KOLSTRAN®
ENGINEERING SERVICES

PROFILE

OF

KOLSTRAN ENGINEERING SERVICES NIGERIA LTD

- Project Consultants
- Telecoms' Infrastructure
- Civil Works
- Fabrication
- ICT
- Oil and Gas

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INTRODUCTION

KOLSTRAN ENGINEERING SERVICES (NIG.) LIMITED is a complete engineering services centre, based in Lagos, specializing in Project Management, Telecomms Infrastructure, Civil Works, Fabrication, ICT and Oil & Gas.

The dramatic growth in the Industrial Sector in Nigeria, during the past decade especially in oil and gas, banking and Schools has created the need for a high quality service and professional efficiency. This is where our services are required.

VISION

To provide a qualitative engineering services that is aimed at positioning us at top echelon of our business both at home, Nigeria and Africa at Diaspora, a vision which is also aimed at the highest quality of engineering services and customer satisfaction.

MISSION STATEMENT

To give unique engineering services of international standard for industries, helping our clients to achieve their optimum production target and encourage a good maintenance culture.

ABOUT US

KOLSTRAN ENGNIEERING SERVICES is a leading Mechanical and Civil Engineering company in Lagos, Nigeria and has over the years pioneered civil construction works, fabrication works, provision of solar power Solutions in both Government and Private institutions in Nigeria and also providing site support and maintenance i.e Supply of diesel and repair of Generators.

Having started in 2001, **KOLSTRAN ENGINEERING** has expanded immensely to service our clients with true precision and quality services in all areas of concern to accommodate all the needs of our clients under one roof.

OUR LIST OF SERVICES ARE AS FOLLOWS:

- Project Consultants
- Telecomms Infrastructure
- Civil Works
- Fabrication
- ICT
- Oil and Gas

KOLSTRAN ENGINEERING SERVICES (NIG) LIMITED

LIST OF SOME EXECUTED JOBS

S/N	PROJECT SERVICE	DESCRIPTION	CLIENT
1	Civil Construction of 70m mast on 20m x 20m area in Lagos (20 sites)	Civil works	MTN
2	Civil Construction of 55m mast on 15m x 15m area in Lagos (17 sites)	Civil works	ETISALAT
03	Fence for MTN specification	Engineering support	NOKIA SEIMENS NIGERIA(NSN)
04	3m*5m galvanized canopy (Sunshade) for outdoor sites	Engineering support	ERICSSON
05	SUNPROOF SHED	Engineering support: Master purchase agreement(03/06/2009)	HUAWEI TECHNOLOGIES LTD.
06	Structural work on Intercontinental Bank Plc building Adeniy—Jones branch	Civil works	INTERCONTINENTAL BANK PLC
07	Nigeria Baptist Theological Road Construction	Civil works	BAPTIST CHURCH
08	Complete construction & fabrications of local sound proof for 4 x 455 KVA Generator set	Engineering support	GTBANK PLC
09	Supply of diesel (AGO) to Glo site in Ogun State	Engineering support	Ladox Engineering Festac.
10	Complete construction & fabrications of local sound proof for 2 x 600 KVA Generator set	Engineering support	ZENITH BANK PLC
11	Supply of Diesel to MTN site Osun state	Engineering support	HUAWEI TECH
12	Complete construction & fabrications of local sound proof for 1 x 500 KVA Generator set	Engineering support	RCCG
13	Construction & fabrication of MTN Tank. Qty: 5	Engineering support	Egypro Nig Ltd
14	Complete Pole mount (4 Pcs)	Engineering service	Egypro Nig Ltd
15	Complete swing boom (4 sets)	Engineering service	Egypro Nig Ltd
16	Galvanised hollow pole (8 sets)	Engineering service	Egypro Nig Ltd
17	3 sets of Template or 35m Tower Galvanised	Engineering service	Egypro Nig Ltd
18	20 sets of 15mx15m palisade Security fence	Engineering service	ADC&CO.(WA)LTD

19	3 sets of Galvanized Antenna brackets – tubular filter	Engineering service	Egypro Nig Ltd
20	36pcs of filter cap for generator fuel Security	Engineering service	Egypro Nig Ltd
21	9 sets of 20m x 20m palisade fence	Engineering service	ADC&CO.(WA)LTD
22	6 sets of 15m x15m palisade fence(MTN)	Engineering service	ADC&CO.(WA)LTD
23	6 sets of 3,000 litres vertical diesel tank	Engineering service	ACCORD ENGINEERING
24	8 units of 5000 liters diesel tanks (MTN Specs)	Engineering service	ADC&CO.(WA)LTD
25	46 units of 5000 liters diesel Tank (MTN Specs)	Engineering service	ADC&CO.(WA)LTD
26	Supply of steel Palisade(2.4m height, 2m per section) with razor wire standard(including 3m double leaf gate), galvanized)	Engineering support: Master purchase agreement(03/06/2009)	HUAWEI TECHNOLOGIES
27	Supply of steel Palisade(2.4m height, 2m per section) with razor wire standard(including 4m double leaf gate), galvanized)	Engineering support: Master purchase agreement(03/06/2009)	HUAWEI TECHNOLOGIES
28	Diesel Fuel tank with low fuel alarm and cabling (5000 litres)	Engineering support: ETISALAT project	NOKIA SEIMENS NIGERIA(NSN)
29	TX Cabinet indoor	Engineering support: Master purchase agreement(03/06/2009)	HUAWEI TECHNOLOGIES LTD
30	Complete construction & fabrications of local sound proof for 1 x 600KVA Generator Set	Engineering support	T&E(NIG) LTD
31	Supply of AGO to MTN site at Lagos	Engineering Support	Anchor Telecoms
32	Fabrication of Awango Stand Sample	Engineering Support	Total Plc

QUALITY ASSURANCE POLICY

QUALITY ASSURANCE POLICY STATEMENT

KES LIMITED, an Engineering and Services Company is committed to ensuring that quality of goods and services delivered are of the highest standard at all times conforming to local and international standards and satisfying customer's needs, or, contractual requirements.

In pursuance of the above, the Company ensures that the best, skilled and qualified personnel shall be engaged for the execution of her works and services and continuously monitored and supervised for effective performance of the Quality Management System, structured to meet the requirements defined in ISO 9001.

