RawsonRock International Limited

RAWSON ROCK INTERNATIONAL LTD.

(ENGINEERING & CONSTRUCTION/ ELECTRICAL)

TECHNICAL PROFILE

CONTACT ADDRESS

PLOT 1274, KATAMPE DISTRICT
ASO DELIGHT COMPLEX
ABUJA; NIGERIA.

PHONE:

NIGERIA OFFICES
(ABUJA; HEADQUATER) +2348033175275
BENIN OFFICE +2347056022496

JAPAN OFFICE: +819080843426

USA OFFICE: +16269750593

RAWSON ROCK INTERNATIONAL LTD.

SUMMARY

1.1 MISSION STATEMENT:

The mission of **RAWSON ROCK INTERNATIONAL LTD.** is to provide quality service focused on servicing the unique needs of our corporate customers. This, the Company will achieve by employing a team of motivated, creative and well trained engineers, technicians and other professionals. Our aim is to satisfy our customers and possibly exceed their expectations.

1.2 COMPANY'S DETAIL & KEY MANAGEMENT STAFF PROFILE:

RAWSON ROCK INTERNATIONAL LTD. was incorporated on 5th January, 2009 with registration number RC794678. Since inception, the company has been involved in carrying out business in the field of Civil, Mechanical, Marine, Electrical, Engineering and Industrial Support Services. By rendering the above services, **RAWSON ROCK INTERNATIONAL LTD.** has been participating in the economic growth and development of the construction, marine and power industry in Nigeria at large. The company has been licensed by the Federal Ministry of Power and Steel to undertake Electrical Installation Works, up to 33000 volts (33KV). The company is indigenous with a sound financial base. Coupled with a highly experienced technical crew, the company can execute projects of large scope. We are proud of our efficiency and technical skills. With strict adherence to specified standards and safety regulations, we conduct our business with uncompromising integrity.

RAWSON ROCK INTERNATIONAL LTD. corporate office is located at Plot 1274, Katampe District, Aso Delight Complex, Abuja, Nigeria. It also maintains filed offices in various locations in the country.

RAWSON ROCK INTERNATIONAL LTD. has successfully handled and completed project for private individuals, corporate organizations, oil companies and government parastatals.

1.3 COMPANY'S OPERATIONAL GOODWILL:

RAWSON ROCK INTERNATIONAL LTD. has is operational base at Plot 1274, Katampe District, Aso Delight Complex, Abuja Nigeria. Here a large office and extensive workshop facilities are available for maintaining plant and equipment. With the joint technical support **RAWSON ROCK** undertakes all types of construction projects in different terrains varying from dry and swampy areas of Rivers in the Southern States of Nigeria, in an efficient and economical manner. Clients include all the major oil producing and servicing companies operation within the Niger Delta Region of Nigeria.

1.4 COMPANY'S MAIN DIVISIONS AND ACTIVITIES:

RAWSON ROCK – our main activities are grouped into the followings divisions:

1.4.1. Civil Division with main activities:

(a) Construction of Road
(b) Construction of jetties
(c) Concrete feeder roads
(d) Drainage systems
(e) Shore protection/erosion control works
(f) Site preparation
(g) Bush clearing/ excavation of pipeline Routes
(h) Sandcrete cement and Hollow blocks

1.4.2. Building Division:

(a) Building of class room blocks
(b) Health centres
(c) Housing units for the State Government.
(d) Industrial workshop/units, Quarters etc.

1.4.3. Electrical Division:

(a) Domestic, Industrial and Rural Electrification Scheme

(b) Supply, Installation, Maintenance and Repairs of Electromechanical Systems and devices (Gen. Sets).
(c) HV/LV Electrical Systems.

1.4.4. Marine Division:

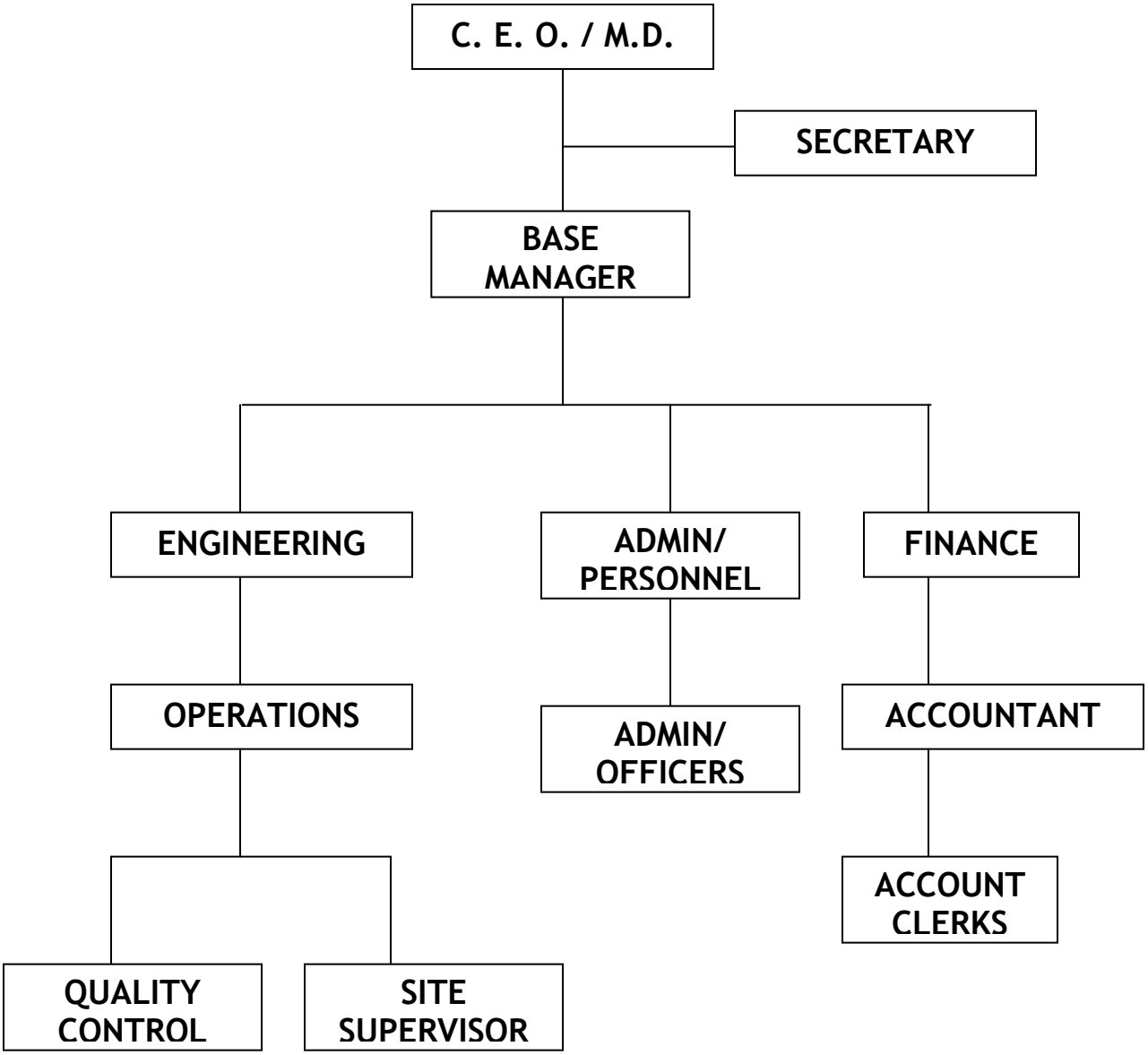
The Marne Division has a wide range of modern and sophisticated equipment and highly skilled manpower with which to effectively execute all dredging works as Land Reclamation.

- Canalisation and sweeping works;
- Sand stock pile
- Salbuging works and Diving;
- Hiring of Tug boats and Barges, House boats, speed boats, etc

1.4.5. Mechanical/ Piping Works:

This section undertakes the construction and maintenance of pipelines and fabrications: Structural steel fabrication and materials, etc.

COMPANY ORGANOGRAM



RAWSON ROCK INTERNATIONAL LTD.

LIST OF KEY PERSONNEL

- Rawson A. Agbonghae : Nigerian
- Dr. Lawrence A. Agbonghae : Nigerian
- Yoshiji Oiwa : Japanese
- Kenny Oiwa : Japanese

1.6 ROLES AND RESPONSIBILITIES OF KEY PERSONNEL

The following sections describe the roles and responsibilities of the **RAWSON ROCK** key construction personnel and principal departmental functions.

1. Site Manager

Reporting to: Construction Manager/**RAWSON ROCK** Project Director

The Site Manager will assume overall responsibility for the work.

He will direct all of the work and coordinate the construction execution throughout all phases of the works.

He will be responsible for:

Construction Management

Preparation of construction procedures

Safety

Quality

Schedule Compliance

2. Construction Manager

Reporting to: Site Manager

The responsibilities of the construction manager are as follows:

- Prepare detailed construction plans and schedules
- Provide all construction information to the project controllers for development and maintenance progress monitoring for all areas of construction
- Develop requirement and schedules for construction equipment, tools and temporary facilities

- Provide central direction and control of all site activities during construction and mechanical testing
- Ensure coordination of all scheduling information to minimize construction delays
- Administer safety policies to maintain safe working conditions, discipline and morale.
- Conduct periodic planning meetings to coordinate the work of the various crafts and materials and manpower.
- Coordinate with Subcontractor's representatives to ensure proper integration of construction plan.
- Maintain daily contact with client's field representatives and maintain continual dialogue and to facilitate their examination of the construction work.
- Promptly advise the site Manager of any possible impending schedule slippage.

He will supervise QC activities performed by all disciplines of construction throughout all phases of the Construction.

3. **Principal Construction Management Functions/Procedures**

The following are the principal construction management department functions and a brief description of key procedures that will be employed in the execution and control of the work.

4. **Construction Supervision**

The construction supervisory staff, headed by the construction Manager and supported by construction Superintendents, will constitute the first line of construction management. Construction supervisors will be specialists in a particular discipline, such as piping, welding and equipment installation.

They will be supported by field engineers, skilled artisans who have experience in mechanical and piping fields. Construction supervisory activities will include organizing, supervising, coordinating and monitoring the work to provide adherence to the requirements of the specifications, drawings and the construction schedule. The construction supervisory staff will also assist the project controller in planning and scheduling the work and promoting efficient construction methods.

The construction supervisory staff will also endure that prior to submitting work for acceptance by Contractor, all pre-commissioning requirements will be completed and all deficiencies corrected.

5. Project Controls

Subcontractor will operate a Standard Performance Management System (SPMS) in the field to assist management and planning and controlling of all onshore construction activities.

The basis for the development of SPMS will be a Work Breakdown Structure (WBS) and a network file.

