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COMPANY PROFILE

Nsik Engineering Company Limited, an Engineering outfit from the stable of the thriving Nsik Motors Limited, followed a restructuring of its operating structure and board membership after existing as an enterprise spanning over twenty-five years of experience on projects such as building, surveys, civil works and many more this demand led to our incorporation as a corporate entity aimed at widening her scope of services and diversification in Engineering practice demands and thereby obtained our incorporation certificate from the Corporate Affairs Commission (CAC) on 22nd April, 2016 as a Limited Liability Company (RC1330962).

Nsik Engineering Company Limited prides herself as a foremost firm of rare and unique assemblage of core professionals in an enviable joint experience on portfolio projects, roads transportation and leasing. The result has spiralled growth in turnover and employee earnings through the dual medium of expanding our range of technological services and guaranteeing employee capacity building.

The two pronged approach assures an increase in market share in the ever growing and competitive Engineering industry.

NOTICES, COPYRIGHTS AND TRADEMARKS

This technical profile contains proprietary information of **NSIK ENGINEERING COMPANY LIMITED**.

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Questions or comments regarding this document or the product to which it relates should be directed to:

CORPORATE AFFAIRS UNIT

NSIK ENGINEERING COMPANY LIMITED

#1 Synagogue Avenue, Behind Godswill Akpabio Int'l Stadium, Obio Etoi, Uyo, Akwa Ibom State, Nigeria

Email: nsikengineeringltd@yahoo.com

P.M.B 1011

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NAME OF COMPANY

NSIK ENGINEERING COMPANY LIMITED



REGISTERED HEAD OFFICE COMPLEX

#1 Synagogue Avenue, Behind Godswill Akpabio Int'l Stadium, Obio Etoi, Uyo,
Akwa Ibom State, Nigeria

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COMPANY'S BRIEF HISTORY

NSIK ENGINEERING COMPANY LIMITED was incorporated with the primary objective of helping to Develop and support the rapid industrialization trend currently sweeping through the third world countries with particular interest in Nigeria and other African countries in general. **NSIK ENGINEERING COMPANY LIMITED** was basically created to provide services in areas of Engineering, Procurement and Construction with major interest in CIVIL AND BUILDING CONSTRUCTION, ROAD AND DRAINAGE CONSTRUCTION, OIL AND GAS, ELECTRIFICATION, DREDGING AND RECLAMATION, QUARRY, HAULAGE, MERCHANDIZING, URBAN AND COMMUNITY WATER PROVISION PROJECT, GLOBAL PROCUREMENT AND SUPPLY TO MULTINATIONALS AND PRIVATE FIRMS. So far so good we have been meeting this expectation.

The Company is wholly Nigerian and is poised to play a significant ROLE both in Nigeria and indeed the world in the area of provision of sound and turnkey engineering services to both public and private owned companies.

We are a fully integrated Engineering services company, an organization with a considerable and extensive experience in our chosen area of specialization, a splendid history of engineering projects capabilities, with an excellent team of experienced personnel that are able to provide effective project management for various engineering projects.

The Company has continued to grow and diversify its operations and is positioned to do business involving Engineering, Procurement and Construction. NSIK ENGINEERING COMPANY LIMITED has been involved in many labour projects. Our operations at the moment cover more than 240 Employees.

We are NSIK ENGINEERING COMPANY LIMITED: A NIGERIAN Company with an international reputation.

NSIK ENGINEERING COMPANY LIMITED Profile scope involves Engineering, Procurement and Construction as mentioned in our services and experience outlines. **NSIK ENGINEERING COMPANY LIMITED** is pleased to propose any project as envisaged in this Profile, and related aspects of Engineering Project in accordance to this document.

The Profile provides a comprehensive description of **NSIK ENGINEERING COMPANY LIMITED** scope and limits of Detailed Engineering Design, Procurement and Construction, including technical description of services offered, our proposed project methodology, documents and items expected to be furnished by client, and documentation deliverables by **NSIK ENGINEERING COMPANY LIMITED** and other supporting documentation.

SCOPE OF DOCUMENT

The scope of this document covers the entire length and width of **NSIK ENGINEERING COMPANY LIMITED**, the services and products rendered by **NSIK ENGINEERING COMPANY LIMITED**.

PROFILE OVERVIEW

Emphasis is placed on Haulage, Dredging, Quarry, Oil & Gas, Engineering, Procurement and construction with flexibility to conform to Owner's Specific Requirements, all on a competitive basis. Our main objective is the satisfaction of our clients and reaching the industry peak with highly integrated and qualitatively packaged menu of services in assigned location of our CLIENT as an integral part of the proposal.

PURPOSE OF DOCUMENTS

The purpose of this document is to provide accurate information as regard the OPERATIONS OF **NSIK ENGINEERING COMPANY LIMITED**, highlight on specific areas of our company's activities in handling projects to quality and productive delivery.

VISION STATEMENT

At **NSIK ENGINEERING COMPANY LIMITED**, our vision is to be a world class engineering construction service provider most preferred, recognized as a pacesetter in creating sustainable value growth through innovative energy solutions and unique partnerships in the area of provision of Engineering, Procurement and Construction services.

To realize this vision, we are applying a differentiated business model that takes us beyond a conventional integrated Engineering Company.

In implementing this 21st century model we aim to use our size to an advantage-linking our technical strength, commercial skills and international stature with the speed and agility of a small enterprise and a willingness to do things differently.

MISSION STATEMENT

1. To employ our huge resources in providing time tested, cost effective engineering solutions in a qualitative and functional manner
2. To provide a world class service and superior product to our clients in a safe and environmental sensitive manner at a fair and competitive price that will always make us their first choice”.

MORAL STRENGTH

Our understanding of client’s needs and the resulting delivery has been perfected through 10 years of executing Hi-tech projects for private, Government and multinational firms within and outside Nigeria.

NSIK ENGINEERING COMPANY LIMITED has an extensive experience both on blue print and conceptual engineering in the area of CIVIL AND BUILDING CONSTRUCTION, ROAD AND DRAINAGE CONSTRUCTION, OIL AND GAS,

ELECTRIFICATION, DREDGING AND RECLAMATION, QUARRY, HAULAGE, MERCHANDIZING, URBAN AND COMMUNITY WATER PROVISION PROJECT, GLOBAL PROCUREMENT AND SUPPLY TO MULTINATIONALS AND PRIVATE FIRMS. So far so good we have been meeting these expectations. **NSIK ENGINEERING COMPANY LIMITED** is staffed with Qualified and COREN certified engineers, Managers, Technicians, Skilled and unskilled labour who are well versed with operations and field experience in potentially demanding process environments. **NSIK ENGINEERING COMPANY LIMITED** personnel are experienced in designing A CONCEPT that are reliable based on individual client's requirement.

A successful project requires more than just performing required functions upon demand. A good organization must consider, and provide where necessary, many other factors such as flexibility. **NSIK ENGINEERING COMPANY LIMITED** develops custom project methodologies in light of project goals and client specifications. A project methodology covers all aspects of the implementation including project management, functional goals, specification development, procurement, inspection, validation, client training, long term support.

NSIK ENGINEERING COMPANY LIMITED pays careful attention to regulations, standards and certifications that the Manpower needs to comply with Oil and Gas workers and materials selection in the light of constraints imposed by these projects. Management tools are employed for online real time project monitoring. Each project activity is clearly identified and milestones defined. Appropriate manpower resources are provided to timely meet the needs of each activity. Each Management and technical task in a project is identified by a skill set requirement and matched with **NSIK ENGINEERING COMPANY LIMITED**'s "resource: skill set" matrix.

Skills are kept up to date through an aggressive training program. In addition to vendor based training **NSIK ENGINEERING COMPANY LIMITED** uses its

internal multi-vendor Manpower for customized training. Our Management team is always striving to provide the client with the best value for their investment. Our lead Human Resources Managers and project managers generally have specific experience in excess of ten years.