From the foregoing, utmost importance shall be given to conformance with international and local acceptable quality standards, which is intended to sustain **KES LIMITED** in the competitive market. The Company's management objective is to provide services and products, which are in conformity with ISO 9001 standard and to client contractual requirements. To fulfill these objectives, the company has decided to adopt the Quality Assurance System and Program as outlines in the Quality manual.

It is required of all personnel to operate in strict accordance with the Quality system, performing their tasks correctly and contributes to the application and continues improvement of the Quality Management System. The Managing Director has the overall responsibility for ensuring that all personnel in the Company are fully aware of the Company's Quality policy and their individual responsibilities as defined in the Quality Manual.

The Managing Director has therefore appointed the QA/QC Manager who has undergone the ISO 9000 Quality Systems Course as the Management Representative. He shall be responsible for the day-to-day operation of the Quality System via the QA/QC & CASHES Department, to whom any queries or problems relating to Quality shall be directed.

The company's policy remains as follows: "All activities by individuals or teams will be planned and executed in such a way that our customers' requirements as well as our objectives are met safely, efficiently and cost effectively".

Managing Director

KES LIMITED

1.0 **INTRODUCTION**

The scope of this manual is to outline the quality assurance system to be applied to company operations/project activities undertaken, and also to define the general quality assurance policy of the company.

It is worthy to note that the Quality System requirements outlined in this Manual comply with ISO 9001 standard.

If there should be a differential in a client's expectation regarding quality aspect of a project, a Project Quality Plan will be drawn to reflect modifications required by client.

It is the intent of the company that the Quality Assurance Programme outlined in this manual shall apply to all activities and contracts to be carried out by **KES LIMITED** as well as to any supplier/sub-contractor engaged for the execution of company's operations.

The implementation and compliance of the company quality system is based on a documented system, which consists of three levels. The first level is made up of the Quality Assurance manual. Administrative documents, which specify the organizational basis of the system and key quality management procedures, form the second level of quality documentation. The third tier consists of specific operating procedures and work instructions. For more details of approved procedures on how the quality of operations could be achieved, always make reference to second and third level documents.

This quality manual and its supporting documentation shall be controlled documents. Copies of this manual and the relevant sections of its supporting documentation shall be held from the level of managers to supervisors and shall always be made available to all employees. Quality assurance department shall maintain a register of all holders and focal points. To enhance the system, the company shall continue to maintain effectual communication with clients and other departments in order to determine the level of quality required by all.

2.0 QUALITY OBJECTIVES

The Quality objectives of the company are include but shall not be limited to following:

2.1 Provide services and products which comply with all relevant statutory requirements, Company Standards, National and International Standards and are capable of achieving the performance and availability targets of the service and product specification for their duration in the most cost-effective and timely manner.

2.2 Ensure that safety of personnel, services and products, and the environment has been carefully considered, and that appropriate measures have been implemented to achieve these objectives.

2.3 Obtain a certificate of fitness and all other necessary certificates for the establishment and operation of the services and products, without causing any delay in the panned progress of the orders services.

2.4 Comply with the letter and spirit of the relevant statutory requirements and guidance notes

2.5 Minimize scrap and re-work in the course of rendering services and products.

2.6 Actively purse ever-improving quality through programmes that enable each employee to do his or her job right the first time.

2.7 Reduce firefighting (Crisis Management).

2.8 Guide the establishment of quality environment in terms of human resources, management, information and facilities, setting goals and follow-up on results.

3.0 DEFINITIONS

All Quality Management definitions and Terms used in this manual are as per ISO 8402 QUALITY VOCABULARY

Quality Management: The management of a quality system.

Quality Plan: A statement of quality objectives; and a description of the quality system, and listing of quality activities, to be employed to achieve the required quality.

Quality System: The organization, resources and formal procedures, which provide the capability to achieve the required quality

Reliability: The ability of an item to perform a required function under stated conditions for a stated period of time.

Specification: A document approved by a generally recognized body which results from the process of formulating and applying rules for an orderly approach to specific activity.

Supplier: Any individual or organization who furnishes items or services to a procurement document.

Technical Audit: An audit of the condition of a structure, system or installation against the approved engineering document.

Defect: Any non-conformance of an item to specified requirement.

Design Control: The verification that designs criteria comply with specified requirements, that design data and methods are valid for the range of application; and that the completed design satisfies the design criteria.

Evaluation: Assessment of a supplier's control of quality after placing an order.

Item: An all-inclusive term covering a part, equipment, sub-system or system that can be individually considered and separately examined or outside that required by the specification

Procedure: A document that specifies or describes how an activity is to be performed

Quality: The totality of features and characteristics of a product or service that bear on its ability to satisfy a given need.

Quality Assurance (QA): All those planned and systematic actions necessary to provide adequate confidence that a product or service will satisfy given requirements for quality.

Quality Assurance Programme: A description of the overall management and procedures covering the quality assurance activities for the executive of a specific contract or project.

Quality Control (QC): The operational techniques and activities that sustain the product or service quality to specified requirements; it is also the use of such techniques and activities.

4.0 QUALITY SYSTEM OUTLINES

i. Management responsibilities

ii. Quality system

iii. Contract review

iv. Document control

v. Procurement

vi. Client supplied materials

vii. Process control

viii. Control of non-conformance.

ix. Corrective action request

x. Handling and storage

xi. Quality records

xii. Audits

xiii. Training

4.1 MANAGEMENT RESPONSIBILITY

The Management of **KES LIMITED** having been aware of the changes in the demand situation and increasing market expectations in quality, has defined and implemented a quality policy specific to the company operation including those of its sub-contractors. This Quality Policy aims to support the company in its quest for continuous improvement in the context of national and international competition.

As such, this manual is designed to meet the international and local standard requirements such as based on ISO families.

The organization, objective and quality requirements are described herein.

The management hereby authorizes the Quality Assurance Manager to verify and duly apply the Quality Assurance Programme.

It is mandatory for all staff to adhere to and implement the requirements of this manual. The management with a view to ensuring that all quality requirements are adapted to the grassroots will monitor this constantly.

4.2 QUALITY SYSTEM

The management of **KES LIMITED** has developed a quality system purpose of realizing the quality objectives and the quality policy as formulated in this manual. The quality system is laid down in the quality manuals, plans, procedures and work instructions, quality programmes and the context specified therein.

The quality system thus implemented is regularly assessed as to efficacy and effectiveness with reference to realizing the quality policy. Internal audits are used to assess the extent of the quality system

4.3 **CONTRACT REVIEW**

Prior to commencement of any contract activities, as well as prior to compilation any bid, provision shall be made for a detailed review of all contract document.