The WBS identifies manageable pieces of the project as distinct area containing work packages, each having a denned scope of work, budget and work plan. When a schedule has been developed for a particular work package, the quantities and resources required are integrated with the network at the activity level.

As the project proceeds, SPMS reports will provide the necessary information required for effective field management of the project.

SPMS development will be accomplished in Seoul and begun immediately after Contract Award.

When the construction organization is mobilized, the SPMS files, already operational, will be transferred for use at the site.

The Contractor considers this management tool of particular importance to the project due to the amount of construction work requiring interface with plant operations.

SPMS operation is based upon the collection of physical quantities installed and associated man-hours as related to planned activities; actual data will be input weekly to the system by the Project Controller in order to update the SPMS files and produce progress reports.

Also, a full schedule network file update will run monthly for inclusion in the monthly report.

Documents and reports produced by SPMS include the following:

- Construction Summary Schedule
- 90-Day Construction Schedules
- Detailed Work Schedules/Area Networks
- Primary Slack Report
- Resource Loading Curves
- Work Package Progress Reports

Supporting the computerized Construction Management System, the Project Controller will prepare monthly a 90-Day Construction Schedule. This schedule will be a manually drawn network document indicating all work planned in a 90-Day window, noting the resources required to meet the plan, including manpower allocation by craft,

Required construction equipment, bulk materials, and process equipment deliveries and required engineering documents.

The Planning and Scheduling Engineer will analyze the computer and manually generated data and reports to highlight schedule problems and trends to management. A written analysis of the most critical and sub-critical items will be prepared. Problem will be identified and solutions will be recommended. This analysis will be presented to appropriate members of the field management organization for action.

Changes in the construction plan will be made to reflect management decisions and will be incorporated into the network database. Analyses of this nature will continue throughout the construction phase until final acceptance of the facility by Contractor.

6. Quality Control

To be certain that construction activities are controlled, and quality requirements are met. Subcontractor will utilize a site quality control procedure. The Q/C program will be tailored to incorporate Project inspection procedures and to meet the requirements of the construction phase.

In conduction with construction supervisory personnel, this procedure will serve as the Primary means for controlling, inspecting and monitoring the quality of construction activities and performance.

The Q/C program applies to all construction work; this will verify a high standard of construction quality.

The procedure will make certain that construction site activities through pre-commissioning and testing are done in accordance with the technical requirements for the project and that all inspection and test activities are documented. The test and inspection criteria set forth in the Q/C program will be those

required by the approved drawings, specifications, programs and applicable codes and documents.

The management, execution and technical adequacy of the Q/C program will be under the responsibility of the Quality Control Manager, who will be responsible to the Deputy Construction Directory Execution. The construction site staff must adhere to the Q/C program requirements, and their conformance to this will be under the responsibility of the Site Manager.

The Q/C program will specify the procedures and measures used for inspection, testing and documentation of construction activities.

Each procedure will be made project specific prior to implementation.
The inspection, testing, and documentation functions are within the scope of the Quality Engineer's responsibilities.

The Q/C Engineers will make certain that quality control activities conform to the requirements of the program.

They will have sufficient and well-denned responsibilities, including the authority and the organizational freedom to identify quality problems and to take the initiative to resolve them.

The construction supervisors will administer the requirements of the work designated as their responsibility in accordance with drawings, specifications and project requirements. They will be familiar with project testing, inspection and documentation requirements.

Each inspector will record his respective test and inspection activities on the appropriate form. Specific requirements for documenting construction activities will be cited in the Q/C procedure.

The principal quality control documents will be the Q/C Program Reports. The inspection forms will be completed by the assigned construction supervisor, engineer and/or inspector. The forms will serve a record of the inspection work undertaken.

Construction work will not start until all specified preconditions and prerequisites have been met, and will not proceed beyond specified inspection points without proper authorization. Inspection activities will be planned to prevent undue delays in the work at inspection points.

Construction schedules will allow a reasonable time for the inspection required. If it is observed that work is not conforming to specifications and drawings, the construction supervisor, the engineer and/or the inspector responsible for inspection of the work will promptly bring this information to the attention of the responsible supervisor or foreman for remedial action. In situations where continued work would cause damage, preclude further inspection or make remedial action ineffective, the inspector responsible for inspection of the work will have the authority to stop the work in progress and will immediately notify the Construction Manager of the action taken.

The Q/C Procedure administrative activities include the following:

- Documentation Control: includes procedures for controlling original Q/C documents and changes at the construction site.
- Inspection Reporting: includes procedures for initiation, processing, distribution and control of the Construction Inspection Report.
- Nonconformity and Disposition Reporting: includes procedures for controlling and reporting unsatisfactory and nonconforming work and stop-work actions.

- Quality Assurance/Quality Control Records Retention: includes procedures for indexing, filing and retention of records. These records will be kept in fireproof storage facilities.

This program also prescribes the methods for performing inspections, tests and documentation of the following construction activities:

- Material and Equipment Handling and Storage
- Mechanical Equipment Installation
- Electrical and Instrument Installation
- Piping Field Fabrication and Erection
- Welding, Stress Relieving and NDT
- Painting and Coating
- Test and Measuring Equipment for conformance with Codes.

The Q/C procedure establishes the procedures essential to the achievement of construction quality and provides a method for controlling work in progress, and also for controlling work through to “Takeover”.

By holding the individual supervisor, the procedure makes certain that construction provides for work progress quality accountability based on individual performance and for a cost-effective means of construction control.

7. Loss Prevention and Security

Accident prevention is an integral part of construction operations.
Productive work can best be accomplished by utilizing safe work practices within a safe environment. Subcontractor’s program will protect the workers and facilities and will provide a safe working environment, utilize safe working practices, minimize job hazards by controlling hazardous situations and will promote more effective labor productivity through emphasis on job safety.

The Loss Prevention Program will include safety, fire prevention, medical care, security and sanitation. The contractor Safety Manager will have ultimate responsibility for safety. He will assign a full-time Safety/Security Engineer to the staff of the Site Manager to administer the program.

Safety will include, but not be limited, to the following:

- Preliminary safety planning with emphasis on site layout, task schedule, equipment and tools, safety program, fire prevention, medical program, sanitation, security and work permits.

- Subcontractor loss prevention program with emphasis on training of individual workers, tool box meetings and work permit jobsite requirements.

- Safety literature and publications prominently posted in locations where they can be seen by workers; publications will be both in English and the language of the workers onsite.

- Work permit instruction, emphasizing the requirements of Contractor’s work.

- Permit Procedures

- Work procedures that outline the use of personal protective equipment, housekeeping, site access, scaffolding, ladders, use of tools, lifting and rigging, electrical work, welding and cutting, radiography and transportation activities.

- Fire prevention and protection including material storage, handling of flammable, access, inspection, firefighting, training, reporting of fires and

- Firefighting

- A medical program including facilities, personnel, first-aid squad and the use and duties each

- A sanitation program including use and maintenance of toilet facilities, mess hails, refuse handling and disposal

- Accident reporting

- Pre-commissioning activities that require special precautions or emergency procedures.

A security program is essential to control custody of material, equipment and supplies as for keeping site access limited only to authorized personnel.

The program will address factors such as personnel and equipment identification, fencing, fate access, patrols, guard personnel, key lock system and handling of incidents.

8. Site Administration

The administrative functions performed at the work site under the direction of the Administration Manager consist of:

- Accounting for all site project expenditures
- Payments to suppliers
- Personnel payroll/allowance disbursements
- Time keeping and time checking.
    - Cash flow forecasts
    - Preparation of Employer billings
    - Employer services coordination
    - Personnel administration

- Administration document control and records
- Office service (clerks, typists, etc)
- Office stores and suppliers
- Communication (telephone, public address system, telex facsimile, etc)
- Personnel Transport (arrangement, drivers etc.)
- Medical, infirmary, and first aid.

In addition to the above functions provided at the site office, the Administration Section of the office in Abuja will provide.

- Personnel travel/ transport/ accommodation services
- Personnel visa
- Emergency medical/ hospital/ evacuation arrangements.
- Document control
- Office services.

RAWSON ROCK INTERNATIONAL LIMITED

CASHES POLICY/HSE POLICY

Safety as everybody's responsibility, concerns all employees from top management to least worker. This policy is therefore a direct responsibility of line management for implementation. Every supervisory staff shall be held accountable for *CASHES* performance. Training of subordination staff shall be the duty of the Supervisors while management shall give the necessary support for effective leverage.

It shall be the duty of all employees and our contractors to show dedication and discipline in the practice and promotion of good HSES habits. We are all enjoined as a duty to ensure that Good Community relations, coupled with Health, Safety, Environment, Protection and Security of all, is not jeopardized. Through act(s) of omission

RAWSON ROCK INTERNATIONAL LIMITED shall dedicate total support and compliance in its work to recognized codes of practice. Standards and Statutory regulations applicable to all its operations and will liaise effectively with the client to ensure improvement of its overall CASHES Performance.

It is the company's policy to give HSES Management the same attention and proper importance as other areas of our business and this obligation shall not be hampered by cost considerations. The company believes that the only way to efficient operations is through safe operations and full co-operation with and support for the opportunities and jobs to local citizens.

Sign: ……..

(SITE ENGINEER

May 09

RAWSON ROCK INTERNATIONAL LIMITED

COMMITMENT TO HSE

We shall be committed to:

- Monitor the heath of all employees on regular basis
- Use materials and energy efficiently to provide our services
- Play a leading role in promoting best practice in our sector
- Promote a culture in all employees share this commitment

Sign:…….

(SITE ENGINEER)

May 09

RAWSON ROCK INTERNATIONAL LIMITED

ALCOHOL AND DRUG

Most work place accident are caused by human error which could be drug or alcohol related. The possession use or sales of an illegal drug or alcohol in the work place pose danger and unacceptable risk for safe, health and efficient operation.

In order not to jeopardize its good intention for employees, the company maintains the following policy in respect of drugs/alcohol.

- Management of *RAWSON ROCK INTERNATIONAL LIMITED* shall deal decisively with any employee(s) who engage(s) in drug abuse and /or take active interest in self-medication and alcohol.
- Medical fitness examination shall be conducted to include urine/blood or other alcohol/drug-screening test and maintained as a fore-employment screening practice. This is a measure to check hiring individuals who use illegal drugs or individual whose use of drug or alcohol indicates a potential for impaired or unsafe work performance.
- Working under the influence of alcohol puts at stake the company's obligation to sustain safe and efficient operations. Therefore the use or being under the influence of alcohol or sale transfer or possession of illegally obtained drug by an employee while on company's business or while in the facility of either the company or its clients is strictly prohibited.
- Violation of this policy shall attract severe discipline and may eventually lead to discharge from duty.

