure that adequate resources are provided for the effective implementation of audits, inspections and reviews. In addition, he shall ensure that resources are committed to collating, evaluating, analyzing and reporting HSE performance.

5.3 Reporting of HSE Performance

a) The MANAGING DIRECTOR shall develop an HSE performance report format duly approved by the HSE Management Committee. The "HSE Performance Report" shall contain performance data covering the minimum reporting requirements as outlined in the 'Objectives, Targets & Programs' (OTP).

b) The HSE Performance Report shall be submitted to the organization's Top Management and to the HSE Management Committee on a quarterly basis.

5.4 Hazard/Near Miss Reporting & Investigation

a) The HSE Management Representative shall develop an OH&S hazard identification and risk assessment form, including a procedure, and shall ensure that systematic and routine onsite/workplace hazard assessments are carried out in all of the AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.'s buildings, offices and facilities, at least on an annual basis; or as deemed necessary.

b) The HSE Management Representative shall ensure that a standard onsite hazard assessment form is used in hazards identification. Also, he shall ensure that the completed onsite hazard assessment form

and associated control measures are documented – 'Risk Management' of this HSE Manual, and followed up accordingly.

c) The MANAGING DIRECTOR shall ensure that all hazards and near-misses are reported and if deemed necessary, investigated in accordance with provided in procedures and forms.

d) All results of Near-Miss Reports & Investigations shall be documented in – Risk Management Register, which shall be followed-up and close out accordingly.

e) The HSE Management Representative is responsible for reporting all near-misses and investigation results to the Top Management and to the HSE Management Committee on a quarterly basis. The results shall form part of the organization's HSE Performance Report.

5.5 Incident Reporting & Investigation Procedure

a) The HSE Management Representative and/or the HSE Officer shall ensure that all OH&S incidents are reported and if deemed necessary, investigated.

b) The HSE Management Representative and/or the HSE Officer shall ensure that 'Incident Report & Investigation Form' is used and fully accomplished for all reported incidents and that these are documented in the HSE Records– 'Risk Management' of the HSE Manual, and are followed-up accordingly.

c) The MANAGING DIRECTOR is responsible for reporting all incidents and investigation results to the Top Management and to the HSE Management Committee on a quarterly basis. The results shall form part of the organization's HSE Performance Report.

6. RESPONSIBILITIES:

6.1 MANAGING DIRECTOR – responsible for ensuring that the HSE implementation of AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. is properly monitored and reported

6.2 HSE Management Representative – responsible for developing and coordinating the HSE monitoring and reporting framework; and for reporting to the Top Management, HSE Management Committee.

7. RECORDS / DOCUMENTS:

HSE Monthly Performance Report	IMS-MM-F01

AMETECS	HSE MONTHLY PERFORMANCE REPORT	Effective Date: 1 May 2025	
		Document Code: IMS-MM-F01	
		Rev. No.**00**	Ref #:

Year		Report No.	
Month			

1.Reactive indicators			
	Previous Month/s	**This Month**	**Total**
Recordable Cases			
Fatalities			
Lost Time Injuries (LTI)			
Restricted Work Cases (RWC)			
Medical Treatment Injury Cases (MTIC)			
Occupational illnesses			
Others			
First Aid Cases (FAC)			
Asset damage			
Road Traffic Accident (RTA)			
Near Misses			
Environmental Incidents			

2. Proactive indicators						
Attendees	**This month**		**Year to date**		**Project inception**	
	No.	Man hours	No.	Man hours	No.	Man hours
Site Induction						
HSE Training						
Toolbox Talks						
Others						
Site Inspections						
Safety Walkthroughs						
HSE Meetings						
Incentive Awards						
Emergency Drills						
Audits						

3. Statistics			
	Previous Month/s	**This Month**	**Total**
Total Man Hours Worked			
Total LTI			
Total Safe Man Hours			
Recordable Incident Frequency Rate (RIFR*)			

*RIFR = $\frac{\text{Total recordable cases x 200,000}}{\text{Man-hours worked}}$

RIFR = Recordable Injury Frequency Rate

8. HSE MANAGERS COMMENTS
Major issues
Achievements / Milestones

Prepared By:

Approved By

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.

QUALITY, HEALTH, SAFETY, AND ENVIRONMENT SYSTEM

INCIDENT INVESTIGATION PROCEDURE

	NAME	SIGNATURE	DATE
PREPARED BY	SARATH P		01/05/2025
APPROVED BY	AMRITH SATHISH		01/05/2025

1. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
00	1 May 2025	Original issue	MANAGING DIRECTOR

CONTROLLED DOCUMENT

1. PURPOSE

To establish a procedure for recording, investigating and analyzing work-related incidents at AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.

2. SCOPE

This procedure is applicable to AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. activities at the site and also at the head office.

2. DEFINITIONS

Incident

Work related event(s) in which an injury or ill health (regardless of severity) or fatality occurred, or could have occurred.

Accident

An incident which has resulted in injury, ill health or fatality

Near miss, near hit, close call, dangerous occurrence

An incident where no injury, ill health or fatality occurred but it had the potential to cause injury/damage.

ILL Health

Identifiable, adverse physical or mental condition arising from made worse by a work activity and/or work-related situation.

3. RESPONSIBILITY AND ACCOUNTABILITY:

QHSE Management Representative (MR) is responsible for:

• Ensuring that work-related incidents are recorded investigated and analyzed in line with the organization's incident investigation procedure and that necessary corrective and preventive actions are taken and effectively implemented.

Section Heads are responsible:

• For acknowledging and reviewing incident reports relating to matters under their management and control, ensuring that a sufficient investigation was conducted, and are accountable for identifying and implementing corrective and preventive actions.
• For reviewing incidents in consultation with affected employees to determine suitable corrective and preventive actions.
• For informing the MANAGING DIRECTOR and MR immediately after a major accident or significant dangerous occurrence has transpired.
• For intervening in situations where there is an immediate hazard of continuing risk to the health and safety of persons within their area of management and control. This may involve stopping certain work activities or isolating an area until appropriate controls are implemented.

Operation Manager is responsible:

• For reviewing all incident reports and analyzing them in order to properly advise the MR and MANAGING DIRECTOR in identifying corrective and preventive actions and the necessary resources to effectively implement such actions.
• For monitoring all operations, activities and worksites to ensure that incidents are recorded, analyzed and investigated.
• For conducting incident investigations and interviews with witnesses or any other affected person and, if possible, with the victim(s).
• For recording accident and near miss investigation data in the incident report**.**
• For rising a Non-Conformance Report for identified deviations to procedure and processes (including method statements and work instructions) that led to the occurrence of the incident & accountable for submitting results of the investigation to the MANAGING DIRECTOR and MR.
• For maintaining incident reports, reviewing corrective and preventive actions and undertaking further investigations if required.
Employees are responsible and accountable for reporting accidents and near misses to their immediate superior or to the QHSE MR as soon as possible.

4. PROCEDURE

4.1 Incident Scene Preservation

The scene of the incident must not be disturbed until a full investigation has been concluded, except when the scene must be disturbed or made safe for the purpose of protecting the health and safety of a person, aiding an injured person involved in an incident, taking action to make the site safe or to prevent a further occurrence of an incident.

4.2 Incident Investigation and Documentation

When an incident has been reported, an investigation must be carried out within 24 hours of the event by the Safety Engineer.

All events leading up to the incident shall be reviewed. The investigation shall:
• Identify causes or contributing factors including design, environmental, behavior or management factors.
• Identify problem areas or particular hazards.
• Recommended corrective actions.
• Provide information that can be used to formulate preventive actions.
• Provide information that can be used to analyses the need for training programs.

All investigations must be documented and maintained. Identified corrective actions and opportunities for preventive actions shall be documented and assessed prior to implementation.

4.3 Investigation Process

An immediate inspection of the Site/scene should be conducted. Inspection should provide an objective assessment of the severity of the incident.

Establishment of the events leading up to the incident, this may include:

• What was the system of work being carried out?
• What were the instructions given for the work?
• Were there any variations for the instructions of safe work system?
• What where the workplace conditions such as lighting, floor surface, and stair treads, warning signs and weather conditions if the incident occurred outside?

• What was the exact location of the incident?
• What type of transport or equipment was used?

Facts of the incident itself

• The state of the systems and the actions that occurred at the moment of the incident.
• Who were the persons directly involved and those involved at a distance, if any?
• What tools, equipment, material and fixtures were directly concerned?
• Time of the incident.

Relevant facts of what occurred immediately after the incident.

• The injury or damage directly resulting from the incident.
• The events leading to consequential injury or damage.
• The persons involved, including those rendering first aid.
• Any problems in dealing with the injuries or damage.

5. RECORDS

Incident Investigation Report	IMS-II-F01

AMETECS	**ACCIDENT / INCIDENT REPORT**	Effective Date: 1 May 2025	
		Document Code: IMS-II-F01	
		Rev. No.00	Ref #:

☐ Accident ☐ Incident ☐ Near-miss

IDENTIFYING INFORMATION

REPORT DATE			
DATE OF INCIDENT		LOCATION OF INCIDENT	
INJURY OR ILLNESS		**PROPERTY DAMAGE**	**OTHER ACTUAL/POTENTIAL LOSS**
INJURED'S NAME		PROPERTY DAMAGE	TYPE
INJURED PART OF BODY	DAYS LOST	NATURE OF DAMAGE	COST
NATURE OF INJURY OR ILLNESS		ACTUAL PROPERTY DAMAGE	NATURE OF LOSS
OBJECT/EQUIPMENT/SUBSTANCE INFLICTING HARM		OBJECT/EQUIPMENT/SUBSTANCE INFLICTING DAMAGE	OBJECT / EQUIPMENT/ SUBSTANCE RELATED
OCCUPATION	EXPERIENCE	RESPONSIBLE PERSON	RESPONSIBLE PERSON

DESCRIBE HOW THE EVENT OCCURRED:

CODING OF IMMEDIATE CAUSES: CHECK ALL APPLICABLE

SUBSTANDARD ACTIONS

SUBSTANDARD CONDITIONS

- ☐ 1. Operating equipment w/o authority
- ☐ 2. Failure to warn
- ☐ 3. Failure to secure
- ☐ 4. Operating at improper speed
- ☐ 5. Making safety devices inoperable
- ☐ 6. Removing safety devices
- ☐ 7. Using defective devices
- ☐ 8. Using equipment improperly
- ☐ 9. Failing to PPE improperly
- ☐ 10. Improper loading
- ☐ 11. Improper placement
- ☐ 12. Improper lifting
- ☐ 13. Improper position for task
- ☐ 14. Servicing equipment in operation
- ☐ 15. Horseplay
- ☐ 16. Under influence of alcohol and/or drugs

Others _____

- ☐ 1. Inadequate guards or barriers
- ☐ 2. Inadequate or improper protective
- ☐ 3. Defective tools, equipment or
- ☐ 4.Congestion or restricted action
- ☐ 5. Inadequate warning system
- ☐ 6.Fire and explosion hazards
- ☐ 7. Poor housekeeping; disorder
- ☐ 8. Hazardous environmental

gases, dusts, smokes, fumes,

- ☐ 9. Noise exposures
- ☐10. Radiation exposures
- ☐11. High or low temperature exposures
- ☐12. Inadequate or excess illumination
- ☐13. Inadequate ventilation

BASIC CAUSE

JOB FACTORS

- ☐ 1. Inad. Leadership/supervision
- ☐ 2. Inad. Engineering

PERSONAL FACTORS

- ☐1. Inadequate Capability
- ☐ 2. Lack of knowledge

☐ 3. Inad. Purchasing ☐ 4. Inad. Maintenance ☐ 5. Inad. Tools/Equipment ☐ 6. Wear and Tear	☐ 3. Lack of Skill ☐ 4. Stress ☐ 5. Improper Motivation

CORRECTIVE ACTION

Implementation Date:

FOLLOW-UP/REVIEW OF EFFECTIVENESS

Follow-up Date:

	Name	Designation	Signature	Date
Prepared By				
Approved By				

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.

QUALITY, HEALTH, SAFETY, AND ENVIRONMENT SYSTEM

CONSULTATION, COMMUNICATION & PARTICIPATION PROCEDURE

	NAME	SIGNATURE	DATE
PREPARED BY	SARATH P		01/05/2025
APPROVED BY	AMRITH SATHISH		01/05/2025

1. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
00	1 May 2025	Original issue	MANAGING DIRECTOR

CONTROLLED DOCUMENT

1. PURPOSE

The purpose of the procedure is to ensure that the related Quality, Occupational Health, Safety and Environmental information is communicated within the AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. and to its interested parties.

2. SCOPE

This process is applicable to all organization staff for effectively communicating their requirements and concerns to the management.

3. DEFINITIONS:

Occupational Health and Safety (OH&S): Conditions and factors that affect or could affect the health and safety of employees, temporary workers, contractor personnel, visitors and any other person in the workplace.

Safety: Freedom from unacceptable risk of harm.

Interested Parties: Individual or group concerned with or affected by the OH&S and Environmental performance of an organization.

Environment: Surroundings in which an organization operates including air, water, land, natural resources, flora and fauna, humans and their interrelation.

4. RESPONSIBILITIES

Operations Manager, QHSE Management Representative, Department Hedas and Site Supervisor are responsible for implementation of this procedure.

5. PROCEDURE:

5.1 Consultation and Communication:

The Method of Internal Communication of the safety and environmental issues shall be through, Notice Board, Announcements, E-mails, Tool box Talks, Trainings and other effective method. The Communications related to the IMS from interested parties shall be recorded in the Customer Complaints/ Health & Safety/Environmental concerns register.

The Communication to interested parties shall be through letters, faxes and company profiles, annual reports, newspapers, websites and community meetings. Department Heads shall decide whether to respond to a relevant external communication or not.

The Department Head shall review the Customer Complaints/Environmental/ Safety concerns register on regular basis and ensure that all the actions are duly taken. The records of the action will be available on the register.

Based on the concerns and findings the MR shall decide whether to raise an NCR or not. The Corrective Actions for complaints regarding IMS are planned through NCR by the Management Representative and root cause is addressed by the respective department head.

5.2 Participation and Consultation:

Workers shall appropriately participate in hazard identification, risk assessment and incident investigation. They shall be consulted through safety meetings; tool box talks and interviews. They will communicate their concerns/suggestions through HSE Memo Flyer.

The QHSE MR shall ensure that all safety and environmental aspects within the employees' area of work are communicated effectively and recorded in Environmental & safety Checklist.

The QHSE representative shall bring to the attention of the Department Heads any incidents, accidents and potential risks within his area of work. QHSE Rep. records the same in Incident / Accident report.

The environmental aspect, its impact and management system programmes will only be communicated to the interested parties by QHSE MR if requested for.

External interested parties shall be consulted regarding significant OH&S matters and issues.

6. RECORDS

Suggestion Form	IMS-CCP-F01
Toolbox Talk	IMS-CCP-F02

AMETECS	**SUGGESTION FORM**	Effective Date: 1 May 2025	
		Document Code: IMS-CCP-F01	
		Rev. No.00	Ref #:

Date	
Employee Name:	
Designation	
Concern	
Suggestion	

AMETECS	**TOOLBOX MEETING**	Effective Date: 1 May 2025	
		Document Code: IMS-CCP-F02	
		Rev. No.00	Ref #:

Topic:		
Location:		Meeting No.:
Date:	Time Start:	Time End:

ATTENDEES:

NAME	DESIGNATION	SIGNATURE	NAME	DESIGNATION	SIGNATURE
1.			16.		
2.			17.		
3.			18.		
4.			19.		
5.			20.		
6.			21.		
7.			22.		
8.			23.		
9.			24.		
10.			25.		
11.			26.		
12.			27.		
13.			28.		
14.			29		
15.			30.		

AGENDA:

ISSUES / CONCERN	RESOLUTION / PLAN OF ACTION	RESPONSIBLE	DATE OF ACTION

NEXT MEETING:

Date:	Time:	Venue:
Conducted by:		
Signature over Printed Name		Designation

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.

QUALITY, HEALTH, SAFETY, AND ENVIRONMENT SYSTEM

STORAGE & HANDLING PROCEDURE

	Name	Signature	Date
PREPARED BY	**SARATH P**		**01/05/2025**
APPROVED BY	**AMRITH SATHISH**		**01/05/2025**

1. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
00	1 May 2025	Original issue	MANAGING DIRECTOR

CONTROLLED DOCUMENT

2. PURPOSE

The purpose of this procedure is to effectively control the movements of materials in and out of stores and also to ensure that the material/consumable/tools/equipment is are delivered to the site/customer in an efficient and timely manner.

3. SCOPE

The procedure covers the handling, storage, preservation, issue and returns of all goods in the organization.

4. RESPONSIBILITIES

Stores In charge

- Inspection and receipt of goods in stores
- Maintain stock level
- Prepare purchase requisition for purchases

5. PROCEDURE

5.1 Receipt of goods

Purchased goods

5.1.1 Upon receipt of material, the Stores In charge shall collect the suppliers' delivery documents

(Invoice, delivery note, etc.) From the driver and Purchase order copy from Production Supervisor.

5.1.2 All incoming goods/materials shall be visually inspected by Store In charge prior to acceptance / use. The incoming inspection carried out by the stores in charge shall cover as minimum, the following:

- Checking the condition and recording any obvious damage/deterioration/expiry date
- Verification of quantity against supplier's document and delivery documents
- Checking the conformity of specification to the purchase order

5.1.3 If any deviation is observed during inspection, record it on suppliers' delivery documents and Operation Non-Conformance Report. Only accepted material shall be allowed into the storage area. The goods having any deviation shall be stored in the Quarantine area, till a decision is made regarding its disposition.

Customer supplied products

5.1.4 Samples supplied by customer shall be suitably identified, documented and if practical, stored separately. Use of customer provided sample shall be recorded with clear reference to sample provided.

5.1.5 If customer property is damaged or lost, while being at company's custody, the operation Manager shall prepare a detailed report describing the circumstances under which the sample / facility was damaged or lost and mentioning the nature of damage.

5.1.6 After completion of inspection, Stores In charge shall stamp it for inspection and submit invoices, Operation Non-Conformance Report and copy of suppliers' delivery documents to the accounts section to settle payments. The inspection results shall be recorded in Goods Received cum Inspection Note.

5.2 Handling of materials

5.2.1 Materials delivered to the warehouse/site stores shall be handled carefully with due care especially during loading and unloading stages, in order to avoid any possible damage or personnel injury. Handling of materials will be performed carefully according to type.

5.3 Identification, Storage and Preservation

5.3.1 Stores In charge shall arrange all items in store in the specified locations. Similar material shall be arranged in adjacent locations identified by Size / Batch number etc. Materials purchased for a job are kept together and identified with the job number.

5.3.2 Material not affected by atmospheric conditions may be stored at normal room temperature. Whereas materials liable to deterioration (such as welding rods/paints/ chemicals/etc.) must be stored in suitable environmental conditions and proper room temperature as specified by the suppliers/manufacturers.

5.3.3 The arrangement of material storage shall allow easy access for checking and issue of materials. The Stores In charge shall have adequate control of stock conditions by continuous monitoring particularly for those materials with limited shelf life. Store in-charge ensures that stored materials are rotated frequently so that materials are issued on first in first out basis.

5.4 Requests from Sites

Stores shall receive request from all the various sites stores in charge shall verify all such request and checks the availability of materials in the stores. If required material is available then issue is made. If it is unavailable then a purchase request is made to the Purchase Dep.

5.5 Issue from stores to requesting sites

5.5.1 On receipt of request from various site(s), material will be issued and delivered to the relevant site(s).

5.6 Delivery from Stores

5.6.1 Delivery of material shall be arranged by company's own trucks or customer's vehicles. The Site Engineer / Stores In charge shall ensure the right quantity and type of products are dispatched.

5.6.2 After loading to the truck / trailer, Stores In charge shall verify the items and prepare the Delivery Note. In case of any pass required for the access to sites, it shall be arranged by the Stores In charge.

5.6.3 Delivery Notes acknowledged by site/customer representative shall be returned by the driver and filed by Stores In charge. A copy is to be kept by receiving party.

5.6.4 The copy shall be issued to the Accountant. Accountant should keep track of all delivered items for documentation, traceability, and to update project consumable cost.