The review shall verify the following:

- Work scope
- Contract requirements
- Client philosophies
- Regulatory requirements and laws
- Relevant in-house, national and international standards and procedures.

If as result of the review, any of the above items should require clarification or amplification, the respective project of Bid Manager shall inform the client accordingly and maintain all queries pending until satisfactory resolved. Following the review of contract requirements and prior to the start of the project or Bid activities all assigned lead personnel shall prepare a design criteria summary for each discipline. Each summary shall contain details of the work scope and list the applicable client specifications and philosophies, regulatory requirements and laws, and in-house National and International Standards. It shall be the responsibility of the respective Bid Manager to ensure that all the reference documents are maintained up to date and are accessible to all parties concerned. Each discipline shall either maintain a file of all pertinent documents, or have free access to documents relevant to their scope of work in the central contract files.

4.4 DOCUMENT CONTROL

The purpose of the document Control System is to provide control of validity, registration, filing and distribution of all documents and drawings. Such system is designed to ensure that undated and approved documents/drawings are available at the time and place of the activity performance.

The system embraces all documents for the total duration **KES LIMITED** activities or as may be specified and contract, which will include but not, limited to:

- Receipt of document
- Issue of documents
- Registration and filing
- Updating of documents status.

At commencement of an activity or receipt of any document, the person responsible for the Document Control System shall establish a general index of the filing system and of related “log in” and “long out” document registration forms. Such system shall be kept and maintained for the entire duration of the organisation.

All outgoing or incoming documents (including correspondence) shall be registered on the appropriate “Documents Registration Form”. And shall be transmitted with a formal Transmittal Form”, and shall be transmitted with a formal Transmittal Form.

4.5 **PROCUREMENT**

The following applies to the procurement of materials, equipment or services subject to Quality Management System.

The potential suppliers of such services, materials and equipment, shall be evaluated and approved by QA and Purchasing Departments prior to placing them on the acceptable supplier‟s list. A current list of acceptable suppliers shall be maintained and distributed by the purchasing departments.

All relevant Purchases Requests shall be reviewed by the Quality Assurance personnel in order to ensure that all pertinent standards, specifications and information related to the item(s) to be procured are listed and that the supplier will have in his possession all the data required to supply goods and/or services of an acceptable quality. The assigned staff in junction with the Purchasing Department shall decide the assigned staff in conjunction with the purchasing department shall decide the supplier's name.

The extent of control over procurement shall be established by the QA officers in accordance with standard in-house procedures as well as the requirements of the contracts; this may include quality audits in addition to in-process inspections and final tests.

4.6 **CLIENT SUPPLLIED MATERIALS**

All materials and equipment supplied by the client for incorporation in a given project shall be inspected on receipt for identification, quantity, damage and completeness. They shall be stored, transported and handled in accordance with the appropriate client instructions.

Special care shall be taken at the receiving inspection to ensure that the documentation received with the materials is correct and that all deficiencies and defect are reported immediately to the client for verification and action.

If required, periodic inspections shall be carried out to confirm the materials conditions and adequacy of their storage and preservation. The results of such inspection shall be recorded in the relevant report. In case of deficiencies, the reports shall be followed by a proposal of remedial action.

Materials shall be re-inspected form damage during preparation for use. Investigation shall be carried out, where required to determine cause of damage or malfunction. The client shall be advised of all cases where a material is found unsuitable for use.

4.7 **PROCESS CONTROL**

This outline measures to control management processes and other company activities as applicable to **KES LIMITED** or its sub-contractors.

All activities shall be performed in a planned manner, according to the company requirements, contractual specifications and the operating to be used in the work execution.

For some of the more complex activities included in the contractual scope of work the concerned department shall prepare (when required) the supporting documentation (procedures, drawing, diagrams etc) describing the activities and the work execution, relevant responsibilities, means and equipment to be used, values and/or acceptance criteria to be adhered to.

Such documentation shall be collected into manuals and be distributed/kept, to be reviewed when required by the system.

4.8 CONTROL OF NON-CONFORMANCE

The non-conformance control system is applicable to all activities of the company, including its suppliers and sub-contractors, and may pertain to any hardware items (materials, products, document) or software activities (inspection, testing, engineering, purchasing etc)

Non-conforming items and activities shall be identified and property marked to prevent unauthorized use or implementation, or mixing with conforming items.

Applicable forms shall be completed, identifying the non-conforming item or activity, deviation or discrepancy and necessary corrective actions will be taken.

Objective evidence of the corrective action implementation shall be recorded and maintained to substantiate that repaired, reworked or corrected items have been re-inspected and/or re-tested according to the applicable procedures.

Records shall also be kept of all definitely rejected items or services no longer reworkable, repairable or required.

4.9 CORRECTIVE ACTION REQUEST

Quality system and production processes deficiencies shall be addressed by means of a Corrective Action Request (CAR). The necessity to raise a CAR may be identified by QC/QA personnel either during performance of an audit or as a result of a document review.

The purpose of a CAR is to induce the audited organization to take all necessary remedial action(s) in order to correct the identified deficiency and to prevent such deficiency occurring again. Implementation of such remedial action(s) and their effectiveness shall be verified by a follow-up audit.

HANDLING AND STORAGE

A system shall be maintained for the preservation, warehousing and handling of all materials and equipment throughout the entire duration of services to clients and to the benefit of the company. All

precautions shall be taken to protect material form abuse, misuses, damage, deterioration and unauthorized use.

All materials subject to deterioration or corrosion due to environment shall be kept cleaned and fully protected at all times in accordance with approved procedures.

Handling and storage of materials and equipment during construction and installation shall be monitored by the responsible inspector in the particular area.

Unsatisfactory condition of material and equipment shall be brought to the attention of the Site Superintendent for corrective action.

Suspect items shall be place on "Hold" and market property until acceptability is established or other disposition arranged.

• QUALITY RECORDS

Records shall be generated and maintained to adequately support and substantiate inspections and tests performed. These records shall provide evidence of the quality of the item and testify directly and indirectly its compliance with the contractual requirements. Records to be maintained shall pertain to the following:

• Inspections performed as per respective Quality Control Plans, including system audits.
• Appraisal of procurement sources
• Material certifications
• Records of in-process inspection during construction (if any), installation
• Control-of non-conforming items, including follow-up actions.
• Testing, approvals and audits by Third Parties, sub-contractors and clients.
• Certificate regarding approval of personnel and processes.
• Functional test reports and data
• Installation reports and commissioning test reports (if applicable)

Inspection records shall identify their subject, applicable requirements, inspections performed, dates of inspections performed, dates of inspections and inspector's name, results obtained, and the feedback of corrective action generated by previous inspections.

