

CAC DOCUMENT



FEDERAL REPUBLIC OF NIGERIA

CERTIFICATE OF REGISTRATION BUSINESS NAME REGISTRATION NO. 3831939

THE REGISTRAR - GENERAL OF CORPORATE AFFAIRS COMMISSION

hereby certifies that

P N OHAMMAH CONSULTING

*is this day registered as a business name under the
COMPANIES AND ALLIED MATTERS ACT 2020*

*The general nature of business is:
ESTATE SURVEYING AND VALUATION*

The address of the principal place of business is:

BLOCK 4 HOUSE 2 OGUN STREET, AREA 2, SECTION 2, GARKI , ABUJA, FCT

Given under my hand at Abuja this 10th day of January, 2023



A handwritten signature in black ink, appearing to read "Abubakar" or "Abubakar A.G.", written over a horizontal line.

A. G. Abubakar
Registrar - General



Status Report

BUSINESS NAME DETAILS

Business Name	P N OHAMMAH CONSULTING
BN Number	3831939
Date of Registration	Jan 10, 2023
Business Type	SOLE PROPRIETOR
Principal Place of Business	BLOCK 4 HOUSE 2, OGUN STREET, AREA 2, SECTION 2, GARKI , ABUJA, FCT, NIGERIA
Branch Address	NIL
Post Code	NIL
Email	PERPOHAMMAAH@YAHOO.COM
Status	ACTIVE
Principal Business Activity	1. ESTATE SURVEYING AND VALUATION
Due Date of Accounts	Jan 10, 2024

PROPRIETOR'S DETAILS

1.

1. ROLE TYPE	PROPRIETOR
SURNAME	OHAMMAH
FIRSTNAME	PERPETUA
OTHER NAME	NDAWII

EMAIL

PERPOHAMMAH@YAHOO.COM

PHONE NUMBER

08033148853

NATIONALITY

NIGERIA

SERVICE ADDRESS

BLOCK 4 HOUSE 2, OGUN STREET, AREA
2, SECTION 2, GARKI , ABUJA, FCT, NIGERIA

RESIDENTIAL ADDRESS

BLOCK 4 HOUSE 2, OGUN STREET, AREA
2, SECTION 2, GARKI , GARKI, FCT, NIGERIA

GENDER

FEMALE

DATE OF BIRTH

March 1965

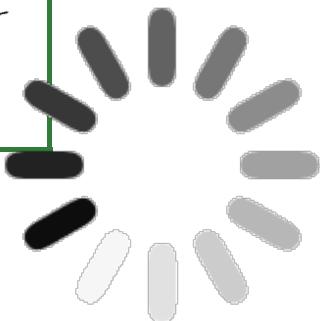
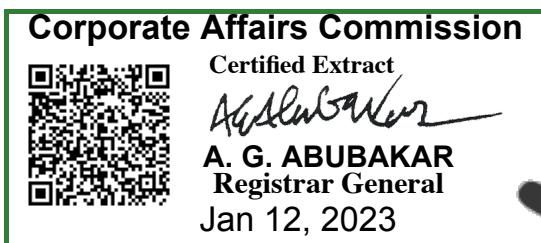
DATE OF APPOINTMENT

Jan 10, 2023

STATUS

ACTIVE

This is the true extract of the business name's status from the Register as at 12 January 2023.



BANK REFERENCE

ZENITH BANK PLC

RC: 150224



ASOKORO BRANCH

📍 65 Yakubu Gowon Street,
Asokoro Abuja.
📞 (09) 2908406, 2903588, 7026237465
🌐 www.zenithbank.com
✉️ E-mail: asokorobranchgroup@zenithbank.com

July 25, 2023

THE MANAGING DIRECTOR,
ACCESS BANK PLC,
HEADOFFICE,
LAGOS.

Dear Sir,

P N OHAMMAH CONSULTING

We write to confirm that the above named customer commenced business relationship with our Bank on April 14, 2023 with the opening of an Individual Current Account in our books in local currency (Naira).

- The relationship has remained beneficial to both parties while activities on the Account have been satisfactorily conducted to date.
- PERPETUA NDAWI OHAMMAH is the sole signatory to the Account.

Please note that this information is given in strict confidence and without prejudice. It should therefore not be construed as a guarantee on the part of the Bank or any of its Officers.

Yours faithfully,
For: ZENITH BANK PLC


UDOH ENOTOBONG E
BRANCH OPERATIONS


EKEH GORDIAN C
HEAD OF OPERATIONS

THE BOARD:

Chairman: Jim Ovia, CFR | Group Managing Director/CEO: Ebenezer Onyeagwu

Executive Directors: Temitope Fasoranti | Henry Oroh | Adobi Nwapa | Akindele Ogunranti

Non-Executives: Mr Gabriel Ukpeh | Engr. Mustafa Bello | Dr Al-Mujtaba Abubakar, MON.

Omobola Ibidapo-Obe Ogunfowora (Ph.D) | Peter Olatunde Bamkole (Ph.D) | Mr. Chuks Emma Okoh

Our account details are as follows:

Account Name: PN Ohammad Consulting – Client Dedicated Account

Bank Name: Zenith Bank

Account Number: 1228606289

Branch Sort Code: 057080316

Tax Identification Number (TIN): 1504826047

We look forward to an early response from you in order to enable us complete the transaction while the property is still available.

Yours Faithfully,

For: ESV. Perpetua N. Ohammad, RSV, FNIVS, FNICA, LSE

Principal Partner

NSITF COVER



No. 00000248724

NIGERIA SOCIAL INSURANCE TRUST FUND

ECS CLEARANCE CERTIFICATE

ORIGINAL

Employer Registration No. 1001271223

This is to Certify that

P N OLLAMMAH CONSULTING RC No 3831939

Has complied with the provisions of the Employees' Compensation ACT, 2010 (ECA 2010).

The details of compliance are as follows:

Description	Year.....2021....	Year.....2022.....	Year.....2023.....
Number of Employees	NA	NA	3
ECS Contribution Level	NA	NA	PAID

This Certificate expires on.. 31ST DECEMBER, 2023



NIGERIA SOCIAL INSURANCE TRUST FUND

08 MAY 2023

Official Stamp Impression Mujai Way
Plot 704, Maitama Mujai Way
PMB 440 Garki-Abuja

A blue ink signature is written across the bottom right corner, indicating approval of the document.

Approved Signature

Certificate No.

0045971



Federal Republic of Nigeria Industrial Training Fund

CERTIFICATE OF COMPLIANCE

This is to certify that **PN OHAMMAH CONSULTING**

Address **BLOCK 4, HOUSE 2, OGUN STREET AREA 2**

Has complied with year **2022** Industrial Training Fund Contribution
in accordance with the Laws of the Federal Republic of Nigeria cap. 19 Laws
of the Federation Section 6 subsections (1), (II), (III) of 2011 as amended

REGISTRATION NO. **LAF-009-3335**

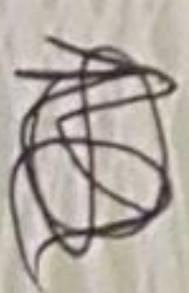
RECEIPT NO. **000458822**

THIS CERTIFICATE EXPIRES **31ST DECEMBER 2023**

INDUSTRIAL TRAINING FUND
<small>Latte Area Office Revenue Inspectorate Of The Service Dept. Sign.</small>

AHMED H. A. HASSAN

Name and Signature
Head Revenue Inspectorate
& Compliance



NA'ANPOE SHWATSHAK M. A.

