

Orient MCT

Management Consulting and Training

Integrated Management System Proposal

For

AL FAHIM GROUP



Project # P16030/5
Issue 1 –Rev.0

Realizing Potential



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Our Vision

To be a preferred consultancy and learning partner in
delivering **exceptional quality** services
inspiring individuals & corporates
through exciting and innovative approaches and techniques.

Accountability for results | Honesty & Integrity | Flexibility & Responsiveness

Credentials & Affiliations

Licensed by Abu Dhabi Economic Department and Abu Dhabi Center for Technical, Vocational Education and Training (**ACTVET**)

- **HAAD (UAE)** - Accredited by Health Authority Abu Dhabi for First Aid Programs
- **Medic First Aid (HSI, USA)** - Approved Center for Medic First Aid Programs
- **HABC (UK)** – High-field Awarding Body for Compliance
- **OSHAD (UAE)** – Licensed by Abu Dhabi Occupational Safety and Health Center
- **PMI REP (USA)** - Registered Education Provider with Project Management Institute
- **NEBOSH (UK)** - National Examination Board for Occupational Safety & Health
- **IOSH (UK)** – Institute of Occupational Safety & Health
- **CIEH (UK)** - Accredited by Chartered Institute for Environment and Health
- **AACEI (USA)** - Association of Advancement of Cost Engineering
- **IMA (USA)** - Authorized learning system provider by **HOCK** International
- **Oak Innovation (Ireland)** - for Management and Sales training
- **IHRME (USA)** - for Certified Professional in HR and Compensation
- **U.S. Green Building Council (USA)** – Members with USGBC
- **EXIN (Netherland)** – Affiliate center for COBIT5, ITIL, SCRUM, PRINCE2
- **ISTQB** for Certified Software Testing Providers
- **CUPE (UK)** – for Project Management Consulting and Auditing

Certification bodies

- BSI
- Lloyd register
- Bureau Veritas
- DNV
- TUV
- SAI GLOBAL

ABDULRAHMAN ALTAHHAN,

TECH IOSH, QMS, HSE AUDITOR, CPP



SENIOR CONSULTANT & TRAINER - ORIENT MCT

Orient Management

Consulting & Training is a leading Abu Dhabi based training organization with a unique and unconventional approach in developing high performance teams through customized workshops and world-class Accredited training programs.

We believe that professional development contributes to personal excellence. The right set of trainings empower and motivate individuals to collaborate better as a team, make decisions more effectively, & progress towards clearly defined goals.

We specialize in

- Finance, Audit and Accounting (CFA, CMA, CPA, CIA, CISA...)
- Projects, Contracts & Quality Management (PMP, PSP, RMP, CCP, CSSGB, CMQ/OE, P6 ...)
- Human Resources & Admin. (GPHR, SPHR, PHR ...)
- Health, Safety & Environment (NEBOSH, IOSH, HABC, First-Aid, Bespoke courses ...)
- ICT, Info Security, Governance (MS Office, Oracle, CEH, CSIR, CISSP, CHFI, CISM, ISTQB, ISO27001)
- Business Management, Leadership, Sales, Negotiation and soft-skills development, sales, channel and go-to-market strategies.

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Dynamic, research oriented consultant with experience in quality, environment, health and safety management system: training, auditing, inspection, maintenance; according to the follows standards (Requirements & Guidelines) and Code of practices:

- ISO 9001 – Quality management system
- BS OHSAS 18001 –Occupational health and safety management system
 - ISO 14001 –Environmental management system
 - ISO 50001 –Energy Management system
 - Fire Management system
 - Practical marine accident investigation for many incident
 - Personal protective equipment, tools and system
 - Information & Workplace Security Management system
 - Advanced risk management system, Job Safety analysis (JSA) and Hazard identification.
- Emergency and Crisis Management system

“Delivering successful consulting assignments and practical trainings for marine, oil & gas, automobiles, education, laboratories, hotels, security, construction, contracting, municipal, meteorology and seismology, transportation, environmental industries”

Internationally recognized & certified consultant & trainer, working with Orient MCT and responsible for consulting solutions, industrial affiliations and managing complete ownership of deliverables.

