

خيرى تيك لنظم المعلومات ذ.م.م

Veritec Information Systems L.L.C

OCCUPATIONAL HEALTH, SAFETY & ENVIRONMENTAL MANAGEMENT SYSTEM MANUAL

Issue Date: June 2013

health and safety



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1.0 SCOPE

This HSE Manual sets out the HSE working methods which must be applied to work being performed at all work locations.

This HSE Manual is intended to describe or instruct all personnel in the specific HSE requirements necessary to carry out particular jobs of work.

This HSE Manual covers the general nature of work performed by various disciplines. In specialized areas of subcontractor operations, such operations must be covered by instructions and procedures, provided by the subcontractor and shall be in compliance with VERITEC QHSE Policy & Procedures. These must be submitted to and approved by VERITEC before commencement of the concerned operations.

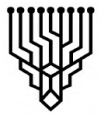
The responsibility for updating this document lies with the Health, Safety and Environment Management Representative. It is distributed on a controlled basis and is allocated to a job position within the Company, not to an individual.

1.1 FORWARD

VERITEC recognizes that a major factor in its business success is the emphasis it has placed on Health, Safety & Environment (HSE) as key elements of all its activities.

Continued success requires excellence. This means providing our clients with services which are of the highest professional and technical standards and which comply with all their HSE requirements. Additionally, it means complying with the statutory HSE requirements of any country in which we are operating.

Doing the job right the first time and doing it safely must be a primary business objective. This and the continual pursuit of excellence will enable VERITEC to achieve and maintain the highest practicable standards of health, safety & environment.



Everyone within the organization, as well as our contractors / subcontractors, has an essential part to play in ensuring that VERITEC continues to improve all aspects of its operational activities. Thus, ensuring we achieve our stated HSE objectives and maintain and improve our profile as an organization, which can adapt and respond according to any operational requirements placed upon us.

The HSE Management System Manual is for the information of all parties concerned with whom VERITEC organizes its management of HSE. The document contains the information required (policies, rules, regulations etc.) to allow a full understanding of the management of HSE and provide the foundation upon which continued improvement can be built.

This is the responsibility of all levels of personnel, from Senior Management to the newest recruit and, this requires a personal commitment from everyone. This commitment can only enhance our reputation and image as a company, which leads by example, thus enabling us to build upon this and expand our existing customer base.

1.2 GENERAL

VERITEC strongly believes that occupational illnesses, injuries, property damages, fires, damage and potential harm to the environment, security and other accidental losses are all preventable and can be controlled through good management.

Compliance with UAE and local legislation concerning health, safety and the environment shall be maintained and the right industry codes of practice and standards shall be implemented to complement and improve working and environmental conditions where needed and to enhance performance in health, safety and environmental protection.

All personnel and subcontractor must be familiar with the contents of this manual and they are expected to use it as a reference document in the performance of their duties. To assist them an HSE handbook (if required) will be issued which details principal aspects of this manual.



Implementing and achieving the objectives of this HSE Manual shall be considered, where appropriate, a central part of the job descriptions at all levels of the organization. This document outlines the company's responsibilities for achieving a HSE and health place and system of work.

This HSE Manual is applicable to all VERITEC activities.

This HSE Manual is equally applicable to all stages of operations and to all Contractors / Subcontractors, contracted facilities and services and it is the responsibility of the Line Managers to ensure that execution of services work activities and / or procurement of materials, equipment, contracted services and facilities meet, if not exceed, the standards expected by this policy.

Company's and Contractor's / Sub-contractor's Management & Employees have the responsibility to adhere to this Manual. It gives the practical interpretation of the Corporate and Company HSE policies and constitutes a set of rules that are to be applied in Company activities.

The Management will ensure that adequate resources and personnel are available throughout all stages of production and supply. Verification activities will be carried out by suitably trained personnel and shall include the following:



2.0 COMPANY PROFILE

Veritec, an ISO9001:2008 company, is a professional service provider in unified security and low voltage solutions that specializes in giving end-users absolute control. We have conceived systems that present you with the scalability and speed to determine and reconfigure settings as and when you require.

Our expertise is a result of years of industry presence and experience, an in-depth understanding and implementation of innovation, and pioneering breakthrough technology via research and development.

Our Quality Management System combined with customer's feedback; ensure that the best & most effective solutions are always available to the UAE market, backed up with an effective sales & customer support organization.

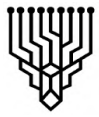
Our Vision

To serve the world with a constant and continuous sense of security, harnessing a peaceful global community.

Our Mission

To be the leading provider in unified security and low voltage solutions through:

- **Human Capital**
To always invest in human capital and recognize that as the prime of our success.
- **Inspire Innovation**
To always embrace creativity and inspire innovation to deploy World best technologies to meet the global security demand.
- **Superior Quality**
To always deliver superior quality products and ensure excellent customer experience.
- **Trusted Partnership** To always put our customer as our first priority and develop business partnership base on trust.



3.0

TERMS & DEFINITIONS

Accidents, Incidents and Hazards

Accident includes any undesired event or circumstance, which gives rise to occupational ill health or injury; damage to property, plant, products or the environment; production losses, or increased liabilities. Incident includes all undesired events or circumstances including near misses, which have the potential to cause accidents. Hazard means the potential to cause harm, including occupational ill health and injury; damage to property, plant, products or the environment; production losses or increased liabilities.