Name and Signature
Area Manager





No. 3, Abiriba Close, Off Yola Street, Garki Area
7, FCT. Abuja-Nigeria

FCT - IRS/TCC/B/ 433082200

FCT-IRS TIN:	6107183730
Taxpayer's Name	P N OHAMMAH CONSULTING (PERPETUA NDAWII OHAMMAH)
Employer	SELF EMPLOYED
Address:	BLOCK 3 FLAT 2 OGUN STREET AREA 2 SECTION 2 GARKI

TAX CLEARANCE CERTIFICATE

PERSONAL INCOME TAX: FCT RESIDENTS

This is to certify that the above-named taxpayer has paid Income tax assessments for the past three years. The assessment periods are:-

Month	January	to	December	2020
Month	January	to	December	2021
Month	January	to	December	2022

The details of the assessment are as follows:

Items	Assessment Year 2020	Assessment Year 2021	Assessment Year 2022
Annual Turnover	.00	.00	840,909.10
Chargeable Income	.00	.00	472,727.28
Tax Payable	.00	.00	40,000.00
Tax Paid	.00	.00	40,000.00
Tax Outstanding	.00	.00	.00
Source(s) of Income (1)	CONSULTANCY		
(2)			
(3)			
This Certificate Expires:	31/12/2023		



UMARU-SULE HALIMA

27/04/2023

Asst. Director

Name (In CAPITAL Letters)

Date of Issue

Rank/Position

COMPANY PROFILE

P N OHAMMAH CONSULTING



2023
PROFILE



BLOCK 4 HOUSE 2 OGUN STREET, AREA 2, SECTION 2, GARKI, ABUJA, FCT
TEL: +234 8033148853

INTRODUCTION

The success of a project determines the impact it's going to have on a society. The objective of any project undertaken is to provide a solution to a prevailing need. Effectiveness and efficiency are two vital ingredients that must be included in the recipe for success. In this case, transparency and accountability are rendered paramount. However, inadequate technical skill in developing countries highlights the need for professionals offering technical assistance. **P N OHAMMAH CONSULTING** has a track record of excellence and a footprint to match the accomplishment. With the years of management consulting experience, the journey has shaped who we are and our approach will compel you to subsequently seek our services.

ABOUT US

P N OHAMMAH CONSULTING is a research; training; consulting, Estate Surveying and Valuation company specialized in offering up to date Practical Solutions on organizational and social development challenges. Registered in under the Corporate Affairs Commission on the 10th day of January, 2023. **P N OHAMMAH CONSULTING** strives towards innovating sustainable solutions and developing competences within the public, private, and the non-profit sectors.

We do this through research, innovation, training, information dissemination, Estate surveying and valuation and quality technical advice. At **P N OHAMMAH CONSULTING**, we recognize that change is the most constant element in today's globalized and highly



dynamic world. For individuals and institutions to be able to perform better at solving individual, organizational and societal challenges,

P N OHAMMAH CONSULTING believes that we must sort new, strategic and creative ways of managing change. To achieve this, **P N OHAMMAH CONSULTING** brings together a network of experienced professionals who have years of hands-on experiences in the field of applied consulting, development, strategic management and institutional development and innovative technologies to develop efficient, effective and practical solutions

to everyday challenges at home, work and in our communities. **P N**

OHAMMAH CONSULTING has national and international linkages with experts. This allows us to tap into a wide range of experienced expertise to undertake various training assignments.

OUR MISSION

We strive towards innovating sustainable solutions and developing competences of individuals and organizations within the public, private, and the non-profit sectors in the area of research; training; consulting, Estate Surveying and Valuation.

OUR VISION

A hub for excellence in applied research, competence development, change management and Estate and valuation for sustainable development.

ETHICS

In a market always more competitive and globalized, the ethical dimension is a distinctive element and corroborating, a moral obligation for companies who aspire to leadership. Since its establishment **P N OHAMMAH CONSULTING** has developed a code of ethics to which employees and inspired every day:

1. Only with respect for the person and for his work excellence can be reached.

2. The excellence and success does not depend on the contribution of the individual, but you will get only through the joint efforts of a group.
3. "Sharing knowledge" because only through the mutual exchange of ideas value is created.
4. Rewarding diversity as the international and multicultural experiences enriches.
5. Be "customer oriented" means creating specific and customized answers to customer needs for each company.
6. "Being there" to establish a long-term relationship with the customer.
7. Innovate to compete, thanks to new technologies and continuous professional updating.











A multicultural organization, providing highly professional services, in response to a demanding global needs, a selected Company of professionals with the same Vision, joining the same Mission, our values are our strong points:

- ✓ Ethics,
- ✓ Confidentiality,
- ✓ Reliability,
- ✓ Professionalism

OUR CORE VALUE:

Customer Focus

Customers are the only reason of our existence

Growing Together Integrity and Ethical Conduct

Partnership, teamwork, continuous learning, and empowerment

Professional, open and long-term partnership

Entrepreneurial Spirit

Speed, innovation and agility.

OUR TEAM

Our team is selected for its complimentary and broad range of response skills consisting of sector health, Estate Survey and valuation, operations management, emergency management, consultancy and trainings. We are structured to provide a

comprehensive suite of consultancy services, including operations management and risk management services to our clients in all environments. Cultural awareness with a deep understanding of local nuance, and political and economic context are just some of the keys we use to ensure effective and safe overseas operations. These capabilities and services are tailored to each client and each requirement as part of a turnkey solution. **P N OHAMMAH CONSULTING** team of experienced professionals have the know-how and capability to effectively identify, evaluate and implement risk management measures covering a wide range of industries and their sectors.

OUR SERVICES & PRODUCTS

Our Approach

Our approach is practical, creative and collaborative. We listen and integrate our clients' vast experience in finding practical solutions to their work challenges in a dynamic developing world. Our focus is on clients' needs for practical solutions. We maintain a progressive approach which seeks to incorporate tested and contemporary methods of solving day to day individual, organizational and societal challenges in a sustainable manner. We have a core team of experts who offer technical knowledge, insights and expertise. We

ensure quality control, value for money and better results for all our assignments.

1. APPLIED RESEARCH

P N OHAMMAH CONSULTING supports clients to undertake a number of applied research to enhance their knowledge base, support planning and programming and make informed decision making.

Our research areas include:

- ✓ Customer/client satisfaction/perceptions surveys
- ✓ Product surveys
- ✓ Baseline surveys
- ✓ Market surveys
- ✓ Project impact studies
- ✓ Knowledge Attitudes and Practices (KAP) surveys
- ✓ Case studies

2. TRAINING

P N OHAMMAH CONSULTING delivers quality, customized trainings that provide participants with practical skills to enable them face day to day workplace challenges with confidence. We offer a wide variety of short trainings covering the following three thematic areas.

a) Training thematic areas:

i) Organizational Effectiveness Trainings:

- ✓ Strategic Planning and Management
- ✓ Lobby, Advocacy and Networking Skills
- ✓ Change Management Skills
- ✓ Effective Human Resource Management
- ✓ Strategic Fundraising Skills
- ✓ Team Building skills

ii) Project Management Training:

- ✓ Project Cycle Management
- ✓ Community Needs Assessment
- ✓ Conflict Resolution and Peace Building
- ✓ Disaster Preparedness, Planning & Management
- ✓ Financial Management for Non-Financial Managers
- ✓ Gender Equity & Mainstreaming
- ✓ Participatory Monitoring and Evaluation
- ✓ Proposal Writing for Donor Funded Projects
- ✓ Report Writing for Donor Funded Projects
- ✓ Results Based Management
- ✓ Rights Based Approach to Development

iii) Personal Development Courses:

- ✓ Communication and Presentation Skills

- ✓ Effective Writing Skills
- ✓ Facilitation Skills (ToT & ToF)
- ✓ Good Governance & Leadership Skills Practical Management and Supervisory Skills
- ✓ Recruitment and Interviewing Skills
- ✓ Stress Management

iv) Research skills training:

- ✓ Academic research methods
- ✓ Corporate/applied research methods
- ✓ Participatory research methods

b) TRAINING MODES:

- a) Open Training
- b) In-house Training
- c) Individualised coaching
- d) On-line/distance learning

P N OHAMMAH CONSULTING TRAINING GOALS:

- To offer a variety of tailor-made practical trainings, advice and information services to individuals and organisations in the public, corporate and non-profit sectors especially in the area of estate surveying and valuation;

- To offer an on-line and distance learning courses on relevant subjects to those unable to attend face to face trainings;
- To establish a hub for incubating practical approaches to individual, organizational and societal challenges.