For projects, records shall be kept for the minimum period specified in each contract and shall be made available upon request to the client representatives. Records shall be stored in a suitable environment to minimize deterioration or damage and to prevent loss.

4.12 AUDITS

The QA department manager shall establish, document and implement plans for audit which shall objectively evaluate the adequacy of the functions, systems and procedures.

The audit plan shall define:

• Functions, systems and procedures to be audited

• Personnel allocated to perform audits

• Dates of audits

Audits shall include an evaluation of:

• Activities, processes, work areas, items and service

• Quality practice, systems, procedures and instructions.

• Certification documents and records.

Appropriately trained personnel who are not directly responsible for the area being audited shall carry out audits.

Audits shall be performed in accordance with documented audit procedures and/or checklists, which identify essential items to be investigated. Each deficiency found during the audit shall be addressed by means of "Corrective Action Request".

The management responsible for the area audited shall review, agree and correct deficiencies revealed in the relevant audit report. Any action taken to correct deficiencies shall be re-audited to verify compliance with relevant "Corrective Action Request".

4.13 TRAINING

All functions requiring specific skills, those, which could be adversely affected by the lack of such skills, shall be identified, categorized and documented.

KES LIMITED shall assess through review, examination or other means, whether personnel carrying out activities are sufficiently qualified, and when required, shall provide for additional training.

Competence of relevant personnel shall be systematically verified by means of:

• Examination

• Testing

• Certification

Undertaken either through in-house schemes or through a recognized Third Party organisation. **KES LIMITED** will ensure that all training and qualification activities/requirements are established in companies where the services are rendered.

5.0 COMPANY OPERATING PROCEDURES

Each discipline will be responsible for the development of their unit procedures and the Quality Assurance Department will participate in their reviews. These procedures will be indexed and detailed in the company procedures manual.

QA department will be responsible for Quality Management procedures.

Contractors/sub-contractors engaged in the contractual obligation with **KES LIMITED** will be required to submit all their corporate procedure which are proposed for use during their contract with the company and where necessary to develop additional contract specific procedures.

The project QA unit will participate in the review and approval of these procedures.

In general, the company has a vast list of procedures utilized in the execution of the execution of the company's activities.

6.0 AMENDMENTS AND RE-ISSUE

This manual shall be periodically reviewed to re-affirm its adequacy and conformity to the current company practices resulting from technological and international standards advancements.

When changes affect a considerable number of pages and in any case after more than ten amendments to one issue, the manual shall be re-issues with all the previous amendments incorporated.

• QA RESPONSIBILITIES OUTLINED IN PROJECT QUALITY PLAN

On larger projects, there may be QA personnel in the project team, in which case their job description should be documented in the quality plan. On smaller

projects, there may be no project team and only the project consultant, who should simply write sown exactly how QA and QC will be achieved on the project.

For all projects

The Project Consultant will develop the listing of quality activities, allocating responsibility to himself for those activities reasonably within his resource and capabilities. Where appropriate, he will make liaise with the QA Department to agree which activities they can resource, and include these in the

Quality Plan. At the appropriate time during execution, the Project Engineer will liaise again to arrange the necessary QA resource.

8.0 **IN PROCESS INSPECTIONS**

Central guideline for planning and performing in-process inspection shall be the QC-Plan.

QC-Plan shows step by step how various inspection will be undertaken and provided a cross reference to show applicable procedures for the various inspections together with the relevant acceptance criteria, objectives evidence and surveillance activities.

Inspections by **KES LIMITED** are normally performed by the QC-Manager or by personnel under his supervision.

Checklist as detailed in procedure "In-process inspections" shall be used as a guidelines during inspection activities.

Information obtained during inspection shall be record regularly with the use of the standard inspection report from or by means of marked up drawing and/or checklists.

As a minimum all inspections reports shall show:-

- Title
- Description of Work Being Inspected
- Relevant Specification, Procedure or Drawing
- Description of Inspection Performed
- Reference to Qc-Plan Activity Number
- Results of Inspection
- Required Action and By Whom (If Necessary)
- Inspection Date and Signature of Inspector
- Distribution

9.0 **FINAL INSPECTIONS**

Final inspection and test requirements shall be detailed in the QC-plans, technical procedures and QC-procedures.

The project Manager supported by the QC-Manager is responsible for ensuring that all such final inspections and tests are satisfactorily carried out.

Before Coca Cola - OTA is advised of readiness for final inspection, the contractor shall have ensured that all inspection activities are complete.

KES LIMITED shall ensure that all necessary documentation to enable Coca Cola - OTA to issue the completion documents is available an, where possible, already reviewed and accepted at the time of the final inspection.

10.0 INSPECTION CODES

All parties involved shall use the following symbols.

H = Hold Point V = Visual inspection

W = Witness Point D = Dimensional Inspection

DR = Document Review M = Monitor

R = Raise Document % = Percentage Inspection

Definitions: HOLD POINT (H) are mandatory verification point identified within the QC-plan beyond which work should not proceed until mandatory verifications is performed acceptance established or written release granted by the QC-Manager (of the party notified).

WITNESS POINT (W) is a notification point in a function or a process sequence where notification of the QC Manager is required for his option of observing or visually examining a specific work operations or test.

Work may proceed beyond a witness point with or without inspection action following notification to the party concerned.

11.0 **MANUFACTURERS CONTROLS**

• New procedures, equipment modifications and alerts to preclude malfunctions

• Development of equipment monitoring guidelines to increase reliability by preventing equipment failure leading to prevention of more costly repairs and loss production.

• Using test runs to pin point problem areas and change procedures at early stage.

• Using effective recording procedure to reduce duplicity.

12.0 QUALITY IMPROVEMENT RELATIONSHIP:

This is the third and vital aspect of quality management. This relentless elimination of wasteful practices and the perpetual effort to improve quality of goods and services for customers‟ satisfaction

COMPANY POLICY ON CASHES

This manual indicates in clear terms management's commitment to safety, good health and a healthy environment in the areas of work in the company. It also stipulates the extent to which safety must be observed and the concern with which safety must be observed and the concern with which management will view any violation.