Our business philosophy has shown our customer focus. **NSIK ENGINEERING COMPANY LIMITED** endeavours to align its business operation to meet client needs. This alignment is reflected in many ways including geographical presence and expansion, attaining certification and experience on vendors and platforms of client's choice, involvement in all phases of clients operations from project concept through long term operations and maintenance.

CAPABILITIES/SERVICES

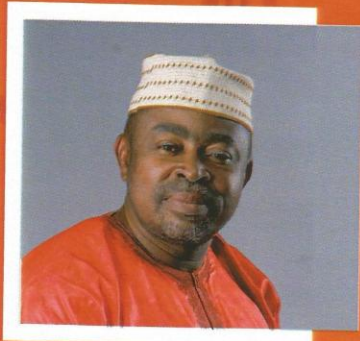
By this we trust on required competency, excellent delivery, Manpower resources and commitment to meet new challenges and through a synergy of efforts by combining our local capacity with our foreign expatriates services to make a non-equal delivery based on specification, quality, cost and time. The Company's MAIN Business activities can be broadly classified into these areas:

1. HAULAGE (STONE BASE, CHIPPINGS OF VARIOUS SIZES AND QUANTITY, STONE DUST, BOULDERS, ETC)
2. MINING – QUARRY, DREDGING (SHARP SAND), BORROW PIT (LATERITE) ETC.
3. OIL AND GAS (DIESEL/ PETROL SUPPLY)
4. ROAD CONSTRUCTION/DRAINAGE
5. BUILDING CONSTRUCTION SERVICES
6. URBAN/COMMUNITY WATER PROJECT/SUPPLY
7. SOLAR POWER ENGINEERING
10. MANPOWER TRAINING/DEVELOPMENT.
11. EQUIPMENT LEASING/HIRE

OUR CLIENTS

S/N	COMPANY NAME	ADDRESS	CONTACT PERSONS
1.	FEDERAL MINISTRY OF POWER, WORKS AND HOUSING	MABUSHI, ABUJA	
2.	MINISTRY OF WORK	UYO, AKWA IBOM STATE	
3.	MINISTRY OF INFRASTRUCTURE	BENIN CITY, EDO STATE	
4.	SATURN MINING COMPANY	AWI VILLAGE, AKAMKPA LGA, CROSS RIVER STATE	MR. JACK LEE 07032594731
5.	CHINA CIVIL ENGINEERING CONSTRUCTION COMPANY (CCECC)	AKA NNUNG UDOE ROAD, UYO AKWA IBOM STATE	MR. LI 08139077752
6.	HAMMAKOPP CONSORTIUM LTD	KM 8 IBOM AIRPORT ROAD, ITUK MBANG URUAN LGA, AKS	MR JAMES 09023239913
7.	NIGERIAN LIQUIFIED NATURAL GAS (NLNG)	TRANS-AMADI ROAD, PORT HARCOURT, RIVERS STATE	MR KUNLE 08034505429
8.	WIZCHINO ENGINEERING LIMITED	SHELTER AFRIQUE, UYO, AKS	MR OKONKOR 07083498162

THE CHAIRMAN'S PROFILE



Nsikan Effiong Johnny

Mr. Nsikan Effiong Johnny is the Chief Executive Officer of NSIK ENGINEERING COMPANY LIMITED.

He is a native of Ikot Akpan Abia in Nsit Ubium Local Government Area of Akwa Ibom State. He holds a Bachelor of Science degree in Management Science from the Rivers State University of Science and Technology, Port Harcourt in 2007.

His humble beginning in commerce and industry was fuelled by consistent practical development of his entrepreneurial and managerial skills spanning over eighteen (18) years. This metamorphosed into a foremost indigenous transport company - NSIK MOTORS LIMITED that has seen it have an enviable success story in the murky waters of transport business in Nigeria. NSIK ENGINEERING COMPANY LIMITED therefore was inaugurated in April 2016 in response to both national and global diversification of investments having spent over ten (10) years in small scale Engineering Construction Enterprise.

This speedily gave rise to an upgrade to allow for large scale engagements.

His managerial acumen therefore led to an aggregation and assemblage of diverse professionals in the Engineering industry with an average corporate experience of over twenty years to explore, exploit and deploy great potentials inherent in the Engineering, Procurement & Construction (EPC) industry.

He holds many awards for his meritorious services to humanity and professional bodies notable among them are; Member - Chartered Institute of Logistics and Transport of Nigeria, Member - Equipment Leasing Association of Nigeria, Chairman - Board of Trustees of Akwa Ibom Commercial Transport Stakeholders Forum, and MD/CEO - NSIK MOTORS LIMITED; adjudged as the best run state owned Transport Company in the country by Tell Communications Limited. His passion is to surmount challenges and he love sports. He is happily married with children.

KEY PERSONNEL PROFILE

1. MR. NSIKAN EFFIONG JOHNNY

Managing Director/Chief Executive Officer of **NSIK ENGINEERING COMPANY LIMITED**. He holds a Bachelor of Science (B.Sc.) Degree in Business Administration from the Rivers State University of Science and Technology. He possesses transport management experience spanning over 15 years.

2. ENGR. EDO BASSEY ETUK

Engr. Edo Bassey Etuk is the Company Project Manager. He holds a Bachelor of Engineering Degree in Civil/Electrical Engineering. He commenced his working career with Societe' Generale' Engineer on the construction of Uyo Township Roads Project in Akwa Ibom State. Projects handled include High – rise buildings and development of Structural Drawings for Public Buildings in the federation as well as the preparation of their Bills of Quantities. A member of Council for Regulation of Engineering in Nigeria (COREN).

3. MOHAMMED ALLAF

Mohammed Allaf is the General Manager of Nsik Engineering Company Limited. He read Management Engineering and graduated from the Syria University with Msc Engineering. He possess over 35 years of experience in road construction in Nigeria.

4. AKINTAYO STEPHEN OHYEMI

Mr. Akintayo is the Head Team of Engineers. He holds a Bachelor of Technology in Civil Engineering (B.Tech) from Ladoke Akintola University of Technology, Ogbomoso, Oyo State in 2007. He possesses 8 years of experience in field engineering with Osun State ministry of Works and Transport, site Engineer and Project Manager with foundation Solid Nigeria Limited. a graduate member of Nigeria Society of Engineers and Corporate member in view.

5. ALI IBRAHIM

Mr Ibrahim a senior Engineer possesses a M.sc. Engineering from Syria University with 30 years of experience in Civil and Electrical Engineering. A bridge specialist who have worked in countries such as: Syria, Yugoslavia, Morocco, England, Nigeria etc.

6. TAREEK ALLAF

Mr Allaf is the company Head of Geotechnic and Design Department. An Electrical Engineer with Master in Electrical Engineering, Mr Allaf possess 10 years working experience in the field of Engineering from Germany and Nigeria.

7. ENGR. IFIOKOBONG C. EKONG

Engr. Ekong is the Company's Civil Engineer. He holds a Bachelor of Engineering Degree in Civil Engineering from the University of Nigeria, Nsukka. He commenced his working career with Union Consultants on the design and supervision of University of Uyo entrance gate house/fence project in 2012. Projects handled include: construction of Industrial Training Fund Area Office in Uyo and various road constructions across Akwa Ibom State. Engr. Ekong has 5 years working experience and is a member of the Nigerian Society of Engineers but currently awaiting COREN Examinations.

COMMUNITY RELATIONS PLAN

- **NSIK ENGINEERING COMPANY LIMITED's** Community Relations Policy
- Community Relation Procedures

COMMUNITY RELATION PLAN OVERVIEW

NSIK ENGINEERING COMPANY LIMITED is completely a Nigerian indigenous Company with focus on optimizing local content to create value and jobs in Nigeria. Top management of the Company and staff has extensive working experiences in Nigeria and abroad covering a period of over 20 years.

NSIK ENGINEERING COMPANY LIMITED is fully committed to supports the Federal Government of Nigeria's commitment to Local Content Development and these we demonstrate through Manpower supply, Materials Procurement and etc.