5.7 Delivery Returns

5.7.1 When materials are returned by clients/ work site (damaged or wrong specifications), the Stores In charge shall verify the quantity against the details in Operation Non-Conformance Report and offload the goods in the yard. A “HOLD” tag shall be attached to the material, and it shall be communicated to the respective department head and management representative.

5.7.2 Management Representative shall discuss the problem with the Stores In charge and a Corrective / Preventive Action Request shall be raised as per the magnitude of the problem.

5.8 Updating of stock detail

5.8.1 The details of stock received and delivered is updated and maintained by the Stores In charge on a daily basis. The stock details are updated in the Stock Register on a daily basis for its status.

6. RECORDS

Incoming Material Inspection Report	IMS-SH-F01
Material Goods Return Note	IMS-SH-F02
Machine Tools & Equipment List	IMS-SH-F03
Machine Tools & Equipment Issue Form	IMS-SH-F04

AMETECS	**INCOMING MATERIAL INSPECTION REPORT**	Effective Date: 1 May 2025	
		Document Code: IMS-SH-F01	
		Rev. No. 00	Page No. 1 of 1

IMIR #:					
SUPPLIER:					**DATE**
REQ. NO.:		**JOB ORDER NO.:**			**STOCK (QTY)**
SR. NO.	**GOODS DESCRIPTION**	**QUANTITY**			**REMARKS**
		ORDERED	**ACCEPT**	**REJECT**	

PREPARED BY **CONCERN PERSON** **APPROVED BY**

AMETECS	**MATERIAL / GOODS RETURN NOTE**	Effective Date: 1 May 2025	
		Document Code: IMS-SH-F02	
		Rev. No. 00	Page No. 1 of 1

Supplier Name: _____

Job No.: _____

Date: _____

S/N	Stock No.	Item Description	Qty.	Unit	In-charge	Invoice/DO Details

Reason for Return the above items:

_____

_____

Material Received on: _____

Received by Store: _____

Report of QA/QC:

_____

_____

Checked by: _____

S/N	MACHINE / TOOLS / EQUIPMENT	DESCRIPTION	QTY	MAINTENANCE DATE	ACTUAL DATE

Prepared By

Approved By

AMETECS	**MACHINE TOOLS & EQUIPMENT ISSUE FORM**	Effective Date: 1 May 2025	
		Document Code: IMS-SH-F04	
		Rev. No. 00	Page No. 1 of 1

Employee Name: _____ ID No.: _____

Designation: _____

S/N	Item Description	Model No.	Qty.

Storekeeper _____ Date of Issue _____

Hereby confirm that I have received the above items in good condition and return back the same whenever the management require. I will be the responsible for the given items. In case any damages or loss of these items due to my careless usage/handling then management can take necessary action against me. I accept all terms and conditions of the company.

Employee: _____ Received On: _____

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.

QUALITY, HEALTH, SAFETY, AND ENVIRONMENT SYSTEM

QUALITY ASSURANCE & QUALITY CONTROL PROCEDURE

	Name	Signature	Date
PREPARED BY	**SARATH P**		**01/05/2025**
APPROVED BY	**AMRITH SATHISH**		**01/05/2025**

CONTROLLED DOCUMENT

1. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
00	1 May 2025	Original issue	MANAGING DIRECTOR

CONTROLLED DOCUMENT

2.0 PURPOSE

The purpose of this document is to define the Quality requirements related to service and verifying the conformity of product through measurement and monitoring to the specified requirements.

3.0 SCOPE

This procedure is applicable to the following operations:

1. Establishing Quality Documents i.e., Manual, Procedures, Work Instruction, Formats.
2. Receiving Inspection
3. Safe handling of samples
4. In-process and Final Inspections to control and assure Quality.

4.0 DEFINITIONS

MR - Management Representative

QA/QC – Quality Assurance & Control

ITP – Inspection Test Plan

5.0 ROLES & RESPONSIBILITIES

The Manager / QA/ QC Engineer & Inspectors are responsible for the overall effectiveness of this procedure.

6.0. INSPECTION ACTIVITIES

6.1 Equipment / Vehicles Maintenance

6.1.1List all equipment and vehicle indicating all preventive maintenance needed

6.1.2 Inspect all vehicles daily before dispatch

6.2 In-process Inspection and Delivery

6.2.1 QA&QC shall carryout the inspection before loading all deliverables as per physical status, quantity and other remarks

6.2.2 Inform client of the inspection report and for signature designated location

6.2.3 Load and deliver all items

6.3 Calibration

6.3.1 This section describes the Calibration of Measuring and Test Equipment used in fulfillment of applicable Code/Standards requirements.

6.3.2 Control of Calibration: Measuring Instruments and Test Equipment are controlled by the Manager / QA/QC Engineer. Each measuring instrument and test equipment shall bear unique identification number / Serial number. All calibrated equipment shall be registered in the Instrument and Equipment Calibration Register.

6.3.3 Performance of Calibration: Calibration shall be performed either in house or by a qualified external testing laboratory which provides certified records of calibration and has standards whose accuracy is traceable to national / international standards or equipment manufacturers standards

6.3.3 Documentation Calibration results are documented on the Instrument and Equipment Calibration Register as follows:

A) Description / Make / Model
B) Range / Serial / Identification number
C) Calibration Accuracy / Calibration Frequency
D) Date of calibration and Due Date
E) Certificate number / Report number

6.3.4 External Calibration - calibration results shall be reviewed and approved by QA/QC Engineer by signature and date on the Certificate of Calibration. All pressure gauges used for hydrostatic or pneumatic testing shall be calibrated against dead weight – tester or master gauge annually or whenever there is reason to doubt its accuracy.

6.3.5 Internal Calibration – Calibration results shall be reviewed and approved by the QA/QC Engineer by Signature and date on the certificate.

6.3.6 The QA/QC Engineer check the documentation of calibrated instruments and provides for recalibration, when necessary.

6.3.7 The QA/QC Engineer maintain an Instrument and Equipment Calibration Register which indicates the calibration status for all Instruments and Equipment. It is his responsibility to assure that all Instrument and Equipment within the system in use is calibrated.

6.3.8 Accuracy required and frequency of calibration shall be determined from manufacturer's recommendations or from experience with the equipment unless specified by the Code or national / international standards

6.3.9 All calibrated Instrument / Equipment shall be identified with calibration sticker indicating Serial Number / Identification Number, Date of Calibration and Next Due Date.

6.3.10 Non-Conformities: When equipment is found to be out of calibration or damage QA/QC Engineer shall tag the equipment 'HOLD' and where practical remove the equipment from work area until replacement or recalibration.

7.0 RECORDS

Inspection & Test Plan	IMS-QAQC-F01
Quality Control Inspection Checklist	IMS-QAQC-F02
Calibration Register	IMS-QAQC-F03
Preventive Maintenance Plan	IMS-QAQC-F04

AMETECS	INSPECTION & TEST PLAN	Effective Date: 1 May 2025	
		Document Code: IMS-QAQC-F01	
		Rev. No. 00	Page No. 1 of 1

S/ No	Activity	In-charge	Inspection / Test Method	Acceptance Criteria	Frequency	Records	Remarks

Prepared By

Approved By

AMETECS	**QUALITY CONTROL INSPECTION CHECKLIST**	Effective Date: 1 May 2025	
		Document Code: IMS-QAQC-F02	
		Rev. No.00	Ref #:

Date:		Work Order No.	
Inspection Detail	□ Initial □ Final		

Item No.	Items for Inspection	Acceptable?		Corrective Action	Responsible Person	Target Completion
		YES	NO			

Prepared By

Approved By

AMETECS	CALIBRATION REGISTER	Effective Date: 1 May 2025	
		Document Code: IMS-QAQC-F03	
		Rev. No.00	Ref #:

SN	Name & Description of equipment	Serial Number	Calibration method and equipment setup	Calibration Frequency	Last Date of calibration	Next Date of calibration	Actual Calibration Date	Remarks

Prepared By

Approved By

AMETECS	PREVENTIVE MAINTENANCE PLAN	Effective Date: 1 May 2025	
		Document Code: IMS-QAQC-F04	
		Rev. No. 00	Page No. 1 of 1

S/N	MACHINE / TOOLS / EQUIPMENT / VEHICLES	DESCRIPTION	QTY	PLANNED MAINTENANCE DATE	ACTUAL MAINTENANCE DATE	REMARKS

Prepared By

Approved By

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.

QUALITY, HEALTH, SAFETY, AND ENVIRONMENT SYSTEM

CUSTOMER FEEDBACK, COMPLAINTS, & SATISFACTION PROCEDURE

	NAME	SIGNATURE	DATE
PREPARED BY	**SARATH P**		**01/05/2025**
APPROVED BY	**AMRITH SATHISH**		**01/05/2025**

CONTROLLED DOCUMENT

1. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
00	1 May 2025	Original issue	MANAGING DIRECTOR

CONTROLLED DOCUMENT

1. PURPOSE

- The purpose of this procedure is to provide a system for determining, collecting and analyzing customer communication related to customer satisfaction, customer feedback and customer complaints.
- This procedure outlines the methods that will be in place to evaluate customer satisfaction to determine that our services are meeting the expectations of our customers.

2. SCOPE

- This procedure applies to obtaining feedback, complaint and other forms of communication pertaining customer satisfaction or dissatisfaction at MANAGING DIRECTOR
- This procedure directly concerns executive management and all organizations within the scope of the QHSE MR.

3. RESPONSIBILITIES

- QHSE MR is responsible for establishing timely customer surveys to ensure that all suitable customer satisfaction data is obtained and analyzed to assess the quality of our services.
- Production Department is responsible for assessing customer satisfaction for those areas where customer interaction occurs in their areas of responsibility.
- Production Head is also responsible for examining survey results and recommending improvements in services/processes to address problematic areas.

4. PROCEDURE

a) Customer Satisfaction Survey

Customer Survey is conducted on regular basis to monitor the customer satisfaction and identify customer needs and expectations. The Management representative are responsible for conducting customer surveys.

b) Mechanism of Customer surveys:

Customer survey questionnaires are sent to customers at the end of each project by email, fax or filled by customers during visit. The feedback from customers is statistically compiled and reported by Operations Assistant to QHSE MR annually.

