



LOCAL CONTENT POLICY (SE-ADM-P-001)

APPROVAL

Revision	Description of change	Author	Reviewed	Approved
00	New document	Bright Brew	Emmanuel Eshun	Alfred Fafali Adagbedu (CEO)
		28 July 2011	08 August 2011	

The signatures above certify that this procedure has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

REVISION

Revision	Date	Section	Paragraph	Summary of Change	Author
00				New document	Bright Brew



TABLE OF CONTENT

SECTION	DESCRIPTION	PAGE NO.
1.0	Introduction	4
2.0	Local Content Plan	6
2.0	Local Content Implementation	7
3.0	Local Content Policy Statement	8
4.0	Local Content Management System	9
5.0	Training	10
6.0	Health and Safety	11
7.0	Level of Ghanaian Content on Projects	12
8.0	Contracts and Procurement	13

1.0 INTRODUCTION

Seaweld Engineering Limited (herein after refers to Seaweld) was established in 1979 to provide flexible and well-resourced inspection, repair and maintenance service to the oil, gas and petrochemical industries. The company has over 20 years of experience in the fast developing oil and gas production fields of West Africa and has worked in other parts of the world, including the Middle East. Seaweld in Ghana provides services to the emerging oil and gas industry.

All Seaweld operations are supported by comprehensive resources offshore, on the mainland at Takoradi Head office and Accra office. Flexibility and cost effectiveness are assured by assembling the right mix of resources for each particular requirement.

OUR PRODUCTS AND SERVICES

- **ENGINEERING**

Seaweld Ghana provides several engineering services to the Oil and Gas industry as well as the Mining industry. These services include:

- ♦ Underwater Welding
- ♦ Tank Cleaning
- ♦ Blasting and Painting - Underwater Coating/ Painting > Abrasive Blasting > UHP water Blasting
- ♦ Welding and fabrication
- ♦ Maintenance Services
- ♦ Scaffold Erection & Inspections



- **EQUIPMENT RENTAL**

We also provide equipment rentals in the following; ♦ Cranes ♦ Fork Lifts ♦ Vehicles (All Classes) ♦ Compressors ♦ Generators ♦ Welding Machines ♦ ...and so much more

- **PERSONNEL/ LABOUR SUPPLY**

We provide man power for specialized areas for all organizations in the oil and gas industry. We also provide professionals to many and any industry where expertise is needed. We provide both non country nationals as well as local expertise.

- **PROCUREMENT**

Procurement of all items needed by our clients in the oil & gas and mining industry. When the item needed is not available in Ghana, we have trade partners across to the globe to deliver within reasonable time. We also provide haulage services.

- **SECURITY**

Through our subsidiary, Royal Alfabet, we provide 24 hours guarding services for domestic facilities, banks, commercial installation. Our guards are well trained to meet the challenges of modern security demands. They are well paid, highly motivated and focused on the job. We also provide technology based security services such as closed circuit camera installations and camera over IP systems.

- **FACILITIES RENTALS**

We also provide facility rentals such as vehicle, warehouse, offices and yard facilities

- **MOORING**

Seaweld Ghana is the sole representatives on the West African sub region for Viking Mooring, Seaweld offers professional mooring services, mooring equipment rental and sales. Our equipment include: ♦ Anchors ♦ Swivels ♦ Buoys ♦ Fibre ropes ♦ Chains



- **HOSPITALITY/ CATERING**

Beyond the services to our clients to ensure that their business operations are without problems, we also provide hospitality services. These include hotels, catering, and laundry and serviced apartments for their employees.

- **BUSINESS DEVELOPMENT**

We offer business development services for foreign companies wishing to start operations in Ghana.

2.0 LOCAL CONTENT PLAN

Seaweld being an indigenous company have developed local content development strategy in accordance with the provisions of Ghana National Local Content development Plan and Strategy. This developmental strategy has contributed in accordance with the provisions of Local Content development Plan to the projected increase in the quantum of Ghanaian involvement in the oil and gas industry. We have in the last year's partner with indigenous companies in furtherance to the capacity development for local and indigenous companies. These amongst other objectives are our believes in the local content development plan

1. Improve capacity development in the oil and gas sector
2. Reduce the dependence on foreign companies for projects in the national oil and gas sector.
3. Sustain the economy by reducing the demand for forex on projects
4. Reduce the poverty and unemployment
5. Enhance transfer of technology and empowerment of local and indigenous contractors.
6. Encourage efficiency and competition among indigenous contractors.
7. Develop Ghanaian companies' capacity to compete on t he global platform.