For this project **NSIK ENGINEERING COMPANY LIMITED** management will employ local indigenes such as skilled and unskilled labour (Leadsman, Technicians, Inspectors with technical back-up from professionals) that are acquainted with building and construction requirements with very particular reference to Client expectations.

NSIK ENGINEERING COMPANY LIMITED also has an in-depth regional knowledge and experience, which will form a powerful platform to enables us to deliver truly first class services

The Youths of today, many are aware and more acutely sensitive and conscious of their rights to fair share of the nation's wealth and as such we will treat community issues with strict caution.

1.0 PURPOSE

The purpose of this document is to provide guidance to **NSIK ENGINEERING COMPANY LIMITED** Community Affairs Manager in handling various project issues.

2.0 GENERAL

2.1 Community Affairs will be a team effort involving CLIENT and **NSIK ENGINEERING COMPANY LIMITED**. All parties will share information and maintain open communications on all Community Affairs matters.

2.2 NSIK ENGINEERING COMPANY LIMITED COMMUNITY AFFAIRS MANAGER.

- Shall cooperate with the CLIENT Community Affairs Manager to ensure a coordinated approach to Community Relations.
- Will also be responsible for the implementation of their sub-contractor community affairs activities.
- Will take a proactive role in community affairs to alleviate potentially negative responses.
- Will establish and maintain a program for keeping the local communities informed on project progress as it may affect them.

3.0 PRE-MOBILIZATION MEETING

3.1 Prior to the commencement of activities at the Sites, the Authorized Representatives from CLIENT, **NSIK ENGINEERING COMPANY LIMITED** site lead man, CLIENT Community Liaison Officer and **NSIK ENGINEERING COMPANY LIMITED** Community Affairs Manager will hold a meeting with the communities involve in the proposed WORK, where appropriate and pay a courtesy call on its leadership with customary drinks/items of presentation.

- 3.2 During the meeting the nature and duration of the job, and its likely impact/consequences shall be explained and assistance offered to the community.
- 3.3 CLIENT and **NSIK ENGINEERING COMPANY LIMITED** representatives will work together in preparing for these meetings. Unless **NSIK ENGINEERING COMPANY LIMITED** is advised otherwise, Client will contact the Community leaders and schedule the Pre-mobilization meeting.

4.0 EMPLOYMENT OF LOCAL SUB-CONTRACTOR AND LOCAL LABOUR

- 4.1 CLIENT and **NSIK ENGINEERING COMPANY LIMITED** Community Affairs representatives will work together to develop a list of acceptable contractors and suppliers who may be used on the project.
- 4.2 **NSIK ENGINEERING COMPANY LIMITED** shall endeavour to award minor Contracts to competent Sub-contractors from the community.
- 4.3 Working with CLIENT, **NSIK ENGINEERING COMPANY LIMITED** will try to spread whatever small contracts and supply orders we may have fairly across the communities.
- 4.4 **NSIK ENGINEERING COMPANY LIMITED** will provide the Community Affairs Team, which consist of Community Affairs Team, which consist of Community Affairs representatives from CLIENT, with the estimated number of local indigenes required by the project. The Community Affairs team will advise how many local indigenes should be hired from each community.

4.5 **NSIK ENGINEERING COMPANY LIMITED** will provide input for the project's standard rate of pay for workers. In no case shall either NSIK ENGINEERING COMPANY LIMITED pay more than the project's standard rates without the approval of the Community Affairs Team.

5.0 SETTLEMENT OF PROBLEMS

5.1 **NSIK ENGINEERING COMPANY LIMITED** Community Affairs Manager will maintain a Community Affairs Register containing the following information:

5.1.1 The date the issue was raised.

5.1.2 The originator of the issue

5.1.3 **NSIK ENGINEERING COMPANY LIMITED** or sub-contractors representative who was the first to received the issue.

5.1.4 The method of resolution or response

5.1.5 The actions taken to prevent the reoccurrence.

5.1.6 What was learned from the issue and how to prevent future issues of this nature?

5.1.7 Target dates for feedback and cascading learning points.

5.1.8 **NSIK ENGINEERING COMPANY LIMITED's** authorized signature of the response.

5.1.9 The close out date of the issue.

5.1.10. The Community Affairs Manger's signature acknowledging closeout of the issue.

5.2 **NSIK ENGINEERING COMPANY LIMITED** Community Affairs Manager will advise the Client Community Liaison Officer of all problems. Depending on the nature of the problem, client may want to be involved in the settlement process.

- 5.3 Settlements will be made in accordance with standard rates, which have been approved by CLIENT. No parties including the CLIENT entities associated with the project will pay more or less than the approved standard rates without agreement of the Community Affairs team.
- 5.4 Any damage to local roads or bridges caused by **NSIK ENGINEERING COMPANY LIMITED** or their sub-contractors shall be promptly reported to the Client representative and the Client Community Liaison Officer along with the corrective actions being taken to restore these facilities to their original condition.
- 5.5 Any third Party damage caused by **NSIK ENGINEERING COMPANY LIMITED** or their sub-contractors shall be promptly settled and reported to the Client Representative and Community Liaison Officer.

6.0 AWARENESS OF STAFF

6.1 NSIK ENGINEERING COMPANY LIMITED Community Affairs Manager will review the following “Code of Conduct” with the staffs of **NSIK ENGINEERING COMPANY LIMITED** and their sub-contractors as they join the project and periodically throughout the project duration:

- Exhibit a high sense of responsibility, avoiding any show of superiority.
- Be receptive and polite in dealing with the public.
- Exhibit fairness and sincerity, avoiding any show of disdain or discrimination.

- Recognize and respect native customs, norms and traditions of the communities.
- Politely handle complaints and criticism from the public and refer these to the supervisors if need be
- Report and follow-up on each public issue.
- Explain the **NSIK ENGINEERING COMPANY LIMITED** or Client position without making unauthorized promises.
- Avoid interviews with the press but refer them to the appropriate supervisory level.
- Confirm facts before presentation to the public.
- Work at all times in accordance with the police on CASHES.

7.0 PUBLIC RELATIONS AND PUBLICITY

7.1 **NSIK ENGINEERING COMPANY LIMITED**, except for interfacing with Nigerian government authorities related to importing and exporting materials for the project, shall not contact any government departments or agencies on any matter relating to the contract without the prior agreement of Client.

7.2 **NSIK ENGINEERING COMPANY LIMITED** shall make no publicity releases or announcements concerning their activities or participation with respect to the contract without the prior agreement of CLIENT.

NSIK ENGINEERING COMPANY LIMITED shall require all sub-contractors and vendors and suppliers to comply with this requirement.

8.0 ARMS AND AMMUNITION

NSIK ENGINEERING COMPANY LIMITED or their sub-contractors shall not give, barter, or otherwise dispose of to any person or persons, any arms or ammunition of any kind.

9.0 NSIK ENGINEERING COMPANY LIMITED-HOST COMMUNITY INTERFACE

It is necessary and imperative that interaction between client and host community is effectively managed. Proper interface will lead to greater respect, harmony and reduced community disturbance or agitation. Clear lines of communication shall be established so that information flow is not hampered.

10.0 RECRUITMENT OF LOCAL LABOUR FORCE

The recruitment of labour from host community shall be in accordance with the guidelines and objectives set out below:

10.1 OBJECTIVES:

The objectives of this recruitment exercise shall be to:

- a) Provide employment for host community.
- b) Provide work stoppages due to community demonstrations arising from non-employment of indigenes.
- c) Perform contractual obligations under contract with recruited community labour, force without compromising work quality or HSE standard.

10.2 RECRUITMENT GUIDELINES

Recruitment guidelines are normally spelt out in accordance with Tender document, Client HSE standards, Nigerian factories act of 1987 and labour enactment of the Federation of Nigeria 1990.