3. CONSULTANCIES

a) Programme/project Support:

- ✓ Organizational profile development
- ✓ Concept note /Proposal writing and reviews
- ✓ Project report writing and reviews
- ✓ Desk studies
- ✓ Baseline Surveys
- ✓ Third Party Monitoring
- ✓ Project Evaluation,
- ✓ Impact Assessments,
- ✓ Fundraising/Resource Mobilization and Donor Relations#

b) Organizational Development & Management Consulting:

i) Institutional Capacity Building

- ✓ Institutional capacity assessments
- ✓ Staff capacity assessment
- ✓ SWOT analysis
- ✓ Development of capacity-building strategies

ii) Strategic Planning

- ✓ Development and review of strategic plans
- ✓ Review and development of Key Results Framework
- ✓ Development of resource mobilization plans

iii) Human Resource Management support Services

- ✓ Formulation of organizational procedures (Administrative, HR and Financial)
- ✓ Recruitment Support services
- ✓ Communication Strategies

C) BACKSTOPPING CONSULTANCY SERVICES: We provide continuous advice to on-going project and organizational processes.

- ✓ Project/programme support services
- ✓ Organizational development support services – Using the Building of Effective, Efficient, Sustainable organizations (The BEES Approach).

OUR CLIENTS

P N OHAMMAH CONSULTING works with a wide range of clients at local, national, and regional levels across the country and the Horn of Africa regions. Our clients represent the non-profit, public and corporate sectors.

3. IT SOLUTIONS

P N OHAMMAH CONSULTING acknowledges that globalization and advancements in technology currently being witnessed across the globe is having huge impact on our lives. Information technology in particular, is changing how individuals and organisations relate to with each other and performing day to day tasks and will ultimately impact on the society. It is with this realization that **P N OHAMMAH CONSULTING** is paying keen interest in identifying key challenges that, individuals, organizations and society experiences which can be solved with appropriate IT solutions. **P N OHAMMAH CONSULTING** has assembled a team of social scientists and IT solution experts with a view of devising tools and applications that can provide practical solutions to these challenges. Some of the IT solutions that **P N OHAMMAH CONSULTING** is currently involved in include:

- ✓ Human resource management applications
- ✓ Customer relationship management
- ✓ Assets management systems
- ✓ School management systems
- ✓ Market information management systems
- ✓ University assessments information management systems
- ✓ Labour market management systems

- ✓ eCommerce
- ✓ Health insurance management systems

PARTNERSHIPS

We have developed local, national and international linkages with experts and organizations. **P N OHAMMAH CONSULTING** has a network of experts and associate consultants across the region who are available to undertake assignments at short notice. This allows us to tap into a wide range of experienced expertise to undertake various research, training and consultancy assignments. Additional information on our partnership and range of experts can be found.

OUR METHODOLOGY

1. The process always starts with Site Visit where your company operates. Understanding current condition, culture, values and business process.
2. Based on diagnosis, **P N OHAMMAH CONSULTING** will present and discuss with Top Management * Short Term Solution (Quick Wins) * Mid Term Solution * Long Term Solution
3. To ensure you get the best results, **P N OHAMMAH CONSULTING** will systematically plan and manage implementation of Improvement. We Facilitate the company through systematical

Project Management include Project Quality Assurance to ensure the program implemented according to project plan.

OUR TRAINING PHILOSOPHY

Practical

We bring our extensive experience from the fields into the class. We have designed our entire training program to be practical and ready to be implemented in your organization. After going through our training program, you will be able to return to your organizations with knowledge and skills to perform improvement in your organization.

Inspiring

We want to inspire our participants to apply what they have learnt into their work immediately. Providing knowledge is only the beginning. We believe it is important to inspire participants that they are able to bring improvement to their workplace!

Enjoyable

With experience of training thousands of professionals, we have learnt that keeping people engaged is very important in order to provide effective learning experience. Therefore, we designed our

training to be enjoyable enough for you to absorb all the knowledge that will we share.

PROCUREMENT AND SUPPLY CHAIN MANAGEMENT (PSM)

P N OHAMMAH CONSULTING offers procurement and supply chain management consulting that transforms our client's procurement function to optimize supply chain business processes and deliver large scale cost reductions to their businesses. We help unlock the potential savings that give clients a competitive advantage through innovative PSM approaches. We aim to help attain cost efficiencies in PSM activities; support the timely procurement of quality-assured products in adequate quantities; ensure the reliability and security of distribution systems; and enable the monitoring of all PSM activities. Our client-tailored PSM consulting services cover all facets of procurement and supply chain management and include:

- PSM of commodities
- PSM planning, forecasting and risk assessment
- Procurement transformation
- Quantification and budgeting
- Supply chain inventory optimization

- Procurement & supply chain strategy development and execution Procurement and supply management (PSM) system assessments
- PSM systems strengthening
- Capacity building and providing technical assistance
- Business process re-engineering
- Supply chain monitoring and evaluation
- Business process improvement
- Stock control, monitoring, warehousing and distribution
- Training on inventory management
- Logistics management

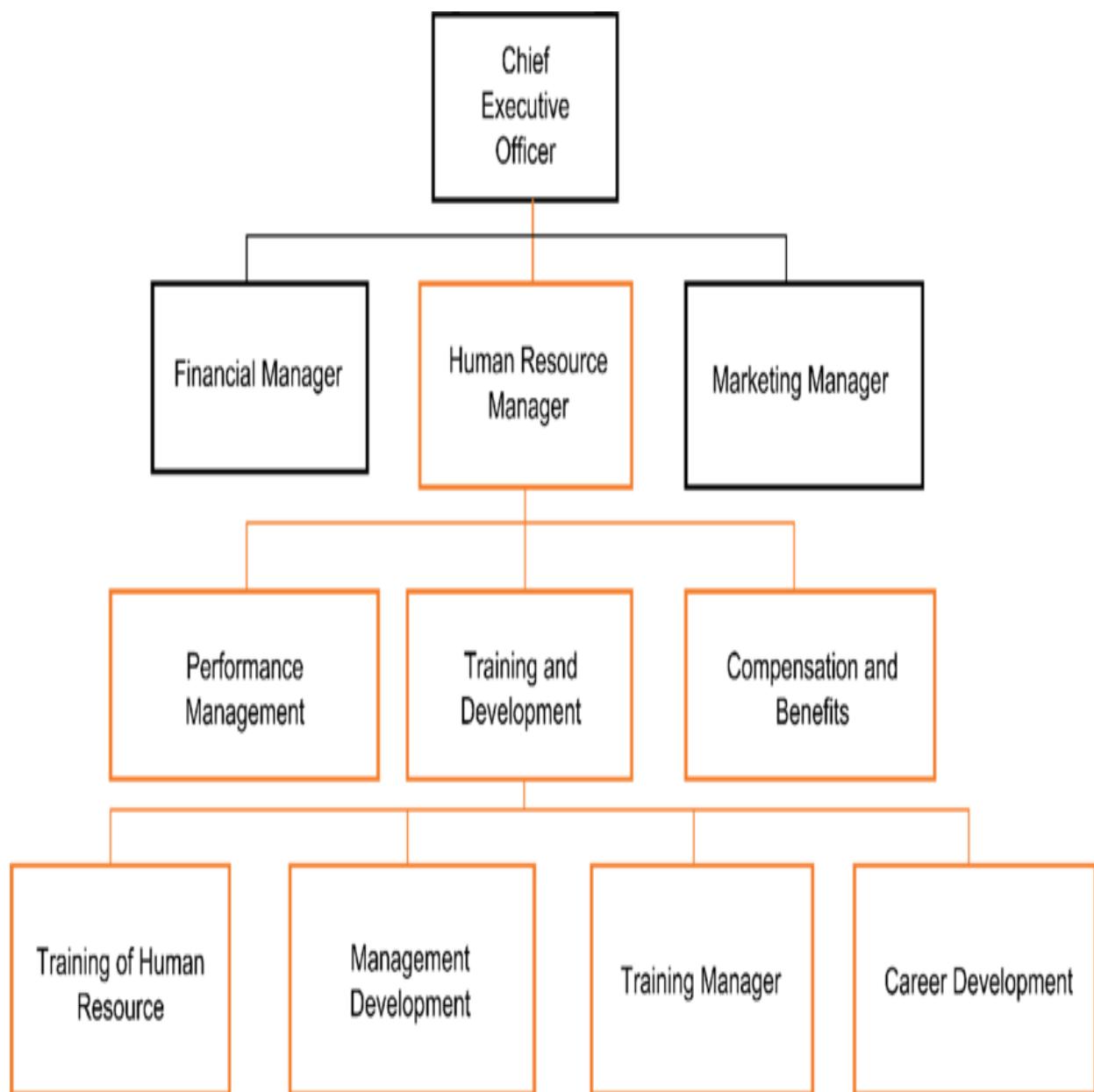
FINANCIAL AND GRANT MANAGEMENT

Through close collaboration with our clients, **P N OHAMMAH CONSULTING** offers financial and grant management services that innovatively strengthen financial and grant management systems and procedures. Our team of consultants in this field has invaluable expertise in: grant/budget management; domestic and international institutional grant management; troubleshooting and problem solution; establishing necessary financial procedures; reinforcing internal controls; identifying financial risks; and other best practices related to project financial & grant management. Our service offering under this segment include:

- Financial controls and systems development, implementation and maintenance
- Financial forecasting and planning
- Financial Performance Management assessment
- Financial due diligence
- Financial tracking, recording and reporting to stakeholders
- Budget design in support of funding proposals
- Project budgets management ensuring that all financial transactions are properly processed, recorded and reported

- Stakeholder liaison to guarantee cohesion between the financial transactions and project activities
- Project related grants oversight from inception to completion
- Financial transactions and reporting procedures compliance

COMPANY ORGANOGRAM



HEALTH AND SAFETY MANUAL

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COMMUNITY AFFAIRS, SAFETY, HEALTH, ENVIRONMENTAL & SECURITY (CASHES) POLICY

(SAFETY MANUAL)

P N OHAMMAH CONSULTING

CONTENTS

INTRODUCTION

SAFETY POLICY

SAFETY TRAINING

ACCIDENT REPORTING AND INVESTIGATION

MATERIAL HANDLING

SAFETY PROCEDURES IN PRESSURE VESSELS /TESTING

INDUSTRIAL GASSES/GAS CYLINDER

SAFETY PROCEDURES IN CORROSION MONITORING AND CONTROL

MAINTENANCE OF HAND TOOLS AND EQUIPMENT

ROAD TRANSPORTATION IN WATER BORNE/SWAMPY AREA

TRANSPORTATION IN WATER BORNE/SWAMPY AREA

TRANSPORTATION BY HELICOPTER

PERSONAL PROTECTIVE EQUIPMENT

GOOD HOUSE KEEPING

FIRE FIGHTING

FIRST AID

EMERGENCY RESUSCITATION

WOUNDS 1

SPRAIN AND DISLOCATION

FAINTING

SECURITY HINTS

INTRODUCTION

P N OHAMMAH CONSULTING is an incorporated company in Nigeria. She is an Electrical/Electronics, Telecommunications, Building, Civil Engineering, Oil field Services, and Supply.

Accident cost remains unacceptably high both in human and financial terms. Time lost to injury and sickness due to accidents is more compared to strikes and other industrial disputes yearly.

This CASHES policy manual is to express the Management's utmost commitment to safety of its employees and clients, safe use and adequate maintenance of its equipment, safety of the operational environment.

About 88% of accidents are mainly caused by human error, 10% are attributed to mechanical failures while the other 2% is due to some inexplicable reasons. There is little skeptics however, that the majority of accidents are caused by the things people to or fail to do. Man's acts or omissions and unsafe conditions play a synergistic role of causing an unsafe situation, and hence an accident is defined as "An unplanned event which may or may not result in injury or damage".

The occurrences of accidents are due to many reasons, common among which are:-

1. Careless attitude
2. Horse play
3. Lack of ability
4. Poor tools and equipment
5. Lack of knowledge
6. Taking shortcuts
7. Working without authority

When accidents occur, many people tend to apportion blame to the worker, there may be an element of blame, but the primary function should be to determine the causative factor and prevent reoccurrence. It is therefore of utmost importance to verify the background of an accident more fully in order to determine why unsafe conditions were carotid or unsafe act performed.

CASHES POLICY STATEMENT FOR P N OHAMMAH CONSULTING

In making this our CASHES policy statement, our aims and objectives are to sustain and improve upon the level of awareness and commitment to Community Affairs, Safety, Health, Environmental, and Security issues among our employees and third parties in all our activities. To ensure the implementation of this CASHES, our Management therefore outlines the following guideline to meet

these objectives.

COMMUNITY AFFAIRS: As part of our CASHES policy, we will accord Community related issue priority in planning and execution of projects. By so doing, we:

- Will minimize and eventually eliminate Community disturbances/ disruption of projects resulting from the Community in which we operate.
- Establish perfect cordial relationship with our host communities in which mutual benefits will be derived.
- And we shall resolve all conflicts with host or local Communities by dialogue.
- Finally, we shall organize Community affairs seminar on quarterly basis, and also have front-line supervisors to handle host Community affairs.

SAFETY

As safety is concerned, we will make it everyone's business so as to be fully aware of the importance of safety in our everyday lives. To achieve this, the following will be adhered to as well:-

- The use of PPE by our employees and third parties during the execution of jobs will be maintained.
- There will always be unsafe act/condition and job safety analysis to be carried out by all employees.
- We pledge to send all our employees on safety courses in order to improve the standard of the staff CASHES awareness.
- To reduce the Road Traffic Accident/Incident to zero, this w~ shall maintain by sending our employees to the various Defensive Driving Courses.
- Safety in water borne operations will be maintained by making use of all appropriate PPE in water borne areas e.g. life vest and will be undergoing swimming test regularly as required.

HEALTH

We are to protect the health of our employees and third parties from all hazards associated with our daily operations by ensuring that:

- The functional use of the PPE by all our staff and third parties during the

execution of jobs.

- Functional medical retainership clinic will be maintained for regular and emergency treatment.
- The provision of first aid box will be strictly adhered to and will be manned by a trained first aider.
- All our employees will proceed on their annual leave when due and Hygienic committee will be established to look into workers health.
- We shall see that the health of our employees are protected at maximum length.

ENVIRONMENT

We pledge to reduce the incidents of environmental pollution or damages to zero.

This we shall do by ensuring the following:-

- A Perfect housekeeping, by keeping all equipment in the appropriate places, disposing of all waste materials out from the work places.
- By partaking in the National environmental sanitation exercise.
- Ensure that all courses on pollution prevention and control are attended by our employees.

• **SECURITY**

Also, Security of employees, third parties, and properties of the company is also our major concern by this we hope to achieve the aim of our objectives. Any form of theft incident will be discouraged as far as our company is concerned. We also hold a Workmen Compensation Policy for all staff. In conclusion, we pledge that all our employees both new and old will abide to this CASHES policy statement.

MANAGEMENT

SAFETY RULES AND RESPONSIBILITIES OF STAFF

MANAGEMENT DIRECTOR

- The Managing Director is charged with the following responsibilities, among others:-
 - Directing the safety policy and program implementation.
 - Co-operate, planning and development of in-house procedures
 - To ensure compliance with statutory and clients, safety rules/regulations.
 - Ensure implementation of all planned safety training for all employees.
 - Provision/Procurement of all necessary personal protective equipment's through budget approval.
 - Co-ordinate all line safety activities by taking charge of the monthly management safety committee.
 - Encourage employee participation in the safety effort through establishment of a two-way-communication channel.
 - Regularly monitor employee driving habits to ensure compliance with company road and industrial safety regulations.

SAFETY OFFICER

Make regulations for all safety personal protective equipment's and lifesaving appliances.

Lies with Engineering Manager and Operational supervisor to establish safety training needs.

Lies with clients safety functions in matter of safety requirement especially training.

Organize formal safety training for all employees as may be necessary. Develop safety procedures guides for specific activities in liaise with supervisor.

serve as secretary of management safety committee and collate all line committee activities.

Carry out scheduled and unscheduled safety inspection of sites.

Join in all accident investigation and give wide circulation of findings. Monitor employee compliance with statutory and client's safety rules and regulations.

Develop emergency procedures guides in consonance with client's procedures.

Advice management on safety incentive schemes relevant to the overall safety programs.

Keep records/statistics of safety performance in the company.

Review performance -with management, line supervisor and entire staff at the end of the year.

Liaise with governmental bodies in regulatory matters as necessary.

FOREMAN

Organize site safety talk for crew.

Organize on-the-job and off-the-job training for his charge.

Ensure compliance with all site safety regulations, including the use of personal protective equipment

Ensure all accidents are reported.

Investigate all accidents occurring in their area of supervision.