Area Authority

The person with overall authority for a designated area / site. Duties include initial endorsement of all permits and the control of all work within that area.

Authorized Person

A person who has permission to carry out the task, either from external authorizing bodies, or internally by either the Company or Sub-contractor management.

Company

VERITEC

Competent Person

A person who has, documented proof of thorough training and/or experience, and possesses the skills and knowledge required to carry out the task to the satisfaction of VERITEC. He may or may not be employed by the VERITEC.

Contamination

The contamination by any radioactive substance of any surface or the contamination of liquids or gases by any radioactive substance.



Danger Notice

A notice to be displayed at all access points or sections of Electrical Equipment when LIVE or otherwise dangerous, calling attention to the danger of approach to or interference with such equipment or section.

Discharge

Discharge include releases to the air, surface water, groundwater, or land of any material which can have an adverse effect on human health or the environment, be it of gaseous, liquid, or solid nature or a combination thereof. Any discharges fall into one of three categories:

- Emission - A discharge into the atmosphere.
- Effluent - A discharge of liquid.
- Waste - Any other type of discharge.

Employee

Persons employed by the Company to perform work.

Environment

The surroundings and conditions in which a company operates and upon which it may have an effect. This includes non-living systems (air, water, earth), living systems (human, plant and animal) and social/cultural systems.

Environmental Aspect

Element of a company's activities that can interact with the environment.

Note - A significant environmental aspect is an aspect that has or can have a significant environmental impact.

Environmental Impact

Any change to the environment whether adverse or beneficial, wholly or partially resulting from a company's activities.



Environmental Objective

Overall environmental goal, arising from the environmental policy, that a company sets itself to achieve, and which is quantified where practicable.

Environmental Performance

Measurable results of the environmental management system, related to a company's control of its environmental aspects, based on its environmental policy, objectives and targets.

Facility

Any single piece of equipment or structure, either floating or standing alone, such as a barge or wellhead or grouped, such as refining or gas plant, that has a potential to impact the personal health, Safety or the environment.

Hazard

Condition of the workplace or an equipment item, or method of carrying out an activity, which has the potential to cause harm.

Hazardous Area

Hazardous area is one in which hazardous atmospheres may be present, so that special precautions for the construction, use and maintenance of equipment are required.

Hazardous Atmosphere

An atmosphere containing flammable gas or vapour in a concentration capable of ignition. (The term refers exclusively to hazards arising from ignition. Where there is hazard from other causes such as toxicity, asphyxiation or radioactivity, this is specifically mentioned).

Hazard Effect

The consequences, which could result from a hazard being realized.

Health Protection

Health Protection encompasses the practices, procedures, equipment and training necessary for the prediction of health risk and protection of the health of persons working at company's facilities.



Providing health protection requires recognition, evaluation, control and management of the physical, chemical, biological and ergonomic hazards associated with processes and operations.

Health, Safety and Environment (HSE)

Health, Safety and Environment term is defined as HSE, which is the Generic term used to cover aspects of:

- HSE operation of plant and equipment,
- HSE systems and procedures to prevent injury to personnel and property damage,

A HSE working environment to ensure that employees' health and welfare is not effected and protection of the environment, which are required as a result of VERITEC's QHSE Policy Statement.

Induction

Formal introduction to Company organization, policies and procedures.

Legal Requirements

Legal refers to UAE and/or Abu Dhabi Laws, Regulation, Decrees and any Guidelines or Codes of Practice adopted by VERITEC

under or because of these laws, regulations or decrees. It also refers to any International Standards or treaties to which the UAE, Abu Dhabi Emirate is a signatory, or under which they have agreed in principle to operate.

SITE Manager

Person employed directly by the Company and responsible for the overall management of specific areas of operations.

Local Procedures

Site-specific or procedures, which address the arrangements in place for the application of Standards or Regulations.

Local Rules

Rules made in accordance with UAE national Regulations .



May

Means that an action is optional and no recommendation is made as to whether or not it is to be carried out.

Non-Hazardous Area

An area in which flammable atmospheres are not expected to be present so that special precautions for the construction, use and maintenance of electrical apparatus are not required.

Nominated Responsible Person (NRP)

Any person nominated by the Company to act in place of and be responsible for, the supervision, administration and Safety of persons and their work.

Probability

The likelihood of a hazard being realized.

Procedure

A procedure is a written description of how a specific task should be accomplished.

Qualified Person

A person is qualified when he has taken a formal course of instruction (or has/ had equivalent experience) to enable him to carry out the task and has a certificate to show that his work has met the relevant standard. He may or may not be employed by the Company.

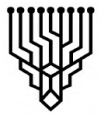
Reasonably Practicable

This term implies that cost-effectiveness estimation must be made. If the cost or difficulty of a precaution is grossly out of proportion to the reduction in risk likely to be achieved by implementing it, the precaution can be considered not reasonably practicable.

Any additional risks, which may arise while implementing or removing the precaution, must also be taken into consideration in determining what is reasonably practicable.

Risk

The product of hazard effect and probability.