It is the policy of **KOLSTRAN ENGINEERING SERVICES (NIGERIA) LIMITED** to carry out its activities in such a way that the health and safety of its employees and other persons who may be affected are safeguarded.

In implementing this policy, **KOLSTRAN ENGINEERING SERVICES (NIGERIA) LIMITED** takes into consideration the requirements of the relevant legislation aimed at promoting them, by cooperating with the appropriate Government agencies on issues relating to enhanced safety and also providing sustainable safety briefings and training programmes for all categories of staff.

KOLSTRAN ENGINEERING SERVICES (NIGERIA) LIMITED believes that all injuries are preventable and that it is good business to actively promote high standard of safety, safety consciousness and discipline, which can minimize or even prevent accident.

Any sub-contractor, working on behalf of **KOLSTRAN ENGINEERING SERVICES (NIGERIA) LIMITED** shall be required to apply health, safety and environmental standards fully compatible with ours. Employees, sub-contractors and relevant authorities shall be kept appropriately informed of know potential hazards that might affect them and they will be made aware of what is being done to minimize the risk and to improve the quality of their health, safety, and working environment. Observe all factory acts and other safety laws in existence or applicable in Nigeria through lectures and other forms including: -

- Course for new employees as regards safety at work
- In-house safety courses for all workers based on the nature of operations
- Defensive Driving course for all drivers of vehicles
- Swimming/Water Survival Course
- Fire Fighting and Prevention training
- Pep-talk meeting at the site based on work in progress
- Other courses, as may be organized by our clients.

GOOD HOUSEKEEPING

Keeping the workplace clean and tidy is term good housekeeping. Cleanliness and orderliness help to prevent accidents. These also save effort, space, time and materials. Constant effort by everyone is necessary for a clean and tidy workplace. Good housekeeping ensures that:

• There are no spillage to cause slips and falls
• Access to fire extinguishers and first aid boxes is free of obstruction at all times.
• Materials and tools are stacked or kept in places and in a way that they cannot fall or collapse.
• Workplace is swept up or otherwise cleaned frequently, to get rid of rubbish, waste or dust in order to reduce the chances of accident, fire or ill-health. Rubbish bin with covers shall be provided.
• Aisles, gangway and stairway are clear and free access to all parts of the workplace, especially emergency routes.
• Cigarette butts/ends or matches shall not be thrown around. **"NO SMOKING"** rules shall be strictly observed in all hazardous areas.
• Flexible power supply leads, ropes etc., should be coiled up and kept away neatly from the work floor and passages, to prevent tripping and falling.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal protective equipment is used as the last line of defence between workers and accidents. PPEs do not prevent accidents but reduce the severity of exposure to injury and adverse effects.

KOLSTRAN ENGINEERING SERVICES (NIGERIA) LIMITED recognizes that each PPE has been designed for a specific purpose. Hence for effectiveness every worker is enlightened and made to understand the hazards concerned. PPEs must be kept clean and in a functional state, ready for use at all times. PPEs are of different types:

1. Body Protection:

These include:
- Overalls – worm against heat, cold, chemicals, fire, etc.
- Welder‟s apron - worn against sparks and fire
- Acid hood – worn against corrosive chemicals.

2 Head, Eye & Nose Protection

The head has to be protected against flying particles and falling objects, Hardhats (metallic helmets should not be worn where there is fear of contact with live electrical parts).

- Safety goggles – for eye protection.
- Welding shields – worn overhead and face by welder.
- Respirators – for protections against dust, paints etc
- Nose mask – to protect nose from dust.
- Ear plugs – to protect the ear against high noise levels

3 Hands/Feet Protection

These include:

- Hand-gloves & safety shoes

In fact PPEs are not restricted to protective equipment that is worn to cover a part or the whole body, others are personal floatation devices, safety belts, etc.

ACCIDENT INVESTIGATION AND REPORTING

In **KOLSTRAN ENGINEERING SERVICES (NIGERIA) LIMITED** effort will continually be made to prevent accidents. But if however it occurs, it is the policy of this company that the line supervisor shall report to the management such accident whether major or minor for necessary investigation without any delay. This shall promote safety and sustain safety consciousness amongst all employees.

In **KOLSTRAN ENGINEERING SERVICES (NIGERIA) LIMITED** accidents are investigated for a number of reasons, which includes the following:

• Accident investigations help to prevent future re-occurrence;
• Accident investigation is a fact-finding activity not a fault-finding one;
• Investigations publicize the causes of accident;
• They provide data for analysis, contests or awards;
• They help to determine compliance with safety rules and regulations.

Accident records are kept and reviewed from time to time.

• Provide a means for the objective evaluation of the magnitude of accident problems and measurement of overall progress and effectiveness of safety programme.

• Identify high accident rate operations so that extra preventive effort can be put into those operations.

• Create interest of safety in employees by furnishing information about the company‟s accident experience.

FIRE SAFETY

Fire can be viewed simply as an exothermic chemical reaction (oxidation), which involves three elements (fuel, air and heat) and usually results in the production of flames.

Observing the following rules will prevent the outbreak of fire:

• Remove combustible materials, such as fuel, from the workshop

• Fuel leaks should be avoided and should not be allowed to fall on hot surfaces.

• Install fire defecting/detecting instruments in the workshops and even in the offices.

• All equipment should be grounded (earthed)

• (Hot) Work permit shall be obtained prior to any welding job is carried out.

• Provide suitable fire extinguishers

• Remove exhausted fire extinguishers for re – charging

• All workers must know how to operate the available fire extinguishers.

• Fire exits should not be obstructed

• There should be no overloading of electrical fittings/appliances.

• All workers must know emergency procedures.

• Every worker shall attend fire-fighting training to learn how to extinguish fires using the equipment available in work areas.

PERMIT TO WORK

This is a signed statement by authorized person(s) that a job of non-routine e.g. hot work, may be carried out under prescribed precautions.

Before work is commenced in any place or restricted area, the company/client‟s representative must issue permit to work to **KOLSTRAN ENGINEERING SERVICES (NIGERIA) LIMITED‟S** senior site supervisor. Our client must officially sign the permit and a copy shall be kept at the actual work site for inspection purpose.

• The permit shall designate the work area.

• It shall specify the type and extent of the actual work to be carried out.

• It shall also specify the safety precautions and measures, which shall be taken.

• Only persons covered by the permit will be allowed to enter the work area.