OPERATORS

All operators shall adhere strictly to all procedures to ensure safety of men, materials operation and equipment's

Wear all protective equipment as advocated.

Attend all safety meetings and talks and actively participate in such meetings.

PROJECT SUPERVISOR

Carry out spot checks in all work sites to monitor field safety practices. Coordinate all field safety meeting/training, including on-the-jobs off-the job, job safety instruction, and all other training's as may be deemed necessary for the safety of men, operation, materials, and environment. Direct responsibility to the Managing Director for all project safety practices.

Development of procedures/practices, IMPLEMENTATION AND FOLLOW-UPS.

Ensure issuance of personal protective equipment and encourage use.

Join in the investigation of all accident to determine immediate and remote cause.

Periodic auditing of project compliance in conduction with safety officer and site Engineer.

OPERATIONAL SUPERINTENDENT

Overall responsibility of safety at his site.

Head the site safety committee.

Investigate all accidents occurring therein.

Oversee the site safety training of all operations.

Conduct regular site inspections to ensure a high standard of housekeeping.

Encourage the wearing of personal protective equipment by effective training constant communication with site crew.

Organize site safety drills planned.

Join in the development of new procedures.

OPERATIONAL SUPERINTENDENT

Overall responsibility of safety at his site.

Head the site safety committee.

Investigate all accidents occurring therein. Oversee the site safety training of all operation.

Conduct regular site inspections to ensure a high standard of housekeeping encourage the wearing of personal protective equipment by effective training, constant communication with site crew.

Organize site safety drills as planned.

Join in the development of new procedures.

The safety adviser shall liaise with Personal Manager based on written records of this procedures, staff, equipment, etc. but it can be safely assumed that existing materials will not provide all the information necessary. Therefore, the following sources should be investigated:

Internal- From within the company

- a) Records, documents, past training and accident statistics.
- b) Direct interviews and observations of employees.

External

- a) Industrial training boards.
- b) Employers association.
- c) Client training centers/schools.
- d) Factory in separate/fire authority
- e) Red Cross organization.

ACCIDENT REPORTING AND INVESTIGATION

All accidents should be reported as soon as possible but factual information must be gathered by management in order to prevent reoccurrence by accurately damning the causes and contributing factors.

ACCIDENT INVESTIGATION

The primary purpose of any accident investigation, should be to gather information to determine with a view to preventing reoccurrence. It should not

have as its primary objective, the determination of 'scape' goat Blamed may indeed be apportioned but that will be terminated by proper consideration of the facts and contributory causes in due course. All accidents should be investigated, including first aid, near miss events.

Accidents may be investigated by - the immediate supervisor and or safety representative.

MATERIAL HANDLING

The improper handling of material and goods is the biggest single cause of accidents in the workplace. In the majority of cases, the cause of injury can be traced to poor handling and poor lifting techniques

Injuries sustained during lifting and handling operations do not wholly or exclusively involve injury to the back they also include strain and sprain injuries to other parts of the body, injuries to feet and hands such as cuts, abrasions, bruising and fractures to toes and fingers.

Safe, and efficient lifting relies not on brute force but on the application of the correct technique. Such as:

Keep the back straight. If it is necessary to bend forward, this should be achieved by bending forward from the ribs without curving the spine. The action 'TUCKING' the chin in when putting things down or when bending the knees in order to get into a 'lifting position' helps to keep the spine straight.

Use the leg muscles, rising from a squatting position holding the upper part of the body erect.

Keep the load close to the body to maintain your own stability. If a load hangs and an uneven weight distribution, always try to get the 'Heavy end' against the body.

Keep the elbows close to the side making them 'hang' naturally from the shoulder if possible to avoid placing unnecessary strain on the upper arms and shoulders. Use a 'PALM' grip with the edges or corners of the load well into the roots of the fingers, the 'Palm grip'.

Position the feet about the width of the hips and shoulders apart, with one foot forward and facing in the direction of intended travel. Avoid lifting and turning movements as they can cause loss of balance or injury to the spine.

SAFETY PROCEDURES IN PRESSURE VESSELS/TESTING

In pressure testing, remember it must not exceed the working pressure that the weakest part of that assembly can withstand. Such pressure vessel should be of safe standard in construction, adequate strength and properly maintained. The testing and inspection must conform to meet the America society of mechanical Engineer codes, as well as the factories Decree 1987 Act. Never presume test equipment with gas or diesel. All gauges should be proper working order and accurately read and to be checked every six months for accuracy. Tubes Pressure Vessel that are found to be below minimum thickness is to be replaced. Great care to vent all air from the vessel filled with water should be done. Gas and oil separators are to be tested every five months intervals. A pressure test should be applied for at least 10 minutes, witnessed and clearly marked on the vessel. The required pressure for a standard hydrostatic test is one and a half times the maximum allowable working pressure. All compressed air receivers must be examined at least once every period of 26 months. All compressed air receivers must be drained of liquid daily. All relief safety valves should be inspected at least once in every period of 26 months, to ensure good safe working pressure (SWP)

INDUSTRIAL GASES/GAS CYLINDERS

All industrial gas cylinders can be dangerous if not carefully checked and guarded such as oxygen, nitrogen, Acetylene, Freon, etc. Ensure that all the valve in Gas cylinder are properly capped. Test leakage of valves with soap and report immediately when found to prevent accident. Turn off the valve when gas is not being used. Check the shoes for wrinkles wear and tear and replace them when found.

Hoses should be coiled up when not in use. Properly protect and secure gas cylinders to prevent them from being knocked/tipped over accidentally.

SAFETY PROCEDURE IN CORROSION MONITORING AND CONTROL

Internal and external monitoring are the two methods of tackling corrosion attack in oil field installations.

EXTERNAL MONITORING: In external monitor, Catholic protection is used and the following are the safety precautions;

Ideal Protective Equipment must be worn before operating Transformer Rectifying unit.

Cad welding (Termite welding) of the test point wire should be carefully done to avoid explosion.

Pipe locator must be use before excavation is carried out on the buried pipeline. Pipeline ROW should be properly cleared prior to Catholic protection survey.

For the external corrosion prevention, like sand blasting and painting, site workers shall be provided with protective with wears including Goggles, Ear muffs and Nose cover wraps. This is because the blasted sand travel at a very high speed and can penetrate skin and eyes. Internal corrosion monitoring entails installation of probes and coupons. For safety reasons, plant has to be shut down before probe and coupons installations and retrievals.

In either case, complete protective wears must be used by site Engineers undertaking corrosion monitoring.

MAINTENANCE: HAND TOOLS AND EQUIPMENT

All hand tools such as hammer, stenches, screwdrivers, files, spanners, chisels, portable drills and others should be properly checked for safety purposes.

All hand tools must be in good order without cracked or broken handles or mushroom heads.

Hand tools should be used carefully to prevent injury to hands or other parts of the body, to yourself for others.

A screwdriver should not be used as a chisel or as a lever and use the right size of screwdriver for the right screw and dress the point if worn.

All filling and files should have handle and discard dirt and dull files which to cause slips.

Wrenches that are blunt or with worn-out jaws can slip and cause injuries. The correct size of nut or bolt should be used to avoid damage to the hexagonal edge of nut or bolt. Use the appropriate tools for the right job.

ROAD TRANSPORTATION

All vehicles must have statutory papers at any given time to be used in the operations.

All vehicle particulars such as license, insurance certificates, road worthiness certificate and any other document such as driver license should be handy at all times.

Company internal proficiency test should be conducted before being allowed to any other company's vehicle. Seat belts must be worn at all times. Must not driver under the influence of alcohol or drugs.

FIRST AID

First aid is the first help or assistance given to an injured person or to those taken suddenly ill before medical help arrives.

OBJECT OF FIRST AID

To save life
To prevent further injury
To aid for recovery

QUALITIES OF GOOD FIRST AIDER

- a. Observant
- b. Resourceful
- c. Sympathetic
- d. Gentle
- e. Cheerful

PRINCIPLES OF FIRST AID

Do first thing first, quickly, quietly, without panic.

Give artificial respiration if pulse is abnormal and breathing has stopped. Stop bleeding if necessary.

Guard against or treat for shock by moving the patient as little as possible and handle gently.

Do not attempt too much - do the minimum that is essential to save life and prevent the condition from worsening.