10.3 PROCEDURE FOR RECRUITMENT

1. All persons from host community seeking employment must be registered with the community head or body/person approved by the community to discuss community-related issue with **NSIK ENGINEERING COMPANY LIMITED**.
2. Based on requirements agreed to by **NSIK ENGINEERING COMPANY LIMITED** and host community, the community shall send to **NSIK ENGINEERING COMPANY LIMITED's** local labour approved to work under the contract.
3. **NSIK ENGINEERING COMPANY LIMITED** shall thereafter screen the workers both medically and by skill acquired. Those found unsuitable shall be sent back to the community for replacement.
4. This exercise shall be repeated until competent workers are found.

Procedure 1 – 4 outlined above will eliminate the following:

1. Workers that are not qualified to be part of the work team.
2. Unemployment rate in the communities and Nigeria in general.
3. Workers who are predisposed to violence, theft will to a large extent be screen out.

After the recruitment exercise, successful workers shall attend a HSE training program for a period as may be approved by Client prior to entry to site.

The above list is by no means exhaustive. Other area where Nationals (communities) can be engaged will be continually monitored and the above highlighted procedures upgrade.

UTILIZATION OF SKILLED AND UNSKILLED LABOUR FROM LOCAL COMMUNITIES

Our organization is a core community indigenous company.

In view of this, our percentage utilization of unskilled labour from local communities is as follows:

1. Casual labour for the projects shall be 100% from the immediate community where project site is located.
2. Semi-skilled and skilled labour shall be 60% from the community and 40% from the community and 40% others.
3. Project engineers and safety officer are members of the CORE COMMUNITIES. Since it has been realized that sound local community correlation will help protect working environment and community disagreement, it is the policy strategy of **NSIK ENGINEERING COMPANY LIMITED** to maintained, relate and secure sound working community relationship through Maintenance of peace with the community in area of labour supply.

NSIK ENGINEERING COMPANY LIMITED's COMMUNITY STEP BY STEP APPROACH.

- Courtesy call on community leaders, including youth groups always undertaken prior to commencement of projects. This establishes cordiality with host communities.
- Employment opportunities for both skilled and unskilled labour offered to host communities and given the chance of first refusal for qualified applicants.
- One of the employees from the host community to be designed as the liaison officer between management and the community.

- A regular channel of communication will be maintained with the host community to feel their pulse from time to time on community issues and pre-empt controversies.
- Participation in social activities including modest contribution to support such programs in order to foster unity and accord the community recognition.
- Formal briefing of staff on community issues prior to mobilization of staff to site.
- Maintain a posture of non-interference and respect cultural values of the host communities.

It is Management's policy to employ as many skilled workers as possible from the host community and we realize the importance of training to local population. We also provide a number of places within the workforce approved Industrial Training/Attachment Work Experience as required by government regulation.

As mentioned previously Management supports the Nigeria government's commitment to Local Content Development target of 90% and above. We give full and fair opportunities to existing competent individuals and Nigerian companies and capable Nigeria indigenous contractors and supplies to provide products and services to us, subject to them being competitive in prices, quality, delivery and safety, with focus on optimizing local content.

In keeping with the local content policy of Federal Government of Nigeria, **NSIK ENGINEERING COMPANY LIMITED** will ensure that a healthy welfare package is put in place for staff.

Therefore **NSIK ENGINEERING COMPANY LIMITED** Nigeria/Local content inclusion plan is not really focused on savings, but rather is focused on human resources planning, a technique aimed at securing and improving our human resources to meet present and future needs of Nigerian clients.

It also focuses on increasing the percentage of money spent in Nigeria to improve the standard of living of the average worker.

As part of our local content plan, **NSIK ENGINEERING COMPANY LIMITED** shall provide training to Nigerians engaged in the contract. This training consists of interactive training through seminars and conferences and on the job training. At the end of the contract, sufficient Nigerian personnel employed under the contract should have been trained to do the majority of the task with expertise.

The Nigeria local content plan of **NSIK ENGINEERING COMPANY LIMITED** outlines the basis for which we can group the available personnel by community representation. Due consideration will also be given to indigenes of the host community who are qualified and competent in both the technical and administrative categories.

The host communities' content of the contract shall be 60%, other Nigerians 38% and foreign nationals 2%. All provisions are made on the assumption that the relevant local personnel are available, in the absence of this; our selection criteria shall be based on national merit and in conformity with the company selection criteria.

NSIK ENGINEERING COMPANY LIMITED carries out its personnel recruitment exercise through:

- Reliance on manpower database
- Media advertisement

Our selection process ensures that the best candidates are recruited for client.

The procedures adopted include:

Advertisement/head hunting and media selection

Assessment of respondents resume against recruitment criteria

Verification of applicant's certificates and references

Interviews, charts and discussion with potential employee final selection of candidates adjudged most suitable by team of in house assessors.

Recommendation to client from selection and recruitment

Arrangement of an interview for nominated personnel's by Client's Business Owner.

The main objective is to ensure better relationship with host community, by imploring efficient communication with both the host communities and authorities and reducing or elimination disruptions during the contract execution.

The major challenge is to complete the project without or with minimum disruption to work for the host community. Duplication of community assistance projects will be avoided by consulting with **CLIENT** first and then with the community.

WHAT WE STAND FOR

In the event of a dispute/misunderstanding, Management would seek peaceful resolution through dialogue with all parties involved including Council of Chiefs, Local Government Officials, etc.

Furthermore, Preliminary Training Programmes are offered to unskilled labour which familiarizes them with new techniques and equipment. This would include tool box talks and would cover areas of Safety and Crafty principles.

The issues that will be considered by us are as follows:

- Employment of one Liaison Officer
- Proactive resolutions of dispute/misunderstanding
- Use of Local Labour
- Avoiding Damages to crop etc.
- Carrying out Community assisted projects.

Community Liaison Officer

A community Liaison Officer will be employed. He will report directly to the Project Manager. The Liaison Officer will be responsible for early identification of community related issues and facilitate communication to resolve any misunderstanding. The officer would combine other work on site with that of the liaison of the host community as may be determined by the Project Manager.

Resolution of Disputes/Misunderstanding

In spite of all efforts to minimize disruptions, misunderstanding could still arise when dealing with Host Community and the authorities within the community. This will be solved proactively. Resolutions of compensation, land rentals and disputes will be made through CLIENT.

Use of Local Labour

Strategy

The Local Labour will be employed in the following area;

- Employment of Non-skilled workers
- Employment of skilled workers
- Sub-contractor's Non-skilled work

Employment of Non-Skilled Workers

Non-skilled work like security personnel, light vehicle drivers (after passing CLIENT pre mobilization), canteen workers, labourers and helpers etc. will be initially opened to the able men and women from the Host Communities. Those that are suitable for recruitment will be engaged after passing the Medical tests of fitness. Persons outside the Host community will be considered when no persons could be engaged from the Community.

Any-sub-contractor to be employed we will be similarly directed to use local labour as specified above.

Employment of Skilled Workers

The Host Communities will be given the first opportunity when recruiting Skill Workers for works that are not to be carried out by (our) personnel. The skilled work involved amongst other; Technicians etc.

If there is no person qualified in the Host Community, the opportunity will be opened to persons outside the Host Community. However, this provision will be made for only maximum of 20% of the required workers in order to avoid over dependency, which may turn out to be counterproductive.

Sub-contract for Non-Skilled work

Efforts will be made to identify non-skilled work that will be sub-contracted to reliable **CLIENT** approved **NSIK ENGINEERING COMPANY LIMITED** from the host Community **CLIENT** shall be consulted and **CLIENT** approval obtained before such works are let out.

The works may include the following:

- Manual digging and excavation
- Supply of sands/selected food items/stationery

- Cleaning and clearing of site waste
- Fumigation and clearing of site/site office etc.
- Supply of sundry items of small values.

Problems from Land Acquisition

CLIENT will be responsible for acquiring the lands required for contract, however, are of conflicts will be resolved in consultation with **CLIENT** and ensuring good relations with Host Community.

Damages to Crops etc./Environment of the Host community

Efforts will be made to avoid damages to crops and farmlands and third party properties outside the designated construction area already acquired by **CLIENT**. Where this is unavoidable, the persons affected will be consulted and work will be carried out in a responsible manner. The damaged features will be re-instated or compensation paid after consultation with **CLIENT** and the person affected.