Professional Certifications

- ⇒ Accredited ISO 50001:2011, 9001:2008, ISO 14001:2004, OHSAS 18001:2007, ISO 22000 and ISO 27001:2005 Auditor by Bureau Veritas and QSI.
- ⇒ NEBOSH International General Certification
- ⇒ IOSH Managing Safely Certification
- ⇒ International safety Management for Maritime –ISM Code 2010
- ⇒ Certified ISM Designated person
- ⇒ Marine Incident Investigator by Maritime Training Academy
- ⇒ Certified purchasing professional (CPP) by American Purchasing Association
- ⇒ Bachelor Degree (Business) The American International University- USA

Professional Memberships

- ⇒ Tech IOSH, Institution for occupational safety and health – UK
- ⇒ Advisor, American Purchasing Society – USA



MUHAMMAD IMRAN KHAN

PMP, MMP



LEAD TRAINER, PROJECT AND PORTFOLIO MANAGEMENT - ORIENT MCT

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- Human Resources & Admin. (GPHR, SPHR, PHR ...)
- Health, Safety & Environment (NEBOSH, IOSH, HABC, First-Aid, Bespoke courses ...)
- ICT, Info Security, Governance (MS Office, Oracle, CEH, CSIR, CISA, CRISC, CISSP, CHFI, CISM, ISTQB, ISO27001)
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ORIENT MCT - Realizing Potential

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Dynamic, research oriented Academic Director with over 15 years of solid experience in project management, training management and relationship building for the public and private sector organizations internationally.

Successfully managed large-scale, mission critical transformation projects in Defense and Telecom sector before joining training industry.

He has travelled to different countries in the region and conducted in-depth analysis of challenges faced by projects and developed customized programs for Managing Multiple Projects.

“Delivering hundreds for successful training programs for Project, Risk & Program Management for across the region”

As Academic Director of Orient MCT, he is responsible for

- Curriculum design, development and delivery
- Managing relationships with International / National accreditation / licensing bodies for delivery of international certification programs
- Management of training programs by ensuring quality of trainers, training materials
- Gauging feedback for continuous improvement and operational excellence

As a certified trainer and member with Project Management Institute, he has successfully prepared thousands of individuals in their exam preparation efforts through his unique high impact training method and approach.

Professional Certifications & Memberships

- Certified Trainer and Curriculum Accessor by Project Management Institute (**PMI**), **USA**
- Managing Multiple Projects (MMP), by American Management Association (**AMA**), **USA**
- Registrar by National Examination Board for Occupational Safety & Health (**NEBOSH**), **UK**
- Academic Director by Abu Dhabi Center for Technical and Vocational Education & Training (**ACTVET**), **UAE**
- Facility Director by Health Authority Abu Dhabi (**HAAD**), **UAE**
- Relationship Manager for Institution of Occupational Safety & Health (**IOSH**), **UK**
- Member with U.S. Green Building Council (**USGBC**), **USA**

LEAD TRAINER, HSE - ORIENT MCT

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- Human Resources & Admin. (GPHR, SPHR, PHR ...)
- Health, Safety & Environment (NEBOSH, IOSH, HABC, First-Aid, Bespoke courses ...)
- ICT, Info Security, Governance (MS Office, Oracle, CEH, CSIR, CISSP, CHFI, CISM, ISTQB, ISO27001)
- Business Management, Leadership, Sales, Negotiation and soft-skills development, sales, channel and go-to-market strategies.

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Dynamic, results oriented trainer with over 25 years of solid experience in Occupational Health, Safety and Environment as well as conducting trainings for Industrial and Energy Sectors in Middle East.

Trainer is a Mechanical Engineer by qualification and has held several key positions in Defense, Oil & Gas, Construction and Infrastructure Development sectors before joining training industry. With 15 years servicing and maintenance experience of fighter aircrafts in IAF bases having responsibility of heading mechanical team. Successfully managing HSE for large-scale, risk critical transformation projects as well as developing strategic alliances with public and private sectors to enable long-term value based partnerships.

“Proven record of delivering hundreds of successful NEBOSH / IOSH and QHSE training programs in public and private sector”

Internationally recognized certified trainer, working as Head of HSE programs at Orient MCT and responsible for Academic content, industrial affiliations and managing the overall training business for the division as lead trainer.