Reassure the victim and those around so help to lessen anxiety. Do not allow people crowd around as fresh air is essential.

Do not remove clothes unnecessarily.

Send for medical help as soon as possible.

BANDAGE USED BY FIRST AIDER

Triangular bandage is the most useful bandage for a first aider because it is easily mad or improved. Use a reef nut to secure the ends of the bandage.

PERSONAL PROTECTIVE EQUIPMENT

The proper PPE should be worn for the job being performed either in the office or field operation.

All safety shoes or boots should be in serviceable condition. Safety shoes should have steel capped, shoes and boots with metallic insoles walls Damaged safety shoes or boots must be replaced immediately. Safety hats are to be worn during overhead works or work that could result in head injury. Damaged or

Practice good housekeeping at all times by keeping work area neat. Take part in all safety drills as may be programmed.

Communicate all unsafe acts and conditions to the foreman for remedial actions. Report all accidents including near misses. Avoid use of defective tools.

ADMINISTRATIVE MANAGER

Develop office safety procedures in liaison with safety officer. Organize all safety activities for office base staff.

Investigate all office accident, transfer all safety budget proposal to the Managing Director for considerations.

Chair the office safety matters.

Liaise with safety office in all matters.

CORPORATE RELATIONS SUPERINTENDENT

Serve as chairman of office safety committee in absence of the administrative Manager.

Take responsibilities for organization of office safety on behalf of the Admin. Manager as may be required.

Join in investigation of accidents occurring in offices.

Maintain good housekeeping through constant safety instruction.

ADMINISTRATIVE CLERKS

Responsibility shall be assigned by Admin. Manager and must participate In safety matters and contribute to the overall policy implementation.

SAFETY TRAINING

This shall be the systematic development of all persons attitude, knowledge and skills in order to adequately and safely perform a task or job, therefore, the object of all safety training is to:

Improve attitude in the form of cost and safety awareness pass on knowledge of the basic fundamentals of accident prevention. Increase and perfect stills necessary to implant safety systematizing these basic fundamentals.

swampy areas will be by boat and speed boat. It is forbidden to smoke during transportation period because of danger of fire. When alarm is sounded for abandoning the vessel and the other to prepare for evaluation has been given, everybody on board must abide by the safely procedure as follows:

Put on warm clothing

Put on life jacket and vest

Loosen your tie and belts
Follow the order procedures to evaluate when given
Proceed to the evacuation areas without luggage or your baggage.

TRANSPORTATION BY HELICOPTER

All passengers should seat calmly and fasten their seat belt. The life jacket pouch should be strapped around your waist. Wear tour earmuffs and obey all instruction from the pilot and crew leader. Disembark only when instructed. Walking round the back of the aircraft should be avoided because the rotor blades are turning. Long object should be carried horizontally and light items to be properly hand-carried. Do not inflate your life jacket until you are out of the helicopter.

P N OHAMMAH CONSULTING EMERGENCY RESUSCITATION

Loss of breathing and blockage of air passage could result to lack of oxygen
Asphyxia.

CAUSES:

Choking - Trachea is blocked.
Smothering - Mouth / nose covered with pillow, plastic bags, etc.
Hanging - Trachea blocked with tight wire, rope or cloth.
Strangulation - Neck being twisted.
Drowning - Water enters the lungs.
Electrocution - Current passes to the body.
Suffocation - Smoke or flames into the lungs.

SIGNS AND SYMPTOMS

Weakness and dizziness.
Difficulty in breathing.
Weak and rapid pulse. Consciousness
is gradually lost.
Fits may occur.

TREATMENT

Remove the cause from the victim or victim from the cause. Lay the victim down in comfortable manner/position. Allow free air passage by:

Clearing the nose, mouth, and throat of foreign bodies. Guarding against the

tongue from blocking the throat. Loosen tight clothing around the neck, chest and waist

Treat for shock.

Apply artificial respiration.

Send for medical help.

RESUSCITATION

Lay the victim on the back.

Tilt the head backwards from the forehead to ensure a clean air passing. Pinch the nose with same hand with which the forehead was tilted.

Get the mouth open at once and remove foreign bodies.

Blow firmly and gently and into the victim's mouth.

Release your mouth hand after each blow.

Watch the chest rising and falling during the process.

Continue the exercise until the casualty recovers or until medical personnel arrives.

WOUNDS

A wound is abnormal break in the continuity of the tissue of the body which permits the escape of blood externally or internally and may allow the entrance of germs causing infection.

Wound may be classified as follows:

Increase or clean cut - caused by sharp object may bleed profusely. Lacerated or torn - traumatic edges of wound are irregular.

Contused or bruised - caused by blow from blunt instrument fall against a hard object/surface or by crushing.

Puncture or stab - caused by sharp pointed objects/instruments.

Abrasion wounds - peeling away of surface skin due to rubbing skin against rough surface.

Gunshot wound - bullet causing small entry associated with extensive internal injury with a large exit wound.

DANGER OF WOUNDS

Bleeding

Pain

Shock

Infection

Dislocation

SIGNS AND SYMPTOMS

Pain

Bleeding

Tenderness

Shock

Dislocation

TREATMENT

Stop bleeding

Wash away from the wound with soapy water (Antiseptic) Cover the wound with dry clean dress.

Treat for shock.

Refer to the hospital.

SPRAIN AND DISLOCATION

Sprain - Swelling, immobility and pains.

Dislocation - Swelling, severe pains, deformity and immobility.

TREATMENT

Sprain Rest affected area, apply pressure, bandage and surround the area with good layer of cotton wool.

Dislocation. Do not attempt to replace the bone in its original position Support the limp in most comfortable position.

Support the limp in most comfortable position

Send victim to hospital immediately.



BURNS/SCALDS

Burns are caused by:

Dry heat such as fire, contact with hot object or exposure to sun.

Electricity such as electric current or by lightning.

Friction - contact with revolving wheel (brush burn), rope. or wire.

SCALDS

Scald are caused by most heat, such as boiling water, steam, hot oil etc

SIGNS/SYMPOTMS

Pains

Swelling

Blistering

In severe case shock

Oozing from the burned surface.

TREATMENT

The basic aim of first aid is to reduce the local effect of heat to relieve pain, to prevent infection of the affected part, to replace lost fluid and lesson shock and call for medical help immediately. Remove any obstacle such as ring, bangles, belts, cloth, or boots before the affected part begin to swell. Lay the victim down. Cover the injured apart with clean sheet dressing, if it is burn of the face, it may be necessary to cut a mask with a hole for breathing. Immobilize a badly burned limb. Give a small cold drink at frequent intervals to badly burned

victim if conscious.

Treat for shock.

Send for medical help.

P N OHAMMAH CONSULTING

**QUALITY ASSURANCE/QUALITY
CONTROL MANUAL**

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CHAPTER ONE

1.0 INTRODUCTION

Presently, the management of quality has assumed the center stages of business endeavours. No responsible entrepreneur or management can afford to ignore quality in the day-to-day affairs of an organization.

This manual, therefore, set out to outline P N OHAMMAH CONSULTING commitment to meeting industries code standards and customer specifications in matters of functionality product performance and service delivery. It also goes further to show how the company has incorporated quality management into its entire operations.

CHAPTER TWO

2.0 QUALITY ASSURANCE STATEMENT

The control of the quality of products and services shall be of paramount importance to P N OHAMMAH CONSULTING shall receive consideration in all its services to customers. In regards to these policy objectives, the company shall seek to:

- a. Ensure that our producers and services comply with the relevant industry codes and standards, statutory regulations and customers' product specifications.
- b. Ensure that construction absolutely confirms with customers' studies and guideline. This will entail the application of appropriate engineering data for construction, supplies and inspection at every stages of works before the commissioning and transfer of property to customer.
- c. Ensure that the implementation of customer's engineering data conforms with the technical requirements in terms of performance, reliability and safety. In this regard, work shall not commence on customers' facilities until validity approved construction drawings are available.
- d. Establish systematic quality control audit vis-à-vis non-conformity data collection and statistic processing with a view to reducing the frequency of product non-conformity.