Community/Government Affairs

The strategy for the contract is as follows:

- Good communication channels will be maintained with **CLIENT** and the Host Community. Emphasis will be laid on communication for better understanding and cooperation.
- Regular and effective contacts with Local Government and Security Office
- Effective liaison with other rural development agencies if any
- Close monitoring of developments in the host Community and their impact on the contract. **CLIENT** will be informed/consulted when findings are made.

Since it has been realised that sound local community correlation will help protect working environment and community disagreement, it is the policy strategy of NSIK **ENGINEERING COMPANY LIMITED** to maintained, relate and secure sound working community relationship through:

- (a) Maintenance of peace with the community in area of labour supply
- (b) Regular employment of skilled personnel based strictly on employment and experience.

**COMMUNITY AFFAIRS, SECURITY POLICY,
HEALTH, SAFETY AND ENVIRONMENT (HSE)**

FOR

NSIK ENGINEERING COMPANY LIMITED

COMMUNITY AFFAIRS, SECURITY POLICY, HEALTH, SAFETY AND ENVIRONMENT (HSE)

NSIK ENGINEERING COMPANY LIMITED is committed to protecting the health, safety, environment and security of everybody involved in our activities. We aspire to high standards of practice through a process of continual improvement and the adoption of international codes and standards were practicable. To meet this commitment we will implement management systems in our operations that accord with the requirement of our health, safety and security standards and strive to:

- Promote, enhance and sustain a strong health and safety culture.
- Comply with applicable health, safety and security laws and regulations
- Regularly monitor, assess the security status of those places where we do business and the security risks associated with our operations
- Implement controls to ensure that safeguarding of personnel and property is carried out consistently with relevant human rights principles and in a manner that avoids or minimise risks to the local community
- Provide health, safety and security training to our employees and actively promote awareness of health, safety and security issues.
- Ensure that contractors are aware of our policies and standards and where necessary, work with our contractors to raise their standards to meet our requirements
- Ensure that accidents, incidents, near misses and non-compliances with procedures are reported and investigated, and the lessons learned are shared.
- Set objectives and targets for improving health, safety and security performance and monitor and report openly on our performance.
- Monitor our performance and conduct periodic audits to ensure our controls are effective and that our health, safety and security standards are being achieved.

- Ensure that a high priority is placed on emergency preparedness and contingency planning and plans are regularly tested, so that any incidents can be responded to in a timely and effective manner
- Work with regulators and industry bodies in the formulation or improvement of laws, policies, regulations and good practice aimed at protecting health, safety and security
- Consult with and respond to the concerns of our stakeholders on our health, safety and security performance.

Responsibility for compliance with **Nsik Engineering Company Limited** HSE Policy and standards lies with the Chief Executive, Directors, Managers, and their staff. It is also the responsibility of each individual to be aware of the risks to personal health, safety and security and to take measures commensurate with the environment in which they are living, working and travelling.

NSIK ENGINEERING COMPANY LIMITED IMPLEMENTATION OF HEALTH, SAFETY AND ENVIRONMENT (HSE) POLICY

In principle, the prevention of all accidents would start with the active commitment of our management and all to:

1. (a) Follow approved codes of work especially with regard to the standards and codes applicable to our engineering and maintenance jobs.
- (b) Operate the Permit-to-work system effectively such that operational hazards are identified at their early stages and addressed.
- (c) Use of safe tools both electrically operated and manual tools will be of standard and state of repair that their potential to cause harm will be greatly reduced.

- (d) To report unsafe acts and conditions before they cause accident. Unsafe acts will include infringement to all general health requirements together with regards to the environment aspects of the work.
2. The maintenance of high degree of personal health standards, on and off the job must be taken into account for each project. The areas to be addressed include:
 - (a) Provision and maintenance of first aid facilities both at base and project sites.
 - (b) Provision of portable drinking water and a constant drive to ensure that proper quality standards are adhered to.
 - (c) Following good feeding habit, and the avoidance of harmful drugs and alcohol while within the company or client controlled areas.
 3. The protection of the environment and efforts to get all staff to cooperate with such measures must continue for all projects and the following will apply:
 - (a) Advance planning for the controlled generation and handling of waste products. Such products will be separated and appropriate action taken especially for toxic/radioactive wastes.
 - (b) Where it is inevitable to use chemicals the selection shall be such that toxic and dangerous chemicals are substituted with known mild or relatively safe substitute. The vicinity in which such works are carried out, the adequate means of warning to non-company staff is effectively maintained. Safety information and warnings signs must be located in strategic areas. Wordings of such information should be in clear English and to convey their meanings quite easily.

(c) All drawings incidental to the work including as-built modifications, and those plans for the future are received and studied so as to eliminate any chance of error.

(d) **NSIK ENGINEERING COMPANY LIMITED** will continue to use competent persons to man its projects. Such men at the time of engagement must possess adequate knowledge and skills, together with commitment to HSE goals of the company.

4. Meetings serve useful purpose when its planning, organisation and decision making process is properly informed and kept in the hand of honest and hardworking staff. The importance of meeting must therefore be spread in order to give every staff the opportunity to hear others, contribute his quota and also be heard. The structure of meetings are as follows:

(a) Daily tool box meeting lasting between 10-15 minutes at the work site will be held at site with the foreman leading the talk.

(b) Weekly site meeting will centre on work progress, problems and milestones achieved. Site supervisor in charge of works shall preside over these meetings.

(c) Monthly company progress meeting will handle and co-ordinate all the reports from the various sectors. The aims will be to take decisions, apportion resources and have final authority for discipline. The company Chief Executive will chair this meeting with all the Supervisors in attendance. The copies of minutes will be read to all staff or mounted on notice boards for their further reading.

(d) The agenda for all meetings must include HSE programme or the Company's Policy or the guidelines for its implementation. The

agenda need not be too long so that adequate time will be made available to deal with its contents.

For all sites waste receptacles will be put in place to reduce emissions. We will endeavour to report all near misses and all accidents.

5. There is no way forward in our stride to maintain enviable HSE programmes without visible commitment. To further emphasise this area, the company will pursue the following programmes:

- (a) Instil a high level of safety consciousness beginning with the induction and orientation of staff as they join the company. Reading, understanding and implementing on a personal and collective basis. The guidelines of these policies and objectives are the company's aim.

- (b) As much as possible, seek nomination and placement for safety courses. Part of on-going commitment is to put in place structures safety meetings.

- (c) To get all our staff able to swim to personal survival level as part of the drive to keep the company in a competitive position to vie for works anywhere.

- (d) It is the duty of every employee to co-operate with the guidelines and show commitment by making effort to wear Personal protective Equipment (PPE) it is hoped that the employee will not wilfully interfere with any provisions intended for HSE programmes.

- (e) Quick detection of deteriorating conditions of work morale and skills will be included in the Unsafe Act Auditing drive. Since this programme is action centred and will be carried out by our staff, it will further provide a learning process.

- (f) The greatest visible commitment to HSE is by showing good example. Supervisors and charge hands and therefore accountable for the unruly behaviour of personnel under their charge where their faults are traceable to insufficient HSE awareness.
6. No work, no matter how urgent, is to commence without first ensuring that all the necessary HSE systems are in place. To this end, the projects personnel must follow a structured system which will ensure that:
- (a) Lock out system is in place and the necessary facilities are available to make the system workable.
 - (b) The permit to work system is implemented and that all the necessary clearance and permission have been sought and all staff engaged and permission has been sought and all staff engaged in the work are made aware of all the dangers.