Risk Management

Risk Management is the systematic process of:

- Identifying, potential hazardous events and their potential consequences (hazard or effect can be judged).
- Assessing the probability of the hazardous event occurring (risk analysis).
- Reducing the risk by reducing the probability of the hazardous event occurring, or mitigating its potential consequences.

Safety

Safety encompasses the Systems, Programs, Procedures and Practices required for the prevention of incidents.

Safety Method Statement

A written document setting out the work procedures and sequence of operations to ensure the health and Safety of personnel and the environment. It results from risk assessments carried out for the tasks or operation and control measures identified.

Shall / Will / Must

Means that an action is compulsory.

Should / Would / If Possible

Means that an action is not compulsory but is recommended.

Significant

Indicates that a hazard or a risk is anything other than trivial. A significant risk is one, which requires some form of positive HSE guard to eliminate it or reduce it to an acceptable level.

Site

The VERITEC Work areas and other services sites.



Source of Ignition

Naked lights, fires, certain electrical equipment, hot surfaces above ignition temperature or a spark or flame produced by any other means.

System

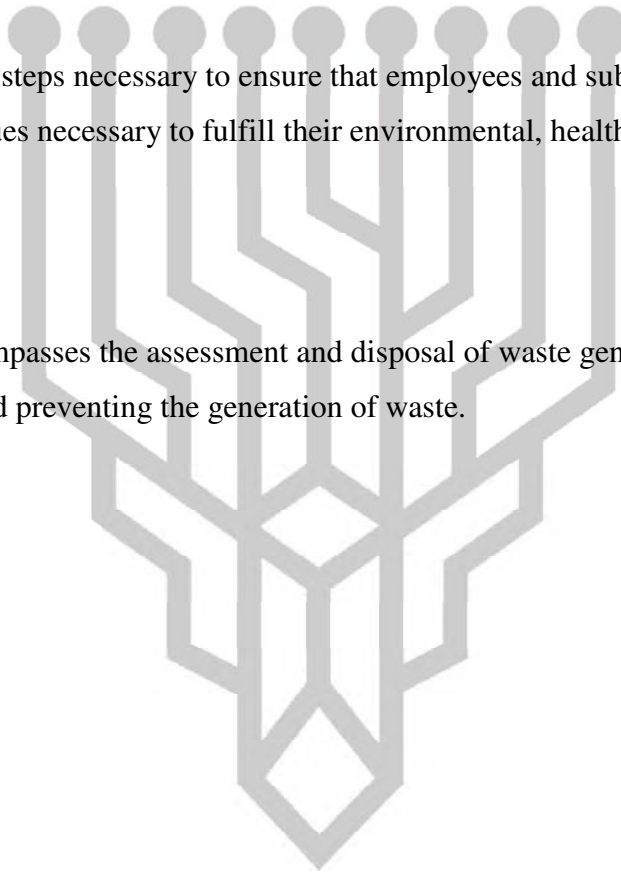
A System is a management tool for meeting an established objective made up of four steps: plan, implement, measure and adjust.

Training

Training encompasses the steps necessary to ensure that employees and sub-contractors have the knowledge, skills and values necessary to fulfill their environmental, health and Safety responsibilities.

Waste Management

Waste Management encompasses the assessment and disposal of waste generated by facilities, with the goal of minimizing and preventing the generation of waste.





4.0 HSE MANAGEMENT SYSTEM REQUIREMENTS

Top Management of VERITEC has committed itself for the development and implementation of the HSE Management System to provide evidence and to involve all employees of the organization in the process.

Top Management has also ensured continual improvement of the established HSE Management System by:

- Communicating to the organization the importance of meeting customer as well as statutory and regulatory requirements,
- Establishing QHSE Policy, QHSE Objectives, Targets and Programs,
- Conducting management reviews, and
- Ensuring availability of required resources for the effective functioning of HSE Management System.

4.1 GENERAL REQUIREMENTS

VERITEC has established documented, implemented and maintained a HSE management system and has ensured its continual improvement through various means in accordance with the requirements of international standards as well as organization's own requirements.

Controlled copies are distributed in accordance with the distribution list. This HSE Manual is subject to periodic review by the Managing Director and HSE management representative at periods not greater than one year. The HSE Manual will be revised if necessary in whole and reissued to controlled copy holders.

The HSE Management representative is responsible for the issue and collection of HSE Manuals as and when they are revised. Uncontrolled copies will be distributed at the **Managing Director's** discretion and are not subject to amendment or reissue.



4.2 QHSE POLICY

The Top Management of VERITEC has defined & authorized a QHSE Policy within the scope of its QHSE Integrated Management System and has ensured that the QHSE Policy is appropriate to the purpose of the organization, nature & scale of the organization's health & safety risks and the environmental impacts of its activities, products & services

- Includes a commitment to comply with the applicable HSE policies, regulations, legal requirements and continual improvement of the performance of its whole HSE Management System
- Provides a framework to establish QHSE Objectives & Targets
- Is documented, implemented, maintained, communicated & understood within the organization and also to all other persons working on behalf of VERITEC & interested parties
- Is reviewed periodically for its continuing suitability to the organization's business

The QHSE Policy has been attached as Annexure 1 with this manual.

4.3 PLANNING

Top Management has ensured that the planning of the HSE Management System is carried out in order to meet the requirements for implementing the system and also to achieve documented HSE Objectives, Targets and Programs.