If customer feedback includes some complaints, QHSE MR will inform the responsible department head promptly and will follow up for resolution. If corrective action is necessary, these customers are re-surveyed at such time the problem is considered resolved to ensure corrective action is effective.

These survey results are presented by Management representative as input in the management review and analyzed by top management. Based on the analysis, corrective actions / preventive actions are initiated for improvement in quality of products/services.

Customer satisfaction data trends will be maintained by QHSE MR. If results fall below established acceptable levels, Production Head will determine appropriate corrective action and improvement plans.

5. RECORDS

Customer Complaint Form	IMS-CSCF-F01
Customer Feedback Form	IMS-CSCF-F02

AMETECS	CUSTOMER COMPLAINT FORM	Effective Date: 1 May 2025	
		Document Code: IMS-CFCS-F01	
		Rev. #.00	Ref #:

Customer Name:	Contact No:
Complaint:	
Date:	Action Taken by:
Corrective Action	

Verified by
(Management Representative)

Approved By
(Managing Director)

AMETECS	CUSTOMER FEEDBACK FORM	Effective Date: 1 May 2025	
		Document Code: IMS-CFCS-F02	
		Rev. #.00	Ref #:

As part of our ISO 9001:2015 Quality System, and our commitment to continuously improve the quality of our services and products, we would appreciate your comments and suggestions. Please take a few minutes to complete the short questionnaire below. We thank you for your time and input. Please tick the circle.

1 = Poor;
2 = Satisfactory - Could be Improved;
3 = Good - No Problems;
4 = Exceeds Expectations

REF NO:	**DATE:**		
Customer Name:			
Address:			
City:	State:	ZIP Code:	
Ph:	Fax:	Email:	
□ How would you rate our service level when using our lifting and handling equipment, and metal containers products manufacturing support?	1	2	3 4
□ How would you rate the quality of our lifting and handling equipment, and metal containers products manufacturing, including quality and durability**?**	1	2	3 4
□ Did our lifting and handling equipment, and metal containers products arrive on time as promised?	1	2	3 4
□ How satisfied are you with the strength, durability**,** and overall performance of our lifting and handling equipment, and metal containers products?	1	2	3 4
□ What improvements would you suggest for our manufacturing processes, product design, or material sourcing?			

Reviewed By :

Signature :

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.

QUALITY, HEALTH, SAFETY, AND ENVIRONMENT SYSTEM

INTERNAL AUDIT PROCEDURE

	NAME	SIGNATURE	DATE
PREPARED BY	**SARATH P**		**01/05/2025**
APPROVED BY	**AMRITH SATHISH**		**01/05/2025**

CONTROLLED DOCUMENT

1. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
00	1 May 2025	Original issue.	MANAGING DIRECTOR

CONTROLLED DOCUMENT

2.0 PURPOSE

The purpose of this procedure is to provide a system for conducting internal quality audits to determine:

- Whether quality activities and related results comply with planned arrangements
- Whether these arrangements are implemented effectively

3.0 SCOPE

Quality auditing is a company-wide activity, which is applicable to all functions involved in activities related to quality management systems. Management Representative is responsible for planning, scheduling, execution and reporting of quality audit.

4.0 RESPONSIBILITIES

i. Internal Auditor is responsible for planning and scheduling internal quality audit. Management Representative and MANAGING DIRECTOR review and approves the audit plan respectively.
ii. Internal Auditor prepares the audit report after the completion of audit
iii. Concerned departmental heads are responsible for taking corrective actions on non-conformities identified in audit
iv. Management Representative is responsible for the follow up of the corrective actions

5.0 PROCEDURE

5.1 Audit team

i. The internal auditors are selected from different organizational functions based on their experience and professional skills. The company has developed an internal quality audit team for conducting internal quality audit on regular basis.
ii. They are trained in auditing skills by providing training. Operations Assistant maintains training records/certificates of the auditors.

5.2 Audit Planning

i. Internal Auditor is responsible for planning and scheduling the internal audits. Operations Assistant prepares the audit schedule. Management Representative approves the audit schedule. The internal audits are carried at least once a year. A week before the proposed audit date, Lead Auditor prepares the audit plan and Audit

Notice. The audit plan lists all the activities corresponding to the quality system, identifies locations where these activities are taking place, and time of audit for each activity. The audit Plan is approved by the Management Representative and is then communicated to all the concerned departments heads / process owners.

5.3 Audit Execution

i. Before starting an audit, the auditors ensure the possession of:
   a) Audit Plan
   b) Copy of ISO 9001:2015, ISO 14001:2015, ISO 45001:2018 standard
   c) Observation Sheet or Pad
   d) Copies of quality system manual, procedures or work instructions
   e) Audit Checklist

ii. The audit begins with a briefing to the management on the methodology of the audit, its scope and any administrative arrangements required.

iii. While conducting the audit, the auditors seek to:
   a) Determine whether documented procedures and instructions meet the requirements of the standards.
   b) Verify whether procedures and instructions are being implemented. For this, the data and records generated as evidence of quality-related activities are examined for compliance with specified procedures. In addition, the auditors make it a point to talk to personnel actually performing various tasks to ascertain whether they understand the procedures and instructions and are following these. Auditors observe tasks being carried out, to see whether these conform to specified norms and procedures.
   c) Process Approach is being followed.

iv. When an auditor observes non-conformity in the system, all relevant information is examined carefully, and full details of non-compliance or deficiency are recorded so that corrective action can be taken. The responsible department heads is associated with such observations. Evidence of non-conformity and the manager's concurrence is recorded on the observation sheet to avoid controversy. On completion of the audit, a closing meeting is arranged with the management to review the audit findings and to obtain clarifications if required. Appropriate corrective measures are also discussed.

5.4 Audit Reporting

After the completion of audit, the auditors submit their findings and audit report to Operations Assistant for compilation. It includes the summary of the audit and audit non-conformities and observations observed. The audit report normally contains the following information:

a) Report title, number and the relevant information
b) Particulars and compositions of the audit team
c) Background information, such as the auditor's objective, scope, dates and procedures used. A brief description of the activities and departments audited.
d) Summary of finding and observations
e) Specific finding, particularly non-conformities.

5.5 Corrective Action and Follow up

i. Operations Assistant initiates the Non-conformity Report (NCR) on the non-conformities observed in the audit and give it to the concerned person. The concerned person investigates the cause of the problem, proposes a corrective action to be taken and indicates the date by which the corrective action will be fully implemented.
ii. On, or immediately after, the due date for implementation of the corrective action, the auditors follow up with an audit to determine if the corrective action has been implemented and if it is effective. When there is objective evidence that the corrective action is effective, the audit non-compliance report is closed out. If more work is needed to fully implement the corrective action, a new follow-up date is agreed upon.

5.6 Input to Management Review meeting

The results of the internal quality audit are submitted in management review by Management Representative as input.

6.0 RELATED DOCUMENTS

Audit Plan	IMS-IA-F01
Audit Checklist	IMS-IA-F02
Audit Summary Report	IMS-IA-F03

AMETECS	**AUDIT PLAN**	Effective Date: 1 May 2025	
		Document Code: IMS-IA-F01	
		Rev. No.00	Ref #:

Audit No:			**Audit Date:**	
Standard:			**Scope:**	
Auditors:				
Time	**Section**	**Auditee**	**Auditors**	**Activities to be audited**
	Opening meeting with all management			
	Lunch			
	Closing the Meeting			

AMETECS	**AUDIT CHECKLIST**	Effective Date: 1 May 2025	
		Document Code: IMS-IA-F02	
		Rev. No.00	Ref. No.

Clause No	Description	Procedure Ref	Non Conformance	Remarks

AMETECS	AUDIT SUMMARY REPORT	Effective Date: 1 May 2025	
		Document Code: IMS-IA-F03	
		Rev. No.00	Ref No:

1. SCOPE:

2. KEY PERSONNEL INTERVIEWED

S NO.	NAME	DESIGNATION	DEPARTMENT/SECTION

3. GOOD PRACTICES OBSERVED

4. AUDIT FINDINGS

S NO.	FINDINGS	CLAUSE #	Maj/Min/Obs
1			
2			
3			
4			
5			
6			
7			
8			

AUDITOR SIGNATURE: ---------- **DATE: ----------**

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.

QUALITY, HEALTH, SAFETY, AND ENVIRONMENT SYSTEM

CONTROL OF NONCONFORMITY & CORRECTIVE ACTION PROCEDURE

	NAME	SIGNATURE	DATE
PREPARED BY	SARATH P		01/05/2025
APPROVED BY	AMRITH SATHISH		01/05/2025

CONTROLLED DOCUMENT

1. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
00	1 May 2025	Original issue	MANAGING DIRECTOR

CONTROLLED DOCUMENT

2.0 PURPOSE

The purpose of this procedure is to provide a system for:

2.1 Evaluating defective services and Process

2.2 Evaluating the cause of defects and eliminate the nonconformity

2.3 Creating a permanent solution that prevents recurrence of problems

3.0 SCOPE

This procedure applies to the review and subsequent disposition of materials or services and correcting of wrong process that do not conform to specified requirements and specifications.

4.0 RESPONSIBILITIES

4.1 It is every employee's responsibility to identify nonconforming material, process, and services when it is noticed during normal work assignments

4.2 MANAGING DIRECTOR and Department Heads need to handles and settles disposition of nonconforming materials received from suppliers

4.3 MANAGING DIRECTOR and Department Heads evaluate and determine if the process is to be reprocessed or replaced.

4.4 Management Representative ensures that nonconforming materials/services are suitably identified and segregated during Service.

5.0 PROCEDURE

5.1 Nonconformity Report

5.1.1 Where the findings indicate a non-fulfillment in the QHSEMS and or in services, a Nonconformance Report (NCR) shall be raised.

Following are identified as Non-Conformances

a. Any deviation with respect to work instruction / plans / established Quality Management Systems
b. Customer Complaint
c. Detected Defects during inspection

5.1.2 The Non-conformance shall be fully specified and the responsible shall sign the Report to confirm their agreement with the nonconformity and with intended actions required to rectify the Non-conformance and its implementation date.

5.1.3 The Management Representative will monitor all NCRs and verify corrective actions and will regard NCR as closed if implemented.

5.2 Identify Discrepant Service / Materials / Products

5.2.1 Management Representative is responsible for removing nonconforming materials from Service lines. He attempts to Rework and re-inspect the defective material. Inspected defects are recorded as Nonconformity. Management Representative marks defective items with tags and completes the NCR.