PRE-JOB COMMENCEMENT HAZARD ANALYSIS:-

It is of good purpose that we strive to point out the hazard areas of a particular kind of job to our workforce before mobilisation to enable them know applicable precautions and cautions beforehand. This is vital and helps to make the work of the site Safety Officer lighter, easy and fruitful.

a) ON-THE-SITE ROUTINE CHECKS:

The Safety Site Supervisor and First-Aider will jointly ensure that all workers are in their best mood to work. Any worker detected to be mentally, physically and emotionally ill or troubled should be asked to stop work as his state of condition is prone to unsafe act or accident. The site officer/safety officer must see at all times that none of the workers is under the influence of alcohol or drug while job is in progress. Ask the alcohol or druggist to stir very clear of any operation. A conducive working atmosphere must be created amongst all at the site to ensure

objective and not subjective partnership in the attainment of the work goal.

b) LOCATION AND WORKFORCE:

In executing our job(s) in any given location, we adequately make sure that all our workers are comfortable. Thus, a worker at swamp must be a good swimmer and knows how to swim and survive and a worker on land must be comfortable, while the man up must have safety harness and is fit to do the job.

c) ENVIRONMENTAL VIOLATION:

As we work to preserve and prolong the length of our health by applying all safety means, we must at all-time also try to keep and maintain the harmony of the environment in which we are working.

The safety officer and the site supervisor will discharge and play some important roles there by making sure that nobody sparks off the anger of the people within the environment that will lead to Accidents. We are always in harmony without work environment and will always consider very important Health, Safety and Environment in all our job executions.

d) WORKMEN COMPENSATION:

All the workers within the enlistment of our workforce are covered by insurances as pertain to the risks obtainable in the kind of job they execute.

e) SAFETY DOCUMENTATION:

All safety meetings, lectures, findings researchers, accidents, near misses, safety audit reports, accident investigations and recommendations are properly documented for reference purposes and for good safety inferences.

f) SAFETY OBJECTIVES

In pursuance, fulfilment and total realisation of our safety policy, we express below our safety objectives.

1. To preserve and prolong the life and health of all employees within our enlistment.
2. To increase the level of production in our favour and cheer our employer satisfactorily through profit maximisation.
3. To work freely and ensure non-violation of the ecological set-up.
4. To help diffuse and inculcate safety awareness and consciousness into the vast world.
5. To make sure that safety is advocated at all times throughout one's life span.
6. To ensure that equipment/machinery are kept long in service and to appreciate their values in the production chart.
7. To encourage long service of manpower and other labour force.
8. To educate, enlighten and impart on others new findings, researches and importance of safety to all and sundry.
9. To awaken the working morale and attitudes of workers towards appreciating their working conditions safety wise.
10. To broaden the safety scope of workers and rekindle safety awareness and consciousness in workers at any point in time.
11. To achieve "ZERO" fatality within a period of time.
12. To save cost on personnel, materials and equipment.
13. To win Safety Award in **NSIK ENGINEERING COMPANY LTD.**

g) ARRANGEMENTS FOR HEALTH

Medical Examinations:

1. Prior to employment, an applicant must undergo a full medical test and a certificate of fitness issued by a physician.

2. Self-medication is discouraged. All illness arising from work will be reported and appropriate medical treatment given by our Retainer Clinic Doctor.
3. We maintain a retainer clinic where physical examinations or referrals are done to take care of ailing workers.
4. First Aid treatment for minor injuries at work will be the duty of the First Aider who will be expected to be on site a First Aid Box fully stocked with Medicines relevant to the injuries/ailments anticipated will be kept. A Record book will be kept for dispensed drugs.
5. To ensure that there is continuity between the First Aider and the Retainer Doctors, the first Aider treatment register should be regularly reviewed by the doctor for the following reasons.
 - a) Provide advice on the effects of a particular job on health.
 - b) Periodic or special examinations to protect workers against Hazardous substance.
 - c) Undertaking epidemical studies of exposed groups of workers to determine long-term effects of the substances used on their health.

h) PROVISION FOR SAFETY IN WATER BORNE OPERATIONS

- a) All employees must be swim tested to a standard of personal survival.
- b) Floatation devices should be worn in and around crafts or such edges where there is a likelihood of someone falling.
- c) The Company will as part of its marine transportation philosophy carry out planning in such a way that night sailing is avoided.

- d) All swim tested employees should be in possession of valid certificated and should when requested tender same at embarkation points i.e. Heliport and Jetties.
- e) Use of dugout canoes for Company operation is forbidden.
- f) Shoe laces should be kept loose when being transported by boat. It may become necessary to slip off shoes in extreme emergency.
- g) Always obey the Quartermaster during the voyage. Ensure that all transported goods are declared and duly manifested.

i) HEALTH PROVISIONS AT SITE

- a) Water served to workers must be boiled, filtered and carried in clean jerry cans. Source of water must have been certified.
- b) Wholesome food, hygienically prepared will be served at any time that work warrants centralised feeding at the same time, workers are advised to eat from restaurants with a high standard of hygiene.
- c) Hands must be washed after visiting the toilet, no food or smoking will be allowed. Smoking is injurious to health and workers who smoke are advised in their own interest.
- d) There are three routes of entry of toxic substances, into the body and these are by:
 1. Inhalation of dust, vapour or gas, these cause damage to the respiratory Tract or lung tissue or enters the blood stream.
 2. Injection of solids or liquids via the digestive system.
 3. Through the skin.

To this end, each worker must be adequately protected against health hazards arising from the nature of his occupation.

- e) Well-equipped First Aid Box must be provided on site and manned by a competent First Aider.

j) MANAGEMENT'S ROLE, RESPONSIBILITIES POLICY IMPLEMENTATION

The responsibility for ensuring implementation of the safety policy for health, safety and environment rests directly upon the Management of NSIK ENGINEERING COMPANY LTD, and Management is poised to shoulder this responsibility. Responsibilities will be assigned to Supervisors and the necessary backing in terms of funds and authority will be given by Management. Safety Officers will also be appointed and will be present at every work site. The Safety Officer is to advise and ensure that all work activities are conducted in a safe manner.

In addition to the above, Management will carry out the following measures to ensure effective implementation for the Company's safety policy.

Allocate sufficient resources to provide and maintain conditions and places of work that are, so far as is reasonably safe and healthy.

- (a) Ensure that all machinery, plants and equipment are in good working order. Appreciate tools for the job will be made available.
- (b) Provide as a manner of policy, approve personal protective equipment and clothing and to ensure that employees understand their proper usage.
- (c) Ensure that adequate instructions are given to employees on all aspects of their work, especially those hazards to health
- (d) Review operations and work methods from time to time in order to incorporate where necessary, changes in statutory obligations and new technologies.

k) FOREMEN/SUPERVISOR'S RESPONSIBILITIES

The immediate responsibility for health and safety at work rests with the Line Supervisors. They are primarily concerned with preventing accidents

which results in injuries to person and damage to company property. It is the responsibility of their Supervisor to give clear and explicit work instruction to his men. He has to ensure that every employee under him complies with the instructions and work practices stipulated for the job assigned. Necessary personal protective equipment must be worn before workers are allowed into such job areas that require precautions.

L) ROLE OF SAFETY OFFICER

The Safety Officer will advise Management and Supervisors on safety matters as necessitated by the job to be executed. He will carry out the following duties:

1. Give 'PEP talk' or early morning briefing to workers before the day's job begins.
2. Ensure that workers wear necessary personal protective equipment
3. Ensure that appropriate work permits are obtained from the client and all the precautions stipulated strictly observed
4. Conduct unsafe act audit on site daily
5. Attend client's safety meetings and implement all related action points as they affect company's operations
6. Ensure that the right tools are being used for the job
7. All equipment in service must be in good working condition
8. Hold safety meetings with the work force every two weeks and the minutes shall be properly documented and sent to the client's engineer in charge of the project being executed
9. Display appropriate safety notices and sign boards in the work site
10. Ensure that functional first aid box is on site and all employees made to obtain treatment no matter how minor the injury may be
11. Regular inspection of work place and advising Management on hazardous conditions noted
12. Compile monthly safety autistics.