- e. Ensure that changes in industry codes and standard are made available for references. These shall include those published by bodies on engineering subjects such as API, ASME/ANSI, ASNT, BS, AS, IEC, NSO and ICI.
- f. Establish a well-defined procedure for quality control, plans, and personnel communicated to all levels of the organization.
- g. Investigate all operational non-conformities in time in order to correct, and prevent future occurrence.
- h. Prevent "failure in service" by a consistence approach to quality assurance and reassurance at every stage of contract implementation.
- i. Ensure that Quality Assurance records are readily available for easy reference in every contract. Also, training shall be used as a strategic.

CHAPTER THREE

3.0 ORGANIZATIONAL RESPONSIBILITIES

An organizational structure has been drawn up by the management of the company for the effective implementation of its quality assurance policies. Basically, there shall be dual interface management comprising the general implementation of the quality assurance requirements, which shall be supervised by a dedicated Quality Assurance Manager and the daily implementation of the quality assurance requirements, which shall be under the Field Quality Assurance Officers in liaison with the various heads of sections and projects. Despite this arrangement, the implementation of our policy objectives on quality assurance matters shall cut across all levels of employees from management down the line. It therefore, behooves every worker to ensure that these objectives are met.

2.1 QUALITY ASSURANCE MANAGER - RESPONSIBILITIES

- a. The Quality Assurance manager shall report directly to the Director, projects.
- b. He shall, in liaison with the projects Director and the Client, define specific guidelines of the Quality Assurance system best suited for a contract or project at hand.
- c. He shall ensure the full implementation of all Quality Assurance policy objectives at every level of our operations.

- d. he shall co-ordinate all actions resulting from our Quality Assurance requirements
- e. He shall ensure the full implementation of all contract/project specifications and procedures
- f. He shall interpret all contractual Quality Assurance requirements
- g. He shall be responsible for applying Quality Assurance requirements for goods and services
- h. He shall from time to time, carry out independent Quality Assurance audits on project sites so that the company's Quality Assurance requirements are applied.
- i. He shall develop training schemes for all workers on appropriate Quality Assurance systems, procedures, plans, industry codes and standards.
- j. He shall make proposals for incorporating revision of established industry codes and standards as clients statutory specifications when such revisions occur from time to time.
- k. He shall directly supervise the activities of site/project quality control personnel.
- l. He shall liaise, from time to time with the clients' Quality Assurance personnel in matters related to the development and implementation of Quality Control, specifications, plans, procedures and tests, such as Welding Procedure Qualification (WPQ) test, etc. where such are required by the client.

3.2 SITE/PROJECT QUALITY CONTROL PERSONNEL

Quality Assurance personnel shall be assigned to project sites.

Their responsibilities shall include:

- a. Quality control activities on project sites
- b. Daily implementation of the enhanced Quality Assurance policy objectives.
- c. Ensure that for activities officially requiring personnel material qualification tests, that such qualifications are always valid on site in line with appropriate codes and standards.
- d. Supervise and coordinate all inspection activities in constant liaison with client Quality Assurance representatives. He shall personally follow up all non-conformity reports as well as solutions to the issues raised in such reports.
- e. Directly supervise any remedial repair works on a system that has previously failed required data
- f. Periodically carry out site Quality Assurance audits to ensure that Quality standards Specifications and procedures are being maintained.
- g. Cross-check all as-built records in the process of compilation to ensure that such records are accurate and reflect all additions, changes in dimensional outlays and variations, as well as other approved change orders by the client.
- h. Constantly maintain complete record of all Quality Assurance records, results, test, certificates, etc on site and forward copies of same on daily basis to the Quality Assurance Manager.

4.0 INSPECTION

The prevention of non-conformities and remedial repairs will form the main goal of our Quality Assurance measure. In order to achieve this, regular testing and inspection of every stage of production will form the hub of our Quality Assurance techniques.

4.1 QUALITY ASSURANCE TECHNIQUES

As a matter of policy, all facilities, equipment and materials to be taken over by the customer, shall undergo visual inspection to ensure that product specifications, dimensional tolerances, alignments materials properties, face value etc, are within specified limits. To this end, inspection aids such as qualifiers, thicknesses, meters, samplers, magnetic particle, dye and fluorescent penetrates etc. shall be employed as necessary to ensure that Quality Assurance requirements are adhered to.

Non-destructive test (NDT) techniques shall be employed in the determination of the internals of some materials where contractually defined or required by industry codes and standards. This shall mainly be in the form of X-an gamma radiography and ultrasonic's. Any systems, structures, materials or equipment for customer take over which does not pass the above tests will be replaced at the companies' expense after consultations with relevant Quality Assurance authorities.

4.2 TEST

Testing shall be a determining factor in the final decision on repair/remedy or the outright rejection of products. In civil works, bad test for piles, shimp tests, club crushing tests, sieve analysis and yield strength tests for concrete, dry density tests shall also be carried out for stabilized soils. Pneumatic or hydrostatic testing shall also be carried out for all pressure carrying vessels/pipe work.

Electrical systems shall be tested for continuity, insulation and earth resistance while control and measurement instruments shall have calibration checks stroking, etc. using appropriate pneumatic/electronic devices. General speaking, these tests shall be performed in accordance with relevant industry codes and standards as well as specific customer quality assurance requirements.

CHAPTER FIVE

5.0 REPORTING & DOCUMENTATION

Proper reporting and documentation of results Quality Assurance techniques shall be kept on our sites with a copy each to our Quality Assurance Manager and the customers' Quality Assurance representatives. These will be compiled at the end of the contract for incorporation into the As Build file that is delivered to the customer.

Examples of typical Quality Assurance reports are discussed below:

5.1 NDT REPORTS

ND tests reports shall be properly documented. Thus welds to be examined shall be properly identified via number system and the report for such tests documented in line with the identification number system. A typical radiography report is available in the appendix.

5.2 DAILY WORK REPORTS

This shall be a general situation report highlighting such activities as work progress, weather, safety, and material update reports. A typical daily work report sheet is available in the appendix.

5.3 NON-CONFORMITY REPORT

These shall be issued in cases of discrepancies, defects or deviations in execution and shall recommend ways of restoring conformity to the product in question. The site Quality Assurance personnel shall on noticing any deviation or defect alert the Works Supervisor in charge by the issuance of a notice of non-conformance stating clearly the observed defects, discrepancies or deviations, codes, standards procedures or specifications applicable and ways of correcting the anomalies. If the customer facility is involved, the customer Quality Assurance representative shall jointly decide with the site Quality Assurance personnel on what

remedial actions embark on. A typical non-conformance report is available in the appendix.

5.4 PRESSURE TEST RECORDS

Pressure carrying systems shall be hydrostatically or pneumatically tested in line with customers' requirements and the relevant industry codes and standards. Such tests shall be monitored over a time frame using differential charts on pressure/temperature recorders. As a report of the exercise will be maintained - see appendix.

5.5 CALIBRATION RECORDS

Calibration checks shall be carried out for every control or measurement instrument system according to established procedures to avoid deviation and operational failures. In this regard, a calibration schedule for various control and measurement instruments shall be established in line with manufacturers and Industry standards. Calibration will be maintained against this schedule. The records therefore shall be certified and properly documented. A typical calibration sheet is available in the appendix.

5.6 OTHERS

Other non-rigid records including visual inspection reports, weighing results, loading reports, site notes/clarifications shall be developed amongst customers' contractual requirement. These will be incorporated into the AS-Built file to be delivered to the customer at the end of the contract.

CV OF PERSONNEL

ESV EGWU MICHEAL OKORIE ANIVS, RSV.

**Associate member, Nigerian Institution of Estate
Surveyors & Valuers (NIESV) 2012**

Registered member, ESVARBON. 2013.

**19 years post NYSC working experience in Estate
Surveying and Valuation.**

Specialize in Valuation for all purposes.