Sign:……

(*SITE ENGINEER)*

May 09

RAWSON ROCK INTERNATIONAL LIMITED

NO SMOKING POLICY

Smoking is injurious to health. Therefore, smoking of any sort, inhalation or chewing of tobacco is prohibited on our worksites.

Any employee of *RAWSON ROCK INTERNATIONAL LIMITED* found smoking cigarette or consuming hard drugs on site would be summarily dismissed.

Sign:……..

(SITE ENGINEER)

May 09

RAWSON ROCK INTERNATIONAL LIMITED

ENVIRONMENTAL/WASTE MANAGEMENT POLICY

This policy will seek to preserve the environment to its primary condition. Therefore, impact assessments will be carried out together with a measure of their consequences before any work is started. Efforts shall be geared towards reducing noise, dust, fumes and other injurious substances by our working condition and environment. We are also committed to ensuring clean and healthy environment in the course of work.

To this effect all waste generated shall be identified according to their nature and degree of harm to the environment. Any material that has dangerous environmental consequences will be eliminated where practicable or substituted. Waste will be segregated at source and kept in containers marked or tagged with content. It may be necessary to seek assistance from waste disposal contractors. The permit to work where necessary shall be extended to cover environmental checks. During work compliance monitoring shall be ensured to assess defects through regular site visit.

Sign:……..

(SITE ENGINEER)

May 09

RAWSON ROCK INTERNATIONAL LIMITED

ACCESS CONTROL POLICY

All visitors authorized personnel or representation of NIGER DELTA DEVELOPMENT COMMISSION; are expected to sign in and out in the corresponding register provided.

Visitors to site shall be briefed on behavior on site, clothed with appropriate PPE and shall be escorted by the safety officer, as conditions for admittance.

Movement of materials in and out of site shall be by material received, material issued vouchers.

Sign:……..

(SITE ENGINEER)

May 09

RAWSON ROCK INTERNATIONAL LIMITED

SECURITY POLICY

In furtherance of this, the company shall employ trained (unarmed) security officers. Also the services of licensed and professional security organization s shall be secured on retainer-ship basis to boost the overall company security system.

An essential part of the overall company's management is the management of the lives of the company's personnel, client and third party and company, client or third party's equipment or facility.
However local security men from community, where we operate will also be engaged.

Armed security agencies, such as Mobile Police, Air Force, Army, or Navy shall not be used in any of our work sites. They shall however be invited in riot situation, which are out of control of the Nigerian Policy Force.

Sign:……..

(SITE ENGINEER)

May 09

RAWSON ROCK INTERNATIONAL LIMITED

COMMUNITY AFFAIRS POLICY

RAWSON ROCK INTERNATIONAL LIMITED will continue to identify with the needs and aspirations of client's host communities in the execution of its operation.

The company shall also ensure the building sustenance of solid harmonious relationship with client and communities and shall exhaust every peaceful strategy to resolve conflict in case of any disagreement.

The company is of the view that it shall not operate in isolation and therefore shall liaise with client's communities, relevant government departments and others in order to ensure a safe and peaceful working atmosphere.

Sign:……..

(SITE ENGINEER)

May 09

RAWSON ROCK INTERNATIONAL LIMITED

PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY

Site safety officers and supervisor shall continue to monitor compliance with this policy.

It is the responsibility of *RAWSON ROCK INTERNATIONAL LIMITED* to provide relevant and high quality Personal Protective Equipment – Coveralls, Safety Shoes/Rain-Boots, Hard Hats Gloves etc. for all persons engaged in her operations.

Continually, the management shall enforce the effective use and maintenance of available Personal Protective Equipment, which entails regular condition audits and replacement of defective ones.

Sign:……..

(SITE ENGINEER)

May 09

RAWSON ROCK INTERNATIONAL LIMITED

DRIVING/SEAT BELT POLICY

It shall be the policy of the company that operations are carried out at safe conditions. Attempts shall be made to curb excessive exposure to road hazards.

All company drivers shall possess valid Nigerian Driving License for the class of vehicle he intends to drive, and shall have been subjected to eye testing.

Distant journeys shall be planed and applicable hazards anticipated with good judgment of time, speed, nature of roads, visibility and safety coupled with good journey management procedures.

Sign:……..

(SITE ENGINEER)

May 09

TOOLS BOX TALKS REPORTING FORM

CONTRACT N0:………………….……… LOCATION:…………………………………………………………………….

PROJECT TITLE:……………………………………………………………………………………...………………

NIGER DELTA DEVELOPMENT COMMISSION PROJECT ENGINEER:………………REF.IND:…………………….

NAME/POSITION OF PRESENTER:……………………………………………………….…….……………….

SITE SUPERVISOR:……………………………………...…………………………………………………….

DATE:………………………….TIME (START)………….……………. END TIME:…………..……………..……….

NATURE OF JOB FOR THE DAY:………………………………..…………..……………………….…….......

………TOPIC/BRIEF SUMMARY:……………………………………………………………………………………………………….

…………………………………………………………………….…………………………………………………

……………………………….………………………………………………………………………….………

LEARNING POINTS:…………………………..………………………….………………………..………………..

…………………………………………………………………………………………………….……………….

POTENTIAL HAZARDS IDENTIFIED:………………………………………...……………………….…………………......

……………………………………………………………..…………………………………………….………………

P.PEs TO BE USED:……………………………………………………..………….…..…………………………………

ATTENDANCE LIST/JOB POSITION/SIGNATURE

1.	19.
2.	20.
3.	21.
4.	22.
5.	23.
6.	24.
7.	25.
8.	26.
9.	27.
10.	28
11.	29.
12.	30.
13.	31.
14.	32.
15.	33.
16.	34.
17.	35.
18.	36.

Sign of Presenter:……………………………

CASHES INDUCTION

RAWSON ROCK INTERNATIONAL LIMITED maintains a *CASHES INDUCTION* Policy for every staff in all new sites. This is also applicable to all new employees on their first day of work in the site.

The responsibility of inducting all staffers on site on the first day lies with the site and HSE Officer. Another officer vested with this responsibility is the supervisor. Records of induction could be found in the *CASHES INDUCTION* file.

The company views this aspect of her policy with all seriousness as it borders on the dos and don't of a particular work-site.

S/N	**TOPIC**	**DISCUSSED**	
		YES	**NO**
1.	Company Organization		
2.	Company HSE Policy (ies)		
3.	Employee's Responsibility		
4.	Client's HSE Regulations		
5.	Emergency Procedures/Muster Point		
6.	Good Housekeeping		
7.	Work Program		
8.	Fire Protection/Prevention		
9.	Work Permit		
10.	Important of PPE		
15.	Medical Certification		

State the PPE giver:……...

I, ……....acknowledge that I have received verbal instructions explaining HSE procedures and practices on the listed topic and violation will lead to my dismissal.

HSE Officer:…….. Employee:……

Sign:…….. Sign:……..…….

Date:……. Date:……...…….

RAWSON ROCK INTERNATIONAL LIMITED

JOURNEY MANAGEMENT SLIP

DRIVER'S NAME:…….Driver:…….

DATE:……I.D NUMBER:……. HEAD DEPT:……...

VEHICLE TYPE:…… REG. N0:…… FLEET CODE:……..

EST START DATE:…….EST. END TIME:……EST. DURATION:……..

JOURNEY FROM PORT HARCOURT

ADVISED ROUTE:……

EST. DISTANCE:…….MIN. TRAVEL TIME:……

MAX. SPEED: 100(Express way) 45 KPH (Urban/Built up Area)

ANTICIPATED HAZARDS: Watch out for Cyclist and pedestrians along the way. Narrow bridges. Deep pot holes

Road Condition: A narrow meandering road with pot holes occurring intermittently.

Weather: Reduce speed to suit weather and road condition

Security: Do not pick people unknown to you

Community Threat: Watch out for youths from communities.

PRECAUTION ADVISED: Build your defense against these hazards. Do not overtake at sharp bends.

INSTRUCTIONS: NO NIGHT DRIVING

APPROVED BY:	**DESIGNATION:**	**SIGN:**	**DATE:……..**
DISPATCH DATE/TIME:	SPEEDO OUT:	DISPATCHER/SIGN	
RETURNED DATE/TIME:	SPEEDO IN:	DISPATCHER/SIGN	

DRIVER'S FEEDBACK: (other hazards/problems encountered during trip)

JOURNEY MANAGEMENT REQUIREMENTS:

1) Start time: from 07:00 hours
2) End time: Before 19.00 hours
3) Driver medically fit for the day? – Y/N
4) Vehicles road worthy, with spare tyre, fire extinguisher, enough fuel and up to date paper?- Y/N
5) Driver/User have all necessary PPE ? – Y/N
6) Driver/User have all PTW paper? – Y/N
7) Vehicle equipment with first aid kit? – Y/N
8) Vehicle equipped with Telecoms (Mobitex/Hand held Radio)-Y/N
9) Are there Toll Gates on the route?
10) Have provision been made for lunch, over night stay etc – Y/N
11) Have the user contact address/Phone numbers to handle emergencies?-Y/N
12) Is IVMS installed, functioning-Y/N

Note:

1). J/M slip must accompany all trips.

2. Dispatchers should physically check the speed reading before dispatch

3). J/M slip must be submitted to the dispatcher on return

MARINE JOURNEY MANAGEMENT FORM

DATE OF JOURNEY:……NAME OF QUARTERMASTER:…….

VESSEL TYPE:……VESSEL OWNER:……...……...

JOURNEY FROM:…….. …… DESTINATION:……..……...

START TIME:…….…… ESTIMATED END TIME…….. DURATION:……..

ADVISED ROUTES AND OTHER JM INSTRUCTIONS:

PRECAUTION ADVISED:

1. Speed Limit:……. 2. Dangers on Route:…….. 3. Load Types and Associated Danger s……..
4. Contingency Cash 5. Sailing Policy…….Yes/N0 6. Convoy Policy……Yes/N0
7. Pre-trip inspection done…Yes/N0 8. Overnight stay at Site…Yes/N0
9. Quartermaster has acknowledged Nig Sailing Policy……Yes/N0

VESSELS/LOAD INSPECTION BY: (NAME AND SIGN)……..

1. Load Well Secured:……. Side Pins:……..….. Chains and BinderS……..
2. Vessel Suitable for Load:…… Weight Limit:……..…… Size of Load:……
3. Chemical Transport:…… Shrink-Wrapped?..... Tank's Lid Well Secured…….