M) WORKERS OBLIGATION

For **NSIK ENGINEERING COMPANY LIMITED** to achieve its safety policy, all the employees are expected to obey all rules and observe all precautions required for the job being executed. When in doubt, clear up with the Supervisor or Safety Officer on site before you continue. Do not take short-cuts employees should report without delay any unsafe condition of equipment or work environment. Strict adherence to all safety rules and work instruction in an obligation which every employee owes to NSIK ENGINEERING COMPANY LTD. Defaulters will be seriously dealt with by Management. **LEGAL REQUIREMENTS.**

This policy statement will be made available to all employees of the Company. A copy will also be posted on the information board in the office and in all locations/worksites. The policy will be reviewed from time to time to accommodate changes in statutory requirements and new technologies. Any new edition will be brought to the attention of all employees.

N) CODES OF WORK OPRACTICES

All jobs executed by this company shall comply with accepted codes of standard practices. All specifications stipulated in the drawings and contract paper must be strictly complied with. Necessary precautions must be taken and safe work practices and methods employed throughout the execution of the job.

O) TRAINING

NSIK ENGINEERING COMPANY LTD management believes in training and retraining of both new and old staff. The company will continue to invest in this area. A trained and skill worker is an invaluable asset both in-house and external training programmes are used. Employees should take

advantage of this gesture in developing themselves and improving on their knowledge and safety awareness.

The level of training will depend on the type of work and the level of supervision required. The aim is to acquaint the worker with the work processes and the necessary skills and behaviours required of him. Apart from safety training, tool box briefing and weekly safety meetings are systems used to get safety message across.

P) SAFETY MEETINGS

Safety meetings shall be held every two weeks or monthly as the case may be, to discuss-unsafe acts and dangerous work/equipment conditions observed by workers also the safety officer will bring to the attention of employees his observations during inspections and new safety guidelines/directives from the client. Safety meetings shall be properly documented and minutes of such meetings circulated to our clients and our clients and other concerned. In addition, site safety morning briefing shall be organised regularly in all our sites projects.

Q) GOOD HOUSEKEEPING

Housekeeping means the orderly arrangements and placement of equipment, tools, materials (both raw and finished good) and wastes. Good housekeeping implies that there is a place for everything and that everything is in its place. It leads to reduced accident rates, fire hazard, operating costs and wastage on one hand, and it increases production, employee morale, judicious use of space and time on the other hand. Measures aimed at ensuring good housekeeping include:

- a) Keep work place clean daily.

- b) Designate a place for wastes/scrap. This will ensure that such scraps or wastes are not thrown all around.
- c) Raw materials should be received and stored in a particular place. Finished goods should equally be stored in a designated place.
- d) Floors should be kept clean and free from substances that can cause slips and falls.
- e) Broken floors should be repaired immediately.
- f) Obstructions should not be allowed on gangways, passages, steps or doorways.
- g) All routes to various parts of the workplace especially emergency routes should be kept free always.
- h) Flammable materials should be stored in safe places and separate from non-flammable ones. Similarly toxic/corrosive liquids or substances are to be in proper containers.
- i) Rags used in cleaning oils, greases, etc. must be carefully stored in closed containers to prevent fire outbreaks.
- j) Tools must be removed from the floor and kept in the tool box or proper storage places.
- k) Extensions cables and flexible power supply leads to hand tools and equipment should be coiled up and kept away from the work floor and passages.
- l) Materials should not be stacked to block emergency or fire fighting equipment.

**QUALITY ASSURANCE AND QUALITY
CONTROL MANUAL**

FOR

NSIK ENGINEERING COMPANY LIMITED

1.0 SCOPE

The purpose of this procedure is to outline the principles of the Quality Assurance and Quality Control System to be implemented, and to summarise the responsibilities involved at all levels of management and construction.

The philosophy of quality assurance and control is directed towards continuous assurance of quality achieved by constant control, inspection and testing during the construction process. This implies that all personnel involved, contribute to this objectives

It is the primary aim of **NSIK ENGINEERING COMPANY LIMITED** that all the equipment to be used for projects will be properly checked and certified okay by a reputable inspection service company.

2.0 GENERAL QUALITY ASSURANCE AND QUALITY CONTROL POLICY

It is the policy of **NSIK ENGINEERING COMPANY LIMITED** that its operations are executed at all times to international standard in such a way that the materials used can withstand the anticipated, loads, forces, etc as stated in the design specifications, and as assure that materials to be use will be according to standards and can be tested by clients, if so desired.

Therefore, **NSIK ENGINEERING COMPANY LIMITED** implements a documented procedure system to ensure that:

- Execution and Quality Control procedures are suitably drawn up in order to meet the construction Quality requirements, in compliance with the Contract Documents.
- Execution and Quality Control procedures are made available to the relevant recipients
- Latest issues of all applicable drawing and documents are used at all stages of the construction, and obsolete drawings and documents are withdrawn
- All activities are performed according to relevant execution procedures
- Latest issues of all applicable drawing and documents are made available at inspection places and dates
- All activities are verified according to relevant Quality Control procedures
- Responsibility for each control task is clearly identified

- Defined verifications are made at defined stages of the construction, in such a way that no stage can be started without the previous one having been verified
- Verifications are recorded in the specified manner
- Verifications are centralized by the Quality Assurance authority for compiling the construction Quality Control file

2.0 QUALITY ASSURANCE AND CONTROL MANAGER'S RESPONSIBILITIES

In general, Quality Assurance and Quality Control (QA/QC) is under the responsibility of the Engineering Department with project activities monitored by the Project Manager, who ensures that all the works are executed according to Tender Specifications and requirements.

General issues which have to be considered in ensuring QA/QC for a project include:

- Control of engineering documents, including review, distribution, storage, accessibility and update
- Preparation and distribution of construction plant and work procedures
- Control and interference between disciplines and between Contractor and Sub-contractors (if any)
- Review and submission of proposed changes to the design
- Control of the quality identification of incoming materials
- Control of non-performing materials
- Control of material documentation
- Surveillance and control of work processes
- Control of quality, including inspection and communication between personnel involved in quality and those involved in material control and construction
- Control of reports (e.g. inspection and tests).

It is therefore important that QA/QC is implemented with thorough training and upkeep of the qualifications of personnel

Our activities will be governed by **NSIK ENGINEERING COMPANY LIMITED** QA/QC Manual, which describes the responsibilities of QA/QC personnel, and guarantees their independence and authority in the accomplishment of their mission.

QA will function as an independent unit, headed by **NSIK ENGINEERING COMPANY LIMITED** QA/QC Manager, who will have the responsibilities described in section 2.0 above, and also possess the authority, freedom, and resources to carry out the following tasks:

- Establishing and maintaining the construction Quality system
- Verifying its application
- Verifying that the specified requirements are met
- Implementing for monitoring the implementation of the actions and controls necessary to ensure the efficiency of the Quality system
- Planning and performing quality audits
- Reviewing and compiling the Quality Control records into a suitable construction Quality Control file
- Reporting regularly to responsible Management on the effectiveness of the Quality system
- Ensure that site work is carried out under safe conditions

The general quality activity network is as follows:

4.0 NSIK ENGINEERING COMPANY LIMITED

QA/QC procedures adopted by **NSIK ENGINEERING COMPANY LIMITED**

Are generally in accordance with Nigeria and other relevant standards such as:

- (a) Cement – BA.12
- (b) Sand/Aggregate –BS.882 (Aggregates from natural sources for concrete).
- (c) Steel – BS4449 (Hot rolled steel for reinforcement of concrete).
- (d) All laboratory tests – BS1377 (Method of testing soil for civil engineering purpose).

The above is however not exhaustive which implies that this document is, by necessity, general in nature. The Company is however also able to execute works in special cases according to specifications provided by its Clients.

5.0 INSPECTION AND TESTING

5.1 inspections and tests throughout the performance of the construction works shall be made in accordance with the contract documents, with subsequent approval specifications and procedures, with Quality Assurance

and Quality control plans, and in compliance with applicable laws and good workmanship practices.

5.2 **NSIK ENGINEERING COMPANY LIMITED** shall maintain at the worksites and make available to client's representatives a complete set of the approved reference documents.

5.3 **NSIK ENGINEERING COMPANY LIMITED** shall perform necessary inspections and tests to determine that the contractual requirements are met, and that the works are carried out in a workmanlike manner.