HOT WORK PERMIT

KOLSTRAN ENGINEERING SERVICES (NIGERIA) LIMITED shall require from its client or its representative a hot work permit for all types of work associated with risk of fire explosion. This shall include likely providing sources of ignition in areas where flammable or combustible materials may be present e.g. welding flame.

TRANSPORT SAFETY

WATER SAFETY:

Drowning has caused several deaths in waterborne operations. Hence it is a must for every employee in the waterborne operation to be a certified swimmer, by attending and passing the swimming and water survival course.

During water transportation, the following safety tips must be fully observed:

For Quartermaster

• All navigation lights, warning and fog lights must be in good condition before setting sail.

• All personnel floatation devices e.g. life jackets, lifebuoys with required life lines and rafts must be ready for use when necessary.

• Extinguishers suitable for liquid, gas and electrical fires must be available.

• Navigate smoothly and with due regard to other waterborne traffic, especially smaller and more vulnerable crafts – dugout canoes.

• Operate along only designated routes.

• Use wipers and horns in rainstorms when visibility is low. Slow down and if necessary, stop and tie up for the situation to improve.

• At night, reduce speed and use your searchlight to avoid running onto other crafts, especially fishing canoes. Night journey are subject to special authorization and for emergency ONLY

For all passengers

• Always remain seated in the cabin

• Outside the cabin, a life jacket must be worn

• Embark and disembark only when craft has been fully secured.

• The quartermaster is the man-in-charge of the craft; hence he has the right no to sail until all necessary safety requirements have been met.

NAVIGATION GUIDELINES

• Approach work Area main entrance at a safe speed.

• In the work Area, reduce to dead slow speed and Navigate slowly. Keep proper look oil for other boat movement and take appropriate action to avoid collision at all times.

• Enter the work Area keeping to starboard of the channel.

• Turn off sharply at right angle to your final destination when circumstance permit.

• Register your arrival and departure time with the Beach master at the Jetty.

• Exit work Area via **channel** on a safe speed.

• Start off at a dead slow speed and join the exit **channel** at right angle when circumstances permit.

• All crewmembers must wear appropriate life vest while on board, and around the waterfront.

• No smoking: No naked light/flame.

• No night sailing except on Emergency with adequate security in place.

• All boat drivers must be holders of valid competency certificate.

• All visiting boats must he on BOLPS business.

• No fishing, No swimming within the work Area.

• No dumping of petroleum products/waste oil to the RIVER.

• NO dumping of garbage/waste overboard.

• Report any crude or petrol spill to the crew supervisor.

• No SPEEDING; NO HURRY; NO ACCIDENT.

• INVEST IN HSE & ENJOY A SAFE JOURNEY

ROAD SAFETY

Road accident has claimed so many lives not only in the Oil sector but also in the country as a whole. Hence, adequate precautions must be made by every road user to avoid mishap on the road. The following road safety precautions should be strictly adhered to at all times.

Before Driving

Before driving, make sure that: -

• Your vehicle is properly licensed.

• You have a valid and currently classified driver's license.

• You have a current road-worthiness certificate for your vehicle.

• Your eyesight can pass the test required for safe driving.

• The condition of your vehicle and of any object it may be towing and of all part and accessories is such that no danger is likely to be caused to yourself and\or others.

• Your vehicle is properly fitted with clean windscreens, properly inflated tyre, good brakes, mirrors, seat belts, wipers and good headlamps and rear lights.

• The load on your vehicle is not in excess or so badly distributed, packed or mounted as to be dangerous.

• Your load is not illegal dimension or weight and properly labeled if necessary.

When Driving

When driving you must: -

• Be in such a position that you can exercise proper control over your vehicle and retain a full view of the road and traffic ahead; give precedence to a pedestrian who is on a zebra crossing

• Give precedence to pedestrian on a push-button controlled crossing, when an amber light is flashing.

• Observe speed limits or any special speed limit for you vehicle, or the highway, or determine by weather or road condition.

• Drive on the carriageways only and observe land rules.

• Observe traffic signs and signals and the direction of traffic officer controlling traffics.

• Stop when required to do so by a traffic officer in uniform or an authorized traffic control officer.

• Stop when signaled to do so by a school crossing patrol.

• See that front, side and tail lamps are on at night.

Safe Driving

You must not: -

• Drive recklessly or to speed or in a manner, which is dangerous to the public.

• Drive under the influence of drugs or alcoholic drinks.

• Drive a vehicle, which emits excessive fumes and smoke.

• Use an expressway if you are a learner driver.

• Do not reverse on the expressway.

• Drive a vehicle, which emits noise in excess of the maximum limits laid down.

• Sound your horn at night in a built-up area.

• Drive without due care and attention or without reasonable consideration for other persons using the road.

• Allow passengers to alight from your vehicle in such a manner as to likely to cause danger.

HEALTH

It is the policy of **KOLSTRAN ENGINEERING SERVICES (NIGERIA) LIMITED** that every employee is medically fit for work and works in a healthy environment. We strongly believe that a healthy worker can contribute meaningfully and effectively in achieving targets and goals. In fact, the health of our workers is our wealth and so we are very sensitive to checking various risk/occupational hazards that may tend to impair their health and that of any other person(s) that may be affected.

Apart from the provision of a First Aider or Industrial Nurse, as the case may be, on work sites, it is the policy of this company to ensure the following health precautions:

Operational Noise level is maintained at the barest minimum, but where this cannot be achieved, adequate PPE is provided.

- Good convenience (toilet) facility is provided for all employees on site
- Good potable water is provided (well treated and filter)
- Accommodation is provided in a clean and conducive environment (where applicable)
- Regular lecture on good hygiene and housekeeping
- Policy on drug and alcohol

Furthermore, a retainer clinic is provided for employees and dependent to undergo regular medical checkups.

FIRST AIDER/INDUSTRIAL NURSE

KOLSTRAN ENGINEERING SERVICES (NIGERIA) LIMITED shall have a First Aider/Industrial Nurse who:

- Must be a trained First Aider
- Shall dispense and administer drugs according to first aid regulations.
- Identify and refer serious cases of accidents to the retainer ship clinic.

ENVIRONMENT

Environment as earlier defined in this manual is our life support without which there will be no human existence on earth. The development and survival of man depends on the exploration and exploitation of resources from the environment. The environment has no political boundaries of nations because it is continuous.