Seaweld has cultivated the policy of crewing, training and engaging 100% Ghanaian workforce for the execution of its projects. The target is to achieve 100% in provision of personnel and 95% of materials, spares and services that may be required for the execution of projects. Over the years, we have come to realize the significance of Local content development Plan and Policy. We have reviewed our developmental plan to be in line with the local development plan of our clients with respect to capacity development for indigenous contractors and community development.

3.0 LOCAL CONTENT IMPLEMENTATION

Seaweld understands clearly the reasons for and the practical advantages of Local content policy and its impacts in the Oil and Gas industry

- Our Contracting policy allows special contract awards to Ghanaian contractors as far as they possess the capability to carry out such contracts.
- Prompt payment of invoices of indigenous contractors
- Harmonizing the technological development of our local manpower and prospective contractors.
- create opportunity for enhancing technological advancement and technical expertise in the local firms as to be able to compete against the available international firms for our Oil and Gas industry related project
- Train young Ghanaians to occupy key project areas and skill acquisition knowledge program.

The projected level of local content to be achieved and a breakdown of how this shall be achieved include:

- (a) 100% of jobs requiring special expertise such as carpentry, plumbing, carnage etc are awarded to Ghanaian contractors.
- (b) 95% of project materials shall be purchased locally in Ghana while the remaining 5% materials may where necessary be sourced abroad'
- (d) 100% of personnel require for projects shall be Ghanaians.



4.0 LOCAL CONTENT POLICY STATEMENT

Seaweld is committed to the development of the local content Policy by incorporating the plan into its business as part of the immense contribution to the sustainable development of Ghana and project bearing communities in particular. Therefore in line with our community relations and social response and contracting policies, we have established the following principles;

It is our belief that

1. No sustainable development can be achieved in the oil and gas sector without local involvement.
2. Enhanced local content development will encourage technological transfer and empowerment of indigenous participants/stakeholders in oil/gas activities. Hence reducing hostilities in the oil and gas sector.
3. Efficient and competitive local contractors will encourage indigenous entrepreneurial development and to serve as a springboard to launch out as big Contracting firms with resources and expertise similar to international firms.
4. Investment in local content will ensure improvement in standard of living of the people of the area(s).

Against this background, Seaweld shall

- Utilize goods and services procured in Ghana and project host communities in Ghana.
- Continue to develop indigenous contractors and utilize local labor and locally manufactured materials wherever possible as enshrined in the contracting policy.
- Provide training to develop human capital and building competencies in the management field of sustainable local capacity development
- Extensively ensure protection of environment, respect of human and social rights of employees and contribution to local economic development

Mr. Alfred Fafali Adagbedu
(Chief Executive Officer- July 2011)

5.0 LOCAL CONTENT MANAGEMENT SYSTEM

The overall local content plan for Seaweld projects will further be developed and signed off in quantifiable manner for easy tracking and monitoring after contract award. Developing Ghana content in projects will be the responsibility of the Seaweld project management team using the following steps:

STEP	PROJECT TEAM ACTIVITY
01	Communicate the need for local content development to all in the Management team of Seaweld
02	Communicate local content targets and deliverable to Policy implementation team
03	Identify areas of alliance with indigenous/local companies
04	Review the proposed Ghana Content Plan with Client and set target deliverables with action points and parties.
05	Identify and agree those activities that will be handled by the community and those that will be handled by other Ghana companies locally.
06	Identify the local labour or servicing companies possessing the necessary skills to complete the activities as identified in Step 05, set targets and performance indicators
07	Review local labour utilization and training plans with job skills acquisition plans for local staff and Seaweld Staff.

If no local skill can be identified during the above steps, Seaweld will commence a process of training the local labour to a suitable level such that they have the necessary skills and can be employed on contracts.