JOURNEY REQUESTED BY: **JOURNEY APPROVED BY (NAME AND SIGNATURE)**

DISPATCHER'S NAME AND SIGNATURE **QUARTERMASTER'S NAME AND SIGNATURE**

Detach the slip at this point; return the form to the Radio Operator. Return the slip to the Radio Operator at the end of the journey

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DEPARTURE DATE AND TIME **DISPATCHER'S NAME AND SIGNATURE**

QUARTERMASTER'S FEEDBACK ON THE JOURNEY (Problems Encountered, Hazards on the Road etc)

RETURN DATE AND TIME:

QUARTERMASTER'S NAME AND SIGNATURE

Note:

1. JOURNEY Management Form must be submitted to the Dispatcher/Radio Operator on return from the Journey.
2. Quartermaster must report to the Radio Operator immediately on arrival at the receiving location.

EMERGENCY DRILL REPORT

AIM OF DRILLING: TO PREPARE PARTICIPANTS FOR QUICK AND APPROPRIATE RESPONSE IN CASE OF REAL SITUATIONS.

TYPE OF DRILLING:…….

PROJECT/CONTRACTOR N0:……..

LOCATION:…….

DATE:……..TIME:…….DURATION:……

INITIAL……RANK:……

N0 OF PARTICIPANTS:……..

HUMAN RESOURCES/MATERIALS USED:……....

……

BRIEF DESCRIPTION OF EXERCISE:……..

……

……

……

N0 OF PERSONNEL WITH PRE-KNOWLEDGE OF THE DRILL…….....

* EMERGENCY ALARM USED OR COMPLEMENTED YES/N0
* SPECIAL EMERGENCY ALARM UNDERSTOOD BY ALL? YES/N0
* RESPONSE WAS APPROPRIATED? YES/N0
* WORK ABANDONED SAFELY? YES/N0
* EQUIPMENT ON SITE SWITCHED OFF? YES/N0
* EMERGENCY EXIT (S) USED YES/N0
* EMERGENCY WALKED BRISKLY TO MUSTER POINT? YES/N0
* SUPERVISOR/HSES OFFICER ADDRESSED WORKFORCE? YES/N0
* GENERAL RESPONSE: (a) EXCELLENT (b) VERY (c) GOOD (d) FAIR (e) POOR

COMMENT:…….

……

……..

_____ _____ _____

HSE OFFICER *SITE SUPERVISOR* *NIGER DELTA DEVELOPMENT COMMISSION representative*

(In attendance)

NEARMISS INCIDENT REPORT FORM

DATE OF INCIDENT:……

TIME OF INCIDENT:……..

OPERATION DURING INCIDENT:……...

WEATHER CONDITION:……..

EQUIPMENT INVOLVED:……..

DESCRIPTION OF INCIDENT:……..

……

……

POSSIBLE INJURY: WHAT COULD HAVE HAPPEN?

……

……

WHAT PREVENTED IT FROM HAPPENING

……

……....

WAS THE SITUATION DISCUSSED WITH ALL INVOLVED

……

……

REMEDIAL ACTION TAKEN

.....

.....…….

RECOMMENDATIONS TO PREVENT RE-OCCURRENCE

……

……

……

SUPERVISOR:…… SIGN:……. DATE:……

SAFETY OFFICER:…… SIGN:…… DATE:……

NIGER DELTA DEVELOPMENT COMMISSION REP:……..

SIGN:…… DATE:……

INCIDENT NOTIFICATION FORM

(To be completed by line supervisor and submitted within 24 hours of occurrence – 48 hours for remote locations)

1. REPORTING (SPONSOR) Dept…….Contractor:……...

2a. ***Incident Type:*** ***INDUSTRIAL*** ☐ ***FIRE*** ☐
ROAD TRAFFIC ☐ ***SECURITY*** ☐ ***OCCUPATIONAL HEALTH*** ☐
ENVIRONMENTAL ☐

2b. COMPANY CLASSIFICATION (SPDC/CONTRACTOR)……

3. *DESCRIPTION OF INCIDENT:*

(a) DATE OF INCIDENT……..TIME OF INCIDENT…….

(b) FACILITY/LOCATION……

(c)

PERSONS INJURED DEPARTMENT	AGE	INJURY TYPE
……	……	……
…….	……...	……
…….	……	……

BODY PART AFFECTED:

……..

(d)

WITNESS	*DEPARTMENT*	*AGE*	*OCCUPATION*
……...	…….	…….	……
…….....	……...	……..	……

(e) EQUIPMENT DAMAGED……..EST REPAIR COST……...

(f) BRIEF NARRATIVE…….....
……

(g) ESTIMATED POTENTIAL SEVERITY: Please see overleaf……....

(h) SIGNATURE:…….NAME:……..DATE……..…

ACCIDENT REPORTING/INVESTIGATION FORM

1. Name of victim……..
2. Place and Date of Accident…….....
3. Occupation…….
4. Work experience……
5. Marital Status:……
6. Type of Accident (Tick as appropriate): First Aid…….
   Lost time injury ……Fatal ……Property damaged
7. Nature of injury……..
8. No of day lost…….
9. Equipment damaged/affected……
10. Work engaged in at the time of accident……..
11. Witness to accident: (1)……..
    (2)……...
12. Unsafe act of injured or other person leading to the accident……
    ……
13. Unsafe physical/metal/mechanical or environmental condition contributing to the accident……..
14. Brief description of accident (attach details)…….
    ……
    ……
15. Immediate corrective action taken…….
16. Action taken to prevent repetition……
    ……

Prepared by……..Signature……...Date……

WORK SCOPE

The scope of work comprises the following:

i. Pre-mobilization inspection
ii. Mobilization and demobilization
iii. Setting out of borehole, penetrometer and other test positions
iv. Sinking of boreholes
v. Penetrometer testing
vi. Demobilization from site
vii. Laboratory testing
viii. Engineering report

Machines and Equipment:

i. Motorized DANDO percussion rigs and accessories
ii. Dutch Cone Penetrometer and accessories
iii. Well equipment Geotechnical Laboratory
iv. Staff bus
v. Hilux
vi. Survey equipment
vii. Manual rig

Pre-mobilization inspection

Prior to mobilization to site, al relevant machines, equipment, vehicles, tools, documents, personnel, etc shall be inspected and certified fir, suitable and safe before being used for the job.

Only workers who are certified medically fit shall be deployed to work.

MOBILIZATION

The inspected and certified equipment and personnel shall be mobilized to site using marine and land transport systems.

DEMOBILIZATION

Our personnel, equipment, machines, vessels and materials shall be returned to base in the same manner as they were taken to site.

EXECUTION OF FIELD WORK

Introduction:

The main equipment and machines for the subsoil investigation work have been enumerated above.

TOPOGRAPHIC SURVEY:

The location and elevation to each borehole, test pit and CPT position shall, if required, be established using a theodolite and leveling instrument. The co-ordinates and elevations of the test points will be tied into a known point.

BOREHOLES:

Percussion rig shall be used in sinking the boreholes. The rig has a winch of 2 tons capacity that is driven by a diesel and a derrick of about 6m in height. Boring is done by the cable-tool percussion method that consist in lifting and dropping regularly in the borehole the clay cutter (for cohesive soils) and the shell (for sands).

The legs of the derrick fold down to form a simple trailer that can be towed by a light vehicle. The derrick is erected with the aid of the winch. The main accessories are the clay cutter, the shell, the tool, the U100 tools and the casings. These are worked on a wire rope using the clutch of the winch for the percussive action and a hand brake, giving a maximum borehole depth of about 100m in suitable strata.

The percussion rig shall be set up over the boring position using its winch in such a way that the wire line falls truly vertically at the exact borehole position. The casings, which are in 1.5m segments, shall be threaded together and then lowered to the point using the winch of the rig. Clamps and chain tongs. Within the casing with and aid of the clay or the shell. Undisturbed samples are taken with the shell of the clay cutter

During the process, the hole is kept open with the casing of 50mm, 200 and 250mm in diameter.

The soils encountered in the borehole will be classified by type and elevation. The information will be collected and used in determining the general site stratigraphy along with CPT results.

Two sets of crew and two rigs will develop for the project.

The manually operated rig is similar to the motorized rig except for the absence of a motor.

Cone Penetrometer Testing

The penetrometer shall be of the Dutch cone type (Gouda/Geomil) and will be of 100KN or 200KN capacity. The machine consists of a driving appliance and power unit. The main accessories are the electrically cones, the rods, the anchor device, and the pressure gauges. The test shall consists in pushing the cone into the

ground for 10cm penetration at a time and reading off the dial gauges the loads required for the penetration (c and c+s). The sounding speed shall be 2cm/sec.

Friction Ratio and borehole information will be used in determining the stratigraphy of the site.

The CPT results shall be in predicting the most suitable foundation type, the allowable bearing capacity and the safe pile load. In making this prediction reference will also be made to other parameters obtained from field and laboratory tests, such as SPT, plate bearing tests, cu ∅, etc.

LABORATORY WORK:

Soil and Water Samples

The main reason for the boring and excavation is the recovery of disturbed and undisturbed soil and water samples and they shall be treated with great care. The usefulness of laboratory test results and foundation recommendations will depend on the quality of the samples at the time they are tested. It is therefore important to establish a satisfactory procedure for labeling handling and transporting the samples.

All samples shall be labeled immediately after being taken to show location, date borehole number, sample depth, type and any other remarks. Immediately after being taken from a borehole, the samples shall be stored in containers that have airtight or sealed covers, suing wax where necessary. The samples shall be handled like a fragile material; they shall be throw about or drooped. When being transported by boat or van, they shall be laid on foam and prevented from lateral and vertical motions.

Laboratory Resting

The aim of laboratory testing of soil water samples is to disclose, identify and classify their physical and chemical properties relevant to the technical objectives of the investigation. These will include classification, shear strength, consolidation and chemical tests. Tests shall be done in accordance with relevant sections of the American, British and German Standards.

The gauges and tools shall be inspected regularly and calibrated as necessary

Reports

The report shall contain test results data, analyses and recommendations for the most suitable solutions to the drainage and foundation problems based on the soil and water parameters, sate-of-the-art geotechnical engineering practice and experience. Analysis will be done with the aid of a personal computer, using the appropriate software.

OPERATION METHODS

Material handling: This will involve loading and off-loading the following:

- Soil and Water Samples
- 150 and 250mm diameter casings x 1.5 long each
- SPT rods
- Penetrometer equipment, motorized rig, plate bearing test equipment, pumps etc.
- Hand tools
- Survey equipment

These will be handled while tasking the following precautions:

(a) Truck, pick-up van or vessels being loaded must be stable. The engine shall be switched off and vehicle well secured with necessary locking devices and the driver must disembark.

(b) All workers not involved in loading operation must be well kitted with necessary PPE

(c) All workers not involved in or of-loading activities shall stay clear of the activity area.