Top Management also ensures that the integrity of the whole HSE Management System is maintained when changes are done and implemented to improve its performance.

Top Management of VERITEC has ensured that the organization understands the exact requirements of its customers, meets those requirements and continually improves those requirements through effective implementation of its HSE Management System.



4.3.1 ASPECTS / HAZARDS IDENTIFICATION & RISK MANAGEMENT

VERITEC has established, implemented and maintained a documented procedure for the ongoing identification of environmental aspects, safety hazards, the assessment of risks, and the implementation of necessary control measures.

The VERITEC has also ensured that the results of these assessments in terms of significant aspects, safety hazards are taken into consideration for setting up HSE management system and Objectives & Targets and are maintained up-to-date. And taking into account planned or new developments, or new or modified activities, products and services .

Related Procedure(s):

Identification and Evaluation of HSE Aspects and Hazards: VIS.QHSEP.007

4.3.2 LEGAL & OTHER REQUIREMENTS

VERITEC has established, implemented and maintained a documented procedure to identify and have access to all legal and other HSE requirements that are applicable to it.

VERITEC also ensures to keep this information up-to-date and also to communicate relevant information to all its employees as well as other interested parties.

VERITEC shall ensure that these applicable legal requirements and other requirements to which the organization subscribes are taken into account in establishing, implementing and maintaining its EMS

Related Procedure(s):

Legal & Other Requirements: VIS.QHSEP.008

4.3.3 OBJECTIVES, TARGETS & PROGRAMS

Top Management has ensured that the HSE Objectives and Targets, including those needed to meet requirement for product, service, environment protection and mitigation of risks and hazards are established at relevant functions and levels within the organization.

The organization has taken into consideration, while establishing Objectives, Targets and Programs, legal and other requirements, significant HSE aspects, risks and hazards, technical options, financial, operational and business requirements, and the views of interested parties.

Organization has established these Objectives and Targets consistent with the QHSE Policy and measurable (preferably) in nature.



The HSE Objectives and Targets have been defined and maintained within each function of the organization.

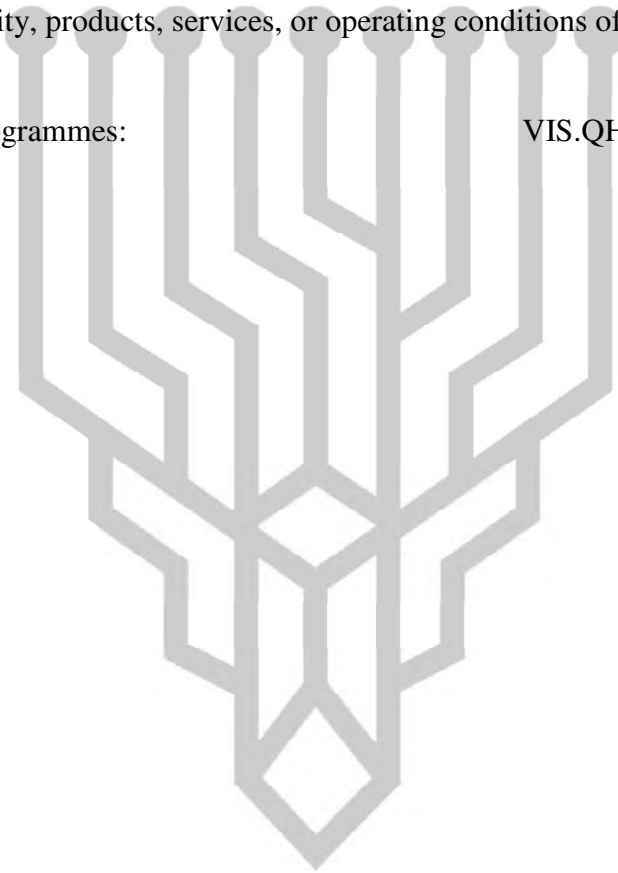
The organization has established documented HSE Programs for achieving its HSE Objectives and Targets with the details of designated responsibility and authority for achievement of the Objectives at relevant functions and levels.

The Programs also depict the means and time frame by which these Objectives and Targets are to be achieved. These Programs are reviewed at defined intervals **at least once in 6 months** and also in the Management Review Meetings. Suitable changes are done to amend these Programs to incorporate changes in activities, priority, products, services, or operating conditions of the organization.

Related Procedure(s):

Objective, Targets and Programmes:

VIS.QHSEP.009





4.4 IMPLEMENTATION & OPERATION

4.4.1 RESOURCES, STRUCTURE, RULES, RESPONSIBILITY & AUTHORITY

4.4.1.1 RESOURCES

VERITEC has determined and ensured provision of adequate resources needed:

- To implement and maintain the HSE Management System and continually improve its performance, and
- To enhance customer satisfaction by meeting or exceeding customer requirements.

VERITEC has ensured determination of adequate infrastructure required to fulfill needs and requirements to effectively implement the HSE Management System as well as to meet specific customer requirements time to time.

The infrastructure includes buildings, workplaces, associated facilities, tools, equipment, jigs, fixtures, tooling, hardware, software, transport, communication channels, etc to meet product / service requirements.