5.2.2 Management Representative completes the NCR indicating the actions taken. MANAGING DIRECTOR approves the rework/re-process. If an item cannot be reworked /reprocessed then the status of the pending items will be identified for the specific interval.

5.2.3 In case of outsourced services, Management Representative investigates the supplier / service provider upon receipt of defective services/material. He contacts the supplier and completes the NCR. MANAGING DIRECTOR reviews the supplier's corrective action.

5.3 Return Authorization

5.3.1 A customer can return product for evaluation and reprocess, if necessary, by contacting MANAGING DIRECTOR. Management Representative receives the returned item and enters the information to NCR to indicate the receipt of the product into the facility. He inspects the item to determine the problem, to verify the customer's complaint, and determine if the goods are acceptable for inventory. He completes the NCR and dispositions the returned item, & is responsible for the reprocess.

5.3.2 Reprocessed product / services shall be inspected by Management Representative before delivery to client.

6.0 RELATED DOCUMENTS

Nonconformity Log	IMS-CNC-F01
Nonconformity Report	IMS-CNC-F02

AMETECS	NONCONFORMITY LOG	Effective Date: 1 May 2025 Document Code: IMS-CNC-F01 Rev No.: 00

Item No.	Date Issued	NCR No.	Issued By	Issued To	Nature of Non-conformity	Target Closing Date	Actual Closing Date

AMETECS	NON CONFORMANCE REPORT	Effective Date: 1 May 2025 Document Code: IMS-CNC-F02 Rev. No.00

Report Date		NCR No.	
Issued to / Department			

NCR FOR:	Internal Audit	Detected Defects	Others

NON-CONFORMANCE

CORRECTIVE ACTION

Implementation Date:

	Name	Designation	Signature	Date
Issued by / Complainant				
Received by/ Non-conforming person				

VERIFICATION OF IMPLEMENTATION (*closeout/implemented?)*

Verified by		Date	

	Name	Designation	Signature	Date
Approved by				

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.

QUALITY, HEALTH, SAFETY, AND ENVIRONMENT SYSTEM

MANAGEMENT REVIEW PROCEDURE

	NAME	SIGNATURE	DATE
PREPARED BY	**SARATH P**		**01/05/2025**
APPROVED BY	**AMRITH SATHISH**		**01/05/2025**

CONTROLLED DOCUMENT

1. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
00	1 May 2025	Original issue	MANAGING DIRECTOR

CONTROLLED DOCUMENT

1. PURPOSE:

The purposes of this QHSE system:

- To coordinate and control the activities of the QHSE being carried out by different functional groups in the company.
- To review the performance of the QHSE at regular intervals.
- To provide a system and instructions, and to assign responsibilities for internal communication regarding Integrated Management System.

2. SCOPE:

This procedure is applicable to:

- All departments whose management personnel take part in the meetings of management
- Internal communication of QHSE policy, operational procedures, work instructions, suggestions and feedback from the personnel and performance of the QHSE management system.

3. RESPONSIBILITIES & AUTHORITIES:

- MANAGING DIRECTOR chairs, the management review meetings. In his absence, QHSE Representative chairs the meeting.
- QHSE Representative prepares the agenda and minutes of the review meetings
- QHSE Representative is responsible for the follow up of the decisions taken in the meeting to ensure their completion in the specified time frame
- QHSE Representative is responsible for ensuring implementation of the internal communication systems and for coordinating related activities.

4. PROCEDURE

4.1. General

The company's top management has established a management review committee to coordinate and control the activities of the QHSE being carried out by different organizational functions in the company and to periodically review and evaluate the performance of the Integrated Management System.

4.2.Frequency

The Management Review meetings are conducted at least once in year after the execution of internal audit. Unscheduled meetings may be called at any time on the direction of QHSE representative.

4.3.Attendance

The management review committee meeting is chaired by MANAGING DIRECTOR and attended by the following members:

a) MANAGING DIRECTOR
b) Management Representative
c) Managers

In the absence of MANAGING DIRECTOR, the QHSE Representative chairs the meeting. Those managers who are unable to attend may send representatives in their place. The absent managers will receive minutes of the meeting.

4.4.Inputs to Management Review Meetings

The agenda of the management review committee meeting is prepared by the QHSE Representative a week before the meeting and is distributed to all the members mentioned above.

The inputs to management review meetings include:

- QHSE policy & objectives
- Results of QHSE audit reports
- Customer feedback.
- Process performance and product conformance.
- Status of preventive and corrective action regarding QHSE.
- Follow-up actions from earlier management reviews.
- Changes that could affect the QHSE management system.
- Recommendations for Improvements regarding QHSE.
- Resource Needs
- Incident / Accident
- Environmental Issues
- Legal Compliance

4.5. Output of the Management Review Meetings

The minutes of the management review meetings are prepared by the QHSE Representative within two or three days after the meeting and then distributed to the members.

The minutes include decisions related to:

- Improvement of Integrated Management System and its processes
- Improvement of product related to customer requirements
- Resource needs

4.6. Follow up of the meeting

QHSE Representative is responsible for the follow up of the decisions taken in the meeting to ensure that the decisions are implemented in the time frame specified.

4.7 Internal Communication Channels

The channels for internal communication include:

- Meetings
- Training sessions
- Posters/Display Boards
- Computer Network/Intranet
- Internal office memos

4.8 Communication of QHSE Policy

QHSE Policy is documented in the QHSE manual and is internally communicated to the employees through poster displays and orientation sessions. QHSE policy is a controlled document and any revisions of the policy are communicated through document change proposal.

4.9 Communication of QHSE Procedures

QHSE procedures are controlled documents and latest issues of procedures are communicated to all persons in controlled distribution list. The QHSE procedures are communicated through internal training sessions. The QHSE procedures may also be computerized and made available on internal computer network.

4.10 Communication of QHSEMS Performance

Performance of QHSE management system is reported in QHSE audit report. This report is presented in the management meetings. In addition, the QHSE Representative in the management meetings also reports the status of NCR. Product QHSE trends are represented statistically and displayed on the notice boards.

4.11 Suggestions & Feedback from Personnel

Personnel at all levels are encouraged to report problems related to QHSE management system and offer suggestions on how to improve environmental performance. They may communicate these problems or suggestions to their concerned departmental heads through Notification of Management Review.

5. RECORDS / DOCUMENTS:

QHSE Policy	IMS-MR-F01
Management Review Committee	IMS-MR-F02
Notification of Management Review	IMS-MR-F03
Management Review Minutes	IMS-MR-F04
Organization Chart	IMS-MR-F05

AMETECS	**MANAGEMENT REVIEW COMMITTEE**	Effective Date: 1 May 2025	
		Document Code: IMS-MR-F02	
		Rev. No.00	Ref #:

Member	Position	Contact No.

AMETECS	NOTIFICATION OF MANAGEMENT REVIEW	Effective Date: 1 May 2025	
		Document Code: IMS-MR-F03	
		Rev. No.00	Ref #:

S. No.	NAME / DESIGNATION	SIGNATURE
1.		
2.		
3.		
4.		
5.		
6.		

Please be advised that there will be a management Review Meeting.

Date: _____

Time: _____

Place: _____

The agenda will include:

- Results of Audit
- Follow-up actions from previous management reviews
- Customer Feedback
- Process performance and conformity
- Non-conformity Report and status of corrective actions
- Changes that could affect the quality manual system
- Recommendations for improvement
- Improvement of the effectiveness of the QHSE and its processes
- Improvement related to Client's requirements
- Resource Needs
- Incident / Accident
- Environmental Issues
- Legal Compliance

AMETECS	MANAGEMENT REVIEW MINUTES	Effective Date: 1 May 2025	
		Document Code: IMS-MR-F03	
		Rev. No.00	Ref #:

MEETING LOCATION:	MEETING DATE:	MEETING TIME:
PREPARED BY:	MEETING #:	SHEET #:

ATTENDED BY:		
NAME	DEPARTMENT	SIGNATURE

S.NO	MINUTES	RESPONSIBLE	DEADLINE

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.

QUALITY, HEALTH, SAFETY, AND ENVIRONMENT SYSTEM

MANAGEMENT OF CHANGE PROCEDURE

	NAME	SIGNATURE	DATE
PREPARED BY	SARATH P		01/05/2025
APPROVED BY	AMRITH SATHISH		01/05/2025

CONTROLLED DOCUMENT

1. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
00	1 May 2025	Original issue	MANAGING DIRECTOR

CONTROLLED DOCUMENT

1 Purpose

The purpose of this procedure is to set standard guidelines of changing a system in the QHSEMS

2 Scope

This procedure is applicable to all temporary, permanent and emergency changes taking place within AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. in conformance to its Management System.

3 Terms and Definitions

Temporary Change: Any change where the intention is to restore back to the original condition within the defined time period. A temporary change is subject to the same level of evaluation as the permanent change.

Permanent Change: An action that is necessary to remedy and emergency that poses imminent threat to health, safety, security and environment.

Emergency Change: Unexpected changes that is necessary to remedy threat to health, safety, security and environment

QHSE – Quality, Health, Safety and Environmental Management System

MANAGING DIRECTOR – Chief Executive Officer

HOD – Head of the Department

4 References

ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 clause reference 6.1.1

5 Roles and responsibilities

Chief Executive Officer is authorized to approve changes with high risk and any changes in the HSEMS

6 Processes Description

6.1 All temporary, permanent and emergency changes shall be evaluated and managed to ensure that health, safety, and environmental risks arising from these

6.1.1 Risk remains at acceptable levels. The procedure is intended to fulfill HSE expectations, regulatory requirements, and local needs.

6.1.2 This procedure establishes the minimum requirements necessary to identify and control potential hazards or effects associated with change. Management of Change ensures that the impact affecting the health and safety of personnel or threatening the

environment is properly recognized, reviewed, approved, communicated and documented

6.2 **Proposal of Change**

6.2.1 The process begins when the need for a change is identified by MENA director and Management Representative. The originator of the proposed change shall clearly describe the needed change in the “Management of Change Sheet” and reasons thereof to the appropriate level of management.

6.2.2 Management shall evaluate the merits of the proposed change and determine the actions that are necessary to address and implement the intended changes.