Professional Certifications

NEBOSH – International General Certificate, UK

IOSH – Managing Safely, UK

IIRSM Diploma, UK

Lead Auditor OHSAS 18001:2007

Lead Auditor QMS ISO 9001:2007

Lead Auditor EMS ISO 14001:2007

Medic First Aid, USA

B Tech

NASP HSE International Diploma

Diploma in Firefighting Engineering

Diploma in Industrial Safety Management

Professional Memberships

Graduate Member with IOSH, UK

Member with Health and Safety Institute (HSI), USA

Approved Trainer for

ADCO for Basic First Aid

CIEH – Level 3 Education and Training (Train the Trainer)

NEBOSH International General Certificate program

IOSH Managing Safely Program / Working Safely Program

First Aid Programs by Medic First Aid & Health Authority Abu Dhabi

HSE Programs by Highfield Awarding Body for Compliance (HABC)

Bespoke HSE programs

LEAD QHSE CONSULTANT - TRAINER

ISO 9001:2015, ISO 14001:2015, OHSAS 18001:2007



PROFILE - ORIENT MCT

Orient Management

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- Projects, Contracts & Quality Management (PMP, MMP, PSP, RMP, CCP, CSSGB, CMQ/OE, P6, MSPProject, Revit, AutoCAD)
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Dynamic, results oriented trainer with solid experience in ISO training as well as consultancy services of ISO certifications in the Middle East.

Trainer has conducted several successful client engagements in Oil & Gas, Construction and Infrastructure Development sectors. Successfully participated in environmental studies for large-scale, risk critical transformation projects.

She has conducted in-depth analysis of challenges faced by projects and developed customized training and consulting solutions.

“Delivering dozens of successful training programs for ISO / IMS Lead Auditor, Awareness etc.”

Internationally recognized trainer, working as Head of ISO programs at Orient MCT and responsible for Academic content, industrial affiliations and managing the overall training business for the division as lead trainer.

Professional Certifications & Education

- M Phil in Environmental Science
- Lead Auditor OHSAS 18001: 2007
- Lead Auditor QMS ISO 9001: 2007
- Lead Auditor EMS ISO 14001: 2007
- Certified NEBOSH IGC
- Certified IOSH MS

Licensed By
ACTVET
ABU DHABI

First Aid Training
HEALTH AUTHORITY
Approved Center (HAAID)

اوشاد
oshad
Approved Training Center

Project
Management
Institute

MEDIC
First Aid
TRAINING CENTER

Highfield
Approved Health Center

nebosh
Accredited Centre
1094

Chartered
Institute of
Environmental
Health
CIEH Registered Centre

Hock
iHRME
International

iosh

LEEA
ASSOCIATE

List of some of the projects done by Orient MCT & its consultants

Industry	Client Name	Scope
Automotive sales and service	-EMC (New Car) -EMC used car -EMC Commercial vehicles	QMS
	-Albahir -fast rent car -advanced car	QMS EMS OHSAS
	-Lulu spare parts trading llc	ISO 9001
Hospitality, Travel	-ADNH -Alsawdi -Omeir Travel	QMS EMS OHSAS FOOD SAFETY
	-Golden fork bakery	FOOD SAFETY
	-Lafayette Catering services llc UAE	ISO 9001 HACCP
	-Al Badiyah eyes tourism UAE	ISO 9001 ISO 14001 OHSAS 18001
	-Basiligo Restaurant LLC	HACCP
	-Prima catering services UAE	ISO 9001 HACCP
	-Al Faris one meat shop UAE	HACCP
	-Zyara restaurant	ISO 22000
	-Al Khalil meat and livestock trading	HACCP
Construction & Facilities	-Pindi general transport	ISO 9001 ISO 14001 OHSAS 18001
	-Perfect vision cont. and gen. maint. and property	ISO 9001
	-Shell International construction	ISO 9001 ISO 14001 OHSAS 18001
	-Umniah Facilities management	ISO 9001 ISO 14001 OHSAS 18001
	-Vision Steel Industrial Factory	ISO 9001 ISO 14001 OHSAS 18001
	-Turbo Tech equipment and tools trading	ISO 9001 ISO 14001 OHSAS 18001