NATIONAL EXAMINATIONS COUNCIL (NECO)
NOVEMBER/DECEMBER RESULT SLIP 2003

NECO
EXAMINATION SSCE

Registration Number: 1218011214
Centre Number: 310212

Serial No: 100033831

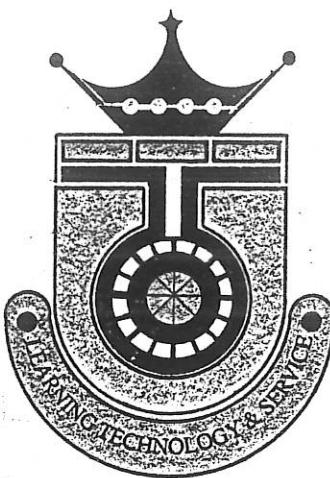
Candidates Name: EGWU MICHAEL OKORIE
Centre Name: GOVT SEC SCHOOL WUSE

STATEMENT OF RESULT

SUBJECT	GRADE	INTERPRETATION	SUBJECT	GRADE	INTERPRETATION
English Language	C6	Credit			
Mathematics	E8	Pass			
Christian Religious Stud.	C4	Credit			
Economics	C5	Credit			
Government	C6	Credit			

Total Number of Subjects: 5 Five
Note: This is not a certificate. In case of any alteration, this slip becomes invalid.

M. I. Umorie
Registrar NECO



THE FEDERAL POLYTECHNIC, NASARAWA

This is to certify that

Egwu Michael Okorie

having completed an approved course of study and passed

the prescribed examinations, has this day, under the

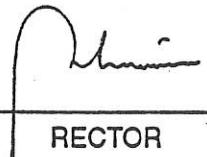
authority of the Academic Board, been awarded the

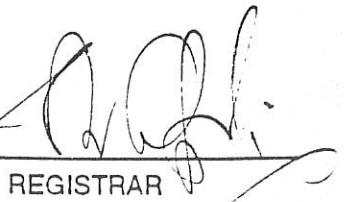
National Diploma (Lower Credit) in
Estate Management

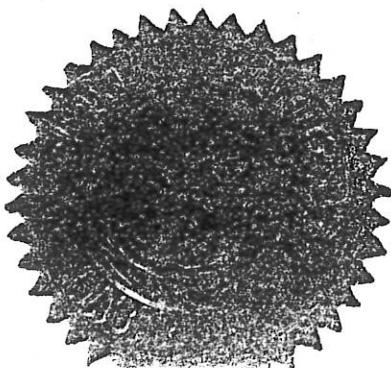
DATE 27th October, 1993

FPN/CERT

006301


RECTOR


REGISTRAR



THE FEDERAL POLYTECHNIC NASARAWA



P.M.B. 001 NASARAWA,
NASARAWA STATE.

(Office of the Registrar)

No 4796

(Academic Office)

Date 17TH JUNE, 200

Name of Student..... MICHAEL O. EGWU

Reg. No..... FPN/S02/2000/2001/HEM/170

Department..... ESTATE MANAGEMENT

Dear Sir/Madam,

STATEMENT OF RESULT

I am pleased to inform you that you have passed your **HIGHER NATIONAL DIPLOMA**

Examinations at..... **LOWER CREDIT** Level in..... **ESTATE MANAGEMENT**

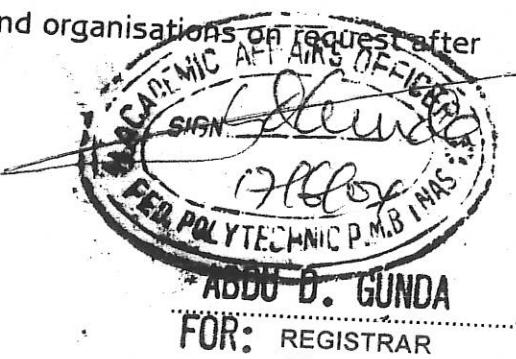
At the end of the **2002** / **2003** Academic Session:

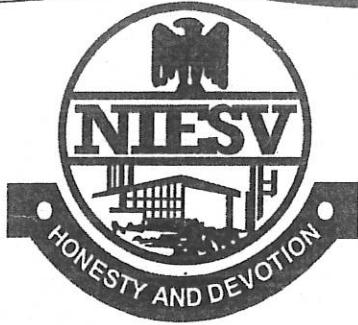
Diplomas and certificates will be formally awarded to all deserving candidates after the convocation ceremony of the polytechnic.

In the mean time, this letter is being issued to you in lieu of your Diploma/Certificate for the purpose of employment or admission.

Academic transcripts are issued to institutions and organisations on request after payment of appropriate fees.

Please accept my congratulations.





This is to Certify that

Egwu Michael Okorie

*Was elected an
Associate
of*

**THE NIGERIAN INSTITUTION OF
ESTATE SURVEYORS AND VALUERS**

*On the 10th of Feb. 2012
Membership No M3190*

*Given under the seal of The Institution
This 23rd day of March 2012*

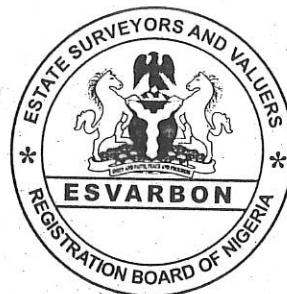
*President Ayemndaji
National Secretary R. Donta.*



This Diploma is the Property of The Institution and its issue is subject to Section 12 of The Constitution.

ESTATE SURVEYORS AND VALUERS REGISTRATION BOARD OF NIGERIA

Established under Estate Surveyors & Valuers (Registration,etc.) Act, 1975



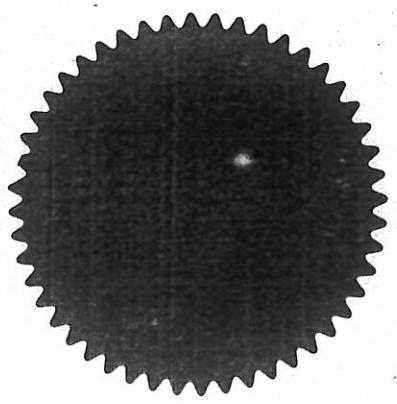
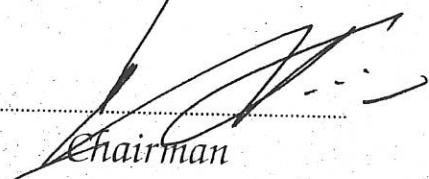
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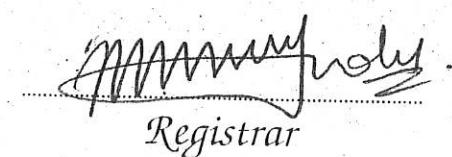
Eguru, Michael Okorie

having been found to possess the necessary knowledge qualification capacity experience and good character was conferred with the rights and privileges under Section 8 of the Act to practise as an Estate Surveyor and Valuer throughout the Federation of Nigeria.

Given under the Common Seal of the Board

this 30th day of January 20 13



Chairman


Registrar

Registration No: A. 2933



000015886

NATIONAL YOUTH SERVICE CORPS
Certificate of Exemption

This is to certify that

Mr/Miss/Mrs

a graduate of

Egwu Okorie M.
Fed. Polytechnic
Gassarawa

Born on the 10th of Oct. 1962
is hereby exempted from the National Youth Service Corps Scheme under Section 2
of Decree No. 24 of 1973, (as amended by Section 2. (2) of Decree No. 51, 1993),
that is, the National Youth Service Corps Decree 1993,

on grounds of

Age

on this

7th day of Sept. 2004

Director-General
National Youth Service Corps
(Directorate Headquarters)
Abuja

Date of Issue

7th Sept. 2004



000015886

NATIONAL YOUTH SERVICE CORPS
Certificate of Exemption

This is to certify that

Mr/Miss/Mrs

a graduate of

Egwu Okorie M.
Fed. Polytechnic
Gassarawa

Born on the 10th of Oct. 1962
is hereby exempted from the National Youth Service Corps Scheme under Section 2
of Decree No. 24 of 1973, (as amended by Section 2, (2) of Decree No. 51, 1993),
that is, the National Youth Service Corps Decree 1993,

on grounds of

Age

on this

7th

day of

Sept.

2004

Director-General
National Youth Service Corps
(Directorate Headquarters)
Abuja

Date of Issue

7th Sept. 2004



SPECIAL CONTROL UNIT AGAINST MONEY LAUNDERING
(SCUML)

150902262

RN: SC

Certificate of Registration

I hereby certify that

P N OHAMMAH CONSULTING

Has been duly registered in accordance with the provisions of
Section 17(2)(a) of the Money Laundering (Prevention and Prohibition)
Act, 2022 and any other Law or Regulation.


Director

11th APRIL 20 23

Date of Issue:

157154