Wherever, it is deemed essential and fit, proposed changes are consulted with other departments, engineers, contractors, consultants, or interested parties before according approval for the proposed change.

6.3 **Screening**

6.3.1 After the need for a change has been assessed and verified, the change must be screened to determine whether the Management of Change (MOC) process is applicable. Operation Manager and relevant supervisors shall be responsible for making the assessment and for taking decisions.

6.3.2 Generally, if environmental, health and safety and/or regulatory compliance is affected due to change, MOC process shall be initiated.

6.3.3 Operation manager shall be the MOC coordinator (usually the person most involved with the change) to coordinate the review and implementation activities.

6.4 **Review**

6.4.1 When a proposed change has been identified and if it is evident that the MOC process is necessary, it must be evaluated for potential safety, health, security and environmental implications. A review shall be conducted to assess the hazards and aspects that might result associated with implementing a change as well as the consequences that the change could have on processes, equipment, personnel and environment. The review should also ensure that the following are met.

- Applicable standard;
- Regulatory and legal requirements;
- Training required;
- Compatibility assessments; and
- Generally accepted engineering practices

6.5 Type of Changes

6.5.1 Temporary / Permanent

- new facilities
- increase in facility capacity
- producing a different product
- changes to existing equipment
- new equipment
- temporary or permanent bypassing of equipment
- changes in guarding
- changes in instruments or alarms
- changes in structural components
- changes to fire protection
- changes to emergency response systems
- changes in waste management or environmental impact

6.5.2 Emergency Changes:

If the change is an emergency, the MOC can be completed after the change has happened. An emergency change is one that deals with a:

- threat to employees
- damage to the environment
- significant production loss

The MOC should be completed immediately after the emergency change and then sent to the HSE department.

6.5.3 Opening a New Facility or closing a facility:

Opening a new facility may mean that AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. has built a new facility, has bought a facility previously owned by someone else, or is leasing the facility. The HSE department should send a complete list of all requirements needed when opening or closing a facility.

6.6 Authorization

6.6.1 The change must be authorized prior to implementation. Division and Department Heads are authorized to approve the implementation of proposed changes.

6.6.2 Before authorizing the implementation of changes, the following shall be verified.
All necessary technical, health, safety, security and environmental reviews are completed.
Hazards, aspects and their consequences those were identified during the review processes are addressed to the utmost satisfaction.

Proposed changes are in compliance to the applicable regulatory and legal requirements.
Necessary approvals are obtained from the regulatory and/or legal authority wherever required.
All affected personnel are informed of the changes and adequately trained to handle the changes; and
Documentation pertaining to changes and reviews are complete.

6.7 Communication, Implementation and Follow-up

6.7.1 Before proceeding ahead with the implementation of the change, the changes that will take place must be communicated to the affected employees. Communication may be in the form of pre-job safety meeting, toolbox meeting, and/or direct induction by HSE Officers, Department Heads, supervisors, etc., or any other method that is appropriate, effective and practicable.

6.7.2 All training requirements shall be identified, completed and documented prior to implementation of change. The effectiveness of training shall be monitored.

6.7.3 Upon implementation of change, the Operation Manager or the responsible individual assigned with the task of coordination shall verify the following.

Implemented changes are as intended;

Documentations are complete pertaining to changes;

Applicable regulatory and legal requirements are fulfilled;

Necessary trainings are imparted;

If the effected change is temporary, time limits for such change must be set. A System shall be developed to ensure that the prescribed time limits and other stipulations associated with the temporary changes are not violated.

7 Records

Management of Change Form	IMS-MC-F01

AMETECS	**MANAGEMENT OF CHANGE FORM**	Effective Date: 1 May 2025	
		Document Code: IMS-MC-F0	
		Rev. No.00	Ref #:

Proposed/Requested Change:			
Originator:		Signature:	
Reason for Change:			
Equipment/Facility Affected:			
Type of Change: (Please Check Box)	□□ PERMANENT	□□ TEMPORARY	□□ EMERGENCY
Duration: (For TEMPORARY Change)			
Impacts of Change	Schedule:		
	Commercial:		
	Operability:		
	HSE:		
	Regulatory:		
	Contractual:		
	Cost:		
	Other:		

Reviewer Comment: (Hazards Detected Solutions, Special Considerations, etc.)

AUTHORIZATION

□ All necessary safety.	□ Regulatory requirements are satisfied.
□ Hazard consequences have been addressed.	□ Affected documents have been revised.
□ All affected personnel have been informed.	□ Others: _____

Authorized By:	Noted By:	Date:

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.

QUALITY, HEALTH, SAFETY, AND ENVIRONMENT SYSTEM

WASTE MANAGEMENT PROCEDURE

	NAME	SIGNATURE	DATE
PREPARED BY	**SARATH P**		**01/05/2025**
APPROVED BY	**AMRITH SATHISH**		**01/05/2025**

CONTROLLED DOCUMENT

1. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
00	1 May 2025	Original issue	MANAGING DIRECTOR

CONTROLLED DOCUMENT

1. PURPOSE

This document aims to

- describe the way through which company manages the waste produced from its activities
- ensure control over the waste generated within the company's work sites
- ensure that consistent and environmentally friendly methods are adopted for disposal of waste.

2. SCOPE

This procedure is applicable to all company work site and offices for collection and disposal of waste at AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. premises.

3. RESPONSIBILITIES

Operations Manager, QHSE MR & Site Staff are responsible for implementation of this procedure.

4. PROCEDURE

For the purpose of Waste Management Procedure, the following two main categories of waste have been identified:

4.1 Hazardous waste

Hazardous waste will have one or more of the characteristics of ignitibility, corrosively, reactivity and toxicity. This includes waste such as:

- Oil and Lubricant Waste – Leftover or expired oil and lubricant contains toxic chemicals.
- Metal Particles – fine pieces of waste from cuttings and shaving can cause respiratory issues
- Paints, Coatings, and Gel Coats – Hazardous due to VOC emissions, flammability, and chemical toxicity.
- Wastewater Contaminated with Chemicals – Water used in cleaning equipment may contain dissolved resins, solvents, or plastic particles.
- Spent Filters and Rags – Used filters from air filtration systems and contaminated rags soaked in solvents or resin can be hazardous.
- Damaged or Defective Metal, Plastic and Rubber Products – Some rejected materials may contain non-recyclable hazardous additives.
- Heavy Metal Contaminants – Metal and some plastic additives contain lead, cadmium, or other hazardous metals.

4.2 Non-Hazardous waste

The non-hazardous waste is a waste which does not have the characteristics of the hazardous waste such as:

- Uncontaminated Metal Scraps – Leftover metal trimmings and off-cuts that do not contain hazardous additives.
- Metal Off-Cuts – Unused or excess metal parts and molded pieces that are not contaminated with chemicals.
- Packaging Materials – Cardboard boxes, plastic wrapping, and pallets used for transporting raw materials and finished products.
- Water-Based Waste – Process water that is free from chemical contamination or toxic substances.
- Rubber and Silicone Waste – Leftover rubber and silicone
- Spent Sanding and Grinding Dust (Non-Toxic) – Dust from sanding or grinding metal when not mixed with hazardous substances.
- Uncontaminated Textile and Fabric Waste – Leftover fabric, cloth, or padding materials used in mold-making or finishing.
- Recyclable Plastic Parts – Defective but non-toxic plastic components that can be melted and reused.
- Wooden Pallets and Supports – Used for material transportation and storage, can be repaired or repurposed.
- Metal Scrap from Molds and Fixtures – Leftover aluminum or steel from production equipment that can be recycled.

4.3 Waste Segregation and Storage

All wastes, hazardous and non-hazardous, must be segregated and stored in designated waste containers at the appropriate waste storage area at each work site. The waste containers must be clearly marked.

The waste must be so segregated and stored, as to prevent a contact or reaction which may result in the release of toxic or flammable gas, heat or pose any health, environmental pollution of fire hazard.

The following hazardous waste should not be mixed:

- Acids and Alkalizes or Metals
- Oxidizing Agents and Organic Solvents
- Water reactive wastes and other wastes

Food wastes and associated garbage which is generated at site, which may carry disease or pests should be kept separate from garbage which does not contain such food wastes.

The waste storage containers must be of an appropriate type to ensure

the safe storage waste while taking into account the above mentioned precautions.

A safe storage area must be designated while taking into account the possibility of:

- Accidental spillage or leakage
- Contamination of soils and groundwater
- Temperature and Environmental Control
- Labeling and Signage
- Fire Prevention and Protection
- Material Handling and Safety Equipment
- Distance from Work Areas

4.4 Disposal of Waste

The disposal of any waste shall be carried out in accordance with the Local & International guidelines and laws for Prevention of Pollution as well as any other International and National rules and regulations applicable to the Company's site and office.

Wastewater shall be disposed off as per guidelines/instructions given by Environmental Authority/Municipality.

Packaging from hazardous/harmful substances shall be returned to the suppliers (if practicable) or disposed off as per guidelines/instructions given by the supplier.

When garbage is mixed with other harmful substances having different disposal or discharge requirements, the more stringent disposal requirements shall apply.

The QHSE MR will identify the recyclable waste at site. For example:

- Packaging Materials – Cardboard boxes, plastic wrap, and wooden pallets can be collected and recycled.
- Plastic Pellets and Granules – Leftover raw plastic material can be remolded into new components.
- Defective or Rejected Plastic Parts – Non-contaminated defective parts can be shredded and reprocessed.
- Metal Scrap from Molds and Fixtures – Aluminum, steel, and other metals used in production molds can be melted and reused.
- Spent Sanding and Grinding Dust (Non-Toxic) – Some dust can be processed and repurposed in composite materials.
- Rubber and Silicone Waste – Used molds and silicone parts can be recycled or repurposed for industrial applications.
- Clean Water-Based Waste – Process water that is free from chemicals can be filtered and reused in manufacturing.

- Eco-Friendly Coatings and Paints – Some water-based coatings and gel coats can be reprocessed for future use.

Hazardous waste should be managed through certified hazardous waste contractors. Non-hazardous waste like metals can be recycled.

Once a sufficient amount of type of recyclable waste is accumulated, the lot will be sold to a recycling facility.

Only Government approved and client accepted waste transporters and disposal contractor shall be used by AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.