Approvals and Clients



Approvals and Clients



SIEMENS

KEPCO



Dodsal

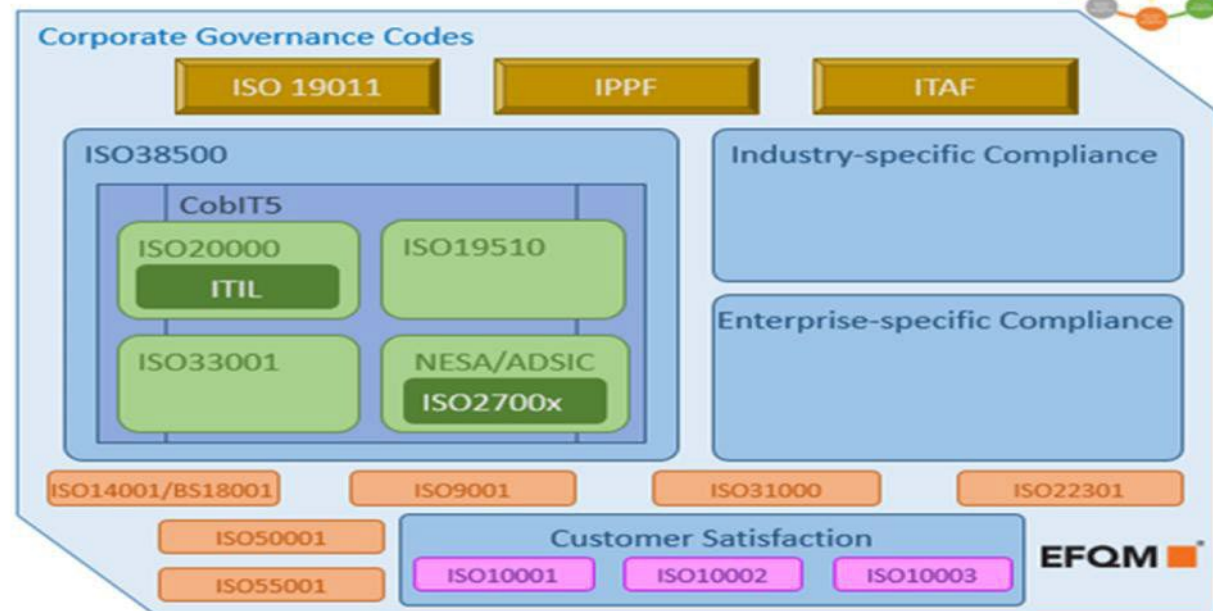


中建中東有限責任公司
CHINA STATE CONSTRUCTION ENGRG. CORP. (MIDDLE EAST)(L.L.C)



United Assurance Framework

- Statutes along with Industry and enterprise specific standards
- Quality, Risk, Environment, Health and Safety Management
- Business Continuity Management
- Technology & Information Security Management
- Business Process Management, Customer Satisfaction Energy Management, Asset Management
- Assurance Management, Excellence Management



Integrating IMS systems

- Enhanced compliance and conformity
- Cost and Time effective
- Increased customer satisfaction
- Improved profitability and shareholder value
- Fostering cross functional teamwork
- Effective cross-functional problem solving
- Business objectives & targets become more understandable across all levels
- Communication, consultation and participation within the organization is improved
- Duplication of processes, procedures and efforts is eliminated