(d) Before lifting and load, the load shall be tested first to determine how many workers are to be assigned. It is necessary to emphasis that solid iron bars would be used as level in shifting load if necessary.

(e) Loads shall be gently lifted at all times.

(f) It should be ensured that there is no overloading and that all loads are either properly covered or secured before transportation.

Lifting Technique

Injuring to the spine can result when objects are not properly lifted. The following procedure shall be followed for any lifting activity.

- Assess the load to determine number of persons required
- Bend down, keeping the back straight and bending the knees
- Hold the load to be lifted firmly
- Stand up gradually, using the arm/hand and leg muscles and not straining the spine
- Where two or more persons are involved in the lifting operation, all should rise simultaneously
- With the load lifted, they should move straight forward without obstructing vision with the load.

Electrical Installation

To prevent electrocution, naked cables must never be allowed to lie about. All equipment using electrical power must be handled with utmost care. The right size should be used for a range of voltage/ampere. Automatic shut-off devices must be installed to guard against accidental current surge via short circuit. Never should bare wire be poked into sockets
Use of the right pin plug shall be ensured always.

WASTE MANAGEMENT PLAN

RAWSON ROCK INTERNATIONAL LIMITED shall minimize the impact of her operators on the environment by applying all practical and reasonable measures to minimize the generation of waste and to manage and dispose all unavoidable waste in an environmental friendly manner.

Workers shall be responsible for waste generated from activities in which they are involved. Waste that cannot be reused shall be safety disposed and covered by a Waste Disposal Consignment Note.

The management of the waste in *RAWSON ROCK INTERNATIONAL LIMITED* is a line responsibility. Supervisors shall be responsible for ensuring that adequate measures are put in place for the prevention, segregation, recycling and disposal of waste before commencement of any activity.

WASTE MANAGEMENT PRINCIPLES:

The principles involved consideration of waste management process at the conceptual/design stage in a management in a manner that contain proportion of waste are eliminated while others are managed through minimization practices of reduction at source, reuse/recovery, treatment and final disposal.

OBJECTIVE:

- Waste production shall be controlled to the extent that only minimal, necessary waste shall be created by our operations.
- Meet (FEPA) Federal Environmental Protection Agency requirements on waste management.
- Establish, implement and maintain waste segregation scheme aimed at efficient recycling.
- Ensure that workers a re responsible for effective waste handling and disposal process and monitoring.
- Progressive waste reduction (as low as practicable) through proper waste monitoring and control.

IMPLEMENTATION STRATEGIES:

- Waste Management issues shall be part of the agenda for HSE meetings
- *RAWSON ROCK INTERNATIONAL LIMITED* shall include waste management issues in routine HSE inspections and findings shall be properly documented and following up.
- *RAWSON ROCK INTERNATIONAL LIMITED* shall be responsible for the management of waste from her activities in line with NIGER DELTA DEVELOPMENT COMMISSION requirement and policies.

WASTE DISPOSAL TRACKING RECORD

ACTIVITIES	**WASTE TYPE**	**VOL. OF WASTE**	**DISPOSAL & PLAN**
Building Construction and Maintenance	Broken Blocks, Sand and Aggregates Debris		Truck away from site for use as road filling materials
	Scrap Wood, Asbestos and Timbers		Cart away from site for disposal in NIGER DELTA DEVELOPMENT COMMISSION or Government approval disposal site
	Paper, Cement Bag Rags, office wastes, can bottles & Glass etc.		Segregate for recyclable and package others for disposal to approved disposal facility.
	Scrap Metals		Dispose to NIGER DELTA DEVELOPMENT COMMISSION recycling facility
	Excavated Soils, Vegetation Debris		Use in forming location

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QUALITY ASSURANCE MANUAL

Ref:LARRY/ 01	Authors: JUDE OJINNAKA	Date:MAY,2008	Page:1
Section: 0	Checked by DR LARRY	Edition: 1	Rev: 0

Title: **COMPANY PROFILE**

1.3.1 *RAWSON ROCK INTERNATIONAL LTD* operates in Nigeria with *ENA AND SONS LTD* particularly in the areas of construction, marine services, and EKOLAMA ENGINEERING CONSULT NIG. LTD (Information Technology).

1.3.2 This company has close co-operation with the *DOAJOS GLOBAL RESOURCES LTD, EKOLAMA ENGINEERING CONSULT NIG. LTD,* and all have ISO 9002 Standard Quality Assurance System in place.

1.3.3 We obtained the permission of this company to include the company's Instructions Manuals into the *RAWSON ROCK INTERNATIONAL LTD* Quality Procedures Manual.

1.3.4 The Compilation of this manual was at the request of the CEO and General Manager, Operations. The QUALITY ASSURRANCE MANAGER has compiled the manual and he is responsible for its distribution and revision.

1.3.5 Our Mission is to be Best Engineering, Educational and Personnel Hire Services Company in all disciplines of our business, provide Quality Services to our clients and optimize return on capital.

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Title: **COMPANY PROFILE**

1.4.1 MD/CEO

It is the responsibility of the CEO to lead the way in the quest for quality and ensure the quality program is systematically reviewed and audited on a regular basis.

1.4.2 QUALITY ASSURRANCE MANAGER (QA-MGR)

It is the QUALITY ASSURRANCE MANAGER'S responsibility to ensure that all materials and services meet *RAWSON ROCK INTERNATIONAL LTD* and client requirements. The QUALITY ASSURRANCE MANAGER will supervise, monitor and audit the company's quality system and reports directly to the Technical Manager.

1.4.3 GENERAL MANAGER, OPERATIONS (GMO)

The General Manager Operations is responsible for the direction of all operations departments and reports directly to the CEO.

1.4.3 FINANCIAL CONTROLLER (FC)

The Financial Controller is responsible for proper Managing of financial requirements thereby assisting in managing the business effectively.

1.4.4 HUMAN RESOURCES MANAGER (HRM)

The Human Resources Manager is responsible for the effective management of personnel to enable them to perform their tasks in a correct manner in accordance with *RAWSON ROCK INTERNATIONAL LTD* requirements

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Ref:LARRY/ 01	Authors: JUDE OJINNAKA	Date:MAY,2008	Page:3
Section: 0	Checked by: DR LARRY	Edition: 1	Rev: 0

Title: **DEFINITIONS AND ABBREVIATIONS**

OBJECTIVE EVIDENCE: Facts which are observed and documented.

PROCEDURE: A Step by step instruction of how an activity should be performed.

AUDIT: A documented investigation conducted by authorized personnel to verify that applicable control features have been effectively implemented.

CALIBRATION: A standard imposed by a regulatory body.

COMPANY: *RAWSON ROCK INTERNATIONAL LTD*

CONFORMANCE: Compliance with specified requirements.

CONTROL FEATURE: A documented activity to ensure conformance with specified requirements of applicable specifications.

CONTROL: To exercise control over and regulate

CORRECTIVE ACTION: Measures taken to correct a Non- Conformance.

DESIGN: A detailed plan for product.

DESIGN REQUIREMENTS: Company, client and regulatory specifications used to control design.

DOCUMENTATION: Record information

FINDING: Objectively documented evidence from an audit.

IQA: Internal Quality Auditor (s) Employees who on a regular basis audit departments other than those they work in. They audit against the Standard.

INSPECTION: Activities such as measuring, examining, testing or gauging one or more characteristics of a product or service and comparing the results of these activities with specified requirements to determine conformity.

NON-CONFORMANCE: Deviation from specified requirement.

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Title: **DEFINITION AND ABBREVIATIONS (Cont'd)**

OBJECTIVE EVIDENCE: Facts, which are observed and documented.

PROCEDURE: A step by step instruction of how an activity should be performed.

QUALIFIED PERSONNEL: Individuals with skills gained through education, training or experience and measured against established requirements.

QAM: Quality Assurance Manual

QPM: Quality Procedure Manual

QAMT: Quality Assurance Management Team

QA-MGR: Quality Assurance Management Team

QUALITY: Conformance with user requirements

QUALITY ASSURANCE: Planned and systematic actions necessary to provide adequate confidence that a product or services will satisfy given requirements for quality.

QUALITY POLICY: Overall quality intentions formally expressed by Company's CEO.

QUALITY SYSTEM REVIEW: A formal evaluation by senior management of the status and adequacy of the quality system in relation to the quality policy.

SPECIFICATION: A documents (s) that prescribes the requirements with which the products or services has to conform.

STANDARD: This refers to BS EN ISO 90002

VERIFY: Examination of samples products, etc. which confirms that activity is carried out to specified requirements.

VALID DATE: Prove quality by examination of documents, etc. and witnessed tests.

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Title: **RESOURCES**

1.6.1 Management personnel shall be educated, experienced and trained to industry norms. Training shall be an on going priority at all levels.

1.6.2 Internal Quality Audit staff shall be trained to audit in accordance with the Standards. Auditors shall not be required to audit their own departments.

1.6.3 Sufficient personnel and equipment shall be available to carry out related processes and verification activities.

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Title**:** **OPERATING PROCEDURES**

1.2.4 PURPOSES

1.2.5 To define the operating procedures which support *RAWSON ROCK INTERNATIONAL LTD* Quality Assurance Manual.

1.2.6 Current operating procedures provided by the OP shall be used at all times.

1.2.7 Instruction Manuals provided by our OP are contained within the Quality Procedures Manual.

1.2.8 Work Procedures, (in-house and those supplied by our clients) are contained within the Quality Procedures Manual. Clients supplied standards and procedures will be complied with where applicable.

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Title: **QUALITY SYSTEM**

2.1 PURPOSE

2.1.1 The definition of *RAWSON ROCK INTERNATIONAL LTD* Quality Assurance System Structure.

2.2 QUALITY POLICY

2.2.1 The Quality Policy is a statement by the CEO which clearly defines the company's Quality aims.

2.3 QUALITY ASSURANCE MANUAL (QAM)

2.3.1 The Quality Assurance Manual is an outline structure of the documentation covering the quality System requirements.

2.4 QUALITY PROCEDURES MANUAL

2.4.1 The Quality Procedures Manual contains detailed procedures for carrying out work in accordance with the standard.

2.5 CONTROL OF THE QUALITY SYSTEM

2.5.1 The Quality System is controlled by Quality Assurance Management Team which is headed by the QUALITY ASSURRANCE MANAGER. Any revision to the system shall be subject to approval by the Quality Assurance Management Team in accordance with the procedure for control of Quality Records.

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Title: **CONTRACT REVIEW**

3.1 **PURPOSE**

3.1.1 To establish the *RAWSON ROCK INTERNATIONAL LTD* contract review process and its documentation.

3.2 **RECEIPT OF CONTRACTS ORDERS**

3.2.1 Contracts or orders for Civil or other services under existing agreements may be accepted by and must be documented by any of the following personnel.