It is the policy of **KOLSTRAN ENGINEERING SERVICES (NIGERIA) LIMITED** to protect the environment in our areas of operation. This we believe is achievable through a well-trained workforce. It is also the policy of this company that as part of the induction courses organized for new employees to undergo a course in „environmental awareness". More so, intermittent environmental impact assessment shall be conduct in our areas of operation.

As part of our concern and commitment the environment, **KOLSTRAN ENGINEERING SERVICES (NIGERIA) LIMITED** has put in place the following practices towards ensuring very little or no (negative) impact on the environment.

1. WASTE MANAGEMENT

The principles of waste management shall be incorporated into every area of our activities. If elimination of waste is not possible, then minimization alternatives shall be explored. Responsible waste management may be accomplished through the application of the practices of source reduction, reuse, recycling, recovery, treatment and responsible disposal.

All wastes shall be disposed of in accordance with the approved procedure of our clients and in accordance with the laws of the Federal Republic of Nigeria.

Company Policy on Waste Management states that:

- All practical and reasonable measures to minimize the generation of solid and liquid waste shall be taken.
- All waste shall be disposed in accordance in a statutory and environmentally responsible manner.
- Track and maintain records of the full life cycle of waste streams and provide an auditable trail as to its management and disposal

Implications of the Policy Statement on Waste Management

The policy statement implies that:

• Waste management shall be carried out in full compliance with applicable Nigerian legislation and guidelines of relevant regulatory agencies.

• Waste generated during our activities shall be managed from "cradle to grave" to eliminate the potential liabilities that could result from improper disposal.

• The management of wastes is a responsibility of the Chief Executive and shall be actively involved in monitoring, quantifying and controlling of wastes generated by the company's activities.

• Waste management must be conceptualized at the developmental stage of any project.

• Ranking of waste streams shall be carried out according to their sensitivities and adequate measures will be put in place to control or eliminate their impact on the environment.

Waste shall be classified into two major categories namely:

Hazardous and Non Hazardous wastes: These broad categories define the nature of the waste and its relationship with both the human health and the environment. Applicable legislation and the actual constituents of determine the classification of waste into these groups.

Hazardous: A hazardous waste is any gaseous, liquid or solid waste, which due to its quantity, physical, chemical or infectious characteristics has the potential to harm human health or the environment when improperly handled, stored, transported, treated or disposed.

Non-hazardous: These are waste that have no potential harm against the environment or human health, but must be dispose of in an acceptable manner.

Further classification of wastes can be carried out as indicated below

• Industrial waste

• Domestic waste

• Office waste

Industrial Waste: Waste arising from Industrial operations.

Domestic waste: This category includes kitchen waste from offices, operational and residential locations, and waste from estate management activities.

Office Waste: These are wastes generated from reprographics and other office services

Waste Segregation

In order to minimize waste available for disposal and ensure effective recycling of wastes, which can be re-used, waste materials shall be segregated at source. Each section/department shall be responsible for the implementation of the waste segregation scheme. Every of our sub-contractors shall also set up compatible waste segregation system on their worksites.

Waste Handling and Transportation

"Cradle to Grave" approach shall be applied to waste management at **KOLSTRAN ENGINEERING SERVICES (NIGERIA) LIMITED**. To this end, adequate measures have been put in place to ensure that handling and transportation of waste are monitored and controlled. To achieve this, a waste tracking system shall be implemented from cradle to grave with necessary data record for clarification by the management or our client, where requested.

Waste-Treatment

Waste treatment may be described as any method, technique or process which changes the physical or biological character of any waste in a way that neutralizes the undesired effect and renders it non-hazardous, less hazardous, amenable for storage and safer to handle.

There are three basic classification of waste treatment, which shall be adopted by the Company as application to our activities:

Physical Treatment – Process that, through concentration and/or phase change, after the hazardous constituents to a more convenient form for further processing or disposal.

Chemical Treatment – This is a process in which hazardous constituents are altered by chemical reaction. In most cases, this equates to hazard destruction. In some exceptional cases, the resultant product or products may still be hazardous, although in a more convenient form for further processing or disposal.

Biological Treatment – Technically a chemical treatment, but classified separately because of its widespread application for treating waste - waters, both hazardous and non-hazardous.

POLLUTION PREVENTION AND CONTROL

Pollution is the undesirable discharge of oil/chemical and/or hazardous constituent into the environment. It is the policy on this Company to protect the environment in which we work, hence in the preventing the occurrence of pollution the management of **KOLSTRAN ENGINEERING SERVICES (NIGERIA) LIMITED** ensures the followings:

• The use of well trained personnel and constant training of the personnel

• Use of equipment and materials that are fit for purpose

• Constant and regular inspection of equipment and material

• Regular maintenance of all equipment and materials

• Strict compliance to design specifications during operations

• Replacement of equipment and materials at the expiration of their service periods

• Effluent monitoring

• Environmental Impact Assessment

Pollution Control

Pollution control refers to all activities and actions taken to limit the extent of impact of spill incidents. They include:

• Contingency plan activation (response)

• Containment – is the erection of physical barriers on the path of the spilled oil

• Recovery – is the physical recovery or removal of spilled oil

• Rehabilitation – the process of restoring the impacted area to its pre-pollution state.