VERITEC has determined and managed the appropriate work environment needed to achieve product conformity, prevent pollution and also to ensure health and safety of all the personnel.

Resource requirements are generally discussed during management review meetings; however urgent resource requirements can be generated and fulfilled at any point of time as per need to carry out routine or specific work.

4.4.1.2 STRUCTURE

The HSE Structure is comprised of the following sections:

- HSE Manual – General
- HSE Manual – Road Safety
- HSE procedures
- HSE Work Instructions Manual
- HSE Forms, Formats, Records, Specifications, Standards, Guidelines etc



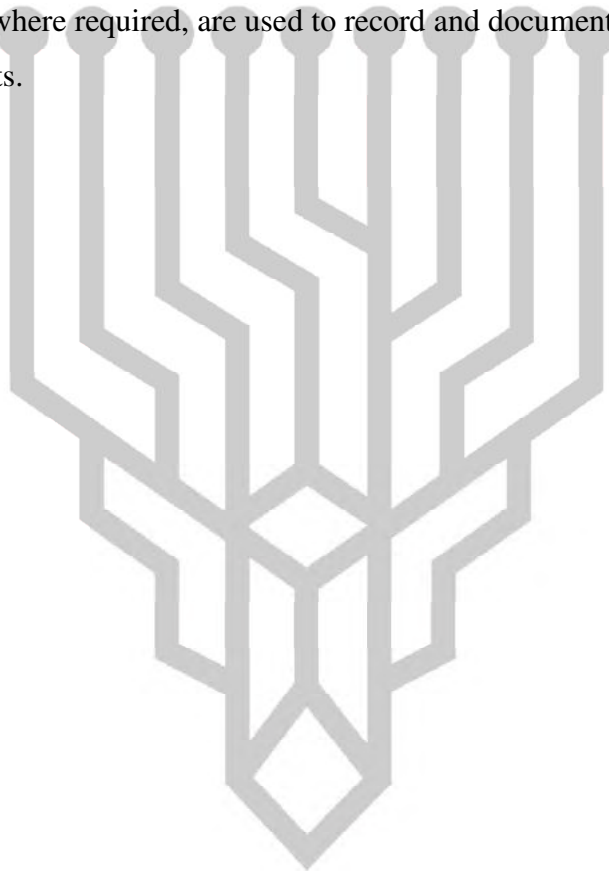
The HSE General Manual provides an overall description of VERITEC HSE Programs and outlines the general HSE Policies and requirements, referencing the Operating Procedures. The HSE Manual is subject to controlled distribution.

The HSE Road Safety Manual provides specific HSE Policies and requirements related to road transportation.

The HSE Operating Procedures establishes and defines specific requirements and responsibilities in support of this HSE Manual. The Operating Procedures are subject to controlled distribution.

HSE Work Instructions defines ways how to carry out a specific activity or process.

Forms, Formats, Records, where required, are used to record and document data in support of the HSE Programs requirements.





4.4.1.3 RULES, RESPONSIBILITY & AUTHORITY

The organization chart shown as Attachment 2 illustrates the main functional allocations of the organization. This chart shows the structure of the organization as well as the reporting and interface relationships between the different departments.

Following are the major roles, responsibilities and authorities of the VERITEC personnel are defined in the job description manual in human recourse department as the following:

(1) **Managing Director** has overall responsibility for all activities of the VERITEC Operation, including implementation of the HSE Programs. The Managing Director has delegated adequate authority to assigned personnel for all functions / activities related to the HSE Programs as defined within this HSE Manual.

(2) **Human Resources Executive** has been appointed by the Top Management as the VERITEC HSE Management Representative with defined authority, responsibility and organizational freedom to ensure that the requirements of the HSE Programs are planned, implemented and maintained. The **HSE Management representative** has a direct responsibility to the Managing Director for all activities of the HSE Department, including, those activities directly or indirectly related to the HSE Programs for:

- Ensuring that activities / processes needed for the HSE management system are established, implemented and maintained
- Reporting to Top Management on the performance of the HSE management system and any need for improvement
- Ensuring promotion of awareness of customer requirements throughout the organization
- Liaisoning with external parties for matters related to HSE management system
- Developing qualification and training requirements for those personnel within the department performing functions outlined in the HSE Programs



4.4.2 COMPETENCE, AWARENESS & TRAINING

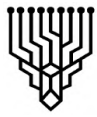
VERITEC has reviewed and ensured that the personnel performing work affecting quality of health, safety and environment are competent and are selected to perform work on the basis of their education, training, skills and experience.

VERITEC has also ensured and taken all steps to:

- Determine the necessary competence for the personnel performing these works
- Provide appropriate training or other measures to fulfill these levels of competence
- Evaluate the effectiveness of training provided or actions taken
- Ensure that all personnel are awareness of the relevance and importance of their activities as well as their contribution to achieve overall HSE Objectives and Targets
- Maintain proper records of all above activities including records of education, training, skills improvements, experience etc

Related Procedure(s):

Training: VIS.QHSEP.015



4.4.3 CONSULTATION & COMMUNICATION

VERITEC has established appropriate communication channels and has ensured that all pertinent information related to HSE and its effectiveness is communicated to and from all employees within organization as well as other outside interested parties.