Senior Civil/Maintenance Engineer
Technical Services Manager
General Manager Operations
CEO

3.2.2 One off contracts or orders and order for materials from our OP shall be Checked by the CEO and General Manager Operations only.

3.2.3 Procedural controls for the review and acceptance of amendments to contracts.

3.2.4 Or orders shall be documented and records maintained and Checked by their originators and changes distributed to personnel or departments concerned.

3.2.5 Reviews of Orders or contracts and amendments to same and differences between tenders and contracts shall be made only with the approval of the CEO or General Manager Operations. All such differences shall be clearly signed as accepted by our clients.

Title: **DESIGN CONTROL**

4.1 PURPOSE

4.1.1 To define control measures, to verify design and revision activities.

4.1.2 *RAWSON ROCK INTERNATIONAL LTD* works to ISO 9002 therefore no design control requirement is required or included in this QAM.

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Title: **DOCUMENT AND DATA CONTROL**

5.1 PURPOSE

5.1.1 To establish and maintain procedures to control all documentation related to the Quality System thereby establishing uniformity of documentation throughout the company.

5.2. LEVELS OF DOCUMENTATION

5.2.1 *RAWSON ROCK INTERNATIONAL LTD* Assurance Manual is considered to be a level One Document. It is subject to revision by the CEO, General Manager Operations and QUALITY ASSURRANCE MANAGER.

5.2.2 *RAWSON ROCK INTERNATIONAL LTD* Procedures Manual (which contain OP instruction Manual shall be subject to revision by the OP only. *RAWSON ROCK INTERNATIONAL LTD* QPM is subject to revision by the Quality Assurance Management Team.

5.2.3 *RAWSON ROCK INTERNATIONAL LTD* Procedures are considered to be level Two Documents and shall be produced and reviewed by the Quality Assurance Management Team before implementation.

5.2.4 Work instructions and other instruction manuals are level Three Documents.

5.3 PROCEDURES REVISIONS

5.3.1 The procedures contained within the *RAWSON ROCK INTERNATIONAL LTD* QPM may be subject to revisions.

5.3.2 Such revisions may be initiated by any member of staff through the QUALITY ASSURRANCE MANAGER.

5.3.3 All revisions shall be subject to approval by the Quality Assurance Management Team and shall be subject to discussion with the procedure originator(s)

All revisions shall be notified to staff concerned and shall be explained in a covering note that accompanies the revisions.

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Title: **PURCHASING**

6.1 **PURPOSE**

6.1.1 To ensure that purchases of products or services shall be subject to certain levels of selection, inspection and approval as required by *RAWSON ROCK INTERNAIONAL LTD.*

6.2 PURCHASE ORDERS

6.2.2 Local Purchases shall be checked by the General Manager. Purchases shall be made from suppliers listed on the Checked by Suppliers List wherever.

6.2.3 Purchase order amendments shall be checked by the relevant GM.

6.3 SUPPLIER APPROVAL

6.3.1 Suppliers shall be selected from those with previous records of satisfactory performance.

6.3.2 Supplier so selected shall be subject to evaluation in accordance with *RAWSON ROCK INTERNATIONAL LTD.*

6.3.3 Suppliers not meeting *RAWSON ROCK INTERNATIONAL LTD* requirement shall be issued with Non-Conformance report.

6.3.4 Those issued with Non-Conformance reports may, at the discretion of the company, be removed from the Approval Suppliers Lists. The Company reserves the right to remove or add to the Approval Contractors List at its discretion.

6.3.5 Material purchased shall conform to *RAWSON ROCK INTERNATIONAL LTD* and clients standards and where applicable shall show documented proof of authenticity.

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Title: **CONTROL OF MATERIALS SUPPLIED BY THE SUPPLIERS**

7.1 **PURPOSE**

7.1.1 To define the methods of control of supplier/OP supplied materials.

7.1.2 Materials shall be recorded in *RAWSON ROCK INTERNATIONAL LTD* system of Materials Receipt Tickets (MRT's) and Material Delivery Tickets (MDT's).

7.1.3 Defective items shall be immediately notified to the supplier/OP representative who supplied them and set aside for their consideration.

7.1.4 Materials supplied by the supplier/OP, shall be stored in accordance with their instructions and *RAWSON ROCK INTERNATIONAL LTD* procedure for handling, storage, packaging, preservation and delivery.

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Title: **PRODUCT IDENTIFICATION AND TRACEABILITY**

8.1 PURPOSE

8.1.1 To define methods of tracing supplier/OP and vendor supplied product.

8.2. IDENTIFICATION

8.2.1 OP product bear stamped serial numbers; these shall be checked at point of entry into *RAWSON ROCK INTERNATIONAL LTD.*

8.2.2 OP Vendor and supplier supplied product shall be indelibly marked where necessary. Paint stencils and tags shall clearly identify the product concerned.

8.3 TRACEABILITY

8.3.1 Traceability of OP supplied product shall be maintained throughout the supply rental and service of same.

Serial number's shall be clearly visible and transcribed to documents (MDT's) MRT's and sales orders).

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Title: **PROCESS CONTROL**

9.1 **PURPOSE**

9.1.1 To define the controls used to ensure specified procedures are complied with in accordance with *RAWSON ROCK INTERNATIONAL LTD* Clients and OP standards.

9.2 **LABORATORY CONTROL**

9.2.1 Testing and storage shall be carried out in accordance with good laboratory, environmental and safety practices.

9.2.2 Documents affecting quality shall be made easily available to personnel concerned.

9.3 **WORK ORDERS**

9.3.1 Work orders shall contain detailed information from the client's request material delivery ticket or any other relevant documentation.

9.4 **SPECIAL PROCESSES**

9.4.1 All such special processes shall be carried out in accordance with procedures and /or Op or client's documented instructions.

9.5 **MAINTENANCE OF EQUIPMENT**

9.5.1 The General Manager Operations shall ensure that both field and laboratory equipment used are maintained to an acceptable standard in accordance with procedures.

9.6 **QUALIFICATION OF PERSONNEL**

9.6.1 Personnel of proven experience, training and /or relevant qualifications for the processes are engaged upon.

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Title: **INSPECTION AND TESTING**

10.1 PURPOSE

10.1.1 To explain *RAWSON ROCK INTERNATIONAL LTD* quality control practices.

10.2 RECEIVING INSPECTION

10.2.1 All incoming product (where agreements demand) shall be inspected by an independent third party inspection company.

10.2.2 Where applicable damaged product shall be reported to the supplier to allow them the opportunity to authorized remedial work or scrap the product concerned.

10.2.3 Scraped product paid for by the supplier, shall be returned to the supplier or destroyed in accordance with supplier's instructions.

10.3 FINAL INSPECTION

10.3.1 Equipment/product shall not be released from stock for client use until final inspection is complete.

10.3.2 Evidence of acceptance shall be provided including third party inspectors reports.

10.3.3 Copies of inspection documentation shall accompany all invoices to clients where applicable.

10.3.4 Inspection shall be performed by trained personnel only.

10.4 IN-HOUSE INSPECTION OF OP EQUIPMENT

10.4.1 In-house inspection shall be carried out using OP instruction manuals and inspection control methods.

10.5 INSPECTION AUTHORITY

10.5.1 The QUALITY ASSURRANCE MANAGER is responsible for ensuring that all products are adequately inspected in accordance with OP and clients requirements.

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Title: **CONTROL OF INSPECTION, MEASURING AND TEST EQUIPMENT**

11.1 PURPOSE

11.1.1 To define measures used to maintain inspection and test equipment to ensure compliance with required standards.

11.2 CALIBRATION

11.2.1 Inspection and test equipment shall be subject to control by the QUALITY ASSURRANCE MANAGER at intervals in accordance with the standards of our OP Clients and *RAWSON ROCK INTERNATIONAL LTD.*

11.2.2 Detailed results of records of calibration shall be documented in a log kept in the QA office. All inspection measuring and test equipment shall have a copy of the calibration record attached.

11.2.3 Inspection, Measurement and Test Equipment not complying to standards shall be clearly marked and segregated until remedial work and re-calibration has been carried out.

11.2.4 Where re-calibration of equipment is found necessary, product previously inspected may be recalled and re-inspected.

11.2.5 All equipment shall be handled and stored in a manner that will ensure no undue damage or deterioration take place.

12.1 PURPOSE

12.1.1 To ensure that only products which conform to OP/clients standards are allowed to progress further into or out of the work process and are easily identified.

12.2 INSPECTION REQUIREMENTS

12.2.1 Materials/soil samples received by the laboratory shall be subject to inspection and testing as indicated on the clients' job orders, contracts, service tickets or OEM's instruction manuals.

12.2.2 All products shall be clearly marked indicating inspection status as in the section for Control of Non-Conforming Product (Section 13).

RAWSON ROCK INTERNATIONAL LTD
QUALITY ASSURANCE MANUAL

Ref:LARRY/ 01	Authors: JUDE OJINNAKA	Date:MAY,2008	Page:19
Section: 0	Checked by: DR LARRY	Edition: 1	Rev: 0

Title: **CONTROL OF NON-CONFORMING PRODUCT**

13.1 PURPOSE

13.1.1 To define *RAWSON ROCK INTERNATIONAL LTD* controls over non-conforming product.

13.2 IDENTIFICATION

13.2.1 Non-conforming product shall be identified by a red band (tubular goods or other indelible marker or tag).

13.2.2 Non-conforming product shall be clearly segregated and quarantined from conforming product.

13.3 NON-CONFORMANCE REVIEW AND DISPOSITION

13.3.1 Non-Conforming product may be re-worked and brought into conformance.

13.3.2 Non-conforming product which can not be reworked to conform shall be scrapped. In the case of supplier supplied product, disposal shall be at their discretion. Scrapped product should be destroyed beyond re-use upon the instruction of the owner.

13.4 **RECORDS OF NON-CONFORMITY**

13.4.1 The QUALITY ASSURRANCE MANAGER shall be responsible for ensuring such records are kept upon to date and relevant department are informed.

13.5 CORRECTIVE ACTION

13.5.1 Where Non-Conformance occurs they shall be analyzed for trends and remedial actions taken.

13.6 INSPECTION AUTHORITY

10.5.1 The QUALITY ASSURRANCE MANAGER is responsible for ensuring that all products are adequately inspected in accordance with OP and clients requirements.

10.5.2 All such trends shall be reported to the QUALITY ASSURRANCE MANAGER and Quality Assurance Management Team and subject to scrutiny and actions by the Quality Assurance Management Team to eliminate such trends.