4.5 Training

The QHSE MR must ensure that the personnel within office/worksite have sufficient training in all aspects of waste management.

The training must include:

- Types of waste
- Handling and disposal of garbage
- Operation of garbage processing equipment
- Applicable Regulations for handling and disposal of garbage

4.6 Waste Minimization

The QHSE MR shall prepare a quarterly summary of the company's waste

Inventory and as far as practically possible identify the areas where:

- Waste is produced in significant quantities
- The generated waste is costly to dispose off
- Generated waste may pose a significant impact to the health of employees or damage to the environment.

Where practically possible, the Operations Manager & Office/Site Incharge will propose measures to minimize the quantities used and/or identify more environmental friendly methods of disposal of the waste. The waste transfer notes will be used to monitor as to how the waste has been disposed of.

5. RECORD

Waste Disposal Monthly Report	IMS-WM-F01

WASTE DISPOSAL MONTHLY REPORT

Effective Date: 1 May 2025	
Document Code: IMS-WM-F01	
Rev 00	Ref. No:

Project/ Office:
Date:

Class I: Hazardous Waste*

Item No.	Waste Type	Waste No.	Volume Produced (m³)	Held Onsite (m³)	OFFICE			Disposal/ Recovery Location
					Disposed (m³)	Reused (m³)	Recycled (m³)	
I-1								
I-2								
I-3								
I-4								
I-5								
I-6								
I-7								
I-8								
I-9								
I-10								

Class II: Nonhazardous waste*

Item No.	Waste Type	Waste No.	Volume Produced (m³)	Held Onsite (m³)	OFFICE			Disposal/ Recovery Location
					Disposed (m³)	Reused (m³)	Recycled (m³)	
II-1								
II-2								
II-3								
II-4								
II-5								
II-6								

Class III: Inert waste*

Item No.	Waste Type	Waste No.	Volume Produced (m³)	Held Onsite (m³)	OFFICE			Disposal/ Recovery Location
					Disposed (m³)	Reused (m³)	Recycled (m³)	
III-1								
III-2								
III-3								
III-4								
III-5								
III-6								
III-7								
III-8								
III-9								

	Class I Total (m³)	Class II Total (m³)	Class III Total (m³)	Grand Total (m³)
Total Waste Produced				
Total Waste Recovered and Recycled				
Total Waste Held Onsite				
Total Waste Disposed				
			Sub-Total	

Notes:

* Classification from Waste Management Plan
** Waste Number, if available
*** Volume of Batteries and Tyres need to be estimated
**** Excavated soil, construction waste & demolition wastes (bricks, concrete pieces, etc).

Disposal Location:

Waste Classes:

Class I- Hazardous waste (e.g. flammable, explosive, toxic)
Class II- Non Hazardous (e.g. scrap metal, wood, plastic, domestic/kitchen garbage)
Class III- Inert (waste that does not undergo any significant physical, biological, chemcial change such as glass, concrete, brick)

Prepared by: Approved by:

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.

QUALITY, HEALTH, SAFETY, AND ENVIRONMENT SYSTEM

MANAGEMENT OF SUBCONTRACTORS PROCEDURE

	NAME	SIGNATURE	DATE
PREPARED BY	**SARATH P**		**01/05/2025**
APPROVED BY	**AMRITH SATHISH**		**01/05/2025**

CONTROLLED DOCUMENT

1. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
00	1 May 2025	Original issue	MANAGING DIRECTOR

CONTROLLED DOCUMENT

1.0 Purpose

This procedure shows the details of how the Contractor/Sub contractor will be controlled. This procedure has been prepared for the Sub-contractors on how to communicate with AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. and implement the health, safety, and environment procedures. Failure to comply with the requirements of this procedure by the contractor or subcontractor may result in termination of the contract.

2.0 Scope

All the steps and guidelines to ensure a systematic approach to work and manage sub-contractors, so the risks to health and safety of sub-contractors, employees and the public are minimized. This procedure is for all sub-contractors providing services to AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. whether on a long term or short-term basis.

3.0 Definitions & Abbreviations

3.1	HSE MS	:	Health & Safety and Environment Management System in line with the requirements of ISO 14001:2015 and ISO 45001:2018 Standards;
3.2	Management	:	Includes MANAGING DIRECTOR (M.D)
3.3	Sub-contractor	:	is a person, organization, their employees, or a nominated representative engaged to carry out a scope of work for the nominated entity in a contract for service arrangement

4.0 Responsibilities

Management Representative and MD for overseeing the full operation and maintenance of this procedure.

All employees at AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. and the contractor are responsible for reporting any problem, or any potential problem.

Managers and Supervisors

- The implementation of this standard in their area of responsibility and accountability or where they have engaged a contractor
- Pre contract assessment and approval (where granted) of contractor OHS management.
- Establishing an approved contactor list
- The scheduling and completion of sub-contractors OHS Induction.
- The management of sub-contractors in relation to site specific hazards and ensuring contractor's proposed work methods do not place themselves and/or AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. employees at risk
- Advising the relevant Manager/Supervisor when the work will be conducted in the workplace.
- Checking, monitoring, and auditing contractor's performance and documentation.

- Applying the respective contractor disciplinary processes when required.

Employees

- Not placing themselves or sub-contractors at risk of injury
- Assist sub-contractors where required to develop, implement, or work around safe work practices
- Reporting noncomplying work methods of sub-contractors to AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. management

Sub-contractors

- Providing OHS information to AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. that is relevant to the contract when requested.
- Developing site-specific procedures relevant to site hazards and work activities at the site
- Successfully completing AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.'s OHS Induction
- Not placing themselves or others at risk of injury
- Working in accordance with AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. OHS standards, procedures and practices where required
- Reporting any incidents, injuries, or non-compliances to AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. Management
- Completing the Contractor Permit to Work for the corresponding activity
- Taking part in AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. Contractor Audit

5.0 Working Procedure

5.1 Sub-contractor OHS Management System

Sub-contractors must provide details of their OHS management structure, OHS record and their technical and commercial ability, for consideration when their suitability for the work is assessed.

5.2 Documented OHS Requirements

The written contract, or in short term cases, in a letter of engagement to carry out the specific task, both must include commitment to meet contactor's own OHS management standards and a reference to meeting AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.'s OHS standards. In the case of a contractor not having their own OHS standards, a commitment to apply and meet AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.'s OHS standards is satisfactory.

5.3 Insurances, Licenses, Registrations & Certificates

The AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. manager or supervisor must ensure that contractor's or subcontractor's employees possess the insurances, licenses, registrations, and certificates required by Federal, State or local

legislation.

5.4 **Pre-Work OHS Induction**

Before work is commenced, the AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. Operations Manager or supervisor will organize for the AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. OHS induction training to be completed. Sub-contractors and sub-sub-contractors are not permitted to start work until the AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. OHS Induction is successfully completed.

5.5 **Safe Work Procedures**

Where applicable, copies of AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.'s written safe work procedures must be given to the sub-contractors. Particular attention must be paid to lockout or tag-out procedures. Copies of the contractor's written safe work procedures must be provided prior to any work being undertaken. If sub-contractors are undertaking AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.'s standard work tasks, AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.'s procedures can be utilized by the contractor.

5.6 **Supervision**

The AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. Operations Manager must arrange for the work of the contractor or subcontractor to be monitored to ensure their compliance with contractor's documentations, safe work procedures, AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. standards and procedures, maintenance and correct use of tools or equipment and observance of good housekeeping.

5.7 **Feedback**

If the contractor or subcontractor is not working to expected OHS standards, the manager or supervisor must discuss the deficiencies with the persons concerned and work with the contractor to resolve the problems. At the completion of works or contract, where appropriate feedback is to be provided to the contractor on their OHS performance.

5.8 **Reporting Incidents, Injuries and Property Damage**

Contractors, sub-contractors, or any other persons must be advised during AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.'s OHS Induction that all incidents, injuries or damage to property must be reported to the relevant AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. person on site, e.g. manager or supervisor. Sub-contractors who fail to meet the reporting standard will be subjected to AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.'s disciplinary processes.

5.9 **Emergency Procedures**

Emergency procedures must be explained to contractors and sub-contractors during AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.'s OHS Induction.

Contractors and sub-contractors will be required to take part in practice drills should they occur when the contractor or subcontractor is on site. If the contractor is undertaking any tasks or brings onto site any tools/equipment or product that may affect the site's emergency management, AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. is to be notified prior to works to allow for a risk management strategy to be developed.

5.10 **Environmental Protection**

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.'s environmental standards must be clearly outlined prior to contractor engagement with the contractor or subcontractor having an understanding that strict adherence to these standards is required. This applies to, but not limited to: noise, dust, gas or fume emissions, water management, spillages and preservation of the local ecology.

5.11 **Property Security**

Contractors, sub-contractors or other persons must be made aware that they will be responsible for the security of their own property while on site.

5.12 **Drug and Alcohol Policy**

Contractors and sub-contractors will be made aware of the details and the requirement to meet AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.'s Drug and Alcohol Standard during AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.'s OHS Induction. Any person found to be not conforming to the Drug and Alcohol Standard will be immediately removed for the workplace and will be subjected to the AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. disciplinary processes.

6 RECORD

Sub-contractor evaluation	IMS-MS-F01

AMETECS	**SUBCONTRACTOR EVALUATION**	Effective Date: 1 May 2025	
		Document Code: IMS-MS-F01	
		Rev. No.**00**	Ref #:

Subcontractor:	
Address from which the Purchaser is supplied:	
Telephone Number:	
Fax Number:	
E-Mail address:	
Out of hours Emergency Telephone Number and Contact(s):	
Products supplied:	
Commercial Contact(s):	
Technical Contact(s):	
Health, Safety & Environmental Contact(s):	
Is your Company registered to ISO 9001 or any other Quality Standard? YES / NO	
If YES, please give details, including scope of registration and proceed to safety section:	
Certificate Number:	
Date Issued:	

SECTION 1 – QUALITY

Does your Company:

Please tick appropriate box		YES	NO	N/A
1.	Have a documented Quality Assurance System? (If YES, please enclose an uncontrolled copy of your Quality Manual).			
2.	Have a representative responsible for the Q.A. system who reports to a Senior Manager? Name: Job Title: Reporting to: Name: Job Title:			
3	There are documented procedures and detailed work instruction for all operations which effect quality?			