Project Duration & Structure

- **Objectives Set by AFG**

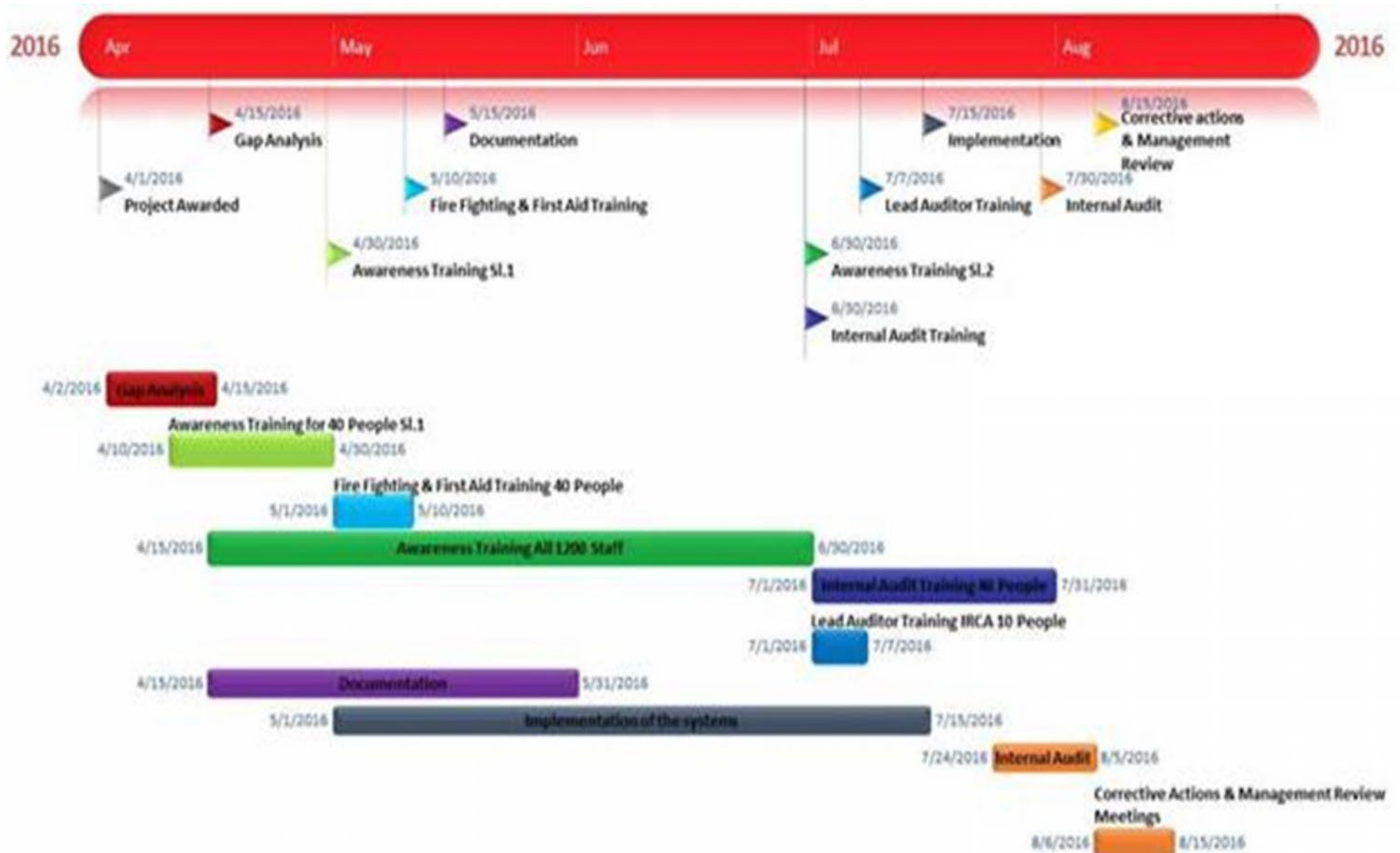
Implementation of IMS

- on or before end of year 2016
- should not interrupt normal operating activities