6.0 TRAINING

Seaweld recognizes the need for the development of local labour and Seaweld staff. The company will enhance the performance of its staff and local staff by promoting integration among the staff. One of the cardinal points of Seaweld local content development policy is to identify the Unskilled and skilled Personnel among the Ghana Pool of workers and integrate the staffs together for better skill acquisition.

Further to the development of direct labour, Seaweld will initiate a training scheme whereby competent local employees will be identified and assigned to discipline managers for understudies. When performing work in remote locations the availability of skilled labour is possibly further reduced. The possible lack of skills within communities local to the work area initiated the development of Seaweld policy, which addresses these inefficiencies and identifies the method applicable for solving the labour shortage and issues surrounding the employment of community members. Aside our core skilled and professional personnel, we have in the last years drawn up a training program targeted at the youth within our limited reach in the Sekondi/ Takoradi metropolis and its environs which is where our business is situated.

We also target young graduates from tertiary institutions and other institutions that have studied courses relevant to our area of operation. We have also within the last three years admitted young school graduates and taken them on industrial training program to prepare them for the oil and gas industry.

6.1 TRAINING OF STAFF

We encourage members of our staff to become members of professional institutes and to attend courses for further education. Seaweld allows time off for study as well as payment for these courses.



7.0 HEALTH AND SAFETY

Most important, we are committed to achieving "zero Lost Time Incidents (LTI)." Our safety standards and procedures have brought us recognition as one of the safe indigenous companies in Ghana, benefiting workers and saving our customers time and money. After employees are selected, they enter an orientation to be formally introduced to their jobs. They are informed about benefits, policies, and procedures. Specific duties, responsibilities, and performance evaluation are clarified.

In order to meet new challenges and ensure that employees are adequately prepared at all time Seaweld place high emphasis on staff training and development. A mandatory safety induction-training program shall be conducted for the entire workforce and HSE training for personnel in accordance with the minimum HSE training required in onshore and offshore/marine operations. Project Management Team, supervisors and Operators shall all be given the opportunity for training and certification courses. Periodic evaluation of the training shall be conducted by the Seaweld whenever new equipment, tools or techniques are introduced into the workplace and whenever new employees join the company or employees are assigned to different jobs. Beside the above considerations, a good percentage of our staff today is trained by our highly competent and dedicated engineers, managers, welders, etc. As the Company continues to grow, more hands shall be needed for efficient and quick delivery services.

Prior to engagement, new personnel shall be examined for medical fitness. Seaweld shall ensure that such personnel had undergone basic HSE and technical competency training before being deployed to site. Refresher courses would be organized for all personnel involved in the project occasionally.



8.0 LEVEL OF GHANAIAIAN CONTENT ON PROJECTS

8.1 SELECTION OF PERSONNEL

The different categories of personnel that will be needed for any project are:

- Operations Manager
- Project Manager
- HR Manager
- Account manager
- Logistics manager
- Administrator
- IT manager
- Estimator
- HSEQ Manager and safety officers
- Project Coordinator/Project Engineer
- Site Supervisor
- Welders
- Fabricators
- Riggers
- Roustabout
- Derrick men
- Floor men
- Drivers
- Maintenance Operators

The recruitment and selection policy has a principle of equal opportunity for all Ghanaians. A high level of Ghanaian content up to **100%** in personnel utilization and **100%** equipment ownership as well as 85% services supplies through other companies by sub-contracting has so far been identified in the overall management for projects, but this will further be optimized during the course of mobilization.



9.0 CONTRACTS AND PROCUREMENT

As a way of encouraging local indigenous contractors, Seaweld as part of its local development plan has developed a purchasing and outsourcing procedure that engages and purchases as the case may be local available services. This procedure is to enhance the growth and capabilities of the contractors that are able to pass Seaweld competence assessment and quality standard designed in to enable all functions and services to recognize and harmonize as part of their objectives the quality and standard of delivery of Seaweld operations. These services and relevant subcontractors shall be closely monitored and their supply / service provision statistics validated from time to time with the cooperation of the project management teams and the subcontractors to ensure conformity with the specification and standard of service delivery.