Management has also ensured that all concerned are:

- Involved in the development and review of policies and procedures to manage quality, environment impacts and safety hazards.
- Consulted where there is a change that affects product / service quality, environment impact and work place health and safety.
- Represented on HSE matters
- Informed as to who is their nominated Management Representative.

All above is achieved through personal meetings, information displays, management review meetings, internal / external audits, e-mail system, phone, fax etc and more specifically through daily / weekly safety meetings.

HSE meetings are held at intervals of not more than four weeks. Extraordinary meetings may be summoned in cases of severe accident or when an incident has occurred which could have lead to an accident.

The Senior VERITEC representative of the area or location or his nominated representative chairs the meetings. The meeting agenda includes:

- Current HSE record,
- Outstanding actions from previous meetings,
- Relevant accidents/incidents and lessons learned,
- Ideas to improve HSE,
- Unsafe conditions,
- Any other HSE related topic.

Significant aspects: GENERAL MANAGER will decide to communicate the significant aspect [due to VERITEC works] and the way of communication for each project on case by case basis.



4.4.4 DOCUMENTATION

The HSE Management System documentation of VERITEC includes:

- The QHSE Policy, Objectives & Targets,
- The description of the scope of HSE Management System,
- The description of the main elements of HSE Management System and their interaction, and reference to related documents,
- The documents, including records, required by these two International Standards, and
- The documents, including records, determined by the organization to be necessary to ensure the effective planning, operation and control of processes that relate to HSE significant aspects and hazards.

4.4.5 CONTROL OF DOCUMENTS

VERITEC has ensured that all documents & data required by the established HSE Management System are controlled.

It has also ensured that controls are applied to:

- Approve documents for adequacy prior to issue
- Review, update and re-approve documents as necessary
- Ensure that changes and the current revision status of the documents are identified
- Ensure that relevant version of applicable documents are available at all locations where operations essential for the effective functioning of HSE system are performed
- Ensure that documents are legible and easily identifiable
- Ensure that documents of external origin such as standards, specifications etc are identified and their distribution controlled

Obsolete documents and data are promptly removed from the point of use and are suitably identified against the unintended use, if kept for legal or knowledge purposes

Related Procedure(s):

Control of Documents:

VIS.QHSEP.001



4.4.6 OPERATIONAL CONTROL

VERITEC has identified those processes, operations and activities that are associated with significant characteristics of service, environmental aspects and health & safety risks and has defined sufficient control over these processes, operations and activities.

VERITEC has also ensured that these processes, operations and activities are carried out under controlled conditions by defining appropriate procedures, work instructions and operating criteria along with proper communication to suppliers and contractors of these requirements.

Related Procedure and work instruction(s):

Operational Control: VIS.QHSEP.011

Occupational Health and Safety Statistical Report: VIS.QHSEP.012

4.4.7 EMERGENCY PREPAREDNESS & RESPONSE

VERITEC has established and maintained procedures for identifying potential emergency situations and potential accidents that may affect or can have impact on environment as well as likely illness and injury to personnel.

This includes preventing and mitigating these impacts, review and revision of the systems and procedures of emergency preparedness and response (if necessary), after the occurrence of incidents or emergency situations.

VERITEC also tests all such procedures to conform to adequate actions in case of real need.

Related Procedure(s):

Emergency Preparedness and Response: VIS.QHSEP.013

4.5 CHECKING

VERITEC has planned and is carrying out production and service provisions under controlled conditions. Controlled conditions include availability of information related to service, availability of work instructions, use of suitable equipment, availability and use of monitoring and measuring devices, implementation of monitoring and measuring methods and the implementation of release, delivery and post-delivery activities etc.



4.5.1 PERFORMANCE MONITORING & MEASUREMENT

VERITEC has established a system to monitor information related to customer perception about Veritec's ability to meet or exceed customer requirements.

This includes handling of customer complaints on a top priority basis as well as contacting customers by various means to assess his satisfaction level for the services provided by VERITEC.

VERITEC is monitoring and measuring service characteristics to conform requirements are met. Inspection, monitoring, measuring and testing activities are carried out at various stages of service realization.

All records are being maintained as evidence indicating the personnel authorizing service release. System has been defined not to allow release of any service unless planned arrangement for monitoring and measurement have been carried out or the release has been authorized by a competent authority / customer.

VERITEC has established suitable actions at appropriate stages of the whole HSE Management System to monitor and measure performance of each and every element of HSE Management System.

Various controls have been specified in each process to assess existing situation, find out improvement areas and to take suitable action(s) to eliminate mistakes if any to enhance the effectiveness of the system to bring efficiency.

Both qualitative and quantitative measures, appropriate to the needs of the organization are taken to monitor the extent to which the organization's HSE Objectives & Targets have been met.

Proactive measures of performance that monitor compliance with the HSE Programs are taken along with reactive measures of performance to monitor accidents, incidents, ill health, near-misses and other historical evidence of deficient HSE performance.

Records of these monitoring and measurement activities are being taken as inputs for deciding corrective / preventive action(s).

Related Procedure(s):

Performance Monitoring and Measurement

VIS.QHSEP.014



4.5.2 EVALUATION OF COMPLIANCE

VERITEC has established and maintained a procedure for periodically evaluating its HSE performance in compliance to applicable legal and other requirements to find out its continuing suitability to these requirements.