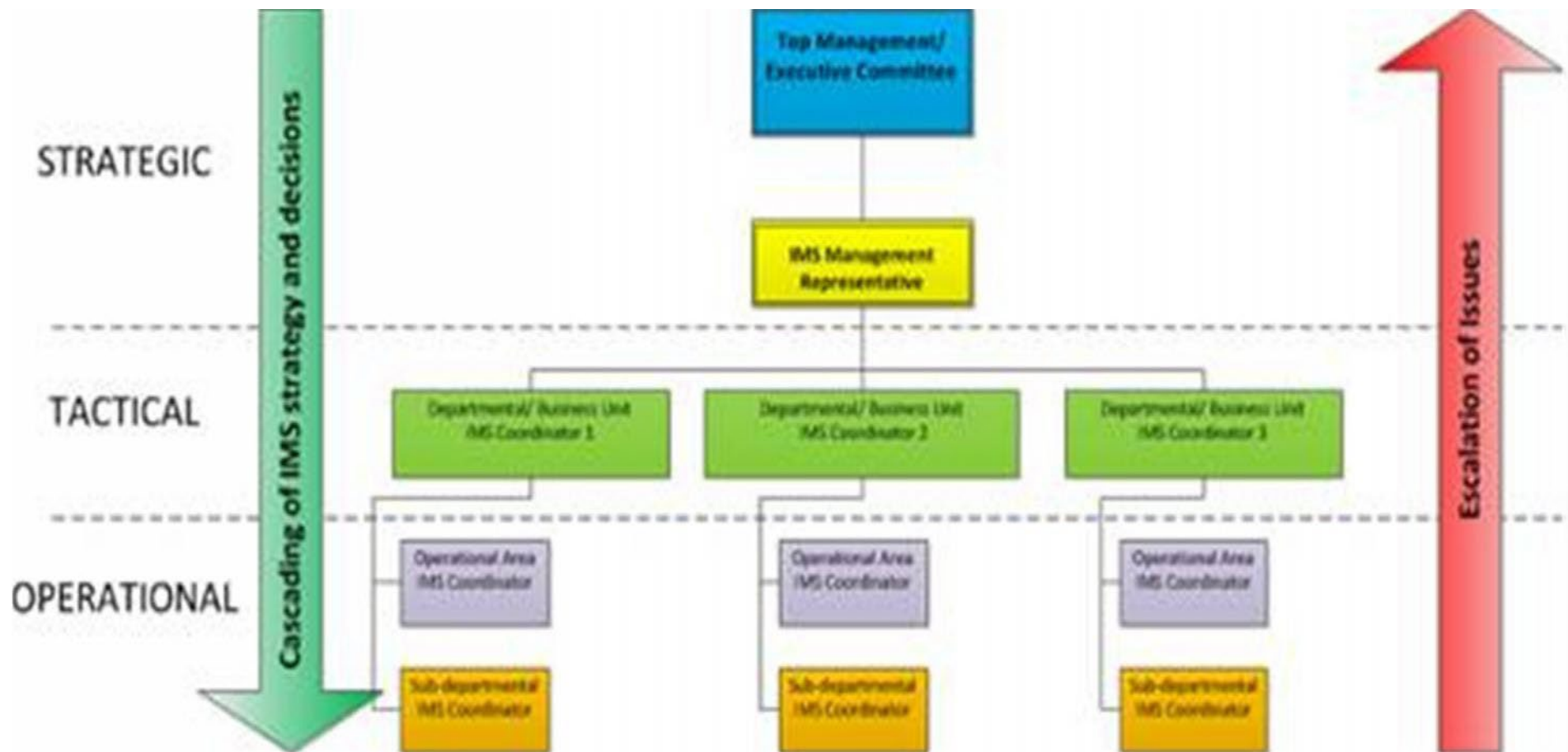
Documentation Phase

- Gap analysis of all business units
- Planning phase
- Documentation of selected standards
- Supporting AFG approved third party audits

IMS Chart



IMS Representative Structure



IMS responsibilities and authorities

Stakeholder	Responsibilities & Authorities
Top Management	<ul style="list-style-type: none"> ▪ Sets and implements IMS strategy; ▪ Establishes values and performance standards within the organisation; ▪ Demonstrates and drives IMS leadership; ▪ Ensures provision of sufficient resources for IMS compliance, conformity and effectiveness of the organisation; ▪ Sets applicable policies to ensure IMS compliance, conformity and effectiveness of organisation; and ▪ Ensures that processes are in place to develop IMS capability at individual and team level;
Tactical Management	<ul style="list-style-type: none"> ▪ Ensures development, implementation, maintenance and the review of IMS processes and procedures that are aligned IMS policies developed by Top Management; ▪ Establishes and monitors communication in regard to IMS activities; ▪ Develops and implements statutory and regulatory plans; and ▪ Provides input into the IMS strategy based on best practices and experience.
Operational Management	<ul style="list-style-type: none"> ▪ Implement, maintain and review IMS processes, procedures and applicable statutory and regulatory requirements within the organisation; ▪ Ensure the provision of an enabling environment for IMS compliance and conformity; and ▪ Provides input into the IMS strategy based on best practices and experience.
Employees	<ul style="list-style-type: none"> ▪ Adhere to IMS policies, processes and procedures; ▪ Take accountability for assigned activities; and ▪ Report any deviations from IMS requirements.
IMS Support Specialists	<ul style="list-style-type: none"> ▪ Interpret IMS requirements for implementation within the organisation; ▪ Support the organisation on IMS compliance, conformity and effectiveness; and ▪ Establish best practices for continual improvement within the organisation.