RAWSON ROCK INTERNATIONAL LTD
QUALITY ASSURANCE MANUAL

Ref:LARRY/ 01	Authors: JUDE OJINNAKA	Date:MAY,2008	Page:20
Section: 0	Checked by: DR LARRY	Edition: 1	Rev: 0

Title: **CORRECTIVE AND PREVENTIVE ACTION**

14.1 PURPOSE

14.1.1 To define measures taken to implement *RAWSON ROCK INTERNATIONAL LTD* corrective action procedure.

14.1.2 Responsibility for issue of Non-Conformance Reports (NCR's) is for all employees. They may initiate an NCR investigation through their supervisor or manager and the NCR must pass ultimately to the QUALITY ASSURRANCE MANAGER and Quality Assurance Management Team for their action.

14.1.3 The Quality Assurance Manger is responsible for the investigation of corrective action.

14.2 PROCESSING OF NON-CONFORMANCE REPORTS

14.2.1 The QUALITY ASSURRANCE MANAGER is responsible for issuing NCR's to any personnel or department that is subject to one.

14.3 VERIFICATION OF CORRECTIVE ACTIONS TO NCR's

14.3.1 The Department Manager shall report back to the QUALITY ASSURRANCE MANAGER when NCR's have been corrected.

The QUALITY ASSURRANCE MANAGER shall document the results of NCR corrections. These shall be maintained in a separate file.

RAWSON ROCK INTERNATIONAL LTD
QUALITY ASSURANCE MANUAL

Title: **HANDLING, STORAGE, PACKING, PRESERVATION AND DELIVERY**

15.1 PURPOSE

15.1.1 To ensure that only products which conform to OP/clients standards are allowed to progress further into or out of the work process and are easily identified.

15.2 HANDLING

15.2.1 Department Managers shall ensure that only authorized people operate field and laboratory equipment.

15.2.2 Field equipment that is worn or damaged shall not be used. Such equipment should be made safe of destroyed.

15.2.3 Field equipment shall comply with the requirements of the *RAWSON ROCK INTERNATIONAL LTD*.

15.3 STORAGE

15.3.1 All goods shall be stored in conditions, which will not be detrimental to their condition when required for use.

15.3.2 Tubular goods shall be stacked so as to eliminate distortion or damage and in accordance with the safety manual.

15.4 PACKAGING

15.4.1 Product and equipment shall be so packaged that they shall be resistant to damage and deterioration.

15.4.2 All packaging shall show their contents by the method of pen stenciling of boxes or crates or other indelible marking process.

15.5 DELIVERY

15.5.1 All products shall be accompanied by material delivery tickets and these must be signed by the client's authorized receiver.

15.6 RECEIPT OF GOOD INWARD

15.6.1 All product and equipment shall be subject to documentation and shall be recorded on a Material Receipt Ticket.

15.7 WAREHOUSING

15.7.1 Product in the warehouse shall be recorded in the *RAWSON ROCK INTERNATIONAL LTD* Inventory Control System

RC 794678

CORPORATE AFFAIRS COMMISSION
FEDERAL REPUBLIC OF NIGERIA

Certificate of Incorporation

I hereby certify that

RAWSON ROCK INTERNATIONAL LTD

is this day incorporated under the COMPANIES AND ALLIED MATTERS ACT 1990 *and that the Company is Limited By Shares.*

Given under my hand at Abuja this Fifth day of January, 2009

A. ALMUSTAPHA
Registrar - General

236446

Optima - 51446 - 2/03 - P2426

FEDERAL INLAND REVENUE SERVICE

FIRS

BENIN INTEGRATED TAX OFFICE

53, Airport Road, P.M.B 1213 Benin City, Edo State
Tel: 052-250477

Our Ref: B550/03235-644—0001 Date: 18/05/2009

The Managing Director,
RAWSON ROCK INTERNATIONAL
LIMITED
6 UPPER SEKONI TECH COLLEGE
ROAD BENIN—CITY

Dear Sir,

VALUE ADDED TAX IDENTIFICATION NUMBER

Further to your submission of registration for the above, please be informed that your identification number as a collection agent is B550/03235-644—0001

Please quote this number in your correspondence with the Department.

Yours faithfully,

OBRI, F.O.
Tax Controller
For: Chairman
Federal Inland Revenue Service

OFO/GA*

F.I.R.S 158A

RC 794678

COMPANY'S REGISTRATION NUMBER

FEDERAL REPUBLIC OF NIGERIA

FEDERAL INLAND REVENUE SERVICE

05239772

ORIGINAL

BENIN

TAX OFFICE

22/05/09

DATE

INCOME TAX CLEARANCE CERTIFICATE
COMPANIES INCOME TAX

This is to certify that:

Name of Company RAWSON ROCK INTERNATIONAL LTD.

Address 6, UPPER BENIN TECHNICAL COLLEGE RD. EWEKA GRAM. SCH. B/C.

File reference number BIN/NCR/02235644-0001 *has tendered income tax returns and* **paid income tax assessment/incurred losses/suffered excessive capital allowances** *(DELETE AS APPLICABLE) for all years including the past three years as detailed hereunder:*

	Yr. 20.06. ₦	Yr. 20.07. ₦	Yr. 20.08. ₦
TURNOVER	NIL	NIL	NIL
ASSESSABLE PROFIT/LOSS	NIL	NIL	NIL
TOTAL PROFIT	NIL	NIL	NIL
TAX PAID	COMPANY	WAS INCORPORATED	
RECEIPT NUMBERS	JANUARY 2009, YET	TO COMMENCE	
DATES	BUSINESS, POL	NOT YET DUE	

NATURE OF ASSESSMENT

(1) BEST OF JUDGEMENT (BOJ)
(2) SELF ASSESSMENT
(3) MINIMUM TAX
(4) PRE-OPERATION LEVY (POL)
(5) OTHERS (PLEASE SPECIFY)

(INSERT RELEVANT NUMBER AS APPLICABLE)

FIRS

SOURCE(S) OF INCOME CIVIL ENGINEERING / ELECTRICAL

—

OTHER COMMENTS —

THIS CERTIFICATE EXPIRES ON 31-12-2009 (NOT LATER THAN THE END OF THE CURRENT YEAR OF ASSESSMENT)

Federal Inland Revenue Service
22 MAY 2009
Benin City.

OFFICIAL DATE STAMP IMPRESSION

OBBI E.O.
TAX CONTROLLER
FIRS
INTEGRATED TAX OFFICE
BENIN.

NAME (IN BLOCK CAPITALS)

[signature]

APPROVED SIGNATORY

RawsonRock International Limited
www.rawsonrock.com

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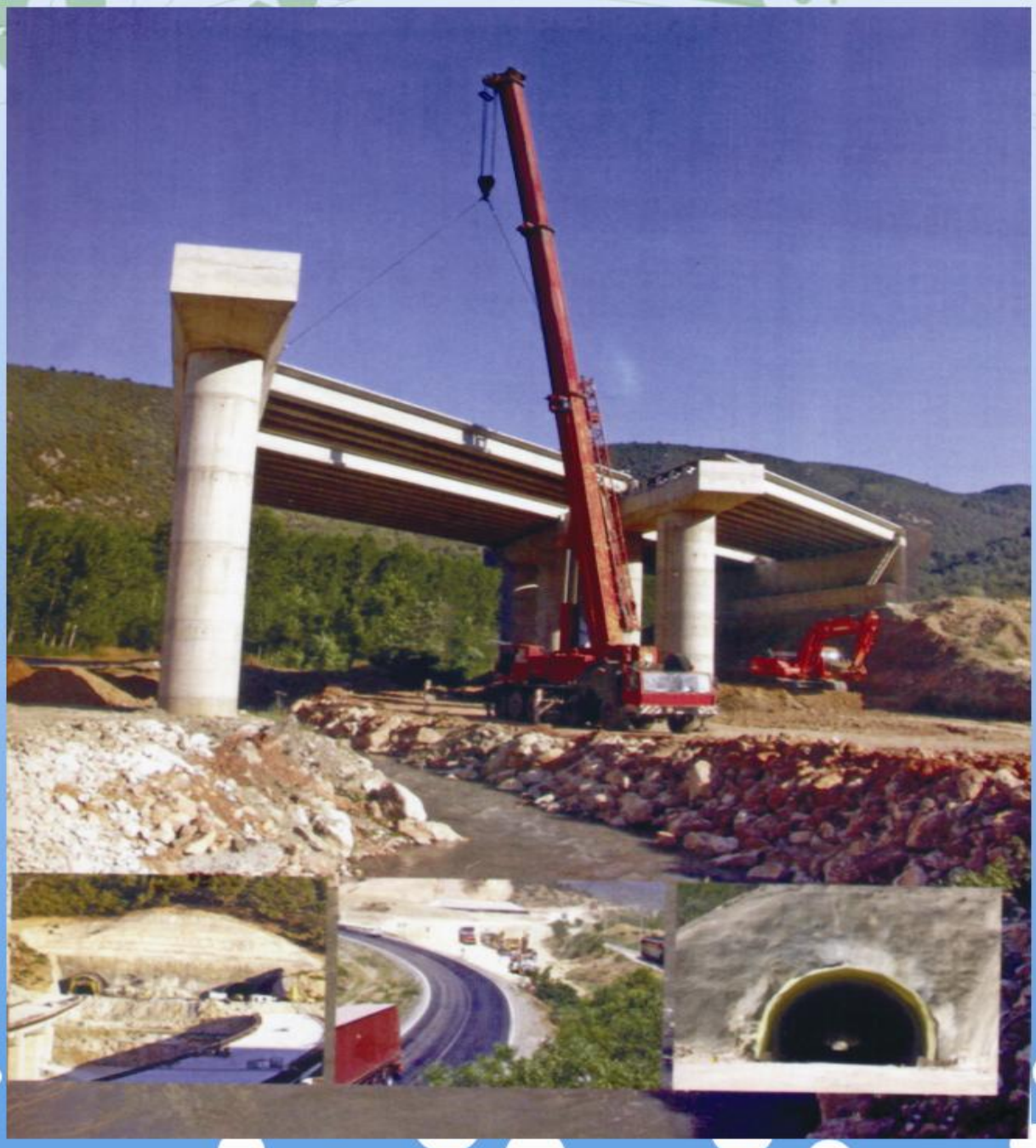