Records of all such evaluations are being maintained properly.

Related Procedure(s):

Legal and Other Requirements:

VIS.QHSEP.008

4.5.3 NON-CONFORMITIES, CUSTOMER COMPLAINTS, ACCIDENTS, INCIDENTS, CORRECTIVE & PREVENTIVE ACTION

4.5.3.1 NON-CONFORMITIES, CUSTOMER COMPLAINTS

The organization has established implemented and maintained system for dealing with actual and potential non-conformities, including customer complaints and for taking corrective and preventive action.

The procedure established defines identification, investigation, and evaluation of non-conformities and also the need for corrective / preventive action(s) along with review of the effectiveness of action(s) taken.

It is ensured by VERITEC that all actions taken to mitigate or manage non-conformities are appropriate to the nature and magnitude of the non-conformity.

HSE documentation is amended accordingly if required to prevent similar non-conformities in other processes also.

Related Procedure(s):

Non-conformities, Corrective and Preventive Action:

VIS.QHSEP.006

4.5.3.2 ACCIDENTS, INCIDENTS, CORRECTIVE & PREVENTIVE ACTION

VERITEC has established a specific procedure to define responsibilities and authorities for handling and investigation of accidents and incidents, taking action to mitigate any consequences arising from these accidents and incidents.

It has also ensured that actions are initiated and completed for corrective and preventive measures and also confirmed for their effectiveness.



Effectiveness of these actions is ensured even before implementing these actions by conducting a risk assessment review process.

VERITEC initiates appropriate action(s) to eliminate cause of non-conformities in order to prevent its recurrence depending upon the nature and magnitude of the problem.

Corrective action(s) include(s) reviewing non-conformities, determining root cause of non-conformities, evaluating need for corrective action so that non-conformities do not recur, determining and taking action(s) required, records of action(s) taken and also reviewing effectiveness of corrective action(s) taken.

Suitable preventive action(s) are taken to ensure safeguarding similar other processes for potential non-conformities.

Related Procedure(s):

Incidents and Accidents Report

VIS.QHSEP.015

4.5.4 CONTROL OF RECORDS

VERITEC has established and maintained records to demonstrate and provide an evidence to meet the requirements of the established HSE Management System and has ensured that the records:

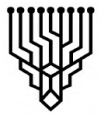
- Are legible, identifiable, retrievable, and protected from loss, damage and / or deterioration.
- Demonstrate the effective implementation of the elements of the HSE Programs.
- Provide evidence that the products / services comply with the specified requirements.
- Are assessable to the customer or its representative when specified in the contract / order.

VERITEC has established and maintained a documented procedure to define the controls needed for the identification, storage, protection, retrieval, retention and disposition of records.

Related Procedure(s):

Control of Records:

VIS.QHSEP.002



4.5.5 INTERNAL AUDIT

VERITEC has established and maintained a programme to periodically conduct audits to assess the performance of HSE Management System as well to find out areas for improvement.

Trained auditors, independent of the area being audited, to ensure that VERITEC is meeting all planned arrangements and also to check the effectiveness of the established and implemented HSE Management System, do these audits at a fixed interval.

Audit results are reported to top management and are discussed during management review meetings. Records of these internal audits are maintained along with associated action(s) records.

Related Procedure(s):

Internal Audit:

VIS.QHSEP.005

4.6 MANAGEMENT REVIEW

The Top Management ensures that the established HSE Management System is continually suitable, adequate and effective in getting the planned results and also in meeting customer requirements by reviewing its performance at least twice in a year.

The following topics are reviewed during the meeting as found necessary in addition to the agenda proposed by the Management Representative.

- i. Quality, Health, Safety & Environment Policy and Objectives, particularly with regard to VERITEC's goals and the needs and expectations of its clients
- ii. Review includes assessing opportunities for improvement and the need for changes to the HSE Management System, including the QHSE Policy, Objectives, Targets and Programs in the light of internal / external audit results, changing circumstances and the commitment for continual improvement. Internal and external audit results and evaluations of compliance.
- iii. Process performance & product conformity
- iv. Supplier performance
- v. Objectives and targets
- vi. Non-conformities, accident, potential hazards and emergency situations



- vii. Corrective and preventive actions
- viii. Training needs
- ix. Feedback from customer & interested parties
- x. Overall effectiveness of the management system
- xi. Areas of continual improvement
- xii. Changing circumstances, including developments in Legal & other requirements related to its environmental aspects.
- xiii. Resources

Outputs from the management review include actions related to:

- a) Improvement of the integrated management system and its processes.
- b) Improvement of services related to customer requirements.
- c) Resource needs.
- d) Training needs.
- e) Change to environmental policy, objectives, targets and other elements, consistent with the commitment to continual improvement.
- f) Date of next Management Review meeting.

Records of management review meetings are being maintained.

Related Procedure(s):

Management Review:

VIS.QHSEP.003

ANNEXURE 1:

HSE Policy of VERITEC

We at Veritec are committed to provide services and focused on distributing the best high services to our customers and have always represented some of the finest names in worldwide and that will meet 100% of our client's expectations while ensuring the health & safety of all personnel and the protection of the Environment.