Stages of IMS Documentation

Stage One of IMS

Stage 1 ISO 9001:2015 ISO 14001:2015 OHSAS 18001:2007			
#	Task	Activities	Deliverables
1	Awareness Program for Management Team & Staff	<ul style="list-style-type: none"> • IMS Requirements & Responsibilities • Application of IMS requirements • Guidelines to Practice 	<ul style="list-style-type: none"> • Knowledge Transfer • Trained Team
2	Environmental Aspects & Impacts & Health & Safety Risk Identification	<ul style="list-style-type: none"> • OMCT / CFT will identify Aspects & Impacts & Health & Safety dept. wise through Process Approach • IMS requirements • Aspects & Impacts Identification • Risk Assessment Methods • Significance Evaluation • Targets Establishment 	<ul style="list-style-type: none"> • Aspects & Impacts & Health & Safety Identification • Trained Personnel
3	Significance Evaluation	<ul style="list-style-type: none"> • OMCT / CFT will evaluate the identified Aspects and Impacts for its Significance through Scientific Approach 	<ul style="list-style-type: none"> • Aspects & Impacts & Risk Assessment Register • Trained Personnel

Stage Two of IMS

Stage 2		ISO 9001:2015 ISO 14001:2015 OHSAS 18001:2007	
#	Task	Activities	Deliverables
1	IMS Policy	<ul style="list-style-type: none"> Respective standards OMCT shall develop IMS Policy in consultation with AFG to address as per the 	<ul style="list-style-type: none"> IMS Policy as per the 3 standards Usable modules
2	Legal and other requirements Identification	<ul style="list-style-type: none"> OMCT / CFT to identify applicable Legal Requirements and their Limits Presentation on Legal Register 	<ul style="list-style-type: none"> Legal Register
3	IMS Objectives and Targets Establishment	<ul style="list-style-type: none"> OMCT / AFG to identify and document objectives and get approval from the Management 	<ul style="list-style-type: none"> Objectives & Targets Register
4	Development of EMS Program	<ul style="list-style-type: none"> OMCT / CFT to develop the EMS Program for the identified objectives 	<ul style="list-style-type: none"> Trained Personnel EMS Program

Stage Three of IMS

Stage 3 ISO 9001:2015 ISO 14001:2015 OHSAS 18001:2007			
#	Task	Activities	Deliverables
1	Responsibility and Role Matrix	<ul style="list-style-type: none"> OMCT to interact with functional heads and document duties and responsibilities of individuals with specific reference to IMS. 	<ul style="list-style-type: none"> Role Matrix Responsibility and authority document
2	Training Plan	<ul style="list-style-type: none"> OMCT / AFG shall develop the Training Plan for the IMS. 	<ul style="list-style-type: none"> Training Plan for IMS
3	Emergency Situation preparedness	<ul style="list-style-type: none"> Documenting the Situations 	<ul style="list-style-type: none"> Emergency Plan Documentation Trained Personnel
4	Training / Presentation on Emergency Situation Identification	<ul style="list-style-type: none"> Explain the Emergency Situation 	<ul style="list-style-type: none"> Knowledge Transfer Trained Personnel
5	Identification of Operational Control & Documentation	<ul style="list-style-type: none"> OMCT / CFT will identify operational 	<ul style="list-style-type: none"> Operational Control
6	Documentation	<ul style="list-style-type: none"> OMCT shall develop the necessary Procedures and submit to AFG 	<ul style="list-style-type: none"> IMS Procedures
7	Guidance for Implementation	<ul style="list-style-type: none"> Visit Departments & guide for Advise corrections 	<ul style="list-style-type: none"> Guidelines

Stage Four of IMS

Stage 4		ISO 9001:2015 ISO 14001:2015 OHSAS 18001:2007	
#	Task	Activities	Deliverables
1	Safety Requirements in line with Legal Requirements	<ul style="list-style-type: none"> Evaluate the safety Stds. & develop Matrix in line with Legal Requirements 	<ul style="list-style-type: none"> PPE Register and safety requirements
2	Internal Audit Preparation	<ul style="list-style-type: none"> Audit Plan Audit Checklist 	<ul style="list-style-type: none"> Audit Plan Checklists
3	Conduct one round Internal Audits	<ul style="list-style-type: none"> Auditing as per Plan Audit Report Submission Initiate Corrective Actions Verification of Close out 	<ul style="list-style-type: none"> Audit Reports Corrective Actions Guidance for Implement Complete modules- Accounts software
4	Facilitate Management Review	<ul style="list-style-type: none"> Guidance for Management Review 	<ul style="list-style-type: none"> Management Review Reports Software module for Business operations
5	Guidance for the Pre-assessment & Certification Assessment	<ul style="list-style-type: none"> Guidance during the assessment 	<ul style="list-style-type: none"> Guidelines Confidence Building
6	Post Certification Activities	<ul style="list-style-type: none"> Close out of NCR's raised by Certification Body 	<ul style="list-style-type: none"> Corrective Actions for NCRs