4.	Audit and review the QA system with documented records to show improvement actions taken?			
5.	Have procedures which ensure untested material is not dispatched?			
6.	Segregate or identify non-conforming product to prevent inadvertent dispatch?			
7.	Operate a documented system for the supply of non-conforming product only by agreed concession prior to dispatch?			
8.	Use suppliers selected on the basis of their quality capability?			
9.	Clearly state technical and quality requirements on purchasing documents?			
10.	Inspect incoming materials to the extent necessary to ensure they meet the order specification?			
11.	Provide adequate storage for finished product? Internal store? External store? Outside Warehouse?			
12.	Ensure deliveries are adequately protected during transit? Own transport? Hired transport?			
13.	Ensure deliveries are adequately identified on each container including product description, shelf life, together with any necessary hazards markings as appropriate?			
14.	Maintain training records for all personnel whose activities may affect the quality of the product, delivery or service we receive?			
15.	Allow the Purchase representatives to audit its QA system on request?			
17.	Use statistical techniques to determine acceptable quality levels for compliance to specification?			
18.	Have a QA Policy and are there systems in place for identifying and reporting areas requiring improvement?			
19.	Monitor sub-Subcontractors with regards to QHSE?			
20.	Have procedures implemented for the control and monitoring of goods / services that are ordered / received / stored?			

SECTION 2 – HEALTH AND SAFETY

Does your Company:

Please tick appropriate box		YES	NO	N/A
1.	Have a HSE Policy?			
2.	Have a designated person responsible for Health, Safety & Environmental issues?			
3.	Carry out hazard analysis?			
4.	Carry out risk assessments?			
5.	Have a recruitment policy / procedure?			
6.	Have control measures in place for sub-Subcontractors?			
7.	Have an occupational health policy?			
8.	Record and investigate accidents and incidents?			
9.	Carry out active monitoring?			

10.	Have processes that may affect the Health and Safety of others. E.g. Your own employees?			
11.	Carry out any processes with required P.P.E. and do you equip your employees with the relevant equipment?			
12.	P.P.E. reach required specifications?			
13.	Have emergency procedures in place? (E.g. In the event of a chemical spill) If the answer to this question is Yes, please supply copies of these.			
14.	Have a statement that can prove you and your employees can carry out a safe system of work? If the answer to this question is Yes, please supply a copy of this.			
15.	Have an awareness of the hazards in our business?			
16.	Has the HSE ever taken action against your activities?			
17.	Carry out regular safety checks on your equipment and materials?			
18.	Will you report incidents / accidents to us?			
19.	Is your Company prepared to abide by our rules?			

SECTION 3 – ENVIRONMENTAL

Does your Company:

Please tick appropriate box		YES	NO	N/A
1.	Have an environmental management system in place? If you answer to this question is No, please go to question 3.			
2.	Is it a formal documented system? If your answer to this question is No, do you plan to implement an EMS?			
3.	Do you monitor emissions?			
4.	How do you handle waste disposal? Please describe:			

SECTION 5 – ADDITIONAL INFORMATION:

Please enclose any general “Product Information” sheets which your company may routinely disseminate to customers.

The completed form and any relevant attachments should be returned to:

_____

QHSE Representative

Signature of Authorized Company Representative:

_____

Title: _____

AMETECS	**SUBCONTRACTOR EVALUATION**	Effective Date: 1 May 2025	
		Document Code: IMS-MS-F01	
		Rev. No.**00**	Ref #:

Date: _____

Would you be willing to allow AMMC to visit your premises to carry out an audit:

Yes ☐ No ☐

AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.

QUALITY, HEALTH, SAFETY, AND ENVIRONMENT SYSTEM

DESIGN CONTROL PROCEDURE

	NAME	SIGNATURE	DATE
PREPARED BY	**SARATH P**		**01/05/2025**
APPROVED BY	**AMRITH SATHISH**		**01/05/2025**

CONTROLLED DOCUMENT

1. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
00	1 May 2025	Original issue	MANAGING DIRECTOR

CONTROLLED DOCUMENT

2. PURPOSE

The purpose of this procedure is to control and verify the design of projects done by AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. in order to ensure that the customer requirements are met / satisfied, and to control all the drawings for each project.

3. SCOPE

This procedure is implemented for all projects carried out by the Design Department.

4. RESPONSIBILITIES

The Design Engineer is responsible for preparing all the drawings for his assigned projects. Design Manager is responsible for approving the drawings before submitting to the clients,

5. PROCESS / METHOD

5.1 Design input

a. DESIGN TEAM meets client and discusses all the requirements needed, and he collects all the drawings that will help Designer to create the 1st concept drawings, or detailed drawings. The Designer also attends orientation meetings together with the Managers for all projects that involve designing or attends alone if the manager is not available. Designer shall prepare design for input and review it with Operational Manager according to
b. Meeting with clients, by using Design Process Control
c. Design Input:
d. Management Recommendation / Requirements
e. Similar Previous Design
f. Client's Requirements
g. Any Regulatory Requirements / Specifications
h. Submit design proposal as per prepared concept of the team.
i. Designer shall assign a design team (engineers) to perform the design requirements depending on:
j. The required qualifications and experience
k. The current workload
l. The prepared design concept by the head of the department is based on the analysis of the area given.
m. Head of design section is responsible for assigning the design team for each design, preparing and approving the design for each client/project using design plan to control and follow up each design activities.

5.2 Design Process

The designs activities are performed according to:

a. Client and Consultant specifications.

b. Government specifications and requirements.
c. Client's specifications and requirements.
d. As per design proposal of the design team.
e. Visual observation of the site i.e., status and condition of the area.
f. Actual pictures of the site as references in later stages of the design process.
g. As built drawings/architectural drawings to be collected from the client/owner as basis in the initial design stage.
h. And any other specification needed to specifically complete the project

Designer shall prepare the draft drawings, and then forward these to the computer aided design staff for execution. During all stages of design, the Designer shall review the design stages and take the necessary corrective actions. All sketches, engineering drawings, specifications, standards and information sheets should be maintained and updated by the Designer

5.3 Design output Review and verification

The prepared design shall be reviewed to guarantee the following:

a. The right design inputs are used.
b. The calculations / drawings are done correctly.
c. The design output meets the client's legal requirements.

Designer Manager shall check and forward the prepared drawings and design criteria to the Managing Director for final review and approval. The design process control form shall be updated to show the review and verification of the design.

All engineering drawings shall be identified and traced by:

a. Client name
b. Project name
c. Drawing number and title
d. Date
e. Design engineer
f. Specifications, dimensions, and stamping by the company stamp
g. Legends/notes
h. General notes
i. Schedule of drawings
j. Drawing numbers
k. Drawn by
l. References
m. Orientation
n. Revision Numbers
o. Titles
p. Schedules
q. Company name and logos

New revision date and number of the drawing sheets should be changed by the Designer in case of any amendment required, and then all obsolete drawings should be collected

and disposed.

5.4 Design Approval (Design Validation)

The materials specifications if required shall be prepared and submitted to the client for approval. Designer shall prepare issue and attach document transmittal with the drawing submitted to the client for approval.

All the drawings should be reviewed and approved by the client. Where the client requires amendments to the design, it shall be reviewed and verified as per this procedure. Designer shall obtain client's signature on the design process control form or keep any document or reference as evidence of the client's approval. All design records shall be kept and controlled according to the requirements of Control of records procedure

5.5 Drawing Control

All engineering drawings are being listed in the engineering drawing list for control purposes. The drawing transmittal form may be used to forward drawings to the client or to the project site. All drawings to be used for production are stamped as (approved for production) or stamped with the client's approval.

In case of changes and modifications, revision number with date & signature of the person advised change should be clearly marked for quick look on the drawings, and the engineering drawing list shall be updated accordingly. Schedule of work will be prepared for every month by the Designer.

5.6 Bill of Materials

After approval of design and drawings, material list shall be specified in the detailed Bill of Materials to be prepared by the Design Engineer for review of the Deign Manager and for final approval of the Managing Director.

5.7 Work Order and Recording of Approved & Disapproved Quotations

Approved quotation will be treated as active project through a Work Order to be forwarded to the Design Department for the preparation of design drawings and bill of materials.

Approved and unsuccessful quotations will be logged and recorded for further improved sales and marketing strategy and future reference.

6. RECORDS

Design Requirements	IMS-DC-F01
Engineering Drawing List	IMS-DC-F02
Bill of Materials	IMS-DC-F03
Work Order	IMS-DC-F04

AMETECS	**DESIGN REQUIREMENTS**	Effective Date: 1 May 2025
		Document Code: IMS-DC-F01
		Rev. No.00

Project Name:		Project Ref No.	
Date:		Work Order No.	

Design Inputs Review
Inputs: ☐ Drawings from client ☐ Client / Consultant / Statutory & Regulatory Requirements ☐ Site plan ☐ Others ……..
Any required clarifications / Amendments:

_____ Date:

Head of Design Section:
(Name & Signature)

Design Review and verification
☐ The Design component and process are done correctly. ☐ The right Design inputs are used in the design activities ☐ The Design output meets the design input and/ or legal requirements.

_____ Date:

Checked By

_____ Date:

Approved By

AMETECS	ENGINEERING DRAWING LIST	Effective Date: 1 May 2025	
		Document Code: IMS-DC-F02	
		Rev. No.**00**	Ref #:

Client Name:		PO No.	
Date:		Work Order No.	

Drawing Title	Drawing Number	Revision No.	Planned Submission Date	Actual Submission Date	Returned From Client	Comments	Status	Responsibility / Holder

AMETECS	**BILL OF MATERIALS**	Effective Date: 1 May 2025
		Document Code: IMS-DC-F03
		Rev. No.00

Item No.	Description	Quantity	Unit	Unit Cost	Amount

_____ Date:

Prepared By

_____ Date:

Approved By

AMETECS	**WORK ORDER**	Effective Date: 1 May 2025	
		Document Code: IMS-DC-F04	
		Rev. No.00	Ref #:

Date: Work Order NO:

Company Name:

Delivery Date:

Project Ref:

Quotation Ref No:

LPO No:

Person Responsible:

Sr.No	Description	Quantity	Remarks

Authorized Signature