5.4 **NSIK ENGINEERING COMPANY LIMITED** shall supply the necessary testing equipment, with related calibration systems, products, appliances, utilities and manpower.

5.5 For inspections and tests to be WITNESSED (if Client so elects) by client and/or by client appointed agents, **NSIK ENGINEERING COMPANY LIMITED** shall give in writing at least 24 hours notice to client's representative at site.

5.6 For any work that is about to be covered up (e.g because of backfilling) or put out of reach (e.g because of dismantling of scaffoldings giving access to such work), **NSIK ENGINEERING COMPANY LIMITED** shall give in writing seven days notice to client's representative at site, to enable client to inspect such work, if so willing.

5.7 Should client and/or client appointed agents fail to attend after the relevant notice as described under article 5.5 or 5.6 here above has been duly transmitted, shall proceed with the foreseen inspections and/or tests and shall forthwith forward to client duly certified copies of the inspections and/or test results.

5.8 Re-examination of any part of the works may be ordered at anytime by client, in which case such part of the works shall be re-inspected and/or re-tested as directed by client.

5.8.1 Should a re-examined part of the works be found to have been executed in accordance with the contracts, and provided that **NSIK ENGINEERING COMPANY LIMITED** has complied with article 5.5 or 5.6 here above, client shall bear the expenses incurred in respect of such re-examination (including uncovering/dismantling/re-installation, if any), and an extension of the work time schedule shall be agreed upon.

5.8.2 Should such re-examined part of the works be found to have been executed NOT in accordance with the contract, **NSIK ENGINEERING COMPANY LIMITED** shall bear such expenses, shall forthwith replace or repair the defective part of the works, and no extension of the work time schedule shall result therefrom.

6.0 QUALITY CONTROL

The general quality control measures adopted for projects are:

- (1) Cement –Quality Assurance
 - Initial and final setting time
 - Comprehensive strength test
 - Chemical constituents
 - Fineness

- (2) Sand and Aggregates
 - Sulphate soundness
 - Specific gravity
 - Bulk density
 - Crushing valves
 - Grading analysis

- (3) Steel
 - Tensile strength
 - Bending and proof stress

- (4) Water
 - Chemical analysis
 - Usability in concrete works

6.1 INSPECTION PLAN

The following tables describes the items of inspection relating to the construction work activities. For each item of inspection, the responsibilities are distributed using the intervention codes listed below:

- A: Assists
- C: Checks
- F: Files
- P: Performs, Provides Action
- R: Reviews
- SC: Spot Checks (random)
- SR: Spot Reviews (random)
- V: Visual Inspection
- VD: Visual and Dimensional check
- W: Witnesses

6.2 MATERIAL PROCUREMENT AND STORAGE

This is an area where much importance is to be given as the cost-control of a project very much depend on it. Effective planning, control, timely procurement and delivery is key to a successful and economical project execution.

Material procurement for projects can be divided into categories which are generalised below:

(a) Materials required for civil and piling works viz:

- (i) Cement
- (ii) Sand
- (iii) Aggregates
- (iv) Reinforcement steel
- (v) Water
- (vi) Timber
- (vii) Spacers
- (viii) Structural Steel
- (ix) Tools & Tackles
- (x) Consumables
- (xi) Spares
- (xii) Various others

(b) Materials required at the construction site viz:

- (i) Equipment for the job
- (ii) Concrete ingredients like above
- (iii) Anchor pipes

- (iv) Timber
- (v) Precast elements from base
- (vi) Reinforcing steel
- (vii) Fuel, Oil and consumables
- (viii) Spares
- (ix) Many others

All the materials that are required for the projects have to be planned and correctly procured in time and sequence, because all activities are interlinked. There could be accumulation chain reaction of delay if not properly times; for instance, procurement of concrete ingredients but having no cement is bad planning.

6.3.1 PROCUREMENT

Material procurement has many phases like:

- (1) Ordering goods well in advance specifying dates of receipts
- (2) Procuring materials for direct usage which deals with checks on statistical data of physical stock, consumption, daily, weekly or monthly requirements and placing orders.
- (3) Despatch and transportation planning and execution

These are some of the aspects which have to be attended in minute details.

The organogram chalked would be:

- (1) The Project Manager will liaise with the Head Office for funds and material required from abroad and company office, stores, warehouse and workshop
- (2) The Site Agent will liaise with Project Manager for direct purchase of materials
- (3) The Site Engineer will liaise with Site Agent on production, requirements, arrangement, transportation and storage

Each of the Section Head will have a role to play in this specific management.

Similarly, on equipment, spares, fuel, consumables, etc the Plant Manager, Store Manager will play a similar role, all interacting with each other. A regular meeting will also be convened with all heads for achieving the common goal of work.

The Company [proudly boasts of having a unique co-ordination among its staff to achieve a smooth flow of progress of work.

STORAGE

The storage of materials has a great deal of connection vis-à-vis material procurement, because if storing of goods and materials are not handled in an efficient and orderly manner, confusion would arise thereby putting procurement and requirements in disarray similarly, if materials are not stored correctly safety of personnel, life and goods would be impaired. This will have a very serious repercussion on a project.

different goods have different storage requirements and techniques and it is virtually difficult to deal with all items here some of the safety requirements on storage are dealt with separately.

Generally, for projects, some important items which requires highlighting are listing below:

- (1) Cement shall be delivered in quantities sufficient to prevent any disruption of the work, but not large enough to cause excessive storage time on site the supervisor shall regularly verify that each consignment is kept separate from the others and used in the same order as delivered to site. The supervisor will also make sure that cement packing is kept intact until use, and that the storage place remains dry.
- (2) Aggregates shall be delivered to site in separate sizes, according to the specified aggregates range of sizes. The supervisor shall make sure that different sizes are kept in separate bins, and shall proceed to random verifications of size and aspect.
- (3) All tools, tackles, spares and minor consumables will be stored in racks and bins in the warehouse.
- (4) Water and fuel will be stored in tanks and will be kept in shade with warning signs as no-smoking, inflammable materials, etc for fuel.
- (5) Oil and lubricants will be stored in drums and stacked in a neat order displaying warning signs similar to fuels.
- (6) Gases such as oxygen and acetylene shall be stored separately in cylinders kept under shade, and closed properly. They shall be stored upright always.

All inflammable goods will be stored away from electrical generating systems and live cables and wires.

The above are some of the major items required for the project that required storage highlights.

6.3 **CONCRETE MIXING AND TESTING**

Concrete for piles and civil works shall generally be prepared in accordance with the following procedures:

- Concrete for the piles will be procured from an agreed batch plant, located at an acceptable distance from the site or possibly already on site for other works.
- The mix shall be as per client's specifications.
- The concrete mixers shall be inspected the daily to verify the mix proportions against the specified concrete grade, as per client's specification.
- The supervisor will have tests made from time to time at pouring place, and test cunes prepared for crushing test every fifty (50) batches.
- Slump test shall also be performed prior to pouring at its point of utilization and should fall within the range specified.

6.4 **LAYOUT OF THE WORK**

Careful attention is always given to the proper setting out of each part of the plant, in respect of coordinates and elevation. All setting out shall refer to bench marks and datum as directed by Client.

6.5 **PILING WORKS**

Piling works will be executed with the utilization of the required number of rigs, which in turn depends on the time schedule.

Piles will generally be executed according to client's specification and to proposed Method Statement.

6.6 **REINFORCING STEEL**

Reinforcement bars are always inspected upon receipt by TREVI, materials controller for compliance with purchase order specifications, which is also always in accordance with Tender specification or European qualities or local availability.

Completed reinforcement work shall be inspected for compliance with Approved construction drawings, prior to their installation for either piling or civil works, whichever is applicable.

6.7 **RECORDING**

During the execution of civil or piling works, the supervisor shall make sure that the documents listed here below are prepared in the due course.

Mix proportion reports;

Slump test results;

Test cube sample taking

Crushing test results;