Stage One of FSMS

Stage 1		ISO 22000:2015	
#	Task	Activities	Deliverables
1	Awareness Program for Management Team & Staff	<ul style="list-style-type: none"> • FSMS Requirements • Responsibilities • Application of FSMS requirements to DC • Guidelines to Practice 	<ul style="list-style-type: none"> • Knowledge Transfer • Trained Team
2	Hazard Analysis & Risk Assessment Studies	<ul style="list-style-type: none"> • OMCT / CFT will identify hazard involved through Process Approach • FSMS requirements • Risk Assessment Methods • Targets Establishment 	<ul style="list-style-type: none"> • Hazard Analysis • FSMS risk assessments

Stage Two of FSMS

Stage 2		ISO 22000:2015	
#	Task	Activities	Deliverables
1	FSMS Policy	<ul style="list-style-type: none"> • respective standards OMCT shall develop FSMS Policy in consultation with DC to address as per the 	<ul style="list-style-type: none"> • FSMS Policy as per ISO 22000:2005
2	Legal and other requirements Identification	<ul style="list-style-type: none"> • OMCT / CFT to identify applicable Legal Requirements and their Limits • Presentation on Legal Register 	<ul style="list-style-type: none"> • Legal Register
3	FSMS Objectives and Targets Establishment	<ul style="list-style-type: none"> • OMCT / AFG to identify and document objectives and get approval from the Management 	<ul style="list-style-type: none"> • Objectives & Targets Register
4	Responsibility and Role Matrix	<ul style="list-style-type: none"> • OMCT to interact with functional heads and document duties and responsibilities of individuals with specific reference to FSMS. 	<ul style="list-style-type: none"> • Role Matrix • Responsibility and authority document
5	Training Plan	<ul style="list-style-type: none"> • OMCT / AFG shall develop the Training Plan for the FSMS. 	<ul style="list-style-type: none"> • Training Plan for FSMS

Stage Three of FSMS

Stage 3		ISO 22000:2015	
#	Task	Activities	Deliverables
1	Emergency Situation Identification & Documentation	<ul style="list-style-type: none"> Documenting the Situations 	<ul style="list-style-type: none"> Emergency Plan Documentation Trained Personnel
2	Identification of Operational Control & Documentation	<ul style="list-style-type: none"> OMCT / CFT will identify operational control required and develop procedure 	<ul style="list-style-type: none"> Operational Control
3	Documentation	<ul style="list-style-type: none"> OMCT shall develop the necessary Procedures and submit to AFG 	<ul style="list-style-type: none"> FSMS Procedures
4	Guidance for Implementation	<ul style="list-style-type: none"> Visit to all Departments & guide to implement Advise corrections Develop Confidence 	<ul style="list-style-type: none"> Guidelines

Stage Four of FSMS

Stage 4		ISO 22000:2015	
#	Task	Activities	Deliverables
1	PPE Requirements in line with Legal Requirements	<ul style="list-style-type: none"> Evaluate the PPE Stds. & develop Matrix in line with Legal Requirements 	<ul style="list-style-type: none"> PPE Register
2	Internal Audit Preparation	<ul style="list-style-type: none"> Audit Plan Audit Checklist 	<ul style="list-style-type: none"> Audit Plan Checklists
3	Conduct one round Internal Audits	<ul style="list-style-type: none"> Auditing as per Plan Audit Report Submission Initiate Corrective Actions Verification of Close out 	<ul style="list-style-type: none"> Audit Reports & Corrective Actions Guidance for Implementation Complete modules- Accounts software
4	Facilitate Management Review	<ul style="list-style-type: none"> Guidance for Management Review 	<ul style="list-style-type: none"> Mgmt Review Reports Software module for Business operations
5	Guidance for the Pre-assessment & Certification Assessment	<ul style="list-style-type: none"> Guidance during the assessment 	<ul style="list-style-type: none"> Guidelines Confidence Building
6	Post Certification Activities	<ul style="list-style-type: none"> Close out of NCR's raised by Certification Body 	<ul style="list-style-type: none"> Corrective Actions for NCRs

Thank you