• Contingency plan activation

• Clean-up and disposal of residual oil/debris from the environment

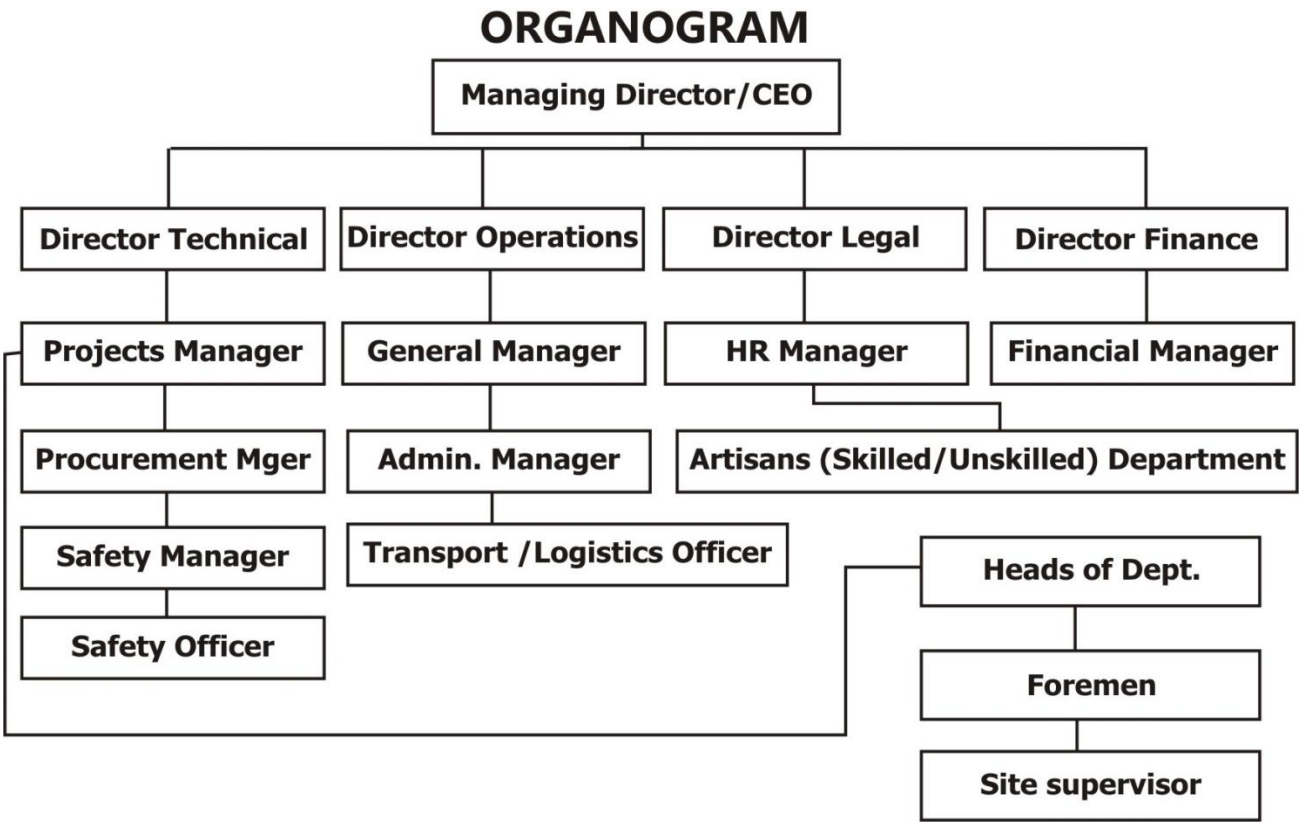
COMMUNITY

KOLSTRAN ENGINEERING SERVICES (NIGERIA) LIMITED shall always maintain a cordial relationship with host community(s). It is the policy of the company to make adequate provision for the employment of labour from host community(s), thereby contributing towards alleviating unemployment problems.

Communication has been identified as a major factor in company/host community friction. The site supervisor shall always liaise with the traditional ruler or any person(s) nominated by him, so that matter could be resolved early before getting to crisis point.

Demands and requests from the host community will receive equal attention as any crucial site activity.

KOLSTRAN ENGINEERING SERVICES (NIGERIA) LIMITED will always treat host community as a friend.



NO. RC.437551

CORPORATE AFFAIRS COMMISSION

FEDERAL REPUBLIC OF NIGERIA

Certificate of Incorporation

I HEREBY CERTIFY that

KOLSTRAN ENGINEERING SERVICES (NIGERIA) LIMITED

is this day Incorporated under the COMPANIES AND ALLIED MATTERS ACT 1990 and that the Company is Limited by shares

Given under my hand at Abuja this 6TH day of DECEMBER Two Thousand And ONE

Fees and Deed Stamps ₦ 5,100.00K

Stamp Duty on Capital ₦ 12,500.00K

A. AIMUSTAPHA

Registrar-General

RC 437551

CORPORATE AFFAIRS COMMISSION
FEDERAL REPUBLIC OF NIGERIA

Certificate of Registration of Increase in Share Capital

COMPANIES AND ALLIED MATTERS ACT 1990
Pursuant to section 102(2)

KOLSTRAN ENGINEERING SERVICES (NIGERIA) LIMITED

With reference to the ordinary resolution and notice of increase in share capital dated the Fourth day of May , 2011 presented for filing on the Thirteenth day of May , 2011 in respect of the above named company:

This is to certify that the increase in share capital from =N= 1,000,000 *to* =N= 5,000,000 *by the creation of* 4,000,000 *Ordinary Shares of* =N= 1.00 *each has been registered with the Commission.*

This Eighteenth day of May 2011

Receipt No: CAC/RCR 0109957
For =N= 40,000

BELLO MAHMUD

Registrar - General

428167

FEDERAL INLAND REVENUE SERVICE

VALUE ADDED TAX

VAT

Certificate of Registration

No. IKV06002437551

This is to Certify that

KOLSTRAN ENGINEERING SERVICES NIGERIA LIMITED.

has been duly registered as an agent for VAT Collection under

THE VALUE ADDED TAX (VAT) DECRESS NO 102 OF 1993

This certificate confers all the rights and obligations including the claim of vredit for input tax paid under the VAT decree on any registered persons.

Date this 17th *day of* January, *20* 11.

DIRECTORS (VAT) FIRS

LOCAL VAT OFFICER

*This is to be inserted on all tax invoices, receipts and correspondence

INSTITUTE FOR GOVERNMENT RESEARCH & LEADERSHIP TECHNOLOGY

(Established by CAP 436 Laws of the Federal Republic of Nigeria 1990)

This is to Certify That

Kolstran Engineering Services Ltd

Has Won

Innovation Award of Excellence in Solar

Poles Fabrication & Security Camera Installation 2012

African Governance & Corporate Leadership

Awards

Chairman Awards Technical Committee

Chief Executive Officer

SOME OF OUR PROJECTS

TWO LEGGED POLE CANOPY ERRECTION IN PROGRESS FOR ENERGY FILLING STATION

NEWLY COMPLETED CANOPY ERRECTION FOR TEXACO FILLING STATION

FIBRICATION ON SITE

FIBRICATION IN THE FACTORY FOR SITE ITEMS

NEWLY COMPLETED CANOPY ERRECTION FOR SAPTRADE FILLING STATION

COMPLETED CANOPY / CONTROL GATE FOR AP FILLING STATION

Sun Shield for Transmission Cabinet HUAWEI

Raft foundation ready for casting

Compacting of Tower Legs and Rebar for pat & Column ready for formwork

Rigging in Progress

MTN site built in progress

Nigeria Baptist Theological Seminary Road after constructi