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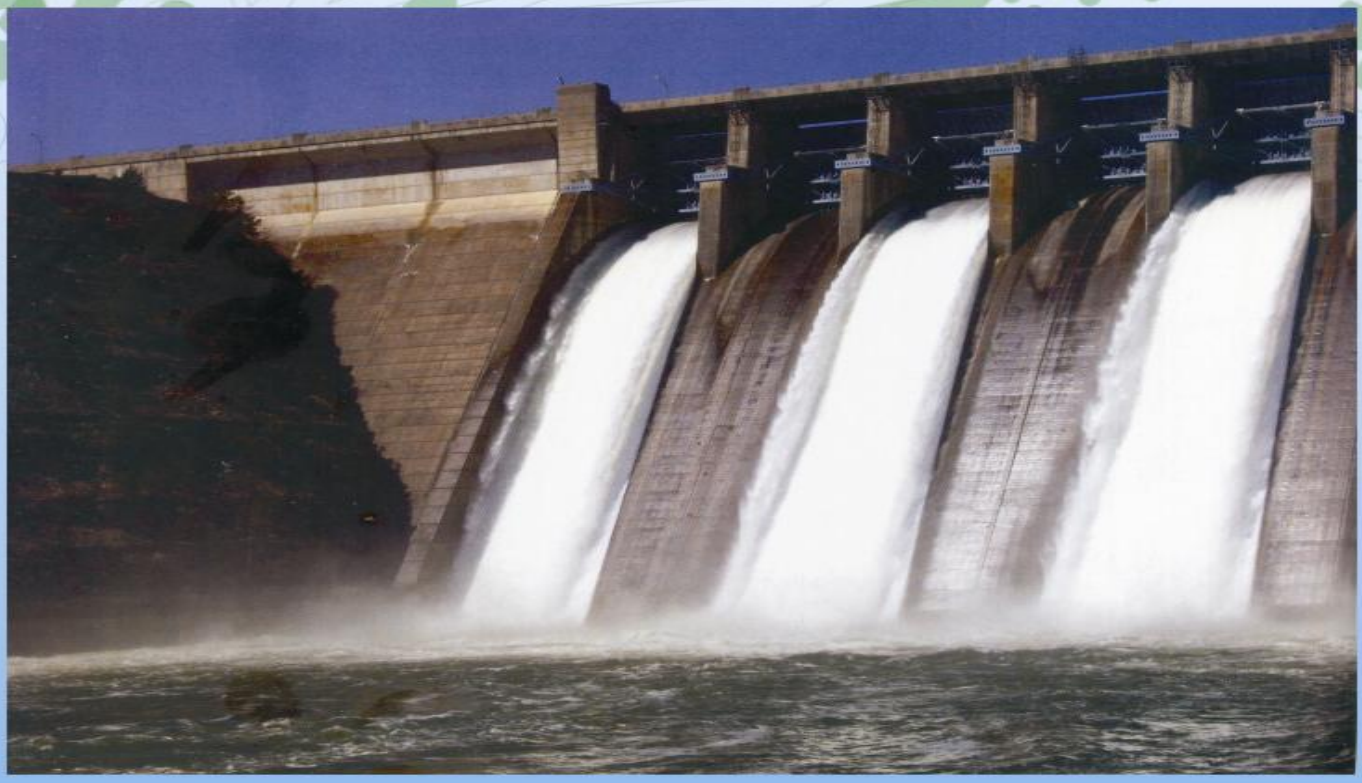

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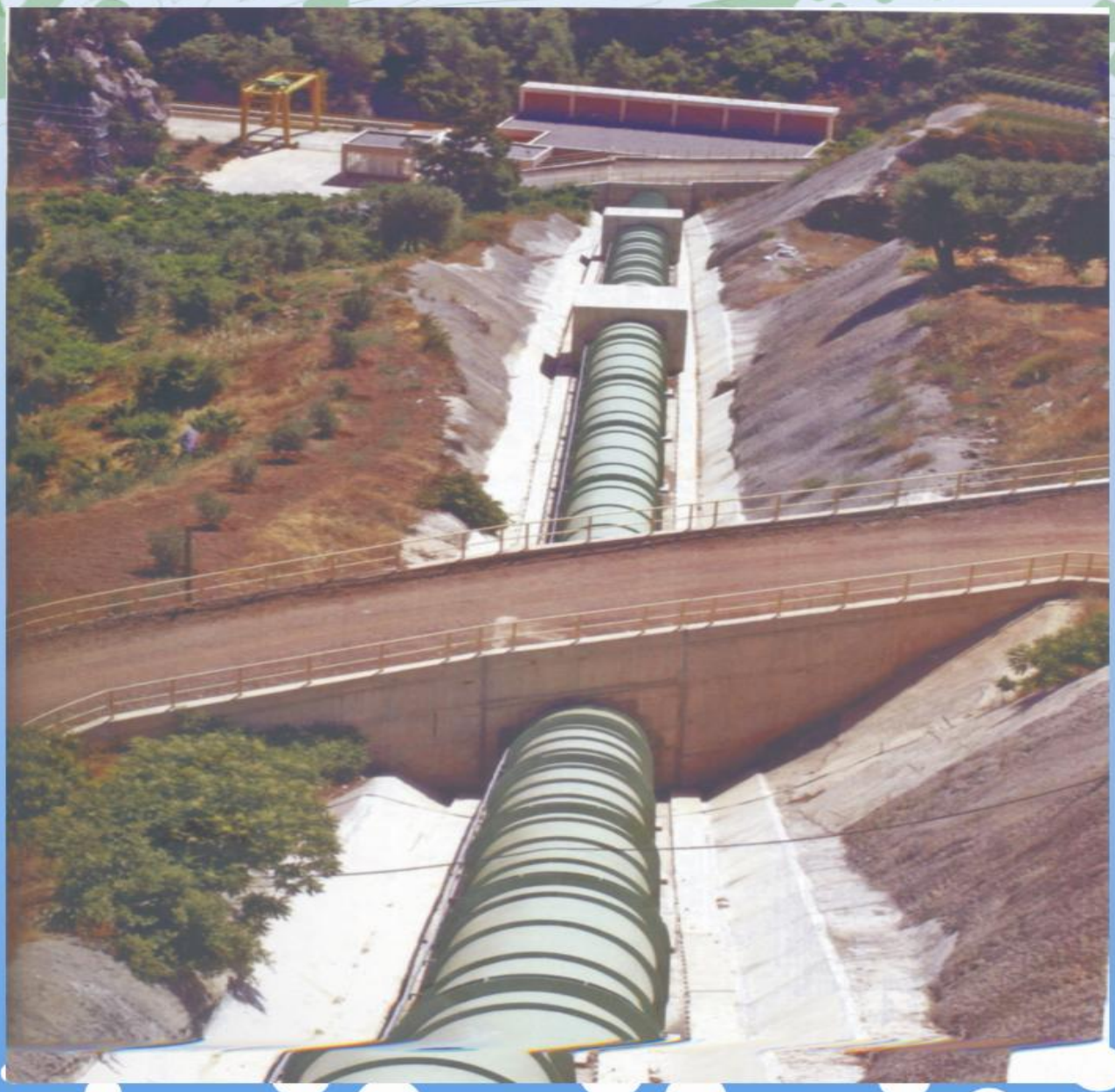

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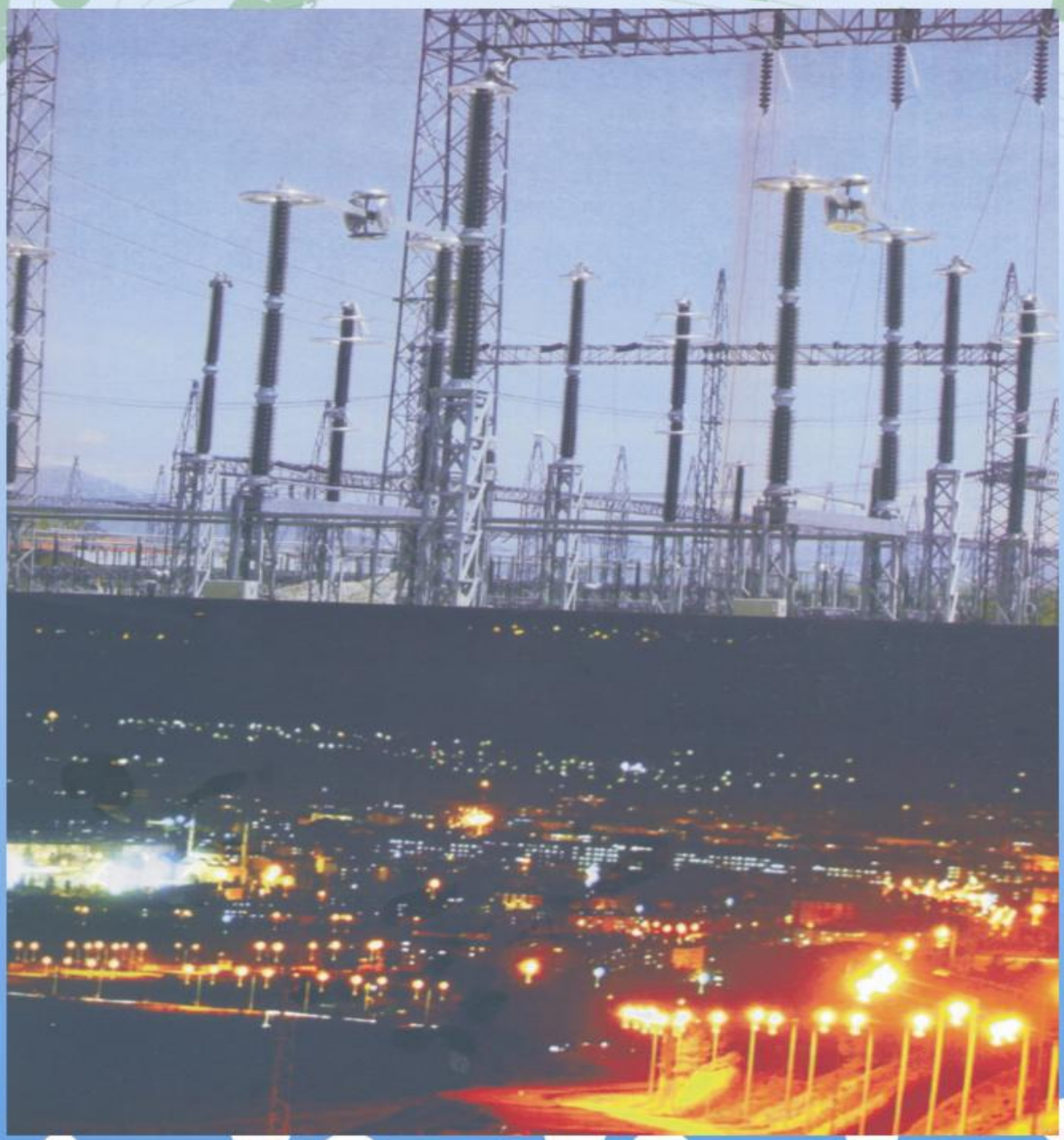

RawsonRock International Limited

www.rawsonrock.com

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