Veritec have recognized the importance of Health, Safety and Environmental (HSE) Management and the benefits it will bring to the company, employees and the country at large.

We are committed to ensure that health, safety and environment at work is a primary business objective and accordingly the company is committed to educating and training its employees in HSE Matters.

Further, we aim to comply with all the legislative requirements applicable to UAE and to promote improvement of relevant HSE related issues. We will support and cooperate with our customers, business partners and government agencies in their HSE programmes.

Veritec management has defined this HSE policy in relevance to its strategic objectives. This policy should be well understood at all levels of the company

Veritec through its HSE Management system will implement this policy. All employees and Contractors are required to be committed to and perform their duties according to this HSE Policy and in line with the international Standards ISO 14001 and OHSAS 18001



Appointment of HSE Management representative

ABU DHABI : JUN., 21st., 2013

SUBJECT: OHSAS Certificate 18001 & ISO14001

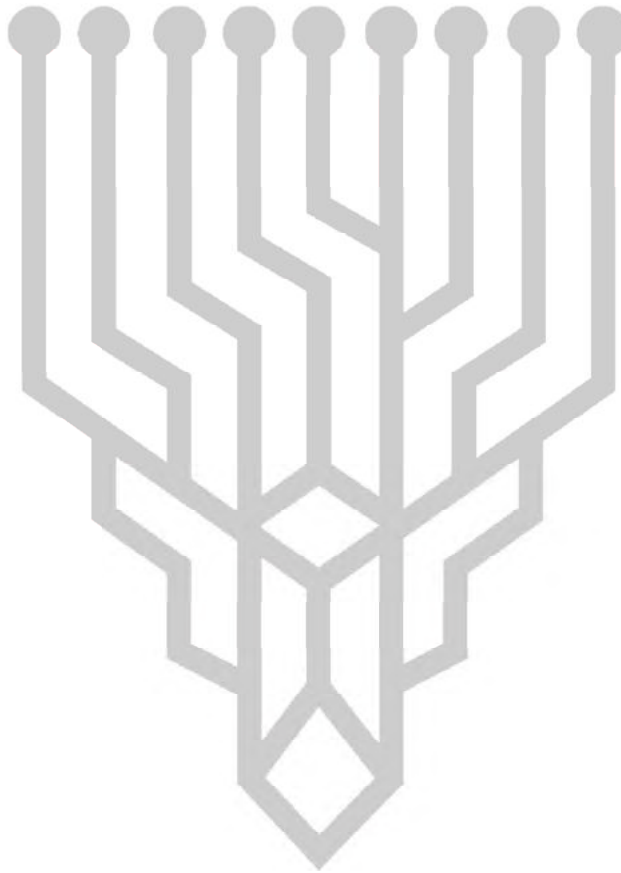
Whereas VERITEC is getting on to obtain OHSAS 18001, ISO14001 certificates in respect of HSE Management Systems of environment & Safety and for the purpose of the same to establish and implement and application of the same, the top management has decided to appoint:

Mr. as HSE Management Representative for HSE management System for Environmental, Occupational Health & Safety Management Systems. Apart from other Responsibilities assigned to him, the responsibilities as HSE Management Representative at Main office and all sites will include the following:

- Follow-up and facilitating the implementation of the HSE management systems.
- Participating and assisting to overcome any obstacles that would arise during implementation of the HSE system.
- Strengthening any weakness point affects the HSE system.
- Attending any necessary meetings with committee members of Certification Body and consultant.
- Help to Establishment of HSE manuals, procedures and work instructions with different departments and all sites.
- Conducting internal Audit periodically to verify the good implementation of HSE management system.
- Submitting reports to the Top Management on the performance of HSE management system and potential proactive opportunities for improvement.
- Following-up corrective and Preventive Actions.
- Ensuring that HSE instructions are implemented for all subcontractors/ suppliers.



ANNEXURE 2: ORGANIZATION CHART



ANNEXURE 3

Ser	Work instruction Name	CODE NO	Standard
1	Display screen equipments	WI-001	ISO14001 & OHSAS18001
2	Office noise safety.	WI-002	ISO14001 & OHSAS18001
3	Office related illness& injury from falls	WI-003	ISO14001 & OHSAS18001
4	Office material storage	WI-004	ISO14001 & OHSAS18001
5	Office lighting	WI-005	ISO14001 & OHSAS18001
6	Office fire prevention	WI-006	ISO14001 & OHSAS18001
7	Emergency preparedness	WI-007	ISO14001 & OHSAS18001
8	Safe lifting & handling	WI-008	ISO14001 & OHSAS18001
9	Struck by or striking objects	WI-009	ISO14001 & OHSAS18001
10	Office electrical safety	WI-010	ISO14001 & OHSAS18001
11	Indoor air quality & ventilation	WI-011	ISO14001 & OHSAS18001
12	Office safety dos and dos not check list	WI-012	ISO14001 & OHSAS18001
13	Defense driving	WI-013	ISO14001 & OHSAS18001
14	Response in the Event of Fire	WI-014	ISO14001 & OHSAS18001
15	Road Transport	WI-015	ISO14001 & OHSAS18001
16	Use of hand portable fire extinguishers	WI-016	ISO14001 & OHSAS18001
17	Road Transport Safety Manual	WI-017	ISO14001 & OHSAS18001